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DIRECTORATE-GENERAL  
TAXATION AND CUSTOMS UNION  
Digital Delivery of Customs and Taxation Policies  
**Taxation Systems & Digital Governance**

# Application User Manual

## CBAM Declarant Portal ver 1.2

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# Table of contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>10</b>
1.1	Document purpose.....	10
1.2	Target audience .....	10
1.3	Scope .....	10
1.4	Structure .....	10
1.5	Reference documents .....	10
1.6	Applicable documents .....	11
1.7	Abbreviations & acronyms.....	11
1.8	Definitions.....	12
1.9	CBAM Quarterly report data elements.....	14
<b>2</b>	<b>GENERAL INFORMATION.....</b>	<b>26</b>
2.1	System Overview .....	26
2.2	Authorized Use Permission .....	26
2.3	User Support.....	26
<b>3</b>	<b>GETTING STARTED .....</b>	<b>27</b>
3.1	Roles and Responsibilities.....	27
3.2	Access the CBAM Declarant Portal .....	27
3.3	Exit the CBAM Declarant Portal.....	28
3.4	Reporting Declarant Home Page .....	29
3.5	Main Navigation Bar .....	30
3.6	Generic User Interface Behaviour .....	30
3.7	Basic System Functions.....	31
3.7.1	Change UI Language.....	31
3.7.2	Change Contact Information .....	31
3.8	Report States Information .....	31
3.8.1	States description.....	31
3.8.2	States transition diagram .....	32
<b>4</b>	<b>USING THE SYSTEM AS CBAM REPORTING DECLARANT .....</b>	<b>34</b>
4.1	Operators Registry.....	34
4.1.1	Create an operator.....	34
4.1.2	Delete an operator.....	36
4.1.3	Edit an operator .....	36
4.2	Installations Registry .....	37
4.2.1	Create an installation .....	37
4.2.2	Delete an installation .....	40
4.2.3	Edit an installation.....	40
4.3	My quarterly reports.....	41
4.4	Report Structure & Navigation.....	41
4.4.1	Header level of the CBAM Report .....	43
4.4.2	CBAM goods Level of the CBAM Report .....	47
4.4.3	Emissions level of CBAM report .....	54
4.5	Quarterly Report actions .....	63
4.5.1	Creation of a report.....	63
4.5.2	Uploading of a report.....	63
4.5.3	Saving a draft report .....	64

4.5.4	Deletion of a draft report .....	65
4.5.5	Editing of a report.....	66
4.5.6	Validation of a report.....	67
4.5.7	Submission of a report.....	67
4.5.8	Viewing of a report.....	68
4.5.9	Amendment of a report.....	68
4.5.10	Invalidation of a report .....	70
4.5.11	Request to submit a report with a delay.....	70
4.5.12	Download PDF .....	72
4.5.13	History .....	72
4.5.14	Duplicating a report .....	73
4.6	My importers .....	75
4.7	My Profile Information .....	77
4.8	Preferences .....	77
4.9	Information.....	78
4.9.1	NCA.....	79
4.9.2	CBAM Goods.....	80
4.9.3	Legislation .....	82
4.10	Requests .....	82
4.10.1	Viewing of incoming requests .....	82
4.10.2	Replying to an incoming request .....	83
4.10.3	Decline an incoming request .....	84
4.10.4	Create a request .....	84
4.10.5	Cancel a request.....	86
4.10.6	View outgoing requests .....	87
4.11	Notifications .....	87
<b>5</b>	<b>ANNEX.....</b>	<b>90</b>
5.1	CBAM Report XSD (Version 17.03) .....	90
5.2	Sample ZIP files .....	90
5.3	Report Structure (Version 17.04) .....	90

## List of tables

Table 1: Reference documents .....	11
Table 2: Applicable documents .....	11
Table 3: Abbreviations and acronyms .....	12
Table 4: Definitions.....	13
Table 5: Definitions.....	25
Table 6: CBAM List of states .....	32
Table 7: Delayed Submission - Deadlines .....	72

## List of figures

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

Figure 38: Header -Signatures tab.....	46
Figure 39: Add good .....	47
Figure 40: Delete good.....	47
Figure 41: Delete good -Confirmation .....	47
Figure 42: Edit good.....	48
Figure 43: Non-validated good .....	48
Figure 44: Validate Good.....	49
Figure 45: Validate good – Navigation tree indication .....	49
Figure 46: Good Level - Importer tab .....	50
Figure 47: Good Level - Add Importer .....	50
Figure 48: Good’s level - Indirect customs representative tab .....	50
Figure 49: Good’s level - Add Indirect customs representative .....	51
Figure 50 Goods imported tab 1/3.....	51
Figure 51 Goods imported tab 2/3.....	51
Figure 52 Goods imported tab 3/3.....	52
Figure 53: HS sub-heading code selection .....	52
Figure 54: Imported quantity per customs procedure.....	53
Figure 55: Goods measure per procedure.....	53
Figure 56: Goods - Supplementary tab.....	54
Figure 57: Goods - Add supporting documents. ....	54
Figure 58: Add an emission. ....	54
Figure 59: Delete emission.....	55
Figure 60: Edit good.....	55
Figure 61: Installation - Country of production .....	56
Figure 62: Emissions - Operator (The company name of the installation).....	56
Figure 63: Emissions - Operator (Information filled in from Operator Registry) .....	57
Figure 64: Emissions - Installation fields.....	57
Figure 65: Emissions-Installation information filled in from Installations Registry .....	58
Figure 66: Emissions tab - Applicable to Electricity good.....	58
Figure 67: Emissions tab- Applicable for all goods except electricity .....	59
Figure 68: Emissions-Default Values.....	59
Figure 69: Production Method (sample) .....	60
Figure 70: Direct emissions qualifying parameters.....	60
Figure 71: Add new qualifying parameters .....	60
Figure 72: Indirect Emissions qualifying parameters.....	60
Figure 73 Default value checkbox.....	61
Figure 74: Carbon price due tab .....	61
Figure 75: Carbon price due -Details .....	62
Figure 76: Supplementary tab .....	62

Figure 77: Emissions - Supplementary - Supporting Documents .....	63
Figure 78: My Quarterly Reports - Create Report.....	63
Figure 79: My Quarterly Reports - Upload a report.....	64
Figure 80: Upload ZIP .....	64
Figure 81: Save a draft report.....	65
Figure 82: Delete a draft report. ....	65
Figure 83: Delete draft report - Confirmation message.....	66
Figure 84: Edit a report. ....	66
Figure 85: Edit a report .....	66
Figure 86: Validate report .....	67
Figure 87 Validate Report – Errors display.....	67
Figure 88: Submit report. ....	67
Figure 89: Modifications confirmation .....	68
Figure 90: View report .....	68
Figure 91: Amend a report. ....	69
Figure 92: Invalidate a report. ....	70
Figure 93: Invalidate report confirmation message.....	70
Figure 94: Request delayed submission .....	70
Figure 95: Request delayed submission dialog .....	71
Figure 96: Request delayed submission due to technical error .....	71
Figure 97: Request delayed submission -Requested by NCA .....	71
Figure 98: Download PDF .....	72
Figure 99: History .....	73
Figure 100: History .....	73
Figure 101: Create using Previous Report.....	74
Figure 102: Duplicate report from.....	74
Figure 103: Duplicate Report Form Selected.....	74
Figure 104: Duplicate Report -Confirmation dialog .....	75
Figure 105: My Importers -Starting point. ....	75
Figure 106: List of my importers .....	76
Figure 107: Importer Profile .....	76
Figure 108: Importer - Goods Imported .....	76
Figure 109: My profile information .....	77
Figure 110: My Profile - Contact Details .....	77
Figure 111: Preferences menu.....	78
Figure 112: Preferences.....	78
Figure 113: Edit Preferences .....	78
Figure 114: Information .....	79
Figure 115: Information-NCA .....	79



Figure 116: Information - NCA Details .....	80
Figure 117: Goods Sector Level.....	80
Figure 118: Aggregated goods category Level .....	81
Figure 119: Goods code level.....	81
Figure 120: Filtered CBAM Goods on CN Code.....	81
Figure 121: Request .....	82
Figure 122: Incoming requests.....	82
Figure 123: Reply to a Request .....	83
Figure 124: Reply to a request -Details.....	83
Figure 125: Notifications - References .....	84
Figure 126: Decline Request .....	84
Figure 127: Create Request .....	85
Figure 128: CBAM Reports (Optional).....	85
Figure 129: References .....	86
Figure 130: Attachments .....	86
Figure 131: Cancel a request.....	86
Figure 132: Outgoing requests .....	87
Figure 133: Home Page-Notifications icon.....	87
Figure 134: List of latest unread notifications.....	88
Figure 135: View notification .....	88
Figure 136: Notification - Reception date from filter.....	89
Figure 137: Notification - Reception date to filter .....	89
Figure 138: Notification List.....	89

# 1 INTRODUCTION

## 1.1 DOCUMENT PURPOSE

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

## 1.2 TARGET AUDIENCE

The target audience for this document includes:

- Importers of CBAM goods into the EU or their authorised indirect customs representatives (reporting declarants or CBAM declarants);
- Directorate-General Taxation and Customs Union (DG TAXUD)'s Project team;
- Directorate-General Taxation and Customs Union (DG TAXUD) -Business Units C.2 and C.5;
- Directorate General for Informatics (DIGIT);
- Directorate-General for Climate Action (DG CLIMA);
- EU Member states and their National Competent Authorities;
- SOFT-DEV Project team;
- Quality Assurance Contractor;
- Operational teams.

## 1.3 SCOPE

The scope of this document is to provide directions to CBAM Reporting Declarants on the effective utilisation of the CBAM Declarant Portal for the Transitional Registry. The features described comply with CBAM Release 1.2

## 1.4 STRUCTURE

This document is organised as follows:

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

## 1.5 REFERENCE DOCUMENTS

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

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

**Table 1: Reference documents**

## 1.6 APPLICABLE DOCUMENTS

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

Ref.	Title	Originator	Version	Date
A01	SOFT-DEV Framework Quality Plan	SDEV-FQP	1.00	10/01/2023
A02	SOFT-DEV Framework Contract	TAXUD/2021/CC/162	N/A	24/06/2021
A03	Specific Contract 13	TAXUD/2023/DE/134	N/A	05/04/2023
A04	RfA-379 - CARBON BORDER ADJUSTMENT MECHANISM (CBAM) – Transitional Period IT system Release 1.10	Ares(2023)4500958	1.20	29/06/2023

**Table 2: Applicable documents**

## 1.7 ABBREVIATIONS & ACRONYMS

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

See also the ‘list of acronyms’ on TEMPO.

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

Abbreviation/Acronym	Definition
MS	Member State
MWH	Megawatt Hour
N/A	Not available
NCA	National Competent Authority
NIS	National Import System
PDF	Portable Document Format
PSM	Public-Subscribe Mechanism
SPEED2ng	SPEED2 Gateway is used for exchanging messages with partner countries (for example MRA exchanges, NCTS TIR messages and in the future SSDL messages). The messages are exchanged via dedicated VPN links and the exchange protocols vary (Web Services, MQ Asynchronous Transport Protocol, AS2, AS3 and AS4 protocols).
UCC	Union Customs Code
UI	User Interface
URI	Universal Resource Identifier
URL	Uniform Resource Locator
UUM&DS	Uniform User Management and Digital Signatures
XLS	Microsoft Excel spreadsheet file
XLSX	Microsoft Excel Open XML spreadsheet file
XML	eXtensible Markup Language
XSD	XML Schema Definition
ZIP	Compressed file

**Table 3: Abbreviations and acronyms**

## 1.8 DEFINITIONS

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

See also the ‘glossary’ on TEMPO.

Term	Definition
CBAM Goods	Goods listed in Annex I of CBAM Regulation.
Third country	A country or territory outside the customs territory of the Union.
Default value	The Default value is the intensity of emissions. It expresses the quantity of CO2 emissions per measurement unit of product. Per legislation, the definition is a value, which is calculated or drawn from secondary data, which represents the embedded emissions in goods.
NCA	National Competent Authority.
Operator	Any person who operates or controls an installation in a third country.
Installation	A stationary technical unit where a production process is carried out.
Indirect customs representative	The indirect customs representative declared in imports customs declaration.

<b>Term</b>	<b>Definition</b>
Importer	Either the person lodging a customs declaration for release for free circulation of goods in its own name and on its own behalf or, where the customs declaration is lodged by an indirect customs representative in accordance with Article 18 of Regulation (EU) No 952/2013, the person on whose behalf such a declaration is lodged.
Carbon price	The monetary amount paid in a third country, under a carbon emissions reduction scheme, in the form of a tax, levy or fee or in the form of emission allowances under a greenhouse gas emissions trading system, calculated on greenhouse gases covered by such a measure, and released during the production of goods.
Indirect emissions	Means emissions from the production of electricity, which is consumed during the production processes of goods, irrespective of the location of the production of the consumed electricity.

**Table 4: Definitions**

## 1.9 CBAM QUARTERLY REPORT DATA ELEMENTS

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

See also the ‘glossary’ on TEMPO.

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

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

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



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

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

<b>Data element name</b>	<b>Definition</b>
<b>Additional information</b>	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
<b>---Goods measure (imported)</b>	This is the entity that contains the quantity of the CBAM goods imported
<b>Net mass</b>	The Net mass is to be used for the CBAM Goods that are measured in kgs (or in tonnes).
<b>Supplementary units</b>	The Supplementary units is to be used for the CBAM Goods that have a special measurement unit.
<b>Type of measurement unit</b>	The type of measurement unit of the quantity of the CBAM Good.
<b>---Goods imported total emissions</b>	This is an entity to use in case there are special references related to the CBAM Good.
<b>Goods emissions per unit of product</b>	In this element, the Declarant can write any additional information that applies in the location where this is positioned. The value is the result of the following division: Goods total emissions / Goods measure (imported) - either the Net mass or the Supplementary units.
<b>Goods total emissions</b>	This element is used to hold the total emissions of both direct and indirect emissions. The value of this field must be equal to the sum of Good direct emissions + Good indirect emissions.
<b>Goods direct emissions</b>	This element is used to hold the total emissions of direct emissions. The value of this field must be equal to the sum of all the installation direct emissions.
<b>Goods indirect emissions</b>	This element is used to hold the total emissions of indirect emissions. The value of this field must be equal to the sum of all the installation indirect emissions.
<b>Type of measurement unit for emissions</b>	This element is to indicate that the emissions are measured in tonnes.
<b>---Supporting documents (for Goods)</b>	This entity exists in the CBAM Goods imported level. It used to provide any supporting documents.
<b>Sequence number</b>	Supporting document sequence number.
<b>Type</b>	The type of supporting document (it is in the Supporting Documents (for Goods)).
<b>Country of document issuance</b>	The country where the supporting document was issued.
<b>Reference number</b>	The reference number of the supporting document.
<b>Document line item number</b>	The document line item number is the number of the Goods imported entry in which the supporting documents corresponding to.
<b>Issuing authority name</b>	The authority that issued the supporting document.
<b>Validity start date</b>	The start date of validity of the supporting document.
<b>Validity end date</b>	The end date of validity of the supporting document.
<b>Description</b>	A text element to describe the supporting document.
<b>-----Attachments</b>	This is an entity used to attach a file or provide a URL.

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

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

<b>Data element name</b>	<b>Definition</b>
<b>Installation indirect emissions</b>	The quantity of indirect emissions produced for the specific particular Goods' quantity. The value of this field must be equal with the result of the following formulae: Goods measure x Specific (indirect) embedded emissions.
<b>Type of measurement unit for emissions</b>	This element is to indicate that the emissions are measured in tonnes.
<b>-----Direct Embedded Emissions</b>	This is the entity that contains the information related to the direct embedded emissions.
<b>Type of determination</b>	The type of determination of the direct embedded emissions. The possible values are: Actual data, Default value.
<b>Type of determination (electricity)</b>	The type of determination of the direct embedded emissions in case that the CBAM Good is electricity.
<b>Type of applicable reporting methodology</b>	The type of applicable reporting methodology used to calculate the emissions of the CBAM Good while being produced.
<b>Applicable reporting methodology</b>	The actual applicable reporting methodology used.
<b>Specific (direct) embedded emissions</b>	This is the element to declare the emissions per measurement unit of the product produced.
<b>Other source indication</b>	This element is used to declare a different source.
<b>Source of emission factor (for electricity)</b>	The source of emission factor in case that the CBAM Good is electricity.
<b>Emission factor</b>	This element is used only when CBAM Good is Electricity and expresses the tonnes of CO2 per MWh.
<b>Electricity imported</b>	The quantity of electricity imported. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
<b>Total embedded emissions of electricity imported</b>	The amount of CO2 tonnes produced for the quantity of the electricity imported. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
<b>Type of measurement unit</b>	The type of measurement unit of the quantity of the CBAM Good.
<b>Source of emission factor value</b>	This is used to declare any extra information regarding the source of the emissions value.
<b>Justification</b>	This is used to justify the alternative default value used in the emission factor. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
<b>Fulfillment of conditionality</b>	This is used to declare any information related to the actual data declared. It is only applicable in the Direct Embedded Emissions when CBAM Good is electricity.
<b>-----Indirect Embedded Emissions</b>	This is the entity that contains the information related to the indirect embedded emissions. Not applicable when Electricity is selected as a good"
<b>Type of determination</b>	The type of determination of the indirect embedded emissions. The possible values are: Actual data, Default value.
<b>Source of emission factor</b>	This element is used to declare literature or published information by the statistics office.

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

<b>Data element name</b>	<b>Definition</b>
<b>Type of determination</b>	The type of determination of the direct embedded emissions. The possible values are: Actual data, Default value.
<b>Parameter ID</b>	ID of the parameter used
<b>Parameter name</b>	Name of the parameter used
<b>Description</b>	A text element to describe the parameter
<b>Type of parameter value</b>	The type of the parameter (e.g., Percentage, numeric, text)
<b>Parameter value</b>	The actual value of the parameter
<b>Additional information</b>	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
<b>-----Supporting Documents (for emissions definition)</b>	This entity exists in the CBAM Goods emissions level. It used to provide any supporting documents.
<b>Sequence number</b>	The document's sequential number
<b>Type of emissions document</b>	This element is used to define the type of emissions document that is declared. It is in the Supporting Documents (for emissions definition).
<b>Country of document issuance</b>	The country where the supporting document was issued.
<b>Reference number</b>	The reference number of the supporting document.
<b>Document line item number</b>	The document line item number is the number of the Goods imported entry in which the supporting documents corresponding to.
<b>Issuing authority name</b>	The authority that issued the supporting document.
<b>Validity start date</b>	The start date of validity of the supporting document.
<b>Validity end date</b>	The end date of validity of the supporting document.
<b>Description</b>	A text element to describe the supporting document.
<b>-----Attachments</b>	This is an entity used to attach a file or provide a URL.
<b>Filename</b>	The file name of the attachment.
<b>URI</b>	The URI link of an attachment.
<b>MIME</b>	The MIME of the attachment.
<b>Included binary object</b>	The actual binary object.
<b>-----Carbon price due</b>	This entity is used to provide information regarding CO2 emissions that were due.
<b>Sequence number</b>	The sequential number of the Carbon price due
<b>Type of instrument</b>	This element is used to describe the type of instrument used. Possible values are: Carbon tax, Carbon price paid in the context of a national ETS, Carbon price paid in the context of a regional ETS.



<b>Data element name</b>	<b>Definition</b>
<b>Description and indication of legal act</b>	This element is used to reference the description of the legal act.
<b>Amount of the carbon price due</b>	The amount of the CO2 emissions due.
<b>Currency</b>	The currency used for the declared amount to be paid.
<b>Exchange rate</b>	The exchange rate of the currency related to EURO. This is a baseline exchange rate defined by the EU commission.
<b>Amount (EURO)</b>	The Amount of the carbon price due expressed in EURO currency.
<b>Country code</b>	The country's code.
<b>-----Goods covered under carbon price due</b>	This entity is used to provide information regarding the goods for which the CO2 emissions were due.
<b>Sequence number</b>	Sequence number.
<b>Type of goods covered</b>	This element is used to declare the type of good that is covered under the carbon price due. It is a codified list with possible values: Actual product or Other materials.
<b>CN code of goods covered</b>	The CN code of the product covered. This is used only for information purposes.
<b>Quantity of emissions covered</b>	The quantity of emissions covered.
<b>Quantity covered by free allocations, any rebate or any other form of compensation</b>	The quantity of emissions covered by any form of compensation.
<b>Supplementary information</b>	This element is used to enter any supplementary information related to the product covered under price paid.
<b>Additional information</b>	In this element, the Declarant can write any additional information that applies in the location where this is positioned.
<b>-----Goods measure (Covered)</b>	This entity is used to provide the quantity of the Good for which the emissions are already paid.
<b>Net mass</b>	The Net mass is to be used for the CBAM Goods that are measured in kgs (or in tonnes).
<b>Supplementary units</b>	The Supplementary units is to be used for the CBAM Goods that have a special measurement unit.
<b>Type of measurement unit</b>	The type of measurement unit of the quantity of the CBAM Good.
<b>-----Remarks</b>	This is an entity that exists in all levels of the report in order the Declarant to insert additional information.
<b>Sequence number</b>	Remarks sequence number
<b>Additional Information</b>	Any additional information

**Table 5: Definitions**

## **2 GENERAL INFORMATION**

### **2.1 SYSTEM OVERVIEW**

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

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

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

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

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

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

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

### **2.2 AUTHORIZED USE PERMISSION**

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

### **2.3 USER SUPPORT**

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

## 3 GETTING STARTED

### 3.1 ROLES AND RESPONSIBILITIES

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

### 3.2 ACCESS THE CBAM DECLARANT PORTAL

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

Step #1: The user accesses the following link:

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

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

Where Are You From  
(wayf)

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

Select the country where you want to be authenticated  
Belgium

Select type of actor  
Economic Operator

Type of ID  
EORI

ID  
BE1457893 Validate

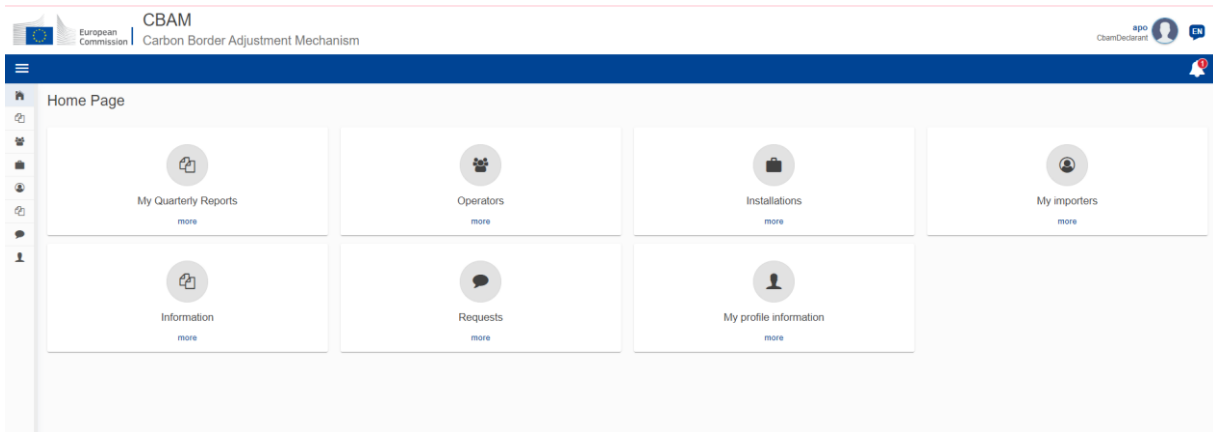
I am acting on behalf of:  
 Myself  
 The following (natural/legal) person with:  
 I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

**Figure 1: UUM&DS authentication page**

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

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



**Figure 2: CBAM Declarant Portal - Main Dashboard**

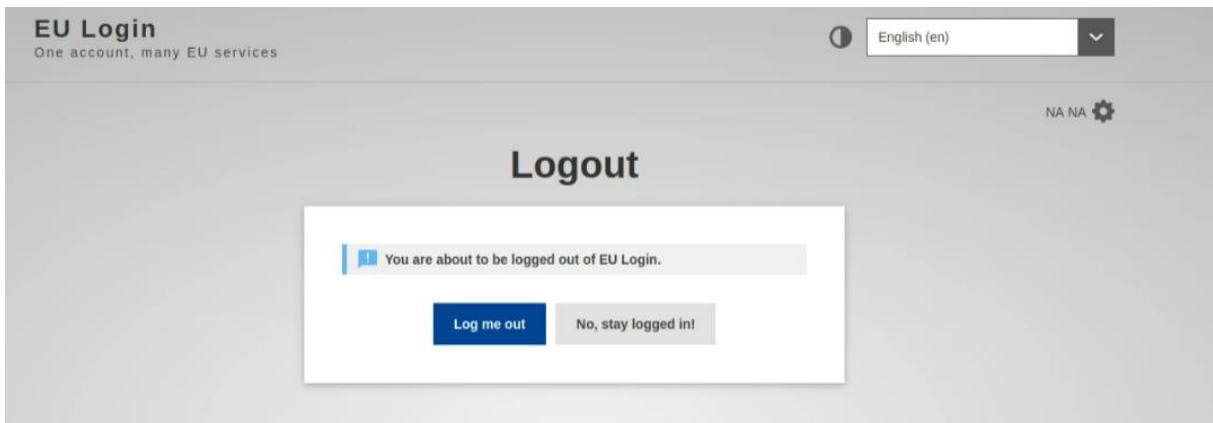
### 3.3 EXIT THE CBAM DECLARANT PORTAL

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



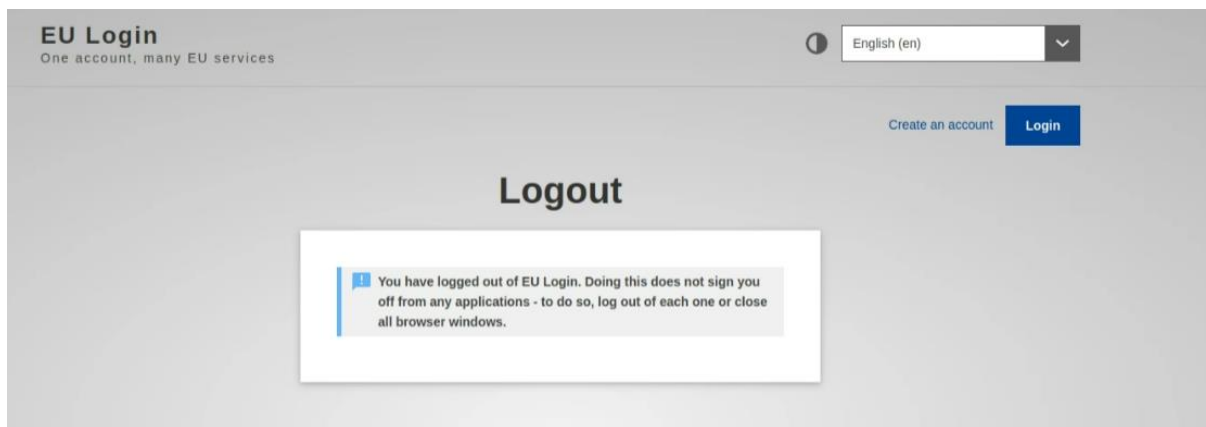
**Figure 3: Sign-out**

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



**Figure 4: Logout in EU Login page.**

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



**Figure 5: Logout confirmation**

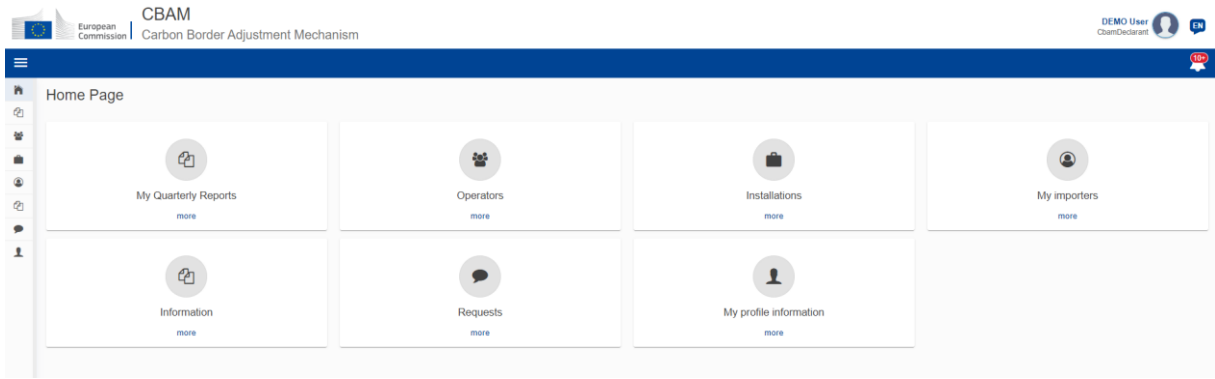
Also note that the user will be logged-out automatically after a certain amount of time has passed and subsequently it will be required to re-authenticate in UUM&DS.

### 3.4 REPORTING DECLARANT HOME PAGE

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

The available items are:


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

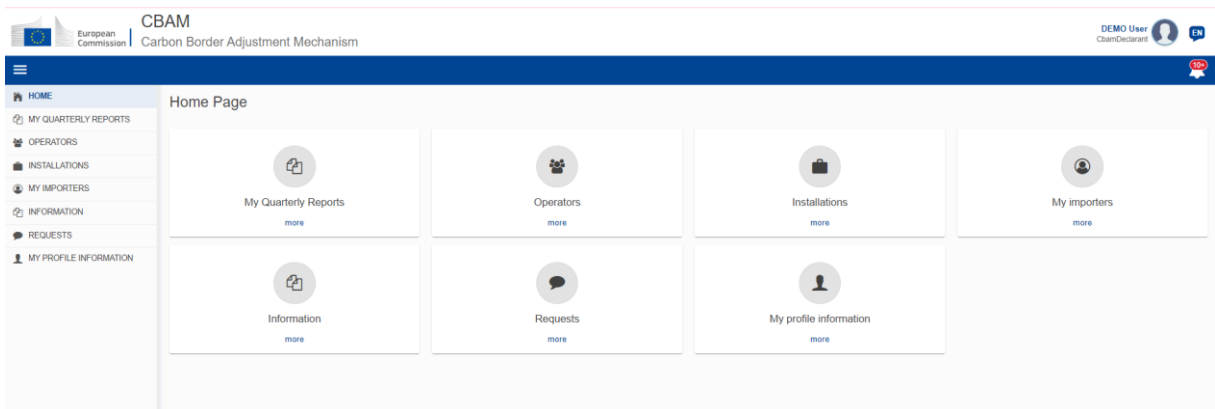


**Figure 6: CBAM Portal – Reporting Declarant Home Page**

### 3.5 MAIN NAVIGATION BAR

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

By clicking the icon  on the left upper side, the navigation bar on the left is expanded (see Figure 7: CBAM Reporting Declarant Home Page with expanded navigation bar). The options are the same as the ones visible in the Home Page.



**Figure 7: CBAM Reporting Declarant Home Page with expanded navigation bar**

### 3.6 GENERIC USER INTERFACE BEHAVIOUR

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

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

#### Commodity

HS sub-heading code \*

CN code \*

**Figure 8: Mandatory fields indication**

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

Description of goods \*

IRON AND STEEL
498

**Figure 9: Maximum number of characters indication**

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

Goods imported 72000000

Importer Representative **Goods imported 3** Supplementary

**Please correct the following:** 3 errors

✘ Requested procedure: | Procedure  
This field is required

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

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

**Figure 10: Validation errors**

### 3.7 BASIC SYSTEM FUNCTIONS

#### 3.7.1 Change UI Language

Please follow the instructions in section 4.8 Preferences

#### 3.7.2 Change Contact Information

Please follow the instructions in section 4.7 My Profile Information

### 3.8 REPORT STATES INFORMATION

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

#### 3.8.1 States description

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

States	Description
Draft	Initial state. The CBAM quarterly report is under preparation by the CBAM Reporting Declarant
Submitted	The CBAM quarterly report has been submitted

Under amendment	The CBAM quarterly report is under amendment by the CBAM Reporting Declarant
Invalidated	The CBAM quarterly report was invalidated by the CBAM Reporting Declarant. A new CBAM quarterly report can be created for this reporting period
Registered	The CBAM quarterly report has been officially registered and is available for further actions by EU & NCA Authorities. The CBAM quarterly report changes to Registered automatically upon expiration of the modification period timer.
Under assessment (COM)	The CBAM quarterly report is under assessment by European Commission
Assigned to NCA	The CBAM quarterly report is assigned to the respective NCA
Under review (NCA)	The review process has started by the NCA
Discarded	The CBAM quarterly report has been Discarded by the NCA. This is a final state.
Under correction	The CBAM quarterly report is under correction by the CBAM Reporting Declarant (either upon request from NCA or CBAM Reporting Declarant when the state of the review is Under Review (NCA))
Under litigation	The CBAM quarterly report is under litigation
Finalized	The CBAM quarterly report evaluation has been completed. Future potential states are Revoked or Archived
Revoked	Once a CBAM quarterly report is finalized the state can change to Revoked.
Archived	Once a CBAM quarterly report is finalized the state can change to Archived.

**Table 6: CBAM List of states**

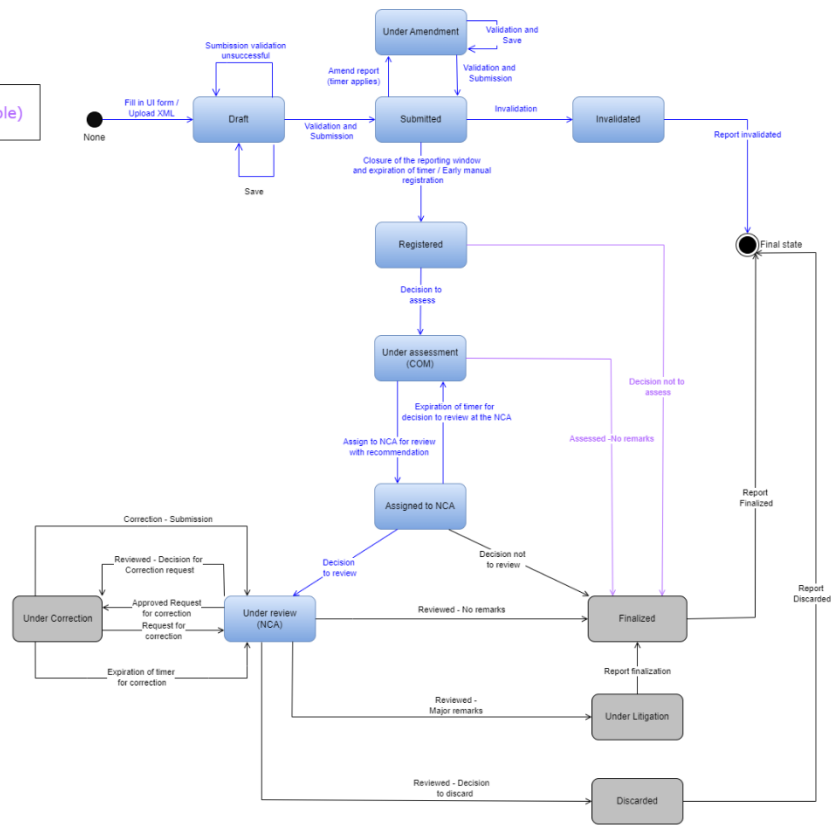
### 3.8.2 States transition diagram

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



Scope of Release 1 (blue)

Enabled during transition period only (purple)



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

Figure 11: State Transition Diagram

## 4 USING THE SYSTEM AS CBAM REPORTING DECLARANT

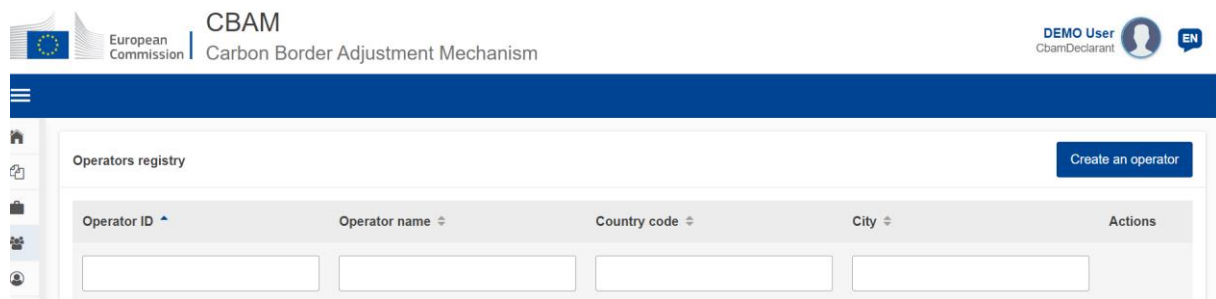
In this section the main actions that a CBAM Reporting Declarant can perform in the CBAM Declarant Portal are being described.

### 4.1 OPERATORS REGISTRY

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

#### 4.1.1 Create an operator

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



**Figure 12: Operator - Create**

- 3) Fill in information in the operator screen details (see Figure 13: Operator Details Screen). Ensure to utilise Latin characters (alpha numeric).

### Create an operator

Operator ID \*

Operator name \*

**Address**

Country code \*

Sub-division

City

Street

Street additional line

Number

Postcode

P.O. Box

**Contact person**

[Add new](#)

**Contact details**

Name \*

E-mail \*

Phone number \*

**Figure 13: Operator Details Screen**

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

### Create an operator

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

Operator ID \*

Operator name \*

**Address**

**Figure 14: Create an Operator**

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

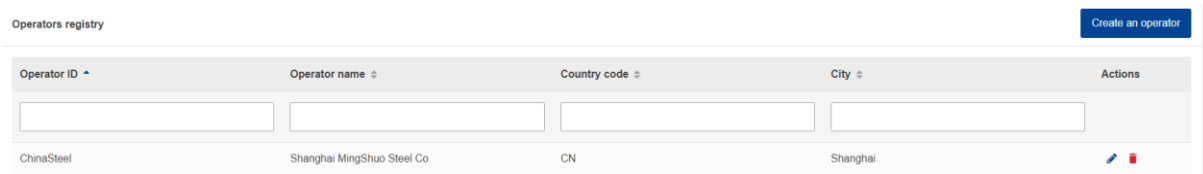
Operators registry [Create an operator](#)

Operator ID	Operator name	Country code	City	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	<a href="#">Edit</a> <a href="#">Delete</a>


**Figure 15: Operators Registry**

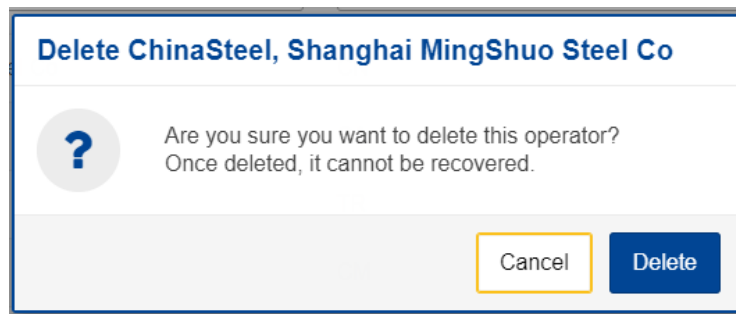
## 4.1.2 Delete an operator

In the operator's registry,



**Figure 16: Operator Registry - Delete action.**

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

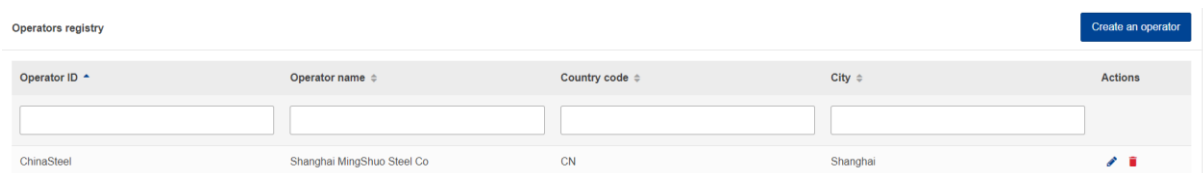


**Figure 17: Operator Delete - Confirmation message.**


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

## 4.1.3 Edit an operator

In the operator's registry,



**Figure 18: Operators' registry**

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

Operator ID	Operator name	Cancel	Save
ChinaSteel	Shanghai MingShuo Steel Co		
Operator ID *			
ChinaSteel			
Operator name *			
Shanghai MingShuo Steel Co			44
Address			
Country code *			
CN - China			
Sub-division			
Unknown			28
City			
Shanghai			27
Street			
Min haiou 23			58
Street additional line			
			70
Number			
			35
Postcode			

**Figure 19: Operation - Save & Cancel**

## 4.2 INSTALLATIONS REGISTRY

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

### 4.2.1 Create an installation

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

Installation ID	Installation name	Country of establishment	City	Actions

**Figure 20: Installations Registry**

- 3) Fill the information in the installation screen details (see Figure 21: Installation – Details). Ensure to utilise Latin characters (alpha numeric).

**Create an installation** Cancel Create

Installation ID \*

Installation name \*

**Address**

Country of establishment \*

Sub-division

City

Street

Street additional line

Number

Postcode

PO Box

---

**UNLOCODE**

Coordinate latitude (N-S)

Coordinate longitude (E-W)

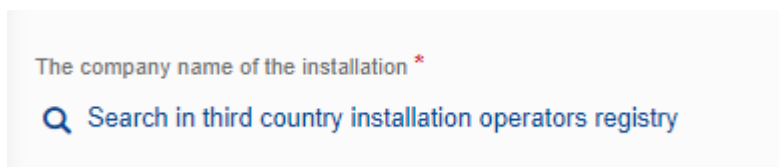
Type of coordinates

The company name of the installation \*

[Search in third country installation operators registry](#)

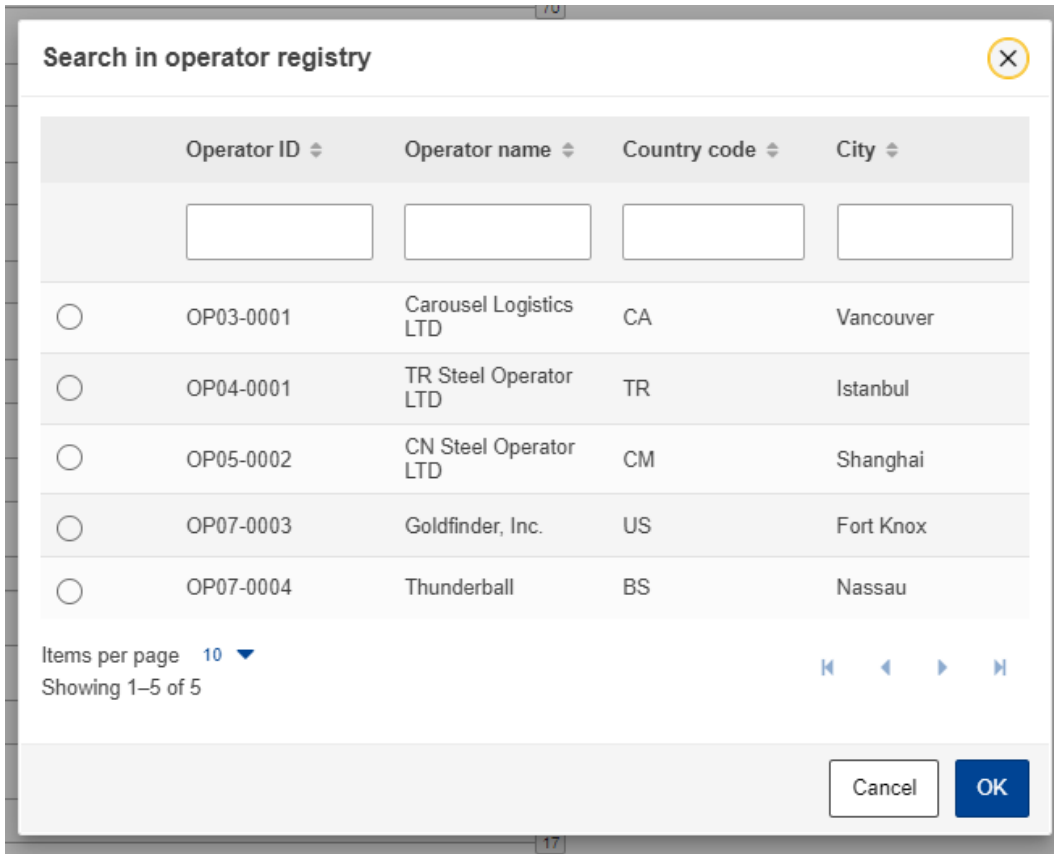
**Figure 21: Installation – Details**

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





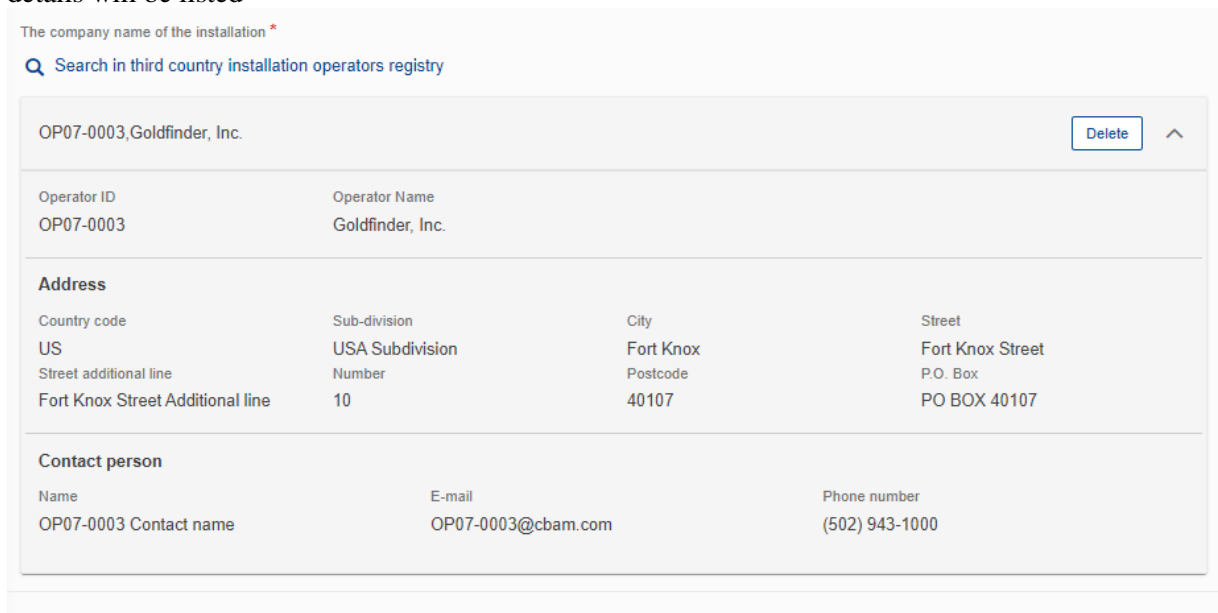
**Figure 22: Installation-Search in third country installation operators registry**

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



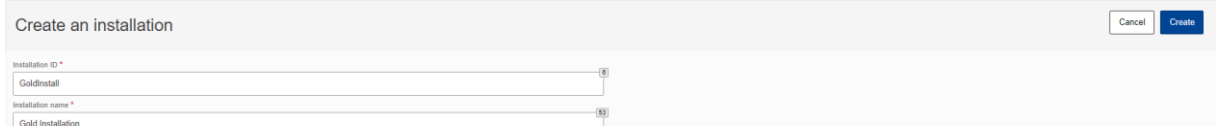
**Figure 23: Search in operators registry**

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



**Figure 24: Installation - Linked Operator Details**

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

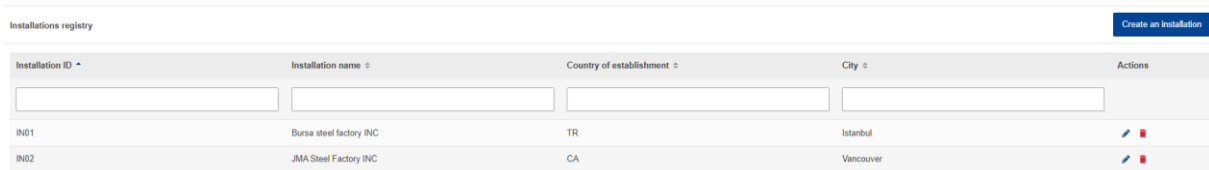






**Figure 25: Installation - Create Button**

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

## 4.2.2 Delete an installation

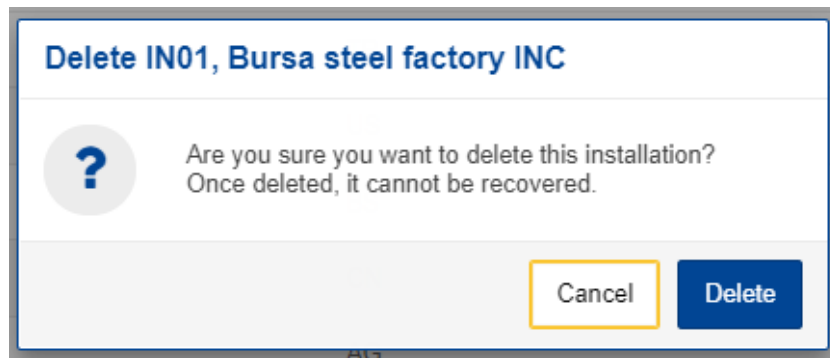
In the installations registry,



Installation ID	Installation name	Country of establishment	City	Actions
IN01	Bursa steel factory INC	TR	Istanbul	 
IN02	JMA Steel Factory INC	CA	Vancouver	 

**Figure 26: Installation Registry -Delete action**

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



**Delete IN01, Bursa steel factory INC**

Are you sure you want to delete this installation?  
Once deleted, it cannot be recovered.

**Figure 27: Installation Delete - Confirmation message.**

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

## 4.2.3 Edit an installation


In the installations registry,

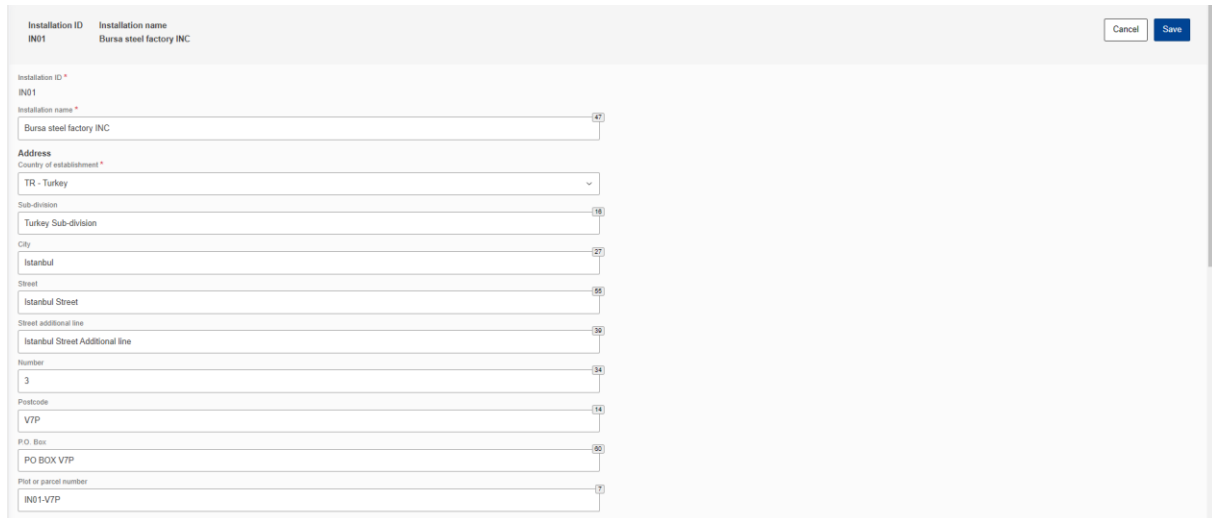


Operator ID	Operator name	Country code	City	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	 

**Figure 28: Installation Registry - Edit Action**



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

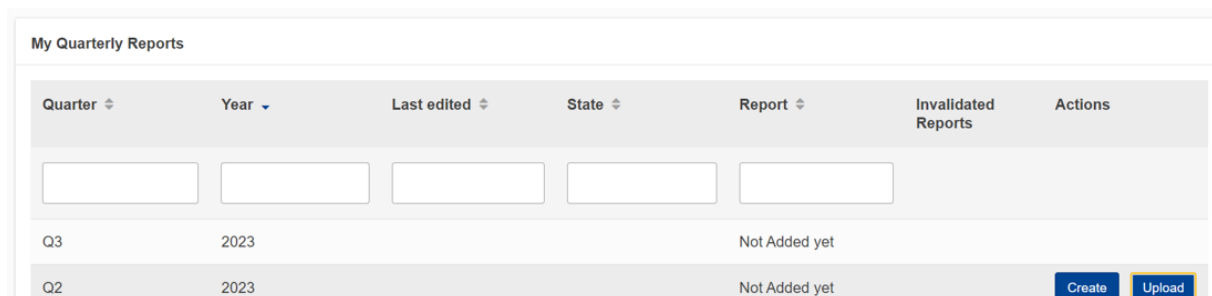


**Figure 29: Installation -Cancel and Save buttons.**

### 4.3 MY QUARTERLY REPORTS

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

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



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

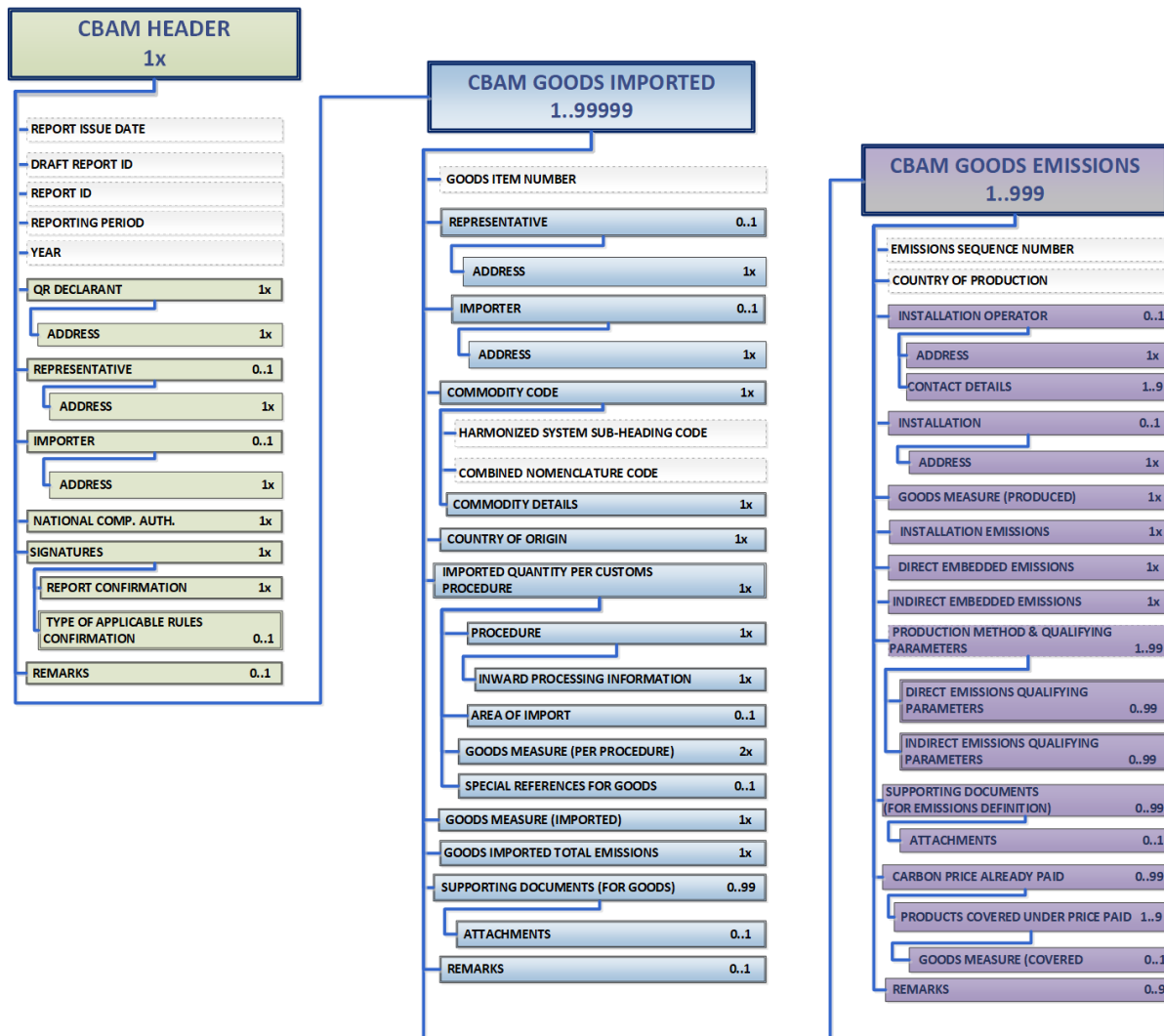
**Figure 30: My Quarterly Reports**

### 4.4 REPORT STRUCTURE & NAVIGATION

The CBAM quarterly report structure consists of three main sections:

- The **Report’s header** section where the basic information for the CBAM Reporting Declarant and the reporting period are entered.

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



**Figure 31: CBAM Report Data Model**

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

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

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

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

## 4.4.1 Header level of the CBAM Report

Report general information is stored in the header.

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

**Figure 32: Header - Validation**

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

A detailed description of each tab is available below.

### 4.4.1.1 Reporting Declarant

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

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

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

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

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

**Importer for some goods/ Indirect Customs Representative for some goods** – In case the Reporting Declarant acts as indirect customs representative for some goods and as an importer for some other

goods, then the importer / indirect customs representative is required to be defined at each good level and the header importer & indirect customs representative tabs are disabled.

**Header info**

Reporting declarant | Importer | Representative | Competent authority | Signatures

**Declarant details**

Name \* [61] Demo CBAM

Identification number [0] GR293847584930295

Role \* [35] Importer for all Goods

Address

Member state or Country of establishment [70] BE - Belgium

Sub-division [35]

Street [70]

Street additional line [70]

Number [35]

Postcode [17]

P.O. Box [70]

Figure 33: Header - Reporting Declarant tab

#### 4.4.1.2 Importer

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

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

**Header info**

Reporting declarant | Importer | Representative | Competent authority | Signatures [!]

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

Declarant acts as importer

Add importer

Figure 34: Declarant acts as importer Checkbox

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

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

**Figure 35: Header- Importer tab**

#### 4.4.1.3 Indirect customs representative

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

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

**Figure 36: Declarant acts as indirect customs representative checkbox**

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

Indirect customs representative’s details will be deleted from header if the “Delete” button is clicked.

Reporting declarant   Importer   **Representative**   Competent authority   Signatures

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

Representative details

Delete   ^

Name \* 70   Identification number \* 17

**Address**

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

Street 70   Street additional line 70   Number 35

Postcode 17   P.O. Box 70

**Figure 37: Header - Indirect customs representative Tab**

#### 4.4.1.4 Competent authority

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

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

#### 4.4.1.5 Signatures

All fields of this tab are mandatory to be filled to allow report submission.

Header info

Reporting declarant   Importer   Representative   Competent authority   **Signatures**

**Report confirmation**

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

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

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

**Figure 38: Header -Signatures tab**

## 4.4.2 CBAM goods Level of the CBAM Report

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

### 4.4.2.1 Addition of CBAM goods

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



Figure 39: Add good

### 4.4.2.2 Deletion of CBAM goods


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



Figure 40: Delete good

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

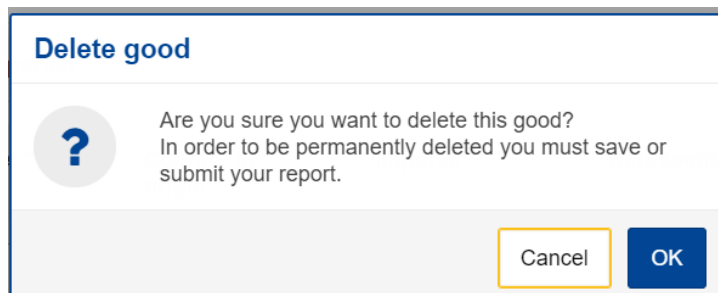



Figure 41: Delete good -Confirmation

#### 4.4.2.3 Editing of CBAM goods

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

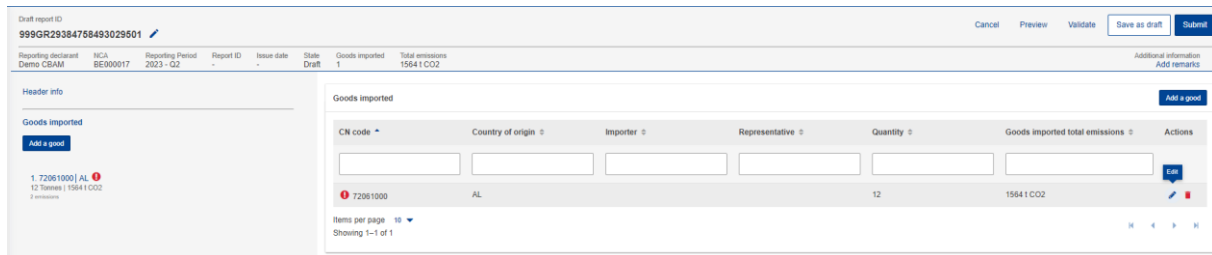


Figure 42: Edit good

#### 4.4.2.4 Saving of CBAM goods

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

#### 4.4.2.5 Validating of CBAM goods

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

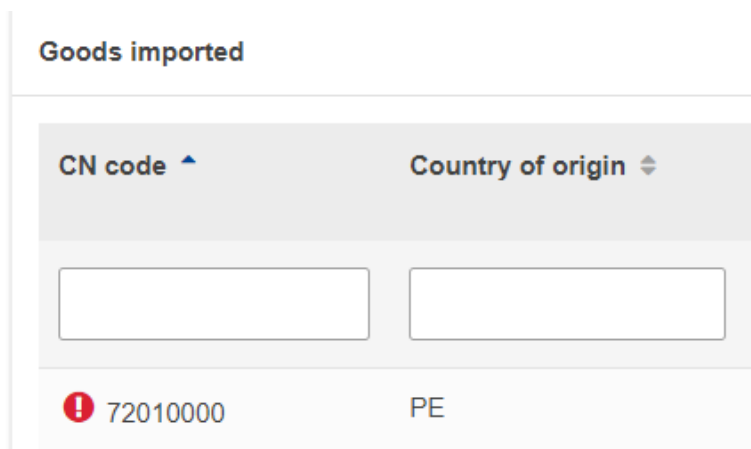


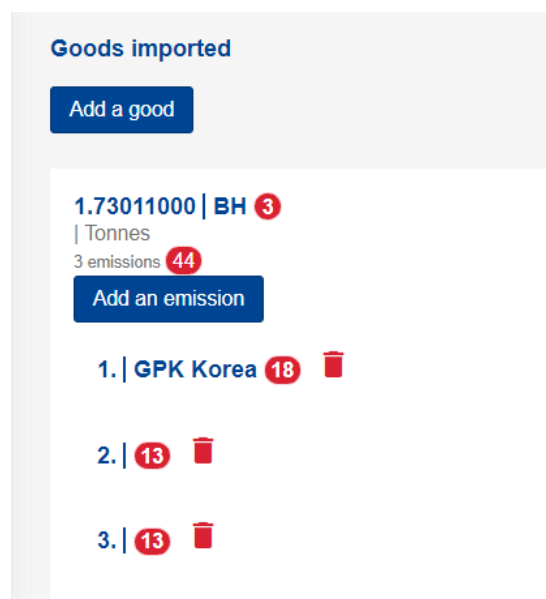
Figure 43: Non-validated good

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



**Figure 44: Validate Good**

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



**Figure 45: Validate good – Navigation tree indication**

#### 4.4.2.6 How to fill in the good

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

##### 4.4.2.6.1 Importer

In the “Importer” tab, the user can check the box appearing in case the Reporting Declarant acts as importer or click on the “Add importer” button to add importer details. If an importer is defined in the Header level, the respective tab in the good’s imported level will not appear, otherwise the tab is mandatory to be filled in.

**Figure 46: Good Level - Importer tab**

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

**Figure 47: Good Level - Add Importer**

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

#### 4.4.2.6.2 Indirect customs representative

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

**Figure 48: Good’s level - Indirect customs representative tab**

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

The screenshot shows the 'Goods Imported' form with the 'Representative' tab selected. The form is titled 'Representative details' and includes a 'Delete' button in the top right corner. The fields are as follows:

- Name \* (70 characters)
- Identification number \* (17 characters)
- Address section:
  - Member State of establishment \* (dropdown)
  - Sub-division (35 characters)
  - City \* (35 characters)
  - Street (70 characters)
  - Street additional line (70 characters)
  - Number (35 characters)
  - Postcode (17 characters)
  - P.O. Box (70 characters)

**Figure 49: Good's level - Add Indirect customs representative**

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

#### 4.4.2.6.3 Goods Imported

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

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

The screenshot shows the 'Goods imported' form with the 'Goods Imported' tab selected. The form includes the following fields and buttons:

- Buttons: Back, Validate, Save
- Table headers: CN code, Country of origin, Quantity, Goods imported total emissions
- Commodity section:
  - HS sub-heading code \* (512 characters)
  - CN code \* (dropdown)
  - Description of goods \* (512 characters)
- Country of origin section:
  - Country code \* (dropdown)
- Imported quantity per customs procedure section:
  - Add new button

**Figure 50 Goods imported tab 1/3**

The screenshot shows the 'Goods imported' form with the 'Requested procedure' tab selected. The form includes the following fields and buttons:

- Section: 1. Requested procedure: | Area of import: (512 characters)
- Area of import section:
  - Area of import (dropdown)
  - Procedure section:
    - Requested procedure \* (dropdown)
    - Previous procedure (dropdown)
- Goods measure (per procedure) section:
  - Add new button
  - Inward processing
  - Net mass \* (512 characters)
  - Type of measurement unit \* (dropdown)
- Special references for goods section:
  - Additional information (512 characters)

**Figure 51 Goods imported tab 2/3**

**Figure 52 Goods imported tab 3/3**

**Figure 53: HS sub-heading code selection**

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

Imported quantity per customs procedure

[Add new](#)

1. Requested procedure: | Area of import: ^

<b>Area of import</b> Area of import <input type="text"/>	<b>Procedure</b> Requested procedure * <input type="text"/>	Previous procedure <input type="text"/>
---	---	--

**Goods measure (per procedure)**

[Add new](#)

Inward processing

**Net mass \***

**Type of measurement unit \***

**Special references for goods**  
 Additional information  512

2. [Delete](#) ^

<b>Area of import</b> Area of import <input type="text"/>	<b>Procedure</b> Requested procedure * <input type="text"/>	Previous procedure <input type="text"/>
---	---	--

**Goods measure (per procedure)**

[Add new](#)

Inward processing

**Net mass \***

**Type of measurement unit \***

**Special references for goods**  
 Additional information  512

**Figure 54: Imported quantity per customs procedure**

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

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

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

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

1. Requested procedure: | Area of import: ^

<b>Area of import</b> Area of import <input type="text"/>	<b>Procedure</b> Requested procedure * <input type="text"/>	Previous procedure <input type="text"/>
---	---	--

**Goods measure (per procedure)**

Inward processing

**Net mass \***

**Type of measurement unit \***

Inward processing

**Net mass \***

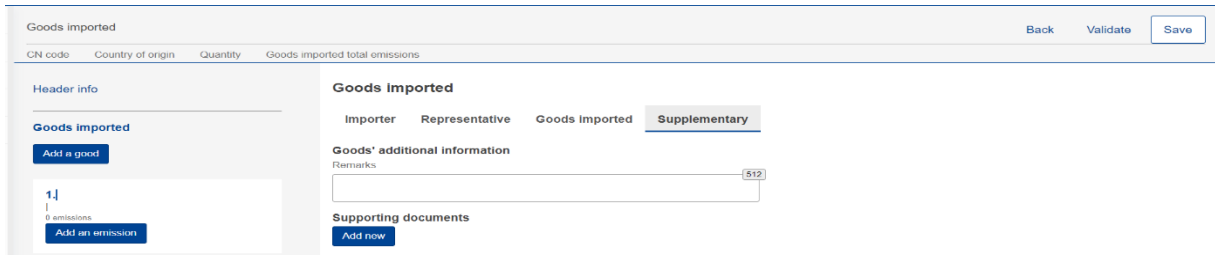
**Type of measurement unit \***

**Special references for goods**  
 Additional information  512

**Figure 55: Goods measure per procedure**

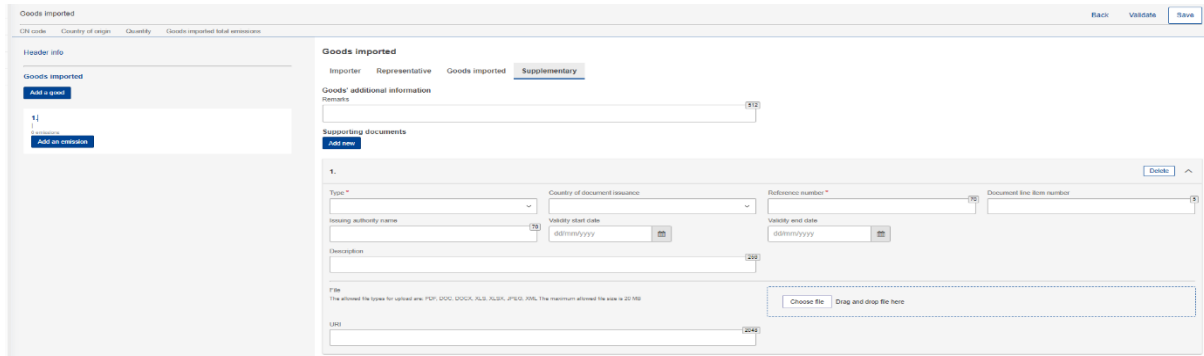
#### 4.4.2.6.4 Supplementary

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



**Figure 56: Goods - Supplementary tab**

By clicking the “Add new” button, the user needs to fill in the fields marked with an asterisk as they are mandatory. If the user needs to delete the supporting document, he/she can do so by clicking the “Delete” button on the upper right corner of the menu.



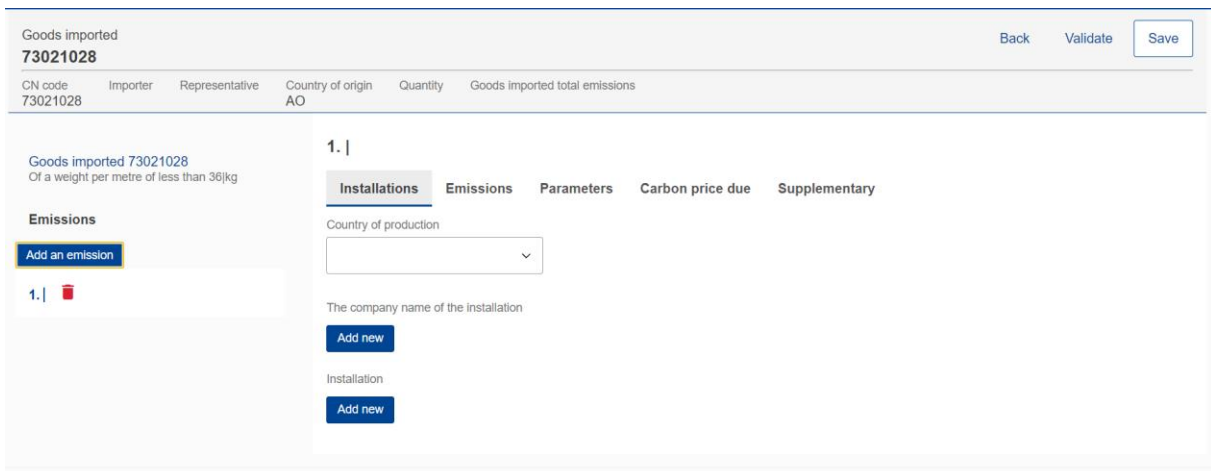
**Figure 57: Goods - Add supporting documents.**

### 4.4.3 Emissions level of CBAM report

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


#### 4.4.3.1 Addition of Emissions

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



**Figure 58: Add an emission.**

### 4.4.3.2 Deletion of Emissions

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

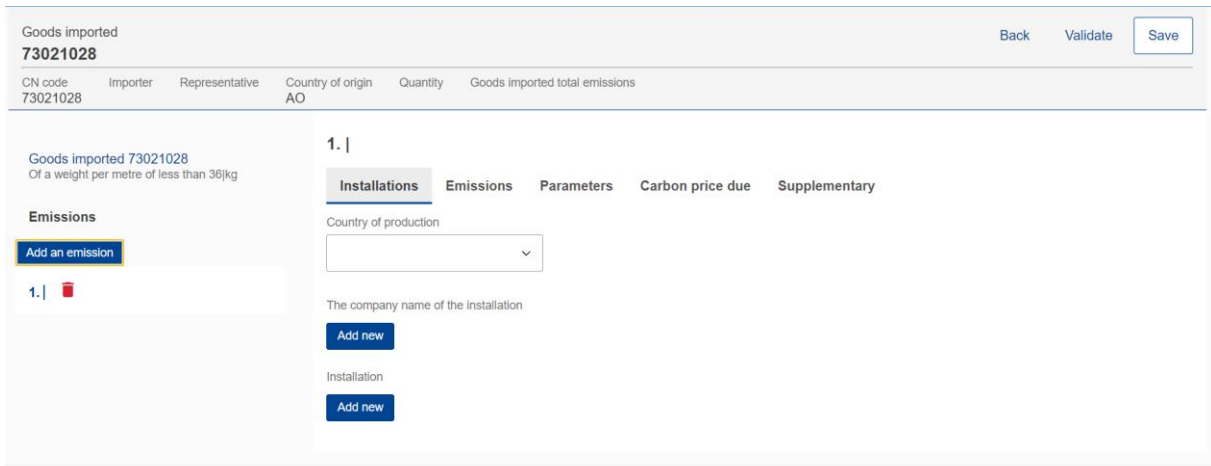


Figure 59: Delete emission.

### 4.4.3.3 Editing of Emissions

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

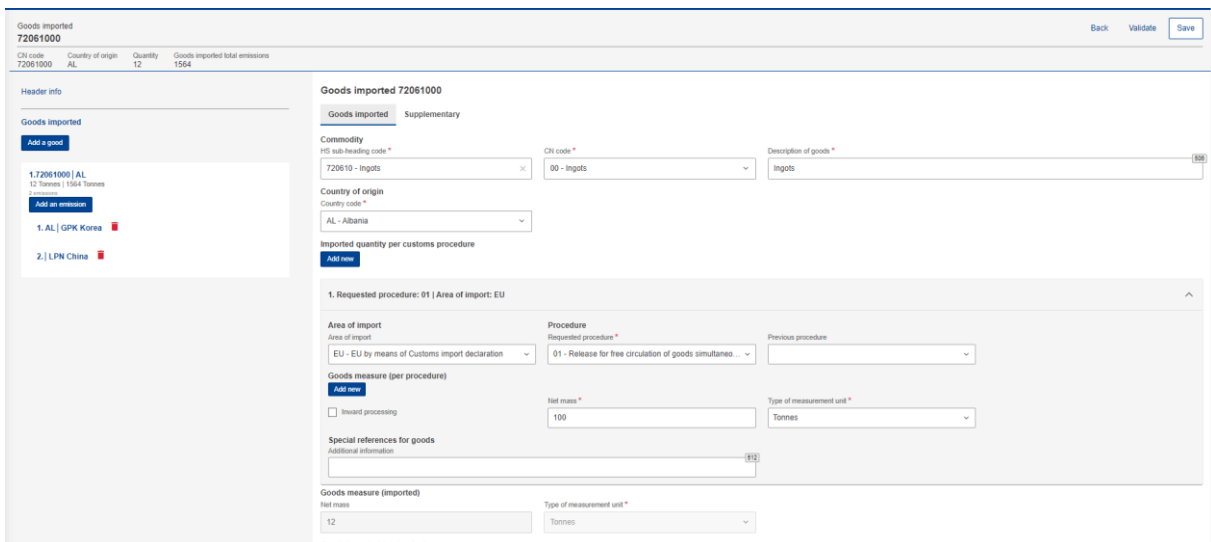


Figure 60: Edit good

### 4.4.3.4 How to fill in the emissions

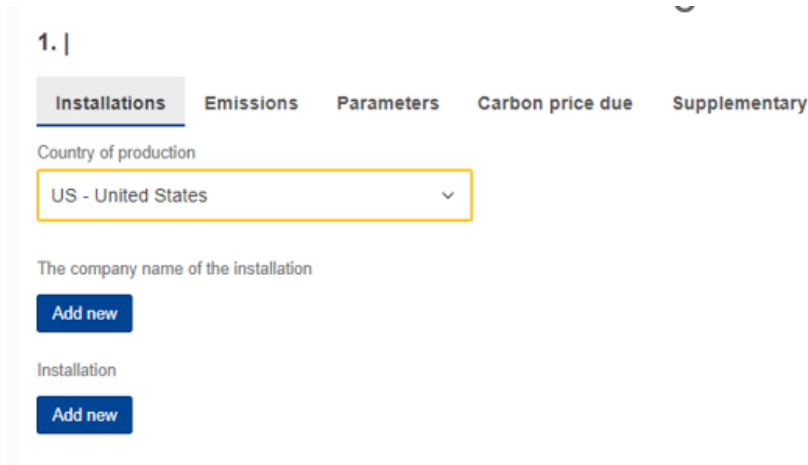
The following sections will describe each screen tab in detail.

#### 4.4.3.4.1 Installations

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

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

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



1. |

**Installations** Emissions Parameters Carbon price due Supplementary

Country of production

US - United States

The company name of the installation

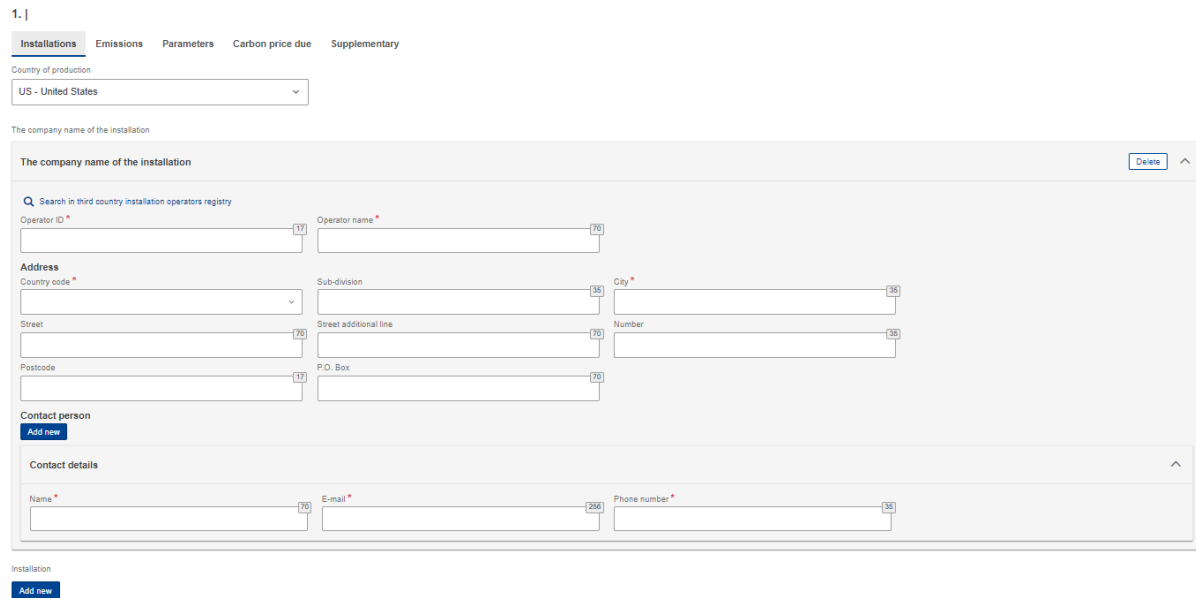
Add new

Installation

Add new

**Figure 61: Installation - Country of production**

The company name that owns the installation can be either be filled in directly in the report or selected from the Operators registry. (See section 4.1 Operators Registry). click the “Add New” button to proceed with the operator addition.



1. |

**Installations** Emissions Parameters Carbon price due Supplementary

Country of production

US - United States

The company name of the installation

The company name of the installation

Delete

Search in third country installation operators registry

Operator ID \* 17

Operator name \* 70

Address

Country code \* 35

Sub-division 35

City \* 35

Street 75

Street additional line 76

Number 35

Postcode 15

P.O. Box 76

Contact person

Add new

Contact details

Name \* 15

E-mail \* 35

Phone number \* 35

Installation

Add new

**Figure 62: Emissions - Operator (The company name of the installation)**

An operator can be selected from the operator’s registry by clicking the “Search in third country installation operators registry”.



The company name of the installation

6QOPRVJ87H267MT8P, GOULDS Pumps Inc Delete ^

Search in third country installation operators registry

Operator ID \*  Operator name \*

**Address**

Country code \*  Sub-division  City \*

Street  Street additional line  Number

Postcode  P.O. Box

Contact person   
 [Add new](#)

**Figure 63: Emissions - Operator (Information filled in from Operator Registry)**

Installation can be either filled in directly in the report or selected from the Installation registry. (See section 4.2 Installations respectively). click the “Add new” button to proceed with the installation addition.

Installation Delete ^

Search in installation registry

Installation ID \*  Installation name \*

**Address**

Country of establishment \*  Sub-division  City

Street  Street additional line  Number

Postcode  P.O. Box  Plot or parcel number

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

Type to search UNLOCODE

**Figure 64: Emissions - Installation fields**

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

Installation

A0XSBCBKRD10LX6S, GPK Korea Inc Delete ^

Search in installation registry

Installation ID \*  Installation name \*

**Address**

Country of establishment \*  Sub-division  City

Street  Street additional line  Number

Postcode  P.O. Box  Plot or parcel number

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

**Figure 65: Emissions-Installation information filled in from Installations Registry**

#### 4.4.3.4.2 Emissions

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

1. KR | GPK Korea Inc

Installations **Emissions** Parameters Carbon price due Supplementary

**Goods measure (produced)**

Supplementary units \*  Type of measurement unit \*

**Direct embedded emissions**

Type of determination (electricity) \*  Type of applicable reporting methodology  Applicable reporting methodology

Type of measurement unit \*  Source of emission factor (for electricity)  Other source indication  Emission factor

Source of emissions factor value  Electricity imported  Total embedded emissions of electricity imported  Justification

Fulfillment of conditionality

**Installation emissions**

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

**Figure 66: Emissions tab - Applicable to Electricity good**

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

1. KR | GPK Korea Inc

Installations **Emissions** Parameters Carbon price due Supplementary

**Goods measure (produced)**  
 Net mass \* 100 Type of measurement unit \* Tonnes

**Direct embedded emissions**  
 Type of determination \* Actual data Type of applicable reporting methodology \* Commission rules Applicable reporting methodology Per Commission  
 Specific (direct) embedded emissions \* 1.2 tCO2/unit Type of measurement unit \* Tonnes

**Indirect embedded emissions**  
 Type of determination \* Source of emission factor \* Source of electricity \* Other source indication 250  
 Electricity consumed \* MWh/unit Emission factor \* Specific indirect embedded emissions tCO2/unit Type of measurement unit \*

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

**Figure 67: Emissions tab- Applicable for all goods except electricity**

Please note that default values for specific direct embedded emissions and specific indirect embedded emissions are displayed on screen (see Figure 68: Emissions-Default Values) based on good selected provided the “Other methods including default values” option is selected in “Type of Determination”.

Installations **Emissions** Parameters Carbon price due Supplementary

**Goods measure (produced)**  
 Net mass \* 100 Type of measurement unit \* Tonnes

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

**Indirect embedded emissions**  
 ⓘ If you intend to report a default value made available and published by the Commission, the default value corresponding to this CN code is 70 t CO2/unit of product  
 Type of determination \* Other methods including default values Source of emission factor \* Source of electricity \* Other source indication 250  
 Electricity consumed \* MWh/unit Emission factor \* t CO2/MWh Specific indirect embedded emissions \* t CO2/unit Type of measurement unit \* Tonnes

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

**Figure 68: Emissions-Default Values**

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

4.4.3.4.3 Parameters

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

The first section is related to the production methods used. It is pre-filled based on data available for each CN Code.

1. | GPK Korea

Installations Emissions **Parameters** Carbon price due Supplementary

Production method

1.P17, Blast furnace / Basic oxygen steel making

Method Identification number of the specific steel mill Additional information

P17 - Blast furnace / Basic oxygen steel making

**Figure 69: Production Method (sample)**

In direct & indirect emissions qualifying parameters, the default qualifying parameters per production method are added (if available). For each qualifying parameter, the needs to be defined which can be a numeric or a text value depending on the parameter type.

Direct Emissions qualifying parameters

[Add new](#)

P09, Mixed fertilizer production

1. Clinker factor

Clinker factor - QPD02 (PERCENTAGE) ? Default value Additional information

Value % N/A

**Figure 70: Direct emissions qualifying parameters**

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

Search in emissions qualifying parameters

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

Parameter Id	Parameter name	Parameter description
OTHER -		

Items per page 10 ▾  
Showing 1–1 of 1

[Cancel](#) [OK](#)

**Figure 71: Add new qualifying parameters**

Indirect emissions qualifying parameters are not required to be filled in when electricity is selected as good.

Indirect Emissions qualifying parameters

[Add new](#)

P17, Blast furnace / Basic oxygen steel making

1. N in (organic) forms

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

Value % -

Additional information

**Figure 72: Indirect Emissions qualifying parameters**

Please pay particular attention when a dash is displayed next to the ‘Default value’ checkbox. In this case the user is strongly advised against clicking the checkbox, because an error will be generated. The user can enter a preferred value (percentage, numeric or text) in the respective field.

Direct Emissions qualifying parameters

Add new

P34, Iron or steel products

1. Steel pre-consumer scrap

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

Value %

2. Nickel content

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

Value %

3. Content of other alloy elements

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

Value %

4. Steel product scrap usage

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

Value

Figure 73 Default value checkbox

#### 4.4.3.4.4 Carbon price due

This section is optional. In case CO<sub>2</sub> emissions have already been paid in other countries, in this section all relevant information will be required to be filled in. The most important information to be provided is the national legal basis of the carbon pricing scheme including the implementing provisions and their respective sources.

Click the “Add New” button to start filling in the details. Please note that multiple sections can be added based on the country /type of instrument combinations.

#### 1. US | Fort Knox Metal works

Installations Emissions Parameters **Carbon price due** Supplementary

**Provide supplementary information for instrument reference description**

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

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

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

Carbon price due

Add new

Figure 74: Carbon price due tab

For each country/type of instrument combination, multiple goods covered under carbon price due can be defined by clicking the “Add New” button below the “Goods covered under carbon price due” label.

**Carbon price due**  
[Add new](#)

1. [Delete](#) ^

Country code *	Type of instrument *	Description and indication of legal act *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Amount of the carbon price due *	Currency *	Exchange Rate to Euro *	Amount (EURO)
<input type="text"/>	<input type="text"/>	-	<input type="text"/>

**Goods covered under carbon price due**  
[Add new](#)

1. [Delete](#) ^

Type of product *	Quantity of emissions covered *	Quantity covered by free allocations, any rebate or any other form of compensation *	CN of Product covered
<input type="text"/>	<input type="text"/> t CO2	<input type="text"/> t CO2	<input type="text"/>
Supplementary information <span style="float: right;">256</span>			
<input type="text"/>			
<b>Goods measure (covered)</b>			
Net mass	Type of measurement unit		
<input type="text"/>	<input type="text"/>		

**Figure 75: Carbon price due -Details**

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

#### 4.4.3.4.5 Supplementary

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

1. KR | GPK Korea Inc

Installations Emissions Parameters Carbon price due **Supplementary**

Emission's additional information  
[Add new](#)

1. [Delete](#) ^

Additional information
<input type="text"/>

Supporting documents  
[Add new](#)

**Figure 76: Supplementary tab**

For each emissions supporting document, the type and Reference number are mandatory to be filled in. A document can be added either by using the “Choose File” or by dragging and dropping. In order to delete an uploaded file, the “Delete” button needs to be clicked.

Supporting documents

Add new

1. Delete ^

Type \*  Country of document issuance  Reference number \*  Document line item number

Validity start date  Validity end date

---

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

Choose file | Drag and drop file here

---

URI

**Figure 77: Emissions - Supplementary - Supporting Documents**

## 4.5 QUARTERLY REPORT ACTIONS

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

### 4.5.1 Creation of a report

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

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

My Quarterly Reports						
Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Q3	2023			Not Added yet		
Q2	2023			Not Added yet		<input type="button" value="Create"/> <input type="button" value="Upload"/>

**Figure 78: My Quarterly Reports - Create Report**

### 4.5.2 Uploading of a report

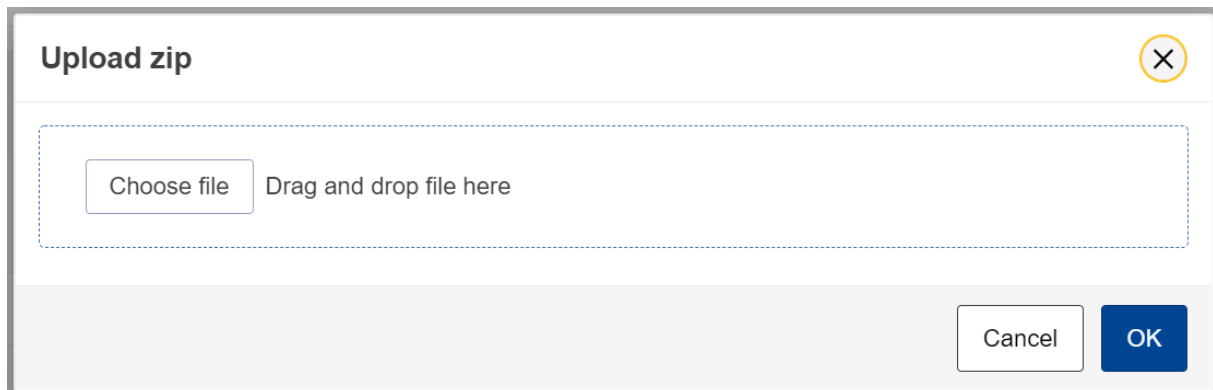
Instead of using the user interface to fill in the report fields, an XML can be uploaded (in ZIP format containing all relevant attachments). The XML should be structured according to the XSD format listed in Annex 5.1 CBAM Report XSD. A sample ZIP file is also included in 5.2 Sample ZIP file. The report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

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

Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Q3	2023			Not Added yet		
Q2	2023			Not Added yet		<input type="button" value="Create"/> <input type="button" value="Upload"/>

**Figure 79: My Quarterly Reports - Upload a report.**

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



**Figure 80: Upload ZIP**

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

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

### 4.5.3 Saving a draft report

Once a report has been created, the “Save as draft” button needs to be clicked in order to save a draft Report. As a minimum a Draft Report ID needs to be defined which is in the upper left corner of the screen.

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

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



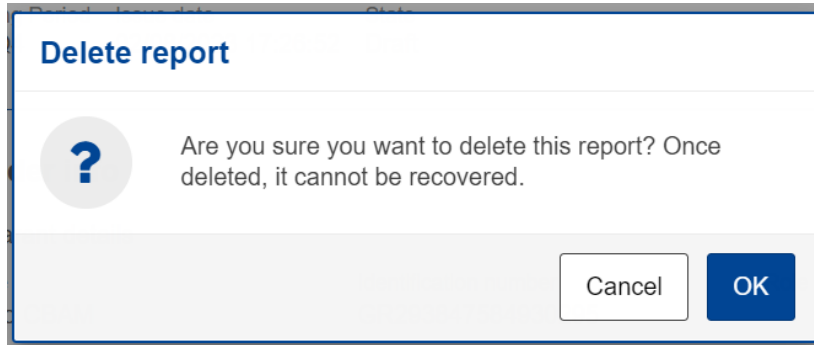
**Figure 81: Save a draft report**

#### 4.5.4 Deletion of a draft report

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

**Figure 82: Delete a draft report.**

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

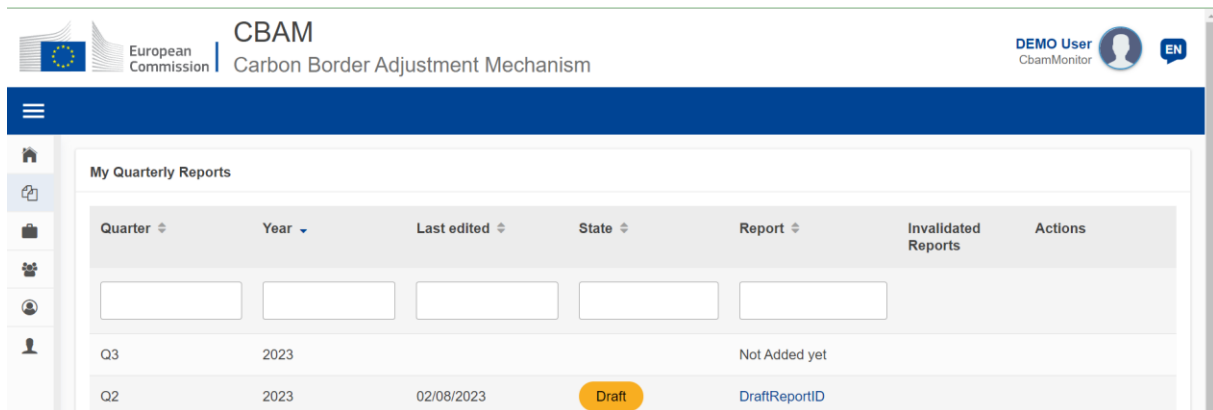


**Figure 83: Delete draft report - Confirmation message**

### 4.5.5 Editing of a report

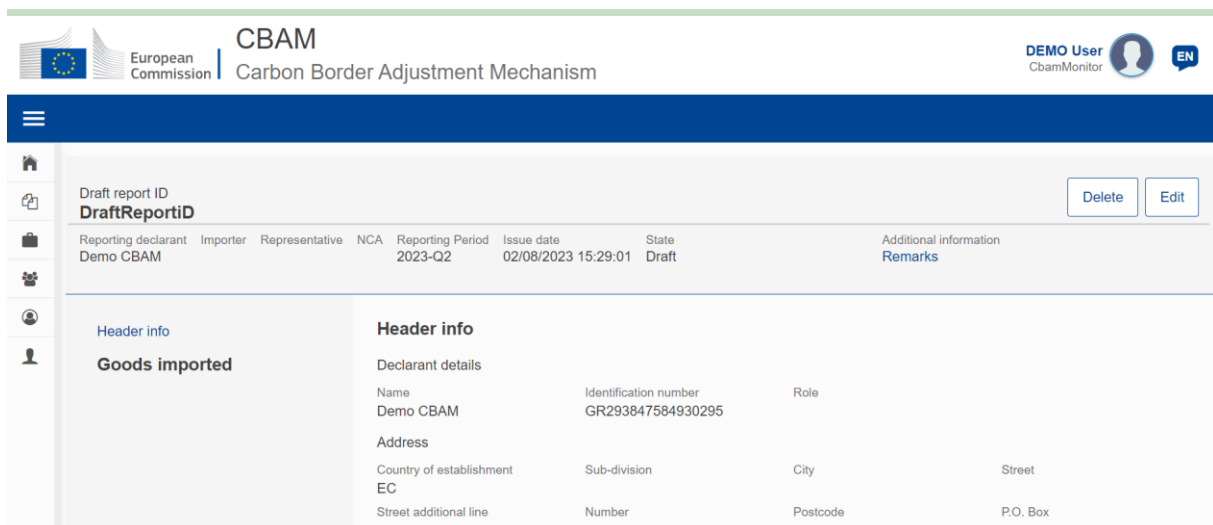
Editing of a report is permitted when the report is in one of the following states.

- Draft
- Under Amendment
- Under Correction



**Figure 84: Edit a report.**

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



**Figure 85: Edit a report**

## 4.5.6 Validation of a report

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

The screenshot shows the top navigation bar with buttons for 'Cancel', 'Preview', 'Validate', 'Save as draft', and 'Submit'. Below this is a table with the following data:

Reporting declarant	NCA	Reporting Period	Report ID	Issue date	State	Goods imported	Total emissions	Additional information
Demo CBAM	NCA	2022 - Q4	-	-	-	0	0 t CO2	Add remarks

Below the table, there is a navigation menu with 'Header info' and 'Goods imported'. The 'Header info' section is expanded, showing sub-tabs for 'Reporting declarant', 'Importer', 'Representative', 'Competent authority', and 'Signatures'. The 'Reporting declarant' tab is currently selected.

**Figure 86: Validate report**

In case validation errors exist that are related with the header, (see Figure 87 Validate Report – Errors display), they will appear in the related tab. In addition, the total number of errors that need to be addressed are shown on the left report navigation tree. Goods’ level errors will need to be addressed at each individual good. Please follow the process 4.4.2.5 Validating of CBAM goods.

The screenshot shows the 'Validate' button highlighted in yellow. Below the table, the 'Header info' section is expanded, and the 'Reporting declarant' tab is selected. A red error message box is displayed, stating: "Please correct the following: Rule : Declarant details. This field is required. City : This field is required." Below this, the 'Declarant details' form is shown with the following fields:

Name *	Identification number	Role *
cbamdeclarant1_firstname cbamdeclarant1_lastn...	EORI_TEST_1	

The 'Address' section includes fields for Member State of establishment (BE - Belgium), Sub-division, City, Street, Street additional line, Number, Postcode, and P.O. Box.

**Figure 87 Validate Report – Errors display**

## 4.5.7 Submission of a report

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

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

The screenshot shows the top navigation bar with buttons for 'Cancel', 'Preview', 'Validate', 'Save as draft', and 'Submit'. Below this is a table with the following data:

Reporting declarant	NCA	Reporting Period	Report ID	Issue date	State	Goods imported	Total emissions	Additional information
Demo CBAM	NCA	2022 - Q4	-	-	-	0	0 t CO2	Add remarks

Below the table, there is a navigation menu with 'Header info' and 'Goods imported'. The 'Header info' section is expanded, showing sub-tabs for 'Reporting declarant', 'Importer', 'Representative', 'Competent authority', and 'Signatures'. The 'Reporting declarant' tab is currently selected.

**Figure 88: Submit report.**

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

Prior to submission completion, the dialog shown in Figure 89: Modifications confirmation will be displayed. In case you are not planning to make modifications after the report submission, select the “No” choice. In any case, modifications are allowed in all cases if they will be implemented within the allowable modification period.

**Submit report**

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

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

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

**Disclaimer**

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

OK

**Figure 89: Modifications confirmation**

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

## 4.5.8 Viewing of a report

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

Draft report ID  ✓

Cancel Preview Validate Save as draft Submit

Reporting declarant	NCA	Reporting Period	Report ID	Issue date	State	Goods imported	Total emissions	Additional information
Demo CBAM	BE000017	2023 - Q1	-	-		0	0 t CO2	<a href="#">Add remarks</a>

**Header info**

Reporting declarant Importer Representative Competent authority Signatures

**Figure 90: View report**

## 4.5.9 Amendment of a report

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

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

European Commission | CBAM Carbon Border Adjustment Mechanism

DEMO User CbamMonitor EN

Report ID: 233GR29384758493029501

Amend Invalidate History Download PDF

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

**Header info**

**Goods imported**

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

**Header info**

**Declarant details**

Name	Identification number	Role
Demo CBAM	GR293847584930295	03

**Address**

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

**Figure 91: Amend a report.**

The Report state will change to UNDER AMENDMENT. Once the changes are completed, the “Submit” button will need to be clicked.

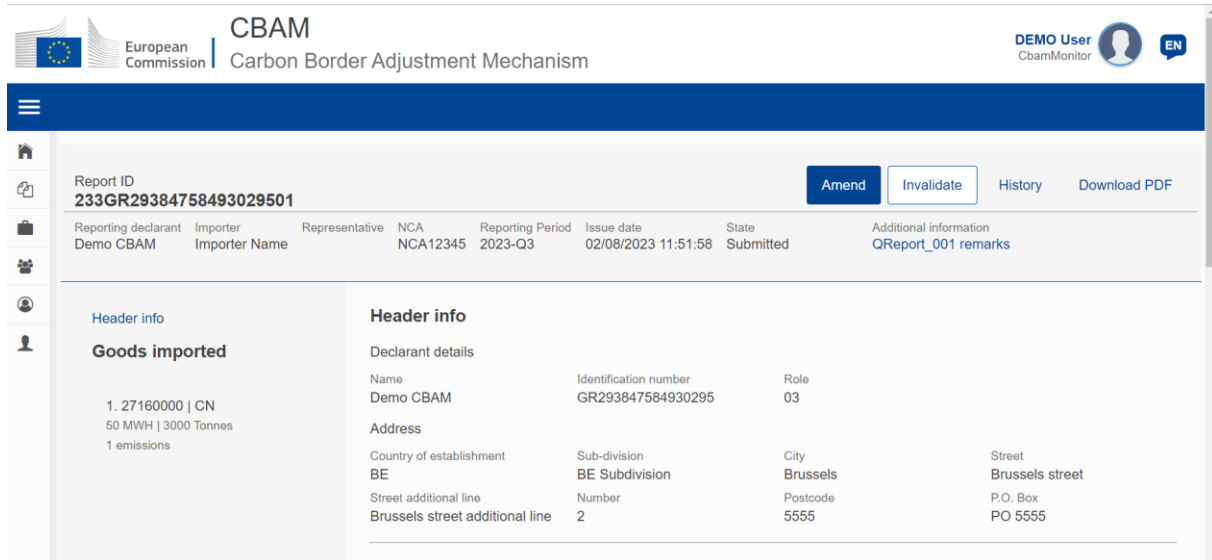
In case of validation errors, the CBAM Reporting Declarant will need to edit the report and perform corrections as needed to clear the validations error messages and click the “Submit” button again.

The status will change to SUBMITTED again until the report state changes to REGISTERED once the associated modification period deadline expires.

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

## 4.5.10 Invalidation of a report

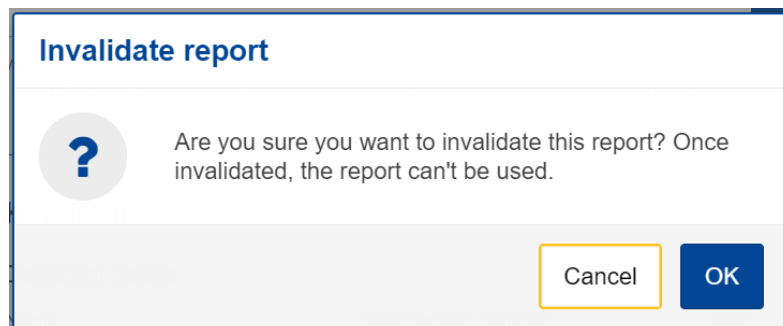
When a report is in SUBMITTED state, the report can be invalidated to allow a new report for the same reporting period to be created.



The screenshot shows the CBAM Declarant Portal interface. At the top, there is a header with the European Commission logo and the text 'CBAM Carbon Border Adjustment Mechanism'. On the right, a user profile is shown as 'DEMO User CbamMonitor'. Below the header, a navigation menu is visible. The main content area displays a report card for Report ID '233GR29384758493029501'. The report is in the 'Submitted' state. A table below the report card shows 'Goods imported' with details: 1. 27160000 | CN, 50 MWH | 3000 Tonnes, 1 emissions. To the right, 'Header info' is displayed, including declarant details (Name: Demo CBAM, Identification number: GR293847584930295, Role: 03) and address (Country: BE, Sub-division: BE Subdivision, City: Brussels, Street: Brussels street, Postcode: 5555, P.O. Box: PO 5555). At the top right of the report card, there are buttons for 'Amend', 'Invalidate', 'History', and 'Download PDF'. The 'Invalidate' button is highlighted.

**Figure 92: Invalidate a report.**

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

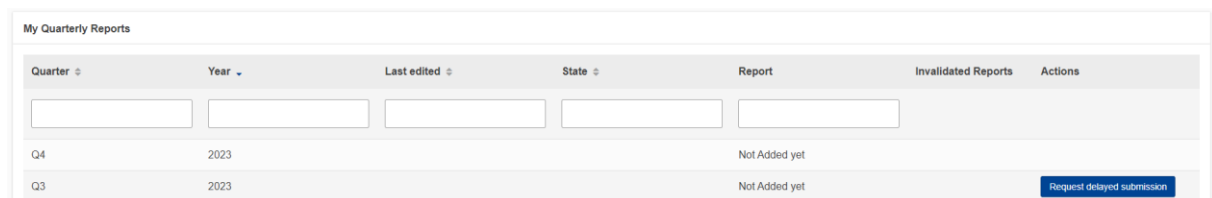


The screenshot shows a confirmation dialog titled 'Invalidate report'. The dialog contains a question mark icon and the text: 'Are you sure you want to invalidate this report? Once invalidated, the report can't be used.' At the bottom right, there are two buttons: 'Cancel' and 'OK'.

**Figure 93: Invalidate report confirmation message.**

## 4.5.11 Request to submit a report with a delay

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



The screenshot shows a table titled 'My Quarterly Reports'. The table has columns for Quarter, Year, Last edited, State, Report, Invalidated Reports, and Actions. The data rows show Q4 2023 and Q3 2023, both with 'Not Added yet' in the Report column. A 'Request delayed submission' button is visible in the Actions column for the Q3 2023 row.

**Figure 94: Request delayed submission**

In the dialog that will be shown in Figure 95: Request delayed submission dialog, the reason for the request of the delayed submission needs to be provided. In case the request is due to a technical error,

please provide justification for the delay request (see Figure 96). In case NCA has approved /requested the delayed submission, the NCA’s reference number (e.g. email reference number or Request ID number ) needs to be provided as well (see Figure 97 ).

**Request delayed submission** [X]

Delayed Submission Reason \*

Requested by NCA  
Requested by Declarant (technical error)

Cancel OK

**Figure 95: Request delayed submission dialog**

**Request delayed submission** [X]

Delayed Submission Reason \*

Requested by Declarant (technical error)

Justification for the delay \*

Cancel OK

**Figure 96: Request delayed submission due to technical error**

**Request delayed submission** [X]

Delayed Submission Reason \*

Requested by NCA

Reference number provided by the NCA \*

This field is required

Cancel OK

**Figure 97: Request delayed submission -Requested by NCA**

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

Requested by	Submission	Modification
NCA	30days	30days or end of reporting period modification day whichever is greater.
Declarant	30days or end of reporting period modification day whichever is the lowest period	End of Reporting Period modification day.

**Table 7: Delayed Submission - Deadlines**

Please note that a Delayed submission due to technical issues which is requested by the Declarant after the reporting period modification deadline, will be rejected automatically.

#### 4.5.12 Download PDF

The button “Download PDF” is available when the report is submitted. When the “Download PDF” button is clicked, a PDF version of the report is created which can be saved in your local disk drive.

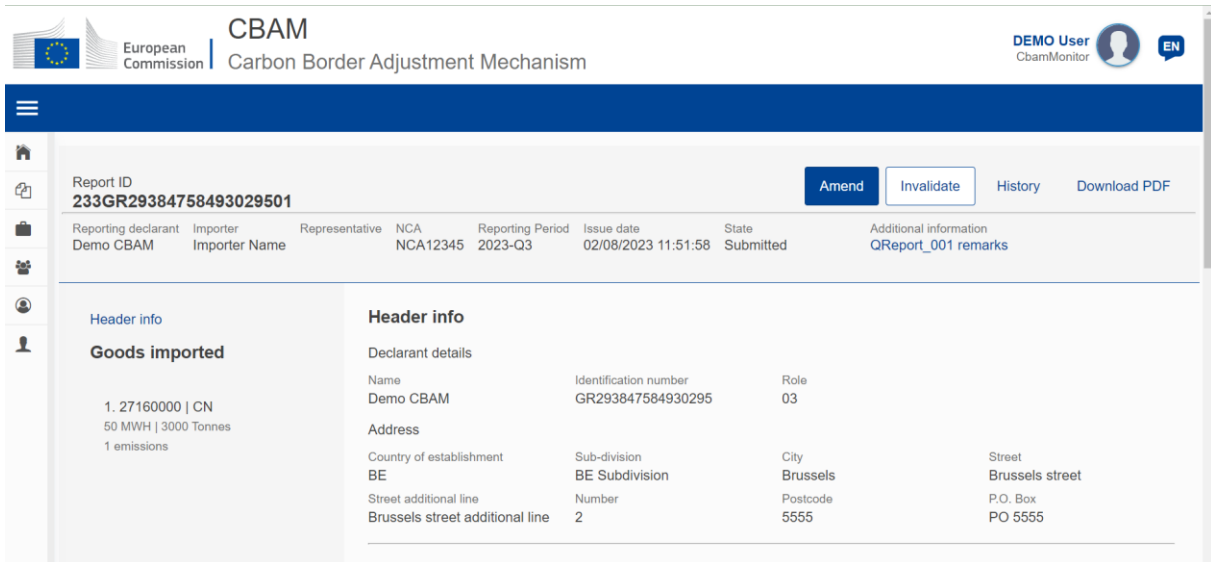
The screenshot displays the CBAM Declarant Portal interface. At the top, there is a header with the European Commission logo, the text 'CBAM Carbon Border Adjustment Mechanism', and a user profile for 'DEMO User CbamMonitor' with a language selector set to 'EN'. Below the header is a navigation bar with a hamburger menu icon. The main content area shows a report summary for Report ID '233GR29384758493029501'. The summary includes fields for Reporting declarant (Demo CBAM), Importer (Importer Name), Representative (NCA), NCA (NCA12345), Reporting Period (2023-Q3), Issue date (02/08/2023 11:51:58), State (Submitted), and Additional information (QReport\_001 remarks). Below the summary are two columns of details. The left column, titled 'Header info', shows 'Goods imported' with details: 1.27160000 | CN, 50 MWH | 3000 Tonnes, and 1 emissions. The right column, also titled 'Header info', shows 'Declarant details' including Name (Demo CBAM), Identification number (GR293847584930295), Role (03), and 'Address' with Country of establishment (BE), Sub-division (BE Subdivision), City (Brussels), Street (Brussels street), Street additional line (Brussels street additional line), Number (2), Postcode (5555), and P.O. Box (PO 5555). At the top right of the report summary, there are buttons for 'Amend', 'Invalidate', 'History', and 'Download PDF'.

**Figure 98: Download PDF**

#### 4.5.13 History

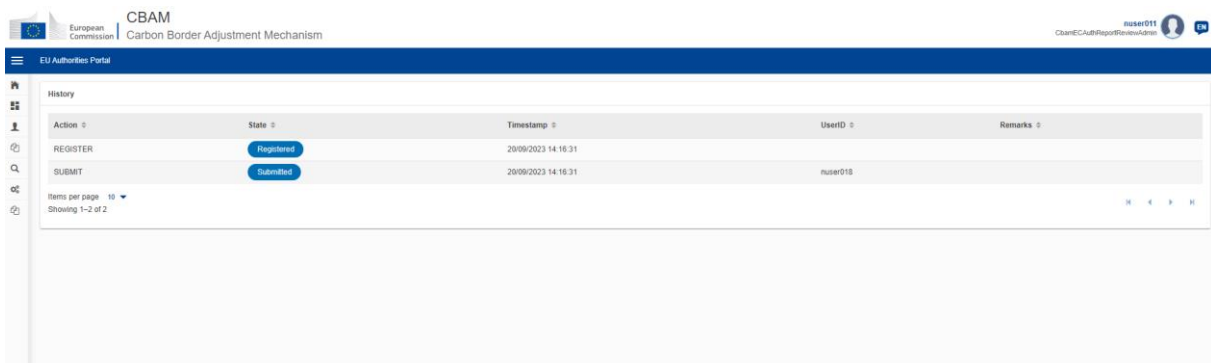
The “History” button allows the user to see the history of the report.





**Figure 99: History**

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



**Figure 100: History**

#### 4.5.14 Duplicating a report

On the Home Page, click “My quarterly reports” and then click the “Create using Previous Report” button for the reporting period where a report needs to be created (see Figure 101: Create using Previous Report).

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

My Quarterly Reports

Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Q1	2024			Not Added yet		
Q4	2023			Not Added yet	>	<a href="#">Create</a> <a href="#">Upload</a> <a href="#">Create using Previous Report</a>
Q3	2023	21/03/2024	Submitted	233000000000BE11111101		

**Figure 101: Create using Previous Report**

The “Duplicate Report from” dialog (see Figure 102: Duplicate report from), lists all previous quarters where a report was submitted. Previous reports in “Draft” or “Invalidated” state cannot be used for duplication.

**Duplicate Report from:** ✕

Quarter \*

Q3 - 2023 (Submitted)

Cancel
OK

**Figure 102: Duplicate report from**

Once the required reporting period is selected, the “OK” is enabled and available to be clicked. (see Figure 103: Duplicate Report Form Selected).

**Duplicate Report from:** ✕

Quarter \*

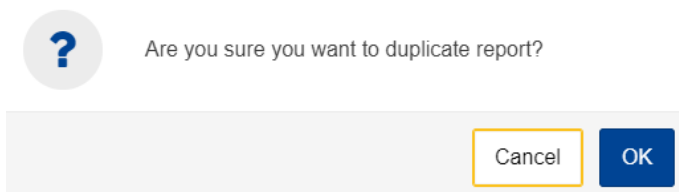
Q3 - 2023 (Submitted)

Cancel
OK

**Figure 103: Duplicate Report Form Selected**

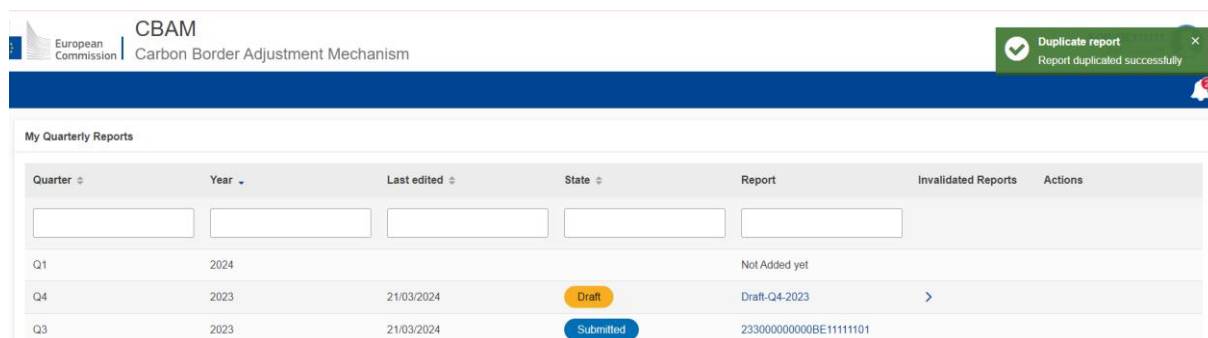
A confirmation dialog box will appear (see Figure 104: Duplicate Report -Confirmation dialog), click “OK” to allow the creation of the report based on the previous report selected or click “Cancel” to stop the process.

## Create using Previous Report



**Figure 104: Duplicate Report -Confirmation dialog**

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

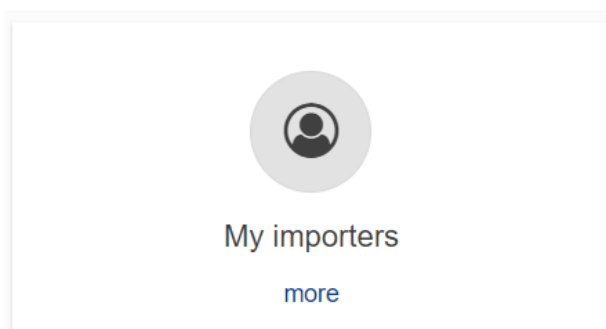


### Please note that:

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

## 4.6 MY IMPORTERS

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



**Figure 105: My Importers -Starting point.**

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

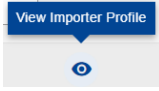
My importers

Identifier	Name	Actions
<input type="text"/>	<input type="text"/>	
BE1457893	Declarant CBAM	
IMPID89101	Importer Name	

Items per page 10  
Showing 1–2 of 2

**Figure 106: List of my importers**

The list can be filtered either by the importer Identifier or the Importer Name. When the importer of

interest is located, the “View Importer Profile” button  can be clicked to view the Importer’s profile along with the quantity comparison of goods declared in the CBAM report vs goods in the associated Customs declarations.

Importer profile is obtained from CRS.


Importer  
Declarant CBAM

**Profile** Goods Imported

**Address**

Country of establishment BE	Sub-division Declarant Sub-division	City Declarant city	Street Declarant Street
Street additional line Declarant Street additional line	Number 100	Postcode DCL-123	P.O. Box PO DCL-123

**Figure 107: Importer Profile**

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

Importer  
Declarant CBAM

**Profile** **Goods Imported**

Report period	CN code	Country	CBAM quantity	Import quantity	Procedure
2022 - Q4	27160000	TR	128	0	1
Requested procedure			CBAM quantity	Import quantity	
43			128	0	
2022 - Q4	72061000	CN	150000	0	1
2023 - Q2	27160000	IN	5000	0	1
2022 - Q4	28080000	CA	12000	0	1
2022 - Q4	76090000	TR	550000	0	1
2022 - Q4	25070000	BS	150000	0	1

**Figure 108: Importer - Goods Imported**

## 4.7 MY PROFILE INFORMATION

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

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

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

**Figure 109: My profile information**

Contact details can be added by editing the below section in “My profile information”. Once all three fields (Contact person full name, phone#, email address) have been populated, click on the “Save” button.

**Contact details** Edit

Contact Person Full Name \*

Phone \*

E-mail Address \*

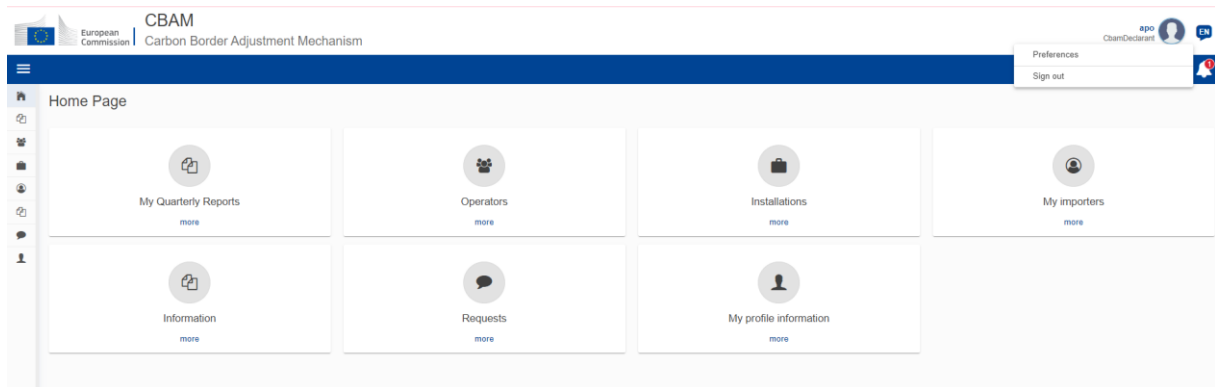
**Figure 110: My Profile - Contact Details**

## 4.8 PREFERENCES

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

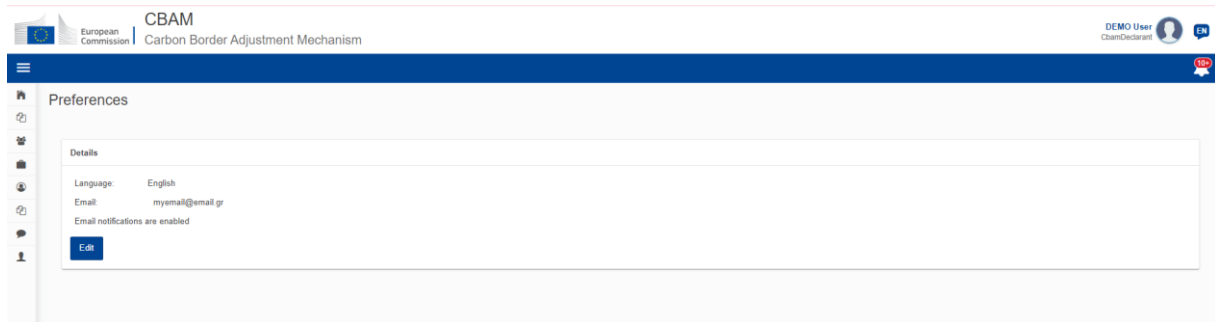
- Define your preferred language;
- Set the default email for communication;
- Enable/disable the transmission of CBAM Registry notifications to the email set as default for communications.

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



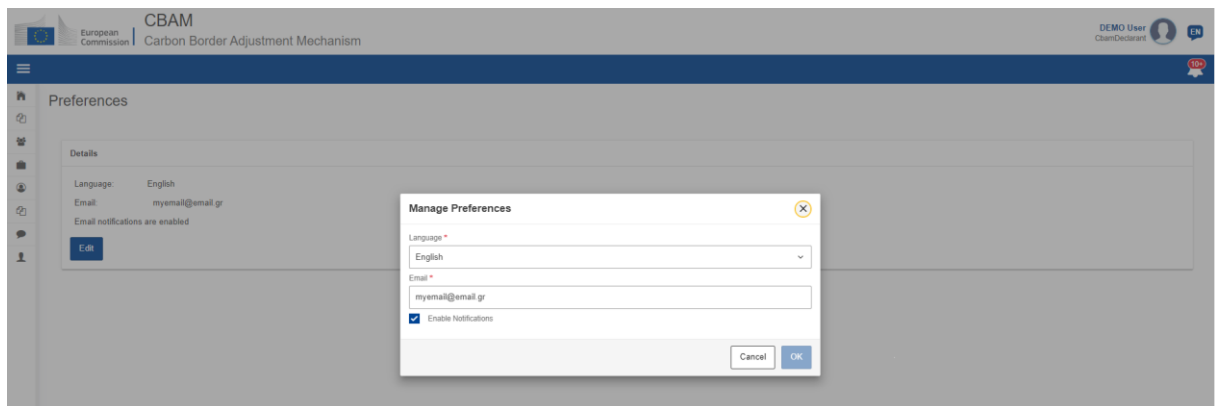
**Figure 111: Preferences menu**

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



**Figure 112: Preferences**

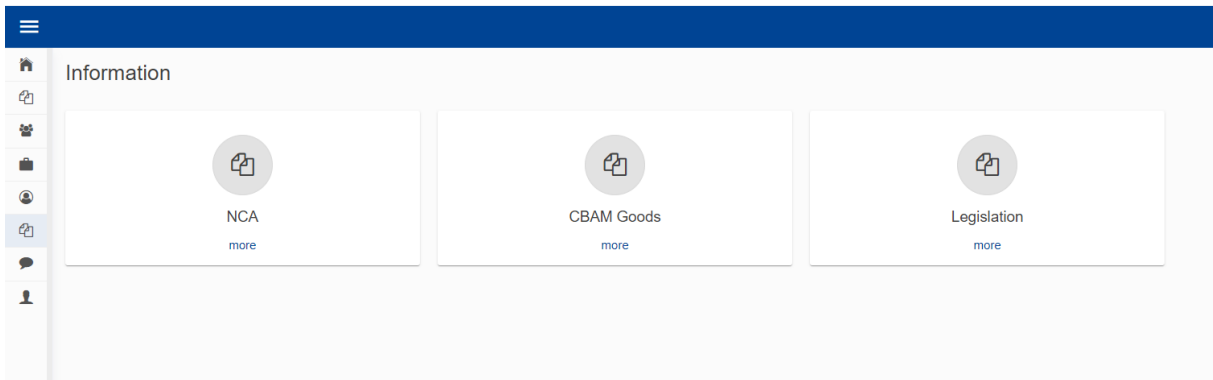
To save the updated information, click the “OK” button. When the “Cancel” button is clicked, no changes will be saved.



**Figure 113: Edit Preferences**

## 4.9 INFORMATION

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












**Figure 114: Information**

### 4.9.1 NCA




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

**NCA Management**

NCA Authorities

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

**Figure 115: Information-NCA**

By clicking on the  in "Actions" column, the user can see information about each NCA office organised in different tabs as shown in Figure 116. On the upper right corner of the shown menu, the user can click on the **Expand all**  icon to expand all tabs or the **Collapse all**  icon to collapse all tabs at once.

NCA Management Expand all Collapse all

Office: AT000038			
State valid	Active From 22-01-21	Reference Number AT000038	Country Code AT
Postal Code 8010	Phone number +43 50 233 561	Email address Post.za-bbw@bmf.gv.at	Web Page www.cbam-at.com
General Functional Mailbox generalFunctionalMailbox			
Office Details			
Local Point Of Contact			
IT Point of Contact			
Office Role Competence			
Supervising Body			
Associated Office			

**Figure 116: Information - NCA Details**


## 4.9.2 CBAM Goods

Upon clicking the "CBAM Goods" page, you'll see a list of goods sectors per Figure 117.

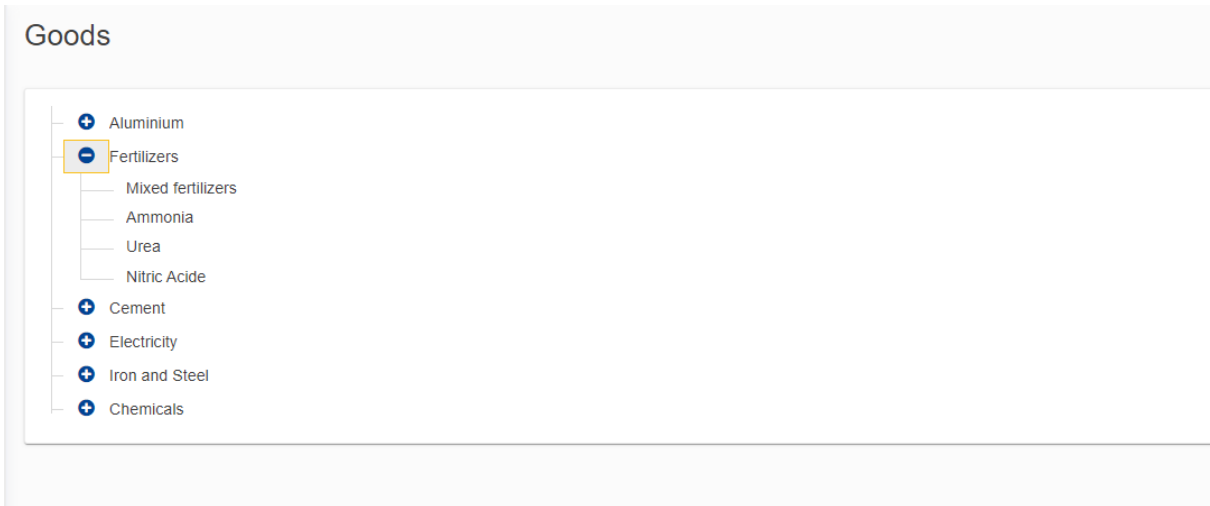
Goods

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

**Figure 117: Goods Sector Level**

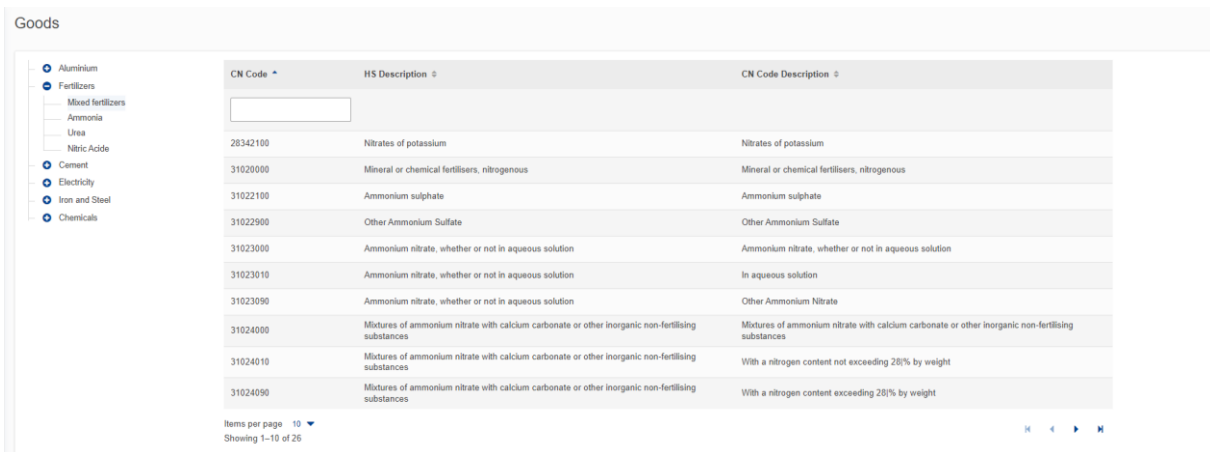
To expand a sector and view its associated aggregated goods categories, click on the plus icon  next to it.





**Figure 118: Aggregated goods category Level**

When you select a specific aggregated goods category, a list of goods belonging to that category will appear on the right side of the screen per Figure 119.



**Figure 119: Goods code level**

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



**Figure 120: Filtered CBAM Goods on CN Code**

### 4.9.3 Legislation

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

### 4.10 REQUESTS

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

- **Incoming Requests:** These are requests sent from the NCA to the Reporting Declarant. The Reporting Declarant can employ the filter options to review outstanding requests for which no response has been sent by the Declarant.
- **Outgoing Requests:** These are requests initiated by the Reporting Declarant and sent to the NCA. The Reporting Declarant can use the available filter options to track requests awaiting a response from the NCA.

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

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

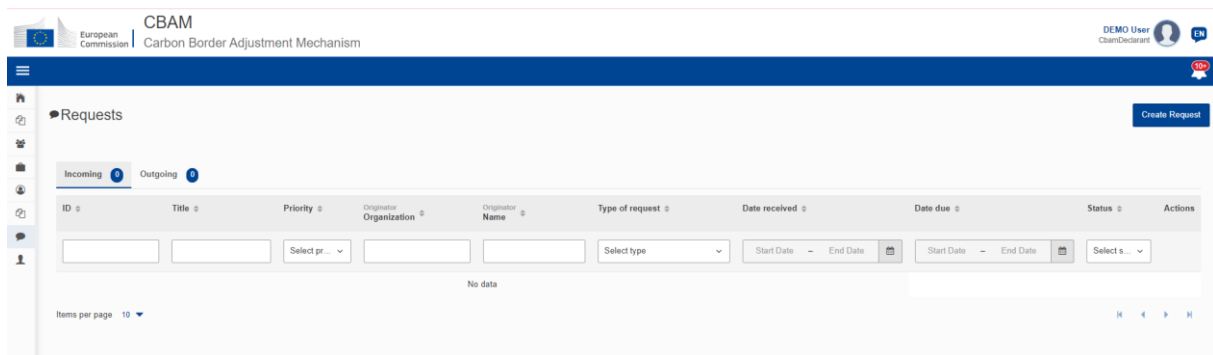


Figure 121: Request

#### 4.10.1 Viewing of incoming requests

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

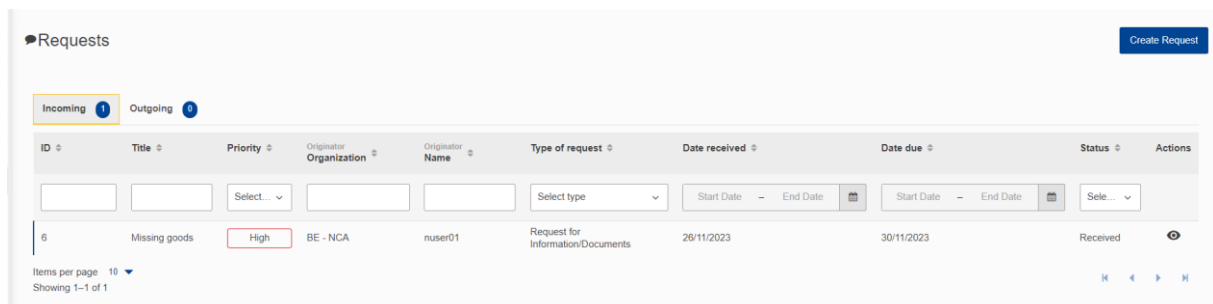


Figure 122: Incoming requests

## 4.10.2 Replying to an incoming request

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

Request ID: 1 Priority Medium

Decline Reply

Request title  
XML information needed

Status RECEIVED

Received 15/11/2023 Due date 28/11/2023

Originators name DEMO User

Originators ID BE1457893

Originators Organization BE1457893

Created 15/11/2023

Type of request Request for Assistance

Recipients Organization

Declarant EORs

Additional Information

Request Message

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

Attachments

**Figure 123: Reply to a Request**

At a minimum, you must complete the “Response Title” and “Response Message” fields in order to enable the “Send” button . Optionally, attachments can be included in the response. You can add files by either selecting them from your device or using the drag-and-drop feature.

Request ID: 6 Priority High

Decline Cancel Send

Initial request (open to view details)

Response title \*

Response Message \*

References (optional)

Choose file Drag and drop file here

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

**Figure 124: Reply to a request -Details**

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

**Figure 125: Notifications - References**

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

#### 4.10.3 Decline an incoming request

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

**Figure 126: Decline Request**

#### 4.10.4 Create a request

To create a request, simply click the “Create Request” button which is located on the upper right corner of both Incoming and Outgoing lists (see Figure 121)

**Figure 127: Create Request**

In the displayed dialog (See Figure 127), it is essential to complete all mandatory fields for the "Create Request" button to become active.

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

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

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

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

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

**Figure 128: CBAM Reports (Optional)**

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

References (optional)

---

Document reference 181

Additional information 237

**Figure 129: References**

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

Drag and drop file here

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

**Figure 130: Attachments**

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

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

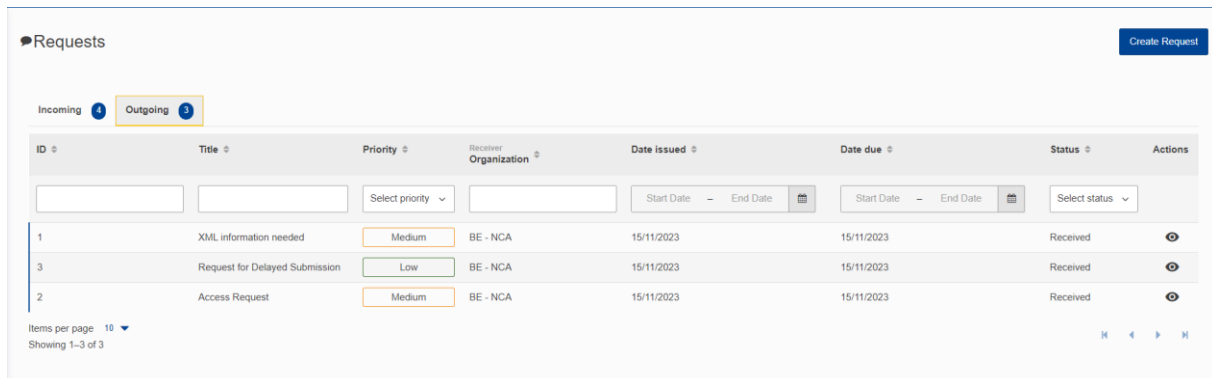
### 4.10.5 Cancel a request

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

**Figure 131: Cancel a request**

## 4.10.6 View outgoing requests


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



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

Figure 132: Outgoing requests

## 4.11 NOTIFICATIONS

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

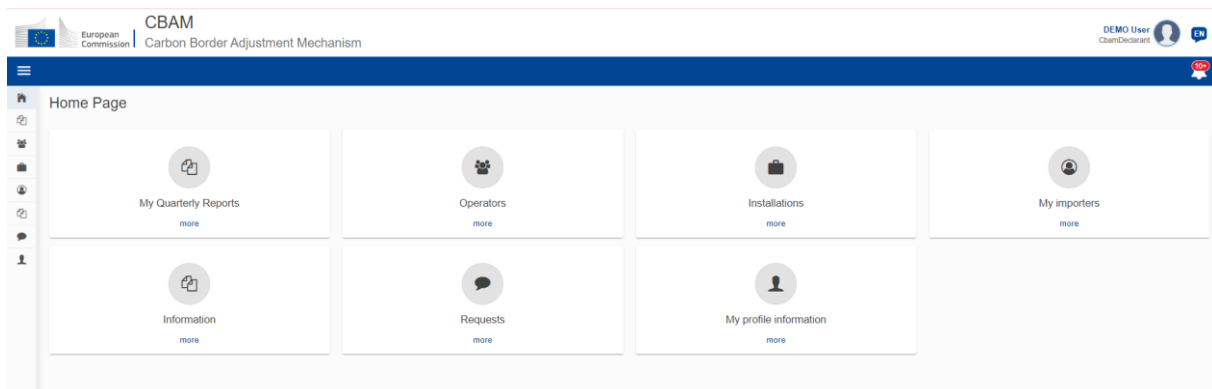

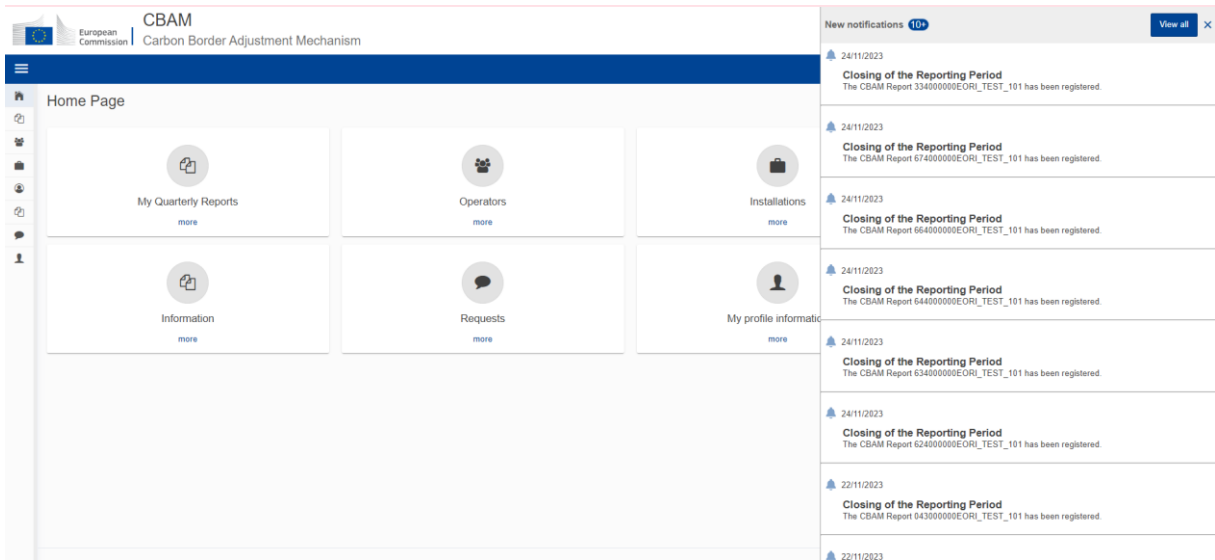


Figure 133: Home Page-Notifications icon

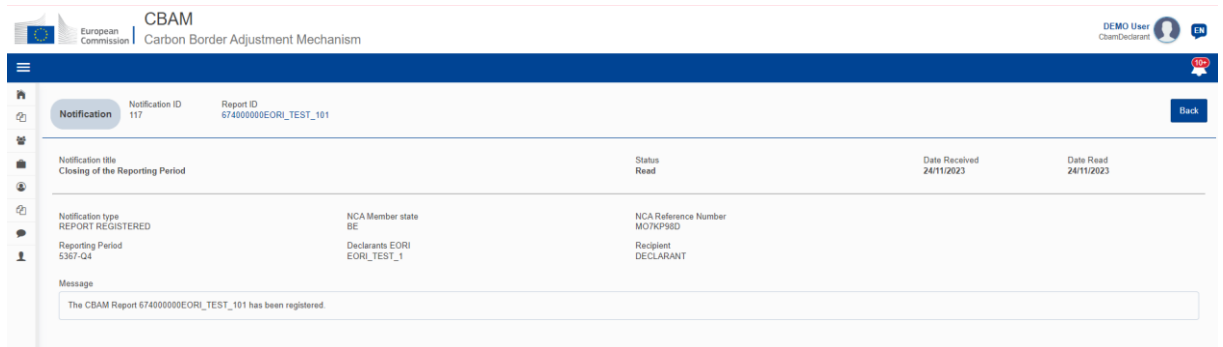
Clicking the icon  reveals a list of the latest unread notifications, as shown below in Figure 134.



**Figure 134: List of latest unread notifications**

From this view you can:

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



**Figure 135: View notification**

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

The notifications list (see Figure 138), provides sorting and filtering options for Notification Type and Status. Advanced filtering is available on the upper right side of the notification table that allows for the following filtering criteria:

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



**Reception date from**

22/11/2023
×
📅

**Figure 136: Notification - Reception date from filter**

**Reception date to**

24/11/2023
×
📅

**Figure 137: Notification - Reception date to filter**

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

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

**Figure 138: Notification List**

Clicking the view icon in actions column, lets you view the notification (see Figure 135 ) and marks it as read. Use the “Back” button to return to the list of notifications.

## 5 ANNEX

### 5.1 CBAM REPORT XSD (VERSION 17.03)

The following zip file contains:

- a) QReport\_v17.03.xsd which describes the full structure of the CBAM quarterly report in an XSD file format.
- b) Stypes\_17.03.xsd which describes the data types used.
- c) XML Guidance document

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

### 5.2 SAMPLE ZIP FILES

The ZIP file must consist of:

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

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

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

Here are some sample files:

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

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

### 5.3 REPORT STRUCTURE (VERSION 17.04)

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

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