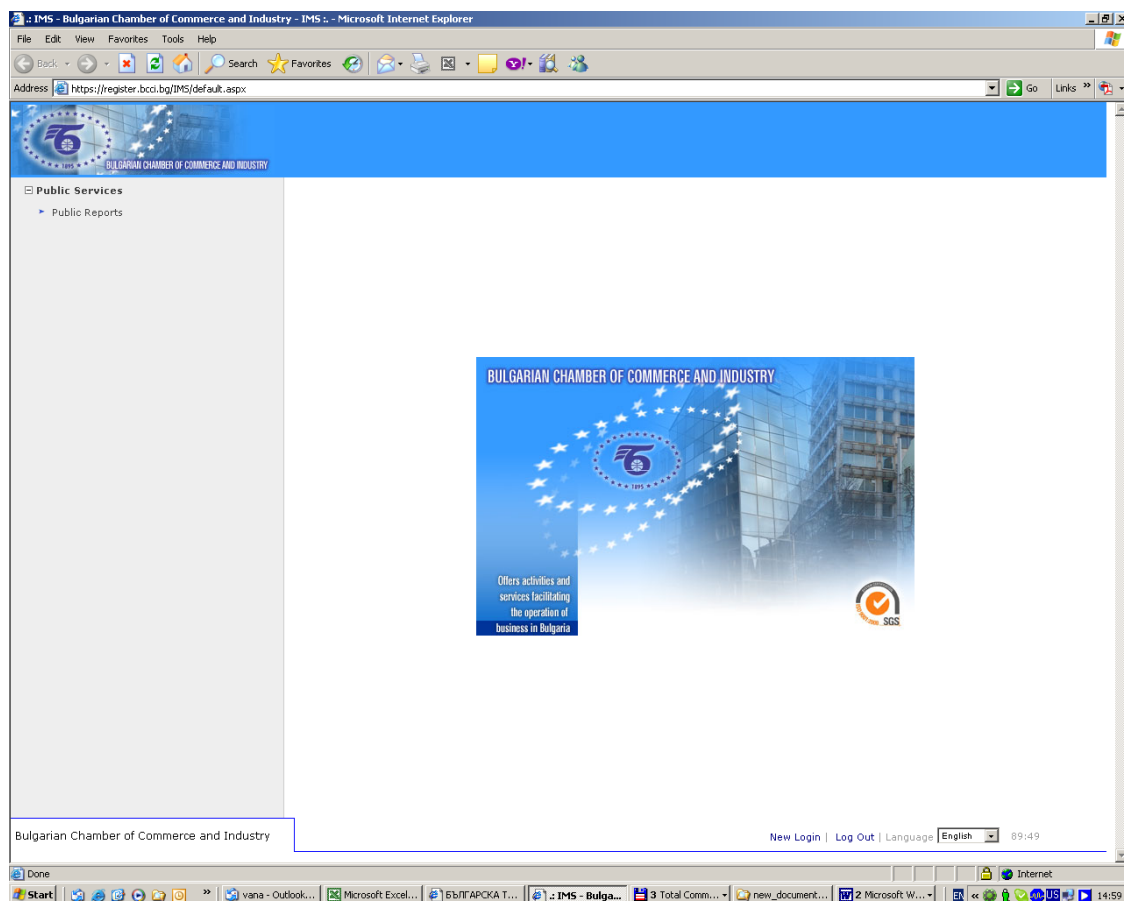


Defining Search Criteria. Searching

Upon entering the Customer register application, click on “Public services” and choose “Public reports”. You should see the Filter on the right of the screen. Before you start searching, choose the right Customer category for search by marking the check box, i.e. Companies and Trade Representatives. The Company category includes: companies registered under the Commercial Code (CC), associations registered under the Law on the Non-Profit Corporate Bodies, cooperatives under the Cooperatives Act and others set up in compliance with another normative act different from the aforementioned (those which are not registered under the CC are used as Others in the application).

The following screen can be seen upon entering the system.



On choosing “Public Reports” from the menu, the following screen for specification of the search criteria appears:

Filter

Search in customer group:

☐ Companies
 ☐ Trade representatives

Parameters List

X Customer Number	Contains		
X Bulstat (Others)	Contains		
X Bulstat	Contains		
X EGN/PNF	Contains		
X Subjects Full name	Contains		
X : Status	In		Active Bankruptcy Liquidation

Search

Each user of the “public part” can search by different criteria after selecting the right customer group for search:

Companies – including all BCCI customers registered in the Companies or Others groups

Trade representatives – including all BCCI customers registered in the Trade representatives groups

Standard search criteria are:

Customer number - the number of the customer generated by the system upon registration of the customer in the BCCI;

Bulstat (Other) – Bulstat of a customer which is not a company;

Bulstat – indicating the Bulstat of a legal entity which is a BCCI customer;

Subjects Full name – name of the legal entity or name of the individual who is a BCCI customer;

Status – each BCCI customer has a status described by the options from the list.

Additional search criteria may be included where applicable by using the

Parameters List button. A list of additional search parameters appears upon clicking the button.

Filter

Search in customer group:

☐ Companies

☐ Trade representatives



Parameters List

Participation
 Customer: : Residency
 Representative: : Representative name
 Representative: : Representative type
 Customer - parameters: F.Co. Country
 Customer - parameters: VAT Registration
 Customer - parameters: VAT number
 Customer - parameters: E-mail F.Co.

X

X Customer Number	Contains	
X Bulstat (Others)	Contains	
X Bulstat	Contains	
X EGN/PNF	Contains	
X Subjects Full name	Contains	
X : Status	In	Active Bankruptcy Liquidation

Search

By clicking the  button, parameters may be added from the list to the standard search criteria (criteria that are always selected by default) located beneath the parameters list. By clicking the  button, the selected parameter is added to the search criteria list undermost.

Additional parameters:

1. *Participation* – it enables you to choose the percentage of foreign participation in the company.
2. *Customer: Residency* – by the country of registration of the company. For example for Trade representatives – the residence is France when a foreign company whose representative office is registered in Bulgaria is from France.
3. Representative: Representative name
4. Representative: Representative Type – Representative – legal registration, authorized representative, company employee, partner, liquidator, syndic, temporary syndic, capital owner.
5. Customer - parameters: Fo. Co Country – referring to trade representatives – you can select the country the foreign company (Fo Co) setting up the trade representatives in Bulgaria is from.
6. Customer - parameters: VAT Registration – referring to whether the company has a VAT registration. The possible options are “Yes” or “No”.
7. Customer - parameters: VAT No
8. Customer - parameters: E-mail Fo Co – by e-mail of the Fo Co whose trade representative has been set up in Bulgaria.
9. Customer - parameters: Web site Fo Co. – by web site of the Fo Co whose trade representative has been set up in Bulgaria
10. Customer - parameters: Activity sphere – select from the list: production; trade; services; production, services; production, trade; trade, services; production, trade, services.
11. Customer - parameters: ISO Certificate
12. Customer - parameters: Head office registration/Representation: UCofLP – select from the list the UCofLP to search by. It refers to companies and trade representatives of Fo Co in Bulgaria.
13. Customer - parameters: Head office registration/Representation: E-mail(s)

14. Customer - parameters: Head office registration/Representation: Web site
15. Customer - parameters: Direct membership/RCCI membership 1 - select from the list the RCCI about which you want to check whether a BCCI customer is a direct member of.
16. Customer - parameters: Direct membership/RCCI membership 2 - select from the list the RCCI about which you want to check whether a BCCI customer is a direct member of.
17. Customer - parameters: Company management/Legal status - select from the list the legal status of the customer.
18. Customer - parameters: Area - select from the list the area.
19. Customer - language parameters: City Fo Co – by city of the Fo Co whose trade representative has been set up in Bulgaria.
20. Customer - language parameters: Representation address in R. Bulgaria - by the address of the Fo Co whose trade representative has been set up in Bulgaria.
21. Customer - language parameters: Living place– by the living place of the customer head office
22. Customer - economic parameters: Economic information: Authorized capital – by the capital of the customer
23. Customer – economic parameters: Economic information: Employees – by the number of employees of the customer
24. Business activities: Business activity code – by the NCEA nomenclature
25. Business addresses: Unified code of LP – by the UCofLP of the business address of the customer
26. Business addresses: E-mail - by e-mail of the business address
27. Business activities: Business activity note – by the content in the text description of the business activity of the customer
28. Business addresses: Web address – by web address of the business address
29. Business addresses: City/Village – by the city/village of the business address
30. Branch organizations: Branch organization – by the membership of the customer in a branch organization
31. Licences Licence group – by choosing from a nomenclature for ownership of the selected licence by BCCI customers.

Note: The “Head office registration/ Representation...” parameter refers to any of the selected two groups – Companies or Trade representatives.

The defined search criteria may be modified as you can exclude an already added search criteria by using the button ☐. In that way you specify the search criteria – standard search criteria are defined, then you include or exclude criteria to/from the list with available parameters in the system.

IMPORTANT: Define as accurate as possible search criteria in order to cut short the time to search!

In order to search by **customer number**, you can choose from the options of the list as to the specific part of the number you will be searching by – “Equals”, “Begins with”, “Ends with”, “Contains”. Then fill in the customer number or the respective part of it to the right.

In order to search by **BULSTAT**, you can choose from the options of the list as to the specific part of the BULSTAT number you will be searching by – “Equals”, “Begins with”, “Ends with”, “Contains”. Then fill in the BULSTAT number or the respective part of it to the right.

By status you can search in two ways:

One way to define the status you will be searching by is by choosing in the first list “In” and by choosing from the second list to the right the statuses you will be searching by – “Active”, “Erased”, “Bankruptcy”, “Liquidation”, “Transformation”. By holding down the “Shift” button from the keyboard and using the left button of the mouse you can select more than one consecutive statuses. By holding down the “Ctrl” button from the keyboard and using the left button of the mouse you can select more than one consecutive or non-consecutive statuses to search by. To undo the selection in the list hold down once again the “Ctrl” button from the keyboard and click with the left button of the mouse. Thus you can unselect already selected parameters by default.

The other way to define the status you will be searching by is by choosing statuses other than those you are searching by. This can be done by choosing from the first list “Not In” and by choosing from the second list to the right statuses other than those you will be searching by. For example if you choose from the first list “Not In” and “Erased” from the second list the searching will be performed by all other statuses other than the “Erased” status.

Another criterion you can search by is the **Subjects Full Name**. You can choose from the list whether you will search by the exact name or by part of it. It does not matter whether you type the name or part of it in capital or small letters, i.e. the result is one and the same if you type “LIGHT”, “Light”, “LiGht” etc.

For example you can search for a customer whose customer number begins with 00, BULSTAT containing 5674, status “Active” with name ending in the letter “a”. The screen with the so defined search criteria will look as follows:

The screenshot shows a search filter window with the following sections:

- Filter**
 - Search in customer group:
 - ☒ Companies
 - ☐ Trade representatives
- Parameters List**

Parameter	Compare	Value
X Customer Number	Contains	00
X Bulstat (Others)	Contains	
X Bulstat	Contains	5674
X EGN/PNF	Contains	
X Subjects Full name	Ends with	a
X : Status	In	<div> Active Bankruptcy Liquidation </div>

A **Search** button is located at the bottom right of the window.

Finally press the **Search** button to start searching by the defined criteria.

If there is no information about a customer meeting the defined search criteria the system does not give any search result.

If there is information about a customer meeting the defined search criteria the system gives a list in a table format of all customers meeting these criteria.

Back

screen

Start report

search criteria: Customer Number Contains 00/Bulstat Contains 5674/Subjects Full name Ends with a/ : Status In Active | customers: 4

Select All Pages | Unselect All Pages

+ -	Customer number	Customer name	Country	Status	Group	Bulstat/PIN
<input type="checkbox"/>	0000003189	AK-RA-SEVIL IBRIAMOVA	BG	Active	Companies	116045674
<input type="checkbox"/>	0000019678	MULTITREYD-EMILIA KALINOVA	BG	Active	Companies	811175674
<input type="checkbox"/>	0000001001	SODEM - MARIANA GANCHEVA	BG	Active	Companies	020556741
<input type="checkbox"/>	0000024319	SONOMA	BG	Active	Companies	103856748

1

The customers in the list are in an alphabetical order. You can see the following information on the screen: Customer number, Customer name, Country, Customer status, Customer group – Company, Other or Trade representative and BULSTAT/PIN to avoid doubt as there may be several customers under one and the same name.

When you have searched by part of the name, it may result in finding several customers. If the customer you are searching for cannot be seen on the screen that appears, you should browse the pages at the top or bottom right corner 1 2 3 4... .

Back

screen

Start report

search criteria: Customer Number Contains 00/Subjects Full name Ends with a/ : Status In Active | customers: 11327

Select All Pages | Unselect All Pages

+ -	Customer number	Customer name	Country	Status	Group	Bulstat/PIN
<input type="checkbox"/>	0000091366	"EKOSPORTINZHINERING"-SOFIA	BG	Active	Other	
<input type="checkbox"/>	0000098619	"K M-NATURSHTAYN-HANDELS-UND FERMITLUNGS" GMBH GERMANIA	000	Active	Other	
<input type="checkbox"/>	0000101172	"KEMELKO" LTD - GARTSIA	BG	Active	Other	
<input type="checkbox"/>	0000098735	"KLIMALEVITEHNIKA" PLC GARTSIA	000	Active	Other	
<input type="checkbox"/>	0000102405	"KRIOINVEST" PLC SOFIA	BG	Active	Other	
<input type="checkbox"/>	0000101015	"KRISTIKO" Sole-proprietor Ltd. - SOFIA	BG	Active	Other	
<input type="checkbox"/>	0000103454	"LK-SOFIA	BG	Active	Other	
<input type="checkbox"/>	0000105168	"MARE-MONTE"S.A.,GARTSIA	000	Active	Other	
<input type="checkbox"/>	0000052599	"MIKROFOND" Sole-proprietor PLC - BRANCH VRATSA Email: mfsfvratsa@ngorc.net	BG	Active	Other	131003401006
<input type="checkbox"/>	0000052603	"MIKROFOND" Sole-proprietor PLC - BRANCH SILISTRA Email: mfsfsilistra@ngorc.net	BG	Active	Other	131003401007

12345678910...

1 2 3 4 5 6 7 8 9 10 ...

To display a report

When, as a result of the search, you have a list of customers meeting the defined search criteria, you can select any of the customers, group of customers or all the customers from the extract to generate a report about which will include the information about the customers registered in the system which are accessible to the public.

+ -	Customer number	Customer name	Country	Status	Group	Bulstat/PIN
<input type="checkbox"/>	0000091366	"EKOSPORTINZHINERING"-SOFIA	BG	Active	Other	
<input type="checkbox"/>	0000098619	"K M-NATURSHTAYN-HANDELS-UND FERMITLUNGS" GMBH GERMANIA	000	Active	Other	
<input type="checkbox"/>	0000101172	"KEMELKO" LTD - GARTSIA	BG	Active	Other	
<input type="checkbox"/>	0000098735	"KLIMALEVITEHNIKA" PLC GARTSIA	000	Active	Other	
<input type="checkbox"/>	0000102405	"KRIOINVEST" PLC SOFIA	BG	Active	Other	
<input type="checkbox"/>	0000101015	"KRISTIKO" Sole-proprietor Ltd. - SOFIA	BG	Active	Other	
<input type="checkbox"/>	0000103454	"LK-SOFIA	BG	Active	Other	
<input type="checkbox"/>	0000105168	"MARE-MONTE"S.A.,GARTSIA	000	Active	Other	
<input type="checkbox"/>	0000052599	"MIKROFOND" Sole-proprietor PLC - BRANCH VRATSA Email: mfsfvratsa@ngorc.net	BG	Active	Other	131003401006
<input type="checkbox"/>	0000052603	"MIKROFOND" Sole-proprietor PLC - BRANCH SILISTRA Email: mfsfsilistra@ngorc.net	BG	Active	Other	131003401007

The **Back** button enables you to go back to the screen for defining search criteria.

You can choose how to display your report from the list – on screen or in file:

screen
screen
file

The **+ -** buttons, which respectively select or unselect all the pages enable you to choose a report for all customers from the list or for an individual customer/individual customers. You can see the number of pages the report comprises on the right beneath the report.

Having selected a customer or customers to generate a report about, press the button **Start Report**

You will see the following screen containing a report for the selected customers. You can view the report by using the scrollbar on the right:

[Back](#)
[Print](#)

REPORT
on: Customer Number Contains 00 Subjects Full name Ends with a : Status In Active
number: 2 from 48621

1. **Customer No:** 0000016159

AB-SVETLA MIHAYLOVA
(АБ-СВЕТЛА МИХАЙЛОВА)
Person Merchant
Bulstat: 831652769
Period of existence: not defined

Legal seat address:
district Sofiya City, municipality Stolichna, Vrabnitsa
Sofiya 1387
j.k. Obelia, B. 120, entr. B, ap. 54

Activity sphere: service

Activities for business contacts:
II - Транспорт, складиране и съобщения - For additional information, please contact BCCI

Representatives according to the court registration are:
SVETLA BONCHEVA MIHAYLOVA

Company property: Bulgarian

2. **Customer No:** 0000098735

"KLIMALEVITEHNIKA" PLC GARTSIA
("КЛИМАЛЕВИТЕХНИКА" АД ГЪРЦИЯ)
Period of existence: not defined

BCCI-Sofia
Date: 11.10.2007 г.
Time: 15:54

Operator

[New Login](#) | [Log Out](#) | Language English 86:21

The **Back** button enables you to go back to the search result – namely the list of customers meeting the search criteria.

You can print the report with the button **Print**