



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT

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

# **Seller Transaction**

**(Liquid fuel value chain)**

**Summary of changes:**

<b>Version</b>	<b>Date</b>	<b>Created by</b>	<b>Short Description of Changes</b>
1.0	05/04/2023	SRD UDB Team	1 <sup>st</sup> Draft version of the document

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## 1. Seller Transactions Overview

Adding Transactions onto UDB as a seller is the responsibility of the EO LeadUser/EO user.

An Economic Operator as a seller can enter trade details carried out to another economic operator (buyer) in UDB, so that the material trade information is made available in UDB by a certified Economic Operator.

### i. When to start seller transactions

Economic Operators can start registering their trade on a date “To be announced”.

### ii. What are the pre-conditions for Seller transactions?

- The Economic Operator should have been onboarded completely by the scheme, i.e., the organization and certificate details are completed by the scheme, has been invited and has accepted to use the application.
- Economic Operators shall verify the correctness of the information provided by the voluntary schemes. In some cases, the Economic Operator may be allowed to update some information by the scheme as a one-time exception.
- 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.

### iii. When can the Economic Operator start trading?

- After the pre-conditions are met, access to the transactions feature is then enabled.

## 2. How to use the Seller transaction feature

Below is the transaction flow of the seller transactions process. These are then further described in the subsequent sections:

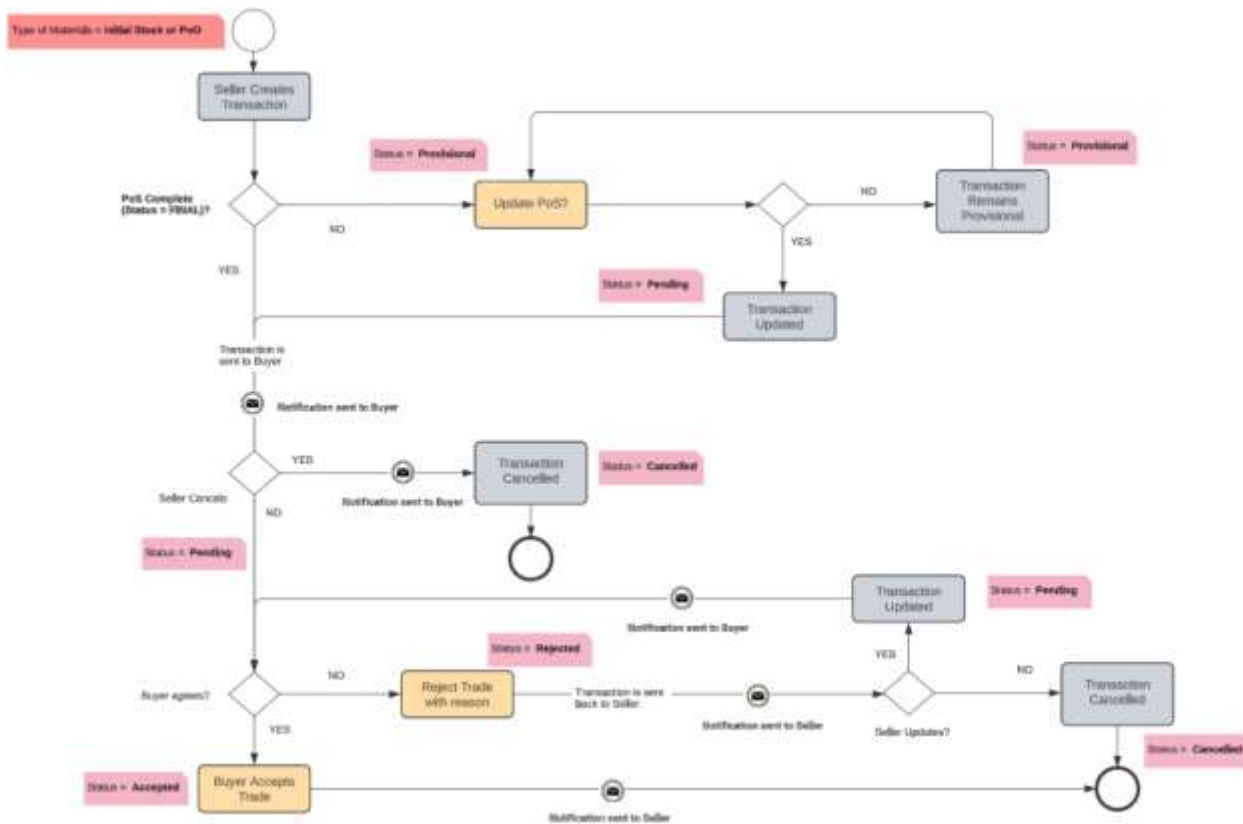


Fig 1. Seller Transaction Flow

### Create Seller Transaction

Actor(s): - EO LeadUser, EO User

Under the 'TRANSACTIONS' menu, the user navigates to 'Manage Transactions' and clicks on "Create Transaction".



Fig 2. Create Transaction

When the section opens, the User can then start adding the transaction details. See figure below.

Home / Transactions / Manage Transactions

Create Transaction Save & next Reset Back

Seller\*  Buyer\*

Registered certificate\*

Company Reference Number\*  Trade Date\*

Place of Loading\*  Loading Date\*

Place of Delivery  Delivery Date

Material\*  Material Annex Reference\*

Please first set 'Place of Loading'

Save & next Reset Back

**Fig 3. Start Registering Seller Transaction**

The fields details are explained in the table below:

Field Name	Description
Seller*	The entity initiating the transaction – auto filled with Seller details
Buyer*	The customer who the transaction is sent to – dropdown list User must enter at least 3 characters for the organisation list to be loaded.
Registered Certificate*	The seller’s registered certificates – dropdown list (Only one can be selected per transaction and must be valid for the trade date)
Company Reference* Number	Internal number used to reference activities/transactions/trades etc
Trade Date*	Date of Trade – can also be the invoicing date of the consignments (i.e., EO can group consignment of multiple shipments that have the same characteristics).

Place of Loading*	The site/place at which the material is to be loaded to send to the buyer – dropdown list.  User can only select one place of loading per transaction
Loading Date*	The date of loading
Place of Delivery	Site/place where the material is to be delivered to the buyer  It is not mandatory to provide this during a seller transaction, but the Buyer will need to fill in the place of delivery details before the trade can be accepted
Delivery Date	Delivery Date
Material*	Material – the available material will be those in the mass balance of the seller with quantities greater than/not equals to zero
Material Annex* Reference	The location in the annex where the material is referenced – auto filled as soon as the material is selected

\* Indicates mandatory fields

As soon as the material to be used in the transaction has been selected – all the consignments related to that material are displayed (with its associated meta data e.g., country of Origin, GHG, available quantity etc.). See Figure 4 below.

\*The user can select more than one consignment to be used in the transaction.

\*The user will also need to select the available quantity to be used in the transaction

Material\*  Material Annex Reference\*

Available Material Meta Data

	Country of origin of raw material	Embodied Foot Print (Total GPG)	Scheme Origin	Certificate of Origin	Unit	Available Quantity	Select Quantity*
<input checked="" type="checkbox"/>	Andorra	2.68 g CO2eq/kg	TESTV001		tonnes	5	<input type="text" value="0"/> <small>Field is required</small>
	Business Unit Criteria	Waste or Annexed By Product Permit	Support Type	Consignment POS			
	40			POS-0000004707-100000740 / POS-0000004707-100000740			
<input checked="" type="checkbox"/>	Belgium	29.88 g CO2eq/kg			tonnes	35	<input type="text" value="0"/> <small>Field is required</small>
	Business Unit Criteria	Waste or Annexed By Product Permit	Support Type	Consignment POS			
	40			POS-0000004706-100000010 / POS-0000004706-100000010			
<input type="checkbox"/>	Belgium	g CO2eq/kg	REDcert		tonnes	15	<input type="text" value=""/>
	Business Unit Criteria	Waste or Annexed By Product Permit	Support Type	Consignment POS			
	40		Free in fact	POS-0000004033-1007750000 / POS-0000004033-1007750000			

Items per page: 15  
Showing 1-3 of 3

Fig 4. Consignments Meta Data

After all the mandatory data has been filled in, the “Save and Next” button is enabled asking the user to confirm the selection made.

Material\*  Material Annex Reference\*

Available Material Meta Data

**Confirm Selected Material Meta Data**

Before save please confirm selected material meta data!

	Country of origin of raw material	Embodied Foot Print (Total GPG)	Scheme Origin	Certificate of Origin	Unit	Available Quantity	Select Quantity*
<input checked="" type="checkbox"/>	Andorra	2.68 g CO2eq/kg	TESTV001		tonnes	5	<input type="text" value="1"/>
	Business Unit Criteria	Waste or Annexed By Product Permit	Support Type	Consignment POS			
	40			POS-0000004707-100000740 / POS-0000004707-100000740			

Items per page: 4  
Showing 1-3 of 3

Fig 5. Consignments Meta Data Confirmation

Confirming the selection takes the user to the PoS data area (see below figure), otherwise the user is returned to the “create transaction” area.



**Edit Proof Of Sustainability** Completed Save Back

POS ID: POS-00000005861-1691136115

TRN ID: TRN-00000005254-1691136115

Method type: Total default value

Country of Origin: Belgium

Production Plant Start Date: 01/01/1970

**GHG Emissions**

EEC: 0

EL: 0

EP: 0

ETD: 0

**GHG Reductions**

EECA: 0

ECCB: 0

ECCR: 0

EU: 0

Total: 0 g CO2eq/dry-ton

Remarks: General Information or Comment

Fig 6. Transactions – PoS section

If the PoS is set as complete, the transaction is then sent to the buyer and the status = **PENDING**

- In this scenario, once the transaction has been created, a notification is sent to the buyer.

If the PoS is set as Incomplete, the transaction is NOT sent to the buyer and the status = **PROVISIONAL**

After the Transaction has been created, a Consignment POS is created by the system and several actions can be performed on it depending on the status such as: viewing, editing, and Cancellation.

[View Seller Transaction \(Provisional + Pending statuses\)](#)

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

To view transaction details, go to: Transactions > manage transactions and click on the 'View' icon.

Actions	Transaction ID	Trade Date	Created On	Type	Counterparty	POS ID	Material	Status
	TRN-00000005254-1691136115	04/08/2023	04/08/2023 08:01 (UTC)	Selling	TESTE02	POS-00000005861-1691136115	Used cooking oil - URWU004	Provisional
	TRN-00000004252-1687174826	16/06/2023	16/06/2023 11:41 (UTC)	Selling	BTEST	POS-00000004823-1687174826	Cash - URWU010	Pending

Fig 7. View Seller Transaction

## Edit Seller Transaction (Provisional status)

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

In a seller transaction, only those in a provisional state can be edited as it has not yet been sent to the buyer. To edit, go to: Transactions > manage transactions and click on the 'Edit' icon. The transaction details + Pos data can then be edited.



The screenshot shows a 'Transactions' management interface. At the top right, there are two buttons: 'Create Point of Origin Buyer Trade' and 'Create Transaction'. Below these is a table with the following columns: Actions, Transaction ID, Trade Date, Created On, Type, Counterparty, POS-ID, Material, and Status. The first row of data shows a transaction with ID 'TRN-8990005254-182113E119', Trade Date '04082023', Created On '04082023 08:31 (UTC)', Type 'Selling', Counterparty 'TESTED', POS-ID 'POS-80099000261-000130133', Material 'Used cooling oil - URM0084', and Status 'Provisional'. The 'Edit' icon (a pencil) in the 'Actions' column for this row is highlighted with a red box. The second row shows a transaction with ID 'TRN-89900064355-182174838', Trade Date '18082023', Created On '18082023 11:41 (UTC)', Type 'Selling', Counterparty 'E1EST', POS-ID 'POS-80099004025-182174838', Material 'Can - L890218', and Status 'Pending'.

Actions	Transaction ID	Trade Date	Created On	Type	Counterparty	POS-ID	Material	Status
	TRN-8990005254-182113E119	04082023	04082023 08:31 (UTC)	Selling	TESTED	POS-80099000261-000130133	Used cooling oil - URM0084	Provisional
	TRN-89900064355-182174838	18082023	18082023 11:41 (UTC)	Selling	E1EST	POS-80099004025-182174838	Can - L890218	Pending

**Fig 8. Edit seller Transaction**

\*The PoS data are still editable until a sale is made for the consignment. A PoS cannot be editable after the sale transaction is initiated. A correction procedure is to be followed in case of corrections.

## Cancel Seller Transaction (Provisional + Pending statuses)

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

To cancel a seller transaction, go to: Transactions > manage transactions and click on the 'Cancel' icon.

### *Provisional Status Cancellation*

If the user confirms the action, the transaction is cancelled.

- The seller transaction was still in provisional status - (and not yet sent to the buyer) as the transaction details (PoS data – GHG emissions, Country of origin details) were not complete.

### *Pending Status Cancellation*

If the user confirms the action, the transaction is cancelled.

- The seller transaction was in pending status - (already sent to the buyer). However, the buyer has not done any action on the seller transaction (accepted or rejected).
- In this scenario, once the transaction is cancelled, a notification is sent to the buyer about the cancellation.

### 3. FAQs

Question	Answer
Does a transaction correspond to the physical execution of the contract and the transfer of documents (including POS°)	Due to the variation across the markets the first registration of a feedstock or fuel has the flexibility to update the emissions before the subsequent sale is made. In all other subsequent trades, the trade cannot be registered until the PoS details are completed. We indeed encourage submission of all documents together but do recognize that there is a time period needed for the market to digitize their processes.
Are all data mandatory? Is it possible to preserve a transaction while waiting for additional data?	Yes, a transaction can be preserved. However, a transaction will not be sent to the buyer until the GHG details are marked as complete.
How to manage the differences in quantities between the departure and arrival weighbridge? How to manage the contracts in m3 but which are converted into tons in the mass balance? How to manage the rounding which are not necessarily the same between operators?	Normally losses due to transportation & storage will be allowed to be adjusted. This feature will be allowed in the future. Meanwhile it is at the discretion of the buyer to accept the trade transaction. Considering on UDB the trade transaction is for the sale of a consignment that could be shipped in multiple consignments on different dates, what matters is the invoiced stocks that are eventually shipped.
Original POS: to be specified? Is it a unique number? If yes, which one? Is it compulsory, in which case? How to manage when there are several batches of seeds (up to a hundred for the same contract)? NB: Our current systems are not able to manage this level of detail	Original PoS is the PoS of the material & consignment that it originated from & is normally issued to 1st gathering point by UDB. It is unique. This means each consignment at any point in the value chain will have a combination of POS that can uniquely identify it with its emission footprint. The existing Systems at EOs may store such reference received from UDB to aggregate or split for referencing in further trading or conversion. The term original PoS also is referred for a new material generated during a material conversion process. In a transaction, the EO will select the consignment(s) and the consignment PoS will be part of the meta data so the EO will not need to memorise it. This will be seen in the following sections
Accept / reject transaction: how are we informed of the buyer or seller's actions? Is there a notification system?	This feature for auto notification is in our backlog. The Buyer / seller can see all transactions (accepted, rejected, pending etc.) once they log onto UDB and navigate to the manage transactions section.
How to manage errors in the shipments (bad handling)	In case of errors in volumes, units & other details, the transaction can be rejected by Buyer in order to correct the same transaction by seller. Delivery site can also be updated by the buyer subsequently without rejecting the transaction. GHG Emissions can be updated until the end of Mass-balance period or mandatorily before the consignment is sold.
Time to declare the transaction: The transactions must be in the mass balance only if we have the information relating to the SOP (up to 20 working days after deliveries) to which it is necessary to add 5 days to declare the transaction in the UDB (time of update of our systems and seizure in UDB)	A seller cannot register a trade on UDB without the PoS details being filled out. i.e., A buyer cannot recognize this transaction in their mass-balance if the trade transaction is not registered by Seller on UDB. It is in their mutual interest to do so at the earliest. i.e., within the mass-balance period.

<p>When traders purchase mix fuels (diesel with biodiesel and gasoline with bioethanol), how should they declare their quantities?  - What information should be registered with 72 hours? (Quantity, raw material, country of origin?)</p>	<p>- Biofuel is produced based on certain inputs that are supplied from a certified trader etc. Only these quantities can be used for conversion to biofuel  – Assuming we are referring to conversion of materials to biofuel, then the quantity, raw materials are applicable. Country of origin is traced by UDB automatically for consignments being converted.</p>
<p>We understand that the launch to enter our physical stock is from October 1<sup>st</sup>. Transactions can be entered into the system from November 1<sup>st</sup>. What about transactions issued during: October 1<sup>st</sup> to 30<sup>th</sup>? Will we have to integrate them as of November 1<sup>st</sup>?</p>	<p>Initial stock registration takes into account the stock of EOs at a given point in time (Date to be defined). Any trades after this date can only be registered by sellers (except point of origin). As a buyer one can accept such trades. It is possible initially for some period of time to register such trades ex-post</p>
<p>We have taken note that the first gathering point/trader will have 72 hours to send us its batch of raw materials on the platform: This is 72 hours from the date of invoice -Do we also have 72h to accept it?</p>	<p>Yes, this would also apply for Accept &amp; Rejection of transactions.</p>
<p>Once a transaction is accepted, can changes be made?</p>	<p>No, this will then need to be a corrective procedure, however a buyer can reject the trade so that the seller can correct it.</p>
<p>-If the deliverer does not use the tool, what happens?</p>	<p>It is the seller’s responsibility to register. Otherwise, such consignments are not recognized on UDB</p>
<p>Who is responsible if the accepted value is wrong?</p>	<p>The Seller is responsible to register the trade transaction. Buyer has the option to accept or reject. Seller can correct the information before resubmitting</p>
<p>Regarding points of origin, do we have to register all our sustainable grain suppliers?</p>	<p>YES, since the 1<sup>st</sup> gathering point will have to register the transactions and encode a point of origin. Nevertheless, the points of origin are not supposed to register transactions</p>
<p>What types of transactions should be filled out (all sales and purchases)? Are internal transfers and productions excluded?</p>	<p>Any transfers to a site that is listed in the certificate is to be included. UDB only recognizes sites &amp; not storage tanks etc. Processing &amp; Production is to be recorded under material conversion.</p>
<p>What is the periodicity of entering the transactions?</p>	<p>There is a delay of several days between the transaction and the POS. Transactions have to be registered within 72 hours of traded date/shipment.  PoS can be updated later but before the end of mass-balance period. A stock cannot be registered for sale to buyer on UDB if the PoS is not up to date.</p>