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Architecture & Digital Operations

User Interface Manual

CBAM – 3rd Country Installation Portal

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1 INTRODUCTION

1.1 DOCUMENT PURPOSE

The purpose of this document is to explain to the end-users of the CBAM Operators 3rd Countries Installation Portal how to use it and benefit from its added value. This document provides help to get general information on the system, how to get started with the system and finally how to use the system with specific roles.

1.2 TARGET AUDIENCE

The target audience for this document includes:

- Operators of third country installations;
- EU Member States and their National Competent Authorities;
- Directorate-General Taxation and Customs Union (DG TAXUD)'s Project team;
- DG TAXUD Unit C2 CBAM, Energy and Green Taxation;
- DG TAXUD Unit C5 Economic Analysis & Taxation of Exempted Sectors;
- DG TAXUD Unit B3 Customs Systems;
- Directorate General for Informatics (DIGIT);
- Directorate-General for Climate Action (DG CLIMA);
- SOFT-DEV Project team;
- QA5 Project team;
- Operational teams.

1.3 SCOPE

The scope of this document is to provide directions to operators of third countries on the effective utilisation of the CBAM Operators 3rd Countries Installation Portal. The features described comply with CBAM release 2.2. The data displayed in various figures of this user manual are compatible with the data elements defined in CBAM-UCS-Use Cases-Operators of 3rd Countries Installation, section 4.1 CBAM O3CI Data elements [R01].

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 generic user interface behaviours and basic system functions;
- **Chapter 4 - Using the System as Operator user:** describes the access to the pages and the actions that can be performed based on the role(s) assigned to the user.
- **Chapter 5 - Appendix:** includes supporting information on CBAM O3CI data element requirements.

1.5 REFERENCE DOCUMENTS

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

Ref.	Title	Originator	Version	Date
R01	Use Cases-Operators of 3rd Countries Installation	SOFT-DEV	1.40	24/10/2024

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 16	TAXUD/2023/DE/1064	N/A	15/12/2023
A04	COMMISSION IMPLEMENTING REGULATION (EU) 2023/956 of 10 May 2023	European Commission	N/A	10/05/2023
A05	CBAM Graphical User Interface Specification - Operators of 3rd Countries Installation - 3rd Countries Installation Portal	SOFT-DEV	1.20	31/07/2024

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 Code	Combined Nomenclature code
CO2	Carbon Dioxide
COM	European Commission
COM Portal	European Commission’s Portal
DG TAXUD	Directorate General for Taxation and Customs Union
EC	European Commission
EU	European Union
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
HS Code	Harmonized System sub-heading code
ID	Identification number
ISIN	International Securities Identification Number
ITSM	Information Technology Service Management
NCA	National Competent Authorities

Abbreviation/Acronym	Definition
N/A	Not Available
O3CI	Operators 3 rd Countries Installation
O3CI Portal	Operators 3 rd Countries Installation Portal
PDF	Portable Document Format
SfA	Submitted for Acceptance
SfR	Submitted for Review
UI	User Interface

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
EC Authority	EC Authority for CBAM is the Commission.
CBAM Goods	Goods listed in Annex I of CBAM Regulation.
Third country	A country or territory outside the customs territory of the Union.
Third country Installation	A stationary technical unit where a production process is carried out in a third country. The place where the goods are produced.
Third country Operator	Any person who operates or controls an installation in a third country.
MS Authority	The Member State Competent Authority takes part in the CBAM ecosystem. When referring to the EC Authority, it is meant both EC Authority and MS Authority.
Specific direct emissions	Emissions per measurement unit of produced good.
Specific indirect emissions	Emissions from the production of electricity, which is consumed during the production processes of goods per measurement unit of produced good.

Table 4: Definitions

2 GENERAL INFORMATION

2.1 SYSTEM OVERVIEW

Carbon Border Adjustment Mechanism (CBAM) O3CI Portal is the interface offered to Operators of 3rd Countries installations to enter their respective Installations and Emissions data in CBAM.

In the context of O3CI, the following compartments are related to user interaction:

The Operators of 3rd Countries Installations Portal provides information to the following CBAM Portals:

- Commission Portal: this is devoted for all actions required by the commission related to Registration requests and Requests for Change submitted by the Operator;
- National Competent Authority Portal: this is devoted for all actions required by competent authorities for the Operators of 3rd Countries installations management.

2.2 AUTHORIZED USER PERMISSION

CBAM O3CI Portal is allowed to be used by Operator users. EU Access is used to manage the user access management for the Operator users. The instructions for EU Access are described in the homepage for the EU Login Frequently Asked Questions (FAQ): https://trusted-digital-identity.europa.eu/eu-login-help_en. Further details on the required roles and responsibilities can be found in section **3.3 Roles and Responsibilities**.

2.3 USER SUPPORT

CBAM Operator users need to contact their respective Service Desk both for business & technical issues. ITSM needs to be contacted for CBAM application specific issues.

2.4 SUPPORTED BROWSERS

The application is relying on the browser compatibility of the latest and the 2 previous versions of common web browsers (Google Chrome, Mozilla Firefox, Microsoft Edge Chromium, Safari). More information can be found on the browser compatibility page of eUI in the following link: <https://eui.ecdevops.eu/eui-showcase-dev-guide-17.x/docs/00b-general-infos/04-browsers-support>.

3 GETTING STARTED

3.1 ACCESS THE SYSTEM

Access to the CBAM O3CI Portal is established via EU Access. EU Login is used to authenticate CBAM Operator users.

Step #1: The user accesses the O3CI Portal (<https://cbam.ec.europa.eu/o3cinstallation>).

Step #2: The user is redirected to the application's EU Login authentication page, where the following information needs to be selected: email or unique identifier and password.

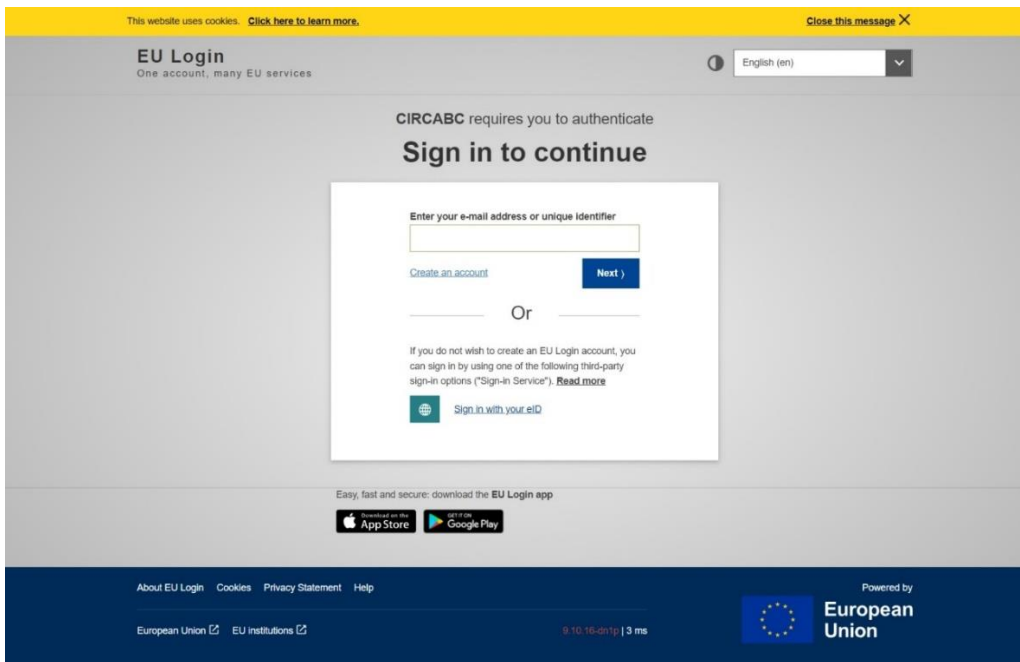


Figure 1: EU Login page

Step #3: Upon successful login, the user is redirected to CBAM Operator Portal Home page.

For more details on the EU Login registration procedure or the EU Access on-boarding procedure, please consult the User Registration Procedure for the Operators in the Third Countries, published on the Europa.eu website for the CBAM programme (https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en).

3.2 NAVIGATION MAP

The navigation map of O3CI portal is shown in the figure below.

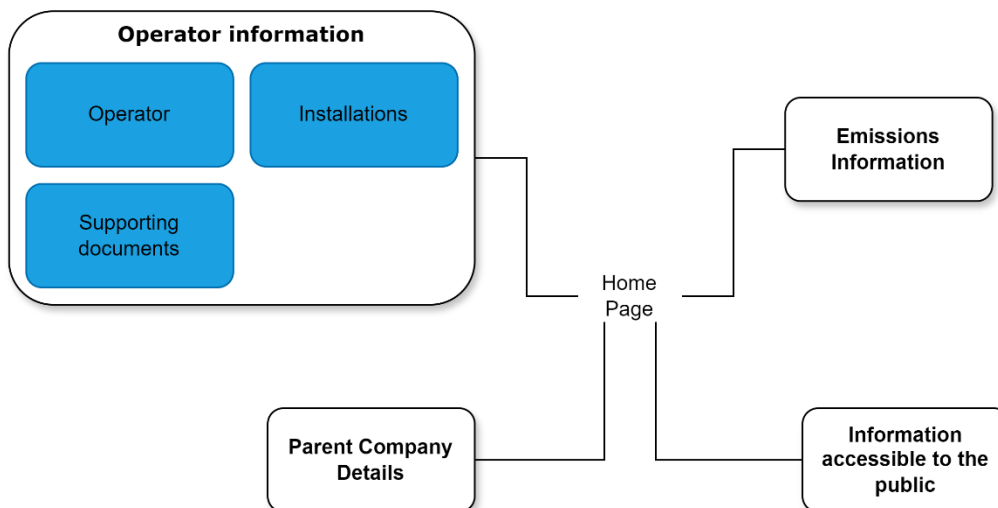


Figure 2: Navigation map of O3CI portal

3.3 ROLES AND RESPONSIBILITIES

The O3CI Portal is only accessible by Operator users. There are two user roles used in O3CI portal, as depicted in Table 5.

Roles	Pages/functionalties
Admin Operator	<p>This role is needed for any user connecting to the O3CI portal in order to write, amend and view data (i.e., can delete/submit requests (including registration requests and requests for change), add/edit/delete emission information). The Admin Operator role is to be requested during the on-boarding procedure in the EU Access system, described in the chapter 3.1 Access the System. Also, this role is required for the legal representative (general manager, CEO etc.) of a company from a third country in order to be able to delegate access rights to the employees of the company (delegate the simple operator role).</p> <p>It is strongly recommended to apply for both admin and simple operator roles.</p>
Simple Operator	<p>This role is needed for any user connecting to the O3CI portal in order to perform the same actions as the “Admin Operator” except the submission of any request and the add/edit/delete emissions functions. In order to submit requests and manage emission information a user must have an Admin Operator role.</p> <p>It is strongly recommended to apply for both admin and simple operator roles.</p>

Table 5: User roles in O3CI portal

3.4 GENERIC USER INTERFACE BEHAVIOURS

Below you can locate the general user interface guidelines.

- a) The fields with red asterisk are mandatory.

Country code *

This field is required

Figure 3: Mandatory fields indication

b) The number on the top-right corner of each field is the maximum number of characters.

Parent Company name *

 70

Figure 4: Maximum number of characters indication

3.5 GENERIC USER INTERFACE BEHAVIOURS

This section provides an explanation on the different generic user interface features that can be found on the CBAM portal. The following sections can be found: Header, Footer, Tooltips, Validation of a form, General error messages and Language.

3.5.1 Header

The header, which is displayed on each page, contains a button to display/hide the navigation menu, the European Commission logo, the title of the application, the logged-in username and the language selector. To change the language, the user can click on the displayed language and select the desired one in the menu.



Figure 5: Header

When clicking on the user icon, the user can log out and view the user information (identification number, name, country, assigned roles...).

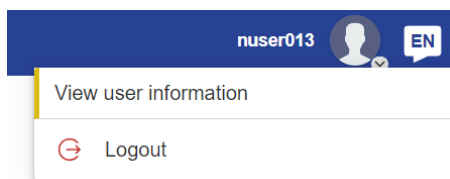


Figure 6: User details

3.5.2 Footer

The footer, which is displayed on each page, contains the “© European Commission” watermark, the indication of the current version of the system, a link to the privacy statement website of the European Commission, a link to the user manual and a link to the legal notice.

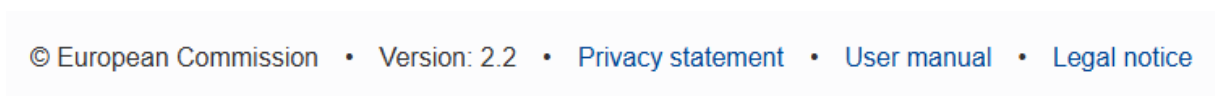


Figure 7: Footer

3.5.3 Tooltips


The tooltips are used to provide extra information on some elements. An info icon  indicates the availability of a tooltip, and the tooltip text appears when the user hovers over it with its cursor.



Figure 8: Tooltip

3.5.4 Validation of a form

When the user fills in a form, the system verifies that the data has been properly entered according to the given rules. The validation of a form is performed in two steps:

- **Syntactic validation**, performed at client-side;
- **Semantic / business validation**, performed at server-side.

The process is depicted in the figure below. Once the syntactic validation is successful, the semantic/business validation is performed (at submission of the form). If the latter is successful as well, the form is finally submitted.

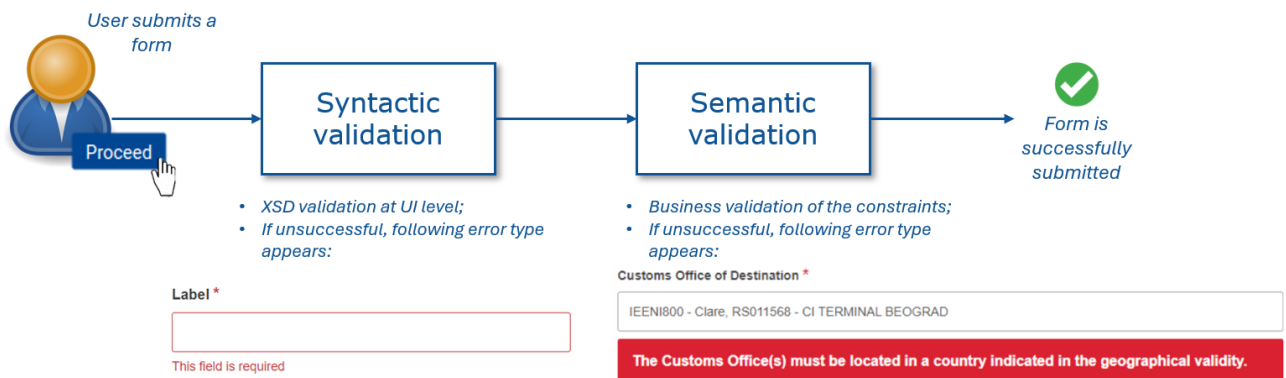


Figure 9: Validation of a form

3.5.4.1 Syntactic validation

With the syntactic validation, the following is checked: the cardinality (mandatory or optional) and the format of a field. A field is validated while the user types and when the user clicks on the "Submit" button. Such validation is directly visible in the user interface, while the user completes a form.

In case such validation is not satisfied, a corresponding message is displayed below the field, marked as invalid and highlighted in red.

Label *

This field is required

Figure 10: Text field in error due to syntactic validation

3.5.4.2 Semantic validation

With the semantic validation, the business rules are checked (e.g. one field out of two must be filled out, but not both). A field is validated only when the user clicks on the "Submit" button. Hence, such validation is not directly visible when the user completes a form; the user must submit the form to see the error message(s). In case a field is not correctly filled in according to the business rule(s), an error message in a red box appears under the data group or element.

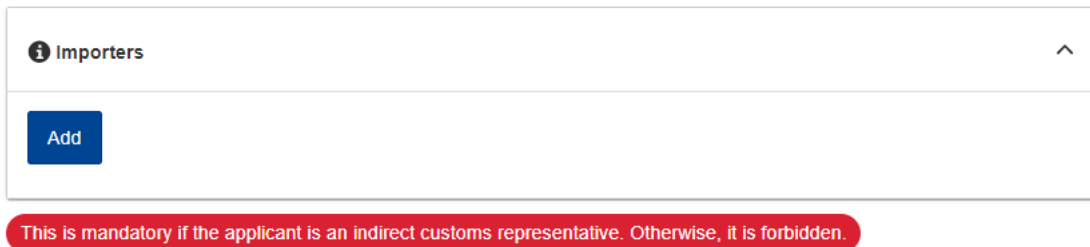


Figure 11: Text field in error due to semantic validation

3.5.5 General error messages

In case of a generic error from the system, a generic error message will be displayed at the top-right corner of the page as a pop-up notification.

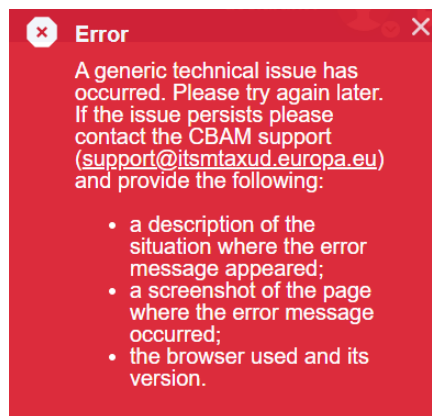


Figure 12: Example of an error message

The following error messages are displayed depending of the type of error that occurred:

Error type	Error message
Generic technical issue	A generic technical issue has occurred. Please try again later. If the issue persists, please contact the CBAM support (support@itsmtaxud.europa.eu) and provide the following:

	<ul style="list-style-type: none"> • a description of the situation where the error message appeared; • a screenshot of the page where the error message occurred; • the browser used and its version.
Access restriction	Access denied. You do not have permission to access this resource. If you believe this is an error, please contact the CBAM support (support@itsmtaxud.europa.eu).
Resource not found	Resource not found. Please try again later, and if the issue persists, please contact the CBAM support (support@itsmtaxud.europa.eu).

Table 6: General error messages

3.5.6 Language

The system is available in the different EU languages, which allows the user to use the system in their own language. Note that the translations are applied for each label and tooltip separately to provide a maximum of textual information in the language of the user. Hence, some labels might not be translated in the selected languages. By default, the selected language is the one previously chosen in the header, or if none is specified, it defaults to the browser’s language.

The user can manually change the language of the system from the header. More information is provided in the section “Header”.

3.6 BASIC SYSTEM FUNCTIONS

3.6.1 List and tables

Several list pages are present in the application. The following features are available to enhance the results’ consultation: pagination, sorting and filtering.

3.6.1.1 Pagination

The pagination capability can be available in editable and read only mode at the bottom of a list page or of a table.

The maximum number of results to display per page can be configured by the user. By default, 20 results are displayed per page. The user is allowed to choose between 10, 20, 50, 75 or 100 displayed results per page. A navigation bar allows navigating among the different pages.



Figure 13 : Pagination of a list

For data tables, the maximum number of entries shown is 5 per page of the data table.

Users can navigate through the pages using a navigation bar with hyperlinks. This allows moving sequentially (e.g., from page 1 to 2, then 2 to 3, etc.) using the previous and next buttons. If the user is on the first or the last page, the corresponding link is not active.

3.6.1.2 Sorting

The sorting capability can be available in edit and read only mode. When it is available, a clickable sorting icon is displayed next to the column title and will allow the user to sort the result in ascending or descending order. When enabled, the sorting is applied to the results of all pages.

By default, records with an empty value will be displayed at the bottom of the list when sorting on ascending order and at the top when sorting on descending order.

When sorting is done on alphanumeric fields, the order does not depend on the use of upper- or lower-case letters. Criteria related to a code list are sorted according to the code and not the description of the code.

Column 1 ↓	Column 2 ↕
Z	Data 1
A	Data 2

Figure 14: Sorting applied on the first column of a list

3.6.1.3 Filtering

The filtering capability can be available in edit and read only mode. When it is available, an editable field box is displayed below the column title and will allow the user to filter the results based on the entered value. The filtering is case insensitive.

Installation ID ↕	Installation name (In Latin characters) ↕	Country of establishment ↕	City ↕
<input type="text"/>	<input type="text" value="alumin"/>	<input type="text" value="Select"/>	<input type="text" value="Sh"/>
CN.000000000013001	Aluminium CN Extrusion	CN - China	Shenzen

Figure 15: Filtering applied

When wildcard search is activated, the user can search with the use of the percent (%) symbols to match any number of characters. Therefore, a query for which the installation name is Ce% will retrieve all installation names starting with "Ce".

Wildcard search is activated on the following pages:

- Installation list;
- Emission Information;
- Goods Produced.

Installation ID ↕	Installation name (In Latin characters) ↕	Country of establishment ↕	City ↕
<input type="text"/>	<input type="text" value="ce%"/>	Select	<input type="text"/>
CN.0000000000013002	Cement CN Installation	CN - China	Shenzen

Items per page:
 Showing 1–1 of 1

⏪ ◀ 1 ▶ ⏩

Figure 16: Filtering applied with wildcard search

3.6.2 Homepage

When connecting to the system, the user is automatically directed to the homepage. However, to come back to this page, the user can click on the “Homepage” button of the CBAM O3CI Portal menu (see section “Navigation Map”).

On this page, the user can see a set of widgets focusing on the elements requiring some attention.

3.6.2.1 Notifications widgets

The widgets “Unanswered notifications” and “Unread notifications” both provide a filtered view of received notifications.

The “Unanswered notifications” widget includes all notifications for which an answer is expected (i.e. “Request” = “Yes” and “Answered” = “No”). The “Unread notifications” widget includes all notifications for which the status is “Unread”.

From these widgets, the user can directly access a specific notification detail or view the complete list of notification by clicking on the title of the widget.

Note that in release CBAM 2.2, no notifications are present. However, this functionality will be used in a future version of the system.

3.6.3 Attachments

When an attachment is expected in an editable form, the user can add a new attachment by clicking on the “Add new” button above the attachments table.



Figure 17: Add new button

Then, the upload attachment capability allows the user to select a file using the dedicated button or drag and drop a file into the delimited upload area. The maximum allowed file size is 20MB, and java, python, and other executable scripts are not allowed.

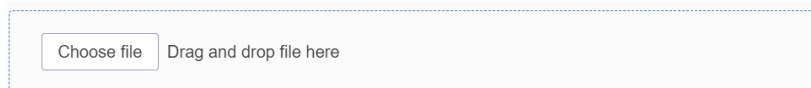


Figure 18: Upload attachment area with drag and drop capability

Once uploaded, the file information is displayed below the upload area, allowing to delete the file before adding the attachment in the user form. The user can also enter additional document information before inserting it in the form.

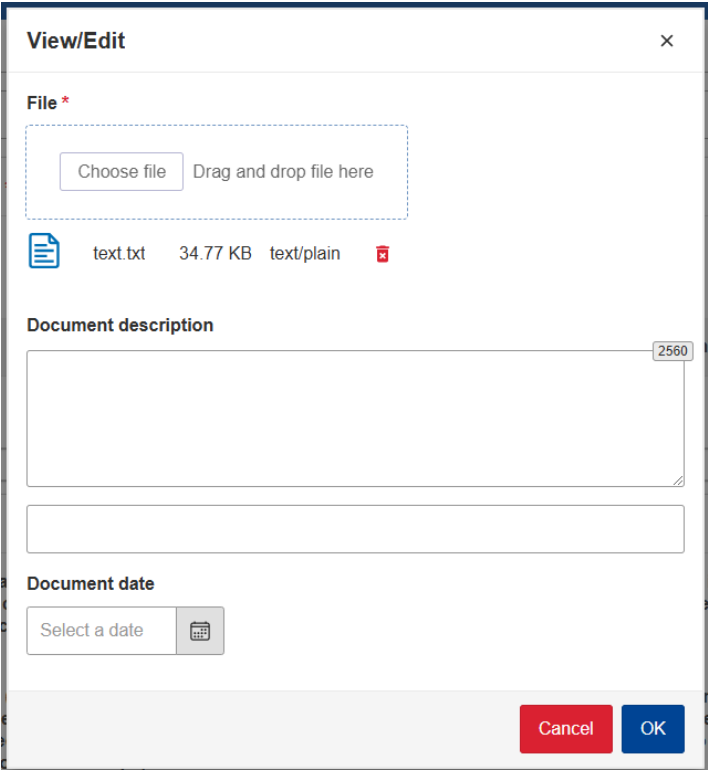


Figure 19: Upload of an attachment

The attached documents are displayed in a data table. In editable mode, the user can edit the document information, download the file and remove the document and its associated information. It is also possible to remove all documents by clicking on the “Remove all” button at the top of the table.

Attached documents

Document description	Document date	Functionality
Description of the document	20/08/2024	
Description 2	01/08/2024	

Figure 20: Editable view of the attachments

In read-only mode, the user can download the attached document, but they have no possibility to update the table.

3.6.4 Notifications management

To view the list of received notifications, the user can click on “Notifications list” in the “Notifications” drop-down of the CBAM COM menu (see section “[Navigation Map](#)”).

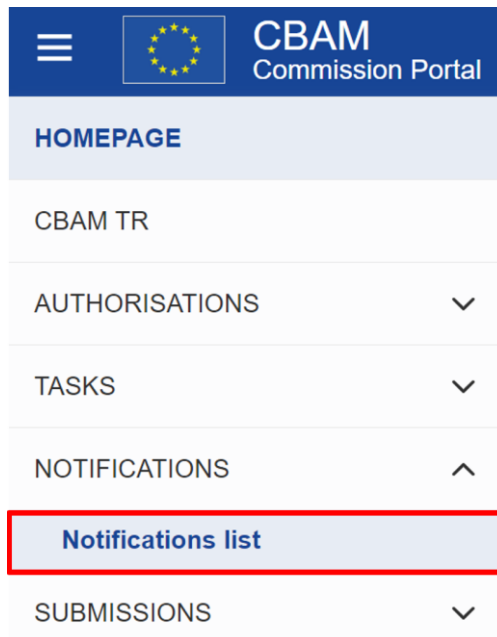


Figure 21: Notifications list button in the CBAM COM menu

The user is then redirected to the “Notifications list” page, displaying the list of all received notifications, with different information given in each column.

Notifications list

Number of unanswered notifications: 0

[Refresh](#)

Sender type	Sender identifier	Reference number	Notification subject	Business context	Request	Notification reception time	Expiry date	Status	Answered	Priority	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Luxembourg		APPL-LU-2024-CLE329282010593	Decision notification	Authorisation Management	No	13/11/2024 00:00		Unread			<input type="button" value="👁"/>
Luxembourg		APPL-LU-2024-NSD941027404557	Consultation request	Authorisation Management	No	12/11/2024 17:03		Unread			<input type="button" value="👁"/>
Luxembourg		APPL-LU-2024-IZM547769956409	Consultation request	Authorisation Management	No	12/11/2024 16:57		Unread			<input type="button" value="👁"/>
Luxembourg		APPL-LU-2024-JV2683827753452	Consultation request	Authorisation Management	No	12/11/2024 16:48		Unread			<input type="button" value="👁"/>

Figure 22: Notifications list the CBAM COM Portal

In particular, the list of notifications contains:

- The sender information (type and identifier). It can be either any country or an economic operator (identified with its EORI number).
- The reference number provides the reference number of the authorisation / certification / other, related to the task.
- The notification subject of the notification.
- The business context of the notification. In the case of the COM portal, it can be Authorisation management.
- The information related to the request notifications (*note that no request notifications are used in CBAM release 2.2*):
 - A boolean indicating whether the notification is a request;
 - The expiry date for the task to be completed;
 - A boolean indicating whether the notification has been answered.
- The status of the notification:
 - Unread: specifies that the notification has not been read by the user;

- Read: specifies that the notification has been read by the user. Note that as soon as the notification is opened, the notification is automatically marked as read.
- The priority of the notification, in case it has been indicated: “Low”, “Medium” or “High”.

For each displayed notification, the user can click on the related “View notification” button in the actions column of the table to view all the information of one specific notification.

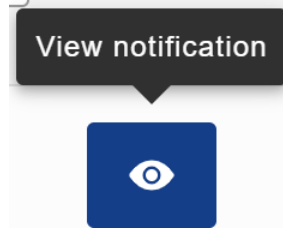


Figure 23: View notification button

3.6.5 Submissions management

To view the list of sent submissions, the user can click on “Submissions list” in the “Submissions” drop-down of the CBAM COM menu.

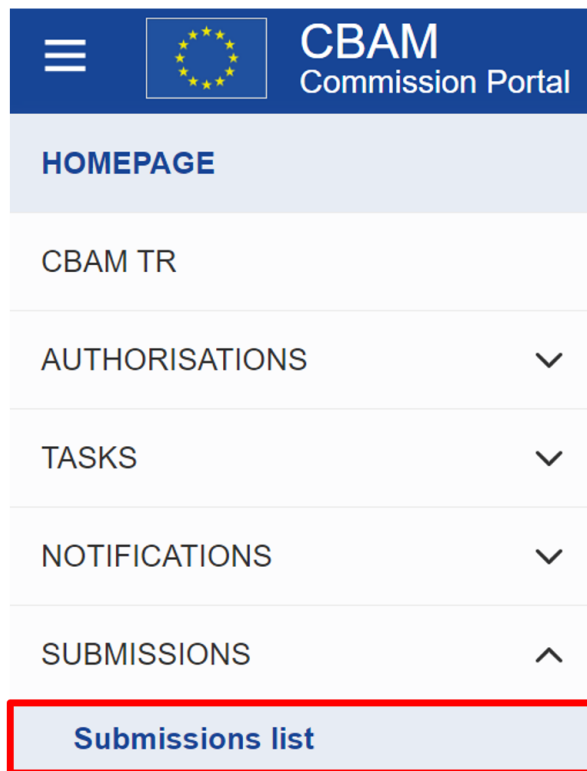


Figure 24: Submissions list button in the CBAM COM menu

The user is then redirected to the “Submissions list” page, displaying the list of all sent notifications, with different information given in each column.

Submissions list

Refresh

Recipient type ↓↑	Recipient identifier ↓↑	Reference number ↓↑	Submission subject ↓↑	Business Context ↓↑	Sent time ↓↑	Priority ↓↑	Actions
<input type="text"/>	<input type="text" value="255"/>	<input type="text" value="256"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
LU - Luxembourg		APPL-LU-2024-JNL307808128146	Consultation Feedback (Type A)	Authorisation Management Module	09/10/2024 12:28		
LU - Luxembourg		CBAM-LU-2024-EE116040957441	Consultation Extension Request	Authorisation Management Module	09/10/2024 12:26		
LU - Luxembourg		APPL-LU-2024-RNA656394111754	Consultation Extension Request	Authorisation Management Module	09/10/2024 12:23		

Figure 25: Submissions list in the CBAM COM Portal

The submission is related to a notification sent to another actor with some submitted information from the commission.

In particular, the list of submissions contains:

- The recipient information (type and identifier when applicable): the recipient to which the notification has been sent. In case of a country or the commission, the identifier is not applicable.
- The reference number corresponds to the reference number of the object (e.g. application, authorisation) related to the sent notification.
- The subject of the submission.
- The business context of the sent notification. In the case of the COM portal, it can be Authorisation management.
- The sent time: the date and time at which the submission has been provided.

For each displayed submission, the user can click on the related “View submission” button in the actions column of the table to view all the information of one specific submission.

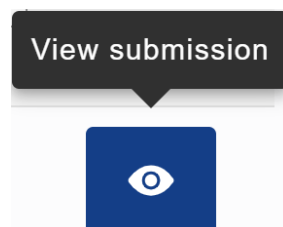


Figure 26: View submission button

3.7 EXIT O3CI PORTAL

When the user wants to exit the CBAM Operators 3rd Countries Installation Portal, the user must click on the “Logout” button located in the “Account” block, on the right side of the header of the system.



Figure 27: Logout button

4 USING THE SYSTEM AS OPERATOR USER

This section describes the main actions that a CBAM operator user can perform in the CBAM O3CI Portal. There are two roles the “Admin Operator” and the “Simple Operator”

- The “Admin Operator” O3CI user can write, amend and view data (i.e., can delete/submit requests (including registration requests and requests for change), add/edit/delete emission information);
- The “Simple Operator” O3CI user can perform the same actions as the “Admin Operator” except the submitting of any request and the add/edit/delete emissions functions.

When there is no distinction between the user and only “user” is mentioned, then any of the above users can perform the actions.

When only one user is allowed to perform a specific action, this is explicitly mentioned in the document.

Please note that ‘All’ in the column “Rights” in the following table means that both “Admin Operator” and “Simple Operator” user roles can perform the UI actions. In any other case it is explicitly mentioned the permission that can perform the specific action.

UI Menu options	Rights
Operator Information - Operator Tab <ul style="list-style-type: none"> • View Operator details • Create/ Edit Operator details 	All
Operator Information - Installation Tab <ul style="list-style-type: none"> • View Installations list • Search Installations • View Installation details • Add Installation • Edit Installation • Delete Installation 	All
Operator Information – Supporting documents Tab <ul style="list-style-type: none"> • View Supporting documents • Download Supporting documents • Add Supporting documents • Delete Supporting documents 	All
Emissions Information <ul style="list-style-type: none"> • View list of Emission Information • Search Emission Information • View Emission Information details 	All
Emissions Information <ul style="list-style-type: none"> • Add Emission Information • Edit Emission Information • Delete Emission Information 	Admin Operator

UI Menu options	Rights
Parent Company details <ul style="list-style-type: none"> View Parent Company Details Edit Parent Company Details 	All
Information Accessible to the Public <ul style="list-style-type: none"> View data accessible to the public Edit data accessible to the public (toggle button) 	All
Operator Information – Request actions <ul style="list-style-type: none"> Submit Registration Request Delete Registration Request 	Admin Operator
Disclosure Information <ul style="list-style-type: none"> Add/Edit/Submit disclosure 	Admin Operator
Disclosure Information <ul style="list-style-type: none"> View disclosed information 	All

Table 7: Operator user Role – UI menu options vs. rights

4.1 STATES INFORMATION

The section below describes the different operator states for registering an Operator and presents how the different states are triggered in O3CI portal.

4.1.1 States description

The following table shows the list of states that an Operator can obtain through the evaluation cycle along with their respective descriptions.

State	Description
New	Not a CBAM Registered operator. To become a CBAM Registered Operator, the operator must complete and submit a "Registration Request" to the Commission via the "Operator Information" option.
Registration requested	Registration request has been successfully submitted and is pending approval by the Commission. The user can view the request under the "Operator Information" section.
Registered	A CBAM Registered Operator can create and send OR edit and send a "Request for Change" to update or correct any information related to the operator or the installations.
Update Requested	A CBAM Registered Operator. A request for change has been successfully submitted and is pending approval by the Commission. The user can view the request in the "Operator Information" section.
Deregistration requested	<i>A CBAM Registered Operator who has submitted a "Deregistration Request" that is pending approval by the Commission. Until it is approved, the user can view the "Operator Information" but cannot initiate any new requests for change – Out of scope for CBAM release 2.2.</i>

State	Description
Right to be heard	A CBAM Registered Operator. The Commission has submitted a request to deregister the operator and has received the details via notification and email. The user must follow the instructions provided in the notification to submit their feedback, allowing the Commission to determine whether the deregistration should be finalized – Out of scope for CBAM release 2.2.
Deregistered	Operator has been Deregistered from CBAM. In case the user needs to register again the user must submit a registration request from scratch – Out of scope for CBAM release 2.2.

Table 8: CBAM Operator - List of states

4.1.2 States transition diagram

The following State Transition Diagram depicts the full lifecycle of a CBAM Operator.

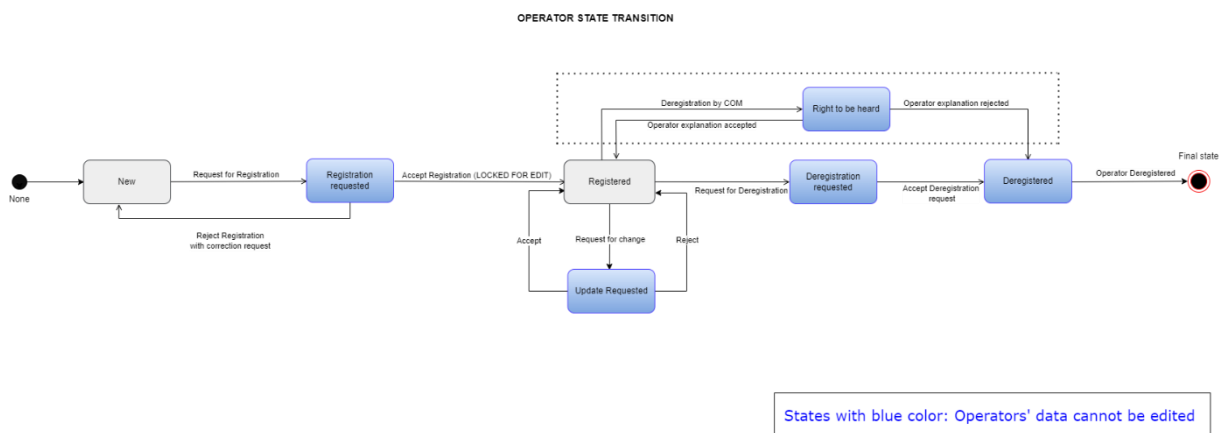


Figure 28: Operator Transition Diagram

The following table shows the initial state and the resulting state of the CBAM Operator, along with the action that triggers the state transition.

Initial state	Action	Triggered in	Resulting state
New	<ul style="list-style-type: none"> Delete Registration request Save Changes in request Rejected by Commission 	Operator Information (see Section: 4.3.1, 4.3.2)	New
New	<ul style="list-style-type: none"> Submit Registration request 	Operator Information (see Section: 4.3.3, 4.3.4)	Registration requested
Registration requested	<ul style="list-style-type: none"> Rejected by Commission 	Operator Information (see Section: 4.3.4)	New
Registration requested	<ul style="list-style-type: none"> Accepted by Commission 	Operator Information (see Section: 4.3.5)	Registered
Registered	<ul style="list-style-type: none"> Save Request for change Delete Request for change 	-	Registered

Initial state	Action	Triggered in	Resulting state
Registered	<ul style="list-style-type: none"> Submit request for change 	Operator Information (see Section: 4.3.6)	Update requested
Update requested	<ul style="list-style-type: none"> Rejected by Commission Accepted by Commission 	Operator Information (see Section: 4.3.7)	Registered
<i>Registered</i>	<ul style="list-style-type: none"> <i>Deregistration request</i> 	<i>Out of scope for CBAM release 2.2</i>	<i>Deregistration requested</i>
<i>Deregistration requested</i>	<ul style="list-style-type: none"> <i>Accepted by Commission</i> 	<i>Out of scope for CBAM release 2.2</i>	<i>Deregistered</i>
<i>Registered</i>	<ul style="list-style-type: none"> <i>Deregistration request by Commission</i> 	<i>Out of scope for CBAM release 2.2</i>	<i>Right to be heard</i>
<i>Right to be heard</i>	<ul style="list-style-type: none"> <i>Operator explanation accepted (by Commission)</i> 	<i>Out of scope for CBAM release 2.2</i>	<i>Registered</i>
<i>Right to be heard</i>	<ul style="list-style-type: none"> <i>Operator explanation rejected (by Commission)</i> 	<i>Out of scope for CBAM release 2.2</i>	<i>Deregistered</i>
<i>Deregistered</i>	<ul style="list-style-type: none"> <i>Re-register</i> 	<i>Out of scope for CBAM release 2.2</i>	<i>New</i>

Table 9: Operator state transitions

4.2 O3CI PORTAL HOME PAGE

Once a user is logged in to the CBAM O3CI Portal, the Portal home page is shown.

In case the operator user logs into the portal for the first time to submit their registration request, the system displays the available options with an information text to guide the new user to submit a registration request. The options available in this case are:

- Operator Information:** When selected, the user can view the information of the Operator and their installations and initiate a registration request (if new Operator) or a Change Request (if Registered Operator);
- History:** With selected the user can view the history of the Operator's information updates. This functionality is out of scope for this release;
- Notifications:** When selected the user can view all the Notifications which are sent/ received from other systems and are visible to the Operator. This option is deactivated because it is out of scope for this release;
- Parent company details:** In case there is a Parent Company where the Operator company belongs to, it is possible to fill in this information by selecting this option.

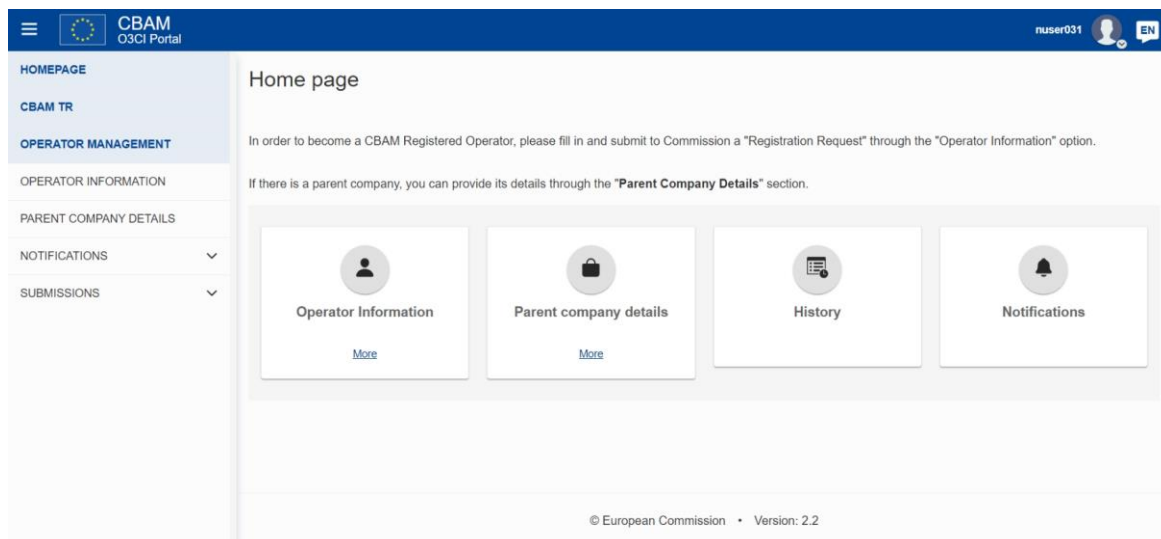


Figure 29: O3CI Home page - New user

In case the user is a registered Operator, in addition to the above the following options are also available:

1. **Information accessible to the public:** This option allows the user to choose which Operator information will be made accessible to the public;
2. **Emissions information:** This option allows the user to add, edit, delete or view emissions information;
3. **Disclosure information:** This option allows the user to select which operator and installation details, along with the associated emissions data (excluding the emissions qualifying parameters), will be disclosed to specific declarants.

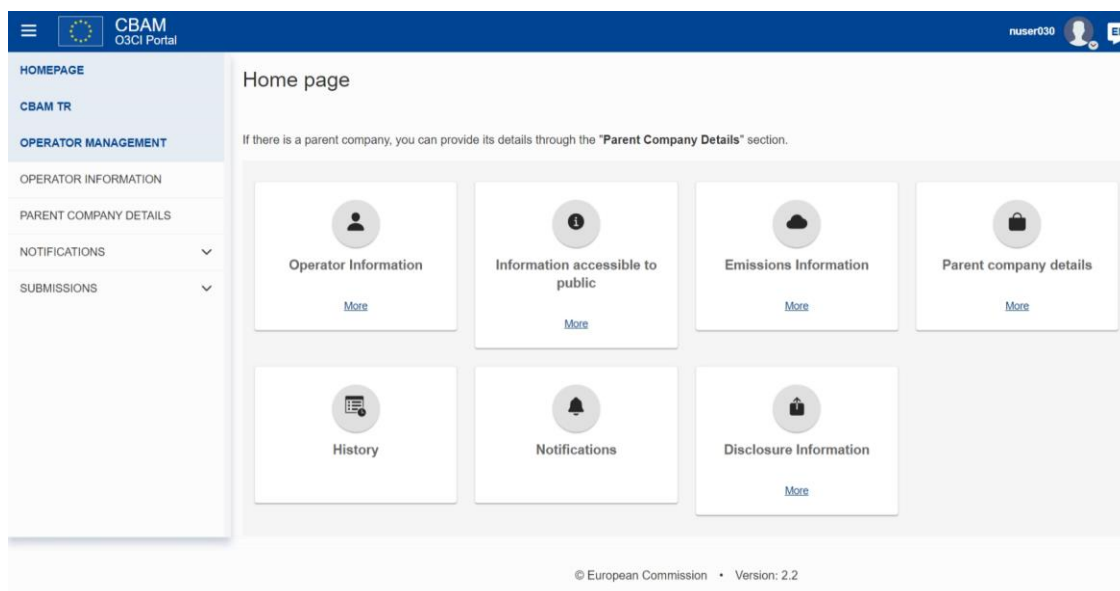


Figure 30: O3CI Home Page – Registered operator

4.3 OPERATOR INFORMATION

The “Operator Information” item is accessible to the Operator user role.

Using the “Operator Information” functionality an operator can provide details of an installation including the company which belongs to and its location, corresponding contact persons, name economic activity and location of the installation as well as any supporting document information (such as registration certificates of the operator, location documents, maps etc).

By clicking on the “Operator Information” item from the left menu, the user can see three separate tabs, i.e., “Operator”, “Installations” and “Supporting documents”.

At the top of the “Operator Information” form, next to the page title, the UI elements presented below are provided:

1. State: this field is auto populated and shows the state of the Operator (e.g. “New”, “Registered”, etc), a complete description of the available states is provided in section **4.1 States Information**;
2. Type of request: when no request has been initiated the field is not shown, but when a request has been initiated the field is auto populated with the type of request (i.e. “Registration Request” or “Request for Change”);
3. Type of action: the buttons which propose actions are dynamically generated depending on the state and type of request by the user. For more information see also the scenarios of operation, below (see Sections **4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 4.3.6, 4.3.7**).

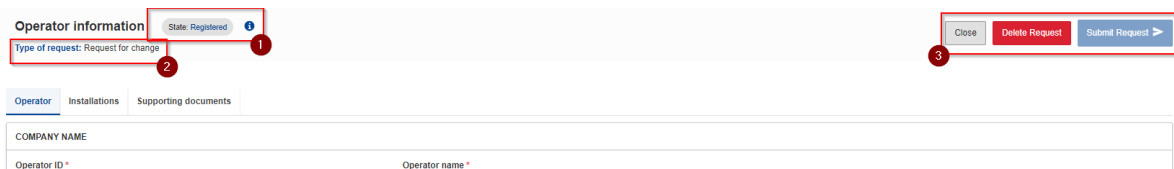


Figure 31: UI elements located at the top of the Operator Information page

When a user has saved a request for change, an information text is displayed with a toggle button on its right, below the aforementioned action buttons.

This toggle button allows the user to switch between different sets of information displayed in the “Operator” and “Installations” tab.

When the toggle button is disabled:

- The focus is on the “Operator” tab;
- The data shown in the “Operator” and “Installations” tabs are the latest versions approved by the Commission;
- A text that informs the user that the data visible is the registered operator information;
- The “Continue Request for change” button is deactivated.

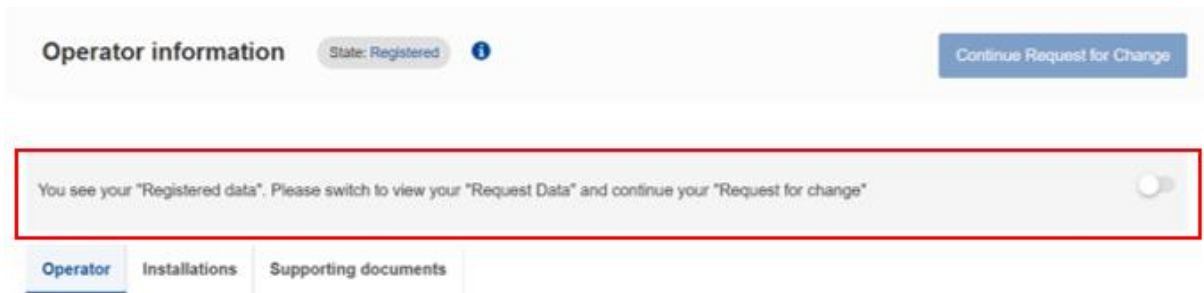


Figure 32: Toggle button to switch between Request data and Request for change disabled

When the toggle button is enabled:

- The focus is on the “**Operator**” tab;
- The “**Operator**” and “**Installations**” tabs display that data saved in the current request for change;
- A text that informs the user that the data visible is the registered operator information;
- The “**Continue Request for change**” button becomes active.

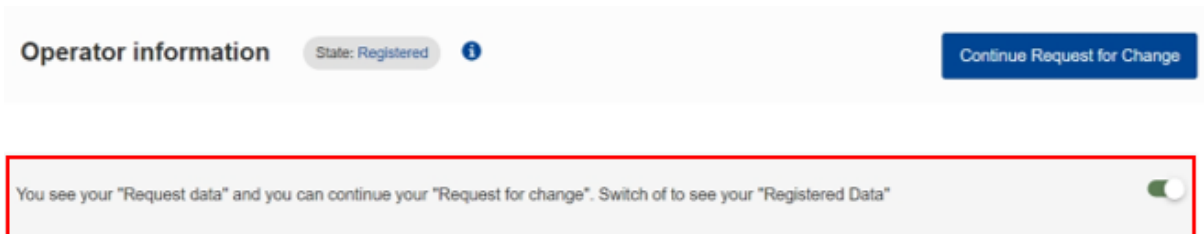


Figure 33: Toggle button to switch between Request data and Request for change enabled

In the “**Operator**” tab the user can enter the operator details such as “Company Name” details which include “Operator ID” and “Operator name” - both fields are read-only, and their values are obtained from the EU Access. Next, the “Address” group of data includes: the “Country code” (a read only field obtained from EU Access), “Sub-division”, “City”, “Street”, “Street additional line”, “Number Postcode”, “P.O. Box”. The Operator tab is completed with the details of the contact persons namely “Contact details” which include the “Name”, “Phone number” and “E-mail”. There can be up to nine (x9) contact persons per operator.

Note: When adding the company details, in the case there is no street name or number, and only a P.O. Box is provided, the user will enter "N/A" and the P.O. Box in the address fields. For the installation address, the CBAM Regulation mandates a complete address, the same approach as above is applied. For countries without postal codes, ‘0000’ will be used as the post-code.

The screenshot shows the 'Operator information' tab with a 'Start Registration Request' button in the top right. Below the header, it states 'The data shown below pertains to Registered data'. There are three tabs: 'Operator', 'Installations', and 'Supporting documents'. The 'Operator' tab is active, showing three sections:

- COMPANY NAME:** Fields for 'Operator ID *' (with a '12' character limit) and 'Operator name *' (with a '128' character limit).
- ADDRESS:** Fields for 'Country code' (dropdown), 'Sub-division' (with a '25' character limit), 'City *' (with a '25' character limit), 'Street' (with a '25' character limit), 'Street additional line' (with a '128' character limit), 'Street number' (with a '25' character limit), 'Postcode' (with a '12' character limit), and 'P.O. Box' (with a '12' character limit).
- CONTACT DETAILS:** Fields for 'Name *' (with a '128' character limit), 'Phone number *' (with a '38' character limit), and 'E-mail *' (with a '256' character limit).

At the bottom, there is a footer: '© European Commission • Version 2.1 • Privacy Statement'.

Figure 34: Operator Tab

In the **“Installations”** tab the user can enter the details of each installation.

The O3CI user views the list of Installations and depending on the case (see also scenarios of operation below) the following options are available:

- **“View Installation”:** This button redirects to the Installation details page, where the user can view only the selected installation;
- **“Edit Installation”:** This button redirects to the Edit Installation page. This button is only available if a request has been initiated. Once the user clicks the specific installation ID from the installation list, the Installation details page is displayed in edit mode;
- **“Delete Installation”:** This button deletes the selected installation. This button is only available if a request (“Registration request” or “Request for change”) has been initiated.

There can be up to x999 installations per operator.

The screenshot shows the 'Operator information' tab with the 'Installations' tab selected. It displays a table with the following columns: 'Installation ID', 'Installation name', 'Country of establishment', and 'City'. The table is currently empty, showing 'No data'. Below the table, there is a 'Items per page' dropdown set to '20' and navigation arrows.

Figure 35: Installations tab - List of Installations

The details of the installation can be added / edited in the next screen (see also sections 4.3.3, 4.3.6 below).

“General Info” data group includes the **“Installation ID”** (a read-only field that is filled by the system), Installation Name and Economic activity (containing one of the values: **“Aluminium”**, **“Cement”**, **“Chemicals”**, **“Electricity”**, **“Fertilizers”**, **“Iron & Steel”**).

“Address” data group includes location information for the installation, namely the **“Country of establishment”** (a read-only field obtained from EU Access), **“Sub-division”**, **“City”**, **“Street”**, **“Street**

additional line”, “Street number”, “Post-code”, “P.O. Box”, “UNLOCODE”, “Latitude”, “Longitude”, “Type of coordinates” (“GPS” or “GNSS”).

Note: When adding the company details, in the case there is no street name or number, and only a P.O. Box is provided, the user will enter "N/A" and the P.O. Box in the address fields. For the installation address, the CBAM Regulation mandates a complete address, the same approach as above is applied. For countries without postal codes, ‘0000’ will be used as the post-code.

“**Representative**” data group includes the “Name”, “Phone number” and “E-mail” of the representative. By clicking the “Add representative” button the details of the representative are inserted and linked to the installation. The user can add up to nine (x9) representatives per installation.

Figure 36: Installations tab - Installation details

The user using the “**Supporting documents**” tab can upload document information for the operator (e.g., registration certificates of the operator, location documents, maps etc).

By clicking the “Add documents”, the user can enter an overall description of the supporting document in the “Description” field. In the “Document type” field the user can enter the available types of the document required to be transmitted to the European Commission in order to validate the operator and installation details. The following type of documents can be submitted by the operator:

- Registration Certificate of Operator: Verifies the operator's legal registration, including essential company details;
- Installation Registration: Information on the establishment of the installation, ownership/control structure, primary economic activity, and necessary operating permits;
- Installation Location: Documentation proving each installation's location under the operator's control, with complete address details and geographical coordinates (longitude and latitude with six decimals);

- Additional Documents: Any specific documents related to requested changes (e.g., change of address forms or updated ownership documents).

Finally, the user can select and upload a file to the system by selecting the option “Upload”.

By clicking the “Add documents” button the user can add up to nine (x9) supporting documents per operator.

Figure 37: Supporting documents tab

Below are the constraints for consideration when adding supporting documents:

- The total size of the uploaded supporting documents cannot exceed 200MB;
- The document types that are allowed for upload are: PDF, DOC, DOCX, XLS, XLSX, JPEG;
- The maximum file size: 20MBs.

The system shows the total available space for upload. At this point it is important to note that: **“It is strongly recommended to upload supporting documents in English language. Supporting documents which are not in English language may result in delays in the Operator's registration in CBAM”**.

The next sections describe indicative actions performed by the user through the UI in O3CI portal to handle Operator Information:

- New user creates and saves operator information (registration request not yet submitted);
- New Admin user deletes the registration (registration request not yet submitted);
- New user updates and submits a registration request;
- User views registration request rejected by the Commission and resubmits corrected registration request;
- User views registration request accepted by the Commission;
- User submits a Request for change;
- User views rejected request for change and resubmits corrected request for change.

4.3.1 New user creates and saves information (registration request not yet submitted)

1. User accesses the system for the first time and is redirected to the “Home page”. The available options are “Operator Information” and “Parent Company details” (see Figure 29: O3CI Home page - New user). The user selects the “Operator Information” option;
2. On the top of the “Operator Information” page, the field “State” contains the value “New” and on the right side the option “Start Registration Request” is displayed;



Figure 38: New user creates registration request – State information

3. The Admin user clicks the button “Start Registration Request” to start entering the operator information. The button “Start Registration Request” is hidden and the following buttons are activated on the top of page: “Close”, “Delete Request”, “Submit Request”. The field “Type of request” now contains the value “Registration Request”;

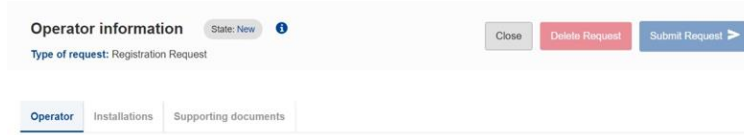


Figure 39: Admin user creates registration request – Available actions

The Simple user clicks the button “Start Registration Request” to start entering the operator information. The button “Start Registration Request” is hidden and the following button is activated on the top of page: “Close”. “The field “Type of request” now contains the value “Registration Request.

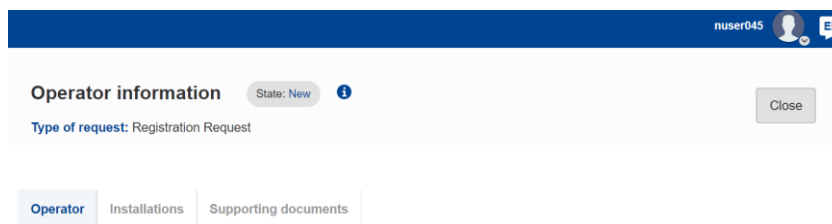


Figure 40: Simple user creates registration request – Available actions

4. User enters the details of the company, address, contact details in the “Operator” tab;
5. When user fills in all the mandatory fields in the “Operator” tab, the button “Save & Proceed” at the bottom of the page is activated. The user clicks this button to store the operator information and navigate to the other tabs (“Installations”, “Supporting documents”) and fill the appropriate data;

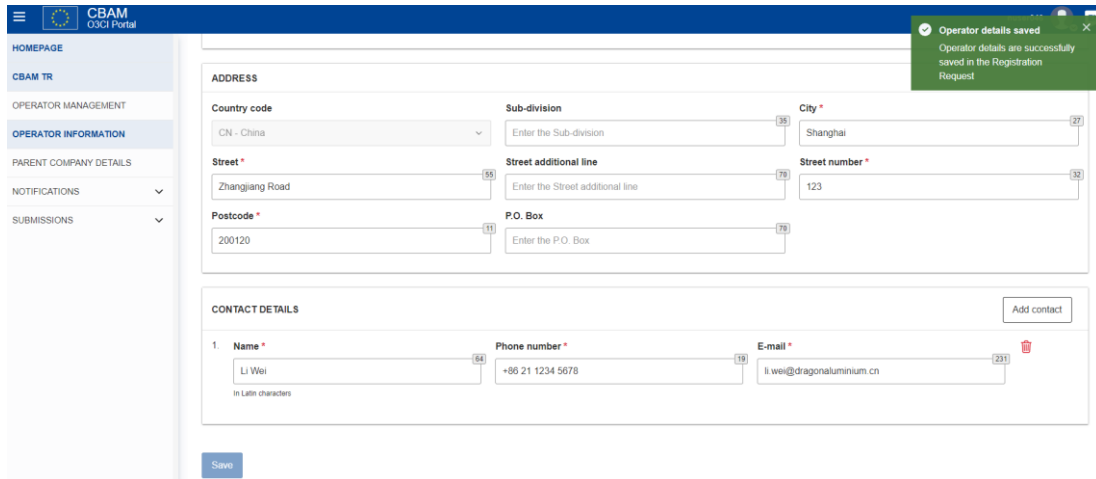


Figure 41: New user creates registration request – Operator Tab

6. User clicks the “Close” button to exit the page without submitting the registration request. If there are any unsaved data, the system asks the user for a confirmation to notify that unsaved data will be lost, else no notification is provided;

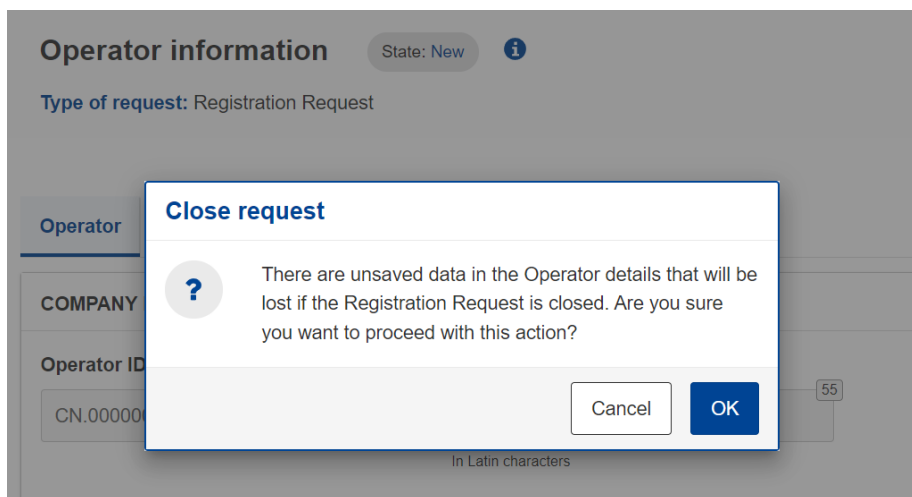


Figure 42: New user creates registration request - Close request confirmation

7. After the Admin user clicking the “Close” button, the system hides the following buttons at the top of page: “Close”, “Delete Request”, “Submit Request”. The button “Continue Registration Request” is activated. The operator state remains: “New”.

After the Simple user clicking the “Close” button, the system hides the “Close” button at the top of page. The button “Continue Registration Request” is activated. The operator state remains: “New”.

The data shown below pertains to Registered data

Operator information State: New ⓘ [Continue Registration Request](#)

Operator | Installations | Supporting documents

COMPANY NAME

Operator ID * CN.0000000000013 (1)
Operator name * TEST LEGAL NAME CN013 (49)
In Latin characters

ADDRESS

Country code CN - China (v) Sub-division Enter the Sub-division (35) City * Enter the City (35)

Street Enter the Street (70) Street additional line Enter the Street additional line (70) Street number Enter the Street number (35)

Postcode Enter the Postcode (17) P.O. Box Enter the P.O. Box (70)

CONTACT DETAILS

Name * Enter the Name (70) Phone number * Enter the Phone number (35) E-mail * Enter the E-mail (256)
In Latin characters

Figure 43: New user creates registration request – Updated Operator tab

4.3.2 New Admin user deletes the registration (registration request not yet submitted)

As stated above, only the Admin user is able to delete the registration. Therefore, the following steps apply only for the Admin user.

1. The Admin user accesses the system and is redirected to the “Home page” (see Figure 29: O3CI Home page - New user). The user selects the “Operator Information” option;
2. The Admin user selects the “Operator Information” option from the menu. The field “State” on the top of the “Operator Information” page contains the value “New”, i.e., some data has been entered in the system but no registration request has been submitted to the Commission (via COM portal). The available action is “Continue Registration Request”;

Operator information State: New ⓘ [Continue Registration Request](#)

Figure 44: New user deletes registration request – State information

3. Admin user clicks the button “Continue Registration Request” to continue entering the operator’s values. The “Continue Registration Request” button is hidden and the following buttons are activated at the top of page: “Close”, “Delete Request”, “Submit Request”. The field “Type of request” now contains the value “Registration Request”;



Figure 45: New user deletes registration request – Available actions

- Admin user clicks the “Delete Request” button at the top of the page. The system displays a confirmation dialog asking the user to confirm. Upon the confirmation from the user all request data are deleted and the next time the user starts filling the request again all fields will be empty except those whose values are copied from EU Access (Operator ID, Operator Name, Country code). The operator state remains: “New”.

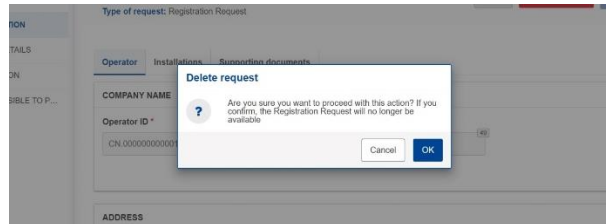


Figure 46: New user deletes registration request – Delete request confirmation

4.3.3 New user updates and submits a registration request

- New user accesses the system, is redirected to the “Home page” (see Figure 29: O3CI Home page - New user) and select the “Operator Information” option;
- The field “State” on the top of the page contains the value “New”, some data has been entered in the system (see previous paragraph) but no registration request has been submitted to the Commission (via COM portal);



Figure 47: New user updates and submits registration request – State information

- The Admin user clicks the button “Continue Registration Request” to continue filling the operator’s information. The field “Type of request” contains now the value “Registration Request”. The “Continue Registration Request” button is hidden and the following buttons are activated at the top of page: “Close”, “Delete Request”, “Submit Request”;



Figure 48: New Admin user updates and submits registration request – Available actions

The Simple user clicks the button “Continue Registration Request” to continue filling the operator’s information. The field “Type of request” contains now the value “Registration Request”. The “Continue Registration Request” button is hidden and the “Close” button is activated at the top of page.

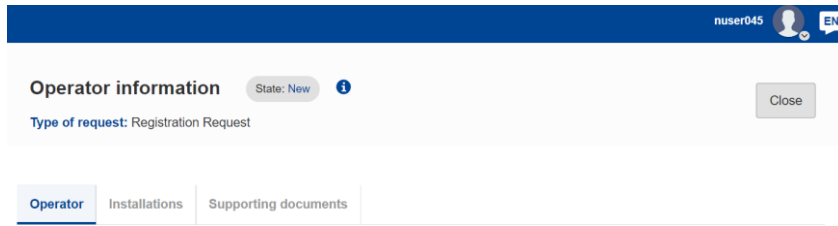


Figure 49: New Simple user updates and submits registration request – Available actions

4. User clicks on the “Installations” tab and fills the appropriate information. The system displays the contents of the “Installations” tab. If there are no added installations in the Registration request, the available action is: “Add installation”. If there are already added Installations in the List of Installations, the available actions are: “Add Installation”; “View Installation”; “Edit Installation” and “Delete Installation”. In this case there are no installations added;

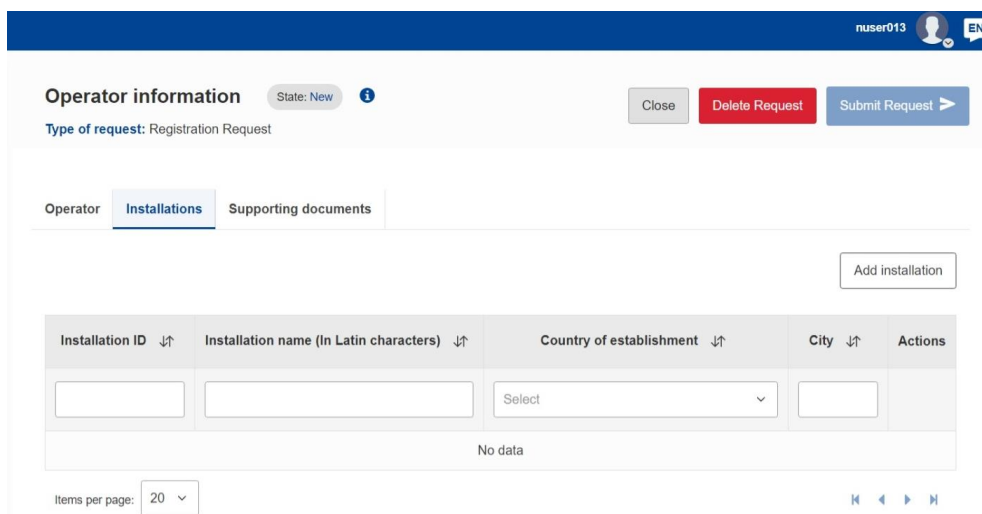




Figure 50: New user updates and submits registration request – List of installations

5. User clicks on the “Add Installation” button to enter the details of an installation. When all the mandatory fields are completed then the button “Add installation” is activated at the bottom of the page and a confirmation message is displayed to the user;

nuser013  EN

< Back

 Add Installation

Details | History

GENERAL INFO

Installation Name * 234 Economic activity 20

In Latin characters

ADDRESS

Country of establishment 20 Sub-division 20 City * 28

Street * 63 Street additional line 47 Street Number * 33

Postcode * 12 P.O. Box * 68

UNLOCODE * 20 Latitude * 8 Longitude * 9

Type of coordinates * 20

REPRESENTATIVE


Name * 48 Phone number * 24 E-mail * 239 

Figure 51: New user updates and submits registration request – Installation details

6. The installation is shown in the Installation list of the Installations tab. Following the same process described in previous step, the user can add more installations;

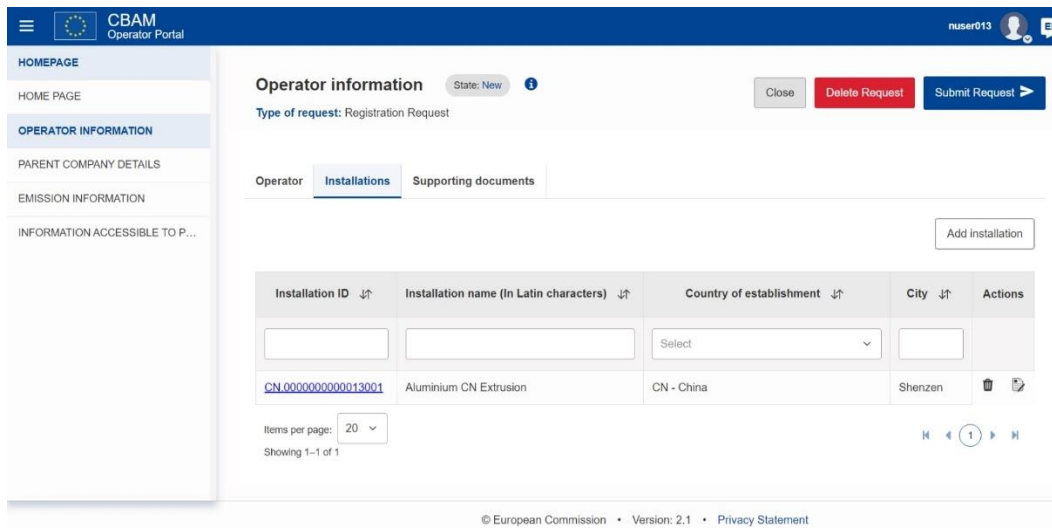


Figure 52: New user updates and submits registration request – Installation list (updated)

7. User can also fill the “Supporting documents” tab, if necessary. By clicking the “Add documents” button, the user enters the details and uploads an electronic copy of the supporting document. A confirmation message is displayed to the user;

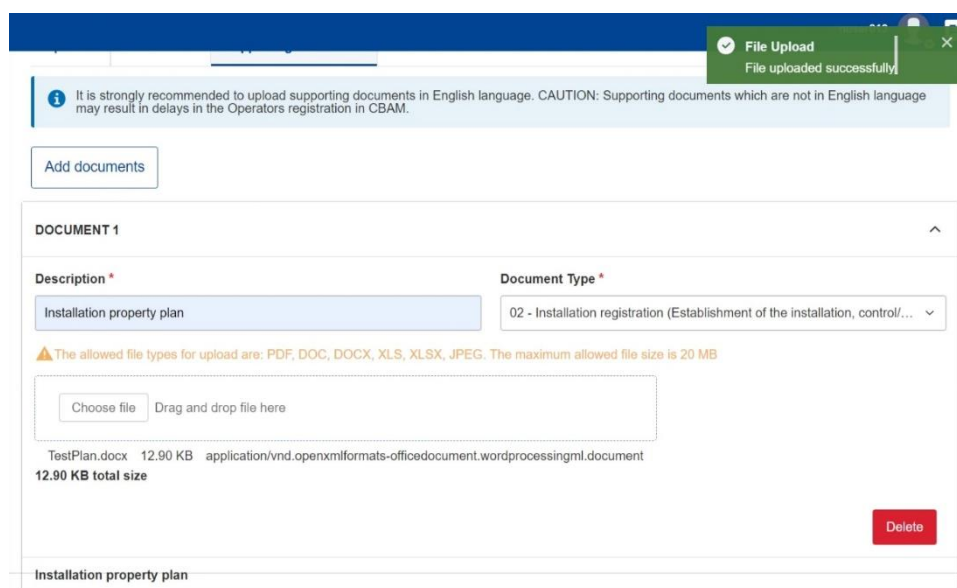


Figure 53: New user updates and submits registration request – File upload confirmation

8. Following the same process described in previous step, the user can provide additional supporting documents;
9. Only Admin user can select the “Submit Request” button at the top of the page. The system displays a confirmation dialog asking the user to confirm if the user wants to proceed with the submission of the Request to the Commission (via COM portal). Upon confirmation the values are submitted to the system and waiting for confirmation from the commission user in COM portal. The state of the operator is now: “Registration Requested”.

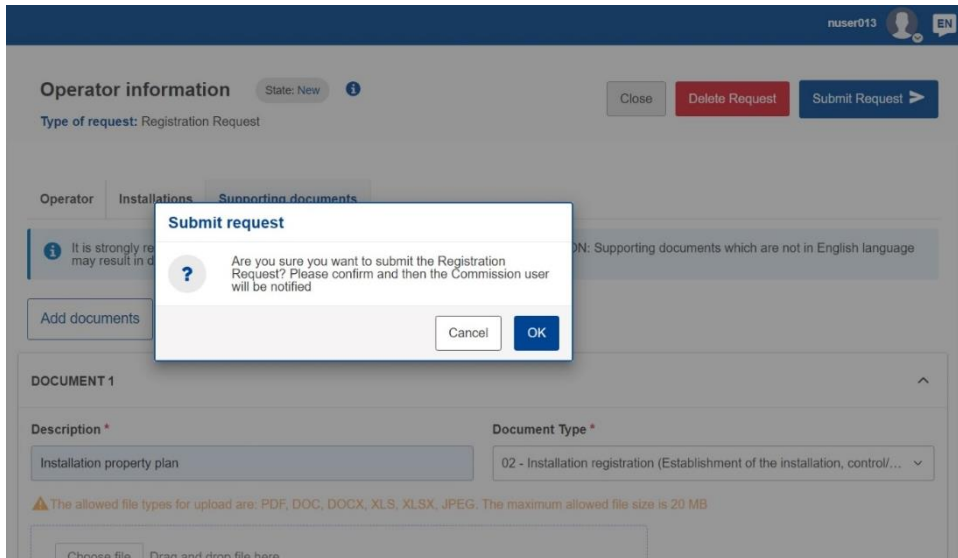


Figure 54: New Admin user updates and submits registration request – Submit request

4.3.4 User views registration request rejected by the Commission and resubmits corrected registration request

1. User accesses the system and is redirected to the “Home page”. The options available for the new user are shown in Figure 29: O3CI Home page - New user;
2. The user is notified that the request has been rejected by the Commission (via COM portal) and can click on “View” button to see the details of the rejection reason;

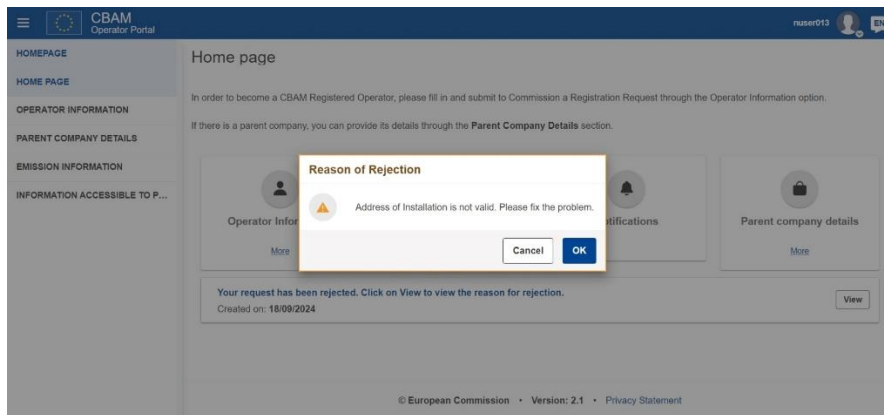


Figure 55: User corrects and resubmits registration request - Rejection reason details

3. The user selects the “Operator Information” option from the menu. The system redirects the user to the “Operator” tab. The field “State” on the top of the page contains the value “New”. A registration request has been submitted by the operator and has been rejected by the Commission (in COM portal). The operator user can view the rejected request and its contents in the “Operator”, “Installations”, Supporting documents” tabs only as read-only data. The available action is “Edit Registration Request”;



Figure 56: User corrects and resubmits registration request - State information

- The Admin user clicks the option “Edit Registration Request” to correct and resubmit the registration request. The “Edit Registration Request” button is hidden and the following buttons are activated at the top of page: “Close”, “Delete Request”, “Submit Request”. The system displays the “Operator Information” page and shows the data of the Rejected Registration request in edit mode;

The Simple user clicks the option “Edit Registration Request” to correct and resubmit the registration request. The “Edit Registration Request” button is hidden and the “Close” button is activated at the top of page. The system displays the “Operator Information” page and shows the data of the Rejected Registration request in edit mode;

- User clicks on the “Installations” tab and select to “Edit” the specific installation from the installation list;

The screenshot shows the 'Operator information' page. At the top, there are buttons for 'Close', 'Delete Request', and 'Submit Request'. Below this, the 'Type of request' is 'Registration Request'. The 'Operator' section has two tabs: 'Installations' (which is selected and highlighted with a red box) and 'Supporting documents'. An 'Add installation' button is located to the right of the tabs. Below the tabs is a table with the following columns: 'Installation ID', 'Installation name (In Latin characters)', 'Country of establishment', 'City', and 'Actions'. The table contains one row with the following data: 'CN.000000000013001', 'Aluminium CN Extrusion', 'CN - China', and 'Shenzen'. The 'Actions' column for this row contains a trash icon and an edit icon (highlighted with a red box). At the bottom of the table, there is a pagination control showing 'Items per page: 20' and 'Showing 1-1 of 1'.

Installation ID	Installation name (In Latin characters)	Country of establishment	City	Actions
CN.000000000013001	Aluminium CN Extrusion	CN - China	Shenzen	

Figure 57: User corrects and resubmits registration request - List of installations

- User updates the installation details with the corrected data and then clicks on the “Save Installation” to save the updates;

The screenshot shows a registration form with the following sections:

- Installation ID:** CN.000000000013001
- Installation Name:** Aluminium CN Extrusion (Note: In Latin characters)
- Economic activity:** Chemicals
- ADDRESS:**
 - Country of establishment: CN - China
 - Sub-division: Sub-division_01
 - City: Shenzhen
 - Street: Qiao Xiang Lu Rd
 - Street additional line: Guang Dong Sheng
 - Street Number: 32
 - Postcode: 518074
 - P.O. Box: 4b
 - UNLOCODE: CNWCH
 - Latitude: 22.5455
 - Longitude: 114.0683
 - Type of coordinates: GPS
- REPRESENTATIVE:**
 - Name: OP01-0001 Contact Name
 - Phone number: +8612314566
 - E-mail: OP01-0001@cbam.cn

Buttons: Cancel, Save Installation (highlighted in red), Add representative.

Figure 58: User corrects and resubmits registration request – Update installation details

- The installation is updated and the system returns the user to the Installation list. Only the Admin user can then resubmit the updated registration request by clicking the “Submit Request” button. The system displays a pop-up window asking for confirmation. By clicking “OK” the registration request is resubmitted to the Commission (via COM portal) for approval. The state of the operator is now: “Registration requested”.

The screenshot shows the Admin user interface with a pop-up window titled "Submit request".

Operator information: State: New

Type of request: Registration Request

Buttons: Close, Delete Request, Submit Request

Operator: Installations | Supporting documents

Submit request pop-up: Are you sure you want to submit the Registration Request? Please confirm and then the Commission user will be notified. Buttons: Cancel, OK.

Installation list:

Installation ID	Country of establishment	City	Actions
CN.000000000013001	Aluminium CN Extrusion	CN - China	Shenzhen

Items per page: 20 | Showing 1-1 of 1

Figure 59: Admin user corrects and resubmits registration request – Submit request

4.3.5 User views registration request accepted by the Commission

1. User accesses the system and is redirected to the “Home page” (see Figure 30: O3CI Home Page – Registered operator). The user selects the “Operator Information” option from the menu;
2. The field “State” on the top of the “Operator Information” page contains the value “Registered” i.e., a registration request has been submitted by the Admin operator and has been accepted by the Commission (in COM portal). The user can view the request in the “Operator”, “Installations”, Supporting documents” only as read-only data. The only available action is “Start Request for change”.

Figure 60: User views accepted registration request – Operator Information

4.3.6 User submits a request for change

1. The Admin user accesses the system, redirected to the “Home page” (see Figure 30: O3CI Home Page – Registered operator) and selects “Operator Information” option from the menu;
2. The field “State” on the top of the “Operator Information” page contains the value “Registered”, i.e., a registration request has been submitted to the system and has been accepted by the Commission user (in COM portal). The Admin user now wants to change the operator data, hence selects the button “Start Request for change”;

Figure 61: User submits request for change – State Information

3. The field “Type of request” contains now the value “Request for change”. The “Start Request for change” button is hidden and the following buttons are activated at the top of page: “Close”, “Delete Request”, “Submit Request”;

Figure 62: User submits request for change – Available actions

4. User clicks on the “Installations” tab of the Operator Information, where they can see the List of Installations;

Operator **Installations** Supporting documents

Add installation

Installation ID ↕	Installation name (In Latin characters) ↕	Country of establishment ↕	City ↕	Actions
<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	
CN.0000000000013001	Aluminium CN Extrusion	CN - China	Shenzen	
CN.0000000000013002	Cement CN Installation	CN - China	Shenzen	

Items per page: 20 ▾
Showing 1–2 of 2

⏪ ◀ 1 ▶ ⏩

Figure 63: User submits request for change – List of installations

- The user can use filtering, i.e., click on the field box located below each column title to type in part of the word for the element the user is searching. The system searches for the part of word in the List of Installations and returns the records that include this search criterion. The user decides to search by: “Installation name”;

Operator **Installations** Supporting documents

Add installation

Installation ID ↕	Installation name (In Latin characters) ↕	Country of establishment ↕	City ↕	Actions
<input type="text"/>	<input type="text" value="Alum"/>	Select	<input type="text"/>	
CN.0000000000013001	Aluminium CN Extrusion	CN - China	Shenzen	

Items per page: 20 ▾
Showing 1–1 of 1

⏪ ◀ 1 ▶ ⏩

Figure 64: User submits request for change – Filtering list of installations

- If the user clicks the link with the installation ID, can see the installation details (in read-only mode). The user can return to the Installation list by clicking the “Back” option;

< Back

Installation ID

CN.0000000000013001

Details

History

GENERAL INFO

Installation ID *	Installation Name *	Economic activity
<input type="text" value="CN.0000000000013001"/>	<input type="text" value="Aluminium CN Extrusion"/>	<input type="text" value="Aluminium"/>
	In Latin characters	

ADDRESS





Country of establishment	Sub-division	City *
<input type="text" value="CN - China"/>	<input type="text" value="Sub-division_01"/>	<input type="text" value="Shenzhen"/>
Street *	Street additional line	Street Number *
<input type="text" value="Qiao Xiang Lu Rd"/>	<input type="text" value="Guang Dong Sheng"/>	<input type="text" value="32"/>
Postcode *	P.O. Box *	
<input type="text" value="518074"/>	<input type="text" value="4b"/>	
UNLOCODE *	Latitude *	Longitude *
<input type="text" value="CNWCH"/>	<input type="text" value="22.5455"/>	<input type="text" value="114.0683"/>
Type of coordinates *		
<input type="text" value="GPS"/>		

REPRESENTATIVE

Name *	Phone number *	E-mail *
<input type="text" value="OP01-0001 Contact Name"/>	<input type="text" value="+8612314566"/>	<input type="text" value="OP01-0001@cbam.cn"/>

Figure 65: User submits request for change – Installation details (updated)

7. The Admin user decides to delete the first installation and submit a Request for Change to the Commission (via COM portal). To delete an installation from the list, user selects the installation and clicks on the “Delete” action;

Installation ID ↓↑	Installation name (In Latin characters) ↓↑	Country of establishment ↓↑	City ↓↑	Actions
<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	
CN.0000000000013001	Aluminium CN Extrusion	CN - China	Shenzen	 
CN.0000000000013002	Cement CN Installation	CN - China	Shenzen	 

Items per page: 20 ▾
Showing 1–2 of 2

⏪ ◀ 1 ▶ ⏩

Figure 66: User submits request for change – Select installation for deletion

- The system displays a confirmation dialog asking the Admin user to confirm the deletion of the installation, inform that the data of the installation and the relevant emissions information records will be available for commission and NCA if needed for the review of declarations;

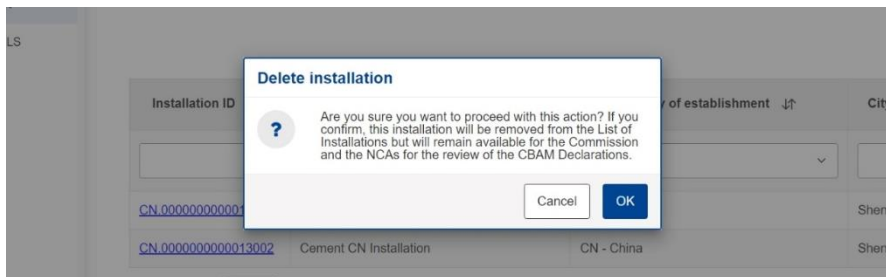


Figure 67: User submits request for change – Delete installation confirmation

- The Admin user clicks the “OK” button and then the “Submit Request” button to send the Request for Change to the Commission (via COM portal). The system displays a confirmation dialog with relevant text asking the user to confirm if they want to proceed with their submission of the Request for Change to COM portal;

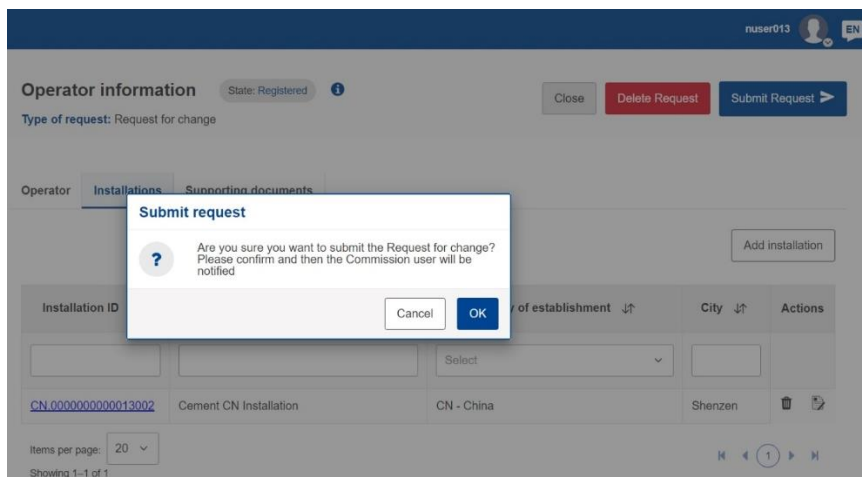


Figure 68: User submits request for change – Submit request confirmation

- The system informs the Admin user that their Request for Change has been sent to the Commission (via COM portal), redirects the user to the “Operator Information” page in view mode where the latest data approved is displayed. The field “State” on the top of the “Operator Information” page contains the value “Update Requested”.

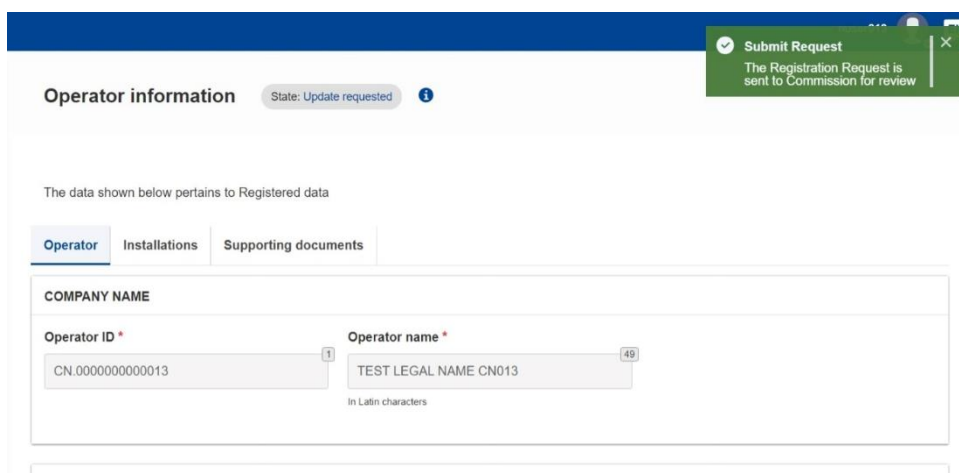


Figure 69: User submits request for change – Request for change submitted

4.3.7 User views rejected request for change and resubmits corrected request for change

- The user accesses the system and is redirected to the “Home page” (see Figure 30: O3CI Home Page – Registered operator). The user can see a notification that the request has been rejected by the Commission (in COM portal);
- The user then clicks on “View” button to see the details of the rejection reason;

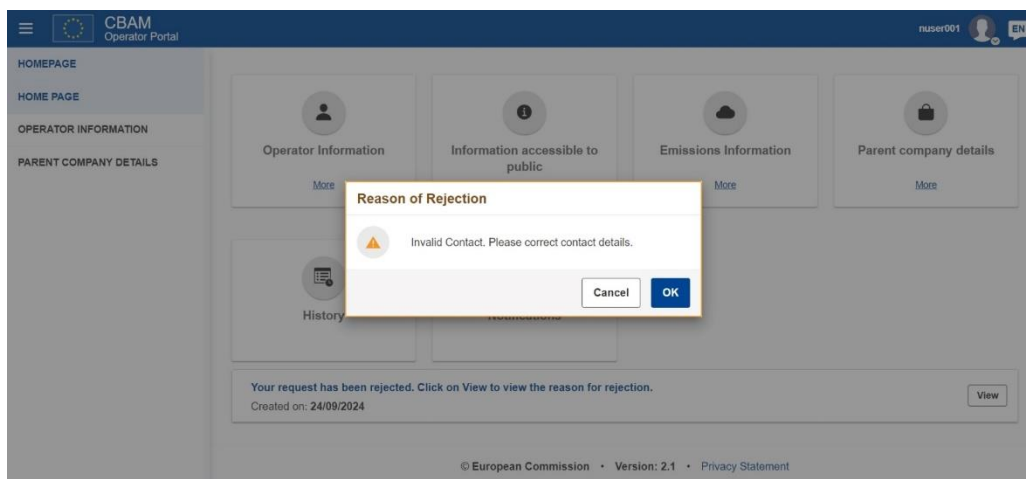


Figure 70: User corrects and resubmits request for change – Rejection reason details

- The user selects the “Operator Information” option from the menu;
- The field “State” on the top of the page contains the value “Registered”, i.e., a request for change has been submitted by the operator and has been rejected by the Commission (in COM portal). Admin user can view the rejected request in the “Operator”, “Installations”,

Supporting documents” only as read-only data. The available action is “Edit Request for Change”;

The screenshot shows the 'Operator information' page for a 'Registered' state. At the top right, there is a blue button labeled 'Edit Request for Change'. Below the header, a note states 'The data shown below pertains to Registered data'. The form is divided into four sections: 'COMPANY NAME', 'PARENT COMPANY DETAILS', 'ADDRESS', and 'CONTACT DETAILS'. Each section contains several input fields with character counts and validation notes.

COMPANY NAME

- Operator ID *: CN.0000000000001 (1)
- Operator name *: TEST LEGAL NAME (55)
In Latin characters

PARENT COMPANY DETAILS

- Parent Company ID (ISIN): CN2332323555 (4)
- Parent Company name: aededwefwefwef (56)
In Latin characters
- Country code: CN - China

ADDRESS

- Country code: CN - China
- Sub-division: Enter the Sub-division (35)
- City *: Shanghai (28)
- Street: Enter the Street (70)
- Street additional line: Enter the Street additional line (70)
- Street number: Enter the Street number (38)
- Postcode: Enter the Postcode (17)
- P.O. Box: Enter the P.O. Box (70)

CONTACT DETAILS

- Name *: test (66)
In Latin characters
- Phone number *: 123456789 (26)
- E-mail *: sihsiusd@jdw.com (240)

Figure 71: User corrects and resubmits request for change – Operator information

- The Admin user clicks the option “Edit Request for Change” to correct and resubmit the request for change. The “Edit Request for Change” button is hidden and the following buttons are activated at the top of page: “Close”, “Delete Request”, “Submit Request”. The system displays the “Operator Information” page and shows the data of the Rejected request for change in edit mode;
The Simple user clicks the option “Edit Request for Change” to correct and resubmit the request for change. The “Edit Request for Change” button is hidden and the “Close” button is activated at the top of page.

Operator information State: Registered i Close Delete Request Submit Request ▶

Type of request: Request for change

Operator | Installations | Supporting documents

COMPANY NAME

Operator ID * Operator name *
In Latin characters

ADDRESS

Country code Sub-division City *

Street Street additional line Street number

Postcode P.O. Box



Figure 72: Admin user corrects and resubmits request for change – Operator tab

- The user clicks on the “Installations” tab and selects to “Edit” the specific installation from the installation list;

Operator information State: Registered i Close Delete Request Submit Request ▶

Type of request: Request for change

Operator | **Installations** | Supporting documents

Installation ID ↓↑	Installation name (In Latin characters) ↓↑	Country of establishment ↓↑	City ↓↑	Actions
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	
CN.0000000000013003	GEOR	CN - China	GT	 

Items per page: Showing 1–1 of 1

⏪ ⏩ 1 ⏪ ⏩

Figure 73: User corrects and resubmits request for change – List of installations

- The user can update the installation details with the corrected data and then click on the “Save Installation”. Admin user submits the updates;

GENERAL INFO

Installation ID * Installation Name * Economic activity

In Latin characters

ADDRESS

Country of establishment Sub-division City *

Street * Street additional line Street Number *

Postcode * P.O. Box *

UNLOCODE * Latitude * Longitude *

Type of coordinates *

REPRESENTATIVE Add representative

Name * Phone number * E-mail *

Figure 74: Admin user corrects and resubmits request for change – Update installation details

- The installation is updated and the system returns the user to the Installation list. The Admin user can then resubmit the updated registration request by clicking the “Submit Request” button. The systems display a pop-up window asking for confirmation. By clicking “OK” the registration request is resubmitted to the Commission (via COM portal) for approval. The state of the operator is now: “Update requested”;

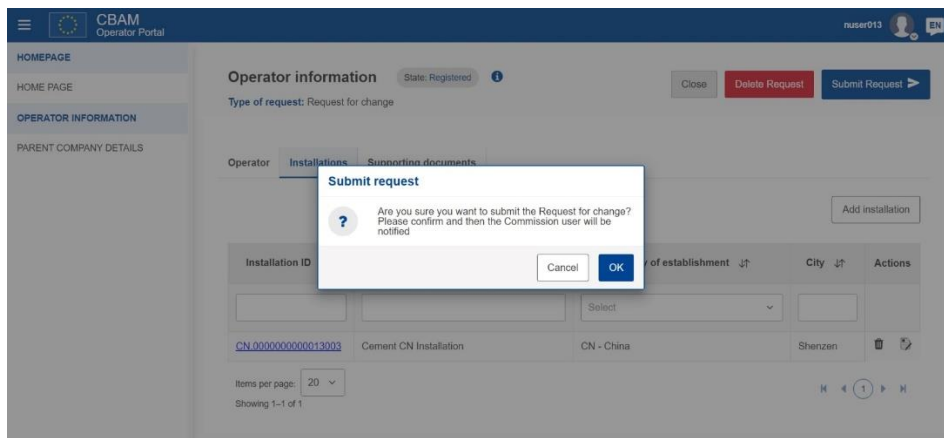


Figure 75: Admin user corrects and resubmits request for change – Submit request

4.3.8 User searches and exports List of Installations

1. The user accesses the system and are redirected to the “Home page” (see Figure 30: O3CI Home Page – Registered operator). The user selects the “Operator Information” option from the menu;
2. The field “State” on the top of the “Operator Information” page contains the value “Registered” i.e., a registration request has been submitted by the operator and has been accepted by the Commission (in COM portal). The operator user can view the request in the “Operator”, “Installations”, Supporting documents” only as read-only data. The available actions for the Admin user are “Start Deregistration Request” which is disabled and “Start Request for change”. The available action for the Simple user is “Close”.

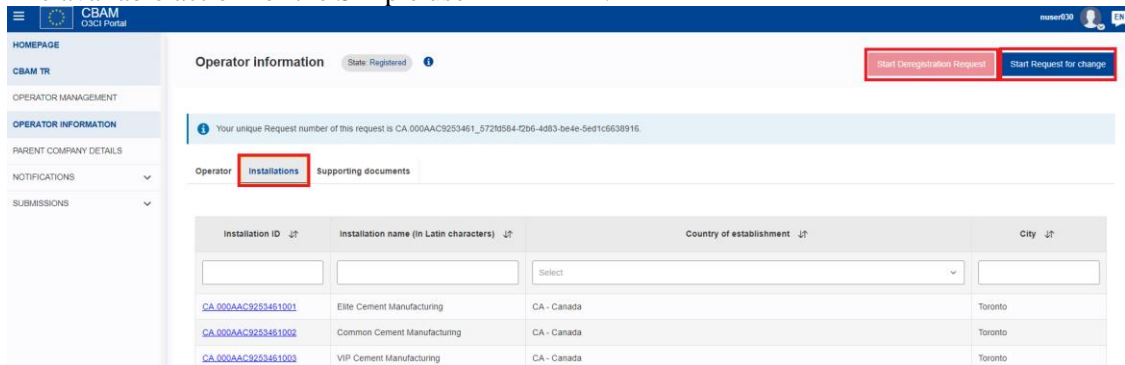


Figure 76: User searches the List of Installations

3. There must be at least one record in the Installations list, in order for the Admin user to be able to export it. Admin user selects “Export Installations” button. An information text pops up at the top right corner of the page, informing the user that the results have been exported successfully.

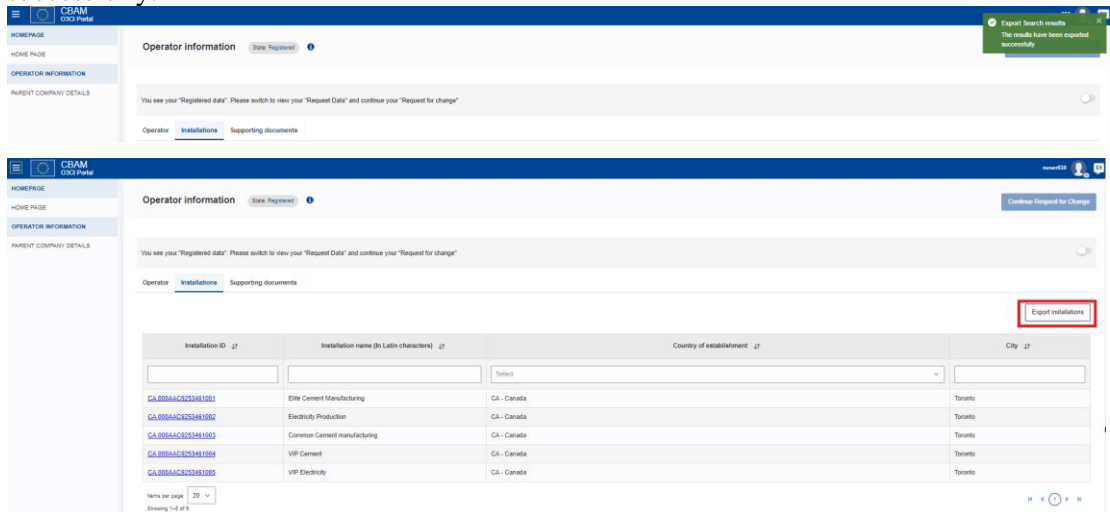


Figure 77: User exports the List of Installations

9. The system generates a CSV file containing the List of Installations with the relevant columns. The file is named according to the pattern YYYY-MM-DD-[name of the page].csv where:
 - YYYY-MM-DD is the current date
 - [name of page] describes the type of list exported (“installations” in our case)
The file is downloaded in the “Downloads” folder of the local workstation of the user.

4.4 PARENT COMPANY DETAILS

The “Parent Company Details” item is accessible to the Operator user role.

Using the “Parent Company Details” option, an operator can provide details of the “Parent company” such as ISIN, Parent Company Name and Country code.

By clicking on the “Parent Company Details” choice from the left menu or the tile in Home page the user can see the table with the aforementioned information.

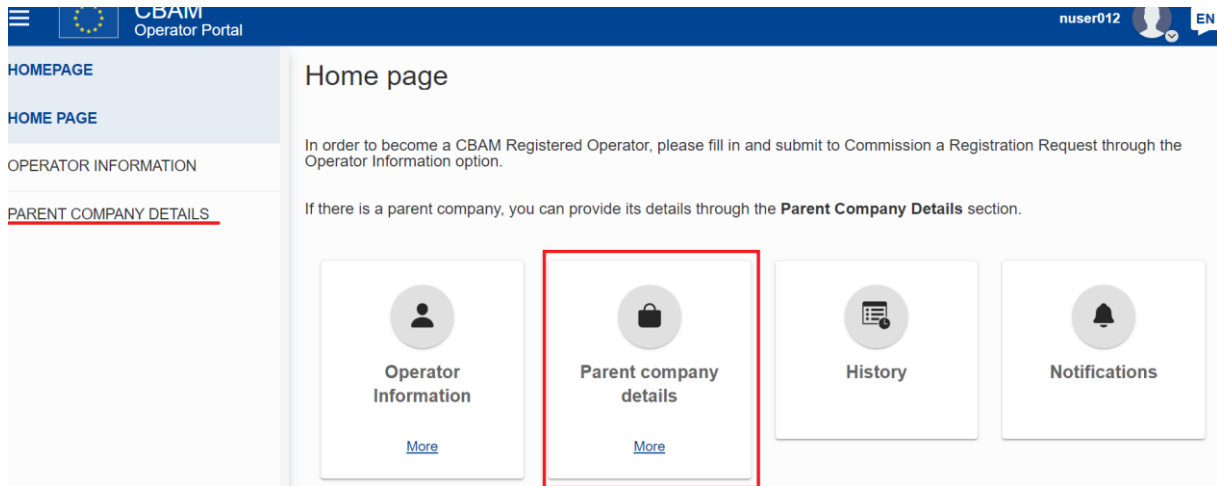


Figure 78: Parent Company Details option

The available actions are: “Back”, “Clear & Save” and “Save”

The image shows the 'Parent company details' form page. At the top right, there are three buttons: 'Back', 'Clear & save' (in red), and 'Save' (in blue). Below the buttons is a form titled 'PARENT COMPANY DETAILS'. The form has three input fields: 'Parent Company ID (ISIN) *' with a character count of 12, 'Parent Company name *' with a character count of 70, and 'Country code *' with a dropdown arrow. Each field has a placeholder text: 'Enter the Parent Company ID (I...', 'Enter the Parent Company name', and 'Enter the Country code'.

Figure 79: Parent Company Details page

4.4.1 User adds/edits parent company details

1. Updates on parent company details can be performed by the user regardless of the operator’s state and require no approval by the Commission. The operator user accesses the system and in the main page selects the “Parent Company Details” option. The user is redirected to the “Parent Company Details” and adds the values of the “Parent Company ID”, “Parent Company Name” and “Country Code”. The available actions are “Back”, “Clear & Save”, “Save”. “Back” redirects the user to the “Home page” without saving any data, “Clear & Save” clears Parent company details and save the information as empty, “Save” validates and saves the input data. If the user fills in the fields in “Parent Company Details” page, with invalid format, an error message is shown below each respective field. In this case the “Save” button is greyed out;

The screenshot shows a form titled "Parent company details" with three input fields: "Parent Company ID (ISIN)", "Parent Company name", and "Country code". The "Parent Company ID (ISIN)" field contains "adhduienefou" and has a red border with a "0" icon and the error message "Invalid code format". The "Parent Company name" field contains "21732383872732323" and has a red border with a "53" icon and the error message "Invalid code format". The "Country code" field is a dropdown menu showing "JE - Jersey". At the top right, there are buttons for "Back", "Clear & save", and "Save".

Figure 80: User adds/ edits parent company details

- For the “Parent Company ID (ISIN)”, the System should be able to verify that a given ISIN number is valid (i.e. has the correct check digit according to a specific check digit algorithm)

ISIN structure:

The structure of an ISIN is composed of three components:

- A two-letter country code
- A nine-character alphanumeric security identifier
- A single check digit.

The screenshot shows a form titled "PARENT COMPANY DETAILS" with a single input field for "Parent Company ID (ISIN - International Securities Identification Number)". The field contains "GR1234567897" and has a red border with a "0" icon and the error message "Invalid code format".

Figure 81: User adds/ edits parent company details - Validation of ISIN number structure

- If the data is valid, the Parent company details are saved, the user is redirected to the Home page and a message comes up, informing that the parent company details were saved successfully;

The screenshot shows the "CBAM Operator Portal" Home page. A green notification box at the top right says "Parent Company details saved" and "Parent Company details are successfully saved". The page content includes a navigation menu on the left with "HOME PAGE" selected, and a main area with a heading "Home page" and a message: "In order to become a CBAM Registered Operator, please fill in and submit to Commission a Registration Request through the Operator Information option." Below this, there is a section for "Parent company details" with a message: "If there is a parent company, you can provide its details through the Parent Company Details section." At the bottom, there are four cards: "Operator Information", "Parent company details", "History", and "Notifications", each with a "More" link.

Figure 82: User adds/ edits parent company details – Changes submitted

Note: All actions (“Back”, “Clear & Save”, “Save”) in the “Parent Company Details” page are available regardless the state of the Operator.

4.5 EMISSIONS INFORMATION

The “Emissions Information” item is accessible to both roles supported by O3CI portal i.e., the “Operator Admin” and the “Operator User” role. Both roles have the ability to see and search emission data, but the “Operator Admin” role also has the ability to add, edit, and delete emission data.

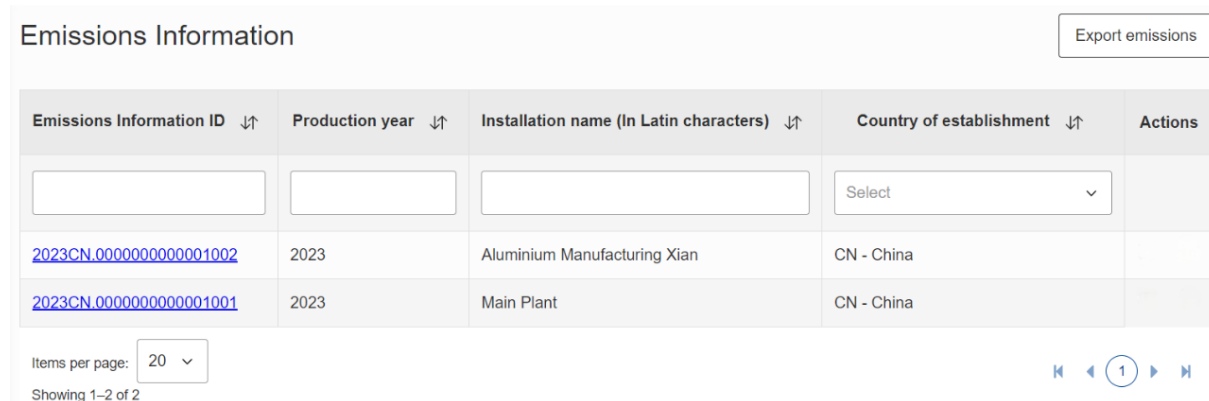
Using the “Emissions Information” option from the Home Page,

- The user can view and export emissions information for a specific installation and production year;
- The Admin user can Add/Edit/Delete emissions information for a specific installation and production year.

View and export emissions information

The user clicks on the Emissions Information option from the “Home page” where the user can see the “List of Emissions Information”. The list is organized in a table-like view, including “Emissions Information ID”, “Production year”, “Installation ID”, “Installation name”, “Country of establishment”.

The available action is “Export emissions”. By selecting this option, the system generates a CSV file containing the search results with the relevant columns based on the search page type.



Emissions Information Export emissions

Emissions Information ID ⬇	Production year ⬇	Installation name (In Latin characters) ⬇	Country of establishment ⬇	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ⬇	
2023CN.0000000000001002	2023	Aluminium Manufacturing Xian	CN - China	
2023CN.0000000000001001	2023	Main Plant	CN - China	

Items per page: 20 ⬇
Showing 1–2 of 2 ⏪ ◀ 1 ▶ ⏩

Figure 83: List of emissions information available to user

Add/Edit/Delete emissions information

The Admin user clicks on the Emissions Information option from the “Home page” where the Admin user can see the “List of Emissions Information”. The list is organized in a table-like view, including “Emissions Information ID”, “Production year”, “Installation ID”, “Installation name”, “Country of establishment”.

The available action is “Add Emission information” to add a new Emission Information record.

For each Emission information record the user can view only the details by clicking the Emissions Information ID link, “Edit” and “Delete” actions.

Emissions Information				Add Emissions Information	Export emissions
Emissions Information ID ↓↑	Production year ↓↑	Installation name (In Latin characters) ↓↑	Country of establishment ↓↑	Actions	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select		
2023CN.0000000000001002	2023	Aluminium Manufacturing Xian	CN - China		
2023CN.0000000000001001	2023	Main Plant	CN - China		

Items per page: 20 ▾
Showing 1–2 of 2

⏪ ⏩ 1 ⏪ ⏩


Figure 84: List of Emissions Information available to Admin user

By selecting View or Edit the system displays the contents of the Emissions Information page. The “Emission Information” data group contains “Emissions Information ID” (which is automatically filled by the system), “Production year”.

The “Installation” data group contains the details of the installation, namely: “Installation ID”, “Installation name”, “Country of establishment”.

The available actions are: “Back” (located at the top of the page. Redirects the user to the “List of Emissions Information” without saving any data), “Add Good produced”, “Cancel” and “Save Emission”.

< Back

 Add Emission Information

Emissions Information

Production year *
2023

Installation

Installation ID *
CA.000AAC9253461001 - Elite Cement ...

Installation name
Elite Cement Manufacturing
In Latin characters

Country of establishment
CA - Canada

Goods produced Add Good produced

HS Code ↓↑	CN Code ↓↑	Description of goods ↓↑	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	
No data			

Items per page: 20

Cancel Save emission

Figure 85: Emissions Information

By clicking “Add Good produced” button, the Admin user is redirected to a new page where for each “Good produced” the Admin user can add the details of the good, the “Production Routes” and the “Good emissions” per route as well as the “Emissions qualifying parameters”.

The “Goods Produced” data group contains: “Goods produced item number” (auto generated value assigned by the system), “Harmonized System sub-heading code”, “Combined nomenclature code”, “Description of goods”. There can be up to fifty (x50) occurrences of goods per emission information.

For each good produced up to nine (x9) different production methods can be described under the “Production Route” data group containing: “Combined ID” (auto generated value assigned by the system upon the saving of the emission), “Route ID” (as specified in code list “Production method”), “Route name” and the “Specific direct emissions” and “Specific indirect emissions”.

The “Emissions Qualifying parameters” data group include: “Parameter ID” (as specified in code list “Emissions qualifying parameters”), “Parameter name”, “Description”, “Type of parameter value” (as specified in code list “Type of parameter value”), “Parameter value”, “Additional Information”.

The available actions in this form are: “Back”, “Add Production Route”, “Delete”, “Add parameter”, “Add” (Carbon price in the country of origin), “Cancel” and “Add”.

Good Produced

Production year: 2023 | Installation ID: CA.000AAC9253461001 | Installation name: Elite Cement Manufacturing

Good produced item number *: 1 | HS Code *: Enter the HS Code | CN Code *: Enter the CN Code

Description of goods *: Enter the Description of goods (256)

Production routes

Production Route: Add Production Route

#1: Delete

Combined ID: | Route ID *: Enter the Route ID | Route name *: Enter the Route name (256)

Good emissions

Specific direct emissions *: Enter the Specific direct emissions (t CO2/t goods) | Specific indirect emissions *: Enter the Specific indirect emissions (t CO2/t goods)

Emissions qualifying parameters: Add parameter

Carbon price in the country of origin: Add

Cancel | Add

Figure 86: Emissions qualifying parameters

By clicking on the “Add” action located in the “Carbon price in the country of origin” the values related to the carbon price can be added:

- “Form of carbon price” (containing one of the code list values defining the form of carbon price; e.g.: Carbon tax; Carbon levy; Carbon fee; etc);

- “Description and indication of legal act for the carbon price; and for possible rebate or other form of compensation obtained”;
- “Effective carbon price due” (per produced t of goods or per MWh);
- “Currency” (containing one of the code list values of national currencies);
- “Country code where carbon price is due” (containing one of the code list values of countries);

Then the Embedded emissions covered by the carbon price information:

- Embedded emissions covered by the carbon price tCO₂/ t of goods or per MWh;
- Embedded emissions covered by rebate or any other form of compensation tCO₂/ t of goods or per MWh;
- Additional information.

Figure 87: Carbon price in the country of origin

The next paragraphs describe how Emission Information UI of O3CI portal is used in specific cases:

- Admin user Adds emissions information;
- User searches and exports emissions information;
- Admin user edits emissions information;
- Admin user deletes emissions information.

4.5.1 Admin user adds emissions information

As stated above, only Admin user is able to add emissions information. Therefore, the following steps apply only for the Admin user.

1. An Admin user accesses the system and is redirected to the “Home page” (see Figure 30: O3CI Home Page – Registered operator);
2. The Admin user selects the “Emissions Information” option from the menu and sees the “List of Emissions Information”. The Admin user clicks on the “Add Emissions Information” button and the system displays the “Add Emissions Information” page;

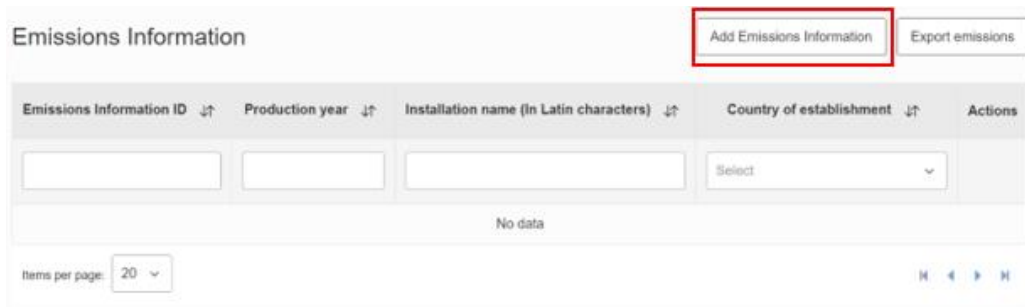


Figure 88: Admin user adds emission information – List of Emissions

3. The Admin user types in the details of the Emissions Information (for the data structure of Emissions information, please refer to in CBAM-UCS-Use Cases-Operators of 3rd Countries Installation [R01], 4.1 CBAM O3CI Data elements). The Admin user fills the Emissions information and links it with the installation (included in the list of the approved installations of the Transport Operator). Next the Admin user clicks on the “Add Good produced” to add the HS code, CN code and the description of the goods;

Figure 89: User adds emission information – Good produced

4. For each one of the good produced the Admin user adds the “Production Route” details including the “Goods Emissions” and the “Emissions Qualifying parameters”. The “Specific direct emissions” and “Specific indirect emissions” fields can have up to 16 digits in total, with

up to 7 digits after the decimal point (n..16,7). The unit of measurement for both fields is tonnes of CO2 per unit of product.

Figure 90: Admin user adds emission information - Production route

- After completing “Production Route” details including the “Goods Emissions” and the “Emissions Qualifying parameters”, the Admin user may fill the Carbon price details by clicking on the “Add” button located in “Carbon price in the country of origin” data group.

Figure 91: Admin user adds emission information - Emissions qualifying parameters

- Finally, by clicking on the “Add” button at the bottom of the page the Admin user can save the emission information
- The user is redirected to the “Add Emission Information” page, is notified that the Good has been added to the list of goods and that to complete the process must select the “Save Emission” option;

Figure 92: Admin user adds emissions information – Good produced confirmation

- The user may add one or more goods, and then clicks the “Save emission” button. The system validates the input data and if valid provides an Emissions Information ID to the new Emissions

Information record, provides the Combined ID located in the Production Route, links the new Emissions Information record with the specific selected Installation, saves the Emissions Information record and finally redirects the user to the “List of Emissions Information” page;

The screenshot shows a form titled "Emissions Information" with three main sections:

- Emissions Information:** A dropdown menu for "Production year" is set to "2023".
- Installation:** Three fields: "Installation ID" (dropdown with value "CN.0000000000013002 - Cement CN Ins..."), "Installation name" (text input with value "Cement CN Installation" and a "234" character count), and "Country of establishment" (dropdown with value "CN - China").
- Goods produced:** A table with columns "HS Code", "CN Code", "Description of goods", and "Actions". One row is visible with values: "252321", "00", "White Portland cement, whether or not artificially coloured". Below the table is a pagination control showing "Showing 1-1 of 1".

At the bottom of the form are two buttons: "Cancel" and "Save emission", with the latter highlighted by a red box.

Figure 93: Admin user adds emissions information - Emissions qualifying parameters

9. The Admin user is being notified that emission information has been saved successfully.

The screenshot shows the "CBAM Operator Portal" interface. A green notification box in the top right corner displays a checkmark and the text "Emission saved" and "Emission saved successfully". Below the notification, the "Emissions Information" table is visible, containing one row of data:

Emissions Information ID	Production year	Installation ID	Installation name	Country of establishment	Actions
2023CN.0000000000013002	2023	CN.0000000000013002	Cement CN Installation	CN - China	[Icons]

The table includes a pagination control at the bottom showing "Showing 1-1 of 1".

Figure 94: Admin User adds emissions information – Emissions saved confirmation

4.5.2 User searches & exports Emissions Information

1. User accesses the system and is redirected to the “Home page” (see Figure 30: O3CI Home Page – Registered operator);
2. The user selects the “Emission Information” option from the menu and can see the “List of Emissions Information”. The user selects “Export emissions” option.

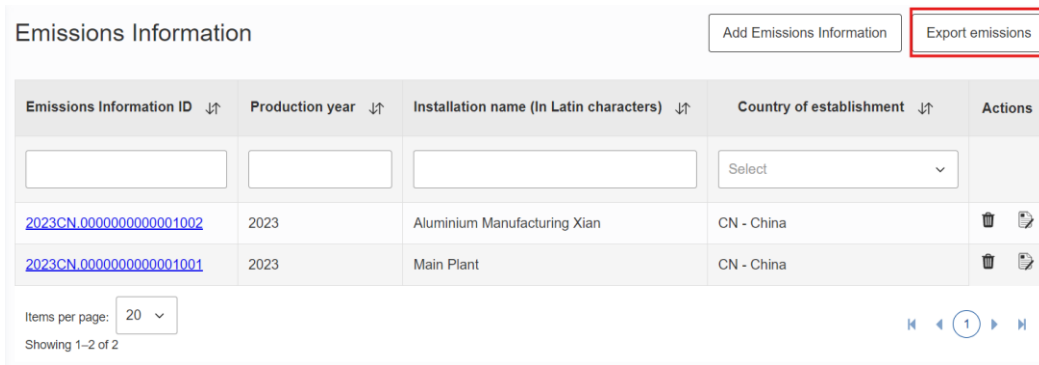


Figure 95: User exports emissions information – List of emissions

3. An information text pops up at the top right corner of the page, notifying you that the results have been exported successfully

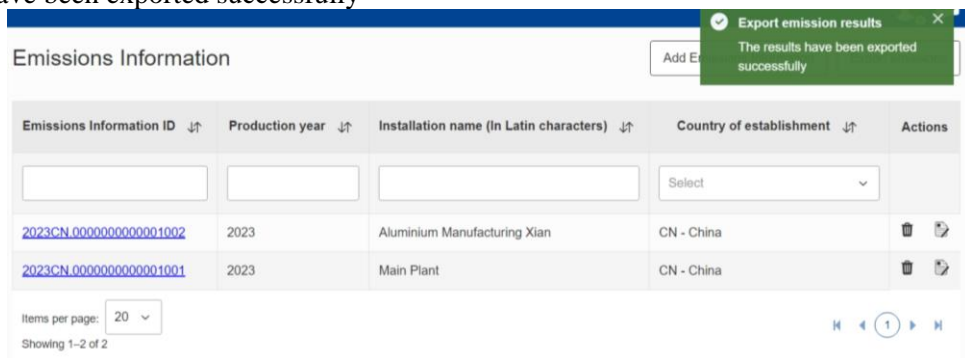


Figure 96: User exports emissions information – Export confirmation

4. The system generates a CSV file containing the List of Installations with the relevant columns. The file is named according to the pattern YYYY-MM-DD-[name of the page].csv where:
 - a. YYYY-MM-DD is the current date
 - b. [name of page] describes the type of list exported (emissions in our case)
 The file is downloaded in the “Downloads” folder of the local workstation of the user.

4.5.3 Admin user edits Emissions Information

As stated above, only Admin user is able to edit emissions information. Therefore, the following steps apply only for the Admin user.

1. Admin user accesses the system and is redirected to the “Home page” (see Figure 30: O3CI Home Page – Registered operator);
2. The Admin user selects the “Emission Information” option from the menu and can see the “List of Emissions Information”. The Admin user selects an Emissions Information record from the list and clicks on the “**Edit**” button;

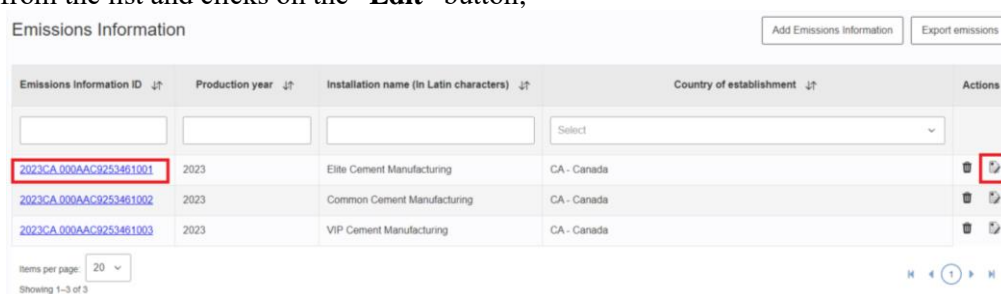


Figure 97: Admin user searches, views and edits Emission information – List of emissions

- The system displays the contents of the Emissions Information in edit mode. The Admin user selects a Good from the list of Goods that are included in the Emissions Information, and clicks on the “**Edit**” button;

< Back

Emissions Information ID
2023CA.000AAC9253461001



Emissions Information

Production year *
2023

Installation

Installation ID * CA 000AAC9253461001 - Elite Cement Manufacturing
Installation name Elite Cement Manufacturing (238)
Country of establishment CA - Canada

Goods produced Add Good produced

HS Code ↓↑	CN Code ↓↑	Description of goods ↓↑	Actions
250700	80	Other kaolinic clays	 

Items per page: 20

Figure 98: User searches, views and edits Emission information – Edit goods produced

- The admin user makes changes in some or all of the following Goods / Production routes data and clicks on the “Save” button located at the bottom of the page;

Good Produced

Good produced item number * HS Code * CN Code *

Description of goods *

Production routes

Production Route Delete Add Production Route

#1 Cement ^

Combined ID ⓘ Route ID * Route name *

Good emissions

Specific direct emissions * Specific indirect emissions *

Emissions qualifying parameters Add parameter

1.	Parameter ID *	Parameter name *	Description	Type of parameter value *
	<input type="text" value="QPD02 - Clinker fa..."/>	<input type="text" value="Clinker factor"/>	<input type="text" value="Mass ratio of tonnes c..."/>	<input type="text" value="Percentage"/>
	Parameter value * <input type="text" value="10"/>	Additional information <input type="text" value="Enter the Additional information"/>		



Figure 99: User searches, views and edits Emission information – Emission qualifying parameters

- The Admin user clicks the “Save” button, is redirected to the “Emission Information” page, and is notified that the Good has been updated and that user must select the “Save Emission” option to save all changes;

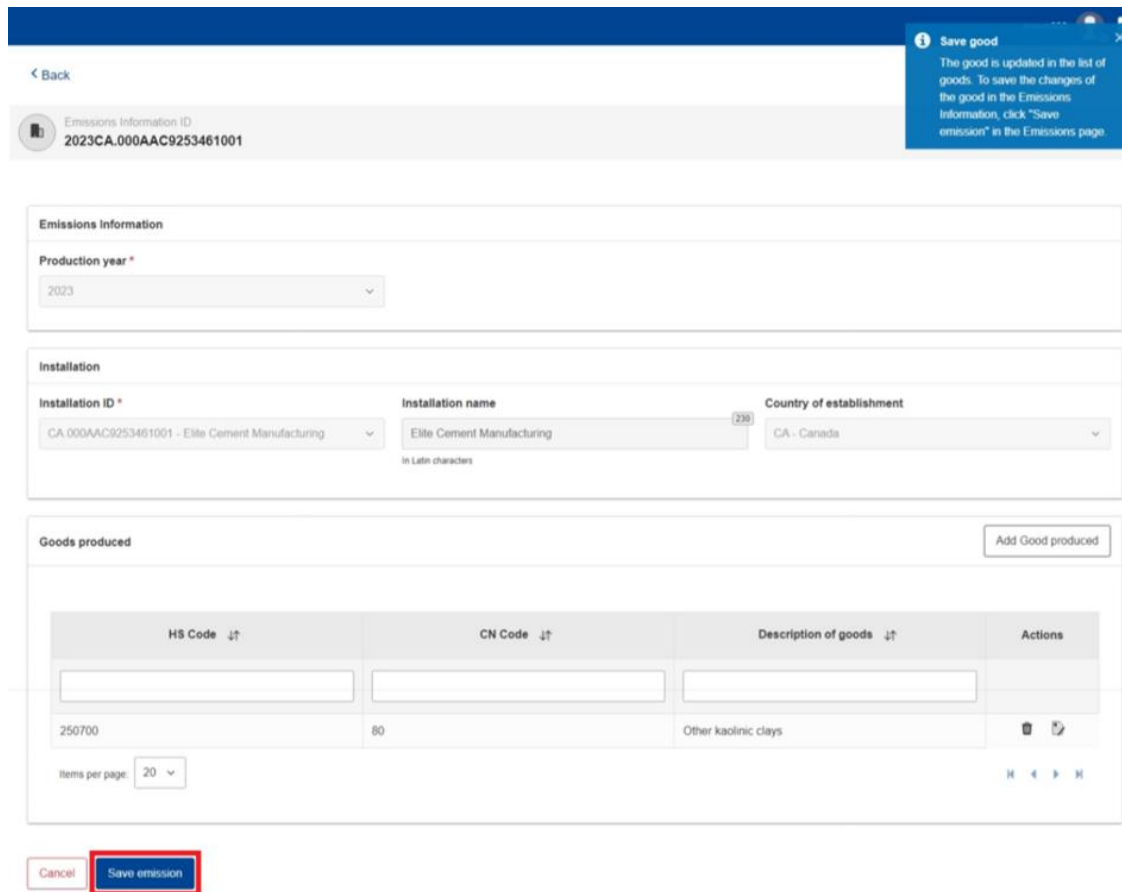


Figure 100: User searches, views and edits Emission information – Good produced confirmation

- The Admin user clicks the “Save emission” button and the system validates the input data. If valid, the system updates the contents of the Emissions Information record, notifies and redirects the user to the “List of Emissions Information” page.

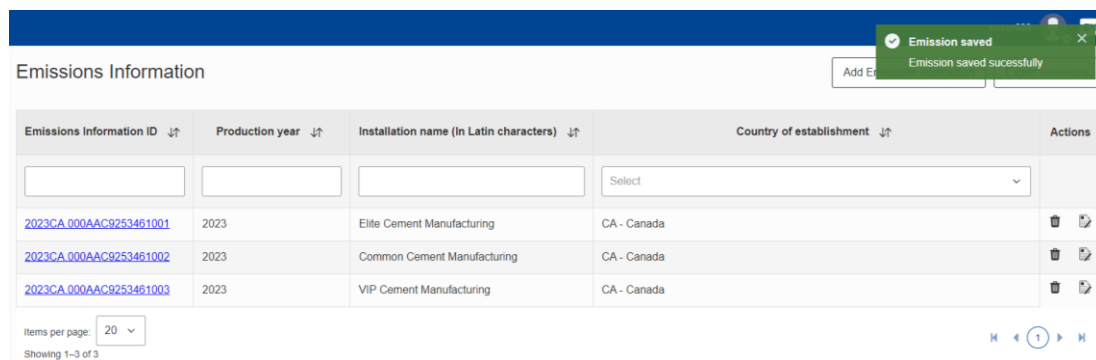


Figure 101: Admin user searches, views and edits Emission information – Emissions saved confirmation

4.5.4 Admin user deletes Emissions Information

As stated above, only Admin user is able to delete emissions information. Therefore, the following steps apply only for the Admin user.

- An Admin user accesses the system and is redirected to the “Home page” (see Figure 30: O3CI Home Page – Registered operator);

- The Admin user selects the “Emission Information” option from the menu and can see the “List of Emissions Information”. The admin user selects an Emissions Information record from the list and clicks on the “Delete” button;

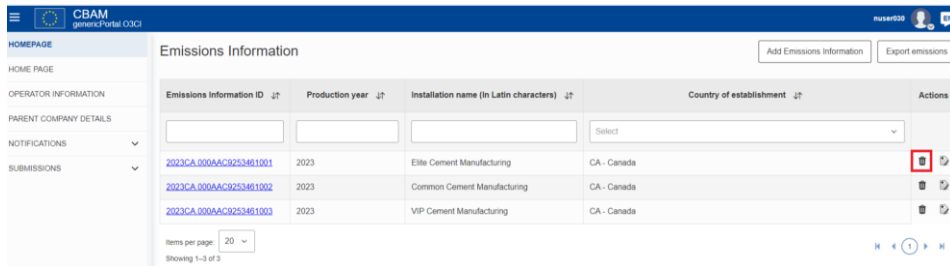


Figure 102: Admin user deletes emissions information – List of emissions

- The system displays a confirmation dialog for the user to confirm the deletion of the selected Emissions Information record;

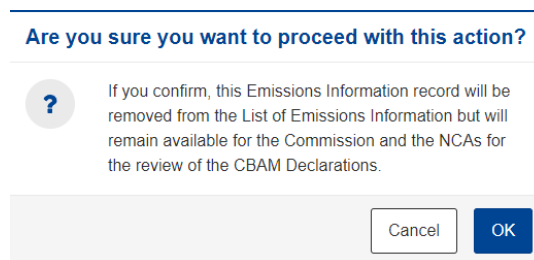


Figure 103: User deletes emissions information – Delete request

- The Admin user clicks the “OK” option on the confirmation dialog. The system deletes the Emissions Information record from the “List of Emissions Information” and redirects the admin user to the “List of Emissions Information”.

4.6 INFORMATION ACCESSIBLE TO PUBLIC

The “Information Accessible to Public” page is available to the Operator user role.

Using the “Information Accessible to Public” option, an operator can amend the data they wish to be visible to the public. This information is related to the name of the operator, the address, the operator’s contact details, the installations’ names and the installations’ locations.

Please note that by default the information about operators and installations is made available to the public (all checks are activated by default). Information will be published on the [CBAM Europa.eu website](https://www.cbam.europa.eu) on a periodical basis (at least monthly). In the case the operator would not like to share some data to the public, then please follow the steps in the chapter 4.6.1.

The available actions are “Back” and “Save changes” (is enabled after any change in the selection). If the operator clicks the “Back” button, then the changes made are not saved and the user is navigated to the “Home” page.

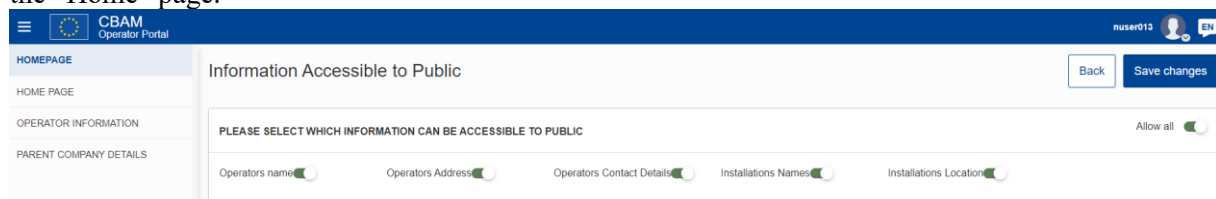


Figure 104: Information Accessible to Public

4.6.1 User selects information accessible to the public

1. A registered operator navigates through the “Home” page where the “Information Accessible to Public” option is displayed and enabled and clicks on it. The system displays the “Information Accessible to Public” page with the following toggle buttons that can be enabled or disabled. The default state is that all are enabled. If the user disables even one of the toggle switches from the five below mentioned ones, the “Allow all” toggle switch gets disabled as well.

The selection of the “Allow all” switch enables simultaneously all the other five switches OR it is enabled only when the five other switches are all enabled;

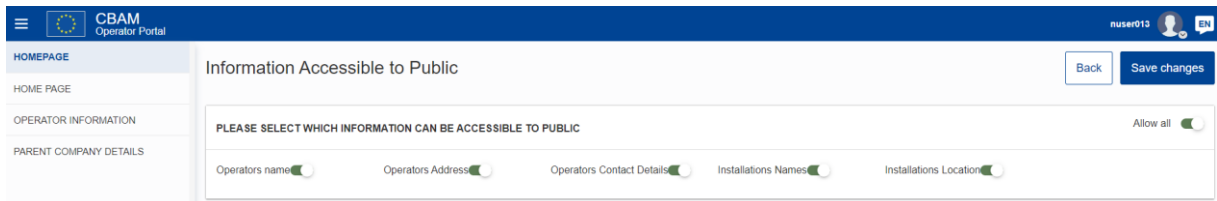


Figure 105: User selects information accessible to the public

2. The user makes the appropriate selection and clicks the “Save changes” button. The system displays a confirmation dialog with relevant text asking the user to confirm if they want to proceed with the saving of their selection;

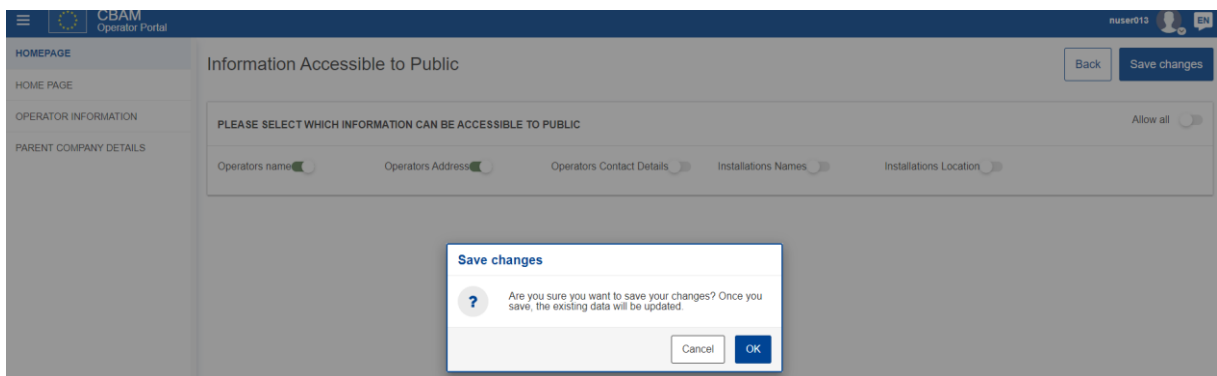


Figure 106: User selects information accessible to the public – Save changes

3. The operator clicks the “OK” option on the confirmation dialog and the system saves the changes and notifies the user that the selected options are saved, sends a notification to the system that controls the publication of the information to adapt accordingly and displays the “Home” page;

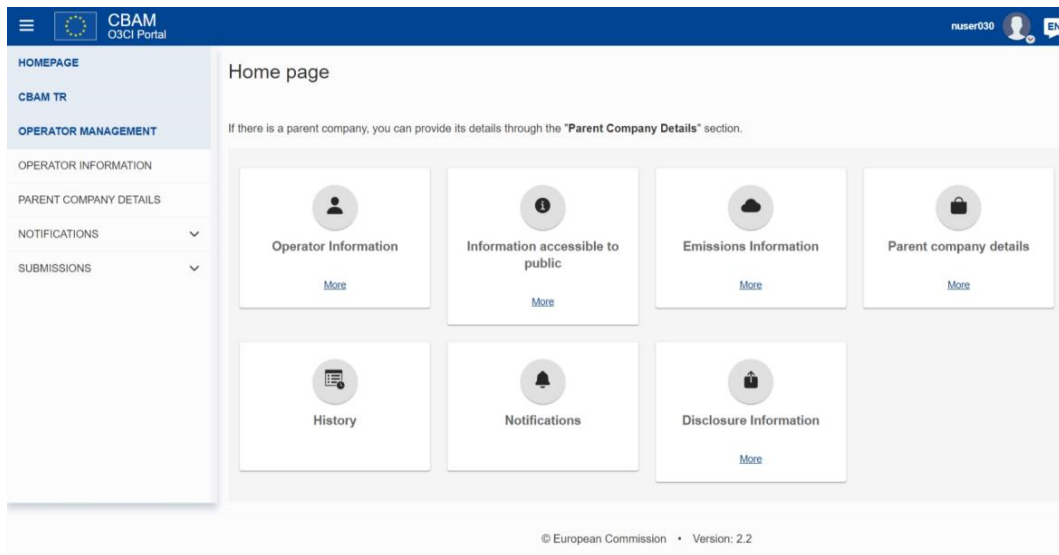


Figure 107: User selects information accessible to the public – Save confirmation

4. The information that should be accessible to public is changed and no confirmation from commission (via COM portal) is needed. The relevant information selected by the user to be available to the public will be available for export in the COM Portal.

4.7 DISCLOSURE INFORMATION

In order to share operator, installation and emissions data to the importers declarants from the European Union, the third countries operators should insert the EORI number of the declarants to whom the information will be disclosed. EORI Number refers to the Economic Operators Registration and Identification (EORI) number and it is a unique identifier assigned to businesses and individuals engaged in customs-related activities within the European Union. It is required for importers and exporters who deal with customs authorities in the EU to conduct cross-border trade. The EORI number simplifies customs processing and tracking by providing a consistent, EU-wide identification number for all economic operators.

The “Disclosure Information” page is available to the Operator user role.

Using the “Disclosure Information” option, an operator can submit disclosed information to Declarants regarding the Installations and the emissions that belong to the disclosed installation.

It is important to clarify the following:

- for every installation disclosed, the emissions information data that belong to the disclosed installation, are also disclosed;
- the emissions qualifying parameters are **not disclosed** to the Declarants;
- at least one installation must be selected for disclosure.

By clicking on the “Disclosure Information” option from the Home page the user can see the following option:

- “Add disclosure”;
- “View disclosure information”.

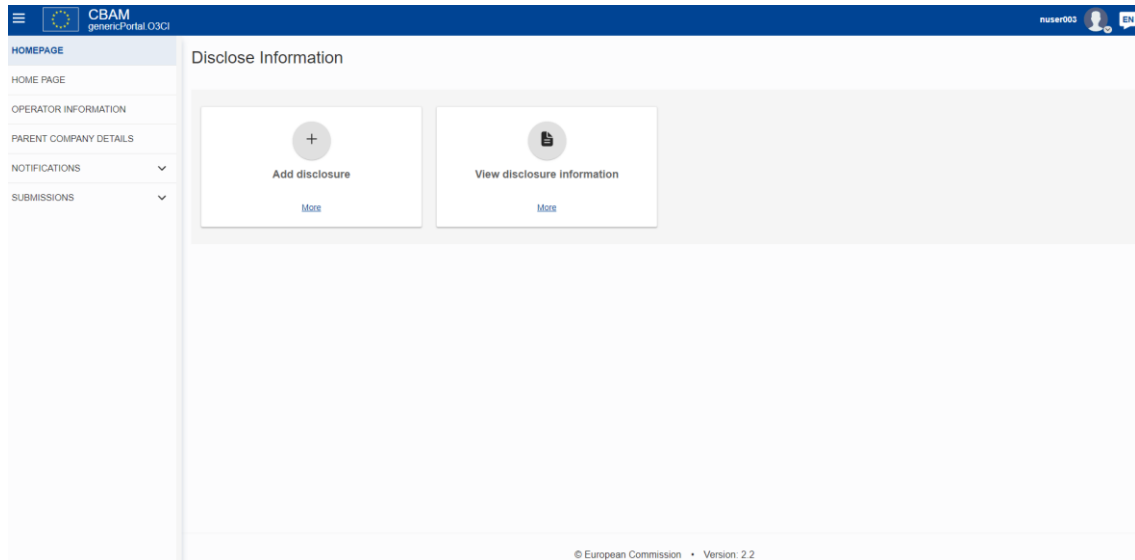


Figure 108: Disclosure Information

4.7.1 User adds disclosure information

1. An Admin user selects the “Add Disclosure” option and redirected to the "Disclosure of Information to Declarants" page. At the top of the page, the “State of Disclosure” is displayed. The initial value of the field “State” is “New”. This status indicates that the process of the disclosure of information to the Declarants has not yet begun. Based on the current functionality, the status can be also “Submitted” when user selects to Submit the disclosure to the declarants, or “New changes not submitted” when user has performed and saved the changes but haven’t submitted the disclosure yet.

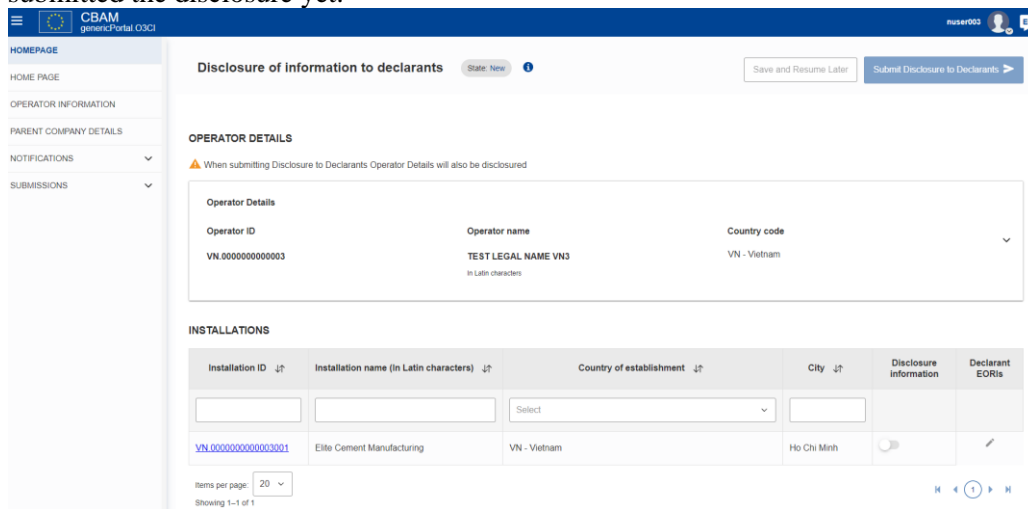


Figure 109: Add Disclosure Information - State of Disclosure

2. User selects an installation and enables the “Disclose Information” toggle button and marks the installation as disclosed and then enables the “Edit” button in the Declarants EORIs column.

INSTALLATIONS

Installation ID	Installation name (In Latin characters)	Country of establishment	City	Disclosure information	Declarant EORIs
<input type="text"/>	<input type="text"/>	Select	<input type="text"/>		
VN 0000000000003001	Elite Cement Manufacturing	VN - Vietnam	Ho Chi Minh	<input checked="" type="checkbox"/>	<input type="text"/>

Figure 110: Add Disclosure Information - Enable toggle button

- User clicks on the “Edit” button in the Declarants EORIs column for the selected installation and opens the “Select Declarants for Disclosure” page.

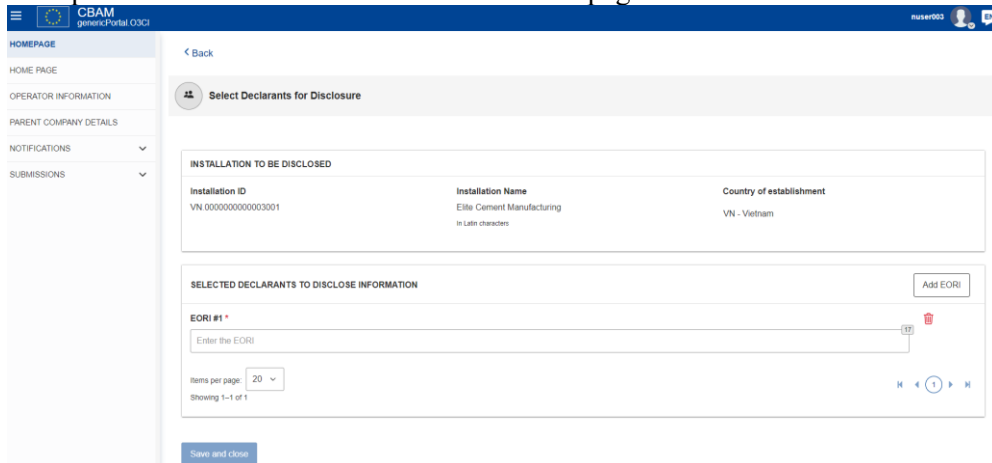


Figure 111: Add Disclosure Information – Access "Select Declarants for Disclosure" page

- User clicks on the “EORI #1” field if no other EORI exists or clicks on the “Add EORI” button if other EORIs exist to enter the EORI of the Declarant with whom the Operator Details, specific Installation details, and relevant Emissions Information records will be disclosed. This step can be repeated in order to add all relevant EORIs (maximum of 999). User clicks on the “Save and Close” button. If no EORI is added for the selected installations, the system disables the “Disclosure Information” toggle button for these Installation IDs.



Figure 112: Add Disclosure Information - Save selected Declarants

- After saving, the user is redirected to the “Disclosure of Information to Declarants” page, where the selected installations become visible, and the “Edit EORI” button is enabled. An information text notifies user, that EORIs are successfully added, and the state changes to “New changes not submitted”.

Two available options exist at the top right corner of the page:

“Save and resume later”: the disclosure data (the state remains the same).

“Submit disclosure to Declarants”: This option validates the disclosed data. System prepares and sends the data to the Declarants Portal of the CBAM Transitional Registry.

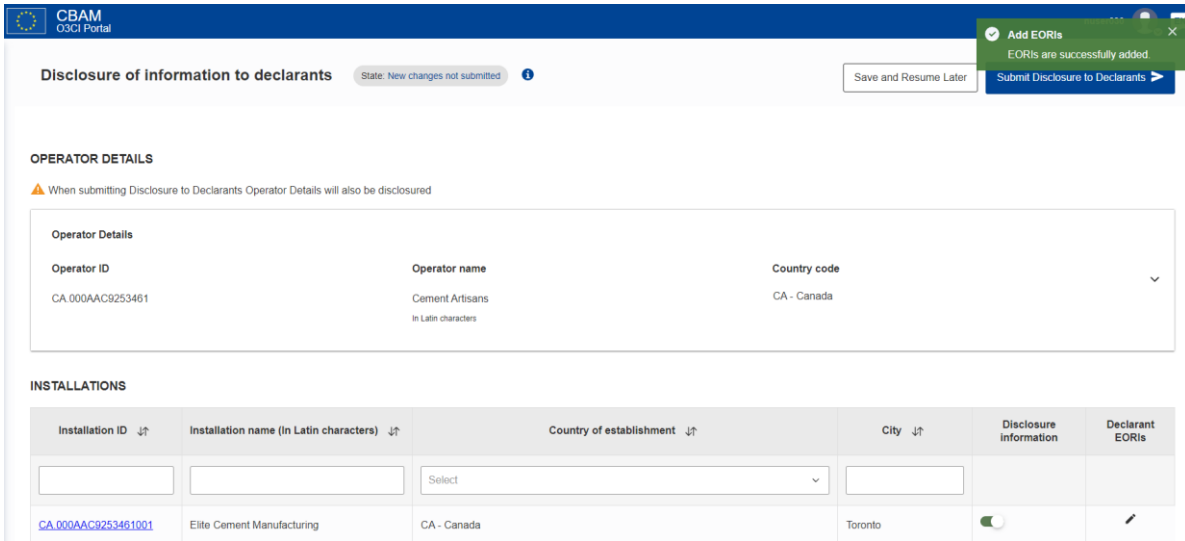


Figure 113: Add Disclosure Information – Add EORI

6. User clicks on “Submit Disclosure to Declarants”, the system validates the disclosed data and sends them to the Declarants Portal of the CBAM Transitional Registry. An information text indicates that the disclosure information was submitted successfully. The “State” changes to “Submitted”.

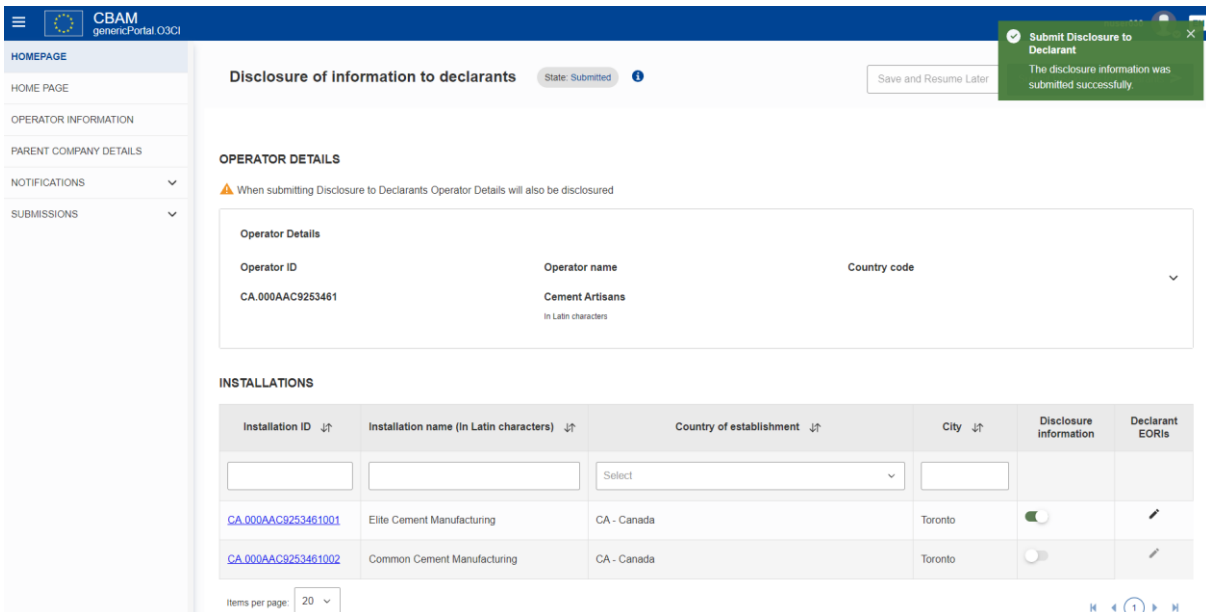


Figure 114: Add Disclosure Information - Submit Disclosure to Declarants

4.7.2 User edits disclosure information

1. An Admin user selects the “Edit Disclosure” option and redirected to the "Disclosure of Information to Declarants" page. At the top of the page, the “State of Disclosure” is “Submitted” because in the previous section (4.7.1) user submitted successfully disclosure to declarants.

- Admin user enables the toggle button for one of the installations then clicks on the “Edit” option.

INSTALLATIONS

Installation ID ↕	Installation name (In Latin characters) ↕	Country of establishment ↕	City ↕	Disclosure information	Declarant EORIs
<input type="text"/>	<input type="text"/>	Select	<input type="text"/>		
CA.000AAC9253461001	Elite Cement Manufacturing	CA - Canada	Toronto	<input type="checkbox"/>	
CA.000AAC9253461002	Common Cement Manufacturing	CA - Canada	Toronto	<input checked="" type="checkbox"/>	

Items per page: 20

Figure 115: Edit Disclosure Information - Select installation to be disclosed

- Admin user Enters the new EORI and selects the “Save and Close” button.

SELECTED DECLARANTS TO DISCLOSE INFORMATION

Add EORI

EORI #1 *

GR633067103423412

Items per page: 20

Showing 1–1 of 1

Save and close

Figure 116: Edit Disclosure Information - Add new EORI

- Admin user is redirected to the "Disclosure of Information to Declarants" page and then selects the “Save and Resume Later” option at the top right corner of the page.

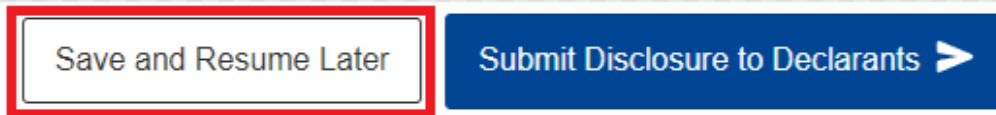


Figure 117: Edit Disclosure Information - Save and resume later

- The installation and the corresponding EORIs are now in “New changes not submitted” (not submitted) state and an information text notifies user that “EORIs are successfully added”.



Figure 118: Edit Disclosure Information - Confirmation of EORIs addition

- Now Admin user decides to delete the previously inserted installation: They click on the “Disclosure” button to deselect the previously selected installation. The system displays a confirmation dialog asking if user wants to proceed with the deselection. The dialog also informs that proceeding with this action will remove all associated EORIs.

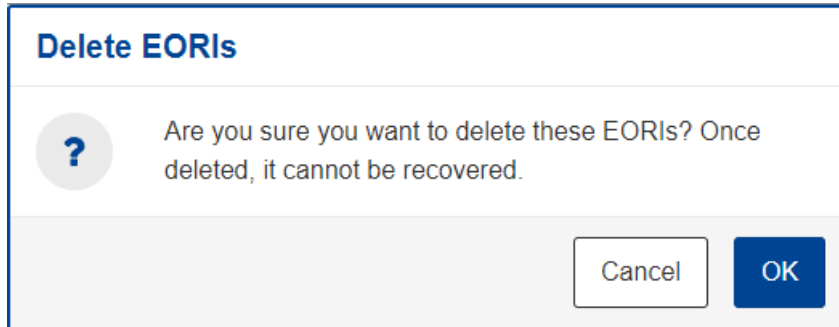


Figure 119: Edit Disclosure Information - Delete EORI

- Admin user selects “OK” on the confirmation dialog. An information text will appear, informing that the disclosure information was deleted successfully.

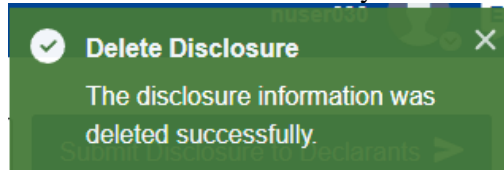


Figure 120: Edit Disclosure Information - Confirmation of disclosure deletion

- At the top right corner of the page, Admin user selects the “Submit Disclosure to Declarants” option.

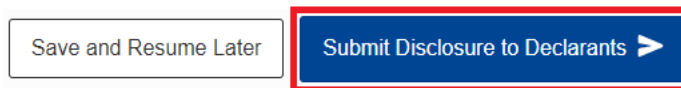


Figure 121: Edit Disclosure Information - Submit Disclosure

- The system validates the disclosed data. If no validation errors occur, system prepares the set of data and transfers it to the Declarants Portal of the CBAM Transitional Registry. An information text appears to inform user that the disclosure information was submitted successfully, and the state changes to “Submitted”.

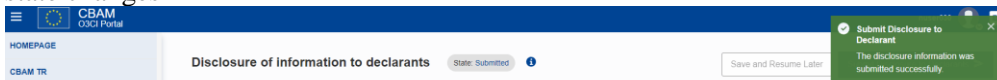


Figure 122: Edit Disclosure Information - Confirmation of submission

4.7.3 User views disclosure information

- On the “Disclosure information” page, user selects the “View Disclosure Information” option to be redirected to the "View Disclosed Information" page. The data displayed on this page are the latest approved by the Commission. User clicks on the “Installation ID” link of an installation in the list, to be redirected to the "View Installation Disclosure" page in view mode. User can see the disclosure information.

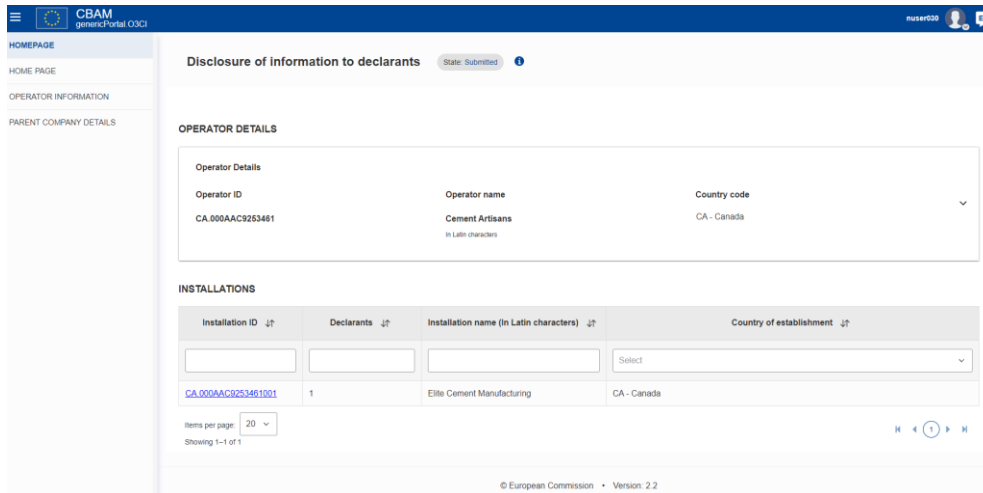


Figure 123: View Disclosure Information - Select Installation

2. User clicks on the “Installation ID” link of an installation in the list, to be redirected to the "View Installation Disclosure" page in view mode. User can see the disclosure information.

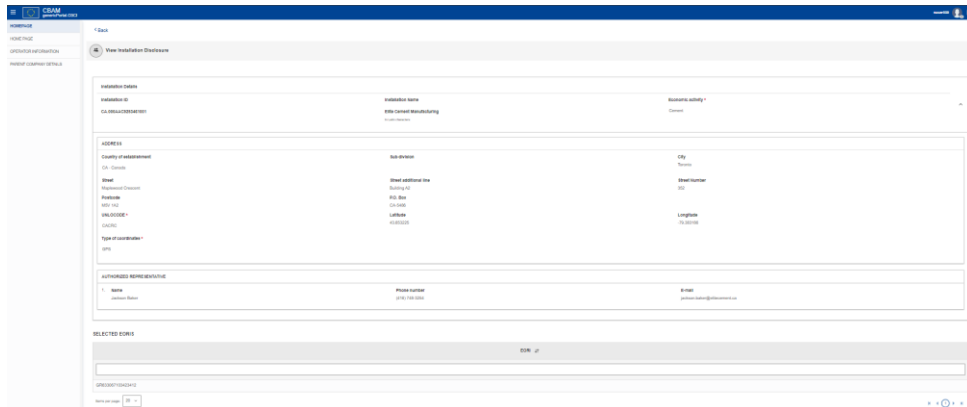


Figure 124: View Disclosure Information – View Installation Disclosure

3. User clicks the “Back” button at the top left corner of the page to return to the "View Disclosed Information" page. From there, they can navigate back to the Home page.

5 APPENDIX

5.1 CBAM O3CI DATA ELEMENTS

This section provides a comprehensive overview of the data elements displayed on the O3CI screens along with their corresponding properties and business rules. The .xlsx file includes the Operator and Emissions Information, as elaborated in the relevant sections of this document.



CBAM_O3CI_Data_Elements.xlsx