



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT

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

User Invitation & Organisation Management

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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Voluntary Scheme lead user inviting Economic operator lead user

Actor(s): - VS Lead User

Under the 'USERS menu, clicks on 'Manage Users'.

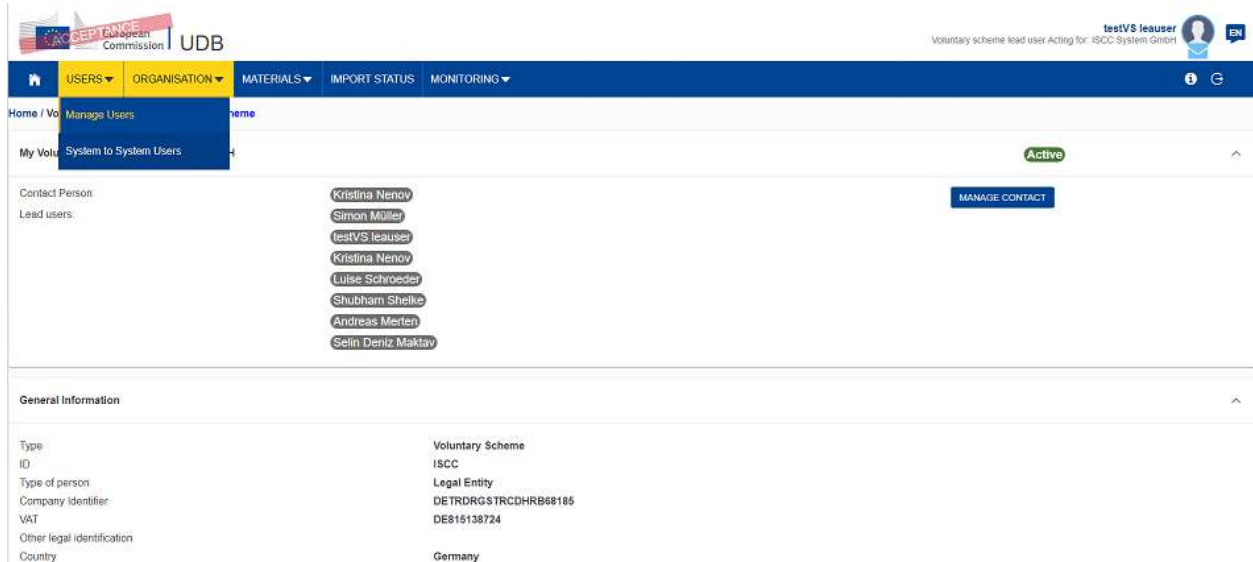


Fig 1. Manage Users

This opens the Manage Users section.

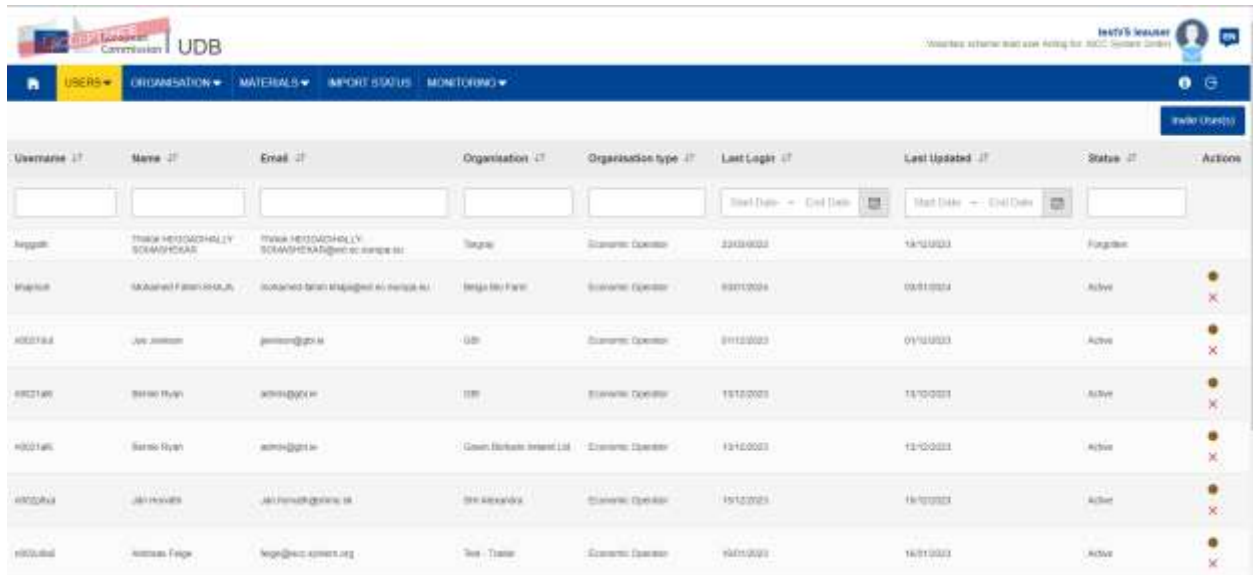
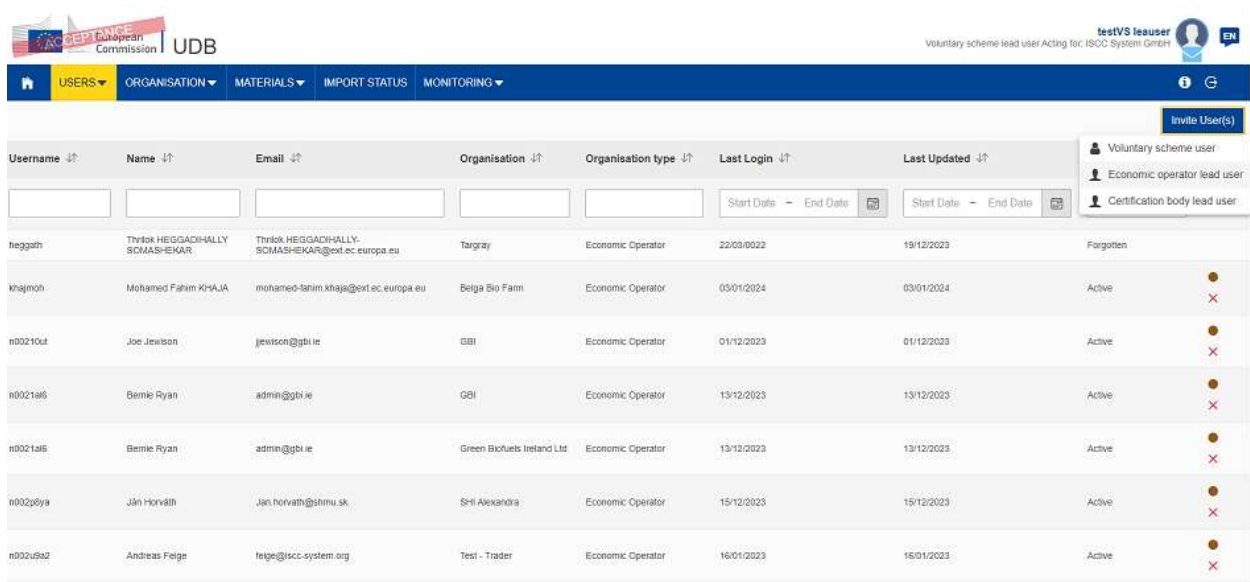


Fig 2. Manage Users- List View Page

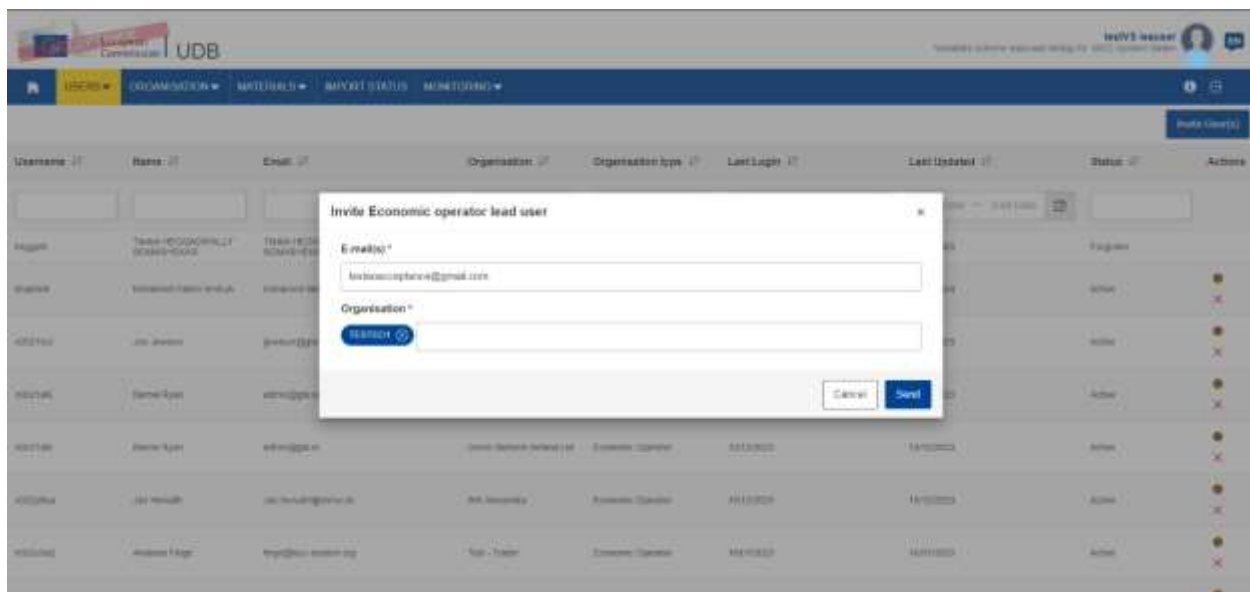
Click on “Invite Users”, User able invite the Economic operator lead user.



The screenshot shows the UDB system interface with a list of users. The 'Invite User(s)' button is highlighted in the top right corner. The table below lists the users:

Username	Name	Email	Organisation	Organisation type	Last Login	Last Updated	Status	Actions
heggath	Thiruk HEGGADHALLY SCMASHEKAR	Thiruk.HEGGADHALLY.SCMASHEKAR@ext.ec.europa.eu	Targray	Economic Operator	22/03/2022	19/12/2023	Forgotten	● ✗
khajinoh	Mohamed Fahim KHAIJA	mohamed-fahim.khaja@ext.ec.europa.eu	Beiga Bio Farm	Economic Operator	03/01/2024	03/01/2024	Active	● ✗
n00210ut	Joe Jewison	jewison@gbi.ie	GBI	Economic Operator	01/12/2023	01/12/2023	Active	● ✗
n0021a6	Bernie Ryan	admin@gbi.ie	GBI	Economic Operator	13/12/2023	13/12/2023	Active	● ✗
n0021a6	Bernie Ryan	admin@gbi.ie	Green Biofuels Ireland Ltd	Economic Operator	13/12/2023	13/12/2023	Active	● ✗
n002p8ya	Jan Horvath	Jan.horvath@shmu.sk	SHI Alexandra	Economic Operator	15/12/2023	15/12/2023	Active	● ✗
n002u9a2	Andreas Feige	feige@icc-system.org	Test - Trader	Economic Operator	16/01/2023	16/01/2023	Active	● ✗

After selecting one user “Invite Economic operator lead user” screen opens up



The screenshot shows the UDB system interface with a dialog box titled "Invite Economic operator lead user". The dialog box has the following fields and buttons:

- Email:** A text input field containing "test@icc-system.org".
- Organisation:** A text input field containing "Test - Trader".
- Buttons:** A "SEARCH" button, a "Cancel" button, and a "Send" button.

And enter “Email” and “organisation” to invite.












Click on Send button.

ACCEPTANCE 10th Anniversary Commission UDB

testVS leuser
Voluntary scheme lead user Acting for: ISCC System GmbH

USERS ORGANISATION MATERIALS IMPORT STATUS MONITORING

Invite User(s)

Username	Name	Email	Organisation	Organisation type	Last Login	Last Updated	Status	Actions
heggath	Thitok HEGGADIHALLY SOMASHEKAR	Thitok HEGGADIHALLY-SOMASHEKAR@ext.ec.europa.eu	Targray	Economic Operator	22/03/2023	19/12/2023	Forgotten	
khajnoh	Mohamed Fahim KHAJA	mohamed-fahim.khaja@ext.ec.europa.eu	Belga Bio Farm	Economic Operator	03/01/2024	03/01/2024	Active	 
n00210ut	Joe Jewison	jjewison@gbf.ie	GBF	Economic Operator	01/12/2023	01/12/2023	Active	 
n0021a95	Bernie Ryan	admin@gbf.ie	GBF	Economic Operator	13/12/2023	13/12/2023	Active	 
n0021a95	Bernie Ryan	admin@gbf.ie	Green Biofuels Ireland Ltd	Economic Operator	13/12/2023	13/12/2023	Active	 
n002p8ya	Ján Horváth	jan.horvath@shmu.sk	SHI Alexandra	Economic Operator	15/12/2023	15/12/2023	Active	 
n002u9a2	Andreas Feige	feige@iscc-system.org	Test - Trader	Economic Operator	16/01/2023	16/01/2023		

User(s) successfully invited.

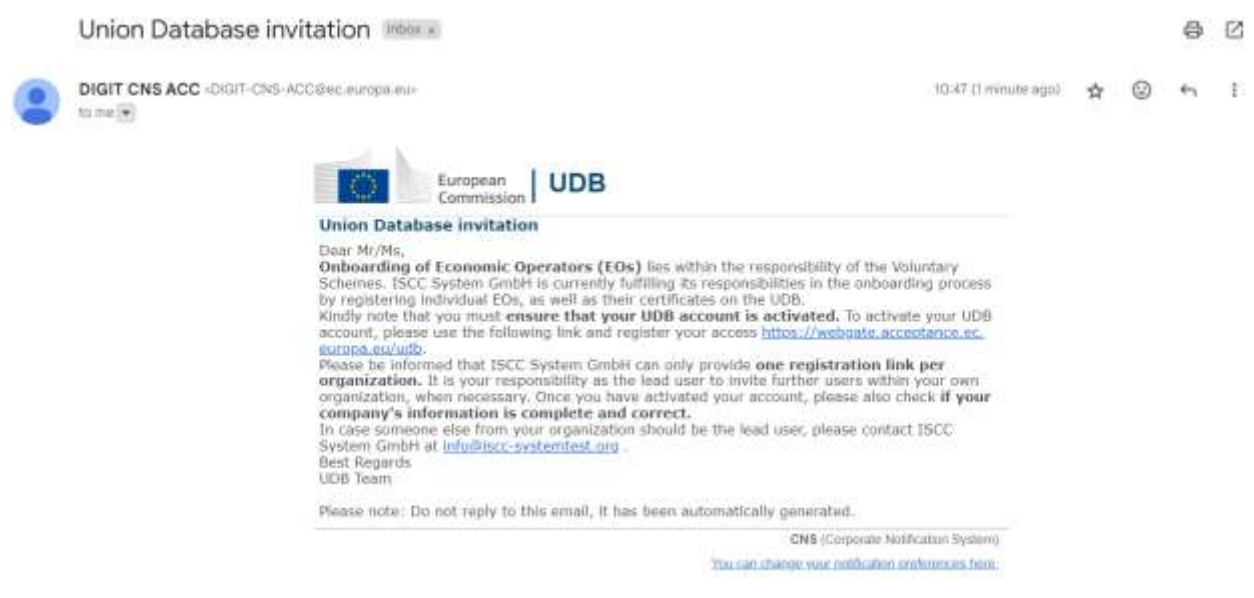
User able to see “User successfully invited” confirmation message. Economic operator would have received an UDB invitation email on the registered mailbox.

Economic Operator user (Accept / Reject) invitation

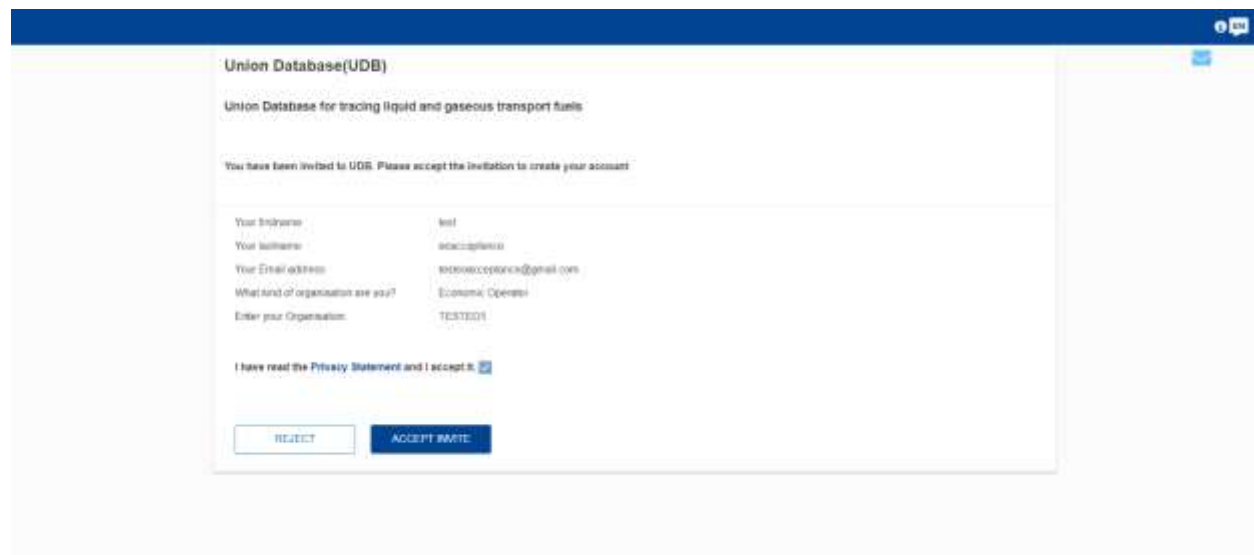
Actor(s): - EO Lead User

EO Lead user get an invitation mail from the voluntary scheme as shown below.

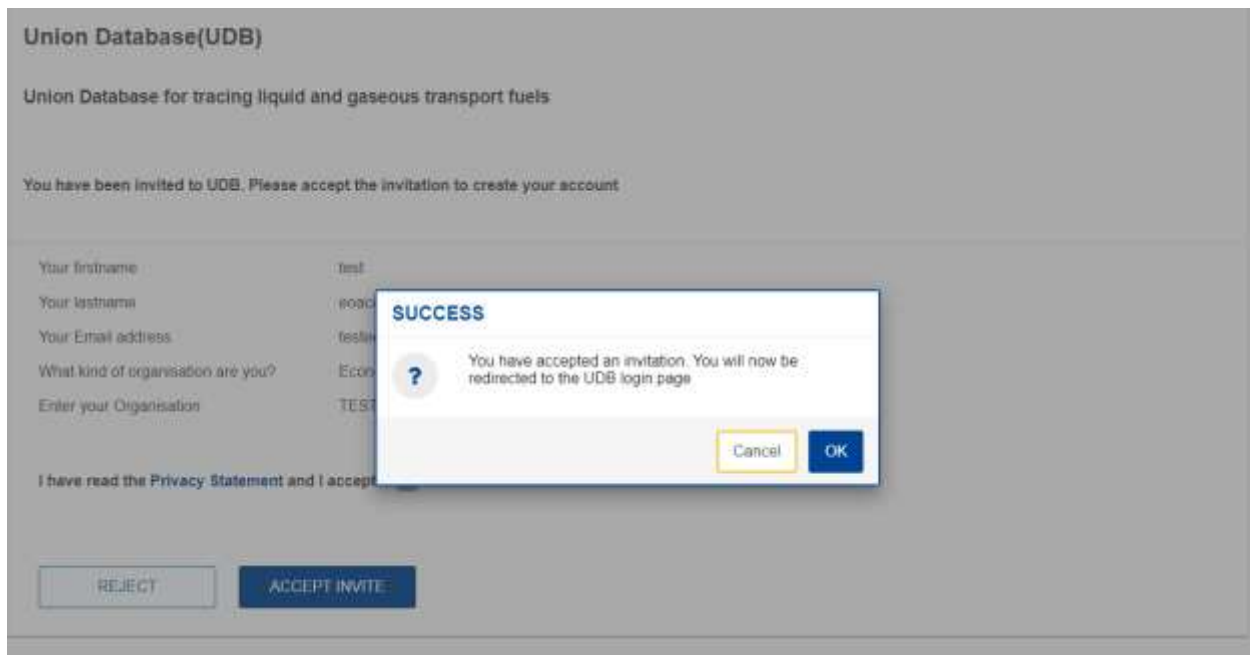
Click on the link from the email, Enter the registered EU email and password to login



By clicking on the link , User able to see the Accept/Reject screen.



Click on Accept user able to see the confirmation image below



Click on “OK”



Click on “Log in to the UDB”.

User should be able to land on my organisation page for an invited organisation.

Home / Organisation / My Organisation

My Organisation: TESTED1 Active

Contact Person: test test REMOVE CONTACT

Last users: test@ec.europa.eu test@ec.europa.eu

General Information Full

Type	EO
Type of person	Legal Entity
National identification code/business registration code	FR_SIREN_CD079888999
VAT	
Other legal identification	
Country	France
Website	
Email	
Phone	+330566555

Voluntary Schemes

TESTED1 - VAT?

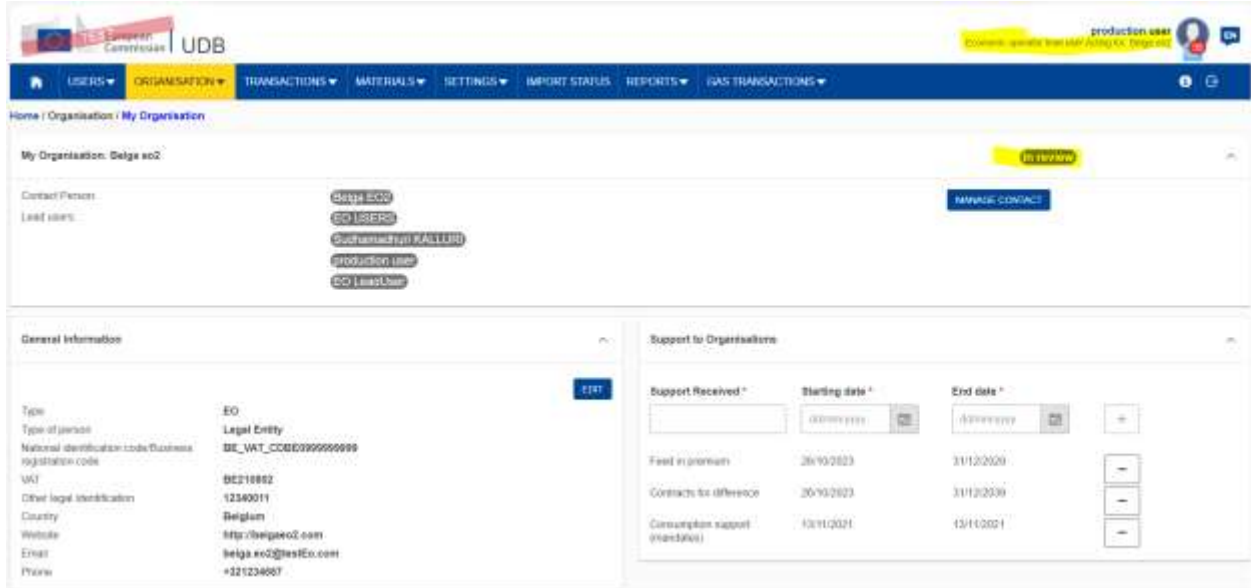
Support to Organisations

Support Received *	Starting date *	End date *	
<input type="text"/>	2020/01/01	2020/01/01	+
Field in test	2011/01/01	2011/01/01	-

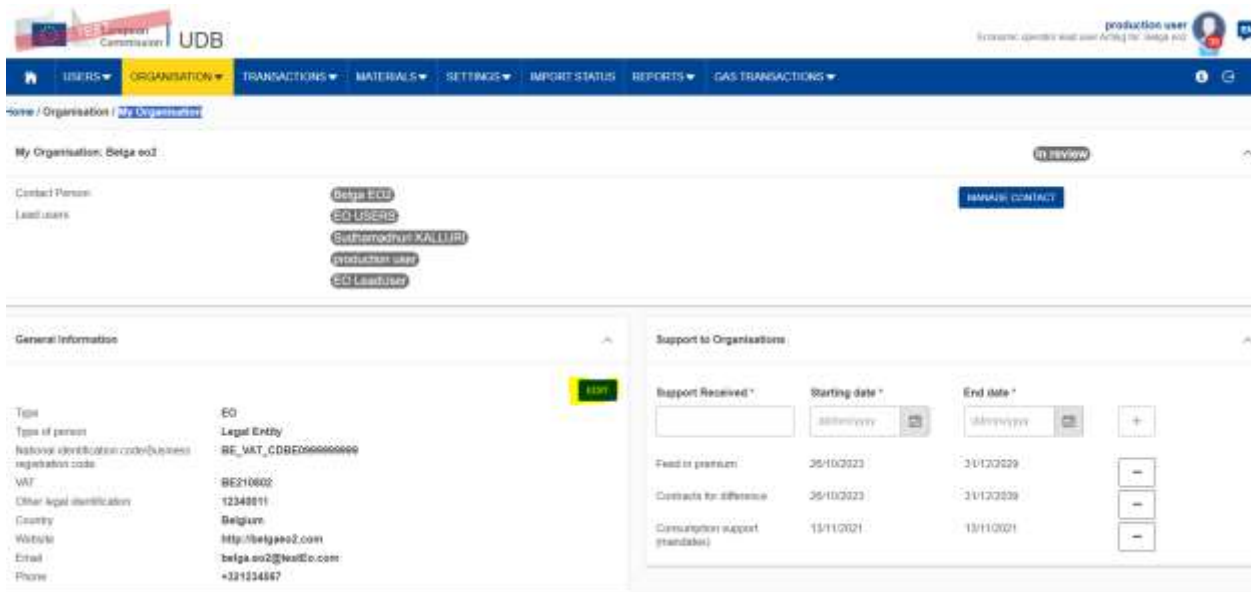
How to change from in review to active organization

Actor(s): - EO Lead User

User land on My Organization page in IN REVIEW status image below.



Click on 'EDIT' button



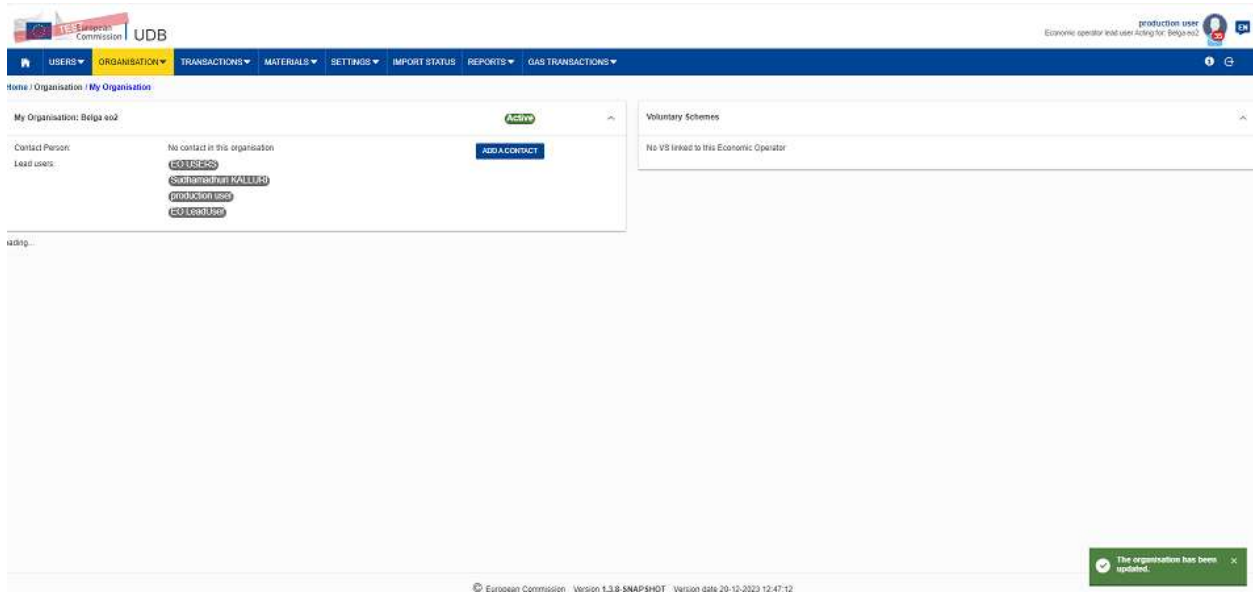
User able to see the edit organization page and update with NTR ID.

The screenshot shows the 'Add Organization' form in the UDB system. The form is divided into two columns. The left column contains the following fields: Name (text input), Organization Type (dropdown menu), Country (dropdown menu), Legal Type (dropdown menu), Other legal identification (text input), Email (text input), and Membership Number (text input). The right column contains: Organization Status (text input), Website Activities (a row of buttons for various activities), National Trade Register Identification Type (dropdown menu), National Trade Register Identification (text input), National Trade Registration Identification Preview (text input), VAT (text input), Website (text input), and Phone (text input). At the top right of the form, there are 'Save' and 'Back' buttons.

Click the 'Save' button

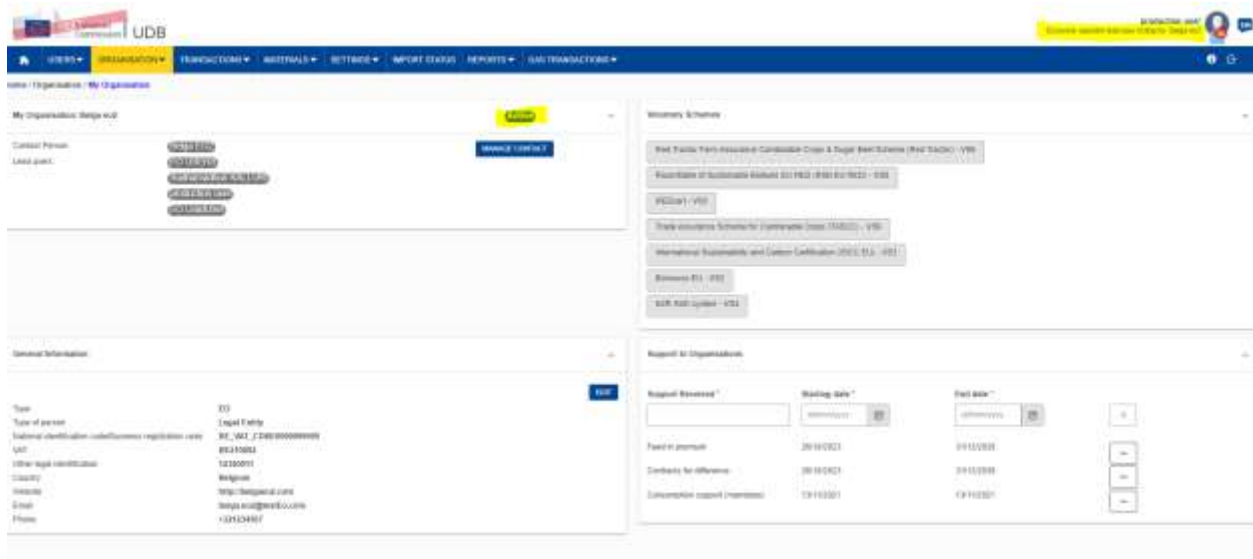
The screenshot shows the 'Edit Organization' form in the UDB system. The form is divided into two columns. The left column contains the following fields: Name (text input), Organization Type (dropdown menu), Country (dropdown menu), Legal Type (dropdown menu), Other legal identification (text input), Email (text input), and Membership Number (text input). The right column contains: Organization Status (text input), Website Activities (a row of buttons for various activities), National Trade Register Identification Type (dropdown menu), National Trade Register Identification (text input), National Trade Registration Identification Preview (text input), VAT (text input), Website (text input), and Phone (text input). At the top right of the form, there are 'Save' and 'Back' buttons.

User able to see the message as 'the organization has been updated'.



The screenshot shows the 'My Organisation' page in the UDB system. The organization name is 'Belga eol' and its status is 'Active'. The 'Contact Person' field is empty, and the 'Lead users' list includes 'CS:USERS', 'CS:IMMORTALMALLUS', 'production user', and 'CS:USERS'. A green notification box at the bottom right states 'The organization has been updated.' The footer indicates 'European Commission - Version 1.3.8-SNAPSHOT - Version date 20-12-2022 12:47:12'.

In my organization page status changed from IN REVIEW to ACTIVE image below



The screenshot shows the 'My Organisation' page with the status 'Active'. The 'Contact Person' field is empty, and the 'Lead users' list includes 'CS:USERS', 'CS:IMMORTALMALLUS', 'production user', and 'CS:USERS'. The 'Detailed Information' section shows the following details:

Type	00
Type of person	Legal Entity
National identification number/registration number	BE_0612289000000000
VAT	BE121082
Other legal identification	1210011
Country	Belgium
Website	http://belga.eol.com
Email	belga.eol@belga.eol.com
Phone	+32124811

The 'Request for Organizations' section shows the following data:

Request Reference	Request Date	Request Date
	20-12-2022	20-12-2022
Contracts for reference	20-12-2022	20-12-2022
Submission request reference	19-12-2021	19-12-2021