

Union Database for BioFuels (UDB)

Quick Reference Guide
For Member States

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Document History

Version	Date	Comments
0.1	20.03.2023	First draft version.

DISCLAIMER

The services of the European Commission have provided this guidance to enhance general understanding of the practicalities of the process related to ensure the transparency and traceability of renewable fuels through the Union database.

Essentially, the database aims to ensure the tracing of liquid and gaseous transport fuels that are eligible for being counted towards the share of renewable energy in the transport sector in any Member State.

This information is of a general nature only and is not intended to address the specific circumstances of any individual or entity. The goal is to keep this information timely and accurate as possible. If errors are brought to our attention, corrections will be made. However, the Commission accepts no responsibility or liability whatsoever regarding the information on this guidance.

GLOSSARY OF TERMS

TERM / ACRONYM	DEFINITION
Certification	An inspection (certification audit) procedure by means of which the conditions for issuing a certificate to an economic operator is assessed by a certification body.
Certification body (CB)	An independent inspection (audit) firm providing certification services for biofuels. A certification body concludes an agreement with a voluntary scheme on the certification of economic operators using a voluntary scheme's certification system. Certification bodies issue certificates on behalf of the voluntary schemes.
DG Energy	Directorate-General for Energy of the European Commission responsible for developing and implementing the EU energy policy
DG Move	Directorate-General for Mobility & Transport of the European Commission is responsible for EU policy on mobility and transportation.
DSO	Distribution System Operator
Economic Operator (EO)	An entity that carries out trade in biofuels (biomass/liquid/gas)
EU Login	The European Commission 2 factor authentication system (2FA, formerly known as ECAS) and user account. It represents the gateway for accessing a wide range of platforms and web services managed by the EC. It is an internal account distinctly associated to an email address and is protected by a password.
MS	Member State organisation
Supplier	Economic Operators that withdraw the gas and supply it to the end-consumers.
TSO	Transmission System Operator
UDB	Union Database for biofuels
VS	Voluntary Scheme

What a MS Lead User and MS User can do in the UDB application

The MS User can:

1. View his/her own organisation details
2. Create DSO, TSO, Supplier organisations*
3. Manage (view, edit, suspend, activate, mark as in review) DSO, TSO, Supplier organisations*
4. View the list of DSO, TSO, Supplier users*

* under the same country as MS

The MS Lead User can:

1. View his/her own organisation details
2. Create DSO, TSO, Supplier organisations*
3. Manage (view, edit, suspend, activate, mark as in review) DSO, TSO, Supplier organisations*
4. View the list of DSO, TSO, Supplier users*
5. Invite DSO, TSO, Supplier users*
6. Invite MS Users to his/her organisation

* under the same country as MS

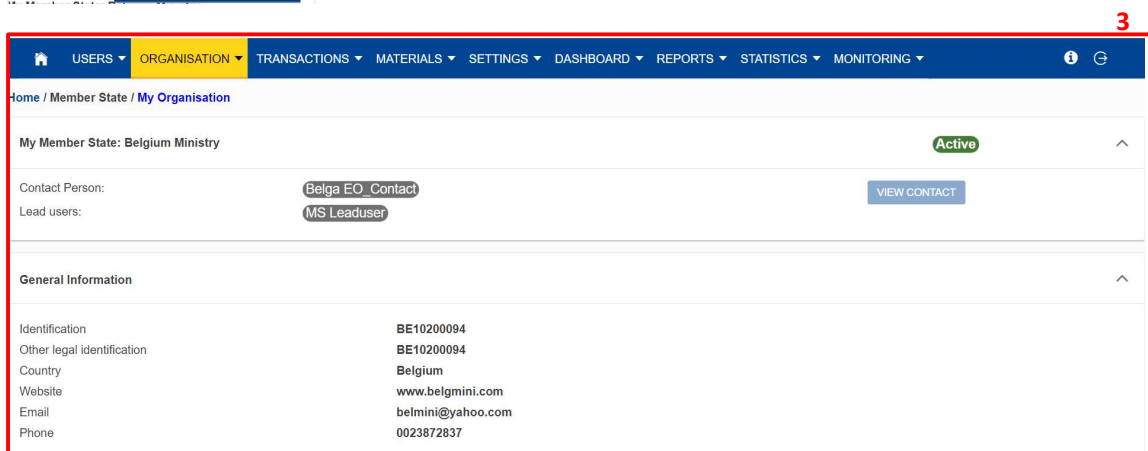
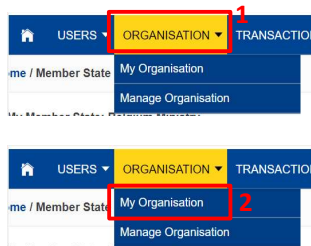
More functionalities for MS Lead Users and MS Users will be added gradually and available in the near future.

How a user can view his/her organisation

Actor(s) : - MS LeadUser, - MS User

The MS Lead User and MS User can view his/her organisation

1. Click on *Organisation* on the upper menu
2. Chose *My Organisation* from a dropdown submenu list
3. View your organisation details



How a user can create DSO/TSO/ Supplier organisations

Actor(s) : - MS LeadUser, - MS User

The MS Lead User and MS User can create DSO/TSO/Supplier organisation from their country

1. Click on *Organisation* on the upper menu
2. Chose *Manage Organisation* from a dropdown submenu list
3. Click on *Create a new organisation* button
4. In the *Organisation Type* dropdown choose type of the organization you are going to create (DSO/TSO or Supplier)
5. Provide all details of the organisation.

① **Note:** Fields with asterisk are mandatory.

6. Click on *Add Address* button
7. Provide all details of the organization address.
8. Click on *Save* to save the address
9. Click on *Save* to create the organisation

① **Note:** You can add few addresses to the one organisation

The screenshots illustrate the process of creating a new organization. The first screenshot shows the 'ORGANISATION' menu item highlighted in the top navigation bar. The second screenshot shows the 'Manage Organisation' option selected from the dropdown menu. The third screenshot shows the 'Create a new organisation' button highlighted in the 'Manage Organisation' page. The fourth screenshot shows the 'Create Organisation' form with the 'Organisation Type' dropdown menu highlighted. The form includes fields for Name, Organisation Type, Legal Type, Identification Code, Other Identification, VAT, Website, E-mail, Phone, and Status. The 'Add Address' button is highlighted at the bottom of the form.

Add address ✕

Address type *
 Organisation

Address *

Post code *

City *

State *

Country *

8 Save

Rue de Mot, 10345, Brussels, Brussels

+ Add Address

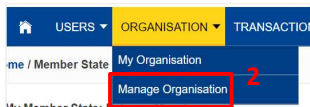
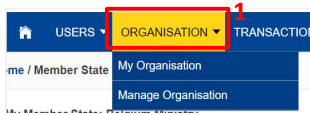
9 Save Reset Back

How a user can manage DSO/TSO/Supplier organisation

Actor(s) :- MS LeadUser, - MS User

The MS Lead User and MS User can manage DSO/TSO/Supplier organisation from their country

1. Click on *Organisation* on the upper menu
2. Chose *Manage Organisation* from a dropdown submenu list
3. You will see the list organisations you can manage
4. You can perform the actions on the organisations:
 - View
 - Edit
 - Suspend
 - Mark as in Review
 - Activate
 - Close



3

+ Create a new organisation

Name	Organisation Type	Legal Type	Identification Code	Other Identification	VAT	Website	E-mail	Phone	Status	Actions
AAtestOrgMSLeadUser21	DSO	Legal Entity	BE_OND_CD11111111111112		1111111111111111					
Admin-DSO1	DSO	Natural Person	BE_OND_CD112121212	VAT071101	VAT07110777011	www.admin Iso.com	admin Iso@yahoo.com	04784282424		
DSO_Org7	DSO	Legal Entity	BE_OND_CD12334							
DSOorg1	DSO	Natural Person	BE_OND_CD900	BE-123	VAT040466454	www.org.com	abc@gmail.com	003232482492		
ECOorg12	DSO	Natural Person	EC1234							
EOorg-30-09	DSO	Legal Entity	NTRE0309							
MSSupplier1	Supplier	Legal Entity	Register121	#1231						

4

How a MS Lead User can invite DSO/TSO/Supplier users

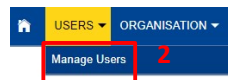
Actor(s) :- MS LeadUser

The MS Lead User can invite DSO/TSO/Supplier users to organisations from his/her country

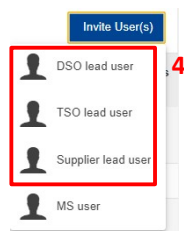
1. Click on *Users* on the upper menu
2. Chose *Manage Users* from a dropdown submenu list
3. Click on *Invite User(s)* button
4. Choose type of user you would like to invite
5. Provide user email address
6. Choose organisation you would like to invite this user to
7. Click on *Send* button
8. UDB system will send automated email notification asking invited user to join UDB

① **Important:** Please be aware of 8th step. It's MS responsibility to inform DSO/TSO/Supplier users that they are going to receive invitation to UDB.

① **Note:** Invited DSO/TSO/Supplier users will be able to log into UDB and view their own organisations details. More functionalities for these users will be added gradually and available in the near future.



Username	Name	Email	Organisation	Organisation type	Last Login	Last Updated	Status	Actions
n009d8ow	org role	udbttest.org.role@gmail.com	Belgium Ministry	Member State	19/01/2023	19/01/2023	Invited	
n00bulkh	MS Leaduser	msoleaduser1@yahoo.com	Belgium Ministry	Member State	20/03/2023	20/03/2023	Active	
n00bunrm	MS USER	msuser4udb@outlook.com	Belgium Ministry	Member State	16/03/2023	16/03/2023	Active	
n00by42n	DSO LEADUSER	dssoleaduser1@outlook.com	ORG123	DSO	10/03/2023	10/03/2023	Invitation Expired	

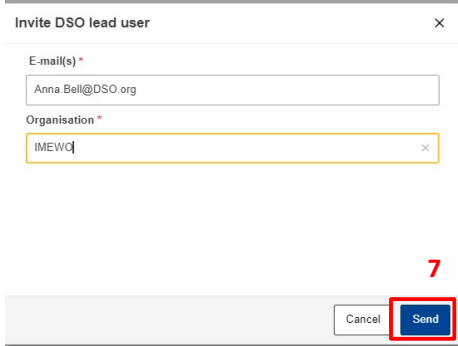


Invite DSO lead user

E-mail(s) *

Organisation *

Cancel Send



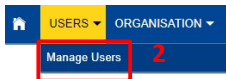
How a MS Lead User can invite his/her users

Actor(s) : - MS LeadUser

The MS Lead User can invite users to his/her MS organisation

1. Click on *Users* on the upper menu
2. Chose *Manage Users* from a dropdown submenu list
3. Click on *Invite User(s)* button
4. Choose *MS User*
5. Provide user email address
6. Click on *Send* button
7. UDB system will send automated email notification asking invited user to join UDB

ⓘ **Important:** Please be aware of 7th step. It's MS responsibility to inform users that they are going to receive invitation to UDB.



Username	Name	Email	Organisation	Organisation type	Last Login	Last Updated	Status	Actions
n009d6ow	org role	udbtest.org.role@gmail.com	Belgium Ministry	Member State	19/01/2023	19/01/2023	Invited	
n00bulkh	MS Leaduser	msleaduser1@yahoo.com	Belgium Ministry	Member State	20/03/2023	20/03/2023	Active	
n00bunrm	MS USER	msuser4udb@outlook.com	Belgium Ministry	Member State	16/03/2023	16/03/2023	Active	
n00by42n	DSO LEADUSER	dsleaduser1@outlook.com	ORG123	DSO	10/03/2023	10/03/2023	Invitation Expired	

Invite User(s)

- DSO lead user
- TSO lead user
- Supplier lead user
- MS user**

Invite MS user

E-mail(s)*

Member State

Belgium Ministry

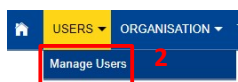
Cancel Send

How a user can view DSO/TSO/Supplier/MS users

Actor(s) : - MS LeadUser, - MS User

The MS Lead User and MS User can view DSO/TSO/Supplier/MS users from their country

1. Click on *Users* on the upper menu
2. Chose *Manage Users* from a dropdown submenu list
3. You will see the list of users of DSO/



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[Invite User\(s\)](#)

Username	Name	Email	Organisation	Organisation type	Last Login	Last Updated	Status	Action
					Start Date - End Date	Start Date - End Date		
				Member State	19/01/2023	19/01/2023	Invited	
				Member State	20/03/2023	20/03/2023	Active	
				Member State	16/03/2023	16/03/2023	Active	
				DSO	10/03/2023	10/03/2023	Invitation Expired	
				DSO	10/03/2023	10/03/2023	Active	
				TSO	09/03/2023	09/03/2023	Active	
				Supplier	09/03/2023	09/03/2023	Active	
				DSO		24/02/2023	Invited	
				DSO		22/02/2023	Invited	
				DSO		18/01/2023	Invitation Expired	

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