

How to request new EPPO codes to be created in the EPPO Global Database?

- Guidelines -

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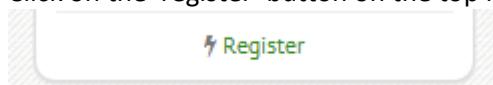
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The creation of new EPPO Codes is subject to fees (current prices are indicated within the database itself) and requests for the creation of these codes can be made online. In order to access the necessary online forms, one of the first steps is to become a **registered user** of the database (**free and simple procedure**). Once you have created your account, you will just have to login when returning to Global Database, buy credits for one or more codes (according to your needs), and send your request(s) to the EPPO Secretariat.

Registering on the EPPO Global Database (new user)

In order to register, please follow the following steps:

- Click on the 'register' button on the top right of the Database home screen.



- In the new page, please enter your details in the relevant fields.

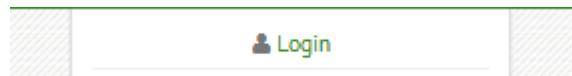
The screenshot shows the 'Register on EPPO Global Database' form. It is divided into sections: 'About you', 'Account', and 'Security code'. The 'About you' section contains fields for 'Full name' and 'Institute'. The 'Account' section contains fields for 'Email', 'Password', and 'Confirm the password'. The 'Security code' section contains an 'Antispam' field with the text 'acerate' and a 'Not readable? Change antispam text.' link. A 'Register' button is at the bottom, and a link 'Already have an account?' is also present.

- Once you have finished entering your personal details and password, simply click on the green 'register' button. You are now registered and will access the homepage associated with your profile (**dashboard**).

Logging in (already registered user)

You have already registered on EPPO Global Database and you want to request new codes:

- click on the 'login' button on the top right of the Database home screen



- enter your email and password (if you wish, tick the box 'Remember my credentials' to be recognized automatically at your next visit).

The screenshot shows a login interface with the following elements:

- A title "Log in to EPPO Global Database" at the top.
- Two input fields: "Email" and "Password".
- A checkbox labeled "Remember my credentials".
- A green "Login" button.
- Links at the bottom: "Don't have an account?" and "Forgot password?".

If you have lost your password, click on 'Forgot password?' to receive an email with a link allowing you to reset your password.

Necessary tools are in your dashboard

The screenshot shows the EPPO Global Database dashboard. At the top right, there are links for 'My dashboard' and 'Logout'. Below the header is a search bar with 'Search by name or EPPO code...' and a 'Go!' button, along with a link to 'advanced search...'. The main menu includes 'Home', 'Standards', 'Photos', 'Reporting Service', and 'Explore by'. A green navigation bar at the bottom has links for 'Last consulted pages', 'Help us to collect photos', 'Request new EPPO codes', and 'About me'. The 'About me' section displays the user's profile information: Full name: Anne-Sophie Roy, Email: roy@eppo.int, Institute: EPPO / OEPP. To the right, there is a sidebar titled 'My account' with options to 'Change my email', 'Change my password', and 'Change my personal information'. At the bottom of the dashboard, there are links for 'Contact EPPO', 'EPPO Website', 'EPPO Data Services', and 'Sitemap'. A blue button labeled 'Buy credits / view invoices' is highlighted with a red box.

On your dashboard, click on the blue button 'Buy credits / view invoices'.

Order credits and generate a proforma invoice

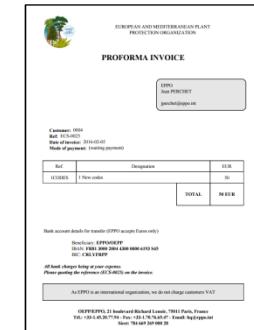
In this automatic system, you have first to order the credits that you need for the creation of 1 or more codes (batches of 5 – 10 – 20 – 30 – 40 – 50). **You can use these credits whenever needed, and they remain valid over an indefinite period of time (no date of expiry).**

The screenshot shows the 'Buy credits / view invoices' page. At the top right, there are links for 'My dashboard' and 'Logout'. Below the header is a search bar with 'Search by name or EPPO code...' and a 'Go!' button, along with a link to 'advanced search...'. The main menu includes 'Home', 'Standards', 'Photos', 'Reporting Service', and 'Explore by'. The page title is 'Buy credits / view invoices'. It features a 'Buy credits' section with a dropdown menu for 'Quantity' (set to 'please select...') and a 'Continue' button. A message indicates 'Currently, you have 0 credits for ask for new EPPO Codes.' Below this, there is a section for 'Orders awaiting payment' which says 'No orders awaiting.' and an 'Invoices' section which says 'None.' At the bottom, there is a 'Back to dashboard' button and links for 'Contact EPPO', 'EPPO Website', 'EPPO Data Services', and 'Sitemap'. A red box highlights the 'Quantity' dropdown menu.

Select the number of credits you need, and click 'Continue'

The screenshot shows the 'Buy credits / vi' section of the EPPO Global Database. A modal window titled 'Order awaiting payment' is displayed, stating: 'An email containing a proforma invoice as well as payment instructions (bank transfer or credit card) has been sent to you.' A red arrow points from this text to a red box around the 'Orders awaiting payment' table below. The table lists one order: Ref ECS-0025, Date of order 2016-02-05, Detail 1 New codes, Total eur 50. It includes three buttons: 'Download proforma invoice' (green), 'Pay online...' (blue), and 'Cancel this order' (orange). Below the table is a section titled 'Invoices' with the note 'None.' At the bottom are links for 'Contact EPPO', 'EPPO Website', 'EPPO Data Services', and 'Sitemap'.

Once you have ordered a number of credits, an automatic email is sent to you together with a proforma invoice and payment instructions



The proforma invoice can also be retrieved from the same webpage if needed (PDF file).

Payment

The screenshot shows the 'Orders awaiting payment' table from the previous section. It displays one order: Ref ECS-0025, Date of order 2016-02-05, Detail 1 New codes, Total eur 50. The same three buttons ('Download proforma invoice', 'Pay online...', 'Cancel this order') are present at the bottom of the table.

You can choose to pay by **credit card (online and secured system – only CB, Visa and MasterCard are accepted)** or by **bank transfer**. The EPPO Secretariat can only accept payments in **EUROS**. At this stage, you can cancel your order if you wish to do so (click on the yellow button 'Cancel this order').

For online payments, simply follow the instructions that are given on the computer screen. As soon as the transaction has taken place, credits for the creation of new codes will automatically appear in your dashboard. You will also be notified by email that your new credits are available.

For payments by bank transfer, all necessary bank account details are given in the proforma invoice. Please note that with bank transfers, credits for the creation of new codes will appear in your dashboard only once the payment has been received on the EPPO bank account (which may take several hours or days). Once the transfer has been received on the EPPO bank account, you will be notified by email.

Invoice / Receipt of payment



As explained above, once your payment has been received by the EPPO Secretariat, you will receive an automatic email containing your invoice / receipt of payment as an attachment. The same document can also be downloaded if needed from the same webpage (see above) under the title 'Invoices'.

Invoices			
Ref	Date of payment	Detail	Total eur
ECS-0025	2016-11-25 12:43:11.872026	1 New codes	50
			Download invoice

Customer: 0002
Ref: ECS-0025
Date: 2016-11-25
Mode of payment: Credit card

Ref:	Designation:	EUR
1 CODES	1 New codes	50
		TOTAL 50 EUR

As EPPO is an international organization, we do not charge customers VAT.

EPPO/CEPP, 21 Boulevard Richard Lenoir, 75011 Paris, France
Tel.: +33 1 45 20 77 14 - Fax: +33 1 45 20 45 47
Email: inv@eppo.int

Request new codes via the online form

Once you have bought credits, return to your dashboard. You will notice in the box 'Special rights', that the system now indicates the number of credits that are available. In addition, within the box 'Request new EPPO codes', a new blue button 'Request new code' is available (see below).

Special rights

You currently have 1 credits left for asking new EPPO codes to be created. [Buy more credits...](#)

Request new EPPO codes

The creation of new EPPO codes for plants, pests and pathogens that are currently missing in the database is subject to fees (50 euros per code). You can buy here credits for the creation of one or more codes (i.e. batches of 1 – 5 – 10 – 20 etc.) and then use an online form to send your request for new codes to the EPPO Secretariat. Once your codes have been created, you will be automatically informed by email.

[Buy credits / view invoices](#) [Request new codes](#) [View my requests](#)

To request a new EPPO code, fill in the online form. You must request the codes one at a time. Fields which are marked with a red asterisk are compulsory. Once completed, your form will be sent automatically to the EPPO Secretariat.

Request a new EPPO Code

You can propose new organisms for inclusion in the EPPO Code System and obtain new EPPO codes for them.

Please fill in the following form.

The EPPO Secretariat will perform the necessary verifications and, when accepted, the name(s) and corresponding new code will be sent to you by email. If for any reason, the code you requested could not be created (e.g. the organism for which the code was requested is outside the scope of the database, a code already existed but was associated with a synonym), your credit will not be spent.

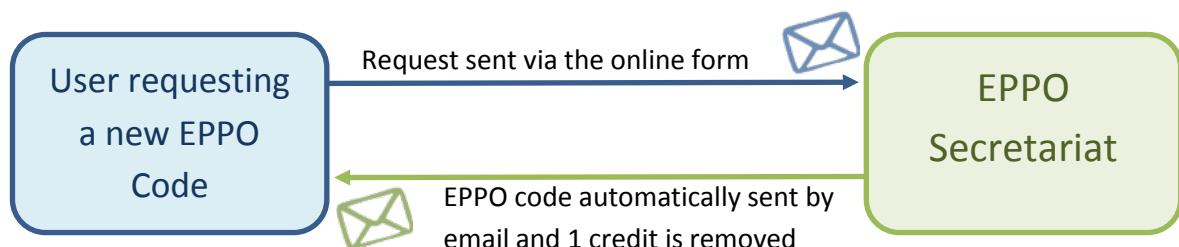
(*) required

Latin name *	Enter the Latin name
Synonyms	Enter synonyms with authority if possible (one by line)
Taxonomic position *	Enter the taxonomic position (e.g. family and appropriate higher taxon)
References *	Enter accessible references / websites
Additional information	Any additional information or comments you may wish to make (e.g. common names in specified language)

[Send](#) [Cancel](#)

Simply follow the instructions inserted in each field, and press 'Send' when you have finished.

Once your new EPPO code has been created, you will be notified (by an automatic email) and one of your credits will be removed. If for some reasons, your code could not be created (e.g. the organism already existed in the database), no credit will be removed.



View past requests

From your dashboard, you can view the status of all the requests you have sent to the EPPO Secretariat (pending or finalized) and the answers which have been given by the EPPO Secretariat.

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[Buy credits / view invoices](#) [Request new codes](#) [View my requests](#)

View past requests

You can view here all the requests that you have made for the creation of new EPPO codes. Once a new code is created, you will be automatically informed by email.

Codes done			
Date	Latin name	Code	Admin infos
2016-02-05	Juania australis (von Martius) Drude ex. Hooker	JUAAU	A new EPPO code has been created

[Back to dashboard](#) [Request new code](#)

Contact EPPO EPPO Website EPPO Data Services Sitemap

A few general questions

Which currencies are accepted by the EPPO Secretariat?

At present, the EPPO Secretariat can accept payments in **Euros only**.

Is there a validity period attached to the credits that I have bought?

No, the credits you have bought remain valid over an indefinite period of time. The system will always indicate how many credits are left (e.g. consult your dashboard).

If my requests for new codes are not accepted by the EPPO Secretariat, will this have a cost (i.e. will corresponding credits be removed?)

No, the EPPO Secretariat will only remove credits when new codes are effectively created. For example, if it happens that the organism for which you needed a new code was already in the database but under another name (e.g. a synonym), the newly proposed name will be added but no credit will be removed from your account.

Why new EPPO codes are not created immediately?

The creation of new codes implies a number of verifications which have to be done by the EPPO Secretariat. One of the main principles of the database is that codes are unique (i.e. a single organism cannot be associated to more than one code). Therefore, it is important for the EPPO Secretariat to verify that the organism for which a new code is requested is not already in the database (e.g. under another name). The EPPO Secretariat also needs to verify the taxonomic validity of the scientific name proposed (including authorship, taxonomic position, and associated common names if any) by consulting taxonomic databases and any other relevant sources.

Can codes be created for ‘non-taxonomic’ entities (e.g. fruit crop, fruit borer, beneficial organism)?

The database includes approximately 300 codes covering non-taxonomic entities, most of which were developed for the plant protection product industry. Requests for new codes of this type will be presented to and discussed by the EPPO *ad hoc* Panel on Harmonization of data on plant protection products and EPPO codes (which usually meets in February/March). To request ‘non-taxonomic’ codes, please send an email directly to the EPPO Secretariat hq@eppo.int (the online form being better adapted to taxonomic entities which constitute the vast majority of the database contents).

What is the general coverage of the database and why will some requests not be accepted?

The database does not intend to cover the whole ‘living world’ but focuses on plants and pests that are of importance in plant protection. The database is not a taxonomic tool, as not all taxonomic levels are included (only the main steps). In most cases, the database does not intend to cover all possible infraspecific entities and usually stops at species level. However, there are a number of exceptions, and codes can be created for subspecies, pathovars, formae speciales, botanical subspecies and varieties. However, no codes will be provided for local varieties, subvarieties, systematic types, or cultivars. The question of hybrids is a difficult one which has to be treated on a case by case basis. New codes may be developed for hybrids which are widely cultivated and well characterized, or to cover generic terms (e.g. Prunus hybrids). The database

cannot realistically provide specific codes for all possible combinations. In conclusion, requests for new codes which are outside the scope of the database will be rejected but the EPPO Secretariat will provide you with brief explanations as to why your request could not be accepted.