



Instructions for using the WEPOS portal

August 2025

I. Introduction

The WEPOS portal is a digital platform for conducting the railway market analysis online. The portal is compliant with accessibility requirements. Please do not hesitate to contact us if you need any support using the system. You can simply send an email to us at Markterhebung.Eisenbahnen@BNetzA.de or get in touch with your contact person at the Bundesnetzagentur.

Below you will find information on the processes of various data surveys conducted by the Bundesnetzagentur as well as general information about using the portal.

- If you have been invited to participate in the main annual Railway Market Analysis survey, please read section II.I about the process.
- If you have been invited to complete another survey, for example the short survey for the railway sector or the vehicle keepers survey, please read section II.II about the process for other surveys.
- For general information about the portal and your user account, please read from section III onwards.

II.I Completing the railway market analysis

1. Letter by post

You receive a letter by post directing you to take part in the railway market analysis.

2. WEPOS email with activation of the core data

WEPOS sends a link to the email address you provided and confirms that your core data have been created. You can log into WEPOS using this link and start editing your core data. **Please finish entering your core data as soon as possible after receiving the email. The legal deadline indicated in the letter applies to entering and editing the core data and subsequently completing the activated survey (step 4).**

3. Checking your core data

Please check the information that has already been entered and make any necessary changes. The core data you enter and submit will then be reviewed by the Bundesnetzagentur. If there are any problems, you will receive an email from WEPOS with the request to correct your form. If there are no problems or follow-up questions, your core data will be confirmed by the Bundesnetzagentur and you will receive further emails with links to the survey forms to be completed.

4. Providing data in the survey

Please use the links in the emails to activate the questionnaires and begin directly in the forms, or log into WEPOS manually (see section III: Logging into WEPOS). You can then start entering the data requested. The Bundesnetzagentur checks the forms upon receipt. As with the core data, the Bundesnetzagentur will contact you through WEPOS either with questions or to confirm receipt of the data. The contact person you entered in your core data will receive an email about each step.

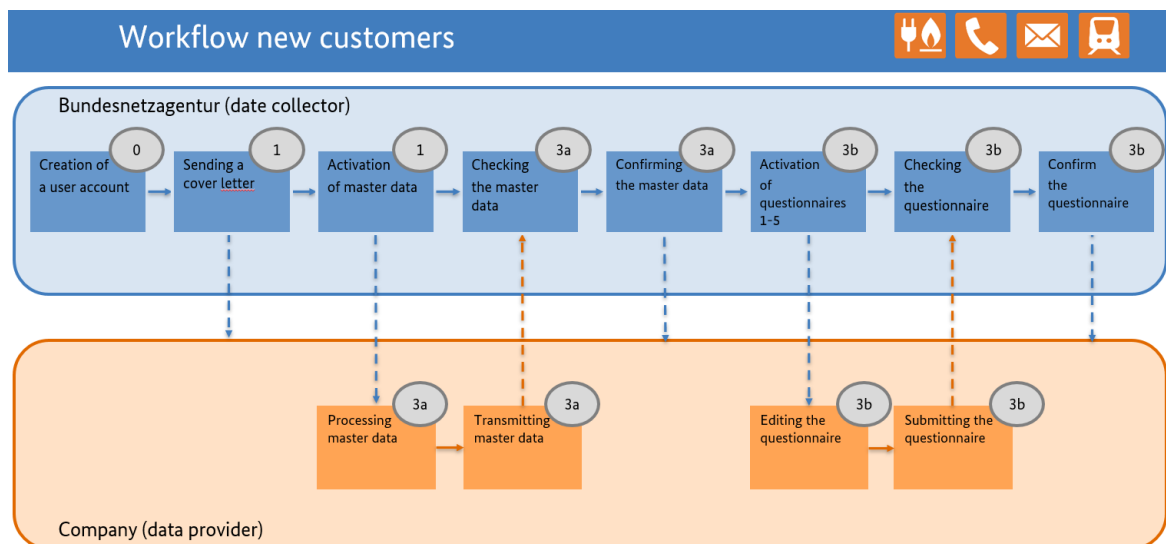


Figure 1: Workflow

You can view the current processing status of ongoing surveys on your user account homepage. The following statuses may apply:

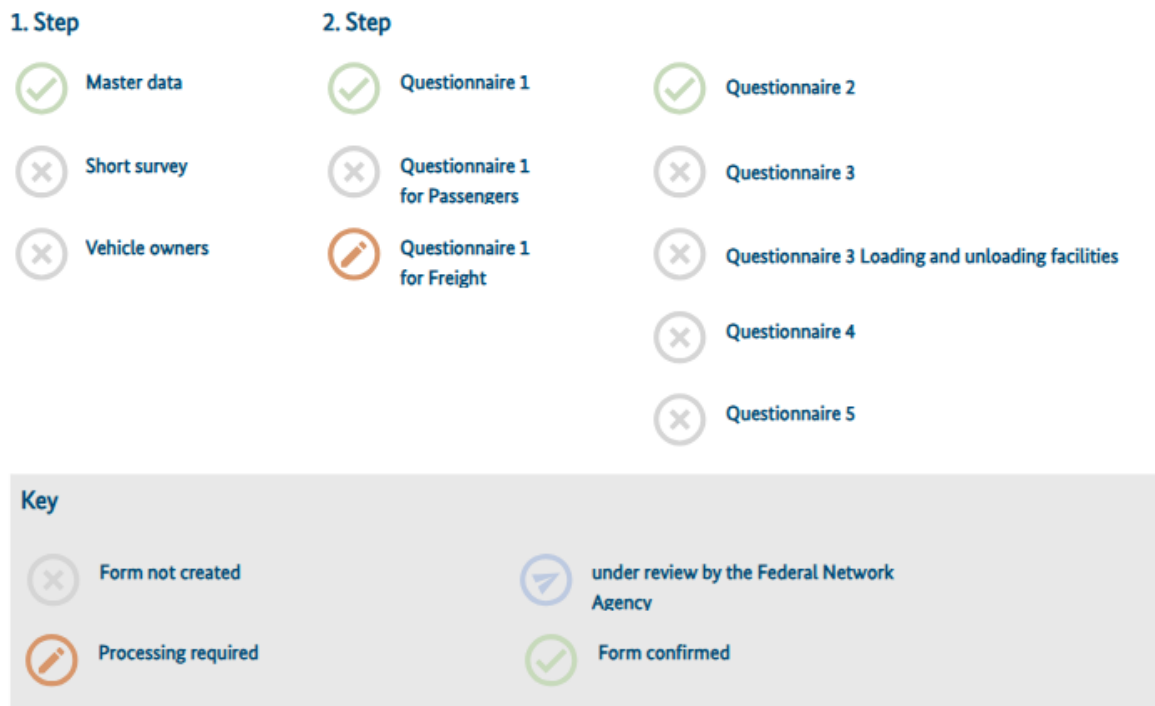


Figure 2: Overview of the possible statuses of the survey forms

II.II Completing other data surveys

1. Letter by post

You receive a letter by post directing you to take part in another Bundesnetzagentur survey.

2. WEPOS email with activation of the survey

WEPOS sends a link to the email address you entered in the system and confirms that your surveys have been created. You can log into WEPOS using this link and start completing the form. Alternatively, you can log into WEPOS manually (see section III below: Logging into WEPOS).

3. Providing data in the survey

You can then start entering the data requested. The Bundesnetzagentur checks the forms upon receipt. The Bundesnetzagentur will contact you through WEPOS either with questions or to confirm receipt of the data. The contact person you entered in the system will receive an email about each step.

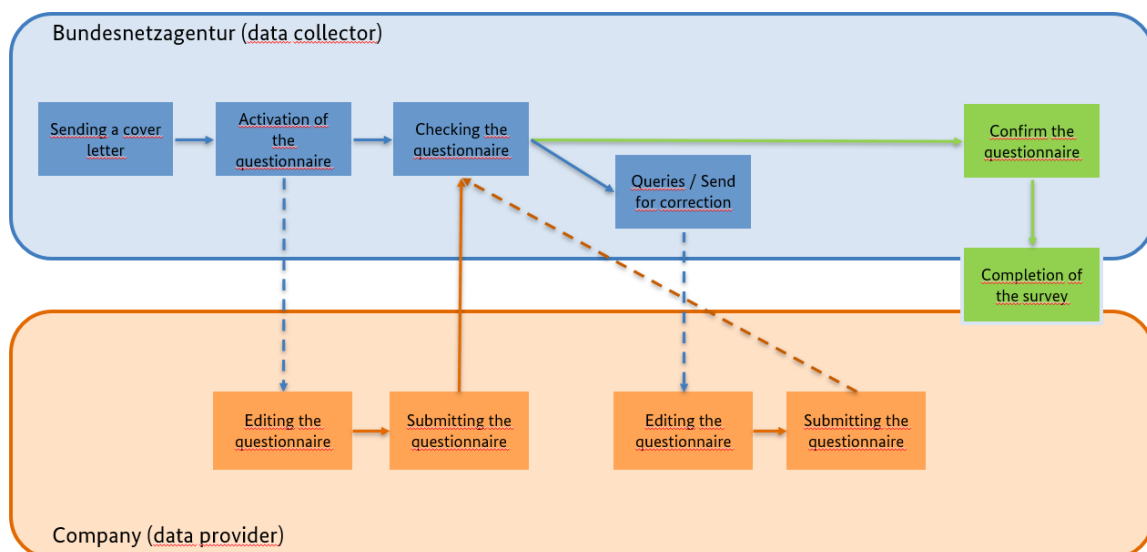


Figure 3: Workflow

III. Logging into WEPOS

Please use the link in the invitation (see step 2 in the sections “Market survey for railways” or “Other data collection procedures”) that is sent by WEPOS to the email address you have provided. The link takes you directly to the form.

If you have not received an email you can also log into WEPOS through the following link:

<https://wepos.bundesnetzagentur.de/wepos>

In both cases you will be taken to the login screen shown below. Enter your BSNR (company ID) above and your password in the text box below. After clicking on the “Log In” button, you will be taken to your account homepage. If you used the invitation link in the email you will be taken directly to the corresponding form.

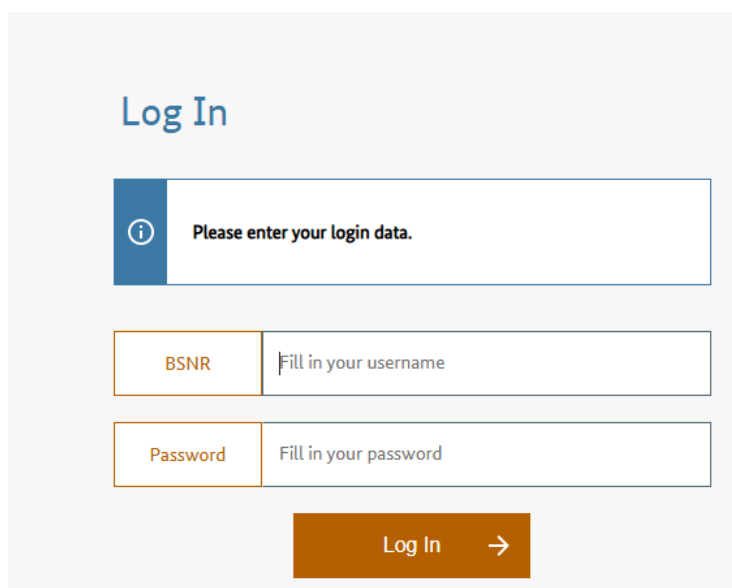


Figure 4: The WEPOS login page

IV. Entering/editing core data or completing a survey

If you received an email from us, you can follow the link in the email and, after being redirected to WEPOS and entering your login details, directly access the relevant data record. Alternatively, you can also log in as described above.

A task will then be displayed in the tree diagram on the left side of your account homepage. Click on Tasks to access a table where you can select a data record.

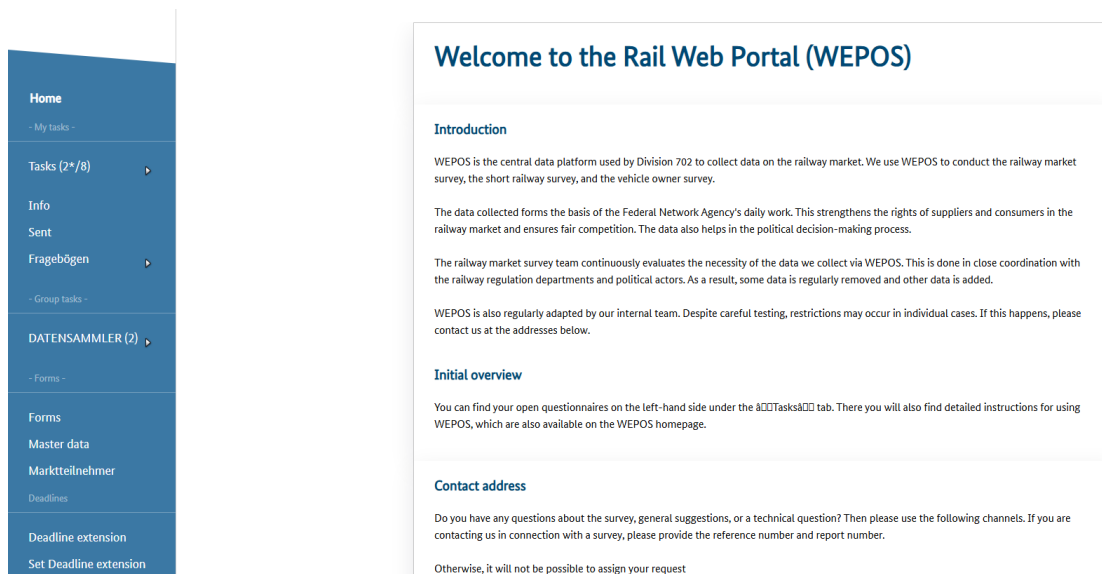


Figure 5: Navigating tasks

You can begin entering data once the data record opens. Normally all fields displayed must be filled out and fields marked with an asterisk (*) are required. A data record cannot be transmitted to the Bundesnetzagentur if these fields are not completed. You can navigate between pages on the left-side of the survey, or click on the Continue button to proceed to the next page.

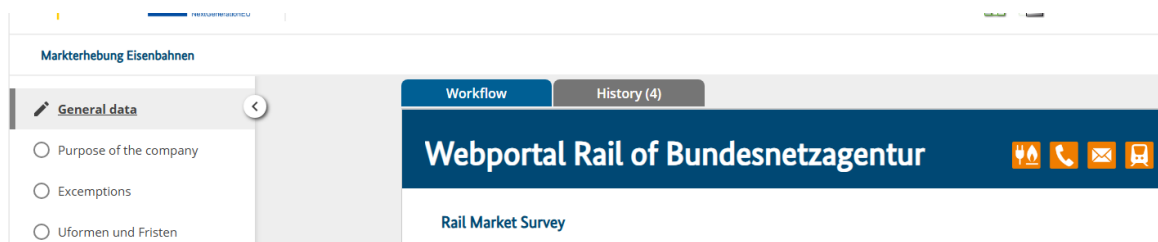


Figure 6: Navigating between pages

You can interrupt your work entering data records at any time and continue later. To do so, click on the Save button and confirm. Once all relevant fields have been completed, you can submit the data record to the Bundesnetzagentur by clicking on the Submit button on the last page of the survey. The form cannot be submitted and you will receive an error message if any fields have not been filled out or a validation rule has been violated. Clicking on the error will take you to the relevant text box. You will receive a confirmation email upon successful submission of the data record. The Bundesnetzagentur will then check the data record submitted. If there are any questions we will contact you by email requesting further action from you.

V. Extending the submission deadline

If you believe that completing the survey by the specified deadline (four weeks after receiving this letter) would require an unreasonable amount of effort, you can request a deadline extension due to extraordinary circumstances. Under section 67(4) ERegG an extension of no more than 14 days may be granted. Complete the deadline extension request form, which can be accessed from your account homepage by clicking on “Deadline extension”. In the example below you can request a

deadline extension for completing your company's core data or, later in the survey process, for one or more surveys.

According to § 67 (6), an additional grace period of up to two weeks may be granted in exceptional circumstances. I hereby request an extension of the deadline for submitting the above-mentioned questionnaire for the following reasons:

|

0 / 4,000 characters used

Feedback from the Federal Network Agency:

Figure 7: Deadline extension request

Because there must be extraordinary circumstances for extending a deadline, the reason for the request must be provided in the text box. You will receive an email as soon as your deadline extension has been reviewed. If the extension is approved, the form will be returned to you with the registered deadline and the new submission deadline will be stored in WEPOS.

VI. Requirements

WEPOS users need a workstation with a web browser and possibly a PDF viewer. No other software is required. The following browsers are recommended and supported for use with the WEPOS portal:

- current versions of Firefox supported by its manufacturer
- current versions of Chrome supported by its manufacturer
- version 11 and higher of Internet Explorer
- latest versions of Edge (only the new Chrome-based Edge) supported by its manufacturer
- current versions of Safari (MAC) supported by its manufacturer
- current versions of Chrome supported by its manufacturer

The WEPOS portal requires JavaScript to be enabled in the browser.

VII. Notes

Logging out: Please always log out using the Logout button in the top right of the header on your account homepage before closing the window. Closing the window without clicking the Logout button will disable another login until the timeout countdown expires, ie for a maximum of 30 minutes.

Please remain active during the 25-minute timeout countdown if possible, as you will be automatically logged out after the timeout expires and no data will be saved. Use the temporary storage function from time to time by clicking the Save button on each page of the forms. Another advantage is that this allows totals to be calculated or validations to be triggered in some places, which for performance and convenience reasons are not triggered directly with every entry.

Moving from field to field: We recommend using the tab key to move from one field to another.

Entering/editing core data: Please finish entering your core data as soon as possible after receiving the email since the legal deadline indicated in the letter applies to entering the core data and completing the survey.

VIII. FAQs

Why am I being contacted?

You are being contacted as an undertaking in the railway market. This designation may also apply if you do not own any infrastructure (railway tracks, freight terminals, etc.). Please do not hesitate to contact us if you have any further questions.

We have more than one location and/or several employees who fill out the form. Can you create additional accounts for us?

Please understand that we can only create one user account for each undertaking/BSNR.

Our undertaking is no longer active in the market. Can I just ignore your request?

No, please enter the core data anyway and submit them to the Bundesnetzagentur. On the second page of the core data questionnaire with questions about the company purpose you can explain

that you were not active in the reporting year in the railway transport or infrastructure markets. Be sure to explain since when and for what reasons you are no longer active in the rail market.

Do I have to log into the system through the emails sent to me?

No, you can also log in directly through the link <https://wepos.bundesnetzagentur.de/wepos> and complete your forms by going through the tasks listed in the top left of your account homepage.

I have temporarily saved the information I have entered and would now like to interrupt the process by clicking Cancel. Will my data be saved despite the warning message?

You can interrupt the process if you have saved your entries by clicking the Save button and received the message "Saved!". Your data have been saved.

Which email address will your email be coming from?

We will be sending you emails from Markterhebung.Eisenbahnen@BNetzA.de and/or noreply-wepos-fms@bnetza.bund.de.

Why are the grand totals of disaggregated values such as revenue of our and third-party RUs not calculated automatically?

For performance and convenience reasons, totals are not always calculated directly for each entry. This also applies to individual validations. Normally it is sufficient to switch back and forth between the pages once or to press the Save button.

The error messages disappear after clicking on one of them. Why can I not work through all error messages individually?

Unfortunately this function is not possible for technical reasons. By clicking on Review page, the error messages are displayed again in the header area of the page.

When logging in, I get an error message saying that only one session per login name is allowed at a time. Why does this happen?

You may have exited WEPOS without logging out or simply closed your browser, which may cause this behaviour. This is intentional to prevent duplicate logins when multiple users use the same account.

Sometimes error messages appear immediately while I am entering data and sometimes not until the form is submitted. Why is this?

This happens partly for performance reasons because direct validation would slow down the forms and cause a loading icon to appear more frequently. Sometimes it may also be adjustable.

I can't scroll far enough in a list to find, for example, the name of the court of registration. What can I do?

Typing the first letters of what you are searching for in the text box will normally reduce the selection options. For example, typing "Old" so that Oldenburg appears.