

EUROPEAN COMMISSION DIRECTORATE-GENERAL TAXATION AND CUSTOMS UNION Digital Delivery of Customs and Taxation Policies **Architecture & Digital Operations**

Application User Manual

CBAM Declarant Portal ver 1.4.1.1

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1 INTRODUCTION

1.1 DOCUMENT PURPOSE

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

1.2 TARGET AUDIENCE

The target audience for this document includes:

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

1.3 SCOPE

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

1.4 STRUCTURE

This document is organised as follows:

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

1.5 REFERENCE DOCUMENTS

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

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

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	SOFT-DEV	1.20	17/06/2024
	Plan			
A02	SOFT-DEV Framework Contract,		N/A	24/06/2021
	TAXUD/2021/CC/162	DUTALUD		
A03	Specific Contract 13,	DG TAXUD	NI/A	05/04/2022
	TAXUD/2023/DE/134			03/04/2023
A04	RfA-746-CARBON BORDER		1.10	09/09/2024
	ADJUSTMENT MECHANISM			
	(CBAM) - Delivery of CBAM	DG TAXUD		
	v1.4.0.0 (TP integration with			
	CBAM Definitive System Phase 2)			
	Ares(2024)6359497			

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.

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

See also the 'list of acronyms' on TEMPO.

Definition
Harmonized System Codes
Identification number
International Energy Agency
Joint Photographic Experts Group
Multipurpose Internet Mail Extensions
Member State
Megawatt Hour
Not available
National Competent Authority
National Import System
Operator of Third Country Installation registry
Portable Document Format
Public-Subscribe Mechanism
SPEED2 Gateway is used for exchanging messages with partner
countries (for example MRA exchanges, NCTS TIR messages and in
the future SSTL messages). The messages are exchanged via dedicated
VPN links and the exchange protocols vary (Web Services, MQ
Asynchronous Transport Protocol, AS2, AS3 and AS4 protocols).
Union Customs Code
User Interface
Universal Resource Identifier
Uniform Resource Locator
Uniform User Management and Digital Signatures
Microsoft Excel spreadsheet file
Microsoft Excel Open XML spreadsheet file
eXtensible Markup Language
XML Schema Definition
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.

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.	

See also the 'glossary' on TEMPO.

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

 Table 4: Definitions

1.9 CBAM QUARTERLY REPORT DATA ELEMENTS

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

See also the 'glossary' on TEMPO.

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

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

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

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

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

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

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

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

Data element name	Definition
Type of determination	The type of determination of the direct embedded emissions. The possible values are: Actual
	data, Default value ("Default" is only applicable in Q423, Q124, Q224 reporting periods).
	4 4 3 4 2 Emissions
Type of determination (electricity)	The type of determination of the direct embedded emissions in case that the CBAM Good is
	electricity.
Type of applicable reporting methodology	The type of applicable reporting methodology used to calculate the emissions of the CBAM
	Good while being produced. (Starting in Q32024 reporting period, this element is not used for
	Good Electricity).
Applicable reporting methodology	The actual applicable reporting methodology used.
Specific (direct) embedded emissions	This is the element to declare the emissions per measurement unit of the product produced.
Other source indication	This element is used to declare a different source.
Source of emission factor (for electricity)	The source of emission factor in case that the CBAM Good is electricity.
Emission factor	This element is used only when CBAM Good is Electricity and expresses the tonnes of CO2
	per MWh.
Electricity imported	The quantity of electricity imported. It is only applicable in the Direct embedded emissions when CBAM Good is electricity.
Total embedded emissions of electricity	The amount of CO2 tonnes produced for the quantity of the electricity imported. It is only
imported	applicable in the Direct embedded emissions when CBAM Good is electricity.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM Good.
Source of emission factor value	This is used to declare any extra information regarding the source of the emissions value.
Justification	Field is no longer used
Fulfillment of conditionality	This is used to declare any information related to the actual data declared. It is only applicable in the Direct Embedded Emissions when CBAM Good is electricity.
Indirect Embedded Emissions	This is the entity that contains the information related to the indirect embedded emissions. Not applicable when Electricity is selected as a good"
Type of determination	The type of determination of the indirect embedded emissions. The possible values are: Actual
	data, Default value. ("Default" is only applicable in Q423, Q124, Q224 reporting periods).
	Concerning the option "Actual data not available", consider elaborations under Section
	4.4.3.4.2. Emissions.
Source of emission factor	This element is used to declare literature or published information by the statistics office.
Emission factor	This element is used to express the tonnes of CO2 per MWh

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

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

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

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

 Table 5: Definitions

2 GENERAL INFORMATION

2.1 SYSTEM OVERVIEW

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

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

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

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

(a) the importer who lodges a customs declaration for release for free circulation of goods in its own name and on its own behalf;

(b) the person, holding an authorisation to lodge a customs declaration referred to in Article 182(1) of Regulation (EU) No 952/2013, who declares the importation of goods;

(c) the indirect customs representative, where the customs declaration is lodged by the indirect customs representative appointed in accordance with Article 18 of Regulation (EU) No 952/2013, when the importer is established outside the Union or where the indirect customs representative has agreed to the reporting obligations in accordance with Article 32 of Regulation (EU) 2023/956.

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

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

2.2 AUTHORIZED USE PERMISSION

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

2.3 USER SUPPORT

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

3 GETTING STARTED

3.1 ROLES AND RESPONSIBILITIES

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

3.2 ACCESS THE CBAM DECLARANT PORTAL

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

Step #1: The user accesses the following link:

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

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

Select the domain of the application you request access to
Carbon Border Adjustment Mechanism
Select the country where you want to be authenticated
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:
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.

1	European Commission Carbon Border Adjustment Mecha	nism		CtamDeclarant 💽 🛤
≡				
ñ	Home Page			
9 * * * *	My Quarterly Reports more	Coperators more	Installations more	(I) My importers more
T	Information	Requests more	My profile information more	

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.

European Carbon Border Adjustment Mechanism		odwsHtan 🚺	
=		Preferences	
		Sign out	
ñ	Home Page		
ረግ	,		

Figure 3: Sign-out

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

EU Login One account, many EU services		English (en)	~
			NA NA 🏠
	Logout		
💷 You	are about to be logged out of EU Login.		
	Log me out No, stay logged in!		

Figure 4: Logout in EU Login page

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

EU Login One account, many EU services		•	English (en)	~
			Create an account	Login
	Logout			
	You have logged out of EU Login. Doing this does not sign you off from any applications - to do so, log out of each one or close all browser windows.			
-				

Figure 5: Logout confirmation

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

3.4 CBAM -TP - SESSION TIME OUT

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



Figure 6: Session Timer

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

Your session will expire in 5 minutes	
click 'OK' to resume working	
	ок
Figure 7: Session expiration warning	

3.5 **REPORTING DECLARANT HOME PAGE**

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

The available items are:

- 1. <u>My quarterly reports</u>: 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 <u>create</u> their report or <u>upload</u> it in XML format with attachments packaged in a ZIP file.
- 2. <u>My Installations</u>: 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. <u>My Operators</u>: 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. <u>My importers</u>: 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. <u>Information</u>: 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. **<u>Requests:</u>** 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. <u>My profile information</u>: 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.

CBAM Carbon Border Adjustment Mechanism Cambodaret Q						
≡	Session will expire in : 29:58			A		
ක අව	Home Page					
*	62	*		۲		
4 9	My Quarterly Reports more	My Operators more	My Installations more	My importers more		
1	<i>P</i> 2	•	1			
	Information more	Requests more	My profile information more			

Figure 8: CBAM Portal – Reporting Declarant Home Page

3.6 MAIN NAVIGATION BAR

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

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

CBAM Cabon Border Adjustment Mechanism CBANNCAuthRevented and Cabon Border Adjustment Mechanism				
Session will expire in : 24:11	🚍 Session will expire in : 24.11 🧧 Please fill in the missing contact details in My profile information			
НОМЕ	Home Page			
MY QUARTERLY REPORTS				
MY OPERATORS				
MY INSTALLATIONS	<i>e</i> a	**		٢
MY IMPORTERS				
	My Quarterly Reports more	My Operators	My Installations	My importers
P REQUESTS		more	more	more
MY PROFILE INFORMATION	Information	Requests	My profile information more	

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

3.7 GENERIC USER INTERFACE BEHAVIOUR

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

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

Commodity				
HS sub-heading code *	CN code *			
271600 - Electrical energy \times	00 - Electrical energy ~			

Figure 10: Mandatory fields indication

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

Description of goods *

Electrical energy

Figure 11: Maximum number of characters indication

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

495

Goods imported 72000000			
Impo	rter Representative Goods imported Supplementary		
	Please correct the following: Requested procedure: Procedure This field is required	3 errors	
≤	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		



3.8 BASIC SYSTEM FUNCTIONS

3.8.1 Change UI Language

Please follow the instructions in section 4.8 Preferences

3.8.2 Change Contact Information

Please follow the instructions in section 4.7 My Profile Information

3.8.1 Create an installation

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

	CBAM European Commission Carbon Border Adjust	ment Mechanism			nuser016 CbamDeclarant
=	Session will expire in : 29:40			Please fill in the missing contact details in	n My profile information 🤶
බ අධ	My Installations Registry				Create an installation
쓸	Installation ID *	Installation name \$	Country of establishment \$	City 🗘	Actions
8					
41 •	Items per page 10 💌				н 🔹 н
1					

Figure 13: My Installations Registry

3) Fill the information in the installation screen details (see Figure 14: Installation – Details). Ensure to utilise Latin characters (alpha numeric).

create an installation		
Instation D*	20	
Instalation name *	6	
Address County of establishment *		
v		
Sub-division		
3	2	
City*		
0	2	
L	ï	
C. C	70	
There i additional line		
C. C	ĩ	
Kurber		
9	20	
Pentode		
1		
P.D. Box	1	
	n	
Information Participation Part		
0		6
UNLOCODE		
Type to search UNLOCODE		
Coordinate latitude (N-S)		
Coordinate longitude (E-W)		
17		
Type of coordinates		
- The recommendation		
v		
The company name of the installation *		
The sompany mans of an instantial DIT		
Q Search in My operator registry		

Figure 14: 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".

The company name of the installation *

Q Search in My operator registry

Figure 15: Installation-Search in my operator registry

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

Search in My operator registry				
	Operator ID 💠	Operator name 🔶	Country code ≑	City ≑
0	ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai
0	OP03-0001	Carousel Logistics LTD	AD	Athens
0	OP03-00010	12	AF	Athens
0	OP03-0002	Carousel Logistics LTD	AF	Athens
0	OP03-0003	Carousel Logistics LTD	AD	Athens
0	OP03-0004	12	AF	er
\cap	OP03-0005	12	AQ	Athens
				Cancel OK

Figure 16: Search in my operators registry
- 7) Select the required operator. Click on the bullet on the left and it will change to
- 8) Click the "OK" button on the right bottom corner of the operator registry dialog.
- 9) The relationship between the installation and operator has been established and the operator's details will be listed.

The company name of the installation * Q Search in My operator registry						
ChinaSteel,Shanghai Min	gShuo Steel Co			Delete	^	
Operator ID	Operator Name					
ChinaSteel	Shanghai MingShuo S	Steel Co				
Address						
Country code	Sub-division	City	Street			
CN Street additional line	Number	Shanghai Postcode	P.O. Box			
Contact person						
Name	E-mail		Phone number			
Yu King	yu.king@g	mail.com	99 2323 23 23			

Figure 17: Installation - Linked Operator Details

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

Create an installation		Cancel
Installation ID * Goldnstall	8	
Institution name* Codel Institution	8	

Figure 18: Installation - Create Button

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

3.9 **REPORT STATES INFORMATION**

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

3.9.1 States description

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

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

States	Description
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) or Registered).
Under Penalties /Litigation	The CBAM quarterly report is under penalties / litigation.
Finalized	The CBAM quarterly report evaluation has been completed. Future potential states are Revoked or Archived.
Revoked	Once a CBAM quarterly report is finalized the state can change to Revoked.
Archived	Once a CBAM quarterly report is finalized the state can change to Archived.

Table 6: CBAM List of states

3.9.2 States transition diagram

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



Figure 19: State Transition Diagram

4 USING THE SYSTEM AS CBAM REPORTING DECLARANT

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

4.1 MY OPERATORS REGISTRY

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

4.1.1 Create an operator

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

0	European Commission Carbon Border A	djustment Mechanism			CBAMNCAAuthReviewAdmin
=	Session will expire in : 29:45			Please fill in the r	missing contact details in My profile information
ක අා	My Operators Registry				Create an operator
*	Operator ID *	Operator name 💠	Country code \$	City 🌣	Actions
۲					

Figure 20: Operator - Create

3) Fill in information in the operator screen details (see Figure 21: Operator Details Screen). Ensure to utilise Latin characters (alpha numeric).

Create an operator	
Operator ID *	- [17]
Operator name *	
Address Country code *	
	*
City	
Street	
Street additional line	[70]
Number	
Postcode	
P.O. Box	70
Contact person	
Add new	
Contact details	^
Name *	
E-mail *	[256]
Phone number *	

Figure 21: 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 *	
ChinaSteel	
Operator name *	
Shanghai MingShuo Steel Co	
Address	

Figure 22: Create an Operator

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

My Operators Registry			I	Create an operator
Operator ID *	Operator name 🗘	Country code 🗘	City 🗢	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	× •

Figure 23: My Operators Registry

4.1.2 Delete an operator

In the operator's registry,

My Operators Registry				Create an operator
Operator ID *	Operator name 🗢	Country code 🗢	City 🗢	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	× •

Figure 24: 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 25: 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,

My Operators Registry				Create an operator
Operator ID 🔷	Operator name 💠	Country code 🗢	City 🗘	Actions
ChinaSteel	Shanghai MingShuo Steel Co	CN	Shanghai	× •

Figure 26: 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 ChinaSteel	Operator name Shanghai MingShuo Steel Co	
Operator ID *		
ChinaSteel		
Chanakai Mina	Phus Phase Ca	44
Shanghai wing	JSHUD STEEL CO	
Address		
CN - China		
Ort - Oning		
Sub-division		28
Unknown		
City		27
Shanghai		
Street		58
Min haiou 23		
Street additional lin	ne	70
Number		
		35

Figure 27: 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 Delete an installation

In the installations registry,

My Installations Registry				Create an installation
Installation ID 🔦	Installation name 🗘	Country of establishment \Leftrightarrow	City 👳	Actions
China Steel Being	China Steel Being	CN	Dusan	× •
Items per page 10 Showing 1-1 of 1				к • • н

Figure 28: Installation Registry -Delete action

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



Figure 29: Installation Delete - Confirmation message

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

4.2.2 Edit an installation

In the installations registry,

My Installations Registry				Create an installation
Installation ID 🔷	Installation name \Rightarrow	Country of establishment \Leftrightarrow	City 👳	Actions
China Steel Being	China Steel Being	CN	Dusan	2 B
Items per page 10 Showing 1-1 of 1				н 🔹 н

Figure 30: Installation Registry - Edit Action

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

Installation ID IN01	Installation name Bursa steel factory INC	
Installation ID *		
IN01		
Installation name *		47
Bursa steel factory	y INC	
Address Country of establishment	ent *	
TR - Turkey		~
Sub-division		
Turkey Sub-divisio	n	10
City		
Istanbul		27
Street		
Istanbul Street		55
Street additional line		
Interchul Street Add	ditional line	30
Istanbul Street Au		
Number		34
3		
Postcode		14
V7P		
P.O. Box		(m)
PO BOX V7P		Ĩ
Plot or parcel number		
15101 1/70		(7)

Figure 31: Installation -Cancel and Save buttons

4.3 MY QUARTERLY REPORTS

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

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

My Quarterly Reports						
Quarter 🖨	Year 🗸	Last edited \Leftrightarrow	State 💠	Report	Invalidated Reports	Actions
Q2	2024			Not Added yet		
Q1	2024			Not Added yet	>	Create Upload Create using Previous Report

Figure 32: My Quarterly Reports

4.4 **REPORT STRUCTURE & NAVIGATION**

The CBAM quarterly report structure consists of three main sections:

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



Figure 33: CBAM Report Data Model

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

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

- 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 follow below.

4.4.1 Header level of the CBAM Report

Report general information is stored in the header.

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

Draft report ID Draft-2024-Q1			Submission du 29/08/202	ue date: 24											Cancel	Preview	Validate	Save as draft Submit
Reporting declarant Demo CBAM	NCA BE000017	Reporting Period 2024 - Q1	Report ID	Issue date	State Draft	Goods imported 1	Total emissions 0 t CO2	Total qua 0 Tonne	intity Total is 0 MV	l quantity (Electr Wh	icity)							Additional information Add remarks
Header info					Header	info												
Goods imported					Reporti	ing declarant 🜖	Importer	Indirect Cu	istoms Repre	resentative	Competent authority	ority Sign	natur	ires 🗿				
					8 g	Please correct th his field is required	e following:										1 8	TOTS
					Declarant Name *	t details BAM		61	GR29384	n number 47584930295		0	Rol	ole * Importer for all Goods	Ŷ]		
					Address Member St BE - Bel	ate of establishment gium		~	Sub-division	1		35	City	Ry *		16		
					Street			70	Street additio	ional line		70	Nur	umber	(35		
					Postcode			17	P.O. Box			70						

Figure 34: Header - Validation

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

A detailed description of each tab is available below.

4.4.1.1 Reporting Declarant

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

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

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

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

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

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

Header info

Reporting declarant	Importer Indirect Cus	toms Representative	Competent authority	Signatu	res
Declarant details Name *	6	Identification number GR293847584930	295	0	Role *
Address Member State of establishment	~	Sub-division		35	Importer for all Goods Representative for all Goods Importer for some Goods / Representative for some Goods
Street	[7	Street additional line			Number 35
Postcode	1	P.O. Box		70	

Figure 35: Header - Reporting Declarant tab

4.4.1.2 Importer

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

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

Header info								
Reporting declarant Importer Indirect Customs Representative Competent authority Signatures								
i If importer is defined here it will be applied for every good item. If the report includes multiple importers, they need to be defined separately for each good.								
A Header level Importer should not be defined when role is Importer for some goods/Indirect Customs Representative for some goods.								
Declarant acts as importer								
Add Importer								

Figure 36: Declarant acts as importer Checkbox

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

Importer's details will be deleted from header level of CBAM Report if the "Delete" button is clicked.

Header info									
Reporting declarant Indirect Customs Representative Competent authority Signatures									
i If importer is defined here it will be applied for every good item. If the report includes multiple importers, they need to be defined separately for each good.									
A Header level Importer should not be defined when role is Importer for some goods/Indirect Customs Representative for some goods.									
Importer details									
Delete									
Name * identification number * if7									
Address									
Member state or Country of establishment * Sub-division City *									
Street additional line Number 35									
Postcode P.O. Box									

Figure 37: Header- Importer tab

4.4.1.3 Indirect customs representative

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

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

Header info										
Reporting declarant	Importer	Indirect Customs Representative	Competent authority	Signatures						
i If indirect custom	i If indirect customs representative is defined here it will be applied for every good item. If the report includes multiple indirect customs representatives, they need to be defined separately for each good.									
A Header level Indirect customer representative should not be defined when role is Importer for some goods/Indirect customer representative for some goods.										
Declarant acts as Indirect Customs Representative										
Add Indirect Customs Repre	sentative									

Figure 38: Declarant acts as indirect customs representative checkbox

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

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

Header info										
Reporting declarant Importer	Indirect Customs Representative	Competent authority	Signatures							
i If indirect customs representative is defined here it will be applied for every good item. If the report includes multiple indirect customs representatives, they need to be defined separately for each good.										
A Header level Indirect customer representative should not be defined when role is Importer for some goods/Indirect customer representative for some goods.										
Indirect Customs Representative details										
			Delete							
Name *	Identification number	•	-(17)							
Address										
Member State of establishment *	Sub-division		City* 35							
	~									
Street	Street additional line		Number							
	70									
Postcode	P.O. Box									
	17		70							

Figure 39: Header - Indirect customs representative Tab

4.4.1.4 Competent authority

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

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

4.4.1.5 Signatures

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

Header info			
Reporting declarant Importer Indirect Cu	istoms Representative Competent author	ority Signatures	
Report confirmation Date of signature dd/mm/yyyy	Place of signature *	128 Signature (Full Name) *	128
I certify that to the best of my knowledge the information Confirm that the data and information provided in this C 2023 establishing a carbon border adjustment mechanise obligations for the purposes of the carbon border adjust	I provided on this form and attachments is accurate an ISAM Report are to be used and shared between the sm, Commission Implementing Regulation (EU) 2023/ ment mechanism during the transitional period, and U	and complete. E U commission and Competent Authorities in accordance with Regul 1/1773 laying down the rules for the application of Regulation (EU) 202 Union or national law.	ation (EU) 2023/956 of the European Parliament and of the Council of 10 May 3/955 of the European Parliament and of the Council as regards reporting

Figure 40: Header -Signatures tab

4.4.2 CBAM goods Level of the CBAM Report

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

4.4.2.1 Addition of CBAM goods

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

Header info	Goods imported	Add a good
Goods imported Add a good	CN Country Importer \$ Representative \$ Quantity \$	Goods Actions imported total ≎ emissions
	Items per page 10 💌	H A P H



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.

Goods imported								Add a	good
CN code 🔷	Country of origin	\$ Importer 🗢	Representative 🗢	Quantity 🗘	Goods import total emission	ed s	\$	Act	ions
								1	Delete
9 72000000	BF				t CO2			<i>.</i>	
Items per page 10 Showing 1–1 of 1	•					M	•	Þ	M

Figure 42: Delete good

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



Figure 43: Delete good - Confirmation

4.4.2.3 Editing of CBAM goods

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

Draft report ID 999GR29384758493029501 🖍						Cancel Preview	Validate Save as draft Submi
Reporting declarant NCA Reporting Period Report ID Issue date Stat Demo CBAM BE000017 2023 - Q2 - Dra	e Goods imported Total emissions R 1 1564 t CO2						Additional information Add remarks
Header info	Goods imported						Add a good
Goods imported	CN code *	Country of origin ©	Importer ©	Representative ©	Quantity ©	Goods import	led total emissions © Actions
Add a good							
1 72061000 AL 9							Edit
12 Tomes 15841 CO2 2 emissions	0 72051000	AL			12	1564 t CO2	2.1
	Items per page 10 V Showing 1–1 of 1						н к ж н

Figure 44: Edit good

4.4.2.4 Saving of CBAM goods

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

4.4.2.5 Validating of CBAM goods

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

Goods imported	
CN code 🗖	Country of origin ≑
9 72010000	PE

Figure 45: Non-validated good

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

Goods imported 72051000 Country of raigh Goods imported total emissions 7201000 AL 1000 11900	Bask	Validate Save
Prevent mito Coolds imported All a guid 1.2004 Million Million and All	Goods Imported 72051000 Importementative Goods Imported Importementative Commonly To sub-strating units* Displaymentative Displaymentative 72010- Importe X Importementative 72010- Importe X Importementative 72010- Importe X Importementative 72010- Imported X Importementative 72010- Imported X Importementative 72010- Imported X Importementative 72010- Imported X Importementative	(58)
	1. Requested procedure: 01 Area of import: EU	^
	Area of report Next of report Peocebar Research (presented) Peocebar Research (presented) EU-C Up report deciration I I I Ownearch (presented) I I I Image (presented) Image (presented) Image (presented) Image (presented) Image (presented) Image (presented) Image (presented) Image (presented) Image (presented) Image (presented) Image (presented) Image (presented) Address of decreases for presented Image (presented) Image (presented) Image (presented)	

Figure 46: Validate Good

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

Figure 47: Validate good – Navigation tree indication

Once the mandatory fields are filled in, the process will continue with business rules validation.

Validations and warnings are displayed in the **Validation Results** dialog (see Figure 104: Validations Results Dialog). All messages categorized under "**Error Type**" as "**Errors**" must be resolved before submitting the report. "**Warnings**" should be reviewed and addressed as needed.

Each validation and warning listed in the Validation Results dialog, provides guidance on resolving the issue:

- **Message:** Direction on how to resolve the issue. Using the action, you can view the full message on top of the dialog (see Figure 105: Validation Results Action view).
- **Pointer**: Identifies the good and emission and field that triggered the error.
- **Code**: Refers to the Rule Code that generated the message, as defined in the published report structure (see 5.3 Report structure).

4.4.2.6 How to fill in the good

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

4.4.2.6.1 Importer

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

Goods imported 27160000



Figure 48: Good Level - Importer tab

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

Goods imported 27160000								
Importer	Indirect Customs Representat	ive Goods imported	Supplementary					
A The	e checkbox 'Declarant acts as an imp	porter' or 'Importer' are not v	valid when the head	er role is 'Importer for all Goods'				
Importer detail	s							
						Delete		
Name *	70	Identification number *	17					
Address								
Member sta	te or Country of establishment *	Sub-division	35	City *	35			
Street	(70)	Street additional line	70	Number	35			
Postcode	17	P.O. Box	70					

Figure 49: Good Level - Add Importer

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

4.4.2.6.2 Indirect customs representative

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



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

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

Goods imp	oorted 27160000						
Importer	Indirect Customs Representative	oods imported	Supplementary				
A The	checkbox 'Declarant acts as an Indirect Cus	stoms Representat	ve' or 'Indirect Customs Representation	ive' a	re not valid when the header role is 'Indirect Customs Representative for all Goods'		
Indirect Custom	s Representative details						
						Delete	^
Name *	70	Identification num	ber*	17			
Address							
Member State	e of establishment * ~	Sub-division	[35	City * (88)		
Street	70	Street additional li	ne	70			
Postcode	[17	P.O. Box	[70			

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

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

4.4.2.6.3 Goods Imported

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

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

n 23	Goods imported 27160000		Back	Validate	Save
쓭	CN code Country of origin Quantity Goods imported total emissions 27160000 0				
•	Header info	Goods imported 27160000			
е С	Goods imported	Importer Indirect Customs Representative Goods Imported Supplementary			
•	Add a good	Commodity HS sub-heading code * Description of goods *			425
1	1.27160000 0 I 0 Tonnes	271600 - Electrical energy × 00 - Electrical energy v			
	1 uministra Add an emission 1.	Country of origin Country code *			
		Imported quantity per customs procedure Add new			

Figure 52: Goods imported tab 1/3

	1. Requested procedure: Are	a of import:		
	Area of import	Procedure		
1	Area of import	Requested procedure *	Previous procedure	
,	×	~	~	
	Goods measure (per procedu	re)		
	Add new	Net mass *	Type of measurement unit *	
-	Inward processing		~	
	Special references for goods Additional information	512		

Figure 53: Goods imported tab 2/3

Goods imported total emissions Goods emissions per unit of Goods total emissions Goods direct emissions			
Goods imported total emissions Goods direct emissions Goods total emissions Goods direct emissions			
Goods total emissions Goods emissions per unit on Goods direct emissions		Goods indirect emissions	
product t CO2	t CO2		t CO2
Type of measurement unit for emissions			

Figure 54: Goods imported tab 3/3



Figure 55: HS sub-heading code selection

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

Imported quantity per customs procedure Add new			
1. Requested procedure: Area of import:			^
Area of import Area of import Goods measure (per procedure) Add new	Procedure Requested procedure *	Previous procedure	
Inward processing Special references for goods Additional information	(1)		
2.			Delete
Area of import Area of import Goods measure (per procedure)	Procedure Requested procedure *	Previous procedure	
Inward processing	Net mass *	Type of measurement unit *	
Additional information	512		

Figure 56: Imported quantity per customs procedure

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

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

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

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:			^
Area of import Area of import	Procedure Requested procedure *	Previous procedure	
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	812		

Figure 57: Goods measure per procedure

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

4.4.2.6.4 Supplementary

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

ක අප	Goods imported 27160000		Back	Validate	Save
쓭	CN code Country of origin Quantity Goods import 27160000 0	ted total emissions			
	Header info	Goods imported 27160000			
2	Goods imported	Importer Indirect Customs Representative Goods imported Supplementary			
۶	Add a good	Goods' additional Information Remarks (512)			
1	1.2716000 0 0 Tonnes 1 emission Add an emission 1.	Supporting documents Add new			

Figure 58: Goods - Supplementary tab

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

Goods imported 27160000		Back	Validate	Save
CN code Country of origin Quantity Goods imported total emissions 0				
Hader HS Cook Higherhol Mart grant 12 Torons 12 Torons Mart annue	Cooks Imported 27160000 Import Model Contants Representative Goods Imported Supplementary Cooks and Social Information Import Model Contants Representative Import Model Contants Import Model Contant			
	t		Delet	•
	Spin* Control discussion Materia Markata Description Description Description Description Markata Markata Markata Markata Markata Markata Markata Markata Description Description Markata Markata Markata Markata Markata Markata Markata Description Markata Markata Markata Markata			3
	Displanetic bit guide on 102 502, 502, 512, 512, 212 The memory induced for an 1, 2140 UR Common for Data produced for the two			

Figure 59: Goods - Add supporting documents

4.4.2.7 Duplicating of CBAM Goods

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

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

Goods imported						Add a good
CN code ≑	Country of origin	Importer ≑	Indirect Customs Representative	\$ Quantity ≑	Goods imported total ≑ emissions	Actions
♥ 72012000	AI - Anguilla			100	1200 t CO2	Duplicate Good
♥ 27160000	AG - Antigua and Barbuda			250	250 t CO2	/
Items per page Showing 1–2 of 2	10 🔻				К	< > >

Figure 60: Goods - Duplicate Good

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

4.4.3 Emissions level of CBAM report

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

4.4.3.1 Addition of Emissions

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

Goods imported 73021028		Back	Validate Save
CN code Importer Representative Cour 73021028 AO	try of origin Quantity Goods imported total emissions		
Goods imported 73021028 Of a weight per metre of less than 36jkg	1. Installations Emissions Parameters Carbon price due Supplementary		
Emissions	Country of production		
Add an emission	~		
1.	The company name of the installation		
	Add new		
	Add new		

Figure 61: Add an emission

4.4.3.2 Deletion of Emissions

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

Goods imported 73021028		Back Validate Save
CN code Importer Representative 3021028	Country of origin Quantity Goods Imported total emissions AO	
Goods imported 73021028 Of a weight per metre of less than 36 kg	1. Installations Emissions Parameters Carbon price due Supplementary	
Emissions	Country of production	
Add an emission	~	
1. 🔳	The company name of the installation	
	Add new	
	Installation	
	Add new	

Figure 62: Delete emission.

4.4.3.3 Editing of Emissions

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

Goods imported 72061000				Back	Validate	Save
CN code Country of origin Quantity Goods imported total emissions 72061000 AL 12 1564						
Header Info Goods Imported Add a good	Goods imported 72061000 Goods imported Supplementary Commodity US sub-harding code *	Olizofe*	Description of coords *			
1.72651000 AL 13 honors 1545 honors Samuer Add memoion 1.AL GPK Kone 2. LPM China	Zoothy or origin Country of origin Country of origin AL-Abania ~ Imported quantity per customs procedure Add new	00-legets v	Ingots			608
	1. Requested procedure: 01 Area of import: EU					^
	Area of import Area of import EU - EU by means of Customs import declaration Goods measure (per procedure) And rev Insure (per processing	Procedure Repartied procedure * 0 - Release for free circulation of goods simultaneo ~	Previou procedure v Type of measurement unt *			
	Special references for goods Additional information Goods measure (imported) Net mass	100 Tiple of measurement unit*	Ionnes v			
	12 Goods imported total amissions	Tonnes ~				

Figure 63: Edit good

4.4.3.4 How to fill in the emissions

The following sections will describe each screen tab in detail.

4.4.3.4.1 Installations

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

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

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

2.					
Installations	Parameters	Emissions	Carbon pric	e due	Supplementary
Country of productio	n *				
			~		
The company name	of the installation				
Add new					
Installation					
Add new					

Figure 64: Installation - Country of production

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

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

Click the "Add New" button to proceed with the operator addition.

1.		
Installations Parameters Emissions Car	oon price due Supplementary	
Country of production *		
VN - Vietnam ~		
The company name of the installation		
The company name of the installation		Delete
Q Search in Operators of Third Country Installations registry	Q Search in My operator registry	
Operator ID *	Operator name *	
Address		
Country code *	Sub-division City *	35
Street	Street additional line Number	ier (36)
Postcode [17	P.O. Box [70]	
Contact person Add new		
Contact details		^
Name *	E-mail* Phone in 1286	a number * (38)

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

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

The company name of the installation						
ChinaSteel, Shanghai MingShuo Steel Co					Delete	^
Q Search in Operators of Third Country Installations re Operator ID *	egistry (Q Search in My operator registry Operator name *	44			
ChinaSteel		Shanghai MingShuo Steel Co				
Address						
Country code *		Sub-division	35	City*		
CN - China	~		J	Shanghai		
Street	70	Street additional line	70	Number (23)		
			Ť	99 234 32444		
Postcode		P.O. Box	70			
12322	12		10			
Contact person						
Add new						
Contact details						^
Name *		E-mail *		Phone number*		
Yu King	63	yu.king@gmail.com	239	99 2323 23 23		

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

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

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

Search in Operators of Third Country Installations registry							
i Operators listed are filtered to match Declarant's EORI# and Installation Country of Production that produces the Good selected.							
	Operator ID ≑	Operator name ≑	Country code 🖨	City \$			
\bigcirc	CN.0000000000002	TEST LEGAL NAME CN2	CN	Shangai			
Items per pa Showing 1–	age 10 🕶 1 of 1		И	∢ ▶ ₩			
				Cancel			

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

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

The company name of the installation							
CN.0000000000002, TEST LEGAL NAME CN2					1	Delete	^
Q Search in Operators of Third Country Installations reg	istry (Search in My operator registry					
CN.0000000000002	0	TEST LEGAL NAME CN2	51				
Address Country code *		Sub-division	_	City *			
CN - China	~	CN Subdivision	21	27 Shangai			
Street		Street additional line		Number			
Shangai Street	50	4	09	24c			
Postcode		P.O. Box					
50423	12	Shangai Street additional line	40				
Contact person Add new							
Contact details						,	^
Name *	-	E-mail*		Phone number*			
OP02-0002 Contact Name	48	OP02-0002@cbam.com	238	+49232476490			

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

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

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

Click the "Add New" button to proceed with the installation addition.

Installation			
Installation			Delete
Q Search in Operators of Third Country Installations registry	Q Search in My Installation Registry		
Installation ID *	Installation name *		
Address			
Country of establishment *	Sub-division 35	City * 35	
Street [70]	Street additional line	Number 25	
Postcode [17]	P.O. Box 70	Plot or parcel number [18]	
UNLOCODE	Coordinate latitude (N-S)	Coordinate longitude (E-W)	Type of coordinates

Figure 69: Emissions - Installation fields

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

Installation			
A0XSBCBKRDF10LX6S, GPK Korea Inc			Delete
Q Search in installation registry			
Installation ID*	Installation name *		
A0XSBCBKRDF10LX6S	GPK Korea Inc]	
Address			
Country of establishment *	Sub-division	City	
KR - Korea, Republic of ~	30	Huan Gi	
Street	Street additional line	Number	
10		30	
Postcode	P.O. Box	Plot or parcel number	
17	70	15	
UNLOCODE	Coordinate latitude (N-S)	Coordinate longitude (E-W)	Type of coordinates
KR Type to search UNLOCODE	17	17	~ ·

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

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

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

Search in Operators of Third Country Installations registry								
i Installations listed are filtered to match the Operator selected (if any), Declarant's EORI# and Installation Country of Production that produces the Good selected.								
	Installation ID ≑	Installation name	Country of establishment	¢	City ≑			
0	IN02	Pumaaa Steel Co., Ltd	CN		Wuxi			
0	IN06	Hangzhou Steel Co., Ltd	CN		Beijing			
Items per pa Showing 1–2	ge 10 ▼ 2 of 2			K		M		
					Cancel	ок		

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

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

Installation							
IN02, Pumaaa Steel Co., Ltd					Dele	ete	^
Q Search in Operators of Third Country Installations registry	Q Search in My Installation Registry						
Installation ID *	Installation name *	_					
IN02	Pumaaa Steel Co., Ltd	35					
Address							
Country of establishment*	Sub-division	20	City*	•			
CN - China 🗸	CN Sub-division	20	Wuxi	J			
Street	Street additional line	10	Number				
Wuxi Street	Wuxi Additional Street	48	13	3			
Postcode	P.O. Box		Plot or parcel number	_			
518052	PO BOX 518052	57	11	5			
UNLOCODE	Coordinate latitude (N-S)		Coordinate longitude (E-W)	•	Type of coordinates		
CN CNWCH	314934662	0	120307684				~

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

4.4.3.4.2 Parameters

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

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

1. CN Pumaaa Steel Co., Ltd									
Installations	Parameters	Emissions	Carbon price due	Supplementary					
Add new	nod								
Emissions quali	fying parameters	5							

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

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

Producti	on method					x
	Code \$	Method 🗢				
0	P08	Electricity				
ltems per pa	age 10 🔻		М	•	•	H
				Cancel		ОК

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

Production Method (Operators of Third Country Installations registry)						
	Code \$	Method \$	Production Year 🖨			
\bigcirc	P46	Integrated production with primary smelting	2023			
\bigcirc	P45	Aluminium products	2024			
ltems per p	oage 10 🔻		K · F H			
			Cancel			

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

Choose a production method from the list and the relevant entry will be added in the "Parameters" tab. If you select an O3CI production method, the "Emissions" tab will be automatically populated. See 4.4.3.4.3Emissions for further information and the relevant process in 4.4.3.5 Process – CBAM Transitional Integration with "Operator of Third Country Installation Registry" (O3CI).

1. CN Pumaaa Steel Co., Ltd	
Installations Parameters Emissions Carbon price due Supplementary	
Production method Add new	
1.P46, Integrated production with primary smelting	^
Method Additional information P46 - Integrated production with primary smelling Production Year 2023	

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

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

Add new P09, Mixed fertilizer production			
1. Clinker factor		^	
Clinker factor - QPD02 (PERCENTAGE) Value %	Default value N/A	Additional information	

Figure 76: Emissions qualifying parameters

Click the "Add new" button to add other qualifying parameters.

Search in	Search in emissions qualifying parameters ×						
Production me Blast furna	thod ce / Basic oxygen steel ~						
	Parameter Id 🌻	Parameter name *	Parameter description \$				
0	OTHER	-					
Items per pa Showing 1–1	ge 10 ▼ Iof1		н ч э ы				
			Cancel				

Figure 77: Add new qualifying parameters

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

Indirect Emissions qualifying parameters Add new P17, Blast furnace / Basic oxygen steel making	
1. N in (organic) forms	^
N In (organic) forms - EGP7 (PERCENTAGE) Default value Value % - Additional Information	Type of determination

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

Direct Emissions qualifying parameters		
P34, Iron or steel products		
1. Steel pre-consumer scrap		^
Steel pre-consumer scrap - QPD18 (PERCENTAGE)	Default value	Additional information
2. Nickel content		^
Nickel content - OPD15 (PERCENTAGE)	Default value	Additional information
3. Content of other alloy elements		^
Content of other alloy elements - QPD16 (PERCENTAGE) Value %	Default value	Additional information
4. Steel product scrap usage		^
Steel product scrap usage - QPD19 (NUMERIC) •	Default value	Additional information

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

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

1.				
Installations Parameters Emissions Carbon price	ce due Supplementary			
Production method Add new				
1.P24, Blast furnace route			Delete	~
Method P24 - Blast furnace route	Identification number of the specific steel mill	258	Additional information	512
Emissions qualifying parameters Add new P24, Blast furnace route				
1. Steel pre-consumer scrap			Delete)
Steel pre-consumer scrap - QPD18 (PERCENTAGE)	Default Value NA	Additional information		

Figure 80: Production Method and Emissions Qualifying Parameters

4.4.3.4.3 Emissions

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

1. KR GPK Korea Inc						
Installations Emissions Parameters	Carb	on price due Supplementary				
Goods measure (produced) Supplementary units *		Type of measurement unit *	~			
Direct embedded emissions						
Type of determination (electricity) *		Type of applicable reporting methodology 0 *		Applicable reporting methodology		
	~	Commission rules	~	Per Commission		
Type of measurement unit *		Source of emission factor (for electricity)		Other source indication	Emission factor	0 *
Tonnes	~		~	(200		
Source of emissions factor value	512	Electricity imported		Total embedded emissions of electricity imported	Justification	512
Fulfilment of conditionality	512					
Installation emissions						
Installation total emissions		Installation direct emissions		Type of measurement unit for emissions *		
120	t CO2	120	t CO2	Tonnes ~		

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

Installations Emissions Parameters	Car	bon price due Supplementary					
i Please, only use a dot (.) to separate de	ecimals.						
Goods measure (produced)							
Supplementary units 0 *		Type of measurement unit *					
		MWH	~				
Direct embedded emissions							
Type of determination (electricity)				Additional Information			
							9999
	~						
Type of measurement unit		Source of emission factor (for electricity)		Other source indication	จ	Emission factor 🌒 *	
	~		~	4000	1		t CO2/MWh
Source of emissions factor value 0			5000	Electricity imported	1	Total embedded emissions of electricity imported	
Justification 0	512	Fulfillment of conditionality	6000				
	012		0000				
Installation emissions							
Installation total emissions		Installation direct emissions		Type of measurement unit for emissions *			
	t CO2		t CO2	Tonnes			
	_						

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

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

1. KR GPK Korea Inc					
Installations Emissions Parar	neters Carl	bon price due Supplementary			
Goods measure (produced) Net mass *		Type of measurement unit *			
100		Tonnes	~		
Direct embedded emissions		Type of applicable reporting methodology		Applicable reporting methodology	
Actual data	~	Commission rules	~	Per Commission	
Specific (direct) embedded emissions *		Type of measurement unit *			
1.2	tCO2/unit	Tonnes	~		
Indirect embedded emissions Type of determination *		Source of emission factor *		Source of electricity *	Other source indication
	~		~	~	250
Electricity consumed *		Emission factor 🌒 *		Specific (indirect) embedded emissions	Type of measurement unit *
	MWh/unit			tCO2/unit	~
Installation emissions		test Heller West and a large		testa Ballan in Production	
Installation total emissions		Installation direct emissions		Installation indirect emissions	Type of measurement unit for emissions *
120	t CO2	120	t CO2	t CO2	Tonnes ~

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

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

Installations Emissions Parameters Carbon price due Supplementary							
Goods measure (produced) Net mass *		Type of measurement unit *					
100		Tonnes	~				
Direct embedded emissions							
i If you intend to report a default val	ue made avai	lable and published by the Commission, th	e default value	corresponding to this CN code is 50 t CO2/u	nit of product		
Type of determination *		Type of applicable reporting methodology	*	Applicable reporting methodology			
Other methods including default values	~	Commission rules	~				
Specific direct embedded emissions *		Type of measurement unit *					
	t CO2/unit	Tonnes	~				
Indirect embedded emissions							
i If you intend to report a default val	ue made avai	lable and published by the Commission, th	e default value	corresponding to this CN code is 70 t CO2/u	nit of product		
Type of determination *		Source of emission factor *		Source of electricity *		Other source indication	
Other methods including default values	~		~		~		200
Electricity consumed *		Emission factor 🌒 *		Specific indirect embedded emissions *		Type of measurement unit *	
	MWh/unit		t CO2/MWh		t CO2/unit	Tonnes	~
Installation emissions							
Installation total emissions		Installation direct emissions		Installation indirect emissions		Type of measurement unit for emissions *	
	t CO2		t CO2		t CO2	Tonnes	~

Figure 84: Emissions-Default Values

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

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

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

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

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

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

1.]									
Installations Emissions Parameters Carbon price due Supplementary									
Please, only use a dot (.) to separate decimals.	i Please, only use a dot () to separate decimals.								
i Amounts must be reported in tonnes. Please, make sure that the amounts reported have been correctly converted into tonnes.									
Goods measure (produced) Net mass *	Type of measurement unit *								
2000		Tonnes	~						
Direct embedded emissions Type of applicable reporting methodology			Additional Information			0055			
Actual data not available v		Justification on why actual data is missing.			19933				
Specific direct embedded emissions *		Type of measurement unit							
0	t CO2/unit	Tonnes	~						
Indirect embedded emissions		Source of emission factor		Source of electricity		Other source indication			
Actual data not available	~				~		4000		
Pintela del rel di antino		mission factor *		Spanilis indirast ambaddad amissions		Tune of measurement unit *			
0	MWh/unit	0	t CO2/MWh	0	t CO2/unit	Tonnes	~		
Course of omissions faster unive							_		
	512								
Installation emissions									
Installation total emissions		Installation direct emissions		Installation indirect emissions		Type of measurement unit for emissions *			
0	t CO2	0.000000	t CO2	0.000000	t CO2	Tonnes	~		

Figure 85: Emissions - Actual data not available

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

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

1. CN | IntallationName0

Installations Parameters Emissions Carbon price due	Supplementary							
Third-country operator's emissions data have been selected. The declarant remains liable for these values. If you disagree with the provided emissions data, please remove the selected third-country operator and installation.								
i Please, only use a dot () to separate decimals.								
i Amounts must be reported in tonnes. Please, make sure that the amounts reported have been correctly converted into tonnes.								
Goods measure (produced)								
Net mass *	Type of measurement unit *							
12	Tomes v							
Direct embedded emissions Type of determination 1 *								
Actual data v								
Specific direct embedded emissions *								
0.32 t CO2/unit								
Indirect embedded emissions Type of determination *	Specific indirect embedded emissions		Type of measurement unit *					
Actual data ~	1.32	t CO2/unit	Tonnes					
Absolute emissions for the imported goods								
Total absolute emissions for the imported goods	Absolute direct emissions for the imported goods		Absolute indirect emissions for the imported goods	Type of measurement unit for emissions *				
19.6800000 t CO2	3.8400000	t CO2	15.8400000 t CO	Tonnes ~				

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

1. BA Bosnia electricity production							
Installations Parameters Emissions Carbon price due Supplementary							
A Third-country operator's emissions data have been selected. The declarant remains liable for these values. If you disagree with the provided emissions data, please remove the selected third-country operator and installation.							
i Please, only use a dot () to separate decimals.							
Goods measure (produced)							
Supplementary units 0 *	Type of measurement unit *						
10000	MWH	~					
Direct embedded emissions							
Type of determination (electricity)							
Actual data ~							
Emission factor 0 *	Electricity imported		Total embedded emissions of electricity imported				
1.78 t CO2/MWh	10000		17800				
Absolute emissions for the imported goods							
Total absolute emissions for the imported goods	Absolute direct emissions for the imported goods		Type of measurement unit for emissions *				
17800 t CO2	17800	t CO2	Tonnes v				

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

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

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

-From the element "Type of determination", choose the option "Estimated values including default values made available and published by the commission"; and

-From the element "Source of electricity", choose the applicable option to your case.

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

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

-From the element "Type of determination", choose the option "Actual data".
-From the element "Source of emission factor", choose "Commission based on IEA data".

-From the element 'Source of electricity", choose received from the grid; and

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

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

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

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

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

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

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

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

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

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

Actual emission factor for indirect emissions,

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

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

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

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

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

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

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

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

4.4.3.4.5 Carbon price due

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

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



Figure 88: Carbon price due tab

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

,					Delete
untry code *	Type of instrument *	Description and	indication of legal act *		
ount of the carbon price due *	Currency*	Exchange Rate	to Euro *	Amount (EURO)	
ods covered under carbon price due Id new					
ods covered under carbon price due dd new					~
bds covered under carbon price due Id new	Quantity of emissions covered *	Quantity covere any other form of	d by free allocations, any rebate or f compensation * t CO2	CN of Product covered	^
ods covered under carbon price due dd new	Quantity of emissions covered *	Quantity covere any other form o	d by free allocations, any rebate or f compensation * t CO2	CN of Product covered	~

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

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

Installations	Emissions	Parameters	Carbon price due	Supplementary			
Provid Please Please a. b. Please	e supplement provide the na enclose with th A web address a copy of the n provide the ab	ary information t tional legal basis his report one of t which provides d elevant extracts o ove in the 'Supple	for instrument referen of the carbon pricing so he following: lirect access to it, and f the final text(s) of the ementary tab' under in t	ce description heme including the implementing provisions and their egal basis le "Supporting Documents' section.	respective sources.		
i Please	, only use a do	t (.) to separate d	ecimals.				
i Amoun	ts must be rep	orted in tonnes. P	lease, make sure that t	ne amounts reported have been correctly converted int	to tonnes.		
Carbon price d	ue						
1.,							Delete
Country code w	here carbon pric	e is due 0 *	v or per MWh) *	Form of carbon price • • Currency *		Description and indication of legal act for the carbon price, and for possible reb	ate or other form of compensation obtained * [312 Amount (EURO)
Goods cover	ed under carb	on price due					
1. Actual p	oduct						^
CN of Produc	t covered						
76090000							
Type of Good	s Covered *			Embedded emissions covered by the carbon price	*	Embedded emissions covered by rebate or any other form of compensation	•
Actual pro	duct		~		t CO2 / unit	t CO2 / uni	t
Additional inf	ormation *		5	2			

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

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

4.4.3.4.6 Supplementary

In this tab additional information for emissions calculations can be added and all supporting documents.

Multiple additional information & supporting documents can be added by clicking the "Add new" button.

1. KR GPK Korea Inc	
Installations Emissions Parameters Carbon price due Supplementary	
Emission's additional information Add new	
1.	Delete ^
Additional information [512	
Supporting documents Add new	

Figure 91: Supplementary tab

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

Add new	
1.	Delete
Type * Country of document issuance TED01 - Annual installation report TED02 - Annual installation emissions report TED03 - Actualted emissions for the reported goods TED04 - Legal reference to NA emissions framework TED05 - Other	Reference number * Document line item number S Validity end date dd/mm/yyyy
File The allowed file types for upload are: PDF, DOC, DOCX, XLS, XLSX, JPEG, XML The maximum allowed file size is 20 MB URI	Choose file Drag and drop file here

Figure 92: Emissions - Supplementary - Supporting Documents

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

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

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

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

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

If you disagree with the provided emissions data, click the "Edit Third-Country Operators Emissions Data" button at the top of the Emissions tab. This will clear the emissions data while retaining the Operator and Installation information.

1. CN	- China	IntallationN	lame20									
Instal	lations	Parameters	Emissions	Carbon pr	rice due	Supplementary						
A	Third-country operator's emissions data have been selected. The declarant remains liable for these values. If you disagree with the provided emissions data, click the 'Edit Third-Country Operators Emissions data'. Edit Third-Country Operators Emissions data											
i.	i Please, only use a dot (.) to separate decimals.											
i (i Amounts must be reported in tonnes. Please, make sure that the amounts reported have been correctly converted into tonnes.											
Goods I Net mass	measure (p ;*	produced)			Type of m	easurement unit *						
10					Tonnes	3	~					
Direct e	mbedded	emissions										
Actual	data			~								
Specific o	direct embed	Ided emissions *										
0.32				t CO2/unit								
Indirect Type of d	embedded	d emissions			Specific in	ndirect embedded emissions		Type of measurement unit *				
Actual	data			~			t CO2/unit	Tonnes	~			
Absolut Total abs	te emission olute emissio	ons for the importe	rted goods		Absolute	direct emissions for the imported goods		Absolute indirect emissions for the imported goods		Type of measurement unit for emissions *		
16.4				t CO2	3.2000	000	t CO2	13.2000000	t CO2	Tonnes	-	

Figure 93: Emission tab filled in with O3CI emissions information

4.5 QUARTERLY REPORT ACTIONS

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

4.5.1 Creation of a report

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

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

My Quarterly Reports						
Quarter ≑	Year 🗸	Last edited 🍦	State ≑	Report 🗢	Invalidated Reports	Actions
Q3	2023			Not Added yet		
Q2	2023			Not Added yet		Create

Figure 94: My Quarterly Reports - Create Report

4.5.2 Uploading of a report

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

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

My Quarterly Reports							
Quarter 🗢	Year 🗸	Last edited 🗘	State ≑	Report \$	Invalidated Reports	Actions	
Q3	2023			Not Added yet			
Q2	2023			Not Added yet		Create	Upload



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



Figure 96: Upload ZIP

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

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

When an XML is uploaded it is validated as follows:

- a) Codes used should be valid according to the published code list (see 5.3 Report structure) where applicable.
- b) Fields that are mandatory need to be filled in.
- c) In addition, in the following business cases:
 - Selected good is any good except electricity & Indirect Emissions->Type of Determination ="Actual" & Indirect Emissions-> Source of emission factor="Commission based on IEA"
 - ✓ Selected good is electricity & Direct Emissions->Type of Determination = "Default" & Direct Emissions-> Source of emission factor="Commission based on IEA"

The declarant is informed on the correct emission factor that should be used since the emission factors based on IEA are not publicly available.

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

4.5.3 Saving a draft report

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

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

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

(European Commission Carbon Border Adjus	stment Mechanisr	m								Save Rep	e draft report × ort saved successfully
≡												4
n 20	Draft report ID Sk Draft-2023-Q4 2!	ubmission due date: 9/05/2024							Cancel	Preview	Validate	Save as draft Submit
쓭	Reporting declarant NCA Reporting Period P Demo CBAM BE000017 2023 - Q4 -	Report ID Issue date	State Goods imported T 0 0	fotal emissions) t CO2								Additional information Add remarks
	Header info	н	leader info									
2	Goods imported		Reporting declarant 🕗	Importer Indirect C	Customs Repre	entative Competent authority	Sign	natures 🕜				
•			Role: Declarant details This field is required	llowing:							2.0	ITOP
-			City: This field is required									
		De	eclarant details ame *		Identification r	umber	_	Role *				
		ſ	Demo CBAM	(6	GR293847	584930295	0		×			
		Ac	ddress ember State of establishment		Sub-division			City *				
		E	BE - Belglum	~			30		1	10		
		Str	reet	7	Street addition	al line	70	Number	(35		
		Po	ostcode	1	P.O. Box		-70					
					Priv	acy Statement						

Figure 97: Save a draft report

4.5.4 Deletion of a draft report

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

	European Commission Carbon Bord	ler Adjustment Mechan	ism		DEMO User CbamMonitor
≡					
în Ch	Draft report ID				Delete Edit
	DraftReportiD Reporting declarant Importer Representative Demo CBAM	NCA Reporting Period Issue date 2023-Q2 02/08/202	State 3 15:29:01 Draft	Additional informa Remarks	ation
	Header info	Header info			
Ŧ	Goods imported	Declarant details Name Demo CBAM Address Country of establishment EC	Identification number GR293847584930295 Sub-division	Role	Street
		Street additional line	Number	Postcode	P.O. Box

Figure 98: Delete a draft report

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



Figure 99: Delete draft report - Confirmation message

4.5.5 Editing of a report

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

- Draft
- Under Amendment
- Under Correction

	European Commission	DEMO User CbamMonitor						
≡								
1 1 1 1 1	My Quarterly Repo	orts						
	Quarter ≑	Year 🗸	Last edited 🗢	State 🗘	Report 🗢	Invalidated Reports	Actions	
*								
1	Q3	2023			Not Added yet			
	Q2	2023	02/08/2023	Draft	DraftReportID			

Figure 100: Edit a report

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

	European Commission Carbon Bord	DEMO User 🔃 CbarnMonitor			
≡					
ñ					
ත	Draft report ID DraftReportiD				Delete Edit
-	Reporting declarant Importer Representative Demo CBAM	NCA Reporting Period Issue dat 2023-Q2 02/08/2	te State 023 15:29:01 Draft		Additional information Remarks
솔					
۹	Header info	Header info			
1	Goods imported	Declarant details			
		Name Demo CBAM	Identification number GR293847584930295	Role	
		Address			
		Country of establishment EC	Sub-division	City	Street
		Street additional line	Number	Postcode	P.O. Box

Figure 101: Edit a report

4.5.6 Validation of a report

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

Draft report ID Draft-2024-Q1		Submissio 11/10/2	on due date: 2024							Cancel	Preview	Validate	Save as draft Submit
Reporting declarant User018 Test	NCA BE000017	Reporting Period 2024 - Q1	Report ID	Issue date	State	Goods imported 0	Total emissions 0 t CO2	Total quantity 0 Tonnes	Total quantity (Electricity) 0 MWh				Additional information Add remarks
Header info				Header inf	0								
Goods imported				Reporting	declarant	Importer	Indirect Customs	Representativ	e Competent authority	Signatures			
				Declarant det	ails								

Figure 102: Validate report

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

Draft report ID Draft-2023-Q2		Cancel	Preview	Validate Save as draft Submit
Reporting declarant NCA E cbamdeclarant1_firstname cbamdeclarant1_lastname BE000017 2	Reporting Period Report ID Issue date State Goods imported Total emissions 023 - Q2 0 0 1 C O2			Additional information Add remarks
Header info	Header info			
Goods imported	Reporting declarant 2 Importer Representative Competent authority Signatures 3			
	Plate correct the following: Plate correct the following: The Information Plate correct the following: Plate correct the f			(ETC)
	Declarant details Name * Chamdedarant1_firstname chamdedarant1_lastn EORI_TEST_1	Ŷ]	
	Address Memoter State of estatiohment BE - Belgium Street T Street	(5	
	Politode PO Box TB			

Figure 103: Validate Report – Errors display

Once the mandatory fields are filled in, the process will continue with business rules validation.

Validations and warnings are displayed in the **Validation Results** dialog (see Figure 104: Validations Results Dialog). All messages categorized under "**Error Type**" as "**Errors**" must be resolved before submitting the report. "**Warnings**" should be reviewed and addressed as needed.

Each validation and warning listed in the Validation Results dialog, provides guidance on resolving the issue:

- **Message:** Direction on how to resolve the issue. Using the action, you can view the full message on top of the dialog (see Figure 105: Validation Results Action view).
- **Pointer**: Identifies the good and emission and field that triggered the error.
- **Code**: Refers to the Rule Code that generated the message, as defined in the published report structure (see 5.3 Report structure).

'alidation results - Errors: 1 & Warnings: 2										
Report Structure CB/	AM XSD									
Error Type 🗘	Message 🗘	Pointer \$	Code [•]	Actions						
Error	Please ensure that "the total of the Goods measure (per procedure)/Net mass" is equal to the "Goods \ldots	/goods/measure/netMass	R0017	0						
Warning	Please remember to define a production method per legislative requirements.	/goods/emissions[1]/productionMethod	W0004	0						
Warning	Please remember to define a production method per legislative requirements.	/goods/emissions[2]/productionMethod	W0004	0						
Items per page 10 ▼ Showing 1–3 of 3				н • •	н					

Figure 104: Validations Results Dialog

Validation results - Errors: 1 & Warnings: 2									
8 R0017: Please ensure that "the total of the Goods measure (per procedure)/Net mass" is equal to the "Goods measure (imported)/Net mass".									
Report Structure CBAM	XSD								
Error Type 🗢	Message 🗘	Pointer \$	Code *	Actions					
Error	Please ensure that "the total of the Goods measure (per procedure)/Net mass" is equal to the "Goods	/goods/measure/netMass	R0017	0					
Warning	Please remember to define a production method per legislative requirements.	/goods/emissions[1]/productionMethod	W0004	0					
Warning	Please remember to define a production method per legislative requirements.	/goods/emissions[2]/productionMethod	W0004	0					
Items per page 10 -				н • н					
				O	ĸ				

Figure 105: Validation Results - Action view

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:

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

OK

Draft report ID Draft-2024-Q1		Submissio 11/10/2	on due date: 2024							Cance	Preview	Validate	Save as draft Submit
Reporting declarant User018 Test	NCA BE000017	Reporting Period 2024 - Q1	Report ID	Issue date	State	Goods imported 0	Total emissions 0 t CO2	Total quantity 0 Tonnes	Total quantity (Electricity) 0 MWh				Additional information Add remarks
Header info				Header infe	D								
Goods imported				Reporting of	leclarant	Importer	Indirect Customs	Representativ	Competent authority	Signatures			
				Declarant det	ails								

Figure 106: 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 107: Modifications confirmation will be displayed. In case you are not planning to make modifications after the report submission, select the "No" choice. In any case, modifications are allowed in all cases if they will be performed within the allowable modification period.

Submit report	×
Do you expect to make modifications to the CBAM report? * Yes, I expect to make changes in the submitted CBAM report before the end of the modification period. No, I do not expect to make any changes in the submitted CBAM report before the end of the modification period. Disclaimer While the indication constitute the will of intent, and will be used to support the activities of the Commission in the transitional per the indication does not waive the right of the declarants to modify the reports before the end of the modification deadline as set i Aricle.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	riod n e
C Street additional line	К

Figure 107: Modifications confirmation

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

4.5.8 Viewing of a report

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

Draft report ID Draft-2024-Q1		Submissi 11/10/	on due date: 2024							Can	ncel	Preview	Validate	Save as draft Submit
Reporting declarant User018 Test	NCA BE000017	Reporting Period 2024 - Q1	Report ID	Issue date	State	Goods imported 0	Total emissions 0 t CO2	Total quantity 0 Tonnes	Total quantity (Electricity) 0 MWh					Additional information Add remarks
Header info				Header infe	D									
Goods imported				Reporting of	leclarant	Importer	Indirect Customs	Representativ	e Competent authority	Signatures				
				Declarant det	ails									



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	DEMO U CbamMor	ser 🚺 🛤		
≡					
බ අ	Report ID 233GR29384758493029501			Amend Invalidate History	Download PDF
*	Reporting declarant Importer Represe Demo CBAM Importer Name	entative NCA Reporting Perio NCA12345 2023-Q3	d Issue date 02/08/2023 11:51:58	State Additional information Submitted QReport_001 remarks	
۲ ۲	Header info Goods imported	Header info Declarant details			
	1. 27160000 CN 50 MWH 3000 Tonnes 1 emissions	Name Demo CBAM Address Country of establishment BE	Identification number GR293847584930295 Sub-division BE Subdivision	Role 03 City Street Brussels Brussels stre	et
		Street additional line Brussels street additional line	Number 2	Postcode P.O. Box 5555 PO 5555	

Figure 109: Amend a report

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

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

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

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

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

4.5.10 Invalidation of a report

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

(European Commission CBAM	er Adjustment Mechani	sm		DE Cł	emo User 🕡 💌
≡						
ñ				_		
2	Report ID 233GR29384758493029501			Amend	Invalidate Histo	ry Download PDF
Ŵ	Reporting declarant Importer Represer Demo CBAM Importer Name	ntative NCA Reporting Perio NCA12345 2023-Q3	d Issue date 02/08/2023 11:51:58	State Submitted	Additional information QReport_001 remarks	
꺌						
۹	Header info	Header info				
1	Goods imported	Declarant details				
	1 27160000 LCN	Name Demo CBAM	Identification number GR293847584930295	Role 03		
	50 MWH 3000 Tonnes	Address				
	1 emissions	Country of establishment BE	Sub-division BE Subdivision	City Brussels	Street Brusse	els street
		Street additional line Brussels street additional line	Number 2	Postcode 5555	P.O. Bo PO 55	× 55

Figure 110: 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.

Invalidate	report
?	Are you sure you want to invalidate this report? Once invalidated, the report can't be used.
ecierant detail	Cancel OK

Figure 111: 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.

My Quarterly Reports						
Quarter ¢	Year 🗸	Last edited \$	State ¢	Report	Invalidated Reports	Actions
Q4	2023			Not Added yet		
Q3	2023			Not Added yet		Request delayed submission

Figure 112: Request delayed submission

In the dialog that will be shown in Figure 113: Request delayed submission dialog, the reason for the request of the delayed submission needs to be provided. In case NCA has approved /requested the

delayed submission, the NCA's reference number (e.g. email reference number or Request ID number) needs to be provided as well (see Figure 114). Please note that the request due to a technical error is no longer available. In case you experience a technical error, please contact your respective NCA.

Request delayed submission	×
Delayed Submission Reason *	
Requested by NCA	
	Cancel OK

Figure 113: Request delayed submission dialog

Request delayed submission	×
Delayed Submission Reason *	
Requested by NCA	~
Reference number provided by the NCA *	
	Cancel OK

Figure 114: Request delayed submission -Requested by NCA

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

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

Table 7: Delayed Submission - Deadlines

4.5.12 Download PDF

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

	European Commission Carbon Bord	der Adjustment Mechanis	sm		CbamMonitor
≡					
ስ	Report ID 233GR29384758493029501			Amend	Invalidate History Download PDF
**	Reporting declarant Importer Repres Demo CBAM Importer Name	entative NCA Reporting Perio NCA12345 2023-Q3	d Issue date 02/08/2023 11:51:58	State Submitted	Additional information QReport_001 remarks
۹	Header info	Header info			
1	Goods imported	Declarant details			
	1. 27160000 CN	Name Demo CBAM	Identification number GR293847584930295	Role 03	
	50 MWH 3000 Tonnes	Address			
	I UNISSIONS	Country of establishment BE	Sub-division BE Subdivision	City Brussels	Street Brussels street
		Street additional line Brussels street additional line	Number 2	Postcode 5555	P.O. Box PO 5555

Figure 115: Download PDF

When the "Download PDF" button is clicked, an information message appears. It is important not to close the browser tab during the PDF preparation process (see Figure 116 Download PDF Information message)



Figure 116: Download PDF Information message

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



Figure 117: Download PDF - File downloaded message

4.5.13 History

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

(European Commission CBAM	ler Adjustment Mechanis	sm		DEMO Cbami	OUser O 💌
≡						
ስ የ	Report ID 233GR29384758493029501			Amend	d Invalidate History	Download PDF
**	Reporting declarant Importer Represe Demo CBAM Importer Name	entative NCA Reporting Perio NCA12345 2023-Q3	d Issue date 02/08/2023 11:51:58	State Submitted	Additional information QReport_001 remarks	
۹	Header info	Header info				
1	Goods imported	Declarant details				
	1. 27160000 CN	Name Demo CBAM	Identification number GR293847584930295	Role 03		
	50 MWH 3000 Tonnes	Address				
	i emissions	Country of establishment BE	Sub-division BE Subdivision	City Brussels	Street Brussels s	treet
		Street additional line Brussels street additional line	Number 2	Postcode 5555	P.O. Box PO 5555	

Figure 118: 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.

0	European Commission Carbon Borde	r Adjustment Mechanism			ChamECAuthReportReviewAdree
=	EU Authorities Portal				
ñ 53	History				
1	Action 0	State ©	Timestamp 0	UserID ©	Remarks 0
Ø	REGISTER	Registered	20/09/2023 14:16:31		
۹	SUBMIT	Submitted	20/09/2023 14:16:31	muser018	
0 ; 23	Items per page 10 - Showing 1-2 of 2				(H) (K) (K) (H)

Figure 119: History Details

4.5.14 Duplicating a report

On the Home Page, click "My quarterly reports" and then click the "Create using Previous Report" button for the reporting period where a report needs to be created (see Figure 120: Create using Previous Report).

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

My Quarterly Reports							
Quarter \$	Year 🗸	Last edited \Leftrightarrow	State 💠	Report	Invalidated Reports	Actions	
Q1	2024			Not Added yet			
Q4	2023			Not Added yet	>	Create Upload Create using Previous Report	
Q3	2023	21/03/2024	Submitted	233000000000BE11111101			

Figure 120: Create using Previous Report

The "Duplicate Report from" dialog (see Figure 121: 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 121: Duplicate report from

Once the required reporting period is selected, the "OK" is enabled and available to be clicked. (see Figure 122: Duplicate Report Form Selected).

Duplicate Report from:	×
Quarter *	
Q3 - 2023 (Submitted)	~
	Cancel OK

Figure 122: Duplicate Report Form Selected

A confirmation dialog box will appear (see Figure 123: 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 123: Duplicate Report - Confirmation dialog

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

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

European Commission Ca	BAM arbon Border Adjustmer	nt Mechanism			0	Duplicate report × Report duplicated successfully
My Quarterly Reports						
Quarter ¢	Year 🗸	Last edited \$	State ¢	Report	Invalidated Reports	Actions
Q1	2024			Not Added yet		
Q4	2023	21/03/2024	Draft	Draft-Q4-2023	>	
Q3	2023	21/03/2024	Submitted	23300000000BE1111101		

Please note that:

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

4.6 MY IMPORTERS

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



Figure 124: 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				
BE1457893	Declarant CBAM	Θ				
IMPID89101	Importer Name	0				
Items per page 10 ▼ Showing 1–2 of 2			K	•	•	н

Figure 125: List of my importers

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

View Importer Profile

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

Figure 126: 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.

Profile Goods Imported	rant Name								
Reports ¢	Report period ©	Representative ID ©	CN code 😄	Country ¢	State o	CBAM Declared quantity	Customs reported quantity \$	Pr	rocedure
242000000000BE11111101	2024 - Q2	XZ123123123	27160000	AZ	SUBMITTED	5.000 MWH	0.000 MWH	1	~
Requested procedure 👙	Previous	procedure ¢		CBAM	Declared quantity 💠	Customs repo	orted quantity \$		
01				5.000 N	WWH	0.000 MWH			
42000000000BE11111101	2024 - Q2	XZ123123123	76090000	BA	SUBMITTED	1000.000 Tonnes	0.000 Tonnes	1	>
ms per page 10 ▼ owing 1–2 of 2								H 4	•

Figure 127: 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.

	European Commission	CBAM Carbon Border Adjustment Mechanism				DEMO User CbamMonitor	EN
≡							
ስ	My profile info	ormation					
	Logged-In User Info	rmation	Dec	clarant Informatior	1		
* •	Full Name Country E-mail Address	Demo CBAM EC demouser@domain.com	Type Iden Iden Full Lege	e of Person tilfication Type tilfication Number Name al Name	EORI GR293847584930295		
			Stre Pos City Cou E-m	et and Number t Code ntry ail Address	HOME 10 Eurocity12 IT test@test.be		

Figure 128: My profile information

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

Contact details	Edit
Contact Person Full Name *	
Phone *	
E-mail Address *	

Figure 129: 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:

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

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

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

	European Commission CBAM Carbon Border Adjustment Mechan	nism		cbamDedarant
=				Sign out
8 2	Home Page			
*	62	*	•	۲
୍କ ମ୍ପ ୭	My Quarterly Reports more	Operators more	Installations more	My importers more
1	62	•	L	
	Information more	Requests more	My profile information	

Figure 130: Preferences menu

Click the "Edit" button to fill in the required information.

	CBAM Cerrenassien J Carbon Border Adjustment Mechanism	DEMO User CbamDeclarant	EN
=			@
ක අධ	Preferences		
*	Details		
3 2 9 1	Language: English Email: myemail@email.gr Email.netifications are enabled Edi		

Figure 131: Preferences

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

Europea Commis	n Jeon I Carbon Border Adjustment Mechanism			DEMO User Countionter
				4
한 Preterenc	25			
Language Email Email not	English demosaer@domain.com cations are disabled	Manage Preferences Language * English Emil * Emil * Emil * Emil * Emil * Emil type O crist Mo Prunte meal O User Dethnel D User Dethnel Enwish Moticulions	×	
			Cancel	

Figure 132: Edit Preferences

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

4.9 INFORMATION

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

(European Commission Carbon Border Adjustment Mechanism									
≡										
ñ	Information									
12 12										
۵	2	2	2							
۲ ۲	NCA	CBAM Goods	Legislation							
•	more	more	more							
1										

Figure 133: 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 \oplus	Actions								
AT000038	AT	9/27/23, 11:54 AM	0								
BE000017	BE	9/27/23, 11:54 AM	0								
BG000068	BG	9/27/23, 11:54 AM	0								
CY000600	CY	9/27/23, 11:54 AM	0								
CZ000061	CZ	9/27/23, 11:54 AM	Θ								
DE000004	DE	9/27/23, 11:54 AM	0								
DK000008	DK	9/27/23, 11:54 AM	0								
EE000053	EE	9/27/23, 11:54 AM	0								
ES000011	ES	9/27/23, 11:54 AM	0								

Figure 134: Information-NCA

By clicking on the View icon • in "Actions" column, the user can see information about each NCA office organised in different tabs as shown in Figure 135. On the upper right corner of the shown menu,

View

the user can click on the Expand all Expand all icon to expand all tabs or the Collapse all ^{Collapse all} icon to collapse all tabs at once.

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 135: Information - NCA Details

4.9.2 CBAM Goods

Upon clicking the "CBAM Goods" page, you'll see a list of goods sectors per Figure 136.

I										
teel										
i										
t	eel									

Figure 136: Goods Sector Level

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

Good	s
- 0	Aluminium
•	Fertilizers
	Mixed fertilizers
	Ammonia
	Urea
	Nitric Acide
- 0	Cement
- 0	Electricity
- 0	Iron and Steel
- 0	Chemicals

Figure 137: 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 138.

Aluminium Fertilizers Mixed fertilizers	CN Code *	HS Description 0	CN Code Description 0
Urea Nitric Acide	28342100	Nitrates of potassium	Nitrates of potassium
Cement	31020000	Mineral or chemical fertilisers, nitrogenous	Mineral or chemical fertilisers, nitrogenous
Electricity Iron and Steel Chemicals	31022100	Ammonium sulphate	Ammonium sulphate
	31022900	Other Ammonium Sulfate	Other Ammonium Sulfate
	31023000	Ammonium nitrate, whether or not in aqueous solution	Ammonium nitrate, whether or not in aqueous solution
	31023010	Ammonium nitrate, whether or not in aqueous solution	In aqueous solution
	31023090	Ammonium nitrate, whether or not in aqueous solution	Other Ammonium Nitrate
	31024000	Mixtures of ammonium nitrate with calcium carbonate or other inorganic non-fertilising substances	Mixtures of ammonium nitrate with calcium carbonate or other inorganic non-fertilising substances
	31024010	Mixtures of ammonium nitrate with calcium carbonate or other inorganic non-fertilising substances	With a nitrogen content not exceeding 28(% by weight
	31024090	Mixtures of ammonium nitrate with calcium carbonate or other inorganic non-fertilising substances	With a nitrogen content exceeding 281% by weight
	Items per page 10 ▼ Showing 1–10 of 26		н∢⊮н

Figure 138: 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.

SOODS				
Aluminium Fertilizers	CN Code *	HS Description +	CN Code Description \$	
Mixed fertilizers Ammonia	31023			
Urea Nitric Acide	31023000	Ammonium nitrate, whether or not in aqueous solution	Ammonium nitrate, whether or not in aqueous solution	
Cement Electricity	31023010	Ammonium nitrate, whether or not in aqueous solution	In aqueous solution	
 Iron and Steel 	31023090	Ammonium nitrate, whether or not in aqueous solution	Other Ammonium Nitrate	
Chemicals	Items per page 10 Showing 1-3 of 3			н 🔹 н

Figure 139: Filtered CBAM Goods on CN Code

4.9.3 Legislation

Clicking on "Legislation" redirects the user to the <u>CBAM Legislation webpage</u>, where all relevant legislative documents can be viewed.

4.10 REQUESTS

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

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

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

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

(European Commission	CBAM Carbon Border A	djustment Mechanis	m						DEMO User CbamDeclarant	() 💷
≡											?
බ අව ම	■Requests									Сг	rate Request
•		Outgoing 0									
2	ID o	Title ©	Priority ©	Originator Organization	Originator Name	Type of request \oplus	Date received ©	Date due o		Status ©	Actions
۶ ۱			Select pr v			Select type	✓ Start Date - End Date	Start Date -	End Date	Select s v	
	Items per page 10	-			No data					K 4	► H



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

Requests								Crea	ate Request
Incoming 1	Outgoing 0								
ID ¢	Title 🗘	Priority ¢	Originator Organization	Originator Name	Type of request 0	Date received 🕀	Date due 🗘	Status 🗘	Actions
		Select v			Select type ~	Start Date – End Date 🛍	Start Date – End Date	Sele v	
6	Missing goods	High	BE - NCA	nuser01	Request for Information/Documents	26/11/2023	30/11/2023	Received	0
Items per page 10 Showing 1–1 of 1	•							н	н

Figure 141: 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.

Medium						Cline
Request title XML information needed				Status RECEIVED	Received 15/11/2023	Due d 28/11/20
Originators name DEMO User	Originators ID BE1457893	Originators Organization BE1457893	Created 15/11/2023		Type of request Request for Assistance	
Recipients Organization						
Declarant EORIs						
Additional Information						
Request Message						
Please indicate where I can find a san	nole XML or attach to the Response					

Figure 142: Reply to a Request

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

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

Request ID. 6 Priority High	Decline	Cancel	► Send	
Initial request (open to view details)				
Response title *				
Response Message *			255	
References (optional)			~	
Choose file Drag and drop file here The shared file to control with FERE COC OCCL VE N USE JEFE VAN The maximum abased file to can 20 MB				

Figure 143: 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.

References (optional)	
Document reference	Additional information 256 + Add

Figure 144: 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".

Request ID: 6 Priority High				Decline > Reply
Request title Missing goods			State REC	rs Received Due data EIVED 26/11/2023 30/11/2023
Originators name nuser01	Originators ID BE1457893	Originators Organization BE1457893	Created 26/11/2023	Type of request Request for Information/Documents
Recipients Organization BE1457893				
Additional Information				~
Request Message				
Multiple goods are missing from the re	aport			
Attachments				

Figure 145: 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 140).

A Request		Cancel	> 0
To (Recipient)			
Organization * Select Organization type			
Message Information			
Title *	Type of request * Select Type of request		
Priority * Select priority	Due date for Response * ddmm/yyyy fit		
Your message *			512
CBAM Reports (optional)			~
References (optional)			~

Figure 146: Create Request

In the displayed dialog (See Figure 146), 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.

CBAM Reports (optional)	
Report id	+ Add
23323400909435 🛞	



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

Figure 148: References

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

(
	Choose file	Drag and drop file here
The	allowed file types for i	upload are: PDF, DOC, DOCX, XLS, XLSX, JPEG. The maximum allowed file size is 20 MB

Figure 149: Attachments

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

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

4.10.5 Cancel a request

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

	European Commission Carbon Border Adj	ustment Mechanism					nuser100 CbamDeclarant	EN
								@
ස	Request ID: 1015 Priority						Cancel	J
**								
۲	Request title				Status	Received	Due date	
2	Technical Issue				RECEIVED	26/11/2023	30/11/2023	
*	Originators name	Originators ID	Originators Organization	Created		Type of request		
1	nuser100	BE1457893	DECLARANT	26/11/2023		Request for Information/	Documents	
	Recipients name	Recipients ID	Recipients Organization					
	Additional Information						~	
	Request Message							
	Support is required relative to instal	llation information						
	Attachments							



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.

●Requests						Cr	eate Request
Incoming 4 Outgoing	9						
ID \$	Title 🗘	Priority \$	Receiver Organization	Date issued 🗢	Date due 💠	Status 🗢	Actions
		Select priority ~		Start Date – End Date 🛗	Start Date – End Date 🛗	Select status v	
1	XML information needed	Medium	BE - NCA	15/11/2023	15/11/2023	Received	Θ
3	Request for Delayed Submission	Low	BE - NCA	15/11/2023	15/11/2023	Received	Θ
2	Access Request	Medium	BE - NCA	15/11/2023	15/11/2023	Received	0
Items per page 10 Showing 1–3 of 3						K 4	н

Figure 151: 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.

(European Commission Carbon Border Adjustment Mechanis	m		DEMO User 😕
≡				<u></u>
ක අව	Home Page			
*	2	***		۲
ି ୧୦ ୭	My Quarterly Reports more	Operators more	Installations more	My importers more
1	2	•	1	
	Information more	Requests more	My profile information more	

Figure 152: Home Page-Notifications icon

Clicking the icon reveals a list of the latest unread notifications, as shown below in Figure 153.

1	CBAM European Commission Carbon Border Adjustment Mecha	anism		New notifications (D) View all ×
n	Home Page			24/11/2023 Closing of the Reporting Period The CBAM Report 334000008CPRI_TEST_101 has been registered.
2 * •	(2)	*		24/11/2023 Closing of the Reporting Period The CBAM Report 67400000EORI_TEST_101 has been registered.
8 2	My Quarterly Reports mere	Operators more	Installations more	24/11/2823 Closing of the Reporting Period The CBMA Report 66400000ECRU_TEST_101 has been registered.
1		Penuests	1 My profile informatic	24/11/2023 Closing of the Reporting Period The CBAM Report 64400000ECRI_TEST_101 has been registered.
	more	more	more	24/11/2023 Closing of the Reporting Period The CBAM Report 63400000EORI_TEST_101 has been registered.
				24/11/2023 Closing of the Reporting Period The CBAM Report 62400000EORI_TEST_101 has been registered.
				22/11/2023 Closing of the Reporting Period The CBAM Report 04300000ECRI_TEST_101 has been registered.
				22/11/2023

Figure 153: 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.

0	CBAM Carbon Border Adjustment Mechanism Coembearer 💽 💷						
≡					<u></u>		
ନ ୧୦ ଜ କ	Notification ID Report ID 57400000EORI_TEST_101				Back		
	Netflication the Closing of the Reporting Period		Status Read	Date Received 24/11/2023	Date Read 24/11/2023		
ත	Notification type REPORT REGISTERED	NCA Member state BE	NCA Reference Number MO7KP98D				
1	Reporting Period 5367-Q4	Declarants EORI EORI_TEST_1	Recipient DECLARANT				
	Message						
	The CBAM Report 67400000EORI_TEST_101 has been registered						

Figure 154: 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 157), 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

Report ID Or

• Filter for a range of dates in Date Received. The default date range is set to one month.

Filter by:



Figure 155: Notification - Reception date from filter

	Reception date to		
07/08/202	4	×	

Figure 156: 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.

(European Commission Carbon Bo	order Adjustment Mechanism					C	bamDeclarant	9
≡								9	2
n a	Notifications								
*	Notifications			Filter by: Report ID	or 24/10/2023	× m	24/11/2023	×	
۲	Title	Notification type \Rightarrow	NCA Member State 💠	Date Received \$	Date Read \$	Status ¢	Actions		
@ •			·			~			
1	Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	0		
	Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023	24/11/2023	Read	0		
	Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023	24/11/2023	Read	Θ		
	Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	Θ		
	Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	Θ		
	Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	Θ		
	Closing of the Reporting Period	REPORT REGISTERED	BE	24/11/2023		Unread	0		
	Closing of the Reporting Period	REPORT REGISTERED	BE	23/11/2023	23/11/2023	Read	Θ		
	Closing of the Reporting Period	REPORT REGISTERED	BE	23/11/2023	23/11/2023	Read	0		
	Closing of the Reporting Period	REPORT REGISTERED	BE	22/11/2023	23/11/2023	Read	0		
	Items per page 10 Showing 1–10 of 47							н н н	

Figure 157: Notification List

Clicking the view icon ^(a) in actions column, lets you view the notification (see Figure 154) and marks it as read. Use the "Back" button to return to the list of notifications.

5 ANNEX

5.1 CBAM REPORT (XSD)

The following zip file contains:

- a) QReport_ver23.00.xsd which describes the full structure of the CBAM quarterly report in an XSD file format.
- b) Stypes_ver23.00.xsd which describes the data types used.
- c) XML Guidance document.

CBAM Quarterly Report structure XSD and "stypes.xsd" (ZIP format)

5.2 SAMPLE ZIP FILES

The ZIP file must consist of:

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

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

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

Here are some sample files:

<u>CBAM Quarterly Report sample file for representatives</u> <u>CBAM Quarterly Report sample file for importers</u>

5.3 REPORT STRUCTURE

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

CBAM Quarterly Report structure (XLS format)