Introduction
This document contains the user instructions for the electronic submissions of the F-Gases data via Reportnet, an online reporting system managed by the European Environment Agency (EEA) especially designed to improve the efficiency of data flows. Companies will submit the official electronic datasets via the Business Data Repository (BDR) module of Reportnet.


The Regulation (EU) No 517/2014, requires reporting on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II of the F-Gas regulation. These reporting forms are to be completed by each:

- Producer, importer and exporter that produced, imported or exported one metric tonne or 100 tonnes of CO₂ equivalent or more of F-gases. The reportable quantity of F-gases imported or exported covers bulk shipments, including F-gases shipped with equipment for the purpose of charging that equipment.
- Company that destroyed 1 metric tonne or 1 000 tonnes of CO₂ equivalent or more of F-gases.
- Company that used 1 000 tonnes of CO₂ equivalent or more of F-gases as feedstock.
- Company that placed on the EU market 500 tonnes of CO₂ equivalent or more of F-gases contained in imported products or equipment.
- Company that authorised the use of HFC quota to another undertaking.

This electronic reporting tool is based on the format set out in Commission Implementing Regulation (EU) No 1191/2014.

This manual focuses on the submission process. For content-related questions about the completion of the reports please consult the "Frequently Asked Questions" (FAQ) document published by the European Commission and the EEA. Links are also available in the help section of BDR: https://bdr.eionet.europa.eu/help/fgases.
Table of Contents

Introduction ........................................................................................................................................... 1
Table of Contents .................................................................................................................................... 2
About BDR ............................................................................................................................................... 3
Submission process ............................................................................................................................... 4
   Activity 1: Get a user account and log into the system ............................................................... 5
       ▶ Step 1 (A1): Get EU Login user account and register at DG CLIMA’s F-gas Portal .......... 5
       ▶ Step 2 (A1): Login to the Business Data Repository (BDR) ............................................. 5
   Activity 2: Access the folder of your company and create a new envelope ............................ 6
       ▶ Step 1 (A2): Access the folder of your company .............................................................. 6
       ▶ Step 2 (A2): Create a new envelope .................................................................................. 7
       ▶ Step 3 (A2): Activate draft task ....................................................................................... 8
   Activity 3: Report data ................................................................................................................... 9
       ▶ Step 1 (A3): Report data using online questionnaires ...................................................... 9
       ▶ Step 2 (A3): Confirm company information and define affiliations ............................ 15
       ▶ Step 3 (A3): Transaction year and type of activities ..................................................... 17
       ▶ Step 4 (A3): Select gases/mixtures and define new mixtures ..................................... 19
       ▶ Step 5 (A3): Report quantities in sections 1 - 11 ......................................................... 21
       ▶ Step 6 (A3): Finish the questionnaire ............................................................................ 34
   Activity 4: Submit delivery .......................................................................................................... 38
       ▶ Step 1 (A4): Finalising the data delivery ....................................................................... 38
       ▶ Step 2 (A4): Feedback on data delivery posted in Reportnet ........................................ 38
   Activity 5: Deal with problems found by quality control .......................................................... 43
       (A5-1) Re-submission after failed automatic quality checks ........................................... 43
       (A5-2) Re-submission after manual review ....................................................................... 43
Getting help ........................................................................................................................................... 44
About BDR

The Business Data Repository (BDR) is an electronic online reporting system managed by the European Environment Agency (EEA). BDR has been specifically developed for the handling of confidential company-based information. For further information on the confidentiality protection within the system see: https://bdr.eionet.europa.eu/help/dataconfidentiality.

Using BDR for the submission of reports has a number of advantages.

- BDR is a more secure system than e-mail. It offers better protection against interception and loss of data.
- No need to submit to more than once destination as all stakeholders have access to BDR.
- BDR is transparent and traceable.
- The content of the delivery (trade data of individual companies reported under the F-Gas regulation) will automatically be restricted from public view. Such data (including submission of previous years) will only be made available to authorised bodies. For more information see: https://bdr.eionet.europa.eu/help/dataconfidentiality
Submission process

All deliveries to fulfil your reporting obligations under Article 19 (1) to (5) of Regulation (EU) 517/2014 shall be provided via the Reportnet Business Data Repository (BDR).

The delivery process contains 4 main activities as outlined in the figure below and an additional one in case the delivery gets rejected. The first activity is to get your personal EU Login user account and register at DG CLIMA’s F-gas Portal[1] and subsequently login to BDR. Then you have to proceed with creating a new envelope for your delivery. After creating the envelope you can continue with reporting the quantities in the online questionnaire. Please remember that you can interrupt your reporting at any time. When coming back later to continue reporting in an existing envelope, you can go directly to activity 3 after logging in to BDR. You can submit your delivery to DG CLIMA and EEA after filling in all required data in the online questionnaire. Your delivery will go through both automatic and manual quality control. You have successfully submitted the delivery if no issues are found in this procedure. You only need to revisit the envelope and revise your reporting (activity 5) if the delivery is rejected either by automatic or manual quality control.

This manual will guide you through all the activities providing step by step instructions.

---


---
Activity 1: Get a user account and log into the system

➢ Step 1 (A1): Get EU Login user account and register at DG CLIMA’s F-gas Portal


➢ Step 2 (A1): Login to the Business Data Repository (BDR)

You can access BDR at: https://bdr.eionet.europa.eu (Figure 2). It might be that you accessed directly from DG CLIMA’s F-gas Portal. If you are in the latter case, please go to Activity 2.

When preparing for the F-Gas data delivery, you first have to log into the folder for your company by using your EU Login account. If your company needs to report under different regulations, please keep in mind that you have an individual account for each obligation. Do not report, for example, F-Gas data in your ODS account. Such wrong deliveries will be discarded.

![Figure 2 BDR front page](image-url)
**Activity 2: Access the folder of your company and create a new envelope**

- **Step 1 (A2): Access the folder of your company**

  The list of companies for which you are authorised to submit a report will be displayed on the front page of BDR after you have successfully logged in. Click on the name of the company for which you wish to begin your reporting and a new page with a collection of previous submissions will be opened. If you haven’t submitted any reports previously, then the submissions collection will be empty.

  Please note that it may take a few minutes after your account is registered as reporter on DG CLIMA’s F-gas Portal and before you see your company’s reporting folder listed in BDR.

---

*Figure 3 BDR front page after login*
Step 2 (A2): Create a new envelope

Now create a new envelope which will contain your data delivery by clicking on the button “New envelope” in the upper right corner of the screen:

![New envelope button](image)

Fill in the metadata about the new submission as seen in the figure below.

![Add Envelope](image)

**Add Envelope**

Fill out the fields in this report profile and click Add. This will create an envelope into which you make the delivery.

**Envelope title**

The title should follow this format: username\_YYYY\_v1

- username is your username used for the login (e.g. 12345)
- YYYY is the year to which the data apply (e.g. 2015 for data reported in 2016)
- v1 is the version number of the dataset (in the case of resubmissions, the version should be increased)

**Description:**

Original submission of data: “Original submission”

For re-deliveries of a dataset: “Redelivery” + the reason for re-submission

**Relating to which year:**

The year covered by the dataset (reporting year) – e.g. 2015 for data relating to the 2015 business year, to be reported by 31/03/2016

**Coverage:**

This refers to the country where your company is legally based. For non-EU companies, this is EU member State, where the company’s Only Representative is based

**Coverage note:**

For the purpose of reporting under the F-Gas regulation this field is not relevant.
The new envelope will be listed in the collection of submissions in your company folder. Click on the envelope name to proceed with the reporting.

Figure 6 Open envelope

➢ Step 3 (A2): Activate draft task

The way to start the work in the envelope is to enter the envelope and activate the drafting process by clicking on the “Activate task: Draft” link or by pressing the “Activate task” button. After activation, you have reserved the envelope for yourself to work on. This means that other users (in case there are several reporters in your company) will not be able to intervene on the envelope until you:

- **Submit to DG CLIMA/EEA** (the system will move forward to the next step in the reporting process, validating data)

  or

- **Deactivate the task** from the corresponding right-side blue button which saves the work already done and makes it possible for someone else to take over the task

While someone is working on a task, their colleagues are able to see this by consulting the Status of the envelope (which in this case will show: “Task in progress: Draft” along with the working user’s name).

Figure 7 Activate Draft task
Activity 3: Report data

- Step 1 (A3): Report data using online questionnaires

The reporting of your company data should be done by using an online questionnaire developed to guide you through this process.

After activation of the Draft task, you will see the "Draft delivery" page with step by step instructions on how to proceed in the reporting. The instructions are displayed as long as the envelope remains in “Draft” status.

Generally, and in particular if you are reporting for the first time, you open a blank questionnaire by clicking on "Add and edit a Fluorinated gases (F-Gases) reporting questionnaire".

Figure 8 Envelope draft page

The questionnaire will take some seconds to load. If you are using Internet Explorer, you might have to click on “Start to fill in empty webform” in case the browser does not redirect automatically.

If you already submitted a report in a previous year; you can use one of your previous reports as a starting point. You will save time by taking over information about

- Company affiliations
- Selected activities
- Selected gases and user-defined mixtures
- Trade partners
- Selected categories for imported products and equipment

Of course you still are able to change all those settings where needed.

The result is an exact copy of your closed and finished previous report, which means you will have to make the following adjustments manually:

- Re-open the form using the “Re-open” button on the Finish tab
- Adjust all reported amounts so that they are correct for your current reporting year
- In particular, make sure that there is no confusion between beginning-of-year (section 4A-E) and end-of-year stocks (4F-4J)
Crucially, if your company gives out authorisations from its quota, please make sure that your additions to the data from the HFC registry in section 9 are correct because some details in the reporting process there changed for 2017. A report copied from a previous year may contain misleading data even if you give out the same amounts every year.

In order to use a previous report as a starting point, please click the “Copy previous delivery” button:

![Copy previous delivery](image)

**Figure 9 Copy previous delivery**

You will be asked to select an envelope to copy from. Please use the dropdown to select any of your deliveries from previous years or the current year. Each option is annotated with the year of its creation or submission to assist you to this end:

![Select previous year delivery](image)

**Figure 10 Select previous year delivery**

After selecting the desired envelope, click on the “Copy files” button to execute the action. The system will notify you whether the report from that envelope was copied successfully. Click “Go back to the envelope” in order to resume your work:

![Successful copy of previous delivery](image)

**Figure 11 Successful copy of previous delivery**
General principles for using the online questionnaire

Once you open the F-gases reporting questionnaire, you will see the “Welcome” page with three parts ("Introduction", "Confidentiality", & "Instructions"). If you copied a previous report to use as a starting point for your new report, please re-open the questionnaire for editing first by clicking the “Reopen form” button on the Finish tab.

This page provides basic information on who should report using the questionnaire and gives basic instructions on how to fill in the online questionnaire. It also outlines the confidentiality rules that are applied to all reported data.

Figure 12 Front page of F-Gases reporting form

Navigation

The online questionnaire is divided into multiple forms which are accessible through buttons in top and bottom navigation bars:

- All the forms are accessible from the top navigation bar (tabs) below the questionnaire title. The active form tab is displayed in bold type.
- The bottom navigation buttons under the reporting form contains links to the next and previous forms. After filling in one form you do not have to scroll to the top of the page, but you can continue by clicking on the Next button.
- The bottom navigation bar with action buttons can be turned invisible by clicking on the leftmost grey "<" button. This feature is useful in case you have a small screen and you want to make more space for questions. The bottom navigation bar and action buttons can be restored by clicking the green “>” button in the same location.
**Action buttons**

Action buttons at the bottom of the page allows you to:

- **Save report** – saves the current state of data in an XML file inside the BDR envelope.
- **Close report** – returns to the BDR envelope page without saving (save your report first if you wish to return to the envelope page).
- **Print preview** – opens the print preview of reported data in a new window. You may need to disable the pop-up blocker in your web browser if it is turned on.
- **Validate current form** - the button is visible only on data reporting forms and allows you to check the consistency of reported data and its compliance to validation rules.

You can interrupt your work by clicking the “Save report” and “Close report” buttons at any time and continue later from the BDR envelope. The data is stored in an XML file in the BDR envelope.

The questionnaire contains 11 forms:

- **Introduction** - information about questionnaire, confidentiality and instructions.
- **Company information** - confirm information about reporting company and define company affiliations.
- **Year & Activities** - report transaction year and the type of activities that have been performed by your undertaking during that year.
- **Gases** - provide the list of the fluorinated gases/mixtures that you need to report. The gases selected here will show up in the reporting sheets below.
- **I – Production, Bulk Import & Export, Stocks (sections 1-4)** - contains sections 1 - 4 defined in Commission Implementing Regulation (EU) No 1191/2014. The form is visible only if you have chosen producer, importer or exporter on the activities selection form.
- **II – Exempted HFCs (section 5)** - contains section 5 defined in Implementing Regulation (EU) No 1191/2014 and to be filled in by producers and importers of hydrofluorocarbons.
- **III – Intended Applications (section 6)** - contains section 6 defined in Implementing Regulation (EU) No 1191/2014 and to be filled in by producers and importers of gases.
- **IV – Issued Authorisations (section 9) and quota calculation** - contains section 9 defined in Implementing Regulation (EU) No 1191/2014 to be filled in by producers or importers having authorised the use of a hydrofluorocarbon quota.
- **V – Physical Supplies for Authorisations for NER Quota Holders (section 10)** – to be filled in by undertakings which have received their quota exclusively on the basis of a declaration pursuant to article 16(2) of regulation (EU) no 517/2014 and which have authorised the use of a hydrofluorocarbon quota to undertakings placing on the market refrigeration, air conditioning and heat pump equipment charged with hydrofluorocarbons pursuant to second subparagraph of article 18(2) of regulation (EU) no 517/2014.
- **VI – Feedstock Use and Destruction (sections 7-8)** - contains sections 7 and 8 defined in Implementing Regulation (EU) No 1191/2014 and to be filled in by feedstock users of gases or undertakings having destroyed gases.
- **VII – Import of Products/Equipment containing F-gases (section 11)** - contains section 11 defined in Implementing Regulation (EU) No 1191/2014 and to be filled in by undertakings having placed on the market gases contained in products or equipment pursuant to article 19(4) of regulation 517/2014.
- **Finish** - review the validation results of your reported data and finish reporting.
**Information icons**

The forms display different icons to simplify the understanding of required information. Hover your mouse over the icon to see relevant information in a tooltip:

- Information icon - displays additional information about transaction or field.
- Exclamation icon - displays validation error description.
- Exclamation in triangle - displays the information and reasons of blocked fields.
- Speech bubble button - allows you to add and edit comments (explanations) about the reported quantities. Click on the speech bubble to open up the editable comment field in popup dialogue.

**Data validation**

All the reported information will be validated according to the predefined quality assurance rules when you reach to the end of the reporting on Finish form. However, it is possible to validate your data and see the results instantly on reporting forms by clicking on the "Validate current form" action button. The data on the active form will be validated and, if inconsistencies are found, the validation error messages will be displayed in a red area on top of the action buttons on the bottom of the form.

The validation messages are displayed one at a time. You can navigate through all the messages by clicking the left/right arrow buttons in front of the error message. The numbers between the left/right arrow buttons show the sequence number of active error message and the total number of validation issues found on the active form. The bold heading of the error is a link to problematic value on the form. The respective field will receive the keyboard focus and is highlighted when you click on the link.

While most validation rules request that a certain reported quantity be adjusted or corrected, some rules allow the reporter to justify and explain the reported value in a comment field instead. Click on the speech bubble button next to the field to add explanations, which will be manually evaluated in the QC process.

Click on the "x" button in the right to close the validation errors area.

**Figure 13 Data validation**

F-Gases Reporting Manual version 1.2 – February 2017
**How to add a trading partner**

For a number of transactions on different reporting forms, reporting companies are asked to identify trading partners, for example the recipient company of quota-exempted HFCs reported in sheet II, section 5. Adding, editing and removing of trading partner information follows the same usage pattern on all of the forms and resembles the interface for defining company affiliations.

Trading partners or affiliated company can be reported in popup dialogue after clicking on “Add trading partner” or “Add affiliation” button. At first you have to type in the company name and select whether it is an EU-based company. Different reporting fields will be displayed based on this selection. All the fields are obligatory to fill in.

If you report a EU based company, then their VAT number has to be entered. The VAT number has to be registered in the DG CLIMA HFC registry/F-gas portal.

If you report a non-EU company, then their country of establishment, DG-CLIMA F-Gas portal registration code, and the name and VAT number of their EU only representative (OR) have to be entered. The combination of registration code, country of establishment and EU OR VAT number has to match their registration in the DG-CLIMA F-Gas portal.

You will see red validation errors on the bottom of the popup dialogue if the provided information does not match the information stored in the DG-CLIMA F-Gas portal. In this case, please verify the information entered and/or make sure your trade partner has completed their registration. Please note that, for verification purposes, a delay of approximately one working day may apply before new registrations are fully functional.

The validation routine also checks the correctness of reported company name and EU only representative name values. A yellow-coloured warning is displayed in case the company name does not match the name associated with the VAT number or portal code, or if the EU only representative name does not match with the name associated with EU only representative VAT number in the F-Gases portal. Please revise your data or confirm correctness by clicking twice on OK button.

The described validation rules are not relevant for transaction 5C_voluntary.

### Add Trading Partner

<table>
<thead>
<tr>
<th>Company name</th>
<th>Company name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Based in EU?</strong></td>
<td>Yes No</td>
</tr>
<tr>
<td>EU VAT No.</td>
<td>VAT1234</td>
</tr>
<tr>
<td>Country of establishment</td>
<td>Please type country</td>
</tr>
<tr>
<td>EU Only Representative</td>
<td>EU Only Representative VAT No.</td>
</tr>
</tbody>
</table>

*Figure 14 Add EU trading partner*
Step 2 (A3): Confirm company information and define affiliations

If you copied a previous report to use as a starting point for your new report, please re-open the questionnaire for editing first by clicking the “Reopen form” button on the Finish tab.

On the company information form you can review the details about your undertaking which have been fetched automatically from the DG CLIMA F-Gas portal. You cannot change the information on this form, but you have to confirm the correctness of displayed data by using “Confirm” button. In case you need to modify your data, click on the “Modify” button and you will be redirected to the DG CLIMA F-gas portal at: https://webgate.ec.europa.eu/ods2/ where you can update your organisation’s registration information.

After making the necessary changes you can always come back to the questionnaire (button “Back to reporting” on the top right corner and then re-choose the corresponding envelope) and confirm your company data. Be aware that the organisation details in BDR are synchronised regularly with DG CLIMA F-Gas portal, but it happens in a certain interval. Thus the data updated in the F-Gas portal is not updated instantly in BDR and there will be some delay (maximum one working day). It is strongly suggested to verify your company registration information in the F-Gas portal before start reporting in BDR.

Please make sure that your company information is correct in this step, as you will not be able to change that after you start filling in the questionnaire!

Figure 15 review of organisation details

After confirming your company information it is possible to voluntarily identify of affiliated companies, which will form a company group. The European Commission and the EEA have established procedures to ensure that reported data will be kept strictly confidential. Aggregated figures will only be published if significantly relying on data reported by companies of at least three company groups. This rule was established mainly to protect confidential data of large firms who operate via multiple subsidiaries. In case you wish to be treated jointly with other reporting companies as belonging to the same company group for the purpose of confidentiality analysis of aggregated data, you are invited to identify other reporting companies of your “company group”.

F-Gases Reporting Manual version 1.2 – February 2017
Please note that affiliations can only be reported for companies which already registered in the DG CLIMA F-Gas portal at: https://webgate.ec.europa.eu/ods2/. An affiliation can only be accepted if it is reported by both parties. To ensure confidentiality, EEA or DG CLIMA will never contact reporting companies in order to follow-up on unconfirmed affiliations. Therefore, please make sure that all members of your company group report all affiliations independently and consistently in order for the confidentiality rules to be effective.

Click on “Add affiliation” to add a new member of company group. The dialogue follows the same pattern as outlined in the “How to add a trading partner” chapter, above. Click on “Confirm company affiliations” button after you have successfully defined the information.

In case you do not need or wish to report any affiliation, click “I do not wish to report on company affiliations” to proceed with the next forms.

Figure 16 Identify members of own company group
Step 3 (A3): Transaction year and type of activities

On this form you have to select transaction year and the type of activities that have been performed by your undertaking during that year. Transaction year is the year to which the transactions reported in this report refer to. During the 2017 reporting period, it is possible to report data for either 2016 or 2015. When reporting for 2015, the report will be considered like a resubmission after the reporting deadline and be subject to approval by DG CLIMA.

In the activities section you can select the type of activities that have been performed by your company.

Figure 17 Transaction year selection

Figure 18 Activities selection
If you are not obliged to report then choose the “Not obliged to report (NIL report)” option. This is the case if your undertaking did not perform any other activities during the transaction year. It is not possible to select this option if you have ticked any other checkbox on the “Activities” form.

<table>
<thead>
<tr>
<th>Nil Report</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Check following box in case of none of the activities in the transaction year or activities below the reporting thresholds specified in Article 19.</td>
<td></td>
</tr>
<tr>
<td>☐ Not obliged to report (NIL report)</td>
<td></td>
</tr>
</tbody>
</table>

*Figure 19 NIL report selection*
**Step 4 (A3): Select gases/mixtures and define new mixtures**

In the next form you will need to provide the list of the fluorinated gases/mixtures on which you need to report. All the gases and mixtures are divided into seven groups and it is possible to define your own new mixtures if they are not available in the shortlists. There is a multi-select button under each of the gas groups. Click on the button and select the gases by clicking on the gas names. Click on the gas name again to remove the gas from selection or use "Remove" button in the list of selected gases to perform the same action.

The gases are divided into the following groups according to the F-Gas Regulation:

- HFCs (Annex I, section 1)
- Commonly used HFC-containing mixtures
- Unsaturated HFCs / HCFC (Annex II, section 1)
- PFCs (Annex I, section 2)
- SF6 (Annex I, section 3)
- Fluorinated ethers / alcohols (Annex II, section 2)
- Other perfluorinated compounds (Annex II, section 3)

**Figure 20 Gases selection**

Please note that in the case of mixtures you may also use the "Define new mixtures" option in case you cannot find the exact blend your company has been importing/exporting/producing in the transaction year. Click on the "Add mixture" button to open up the mixture definition popup dialogue. In order report on a mixture not contained in the list, please:

- Specify the trade name / industrial designation of the mixture.
- Select the components (if fluorinated gases of Annex I or II of the F-Gas Regulation) in the drop-down box on the left and specify the respective weight percentage.
- Select components not contained in Annex I or II of the F-Gas-Regulation in the drop-down box on the right and specify the respective weight percentages.
- For other non-Annex I & II components (not included in the drop-down box on the right) specify the name / industrial designation of that component and specify the weight percentage. I may add more
than one additional non-Annex I & II component, if necessary.

- Please make sure that the percentages add up to 100%.

The added new mixture will appear in the table in bottom of the gases selection page and as a new column on all reporting forms. You can modify the composition of new mixture at any time by using “Edit” button in mixtures definition table.

Add mixture

In order report on a mixture not contained in the list, please:

- Specify the trade name / industrial designation of the mixture
- Select the components (if fluorinated gases of Annex I or II of the F-Gas Regulation) in the drop-down box on the left and specify the respective weight percentage
- Select components not contained in Annex I or II of the F-Gas-Regulation in the drop-down box on the right and specify the respective weight percentages.
- For other non-Annex I & II components (not included in the drop-down box on the right) specify the name / industrial designation of that component and specify the weight percentage. I may add more than one additional non-Annex I & II component, if necessary.

Please make sure that the percentages add up to 100%.

<table>
<thead>
<tr>
<th>Select predefined F-Gases from the list</th>
<th>Select predefined non-F-Gases from list or add other (non-listed) gas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 selected</td>
<td>1 selected or Add ‘Other’ gas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trade name of the mixture</th>
<th>My trade name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas name</td>
<td>Share of gas in mixture (i.e. Percentage %)</td>
</tr>
<tr>
<td>HFC-32</td>
<td>10.5 %</td>
</tr>
<tr>
<td>Nitrous oxide</td>
<td>50.5 %</td>
</tr>
<tr>
<td>Other</td>
<td>39 %</td>
</tr>
</tbody>
</table>

Figure 21 Add new mixture
Step 5 (A3): Report quantities in sections 1 - 11

The next step is to browse through the sections as defined in Implementing Regulation (EU) No 1191/2014 and report quantities for selected gases. 11 sections are spread on seven reporting forms. Only forms relevant to activities that you marked in the Activities section will be accessible.

On all reporting forms quantities shall be reported in metric tonnes (if not stated differently) with accuracy to the third decimal place, separately for each gases and mixtures as selected. Use a point as a decimal separator everywhere, comma is not allowed. It is not possible to insert any characters in numeric fields. Textual data and explanations are allowed to insert only for specific transactions. A speech bubble button will appear next to the quantity field if a comment option is available or mandatory.

Section 1 (Form I)

Section 1 to be filled in by producers of F-Gases. Transactions 1A – 1E apply to EU producers of gases and cannot be reported for mixtures. Transactions 1F-1H apply to companies blending mixtures and can only be reported for mixtures. Where an undertaking both produces gases and blends these gases into mixtures before placing on the market, it should report both on production of gases (1A-1E) and placing on the market of mixtures (1F-1H). Please define trading partner(s) first in 1C to be able to fill in quantities for gases.

Figure 22 Section 1
Section 2 (Form I)

Section 2 to be filled in by importers of gases. Only bulk imports shall be reported here, including quantities shipped alongside equipment for the purpose of charging that equipment after import, but not quantities contained in equipment. Imports of gases contained in products or equipment may be subject to reporting in reporting section 11.

All imports shall be reported, except imports for transit through the Unions customs territory or imports under other procedures that allow for a temporary movement of the goods on the customs territory provided that in the latter case the goods remain no longer than 45 days on the customs territory.

Section 2: TO BE FILLED IN BY IMPORTERS OF GASES

Quantities shall be reported in metric tonnes with accuracy to the third decimal place, separately for each gas listed in Annex I or Annex II to Regulation (EU) No 517/2014, for mixtures containing at least one of those gases or for each gas or mixture contained in imported pre-blended polyols.

Only bulk imports shall be reported here, including quantities shipped alongside equipment for the purpose of charging that equipment after import, but not quantities contained in equipment. Imports of gases contained in products or equipment may be subject to reporting in reporting section 11.

All imports shall be reported, except imports for transit through the Unions customs territory or imports under other procedures that allow for a temporary movement of the goods on the customs territory provided that in the latter case the goods remain no longer than 45 days on the customs territory.

<table>
<thead>
<tr>
<th>Transactions/metric tonnes</th>
<th>HFC-41 (fluoromethane, methyl fluoride)</th>
<th>Mixture (My trade name)</th>
<th>R-407C</th>
<th>HFC-134 (1,1,2,2-tetrafluoroethane)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>unit: t</td>
<td>unit: t</td>
<td>unit: t</td>
<td>unit: t</td>
</tr>
<tr>
<td>2A : Total amount imported into the Union in bulk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2B : Imported amounts which have subsequently been re-exported contained in products or equipment, and never released for free circulation before the re-export</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 23 Section 2
Section 3 (Form I)

Section 3 to be filled in by exporters of gases. Only exports of bulk gases, including any quantities shipped alongside equipment for the purpose of charging that equipment after export, shall be reported under this Section.

Quantities from own production or own import supplied to other undertakings in the European Union for direct export shall be reported in reporting Section 5.

Section 3: TO BE FILLED IN BY EXPORTERS OF GASES

Quantities shall be reported in metric tonnes with accuracy to the third decimal place, separately for each gas listed in Annex I or Annex II to Regulation (EU) No 517/2014, for mixtures containing at least one of those gases or for each gas or mixture contained in exported pre-blended polyols.

Only exports of bulk gases, including any quantities shipped alongside equipment for the purpose of charging that equipment after export, shall be reported under this Section.

Quantities from own production or own import supplied to other undertakings in the Union for direct export shall be reported in reporting Section 5.

<table>
<thead>
<tr>
<th>Transactions/metric tonnes</th>
<th>HFC-41 (fluoromethane, methyl fluoride)</th>
<th>Mixture (Mix trade name)</th>
<th>R-407C</th>
<th>HFC-134a (1,1,2,2-tetrafluoroethane)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>unit: t</td>
<td>unit: t</td>
<td>unit: t</td>
<td>unit: t</td>
</tr>
<tr>
<td>3A: Total amount exported from the Union in bulk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B: thereof: produced or imported by the reporting undertaking itself</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3G: thereof: purchased from other undertakings within the Union (calculated remainder)</td>
<td>[3G = 3A - 3B]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3D: thereof: Amount exported for recycling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3E: thereof: Amount exported for reclamation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3F: thereof: Amount exported for destruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 24 Section 3
Section 4 (Form I)
Section 4 to be filled in by producers and importers of gases.

Please make sure that the total stocks reported in 4A, 4B and 4C for 1 January match stocks reported in the previous year for 31 December, in fields 4F, 4G and 4H accordingly. Be advised that the system will pre-fill the aforementioned fields upon gas selection, but you are allowed to modify these values manually. Either way, the system will automatically detect any inconsistencies in the reporting with year X-1. In such cases the validation error will appear and you will be asked to provide a comment on the reasoning for this difference.

In case in your previous year’s report, 31 December stocks were reported for any gas in either one of 4F, 4G and 4H and in the present reporting year you did not import/produce this gas anymore, then please select this gas for your present report and accordingly report on the 1 of January stocks in section 4A, 4B and/or 4C.

Section 4: TO BE FILLED IN BY PRODUCERS AND IMPORTERS OF GASES

Quantities shall be reported in metric tonnes with accuracy to the third decimal place, separately for each gas listed in Annex I or Annex II to Regulation (EU) No 517/2014 or for mixtures containing at least one of those gases or for each gas or mixture contained in pre-blended polyols.

<table>
<thead>
<tr>
<th>Transactions (metric tonnes)</th>
<th>HFC-41 (fluoromethane, methy fluoride)</th>
<th>Mixtures (My trade name)</th>
<th>R-407C</th>
<th>HFC-134 (1,1,2,2-tetrafluoroethane)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4A : Total 1st January stocks</td>
<td>333 t</td>
<td>22 t</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4B : Therof: 1st January stocks that were imported or produced by the reporting undertaking itself</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4C : Therof: 1st January stocks from own import or production that have not been released for free circulation on the EU market</td>
<td>0.00</td>
<td>2.00</td>
<td>2.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4D : Therof: 1st January stocks from own import or production that have been released for free circulation on the EU market [4D = 4B - 4C]</td>
<td>0.00</td>
<td>2.00</td>
<td>2.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4E : Therof: Other 1st January stocks [4E = 4A - 4D]</td>
<td>333,000</td>
<td>-2,000</td>
<td>20,000</td>
<td>0.00</td>
</tr>
<tr>
<td>4F : Total 31st December stocks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 25 Section 4
Section 5 (Form II)

Section 5 is for reporting quantities for uses exempted under article 15(2), to be filled in by producers and importers of hydrofluorocarbons. You have to define trading partner information first before you can report quantities of gases. Only EU based trading partners are allowed in Section 5.

Section 5: Quantities for Uses Exempted under Article 15(2), to Be Filled in by Producers and Importers of Hydrofluorocarbons

Quantities shall be reported in metric tonnes with accuracy to the third decimal place, separately for each hydrofluorocarbon (for gases listed in Section 1 of Annex I to Regulation (EU) No 517/2014, for mixtures or pre-blended polyols containing at least one of those gases).

<table>
<thead>
<tr>
<th>Transactions/metric tonnes</th>
<th>HFC-41 (fluoromethane, methyl fluoride)</th>
<th>Mixture (My trade name)</th>
<th>R-407C</th>
<th>HFC-134 (1,1,2,2-tetrafluoroethane)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>unit: t</td>
<td>unit: t</td>
<td>unit: t</td>
<td>unit: t</td>
</tr>
<tr>
<td>5A : Amounts imported into the Union for destruction</td>
<td>7.222</td>
<td>1.222</td>
<td>0.222</td>
<td></td>
</tr>
</tbody>
</table>

Add a Trading Partner to Report

Company 1
VAT122222

7.222
1.222
6.222

5B : Amounts used as feedstock by the reporting undertaking itself or supplied to third parties in the EU for use in feedstock applications. In the first case, please list your own undertaking as a trading partner in this section. An explanation of the process must be provided in the comment. If you want to report in this transaction, you can add trading partner(s) with this button.

Add a Trading Partner to Report

Company 2
VAT22233

0.6

Explanation text...

Figure 26 Section 5
Section 6 (Form III)

Section 6 categories of application of gases for the EU market, to be filled in by producers and importers of gases. Please provide explanation by clicking speech bubble button in case of reporting other or unknown applications in transactions 6T - 6V.

<table>
<thead>
<tr>
<th>Transactional (metric tonnes)</th>
<th>HFC-41 (fluoromethane, methyl fluoride)</th>
<th>Mixture (My trade name)</th>
<th>R-407C</th>
<th>HFC-134 (1,1,2,2-tetrafluoroethane)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6A: Export</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6B: Destruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6C: Military equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6D: Refrigeration, air-conditioning and heating</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6E: Other heat transfer fluids</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6F: Foam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6G: Production of pre-blended polyols, e.g. for PU foam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6H: Fire protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 27 Section 6

Section 7 (Form VI)

Section 7 to be filled in by feedstock users of gases. Only quantities actually used as feedstock by the reporting undertaking shall be reported here.

Where hydrofluorocarbons (gases listed in Section 1 of Annex I to Regulation (EU) No 517/2014 or mixture containing at least one of those gases) were produced or imported by the undertaking using them as the feedstock, the quantities used shall be reported in section 5 as well. Where the undertaking produced or imported those gases and subsequently sold them for use as feedstock to other undertakings, the quantities supplied shall only be reported in reporting section 5, specifying the feedstock using undertaking.

<table>
<thead>
<tr>
<th>Transactional (metric tonnes)</th>
<th>HFC-41 (fluoromethane, methyl fluoride)</th>
<th>Mixture (My trade name)</th>
<th>R-407C</th>
<th>HFC-134 (1,1,2,2-tetrafluoroethane)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7A: Amount used as a feedstock by the undertaking itself</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 28 Section 7
Section 8 (Form VI)

Section 8 to be filled in by undertakings having destroyed gases. The total quantities destroyed by the reporting undertaking themselves are to be reported. Undertakings which are producers shall also report on the quantities of its own production which have been destroyed, in reporting section 1.

Undertakings which are importers of hydrofluorocarbons (gases listed in Section 1 of Annex I to Regulation (EU) No 517/2014 or mixture containing at least one of those gases) shall report the quantities of its imports which have been destroyed, in reporting section 5.

Quantities sent for destruction to other undertakings in the EU shall not be reported here. Quantities exported for destruction outside the EU shall be reported in 3F.

Where the exact composition of destroyed mixtures is unknown, undertakings are invited to provide their best estimate.

<table>
<thead>
<tr>
<th>Transactions (metric tonnes)</th>
<th>HFC-41 (fluoromethane, methyl fluoride)</th>
<th>Mixture (My trade name)</th>
<th>R-407C</th>
<th>HFC-134 (1,1,2,3-tetrafluoroethane)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>unit: t</td>
<td>unit: t</td>
<td>unit: t</td>
<td>unit: t</td>
</tr>
<tr>
<td>8A : Amount destroyed by the reporting company using high temperature combustion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8B : Amount destroyed by the reporting company using thermal desorption</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8C : Amount destroyed by the reporting company using other technologies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8D : Total amount destroyed by the undertaking itself [8D = 8A + 8B + 8C]</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>8E : 1 January stocks intended for destruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8F : 31 December stocks intended for destruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 29 Section 8
Section 9 (Form IV)

In Section 9, information is collected from quota-holding HFC producers and importers on authorisations of HFC quota use to undertakings placing on the market refrigeration, air conditioning and heat pump equipment charged with hydrofluorocarbons. Furthermore, as a service to reporting companies, an automated preliminary assessment on quota compliance is calculated. The disclosure of these values does not constitute a legal notification related to compliance with company quotas. Compliance with the company quota will be established by the European Commission only at a later time when all relevant data is available, which can include, in particular, the verification report by the independent auditor according to Article 19(6).

For your convenience, authorisations as duly registered in the HFC registry by the date indicated in the questionnaire have been imported into the reporting form (9A_imp). In most cases, these data should be complete and correct, and no further additions will be necessary. Additional information on authorisations may be added below (9A_add), however this is subject to acceptance at a later time and will lead to a need for justification and the presentation of proof.

Please note that if

- either the calculated total amount of hydrofluorocarbons regarded as placed on the EU market for the first time in (displayed in 9C) exceeds the threshold of 10 Mt CO₂-eq,
- or the total of quantities that were supplied directly to another undertaking for export out of the Union, and not made available to another party within the Union by that exporting undertaking prior to export (5C_exempted) is greater than zero

you are obliged to have your report verified by an independent auditor. In that case you have to acknowledge that you take note of this obligation by ticking the respective checkbox in the reporting form.

The legal deadline for the verification document to be available is 30 June while the deadline for reporting is 31 March. However, in case the verification document would be available in time for the reporting deadline, reporters have the option to attach the verification document to their report by means of a file upload. For that purpose, reporters may print out their draft reports, have that document verified, and upload here an electronic copy of the verification report before finally submitting the report in the BDR.

Otherwise, reporting companies need to be prepared to make the verification report available, on request, to the competent authority of the Member State concerned and to the Commission.

You can upload the verification documents by clicking the “Choose File” button, selecting the files from your local computer, and clicking on green “Upload” button. The documents will be stored in BDR envelope and will be part of the official submission.
Section 9: TO BE FILLED IN BY PRODUCERS OR IMPORTERS HAVING AUTHORISED THE USE OF A HYDROFLUOROCARBON QUOTA TO UNDERTAKINGS PLACING ON THE MARKET REFRIGERATION, AIR CONDITIONING AND HEAT PUMP EQUIPMENT CHARGED WITH HYDROFLUOROCARBONS

Quantities shall be reported in tonnes of CO2 equivalents with accuracy to 1 tonne of CO2 equivalent, without distinction between different hydrofluorocarbons.

Only authorisations issued during the calendar year for which the report is submitted shall be reported.

Quantities subject to authorisations to use a quota given to producers or importers of pre-charged equipment under Article 18(2) of Regulation (EU) No 517/2014

Please note that quota authorisation which you may have recorded in the HFC registry should be included in this report.

<table>
<thead>
<tr>
<th>Transactions (t CO2 equivalents)</th>
<th>Amount of HFCs unit: t CO2e</th>
</tr>
</thead>
<tbody>
<tr>
<td>5A. Imp : Registered quota authorisations in the HFC Registry given to importers of refrigeration, air conditioning and heat pump equipment charged with hydrofluorocarbons</td>
<td>120 000</td>
</tr>
<tr>
<td>EU Company 1</td>
<td>60 000</td>
</tr>
<tr>
<td>EU Company 2</td>
<td>50 000</td>
</tr>
<tr>
<td>Non EU Company 1</td>
<td>10 000</td>
</tr>
<tr>
<td>Country of establishment: United States - EU Only Representative: EU Company 28</td>
<td></td>
</tr>
<tr>
<td>5A. add : Deviations (negative or positive) from registry data on authorisations given to importers of refrigeration, air conditioning and heat pump equipment, to be added to the above numbers</td>
<td>0</td>
</tr>
<tr>
<td>If you want to report in this transaction, you can add trading partner(s) with this button</td>
<td></td>
</tr>
<tr>
<td>EU Company 1</td>
<td></td>
</tr>
<tr>
<td>EU Company 2</td>
<td></td>
</tr>
<tr>
<td>Non EU Company 1</td>
<td></td>
</tr>
<tr>
<td>Country of establishment: United States - EU Only Representative: EU Company 28</td>
<td></td>
</tr>
<tr>
<td>5B : Total amount of hydrofluorocarbons physically placed on the market [5B = 0]</td>
<td>0</td>
</tr>
<tr>
<td>5C : Total amount of hydrofluorocarbons regarded as placed on the EU market for reporting purpose [5C = 5B + Sum(9A)]</td>
<td>120 000</td>
</tr>
<tr>
<td>5D : Total reported amounts of hydrofluorocarbons exempted from the quota</td>
<td>0</td>
</tr>
</tbody>
</table>

I take note of the obligation to have this report verified according to Art. 19 (6) of the F-Gas Regulation: The undertaking shall keep the verification report for at least five years. The verification report shall be made available, on request, to the competent authority of the Member State concerned and to the Commission.

Verification documents

The legal deadline for the verification document to be available is 30 June while the deadline for reporting is 31 March. However, in case the verification document would be available in time for the reporting deadline, reporters have the option to attach the verification document to their report by means of a file upload. For that purpose, reporters may print out their draft reports, have that document verified, and upload here an electronic copy of the verification report before finally submitting the report in the BOR.

Otherwise, reporting companies need to be prepared to make the verification report available, on request, to the competent authority of the Member State concerned and to the Commission.

No documents uploaded

Upload new verification document [Choose File] No file chosen

Figure 30 Section 9
Section 10 (Form V)

Section 10 is to be filled in by undertakings which have received their quota exclusively on the basis of a declaration pursuant to article 16(2) of regulation (EU) no 517/2014 and which have authorised the use of a hydrofluorocarbon quota to undertakings placing on the market refrigeration, air conditioning and heat pump equipment charged with hydrofluorocarbons pursuant to second subparagraph of article 18(2) of regulation (EU) no 517/2014.

Quantities shall be reported in metric tonnes with accuracy to the third decimal place, separately for each hydrofluorocarbon (gases listed in Section 1 of Annex I to Regulation (EU) No 517/2014 or mixture containing at least one of those gases).

All hydrofluorocarbon supplies linked to the authorisations issued during the calendar year for which the report is submitted, as reported under section 9, shall be reported in this reporting section. This information is needed to verify compliance with Article 18(2) of Regulation (EU) No 517/2014.

All recipients of authorizations declared in section 9 will be automatically imported in this section by the system. For related supplies to other companies than the recipients of the authorisations, you will need to add additional trade partner lines manually.

Be advised that for each line with reported quantities, you are required to upload proof of physical supplies to the corresponding trade partner. Omitting this will result to an error during the validation of the form.

Figure 31 Section 10
Section 11 (Form VII)

In this reporting section, importers of products or equipment containing a fluorinated greenhouse gas listed in Annex I or II to Regulation (EU) No 517/2014 shall report on all gas containing imports which were placed on the market.

Producers of gas-containing products or equipment manufactured in the Union shall not report in this section where the contained gases were produced within or previously imported into the Union, as the respective gas amounts would be covered in the producers/ importers reports.

Please keep in mind to report the gas contained in imported equipment even if you did not import F-gases in bulk. The gases contained in imported equipment must be selected first in the "Gases" tab.

Quantities of fluorinated greenhouse gases listed in Annex I or Annex II to Regulation (EU) No 517/2014 or mixtures containing at least one of those gases contained in the products and equipment shall be reported in metric tonnes with accuracy to the third decimal place, by category.

In addition to the total quantity of gases, the number of units shall be reported per category, unless otherwise stated.

The categories of products or equipment listed below include components intended for the specified product or equipment categories.

The term "direct design" refers in particular to air-to-air, water-to-air, brine-to-air systems; the term "indirect design" in particular to air-to-water, water-to-water, brine-to-water systems, including hydronic heat-pumps.

Imports of pre-blended polyols are not to be reported in this section but in section 2.

This reporting section must be filled in two consecutive steps:
In the first step, please select the categories of products/equipment relevant to you.

If you copied a previous report to use as a starting point, you will be taken directly to the amounts that were included in your copied report. In order to display the form below and change the categories, please click the “Change Categories” button at the end of the form, as indicated in the figure after the next.

Figure 32 Section 11 - step 1
Based on your choice, a table for reporting the respective quantities of gases and products/equipment will be rendered which you can fill in the second step. When necessary, you may return to the first step in order to add more or delete superfluous categories.

**Figure 33 Section 11 - step 2**
Step 6 (A3): Finish the questionnaire

All the reported quantities will be validated as soon as you open the Finish form. If you have filled in all the required information and the form does not detect any inconsistency problems in reported amounts, you are able to finish the questionnaire by clicking on the green "Close report and proceed to BDR" button. The form will be closed and you can do the final submission in BDR envelope. Please note that the submission will be rejected if you did not review the "Finish" form and click on the green close button.

Figure 34 Finish questionnaire

If the validation process finds any blocking issues in reported values, then the “Finish” form will contain a red warning area and errors will be displayed in tables below. The validation errors are grouped by reporting forms and they contain direct links to the reporting form and respective field. They are also divided into two categories:

- Blocking errors: violations of fundamental business rules, that must be rectified, otherwise the delivery will be blocked.
- Potential errors: minor issues that could be rectified, however they will not block the delivery.

Please note that if the error list comprises of potential errors only, then you will receive the same “green status” review as if there were no errors at all. This is because, as mentioned above, potential errors do not block the delivery.

All the blocking validation errors must be repaired before an acceptable submission of this report. In case you need further assistance, please contact the BDR Helpdesk at bdr.helpdesk@eea.europa.eu. In case you submit the report at this stage, it will later be automatically rejected as not acceptable.
In some cases you see only warnings about unusual choice of gases for reported categories on “Finish” form. Please review the warnings before closing of the questionnaire. However, this kind of warnings does not lead to the rejection of the delivery.

**Figure 35 Review of the webform validation errors**
You will be returned to the BDR envelope page after closing the webform. The envelope files area should contain the XML file generated by the reporting form and verification documents if you uploaded any in the questionnaire. Click on the XML file name to view and print your reported data. Use “HTML printout” link on the file details page opens your data in printable format.

Step 3:

Once you are satisfied that your company report is correct, you must certify the correctness of your report and click on “Submit the delivery to DG CLIMA and EEA”. No changes in the reported data in the envelope can be performed afterwards. The system will automatically evaluate the quality of your data, running the same tests as in step 2. This process may take a few minutes. The results will be provided in the Feedback report in the envelope.

Step 4:

In case all the quality checks have been successful, a positive confirmation receipt will be created under the envelope and your company has successfully reported the required information to DG CLIMA.

If the feedback “Data delivery was not acceptable” is shown in the Feedback section, then some important checks have failed. In this case, a list of errors will also be found in the Feedback report. Additionally, a new envelope will be created and all the reported data/submitted files will be copied to this envelope, so that you can correct the errors in the questionnaire and submit again using the same process as in Step 2. Please note that, in order to do so, you first need to re-activate the task in this newly created envelope.

Figure 36 Reporting file in envelope

The BDR system allows you to check the quality of reported data by clicking the button in the envelope next to the reported file name. “Run QA” functionality. The automatic quality check detects two types of errors:

- **Blocking errors** – important inconsistencies and/or errors in the reported data which need to be fixed. It is necessary to correct the errors found by changing your questionnaire before finalising the delivery!

- **HFC quota compliance warnings** – an initial preliminary assessment of data contained in your report implies that your company may possibly be non-compliant to the HFC quota/authorisation rules as laid out in the F-Gas Regulation (EU) 517/2014. You are encouraged do double check your data. Potential compliance issues will be followed up by the European Commission or national competent authorities.

- **Potential errors** – issues that may need to be followed-up with your company at a later stage. The issues will be checked manually later by the EEA F-gases support team.

Please note that you have the option to view the HFC quota compliance warnings separately, by clicking the button. Consequently, a corresponding separate feedback file will be attached to your envelope after automated QA is performed on submission.
The data delivery is not acceptable if any blocking error appears in the report. The data delivery is acceptable if no errors or only potential errors appear in the delivery and there are no blocking errors.

**Figure 37 Quality check result**
**Activity 4: Submit delivery**

- **Step 1 (A4): Finalising the data delivery**
  
The final step in the data delivery is done by clicking "Submit to DG CLIMA/EEA". This action will finalise the data upload. No changes to the envelope will be possible after this step. Before submitting the delivery, make sure that one and only one XML file is uploaded in the envelope. During drafting, you may want to make copies of different versions of the file by copying and pasting the XML you are about to edit further. Although this is allowed in the Draft activity, you are required to delete all these copies before submit.

At this point you officially submit your report to DG CLIMA/EEA and a Confirmation of Receipt will be automatically provided by the system in the Feedback section of the envelope. No changes in the reported data in the envelope can be performed afterwards.

![Submit to DG CLIMA/EEA](image)

- **Step 2 (A4): Feedback on data delivery posted in Reportnet**
  
  By submitting to DG CLIMA/EEA, the system will automatically evaluate the quality of your data, running the same tests as described in the step 2. This process may take a few minutes. The results will be provided in the section "Feedback for this envelope".

  First, the system will check whether or not the button "Close report and proceed to BDR" button was clicked in the webform (see **Step 6 (A3)**). If not, the envelope will be sent back to "Draft" and the reporter will have to re-assign the "Draft" activity, and follow the instructions provided at "**Step 2 (A3): Confirm company information and define affiliations**".

  If the above check is passed, the system will go on and run automated quality control checks on the reported data. The data delivery can be successful or not acceptable depending on the results of automatic quality checks:
Successful completion

If the data delivery did not contain any blocking errors, then you have successfully submitted your delivery and a "confirmation of receipt" will be posted automatically in your envelope.

Figure 39 Successfully submitted envelope
If necessary, the receipt can be used to inform your national administration that the upload of the data is finalised. The authorised person of the national administration in your country will then be able to see your company’s delivery.

Subject: Confirmation of receipt

Posted automatically on: XX Month 20YY

European Environment Agency
Kongens Nytorv 6
DK 1050 Copenhagen K

To Whom It May Concern
This is a confirmation of receipt for data submissions by an undertaking under the European Reporting Obligation:
- Data reporting (F-Gas Regulation EC/517/2014) [Article 19] (http://rod.eionet.europa.eu/obligations/713)

The following delivery has been submitted for Company name and was finalized on day month year.
  Envelope: envelope title text
  Location: envelope url

List of files:
- aaaaaa.xml
- bbbbbbb.bbb

The above-mentioned files were submitted by user: xxxxxxx

The reported data have successfully passed all the important quality checks and therefore is accepted.

This confirmation is electronically generated by the Reportnet system and therefore not signed.

Note: The reporting obligation on the confirmation of receipt will reflect the information uploaded in the envelope.
Failed completion

If the data delivery contained blocking errors, then the delivery is not acceptable. The respective errors have been stored in the feedback file called “Automatic QA result for file ...”. The confirmation of receipt for failed deliveries is called “Data delivery was not acceptable”.

Figure 40 Delivery is not accepted
The "**Confirmation of receipt**" for failed deliveries is the following:

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Confirmation of receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posted automatically on:</td>
<td><strong>XX Month 20YY</strong></td>
</tr>
</tbody>
</table>

European Environment Agency  
Kongens Nytorv 6  
DK 1050 Copenhagen K

**To Whom It May Concern**

This is a confirmation of receipt for data submissions by an undertaking under the European Reporting Obligation:


The following delivery has been submitted for **Company name** and was finalized on **day month year**.

  - Envelope: **envelope title text**  
  - Location: **envelope url**

**List of files:**

- aaaaaaa.xml  
- bbbbbbb.bbb

The above-mentioned files were submitted by **user: xxxxxxx**

The reported data failed to pass some important quality checks and therefore is **not acceptable**. A list of errors can be found in the Feedback report of your submitted envelope. You need to make a new delivery after fixing these errors.

To facilitate your re-submission a new envelope has been created at the following link and all the reported data/submitted files have been copied there:

[envelope url]

Please use this newly created envelope to correct your data and make a re-submission to DG CLIMA and EEA.

*This confirmation is electronically generated by the Reportnet system and therefore not signed.*
Activity 5: Deal with problems found by quality control

If problems in your data are found by the automatic checks described above or during the manual review, it may be necessary to submit a corrected report. This is called a re-submission.

(A5-1) Re-submission after failed automatic quality checks

Step 1 (A5-1): Re-submission process – enter new envelope

A new and editable envelope containing all the data you have reported will be created for you automatically (find the exact link in the “Data delivery was not acceptable” file, available in the Feedback area).

Step 2 (A5-2): Re-submission process – open form

This envelope must be used for the re-submission. Using the same steps described in Activities 3 and 4, you can address the indicated problems and make a valid re-submission.

(A5-2) Re-submission after manual review

After the submission your report will be reviewed. If further clarifications are needed, you will be contacted by BDR Helpdesk via e-mail.

In case it is found that the report must be adjusted or corrected, repeat the steps in activities 1-4. Again, it is possible and useful to copy the problematic report to a new envelope in order to avoid having to repeat the entire process. In order to do that and fix the indicated problems, follow the following steps:

Step 1 (A5-2): Re-submission process – create a new envelope

Create a new envelope and make sure that you indicate in the title and the description of your envelope that this is a new version as described above in activity 2 step 2.

Step 2 (A5-2): Re-submission process – copy previous delivery

Browse into the newly created envelope, activate the Draft task and click on the “Copy previous delivery” button on the top right corner.

Figure 41 Resubmit delivery

Step 3 (A5-2): Re-submission process – choose previous delivery

Select the envelope containing the problematic delivery and click the “Copy files” button.
**Step 4 (A5-2): Re-submission process – re-open form**

There should be a new XML file in the envelope. In order to adjust the data, you will have to “re-open” the form on the Finish tab first. Then, adjust your numbers as described in activities 3 and 4 in order to fix the problems that were discussed, finish, and deliver the envelope as before.

**Getting help**

For any questions related to your reporting, please write to BDR.helpdesk@eea.europa.eu.