

EUROPEAN COMMISSION DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT

SRD - Shared Resource Directorate
SRD.2 - Information management and systems

# **Manage Sourcing Contact**

## (Liquid fuel value chain)

#### Summary of changes:

Version	Date	Created by	Short Description of Changes
1.0		UDB Team	1 <sup>st</sup> Draft version of the document

## Contents

1.	Sourcing Contact Overview	4
2.	Create Sourcing Contact	4
3.	Edit Sourcing Contact	6
4.	View Sourcing Contact	7
5.	Bulk Upload Sourcing Contact without NTR ID	8

## 1. Sourcing Contact Overview

An Economic Operator (EO) acting as a Collection Point, can enter trade as a buyer from their sourcing contact in UDB, so that the material information is made available in UDB by a certified Economic Operator.

Adding Sourcing Contact onto UDB is the responsibility of the EO LeadUser/EO user.

Pre-conditions for Sourcing Contact Overview

- Which information is essential?
  - Attention: Your company identifier (NTR Type & ID) must be registered correctly. Please do not start trading until this is resolved. Economic Operators may share these numbers with their suppliers & customers if not already known.
  - Certificate details: the sites, as included in the certificates, scope & materials applicable, are correctly updated to ensure you can receive the stocks into & trade from this site.
- The Collection point must have added their sourcing contacts to UDB. A Sourcing contact is an EO (Restaurant) who is not on-boarded to UDB.
- The sourcing contacts can be added if the scope of the EO is any of the below:
   FG First Gathering Point (for biomass grown/harvested on farms/plantations)
   CP Collecting Point (for waste/residue material not grown/harvested on farms/plantations)
   CNPW A4 Collector of non-primary residual flows

### 2.Create Sourcing Contact

#### Actor(s): - EO LeadUser, EO User

Under the 'ORGANISATION' menu, the user clicks on "Manage Sourcing Contacts" and then create Sourcing Contacts.

	USERS 👻	ORGANISATION ¥	TRANSACTIONS	MATERIALS	SETTINGS	DASHBOARD 👻	REPORTS	STATISTICS	MONITORING T	0 0	9
Home / Or	ganisation / N	My Organisation									
My Orga	anisation: TE	Manage Certificate				Active	~	Voluntary 5	ichemes		~
Curtact	Person:	View Siles	risation			ADD & CONTACT	2	TESTVS	01-9817		
Least us	ers:	View Voluntary Scherr	105			1.40					
Manage	Sourcing Co	Manage Sourcing Cor	starta 🔓						+ Create Se	wrcing Co	intact

Fig 2. Manage Sourcing Contacts

This opens the "Create Sourcing Contacts" section – Fig 3.

Create Sourcing Contact			See Next Date		
tent)	Maanquin selanated separate provin	Name, at a third of a standing (sparting per year "	Measuring 2007		
signatura (gar) Tarrig Davat	Noociae Operani Support				
Lawny'	Network Taxon Register specific plane Type -	Ratural TransFogues Institu	National Tools Register (see difficulties -		
Laga Ton -	Method 1 with Registration (Meethor Proving ()	National Trade Registration Identifies (Version () Table Sciences)			
Otor legal deputies	Heads				
(rai	Prov				

#### Fig 3. Create Sourcing Contacts Section

The fields details are explained in the table below:

Field Name	Description
Name*	Name of the sourcing contact
Maximum estimated capacity per year*	Amount of capacity per year
Maximum estimated sustainable capacity per year*	Amount of sustainable capacity per year
Measuring Unit*	Tonnes, Litres, Gallons
Organisational type*	Auto filled = Sourcing Contact
Economic Operator*	The EO adding the sourcing contact to UDB – auto filled
Country*	Sourcing contact country
National trade identification type*	Country identification type
National trade register identification*	Used to identify a legal person for tax and custom purposes – must be unique

Legal type*	Type of legal entity
VAT	VAT number
Other legal identification	Other legal identification by which the sourcing contact can be identified
Website	Sourcing contact website
Email	Sourcing contact email address
Phone	Sourcing contact phone number
Add Address*	The address of the Sourcing Contact: Street, Post code, City, State and Country

After the necessary details have been entered and saved, the sourcing contact is then saved (has been created)

## 3.Edit Sourcing Contact

#### Actor(s): - EO Lead User, EO User

Under the 'ORGANISATION' menu, the user clicks on "Manage Sourcing Contacts" and clicks on the "edit" icon. This then opens the 'edit initial stock 'section.

The only fields that are editable are:

- Maximum estimated capacity per year
- Maximum estimated sustainable capacity per year
- Measuring Unit
- Name
- Legal type
- VAT
- Other legal Information
- Website
- Email
- Phone
- Address

User not able to edit the country, National Trade Register Identification Type, National Trade Register Identification once created.



By clicking on 'Edit Sourcing Contact'

User should navigate to Edit Sourcing Contact screen below.

ma (Organization (Managa San rang Contarts)								
Ant Sectory Contact				Sec. 1				
Rate *	Organisative Model.	Mercelots controlled agostily per sour-	Business estimated a statistical calactic per year"	Amazoning stard."				
Surfad1	Adam	aara	( 40794 )	0.0				
Openhalten Type 1		Concession Operation						
Standard Contract -		true sui	And and					
Coarts *		Name of Trade Pagets (Institution Sale)	Bolloval, Factor Population In	antibuline."				
ineres .		10,000.00	rayin, the annual the					
		Rating Tack Negatation deaths from a 42,42% (Descention)	0					
Lager type		w.						
Leaf 2mb		14						
The typi contribution		Website	Trainin .					
Deal	Peer							



## 4. View Sourcing Contact

#### Actor(s): - EO Lead User, EO User

Under the 'ORGANISATION' menu, the user clicks on "Manage Sourcing Contacts" and clicks on the 'view' icon.



By clicking on 'View Sourcing Contact'

User should navigate to View Sourcing Contact screen below.

LINKS - CHANNESS - CAMERCICAL + CAMERCICAL + CAMERCICAL + CAMERCICAL	OR DATE OF THE OWNER OWNER OF THE OWNER	10. · · · ·		0 G
Arms (Organization) Monage Sources Contacts				
Yes Burning Cardad				awa.
Rane*	Openation States	Museum antimated capacity per year."	Maximum antimated exclusivable paperty per print"	Mentaring Last*
Sector:	Adam	300041	errrsegte	lamai.
Organisation Spin-		Common Question		
Second Second		Temperant /		
County"		National Trate Register Identification Type:	National Trade Register Identific	
autom .		A41,0000,000	(Assessment )	
		Record Loss Reproduction modeling Process ALLING (2006)40002200	0	
Lager Sype 1		1007		
loga lom		whitemi		
Directopal charteleastern		minin		
Approximation of the second se		WHEN PERSON A		
mart.		Planet		
not this star one		1.001.000144201		



## 5.Bulk Upload Sourcing Contact without NTR ID

#### Actor(s): - EO LeadUser, EO User

Under the 'ORGANISATION' menu, the user clicks on "Manage Sourcing Contacts" and then click Download bulk upload sourcing contact template.

		CTUBLE WYERKLE	AUTROLY SPEC	Contraction of the sector of				• 0
Dest Description	Mr. Department							
My Organisation 78	Reside Collins				am	-	Televisity Scheree	
Land Person Lost units	Vers Ster A Forder House Finisher Vers Versiehter Schemen Fannige Sterring Scheme 20 Manage Sterring				NE A CONTRET		Million ett. Taan kunnen Simmi te Lankause Sinn (MASS), 1988 Berr Schlein Hann Millionss Herspenstern Tagstaller - Sch	
Managa Kourcing (	(intere						The spect second second second second	• Inset Sorry Caler

User should be able to see the SOURCING\_CONTACT-UPLOAD\_TEMPLATE in XLSX format.

The following fields are mandatory:

- Name
- Country Code
- Legal Type
- Maximum estimated capacity per year
- Maximum estimated sustainable capacity per year
- Measuring Unit

- Sourcing Contact Address
- Sourcing Contact Postcode
- Sourcing Contact City
- Sourcing Contact State
- Sourcing Contact Country

Fill the mandatory fields for the sourcing contact template and click on "Bulk upload sourcing contacts"

1.00		terms ( terms) ( terms)	Avenue: + 1 Include 1 Americania 7 Ameri	in the local design of the			(e) d
100							
-	and stational			-	Antoine Scheme		
	-		a sector	100000	[100000000]		
		-			The name included in the local distance in t	0	
		(dimensio)			The state of the second		
					(Second and		
-	e active di scimi i i i					( management in the second sec	and some local data second
1000				Throphed	. (8)	( Bentinsteensimon)	And and an an
-	1000	7075	And his have a last time of	1 Har - 2 H & 7 ( ) ( ) ( ) ( ) ( )		and in the second se	the state of the s
				These is the state of the set			
	(mail)	1441	Aproximitian spring	Dearing arise parality in Arage	and even have by the data of a law spectrum of		
in a	(1000)	100	Aproximation agrice		Come Statement		

Choose the bulk upload sourcing contact file by clicking "Choose File"

		And Support of the local division of	Tallman Tarran Plan	annatat "ama	114 <sup>12</sup> 10/1020101000471				- 0 3
and the second		and generation							
-	and so that				-	Summer Schemen			
Contraction of the	-	(0.0000)			Concession in the local division of the loca	Contract of the local division of the		6	
				Advertigent the	a lassa ka ka Nili A				
					Pleasant				
-	Arrent proved				These De Lines and the first			The grant on Agronom	formation and in concession with the day of
-	-	Same *	-		Station (Section 2010)	and the second second	2.210	States Street Street	
					11.12 HD 644 644				
11	14991	1000	-	-	(test to		and the second	1000	
	(001)	1411	-	-	Theorem of the sets of the to shad	iani ason kesi tu ka tir ji in asin		(	440 L
de la		a familie	and some of			1	Line Line	(and)	

Then click on "Upload" button.

User should be able to see the 'SUCCESS' message in right bottom corner.



Then go to Import Status to download the report for the bulk upload sourcing contact

A 151751* ORSMESSION * TRANSACTIONS * WITERUS * SETTINGS * MPORT STATUS			0,6
kepet Satura			
legacifies user	Data of largest	Status	Report
SMERCHINE PROCESSION OF THE STATE OF THE STA	manufacture and	Pater	*
104040/0000/0040/004000/00000	100003-04	Tana	4
Sources, construct, state, et al. (a), (b), (b), (b) and	manage rains	Same .	4
INVERTIGATION INVESTIGATION INVESTIGATION	WHEE CODE # 10 12	Same	14

Once the upload is completed user can see the list of sourcing contact in list view page with the NTR ID generated buy the UDB system.

Seller can start using the newly created Sourcing contact for further transactions in UDB .

•		warter wateries -	WILLIAM BUTTERSTATION	ecetions tenters	•						0.0
Rober (Re	erinellar: Wenage	Section Contents									
My Digeniales: Of Farm				(2237)	CED - Venter innine						
Contact Forum Last Lower		dinini				www.ca.com/pert		an O) RES (REE D) (REE) - (D)			
		CITERIA DE LA COMUNICIÓN						Theorematical Stream on Community (1982) - 1988 ACM and Symmetry View			
		CONTRACTOR OF THE OWNER									
		600000									
Marinage N	Designer Company	i.							Ball spinel energy sectors	unted but speed scenes ( setter beginse	Contra Success Contra S
	Asso 7	Tracky (P	Reform Flock Register	( interaction of	W.P.	The Inch	(1144) - 1144	Res 7	Maaman Fahranat Samanatas Naa	and the set of the second seco	No an Inc. II.
• *		1-1-1-1	40.1/131	New York				ACHINE	44810100		
71	1001	egente	-	Same Party				Last general	-	1.000	
• *	(100)	140.000	42452					artition	1000		
			41,527,525	-				-1122000	aaroo		
- 1	(495)		0,121,12100000	Same Param				atama	100710100	200	
	40401	1.000	4,57,239	Second Second					-	-1011	
	Canal	1,000	404000	the street					560.9	1494	
		*94****	-						301111	-	