



- Relevant Authorities should log on to the secured web address: <https://www.ebis.org> with the provided username and password. At first login the user will be requested to change the initial password. Already issued login details remain valid.

It is not possible to edit documents that have been uploaded to eBIS. If a document has been posted and needs to be revised, upload the revised version with a **new version number**.

3. Post-submission data checking

The BIS will provide an error message via the country's eBIS folder when the requested data does not comply with the applicable technical standards. The Relevant Authorities are kindly requested to review the message and resubmit the file in order to achieve compliance with the required standards.

The BIS shall not be obligated to process or permit the Analysis Team to process and analyse any Initial Data that is not transferred in accordance with the applicable technical standards.

4. Submission check list

Please ensure that the following checks are performed prior any submission

- ✓ Have you followed the file name convention as outlined in this documentation?
- ✓ Have you increased the version number in the file name in case of a resubmission?
- ✓ Have you chosen the correct file format (.xlsx for the Template and .docx for the Questionnaire)?
- ✓ Have you checked that the correct Excel data Template or Word Questionnaire has been used?