



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 st Draft version of the document

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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.

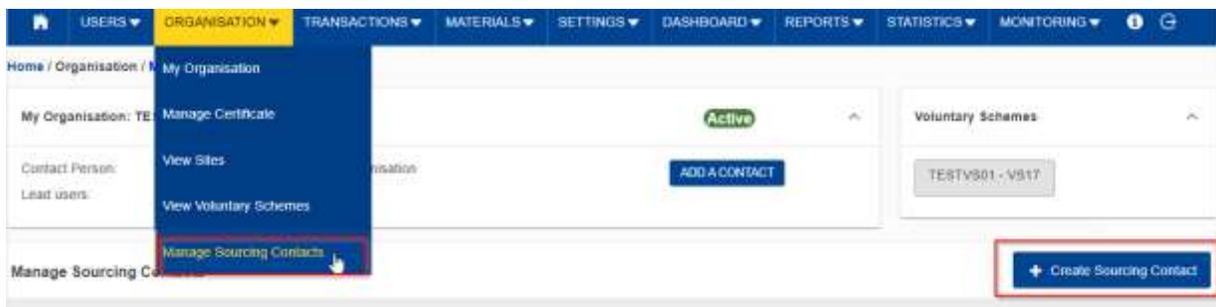


Fig 2. Manage Sourcing Contacts

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

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

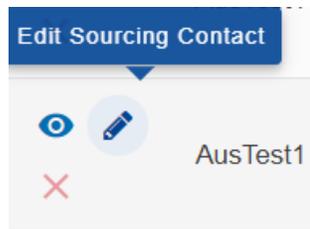
Actor(s): - EO Lead User, EO User

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.

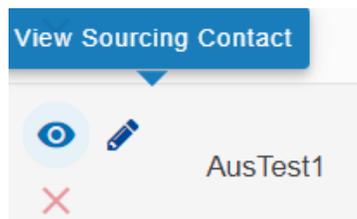
The screenshot shows the 'Edit Sourcing Contact' form in the UDB system. The form is titled 'Add Sourcing Contact' and includes fields for Name, Organisation Status, Maximum extended capacity per year, Maximum extended sustainable capacity per year, Relicensing Unit, Organisation Type, Extension Operator, Country, National Trade Register Identification Type, National Trade Register Identification, National Trade Registration Identifier Prefix, Legal Type, Other legal identification, Email, Website, and Phone. The form is currently empty, and the 'Add Sourcing Contact' button is visible at the bottom left.

Fig 4. Edit Sourcing Contact

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.

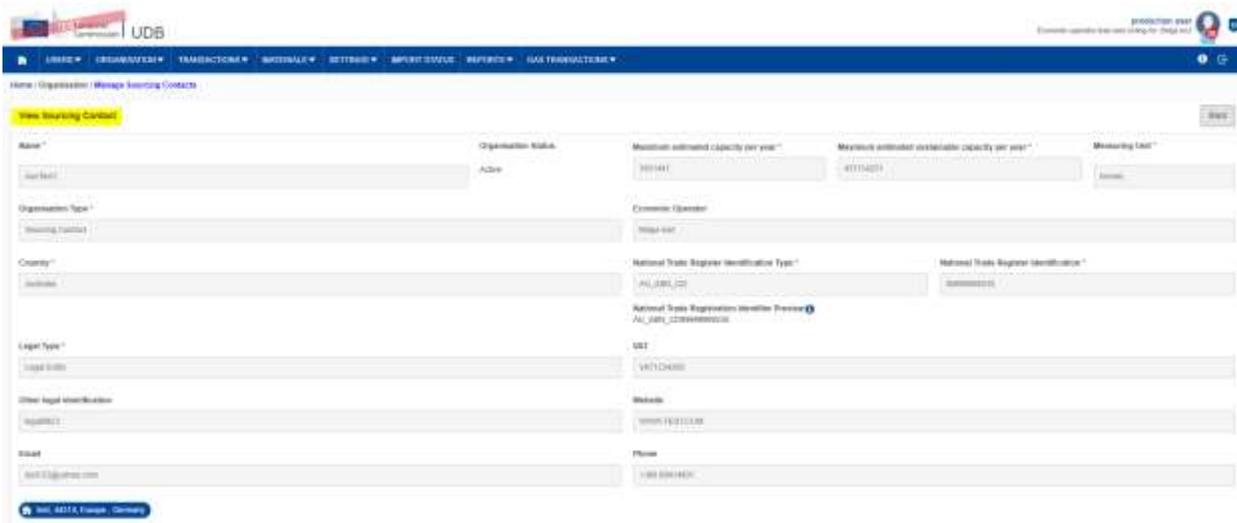


Fig 5. View Sourcing Contacts

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.



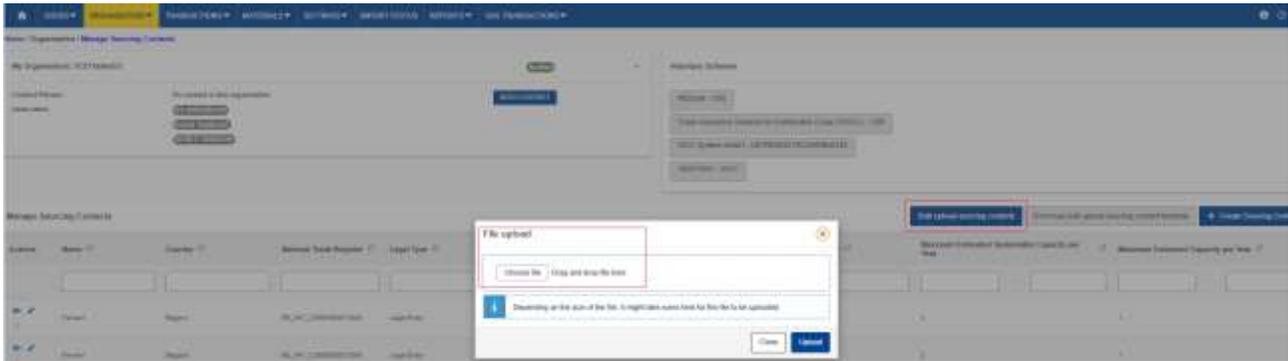
User should be able to see the SOURCING_CONTACT-UPLOAD_TEMPLATE in XLSX format.

The following fields are mandatory:

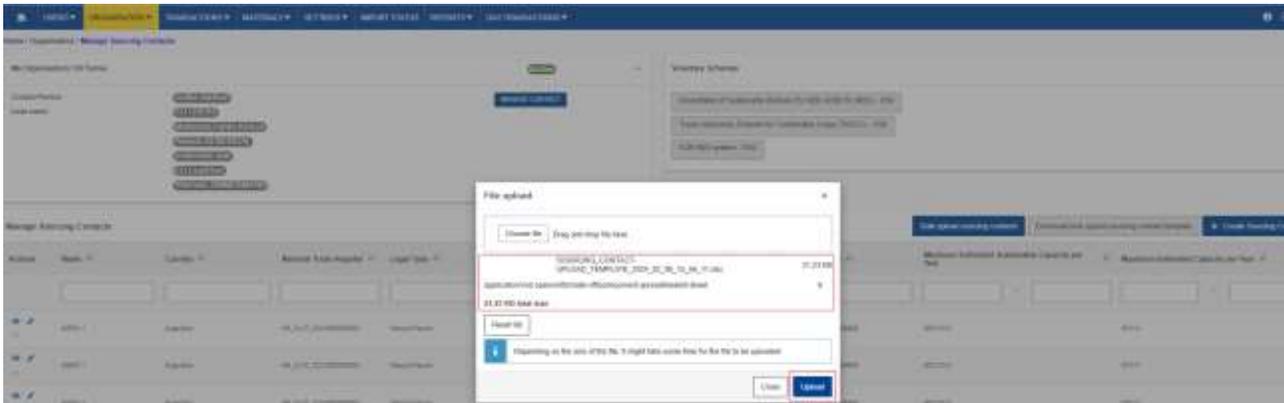
- Name
- Country Code
- Legal Type
- Maximum estimated capacity per year
- Maximum estimated sustainable capacity per year
- Measuring Unit

- 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”



Choose the bulk upload sourcing contact file by clicking “Choose File”



Then click on “Upload” button.

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

