NBIS

National Business Information System

User Guide

Summary

1. What is NBIS

The National Business Information System of the Chambers of Commerce and Industry of Romania (NBIS) is an electronic platform which contains information on Romanian companies, demands and offers of products and services from Romanian and foreign companies, international auctions.

The system includes relational databases and software applications through which they are updated or consulted. Technologies and interfaces allow users to easily work with the system, based on the universally known conventions and facilities.

The system has two versions: in Romanian language and in English language.

2. Who should use NBIS

The main category of users of the system are Romanian or foreign companies. For them, the system is a means through which information about them come to be known by potential partners, or a tool that gives them the necessary information in order to develop their businesses.

The second category of users are the members of the National Chamber through its specialized staff operating service activities in each Chamber. Each of them should update the system with local information and can consult the same type of information at national level introduced into the system by other members.

3. The use of NBIS

3.1. Selecting the language

The system can be used in Romanian language or in English language. The display language can be changed using the setting from the top right on any page.

3.2. Users and Passwords

In order to access the system is required an user account. It can be created using the recording option present on the first page. To create an account is necessary to communicate your first name, last name and a valid e-mail address where will be sent your login information. Authentication is accomplished by using the dedicated box in the first page interface.

From the moment of the authentication, the user name will be displayed on the top right of the page. Whether the user does not use the application for 30 minutes, it will automatically be disconnected in order to prevent unauthorized access to system.

In the case of forgetting password should be used the recovery option existing on the front of the system. An email with a new password will be sent to the address entered on the form if it is registered in the system.

To change the password it is necessary to access My Account menu available in any page of the system, after authentication.

3.3. Information about companies

Represent the access point to the information on Romanian companies, except commercial offers and includes legal information, offers and demands for products and services, top of companies, investment projects and financial information.

The search for companies can be performed using multiple criteria, simultaneously or not, as follows:

- The name of the company;
- Legal status;
- Registration number;
- VAT number;
- County;
- Locality;
- Field of activity;
- Contact person;
- E-mail address
- Website
- Phone;
- Fax;
- Shared Capital;
- Turnover
- Gross Profit
- Number of employees;
- Membership of the Chamber System.

The search results can be selective or complete exported. Resulting files are in MS Excel format. The files will contain all available information relative to the selected records.

3.4. Information resources

This module includes useful information as links to external resources or other form of documents that can be downloaded locally. The items are grouped in different categories, like the ones relating to foreign trade or European information.

3.5. Demands and offers

The module offers and demands of goods and services from Romanian and foreign companies and organizations.

To search for information, beforehand it is necessary to select the category, products or services, followed by the selection of origin, Romanian or foreign.

To obtain the desired results can be used one or more parameters, as follows:

- Description
- Type
- Country of interest
- The name of the trader

Searching form allows the search by keyword. These can be freely introduced. In case of missing or irrelevant results, should verify whether diacritics were used and if so, repeat search without using them.

If the searching criteria is the trader's name should be used a part of it or the complete name.

There is also the possibility to select the country of interest using the dedicated box of that column.

The search results can be selectively or completely exported. After the export results Microsoft Excel type files, having then extension .xls. The files will contain all available information related to the selected records.

3.6. International auctions

International Auctions module includes information on the organization of externally auction.

Searching form allows the search by keyword. These can be freely introduced. In case of missing or irrelevant results, should verify whether diacritics were used and if so, repeat search without using them.

The search results can be selectively or completely exported. After the export results Microsoft Excel type files, having then extension .xls. The files will contain all available information related to the selected records.