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Application User Manual

CBAM Declarant Portal ver 1.4

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Table of contents

1	INTRODUCTION	11
1.1	Document purpose.....	11
1.2	Target audience	11
1.3	Scope	11
1.4	Structure	11
1.5	Reference documents	11
1.6	Applicable documents	12
1.7	Abbreviations & acronyms.....	12
1.8	Definitions.....	13
1.9	CBAM Quarterly report data elements.....	15
2	GENERAL INFORMATION.....	28
2.1	System Overview	28
2.2	Authorized Use Permission	28
2.3	User Support.....	28
3	GETTING STARTED	29
3.1	Roles and Responsibilities.....	29
3.2	Access the CBAM Declarant Portal	29
3.3	Exit the CBAM Declarant Portal.....	30
3.4	CBAM -TP - Session time out.....	31
3.5	Reporting Declarant Home Page	32
3.6	Main Navigation Bar	32
3.7	Generic User Interface Behaviour	33
3.8	Basic System Functions.....	34
3.8.1	Change UI Language	34
3.8.2	Change Contact Information	34
3.9	Report States Information	34
3.9.1	States description.....	34
3.9.2	States transition diagram	35
4	USING THE SYSTEM AS CBAM REPORTING DECLARANT	37
4.1	My Operators Registry	37
4.1.1	Create an operator.....	37
4.1.2	Delete an operator.....	39
4.1.3	Edit an operator	39
4.2	Installations Registry	40
4.2.1	Create an installation	40
4.2.2	Delete an installation	43
4.2.3	Edit an installation	44
4.3	My quarterly reports	45
4.4	Report Structure & Navigation.....	45
4.4.1	Header level of the CBAM Report	47
4.4.2	CBAM goods Level of the CBAM Report	50
4.4.3	Emissions level of CBAM report	59
4.5	Quarterly Report actions	77
4.5.1	Creation of a report.....	78
4.5.2	Uploading of a report.....	78

4.5.3	Saving a draft report	79
4.5.4	Deletion of a draft report	80
4.5.5	Editing of a report.....	81
4.5.6	Validation of a report.....	82
4.5.7	Submission of a report.....	82
4.5.8	Viewing of a report.....	83
4.5.9	Amendment of a report.....	83
4.5.10	Invalidation of a report	85
4.5.11	Request to submit a report with a delay.....	85
4.5.12	Download PDF	87
4.5.13	History	88
4.5.14	Duplicating a report.....	88
4.6	My importers	90
4.7	My Profile Information	92
4.8	Preferences	92
4.9	Information.....	94
4.9.1	NCA.....	94
4.9.2	CBAM Goods.....	95
4.9.3	Legislation	97
4.10	Requests	97
4.10.1	Viewing of incoming requests	97
4.10.2	Replying to an incoming request	98
4.10.3	Decline an incoming request	99
4.10.4	Create a request	99
4.10.5	Cancel a request.....	101
4.10.6	View outgoing requests	102
4.11	Notifications	102
5	ANNEX.....	105
5.1	CBAM Report (XSD).....	105
5.2	Sample ZIP files	105
5.3	Report structure	105

List of tables

Table 1: Reference documents	12
Table 2: Applicable documents	12
Table 3: Abbreviations and acronyms	13
Table 4: Definitions.....	14
Table 5: Definitions.....	27
Table 6: CBAM List of states	35
Table 7: Delayed Submission - Deadlines	86

List of figures

Figure 1: UUM&DS authentication page.....	29
Figure 2: CBAM Declarant Portal - Main Dashboard.....	30
Figure 3: Sign-out	30
Figure 4: Logout in EU Login page	30
Figure 5: Logout confirmation	31
Figure 6: Session Timer	31
Figure 7: Session expiration warning	31
Figure 8: CBAM Portal – Reporting Declarant Home Page	32
Figure 9: CBAM Reporting Declarant Home Page with expanded navigation bar.....	33
Figure 10: Mandatory fields indication	33
Figure 11: Maximum number of characters indication	33
Figure 12: Validation errors	34
Figure 13: State Transition Diagram	36
Figure 14: Operator - Create	37
Figure 15: Operator Details Screen	38
Figure 16: Create an Operator.....	38
Figure 17: My Operators Registry.....	38
Figure 18: Operator Registry - Delete action.	39
Figure 19: Operator Delete - Confirmation message.....	39
Figure 20: Operators' registry.....	39
Figure 21: Operation - Save & Cancel	40
Figure 22: My Installations Registry	40
Figure 23: Installation – Details	41
Figure 24: Installation-Search in my operator registry.....	41
Figure 25: Search in my operators registry	42
Figure 26: Installation - Linked Operator Details	43
Figure 27: Installation - Create Button.....	43
Figure 28: Installation Registry -Delete action	43
Figure 29: Installation Delete - Confirmation message.....	44
Figure 30: Installation Registry - Edit Action	44
Figure 31: Installation -Cancel and Save buttons.....	45
Figure 32: My Quarterly Reports	45
Figure 33: CBAM Report Data Model.....	46
Figure 34: Header - Validation.....	47
Figure 35: Header - Reporting Declarant tab	48
Figure 36: Declarant acts as importer Checkbox	48
Figure 37: Header- Importer tab.....	49

Figure 38: Declarant acts as indirect customs representative checkbox.....	49
Figure 39: Header - Indirect customs representative Tab.....	50
Figure 40: Header -Signatures tab.....	50
Figure 41: Add good	51
Figure 42: Delete good.....	51
Figure 43: Delete good - Confirmation	51
Figure 44: Edit good.....	52
Figure 45: Non-validated good	52
Figure 46: Validate Good.....	53
Figure 47: Validate good – Navigation tree indication	53
Figure 48: Good Level - Importer tab	54
Figure 49: Good Level - Add Importer	54
Figure 50: Good’s level - Indirect customs representative tab	54
Figure 51: Good’s level - Add Indirect customs representative	55
Figure 52: Goods imported tab 1/3.....	55
Figure 53: Goods imported tab 2/3.....	56
Figure 54: Goods imported tab 3/3.....	56
Figure 55: HS sub-heading code selection	56
Figure 56: Imported quantity per customs procedure.....	57
Figure 57: Goods measure per procedure.....	57
Figure 58: Goods - Supplementary tab.....	58
Figure 59: Goods - Add supporting documents	58
Figure 60: Goods - Duplicate Good	59
Figure 61: Add an emission	59
Figure 62: Delete emission.....	60
Figure 63: Edit good.....	60
Figure 64: Installation - Country of production	61
Figure 65: Emissions - Operator (The company name of the installation).....	61
Figure 66: Emissions - Operator (Information filled in from My Operator Registry) or directly in the report.....	62
Figure 67: Operator selection from Operators of Third country Installations registry	62
Figure 68: Emissions - Operator (Information filled in from Operators of Third Country Installation Registry)..	63
Figure 69: Emissions - Installation fields.....	63
Figure 70: Emissions-Installation information filled in from Installations Registry or directly in the report	64
Figure 71: Installation selection from Operators of Third country Installations registry	64
Figure 72: Emissions -Installation information filled in from Operator of Third Country Installation Registry ...	65
Figure 73: Production Method selection (without O3CI emissions selected)	66
Figure 74: Production Method selection from Operators of Third Country Installations registry	66
Figure 75: Selected Production Method from Operators of Third Country Installation registry	66
Figure 76: Emissions qualifying parameters	67

Figure 77: Add new qualifying parameters	67
Figure 78: Indirect Emissions qualifying parameters (applicable for Q423, Q124 & Q224 reporting periods)	67
Figure 79: Direct Emission qualifying parameters (applicable for Q423, Q124 & Q224 reporting periods)	68
Figure 80: Production Method and Emissions Qualifying Parameters	68
Figure 81: Emissions tab - Applicable to Electricity good (Reporting Periods Q4-2023, Q1-2024, Q2-2024)	69
Figure 82: Emissions tab - Applicable to Electricity good (Reporting periods Q3-2024 and forward)	69
Figure 83: Emissions tab- Applicable for all goods except electricity	70
Figure 84: Emissions-Default Values.....	70
Figure 85: Emissions - Actual data not available	71
Figure 86: Emissions filled in from O3CI (all goods except electricity).....	72
Figure 87: Emissions filled in from O3CI (good electricity)	72
Figure 88: Carbon price due tab	74
Figure 89: Carbon price due – Details (Reporting Period Q4-2023, Q1-2024, Q2-2024)	75
Figure 90 : Carbon price due details (Q3-2024 reporting period and forward).....	75
Figure 91: Supplementary tab	76
Figure 92: Emissions - Supplementary - Supporting Documents	76
Figure 93: Emission tab filled in with O3CI emissions information	77
Figure 94: My Quarterly Reports - Create Report.....	78
Figure 95: My Quarterly Reports - Upload a report.....	78
Figure 96: Upload ZIP	79
Figure 97: Save a draft report.....	80
Figure 98: Delete a draft report	80
Figure 99: Delete draft report - Confirmation message.....	81
Figure 100: Edit a report	81
Figure 101: Edit a report	81
Figure 102: Validate report	82
Figure 103: Validate Report – Errors display.....	82
Figure 104: Submit report	82
Figure 105: Modifications confirmation	83
Figure 106: View report	83
Figure 107: Amend a report	84
Figure 108: Invalidate a report	85
Figure 109: Invalidate report confirmation message.....	85
Figure 110: Request delayed submission	85
Figure 111: Request delayed submission dialog	86
Figure 112: Request delayed submission -Requested by NCA	86
Figure 113: Download PDF	87
Figure 114: Download PDF Information message	87
Figure 115: Download PDF - File downloaded message	88

Figure 116: History	88
Figure 117: History Details	88
Figure 118: Create using Previous Report.....	89
Figure 119: Duplicate report from.....	89
Figure 120: Duplicate Report Form Selected	89
Figure 121: Duplicate Report - Confirmation dialog	90
Figure 122: My Importers - Starting point	90
Figure 123: List of my importers	91
Figure 124: Importer Profile	91
Figure 125: Importer - Goods Imported	91
Figure 126: My profile information	92
Figure 127: My Profile - Contact Details	92
Figure 128: Preferences menu	93
Figure 129: Preferences.....	93
Figure 130: Edit Preferences	93
Figure 131: Information	94
Figure 132: Information-NCA	94
Figure 133: Information - NCA Details	95
Figure 134: Goods Sector Level.....	95
Figure 135: Aggregated goods category Level	96
Figure 136: Goods code level.....	96
Figure 137: Filtered CBAM Goods on CN Code	96
Figure 138: Request	97
Figure 139: Incoming requests	97
Figure 140: Reply to a Request	98
Figure 141: Reply to a request -Details.....	98
Figure 142: Notifications - References	99
Figure 143: Decline Request	99
Figure 144: Create Request	100
Figure 145: CBAM Reports (Optional).....	100
Figure 146: References	101
Figure 147: Attachments	101
Figure 148: Cancel a request.....	101
Figure 149: Outgoing requests	102
Figure 150: Home Page-Notifications icon.....	102
Figure 151: List of latest unread notifications.....	103
Figure 152: View notification	103
Figure 153: Notification - Reception date from filter.....	104
Figure 154: Notification - Reception date to filter	104

Figure 155: Notification List.....104

1 INTRODUCTION

1.1 DOCUMENT PURPOSE

The purpose of this document is to provide directions to reporting declarants and CBAM (Carbon Border Adjustment Mechanism) declarants (referred to in this document CBAM declarants) on how to utilise the CBAM Declarant Portal (referred to in this document CBAM Declarant Portal).

1.2 TARGET AUDIENCE

The target audience for this document includes:

- Importers of CBAM goods into the EU or their authorised indirect customs representatives (reporting declarants or CBAM declarants);
- Directorate-General Taxation and Customs Union (DG TAXUD) Project team;
- Directorate General for Informatics (DIGIT);
- Directorate-General for Climate Action (DG CLIMA);
- EU Member states and their National Competent Authorities;
- SOFT-DEV Project team;
- Quality Assurance Contractor;
- Operational teams.

1.3 SCOPE

The scope of this document is to provide directions to CBAM Reporting Declarants on the effective utilisation of the CBAM Declarant Portal for the Transitional Registry. The features described comply with CBAM Release 1.4.

1.4 STRUCTURE

This document is organised as follows:

- **Chapter 1 – Introduction:** describes the scope and the objectives of the document;
- **Chapter 2 – General Information:** provides the practical and theoretical details for the topic treated in the document;
- **Chapter 3 – Getting Started:** details how to access the portal and introduces the basis system functions;
- **Chapter 4 - Using the System as CBAM Reporting Declarant:** describes the CBAM Declarant Portal functionalities;
- **Annex - CBAM Report Structure in XSD format and a sample ZIP is provided in this section.**

1.5 REFERENCE DOCUMENTS

The table below lists the documents that are referred to in the current document.

Ref.	Title	Originator	Version	Date
R01	Access Management through UUM&DS	TBA	0.20	TBA

Table 1: Reference documents

1.6 APPLICABLE DOCUMENTS

The table below lists the documents to which the current document must be compliant (e.g. FWC, SC, RfA).

Ref.	Title	Originator	Version	Date
A01	SOFT-DEV Framework Quality Plan	SOFT-DEV	1.20	17/06/2024
A02	SOFT-DEV Framework Contract, TAXUD/2021/CC/162	DG TAXUD	N/A	24/06/2021
A03	Specific Contract 13, TAXUD/2023/DE/134	DG TAXUD	N/A	05/04/2023
A04	RfA-746-CARBON BORDER ADJUSTMENT MECHANISM (CBAM) - Delivery of CBAM v1.4.0.0 (TP integration with CBAM Definitive System Phase 2) Ares(2024)6359497	DG TAXUD	1.10	09/09/2024

Table 2: Applicable documents

1.7 ABBREVIATIONS & ACRONYMS

For a better understanding of the present document, the following table provides a list of the principal abbreviations and acronyms used.

See also the ‘list of acronyms’ on TEMPO.

Abbreviation/Acronym	Definition
CBAM	Carbon Border Adjustment Mechanism
CN	Combined Nomenclature
CO2	Carbon Dioxide
COM	European Commission
CRS	Customer Reference System
CS/RD2	Central Services Reference Data
DG CLIMA	Directorate-General for Climate Action
DG TAXUD	Directorate General for Taxation and Customs Union
DIGIT	Directorate General for Informatics
DOC	Microsoft Word document
DOCX	Microsoft Word Open XML format document
EORI	Economic Operators Registration and Identification
ETS	Emissions Trading System
EU	European Union
GNSS	Global Navigation Satellite System
GPS	Global Positioning System

Abbreviation/Acronym	Definition
HS	Harmonized System Codes
ID	Identification number
IEA	International Energy Agency
JPEG	Joint Photographic Experts Group
MIME	Multipurpose Internet Mail Extensions
MS	Member State
MWH	Megawatt Hour
N/A	Not available
NCA	National Competent Authority
NIS	National Import System
O3CI	Operator of Third Country Installation registry
PDF	Portable Document Format
PSM	Public-Subscribe Mechanism
SPEED2ng	SPEED2 Gateway is used for exchanging messages with partner countries (for example MRA exchanges, NCTS TIR messages and in the future SSTL messages). The messages are exchanged via dedicated VPN links and the exchange protocols vary (Web Services, MQ Asynchronous Transport Protocol, AS2, AS3 and AS4 protocols).
UCC	Union Customs Code
UI	User Interface
URI	Universal Resource Identifier
URL	Uniform Resource Locator
UUM&DS	Uniform User Management and Digital Signatures
XLS	Microsoft Excel spreadsheet file
XLSX	Microsoft Excel Open XML spreadsheet file
XML	eXtensible Markup Language
XSD	XML Schema Definition
ZIP	Compressed file

Table 3: Abbreviations and acronyms

1.8 DEFINITIONS

For a better understanding of the present document, the following table provides a list of the principal terms used.

See also the ‘glossary’ on TEMPO.

Term	Definition
CBAM Goods	Goods listed in Annex I of CBAM Regulation.
Third country	A country or territory outside the customs territory of the Union.
Default value	The Default value is the intensity of emissions. It expresses the quantity of CO2 emissions per measurement unit of product. Per legislation, the definition is a value, which is calculated or drawn from secondary data, which represents the embedded emissions in goods.

Term	Definition
NCA	National Competent Authority.
Operator	Any person who operates or controls an installation in a third country.
Installation	A stationary technical unit where a production process is carried out.
Indirect customs representative	The indirect customs representative declared in imports customs declaration.
Importer	Either the person lodging a customs declaration for release for free circulation of goods in its own name and on its own behalf or, where the customs declaration is lodged by an indirect customs representative in accordance with Article 18 of Regulation (EU) No 952/2013, the person on whose behalf such a declaration is lodged.
Carbon price	The monetary amount paid in a third country, under a carbon emissions reduction scheme, in the form of a tax, levy or fee or in the form of emission allowances under a greenhouse gas emissions trading system, calculated on greenhouse gases covered by such a measure, and released during the production of goods.
Indirect emissions	Means emissions from the production of electricity, which is consumed during the production processes of goods, irrespective of the location of the production of the consumed electricity.

Table 4: Definitions

1.9 CBAM QUARTERLY REPORT DATA ELEMENTS

For a better understanding of the present document, the following table provides a list of the principal terms used.

See also the ‘glossary’ on TEMPO.

Data element name	Definition
CBAM Report	The CBAM Quarterly Report that Declarants will submit.
Report issue date	The date that the CBAM report is submitted.
Draft report ID	The unique ID set by the system when the report is created to identify their report.
Report ID	This unique ID is allocated by the system once the report is submitted.
Reporting Period	The Quarter of the year. This is a CBAM CS/RD2 List that contains the Quarters of a year (Q1, Q2, Q3, Q4).
Year	The year for which the report is submitted.
Total goods imported	The total Goods that are declared in the CBAM report
Total emissions	The total of the emissions for all the Goods declared in the CBAM report.
--Reporting declarant	The entity that contains information about the Declarant.
Identification number	The ID of the Declarant. This is their EORI number.
Name	The full name (person or company) of the Declarant.
Role	The role that the Declarant has. If they are the importer or an indirect customs representative.
----Address	This element is used to hold the Report Declarant Address
Member State of establishment	The country where the Declarant is established
Sub-division	The sub-division where the Declarant is located.
City	The city where the Declarant is located.
Street	The street name where the Declarant is located.
Street additional line	The street name where the Declarant is located.
Number	The number of the street where the Declarant is located.
Postcode	The postcode of the location of the Declarant.
P.O. Box	The P.O. box of the address.

Data element name	Definition
--Indirect customs representative	This entity is to define the information about the indirect customs representative in the Header level
Identification number	The ID of the indirect customs representative. This is their EORI number.
Name	The full name (person or company) of the indirect customs representative.
----Address	This element is used to hold the indirect customs representative's address
Member State of establishment	The country where the Indirect customs representative is established
Sub-division	The sub-division where the indirect customs representative is located.
City	The city where the indirect customs representative is located.
Street	The street name where the indirect customs representative is located.
Street additional line	The street name where the indirect customs representative is located.
Number	The number of the street where the indirect customs representative is located.
Postcode	The postcode of the location of the indirect customs representative.
P.O. Box	The P.O. box of the address.
--Importer	The entity that contains information about the Importer that is represented by the Declarant. The Importer can either be declared at Header level, if the same importer is common for all Goods Imported, or in the Goods Imported level.
Identification number	The ID of the importer. This is their EORI number of European importers or TINT for International importers
Name	The full name (person or company) of the importer.
----Address	This element is used to hold the importer's address
Member state or Country of establishment	The country where the Importer is established (either a Member state of the EU or a third country).
Sub-division	The sub-division where the importer is located.
City	The city where the importer is located.
Street	The street name where the importer is located.
Street additional line	The street name where the importer is located.
Number	The number of the street where the importer is located.
Postcode	The postcode of the location of the importer.
P.O. Box	The P.O. box of the address.
--Competent authority	This entity contains information regarding the Competent Authority where the Declarant is established.
Reference number	The Name or Reference number of the Competent Authority.

Data element name	Definition
--Signatures	There are two types of signatures in the CBAM Report. The first one is related to the information in the report. The Declarant must confirm that the information in the CBAM report is accurate and complete. The second is only applicable if the type of applicable rules selected is not CBAM-specific. In this case, the Declarant must confirm that the used applicable rules are comparable to the CBAM applicable rules
----Report confirmation	This entity is used to hold the confirmation related to the contents of the CBAM Report.
Report global data confirmation	This element holds the confirmation of the Declarant regarding the information of the CBAM Report.
Use of data confirmation	This element holds the confirmation of the Declarant regarding his approval to use the data of the CBAM Report for the review process.
Date of signature	This element holds the date when the confirmation was signed.
Place of signature	This element holds the place where the confirmation was signed.
Signature	This element is used to hold the full name of the Declarant.
Position of person signing	This element is used to hold the Position of the Declarant
----Type of applicable reporting methodology	This entity is used for the confirmation of the type of applicable reporting methodologies, in case that the selected one is not the CBAM-specific.
Other applicable reporting methodology	This element is used to hold the confirmation of the “other” applicable reporting methodology used.
--Remarks	This is an entity that exists in all levels of the report in order the Declarant to insert additional information.
Additional information	In this element, the Declarant can write any additional information that applies in the location where this is positioned
--CBAM goods imported	This is the entity that contains the information for the CBAM Good. There may be up to 99999 CBAM Goods in a CBAM report.
Goods item number	This element specifies the item number of every CBAM Good imported of the CBAM Report. It is a sequential number.
----Indirect customs representative	This entity is to define the information about the indirect customs representative in the CBAM goods Imported level of the CBAM Report.
Identification number	The ID of the indirect customs representative. This is their EORI number.
Name	The full name (person or company) of the indirect customs representative.
-----Address	This element is used to hold the indirect customs representative’s address
Member State of establishment	The country where the Indirect customs representative is established

Data element name	Definition
Sub-division	The sub-division where the indirect customs representative is located.
City	The city where the indirect customs representative is located.
Street	The street name where the indirect customs representative is located.
Street additional line	The street name where the indirect customs representative is located.
Number	The number of the street where the indirect customs representative is located.
Postcode	The postcode of the location of the indirect customs representative.
P.O. Box	The P.O. box of the address.
----Importer	This entity is to define the information about the importer in the CBAM goods Imported level of the CBAM Report
Identification number	The ID of the importer. This is their EORI number of European importers or TINT for International importers
Name	The full name (person or company) of the importer.
-----Address	This element is used to hold the importer's address
Member state or Country of establishment	The country where the importer is established
Sub-division	The sub-division where the importer is located.
City	The city where the importer is located.
Street	The street name where the importer is located.
Street additional line	The street name where the importer is located.
Number	The number of the street where the importer is located.
Postcode	The postcode of the location of the importer.
P.O. Box	The P.O. box of the address.
----Commodity code	This is an entity that contains the HS Code and the CN Code of the CBAM Good.
Harmonized System sub-heading code	This is the HS Code of the CBAM Good. It is a 6-digit code.
Combined nomenclature code	This is the CN Code of the CBAM Good. It is a 2-digit code that is added in the HS code.
-----Commodity details	This is an entity that contains the description element of the CBAM Good.
Description of goods	This is an element that can be used in order to describe the CBAM Good.
----Country of origin	This is an entity to declare the Country of Origin of the CBAM Good.
Country code	The two letter code of a country.
----Imported quantity per customs procedure	This is the Entity that contains information regarding the Customs procedures and the related quantities of the CBAM good.
Sequence number	
-----Procedure	This is an entity that contains the Customs Procedures.

Data element name	Definition
Requested procedure	The Customs Requested Procedure.
Previous procedure	The Customs Previous Procedure.
-----Inward processing information	This entity contains information regarding the Inward processing procedure. The inward processing customs procedure is used for Goods that enter the EU territory to be processed by EU manufacturers.
Member State of inward processing authorisation	The Member State which authorised the inward processing.
Inward processing waiver for Bill of discharge	The Inward processing waiver for the Bill of discharge.
Authorisation	The Authorisation related to the inward processing.
Globalisation time start	The start date of the Globalisation timer. Each authorization comes with a specific globalization time frame depending on the calculation of the required time for processing.
Globalisation time end	The end date of the Globalisation timer. Each authorization comes with a specific globalization time frame depending on the calculation of the required time for processing.
Deadline for submission of Bill of discharge	The deadline for the submission of the Bill of discharge. Typically it will be one month after the end date of the Globalisation timer.
-----Area of import	This is an entity that contains the area of import element.
Area of import	The area where the CBAM Good was imported. Two possible values: EU by means of Customs import declaration and EU by other means.
-----Goods measure (per procedure) Actual products release / Actual product released to other products	This Data Group contains the quantity of the CBAM Good per Customs procedure.
Procedure indicator	The procedure indicator. Inward Processing = 1, Other = 0
Net mass	The Net mass is to be used for the CBAM Goods that are measured in tonnes. Please use a dot (.) to separate decimals.
Supplementary units	The Supplementary units is to be used for the CBAM Goods that have a special measurement unit.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
-----Special references for goods	This is an entity to use in case there are special references related to the CBAM Good.
Additional information	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
----Goods measure (imported)	This is the entity that contains the quantity of the CBAM goods imported
Net mass	The Net mass is to be used for the CBAM Goods that are measured in tonnes.

Data element name	Definition
Supplementary units	The Supplementary units is to be used for the CBAM Goods that have a special measurement unit.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
---Goods imported total emissions	This is an entity to use in case there are special references related to the CBAM Good.
Goods emissions per unit of product	In this element, the Declarant can write any additional information that applies in the location where this is positioned. The value is the result of the following division: Goods total emissions / Goods measure (imported) - either the Net mass or the Supplementary units.
Goods total emissions	This element is used to hold the total emissions of both direct and indirect emissions. The value of this field must be equal to the sum of Good direct emissions + Good indirect emissions.
Goods direct emissions	This element is used to hold the total emissions of direct emissions. The value of this field must be equal to the sum of all the installation direct emissions.
Goods indirect emissions	This element is used to hold the total emissions of indirect emissions. The value of this field must be equal to the sum of all the installation indirect emissions.
Type of measurement unit for emissions	This element is to indicate that the emissions are measured in tonnes.
----Supporting documents (for Goods)	This entity exists in the CBAM Goods imported level. It used to provide any supporting documents.
Sequence number	Supporting document sequence number.
Type	The type of supporting document (it is in the Supporting Documents (for Goods)).
Country of document issuance	The country where the supporting document was issued.
Reference number	The reference number of the supporting document.
Document line item number	The document line item number is the number of the Goods imported entry in which the supporting documents corresponding to.
Issuing authority name	The authority that issued the supporting document.
Validity start date	The start date of validity of the supporting document.
Validity end date	The end date of validity of the supporting document.
Description	A text element to describe the supporting document.
-----Attachments	This is an entity used to attach a file or provide a URL.
Filename	The file name of the attachment.
URI	The URI link of an attachment. (Starting from Q32024 reporting period, this element is no longer available)
MIME	The MIME of the attachment.

Data element name	Definition
Included binary object	The actual binary object.
----Remarks	This is an entity that exists in all levels of the report in order the Declarant to insert additional information.
Additional information	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
----CBAM Goods Emissions	This is the entity for the CBAM Good emissions. For each CBAM Good, there can be up to 999 entries for each CBAM Good.
Emissions sequence number	This element specifies the number of every CBAM Good emission. It is a sequential number.
Country of production	This element specified the country of production
-----The company name of the installation	This is an entity to define the information related to the company name of the installation.
Operator ID	The unique identification number of the operator. The operator ID is an alphanumeric value defined by the user.
Operator Name	The Name of the operator.
-----Address	This entity is to define the Address details of the company name of the Installation.
Country code	Installation's Country code
Sub-division	The sub-division where the operator is located.
City	The city where the operator is located.
Street	The street name where the operator is located.
Street additional line	The street name where the operator is located.
Number	The number of the street where the operator is located.
Postcode	The postcode of the location of the operator.
P.O. Box	The P.O. box of the address.
-----Contact Details	This entity is to define the Contact Details of the Installation Operator.
Name	The full name (person or company) of the Declarant.
Phone number	The phone number of the person that is assigned in the contact details of the operator.
e-mail	The email of the person that is assigned in the contact details of the operator.
-----Installation	This entity is to define the Installation (Factory) information where the CBAM Good is produced.
Installation ID	The unique ID of the Installation. The installation ID is an alphanumeric value defined by the user.
Installation name	The name of the Installation.
Economic activity	The definition of the economic activity of the installation.

Data element name	Definition
-----Address	The address of the Installation.
Country of establishment	The country where the installation that produced the good or the Declarant is established.
Sub-division	The sub-division where the installation is located.
City	The city where the installation is located.
Street	The street name where the installation is located.
Street additional line	The street name where the installation is located.
Number	The number of the street where the installation is located.
Postcode	The postcode of the location of the installation.
P.O. Box	The P.O. box of the address.
Plot or parcel number	The plot or parcel number.
UNLOCODE	The UNLOCODE as defined in UCC Annex B.
Latitude	The latitude of the coordinates.
Longitude	The longitude of the coordinates.
Type of coordinates	The type of coordinates (GPS/GNSS).
-----Goods measure (Produced)	This is the entity that contains the quantity of the CBAM Good that is produced in the specific installation.
Net mass	The Net mass is to be used for the CBAM Goods that are measured in tonnes.
Supplementary units	The Supplementary units is to be used for the CBAM Goods that have a special measurement unit.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
-----Installation emissions	This is the entity that contains the emissions that were produced in the Goods emissions.
Installation total emissions	The total quantity of emissions produced for the particular Goods' quantity. The value of this field must be equal to the sum of Installation direct emissions + Installation indirect emissions.
Installation direct emissions	The quantity of Installation's direct emissions produced for the particular Goods' quantity. The value of this field must be equal with the result of the following formulae: Goods measure x Specific (direct) embedded emissions.
Installation indirect emissions	The quantity of indirect emissions produced for the specific particular Goods' quantity. The value of this field must be equal with the result of the following formulae: Goods measure x Specific (indirect) embedded emissions.
Type of measurement unit for emissions	This element is to indicate that the emissions are measured in tonnes.
-----Direct Embedded Emissions	This is the entity that contains the information related to the direct embedded emissions.

Data element name	Definition
Type of determination	The type of determination of the direct embedded emissions. The possible values are: Actual data, Default value (“Default” is only applicable in Q423, Q124, Q224 reporting periods). Concerning the option “Actual data not available”, consider elaborations under Section 4.4.3.4.2. Emissions.
Type of determination (electricity)	The type of determination of the direct embedded emissions in case that the CBAM Good is electricity.
Type of applicable reporting methodology	The type of applicable reporting methodology used to calculate the emissions of the CBAM Good while being produced. (Starting in Q32024 reporting period, this element is not used for Good Electricity).
Applicable reporting methodology	The actual applicable reporting methodology used.
Specific (direct) embedded emissions	This is the element to declare the emissions per measurement unit of the product produced.
Other source indication	This element is used to declare a different source.
Source of emission factor (for electricity)	The source of emission factor in case that the CBAM Good is electricity.
Emission factor	This element is used only when CBAM Good is Electricity and expresses the tonnes of CO2 per MWh.
Electricity imported	The quantity of electricity imported. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
Total embedded emissions of electricity imported	The amount of CO2 tonnes produced for the quantity of the electricity imported. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
Source of emission factor value	This is used to declare any extra information regarding the source of the emissions value.
Justification	Field is no longer used
Fulfillment of conditionality	This is used to declare any information related to the actual data declared. It is only applicable in the Direct Embedded Emissions when CBAM Good is electricity.
-----Indirect Embedded Emissions	This is the entity that contains the information related to the indirect embedded emissions. Not applicable when Electricity is selected as a good"
Type of determination	The type of determination of the indirect embedded emissions. The possible values are: Actual data, Default value. (“Default” is only applicable in Q423, Q124, Q224 reporting periods). Concerning the option “Actual data not available”, consider elaborations under Section 4.4.3.4.2. Emissions.
Source of emission factor	This element is used to declare literature or published information by the statistics office.
Emission factor	This element is used to express the tonnes of CO2 per MWh

Data element name	Definition
Specific (indirect) embedded emissions	This is the element to declare the emissions per measurement unit of the product produced. When automatically calculated, the value of this element is the result of the following formula: Electricity consumed (MWh/tonne of CBAM Good) * emissions factor (Tonnes CO2/MWh).
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
Electricity consumed	The electricity consumed (MWH per measurement unit of product).
Source of electricity	This element is used to declare the source of electricity. Possible values: “Auto-produced”, “(bilateral) power purchase agreement”, “received from the grid”.
Other source indication	This element is used to declare a different source.
Source of emissions factor value	This is used to declare any extra information regarding the source of the emissions value. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
-----Production method & Qualifying parameters	This entity contains the information related to the Production method and the emissions qualifying parameters.
Sequence number	Production method sequence number
Method ID	The unique identity of the production method.
Method name	The production method name.
Identification number of the specific steel mill	Specific steel mill identification number (only applicable to steel goods)
Additional Information	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
-----Direct Emissions qualifying parameters	This entity contains the information related to the direct emissions qualifying parameters. This entity has been renamed to “Emissions qualifying parameters” starting in Q32024.
Sequence number	The sequential number of the parameter
Parameter name	Name of the parameter used
Description	A text element to describe the parameter
Type of parameter value	The type of the parameter (e.g., Percentage, numeric, text)
Parameter value	The actual value of the parameter
Additional information	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
-----Indirect Emissions qualifying parameters	This entity contains the information related to the indirect emissions qualifying parameters. Only used in reporting period Q423, Q124,Q224.
Sequence number	The sequential number of the parameter
Type of determination	The type of determination of the direct embedded emissions. The possible values are: Actual data, Default value.

Data element name	Definition
Parameter ID	ID of the parameter used
Parameter name	Name of the parameter used
Description	A text element to describe the parameter
Type of parameter value	The type of the parameter (e.g., Percentage, numeric, text)
Parameter value	The actual value of the parameter
Additional information	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
-----Supporting Documents (for emissions definition)	This entity exists in the CBAM Goods emissions level. It used to provide any supporting documents.
Sequence number	The document's sequential number
Type of emissions document	This element is used to define the type of emissions document that is declared. It is in the Supporting Documents (for emissions definition).
Country of document issuance	The country where the supporting document was issued.
Reference number	The reference number of the supporting document.
Document line-item number	The document line-item number is the number of the Goods imported entry in which the supporting documents corresponding to.
Issuing authority name	The authority that issued the supporting document.
Validity start date	The start date of validity of the supporting document.
Validity end date	The end date of validity of the supporting document.
Description	A text element to describe the supporting document.
-----Attachments	This is an entity used to attach a file or provide a URL.
Filename	The file name of the attachment.
URI	The URI link of an attachment (Starting from Q32024 reporting period, this element is no longer available)
MIME	The MIME of the attachment.
Included binary object	The actual binary object.
-----Carbon price due	This entity is used to provide information regarding CO2 emissions that were due.
Sequence number	The sequential number of the Carbon price due
Form of carbon price (previous description: Type of instrument)	This element is used to describe the type of instrument (form of carbon price) used.
Description and indication of legal act for the carbon price, and for possible rebate or other form of	This element is used to reference the description of the legal act.

Data element name	Definition
compensation obtained (Previous:Description and indication of legal act)	
Effective carbon price due (per produced t of goods or per MWh) (Q423-Q224 description: Amount of Carbon Price Due)	The amount of the CO2 emissions due.
Currency	The currency used for the declared amount to be paid.
Exchange rate	The exchange rate of the currency related to EURO. This is a baseline exchange rate defined by the EU commission.
Amount (EURO)	The Amount of the carbon price due expressed in EURO currency.
Country code	The country's code.
-----Goods covered under carbon price due	This entity is used to provide information regarding the goods for which the CO2 emissions were due.
Sequence number	Sequence number.
Type of goods covered	This element is used to declare the type of good that is covered under the carbon price due. It is a codified list with possible values: "Actual product" or "Other materials". Starting in Q32024 reporting period, this field will be auto filled with "Actual product".
CN code of goods covered	The CN code of the product covered. This is used only for information purposes. Starting in Q32024 reporting period, this field will be auto filled with the good.
Embedded emissions covered by the carbon price (previous: Quantity of emissions covered)	The quantity of emissions covered.
Embedded emissions covered by rebate or any other form of compensation (Previous description: Quantity covered by free allocations, any rebate or any other form of compensation)	
Supplementary information	The quantity of emissions covered by any form of compensation.
Additional information	This element is used to enter any supplementary information related to the product covered under price paid.
-----Goods measure (Covered)	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
Net mass	This entity is used to provide the quantity of the Good for which the emissions are already paid.
Supplementary units	The Net mass is to be used for the CBAM Goods that are measured in tonnes.
	The Supplementary units is to be used for the CBAM Goods that have a special measurement unit.

Data element name	Definition
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
-----Remarks	This is an entity that exists in all levels of the report in order the Declarant to insert additional information.
Sequence number	Remarks sequence number
Additional Information	Any additional information

Table 5: Definitions

2 GENERAL INFORMATION

2.1 SYSTEM OVERVIEW

Carbon Border Adjustment Mechanism (CBAM) Declarant Portal is the interface offered to CBAM Reporting Declarants to submit & manage the quarterly reports in the CBAM Transitional Registry.

CBAM Regulation started applying, without financial adjustments, as of 1st October 2023 followed by a transitional period until 1st January 2026. During this period importers of goods falling within the scope of the CBAM only have to report greenhouse gas emissions embedded in their imports and there will be no financial adjustment.

Importers have to report on a quarterly basis the embedded emissions in goods imported during the previous quarter of the calendar year, declaring direct and indirect emissions as well as any carbon price effectively paid abroad. This reporting-only process will apply until the end of 2025, with the last CBAM report, for the fourth quarter of 2025 (1st October - 31st December) to be submitted by 31st January 2026. The reports can start in CBAM Declarant portal once the reporting period has ended (e.g., for Q4 2023, the reporting can start on 1st January 2024).

Any CBAM goods importer established in an EU Member State is liable to submit the reports in CBAM Declarant Portal. Per Article 2 Definitions in Implementing Regulation (17/8/2023), the CBAM Report can be submitted by one of the following:

- (a) the importer who lodges a customs declaration for release for free circulation of goods in its own name and on its own behalf;
- (b) the person, holding an authorisation to lodge a customs declaration referred to in Article 182(1) of Regulation (EU) No 952/2013, who declares the importation of goods;
- (c) the indirect customs representative, where the customs declaration is lodged by the indirect customs representative appointed in accordance with Article 18 of Regulation (EU) No 952/2013, when the importer is established outside the Union or where the indirect customs representative has agreed to the reporting obligations in accordance with Article 32 of Regulation (EU) 2023/956.

A CBAM Reporting Declarant can submit a report for multiple importers if needed. One CBAM report per quarter can be submitted.

The CBAM Declarant Portal is accessible using internet browsers. Authorisation is provided by UUM&DS.

2.2 AUTHORIZED USE PERMISSION

CBAM Declarant Portal is allowed to be used by CBAM Reporting Declarants who are registered in UUM&DS.

2.3 USER SUPPORT

CBAM Reporting Declarants need to contact their respective National Competent Authority Service Desk both for business & technical issues.

3 GETTING STARTED

3.1 ROLES AND RESPONSIBILITIES

Access to CBAM Declarant Portal is only allowed to Importers and Indirect Custom Representatives who have registered in UUM&DS and have obtained the CBAM Reporting Declarant Business profile. Their respective NCA or National Customs Administration (depending on the user access management solution each NCA will opt for) will be responsible to assign the CBAM Reporting Declarant business profile in UUM&DS where applicable. User registration procedure is defined in [R01] listed in 1.5 Reference documents.

3.2 ACCESS THE CBAM DECLARANT PORTAL

Access to the CBAM Reporting Declarant Portal is established via UUM&DS. UUM&DS is used to authenticate CBAM Reporting Declarants.

Step #1: The user accesses the following link:

<https://cbam.ec.europa.eu/declarant>

Step #2: The user is redirected to the application's UUM&DS authentication page, where the following information needs to be filled in: Country, Type of Actor, Type of ID, ID. The domain can either be "Carbon Border Adjustment Mechanism" or "Customs" based on national decision. Delegation to Employees is supported, please refer to UUM&DS Manual R01 for further information.

Where Are You From
(wayf)

Select the domain of the application you request access to
Carbon Border Adjustment Mechanism

Select the country where you want to be authenticated
Belgium

Select type of actor
Economic Operator

Type of ID
EORI

ID
BE1457893 Validate

I am acting on behalf of:

Myself

The following (natural/legal) person with:

I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

Figure 1: UUM&DS authentication page

Step #3: The user is requested to provide the username and password in the next screen based on the authentication system defined in his UUM&DS user profile.

Step #4: Upon successful login, the user is redirected to the main dashboard of the CBAM Reporting Declarant Portal.

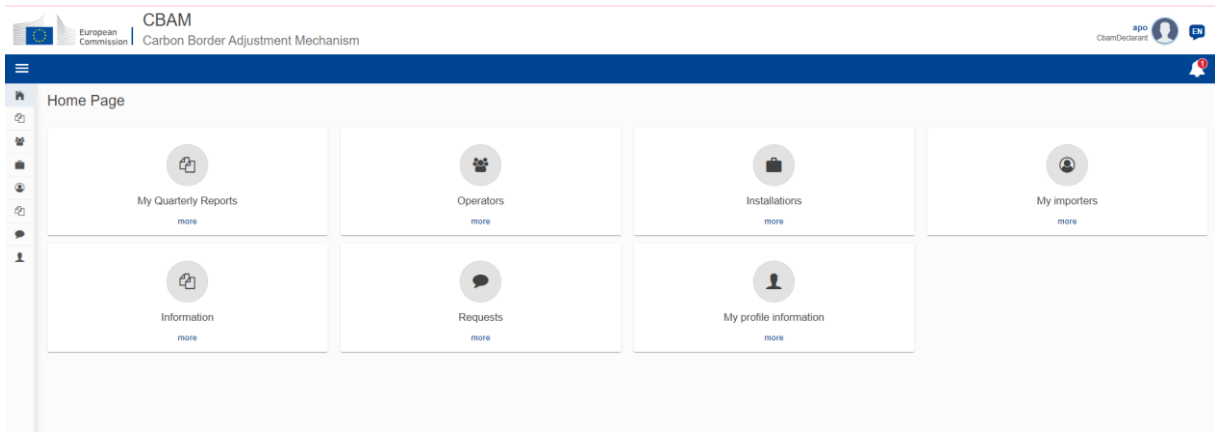


Figure 2: CBAM Declarant Portal - Main Dashboard

3.3 EXIT THE CBAM DECLARANT PORTAL

Select the menu “Sign out” which is available on the upper right corner of the application.



Figure 3: Sign-out

The application will redirect the user to EU Logout page where the button “Log me out” needs to be clicked in order to complete the sign out process.

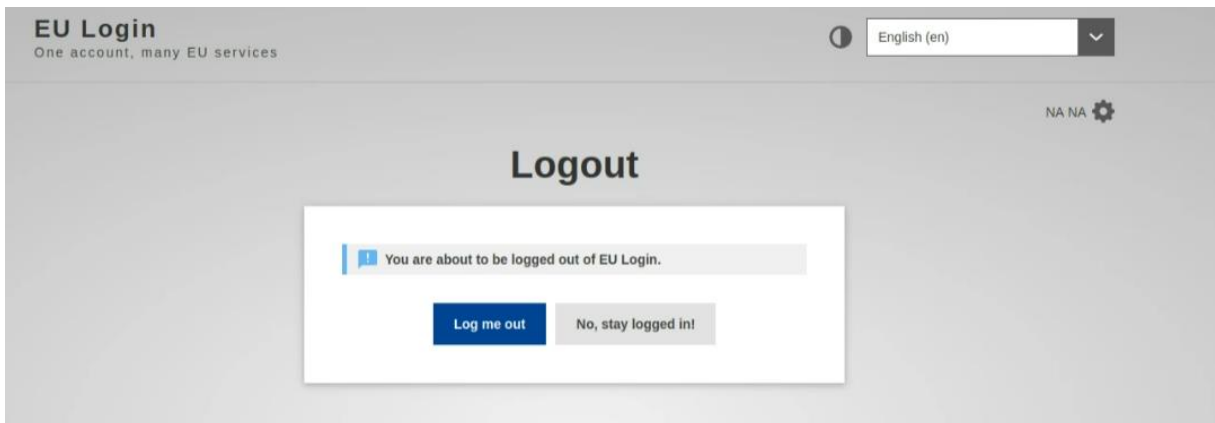


Figure 4: Logout in EU Login page

A confirmation dialog will appear that confirms that the log out process completed successfully.

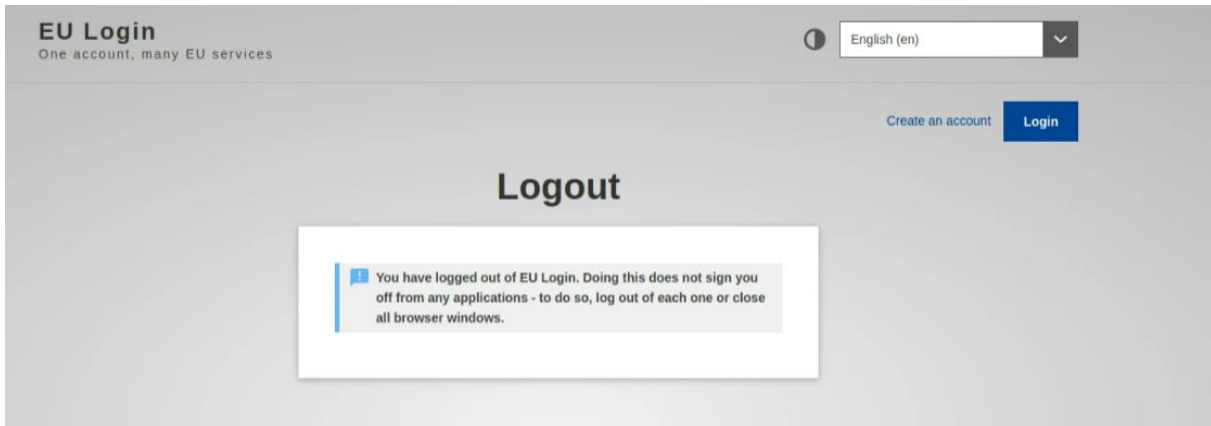


Figure 5: Logout confirmation

Also note that the user will be logged out automatically after a certain amount of time has passed and subsequently it will be required to re-authenticate in UUM&DS.

3.4 CBAM -TP - SESSION TIME OUT

The session timeout defines the maximum period a user can remain logged in without activity before the system automatically logs them out. This feature enhances security by preventing unauthorized access if a user forgets to log out. In CBAM-TP, the default session duration is set to 30 minutes. A timer displayed on the information bar (left side) shows the remaining time before automatic logout (see Figure 6: Session Timer).

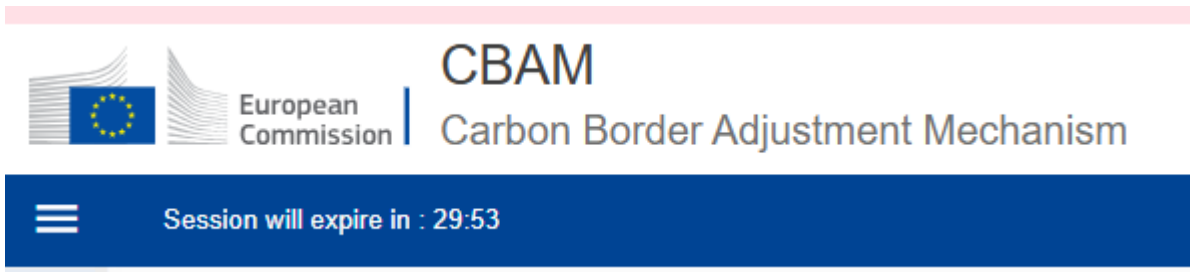


Figure 6: Session Timer

Declarants receive a prompt to extend the session shortly before expiration (5 minute beforehand) see Figure 7: Session expiration warning.

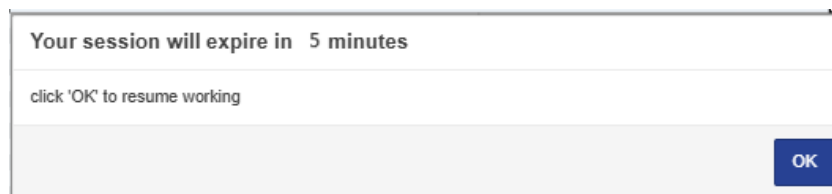


Figure 7: Session expiration warning

3.5 REPORTING DECLARANT HOME PAGE

Once a user is logged in to the CBAM Declarant Portal, the CBAM Portal home page is shown.

The available items are:

1. **My quarterly reports:** When clicked, the Reporting Declarant can see a table organised per quarters of the year. For each quarter, there might be only one CBAM report or not. If a CBAM report exists, then the Reporting Declarant can view it. If no CBAM report has been created, and the reporting period is open for submission of CBAM reports, then the Reporting Declarant can create their report or upload it in XML format with attachments packaged in a ZIP file.
2. **My Installations:** When clicked, the Reporting Declarant can see the registry of their Installations. They can view the list of Installations inserted, view a specific Installation, edit the entry of an Installation, or delete an Installation. Every Installation has one Operator assigned. It is advised to first create the registry of Operators and subsequently create the registry of Installations.
3. **My Operators:** When clicked, the Reporting Declarant can see the Registry of their Operators. They can view their list of Operators inserted, view a specific Operator, edit the entry of an Operator, or delete an Operator.
4. **My importers:** When clicked, the Reporting Declarant who acts as an indirect representative, can see the list of their importers. The Reporting Declarant can select an Importer to view their profile and the associated goods Imported table.
5. **Information:** Clicking on "Information" allows the Reporting Declarant access to several resources. These include the NCA's contact information, a list of CBAM goods, and CBAM legislation.
6. **Requests:** When clicked, the Reporting Declarants can see:
 - o **Incoming Requests:** These are requests sent from the NCA to the Reporting Declarant. The Reporting Declarant can employ the filter options to review outstanding NCA requests for which the Declarant's response is pending.
 - o **Outgoing Requests:** These are requests initiated by the Reporting Declarant and sent to the NCA. The Reporting Declarant can use the available filter options to track the Declarant's requests for which the NCA's response is pending.
7. **My profile information:** When clicked, the Reporting Declarant can see the information of the logged-in user in the right side and the Reporting Declarant information on the left side.

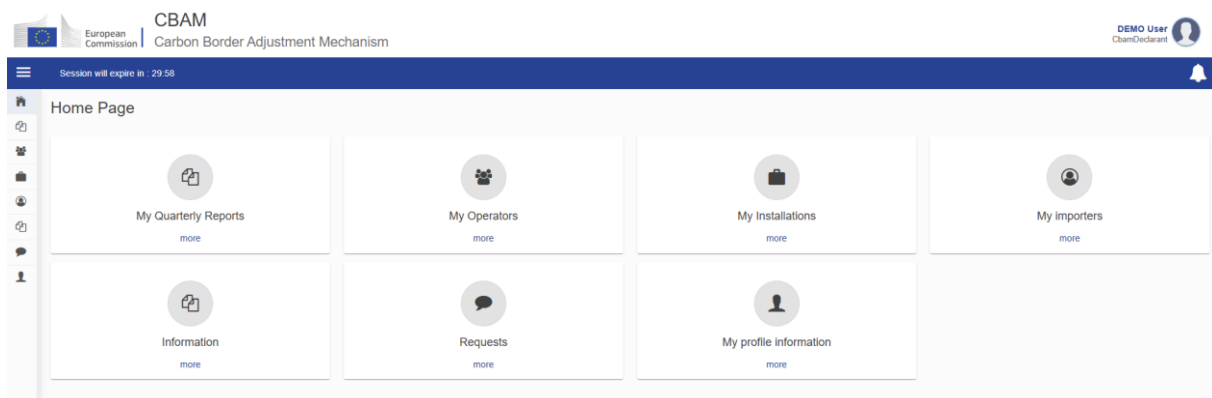



Figure 8: CBAM Portal – Reporting Declarant Home Page

3.6 MAIN NAVIGATION BAR

The main navigation menu is located on the left side of the screen.

By clicking the icon  on the left upper side, the navigation bar on the left is expanded (see Figure 9: CBAM Reporting Declarant Home Page with expanded navigation bar). The options are the same as the ones visible in the Home Page.

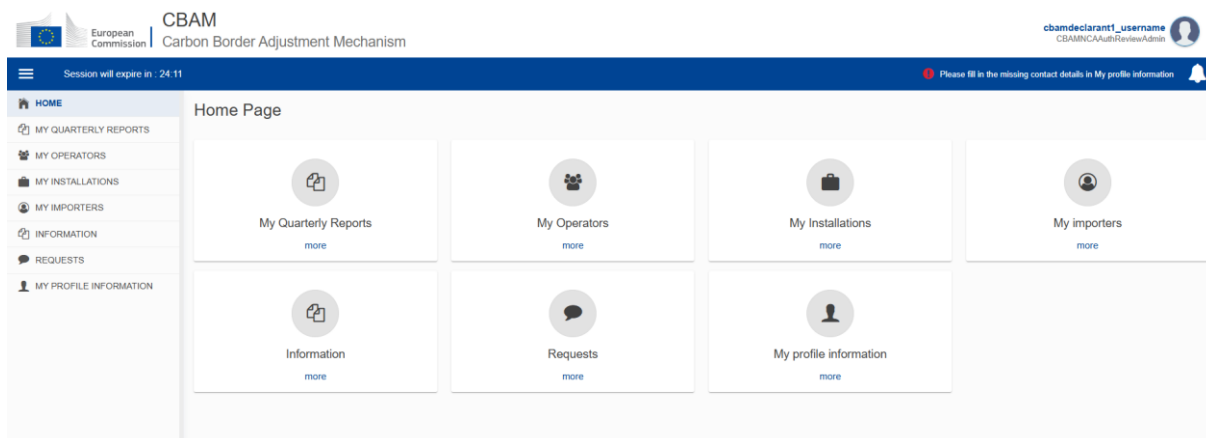


Figure 9: CBAM Reporting Declarant Home Page with expanded navigation bar

3.7 GENERIC USER INTERFACE BEHAVIOUR

An overview of the generic user interface behaviour is being provided below.

- a) Report - The fields marked with red asterisk are mandatory.

Commodity

HS sub-heading code *

CN code *

Figure 10: Mandatory fields indication

- b) Report - The number on the top-right corner of each field is the maximum number of characters that can be entered for the particular field.

Description of goods *

495

Figure 11: Maximum number of characters indication

- c) Report Validation errors – The validation errors are displayed in each tab. The number displayed within each tab indicates the number of validation errors that need to be addressed.

Goods imported 72000000

Importer Representative **Goods imported 3** Supplementary

Please correct the following: 3 errors

Requested procedure: | Procedure
This field is required

Net mass: | Goods measure (per procedure)
This field is required and greater than 0

Type of measurement unit: | Goods measure (per procedure)
This field is required

Figure 12: Validation errors

3.8 BASIC SYSTEM FUNCTIONS

3.8.1 Change UI Language

Please follow the instructions in section 4.8 Preferences

3.8.2 Change Contact Information

Please follow the instructions in section 4.7 My Profile Information

3.9 REPORT STATES INFORMATION

This section describes the different states of a CBAM quarterly report and also illustrates the state transitions throughout the CBAM quarterly report lifecycle.

3.9.1 States description

The following table lists all states that a report can have throughout its lifecycle along with their respective descriptions.

States	Description
Draft	Initial state. The CBAM quarterly report is under preparation by the CBAM Reporting Declarant.
Submitted	The CBAM quarterly report has been submitted.
Under amendment	The CBAM quarterly report is under amendment by the CBAM Reporting Declarant.
Invalidated	The CBAM quarterly report was invalidated by the CBAM Reporting Declarant. A new CBAM quarterly report can be created for this reporting period.
Registered	The CBAM quarterly report has been officially registered and is available for further actions by EU & NCA Authorities. The CBAM quarterly report changes to Registered automatically upon expiration of the modification period timer.

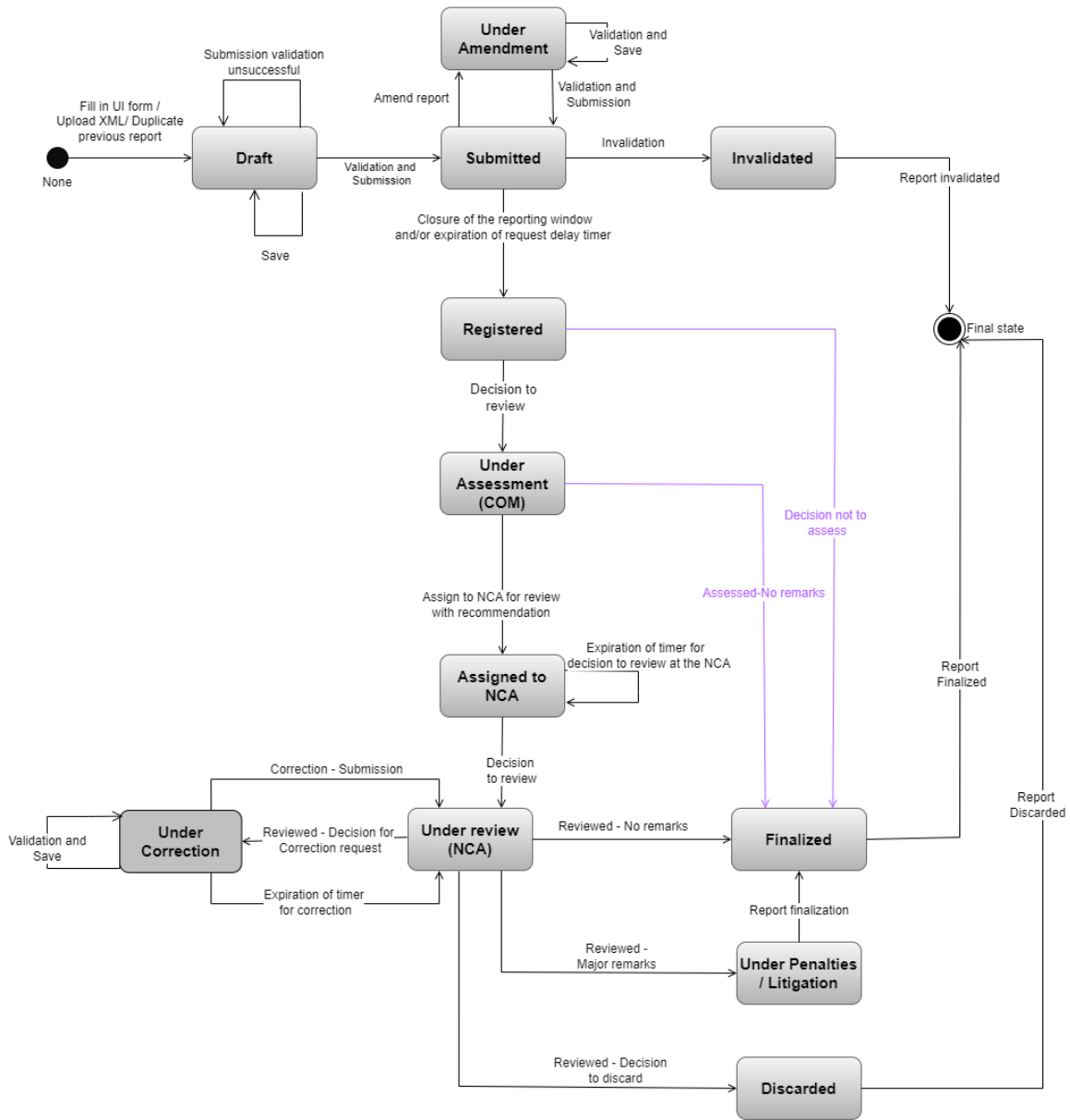
Under assessment (COM)	The CBAM quarterly report is under assessment by European Commission.
Assigned to NCA	The CBAM quarterly report is assigned to the respective NCA.
Under review (NCA)	The review process has started by the NCA.
Discarded	The CBAM quarterly report has been Discarded by the NCA. This is a final state.
Under correction	The CBAM quarterly report is under correction by the CBAM Reporting Declarant (either upon request from NCA or CBAM Reporting Declarant when the state of the review is Under Review (NCA)).
Under Penalties /Litigation	The CBAM quarterly report is under penalties / litigation.
Finalized	The CBAM quarterly report evaluation has been completed. Future potential states are Revoked or Archived.
Revoked	Once a CBAM quarterly report is finalized the state can change to Revoked.
Archived	Once a CBAM quarterly report is finalized the state can change to Archived.

Table 6: CBAM List of states

3.9.2 States transition diagram

The following State Transition Diagram illustrates the full lifecycle of a CBAM quarterly report, the interaction between the Reporting Declarant and the CBAM System, as well as the interaction between European Commission (COM) and National Competent Authorities (NCAs) with the CBAM System in terms of the CBAM quarterly report review.

Enabled during transition period only (purple)



Declaration after the normal lifecycle can be Revised or Archived, which is not part of the State transition diagram.

Figure 13: State Transition Diagram

4 USING THE SYSTEM AS CBAM REPORTING DECLARANT

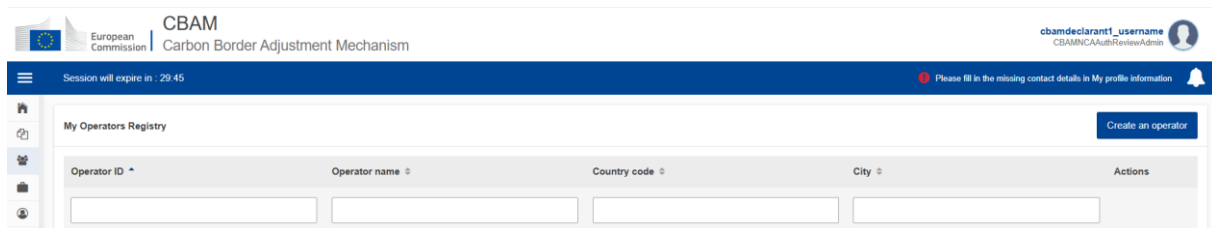
In this section the main actions that a CBAM Reporting Declarant can perform in the CBAM Declarant Portal are being described.

4.1 MY OPERATORS REGISTRY

CBAM System allows to store information for operators of production installations in third countries. It is suggested to store operators in operator's registry to easily prefill the relevant information when a report is created.

4.1.1 Create an operator

- 1) Open the "Operators Registry" either by clicking on "Operators" icon from the Home Page dashboard or by clicking on "Operators" link in the left side navigation menu.
- 2) Click the "Create an Operator" button on the upper right corner.



The screenshot displays the 'My Operators Registry' interface. At the top, there is a navigation bar with the European Commission logo, 'CBAM Carbon Border Adjustment Mechanism', and user details including 'cbamdeclarant1_username' and 'CBAMNCAAuthReviewAdmin'. A session timer indicates 'Session will expire in : 29:45'. A notification banner says 'Please fill in the missing contact details in My profile information'. Below the navigation bar, the 'My Operators Registry' section features a table with the following columns: 'Operator ID', 'Operator name', 'Country code', 'City', and 'Actions'. Each column has a corresponding input field. A blue 'Create an operator' button is located in the top right corner of the table area.

Figure 14: Operator - Create

- 3) Fill in information in the operator screen details (see Figure 15: Operator Details Screen). Ensure to utilise Latin characters (alpha numeric).

Create an operator

Operator ID * 17

Operator name * 70

Address

Country code * ▾

Sub-division 35

City 35

Street 70

Street additional line 70

Number 35

Postcode 17

P.O. Box 70

Contact person

[Add new](#)

Contact details ⌵

Name * 70

E-mail * 256

Phone number * 35

Figure 15: Operator Details Screen

- 4) Please ensure that mandatory fields (marked with a red asterisk) are filled in as a minimum. When this is done, the “Create” button on the upper right corner will be enabled.

Create an operator

[Cancel](#) [Create](#)

Operator ID * 7

Operator name * 44

Address

Figure 16: Create an Operator

- 5) Once the operator is created, it will be listed in Operators Registry.

My Operators Registry [Create an operator](#)

Operator ID ⌵	Operator name ⌵	Country code ⌵	City ⌵	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	✎ 🚫

Figure 17: My Operators Registry

4.1.2 Delete an operator

In the operator's registry,

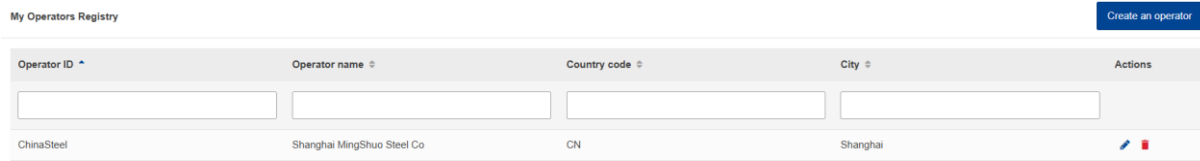



Figure 18: Operator Registry - Delete action.

when the icon  is clicked for a specific operator, a confirmation message will appear to confirm the action to delete the operator.

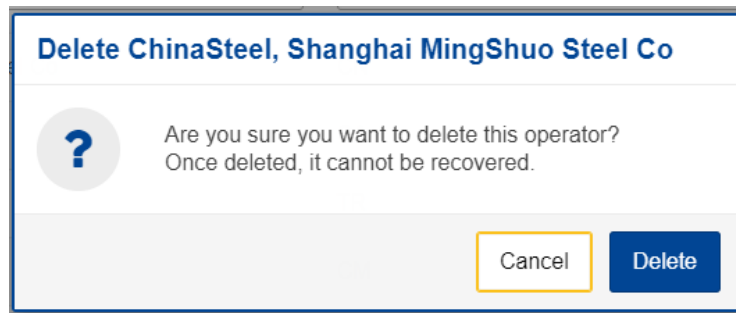


Figure 19: Operator Delete - Confirmation message

To proceed with the operator deletion, the “Delete” button needs to be clicked in the confirmation message.

4.1.3 Edit an operator

In the operator's registry,

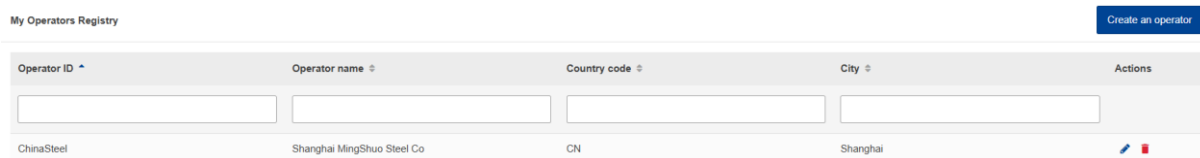



Figure 20: Operators' registry

when the icon  is clicked for a specific operator, the operator details screen will open. When changes are completed, the “Save” button needs to be clicked to save the updated operator information. In case, changes are not required, the “Cancel” button needs to be clicked.

Operator ID	Operator name	Cancel	Save
ChinaSteel	Shanghai MingShuo Steel Co		
Operator ID *			
ChinaSteel			
Operator name *			
Shanghai MingShuo Steel Co			
Address			
Country code *			
CN - China			
Sub-division			
Unknown			
City			
Shanghai			
Street			
Min haiou 23			
Street additional line			
Number			
Postcode			

Figure 21: Operation - Save & Cancel

4.2 INSTALLATIONS REGISTRY

CBAM System allows to store information for production installations in third countries. It is suggested to store installations in Installation Registry to easily prefill the relevant information when a report is created.

4.2.1 Create an installation

- 1) Open the "My Installations Registry" either by clicking on "My Installations" icon from the Home Page dashboard or by clicking on "My Installations" link in the left side navigation menu.
- 2) Click the "Create an installation" button on the upper right corner.

Figure 22: My Installations Registry

- 3) Fill the information in the installation screen details (see Figure 23: Installation – Details). Ensure to utilise Latin characters (alpha numeric).

The screenshot shows a web form titled "Create an installation". At the top right, there are "Cancel" and "Create" buttons. The form fields are as follows:

- Installation ID* (text input, 20 characters)
- Installation name* (text input, 200 characters)
- Address section:
 - Country of establishment* (dropdown menu)
 - Sub-division (text input, 50 characters)
 - City* (text input, 50 characters)
 - Street (text input, 50 characters)
 - Street additional line (text input, 50 characters)
 - Number (text input, 50 characters)
 - Postcode (text input, 10 characters)
 - P.O. Box (text input, 50 characters)
 - Plot or parcel number (text input, 15 characters)
- UNLOCODE section:
 - Type to search UNLOCODE (text input)
 - Coordinate latitude (N-S) (text input, 17 characters)
 - Coordinate longitude (E-W) (text input, 17 characters)
 - Type of coordinates (dropdown menu)
- At the bottom left, there is a label "The company name of the installation*" and a search button "Search in My operator registry".

Figure 23: Installation – Details

- 4) All mandatory fields marked with red asterisk need to be filled in.
- 5) An installation needs to be linked with an operator. To accomplish this, click the “Search in third country installation operators registry”.

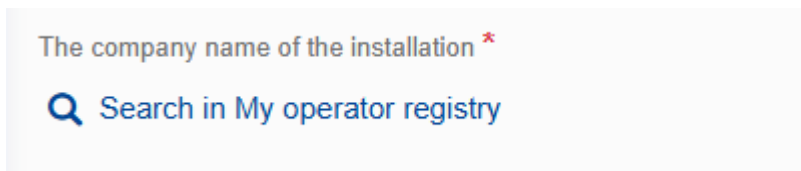


Figure 24: Installation-Search in my operator registry



- 6) The operators already created in My Operators’ registry will be listed. The list can be filtered by Operator ID, Operator name, Country code, City.

Search in My operator registry



	Operator ID	Operator name	Country code	City
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai
<input type="radio"/>	OP03-0001	Carousel Logistics LTD	AD	Athens
<input type="radio"/>	OP03-00010	12	AF	Athens
<input type="radio"/>	OP03-0002	Carousel Logistics LTD	AF	Athens
<input type="radio"/>	OP03-0003	Carousel Logistics LTD	AD	Athens
<input type="radio"/>	OP03-0004	12	AF	er
<input type="radio"/>	OP03-0005	12	AQ	Athens

Figure 25: Search in my operators registry

- 7) Select the required operator. Click on the bullet on the left  and it will change to .
- 8) Click the “OK” button on the right bottom corner of the operator registry dialog.
- 9) The relationship between the installation and operator has been established and the operator’s details will be listed.

The company name of the installation *

[Search in My operator registry](#)

ChinaSteel,Shanghai MingShuo Steel Co Delete ^

Operator ID	Operator Name		
ChinaSteel	Shanghai MingShuo Steel Co		

Address

Country code	Sub-division	City	Street
CN	Number	Shanghai	P.O. Box
Street additional line		Postcode	

Contact person

Name	E-mail	Phone number
Yu King	yu.king@gmail.com	99 2323 23 23

Figure 26: Installation - Linked Operator Details

- 10) The “Create” button is now enabled on the upper right corner.

Create an installation Cancel Create

Installation ID *

Installation name *



Figure 27: Installation - Create Button

- 11) Once the installation is created, it will be listed in installations’ registry.

4.2.2 Delete an installation


In the installations registry,

My Installations Registry Create an installation

Installation ID	Installation name	Country of establishment	City	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
China Steel Being	China Steel Being	CN	Dusan	 

Items per page 10
Showing 1–1 of 1

Figure 28: Installation Registry -Delete action

when the icon  is clicked for a specific installation, a confirmation message will appear to confirm the action to delete the installation.

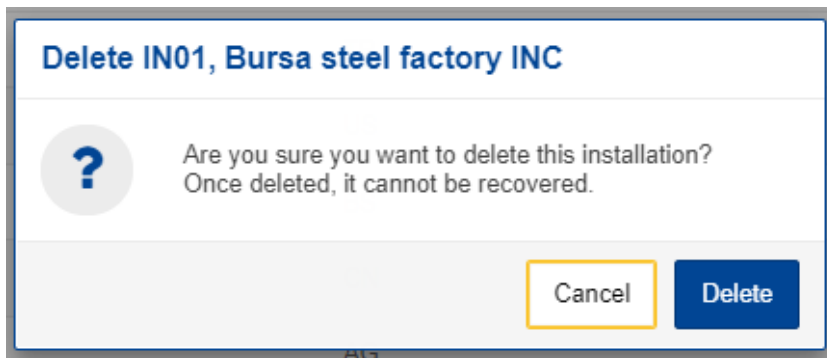


Figure 29: Installation Delete - Confirmation message

To proceed with the installation deletion, the “Delete” button needs to be clicked in the confirmation message.

4.2.3 Edit an installation

In the installations registry,

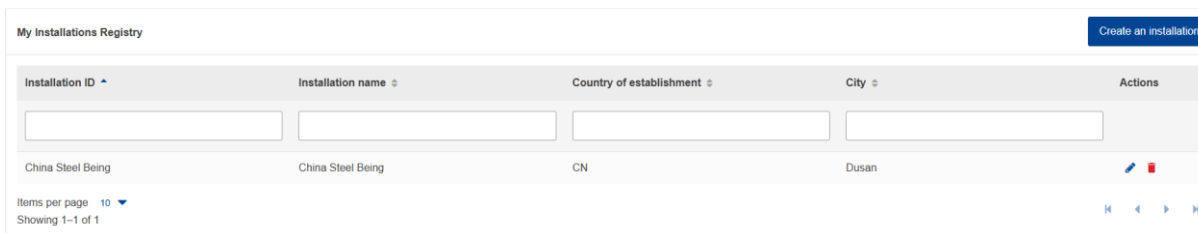



Figure 30: Installation Registry - Edit Action

when the icon  is clicked for a specific installation, the installation details screen will open. When changes are completed, the “Save” button needs to be clicked to save the updated operator information. In case, changes are not required, the “Cancel” button needs to be clicked.

Installation ID: IN01
Installation name: Bursa steel factory INC

Installation ID *
IN01

Installation name *
Bursa steel factory INC

Address
Country of establishment *
TR - Turkey

Sub-division
Turkey Sub-division

City
Istanbul

Street
Istanbul Street

Street additional line
Istanbul Street Additional line

Number
3

Postcode
V7P

PO Box
PO BOX V7P

Plot or parcel number
IN01-V7P

Buttons: Cancel, Save

Figure 31: Installation -Cancel and Save buttons

4.3 MY QUARTERLY REPORTS

In this section, each Reporting Declarant can see a table organised per quarters of the year. For each quarter, there might be a CBAM report or not. If a CBAM report exists, then the Reporting Declarant can view it. If no CBAM report has been created, and the reporting period is open for submission of CBAM reports, then the Reporting Declarant can create their report using the user interface (see 4.5.1 Creation of a report or upload it in XML format with attachments packaged in a ZIP file (see 4.5.2 Uploading of a report) or create it using a previous report (see 4.5.14 Duplicating a report).

If no CBAM report has been created and the reporting period is closed for CBAM reports submission, please follow the process 4.5.11 Request to submit a report with a delay.

Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
Q2	2024			Not Added yet		
Q1	2024			Not Added yet	>	Create Upload Create using Previous Report

Figure 32: My Quarterly Reports

4.4 REPORT STRUCTURE & NAVIGATION

The CBAM quarterly report structure consists of three main sections:

- The **Report's header** section where the basic information for the CBAM Reporting Declarant and the reporting period are entered.
- The **CBAM goods imported** section, where the CBAM goods codes imported during the reporting period, along with information regarding their quantities, countries of origin and areas of import are declared in an aggregated way per CN code.
- The **goods emissions** section, where data regarding the CO2 emissions and the emissions qualifying parameters to produce each CBAM good added in the report and any supporting documents, are declared per installation and per production method.

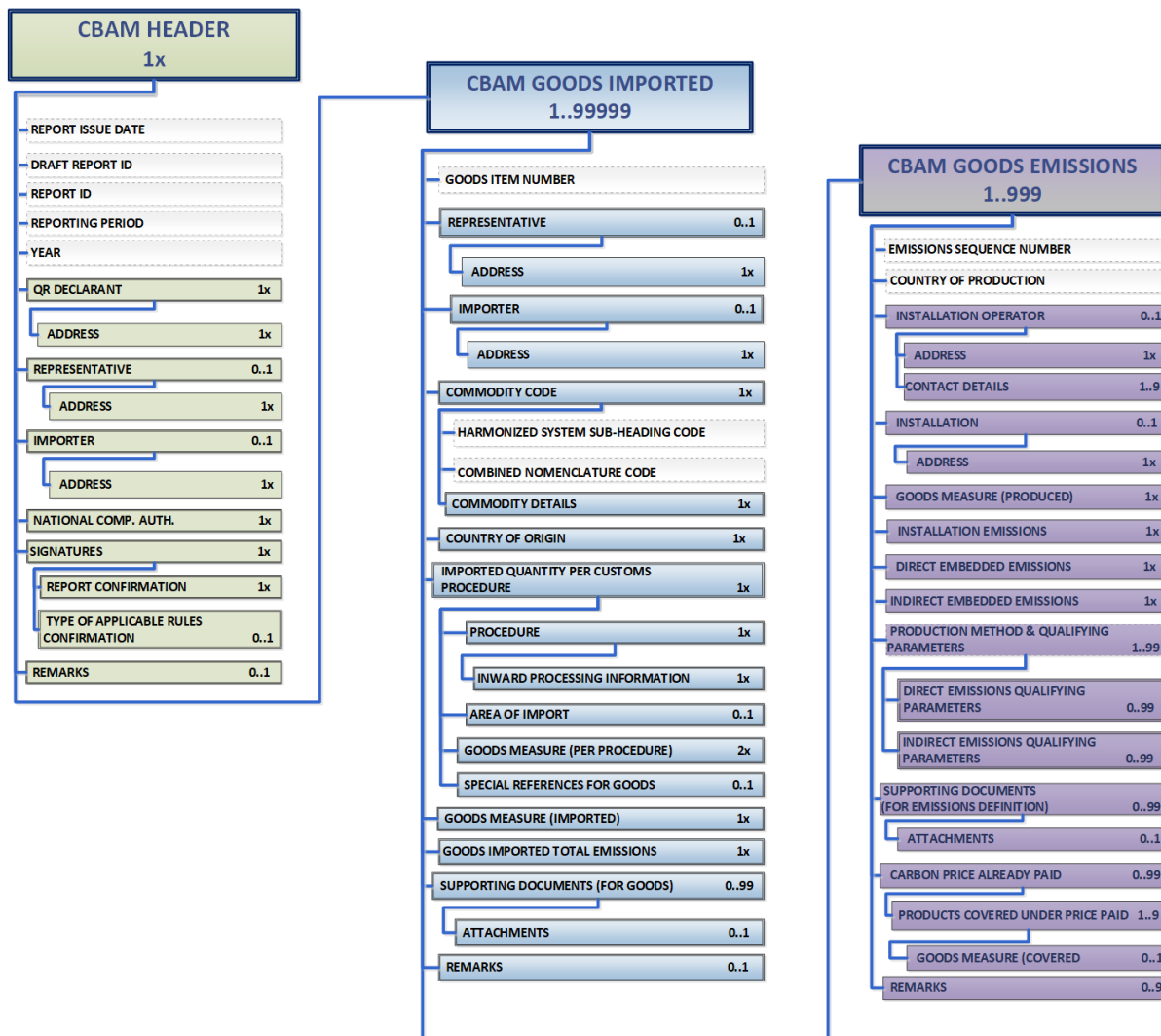


Figure 33: CBAM Report Data Model

Each of the above sections is comprised of the data groups and of the data elements available to be filled in, along with their cardinality, optionality, rules, conditions and code-lists that are applicable for each data. It is to be noted that the hierarchical structure of the data element needed for the report is following the Customs declaration approach as used in the Trans-European Customs systems and provides the advantage to the CBAM Reporting Declarants to declare the emissions and the supporting information for the CBAM goods imported in a familiar and efficient way. The report's structure can also support the submission of supporting documents as binary attachments along with the report. The accepted file formats are: DOC, DOCX, XLS, XLSX, PDF and JPEG. The maximum size of the ZIP file is 20 MB.

Please note that the report can be filled in with one of the two following ways:

- Using the CBAM Reporting Declarant Portal user interface available.
- Uploading a ZIP file containing the XML structure of the report along with the binary attachments.

Instructions on how to fill each section of the report follow below.

4.4.1 Header level of the CBAM Report

Report general information is stored in the header.

Please save the header prior to start filling the goods & emissions section. The draft report ID is filled in automatically (upper left corner). Please note that when the “Validate” button is clicked, the relevant validation errors that need to be addressed are displayed in each tab.

Figure 34: Header - Validation

The “Preview” button can be used to preview all values that are filled in header.

A detailed description of each tab is available below.

4.4.1.1 Reporting Declarant

Reporting Declarant Name, Identification number and Member state of establishment, are filled in automatically.

The rest Reporting Declarant information need to be filled in. As a minimum, the “Name”, “Role” and “City” fields need to be defined in “Reporting Declarant tab”.

The Reporting Declarant role is a mandatory field. Here is an explanation for each option.

Importer for all goods - In case the Reporting Declarant acts as an importer for all goods, the “Importer tab” in the header level and goods level is not required to be filled. Only the checkbox “Declarant acts as an importer” is required to be checked in the Header level -> Importer tab.

Indirect Customs Representative for all goods - In case the Reporting Declarant acts as an indirect customs representative for all goods, the “Indirect customs representative tab” in the header level and goods level is not required to be filled. Only the checkbox “Declarant acts as an Indirect Customs Representative” is required to be checked in the Header -> Indirect Customs Representative tab.

Importer for some goods/ Indirect Customs Representative for some goods – In case the Reporting Declarant acts as indirect customs representative for some goods and as an importer for some other goods, then the importer / indirect customs representative is required to be defined at each good level and the header importer & indirect customs representative tabs are disabled.

Header info

Reporting declarant Importer Indirect Customs Representative Competent authority Signatures

Declarant details

Name * 81 Identification number 9 Role * 35

Demo CBAM GR293847584930295

Address

Member State of establishment 70 Sub-division 35

BE - Belgium

Street 70 Street additional line 70 Number 35

Postcode 17 P.O. Box 70

Importer for all Goods
Representative for all Goods
Importer for some Goods / Representative for some Goods

Figure 35: Header - Reporting Declarant tab

4.4.1.2 Importer

If an importer is defined in Header level of CBAM Report, it will be applied for every good item. If the report includes multiple importers, they need to be defined separately for each good.

In case the Reporting Declarant is the importer for all goods, the checkbox “Reporting Declarant acts as importer” could be checked to avoid filling in the same information again.

Header info

Reporting declarant Importer Indirect Customs Representative Competent authority Signatures

i If importer is defined here it will be applied for every good item. If the report includes multiple importers, they need to be defined separately for each good.

! Header level Importer should not be defined when role is Importer for some goods/Indirect Customs Representative for some goods.

Declarant acts as importer

Add importer

Figure 36: Declarant acts as importer Checkbox

However, if the importer is not the same as the Reporting Declarant, then the “Add importer” button should be clicked to fill in importer’s information.

Importer’s details will be deleted from header level of CBAM Report if the “Delete” button is clicked.

Header info

Reporting declarant **Importer** Indirect Customs Representative Competent authority Signatures

i If importer is defined here it will be applied for every good item. If the report includes multiple importers, they need to be defined separately for each good.

⚠ Header level Importer should not be defined when role is Importer for some goods/Indirect Customs Representative for some goods.

Importer details

[Delete](#) ^

Name *	70	Identification number *	17		
Address					
Member state or Country of establishment *	Sub-division	35	City *	35	
Street	70	Street additional line	70	Number	35
Postcode	17	P.O. Box	70		

Figure 37: Header- Importer tab

4.4.1.3 Indirect customs representative

If an indirect customs representative is defined in Header level, it will be applied for every good item. If the report includes multiple indirect customs representatives, they need to be defined separately for each good.

In case the Reporting Declarant is the importer's indirect customs representative for all goods, the checkbox "Reporting Declarant acts as indirect customs representative" could be checked to avoid filling in the same information again.

Header info

Reporting declarant Importer **Indirect Customs Representative** Competent authority Signatures

i If indirect customs representative is defined here it will be applied for every good item. If the report includes multiple indirect customs representatives, they need to be defined separately for each good.

⚠ Header level Indirect customer representative should not be defined when role is Importer for some goods/Indirect customer representative for some goods.

Declarant acts as Indirect Customs Representative

[Add Indirect Customs Representative](#)

Figure 38: Declarant acts as indirect customs representative checkbox

However, if the indirect customs representative is not the same as the Reporting Declarant, then the "Add indirect customs representative" button should be clicked to fill in indirect customs representative's information.

Indirect customs representative's details will be deleted from header if the "Delete" button is clicked.

Header info

Reporting declarant Importer **Indirect Customs Representative** Competent authority Signatures

i If indirect customs representative is defined here it will be applied for every good item. If the report includes multiple indirect customs representatives, they need to be defined separately for each good.

A Header level Indirect customer representative should not be defined when role is Importer for some goods/Indirect customer representative for some goods.

Indirect Customs Representative details

Delete ^

Name * 70 Identification number * 17

Address

Member State of establishment * Sub-division 35 City * 35

Street 70 Street additional line 70 Number 35

Postcode 17 P.O. Box 70

Figure 39: Header - Indirect customs representative Tab

4.4.1.4 Competent authority

Competent Authority reference number is automatically filled in based on the country the Reporting Declarant’s EORI number belongs to.

In case it is not filled in automatically, please contact your respective National Competent Authority Service Desk.

4.4.1.5 Signatures

All fields of this tab are mandatory to be filled to allow report submission. Date of signature will be filled in by the system upon report submittal.

Header info

Reporting declarant Importer Indirect Customs Representative Competent authority **Signatures**

Report confirmation

Date of signature Place of signature * 128 Signature (Full Name) * 128 Position of person signing * 128

I certify that to the best of my knowledge the information provided on this form and attachments is accurate and complete.

I confirm that the data and information provided in this CBAM Report are to be used and shared between the EU commission and Competent Authorities in accordance with Regulation (EU) 2023/956 of the European Parliament and of the Council of 10 May 2023 establishing a carbon border adjustment mechanism, Commission Implementing Regulation (EU) 2023/1773 laying down the rules for the application of Regulation (EU) 2023/956 of the European Parliament and of the Council as regards reporting obligations for the purposes of the carbon border adjustment mechanism during the transitional period, and Union or national law.

Figure 40: Header -Signatures tab

4.4.2 CBAM goods Level of the CBAM Report

By clicking on “Goods imported”, the user can add as many goods as desired or/and navigate through a list of all goods that have been added. Please note that at least one good must be declared and added in the report.


4.4.2.1 Addition of CBAM goods

The user can add a good by clicking the “Add a good” button, either from the navigation tree on the left or using the button above the table.



Figure 41: Add good

4.4.2.2 Deletion of CBAM goods

The user can delete a good by clicking the  delete icon in the action column in good's table.

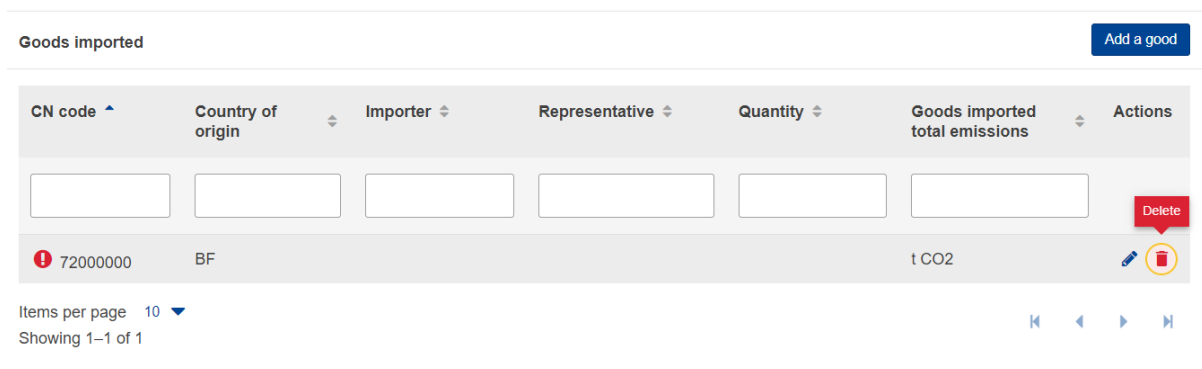


Figure 42: Delete good

A confirmation message will appear to confirm the user action prior the good's deletion.

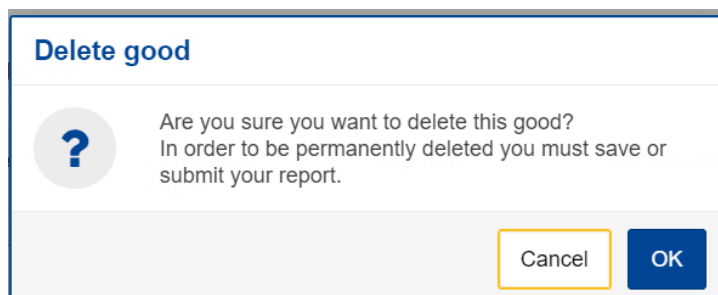



Figure 43: Delete good - Confirmation

4.4.2.3 Editing of CBAM goods

Once the user is in Editing mode in the report, the good can be edited either by clicking the respective good on the left navigation tree or by clicking the Edit icon  on the good's table.

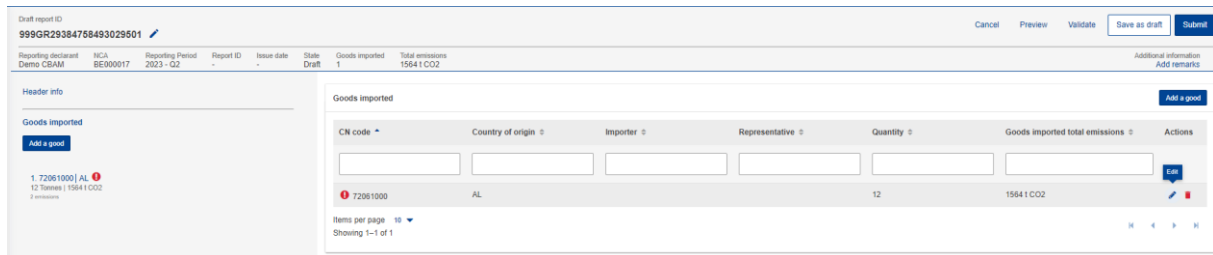


Figure 44: Edit good

4.4.2.4 Saving of CBAM goods

Please ensure to save each good prior to adding/editing other good by clicking the “Save” button.

4.4.2.5 Validating of CBAM goods

The user shall validate separately every Good Imported along with its emissions. After completing the insertion of information, the "Validate" button in “Action menu” must be clicked so that the validation is performed. Possible errors in the validation are shown with a red exclamation mark icon. In order to validate it, edit the respective good and click the Validate button on the Action Menu.

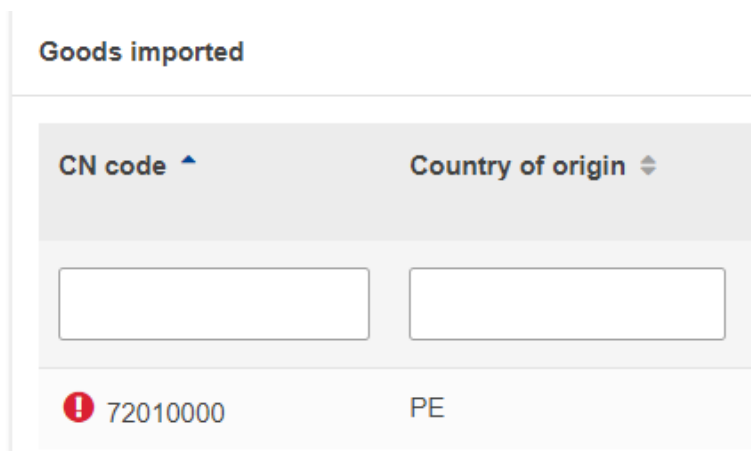


Figure 45: Non-validated good

When the “Validate” button is clicked, validation errors are generated on the good's level and for each emission added.

Goods imported
72061000

Back Validate Save

Commodity	Country of origin	Quantity	Goods imported total emissions
72061000	AL	1000	118000

Header info

Goods imported

Add a good

1.72061000 | AL
1000 Tonnes | 118000 Tonnes
Emissions 118000

Add an emission

1. | GPK Korea 18

Goods imported 72061000

Importer Representative Goods imported Supplementary

Commodity
HS sub-heading code *
720610 - Ingots

Commodity code *
00 - Ingots

Description of goods *
Ingots

Country of origin
Country code *
AL - Albania

Imported quantity per customs procedure
Add new

1. Requested procedure: 01 | Area of import: EU

Area of import
EU - EU by means of Customs import declaration

Procedure
Requested procedure *
01 - Release for free circulation of goods simultaneously red...

Previous procedure

Goods measure (per procedure)
Add new

Inward processing

Net mass *
2000

Type of measurement unit *
Tonnes

Special references for goods
Additional information

Figure 46: Validate Good

In the navigation tree on the left the number of messages that need to be addressed are displayed.

Goods imported

Add a good

1.73011000 | BH 3
| Tonnes
3 emissions 44

Add an emission

1. | GPK Korea 18

2. | 13

3. | 13

Figure 47: Validate good – Navigation tree indication

4.4.2.6 How to fill in the good


The following sections are describing how to fill in the details in each tab.

4.4.2.6.1 Importer

In the “Importer” tab, the user can check the box appearing in case the Reporting Declarant acts as importer or click on the “Add importer” button to add importer details. If an importer is defined in the Header level, ensure not to select an importer in good’s level.

Goods imported 27160000

Importer Indirect Customs Representative Goods imported Supplementary

 The checkbox 'Declarant acts as an importer' or 'Importer' are not valid when the header role is 'Importer for all Goods'

Declarant acts as importer

Add importer

Figure 48: Good Level - Importer tab


If the user clicks the “Add importer” button then he/she can add details of the importer on the appearing menu, where all fields marked with an asterisk are mandatory.

Goods imported 27160000

Importer Indirect Customs Representative Goods imported Supplementary

 The checkbox 'Declarant acts as an importer' or 'Importer' are not valid when the header role is 'Importer for all Goods'

Importer details

 ^

Name *	Identification number *	
<input type="text"/>	<input type="text"/>	
Address		
Member state or Country of establishment *	Sub-division	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	Street additional line	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode	P.O. Box	
<input type="text"/>	<input type="text"/>	

Figure 49: Good Level - Add Importer


If the user needs to delete an importer, he/she can click the “Delete” button on the up-right corner of the menu.

4.4.2.6.2 Indirect customs representative

In the “Indirect customs representative” tab, the user can check the box appearing in case the Reporting Declarant acts as indirect customs representative or click on the “Add indirect customs representative” button to add indirect customs representative details.

Goods imported 27160000

Importer Indirect Customs Representative Goods imported Supplementary

 The checkbox 'Declarant acts as an Indirect Customs Representative' or 'Indirect Customs Representative' are not valid when the header role is 'Indirect Customs Representative for all Goods'

Declarant acts as Indirect Customs Representative

Add Indirect Customs Representative

Figure 50: Good's level - Indirect customs representative tab

If the user clicks the “Add indirect customs representative” button then he/she can add details of the indirect customs representative on the appearing menu, where all fields marked with an asterisk are mandatory.

Goods imported 27160000

Importer Indirect Customs Representative Goods imported Supplementary

⚠ The checkbox 'Declarant acts as an Indirect Customs Representative' or 'Indirect Customs Representative' are not valid when the header role is 'Indirect Customs Representative for all Goods'

Indirect Customs Representative details

[Delete](#) ^

Name * 70 Identification number * 17

Address

Member State of establishment * Sub-division 35 City * 35

Street 70 Street additional line 70 Number 35

Postcode 17 P.O. Box 70

Figure 51: Good’s level - Add Indirect customs representative

If the user needs to delete an indirect customs representative, he/she can click the “Delete” button on the up-right corner of the menu.

4.4.2.6.3 Goods Imported

In “Goods imported” tab, the user must fill in all the mandatory fields marked with an asterisk.

After adding the HS and the CN codes, the “Description of goods” is automatically filled in. Please note that a minimum of 2 characters are required in HS sub-heading code to allow the system to display the available CBAM goods.

Goods imported 27160000 [Back](#) [Validate](#) [Save](#)

CH code	Country of origin	Quantity	Goods imported total emissions
27160000			0

Header info

Goods Imported

[Add a good](#)

1. 27160000
0 | 0 Tonnes
1 emissions
[Add an emission](#)

Goods imported 27160000

Importer Indirect Customs Representative **Goods imported** Supplementary

Commodity
HS sub-heading code * 271600 - Electrical energy CN code * 00 - Electrical energy Description of goods * Electrical energy 145

Country of origin
Country code *

Imported quantity per customs procedure
[Add new](#)

Figure 52: Goods imported tab 1/3

Figure 53: Goods imported tab 2/3

Figure 54: Goods imported tab 3/3

Figure 55: HS sub-heading code selection

By clicking the “Add new” button right below the “Imported quantity per customs procedure” line, the user can add more than one quantity of goods imported in case the customs procedure differs from one import procedure to another import procedure.

Imported quantity per customs procedure

[Add new](#)

1. Requested procedure: | Area of import: ^

<p>Area of import Area of import</p> <input type="text"/>	<p>Procedure Requested procedure *</p> <input type="text"/>	<p>Previous procedure</p> <input type="text"/>
<p>Goods measure (per procedure) Add new</p> <p><input type="checkbox"/> Inward processing</p>		
<p>Special references for goods Additional information</p> <input type="text"/>		

2. [Delete](#) ^

<p>Area of import Area of import</p> <input type="text"/>	<p>Procedure Requested procedure *</p> <input type="text"/>	<p>Previous procedure</p> <input type="text"/>
<p>Goods measure (per procedure) Add new</p> <p><input type="checkbox"/> Inward processing</p>		
<p>Special references for goods Additional information</p> <input type="text"/>		

Figure 56: Imported quantity per customs procedure

Please note that goods Imported total emissions, goods emissions per unit of product, goods Direct Emissions and goods indirect emissions will be filled in automatically based on the emissions information to be added for each good.

In case the previous procedure is inward processing, the 51 (Inward processing procedure (suspension system)) and 54 (Inward processing (suspension system) in another Member State (without their being released for free circulation in that Member State)) codes are available. By clicking the “Add new” button right below the “Goods measure (per procedure)” line, the user can add more than one measure of goods. The checkbox “Inward processing” that is present in this section has the following meaning:

- If not checked, then it defines the quantity of the CBAM Good that is released for free circulation.
- If checked, then it defines the quantity of the CBAM Good within processed goods (from Inward Processing) which are released for free circulation.

Please note that it is possible to add until two instances of Goods measure per procedure to cover the above business cases.

1. Requested procedure: | Area of import: ^

<p>Area of import Area of import</p> <input type="text"/>	<p>Procedure Requested procedure *</p> <input type="text"/>	<p>Previous procedure</p> <input type="text"/>
<p>Goods measure (per procedure)</p> <p><input type="checkbox"/> Inward processing</p> <p>Net mass *</p> <input type="text"/> <p>Type of measurement unit *</p> <input type="text"/>		
<p><input type="checkbox"/> Inward processing</p> <p>Net mass *</p> <input type="text"/> <p>Type of measurement unit *</p> <input type="text"/>		
<p>Special references for goods Additional information</p> <input type="text"/>		

Figure 57: Goods measure per procedure

Note: Starting from Q2-2024 reporting period, Net Mass should always be reported in Tonnes (Kg will no longer be selectable). Therefore, for all goods (except electricity) the measurement unit will be Tonnes.

4.4.2.6.4 Supplementary

In “Supplementary” tab, the user can add information about the good in the textbox or/and add “Supporting” documents by clicking the “Add new” button.

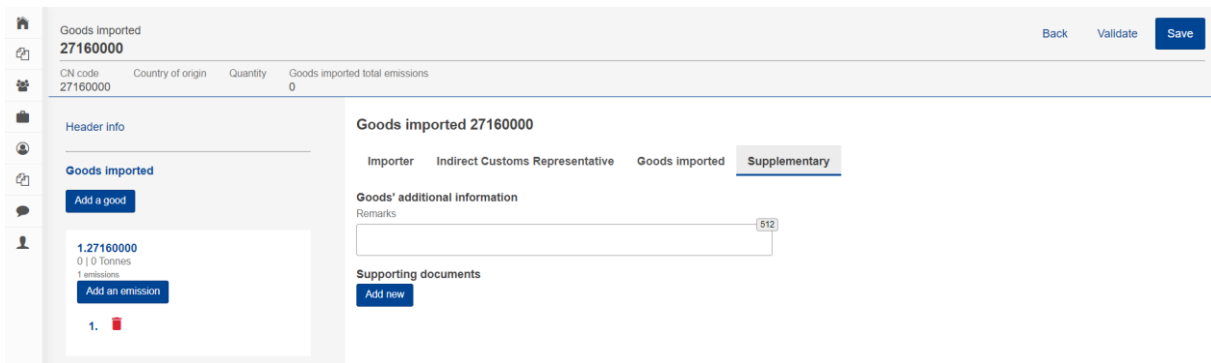


Figure 58: Goods - Supplementary tab

By clicking the “Add new” button, the user needs to fill in the fields marked with an asterisk as they are mandatory. If the user needs to delete the supporting document, he/she can do so by clicking the “Delete” button on the upper right corner of the menu. Please note that the element “URI” is no longer available for reporting periods Q3-2024, Q4-2024, Q1-2025, Q2-2025, Q3-2025, Q4-2025.

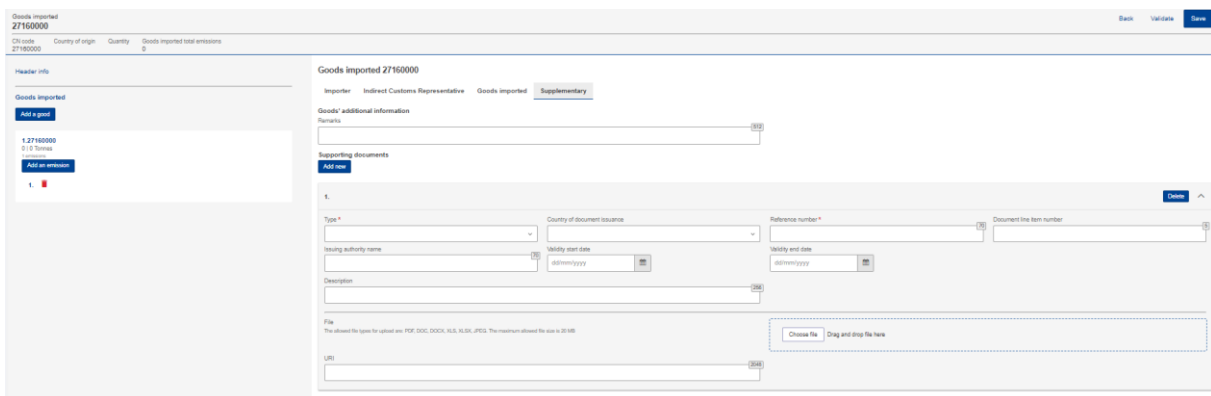






Figure 59: Goods - Add supporting documents

4.4.2.7 Duplicating of CBAM Goods

In cases where the emissions information is the same for different goods that are produced from the same installation, the “Duplicate Good” feature can be used.

In Goods imported table, in the Actions column, the “Duplicate Icon”  can be used to duplicate the same contents of the good where the icon is clicked.

Goods imported						Add a good
CN code	Country of origin	Importer	Indirect Customs Representative	Quantity	Goods imported total emissions	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
72012000	AI - Anguilla			100	1200 t CO2	Duplicate Good
27160000	AG - Antigua and Barbuda			250	250 t CO2	  

Items per page 10
Showing 1-2 of 2

Figure 60: Goods - Duplicate Good

Once the new good has been selected, it can be edited as needed (see 4.4.2.3 Editing of CBAM goods).

4.4.3 Emissions level of CBAM report

For each CBAM good added in the report, its respective emissions need to be declared. Multiple emissions can be added based on installation/country of production.

4.4.3.1 Addition of Emissions


Click the “Add an emission” button the left side of the screen to get the process started. For each emission added, an incremental number will be shown automatically.

Goods imported						Back	Validate	Save
73021028								
CN code	Importer	Representative	Country of origin	Quantity	Goods imported total emissions			
73021028			AO					

Goods imported 73021028
Of a weight per metre of less than 36kg

Emissions

[Add an emission](#)

1. | 

1. |

Installations | Emissions | Parameters | Carbon price due | Supplementary

Country of production

The company name of the installation
[Add new](#)

Installation
[Add new](#)

Figure 61: Add an emission

4.4.3.2 Deletion of Emissions


In order to delete an emission data elements group, click the  next to emission sequence number.

Figure 62: Delete emission.

4.4.3.3 Editing of Emissions

Emissions can be edited once the related good is in edit mode, see 4.4.2.3 Editing of CBAM good. In the left navigation tree, click the emission that needs to be edited. Please note that if “Save” button is clicked from the “Action menu” the good & emission information is saved and the good will need to be reopened to continue with emissions editing.

Figure 63: Edit good

4.4.3.4 How to fill in the emissions

The following sections will describe each screen tab in detail.

4.4.3.4.1 Installations

In this tab the following information need to be defined: Country of production, Operator (Company that owns the installation), and Installation.

Operator & Installation are optional elements, however it is advisable to define them per legislation.

Country of production is mandatory to be defined (it should match the country of installation establishment if defined).

2. |

Installations Parameters Emissions Carbon price due Supplementary

Country of production *

The company name of the installation

Add new

Installation

Add new

Figure 64: Installation - Country of production

The company name that owns the installation (Operator) can be filled using one of the below methods

- a) Fill in directly in the report or
- b) Select an Operator from “My Operators registry” (See section 4.1 My Operators Registry) or
- c) Select an Operator from the “Operators of Third Country Installations Registry”. The Operator must have first shared at least one installation with the Declarant’s EORI.

Click the “Add New” button to proceed with the operator addition.

1. |

Installations Parameters Emissions Carbon price due Supplementary

Country of production *

VN - Vietnam

The company name of the installation

The company name of the installation **Delete** ^

Search in Operators of Third Country Installations registry Search in My operator registry

Operator ID * 17 Operator name * 70

Address

Country code * Sub-division 35 City * 35

Street 70 Street additional line 70 Number 35

Postcode 17 P.O. Box 70

Contact person

Add new

Contact details ^

Name * 70 E-mail * 256 Phone number * 35

Figure 65: Emissions - Operator (The company name of the installation)

An operator can be selected from “My operator’s registry” by clicking the “Search in My Operator Registry. In this case the fields are populated with the information available and can be edited if needed. See Figure 66: Emissions - Operator (Information filled in from My Operator Registry) or directly in the report.

The company name of the installation

ChinaSteel, Shanghai MingShuo Steel Co Delete ^

7
 44

Address

Country code * 38
 Sub-division 27
 City * 27

Street 70
 Street additional line 70
 Number 23

Postcode 12
 P.O. Box 70

Contact person

[Add new](#)

Contact details

Name * 63
 E-mail * 238
 Phone number * 21

Figure 66: Emissions - Operator (Information filled in from My Operator Registry) or directly in the report.

An operator can be selected from “Operators of Third Country installations registry” by clicking the “Search in Operators of Third Country Installation Registry”. Please note that the operators listed are the ones that:

- The operator has shared an installation with Declarant’s EORI;
- An installation exists that is producing the good in the country of production defined in the report.

Search in Operators of Third Country Installations registry ✕

i Operators listed are filtered to match Declarant's EORI# and Installation Country of Production that produces the Good selected.

	Operator ID	Operator name	Country code	City
<input type="radio"/>	CN.000000000000002	TEST LEGAL NAME CN2	CN	Shangai

Items per page 10 ⏪ ⏩
Showing 1–1 of 1

Figure 67: Operator selection from Operators of Third country Installations registry

In case an operator is selected from “Operators of Third country Installation registry”, the operator fields are populated with the information available and cannot be edited.

The company name of the installation

CN.00000000000002, TEST LEGAL NAME CN2 Delete ^

9
 51

Address

Country code * 21
 Sub-division 27
 City * 27

Street 56
 Street additional line 69
 Number 32

Postcode 12
 P.O. Box 40

Contact person

[Add new](#)

Contact details ^

Name * 48
 E-mail * 238
 Phone number * 23

Figure 68: Emissions - Operator (Information filled in from Operators of Third Country Installation Registry)

The installation can be filled in using one of the below methods:

- a) Fill in directly in the report or
- b) Select an Installation from “My Installations registry” (See section 4.2 Installations registry) or
- c) Select an Installation from the “Operators of Third Country Installations Registry”. The Operator must have first shared at least one installation with the Declarant’s EORI.

Click the “Add New” button to proceed with the installation addition.

Installation

Installation Delete ^

20
 258

Address

Country of establishment * 35
 Sub-division 35
 City * 35

Street 70
 Street additional line 70
 Number 35

Postcode 17
 P.O. Box 70
 Plot or parcel number 15

UNLOCODE

17
 17
 17
 17

Figure 69: Emissions - Installation fields

An installation can be selected from the “My Installations” registry by clicking the “Search in My Installation registry”. Please note that the installation available to be selected are the ones that have been associated with the operator selected.

Installation

A0XSBCBKRD10LX6S, GPK Korea Inc Delete ^

Search in installation registry

Installation ID * Installation name *

Address

Country of establishment * Sub-division City

Street Street additional line Number

Postcode P.O. Box Plot or parcel number

UNLOCODE Type to search UNLOCODE Coordinate latitude (N-S) Coordinate longitude (E-W) Type of coordinates

Figure 70: Emissions-Installation information filled in from Installations Registry or directly in the report

An installation can be selected from “Operators of Third Country installations registry” by clicking the “Search in Operators of Third Country Installation Registry”. Please note that the installation listed are the ones that:

- The operator has shared an installation with Declarant’s EORI;
- An installation exists that is producing the good in the country of production defined in the report.

Search in Operators of Third Country Installations registry ✕

i Installations listed are filtered to match the Operator selected (if any), Declarant’s EORI# and Installation Country of Production that produces the Good selected.

	Installation ID	Installation name	Country of establishment	City
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	IN02	Pumaaa Steel Co., Ltd	CN	Wuxi
<input type="radio"/>	IN06	Hangzhou Steel Co., Ltd	CN	Beijing

Items per page 10 Showing 1–2 of 2 ⏪ ⏩

Figure 71: Installation selection from Operators of Third country Installations registry

In case an installation is selected from “Operators of Third Country Installation registry”, the installation fields are populated with the information available and cannot be edited.

Installation

IN02, Pumaaa Steel Co., Ltd Delete ^

[Search in Operators of Third Country Installations registry](#)
[Search in My Installation Registry](#)

Installation ID * 16
 Installation name * 235

Address

Country of establishment * 5
 Sub-division 20
 City * 31

Street 56
 Street additional line 48
 Number 33

Postcode 11
 P.O. Box 57
 Plot or parcel number 15

UNLOCODE 8
 Coordinate latitude (N-S) 8
 Coordinate longitude (E-W) 8
 Type of coordinates

Figure 72: Emissions -Installation information filled in from Operator of Third Country Installation Registry

4.4.3.4.2 Parameters

This screen varies based on the good selected. The information provided helps to justify the emissions calculated.

The first section is related to the production methods used and the second section is related to the emission qualifying parameters applicable for the production method selected.

1. CN | Pumaaa Steel Co., Ltd

[Installations](#)
[Parameters](#)
[Emissions](#)
[Carbon price due](#)
[Supplementary](#)

Production method

[Add new](#)

Emissions qualifying parameters

[Add new](#)

Production Methods and Emission qualifying parameters are optional. However in case the emissions need to be obtained from O3CI , the production method must be selected.

When the “Add new” button is clicked, based on the operator/installation selected the dialog in Figure 73 or Figure 74 will be shown.

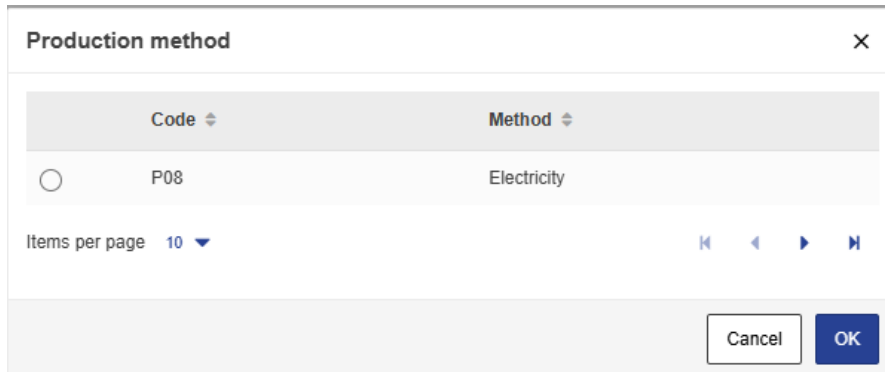


Figure 73: Production Method selection (without O3CI emissions selected)

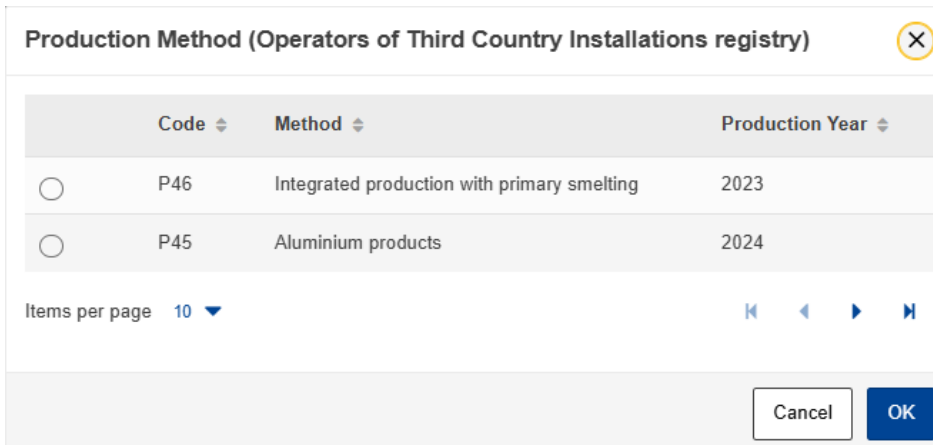


Figure 74: Production Method selection from Operators of Third Country Installations registry

Choose a production method from the list and the relevant entry will be added in the “Parameters” tab. If you select an O3CI production method, the "Emissions" tab will be automatically populated. See 4.4.3.4 Emissions for further information and the relevant process in 4.4.3.5 Process – CBAM Transitional Integration with “Operator of Third Country Installation Registry” (O3CI).



Figure 75: Selected Production Method from Operators of Third Country Installation registry

Once a production method is selected, in emissions qualifying parameters section click the “Add new” button to add the default qualifying parameters per production method (if available). When an emission qualifying parameter is added, its value needs to be filled in. The value can either be numeric or text or percentage. The type of the value is visible in the description.

Direct Emissions qualifying parameters

Add new

P09, Mixed fertilizer production

1. Clinker factor

Clinker factor - QPD02 (PERCENTAGE) ? Default value: N/A Additional information:

Value: %

Figure 76: Emissions qualifying parameters

Click the “Add new” button to add other qualifying parameters.

Search in emissions qualifying parameters

Production method: Blast furnace / Basic oxygen steel...

Parameter Id	Parameter name	Parameter description
<input type="text"/>	<input type="text"/>	<input type="text"/>

OTHER -

Items per page: 10 Showing 1–1 of 1

Cancel OK

Figure 77: Add new qualifying parameters

In reporting periods Q423, Q124 & Q224 the indirect emissions qualifying parameters are not required to be filled in when electricity is selected as good.

Indirect Emissions qualifying parameters

Add new

P17, Blast furnace / Basic oxygen steel making

1. N in (organic) forms

N in (organic) forms - EQP7 (PERCENTAGE) ? Default value: - Type of determination:

Value: %

Figure 78: Indirect Emissions qualifying parameters (applicable for Q423, Q124 & Q224 reporting periods)

Direct Emissions qualifying parameters

[Add new](#)

P34, Iron or steel products

1. Steel pre-consumer scrap ^

Steel pre-consumer scrap - QPD18 (PERCENTAGE) ⓘ Default value - Additional information

Value %

2. Nickel content ^

Nickel content - QPD15 (PERCENTAGE) ⓘ Default value - Additional information

Value %

3. Content of other alloy elements ^

Content of other alloy elements - QPD16 (PERCENTAGE) ⓘ Default value - Additional information

Value %

4. Steel product scrap usage ^

Steel product scrap usage - QPD19 (NUMERIC) ⓘ Default value - Additional information

Value

Figure 79: Direct Emission qualifying parameters (applicable for Q423, Q124 & Q224 reporting periods)

Starting from reporting periods Q324, the indirect emissions qualifying parameters section is no longer visible, and instead the “Direct Emissions Qualifying Parameters” is now renamed to “Emissions Qualifying Parameters” (see Figure 80).

1. |

Installations **Parameters** Emissions Carbon price due Supplementary

Production method

[Add new](#)

1.P24, Blast furnace route [Delete](#) ^

Method P24 - Blast furnace route Identification number of the specific steel mill Additional information

Emissions qualifying parameters

[Add new](#)

P24, Blast furnace route [Delete](#) ^

1. Steel pre-consumer scrap [Delete](#) ^

Steel pre-consumer scrap - QPD18 (PERCENTAGE) ⓘ Default Value N/A Additional information

Value %

Figure 80: Production Method and Emissions Qualifying Parameters

4.4.3.4.3 Emissions

The emissions tab will be differentiated when Electricity is selected in good’s section. Ensure to fill in all mandatory fields.

1. KR | GPK Korea Inc

Installations **Emissions** Parameters Carbon price due Supplementary

Goods measure (produced)
 Supplementary units * Type of measurement unit *

Direct embedded emissions
 Type of determination (electricity) * Type of applicable reporting methodology Applicable reporting methodology
 Commission rules Per Commission
 Type of measurement unit * Source of emission factor (for electricity) Other source indication Emission factor
 Tonnes 258
 Source of emissions factor value Electricity imported Total embedded emissions of electricity imported Justification
 512
 Fulfillment of conditionality 512

Installation emissions
 Installation total emissions t CO2 120 Installation direct emissions t CO2 120 Type of measurement unit for emissions * Tonnes

Figure 81: Emissions tab - Applicable to Electricity good (Reporting Periods Q4-2023, Q1-2024, Q2-2024)

Installations **Emissions** Parameters Carbon price due Supplementary

Please, only use a dot (.) to separate decimals.

Goods measure (produced)
 Supplementary units Type of measurement unit * MWH

Direct embedded emissions
 Type of determination (electricity) Additional Information 9999
 Type of measurement unit Source of emission factor (for electricity) Other source indication Emission factor t CO2/MWh
 4000
 Source of emissions factor value 5000
 Electricity imported Total embedded emissions of electricity imported
 Justification 512 Fulfillment of conditionality 5000

Installation emissions
 Installation total emissions t CO2 Installation direct emissions t CO2 Type of measurement unit for emissions * Tonnes

Figure 82: Emissions tab - Applicable to Electricity good (Reporting periods Q3-2024 and forward)

For all goods except electricity, both direct and indirect embedded emissions need to be defined. Based on type of determination, some fields may become read only.

Installations **Emissions** Parameters Carbon price due Supplementary

Goods measure (produced)
 Net mass * Type of measurement unit *

Direct embedded emissions
 Type of determination * Type of applicable reporting methodology * Applicable reporting methodology
 Specific (direct) embedded emissions * tCO2/unit Type of measurement unit *

Indirect embedded emissions
 Type of determination * Source of emission factor * Source of electricity * Other source indication
 Electricity consumed * MWh/unit Emission factor * Specific (indirect) embedded emissions tCO2/unit Type of measurement unit *

Installation emissions
 Installation total emissions t CO2 Installation direct emissions t CO2 Installation indirect emissions t CO2 Type of measurement unit for emissions *

Figure 83: Emissions tab- Applicable for all goods except electricity

Please note that default values for specific direct embedded emissions and specific indirect embedded emissions are displayed on screen (see Figure 84: Emissions-Default Values) based on good selected and provided the option “Other methods including default values” is selected in “Type of Determination”. (Note that the option to reporting default values is applicable only for reporting periods Q4-2023, Q1-2024, Q2-2024).

Installations **Emissions** Parameters Carbon price due Supplementary

Goods measure (produced)
 Net mass * Type of measurement unit *

Direct embedded emissions
 ⓘ If you intend to report a default value made available and published by the Commission, the default value corresponding to this CN code is 50 t CO2/unit of product
 Type of determination * Type of applicable reporting methodology * Applicable reporting methodology
 Specific direct embedded emissions * t CO2/unit Type of measurement unit *

Indirect embedded emissions
 ⓘ If you intend to report a default value made available and published by the Commission, the default value corresponding to this CN code is 70 t CO2/unit of product
 Type of determination * Source of emission factor * Source of electricity * Other source indication
 Electricity consumed * MWh/unit Emission factor * t CO2/MWh Specific indirect embedded emissions * t CO2/unit Type of measurement unit *

Installation emissions
 Installation total emissions t CO2 Installation direct emissions t CO2 Installation indirect emissions t CO2 Type of measurement unit for emissions *

Figure 84: Emissions-Default Values

For imports as from 1 July 2024, reporting declarants are required to report actual emissions for each CBAM good imported into the EU (exception: Good is electricity). Reporting declarants are liable and may be subject to penalties where they fail to comply with the CBAM reporting obligation and where they have not taken the necessary steps to comply with the obligation to submit a complete and accurate CBAM report, following the correction procedure. Reporting declarants must undertake all possible efforts to obtain actual emission data from their supplier(s) or producer(s) of CBAM goods.

Where reporting declarants eventually fail to get data on actual emissions, reporting declarants shall select, in the field "Type of determination", the option "Actual data not available". This option exists for

both direct and indirect embedded emissions. Note that if this option is chosen, the CBAM report will be considered incorrect/incomplete.

If the option "Actual data not available" is chosen, reporting declarants should also follow these steps:

1. Use the "Additional Information" field to provide justifications on why the actual emissions data is missing.
2. In the tab "Supplementary", upload supporting documents attesting unsuccessful efforts and steps taken to obtain data from suppliers and/or producers."

Note that where the option "Actual data not available" is chosen, subsequent fields in the Emissions tab will become non-editable (i.e. for direct embedded emissions: the field "type of reporting methodology"; for indirect embedded emissions: the fields "Source of emission factor" and "Source of electricity") and numeric fields will be automatically filled with "0". See Figure 85: Emissions - Actual data not available.

The screenshot shows the 'Emissions' tab in the CBAM Declarant Portal. At the top, there are navigation tabs: 'Installations', 'Emissions', 'Parameters', 'Carbon price due', and 'Supplementary'. Below the tabs, there are two informational messages: 'Please, only use a dot (.) to separate decimals' and 'Amounts must be reported in tonnes. Please, make sure that the amounts reported have been correctly converted into tonnes.' The main form is divided into several sections:

- Goods measure (produced):** Net mass is 2000, and the measurement unit is Tonnes.
- Direct embedded emissions:** Type of determination is 'Actual data not available'. Type of applicable reporting methodology is empty. Additional information field contains 'Justification on why actual data is missing'.
- Specific direct embedded emissions:** Value is 0, measurement unit is Tonnes.
- Indirect embedded emissions:** Type of determination is 'Actual data not available'. Source of emission factor, Source of electricity, and Other source indication are empty. Electricity consumed is 0 MWh/unit. Emission factor is 0 tCO2/MWh. Specific indirect embedded emissions is 0 tCO2/unit. Source of emissions factor value is empty.
- Installation emissions:** Installation total emissions is 0 tCO2. Installation direct emissions is 0.0000000 tCO2. Installation indirect emissions is 0.0000000 tCO2. Type of measurement unit for emissions is Tonnes.

Figure 85: Emissions - Actual data not available

Please note that the summation of all Goods measure (produced) net mass or supplementary units defined in emissions, should be the same value as the one declared in Goods level.

In case an O3CI Operator, Installation and Production Method are selected, the emissions are filled in automatically and are shown as read only on screen. See figures Figure 86 & Figure 87. Please note that the declarant **remains liable** for these values. If you disagree with the provided emissions data, please remove the selected third-country operator and installation.

1. CN | InstallationName0

Installations Parameters **Emissions** Carbon price due Supplementary

Third-country operator's emissions data have been selected. The declarant remains liable for these values. If you disagree with the provided emissions data, please remove the selected third-country operator and installation.

Please, only use a dot (.) to separate decimals.

Amounts must be reported in tonnes. Please, make sure that the amounts reported have been correctly converted into tonnes.

Goods measure (produced)
 Net mass * 12 Type of measurement unit * Tonnes

Direct embedded emissions
 Type of determination * Actual data
 Specific direct embedded emissions * 0.32 t CO2/unit

Indirect embedded emissions
 Type of determination * Actual data Specific indirect embedded emissions 1.32 t CO2/unit Type of measurement unit * Tonnes

Absolute emissions for the imported goods
 Total absolute emissions for the imported goods 19.6900000 t CO2
 Absolute direct emissions for the imported goods 3.8400000 t CO2
 Absolute indirect emissions for the imported goods 15.8400000 t CO2 Type of measurement unit for emissions * Tonnes

Figure 86: Emissions filled in from O3CI (all goods except electricity)

1. BA | Bosnia electricity production

Installations Parameters **Emissions** Carbon price due Supplementary

Third-country operator's emissions data have been selected. The declarant remains liable for these values. If you disagree with the provided emissions data, please remove the selected third-country operator and installation.

Please, only use a dot (.) to separate decimals.

Goods measure (produced)
 Supplementary units 10000 Type of measurement unit * MWh

Direct embedded emissions
 Type of determination (electricity) * Actual data
 Emission factor 1.78 t CO2/MWh Electricity imported 10000 Total embedded emissions of electricity imported 17800

Absolute emissions for the imported goods
 Total absolute emissions for the imported goods 17800 t CO2
 Absolute direct emissions for the imported goods 17800 t CO2 Type of measurement unit for emissions * Tonnes

Figure 87: Emissions filled in from O3CI (good electricity)

4.4.3.4.4 Indirect Embedded Emissions: Distinction of the options available in the CBAM Transitional Registry

Default values made available and published by the Commission (please note that this option is only possible for Q4/23, Q1/24 and Q2/24)

- From the element “Type of determination”, choose the option “Estimated values including default values made available and published by the commission”; and
- From the element “Source of electricity”, choose the applicable option to your case.

Once these options are selected, the default value for specific indirect embedded emissions is displayed in the registry. It is expressed in t CO2/unit of goods. After manually entering the value in the corresponding field, it is automatically multiplied with the amount of goods (tonnes) to arrive at the total indirect emissions (tonnes).

Average emission factor of the country of origin electricity grid (based on IEA data provided by the Commission)

- From the element “Type of determination”, choose the option “Actual data”.

-From the element “Source of emission factor”, choose “Commission based on IEA data”.

-From the element ‘Source of electricity’, choose received from the grid; and

-In the element “Electricity consumed”, provide the correct amount (expressed in MWh/unit of goods) of electricity consumed.

Once these steps are taken, the emission factor (expressed in t CO₂/MWh) is displayed automatically in the registry. This value is automatically multiplied by the actual amount of electricity consumed in the production of a good (MWh/unit of goods). The result is a value of t CO₂/unit of goods, which is automatically multiplied with the amount of goods (tonnes) to arrive at the total indirect emissions (tonnes).

Any other emission factor of the country of origin electricity grid based on publicly available data

-From the element “Type of determination”, choose the option “Actual data”.

-From the element “Source of emission factor”, choose “Other”;

-From the element “Source of electricity”, choose “Received from the grid”.

-Under the elements “Other source indication” and “Source of emission factor value” clearly reference the publicly available and reliable source you are referring to (via explanation and a link to the dataset, for example); and

-In the element “Electricity consumed”, provide the correct amount (expressed in MWh/unit of goods) of electricity consumed; and

-In the element “Emission factor”, provide the other emission factor (expressed in t CO₂/MWh).

Once these steps are taken, the emission factor is automatically multiplied by the actual amount of electricity consumed in the production of a good (MWh/unit of goods). The result is a value of t CO₂/unit of goods, which is automatically multiplied with the amount of goods (tonnes) to arrive at the total indirect emissions (tonnes).

Actual emission factor for indirect emissions,

-From the element “Type of determination”, choose the option “Actual data”.

-From the element “Source of emission factor”, choose “Other”.

-From the element “Source of electricity”, choose either “Direct technical link to electricity generator” or the option “(Bilateral) power purchase agreement” (as applicable).

-Under the elements “Other source indication” and “Source of emission factor value” clearly specify and explain how exactly you fulfil the concrete requirements of the selected option and how the emission factor value has been calculated (you are also encouraged to upload supporting documents in the “Supplementary” tab to do this);

-In the element “Electricity consumed”, provide the correct amount (expressed in MWh/unit of goods) of electricity consumed; and

-In the element “Emission factor”, provide the actual emission factor (expressed in t CO₂/MWh).

Please note that to use the actual emission factor for indirect emissions, one of two conditions have to be fulfilled: either there is a direct technical link between the installation producing the goods and the generated electricity; or there is a Power Purchase Agreement between the installation and the electricity producer. In both cases, the electricity needs to be used to produce the relevant goods. If one of the conditions is fulfilled and the above-mentioned steps are taken, the emission factor is automatically

multiplied by the actual amount of electricity consumed in the production of a good (MWh/unit of goods). The result is a value of t CO2/unit of good, which is automatically multiplied with the amount of goods (tonnes) to arrive at the total indirect emissions (tonnes).

4.4.3.4.5 Carbon price due

This section is optional. In case CO2 emissions are due in other countries, in this section all relevant information will be required to be filled in. The most important information to be provided is the national legal basis of the carbon pricing scheme including the implementing provisions and their respective sources.

Click the “Add New” button to start filling in the details. Please note that multiple sections can be added based on the country/type of instrument combinations in reporting periods Q4-2023, Q1-2024, Q2-2024.

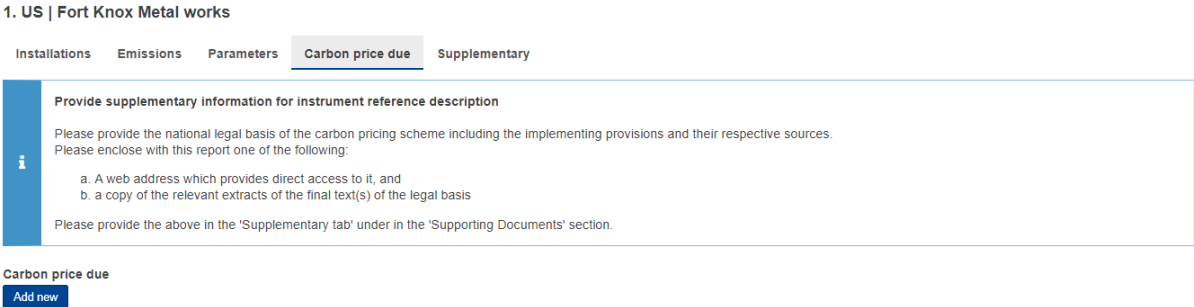


Figure 88: Carbon price due tab

For each country/type of instrument combination, multiple goods covered under carbon price due can be defined by clicking the “Add New” button below the “Goods covered under carbon price due” label (only applicable in Q4-2023, Q1-2024, Q2-2024 reporting periods).

Carbon price due

Add new

1. Delete ^

Country code * Type of instrument * Description and indication of legal act * 512

Amount of the carbon price due * Currency * Exchange Rate to Euro * Amount (EURO)

Goods covered under carbon price due

Add new

1. ^

Type of product * Quantity of emissions covered * t CO2 Quantity covered by free allocations, any rebate or any other form of compensation * t CO2 CN of Product covered

Supplementary information 256

Goods measure (covered)

Net mass Type of measurement unit

Figure 89: Carbon price due – Details (Reporting Period Q4-2023, Q1-2024, Q2-2024)

Starting from Q3 2024, the “Carbon Price Due” tab has been simplified, as illustrated in Figure 90. Only one entry can be added, which will correspond to the actual product. Note that the CN Code is prefilled with the relevant code for which the carbon price is applicable.

Installations Emissions Parameters **Carbon price due** Supplementary

Supplementary

Provide supplementary information for instrument reference description

Please provide the national legal basis of the carbon pricing scheme including the implementing provisions and their respective sources. Please enclose with this report one of the following:

- a. A web address which provides direct access to it, and
- b. a copy of the relevant extracts of the final text(s) of the legal basis

Please provide the above in the 'Supplementary tab' under in the 'Supporting Documents' section.

Please, only use a dot (.) to separate decimals.

Amounts must be reported in tonnes. Please, make sure that the amounts reported have been correctly converted into tonnes.

Carbon price due

1. Delete ^

Country code where carbon price is due * Form of carbon price * Description and indication of legal act for the carbon price, and for possible rebate or other form of compensation obtained * 512

Effective carbon price due (per produced t of goods or per MWh) * Currency * Exchange Rate to Euro * Amount (EURO)

Goods covered under carbon price due

1. Actual product ^

CN of Product covered 76090000

Type of Goods Covered * Actual product Embedded emissions covered by the carbon price * t CO2 / unit Embedded emissions covered by rebate or any other form of compensation * t CO2 / unit

Additional information * 512

Figure 90 : Carbon price due details (Q3-2024 reporting period and forward)

Please fill in all mandatory fields. Regarding exchange rates, these will be defined by the European Commission.

4.4.3.4.6 Supplementary

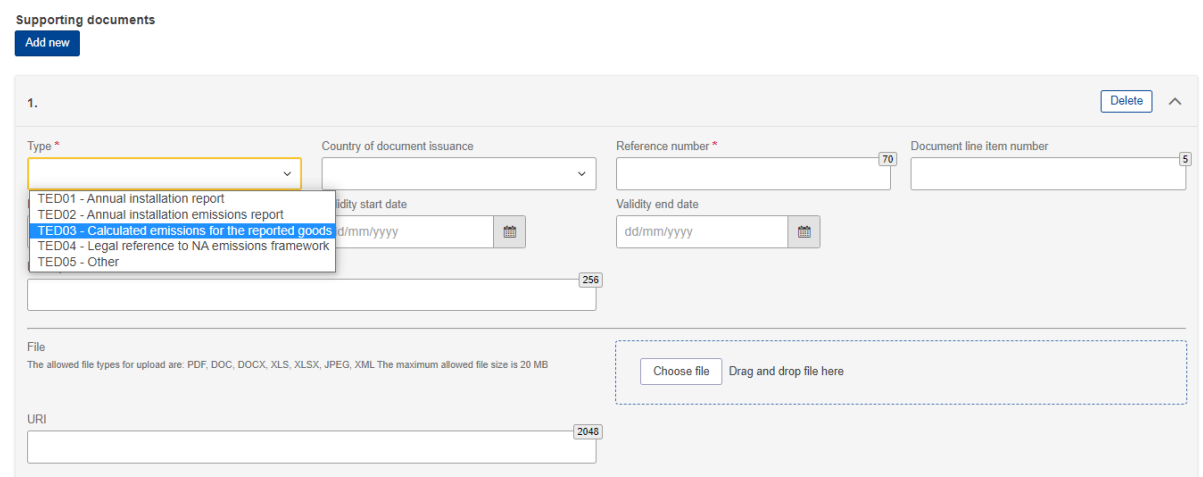
In this tab additional information for emissions calculations can be added and all supporting documents. Multiple additional information & supporting documents can be added by clicking the “Add new” button.



The screenshot shows the 'Supplementary' tab for '1. KR | GPK Korea Inc'. The navigation bar includes 'Installations', 'Emissions', 'Parameters', 'Carbon price due', and 'Supplementary'. Under 'Emission's additional information', there is an 'Add new' button. A list item '1.' is shown with a 'Delete' button and an upward arrow. Below this is a text input field for 'Additional information' with a character count of 512. At the bottom, there is a 'Supporting documents' section with another 'Add new' button.

Figure 91: Supplementary tab

For each emissions supporting document, the type and Reference number are mandatory to be filled in. A document can be added either by using the “Choose File” or by dragging and dropping. In order to delete an uploaded file, the “Delete” button needs to be clicked. Please note that the element “URI” is no longer available for reporting periods Q3-2024, Q4-2024, Q1-2025, Q2-2025, Q3-2025, Q4-2025.



The screenshot shows the 'Supporting documents' form for item '1.'. It features a 'Delete' button and an upward arrow. The form includes several fields: 'Type *' (a dropdown menu with options: TED01 - Annual installation report, TED02 - Annual installation emissions report, TED03 - Calculated emissions for the reported goods, TED04 - Legal reference to NA emissions framework, TED05 - Other), 'Country of document issuance' (a dropdown menu), 'Reference number *' (a text input field with a character count of 70), 'Document line item number' (a text input field with a character count of 5), 'Validity start date' (a date input field with a character count of 10), and 'Validity end date' (a date input field with a character count of 10). There is also a 'File' section with a note: 'The allowed file types for upload are: PDF, DOC, DOCX, XLS, XLSX, JPEG, XML. The maximum allowed file size is 20 MB'. Below this is a 'Choose file' button and a 'Drag and drop file here' area. At the bottom, there is a 'URI' field with a character count of 2048.

Figure 92: Emissions - Supplementary - Supporting Documents

4.4.3.5 Process – CBAM Transitional Integration with “Operator of Third Country Installation Registry” (O3CI).

To use the O3CI emissions data, both the Operator and the respective installation must be registered in O3CI. Follow these steps to incorporate emissions data into your reporting:

1. **Contact the Operator/Installation:** Reach out to the Operator or Installation where the specific good was produced.
2. **Verify Registration:** Ensure the Operator has registered the installation that is producing the good in O3CI and disclosed the emissions data linked to the Declarant’s EORI.

3. **Add the Good:** Include the good in your quarterly report (see Section 4.4.2.1 Addition of CBAM goods) and provide all required details.
4. **Add the Emissions:** Enter the emission data in your quarterly report (see Section 4.4.3.1 Addition of Emissions).
5. **Specify Country of Production:** Select the country where the good was produced.
6. **Select the Operator:** Choose the Operator from the “Operator of Third Country Installation Registry” (see Section 4.4.3.4.1 Installations).
7. **Select the Installation:** Pick the relevant installation from the same registry (Section 4.4.3.4.1 Installations).
8. **Choose the Production Method:** Indicate the production method used (see Section 4.4.3.4.2 Parameters).
9. **Enter Goods Measure:** Provide the net mass or supplementary units of the produced goods.

Once these steps are completed, the emissions data will automatically populate in the emissions tab and be marked as read-only. The Declarant remains responsible for the accuracy of these values.

If you disagree with the provided emissions data, remove the selected third-country Operator and installation.

1. CN | Pumaaa Steel Co., Ltd

Installations Parameters **Emissions** Carbon price due Supplementary

Third-country operator's emissions data have been selected. The declarant remains liable for these values. If you disagree with the provided emissions data, please remove the selected third-country operator and installation.

Please, only use a dot (.) to separate decimals.

Amounts must be reported in tonnes. Please, make sure that the amounts reported have been correctly converted into tonnes.

Goods measure (produced)

Net mass * Type of measurement unit *

Direct embedded emissions

Type of determination Actual data

Specific direct embedded emissions * t CO2/unit

Indirect embedded emissions

Type of determination *

Specific indirect embedded emissions t CO2/unit Type of measurement unit *

Absolute emissions for the imported goods

Total absolute emissions for the imported goods t CO2

Absolute direct emissions for the imported goods t CO2

Absolute indirect emissions for the imported goods t CO2

Type of measurement unit for emissions *

Figure 93: Emission tab filled in with O3CI emissions information

4.5 QUARTERLY REPORT ACTIONS

In this section all the processes related with the report management that a CBAM Reporting Declarant can perform will be listed in detail.

4.5.1 Creation of a report

In Home Page, click “My quarterly reports” and then click the “Create” button for the reporting period where a report needs to be created.

The “Create” button is visible only during the allowable reporting deadline. In the case a report needs to be created after the deadline expiration, please follow the process 4.5.11 Request to submit a report with a delay.

Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
Q3	2023			Not Added yet		
Q2	2023			Not Added yet		Create Upload

Figure 94: My Quarterly Reports - Create Report

4.5.2 Uploading of a report

Instead of using the user interface to fill in the report fields, an XML can be uploaded (in ZIP format containing all relevant attachments). The XML should be structured according to the XSD format listed in Annex 5.1 CBAM Report (XSD). Sample ZIP files are also included in 5.2 Sample ZIP file. The report structure is also provided in excel format along with the code lists in 5.3 Report structure .

Click the “Upload” button of the report that needs to be filled in “My Quarterly Reports”.

Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
Q3	2023			Not Added yet		
Q2	2023			Not Added yet		Create Upload

Figure 95: My Quarterly Reports - Upload a report

In the upload ZIP dialog, you can choose the file to be uploaded or you can drag & drop the file.

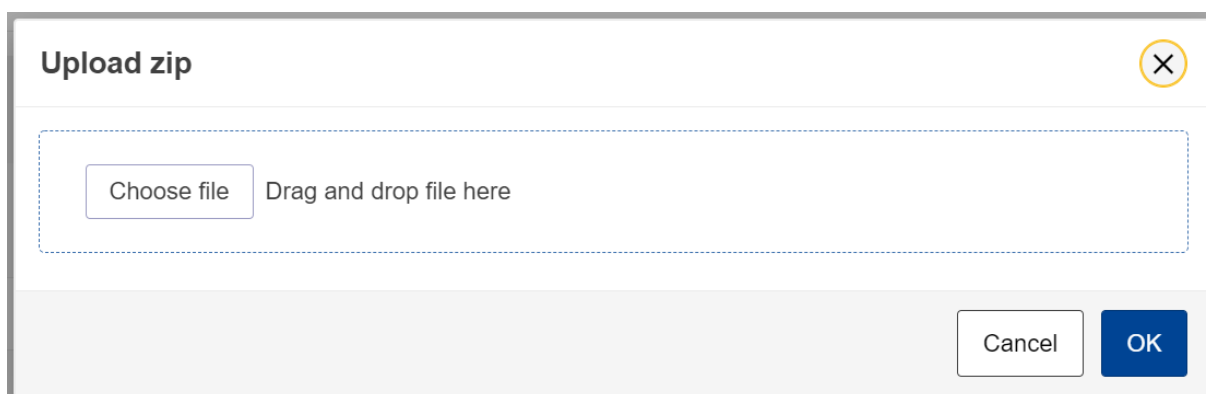


Figure 96: Upload ZIP

The “Upload” button is visible only for quarterly reports that their associated reporting period deadline has not expired. In case a report needs to be created after the deadline expiration, please follow the process 4.5.11 Request to submit a report with a delay.

Please note that once a report is uploaded it is not considered submitted. Please ensure to address any validation errors first.

When an XML is uploaded it is validated as follows:

- a) Codes used should be valid according to the published code list (see 5.3 Report structure) where applicable.
- b) Fields that are mandatory need to be filled in.
- c) In addition, in the following business cases:
 - ✓ Selected good is any good except electricity & Indirect Emissions->Type of Determination =”Actual” & Indirect Emissions-> Source of emission factor=”Commission based on IEA”
 - ✓ Selected good is electricity & Direct Emissions->Type of Determination = “Default” & Direct Emissions-> Source of emission factor=”Commission based on IEA”The declarant is informed on the correct emission factor that should be used since the emission factors based on IEA are not publicly available.

Please note the “Upload” button is also available in reports in “Under Amendment” state. The existing report data will be deleted and replaced with the new data from XML if the XML to be uploaded is successfully validated.

4.5.3 Saving a draft report

Once a report has been created, the “Save as draft” button needs to be clicked in order to save a draft Report.

Additional validation rules may be generated during this process; however, these can be addressed at a later stage and before report submission.

Save as draft can be used as often as needed to save the contents of the report under preparation.

The screenshot shows the 'Draft report ID' page for 'Draft-2023-Q4' with a submission due date of 29/05/2024. A green notification box at the top right states 'Save draft report Report saved successfully'. The form includes fields for 'Reporting declarant' (Demo CBAM), 'NCA' (BE00017), 'Reporting Period' (2023 - Q4), 'Report ID', 'Issue date', 'State', 'Goods imported' (0), and 'Total emissions' (0 t CO2). The 'Header info' section contains a red error message: 'Please correct the following: Role / Declarant details This field is required City / This field is required'. Below this, the 'Declarant details' section has fields for Name (Demo CBAM), Identification number (GR293847584930295), and Role. The 'Address' section includes Member State of establishment (BE - Belgium), Sub-division, City, Street, Street additional line, Number, Postcode, and P.O. Box.

Figure 97: Save a draft report

4.5.4 Deletion of a draft report

A draft report can be deleted. The “Delete” button is available when the saved report is opened in view mode.

The screenshot shows the 'Draft report ID' page for 'DraftReportID' in view mode. It features 'Delete' and 'Edit' buttons. The report details include: Reporting declarant (Demo CBAM), Importer, Representative, NCA, Reporting Period (2023-Q2), Issue date (02/08/2023 15:29:01), State (Draft), and Additional information (Remarks). The 'Header info' section is expanded, showing 'Declarant details' with Name (Demo CBAM) and Identification number (GR293847584930295), and 'Address' with Country of establishment (EC), Sub-division, City, Street, Street additional line, Number, Postcode, and P.O. Box.

Figure 98: Delete a draft report

A confirmation dialog will appear when the “Delete” button is clicked. The report will be deleted when the “OK” button is clicked.

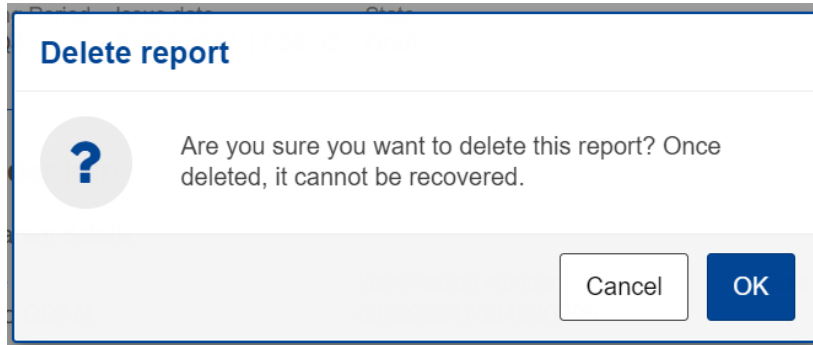


Figure 99: Delete draft report - Confirmation message

4.5.5 Editing of a report

Editing of a report is permitted when the report is in one of the following states.

- Draft
- Under Amendment
- Under Correction

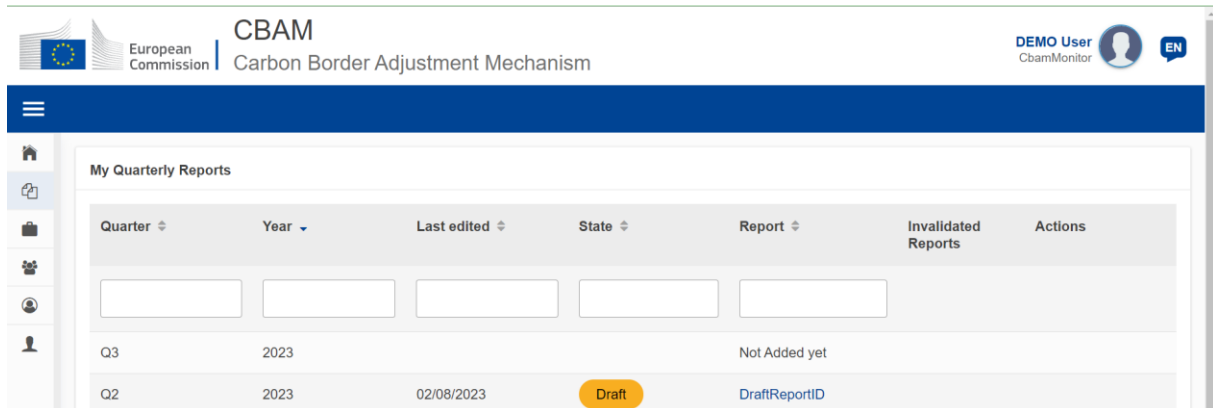


Figure 100: Edit a report

In my quarterly reports page, click on the hyperlink in Report Column to open the report and then click the "Edit" button.

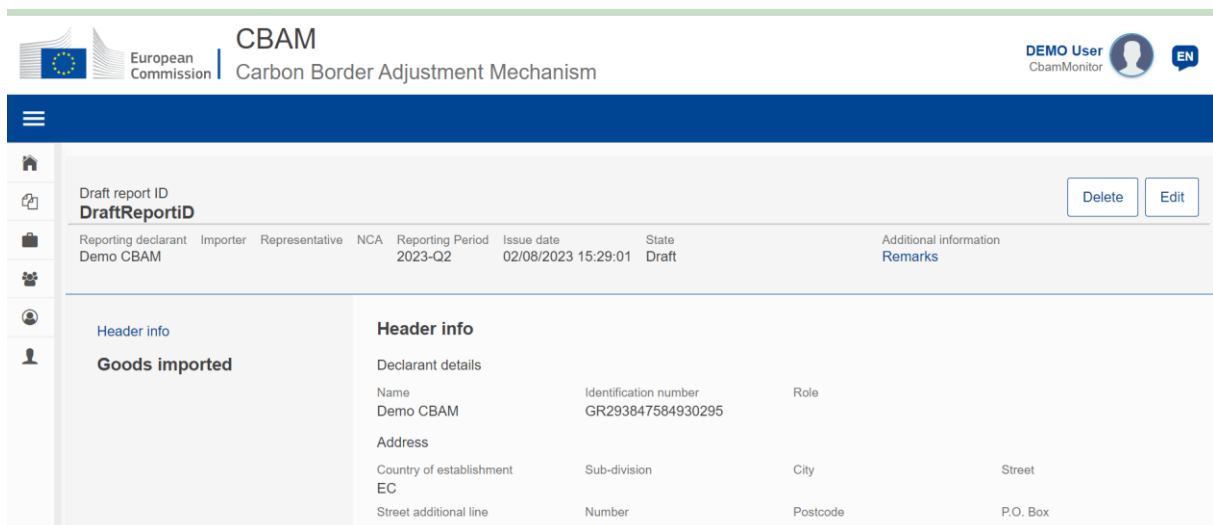


Figure 101: Edit a report

4.5.6 Validation of a report

The report can be validated by clicking the “Validate” button located in the Actions Menu.

Reporting declarant	NCA	Reporting Period	Report ID	Issue date	State	Goods imported	Total emissions	Total quantity	Total quantity (Electricity)	Additional information
User016 Test	BE000017	2024 - Q1	-	-	-	0	0 t CO2	0 Tonnes	0 MWh	Add remarks

Figure 102: Validate report

In case validation errors exist that are related with the header, (see Figure 103: Validate Report – Errors display), they will appear in the related tab. In addition, the total number of errors that need to be addressed are shown on the left report navigation tree. Goods’ level errors will need to be addressed at each individual good. Please follow the process 4.4.2.5 Validating of CBAM goods.

Reporting declarant	NCA	Reporting Period	Report ID	Issue date	State	Goods imported	Total emissions	Additional information
cbamdeclarant1_firstname cbamdeclarant1_lastname	BE000017	2023 - Q2	-	-	-	0	0 t CO2	Add remarks

Figure 103: Validate Report – Errors display

4.5.7 Submission of a report

Once the report is prepared, the CBAM Reporting Declarant needs to click the “Submit” button to officially submit the report to the CBAM Registry. CBAM System will run the validations and if no errors are found:

- The report state changes to SUBMITTED.
- The Report gets a Report ID assigned, which is the primary identified for the whole lifecycle of the report and will not be changed.

Reporting declarant	NCA	Reporting Period	Report ID	Issue date	State	Goods imported	Total emissions	Total quantity	Total quantity (Electricity)	Additional information
User016 Test	BE000017	2024 - Q1	-	-	-	0	0 t CO2	0 Tonnes	0 MWh	Add remarks

Figure 104: Submit report

In case of validation errors, the CBAM Reporting Declarant will need to edit the draft report and perform corrections as needed to clear the validations error messages and click the “Submit” button again.

Prior to submission completion, the dialog shown in Figure 105: Modifications confirmation will be displayed. In case you are not planning to make modifications after the report submission, select the “No” choice. In any case, modifications are allowed in all cases if they will be performed within the allowable modification period.

Submit report

Do you expect to make modifications to the CBAM report? *

Yes, I expect to make changes in the submitted CBAM report before the end of the modification period.

No, I do not expect to make any changes in the submitted CBAM report before the end of the modification period.

Disclaimer

While the indication constitute the will of intent, and will be used to support the activities of the Commission in the transitional period the indication does not waive the right of the declarants to modify the reports before the end of the modification deadline as set in Article 9 of Commission implementing regulation (EU) 2023/1773 of 17 August 2023 laying down the rules for the application of Regulation (EU) 2023/956 of the European Parliament and of the Council as regards reporting obligations for the purposes of the carbon border adjustment mechanism during the transitional period

OK

Figure 105: Modifications confirmation

Please note that a report needs to be submitted within the submission due date. In case the submission period closes and the CBAM Reporting Declarant did not submit the report, a request for delayed report submission needs to be issued. See the 4.5.11 Request to submit a report with a delay process.

4.5.8 Viewing of a report

A report can be viewed by clicking on the “Preview” button on the Actions Menu.

Draft report ID	Submission due date	Cancel	Preview	Validate	Save as draft	Submit				
Draft-2024-Q1	11/10/2024									
Reporting declarant	NCA	Reporting Period	Report ID	Issue date	State	Goods imported	Total emissions	Total quantity	Total quantity (Electricity)	Additional information
User018 Test	BE000017	2024 - Q1	-	-	-	0	0 t CO2	0 Tonnes	0 MWh	Add remarks

Header info

Reporting declarant | Importer | Indirect Customs Representative | Competent authority | Signatures

Goods imported

Declarant details

Figure 106: View report

4.5.9 Amendment of a report

When a report is in SUBMITTED state and provided the associated quarterly report modification deadline has not expired, a CBAM Reporting Declarant can perform changes to a report and resubmit it, once the validation process completes successfully.

To amend a report, locate the report with the status SUBMITTED and click the “Amend” button.

Report ID: 233GR29384758493029501

Buttons: Amend, Invalidate, History, Download PDF

Reporting declarant	Importer	Representative	NCA	Reporting Period	Issue date	State	Additional information
Demo CBAM	Importer Name		NCA12345	2023-Q3	02/08/2023 11:51:58	Submitted	QRReport_001 remarks

Header info		Header info			
Goods imported		Declarant details			
1. 27160000 CN 50 MWH 3000 Tonnes 1 emissions		Name	Identification number	Role	
		Demo CBAM	GR293847584930295	03	
		Address			
		Country of establishment	Sub-division	City	Street
		BE	BE Subdivision	Brussels	Brussels street
		Street additional line	Number	Postcode	P.O. Box
		Brussels street additional line	2	5555	PO 5555

Figure 107: Amend a report

The Report state will change to UNDER AMENDMENT. Changes in the report can be saved using the “Save as Draft” button. The “Upload” button is also available in “My quarterly reports” view in case the report needs to be modified using the XML Upload (see 4.5.2 Uploading of a report).

Once the changes are completed, the “Submit” button will need to be clicked.

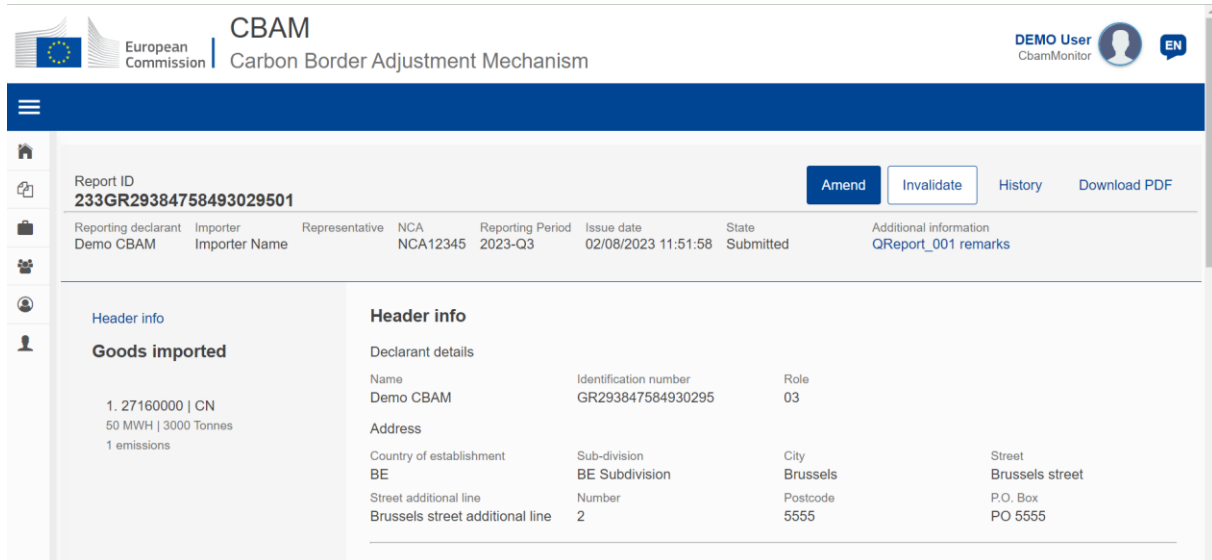
In case of validation errors, the CBAM Reporting Declarant will need to edit the report and perform corrections as needed to clear the validations error messages and click the “Submit” button again.

The status will change to SUBMITTED again until the report state changes to REGISTERED once the associated modification period deadline expires. Once a report is in REGISTERED state, corrections are allowed upon NCA's approval. Once NCA approves the request, the report state will change to "Under Correction" and the report corrections can be performed within 30days.

Please keep in mind that the amended report can only be submitted within the official deadline for report modification. In case the modification period closes and the CBAM Reporting Declarant did not submit the amended report, a request for delayed report submission needs to be issued. See the 4.5.11 Request to submit a report with a delay process.

4.5.10 Invalidation of a report

When a report is in SUBMITTED state, the report can be invalidated to allow a new report for the same reporting period to be created.



The screenshot shows the CBAM Declarant Portal interface. At the top, there is a header with the European Commission logo and the text 'CBAM Carbon Border Adjustment Mechanism'. On the right, a user profile is shown as 'DEMO User CbamMonitor' with a language selector set to 'EN'. Below the header, a navigation menu is visible. The main content area displays a report with the following details:

Reporting declarant	Importer	Representative	NCA	Reporting Period	Issue date	State	Additional information
Demo CBAM	Importer Name		NCA12345	2023-Q3	02/08/2023 11:51:58	Submitted	QReport_001 remarks

Below the report details, there are two sections: 'Header info' and 'Goods imported'. The 'Header info' section includes 'Declarant details' and 'Address'.

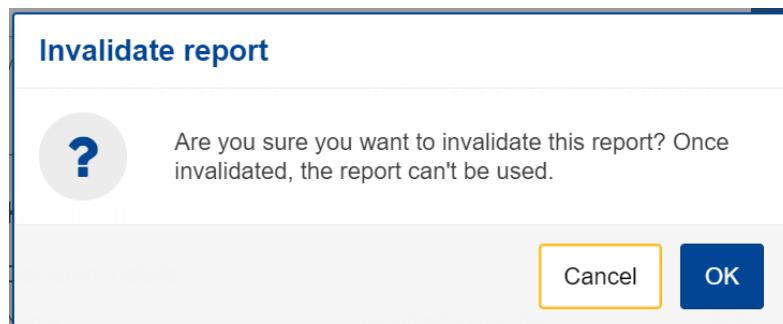
Declarant details			
Name	Identification number	Role	
Demo CBAM	GR293847584930295	03	

Address			
Country of establishment	Sub-division	City	Street
BE	BE Subdivision	Brussels	Brussels street
Street additional line	Number	Postcode	P.O. Box
Brussels street additional line	2	5555	PO 5555

The 'Goods imported' section shows: 1. 27160000 | CN, 50 MWH | 3000 Tonnes, 1 emissions.

Figure 108: Invalidate a report

The button “Invalidate” needs to be clicked. Upon confirming the action by clicking the “OK” button, the report state will change to INVALIDATED.

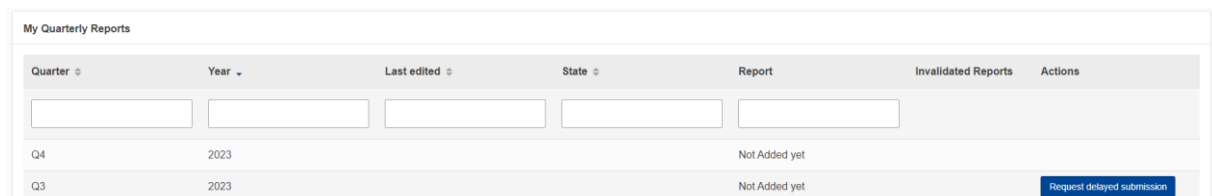


The dialog box is titled 'Invalidate report' and contains a question mark icon. The text inside reads: 'Are you sure you want to invalidate this report? Once invalidated, the report can't be used.' At the bottom right, there are two buttons: 'Cancel' and 'OK'.

Figure 109: Invalidate report confirmation message

4.5.11 Request to submit a report with a delay

The user can request to submit a report with a delay by clicking on the “Request delayed submission” button. Please note once clicked, the button will not be available during the delayed submission period.



The screenshot shows a table titled 'My Quarterly Reports' with the following columns: Quarter, Year, Last edited, State, Report, Invalidated Reports, and Actions. The table contains two rows of data:

Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
Q4	2023			Not Added yet		
Q3	2023			Not Added yet		Request delayed submission

Figure 110: Request delayed submission

In the dialog that will be shown in Figure 111: Request delayed submission dialog, the reason for the request of the delayed submission needs to be provided. In case NCA has approved /requested the

delayed submission, the NCA’s reference number (e.g. email reference number or Request ID number) needs to be provided as well (see Figure 112). Please note that the request due to a technical error is no longer available. In case you experience a technical error, please contact your respective NCA.

Figure 111: Request delayed submission dialog

Figure 112: Request delayed submission -Requested by NCA

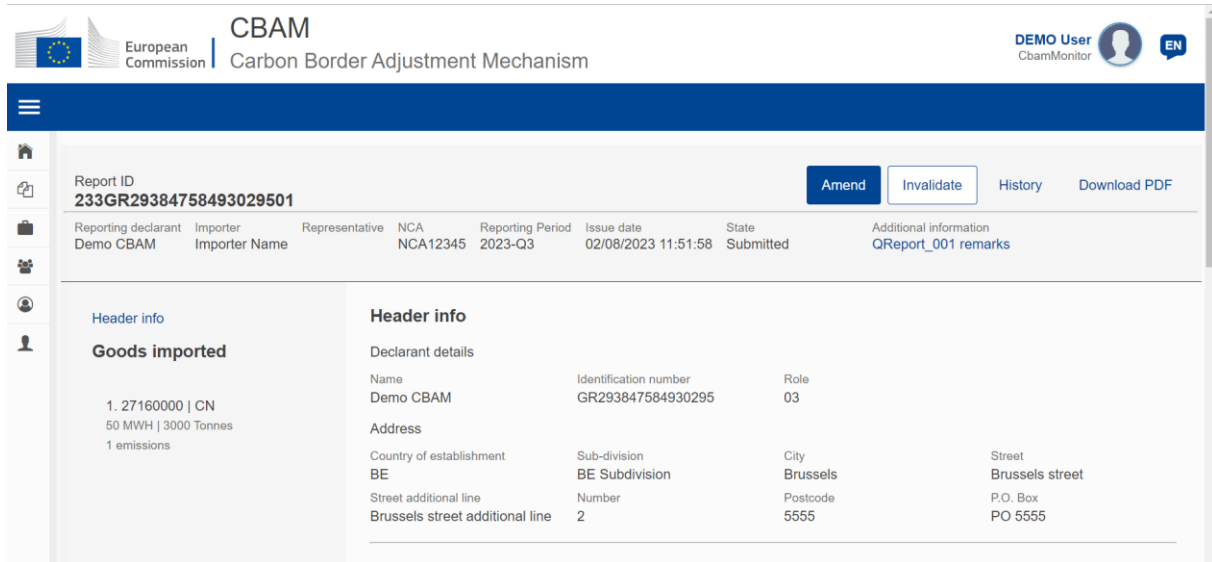
Submission and modification periods for delayed submissions varies based on Table 7: Delayed Submission - Deadlines.

Requested by	Submission	Modification
NCA	30 days	30 days or end of reporting period modification day whichever is greater.

Table 7: Delayed Submission - Deadlines

4.5.12 Download PDF

The button “Download PDF” is available for all states. When the “Download PDF” button is clicked, a PDF version of the report is created asynchronously which is saved in your local disk drive when prepared.



The screenshot shows the CBAM Declarant Portal interface. At the top, there is a header with the European Commission logo, the text 'CBAM Carbon Border Adjustment Mechanism', and a user profile for 'DEMO User CbamMonitor'. Below the header is a navigation menu. The main content area displays a report card for Report ID '233GR29384758493029501'. The report card includes buttons for 'Amend', 'Invalidate', 'History', and 'Download PDF'. Below the report ID, there is a table with the following data:

Reporting declarant	Importer	Representative	NCA	Reporting Period	Issue date	State	Additional information
Demo CBAM	Importer Name		NCA12345	2023-Q3	02/08/2023 11:51:58	Submitted	QRReport_001 remarks

Below the table, there are two sections: 'Header info' and 'Goods imported'. The 'Header info' section contains 'Declarant details' and 'Address'. The 'Goods imported' section contains the following information:

- 1. 27160000 | CN
- 50 MWH | 3000 Tonnes
- 1 emissions

Figure 113: Download PDF

When the “Download PDF” button is clicked, an information message appears. It is important not to close the browser tab during the PDF preparation process (see Figure 114 Download PDF Information message)

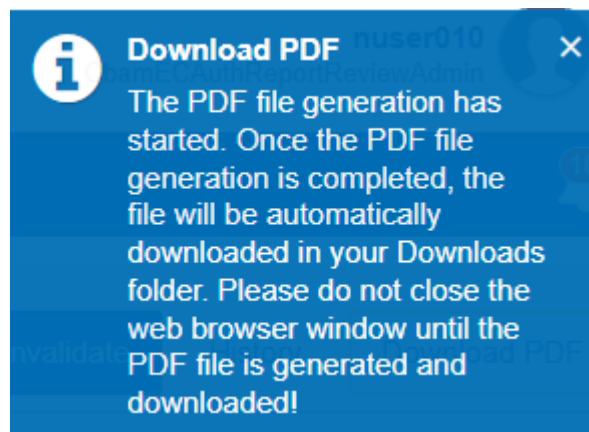


Figure 114: Download PDF Information message

When the PDF file is prepared the following message appears and the file can be located in the downloads folder.

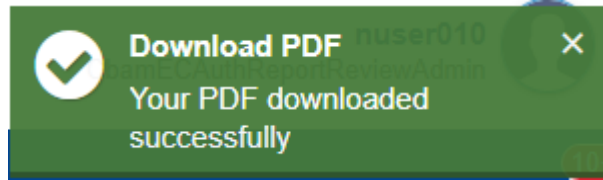


Figure 115: Download PDF - File downloaded message

4.5.13 History

The “History” button allows the user to see the history of the report.

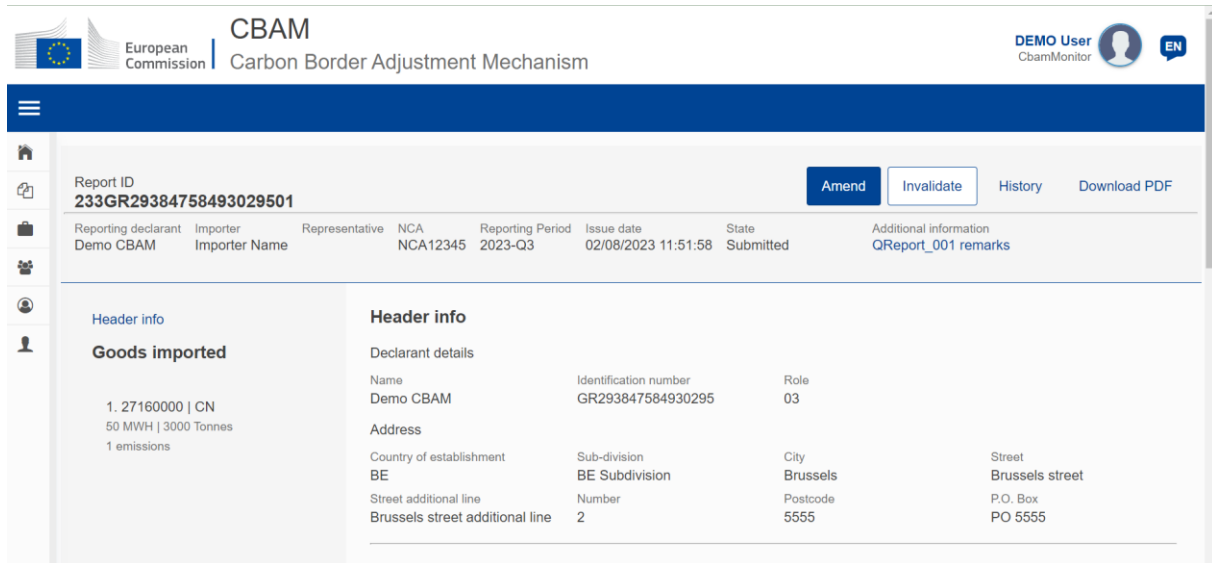


Figure 116: History

Once the history button is clicked, the history view will include the actions performed, the associated report state along with a timestamp on when the action was performed.

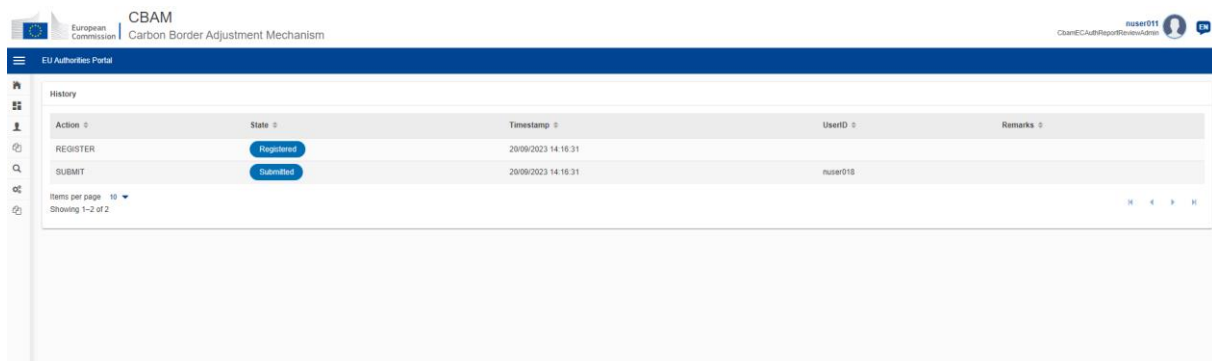


Figure 117: History Details

4.5.14 Duplicating a report

On the Home Page, click “My quarterly reports” and then click the “Create using Previous Report” button for the reporting period where a report needs to be created (see Figure 118: Create using Previous Report).

The “Create using Previous Report” button is visible only during the allowable reporting deadline. When a report needs to be created after the deadline expiration, please follow the process 4.5.11 Request to submit a report with a delay. In addition, a previous report needs to be available that can be utilized. Previous reports in “Draft” or “Invalidated” state cannot be duplicated.

My Quarterly Reports

Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Q1	2024			Not Added yet		
Q4	2023			Not Added yet	>	Create Upload Create using Previous Report
Q3	2023	21/03/2024	Submitted	23300000000BE1111101		

Figure 118: Create using Previous Report

The “Duplicate Report from” dialog (see Figure 119: Duplicate report from), lists all previous quarters where a report was submitted. Previous reports in “Draft” or “Invalidated” state cannot be used for duplication.

Duplicate Report from: ✕

Quarter *

Q3 - 2023 (Submitted)

Cancel
OK

Figure 119: Duplicate report from

Once the required reporting period is selected, the “OK” is enabled and available to be clicked. (see Figure 120: Duplicate Report Form Selected).

Duplicate Report from: ✕

Quarter *

Q3 - 2023 (Submitted)

Cancel
OK

Figure 120: Duplicate Report Form Selected

A confirmation dialog box will appear (see Figure 121: Duplicate Report - Confirmation dialog), click “OK” to allow the creation of the report based on the previous report selected or click “Cancel” to stop the process.

Create using Previous Report

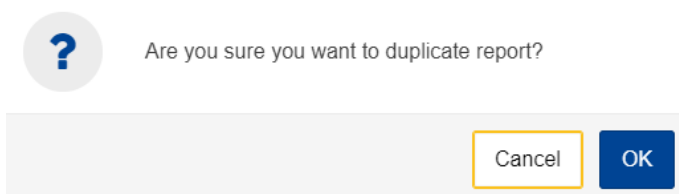
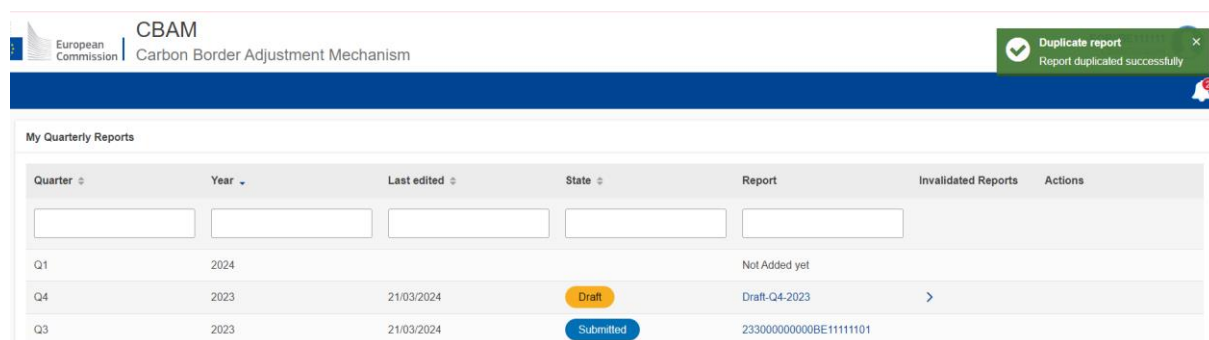


Figure 121: Duplicate Report - Confirmation dialog

When the duplicate report process is completed, a Draft report will be available in “My quarterly reports” for the specific quarter. The report can now be edited per 4.5.5 Editing of a report.

When a Declarant duplicates an earlier report from Q42023 or Q12024 and the net mass was reported in kgs, the net mass values should be corrected manually to tonnes since in Q22024 reporting period and forward, kgs are no longer available.



Please note that:

- a) Attachments in Goods or in Emissions are not duplicated.
- b) The Header->Signature tab needs to be filled in again.

4.6 MY IMPORTERS

In “My importers” menu, accessed from Home Page or through the Navigation Bar, submitted CBAM reports goods data can be compared with the corresponding goods data from the associated customs declaration.

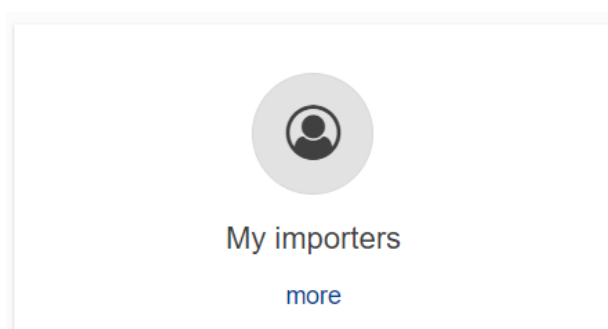


Figure 122: My Importers - Starting point

Once the menu is selected, the list of importers included in Submitted and Registered reports (does not include draft reports) are listed.

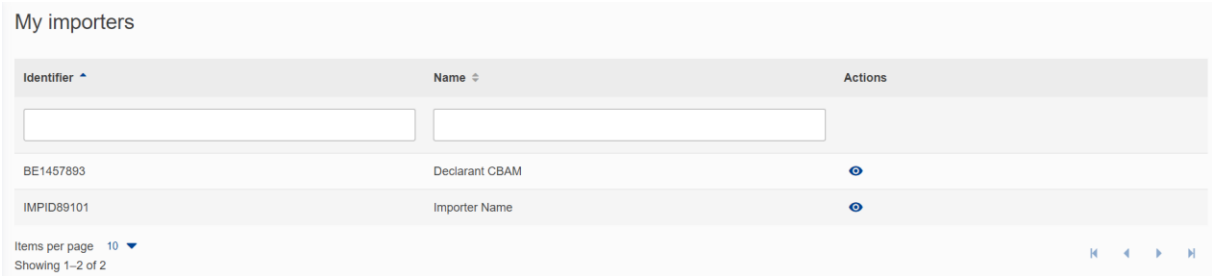




Figure 123: List of my importers

The list can be filtered either by the importer Identifier or the Importer Name. When the importer of interest is located, the “View Importer Profile” button  can be clicked to view the Importer’s profile along with the quantity comparison of goods declared in the CBAM report vs goods in the associated Customs declarations.

Importer profile is obtained from CRS.



Figure 124: Importer Profile

The list of goods imported per importer, provides the comparison of CBAM Declared quantity and Customs declared quantity. In case multiple procedures are associated to review the discrepancies per procedure, you can click on the  arrow to review the discrepancies per procedure.

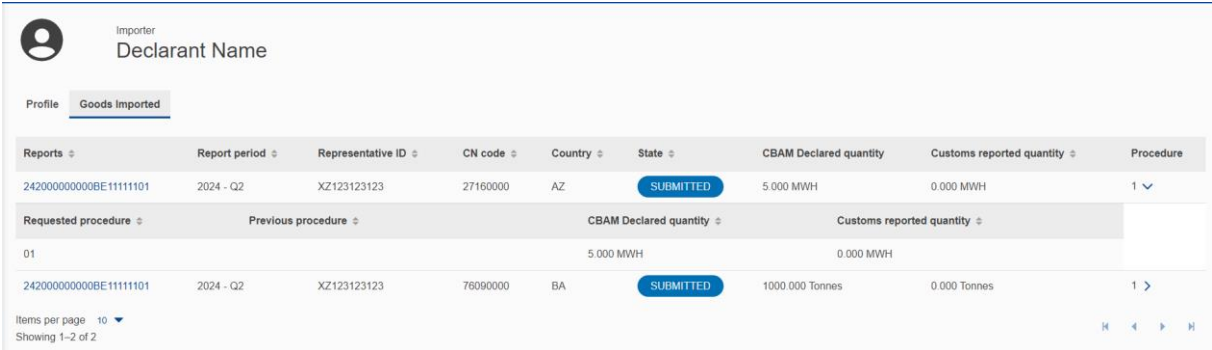


Figure 125: Importer - Goods Imported

4.7 MY PROFILE INFORMATION

Information shown in “My profile information” is obtained from UUM&DS & CRS and are displayed as read only fields. In case the information is not accurate and needs to be corrected, please contact your NCA Authority.

Logged-In User Information	
Full Name	Demo CBAM
Country	EC
E-mail Address	demouser@domain.com

Declarant Information	
Type of Person	
Identification Type	EORI
Identification Number	GR293847584930295
Full Name	
Legal Name	
Street and Number	HOME
Post Code	10
City	Eurocity12
Country	IT
E-mail Address	test@test.be

Figure 126: My profile information

Contact details can be added by editing the following section in “My profile information”. Once all three fields (Contact person full name, phone, email address) have been populated, click on the “Save” button. Details will be prefilled with CRS data (when available), however please ensure to update them with the latest contact information.

Contact details		Edit
Contact Person Full Name *	<input type="text"/>	
Phone *	<input type="text"/>	
E-mail Address *	<input type="text"/>	

Figure 127: My Profile - Contact Details

4.8 PREFERENCES

The "Preferences" menu is positioned in the upper right corner. Currently, in the preferences section, the following options are available:

- Define your preferred language;
- Set the default email for communication;

- c) Enable/disable the transmission of CBAM Registry notifications to the email set as default for communications.

In future releases, the "Preferences" screen will undergo further enhancements, incorporating additional attributes related to user preferences.

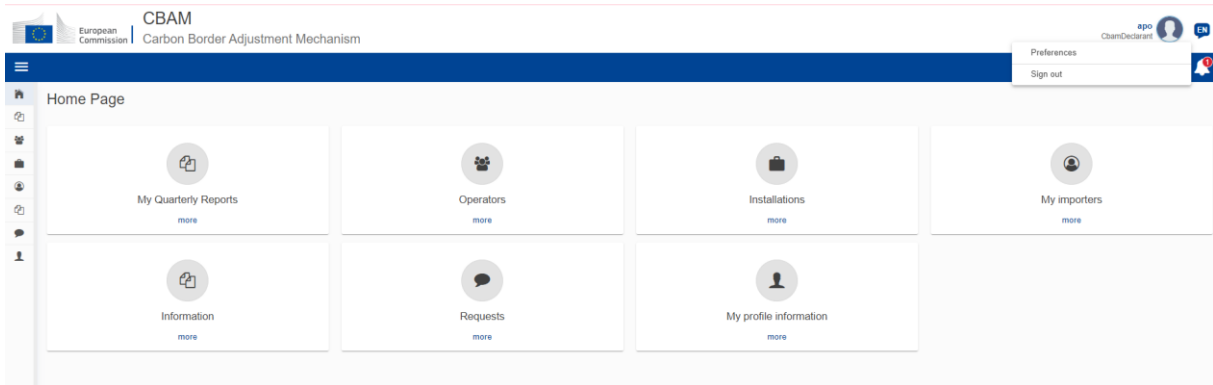


Figure 128: Preferences menu

Click the “Edit” button to fill in the required information.

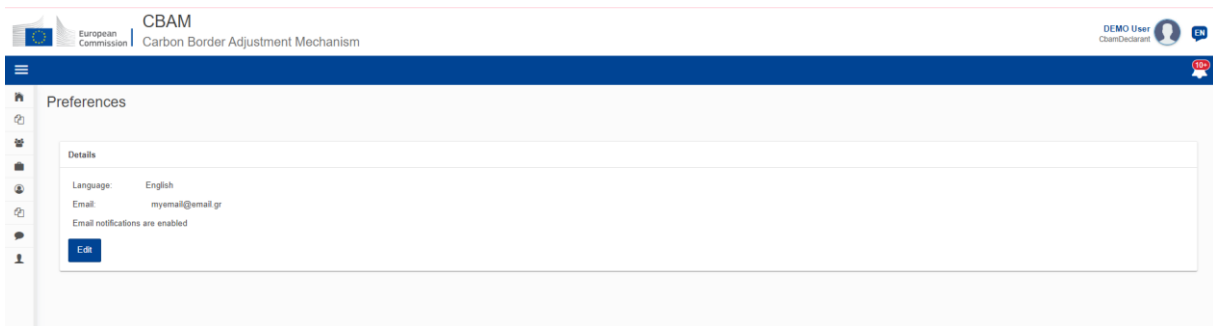


Figure 129: Preferences

The email field can be populated using either the CRS email (if available), My Profile email (if defined), UUM&DS email, or a user-defined email. If an email isn't associated with a particular option, that option will be greyed out. The email field becomes editable when the 'User Defined' option is selected. Please note, an email address is mandatory in all cases. Saving of preferences is not permitted without entering a valid email address.

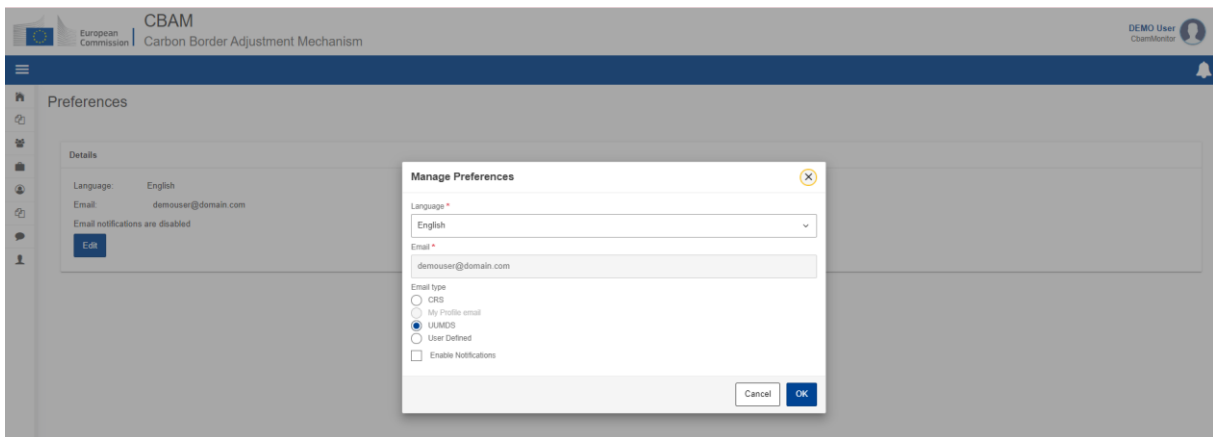


Figure 130: Edit Preferences

To save the updated information, click the “OK” button. When the “Cancel” button is clicked, no changes will be saved.

4.9 INFORMATION

Clicking on "Information" allows the Reporting Declarant access to several resources. These include the NCA's contact information, a list of CBAM goods, and CBAM legislation.

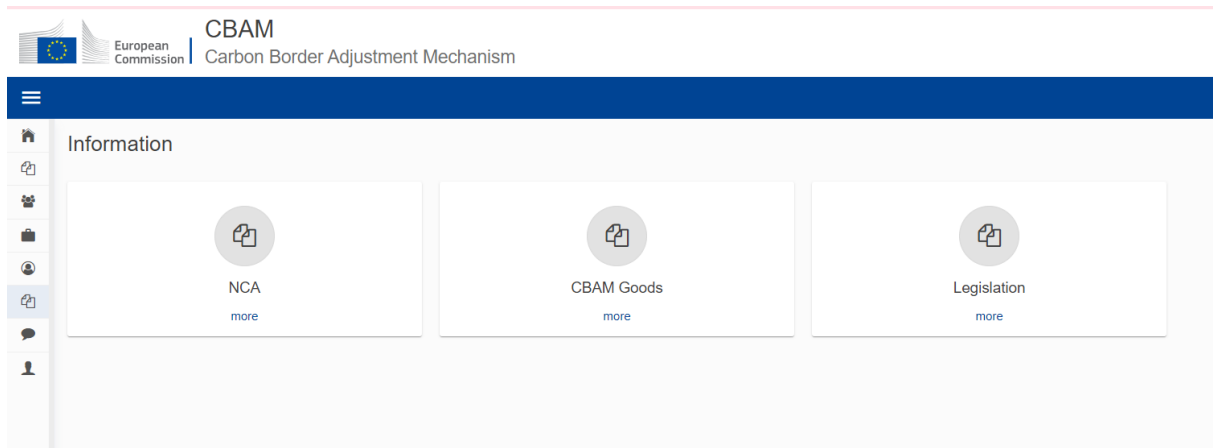


Figure 131: Information

4.9.1 NCA


In "NCA" page, the user can see a list of all National Competent Authorities offices pre-sorted by “Office Reference Number”. The user can also sort the list by “Country” or “Created”.

NCA Management

NCA Authorities

Office Reference Number	Country	Created	Actions
<input type="text"/>	<input type="text"/>		
AT000038	AT	9/27/23, 11:54 AM	
BE000017	BE	9/27/23, 11:54 AM	
BG000068	BG	9/27/23, 11:54 AM	
CY000600	CY	9/27/23, 11:54 AM	
CZ000061	CZ	9/27/23, 11:54 AM	
DE000004	DE	9/27/23, 11:54 AM	
DK000008	DK	9/27/23, 11:54 AM	
EE000053	EE	9/27/23, 11:54 AM	
ES000011	ES	9/27/23, 11:54 AM	

Figure 132: Information-NCA

By clicking on the View icon  in “Actions” column, the user can see information about each NCA office organised in different tabs as shown in Figure 133. On the upper right corner of the shown menu,

the user can click on the Expand all [Expand all](#) icon to expand all tabs or the Collapse all [Collapse all](#) icon to collapse all tabs at once.

The screenshot shows a web interface for NCA Management. At the top, there is a header "NCA Management" with "Expand all" and "Collapse all" links on the right. Below this is a section for "Office: AT000038" with a collapse icon. The main content is a table with four columns: State, Active From, Reference Number, and Country Code. The table contains the following data:

State	Active From	Reference Number	Country Code
valid	22-01-21	AT000038	AT
Postal Code 8010	Phone number +43 50 233 561	Email address Post.za-bbv@bmf.gv.at	Web Page www.cbam-at.com

Below the table are several expandable sections: "Office Details", "Local Point Of Contact", "IT Point of Contact", "Office Role Competence", "Supervising Body", and "Associated Office".

Figure 133: Information - NCA Details


4.9.2 CBAM Goods

Upon clicking the "CBAM Goods" page, you'll see a list of goods sectors per Figure 134.

The screenshot shows a section titled "Goods" with a list of categories, each preceded by a plus icon in a blue circle:

- + Aluminium
- + Fertilizers
- + Cement
- + Electricity
- + Iron and Steel
- + Chemicals

Figure 134: Goods Sector Level

To expand a sector and view its associated aggregated goods categories, click on the plus icon  next to it.

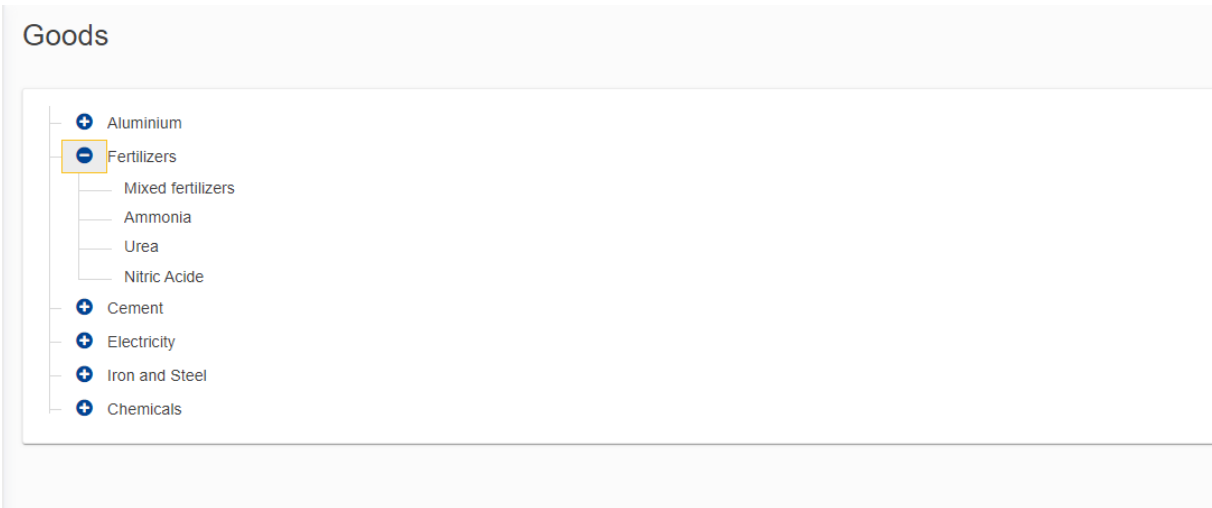


Figure 135: Aggregated goods category Level

When you select a specific aggregated goods category, a list of goods belonging to that category will appear on the right side of the screen per Figure 136.

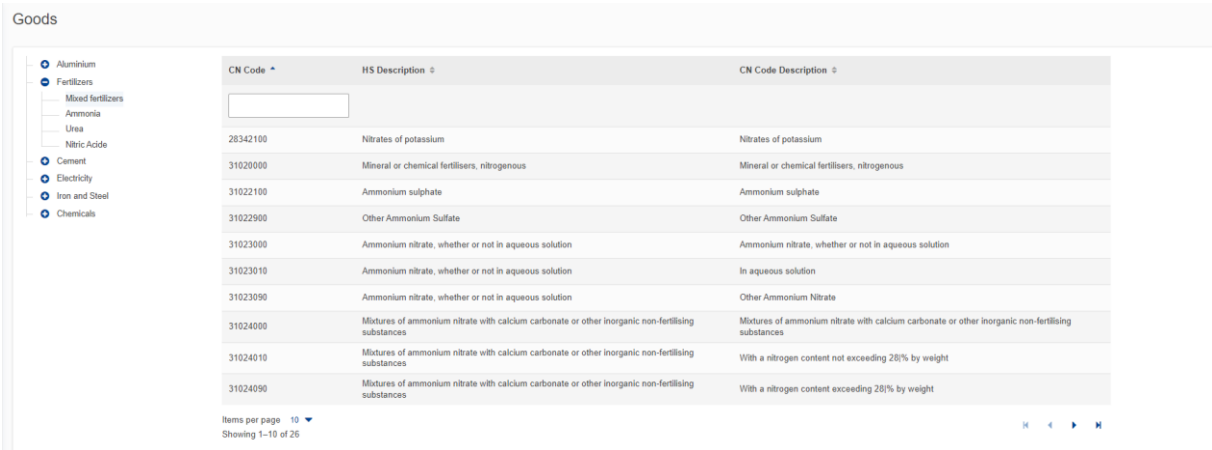


Figure 136: Goods code level

When the list of goods is displayed, you have the option to sort it by “CN Code”, “HS Description”, or “CN Code Description”. Additionally, you can filter the list using the “CN Code” field. The list will start filtering as soon as you begin typing.



Figure 137: Filtered CBAM Goods on CN Code

4.9.3 Legislation

Clicking on "Legislation" redirects the user to the [CBAM Legislation webpage](#), where all relevant legislative documents can be viewed.

4.10 REQUESTS

The "Requests" home page section is divided into two distinct lists.

- **Incoming Requests:** These are requests sent from the NCA to the Reporting Declarant. The Reporting Declarant can employ the filter options to review outstanding requests for which no response has been sent by the Declarant. When a new request is created from NCA, an email will be sent to the Declarant's email address, as specified in Preferences.
- **Outgoing Requests:** These are requests initiated by the Reporting Declarant and sent to the NCA. The Reporting Declarant can use the available filter options to track requests awaiting a response from the NCA.

In both lists, the status field receives one of the below values:

- Received: Initial status, when the request has been created;
- Answered: When a reply has been provided;
- Cancelled: Is set by the requestor when the request is cancelled;
- Rejected: Is set by the recipient of the request, when the request is declined.

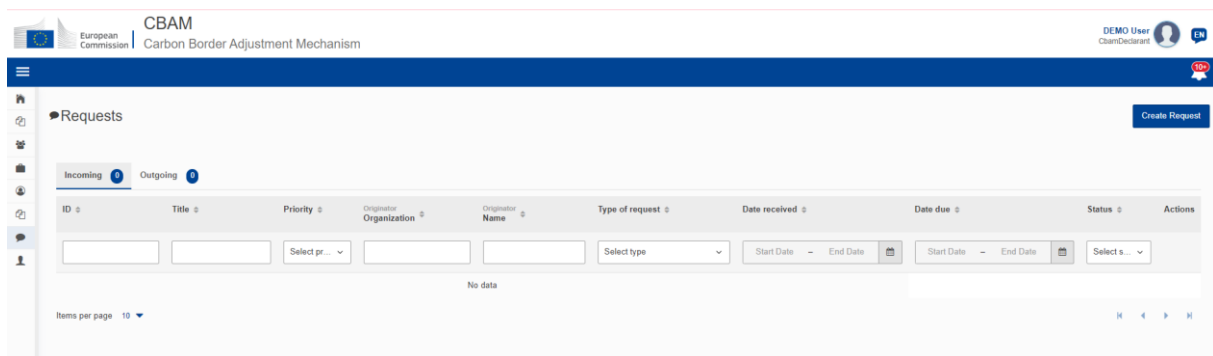


Figure 138: Request

4.10.1 Viewing of incoming requests

You can sort and/or filter the list of incoming requests based on your preferences. To view requests that are waiting for your response, apply the Status filter and select the "Received" status

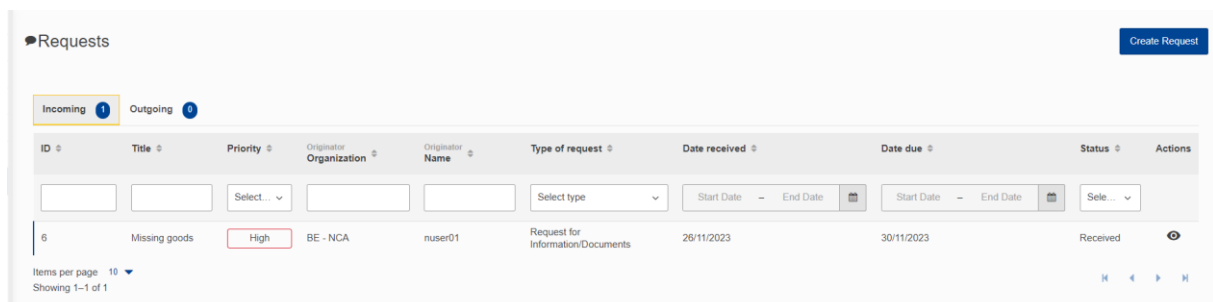


Figure 139: Incoming requests

4.10.2 Replying to an incoming request

First view the request by clicking on the "eye" icon and then click on "Reply" button.

Request ID: 1 Priority Medium Decline Reply

Request title XML information needed Status RECEIVED Received 15/11/2023 Due date 28/11/2023

Originators name	Originators ID	Originators Organization	Created	Type of request
DEMO User	BE1457893	BE1457893	15/11/2023	Request for Assistance

Recipients Organization

Declarant EORs

Additional Information

Request Message

Please indicate where I can find a sample XML or attach to the Response

Attachments

Figure 140: Reply to a Request

At a minimum, you must complete the "Response Title" and "Response Message" fields in order to enable the "Send" button. Due to limitation of length in the reply, please complement your response with an attachment.

Optionally, attachments can be included in the response. You can add files by either selecting them from your device or using the drag-and-drop feature.

Request ID: 6 Priority High Decline Cancel Send

Initial request (open to view details)

Response title *

Response Message *

References (optional)

Choose file Drag and drop file here

The allowed file types for upload are: PDF, DOC, DOCX, XLS, XLSX, JPEG, JMI. The maximum allowed file size is 20 MB

Figure 141: Reply to a request -Details

In the references (optional) section, document references can be added. Fill in the Document reference and the additional information and click the "Add" button.

Figure 142: Notifications - References

After filling in the required fields, click the "Send" button to send the request to the NCA. The request will appear in the “Incoming Requests” list, where its status will be updated to “Answered”.

4.10.3 Decline an incoming request

To reject an incoming request, click the "Decline" button and provide an appropriate justification in the designated field. Once completed, the request's status will be updated to "Rejected".

Figure 143: Decline Request

4.10.4 Create a request

To create a request, simply click the “Create Request” button which is located on the upper right corner of both Incoming and Outgoing lists (see Figure 138).

Figure 144: Create Request

In the displayed dialog (See Figure 144), it is essential to complete all mandatory fields for the "Create Request" button to become active.

As a declarant, only the NCA type is available in the "To (Recipient) Organization" field. Once chosen, the member state of NCA will be filled in automatically.

In the "Title" field, provide a brief summary and select the "Type of request". In the "Your Message" field, provide a detailed description of the request.

After determining the priority of your message, input the expected response due date. This will help in organizing and addressing your request promptly.

On an optional basis, you can utilise the following fields:

- **CBAM Reports:** Here, you can input the report ID(s) you wish to reference in your NCA request. Upon entering the Report ID, the "Add" button will become active, allowing you to include the reference in your request.

Figure 145: CBAM Reports (Optional)

- **References:** You can add any relevant references. The "Add" button becomes enabled once both "Document Reference" and "Additional Information" fields are filled in.

References (optional)

Document reference	Additional information	+ Add
https://taxation-customs.ec.europa... 181	Communication excel 237	

Figure 146: References

- **Attachments:** To attach a document to the request, you can either use the "Choose File" option or simply drag and drop the file if needed.

Choose file Drag and drop file here

The allowed file types for upload are: PDF, DOC, DOCX, XLS, XLSX, JPEG. The maximum allowed file size is 20 MB

Figure 147: Attachments

Once you have completed the form, you can click the "Create Request" button. The request will be visible in the "Outgoing list" with the status "Received".

For assistance with technical issues, please consult your respective NCA for guidance.

4.10.5 Cancel a request

If a mistake has been made or the request is no longer relevant, you can cancel a request as long as a response has not been provided. Simply access the request in question and click on the "Cancel" button.

European Commission | CBAM Carbon Border Adjustment Mechanism | nuser100 CbamDeclarant

Request ID: 1015 Priority High Cancel

Request title	Status	Received	Due date
Technical issue	RECEIVED	26/11/2023	30/11/2023

Originators name nuser100	Originators ID BE1467893	Originators Organization DECLARANT	Created 26/11/2023	Type of request Request for Information/Documents
Recipients name -	Recipients ID -	Recipients Organization NCA		

Additional Information

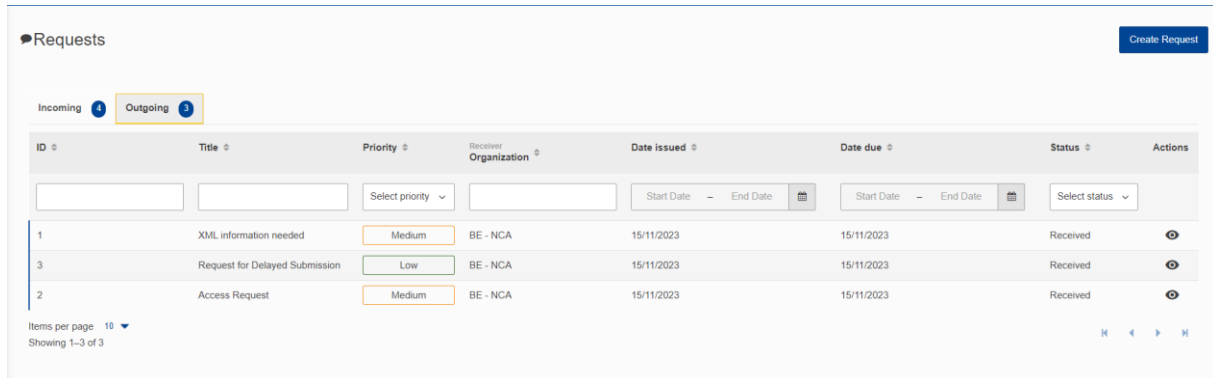
Request Message
Support is required relative to installation information

Attachments

Figure 148: Cancel a request

4.10.6 View outgoing requests


The list of outgoing requests can be sorted and/or filtered according to your needs. To view requests that are awaiting NCA's response, use the "Status" filter and select the "Received" status.



ID	Title	Priority	Receiver Organization	Date issued	Date due	Status	Actions
1	XML information needed	Medium	BE - NCA	15/11/2023	15/11/2023	Received	👁
3	Request for Delayed Submission	Low	BE - NCA	15/11/2023	15/11/2023	Received	👁
2	Access Request	Medium	BE - NCA	15/11/2023	15/11/2023	Received	👁

Figure 149: Outgoing requests

4.11 NOTIFICATIONS

On the upper right corner of the home page, the icon  indicates the number of unread notifications. When the unread notifications exceed 10, the exact number is not displayed.

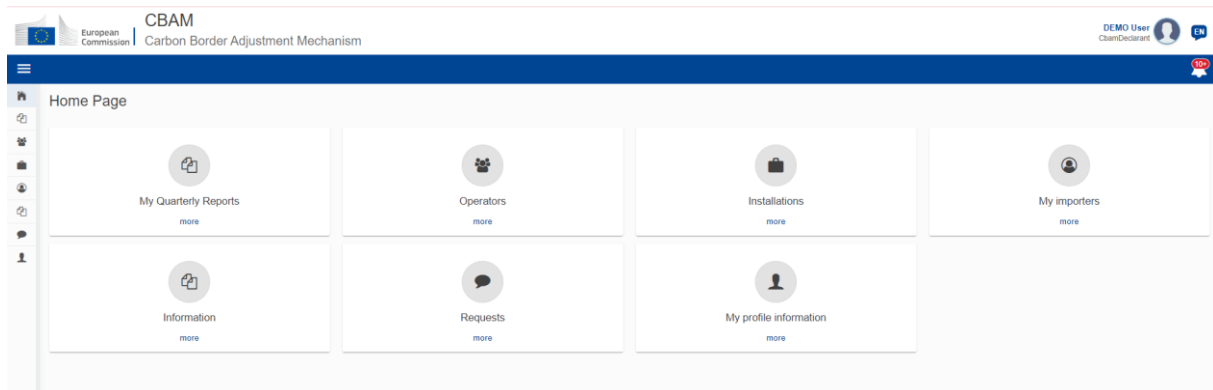



Figure 150: Home Page-Notifications icon

Clicking the icon  reveals a list of the latest unread notifications, as shown below in Figure 151.

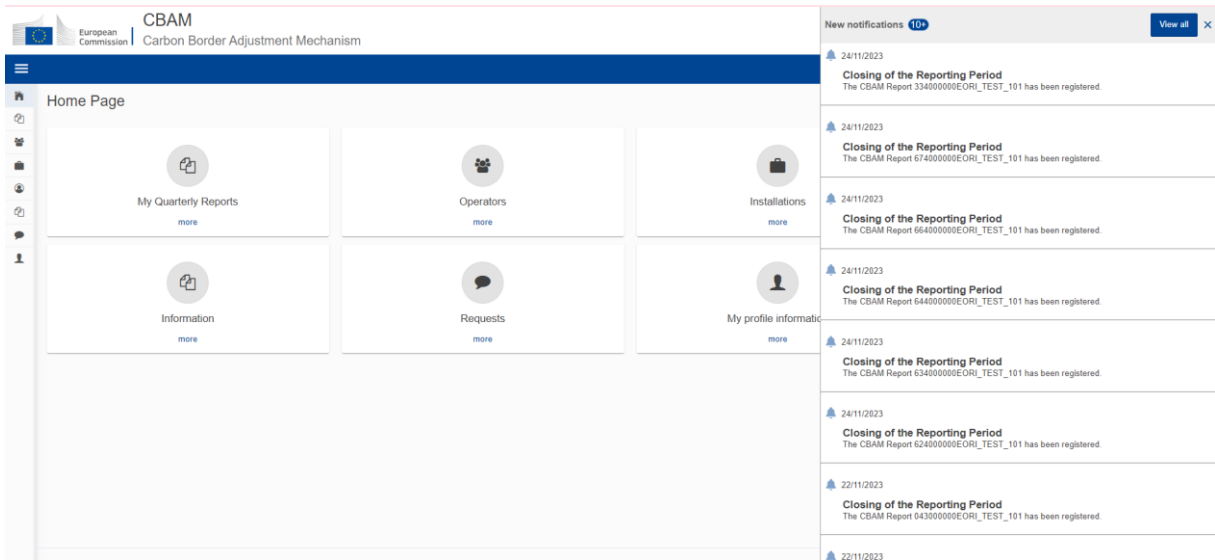


Figure 151: List of latest unread notifications

From this view you can:

- a) **Select to view one notification.** Clicking on a notification marks it as read and displayed the notifications’ details.

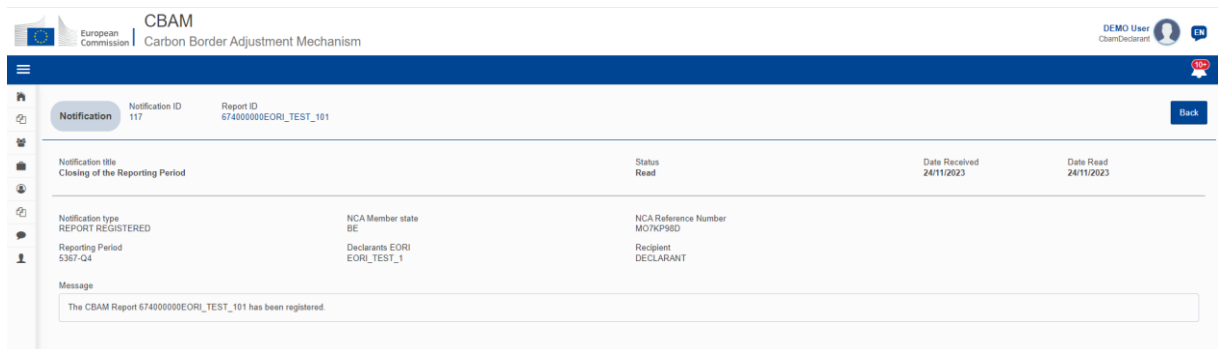
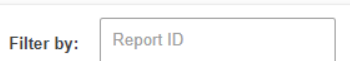


Figure 152: View notification

- b) **View the full notifications’ list .** Click the button “View all” on the upper right side to access all notifications.

The notifications list (see Figure 155), provides sorting and filtering options for Notification Type and Status. Advanced filtering is available on the upper right side of the notification table that allows for the following filtering criteria:



- **Filter by Report ID** or
- **Filter for a range of dates in Date Received.** The default date range is set to one month.

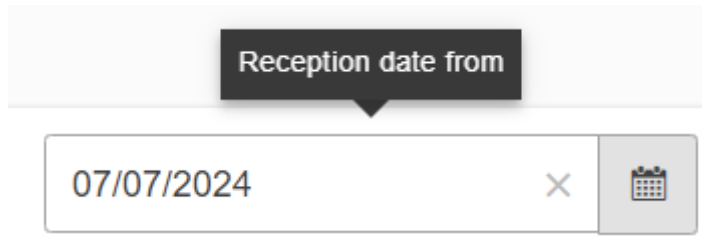


Figure 153: Notification - Reception date from filter

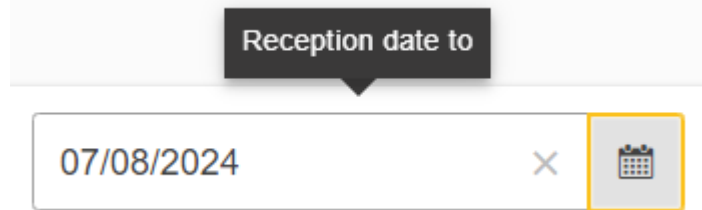


Figure 154: Notification - Reception date to filter

Please note: When applying criteria, either specify a Report ID or set the Date Received range to a maximum of one month.

Title	Notification type	NCA Member State	Date Received	Date Read	Status	Actions
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023	24/11/2023	Read	
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023	24/11/2023	Read	
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	
Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	
Closing of the Reporting Period	REPORT REGISTERED	BE	23/11/2023	23/11/2023	Read	
Closing of the Reporting Period	REPORT REGISTERED	BE	23/11/2023	23/11/2023	Read	
Closing of the Reporting Period	REPORT REGISTERED	BE	22/11/2023	23/11/2023	Read	

Figure 155: Notification List

Clicking the view icon in actions column, lets you view the notification (see Figure 152) and marks it as read. Use the “Back” button to return to the list of notifications.

5 ANNEX

5.1 CBAM REPORT (XSD)

The following zip file contains:

- a) QReport_ver20.00.xsd which describes the full structure of the CBAM quarterly report in an XSD file format.
- b) Stypes_ver20.00.xsd which describes the data types used.
- c) XML Guidance document.

[CBAM Quarterly Report structure XSD and “stypes.xsd” \(ZIP format\)](#)

5.2 SAMPLE ZIP FILES

The ZIP file must consist of:

- The quarterly report XML file created which must be based on the CBAM report XSD as provided in section:5.1 CBAM Report (XSD).
- The set of documents to be provided as binary attachments (acceptable file formats are only DOC, DOCX, XLS, XLSX, PDF, JPEG).

The final constructed file must be uploaded to the CBAM Declarant portal by using the “Upload” button as described in 4.5.2 Uploading of a report. Once the Declarant selects to create a quarterly report by uploading a file, the system fills the quarterly report’s data according to the data and binary attachments retrieved from the particular ZIP file.

The CBAM declarant can crosscheck and confirm the correct report filling to the Declarant portal UI according to the data uploaded. Potential errors are presented by the system and the CBAM declarant has to correct them in order the report to be successfully validated and submitted to the system.

Here are some sample files:

[CBAM Quarterly Report sample file for representatives](#)

[CBAM Quarterly Report sample file for importers](#)

5.3 REPORT STRUCTURE

The following file describes in detail the report structure. In addition, it contains the code lists utilized and the XML elements that correspond for each field.

[CBAM Quarterly Report structure \(XLS format\)](#)