



USER MANUAL

How to deliver data to the Business Data Repository (BDR)

*Manual for undertakings submitting data in relation to
Regulation (EU) 517/2014 (the F-Gas Regulation 2014)*

<http://rod.eionet.europa.eu/obligations/713>

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.

This manual explains in particular how to use the electronic infrastructure to submit reports to the European Commission and your Member State in pursuance of [Regulation \(EU\) No 517/2014](#) of the European Parliament and of the Council of 16 April 2014 on fluorinated greenhouse gases and repealing Regulation (EC) No 842/2006

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

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 Commission](#). Links are available in the help section of BDR: <https://bdr.eionet.europa.eu/help/fgases>

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 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 ECAS 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.

¹ The URL for DG CLIMA's F-gas Portal is: <https://webgate.ec.europa.eu/ods2>. Guidance on how to register is available here: http://ec.europa.eu/clima/policies/f-gas/reporting/docs/guidance_registration_f-gases_portal_en.pdf

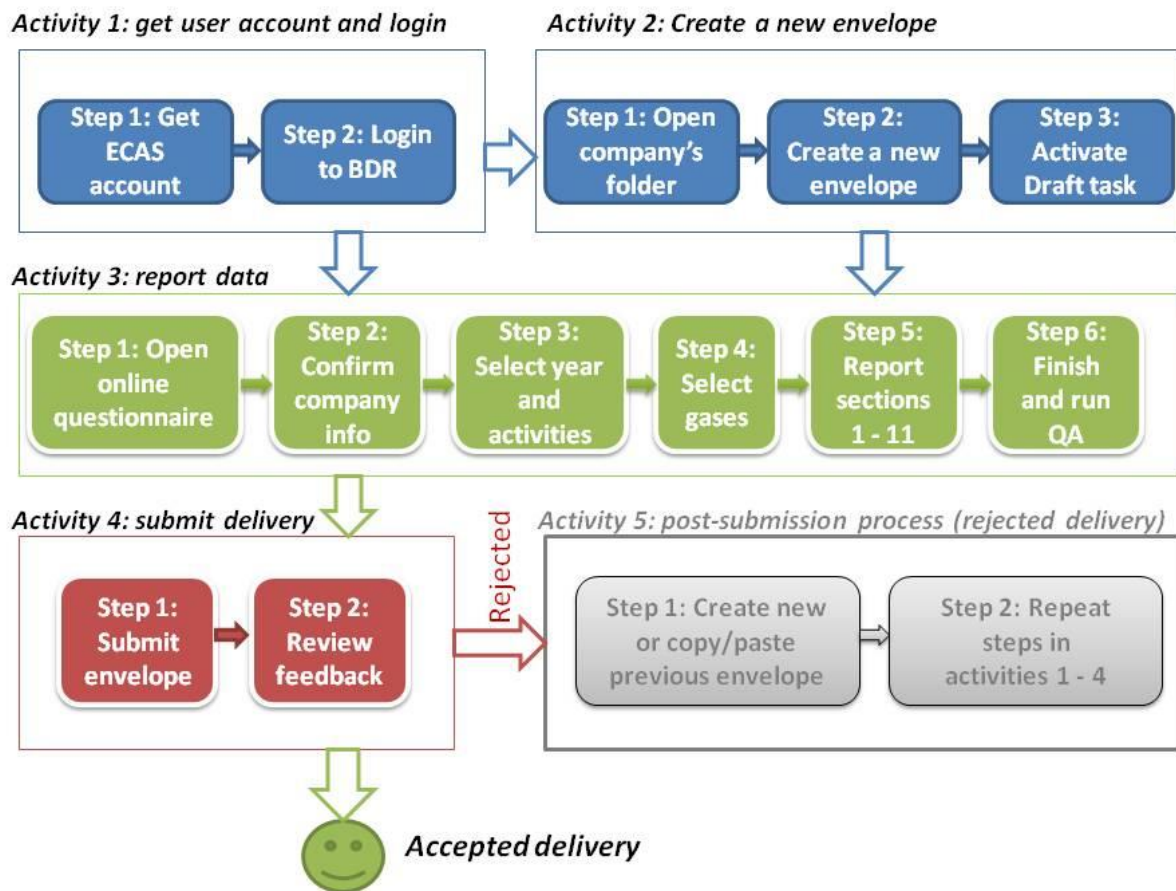


Figure 1 Submission process

Activity 1: get user account and login

➤ Step 1 (A1): Get ECAS user account and register at DG CLIMA's F-gas Portal

The URL for DG CLIMA's F-gas Portal is: <https://webgate.ec.europa.eu/ods2> and guidance on how to register is available here:

http://ec.europa.eu/clima/policies/f-gas/reporting/docs/guidance_registration_f-gases_portal_en.pdf

➤ 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 the 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 ECAS 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.



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 Data reporting for business

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Eionet Business Data Repository

The **Business Data Repository** is like a bookshelf, with data reports on the environment as submitted by companies to the *European Union*.

The **Business Data Repository** is part of the *Reportnet* architecture maintained by the *EEA*.

The **Business Data Repository** is currently used for companies to fulfil their reporting obligations on trading of [ozone depleting substances \(ODS\)](#), [fluorinated gases \(F-gases\)](#), [cars](#) and [vans](#).

Login

Please login with an user authorized to access the resources you need

[Login F-gases](#)
[Login ODS/cars and Vans](#)

Login using ECAS

Login using EIONET

Don't have an account?

If your company does not yet own a login account please learn how to get it at:

- [F-gases](#)
- [ODS](#)
- [Cars-Vans](#)

Please note that for F-gases you will need an ECAS account as for the HFC Registry – more details at [Help F-gases](#)

Need help?

Dedicated pages for each reporting obligations offer additional guidance on how to use this platform for the various reporting obligations. **Please use the left hand menu.**

If you still have problems please contact the BDR Support at: BDR.helpdesk@eea.europa.eu.

Document last modified 2015/02/10 16:40:46.282423 GMT+1.

Figure 2 BDR front page

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.

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Eionet Business Data Repository

The **Business Data Repository** is like a bookshelf, with data reports on the environment as submitted by companies to the *European Union*.

The **Business Data Repository** is part of the *Reportnet* architecture maintained by the *EEA*.

Click on the link below to start the reporting

- [Business Reporter Testing Ltd](#)

Browse by obligation

- » [Average CO2 emissions \(passenger cars\)](#)
- » [Average CO2 emissions \(light commercial vehicles\)](#)
- » [F-gases \(fluorinated\) regulation](#)
- » [Ozone depleting substances \(ODS\)](#)

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Need help?

Dedicated pages for each reporting obligations offer additional guidance on how to use this platform for the various reporting obligations. **Please use the left hand menu.**

If you still have problems please contact the BDR Support at: BDR_helpdesk@eea.europa.eu.

Document last modified 2015/02/10.

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:



Figure 4 New envelope button

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

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Add Envelope

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

Title 12345_2014_v1

Description

Relating to which year 2014 Whole Year to

Coverage Romania

Coverage note

Add

Document last modified 2015/02/10.

Figure 5 Add new envelope



Metadata to be included:

Envelope title	<p>The title should follow this format: username_YYYY_v1</p> <ul style="list-style-type: none"> - username is your username used for the login (e.g.12345) - YYYY is the year to which the data apply (e.g. 2014 for data reported in 2015) - v1 is the version number of the dataset (in the case of resubmissions, the version should be increased)
Description:	<p>Original submission of data: 'Original submission'</p> <p>For re-deliveries of a dataset: 'Redelivery' + the reason for re-submission</p>
Relating to which year:	The year covered by the dataset (reporting year) – e.g. 2014 for data relating to the 2014 business year, to be reported by 31/03/2015
Coverage	This refers to the country where your company is legally 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).



The screenshot shows the EIONET Data reporting for business interface. The breadcrumb trail is: You are here: Eionet » BDR » Ozone depleting substances (ODS) » Romania » Business Reporter Testing Ltd » 12345_2014_v1. The left sidebar contains a 'Services' menu with links: BDR home, Search, Help, Self-registration, and Edit organisation. The main content area has tabs for Overview, Edit properties, and History. The 'Overview' tab is active, showing details for '12345_2014_v1'. The details include: Description (Ozone depleting substances (ODS) reporting by undertakings (Article 27)), Obligations (Ozone depleting substances (ODS) reporting by undertakings (Article 27)), Period (2014 - Whole Year), Coverage (Romania), Status (Task(s) waiting to be assigned: **Activate task: Draft** (to start/update the reporting process)), and Acceptability status (n/a). On the right, there are buttons for 'Zip Envelope' and 'Activate task', with the 'Activate task' button circled in red. Below the details, there is a 'Note' section with a message about staying updated and a 'Files in this envelope' section with a reminder to release the envelope after uploading all files. A feedback section at the bottom shows 'No feedback posted in this envelope'.

Figure 7 Activate Draft task

Activity 3: Report data

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

After activation, you will see the "Draft delivery" page with step by step instructions of how to proceed if the envelope is in Draft status.

The reporting of your company data should be done by using an on-line questionnaire developed to guide you through this process. Click on the "Add and edit a Fluorinated gases (F-Gases) reporting questionnaire" link to open up the reporting form. The exact instructions of how to report data in the questionnaire can be found in the next steps.



EEA | Login | B | i

EIONET

Data reporting for business

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Services

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- » Edit organisation

Draft delivery | Overview | Draft delivery | Edit properties | History

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

Please use one of the following links to add or update your questionnaire.

[Add and edit a Fluorinated gases \(F-Gases\) reporting questionnaire](#)

Buttons: Add supporting file, Copy previous delivery, Upload zipfile, Submit to DG CLIMA/EEA, Deactivate task

Process: Step by Step

Note: You are advised to print this page in order to be able to follow the process

Step 1:

Fill in data using the on-line questionnaire. The system will automatically store your data in this envelope after clicking the "Save" button on the questionnaire. You can always interrupt your work and continue your contribution at a later time without losing data.

Step 2:

After saving a draft delivery, you can evaluate the quality of the data you have reported. To do so click on the button "Run QA" next to the reported file in the envelope. If any of the tests detect errors in the data, it is necessary that you correct them by modifying your questionnaire before submitting the delivery.

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.

Figure 8 Envelope draft page

It will take some seconds to load up the questionnaire. If you are using Internet Explorer as your web browser, you might be asked to click on "Start to fill in empty webform" in case the browser does not redirect automatically.

General principles for using the online questionnaire

Once you open a F-gases reporting questionnaire, you will see the Welcome form ('Introduction, Confidentiality & Instructions'). This form provides some basic information on who should report using the questionnaire and gives some basic instructions on how to fill in the online questionnaire. It also outlines the confidentiality rules that will be applied to all reported data.



EEA

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Questionnaire on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II of the F-Gas regulation.

Top navigation bar

Introduction **Company Information** Year & Activities

INTRODUCTION

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:

1. 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.
2. company that destroyed 1 metric tonne or 1 000 tonnes of CO₂ equivalent or more of F-gases;
3. company that used 1 000 tonnes of CO₂ equivalent or more of F-gases as feedstock;
4. company that placed on the EU market 500 tonnes of CO₂ equivalent or more of F-gases contained in imported products or equipment.

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

CONFIDENTIALITY

All information provided via these reporting forms are treated as strictly confidential. The Commission and the EEA have established procedures to ensure that all of the data relating to individual companies will be kept strictly confidential. No company-specific information is disclosed to the public; all company data are aggregated into summary reports before publication. These procedures limit the release of data that might significantly rely on reports from less than three company groups. To this end, company groups that contribute to less than 5 % do not count toward the '3-company-rule'. Concerns regarding confidentiality can be addressed to the Commission or to the entity designated by the Commission.

INSTRUCTIONS

After updating and/or confirming your Company Information form (from the tab above), the "Years & Activities" tab will then be visible. Based upon your selections for activities conducted in the previous calendar year, appropriate reporting forms will be automatically available. Activities conducted in any year should be reported and submitted, no later than 31 March of the following year. For your reference, a 'Frequently Asked Questions' (FAQ) is available from the help section of the BDR.

Action buttons **Bottom navigation buttons**

< Save report Close report Print report > Previous form Next form

Figure 9 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 gray "<" 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 on 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
- **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.

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.

Figure 10 Data validation

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 approx. 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

Company name	Company name		
Based in EU?	<input type="button" value="Yes"/> <input type="button" value="No"/>		
EU VAT No.	VAT1234		
Country of establishment	Please type country	Registration code in the DG CLIMA F-gas portal	
EU Only Representative		EU Only Representative VAT No.	

Figure 11 Add EU trading partner

➤ Step 2 (A3): Confirm company information and define affiliations

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 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 completing the questionnaire!



EEA | B |

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Questionnaire on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II of the F-Gas regulation.

[Introduction](#) |
 [Company Information](#) |
 [Affiliations](#)

Organisation details

Organisation name	orgTest1111			Telephone	+3234343	Website	http://website		
Street	street	Number	11	Postal Code	1234	City	asdfsafsaf	EU Country	Estonia
VAT number (for a company)	VAT23424								

Contact Information

First Name	User 1	Last Name	User 1	E-mail	user1@mook.ec.europa.eu
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Confirm
Modify

<
Save report
Close report
Print report

Figure 12 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".

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. in 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 on "I do not wish to report on company affiliations" to proceed with the next forms.



Questionnaire on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II of the F-Gas regulation.

Introduction

Company Information

Organisation details

Organisation name	orgTest1111			Telephone	+3234343	Website	http://website		
Street	street	Number	11	Postal Code	1234	City	asdfsalsaf	EU Country	Estonia
VAT number (for a company)		VAT23424							

Contact Information

First Name	User 1	Last Name	User 1	E-mail	user1@mock.ec.europa.eu				
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Confirmed! You have confirmed the organisation details

Voluntary identification of members of own company group

The European Commission and the EEA have established procedures to ensure that reported data will be kept strictly confidential. Aggregated data will not be published unless significantly relying on data reported by companies of at least three company groups. 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". 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/>. Please note that a reported affiliation in one company group will not be accepted unless reported here by both parties.

+ Add Affiliation

Number of reported affiliated companies is : 0

I do not wish to report on company affiliations

Confirm company affiliations

Figure 13 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 2015 reporting period, it is only possible to report on data for 2014.

Questionnaire on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II of the F-Gas regulation.

Introduction

Company Information

Year & Activities

Gases

I – Production, Bulk Import & Export, Stocks (sections 1-4)

II – Exempted HFCs (section 5)

III – Intended Applications (section 6)

IV – Issued Authorisations (section 9) and quota calculation

Finish

Debug

Reporting information

Transaction year ⓘ 2014 ▼

Activities

Figure 14 Transaction year selection

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



Activities	
<input checked="" type="checkbox"/>	EU producer of:
<input checked="" type="checkbox"/>	HFCs (Annex I, section 1)
<input type="checkbox"/>	Other fluorinated gases of Annex I or Annex II of Regulation (EU) No 517/2014
<input type="checkbox"/>	Importer (bulk gases) of:
<input type="checkbox"/>	HFCs (Annex I, section 1) or mixtures (including pre-blended polyols) containing HFCs
<input type="checkbox"/>	Other fluorinated gases of Annex I or Annex II of Regulation (EU) No 517/2014
<input checked="" type="checkbox"/>	Exporter of bulk gases
<input type="checkbox"/>	EU feedstock user
<input type="checkbox"/>	EU destruction company
EU manufacturer of products or equipment containing F-gases of Annex I or II: please read information!	
EU manufacturers of products or equipment containing fluorinated gases of Annex I or II of the F-Gas regulation are NOT required to report in case they purchase within the EU the gases used for charging the products/equipment.	
In case these gases are imported from outside the EU (or produced within the EU) by the EU manufacturer of products/equipment, the manufacturer should report as an importer/producer of bulk gases (tickboxes above).	
<input checked="" type="checkbox"/>	Importer of products/equipment containing F-gases of Annex I or II:
<input checked="" type="checkbox"/>	Importer of refrigeration, air conditioning or heat pump equipment pre-charged with HFCs or HFC-containing mixtures
<input type="checkbox"/>	Importer of other products or equipment containing fluorinated gases of Annex I or Annex II of Regulation (EU) No 517/2014
<input type="checkbox"/>	Undertaking having given an authorisation to use its HFC quota to another undertaking
<input type="checkbox"/>	Undertaking having received its quota exclusively on the basis of a declaration pursuant to Article 16(2) (new entrants reserve) (AND having given an authorisation for the use of HFC quota)

Figure 15 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 Activities form.

Nil Report	
Check following box in case of none of the activities in the transaction year or activities below the reporting thresholds specified in Article 19.	
<input type="checkbox"/>	Not obliged to report (NIL report)

Figure 16 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)

Questionnaire on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II of the F-Gas regulation.

Introduction Company Information Year & Activities **Gases** I – Production, Bulk Import & Export, Stocks (sections 1-4) II – Exempted HFCs (section 5)
 III – Intended Applications (section 6) IV – Issued Authorisations (section 9) and quota calculation Finish

Selection of gases & mixtures

HFCs (Annex I, section 1)

1 selected ▼

- HFC-23 (trifluoromethane, fluoroform) Remove

Commonly used HFC-containing mixtures

2 selected ▼

Filter

Most commonly used mixtures

Unselected	R-404A HFC-125: 44%; HFC-134a: 4%; HFC-143a: 52%;
0	✓ R-407C HFC-32: 23%; HFC-125: 25%; HFC-134a: 52%;
PFC	✓ R-410A HFC-32: 50%; HFC-125: 50%;
0	R-507A HFC-125: 50%; HFC-143a: 50%;

Figure 17 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%.

Select predefined F-Gases from the list	Select predefined non F-Gases from list or add other (non-listed) gas	
1 selected ▼	1 selected ▼	or Add 'Other' gas

Trade name of the mixture	My trade name	
Gas name	Share of gas in mixture (i.e. Percentage '%')	
HFC-32	10.5 %	Remove
Nitrous oxide	50.5 %	Remove
Other <input type="text" value="Some other gas"/>	39 %	Remove

OK

Cancel

Figure 18 Add new mixture

➤ Step 5 (A3): Report quantities in sections 1 - 11

The next step is 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 producers of 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.



Section 1: TO BE FILLED IN BY PRODUCERS 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 of Regulation (EU) No 517/2014.

Transactions 1A – 1E apply to EU producers of gases and cannot be reported for mixtures. Transactions 1F -1H apply to producers of 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).

Transactions/(metric tonnes)	HFC-41 (fluoromethane, methyl fluoride)	Mixture (My trade name)	R-407C	HFC-134 (1,1,2,2-tetrafluoroethane)
	unit: t	unit: t	unit: t	unit: t
1A : Total quantity of production from facilities in the Union				
		⚠	⚠	
1B : - thereof: quantity of production from facilities in the Union consisting of recovered by-production or unwanted products where that by-production or those products have been destroyed in the facilities prior to the placing on the market				
		⚠	⚠	
1C : - thereof: quantity of production from facilities in the Union consisting of recovered by-production or unwanted products where that by-production or those products have been handed over to other undertakings for destruction and had not been placed on the market previously If You want to report in this transaction, you can add trading partner(s) with this button 	0.000	0.000	0.000	
Trade partner name VAT1234 				
		⚠	⚠	
1D : - thereof: Total quantity of own production destroyed which has not been placed on the market	0.000	0.000	0.000	

Figure 19 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.

Transactions/(metric tonnes)	HFC-41 (fluoromethane, methyl fluoride)	Mixture (My trade name)	R-407C	HFC-134 (1,1,2,2-tetrafluoroethane)
	unit: t	unit: t	unit: t	unit: t
2A : Total amount imported into the Union				
2B : Amount imported into the Union, not released for free circulation and reexported contained in products or equipment				

Figure 20 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 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.

Transactions/(metric tonnes)	HFC-41 (fluoromethane, methyl fluoride)	Mixture (My trade name)	R-407C	HFC-134 (1,1,2,2-tetrafluoroethane)
	unit: t	unit: t	unit: t	unit: t
3A : Total amount exported from the Union	0.22	2.001	3.02	
3B : thereof: Exported amounts from own production or import			1.2	
3C : thereof: Exported amount purchased from other undertakings within the Union [3C = 3A - 3B]	0.220	2.001	1.820	
3D : thereof: Amount exported for recycling				2.1
3E : thereof: Amount exported for reclamation				
3F : thereof: Amount exported for destruction				

Figure 21 Section 3

Section 4 (Form I)

Section 4 to be filled in by producers and importers 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.



Please make sure that the total stocks reported in 4A or 4B for 1st of January 2014 match stocks reported in the previous year for 31st of December 2013. 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 report on 2013, 31st of December stocks were reported for any gas and in your present report you do not report on this gas at all, then please select this gas for your present report and accordingly report on the 1st of January 2014 stocks in section 4A or 4B.

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.








Transactions/(metric tonnes)	HFC-41 (fluoromethane, methyl fluoride)	Mixture (My trade name)	R-407C	HFC-134 (1,1,2,2-tetrafluoroethane)
	unit: t	unit: t	unit: t	unit: t
4A : Total 1st January stocks	333 		22 	
4B : - thereof: 1st January stocks of quantities from own import or production		2 	2 	
4C :  - thereof: 1st January stocks of quantities from own import or production, previously not placed on the market				
4D :  - thereof: 1st January stocks of quantities from own import or production, previously placed on the market [4D = 4B - 4C]	0.000	2.000	2.000	0.000
4E :  - thereof: Other 1st January stocks [4E = 4A - 4B]	333.000	-2.000	20.000	0.000
4F : Total 31st December stocks [4F = 4G - 4H]				

Figure 22 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).

Transactions/(metric tonnes)	HFC-41 (fluoromethane, methyl fluoride)	Mixture (My trade name)	R-407C	HFC-134 (1,1,2,2-tetrafluoroethane)
	unit: t	unit: t	unit: t	unit: t
5A : ⓘ Amount imported into the Union for destruction If You want to report in this transaction, you can add trading partner(s) with this button + Add a Trading Partner to Report	7.222	0.122	0.222	
Company 1 VAT22222 Edit Remove	7.222	0.122	0.222	
5B : ⓘ Amount used by a producer or importer in feedstock applications or supplied directly by a producer or an importer to undertakings for use in feedstock applications If You want to report in this transaction, you can add trading partner(s) with this button + Add a Trading Partner to Report	0.000	0.600	0.000	
Company 2 VAT22222 Edit Remove		0.6		

Figure 23 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.

Section 6: CATEGORIES OF APPLICATION OF GASES FOR THE EU MARKET, 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 mixture containing at least one of those gases.

Transactions/(metric tonnes)	HFC-41 (fluoromethane, methyl fluoride)	Mixture (My trade name)	R-407C	HFC-134 (1,1,2,2-tetrafluoroethane)
	unit: t	unit: t	unit: t	unit: t
6A : ⓘ Export				
6B : ⓘ Destruction				
6C : ⓘ Military equipment				
6D : Refrigeration, air-conditioning and heating				
6E : Other heat transfer fluids				
6F : Foams				
6G : Production of pre-blended polyols, e. g. for PU foam				
6H : Fire protection				

Figure 24 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.

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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.

Section 7: TO BE FILLED IN BY FEEDSTOCK USERS 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 mixture containing at least one of those 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.

Transactions/(metric tonnes)	HFC-41 (fluoromethane, methyl fluoride)	Mixture (My trade name)	R-407C	HFC-134 (1,1,2,2-tetrafluoroethane)
	unit: t	unit: t	unit: t	unit: t
7A : Amount used as a feedstock by the undertaking itself				

Figure 25 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.



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.

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

Figure 26 Section 8

Section 9 (Form IV)

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.

Please note that transaction 9A is not available for reporting for transaction year 2014. All the other transactions are calculated automatically and the amounts are expressed in tonnes of CO₂ equivalents.

Please note that you have to tick the obligation checkbox and upload verification document(s) if the calculated total amount of hydrofluorocarbons regarded as placed on the EU market for the first time in 9C exceeds the threshold of 10 Mt CO₂-eq.

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 sub-mitting 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 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

Transactions/(metric tonnes)	Amount of HFCs
	unit: t CO ₂ -equivalents
9A : 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 If You want to report in this transaction, you can add trading partner(s) with this button <input type="button" value="Add a Trading Partner to Report"/>	
9B : Total amount of hydrofluorocarbons physically placed on the market <i>[9B = 5H]</i>	202473
9C : Total amount of hydrofluorocarbons regarded as placed on the EU market for the first time <i>[9C = 9B + Sum(9A)]</i>	202473
9D : Total reported amounts of hydrofluorocarbons exempted from the quota obligation <i>[9D = 5I]</i>	34099266
9E : Calculated amount of hydrofluorocarbons physically placed on the market, in need of quota <i>[9E = 5J]</i>	-33896793
9F : Total calculated need of quota for bulk hydrofluorocarbons placed on the market <i>[9F = 9E + Sum(9A)]</i>	-33896793 ⚠

☒ 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 sub-mitting 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.

■ [http://webq2test.eionet.europa.eu/verification document.txt](http://webq2test.eionet.europa.eu/verification%20document.txt)

Upload new verification document FGases-141105.txt

Figure 27 Section 9

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.

Section 11: 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

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.

Step 1: selection of categories

11A	Stationary equipment for comfort cooling or heating	design type	unit type		
11A1		direct	Standalone/monobloc units	moveable	<input checked="" type="checkbox"/>
11A2				rooftop	<input checked="" type="checkbox"/>
11A3				other	<input checked="" type="checkbox"/>
11A4		single split units	charged with 3 kilograms or more of refrigerant	<input type="checkbox"/>	
11A5			charged with less than 3 kilograms of refrigerant	<input type="checkbox"/>	
• • •					
11M	Switch gear for transmission and distribution of electricity				<input type="checkbox"/>
11N	Other electrical transmission and distribution equipment				<input type="checkbox"/>
11O	Particle accelerators				<input type="checkbox"/>
11P	Other products and equipment containing gases listed in Annex I or Annex II of Regulation (EU) No 517/2014				<input type="checkbox"/>

Confirm the categories
Confirm selected categories

Figure 28 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.



Section 11: 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

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.

Step 2: Reporting on quantities of gases and products/equipment

Code and reporting parameter	Explanation for category, if needed	amount of imported equipment / products per category	HFC-41 (fluoromethane, methyl fluoride) unit: t	Mixture (My trade name) unit: t	R-407C unit: t	HFC-134 (1,1,2,2-tetrafluoroethane) unit: t
11A	Stationary equipment for comfort cooling or heating [11A = 11A1 + 11A2 + 11A3 + 11A4 + 11A5 + 11A6 + 11A7 + 11A8 + 11A9 + 11A10 + 11A11 + 11A12 + 11A13 + 11A14]	0 pieces of equipment	0.000	0.000	0.000	0.000
11A1	Stationary equipment for comfort cooling/heating, direct design: Standalone/monobloc units of moveable type Average specific charge of fluorinated gas: - kg of fluorinated gas per piece of equipment	pieces of equipment				
11A3	Stationary equipment for comfort cooling/heating, direct design: standalone/monobloc units of other type Please specify: Average specific charge of fluorinated gas: - kg of fluorinated gas per piece of equipment	pieces of equipment				
11G	Total refrigeration, air conditioning or heat pump equipment [11G = 11A + 11B + 11C + 11D + 11E + 11F]	0 pieces of equipment	0.000	0.000	0.000	0.000
11Q	Total of products and equipment containing fluorinated gases listed in Annex I or Annex II of Regulation (EU) No 517/2014 [11Q = 11G + 11H + 11I + 11J + 11K + 11L + 11M + 11N + 11O + 11P]		0.000	0.000	0.000	0.000

Change reporting categories: [Change categories](#)

Figure 29 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.



Questionnaire on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II of the F-Gas regulation.

[Introduction](#) [Company Information](#) [Year & Activities](#) [Gases](#) [I – Production, Bulk Import & Export, Stocks \(sections 1-4\)](#)
[II – Exempted HFCs \(section 5\)](#) [III – Intended Applications \(section 6\)](#) [IV – Issued Authorisations \(section 9\) and quota calculation](#)
[VI – Feedstock Use and Destruction \(sections 7-8\)](#) [VII – Import of Products/Equipment containing F-gases \(section 11\)](#) **Finish**

Review of the webform

The form has no validation errors and is ready for submission.

For submission of your report, please close this report, return to your BDR envelope and click "Submit to DG CLIMA/EEA" there

[Close report and proceed to BDR](#)

Figure 30 Finish questionnaire

If the validation process finds any problems 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.

All the 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.

Questionnaire on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II of the F-Gas regulation.

[Introduction](#) [Company Information](#) [Year & Activities](#) [Gases](#) [I – Production, Bulk Import & Export, Stocks \(sections 1-4\)](#)
[II – Exempted HFCs \(section 5\)](#) [III – Intended Applications \(section 6\)](#) [IV – Issued Authorisations \(section 9\) and quota calculation](#)
[VI – Feedstock Use and Destruction \(sections 7-8\)](#) [VII – Import of Products/Equipment containing F-gases \(section 11\)](#) **Finish**

Review of the webform

There are validation errors that must be repaired before an acceptable submission of this report. Please see the list of errors and solutions below. 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 be automatically rejected as not acceptable.

For submission of your report, please close this report, return to your BDR envelope and click "Submit to DG CLIMA/EEA" there

[Close report and proceed to BDR](#)

Validation errors on form I – Production, Bulk Import and Export, Stocks (sections 1-4) [»](#)

Category	Violation description
Transaction 04D - gas HFC-41 (fluoromethane, methyl fluoride)	A negative amount here is implausible, please revise your data. (2017)
Transaction 04E - gas My trade name	A negative amount here is implausible, please revise your data. (2017)

Figure 31 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.

The screenshot shows the EIONET Data reporting for business interface. The 'Draft delivery' tab is selected. The page displays instructions for reporting company data and a list of files in the current envelope. A red circle highlights the file 'Fluorinated gases F-Gases reporting 1.xml' in the 'Files in this envelope' section. The 'Run QA #1' button is visible next to the file name.

Figure 32 Reporting file in envelope

The BDR system allows you to check the quality of reported data by clicking  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 finalizing the delivery!
- **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.

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.



[Login](#)

EIONET
 Data reporting for business

You are here: Eionet» BDR » Ozone depleting substances (ODS) » Romania» Business Reporter Testing Ltd» 12345_2014_v1

Services
 » [BDR home](#)
 » [Search](#)
 » [Help](#)
 » [Self-registration](#)
 » [Edit organisation](#)
Feedback: AutomaticQA result for file Fluorinated_gases__F-Gases__reporting__1.xml: consistency checks on FGases report
[Back to envelope](#)

Subject:	AutomaticQA result for file Fluorinated_gases__F-Gases__reporting__1.xml: consistency checks on FGases report
Posted automatically on:	05 Feb 2015 10:48
Task:	Automatic quality assessment
Referred file:	Fluorinated_gases__F-Gases__reporting__1.xml

Validation report for F-Gases Compliance Checks

Your delivery did not pass some important checks. In the following sections you will find more information on these errors.
It is necessary that you correct the blocking errors found by changing your questionnaire before finalizing the delivery!

- **1. Blocking errors:** The quality check found important inconsistencies and/or errors in the reported data which need to be fixed.
- **OK 2. Potential errors:** No potential errors have been found.

Error details

1 You have closed the webform, but ignored the 'Review of the webform' sheet on Finish tab. Please click 'Close report' button to finalise the report. If the review page displays any blocking validation error, then they must be repaired before an acceptable submission of this report.
 (code=status)

Figure 33 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.

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.



The screenshot shows the EIONET web interface for business data reporting. The header includes the EEA logo and navigation links. The main content area is titled 'Draft delivery' and contains instructions for reporting data. A sidebar on the left lists services like BDR home, Search, Help, Self-registration, and Edit organisation. The 'Draft delivery' section includes tabs for Overview, Draft delivery (selected), Edit properties, and History. It provides a link to 'Modify the Fluorinated gases (F-Gases) reporting questionnaire' and a list of buttons: 'Add supporting file', 'Copy previous delivery', 'Upload zipfile', 'Submit to DG CLIMA/EEA' (highlighted with a red circle), and 'Deactivate task'. The bottom section describes the process steps: Step 1 involves filling in data using an on-line questionnaire, and Step 2 involves evaluating the quality of the data and correcting errors if necessary.

Figure 34 Submit to DG-CLIMA/EEA

➤ 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”.

At this point 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.



EEA | Login | B | i

EIONET

Data reporting for business

You are here: Eionet » BDR » Ozone depleting substances (ODS) » Romania » Business Reporter Testing Ltd » 12345_2014_v1

Services

- » BDR home
- » Search
- » Help
- » Self-registration
- » Edit organisation

Overview | **Edit properties** | **History**

12345_2014_v1

Description

Obligations [Fluorinated gases \(F-Gases\) reporting by undertakings \(Regulation 2014\)](#)

Period 2014 - Whole Year

Coverage Portugal

Reported 05 Feb 2015 10:46

Status Envelope is complete

Acceptability status Data delivery is acceptable

Note

If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s).

Files in this envelope

1	Fluorinated gases_F-Gases_reporting_1.xml (Limited)	05 Feb 2015	21.1 KB
---	---	-------------	---------

Feedback for this envelope

- [Confirmation of Receipt](#) (Posted automatically on 25 Mar 2013)
- [AutomaticQA result for: contents of F-Gases envelope](#) (Posted automatically on 25 Mar 2013)
- [AutomaticQA result for file questionnaire_f-gases-1.xml: consistency checks on F-Gases report](#) (Posted automatically on 25 Mar 2013)

[Add feedback](#)

[Zip Envelope](#)

[Activate task](#)

Figure 35 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 842/2006/EC) [Article 6] (<http://rod.eionet.europa.eu/instruments/713>)
- Data reporting (ODS Regulation EC/1005/2009) [Article 27] (<http://rod.eionet.europa.eu/obligations/213>)

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**
- **bbbbbb.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**'.

The screenshot shows the EIONET web interface. The header includes the EEA logo and 'EIONET Data reporting for business'. The breadcrumb trail indicates the user is viewing a specific data flow: 'You are here: Eionet > BDR > Ozone depleting substances (ODS) > Romania > Business Reporter Testing Ltd > 12345_2014_v1'. On the left, a 'Services' menu lists options like BDR home, Search, Help, Self-registration, and Edit organisation. The main content area has tabs for 'Overview', 'Edit properties', and 'History'. The 'Overview' tab is active, displaying details for the data flow '12345_2014_v1'. The 'Description' section shows: Obligations: Fluorinated gases (F-Gases) reporting by undertakings (Regulation 2014); Period: 2014 - Whole Year; Coverage: Portugal; Reported: 05 Feb 2015 10:46; Status: Task(s) waiting to be assigned: [Activate task: Completion failed](#) (the delivery contains errors); Acceptability status: Data delivery is not acceptable. A 'Note' box suggests subscribing to notifications. Below, a list of files in the envelope shows 'Fluorinated gases F-Gases reporting 1.xml' (Limited) from 05 Feb 2015, 21.1 KB. The 'Feedback for this envelope' section contains three entries: 'Data delivery was not acceptable' (Posted automatically on 05 Feb 2015), 'AutomaticQA result for: contents of F-Gases envelope' (Posted automatically on 05 Feb 2015), and 'AutomaticQA result for file Fluorinated gases F-Gases reporting 1.xml: consistency checks on F-Gases report' (Posted automatically on 05 Feb 2015).

Figure 36 Delivery is not accepted

The '**Confirmation of receipt**' for failed deliveries is the following:

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: <ul style="list-style-type: none"> - Data reporting (F-Gas Regulation 842/2006/EC) [Article 6] (http://rod.eionet.europa.eu/instruments/713) - Data reporting (ODS Regulation EC/1005/2009) [Article 27] (http://rod.eionet.europa.eu/obligations/213) 	
The following delivery has been submitted for <i>Company name</i> and was finalized on <i>day month year</i> .	



Envelope: envelope title text

Location: envelope url

List of files:

- *aaaaaaa.xml*
- *bbbbbb.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: Post-submission process

Re-submission because of failed automatic quality checks

You must use the automatically created new envelope (find the exact link in the 'Data was not acceptable' file, available in the Feedback area) to fix your data and finalise re-submission in case the submission of your delivery failed because of automatic quality checks.

Re-submission because of manual evaluation

After the submission your report will be evaluated. In case that further clarifications are needed you will be contacted by e-mail.

In case you need to correct your report after the submission, repeat steps in activities 1 - 4.

To facilitate your re-submission it is possible to use copy and paste functionality of your previous delivery. The functionality allows you to reuse already reported figures by following steps:

Re-submission process step 1: 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.

Re-submission process step 2: Browse into the newly created envelope, activate the Draft task and click on the "Copy previous delivery" button on the top right corner.



Figure 37 Resubmit delivery

Re-submission process step 3: Select the envelope name containing previous delivery and click “Copy files” button.

Figure 38 Choose previous delivery to copy

Re-submission process step 4: There should be a new XML file in the envelope. Repeat the steps in activities 3 and 4 to correct your data and finalise the re-submission.

Getting help

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