How to search for organisations in the Organisation Registration system

1. Access the Search for an Organisation
2. Simple search
3. Advanced search
4. The Search Results
5. Organisation Card

Introduction

This page explains how to **search for organisations** in the Organisation Registration system via the Erasmus+ and European Solidarity Corps platform.

The search functionality is particularly useful if you wish to register an organisation and you are unsure whether it has already been registered.

It also enables you to find general information about an organisation registered in the Organisation Registration system.

Important

If you plan to register an organisation, it is highly recommended that you search for organisations with the wanted or similar name, location or description before starting the registration process, in order to avoid multiple registrations of an organisation.
As a result you will be able to decide whether you may be able to use an already existing Organisation ID in your application forms or whether you should make a new registration.

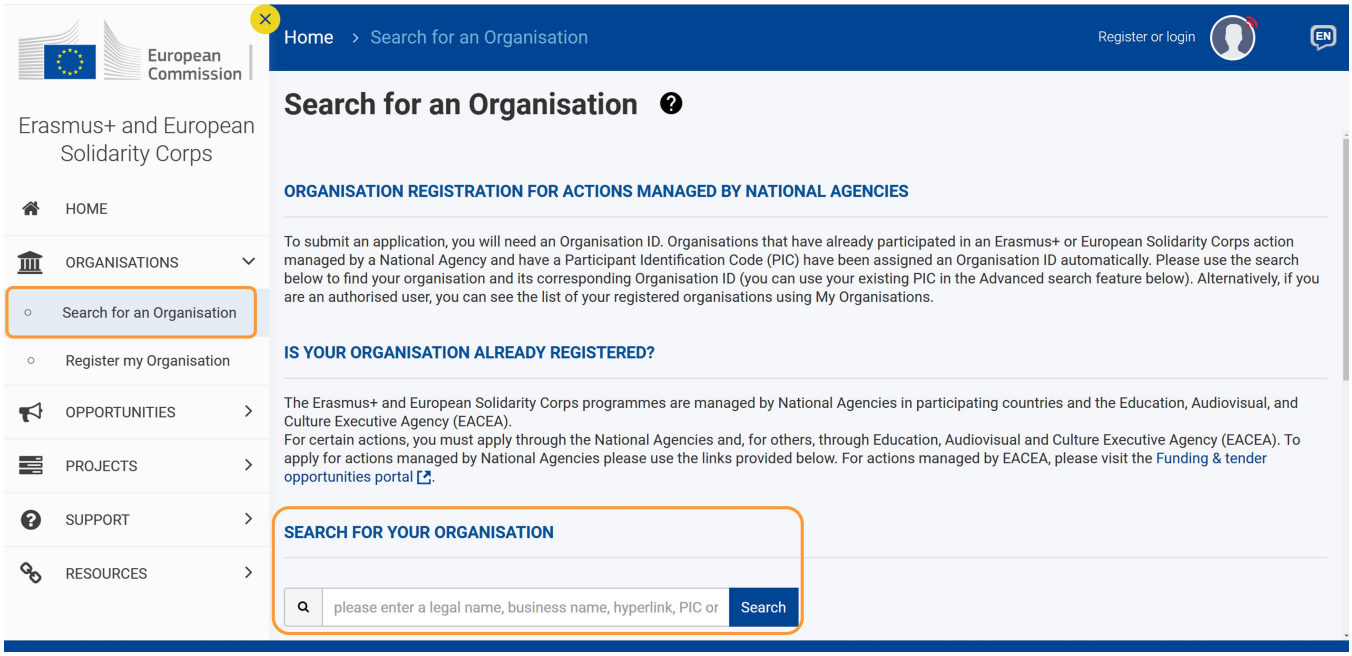
In addition, the status of an existing organisation is also indicated in the search results (registered, NA certified or invalidated).

For details on registering an organisation please see the page How to register an organisation in the Organisation Registration system.

1. Access the Search for an Organisation

To access the search functionality:

- In the **Erasmus+ and European Solidarity Corps platform** go to **Organisations** in the main menu, then click on **Search for an Organisation**.
- It is not necessary to sign in using your EU Login account in order to search for an organisation.

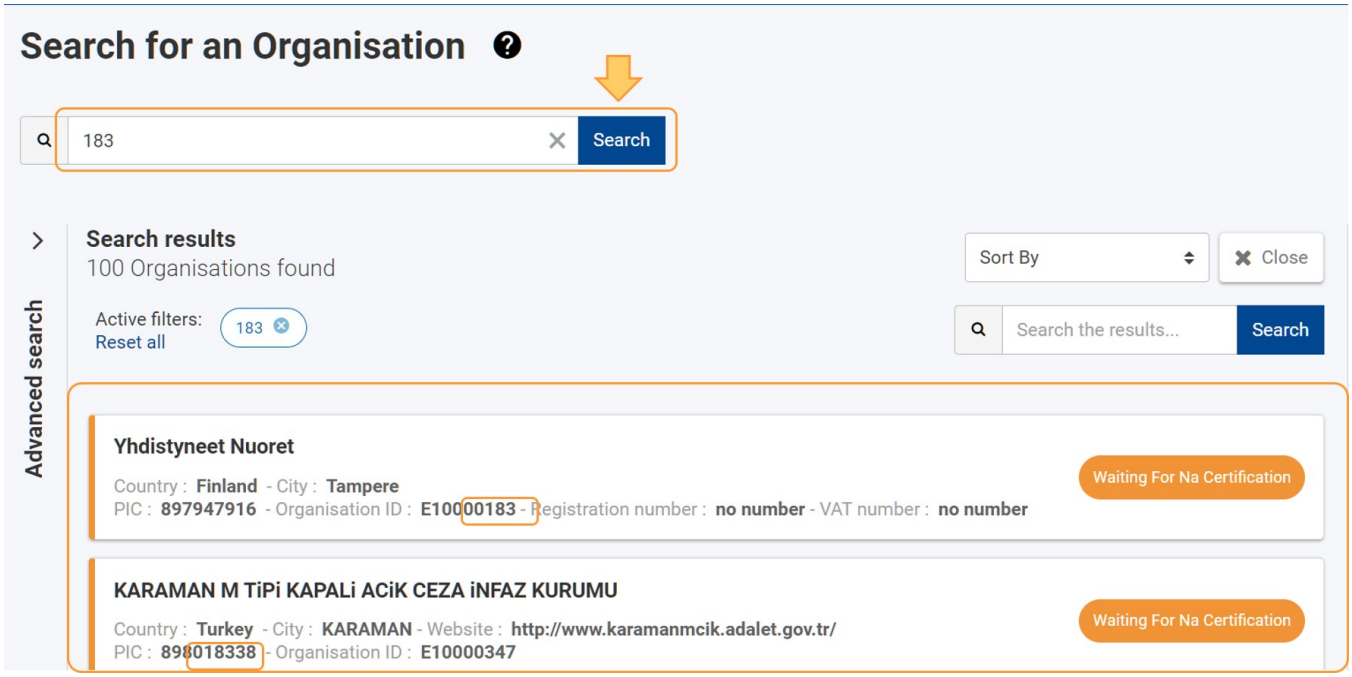


2. Simple search

The simple search option is always displayed by default.

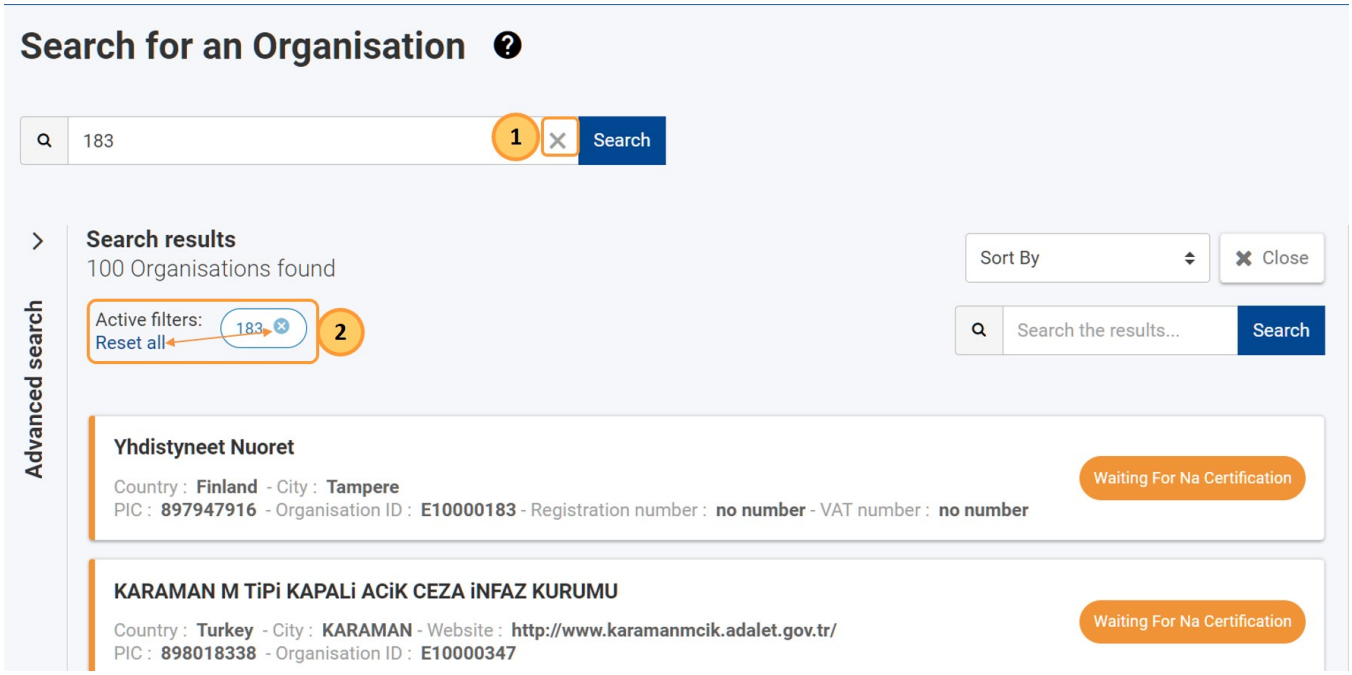
In the search bar type the complete or partial legal name, business name, website of the organisation, Organisation ID or PIC, and click **Search** to display the matching results.

Partial search is performed on a minimum of 3 characters on any of the search criteria. All the organisations containing similar values to the ones you have entered will be listed. Please see the **Search results** section below for details on how to work with the results list.



The terms you type in the search bar make up your **Active filter**.

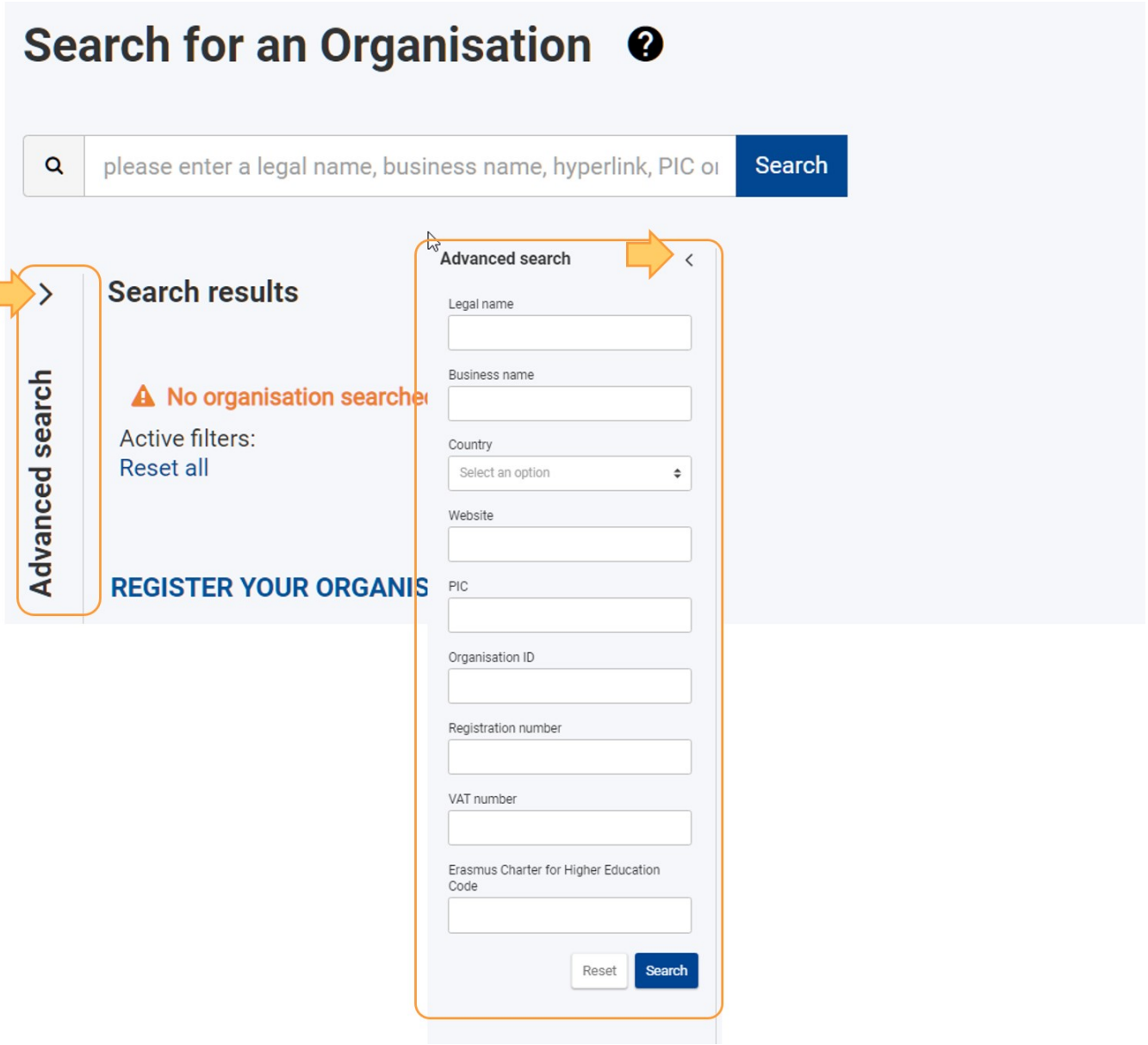
1. Click on **X** in the search box to remove a filter while keeping the current search results.
2. Click on **Reset all** or click on **X** next to the active filter to remove that filter and all search results.



3. Advanced search

The **Advanced search** filters are available under the simple search box and to the left of the **Search results**.

The panel is collapsed by default. Use the dedicated arrow to expand it (>) and collapse it again (<), respectively.



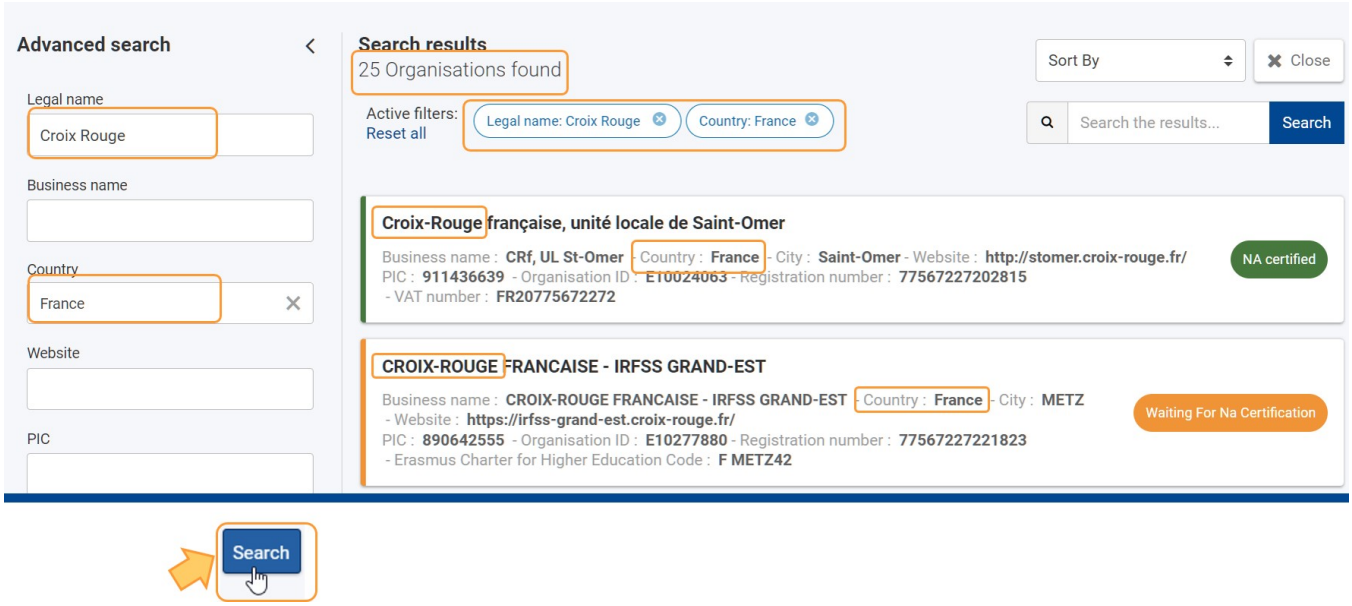
Type or select the desired criteria and click on the **Search** button at the bottom to display the matching results. Please see the **Search results** section below for details on how to work with the results list.

If you already know the PIC or the Organisation ID of your organisation, it is preferable to search using this number, as it is unique to each organisation. If you do not have the PIC or Organisation ID at hand, try using one of the other search criteria.

The results are retrieved according to the criteria you use:

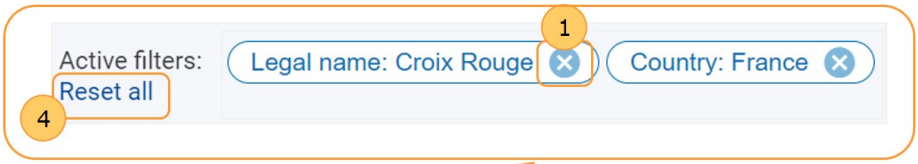
- if you type the complete or partial legal name, business name or website: the results will include all the organisations containing similar values to the ones you have provided
- if you select or type the complete and/or exact country, PIC, Organisation ID, registration number, VAT number and Erasmus Charter for Higher Education Code: the results will include only those organisations matching exactly the values you have provided.

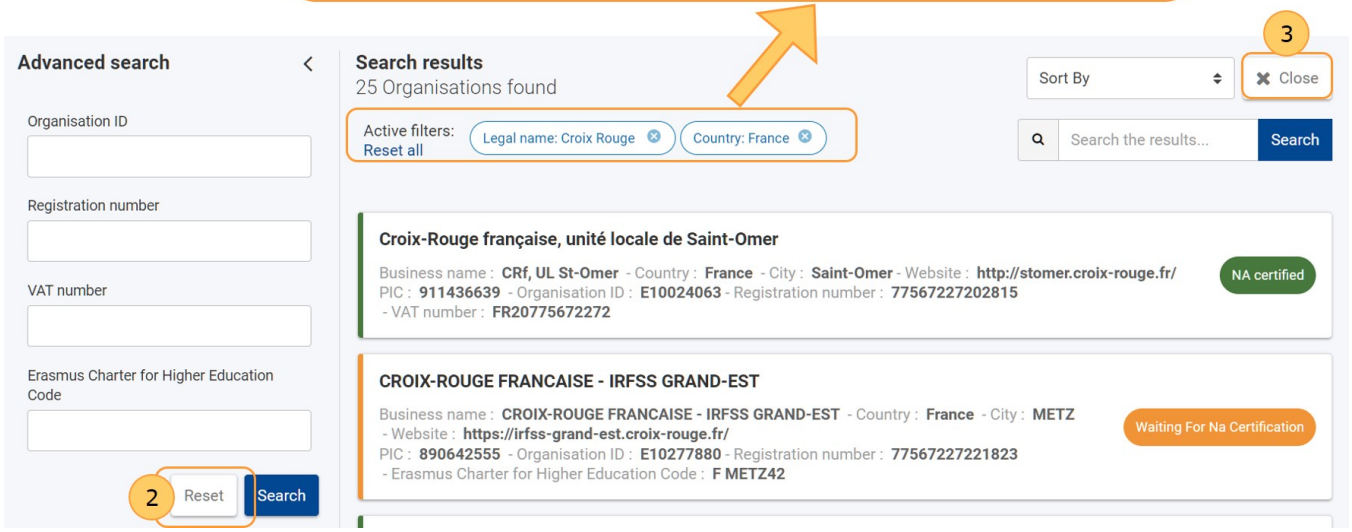
In this example we are searching using part of the organisation Legal Name and the Country as criteria.



The terms you type in the search bar make up your **Active filters** and they are displayed over the search results.

1. To remove a single active filter click on the **X** next to a that filter. The results list is refreshed based on the remaining active filters.
2. To remove all search criteria in the panel, click on the **Reset** button at the bottom of the **Advanced search** panel. The active filters and the results list are not refreshed unless you perform a new search.
3. To hide the results list without resetting the search filters/active filters, click **Close.**
4. To reset all filters and remove all results click on **Reset All** next to the active filters.



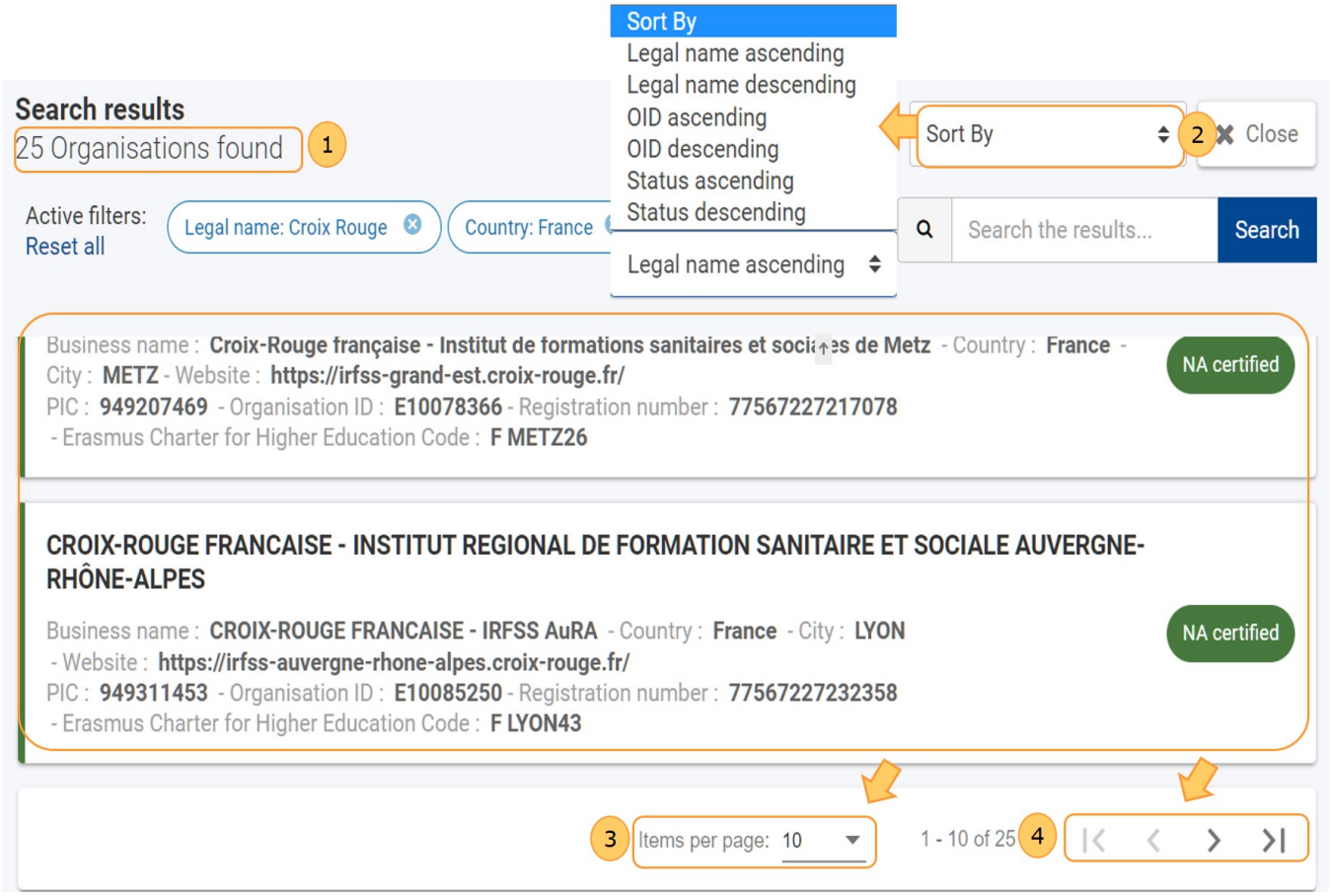


---

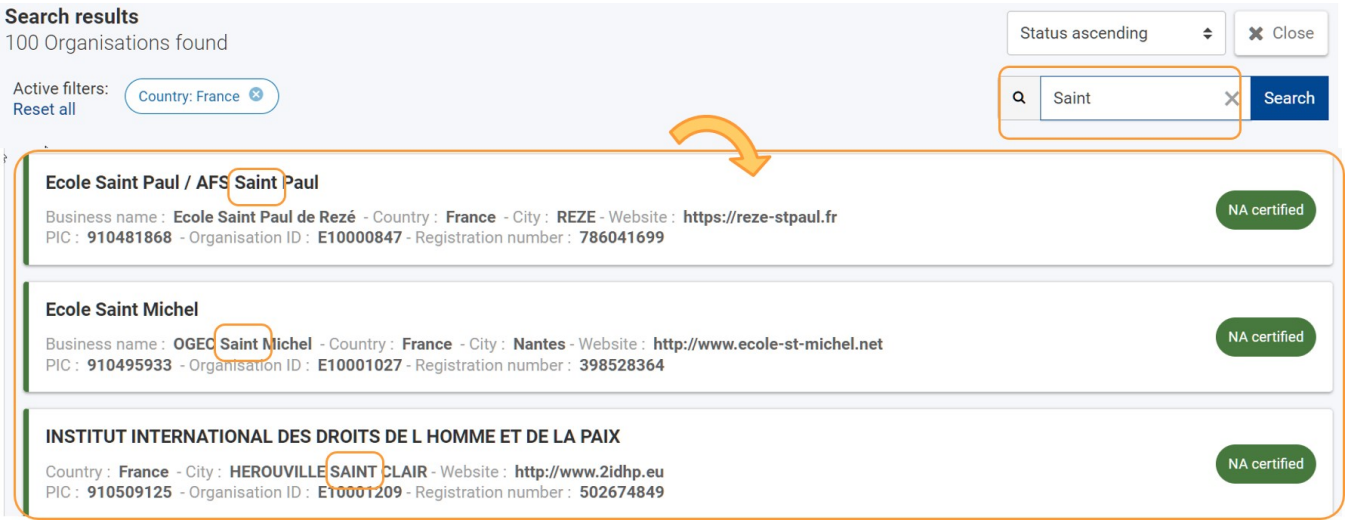
4. The Search Results

The organisations matching your search criteria are shown as cards in the **Search results** panel.

1. The number of records found is displayed at the top of the list. The maximum number of organisations to be listed is 100, so if you have more than 100 results, please add further search criteria to limit the list.
2. You can sort the cards by a key field in ascending or descending order, by selecting a sort criteria in the **Sort By** box at the top right of the page.
3. By default, five items are displayed per page, but this can be changed by clicking on the drop-down arrow at the bottom of the list and selecting a different number.
4. If the list contains more records than displayed on the first page, use the arrows to scroll through the list and view more records.



A **result search box** is available at the top of the results list where you can further focus on specific organisations. As you type, the list will be narrowed down to only show organisations containing the provided text in any of the fields.



---

5. Organisation Card

A card is displayed for each institution meeting the entered search / filter / sort criteria.

The following fields are available:

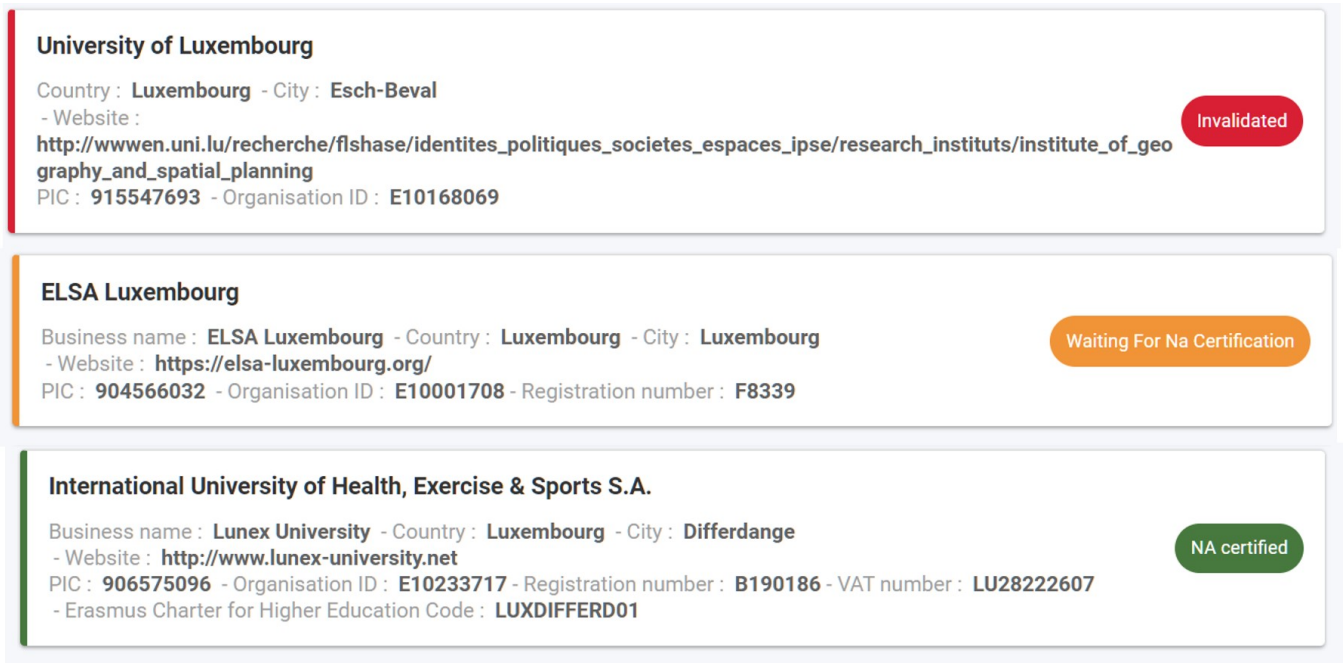
Organisation Status:

- Coloured line left of card matching the status of the organisation
- Status pill with coloured background right in the card
  - Initial organisation status:
    - **Draft -** Displayed during the registration process, before submission (yellow).
    - **Registered** - The organisation has been successfully registered in the Organisation Registration system or the organisation information has been successfully transferred from the Participant Portal to the Organisation Registration system (green).
  - Organisation status after reception of organisation details in National Agency's project management system:

- **Waiting for NA Certification** - The organisation details have been received by the National Agency's project management system but has not been certified by the NA (yellow).
- **Waiting for Confirmation** - When an already certified organisation has been updated in the Organisation Registration system and this update has been received by National Agency's project management system but has not yet been certified (yellow).
- **NA Certified** - Organisation has been **certified** in National Agency's project management system (green).
- **Invalidated** - Organisation has been **invalidated** in National Agency's project management system (red).

Organisation details (only fields with a value are shown):

1. Institution legal name
2. Business name
3. Country
4. City
5. Website
6. Pic
7. Organisation ID
8. Registration number
9. Vat Number
10. Erasmus Charter for Higher Education code



Related articles

- How to add the Organisation Contact and Authorised Users in the Organisation Registration system
- How to register an organisation in the Organisation Registration system
- How to search for organisations in the Organisation Registration system
- How to update and delete the Organisation Contact and Authorised Users in the Organisation Registration system
- Keeping consistent organisation information between systems in the Organisation Registration system
- Manage contacts and authorised users in the Organisation Registration system
- Manage documents in the Organisation Registration system
- Modify Organisation in the Organisation Registration system
- My Organisations in the Organisation Registration system
- Organisation Registration Guide