Database Biofuel - User manual V 2.0

Date: 31/01/2016

Index

1. REGISTER YOUR COMPANY 3
   1.1 First visit 3
   1.2 After verification by the authority: 4
      1.2.1 Registration is temporary accepted 4
      1.2.2 Registration is accepted 5
2. OVERVIEW OF THE INFO IN YOUR ACCOUNT 5
3. TAB "IN" 6
   3.1 Create a consignment (only for Biofuel producer or Biofuel importer/trader) 7
   3.2 Transfer partitions (= part of one consignment) 8
4. TAB "PENDING" AND TAB "OUT 10
   4.1 Tab "Pending" 10
   4.2 Tab "OUT" 12
5 CANCEL OR MODIFY A CONSIGNMENT 12
   5.1 Modify the consignment 13
   5.2 Cancel Consignment 14
6 CONTROL ORGANISM 16

This manual should allow you:

1. To register as an economic operator in the biofuel database of the Belgian or Luxembourg authorities ;
2. To record your biofuel consignment ;
3. To provide proof of the sustainability of your biofuel consignment ;
4. To transfer this consignment or a partition (i.e. a part of the quantity of the original consignment) thereof to one or several economic operators ;
5. To accept a biofuel consignment (or a partition) identified by a unique number.

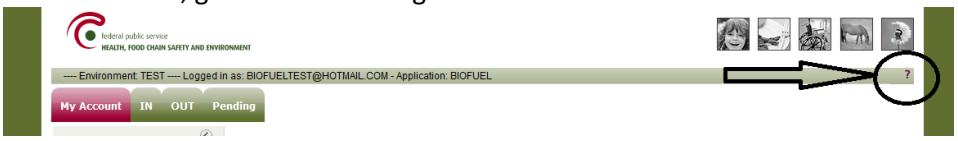
Remarks

- The application is developed to be used by Mozilla Firefox. With Google Chrome or Internet Explorer 8 you may encounter issues. Do NOT use Internet Explorer 7.x.

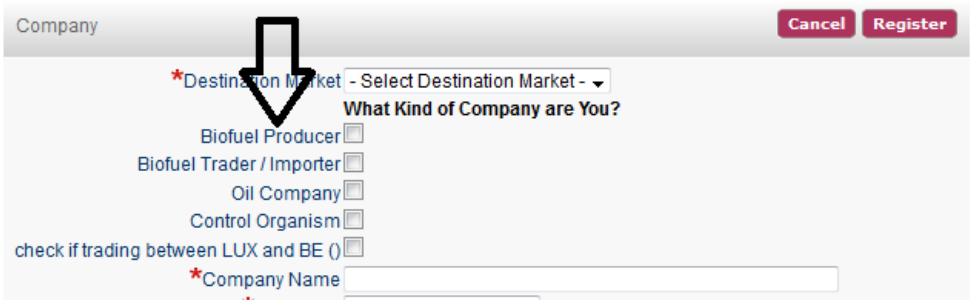
- The different processes of this database are backed by email flows triggered by the actions undertaken. These **automatic emails 'll also guide you with the different steps**.

- To help you with the use of this database,

    - On each page you can click on the "?" on the upper right corner of the page, if deemed useful, guidance notes might be written there :



    - each label text of each field to be filled can be clicked on, and where needed an explanation is added:

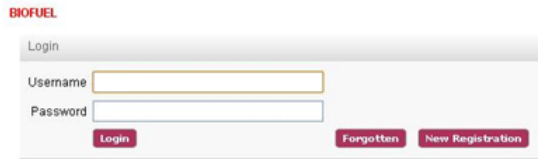


1. REGISTER YOUR COMPANY

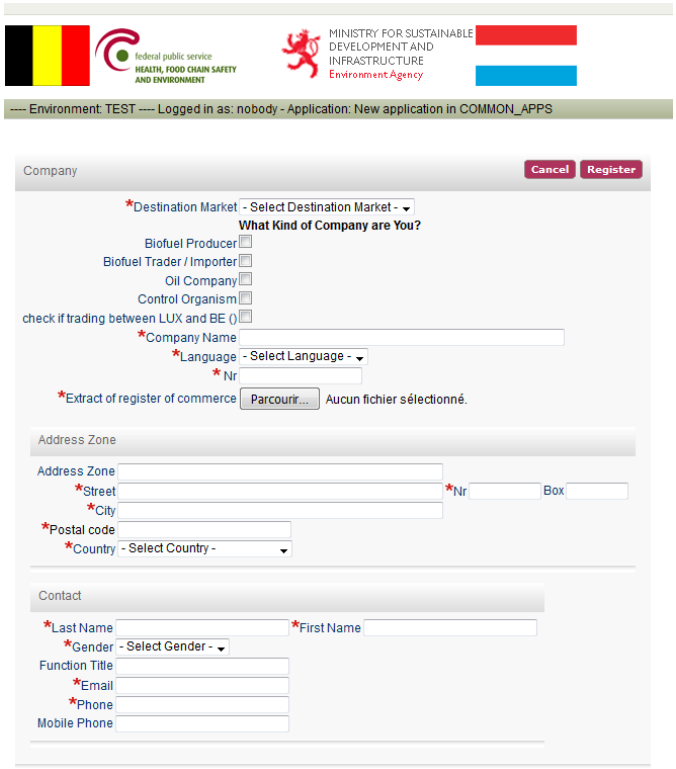
1.1 First visit

Objectives: Request access and provide the proof that your organization is legal.
Means: Provide proof of your VAT number and the extract of the trade register of your company

Actions: Go to: www.product-declaration.be , click on "**Link to database: www.product-declaration.be**", once on the screen below, click on "new registration".



Then fill in the fields:



After clicking on "register", you will get the message:

"Registration is successfully received!
Your request to access the on-line application to register the biofuels consignments & transfers on the market from/to Belgium has been sent. You will get your login & password as soon as your data will be validated by our services."

Note:
Any combination of "Biofuel Producer"/ "Biofuel trader/importer" /"Oil company"/ "check if trading between LUX and BE)" is allowed.
But "Control organism" is an exclusive role, reserved for companies certifying that an economic operator is compliant with a Voluntary Scheme(VS) .

1.2 After verification by the authority:

1.2.1 Registration is temporary accepted

Note:
As a biofuel producer*, the Control organism that comes to check your compliance with a VS has to upload the contract binding your 2 companies. This way we have a proof you are covered by a VS. You 'll consecutively receive a mail inviting you to approve the contract in order to grant you with full access. With this full access (see point 1.2.2), you 'll be allowed to create consignments with their sustainability characteristics.*

If the Authority has temporary accepted your registration, You will receive the following mail with a new password and a limited access to correct/complete your application following comments sent by the authority:

"Dear,
We received a request to access the on-line application to register the biofuels consignments & transfers on the market from/to Belgium for the email address bt@bt.rad.

This registration has been temporary approved by our services with:

Login : *@*.*
Password: *

Before using the application, please read the terms and conditions.

This temporary acceptance only gives you access to the data of your account.

To get full access, please take into account the following comments made by our services (if any).
*

If you are a business operator: follow these steps in order to get your full access;

A copy of the contract between your company and an Independent Control Organism must be uploaded in the on-line application:

- Firstly, the upload of the contract must be done by the Independent Control Organism itself.
- Secondly, you receive an email asking you to approve the contract.
- When approved by you, you resend the registration.
- We re-examine your request of registration and if all information is completed, you get full access.

…"

When your Control organism has uploaded the contract established between your 2 companies, you will see this contract in the bottom of your company data in the Tab "My account".

You may then download and/or approve/ disapprove it.
Then Resend your registration.

1.2.2 Registration is accepted

You will receive the following mail with a new password.

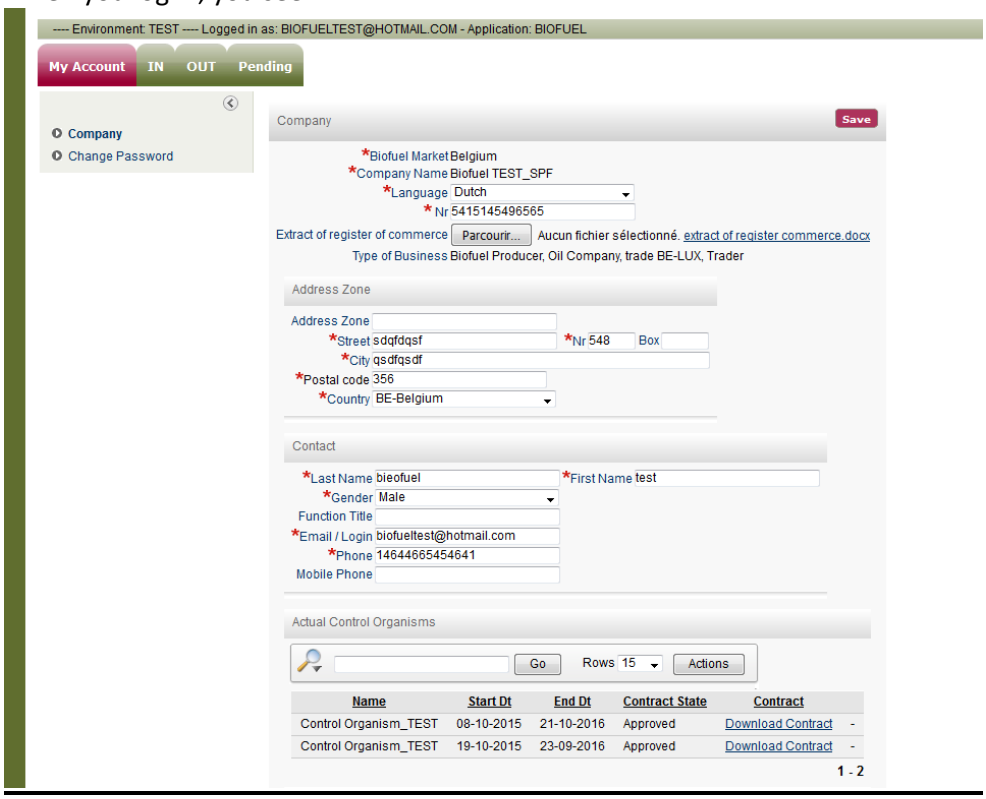
"Dear,
We received a request to access the on-line application to register the biofuels consignments & transfers on the market from/to Belgium for the email address pi@pi.con.
This registration has been approved by our services. Before using the application, please read the terms and conditions.
You can now access the on-line application www.product-declaration.be with
Login : *@*.*
Password: *
These can be modified via the tab "My account".
..."

This full access will allow you :

1. *if you are **biofuel producer or importer***, to **create biofuel consignments** to transfer them to one or several economic actors
2. *if you are an **oil company***, to approve the biofuel consignments (& partition) identified by an unique number and to **declare to have released it for consumption** (with a specific datum for this release).
3. *If you are a control organism*, to check the consignments and their sustainability characteristic's and report non-conformities.
   A specific point of this guidance document 'll be dedicated to control organism (see point 6).
   What follows concerns only the other users of this database.

2. OVERVIEW OF THE INFO IN YOUR ACCOUNT

When you log in, you see :



In the Tab “My account”:

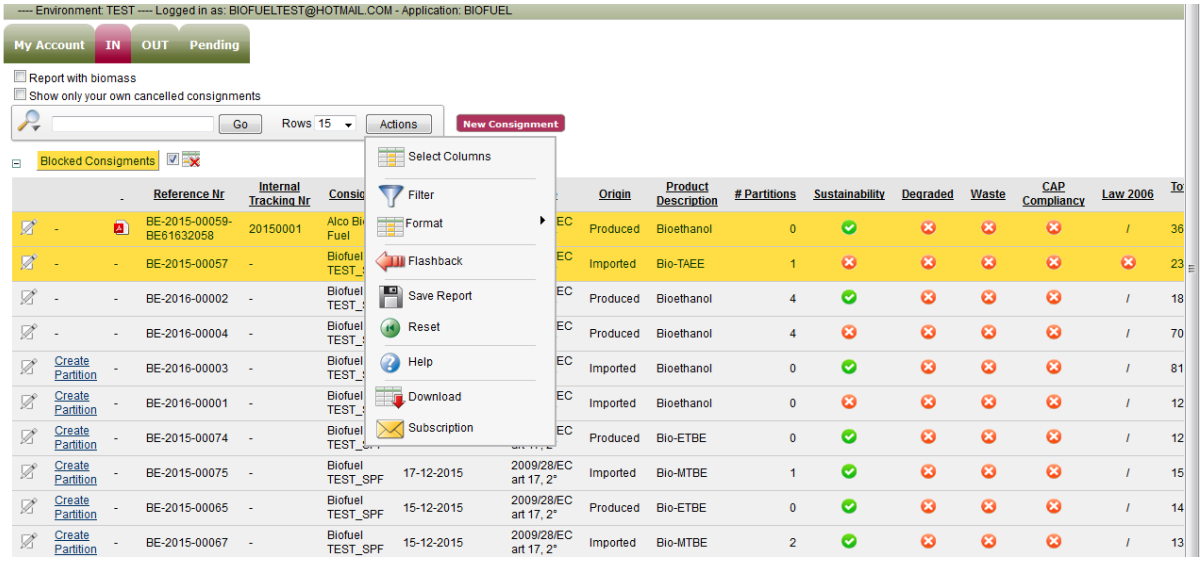
- you see the information related to your company you entered during your first registration. The info can be modified, then click on “Save”.
- If you have contract(s) with control organism(s), it also appears here at the bottom.

In the Tab “IN”, see point 3.

In the Tab “OUT”/ “Pending”, see point 4.

3. TAB “IN”

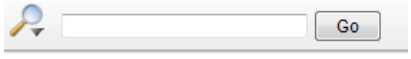
- The Tab “IN” contains all the volumes (with the associated sustainability criteria’s) that were once credited to your account, i.e. :
  - The volumes that your company has received (and approved) from others ;
  - if you are a biofuel producer / importer, the volumes that your company has self-created. In order to create volumes, the biofuel producer or importer, has access to the button “New Consignment”. (see pt. 3.1)

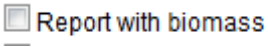


			Reference Nr	Internal Tracking Nr	Consig			Origin	Product Description	# Partitions	Sustainability	Degraded	Waste	CAP Compliancy	Law 2006	To
	-		BE-2015-00059-BE61632058	20150001	Alco Bi Fuel		EC	Produced	Bioethanol	0					/	36
	-	-	BE-2015-00057	-	Biofuel TEST_		EC	Imported	Bio-TAEE	1						23
	-	-	BE-2016-00002	-	Biofuel TEST_		EC	Produced	Bioethanol	4					/	18
	-	-	BE-2016-00004	-	Biofuel TEST_		EC	Produced	Bioethanol	4					/	70
	Create Partition	-	BE-2016-00003	-	Biofuel TEST_		EC	Imported	Bioethanol	0					/	81
	Create Partition	-	BE-2016-00001	-	Biofuel TEST_		EC	Imported	Bioethanol	0					/	12
	Create Partition	-	BE-2015-00074	-	Biofuel TEST_		EC	Produced	Bio-ETBE	0					/	12
	Create Partition	-	BE-2015-00075	-	Biofuel TEST_SPF	17-12-2015	2009/28/EC art 17, 2°	Imported	Bio-MTBE	1					/	15
	Create Partition	-	BE-2015-00065	-	Biofuel TEST_SPF	15-12-2015	2009/28/EC art 17, 2°	Produced	Bio-ETBE	0					/	14
	Create Partition	-	BE-2015-00067	-	Biofuel TEST_SPF	15-12-2015	2009/28/EC art 17, 2°	Imported	Bio-MTBE	2					/	13

- The number of Rows on the screen can be chosen with the dropdown menu “Rows”

- Button “Action”:
  - The sequence and occurrence of the columns can be modified via the button “Actions” > “Select Columns”.
  - The synoptic table can be downloaded for further operations

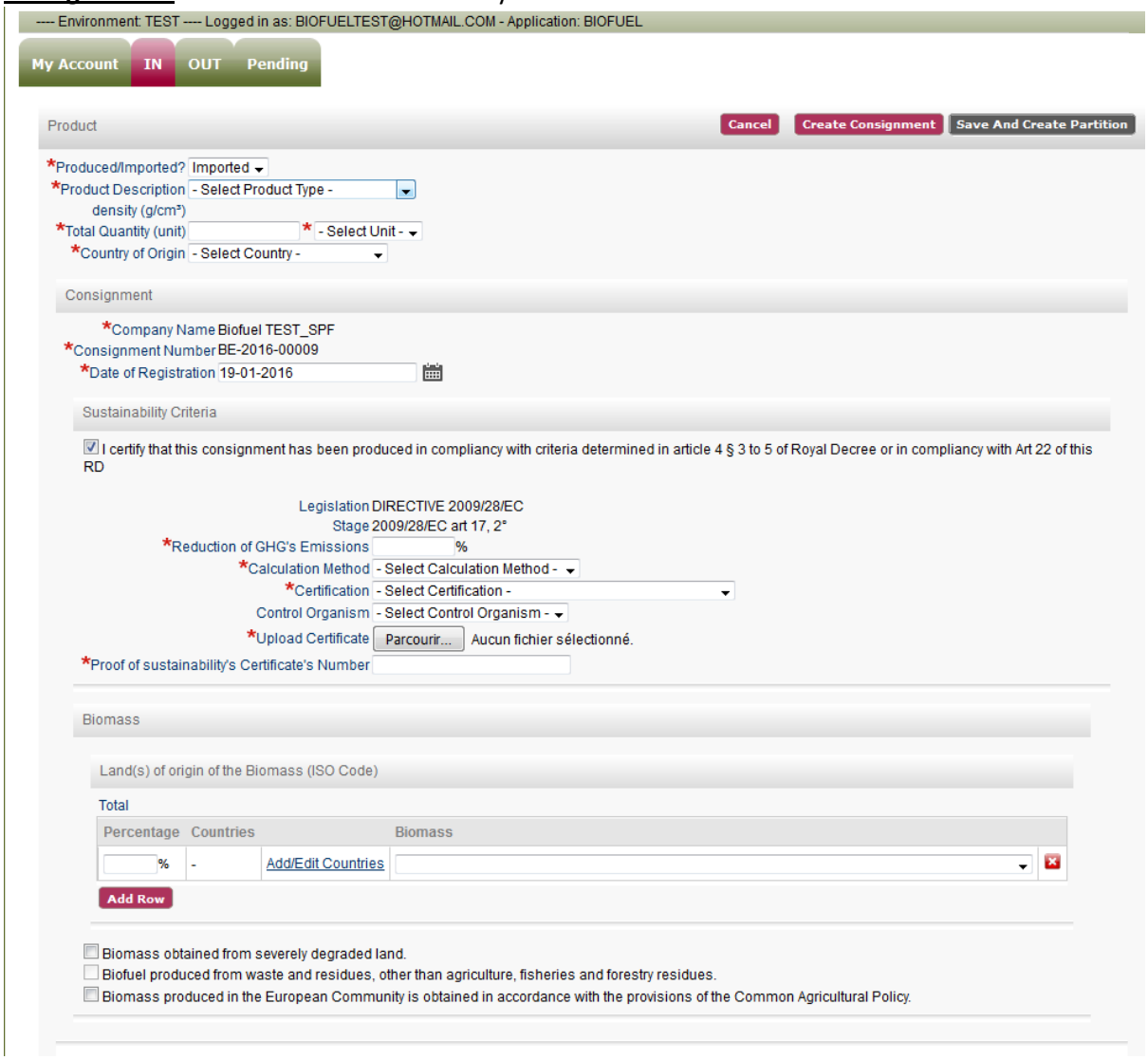
- There is a search menu available beside the 

- the checkbox “ 

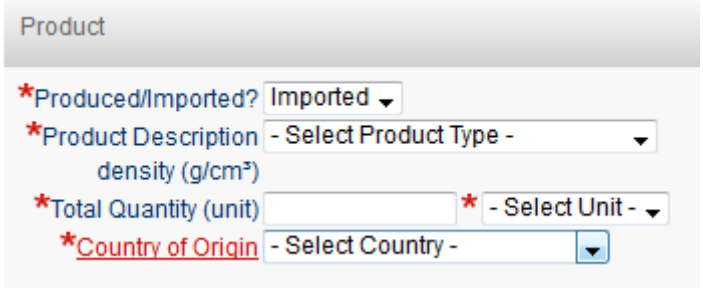
” allows you to add columns with the info related to the biomass.
Be aware that if, for instance, 2 different biomass were added for one consignment, it ‘ll generate 2 different rows for this single consignment in the report.

3.1 Create a consignment (only for Biofuel producer or Biofuel importer/trader)

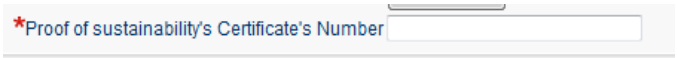
Only if you are registered as biofuel producer /importer, you have access to the button "**New Consignment**" in the Tab IN. Click on it and you have access to the form below :



- Each label text of each field to be filled can be clicked on, and where needed an explanation is added. For instance, it will be specified that :
    - *Under the category "Product", a country of origin (or of production) is asked. It is the country where the biofuel comes from.*
      It does NOT concern the countries of origin of the biomass. These must be specified at the bottom of this page



- Under “Sustainability Criteria”:
  For the importers declaring volumes of sustainable biofuel, it is asked to “upload a certificate” proving it fulfills the sustainability requirements according to a VS. It is also asked to write down the reference of this certificate in :

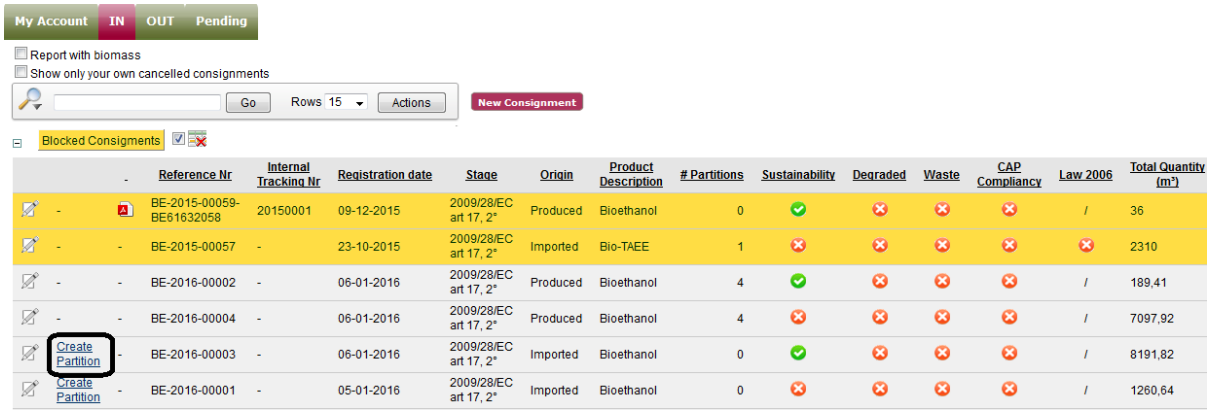
  Note : in case of a consignment with **several certificates**, you must scan them into **1 pdf file** and upload it. For the references to be written in the “proof of sustainability’s certificate’s Number”, you can write the references of the different certificates side by side separated by “**;** “.

- The checkbox “biofuel produced from waste and residues ….” is automatically linked to the biomass chosen.

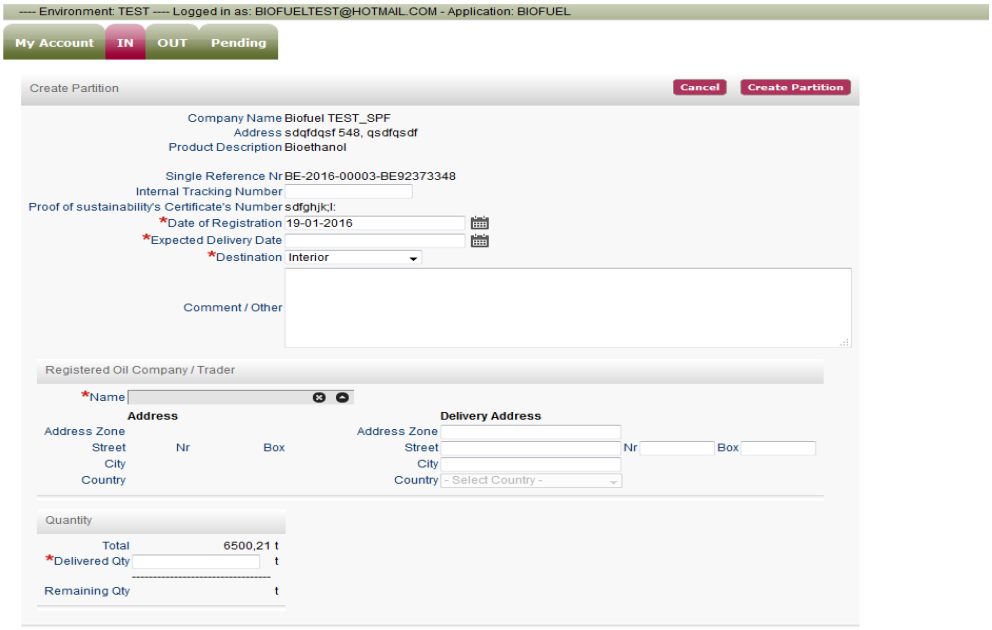
- Once the form is filled in, you may :
  - click on “**create consignment**”, and the volume created ‘ll go to the overview of you Tab IN. You’ll be able to send later partitions to your customer (of yourself if you are also an oil company)
  - click on “**Save and Create Partition**” if you want to send volumes directly to your customer, see point 3.2

3.2 Transfer partitions (= part of one consignment)

When you want to transfer volumes (with their sustainability characteristics) to a customer, you can:
- Either do it directly after having created a consignment, via the button “**Save and Create Partition**”, as described in 3.1.
- Or via the link “**Create Partition**” to be seen in the overview of Tab IN.
  For ex.:



One of these 2 ways ‘ll lead you to following screen, where you are able to :
- pick your customer (registered preliminarily) in a list,
- determine the quantity you want to transfer,
- specify an “ Internal Tracking Number ” as reference for this transaction between you and your customer,
- specify a delivery address that is different that the address declared in the database (if needed).

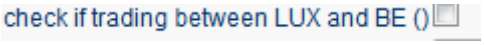


Note 1 : transfer partitions to a user registered in the LUX part of the database.

Belgium and Luxembourg share the same database to register the biofuels and their sustainability characteristics.

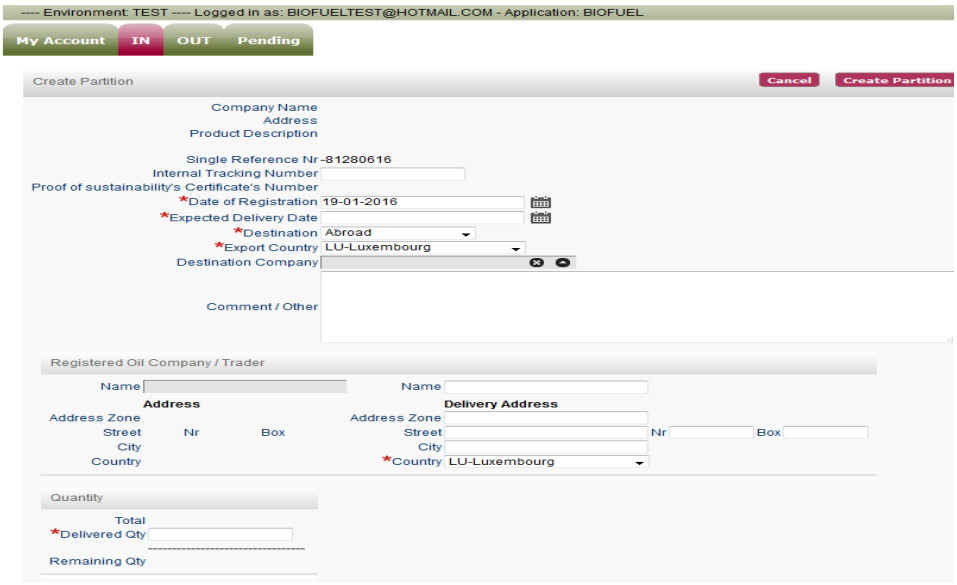
Therefore it is possible for a BE user to send partitions to a LUX user.

In order to do so :

- both of the users should have checked the box 

during the registration process (see pt. 1.1). If it was not done, please ask it to : biofuels@environment.belgium.be
- When you fill the above mentioned form to transfer a partition, in the field "**destination**", you choose "**abroad**";
- A list of countries appears and you choose "**LU-Luxembourg**";
- A new field appears " **Destination Company**", and you click on the arrow to see the companies registered on the LUX part of the database, choose your customer among the list and fill other fields as described before.

See following print screen to illustrate:

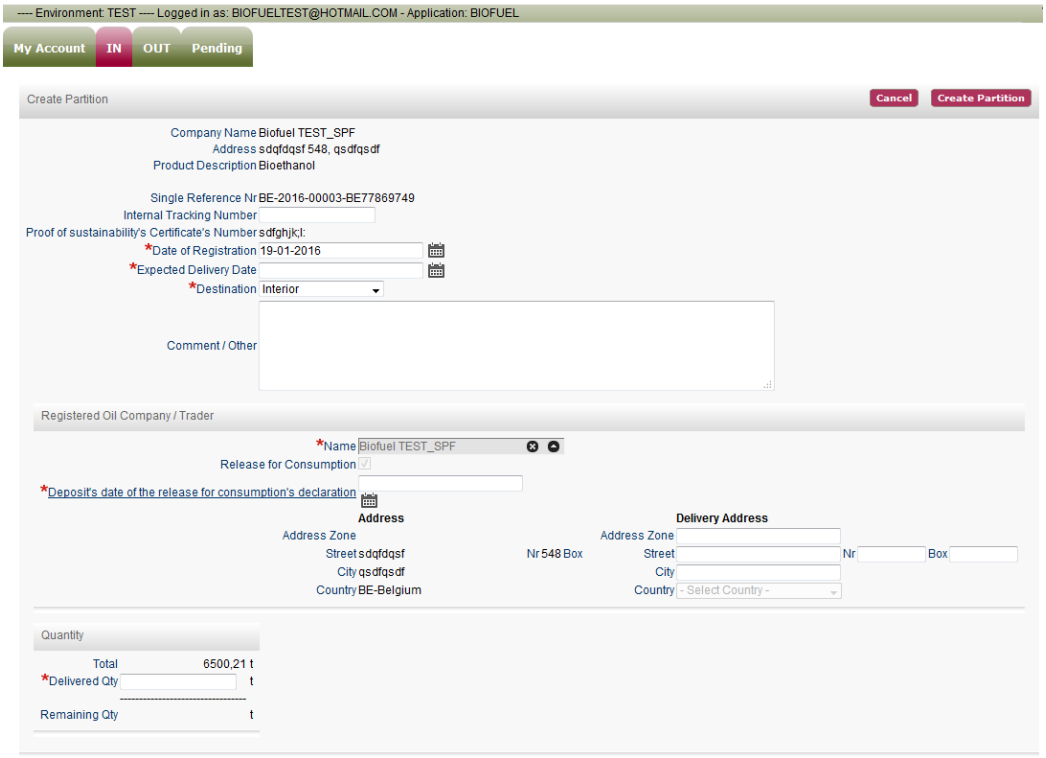


Note 2 : transfer partitions to yourself (<u>if you are an oil company</u>) in order to release it for consumption.

If you are an oil company, you can transfer partitions to yourself, by choosing the name of your company as customer.

The checkbox “release for consumption” ‘ll therefore be automatically checked.

See print screen hereafter :



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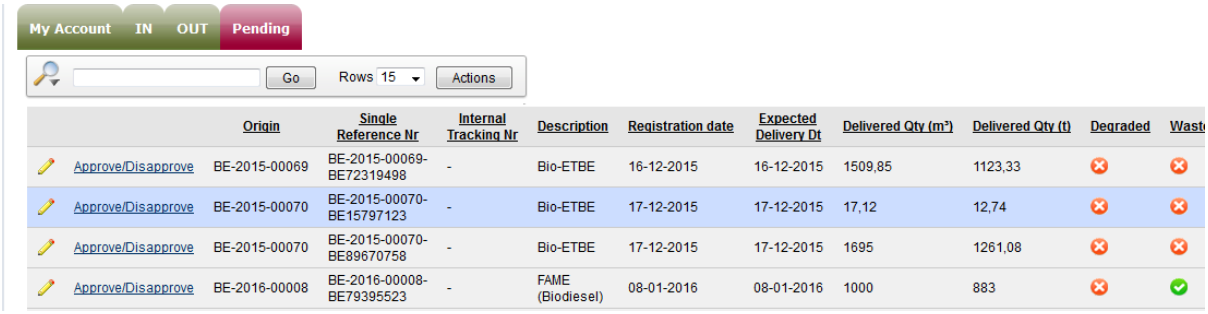
4. <u>TAB “PENDING” AND TAB “OUT</u>

4.1 Tab “Pending”



		Origin	Single Reference Nr	Internal Tracking Nr	Description	Registration date	Expected Delivery Dt	Delivered Qty (m³)	Delivered Qty (t)	Degraded	Waste
✎	Approve/Disapprove	BE-2015-00069	BE-2015-00069-BE72319498	-	Bio-ETBE	16-12-2015	16-12-2015	1509,85	1123,33	✗	✗
✎	Approve/Disapprove	BE-2015-00070	BE-2015-00070-BE15797123	-	Bio-ETBE	17-12-2015	17-12-2015	17,12	12,74	✗	✗
✎	Approve/Disapprove	BE-2015-00070	BE-2015-00070-BE89670758	-	Bio-ETBE	17-12-2015	17-12-2015	1695	1261,08	✗	✗
✎	Approve/Disapprove	BE-2016-00008	BE-2016-00008-BE79395523	-	FAME (Biodiesel)	08-01-2016	08-01-2016	1000	883	✗	✓

Once a partition has been sent to a customer, the latter has to approve it in order to close the transaction.

To do so, the customer is invited by email to :

- go to the tab Pending ;

- click on Approve/Disapprove
- check that the info is conform to what agreed with the supplier.
  Note : we admit that you register a slight(0.4%) change in the delivered quantity due to the volatile nature of the product. See field : Total Quantity (unit) 1509,85m³ *Delivered Qty 1509,85
- approve or disapprove the transfer (If you disapprove, you can add a comment to justify the disapproval)

Note : the declaration of the release for consumption (only if you are an oil company).

If you are registered as an oil company, you have access at the bottom of the print screen above to:

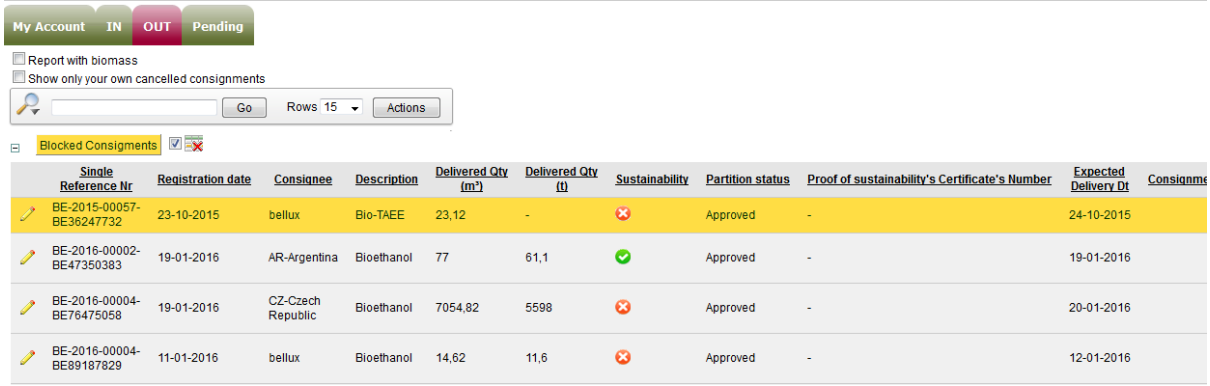
- a checkbox “release for consumption”.
- A field “deposit’s date of the release for consumption’s declaration”.

a. If you **directly** want to release the approved volumes for consumption in BE, you can check the box and specify a date for the release in the tab Pending. (if you do so the approved volume ‘ll not appear in the tab IN and will go directly in the tab OUT, because the volume is not available anymore for future transaction)

b. OR you can just approve it and **release it for consumption later**. In that case the volume ‘ll be available in the Tab IN, by “create a partition” (see pt. 3.2).
For instance :
Supplier “A” transfers a partition of 37 m³ to “B”. B approves the 37 m³ and do not release it for consumption right away. Then it goes in the TAB IN. B goes in the TAB IN, clicks on “create partition” and choose the quantity “20 m³” and B sends it to its own company (the box

"release for consumption 'll be automatically checked) with the specified "deposit' s date of the release for consumption's ". For the 17m3 left, B can either send it to another company, either send it to itself again with another "deposit' s date of the release for consumption's".

4.2 Tab "OUT"



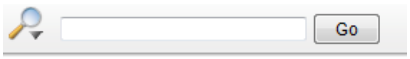
Single Reference Nr	Registration date	Consignee	Description	Delivered Qty (m³)	Delivered Qty (t)	Sustainability	Partition status	Proof of sustainability's Certificate's Number	Expected Delivery Dt	Consignme
BE-2015-00057-BE36247732	23-10-2015	bellux	Bio-TAEE	23,12	-	✗	Approved	-	24-10-2015	
BE-2016-00002-BE47350383	19-01-2016	AR-Argentina	Bioethanol	77	61,1	✓	Approved	-	19-01-2016	
BE-2016-00004-BE76475058	19-01-2016	CZ-Czech Republic	Bioethanol	7054,82	5598	✗	Approved	-	20-01-2016	
BE-2016-00004-BE89187829	11-01-2016	bellux	Bioethanol	14,62	11,6	✗	Approved	-	12-01-2016	

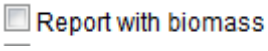
This tab contains all the partitions you have sent to other companies or to yourself (in case you are an oil company).
It gives you an overview of the partitions that went OUT of your account.

The same options described under point 3 are available, i.e. :

- The number of Rows on the screen can be chosen with the dropdown menu "Rows"

- Button "Action":
  - The sequence and occurrence of the columns can be modified via the button "Actions" > "Select Columns".
  - The synoptic table can be downloaded for further operations

- There is a search menu available beside the 

- the checkbox " 

" allows you to add columns with the info related to the biomass.
Be aware that if, for instance, 2 different biomass were added for one consignment, it 'll generate 2 different rows for this single consignment in the report.

5 CANCEL OR MODIFY A CONSIGNMENT

There is a functionality foreseen in this database to correct information about a consignment and its sustainability characteristics after it has been registered.
Only the user who has created the consignment can use this functionality!

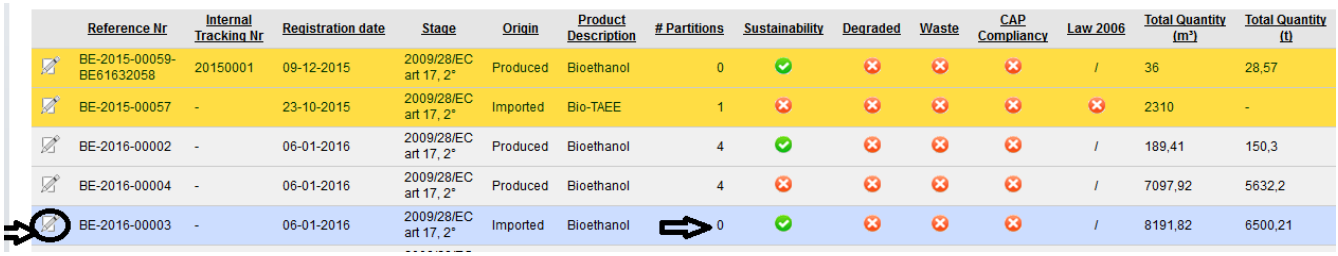
2 options:

- NO partitions has been transferred yet, then you can **MODIFY** the info registered **(See pt. 5.1);**
- Partitions have already been transferred, then you have to **CANCEL** the consignment and all the partitions already sent. This requires the approval of the users that have received it **(See pt. 5.2).**

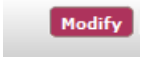
5.1 Modify the consignment

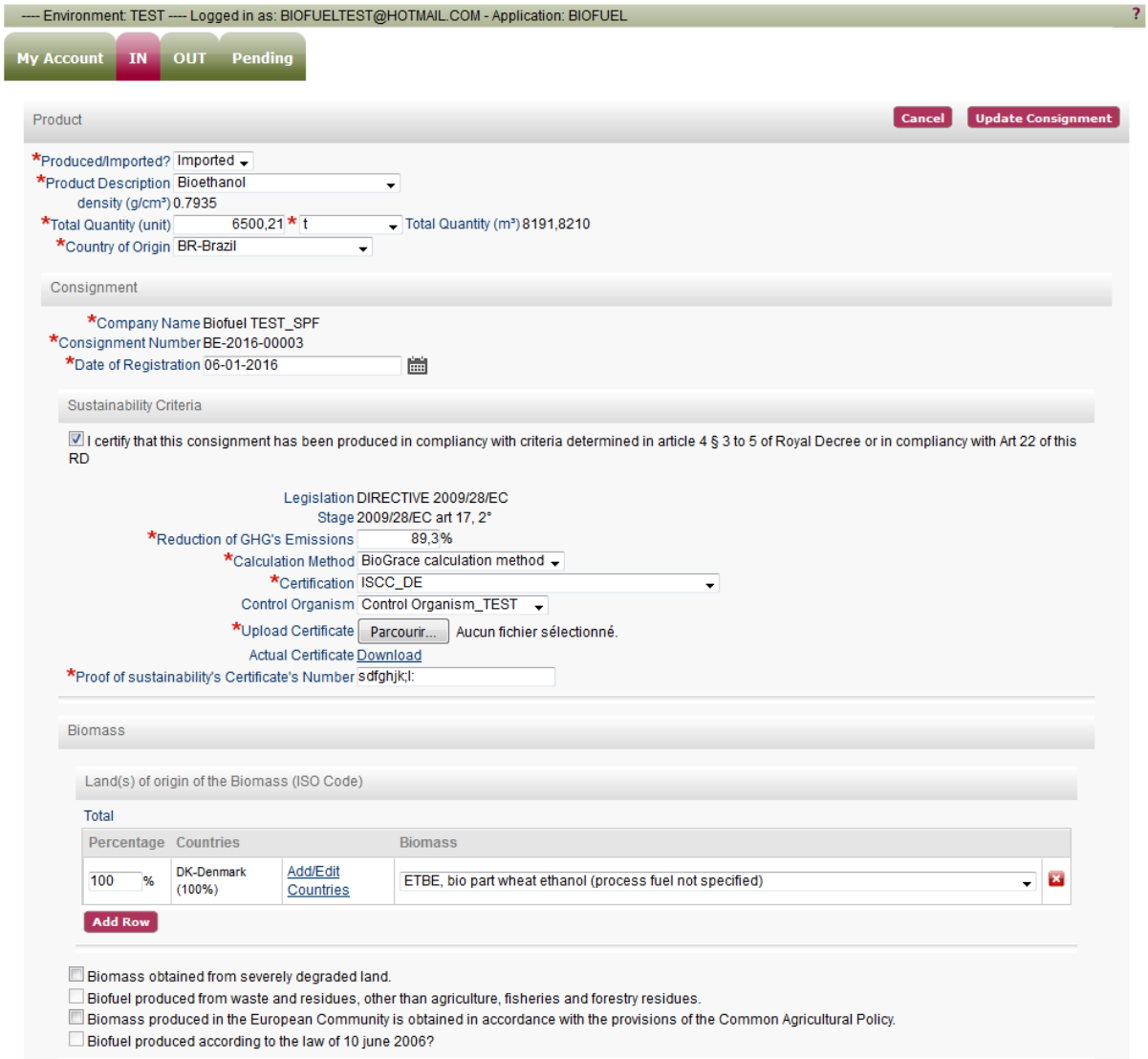
If you have created a consignment and have NOT transferred any partition yet, you can MODIFY the info registered by doing so:

- Click on the "pencil" icon of a consignment for which the number of partition = 0 :



Reference Nr	Internal Tracking Nr	Registration date	Stage	Origin	Product Description	# Partitions	Sustainability	Degraded	Waste	CAP Compliancy	Law 2006	Total Quantity (m³)	Total Quantity (t)
BE-2015-00059-BE61632058	20150001	09-12-2015	2009/28/EC art 17, 2°	Produced	Bioethanol	0	✓	✗	✗	✗	/	36	28,57
BE-2015-00057	-	23-10-2015	2009/28/EC art 17, 2°	Imported	Bio-TAEE	1	✗	✗	✗	✗	✗	2310	-
BE-2016-00002	-	06-01-2016	2009/28/EC art 17, 2°	Produced	Bioethanol	4	✓	✗	✗	✗	/	189,41	150,3
BE-2016-00004	-	06-01-2016	2009/28/EC art 17, 2°	Produced	Bioethanol	4	✗	✗	✗	✗	/	7097,92	5632,2
BE-2016-00003	-	06-01-2016	2009/28/EC art 17, 2°	Imported	Bioethanol	0	✓	✗	✗	✗	/	8191,82	6500,21

- Click on the button  on the upper right of the screen showing the registered info related to your consignment;
- You get to the following screen, where all data can be modified :



- You click on “ Update Consignment ” to register the modifications.

5.2 Cancel Consignment

If you created a consignment and you have already transferred partitions, AND you realize afterwards that wrong info has been registered and therefore transmitted to your customers, you may **CANCEL** (i.e. delete) the consignment and its partitions, with an approval process of the users that received the partitions.
You ‘ll have the possibility to re-create one with the correct info and send again partitions to your customers.

Should you need to use this functionality, **we strongly recommend** to take beforehand contacts with all the users that have received partitions from the consignment to be cancelled, to inform them.

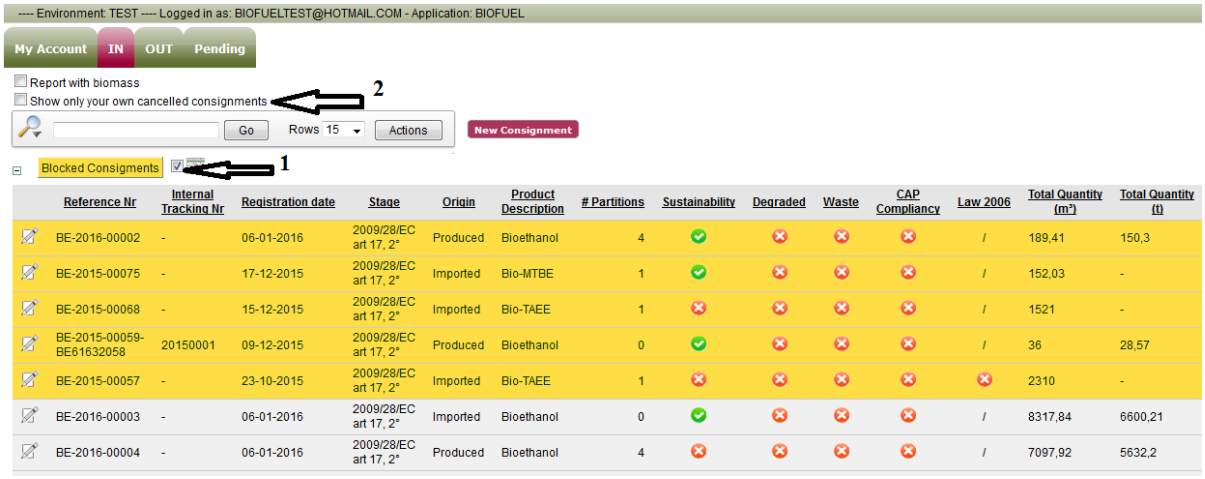
In order to CANCEL one consignment :

- Go to Tab IN & Click on the “pencil” icon of a consignment you created;
- Click on the button Cancel Consignment on the upper left of the screen showing the registered info and the partitions transferred related to your consignment;
- The question “Do you want to cancel this consignment and delete all partitions?” is asked for the double-check. Click “OK”.
- Consecutively, automatic emails ‘ll be sent to the users that have received partitions to ask them if they agree with the cancellation process.

For the users that have received partitions, proceed as such to (dis)approve the cancellation process:

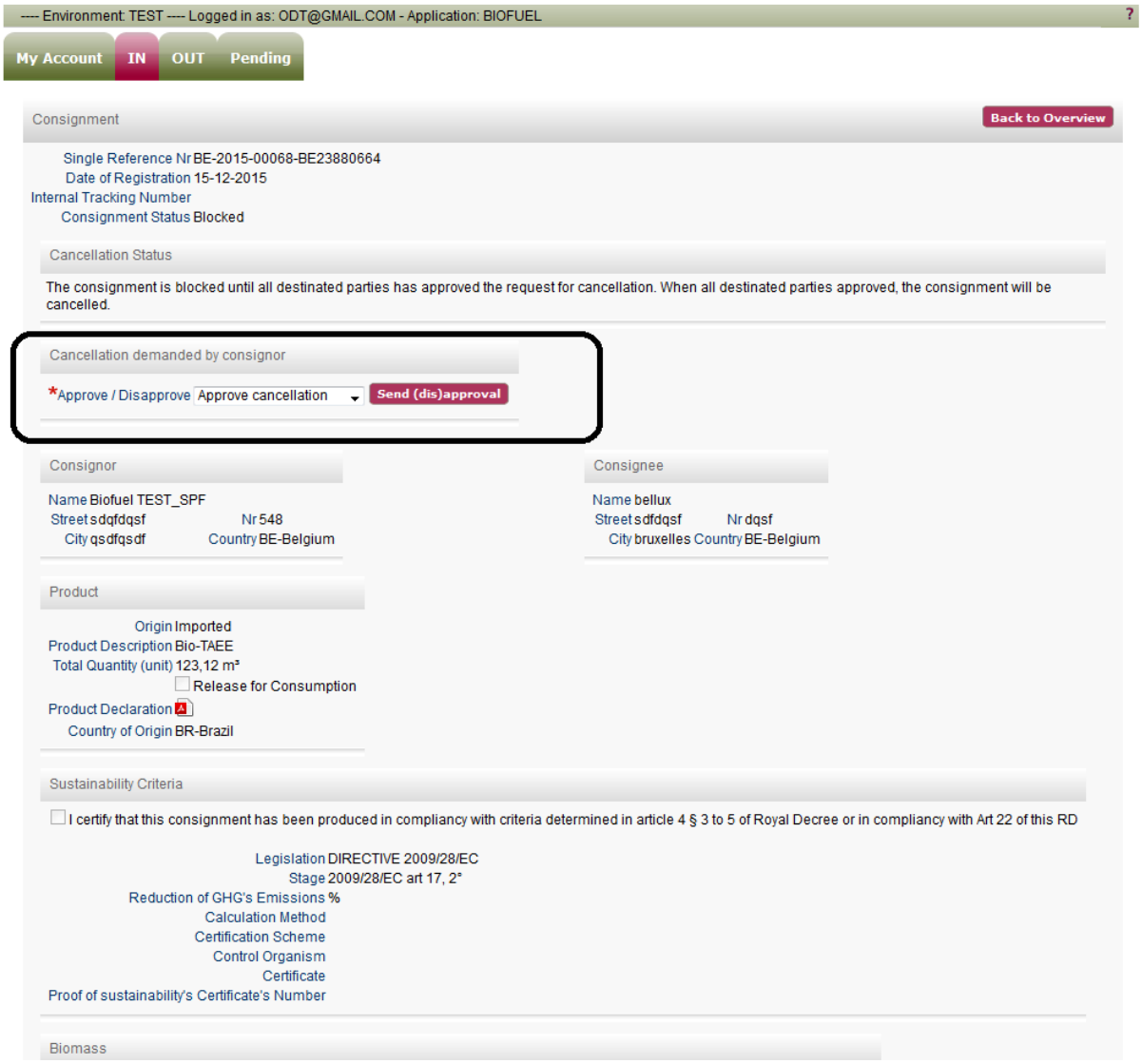
- Go to Tab IN, you ‘ll see the partitions for which there is a cancellation process appearing in yellow .

  Note : to remain yellow, the checkbox besides the arrow n°1 in the screenshot hereunder has to remain checked.



Reference Nr	Internal Tracking Nr	Registration date	Stage	Origin	Product Description	# Partitions	Sustainability	Degraded	Waste	CAP Compliancy	Law 2006	Total Quantity (m³)	Total Quantity (t)
BE-2016-00002	-	06-01-2016	2009/28/EC art 17, 2°	Produced	Bioethanol	4	✓	✗	✗	✗	/	189,41	150,3
BE-2015-00075	-	17-12-2015	2009/28/EC art 17, 2°	Imported	Bio-MTBE	1	✓	✗	✗	✗	/	152,03	-
BE-2015-00068	-	15-12-2015	2009/28/EC art 17, 2°	Imported	Bio-TAEE	1	✗	✗	✗	✗	/	1521	-
BE-2015-00059-BE61632058	20150001	09-12-2015	2009/28/EC art 17, 2°	Produced	Bioethanol	0	✓	✗	✗	✗	/	36	28,57
BE-2015-00057	-	23-10-2015	2009/28/EC art 17, 2°	Imported	Bio-TAEE	1	✗	✗	✗	✗	✗	2310	-
BE-2016-00003	-	06-01-2016	2009/28/EC art 17, 2°	Imported	Bioethanol	0	✓	✗	✗	✗	/	8317,84	6600,21
BE-2016-00004	-	06-01-2016	2009/28/EC art 17, 2°	Produced	Bioethanol	4	✗	✗	✗	✗	/	7097,92	5632,2

- Click on the “pencil” icon of a partition in yellow , you ‘ll see following screen, with the possibility to approve or not the Cancellation.



- Click on “ Send (dis)approval”.
  - If cancellation is approved by you and other users having received partitions of the same consignment, the consignment ‘ll be cancelled;

  - If cancellation is disapproved by one of the users having received partitions of the same consignment, **the Administrator of the database** ‘ll have to take the **final decision about the cancellation process** after having consulted the users.

Note 1 : the checkbox "**Show only your own cancelled consignments**" besides **arrow n°2** in the screenshot above will allow you to have an overview of all the consignments by-you-created AND for wich you asked a cancellation process that was eventually approved.
To sum up, it gives an **overview of your consignments with the status definitely CANCELLED**.

Note 2 : the process of asking the (dis)approval of the **cancellation process** to the users having received partitions is **NOT applicable when** :

- A partition has been declared to be sent to **a foreign country** (except Luxembourg);
- A partition has already been declared for **release for consumption**.

In these 2 cases + in the case of disapproval of the cancellation process by one user having received a partition, **the Administrator of the database** 'll have to take the **final decision about the cancellation process** after having consulted the users.

6 CONTROL ORGANISM

When logged in, you have access to:

1. The Tab "**My Account**" containing :
    - Your company's information
    - The controlled parties you are dealing with.
        - Click on "New" to add a controlled party (or to add a renewal of a contract with a previous controlled party)
        - Choose the controlled party in the list available by clicking on the upwards triangle at the end of the "Company" field.
        - Specify the time period that your contract covers.
        - Upload the contract.
        - Then click on "Create".
    - The certification schemes you can certify
        - Click on "New" to add a certification scheme to your account.
        - Choose the one in the list and specify the time period you are allowed to certify under that scheme.
        - Then click on "Create"
    - Change your password.

2. In the tab "**Control Consignments**", you have access to the consignments (and their sustainability characteristic's) registered by the controlled parties you have a contract with for the specified time period.