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Application User Manual

CBAM Declarant Portal

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Author	SOFT-DEV
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¹ Action: I=Insert R=Replace

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Table of contents

1	INTRODUCTION	8
1.1	Document purpose.....	8
1.2	Target audience	8
1.3	Scope	8
1.4	Structure	8
1.5	Reference documents	8
1.6	Applicable documents	9
1.7	Abbreviations & acronyms.....	9
1.8	CBAM Quarterly report data elements.....	10
2	GENERAL INFORMATION	18
2.1	System Overview	18
2.2	Authorized Use Permission	18
2.3	User Support.....	18
3	GETTING STARTED	19
3.1	Roles and Responsibilities.....	19
3.2	Access the CBAM Declarant Portal	19
3.3	Exit the CBAM Declarant Portal.....	20
3.4	Reporting Declarant Home Page	20
3.5	Main Navigation Bar	21
3.6	Generic User Interface Behaviour	22
3.7	Basic System Functions	23
3.7.1	Change UI Language	23
3.7.2	Change Contact Information	23
3.8	Report States Information	23
3.8.1	States description.....	23
3.8.2	States transition diagram	25
4	USING THE SYSTEM AS CBAM REPORTING DECLARANT	26
4.1	Operators Registry.....	26
4.1.1	Create an operator.....	26
4.1.2	Delete an operator.....	28
4.1.3	Edit an operator	28
4.2	Installations Registry	29
4.2.1	Create an installation	29
4.2.2	Delete an installation	32
4.2.3	Edit an installation.....	32
4.3	My quarterly reports	33
4.4	Report Structure & Navigation.....	33
4.4.1	Header level of the CBAM Report	35
4.4.2	CBAM goods Level of the CBAM Report	39
4.4.3	Emissions level of CBAM report	45
4.5	Report actions.....	53
4.5.1	Create a report	53
4.5.2	Upload a report.....	54
4.5.3	Save a draft report	55
4.5.4	Delete a draft report.....	55

4.5.5	Edit a report	56
4.5.6	Validate a report	57
4.5.7	Submit a report	58
4.5.8	View a report	58
4.5.9	Amend a report	58
4.5.10	Invalidate a report	60
4.5.11	Request to submit a report with a delay	60
4.5.12	Download PDF	61
4.5.13	History	61
4.6	My importers	62
4.7	My Profile Information	63
4.8	Preferences	64
5	APPENDIX	66
6	ANNEX	67
6.1	CBAM Report (XSD)	67
6.2	Sample ZIP file	67

List of tables

Table 1: Reference documents	8
Table 2: Applicable documents	9
Table 3: Abbreviations and acronyms	10
Table 4: Definitions	17
Table 5 CBAM List of states	24

List of figures

Figure 1 UUM&DS authentication page	19
Figure 2 CBAM Declarant Portal - Main Dashboard	20
Figure 3 Sign-out	20
Figure 4 CBAM Portal – Reporting Declarant Home Page	21
Figure 5 CBAM Reporting Declarant Home Page with expanded navigation bar	22
Figure 6 Mandatory fields indication	22
Figure 7 Maximum number of characters indication	22
Figure 8 Validation errors	23
Figure 9 State Transition Diagram	25
Figure 10 Operator - Create	26
Figure 11 Operator Details Screen	27
Figure 12 Create an Operator	27
Figure 13 Operators Registry	27
Figure 14 Operator Registry - Delete action.	28
Figure 15 Operator Delete - Confirmation message	28
Figure 16 Operators' registry	28
Figure 17 Operation - Save & Cancel	29
Figure 18 Installations Registry	29
Figure 19 Installation - Details	30
Figure 20 Installation-Search in third country installation operators registry	30
Figure 21 Search in operators registry	31
Figure 22 Installation - Linked Operator Details	31
Figure 23 Installation - Create Button	32
Figure 24 Installation Registry -Delete action	32
Figure 25 Installation Delete - Confirmation message	32
Figure 26 Installation Registry - Edit Action	32
Figure 27 Installation -Cancel and Save buttons	33
Figure 28 My Quarterly Reports	33
Figure 29 CBAM Report Data Model	34
Figure 30 Header - Validation	35

Figure 31 Header - Reporting Declarant tab	36
Figure 32 Declarant acts as importer Checkbox	36
Figure 33 Header- Importer tab.....	37
Figure 34 Declarant acts as representative checkbox.....	37
Figure 35 Header - Representative Tab.....	38
Figure 36 Header -Signatures tab.....	38
Figure 37 Add good	39
Figure 38 Delete good.....	39
Figure 39 Delete good -Confirmation	39
Figure 40 Edit good.....	40
Figure 41 Non-validated good	40
Figure 42 Validate Good.....	41
Figure 43 Validate good – Navigation tree indication	41
Figure 44 Good Level - Importer tab	42
Figure 45 Good Level - Add Importer	42
Figure 46 Good's level - Representative tab	42
Figure 47 Good's level - Add Representative	43
Figure 48 Goods imported tab.....	43
Figure 49 HS sub-heading code selection	44
Figure 50 Imported quantity per customs procedure.....	44
Figure 51 Goods measure per procedure.....	45
Figure 52 Goods - Supplementary tab.....	45
Figure 53 Goods - Add supporting documents.	45
Figure 54 Add an emission.	46
Figure 55 Delete emission.....	46
Figure 56 Edit good.....	47
Figure 57 Installation - Country of production	47
Figure 58 Emissions - Operator (The company name of the installation).....	48
Figure 59 Emissions - Operator (Information filled in from Operator Registry)	48
Figure 60 Emissions - Installation fields	49
Figure 61 Emissions-Installation information filled in from Installations Registry	49
Figure 62 Emissions tab - Applicable to Electricity good.....	50
Figure 63 Emissions tab- Applicable for all goods except electricity	50
Figure 64 Production Method (sample)	50
Figure 65 Direct emissions qualifying parameters	51
Figure 66 Add new qualifying parameters	51
Figure 67 Indirect Emissions qualifying parameters.....	51
Figure 68 Carbon price due tab	52
Figure 69 Carbon price due -Details	52

Figure 70 Supplementary tab	53
Figure 71 Emissions - Supplementary - Supporting Documents	53
Figure 72 My Quarterly Reports - Create Report.....	54
Figure 73 My Quarterly Reports - Upload a report.....	54
Figure 74 Upload ZIP	54
Figure 75 Save a draft report.....	55
Figure 76 Delete a draft report.	56
Figure 77 Delete draft report - Confirmation message.....	56
Figure 78 Edit a report.	57
Figure 79 Edit a report	57
Figure 80 Validate report	57
Figure 81 Submit report.	58
Figure 82 View report	58
Figure 83 Amend a report.	59
Figure 84 Invalidate a report.	60
Figure 85 Invalidate report confirmation message.	60
Figure 86 Request delay.....	60
Figure 87 Download PDF	61
Figure 88 History	61
Figure 89 History	62
Figure 90 My Importers -Starting point.	62
Figure 91 List of my importers	62
Figure 92 Importer Profile	63
Figure 93 Importer - Goods Imported	63
Figure 94 My profile information	64
Figure 95 Preferences menu.....	64
Figure 96 Preferences.....	65
Figure 97 Edit Preferences	65

1 INTRODUCTION

1.1 DOCUMENT PURPOSE

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

1.2 TARGET AUDIENCE

The target audience for this document includes:

- Importers of CBAM goods into the EU or their authorised 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. The features described comply with CBAM Release 1.1

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.

1.5 REFERENCE DOCUMENTS

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

Ref.	Title	Originator	Version	Date
R01	User Registration procedure for CBAM Reporting Declarants	TBA	TBA	TBA

Table 1: Reference documents

1.6 APPLICABLE DOCUMENTS

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

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

Table 2: Applicable documents

1.7 ABBREVIATIONS & ACRONYMS

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

See also the ‘list of acronyms’ on TEMPO.

Abbreviation/Acronym	Definition
CBAM	Carbon Border Adjustment Mechanism
CN	Combined Nomenclature
CO2	Carbon Dioxide
COM	European Commission
CRS	Customs Customer Reference Services
CS/RD2	Central Services Reference Data
DG CLIMA	Directorate-General for Climate Action
DG TAXUD	Directorate General for Taxation and Customs Union
DIGIT	Directorate General for Informatics
DOC	Microsoft Word document
DOCX	Microsoft Word Open XML format document
EORI	Economic Operators Registration and Identification
ETS	Emissions Trading System
EU	European Union
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
HS	Harmonized System Codes
ID	Identification number
JPEG	Joint Photographic Experts Group
MIME	Multipurpose Internet Mail Extensions
MS	Member State
MWH	Megawatt Hour
N/A	Not available
NCA	National Competent Authority
NIS	National Import System

Abbreviation/Acronym	Definition
PDF	Portable Document Format
PSM	Public-Subscribe Mechanism
SfA	Submitted for Acceptance
SfI	Submitted for Information
SfR	Submitted for Review
SPEED2ng	SPEED2 Gateway is used for exchanging messages with partner countries (for example MRA exchanges, NCTS TIR messages and in the future SSTL messages). The messages are exchanged via dedicated VPN links and the exchange protocols vary (Web Services, MQ Asynchronous Transport Protocol, AS2, AS3 and AS4 protocols).
UCC	Union Customs Code
UI	User Interface
URI	Universal Resource Identifier
URL	Uniform Resource Locator
UUM&DS	Uniform User Management and Digital Signatures
XLS	Microsoft Excel spreadsheet file
XLSX	Microsoft Excel Open XML spreadsheet file
XML	eXtensible Markup Language
XSD	XML Schema Definition
ZIP	Compressed file

Table 3: Abbreviations and acronyms

1.8 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.

Field Name	Description
Report issue date	The date that the CBAM report is submitted.
Draft report ID	The unique ID that the Reporting Declarant inserts when the report is created (and saved) 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 Local List that contains the Quarters of a year (Quarter1, Quarter2, Quarter3, Quarter 4).
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	Information about the Reporting Declarant per Implementing regulation (17/8/23).
Identification number	The ID of the Reporting Declarant. This is their EORI number.
Name	The full name (person or company) of the Reporting Declarant.
Role	The role that the Reporting Declarant has. If they are the importer or a representative.

Field Name	Description
Importer	The entity that contains information about the Importer that is represented by the Reporting 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.
Remarks	An entity that exists in all levels of the report in order the Reporting Declarant to insert additional information.
Additional Information	In this element, the Reporting Declarant can write any additional information that applies in the location where it is positioned.
CBAM goods imported	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.
Commodity code	An entity that contains the HS Code and the CN Code of the CBAM good.
Harmonized System sub-heading code	The classification code of the CBAM good. It is a 6-digit code.
Combined nomenclature code	The CN Code of the CBAM good. The code consists of the HS Code plus 2 additional digits.
Commodity details	An entity that contains the description element of the CBAM good.
Description of good	An element that can be used in order to describe the CBAM good.
Country of origin	An entity to declare the Country of Origin of the CBAM good.
Procedure	An entity that contains the Customs Procedures.
Requested Procedure	The Customs Requested Procedure.
Previous procedure	The Customs Previous Procedure.
Area of import	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.
Good measure	The entity that contains the quantity of the CBAM good.
Net mass	The Net mass is to be used for the CBAM goods that are measured in kgs (or in tonnes).
Supplementary units	The Supplementary units is to be used for the CBAM goods that have a special measurement unit such as hydrogen.
Type of measurement unit	The type of measurement unit of the quantity of the CBAM good.
Special references for goods	An entity to use in case there are special references related to the CBAM good.
Goods imported total emissions	The entity that contains the information for the overall emissions of the CBAM goods.
Goods total emissions	The total emissions of 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.

Field Name	Description
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 good)	This entity exists in the CBAM good's imported level. It used to provide any supporting documents.
Supporting Documents (for emissions definition)	This entity exists in the CBAM good's emissions level. It used to provide any supporting documents.
Type	The type of supporting document (it is in the Supporting Documents (for goods)).
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	An entity that exists in good's imported and good's emissions level. It is used to attach a file or provide a URL.
Filename	The file name of the attachment.
URI	The URI link of an attachment.
MIME	The MIME of the attachment.
Included binary object	The actual binary object.
CBAM goods emissions	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's emission. It is a sequential number.
The company name of the installation	An entity to define the information related to the company name of the installation.
Operator ID	The unique identification number of the operator.
Operator Name	The Name of the operator.
Address (of the company name of the Installation)	This entity is to define the Address details of the Installation operator.
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	Additional information for the street name where the Operator is located.
Number	The number of the street where the Operator is located.

Field Name	Description
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 name of the person that is assigned in the contact details of the operator.
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.
Installation name	The name of the Installation.
Economic activity	The definition of the economic activity of the installation.
Address (of the Installation)	The address of the Installation.
Country of establishment	The country where the installation that produced the good or the Reporting Declarant is established.
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)	The entity that contains the quantity of the CBAM good that is produced in the specific installation.
Installation emissions	The entity that contains the emissions that were produced in the good's emissions.
Installation total emissions	The total quantity of emissions produced for the particular good's 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 good's quantity. The value of this field must be equal with the result of the following formula: good's 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 formula: good's measure x Specific (indirect) embedded emissions.
Direct Embedded Emissions	The entity that contains the information related to the direct embedded emissions.
Type of determination	The type of determination of the direct embedded emissions. The possible values are: Actual data, Default value.
Type of applicable reporting methodology	The type of applicable reporting methodology used to calculate the emissions of the CBAM good while being produced.

Field Name	Description
Applicable reporting methodology	The actual applicable reporting methodology used.
Specific (direct) embedded emissions	The element to declare the emissions per measurement unit of the product produced.
Indirect Embedded Emissions	The entity that contains the information related to the indirect embedded emissions (not applicable to electricity good's entries).
Specific (indirect) embedded emissions	The element to declare the emissions per measurement unit of the product produced.
Electricity consumed	The electricity consumed (MWH per measurement unit of product).
Emission factor	The value of this element is expressed in tonnes of CO2 per MWH.
Source of emission factor	This element is used to declare literature or published information by the statistics office.
Other source indication	This element is used to declare a different source.
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".
Production method & Qualifying parameters	This entity contains the information related to the Production method and the emissions qualifying parameters.
Method ID	The unique ID of the production method.
Method name	The production method name.
Direct Emissions qualifying parameters	This entity contains the information related to the direct emissions qualifying parameters.
Indirect Emissions qualifying parameters	This entity contains the information related to the indirect emissions qualifying parameters.
Carbon price due	This entity is used to provide information regarding CO2 emissions that were due.
Type of instrument	This element is used to describe the type of instrument used. Possible values are Carbon tax, Carbon price paid in the context of a national ETS, Carbon price paid in the context of a regional ETS.
Description and indication of legal act	This element is used to reference the description of the legal act.
Amount of the carbon price due	The amount of the CO2 emissions due.
Currency	The currency used for the declared amount to be paid.
Exchange rate	The exchange rate of the currency is related to EURO. This is a baseline exchange rate defined by the European commission.
Amount (EURO)	The corresponding amount in EURO.
Goods covered under carbon price due	This entity is used to provide information regarding the goods for which the CO2 emissions were due.
Type of goods covered	The type of goods in scope of the CBAM and imported into the EU during the reporting period.
CN code of goods covered	The CN code of the product covered. This is used only for information purposes.

Field Name	Description
Quantity of emissions covered	Used in “Carbon Price Due” section. Refers to the quantity of emissions covered by the carbon price already paid.
Quantity covered by free allocations, any rebate or any other form of compensation	Used in “Carbon Price Due” section. 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.
Goods measure (Covered)	This entity is used to provide the quantity of the good for which the emissions are already paid.
Third country	A country or territory outside the customs territory of the Union where CBAM regulation applies.
Continental shelf	The continental shelf as defined in the United Nations Convention on the Law of the Sea.
Exclusive economic zone	The exclusive economic zone as defined in the United Nations Convention on the Law of the Sea and which has been declared as an exclusive economic zone by a Member State pursuant to that convention.
Default value	The Default value is the intensity of emissions. It expresses the quantity of CO2 emissions per measurement unit of product.
EC Authority	EC Authority for CBAM is the Commission.
MS Authority	The Member State Competent Authority takes part in the CBAM ecosystem. When referring to the EC Authority, it is meant both EC Authority and MS Authority.
Signatures	There are two types of signatures in the CBAM Report. The first one is related to the information in the report. The Reporting 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 Reporting 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 Reporting Declarant regarding the information of the CBAM Report.
Use of data confirmation	This element holds the confirmation of the Reporting 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	Full name of the Reporting Declarant.
Position of the person signing	Position of the person signing the CBAM declaration within the Reporting Declarant’s legal entity.

Field Name	Description
Type of applicable reporting methodology confirmation	This entity is used for the confirmation of the type of applicable reporting methodologies, in case the selected one is not the CBAM-specific.
Other applicable reporting methodology confirmation	This element is used to hold the confirmation of the “other” applicable reporting methodology used.
Representative	This entity is to define the information about the Representative in the CBAM Report. The Representative can either be declared at Header level, if the same representative is common for all goods Imported, or alternatively in the good’s Imported level.
Member State of establishment	The country where the Reporting Declarant or the Representative is established.
Member state or Country of establishment	The country where the Importer is established (either a Member state of the EU or a third country).
Competent Authority	This entity contains information regarding the Competent Authority where the Reporting Declarant is established.
Reference Number	The Name or Reference number of the Competent Authority.
Imported quantity per customs procedure	The Entity that contains information regarding the Customs procedures and the related quantities of the CBAM good.
Inward processing information	This entity contains information regarding the Inward processing procedure.
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	Inward processing authorization start date
Globalisation time end	Inward processing authorization end date.
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.
Good’s measure (per procedure)	This Data Group contains the quantity of the CBAM good per Customs procedure.
Procedure indicator	The procedure indicator. When checked, it refers to Inward Processing procedure
Type of determination for electricity	The type of determination of the direct embedded emissions in case the CBAM good is electricity.
Source of emission factor (for electricity)	The source of emission factor in case the CBAM good is electricity.
Electricity imported	The quantity of electricity imported. This entity is only applicable in the direct embedded emissions when CBAM Good is electricity.
Total embedded emissions of electricity imported	The amount of CO2 tonnes produced for the quantity of the electricity imported. It is only applicable in the direct embedded emissions when CBAM good is electricity.
Source of emissions factor value	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.

Field Name	Description
Justification	Used to justify the alternative default value used in the emission factor. It is only applicable in the direct embedded emissions when CBAM good is electricity.
Fulfillment of conditionality	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.

Table 4: Definitions

2 GENERAL INFORMATION

2.1 SYSTEM OVERVIEW

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

CBAM Regulation will start applying, without financial adjustments, as of 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 will only have to report greenhouse gas emissions embedded in their imports and there will be no financial adjustment.

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

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.

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.

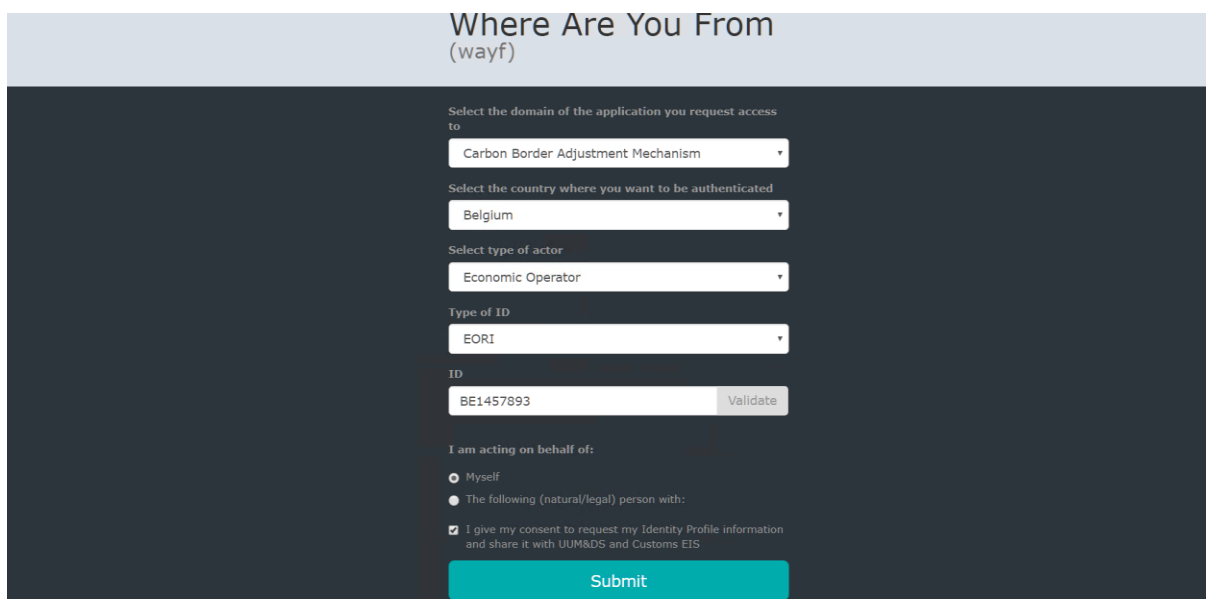
3.2 ACCESS THE CBAM DECLARANT PORTAL

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 screenshot shows the 'Where Are You From (wayf)' authentication page. It features a dark grey background with white text and form elements. The title 'Where Are You From (wayf)' is at the top. Below it, there are several sections for user input:

- Select the domain of the application you request access to:** A dropdown menu with 'Carbon Border Adjustment Mechanism' selected.
- Select the country where you want to be authenticated:** A dropdown menu with 'Belgium' selected.
- Select type of actor:** A dropdown menu with 'Economic Operator' selected.
- Type of ID:** A dropdown menu with 'EORI' selected.
- ID:** A text input field containing 'BE1457893' and a 'Validate' button next to it.
- I am acting on behalf of:** Two radio button options: 'Myself' (selected) and 'The following (natural/legal) person with:'.
- Consent:** A checked checkbox with the text 'I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS'.
- Submit:** A large teal button at the bottom.

Figure 1 UUM&DS authentication page

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

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

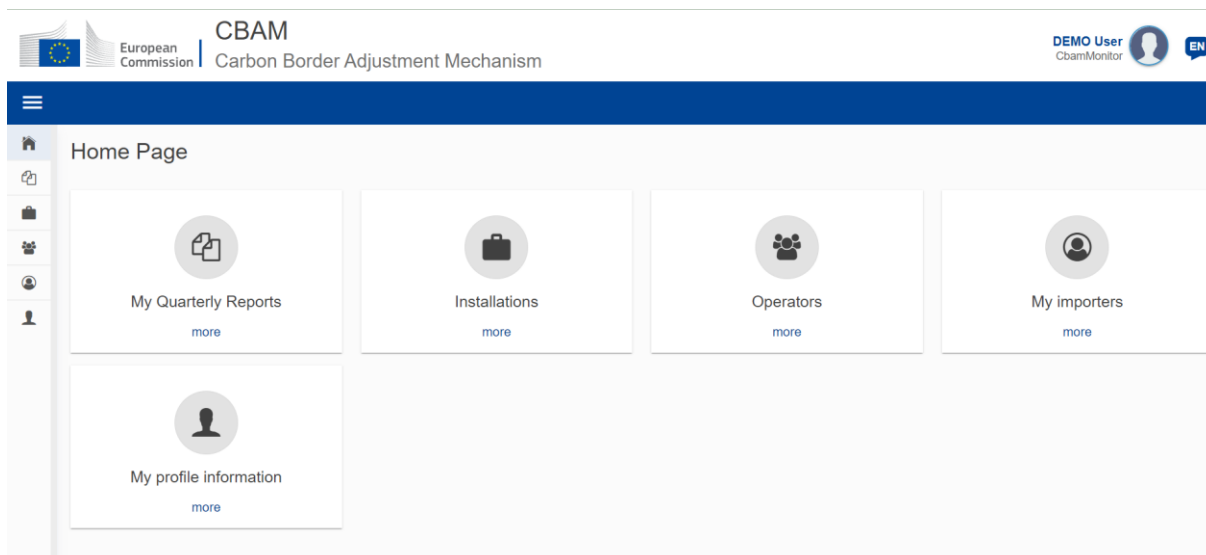


Figure 2 CBAM Declarant Portal - Main Dashboard

3.3 EXIT THE CBAM DECLARANT PORTAL

“Sign-out” menu is available in upper right corner of the application. Feature is currently not available in Release 1.1. In the meantime, the browser tab can be closed to exit the application.

Please note that the user is logged out after a certain amount of minutes and UUM&DS will request you to login again.



Figure 3 Sign-out

3.4 REPORTING DECLARANT HOME PAGE

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

The available items are:

1. **My quarterly reports:** When clicked, the Reporting Declarant can see a table organised per quarters of the year. For each quarter, there might be a CBAM report or not. If a CBAM report exists, then the Reporting Declarant can view it. If no CBAM report has been created, and the reporting period is open for submission of CBAM reports, then the Reporting Declarant can create their report or upload it in XML format with attachments packaged in a ZIP file.
2. **Installations:** When clicked, the Reporting Declarant can see the registry of their Installations. They can view the list of Installations inserted, view a specific Installation, edit the entry of an Installation, or delete an Installation. Every Installation has one Operator assigned. It is advised to first create the registry of Operators and subsequently create the registry of Installations.

3. **Operators**: When clicked, the Reporting Declarant can see the Registry of their Operators. They can view their list of Operators inserted, view a specific Operator, edit the entry of an Operator, or delete an Operator.
4. **My importers**: When clicked, the Reporting Declarant who acts as an indirect representative, can see the list of their importers. The Reporting Declarant can select an Importer to view their profile and the associated goods Imported table.
5. **My profile information**: When clicked, the Reporting Declarant can see the information of the logged-in user in the right side and the Reporting Declarant information on the left side.

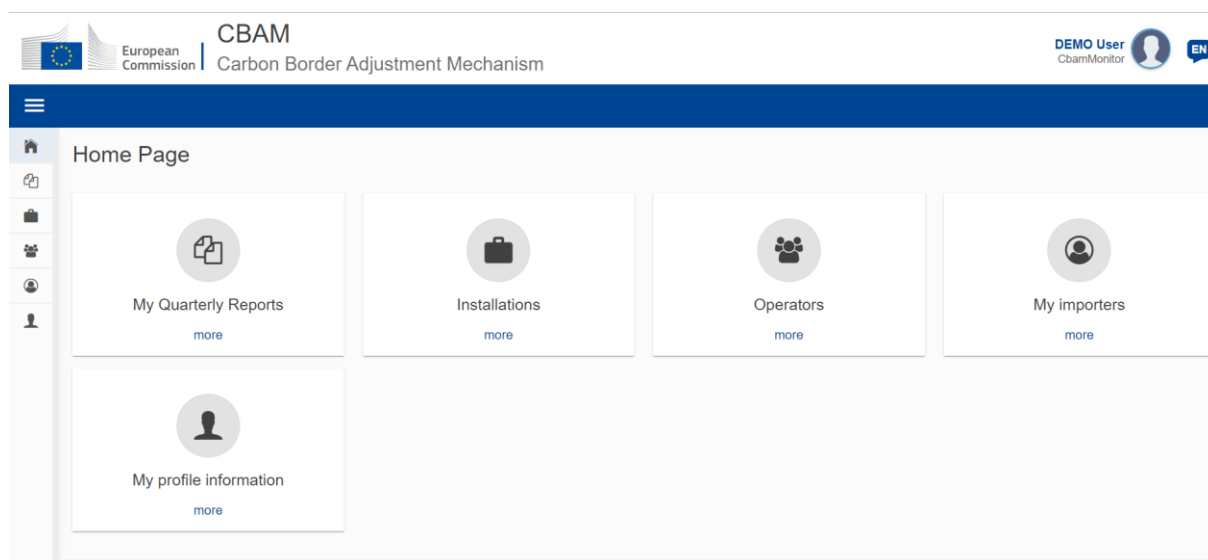



Figure 4 CBAM Portal – Reporting Declarant Home Page

3.5 MAIN NAVIGATION BAR

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

By clicking the icon  on the left upper side, the navigation bar on the left is expanded (see Figure 5 CBAM Reporting Declarant Home Page with expanded navigation bar). The options are the same as the ones visible in the Home Page.

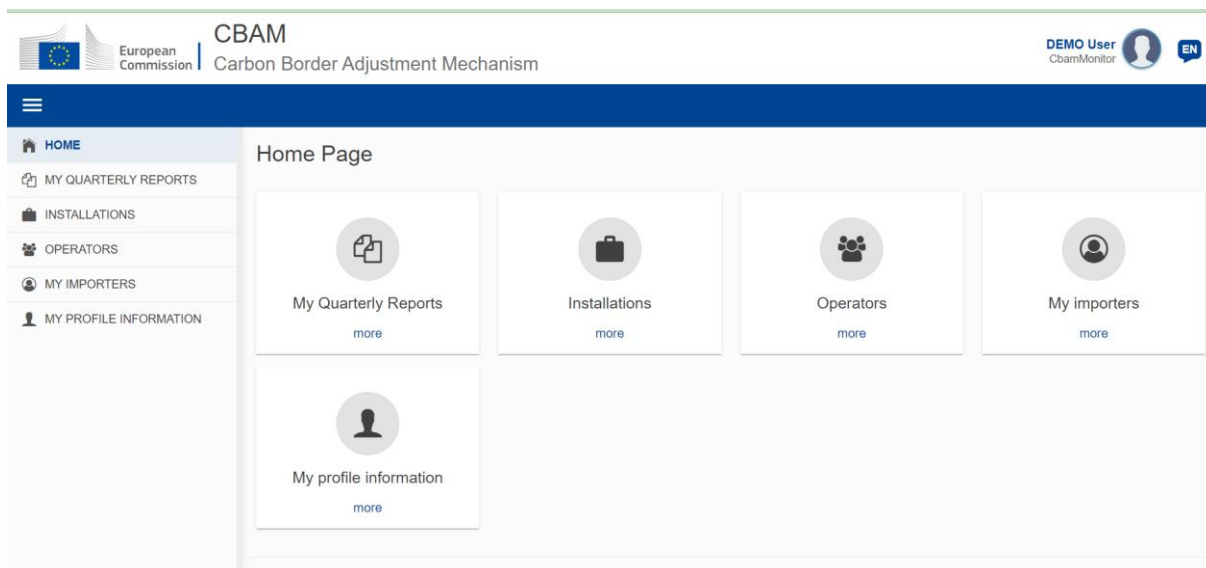


Figure 5 CBAM Reporting Declarant Home Page with expanded navigation bar

3.6 GENERIC USER INTERFACE BEHAVIOUR

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

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

Commodity

HS sub-heading code * CN code *

720000 - IRON AND ST... ✕

00 - IRON AND STEEL ▼

Figure 6 Mandatory fields indication

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

Description of goods *

IRON AND STEEL

498

Figure 7 Maximum number of characters indication

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

Goods imported 72000000

Importer Representative **Goods imported 3** Supplementary

×

Please correct the following:

Requested procedure: | Procedure
This field is required

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

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

3 errors

Figure 8 Validation errors

3.7 BASIC SYSTEM FUNCTIONS

3.7.1 Change UI Language

Please follow the instructions in section 4.8 Preferences

3.7.2 Change Contact Information

Please follow the instructions in section 4.7 My Profile Information

3.8 REPORT STATES INFORMATION

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

3.8.1 States description

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

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

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

Table 5 CBAM List of states

3.8.2 States transition diagram

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

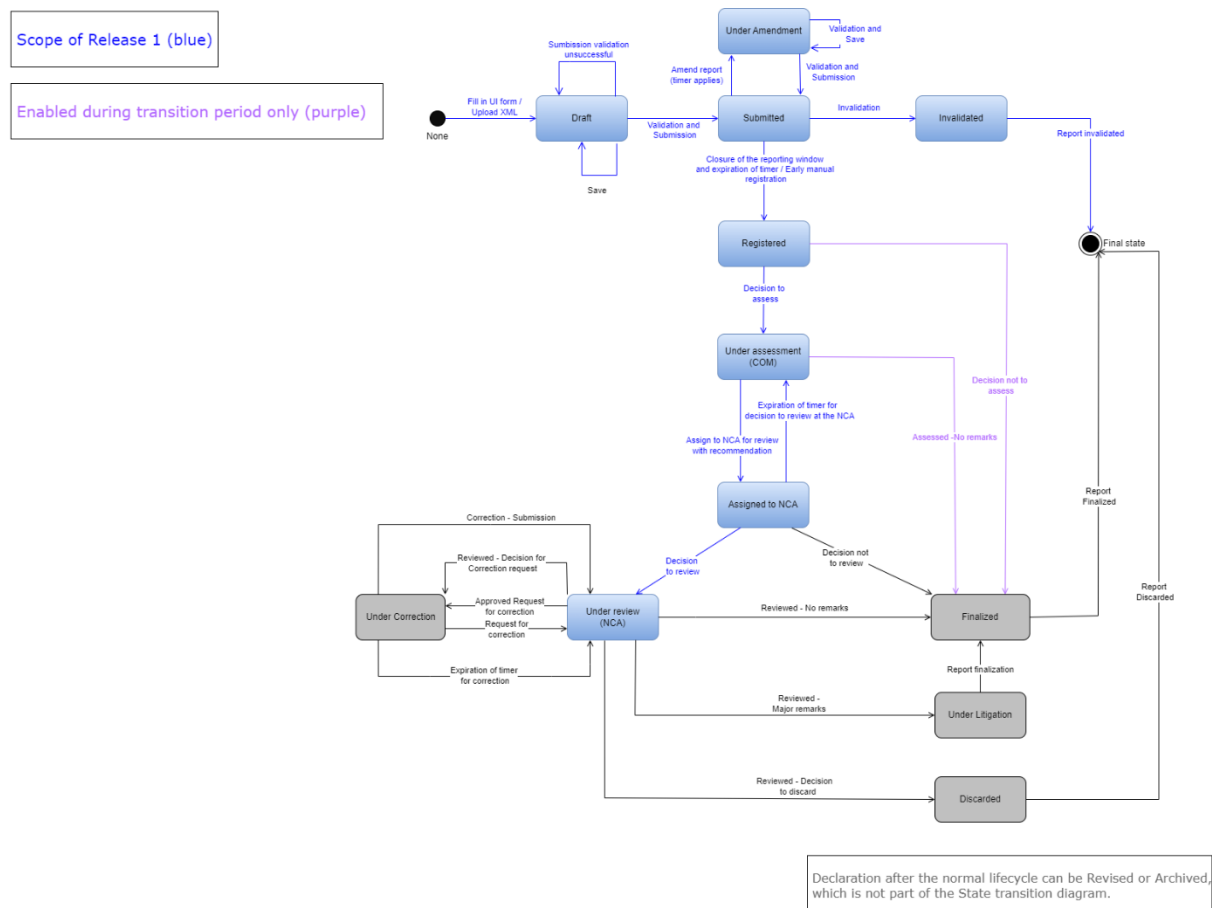


Figure 9 State Transition Diagram

4 USING THE SYSTEM AS CBAM REPORTING DECLARANT

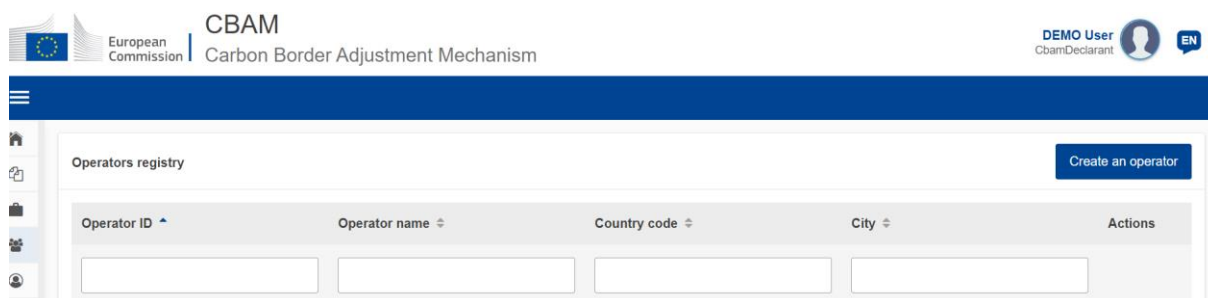
In this section the main actions that a CBAM Reporting Declarant can perform in the CBAM Declarant Portal are being described.

4.1 OPERATORS REGISTRY

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

4.1.1 Create an operator

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



The screenshot shows the 'Operators registry' page in the CBAM Declarant Portal. The page header includes the European Commission logo, 'CBAM Carbon Border Adjustment Mechanism', and a 'DEMO User CbamDeclarant' profile. A blue navigation bar is at the top. On the left, there is a sidebar with icons. The main content area has a title 'Operators registry' and a 'Create an operator' button. Below this is a form with five fields: 'Operator ID', 'Operator name', 'Country code', 'City', and 'Actions'. Each field has a dropdown arrow next to its label. The 'Operator ID' field is currently empty.

Figure 10 Operator - Create

- 3) Fill in information in the operator card details. Ensure to utilise Latin characters (alpha numeric).

Create an operator

Operator ID *

Operator name *

Address

Country code *

Sub-division

City

Street

Street additional line

Number

Postcode

P.O. Box

Contact person

[Add new](#)

Contact details

Name *

E-mail *

Phone number *

Figure 11 Operator Details Screen

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

Create an operator

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

Operator ID *

Operator name *

Address

Figure 12 Create an Operator

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

Operators registry [Create an operator](#)

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

Figure 13 Operators Registry

4.1.2 Delete an operator

In the operator’s registry,

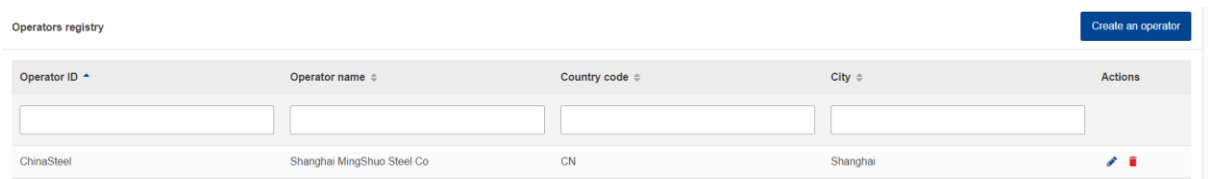


Figure 14 Operator Registry - Delete action.



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

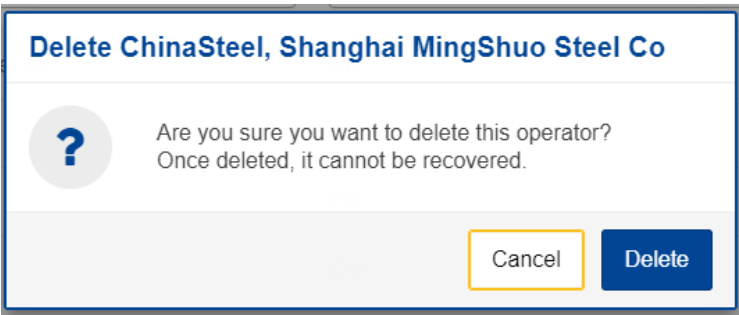


Figure 15 Operator Delete - Confirmation message.

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

4.1.3 Edit an operator

In the operator’s registry,



Figure 16 Operators' registry



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

Operator ID	Operator name
ChinaSteel	Shanghai MingShuo Steel Co

Operator ID *

ChinaSteel

Operator name *

Shanghai MingShuo Steel Co

Address

Country code *

CN - China

Sub-division

Unknown

City

Shanghai

Street

Min haiou 23

Street additional line

Number

Postcode


Figure 17 Operation - Save & Cancel

4.2 INSTALLATIONS REGISTRY

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





4.2.1 Create an installation

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



CBAM
 Carbon Border Adjustment Mechanism

DEMO User
 CbamMonitor

Installations registry

Create an installation

Installation ID	Installation name	Country of establishment	City	Actions

Figure 18 Installations Registry

- 3) Fill the information in the installation card details. Ensure to utilise Latin characters (alpha numeric).

Create an installation

Installation ID * 17

Installation name * 70

Address

Country of establishment * 35

Sub-division 35

City 35

Street 70

Street additional line 70

Number 35

Postcode 17

P.O. Box 70

Plot or parcel number 15

UNLOCODE

Type to search UNLOCODE

Coordinate latitude (N-S) 17

Coordinate longitude (E-W) 17

Time of coordinates

Figure 19 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 *

Search in third country installation operators registry

Figure 20 Installation-Search in third country installation operators registry

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



Search in operator registry

	Operator ID	Operator name	Country code	City
<input type="radio"/>	OP03-0001	Carousel Logistics LTD	CA	Vancouver
<input type="radio"/>	OP04-0001	TR Steel Operator LTD	TR	Istanbul
<input type="radio"/>	OP05-0002	CN Steel Operator LTD	CM	Shanghai
<input type="radio"/>	OP07-0003	Goldfinder, Inc.	US	Fort Knox
<input type="radio"/>	OP07-0004	Thunderball	BS	Nassau

Items per page: 10
Showing 1–5 of 5

Cancel OK

Figure 21 Search in operators registry

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

The company name of the installation *

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

OP07-0003,Goldfinder, Inc. Delete

Operator ID		Operator Name	
OP07-0003		Goldfinder, Inc.	

Address

Country code	Sub-division	City	Street
US	USA Subdivision	Fort Knox	Fort Knox Street
Street additional line	Number	Postcode	P.O. Box
Fort Knox Street Additional line	10	40107	PO BOX 40107

Contact person

Name	E-mail	Phone number
OP07-0003 Contact name	OP07-0003@cbam.com	(502) 943-1000

Figure 22 Installation - Linked Operator Details

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

Figure 23 Installation - Create Button

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

4.2.2 Delete an installation

In the installations registry,

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

Figure 24 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 25 Installation Delete - Confirmation message.


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

4.2.3 Edit an installation

In the installations registry,

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

Figure 26 Installation Registry - Edit Action

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

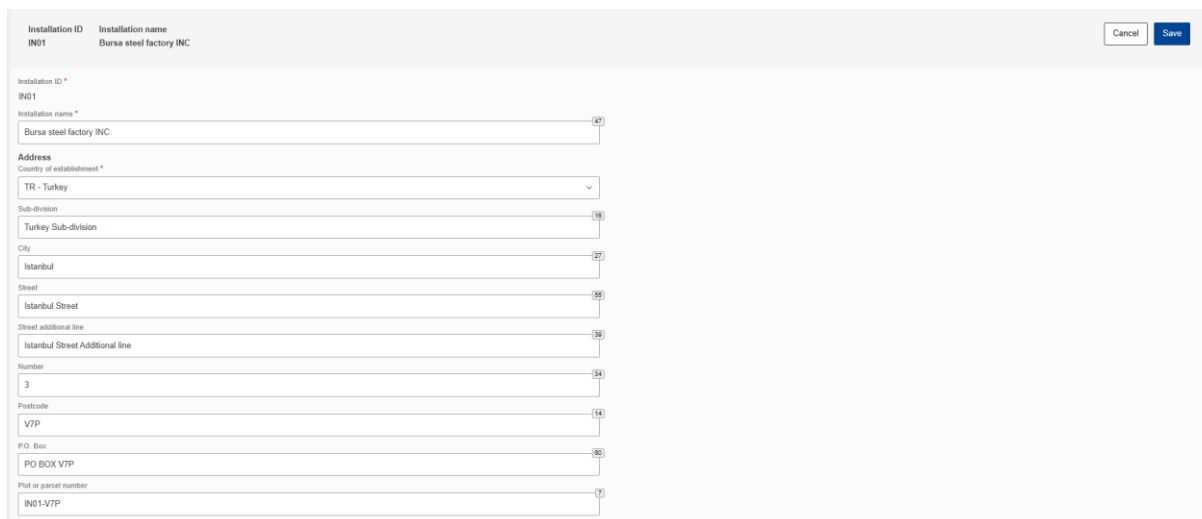


Figure 27 Installation -Cancel and Save buttons.

4.3 MY QUARTERLY REPORTS

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

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

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

Figure 28 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.

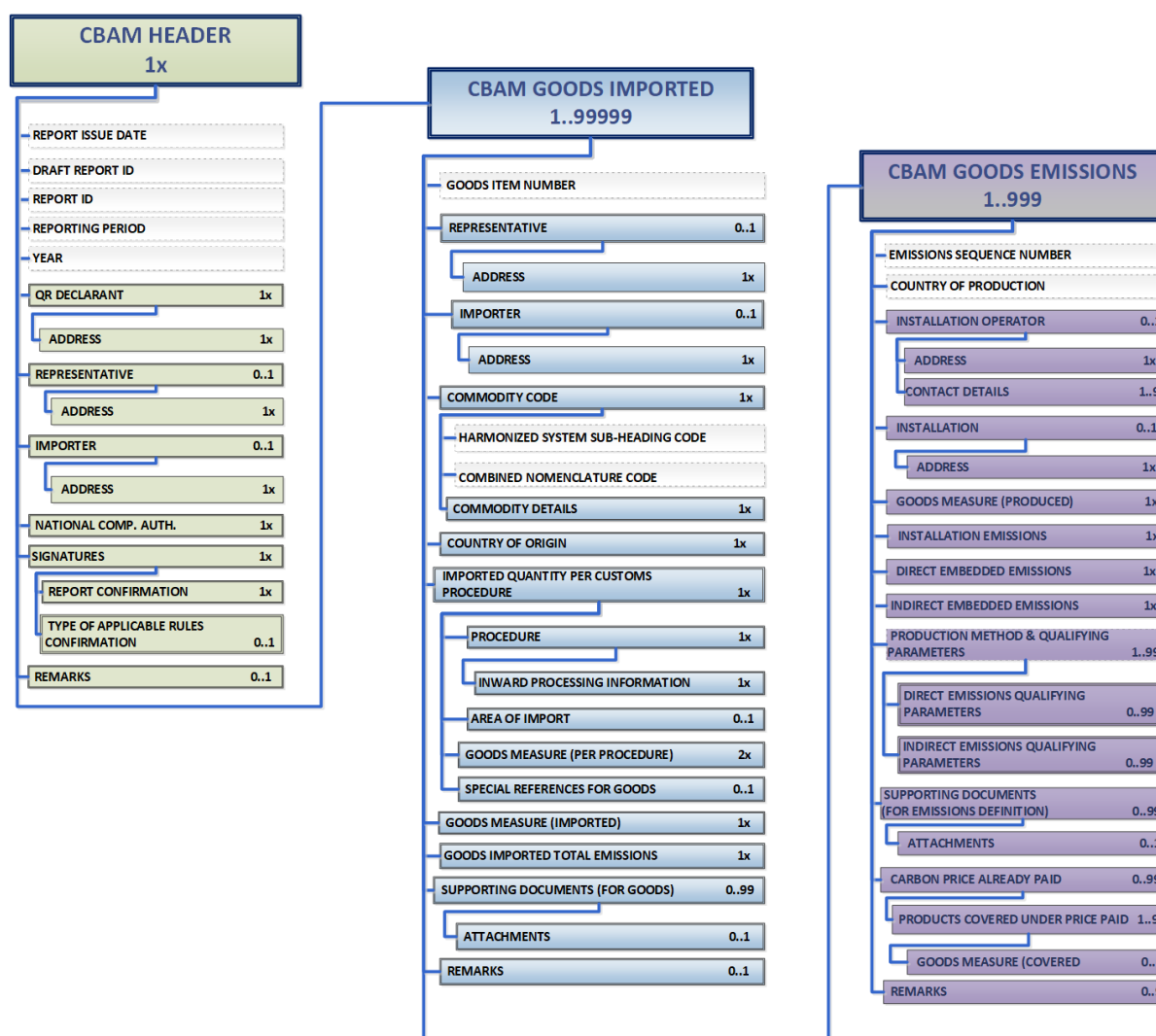


Figure 29 CBAM Report Data Model

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, XML, PDF and JPEG.

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

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

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

4.4.1 Header level of the CBAM Report

Report general information is stored in the header.

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

Figure 30 Header - Validation

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

A detailed description of each tab is available below.

4.4.1.1 Reporting Declarant

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

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

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

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

Representative for all goods - In case the Reporting Declarant acts as a representative for all goods, the “Representative tab” in the header level and goods level is not required to be filled.

Importer for some goods/ Representative for some goods – The importer / representative is required to be defined at each good level.

Header info

Reporting declarant | Importer | Representative | Competent authority | Signatures

Declarant details

Name * 61

Identification number 0

Role * 35

Address

Member state or Country of establishment 35

Sub-division 35

Street 70

Street additional line 70

Number 35

Postcode 17

P.O. Box 70

Figure 31 Header - Reporting Declarant tab

4.4.1.2 Importer

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

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

Header info

Reporting declarant | **Importer** | Representative | Competent authority | Signatures 1

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

☐ Declarant acts as importer

Add importer

Figure 32 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.

Reporting declarant **Importer** Representative Competent authority Signatures

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

Importer details

Name * 70 **Identification number *** 17

Address

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

Street 70 **Street additional line** 70 **Number** 35

Postcode 17 **P.O. Box** 70

[Delete](#)

Figure 33 Header- Importer tab

4.4.1.3 Representative

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

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

Header info

Reporting declarant **Importer** **Representative** Competent authority Signatures **1**

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

☐ Declarant acts as representative

[Add representative](#)

Figure 34 Declarant acts as representative checkbox

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

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

Reporting declarant
Importer
Representative
Competent authority
Signatures

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

Representative details

Delete
^

Name *
70

Identification number *
17

Address

Member State of establishment *
35

Sub-division
35

City *
35

Street
70

Street additional line
70

Number
35

Postcode
17

P.O. Box
70

Figure 35 Header - Representative Tab

4.4.1.4 Competent authority

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

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

4.4.1.5 Signatures

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

Header info

Reporting declarant
Importer
Representative
Competent authority
Signatures

Report confirmation

Date of signature *
dd/mm/yyyy
Place of signature *
128
Signature (Full Name) *
128
Position of person signing *
128

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

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

Figure 36 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 Add good

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



Figure 37 Add good

4.4.2.2 Delete good

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

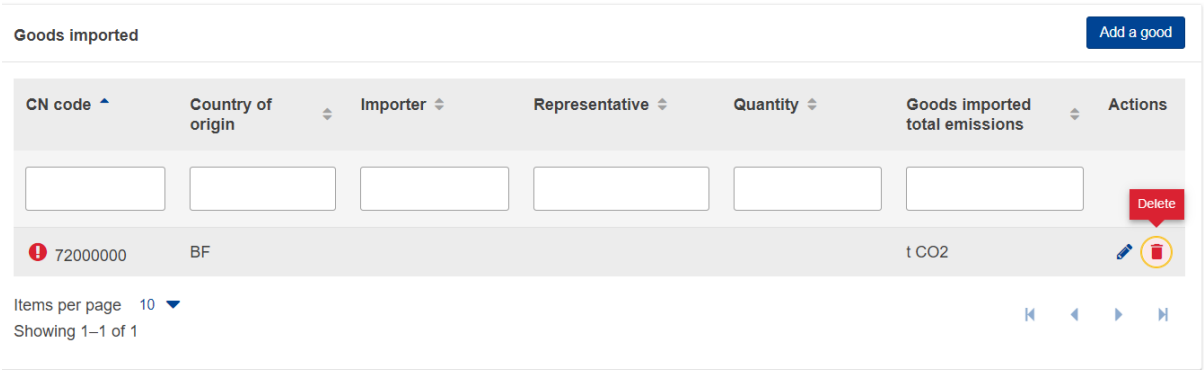


Figure 38 Delete good

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

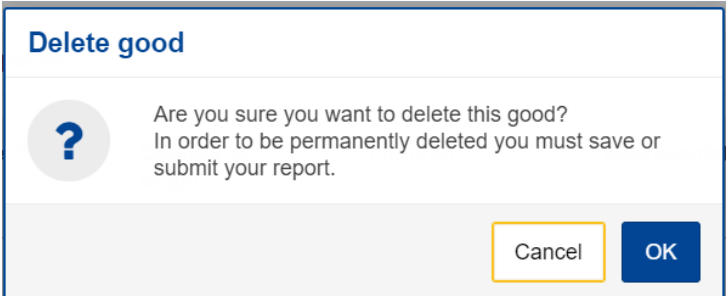



Figure 39 Delete good -Confirmation

4.4.2.3 Edit good

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

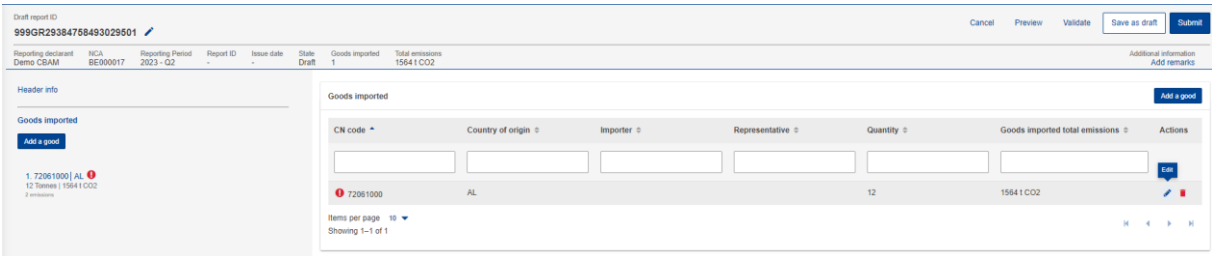


Figure 40 Edit good

4.4.2.4 Save good

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

4.4.2.5 Validate good

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

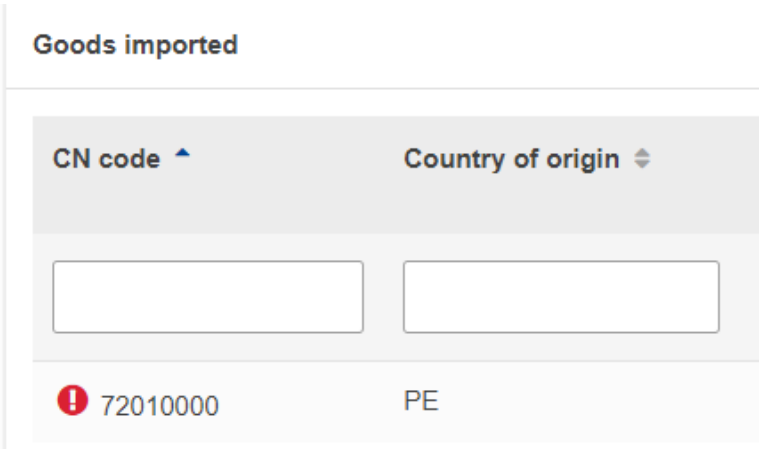


Figure 41 Non-validated good

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

Figure 42 Validate Good

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

Figure 43 Validate good – Navigation tree indication

4.4.2.6 How to fill in the good

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

4.4.2.6.1 Importer

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

Figure 44 Good Level - Importer tab

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

Figure 45 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 Representative

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

Figure 46 Good's level - Representative tab

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

Header info

Goods imported

Add a good

1
9 emissions
Add an emission

Goods Imported

Importer **Representative** Goods Imported Supplementary

Representative details

Name * **Identification number ***

Address

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

Street **Street additional line** **Number**

Postcode **P.O. Box**

Delete

Figure 47 Good's level - Add Representative

If the user needs to delete a 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.

Search imported

Header info

Goods imported

Add a good

1
9 emissions
Add an emission

Goods Imported

Importer **Representative** **Goods Imported** Supplementary

Country of origin * **HS code *** **CN code *** **Description of goods ***

Imported quantity per customs procedure

1. Required procedure (Area of origin)

Area of origin * **Procedure *** **Procedure reference ***

Goods reference (per procedure)

2. Special references for goods

Special reference for goods * **Type of representative ***

Goods reference (per procedure)

Goods imported total emissions

Goods reference per unit of product **Goods reference** **Goods reference**

Figure 48 Goods imported tab

Commodity
HS sub-heading code *

72

720000 - IRON AND STEEL

720100 - I. PRIMARY MATERIALS; PR...

720110 - Non-alloy pig iron containing ...

720120 - Non-alloy pig iron containing ...

720150 - Alloy pig iron; spiegeleisen

Figure 49 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

Procedure

Requested procedure *

Previous procedure

Goods measure (per procedure)

☐ Inward processing

Net mass *

Type of measurement unit *

Special references for goods

Additional information

2.

Delete

^

Area of import

Area of import

Procedure

Requested procedure *

Previous procedure

Goods measure (per procedure)

☐ Inward processing

Net mass *

Type of measurement unit *

Special references for goods

Additional information

Figure 50 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 inwards processing, by clicking the “Add new” button right below the “Goods measure (per procedure)” line, the user can add more than one measure of goods.

1. Requested procedure: | Area of import:

Area of import
Area of import: [dropdown]
Requested procedure: [dropdown]
Previous procedure: [dropdown]

Goods measure (per procedure)
☐ Inward processing
☐ Inward processing

Net mass *
 Net mass: [text input]
 Net mass: [text input]

Type of measurement unit *
 Type of measurement unit: [dropdown]
 Type of measurement unit: [dropdown]

Special references for goods
 Additional information: [text input] (S12)

Figure 51 Goods measure per procedure

4.4.2.6.4 Supplementary

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

Goods imported

Back Validate Save

CH code Country of origin Quantity Goods imported total emissions

Header info
 Goods imported
 Add a good

Goods imported
 Importer Representative Goods imported **Supplementary**

Goods' additional information
 Remarks: [text input] (S12)

Supporting documents
 Add new

Figure 52 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.

Goods imported

Back Validate Save

CH code Country of origin Quantity Goods imported total emissions

Header info
 Goods imported
 Add a good

Goods imported
 Importer Representative Goods imported **Supplementary**

Goods' additional information
 Remarks: [text input] (S12)

Supporting documents
 Add new

1.

Type: [dropdown]
 Country of document issuance: [dropdown]
 Reference number: [text input] (S12)
 Document line item number: [text input] (S12)

Issuing authority name: [text input] (S12)
 Validity start date: [text input] (S12)
 Validity end date: [text input] (S12)

Description: [text input] (S12)

File: [text input] (S12)
 URI: [text input] (S12)

Choose file Drag and drop file here

Figure 53 Goods - Add supporting documents.

4.4.3 Emissions level of CBAM report

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

4.4.3.1 Add Emissions

Press 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	Country of origin	Quantity	Goods imported total emissions
73021028			AO		

Goods imported 73021028

Of a weight per metre of less than 36[kg]

Emissions

Add an emission

1. | 

1. |

Installations Emissions Parameters Carbon price due Supplementary

Country of production

The company name of the installation


Add new

Installation

Add new

Figure 54 Add an emission.

4.4.3.2 Delete 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	Country of origin	Quantity	Goods imported total emissions
73021028			AO		

Goods imported 73021028

Of a weight per metre of less than 36[kg]

Emissions

Add an emission

1. | 

1. |

Installations Emissions Parameters Carbon price due Supplementary

Country of production

The company name of the installation

Add new

Installation

Add new

Figure 55 Delete emission.

4.4.3.3 Edit Emissions

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

Figure 56 Edit good

4.4.3.4 How to fill in the emissions

The following sections will describe each screen tab in detail.

4.4.3.4.1 Installations

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

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

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

Figure 57 Installation - Country of production

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

1. |

Installations Emissions Parameters Carbon price due Supplementary

Country of production
US - United States

The company name of the installation

The company name of the installation Delete ^

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

Operator ID * 17 Operator name * 76

Address

Country code * Sub-division 38 City * 38

Street 76 Street additional line 76 Number 38

Postcode 17 P.O. Box 76

Contact person
[Add new](#)

Contact details ^

Name * 76 E-mail * 256 Phone number * 38

Installation
[Add new](#)

Figure 58 Emissions - Operator (The company name of the installation)

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

The company name of the installation

OP07-0003, Goldfinder, Inc. Delete ^

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

Operator ID * 8 Operator name * 54

OP07-0003 Goldfinder, Inc.

Address

Country code * US - United States Sub-division 35 City * 26

Fort Knox

Street 76 Street additional line 76 Number 35

Postcode 17 P.O. Box 76

Contact person
[Add new](#)

Contact details ^

Name * 62 E-mail * 238 Phone number * 23

Mr. Pugs operator@gmail.com +32 12300032

Figure 59 Emissions - Operator (Information filled in from Operator Registry)

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

Installation

Installation

Search in installation registry

Installation ID *

Installation name *

Address

Country of establishment *

Sub-division

City

Street

Street additional line

Number

Postcode

P.O. Box

Plot or parcel number

UNLOCODE

Coordinate latitude (N-S)

Coordinate longitude (E-W)

Type of coordinates

Figure 60 Emissions - Installation fields

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

Installation

IN04, Fort Knox Metal works

Search in installation registry

Installation ID *

Installation name *

Address

Country of establishment *

Sub-division

City

Street

Street additional line

Number

Postcode

P.O. Box

Plot or parcel number

UNLOCODE

Coordinate latitude (N-S)

Coordinate longitude (E-W)

Type of coordinates

Figure 61 Emissions-Installation information filled in from Installations Registry

4.4.3.4.2 Emissions

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

1. US | Fort Knox Metal works

Installations	Emissions	Parameters	Carbon price due	Supplementary
Goods measure (produced)				
Net mass *		Type of measurement unit *		
<input type="text" value="100"/>		<input type="text" value="Tonnes"/>		
Direct embedded emissions				
Type of determination *		Type of applicable reporting methodology ⓘ *		Applicable reporting methodology
<input type="text" value="Actual data"/>		<input type="text" value="Commission rules"/>		<input type="text" value="Commission reporting methodology"/>
Specific (direct) embedded emissions *		Type of measurement unit *		
<input type="text" value="1.2"/>		<input type="text" value="tCO2/unit"/>		
		<input type="text" value="Tonnes"/>		

Figure 62 Emissions tab - Applicable to Electricity good

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

Installations	Emissions	Parameters	Carbon price due	Supplementary
Goods measure (produced)				
Net mass *		Type of measurement unit *		
<input type="text" value="100"/>		<input type="text" value="Tonnes"/>		
Direct embedded emissions				
Type of determination *		Type of applicable reporting methodology ⓘ *		Applicable reporting methodology
<input type="text" value="Actual data"/>		<input type="text" value="Commission rules"/>		<input type="text" value="Commission reporting methodology"/>
Specific (direct) embedded emissions *		Type of measurement unit *		
<input type="text" value="1.2"/>		<input type="text" value="tCO2/unit"/>		
		<input type="text" value="Tonnes"/>		
Indirect embedded emissions				
Type of determination *		Source of emission factor *	Source of electricity *	Other source indication
<input type="text" value="Actual data"/>		<input type="text" value="Other"/>	<input type="text" value="Direct technical link to electricity generator"/>	<input type="text" value="256"/>
Electricity consumed *		Emission factor *	Specific (indirect) embedded emissions	Type of measurement unit *
<input type="text" value="0.11"/>		<input type="text" value="0.384"/>	<input type="text" value="0.04"/>	<input type="text" value="Tonnes"/>
Installation emissions				
Installation total emissions		Installation direct emissions	Installation indirect emissions	Type of measurement unit for emissions *
<input type="text" value="124"/>		<input type="text" value="120"/>	<input type="text" value="4"/>	<input type="text" value="Tonnes"/>

Figure 63 Emissions tab- Applicable for all goods except electricity

4.4.3.4.3 Parameters

This screen varies based on the good selected. It is not a mandatory screen to be filled in, however the information provided helps to justify the emissions calculated.

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

1. GPK Korea
<div> <div>Installations</div> <div>Emissions</div> <div>Parameters</div> <div>Carbon price due</div> <div>Supplementary</div> </div>
Production method
<div> <div>1.P17, Blast furnace / Basic oxygen steel making</div> <div> <div>Method</div> <div>P17 - Blast furnace / Basic oxygen steel making</div> </div> <div> <div>Identification number of the specific steel mill</div> <div><input type="text" value="256"/></div> </div> <div> <div>Additional information</div> <div><input type="text" value="51"/></div> </div> </div>

Figure 64 Production Method (sample)

In direct & indirect emissions qualifying parameters, the default qualifying parameters per production method are added (if available). For each qualifying parameter, the value & type of determination method needs to be added.

Direct Emissions qualifying parameters

[Add new](#)

P17, Blast furnace / Basic oxygen steel making

1. Scrap used Amount of scrap used per amount of crude steel

Scrap used - EQP10 (PERCENTAGE) Value % Default value 18.30 Type of determination

Additional information

2. Main reducing agent (Coke /Coal/ natural gas/ Hydrogen/ other)

3. N in (organic) forms

4. Mn content

5. Ni content

6. Cr content

Figure 65 Direct emissions qualifying parameters

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

Search in emissions qualifying parameters

Production method

Blast furnace / Basic oxygen steel...

Parameter Id	Parameter name	Parameter description
--------------	----------------	-----------------------

☐ OTHER -

Items per page 10

Showing 1-1 of 1

Cancel OK

Figure 66 Add new qualifying parameters

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

Indirect Emissions qualifying parameters

[Add new](#)

P17, Blast furnace / Basic oxygen steel making

1. N in (organic) forms

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

Additional information

Figure 67 Indirect Emissions qualifying parameters

4.4.3.4.4 Carbon price due

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

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

1. US | Fort Knox Metal works

Installations Emissions Parameters **Carbon price due** Supplementary

Provide supplementary information for instrument reference description

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

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

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

Carbon price due

Add new

Figure 68 Carbon price due tab

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

Carbon price due

Add new

1. Delete ^

Country code *

Type of instrument *

Description and indication of legal act *

Amount of the carbon price due *

Currency *

Exchange Rate to Euro *

Amount (EURO)

Goods covered under carbon price due

Add new

1. ^

Type of product *

Quantity of emissions covered *

Quantity covered by free allocations, any rebate or any other form of compensation *

CN of Product covered

Supplementary information

Goods measure (covered)

Net mass

Type of measurement unit

Figure 69 Carbon price due -Details

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

4.4.3.4.5 Supplementary

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

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

1. US | Fort Knox Metal works

Installations

Emissions

Parameters

Carbon price due

Supplementary

Emission's additional information

Add new

1.

Delete

^

Additional information *

512

Supporting documents

Add new

Figure 70 Supplementary tab

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

Supporting documents

Add new

1.

Delete

^

Type *

Country of document issuance

Reference number *

Document line item number

TED01 - Annual installation report

TED02 - Annual installation emissions report

TED03 - Calculated emissions for the reported goods

TED04 - Legal reference to NA emissions framework

TED05 - Other

Validity start date

Validity end date

dd/mm/yyyy

dd/mm/yyyy

256

File

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

Choose file

Drag and drop file here

URI

2048

Figure 71 Emissions - Supplementary - Supporting Documents

4.5 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 Create 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		<div>CreateUpload</div>

Figure 72 My Quarterly Reports - Create Report

4.5.2 Upload 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 6.1 CBAM Report (XSD). A sample ZIP file is also included in 6.2 Sample ZIP file.

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		<div>CreateUpload</div>

Figure 73 My Quarterly Reports - Upload a report.

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

Upload zip

Choose file

Drag and drop file here

Cancel

OK

Figure 74 Upload ZIP

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

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

4.5.3 Save a draft report

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

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

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

Figure 75 Save a draft report

4.5.4 Delete a draft report

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

The screenshot shows the CBAM Declarant Portal interface. At the top, there is a header with the European Commission logo, the text 'CBAM Carbon Border Adjustment Mechanism', and a 'DEMO User' profile. Below the header is a blue navigation bar with a menu icon. On the left, there is a sidebar with icons for home, draft reports, reports, and a user profile. The main content area displays a 'Draft report ID' section with a 'Delete' button and an 'Edit' button. Below this is a table with columns: Reporting declarant (Demo CBAM), Importer, Representative, NCA, Reporting Period (2023-Q2), Issue date (02/08/2023 15:29:01), State (Draft), and Additional information (Remarks). The 'Additional information' column is expanded, showing 'Header info' and 'Goods imported' sections. The 'Header info' section includes 'Declarant details' (Name: Demo CBAM, Identification number: GR293847584930295, Role) and 'Address' (Country of establishment: EC, Sub-division, City, Street, Street additional line, Number, Postcode, P.O. Box).

Figure 76 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.

The screenshot shows a confirmation dialog titled 'Delete report'. It contains a question mark icon and the text: 'Are you sure you want to delete this report? Once deleted, it cannot be recovered.' At the bottom right, there are two buttons: 'Cancel' and 'OK'.

Figure 77 Delete draft report - Confirmation message

4.5.5 Edit 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 | CBAM Carbon Border Adjustment Mechanism

DEMO User CbamMonitor

My Quarterly Reports

Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
Q3	2023			Not Added yet		
Q2	2023	02/08/2023	Draft	DraftReportID		

Figure 78 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 | CBAM Carbon Border Adjustment Mechanism

DEMO User CbamMonitor

Draft report ID

[Delete](#) [Edit](#)

Reporting declarant	Importer	Representative	NCA	Reporting Period	Issue date	State	Additional information
Demo CBAM				2023-Q2	02/08/2023 15:29:01	Draft	Remarks

Header info

Goods imported

Header info

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 79 Edit a report

4.5.6 Validate a report

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

Draft report ID: [Cancel](#) [Preview](#) [Validate](#) [Save as draft](#) [Submit](#)

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

Header info

Goods imported

Header info

Reporting declarant | Importer | Representative | Competent authority | Signatures

Figure 80 Validate report

4.5.7 Submit a report

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

- The report status changes to SUBMITTED.
- The Report gets a Report ID assigned.

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

Figure 81 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.

4.5.8 View a report

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

Reporting declarant	NCA	Reporting Period	Report ID	Issue date	State	Goods imported	Total emissions	Additional information
Demo CBAM	NCA	2023 - Q1	-	-		0	0 t CO2	Add remarks

Figure 82 View report

4.5.9 Amend a report

When a report is in SUBMITTED state and provided the associated quarterly report submission 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.

CBAM

Carbon Border Adjustment Mechanism

DEMO User

CbamMonitor

EN

Report ID

233GR29384758493029501

Amend

Invalidate

History

Download PDF

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

Header info

Goods imported

1. 27160000 | CN

50 MWH | 3000 Tonnes

1 emissions

Header info

Declarant details

Name	Identification number	Role
Demo CBAM	GR293847584930295	03

Address

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

Figure 83 Amend a report.

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

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

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

Please keep in mind that the amended report can only be submitted within the official deadline for report submission. In case the reporting 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 process.

4.5.10 Invalidate a report

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

The screenshot shows the CBAM Declarant Portal interface. At the top, there's a header with the European Commission logo, 'CBAM Carbon Border Adjustment Mechanism', and a user profile 'DEMO User CbamMonitor'. A sidebar on the left contains navigation icons. The main content area displays a report for ID '233GR29384758493029501'. Above the report details are buttons for 'Amend', 'Invalidate', 'History', and 'Download PDF'. The report details table includes: Reporting declarant (Demo CBAM), Importer (Importer Name), Representative (NCA), NCA (NCA12345), Reporting Period (2023-Q3), Issue date (02/08/2023 11:51:58), State (Submitted), and Additional information (QReport_001 remarks). Below this, there are two sections: 'Header info' and 'Goods imported'. The 'Header info' section shows declarant details (Name: Demo CBAM, Identification number: GR293847584930295, Role: 03) and address (Country: BE, Sub-division: BE Subdivision, City: Brussels, Street: Brussels street, Postcode: 5555, P.O. Box: PO 5555). The 'Goods imported' section shows 1. 27160000 | CN, 50 MWH | 3000 Tonnes, and 1 emissions.

Figure 84 Invalidate a report.

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

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

Figure 85 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 delay” button.

The screenshot shows a table titled 'My Quarterly Reports'. The table has columns: Quarter, Year, Last edited, State, Report, Invalidated Reports, and Actions. The data rows are: Q3 2023 (Not Added yet), Q2 2023 (Not Added yet). A 'Request delay' button is located in the Actions column for the Q2 2023 row.

Figure 86 Request delay

4.5.12 Download PDF

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

The screenshot shows the CBAM Declarant Portal interface. At the top, there is a header with the European Commission logo, the text 'CBAM Carbon Border Adjustment Mechanism', and a user profile for 'DEMO User CbamMonitor' with a language selector set to 'EN'. Below the header is a navigation bar with a menu icon. The main content area displays a report for 'Report ID 233GR29384758493029501'. To the right of the report ID are buttons for 'Amend', 'Invalidate', 'History', and 'Download PDF'. Below this is a table with report details: Reporting declarant (Demo CBAM), Importer (Importer Name), Representative (NCA), NCA (NCA12345), Reporting Period (2023-Q3), Issue date (02/08/2023 11:51:58), State (Submitted), and Additional information (QReport_001 remarks). The main content area is divided into two sections: 'Header info' and 'Goods imported'. The 'Header info' section contains 'Declarant details' (Name: Demo CBAM, Identification number: GR293847584930295, Role: 03) and 'Address' (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). The 'Goods imported' section shows '1. 27160000 | CN', '50 MWH | 3000 Tonnes', and '1 emissions'.

Figure 87 Download PDF

4.5.13 History

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

This screenshot is identical to the one in Figure 87, showing the CBAM Declarant Portal interface with the 'Download PDF' button highlighted. The interface includes the same header, navigation bar, report details table, and 'Header info' and 'Goods imported' sections.

Figure 88 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.

Action	State	Timestamp	UserID	Remarks
REGISTER	Registered	29/09/2023 14:16:31		
SUBMIT	Submitted	29/09/2023 14:16:31	huser018	

Figure 89 History

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.

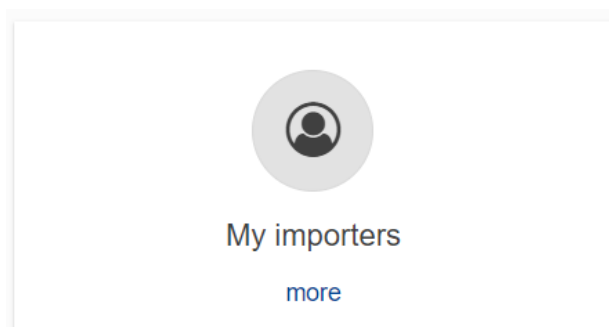


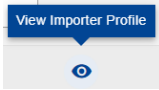
Figure 90 My Importers -Starting point.

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

Identifier	Name	Actions
BE1457893	Declarant CBAM	
IMPID89101	Importer Name	

Figure 91 List of my importers

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

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

Importer profile is obtained from CRS.

Importer
Declarant CBAM

Profile Goods Imported

Address

Country of establishment
BE

Sub-division
Declarant Sub-division

City
Declarant city

Street
Declarant Street


Street additional line
Declarant Street additional line

Number
100

Postcode
DCL-123

P O Box
PO DCL-123

Figure 92 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.

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

Figure 93 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.

A new section will be available soon to allow the CBAM Reporting Declarant to define the Contact Name, email address and phone number.

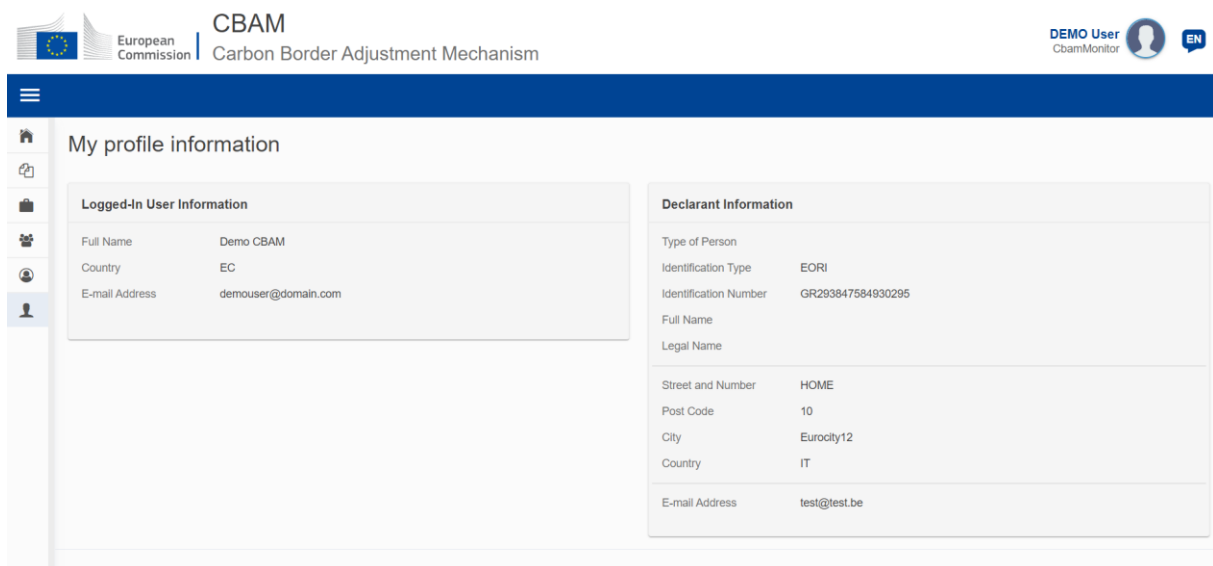


Figure 94 My profile information

4.8 PREFERENCES

“Preferences” menu is available in upper right corner. Currently in preferences the preferred language can be defined and the default email for email communication can be defined. In future releases the “Preferences” screen will be enhanced with additional preference related attributes.

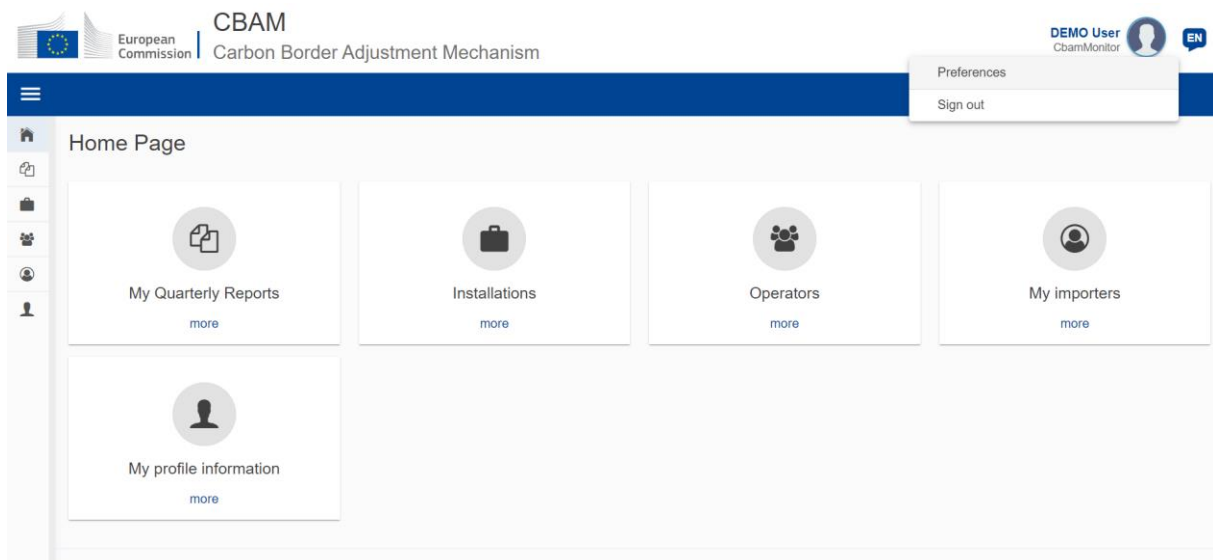


Figure 95 Preferences menu

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

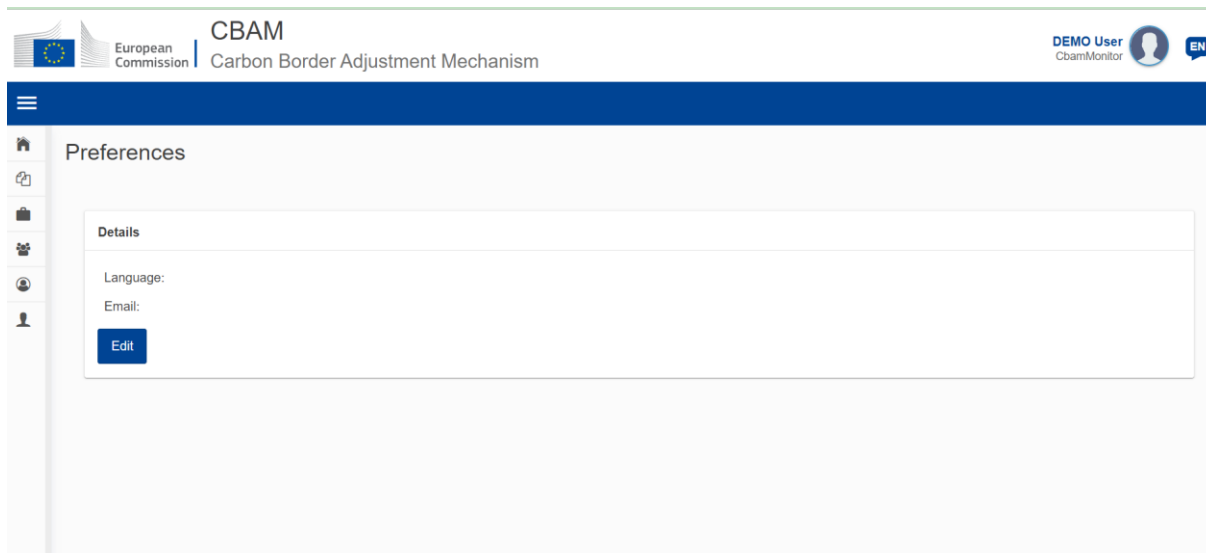


Figure 96 Preferences

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

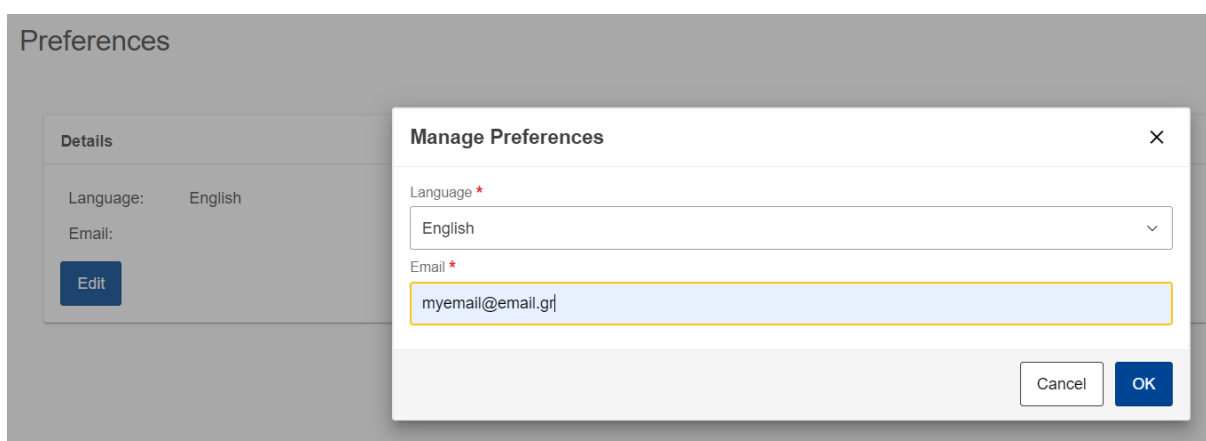


Figure 97 Edit Preferences

5 APPENDIX

N/A

6 ANNEX

6.1 CBAM REPORT (XSD)

The following file describes the full structure of the CBAM quarterly report in an XSD file format.



QReport_v16.20.xsd

6.2 SAMPLE ZIP FILE

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:6.1 CBAM Report (XSD)
- The set of documents to be provided as binary attachments (acceptable file formats are only DOC, DOCX, XLS, XLS, PDF, JPEG, XML).

The final constructed file must be uploaded to the CBAM Declarant portal by using the “Upload” button as described in 4.5.2 Upload 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 is a sample file:



uploadzip231BE111111.zip