

Provision of address details in electronic format for Commission market investigations

Instructions to fill in the Excel template

This Excel template¹ has been created for the purpose of providing customer, competitor, etc. contact details in an electronic format as required by the Form CO. Once the notification of the merger transaction is filed and a market investigation is initiated, questionnaires will be sent out electronically – via the eQuestionnaire application — on the basis of the contact information inserted into this template.

eQuestionnaire has been progressively introduced by the Commission since December 2009. It is a new email- and web-based market investigation tool, replacing the previous fax-based system. The eQuestionnaire application sends the first letter (providing information to access the application) to addressees via email only. Therefore it is particularly important that personalized and correct email addresses are submitted as part of the contact details during notification.

1. When to submit the contact details

You are strongly recommended to liaise with the respective case team at an early pre-notification stage with respect to providing contact details in order to clarify:

- whether you should provide the contact details of the companies which are the parties' direct customers or rather the address of their ultimate parent companies. The same applies for competitors and suppliers.
- the number of contact details to be provided.

Please always submit the contact details in advance together with the draft Form CO to avoid any delay in the market investigation.

2. Input of data

General principles:

1. It is essential that you do not deviate from the template. Please do not:
 - (i) change the order of the columns;
 - (ii) delete any of the existing columns;
 - (iii) change the title of the columns or
 - (iv) merge any cells.
2. Please fill-in the contact details of each company/association by:
 - (i) entering only one entity per row.
 - (ii) filling in all columns for each row

¹ The template is available on http://ec.europa.eu/competition/mergers/equestionnaire_en.html

- (iii) using wherever possible the same contact details for the same company. If, for example, both parties have the same customer or the same customer buys from the parties several products belonging to different markets, please provide if possible the same contact details for this customer in all these instances.
3. Due to technical limitations of our IT tool, special Polish and Czech Characters are not recognized. Please use wherever possible plain characters such as "s" instead of "ś", "r" instead of "ř" and so on.
 4. Please also be mindful to avoid adding extra "invisible" characters (such as blank spaces or tabs after the text) to the tables that may cause problems when importing the data.
 5. In the spreadsheet, you will find two worksheets called "Country codes" and "Language codes". These worksheets contain reference tables with all codes that appear in the drop-down menu of the main table. Please do not modify those tables.

How to fill in the cells in the Excel template:

COMPANY, CONTACT, STREET, ZIP-POSTAL CODE and CITY

- Insert the details in plain text (please note the remarks 2, 3 and 4 above)

COUNTRY

- Select the country from the drop-down list available on the spreadsheet.
- If the drop-down list does not appear, this means that the cell properties have been overwritten. In this case, copy the cell from a working row.

PHONE and FAX columns

- Please provide only 1 record per cell.
- Please make sure you insert personal phone numbers of the contact persons, not general switchboard numbers.
- Please use this format:
 - insert the full international dialling code preceded by "00" or "+", followed by the phone or fax number without special characters
 - please do not add:
 - a "0" between the international dialling code and the domestic number (except for Italy)
 - any alphabetical characters or any other formatting characters

Examples:

003223012345 (for Belgium)

003906123456 (for Italy)

EMAIL

- Be sure to enter only one email address per cell.
- Please equally make sure that you indicate personal e-mail addresses of the contact persons listed and not general company mailbox which may only rarely be checked.

LANGUAGE

- Select the language from the drop-down list in the spreadsheet. If the drop-down list does not appear, this means that the cell properties have been overwritten. In this case, copy the cell from a working row.
- For the countries outside EU using other than one of the community languages, insert EN.

CATEGORY

- It is crucial to provide in timely manner complete data for each category of addressee (competitors, customers, suppliers, trade associations) in each relevant market.
- There are two ways to provide information on more than one market, either in one single Excel file or in several files (you may want to discuss the best option with the case team):

A. One single file: All data for all third parties can be submitted in one Excel sheet with the specific category or market indicated clearly under the "Category" column. Please do not distinguish these markets by subtitles inserted as additional lines.

B. As several files: You can fill in one file by category or by market. Files should be given names that allow them to be easily identified.

Example: if the Form CO entails the assessment of two affected markets for which address details of competitors, customers, suppliers and trade associations have to be provided according to section 7 and 8 and the affected product markets are "supply of electricity" and "electricity trading", the following input data files would be created in Excel format:

- *SupplyElectricityComp.xls* (List of competitors for "supply of electricity")
- *SupplyElectricityCust.xls* (List of customers for "supply of electricity")
- *SupplyElectricitySupp.xls* (List of suppliers for "supply of electricity")
- *ElectricityTradingComp.xls* (List of competitors for "electricity trading")
- *ElectricityTradingCust.xls* (List of customers for "electricity trading")
- *ElectricityTradingSupp.xls* (List of suppliers for "electricity trading")
- *ElectricityAsso.xls* (List of trade associations for "supply of electricity" and "electricity trading")

EXAMPLE of COMPANY INFORMATION:

To enter the address below into the spreadsheet :

Electricity Lights Company
 Mr Firstname Lastname
 Rue de Lumière 70
 B-1000 Brussels
 (Belgium)
 Phone: +32-2-299.11.11 or 0032-2-299.11.11
 Fax: +32-2-296.43.01 or 0032-2-296.43.01
 E-Mail: Firstname.Lastname@electricity.com

Fill in the template as follows:

Company	Contact	Street	ZipPostal Code	City	Country	Phone	Fax	E-Mail	Language	Category
Electricity Lights Company	Mr Firstname Lastname	Rue de Lumière 70	B-1000	Brussels	BEL - Belgium	+3222991111	+3222964301	Firstname.Lastname@electricity.com	FR	SupplyElectricityComp