

Last update: February 2019

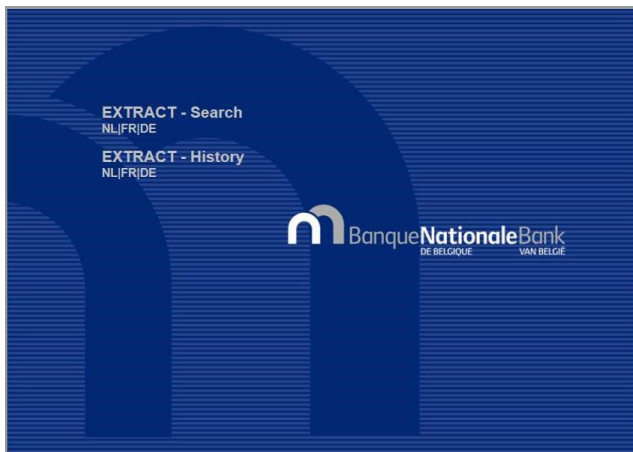
WELCOME!

Welcome to the EXTRACT Quick Start Guide! For more information, please see the link provided at the end of this guide.

URL: <https://cri.nbb.be/select>

HOME PAGE

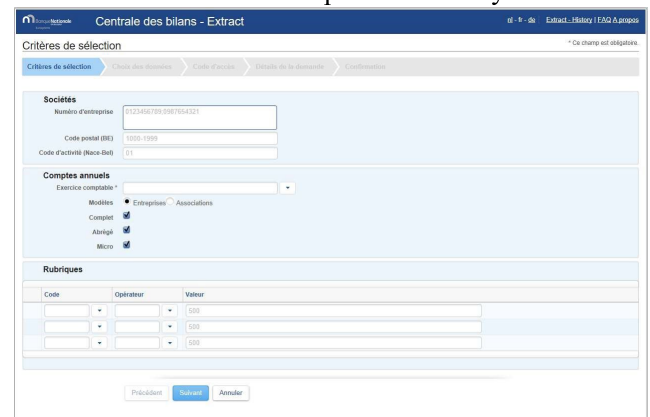
Make a choice (in NL/FR/DE only): submit a new request or access your search history (available for seven days).



NEW SEARCH

STEP 1 - SEARCH CRITERIA

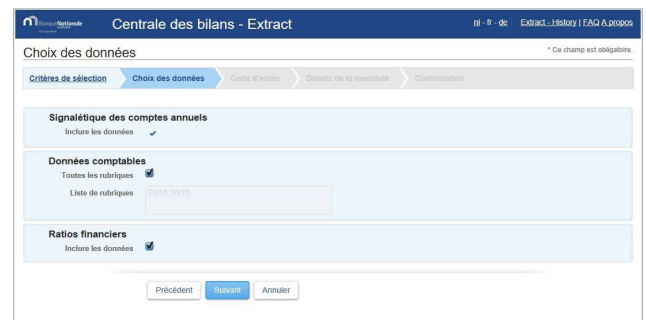
You can specify criteria to narrow down your search results. Only the financial year and model type are mandatory. It is also possible to provide a list of enterprise numbers separated by semicolons (up to 500 in total), define a range of postal codes, select activity codes and sub-codes, etc.



(screenshot in French)

STEP 2 – DATA SELECTION

Now choose which information you would like to retrieve: company identification details, accounting data, financial ratios, etc.



(screenshot in French)

STEP 3 - ACCESS CODE

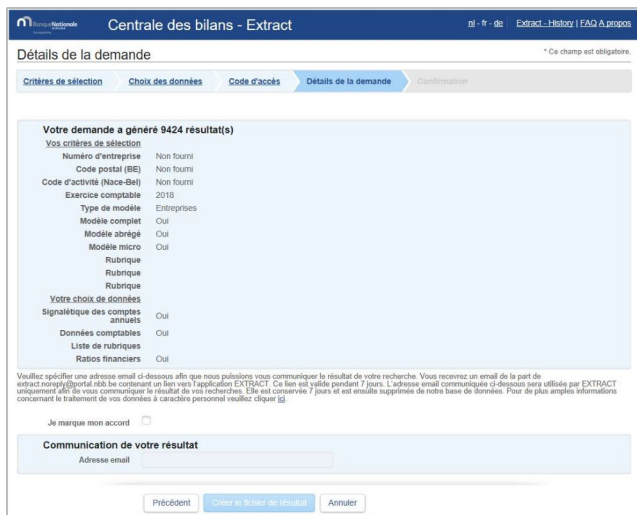
Enter the access code you received when you subscribed



(screenshot in French)

STEP 4 – OVERVIEW OF THE REQUEST

You will see a summary of your request and the number of results, which may not exceed 80,000 entities. If this limit is exceeded, you will need to narrow down your request. The request will now be processed by our system; you will be notified of the completion of processing by email. (Please note that the processing time will depend on the volume of data to be processed.) You will need to tick the box agreeing to the application's terms of use and enter an email address to receive a download link.

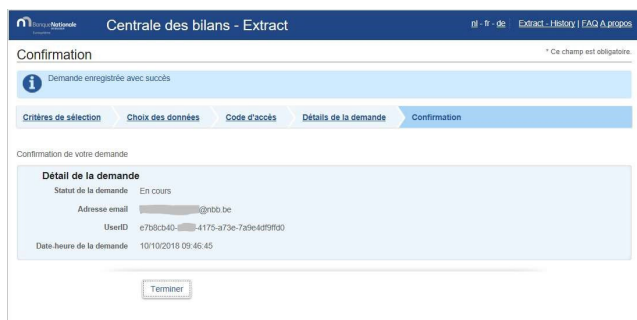


(screenshot in French)

STEP 5 - CONFIRMATION OF THE REQUEST

Your request has been accepted! You will receive a confirmation email.

Don't forget to check your mailbox!



(screenshot in French)

CONFIRMATION EMAIL

You will receive a confirmation email a short time after submitting a request (check your spam folder if you don't see it).

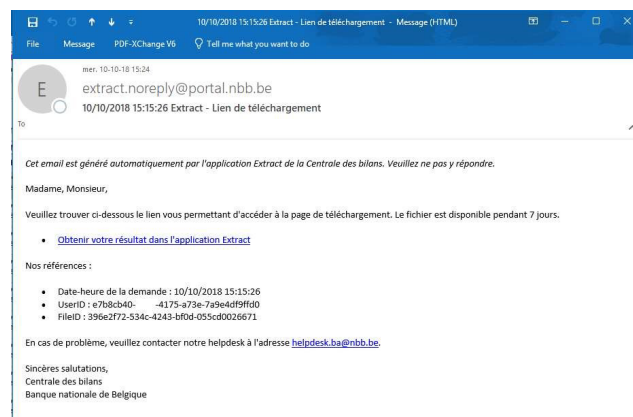


(screenshot in French)

DOWNLOAD EMAIL

You will receive a second email containing a link to download the search results once the processing of your request has been completed. Given the size of the database, this may take a few minutes.

Click on the link in the email to return to the request and obtain your results.



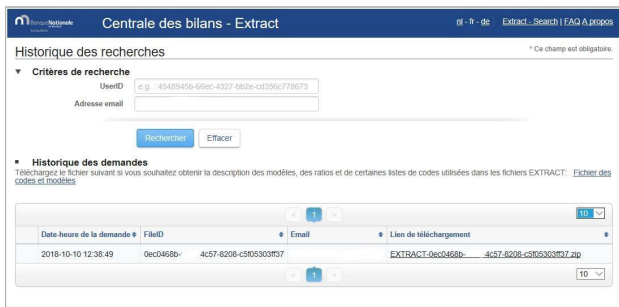
(screenshot in French)

STEP 6 – DOWNLOADING DATA

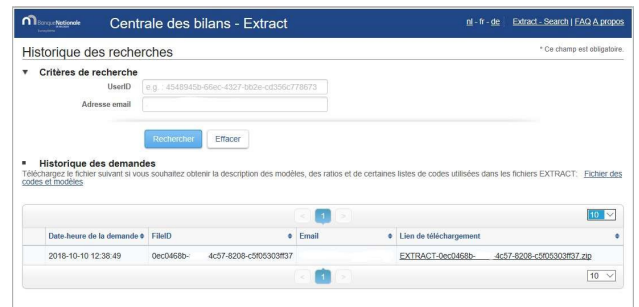
Requests from the last seven days are displayed. Your most recent search appears at the top of the list.

Click on the link in the list of results to start downloading the ZIP file with your data.

Click on the “Codes and models” link if you would like to obtain information on the models, financial ratios and certain lists of values. This file is independent of your search results, so it is not necessary to download it for each new search.



(screenshot in French)



(screenshot in French)

ZIP FILE

The data are compressed into a ZIP file. Use a utility to extract the files and, depending on your choice in step 2, you will obtain:

- legal entity identification details
- accounting data
- financial ratios

These are CSV (comma-separated value) files which you can use in your own IT environment.

SEARCH HISTORY

The application allows you to browse your search history. Searches are stored for seven days.

Click on History on the home page.



You can search using the email address to which the download link was sent or the unique identifier in the emails sent by Extract.

MORE INFORMATION

More questions about Extract? Visit the Central Balance Sheet Office's dedicated Extract page, <https://www.nbb.be/en/extract-0>.