

MT+ Manage Organisation ID

What is the topic about?

The new [Organisation Registration](#) system launched on the 22nd of October 2019 has introduced a new reference number for your organisation. The 9 digit PIC (Participant Identification code) is now replaced with an **OID** (Organisation Registration system ID) within Mobility Tool+. The OID reference consists of 8 digits prefixed with an E. This **OID** is now displayed in all screens and lists which previously displayed the PIC. For example: Project details screen, Organisations screens and Contacts screen.

Mobility Tool+

Details **Organisations** Contacts Mobilities

	PIC	OID
Organisation 1	987456725	E12345678
Organisation 2	987456782	E11478523
Organisation 3	987456784	E12555789

Mobility Import-Export

The PIC can still be used when importing mobilities. The exported mobilities file will only display the OID in place of the PIC. The column headers of the exported mobilities file will still refer to the PIC, for example: "Sending organisation PIC" or "Receiving organisation PIC". Both PIC or OID can be entered under these columns and the system will detect automatically which one is provided.



The **OID must** be used for organisations that have a PIC but have not participated in any previous accreditation or grant application process or participated in a decentralised project managed by a National Agency.

This also applies for PICs created in the Participant Portal or SEDIA after the 22nd of October 2019 (see also [Keeping consistent organisation information between systems in the Organisation Registration system](#)).

The PIC will not be recognised in the import file nor can be used to add an organisation. These organisations have to register in the [Organisation Registration](#) system in order to retrieve an OID.

***.CSV/*.XLS**

Import-Export File

Participant	Mobility ID	Sending Organisation ID	Sending Organisation PIC	Receiving Organisation ID	Receiving Organisation PIC
	028093-MOB-00001	028093-ORG-00001	E12345678	028093-ORG-00008	E1478523
	028093-MOB-00002	028093-ORG-00002	E12345678	028093-ORG-00004	989722415
	028093-MOB-00003	028093-ORG-00001	E12345678	028093-ORG-00004	989722415
	028093-MOB-00004	028093-ORG-00001			

The columns **Sending Organisation ID** and **Receiving Organisation ID** in the import/export file refer to the Mobility Tool+ unique organisation identifier.

Do not confuse the Mobility Tool+ unique organisation identifier with the OID (Organisation Registration system ID). The Mobility Tool+ unique ID is labelled as the Organisation ID, and while the initial alpha-numeric reference generated in the Mobility Tool+ may be kept or changed to any other reference number, it must be unique for the project.





This field allows the unique matching between Mobility Tool+ and third party systems. Please note the following restrictions when importing:

- if the organisation has to be created on importing mobilities, a new Mobility Tool+ unique organisation ID should be used.
- if the organisation is already created in the project, then the Mobility Tool+ unique organisation ID in the import file must match the one assigned in the project.
- if the organisation is already created in the project and the Mobility Tool+ unique organisation ID is different from the one in the import file then the file will return an error.
- if the Mobility Tool+ unique organisation ID and the OID/PIC are replaced for any organisation in an existing mobility then the mobility is updated.

Please note that Mobility Tool+ unique organisation ID will remain the same after the introduction of the new OID. The match with the third party systems, feeding data into Mobility Tool, will not be affected.

***.CSV/*.XLS**

Import-Export File

Participant	Mobility ID	Sending Organisation ID	Sending Organisation PIC	Receiving Organisation ID	Receiving Organisation PIC
	028093-MOB-00001	028093-ORG-00001	E12345678	028093-ORG-00008	E14796251
	028093-MOB-00002	028093-ORG-00001	E12345678	028093-ORG-00004	989722415
	028093-MOB-00003	028093-ORG-00001	E12345678	028093-ORG-00004	989722415
	028093-MOB-00004	028093-ORG-00001			

Unique identifier, not OID

Unique identifier, not OID

Adding organisations to the project

The PIC can also still be used when adding organisations to a project in Mobility Tool+. The field is now labelled OID instead of PIC. If a PIC is used it is replaced with the OID. After the **Check OID** button is clicked the OID associated to the PIC is displayed.



Take note

The **OID must** be used for organisations that have a PIC but have not participated in any previous accreditation or grant application process or participated in a decentralised project managed by a National Agency.

This also applies for PICs created in the Participant Portal or SEDIA after the 22nd of October 2019 (see also [Keeping consistent organisation information between systems in the Organisation Registration system](#)).

The PIC will not be recognised in the import file nor can be used to add an organisation. These organisations have to register in the [Organisation Registration](#) system in order to retrieve an OID.

Mobility Tool+

Details Organisations Contacts Mobilities

+Create

Organisation Details

OID: 975521471 **Check OID**

Enter OID or PIC

Organisation Details

OID: **E12002147** **Check OID**

Legal Name: **Organisation ABC**

Address: **Street 100**

10000 City

Save

In order to update your organisation details please go to the [Erasmus+ and European Solidarity Corps Platform](#). If you have access to edit your organisation details, the organisation should be displayed in the [My organisations](#) list.

How to do this in the tools

- [MT+ Use of Organisations in Mobilities and Complementary Activities \(KA135/KA125\)](#)
- [MT+ Manage Organisation ID](#)
- [MT+ Participant with Special Needs \(2019\)](#)
- [MT+ Training in Pedagogical Skills / Curriculum Design Skills](#)
- [MT+ Disadvantaged Background KA107 \(2019\)](#)
- [MT+ Participant With Fewer Opportunities KA105 / KA347 \(2019\)](#)
- [MT+ Sending organisation \(KA101/KA104\)](#)
- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ KA101 Mobilities specifics](#)
- [MT+ Combined Teaching and Training](#)
- [MT+ How to view the error log](#)

- [MT+ How to export and import mobilities using xls](#)
- [ESC MT+ Manage organisations](#)
- [MT+ How to manage organisations for KA1 & KA3 projects](#)
- [MT+ Manage KA1 and KA3 mobilities](#)