EUROPEAN COMMISSION
DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
Digital Delivery of Customs and Taxation Policies
Architecture & Digital Operations

User Interface Manual

CBAM – 3rd Country Installation Portal

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[1] Action: I=Insert R=Replace

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1 INTRODUCTION

1.1 DOCUMENT PURPOSE

The purpose of this document is to explain to the end-users of the CBAM Operators 3rd Countries Installation Portal how to use it and benefit from its added value. This document provides help to get general information on the system, how to get started with the system and finally how to use the system with specific roles.

1.2 TARGET AUDIENCE

The target audience for this document includes:

- Operators of Third Country Installations;
- EU Member States and their National Competent Authorities;
- Directorate-General Taxation and Customs Union (DG TAXUD) Project team;
- DG TAXUD Unit B2 Architecture & Digital operations;
- DG TAXUD Unit C2 CBAM, Energy and Green Taxation;
- DG TAXUD Unit C5 Economic Analysis & Taxation of Exempted Sectors;
- DG TAXUD Unit B3 Customs Systems;
- Directorate General for Informatics (DIGIT);
- Directorate-General for Climate Action (DG CLIMA);
- SOFT-DEV Project team;
- QA5 Project team;
- Operational teams.

1.3 SCOPE

The scope of this document is to provide directions to operators of third countries on the effective utilisation of the CBAM Operators of 3rd Countries Installation Portal. The features described comply with CBAM release 3.1.

The data displayed in various figures of this user manual are compatible with the data elements defined in CBAM-UCS-Use Cases-Operators of 3rd Countries Installation, section 4.1 CBAM O3CI Data elements [R01].

1.4 STRUCTURE

This document is organised as follows:

- **Chapter 1 – Introduction**: describes the scope and the objectives of the document;
- **Chapter 2 – General Information**: provides the practical and theoretical details for the topic treated in the document;
- **Chapter 3 – Getting Started**: details how to access the portal and introduces the generic user interface behaviours and basic system functions;
- **Chapter 4 – Using the System as Operator user**: describes the access to the pages and the actions that can be performed based on the role(s) assigned to the user.
- **Chapter 5 – Appendix**: includes supporting information on CBAM O3CI data element requirements.

1.5 REFERENCE DOCUMENTS

The table below lists the documents that are referred to in the current document.

Ref.	Title	Originator	Version	Date
R01	Use Cases-Operators of 3rd Countries Installation	SOFT-DEV	2.00	28/04/2025

Table 1: Reference documents

1.6 APPLICABLE DOCUMENTS

The table below lists the documents to which the current document must be compliant (e.g. FWC, SC, RfA).

Ref.	Title	Originator	Version	Date
A01	SOFT-DEV Framework Quality Plan	SOFT-DEV	1.20	17/06/2024
A02	SOFT-DEV Framework Contract, TAXUD/2021/CC/162	DG TAXUD	N/A	24/06/2021
A03	Specific Contract 31 TAXUD/2025/DE/114	DG TAXUD	N/A	13/03/2025
A04	COMMISSION IMPLEMENTING REGULATION (EU) 2023/956 of 10 May 2023	European Commission	N/A	10/05/2023
A05	CBAM Graphical User Interface Specification - Operators of 3rd Countries Installation - 3rd Countries Installation Portal	SOFT-DEV	4.00	21/10/2025
A06	REGULATION (EU) 2025/2083 of 8 October 2025 amending Regulation (EU) 2023/956 as regards simplifying and strengthening the carbon border adjustment mechanism	European Commission	N/A	17/10/2025

Table 2: Applicable documents

1.7 ABBREVIATIONS & ACRONYMS

For a better understanding of the present document, the following table provides a list of the principal abbreviations and acronyms used.

See also the ‘list of acronyms’ on TEMPO.

Abbreviation/Acronym	Definition
CBAM	Carbon Border Adjustment Mechanism
CN Code	Combined Nomenclature code
CO2	Carbon Dioxide
COM	European Commission
COM Portal	European Commission’s Portal
DG TAXUD	Directorate General for Taxation and Customs Union
EC	European Commission
EU	European Union
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
HS Code	Harmonised System sub-heading code
ID	Identification number

Abbreviation/Acronym	Definition
ITSM	Information Technology Service Management
NCA	National Competent Authorities
N/A	Not Available
O3CI	Operators 3rd Countries Installation
O3CI Portal	Operators 3rd Countries Installation Portal
PDF	Portable Document Format
SfA	Submitted for Acceptance
SfR	Submitted for Review
UI	User Interface

Table 3: Abbreviations and acronyms

1.8 DEFINITIONS

For a better understanding of the present document, the following table provides a list of the principal terms used.

See also the 'glossary' on TEMPO.

Term	Definition
EC Authority	EC Authority for CBAM is the Commission.
CBAM Goods	Goods listed in Annex I of CBAM Regulation.
Third country	A country or territory outside the customs territory of the Union.
Third country Installation	A stationary technical unit where a production process is carried out in a third country. The place where the goods are produced.
Third country Operator	Any person who operates or controls an installation in a third country.
MS Authority	The Member State Competent Authority takes part in the CBAM ecosystem. When referring to the EC Authority, it is meant both EC Authority and MS Authority.
Specific direct emissions	Emissions per measurement unit of produced good.
Specific indirect emissions	Emissions from the production of electricity, which is consumed during the production processes of goods per measurement unit of produced good.

Table 4: Definitions

2 GENERAL INFORMATION

2.1 SYSTEM OVERVIEW

Carbon Border Adjustment Mechanism (CBAM) O3CI Portal is the interface offered to Operators of 3rd Countries installations to enter their respective Installations and Emissions data in CBAM.

In the context of O3CI, the following compartments are related to user interaction:

The Operators of 3rd Countries Installations Portal provides information to the following CBAM Portals:

- Commission Portal: this is devoted for all actions required by the commission related to Registration requests and Requests for Change submitted by the Operator;
- National Competent Authority Portal: this is devoted for all actions required by competent authorities for the Operators of 3rd Countries installations management.

2.2 AUTHORISED USER PERMISSION

CBAM O3CI Portal is allowed to be used by Operator users. EU Access is used to manage the user access management for the Operator users. The instructions for EU Access are described in the homepage for the EU Login Frequently Asked Questions (FAQ): https://trusted-digital-identity.europa.eu/eu-login-help_en. Further details on the required roles and responsibilities can be found in section **Error! Reference source not found. Error! Reference source not found.**.

2.3 USER SUPPORT

CBAM Operator users need to contact their respective Service Desk both for business & technical issues. ITSM needs to be contacted for CBAM application specific issues.

2.4 SUPPORTED BROWSERS

The application is relying on the browser compatibility of the latest and the 2 previous versions of common web browsers (Google Chrome, Mozilla Firefox, Microsoft Edge Chromium, Safari). More information can be found on the browser compatibility page of eUI in the following link: https://euidev.ecdevops.eu/eui-showcase-ux-components-19.x/showcase-dev-guide/docs/00b-general-infos/04-browsers-support. In general, update to the latest browser version is advised for security reasons.

3 GETTING STARTED

3.1 ACCESS THE SYSTEM

Access to the CBAM O3CI Portal is established via EU Access. EU Login is used to authenticate CBAM Operator users.

Step #1: The user accesses the O3CI Portal (https://cbam.ec.europa.eu/o3cinstallation).

Step #2: The user is redirected to the application's EU Login authentication page, where the following information needs to be selected: email or unique identifier and password.

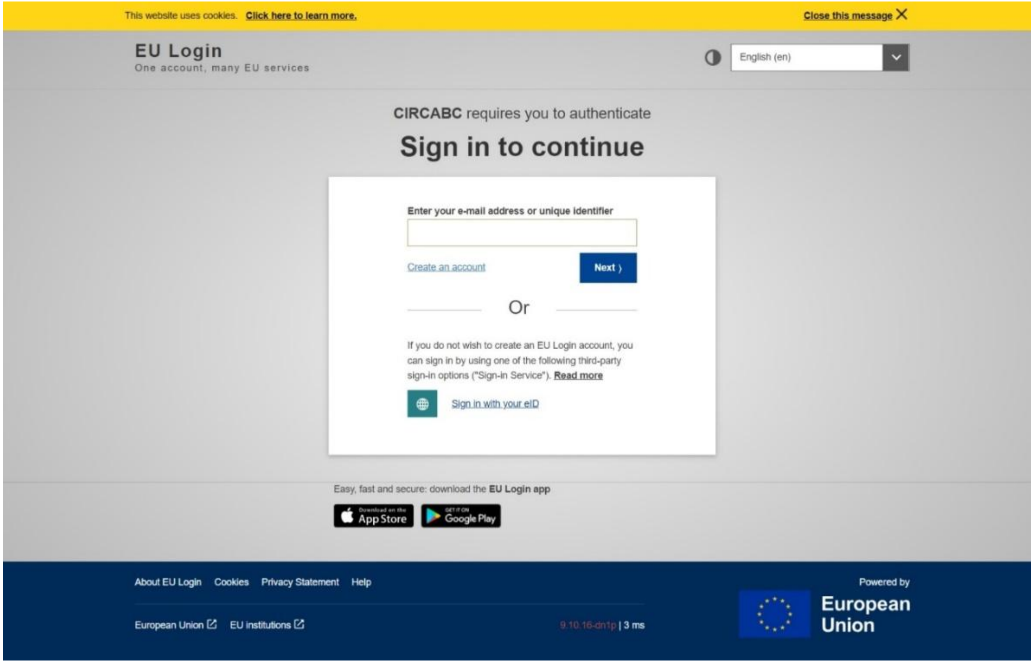

Figure 1: EU Login page

- **Step #3**: Upon successful login, the user is redirected to CBAM Operator Portal Home page.

For more details on the EU Login registration procedure or the EU Access on-boarding procedure, please consult the User Registration Procedure for the Operators in the Third Countries, published on the Europa.eu website for the CBAM programme (https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en).

3.2 ROLES AND RESPONSIBILITIES

The O3CI Portal is only accessible by Operator users. There are two user roles used in O3CI portal, as depicted in **Error! Reference source not found.**.

Roles	Pages/functionalities
Admin Operator	This role is needed for any user connecting to the O3CI portal in order to write, amend and view data (i.e., can delete/submit requests (including registration requests and requests for change), add/edit/delete emission information). The Admin Operator role is to be requested during the on-boarding procedure in the EU Access system, described in the chapter 3.1 Access the System. Also, this role is required for the legal representative (general manager, CEO etc.) of a company from a third country in order to be able to delegate access rights to the employees of the company (delegate the simple operator role).
Simple Operator	This role is needed for any user connecting to the O3CI portal in order to perform the same actions as the "Admin Operator" except the submission of any request and the add/edit/delete emissions functions. In order to submit requests and manage emission information a user must have an Admin Operator role.
HRZ View information	This role is needed for any user connecting to the O3CI portal in order to access to the general pages of the system.

Table 5: User roles in O3CI portal

3.3 Navigation Map

The CBAM O3CI portal is used by the CBAM operator users in the scope of CBAM activities. The menu available on the left-hand side of each page of the application is provided below (see Table 6).

Block	Heading	Action	Description	Applicable rules
-	-	Homepage	Allows the user to access the home page.	
Notifications	-	Received notifications list	Allows the user to view all notifications received by the Operator.	
	-	Sent notifications list	Allows the user to view all notifications sent by the Operator.	
Account	-	Email preferences	Allows the user to view the email preferences for the operator's account.	

Block	Heading	Action	Description	Applicable rules
Operator Management	-	Operator Information	Allows the user to edit / delete and submit registration request, request for change or deregistration request.	The details regarding applicable business rules in using CBAM O3CI portal can be found in Section 4. Using the System as Operator user
		Parent Company details	Allows the user to manage and view parent company information.	
		Operator History	Allows the user to view the operator's history of changes in the system.	
		Emissions Information	Allows the user to add/ edit/ delete emission information as well as search and view specific emission information details.	
		Disclose Information	Allows the user to add/ edit/ submit and view disclosed information to declarants.	
		Information Accessible to the public	Allows the user to edit and view operator's data accessible to the public.	

Table 6: O3CI portal menu

3.4 Generic User Interface Behaviours

Below you can locate the general user interface guidelines.

a) The fields with red asterisk are mandatory.

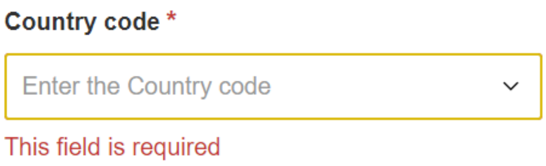

Figure 2: Mandatory fields indication

b) The number on the top-right corner of each field is the maximum number of characters.

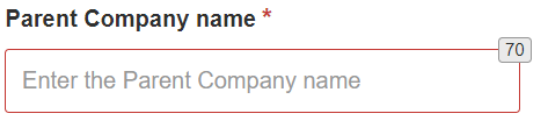

Figure 3: Maximum number of characters indication

3.5 GENERIC USER INTERFACE BEHAVIOURS

This section provides an explanation on the different generic user interface features that can be found on the CBAM portal. The following sections can be found: Header, Footer, Tooltips, Validation of a form, Read-only and editable modes, General error messages, Language and Time zone.

3.5.1 Header

The header, which is displayed on each page, contains a button to display/hide the navigation menu, the European Commission logo, the title of the application, the logged-in username and the language selector. To change the language, the user can click on the displayed language and select the desired one in the menu.

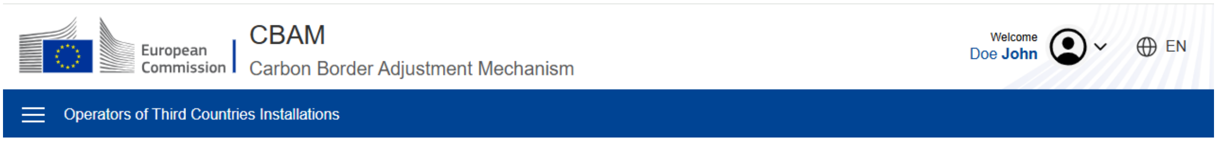

Figure 4: Header

When clicking on the user icon, the user can log out and view the user information (identification number, name, country …).

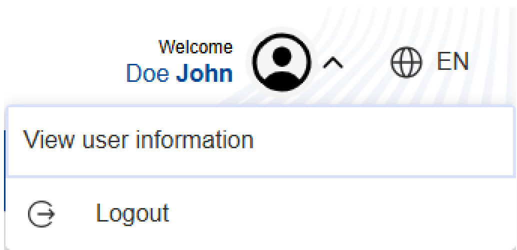

Figure 5: User details

3.5.2 Footer

The footer, which is displayed on each page, contains the "© European Commission" watermark, the indication of the current version of the system, a link to the privacy statement website of the European Commission, a link to the user manual and a link to the legal notice.

Figure 6: Footer

3.5.3 Tooltips

The tooltips are used to provide extra information on some elements. An info icon indicates the availability of a tooltip, and the tooltip text appears when the user hovers over it with its cursor.

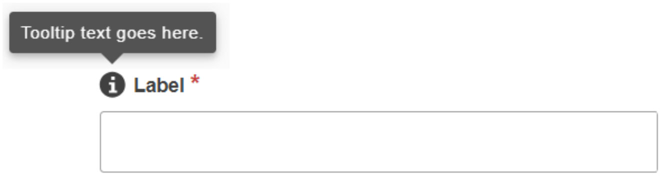

Figure 7: Tooltip

3.5.4 Validation of a form

When the user fills in a form, the system verifies that the data has been properly entered according to the given rules. The validation of a form is performed in two steps:

- **Syntactic validation**, performed at client-side;
- **Semantic / business validation**, performed at server-side.

The process is depicted in the figure below. Once the syntactic validation is successful, the semantic/business validation is performed (at submission of the form). If the latter is successful as well, the form is finally submitted.

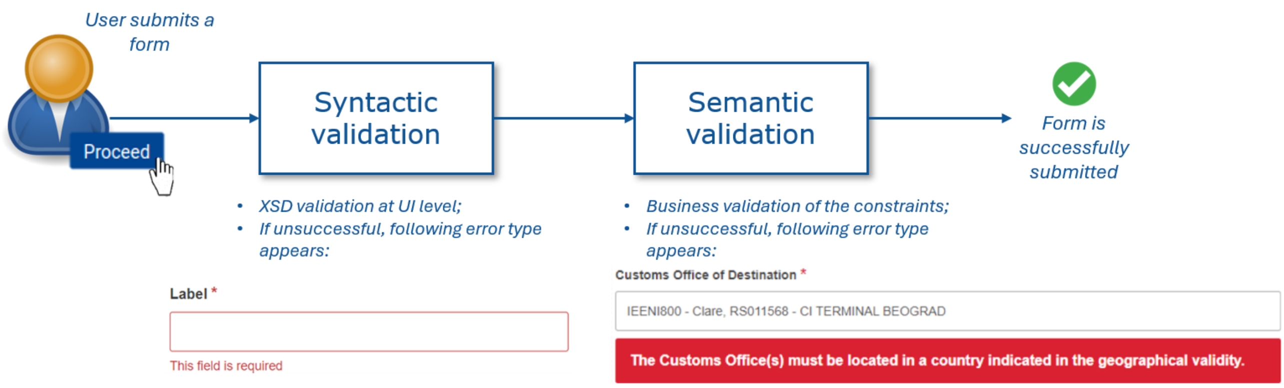

Figure 8: Validation of a form

3.5.4.1 Syntactic validation

With the syntactic validation, the following is checked: the cardinality (mandatory or optional) and the format of a field. A field is validated while the user types and when the user clicks on the "Submit" button. Such validation is directly visible in the user interface, while the user completes a form.

In case such validation is not satisfied, a corresponding message is displayed below the field, marked as invalid and highlighted in red.

Figure 9: Text field in error due to syntactic validation

3.5.4.2 Semantic validation

With the semantic validation, the business rules are checked (e.g. one field out of two must be filled out, but not both). A field is validated only when the user clicks on the "Submit" button. Hence, such validation is not directly visible when the user completes a form; the user must submit the form to see the error message(s). In case a field is not correctly filled in according to the business rule(s), an error message in a red box appears under the data group or element.

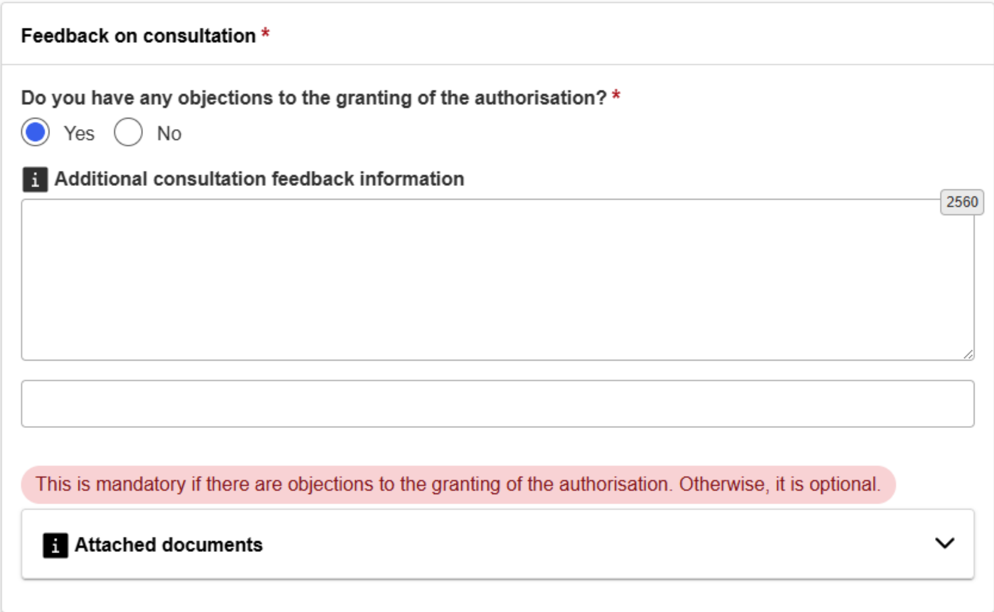

Figure 10: Text field in error due to semantic validation

3.5.5 Read-only and editable modes

The system has two modes: read-only and editable. These modes control what users can do, ensuring that important information is protected while allowing necessary updates.

In read-only mode, users can look at information but cannot make changes. This mode is useful for reviewing without the risk of accidentally changing anything. Examples of elements displayed in read-only mode: list pages (e.g. received notifications list, sent notifications list and view installations list), view pages (e.g. view operator information, view notification and view emissions information record).

In editable mode, users can add, change, or delete information, depending on their roles. This mode is designed on form elements on which input is needed from the users. Examples of elements displayed in editable-only mode: page forms (operator registration request, operator request for change).

3.5.6 General error messages

In case of a generic error from the system, a generic error message will be displayed at the top-right corner of the page as a pop-up notification.

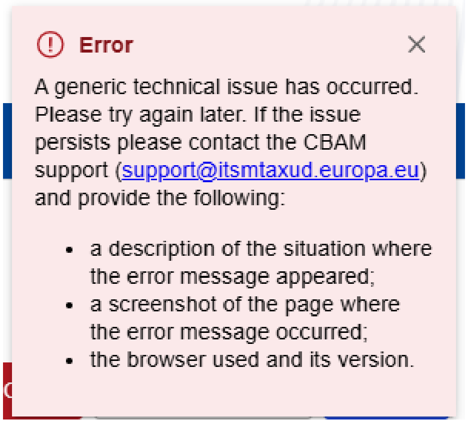

Figure 11: Example of an error message

The following error messages are displayed depending of the type of error that occurred:

Error type	**Error message**
Generic technical issue	A generic technical issue has occurred. Please try again later. If the issue persists, please contact the CBAM support (support@itsmtaxud.europa.eu) and provide the following: • a description of the situation where the error message appeared; • a screenshot of the page where the error message occurred; • the browser used and its version.
Access restriction	Access denied. You do not have permission to access this resource. If you believe this is an error, please contact the CBAM support (support@itsmtaxud.europa.eu).
Resource not found	Resource not found. Please try again later, and if the issue persists, please contact the CBAM support (support@itsmtaxud.europa.eu).

Table 7: General error messages

3.5.7 Language

The system is available in the different EU languages, which allows the user to use the system in their own language. Note that the translations are applied for each label and tooltip separately to provide a maximum of textual information in the language of the user. Hence, some labels might not be translated in the selected languages (in such cases, the English translation will be displayed). By default, the selected language is the one previously chosen in the header, or if none is specified, it defaults to the browser's language.

The user can manually change the language of the system from the header. More information is provided in the section "Header".

3.5.8 Time zone

Date fields and time limits are based on the Brussels Time Zone: Central European Time (UTC+01:00) for winter time or Central European Summer Time (UTC+02:00) for summer time. The system interprets these data as follows:

- If a date is a start date, the related decision will take effect at the beginning of the day i.e., at 00:00;
- If a date is an end date, then the related decision will take effect at the end of the day, i.e., at 24:00.

Time limits are always computed in calendar days.

3.6 BASIC SYSTEM FUNCTIONS

3.6.1 List and tables

Several list pages are present in the application. The following features are available to enhance the results' consultation: pagination, sorting and filtering.

3.6.1.1 Pagination

The pagination capability can be available at the bottom of a list page or of a table.

The maximum number of results to display per page can be configured by the user. By default, 20 results are displayed per page. The user is allowed to choose between 10, 20, 50, 75 or 100 displayed results per page. A navigation bar allows navigating among the different pages.

Figure 12: Pagination of a list

For data tables, the maximum number of entries shown is 5 per page of the data table.

Users can navigate through the pages using a navigation bar with hyperlinks. This allows moving sequentially (e.g., from page 1 to 2, then 2 to 3, etc.) using the previous and next buttons. If the user is on the first or the last page, the corresponding link is not active.

3.6.1.2 Sorting

When the sorting capability is available, a clickable sorting icon is displayed next to the column title and will allow the user to sort the result in ascending or descending order. When enabled, the sorting is applied to the results of all pages.

By default, records with an empty value will be displayed at the bottom of the list when sorting on ascending order and at the top when sorting on descending order.

When sorting is done on alphanumeric fields, the order does not depend on the use of upper- or lower-case letters. Criteria related to a code list are sorted according to the code and not the description of the code.

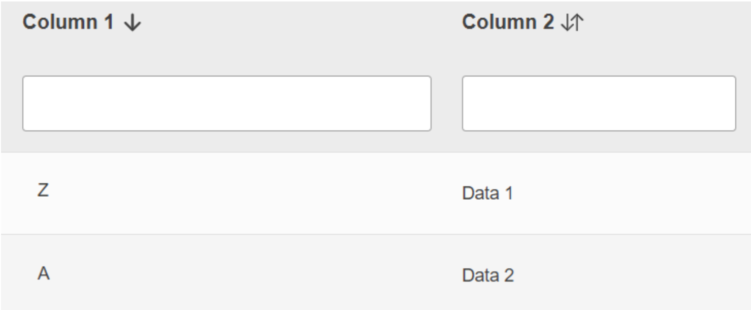

Figure 13: Sorting applied on the first column of a list

3.6.1.3 Filtering

The filtering capability can be available in edit and read only mode. When it is available, an editable field box is displayed below the column title and will allow the user to filter the results based on the entered value. The filtering is case insensitive.

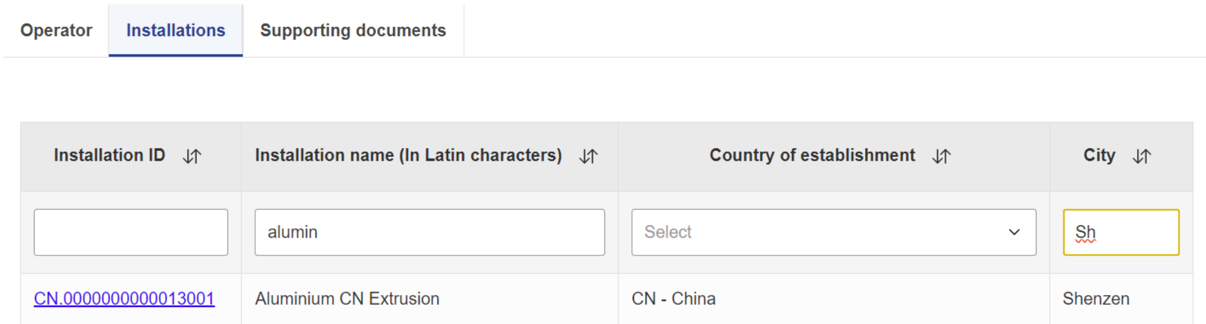

Figure 14: Filtering applied

When wildcard search is activated, the user can search with the use of the percent (%) symbols to match any number of characters. Therefore, a query for which the installation name is Ce% will retrieve all installation names starting with "Ce".

Wildcard search is activated on the following pages:

- Installation list;
- Emission Information;
- Goods Produced;
- Received notifications list;
- Sent notifications list.

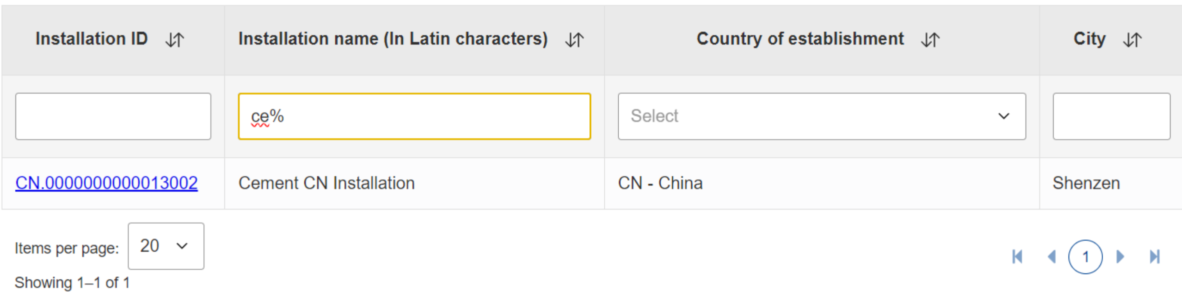

Figure 15: Filtering applied with wildcard search

3.6.2 Homepage

3.7 WHEN CONNECTING TO THE SYSTEM, THE USER IS AUTOMATICALLY DIRECTED TO THE HOMEPAGE. HOWEVER, TO COME BACK TO THIS PAGE, THE USER CAN CLICK ON THE "HOMEPAGE" BUTTON OF THE CBAM O3CI PORTAL MENU (SEE SECTION "ROLES AND RESPONSIBILITIES

The O3CI Portal is only accessible by Operator users. There are two user roles used in O3CI portal, as depicted in **Error! Reference source not found.**.

Roles	Pages/functionalities
Admin Operator	This role is needed for any user connecting to the O3CI portal in order to write, amend and view data (i.e., can delete/submit requests (including registration requests and requests for change), add/edit/delete emission information). The Admin Operator role is to be requested during the on-boarding procedure in the EU Access system, described in the chapter 3.1 Access the System. Also, this role is required for the legal representative (general manager, CEO etc.) of a company from a third country in order to be able to delegate access rights to the employees of the company (delegate the simple operator role).
Simple Operator	This role is needed for any user connecting to the O3CI portal in order to perform the same actions as the "Admin Operator" except the submission of any request and the add/edit/delete emissions functions. In order to submit requests and manage emission information a user must have an Admin Operator role.
HRZ View information	This role is needed for any user connecting to the O3CI portal in order to access to the general pages of the system.

Table 5: User roles in O3CI portal

Navigation Map").

On this page, the user can see a set of widgets focusing on the elements requiring some attention.

3.7.1.1 Notifications widgets

The widgets "Unanswered notifications" and "Unread notifications" both provide a filtered view of received notifications.

The "Unanswered notifications" widget includes all notifications for which an answer is expected (i.e. "Request" = "Yes" and "Answered" = "No"). The "Unread notifications" widget includes all notifications for which the status is "Unread".

From these widgets, the user can directly access a specific notification detail or view the complete list of notification by clicking on the title of the widget.

3.7.2 Attachments

When an attachment is expected in an editable form, the user can add a new attachment by clicking on the "Add new" button above the attachments table.

Figure 16: Add new button

Then, the upload attachment capability allows the user to select a file using the dedicated button or drag and drop a file into the delimited upload area. The maximum allowed file size is 20MB.

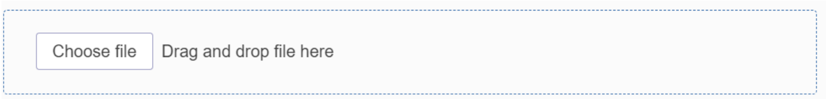

Figure 17: Upload attachment area with drag and drop capability

Once uploaded, the file information is displayed below the upload area, allowing to delete the file before adding the attachment in the user form. The user can also enter additional document information before inserting it in the form.

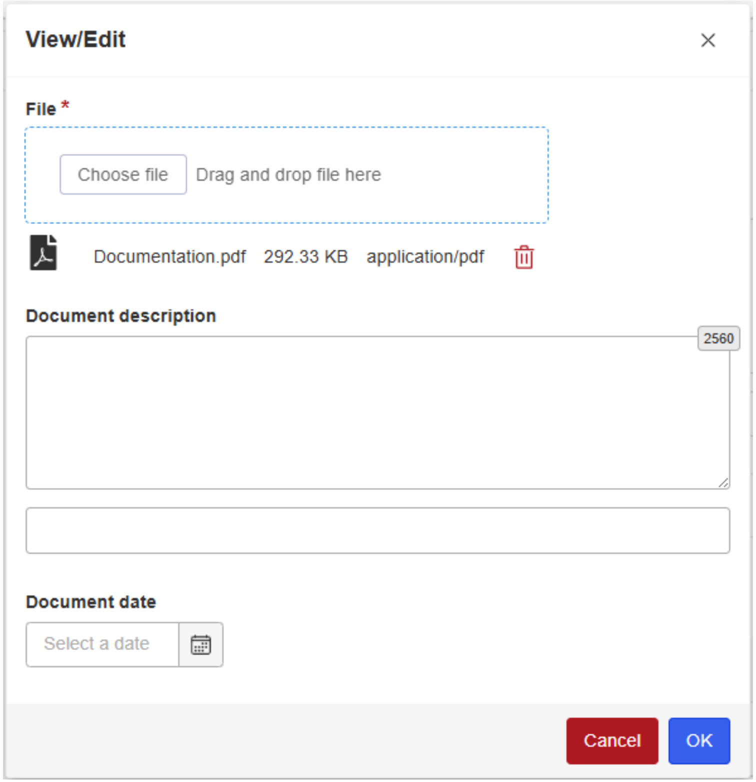

Figure 18: Upload of an attachment

The attached documents are displayed in a data table. In editable mode, the user can edit the document information, download the file and remove the document and its associated information. It is also possible to remove all documents by clicking on the "Remove all" button at the top of the table.

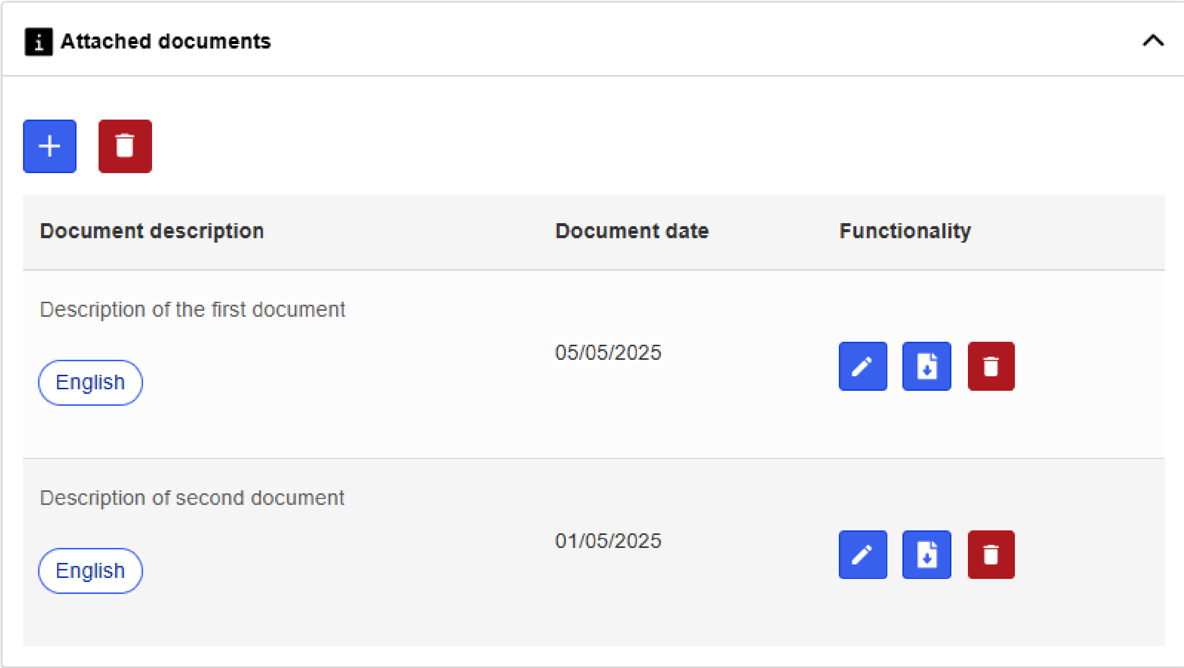

Figure 19: Editable view of the attachments

In read-only mode, the user can download the attached document, but they have no possibility to update the table.

3.7.3 Received notifications management

To view the list of received notifications, the user can click on "Received notifications list" in the "Notifications" drop-down of the CBAM O3CI menu (see section "Navigation Map").

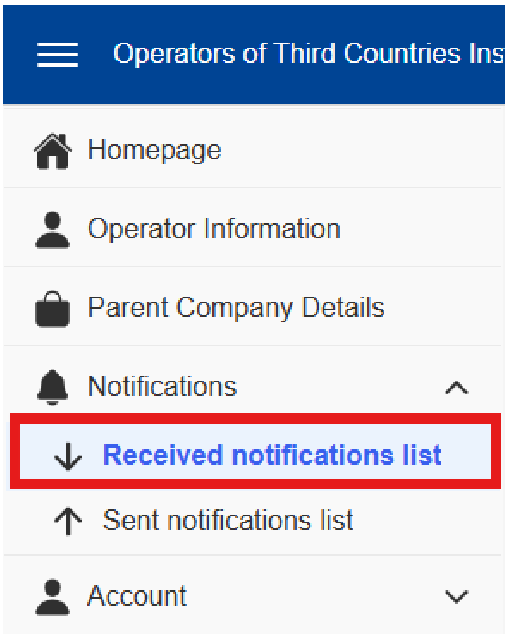

Figure 20: Received notifications list button in the CBAM OC3I menu

The user is then redirected to the “Received notifications list” page, displaying the list of all received notifications, with different information given in each column. The unread notifications are highlighted in bold font.

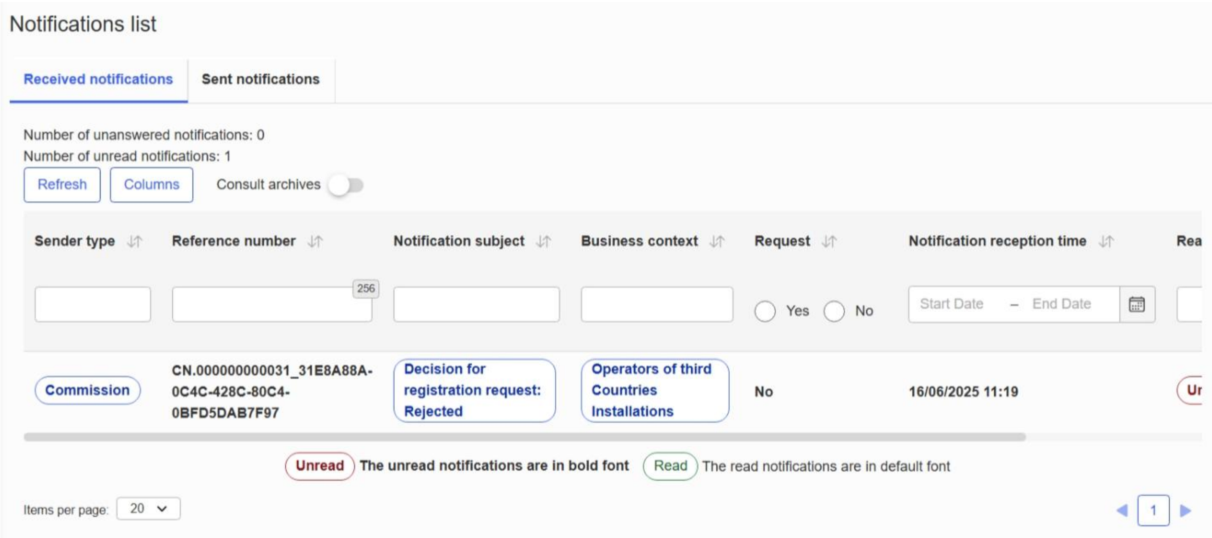

Figure 21: Received notifications list the CBAM OC3I Portal

In particular, the list of received notifications can contain:

- The sender information (type and identifier). In the context of the O3CI Portal it essentially corresponds to the Commission;
- The reference number provides the reference number of the object (in the context of O3CI, it corresponds to the request ID) related to the notification;
- The notification subject of the notification;
- The business context of the notification, e.g. “Operator’s of 3rd Countries Installations”;
- The information related to the request notifications:
    - A boolean indicating whether the notification is a request;
    - The expiry date for the task to be completed;
    - An answer status indicating whether the notification has been answered, is pending or is obsolete.
- The reception time of the notification;
- The status of the notification:
    - Unread: specifies that the notification has not been read by the user;
    - Read: specifies that the notification has been read by the user. Note that as soon as the notification is opened, the notification is automatically marked as read.
- The priority of the notification, in case it has been indicated: “Low”, “Medium” or “High”.

By clicking on the “Columns” button, the user can select which columns are displayed through a drop-down menu. The selection is saved for each user.

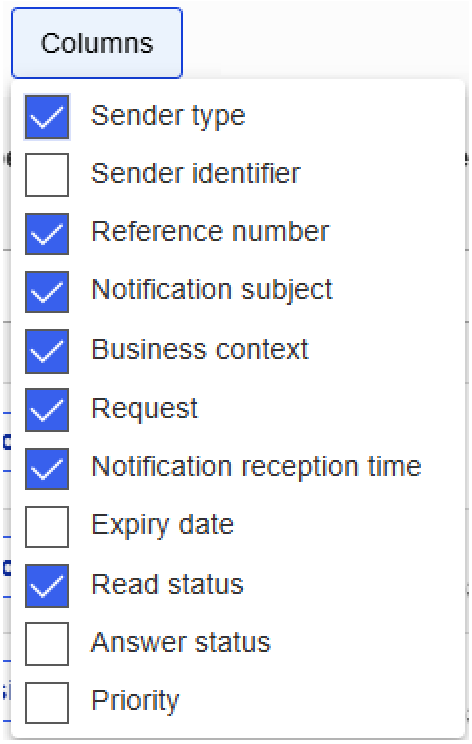

Figure 22: Columns button and column selection drop-down menu

For each displayed notification, the user can click on the related “View received notification” button in the actions column of the table to view all the information of one specific notification.

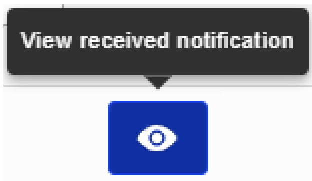

Figure 23: View received notification button

Notifications can be archived. By clicking on the “Archive” button, the notification will disappear from the received notifications list. If the consult archives toggle is activated, the archived notifications can be viewed. Notifications can be unarchived by clicking on the “Unarchive” button, returning to the initial received notifications list.

Figure 24: Archive and Unarchive buttons

3.7.4 Sent notifications management

To view the list of sent submissions, the user can click on “Sent notifications list” in the “Notifications” drop-down of the CBAM O3CI menu.

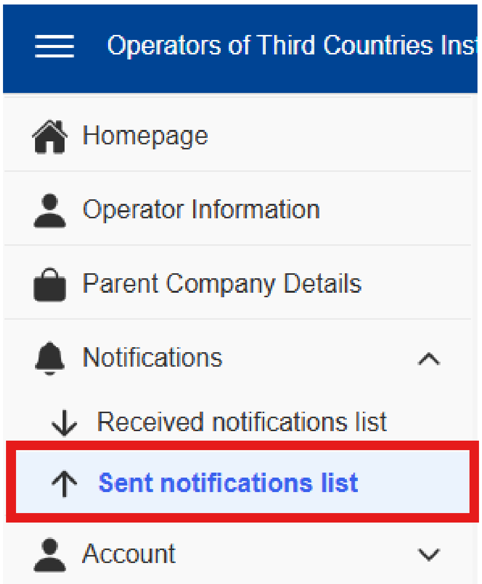

Figure 25: Sent notifications list button in the CBAM OC3I menu

The user is then redirected to the “Sent notifications list” page, displaying the list of all sent notifications, with different information given in each column.

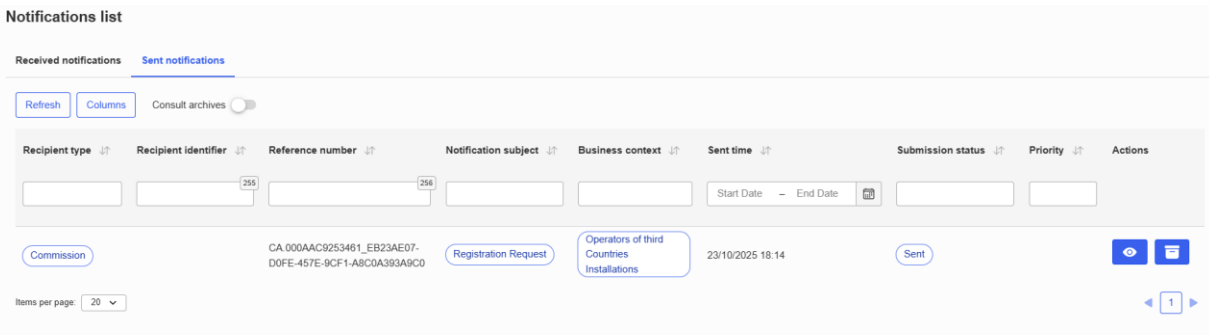

Figure 26: Sent notifications list in the CBAM OC3I Portal

The sent notification is related to a notification sent to another actor with some submitted information from the commission.

In particular, the list of sent notifications contains:

- The recipient information (type and identifier when applicable): the recipient to which the notification has been sent. In case of a country or the commission, the identifier is not applicable;
- The reference number corresponds to the reference number of the object (e.g. request ID) related to the sent notification;
- The subject of the sent notification;
- The business context of the sent notification, e.g. “Operator’s of 3rd Countries Installations”;
- The sent time: the date and time at which the notification has been sent;
- The status of the sent notification, indicating if it has been successfully sent;
- The priority of the sent notification, in case it has been indicated: “Low”, “Medium” or “High”.

By clicking on the “Columns” button, the user can select which columns are displayed through a drop-down menu, similarly as explained in Received notifications management. The selection is saved for each user.

For each displayed sent notification, the user can click on the related “View sent notification” button in the actions column of the table to view all the information of one specific notification.

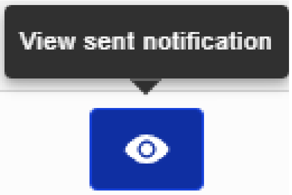

Figure 27: View sent notification button

Sent notifications can be archived. By clicking on the “Archive” button, the notification will disappear from the sent notifications list. If the consult archives toggle is activated, the archived sent notifications can be viewed. Sent notifications can be unarchived by clicking on the “Unarchive” button, returning to the initial sent notifications list.

3.8 EXIT O3CI PORTAL

When the user wants to exit the CBAM Operators of Third Countries Installations Portal, the user must click on the “Logout” button located in the “Account” block, on the right side of the header of the system. For security reasons, it is advisable for the users to logout when they have finished their work session.

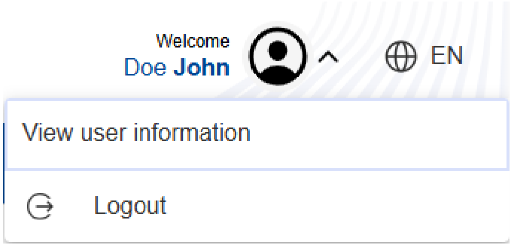

Figure 28: Logout button

4 USING THE SYSTEM AS OPERATOR USER

This section describes the main actions that a CBAM operator user can perform in the CBAM O3CI Portal. There are two roles the "Admin Operator" and the "Simple Operator"

- The "Admin Operator" O3CI user can write, amend and view data (i.e., can delete/submit requests (including registration requests, requests for change and deregistration requests), add/edit/delete emission information;
- The "Simple Operator" O3CI user can perform the same actions as the "Admin Operator" except the submitting of any request and the add/edit/delete emissions functions.

When there is no distinction between the user and only "user" is mentioned, then any of the above users can perform the actions.

When only one user is allowed to perform a specific action, this is explicitly mentioned in the document.

Please note that '**All**' in the column "Rights" in the following table means that both "Admin Operator" and "Simple Operator" user roles can perform the UI actions. In any other case it is explicitly mentioned the permission that can perform the specific action.

UI Menu options	Rights
Operator Information - Operator Tab • View Operator details • Create/ Edit Operator details	All
Operator Information - Installation Tab • View Installations list • Search Installations • View Installation details • Add Installation • Edit Installation • Delete Installation	All
Operator Information – Supporting documents Tab • View Supporting documents • Download Supporting documents • Add Supporting documents • Delete Supporting documents	All
Emissions Information • View list of Emission Information • Search Emission Information • View Emission Information details	All
Emissions Information • Add Emission Information • Edit Emission Information • Delete Emission Information	Admin Operator

UI Menu options	Rights
Parent Company details • View Parent Company Details • Edit Parent Company Details	All
Information Accessible to the Public • View data accessible to the public • Edit data accessible to the public (toggle button)	All
Operator Information – Request actions • Submit Registration Request/ Request for Change • Delete Registration Request/ Request for Change • Submit Deregistration Request	Admin Operator
Disclosure Information • Add/Edit/Submit disclosure	Admin Operator
Disclosure Information • View disclosed information	All
Notifications Information • View list of Notifications • View Notification details	All
Notifications Information • Send Operator's Right to be heard (Deregistration by Commission)	Admin Operator

Table 8: Operator user Role – UI menu options vs. rights

4.1 STATES INFORMATION

The section below describes the different operator states for registering an Operator and presents how the different states are triggered in O3CI portal.

4.1.1 States description

The following table shows the list of states that an Operator can obtain through the evaluation cycle along with their respective descriptions.

State	Description
New	Not a CBAM Registered operator. To become a CBAM Registered Operator, the operator must complete and submit a "Registration Request" to the Commission via the "Operator Information" option.
Registration requested	Registration request has been successfully submitted and is pending approval by the Commission. The user can view the request under the "Operator Information" section.
Registered	A CBAM Registered Operator can create and send OR edit and send a "Request for Change" to update or correct any information related to the operator or the installations.

State	Description
Update Requested	A CBAM Registered Operator. A request for change has been successfully submitted and is pending approval by the Commission. The user can view the request in the "Operator Information" section.
Deregistration requested	A CBAM Registered Operator who has submitted a "Deregistration Request" that is pending approval by the Commission. Until it is approved, the user can view the "Operator Information" but cannot initiate any new requests for change.
Right to be heard	A CBAM Registered Operator. The Commission has submitted a request to deregister the operator and has received the details via notification and email. The user must follow the instructions provided in the notification to submit their feedback, allowing the Commission to determine whether the deregistration should be finalised.
Right to be heard provided	A CBAM Registered Operator who received a deregistration request initiated by the Commission has provided their position within the allocated time (i.e., 30 calendar days).
Deregistered	Operator has been Deregistered from CBAM. In case the user needs to register again the user must submit a registration request from scratch.

Table 9: CBAM Operator - List of states

4.1.2 States transition diagram

The following State Transition Diagram depicts the full lifecycle of a CBAM Operator.

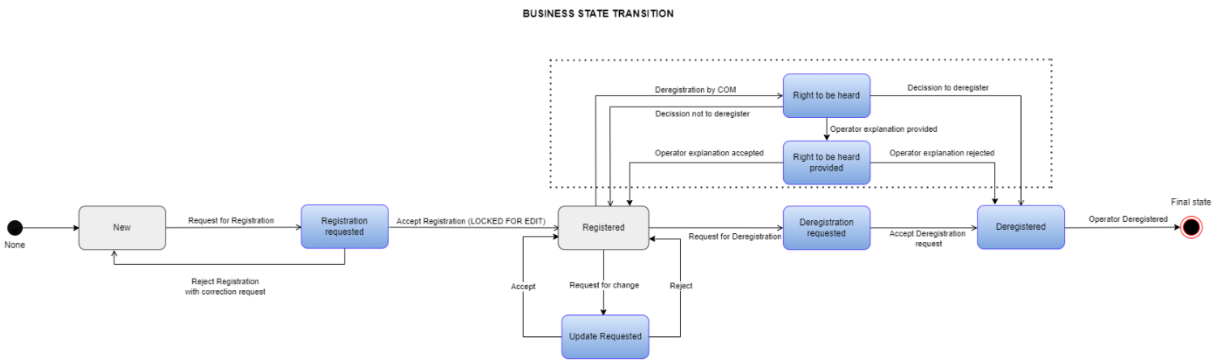

Figure 29: Operator Transition Diagram

The following table shows the initial state and the resulting state of the CBAM Operator, along with the action that triggers the state transition.

Initial state	Action	Triggered in	Resulting state
New	• Delete Registration request • Save Changes in request • Rejected by Commission	Operator Information (see Section: 4.3.1, 4.3.2)	**New**
New	• Submit Registration request	Operator Information (see Section: 4.3.3, 4.3.4)	**Registration requested**

Initial state	Action	Triggered in	Resulting state
Registration requested	• Rejected by Commission	Operator Information (see Section: 4.3.4)	**New**
Registration requested	• Accepted by Commission	Operator Information (see Section: 4.3.5)	**Registered**
Registered	• Save Request for change • Delete Request for change	-	**Registered**
Registered	• Submit request for change	Operator Information (see Section: 4.3.6)	**Update requested**
Update requested	• Rejected by Commission • Accepted by Commission	Operator Information (see Section: 4.3.7)	**Registered**
Registered	• Deregistration request	Operator Information (see Section: 4.3.9)	**Deregistration requested**
Deregistration requested	• Accepted by Commission	Operator Information (see Section:4.3.9)	**Deregistered**
Registered	• Deregistration request by Commission	Operator Information (see Section: 4.3.10)	**Right to be heard**
Right to be heard	• Operator explanation accepted (by Commission)	Operator Information (see Section: 4.3.10)	**Registered**
Right to be heard	• Operator explanation rejected (by Commission)	Operator Information (see Section: 4.3.10)	**Deregistered**
Deregistered	• Re-register	-	**New**

Table 10: Operator state transitions

4.2 O3CI Portal Home Page

Once a user is logged in to the CBAM O3CI Portal, the Portal home page is shown.

4.2.1 Homepage View – Unregistered User

When an unregistered user logs in the CBAM O3CI Portal, the homepage provides limited access and displays informative messages guiding the user through next steps. The layout is divided into nine distinct information boxes:

1. **Unanswered notifications** (see 3.7.1.1 Notifications widgets);
2. **Unread notifications** (see 3.7.1.1 Notifications widgets);
3. **System Messages**
   - Provides guidance on:
     - Configuring email notification preferences (Account → Email preferences).
     - How to request CBAM registration (via *Operator Information → Registration Request*).
     - Entering parent company information via the *Parent Company Details* section.

4. **Operator Information**
    - Displays read-only data:
        - **Operator Corporate Register Number;**
        - **Operator Name;**
        - **State** (e.g. "New").
5. **Parent Company Details**
    - Shows the message: “No data”
6. **Operator History**
    - Shows the message: “No data”
7. **Information Accessible to Public**
    - Message displayed: “In order to select the information that will be accessible to the public, you need to be a CBAM Registered Operator.”
8. **Emissions Information**
    - Message displayed: “In order to fill in emission information you need to be a CBAM Registered Operator.”
9. **Disclosure Information**
    - Message displayed: “In order to navigate to the disclosure menu, you need to be a CBAM Registered Operator.”

This layout restricts access to critical features and data entry until the operator is officially registered.

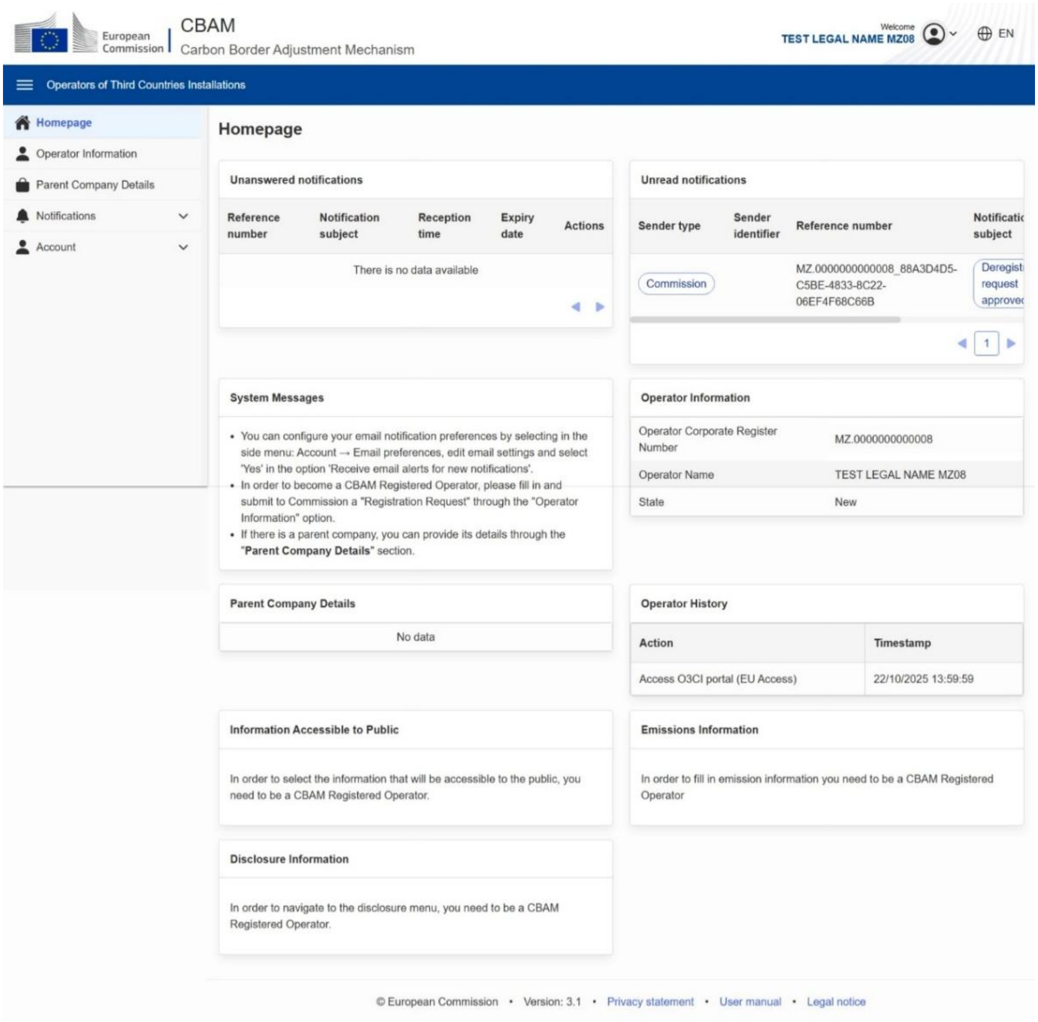

Figure 30: O3CI Home page - New user

In addition, the left menu displays the options available to the new user, as shown below.

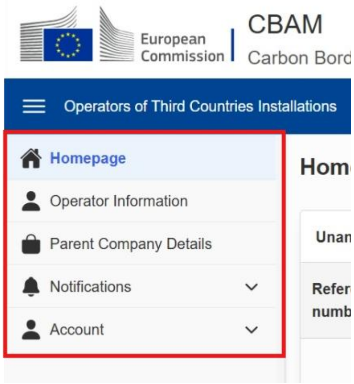

Figure 31: Left side menu options – New user

4.2.2 Homepage View – Registered User

Once an operator is approved and registered under CBAM, the homepage layout remains visually consistent but now contains **active content, links, and detailed records** across all sections:

1. **Unanswered notifications** (see 3.7.1.1 Notifications widgets);
2. **Unread notifications** (see 3.7.1.1 Notifications widgets);
3. **System Messages;**
    - Updated content confirms the user is a CBAM Registered Operator.
    - Inform the user they can:
        - Initiate a *Request for Change* to correct operator/installation information;
        - Add emissions data through the *Emissions Information* menu;
        - Control public visibility of their data using the *Information Accessible to Public* section;
        - Maintain parent company details in the dedicated section.
4. **Operator Information;**
    - Displays:
        - **Operator Corporate Register Number;**
        - **Operator Name;**
        - **State** (e.g., "Update requested" or other current status).
    - This section is now populated with actual operator metadata.
5. **Parent Company Details;**
    - Now populated with:
        - **Parent Company Corporate Register Number;**
        - **Parent Company Name;**
        - **Country Code.**
6. **Operator History;**

- Displays the latest changes (up to five records) to the operator's state sorted by date in descending order:
  - **Action;**
  - **Timestamp.**

7. **Information Accessible to Public;**
   - Displays visibility settings for the following attributes:
     - Operator name: Yes/No
     - Operator address: Yes/No
     - Operator contact details: Yes/No
     - Installation names: Yes/No
     - Installation location: Yes/No
   - A value of **"Yes"** indicates the information is publicly visible; **"No"** indicates it is restricted.
8. **Emissions Information;**
   - Now populated with emissions entries, including:
     - **Emissions Information ID;**
     - **Installation Name.**
   - Multiple years/entries per installation may appear.
9. **Disclosure Information;**
   - Provides direct links for managing disclosure data:
     - **Add/Edit Disclosure;**
     - **View Disclosure.**
   - This view offers full functionality, allowing the registered operator to manage disclosures and submit or modify emissions data.

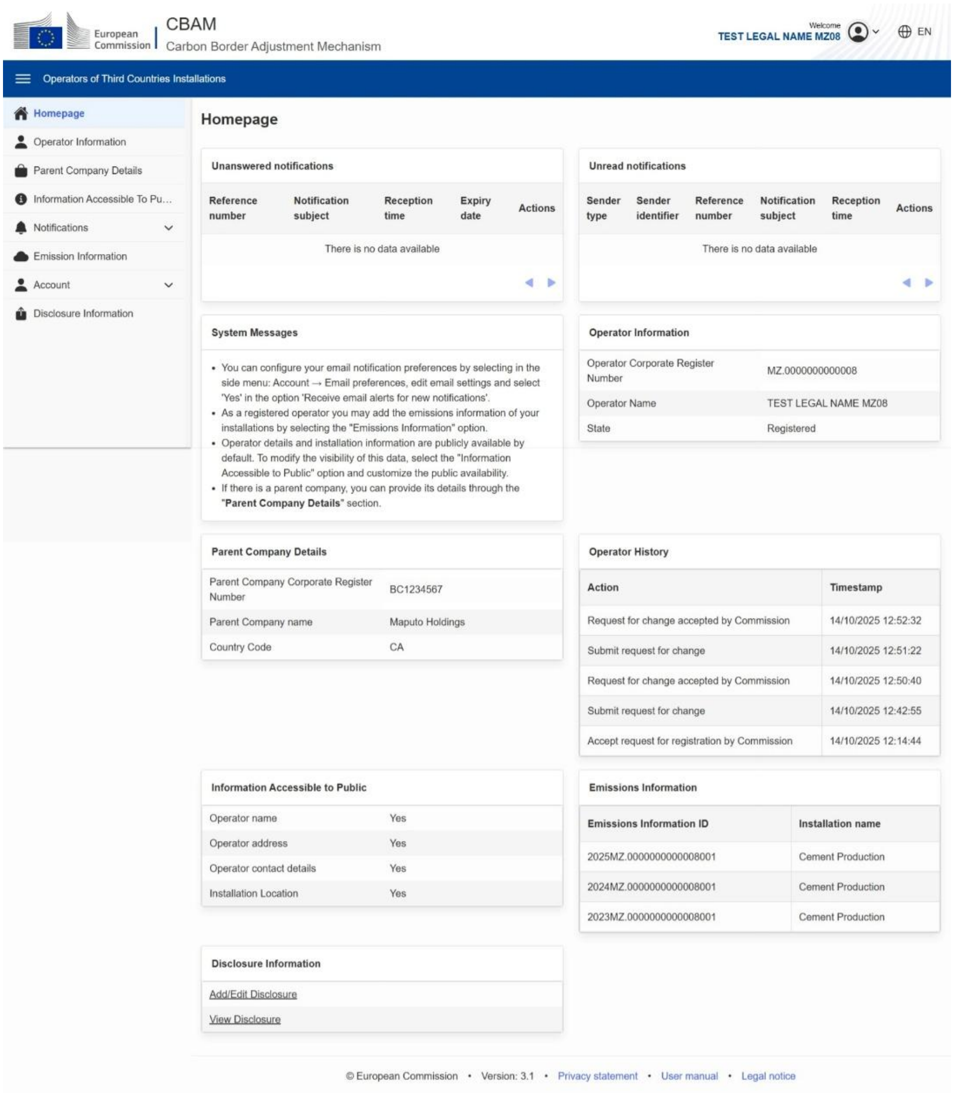

Figure 32: O3CI Home Page – Registered user

The left side menu is dynamically updated to show the options available to the registered user, as shown below.

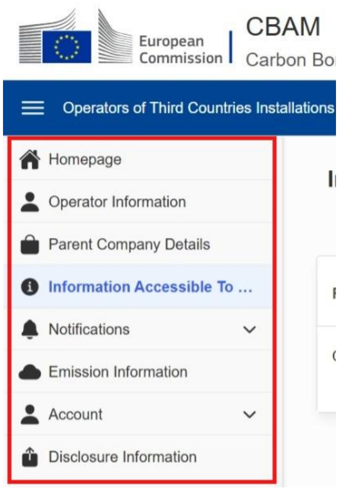

Figure 33: Left side menu options – Registered user

4.3 Operator Information

The “Operator Information” item is accessible to the Operator user role.

Using the “Operator Information” functionality an operator can provide details of an installation including the company which belongs to and its location, corresponding contact persons, name economic activity and location of the installation as well as any supporting document information (such as registration certificates of the operator, location documents, maps etc).

By clicking on the “Operator Information” item from the left menu, the user can see three separate tabs, i.e., “Operator”, “Installations” and “Supporting documents”.

At the top of the “Operator Information” form, next to the page title, the UI elements presented below are provided:

1. State: this field is auto populated and shows the state of the Operator (e.g. “New”, “Registered”, etc), a complete description of the available states is provided in section **4.1 States Information**;
2. Type of request: when no request has been initiated the field is not shown, but when a request has been initiated the field is auto populated with the type of request (i.e. “Registration Request” or “Request for Change”);
3. Type of action: the buttons which propose actions are dynamically generated depending on the state and type of request by the user. For more information see also the scenarios of operation, below (see Sections **4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 4.3.6, 4.3.7, 4.3.8, 4.3.9, 4.3.10**).

Figure 34: UI elements located at the top of the Operator Information page

When a user has saved a request for change, an information text is displayed with a toggle button on its right, below the aforementioned action buttons.

This toggle button allows the user to switch between different sets of information displayed in the “**Operator**” and “**Installations**” tab.

When the toggle button is disabled:

- The focus is on the “**Operator**” tab;
- The data shown in the “**Operator**” and “**Installations**” tabs are the latest versions approved by the Commission;
- A text that informs the user that the data visible is the registered operator information*;*
- The “Continue Request for change” button is deactivated.

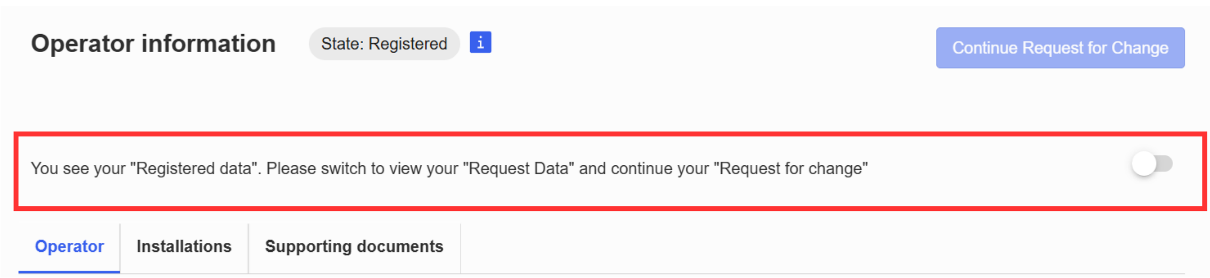

Figure 35: Toggle button to switch between Request data and Request for change disabled

When the toggle button is enabled:

- The focus is on the “**Operator**” tab;
- The “**Operator**” and “**Installations**” tabs display that data saved in the current request for change;
- A text that informs the user that the data visible is the registered operator information*;*
- The “**Continue Request for change**” button becomes active.

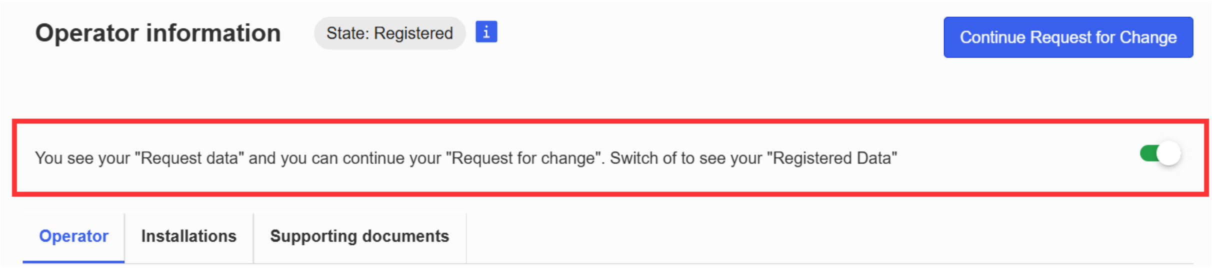

Figure 36: Toggle button to switch between Request data and Request for change enabled

In the “**Operator**” tab the user can enter the operator details, under “**Company name of installation**” group including “Company Name” details which include “Operator Corporate Register Number” and “Operator name” - both fields are read-only, and their values are obtained from the EU Access.

Next, the “**Address**” group of data includes: the “Country code” (a read only field obtained from EU Access), “Sub-division”, “City”, “Street”, “Street additional line”, “Street number”, “Postcode”, “P.O. Box”.

The Operator tab is completed with the details of the contact persons under the “**Contact details**” group which include the “Name”, “Phone number” and “E-mail”.

All text entries in the "**Address**," and "**Contact details**" groups must be filled using Latin characters only. A clear notification label appears beneath each section header to remind users of this Latin character requirement, as shown below.

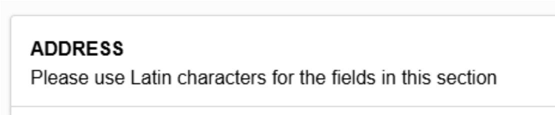

Figure 37: Notification label

For Latin characters, the system accepts:

- Uppercase letters (A-Z);
- Lowercase letters (a-z);
- Digits (0-9);
- Special characters: hyphen ("-") and period (".").

If input contains any characters outside these allowed ranges, an error message will be displayed, as shown below.

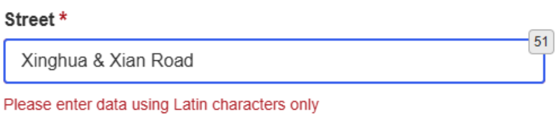

Figure 38: Latin character validation error

The system validates the contents of the “Phone number” field to ensure that the user has entered a valid information consisting of digits and spaces. Optionally the plus sign (“+”) can be used at the beginning of the field to indicate the use of international dialling code. In case the validation is not successful an error message is displayed.

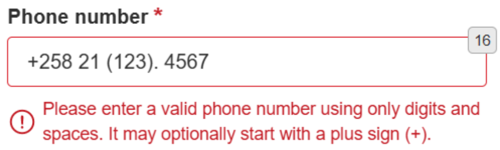

Figure 39: Phone number validation error

The system validates the contents of the “E-mail” field to ensure that the user has entered a valid email address that is

- Alphanumeric;
- includes the “@” sign between the characters;
- includes a dot (“.”) extension after the “@” sign.

In case the validation is not successful an error message is displayed as shown below.

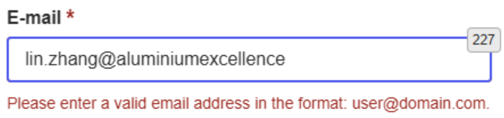

Figure 40:Email format validation error

There can be up to nine (x9) contact persons per operator.

<u>Note</u>: When adding the company details, in the case there is no street name or number, and only a P.O. Box is provided, the user will enter "N/A" and the P.O. Box in the address fields. For the installation address, the CBAM Regulation mandates a complete address, the same approach as above is applied. If the Country of the operator belongs to CL: “CountryWithoutZip” then Postcode is optional. Otherwise, Postcode is mandatory.

When Postcode is mandatory, values are validated according to the postal code formatting rules and regular expressions for each country, as specified by the European Central Bank (see https://www.ecb.europa.eu/stats/money/aggregates/anacredit/shared/pdf/List_postal_code_formatting_rules_and_regular_expressions.xlsx). This validation applies to both the operator address and installation address zip codes. If a user enters an invalid postcode, an error message is displayed upon form submission, as illustrated below.

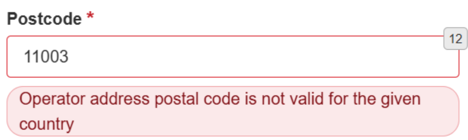

Figure 41: Postcode validation error

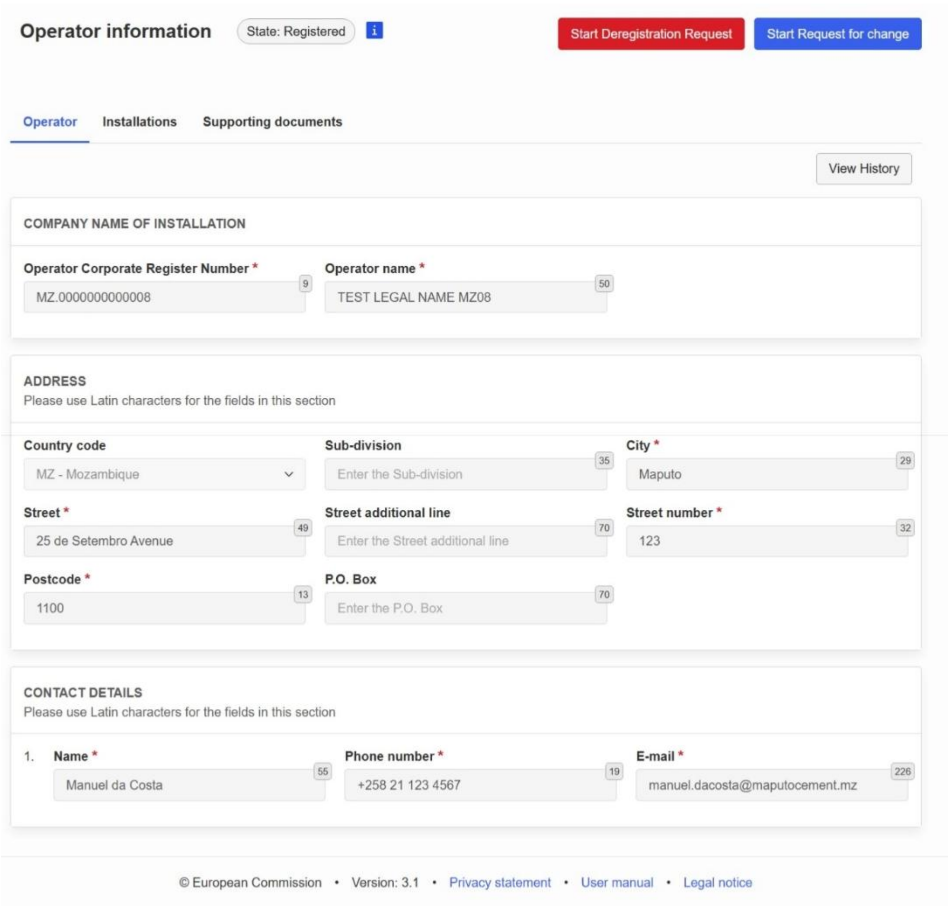

Figure 42: Operator Tab

In the "**Installations**" tab the user can see the list of installations and enter the details of each installation. The list of installations is displayed in a table like view including the following information: "Installation ID", "Installation name", "County of establishment", "City", "Postcode", "Actions".

The O3CI user views the list of Installations and depending on the case (see also scenarios of operation below) the following options are available:

- "View Installation": This button redirects to the Installation details page, where the user can view only the selected installation;
- "Edit Installation": This button redirects to the Edit Installation page. This button is only available if a request has been initiated. Once the user clicks the specific installation ID from the installation list, the Installation details page is displayed in edit mode;
- "Delete Installation": This button deletes the selected installation. This button is only available if a request ("Registration request" or "Request for change") has been initiated.

There can be up to x999 installations per operator.

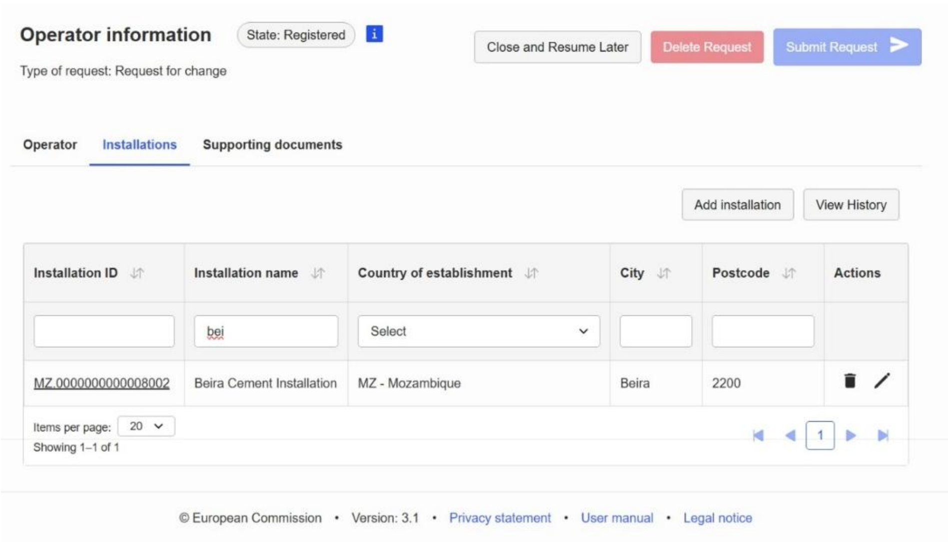

Figure 43: Installations tab - List of Installations

The details of the installation can be added / edited in the next screen (see also sections 4.3.3, 4.3.6 below).

"**General Info**" data group includes the "Installation ID" (a read-only field that is filled by the system), Installation Name and Economic activity (containing one of the values: "Aluminium", "Cement", "Chemicals", "Electricity", "Fertilizers", "Iron & Steel").

"**Address**" data group includes location information for the installation, namely the "Country of establishment" (a read-only field obtained from EU Access), "Sub-division", "City", "Street", "Street additional line", "Street number", "Postcode", "P.O. Box", "UNLOCODE", "Latitude", "Longitude".

Note: When adding the company details, in the case there is no street name or number, and only a P.O. Box is provided, the user will enter "N/A" and the P.O. Box in the address fields. For the installation address, the CBAM Regulation mandates a complete address, the same approach as above is applied. If the Country of establishment belongs to CL: "CountryWithoutZip" then Postcode is optional. Otherwise, Postcode is mandatory.

"**Authorised Representative**" data group includes the "Name", "Phone number" and "E-mail" of the representative. By clicking the "Add representative" button the user can create a new entry and link it to the current installation. The system permits between zero (x0) and nine (x9) representatives per installation. The system performs validation on the "E-mail" field using the same validation rules applied when validating operator email data.

The fields within the "**General Info**", "**Address**" and "**Authorised Representative**" data groups are validated according to the mechanisms described in the Operator including validations for Latin characters, phone number format and email address syntax.

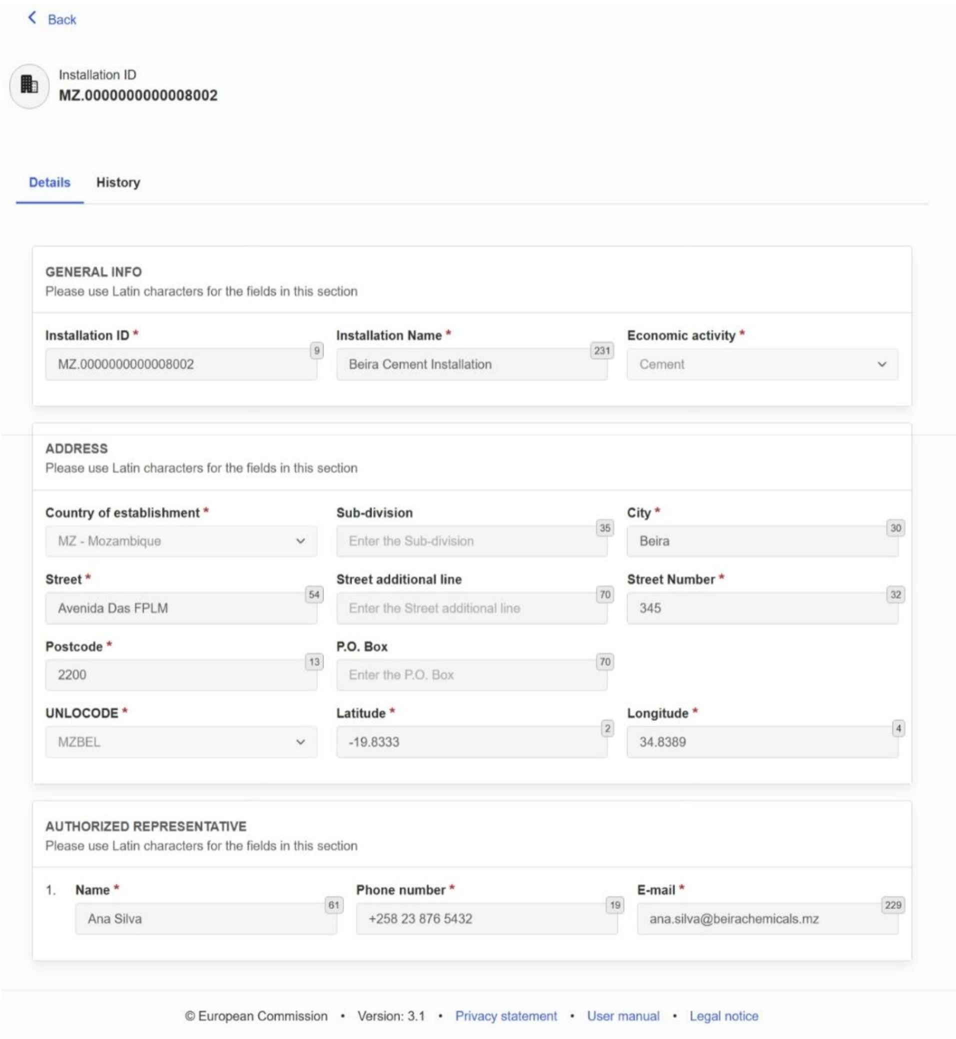

Figure 44: Installations tab - Installation details

The user using the "**Supporting documents**" tab can upload document information for the operator (e.g., registration certificates of the operator, location documents, maps etc).

By clicking the "Add documents", the user can select and upload a file to the system by selecting the option "Upload".

The user then enters a description of the supporting document in the "Description" field. In the "Document type" field they can enter the available types of the document required to be transmitted to the European Commission in order to validate the operator and installation details. Document types can be related to the operator or to the installations. The following type of documents are applicable to operators:

- Registration Certificate of Operator: Verifies the operator' s legal registration, including essential company details;
- Additional Documents: Any specific documents related to requested changes (e.g., change of address forms or updated ownership documents).

The following document types are applicable to installations:

- Installation Registration: Information on the establishment of the installation, ownership/control structure, primary economic activity, and necessary operating permits;

- Installation Location: Documentation proving each installation's location under the operator s control, with complete address details and geographical coordinates (longitude and latitude with six decimals).

Depending on the document type selected the system will ask the user to enter the relevant installation(s).

By clicking the “OK” button the user can complete the upload process, which can be repeated for more documents (up to nine (x9) supporting documents can be added per operator and installations).

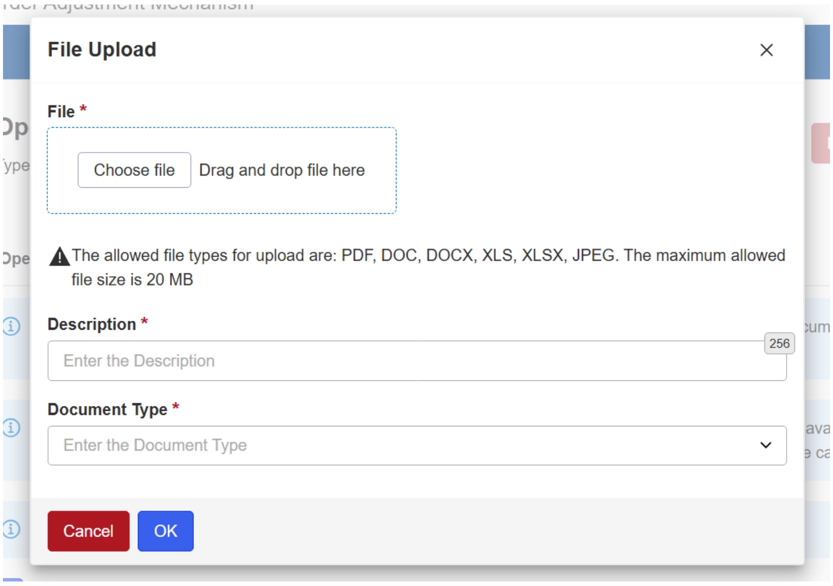

Figure 45: Supporting documents tab

Below are the constraints for consideration when adding supporting documents:

- The total size of the uploaded supporting documents cannot exceed 200MB;
- The document types that are allowed for upload are: PDF, DOC, DOCX, XLS, XLSX, JPEG;
- The maximum file size: 20MBs.

The system shows the total available space for upload. At this point it is important to note that (the information below is also displayed in the UI):

1. It is strongly recommended to upload supporting documents in English language. Supporting documents which are not in English language may result in delays in the Operator's registration in CBAM;
2. The total size of the uploaded supporting documents for the Operator is 200MB. When a user deletes a file, the available space in their account will not be updated immediately. The system will take some time to process the deletion and reflect the updated storage capacity

The next sections describe indicative actions performed by the user through the UI in O3CI portal to handle Operator Information:

- New user creates and saves operator information (registration request not yet submitted);
- New Admin user deletes the registration (registration request not yet submitted);
- New user updates and submits a registration request;
- User views registration request rejected by the Commission and resubmits corrected registration request;
- User views registration request accepted by the Commission;
- User submits a Request for change;
- User views rejected request for change and resubmits corrected request for change.

4.3.1 New user creates and saves information (registration request not yet submitted)

1. User accesses the system for the first time and is redirected to the “Home page”. The available options are “Operator Information” and “Parent Company details” (see Figure 30: O3CI Home page - New user). The user selects the “Operator Information” option;

2. On the top of the “Operator Information” page, the field “State” contains the value “New” and on the right side the option “Start Registration Request” is displayed;

Figure 46: New user creates registration request – State information

3. The Admin user clicks the button “Start Registration Request” to start entering the operator information. The button “Start Registration Request” is hidden and the following buttons are activated on the top of page: “Close and Resume Later”, “Delete Request”, “Submit Request”;

Figure 47: Admin user creates registration request – Available actions

The Simple user clicks the button “Start Registration Request” to start entering the operator information. The button “Start Registration Request” is hidden and the following button is activated on the top of page: “Close and Resume Later”. The field “Type of request” now contains the value “Registration Request”;

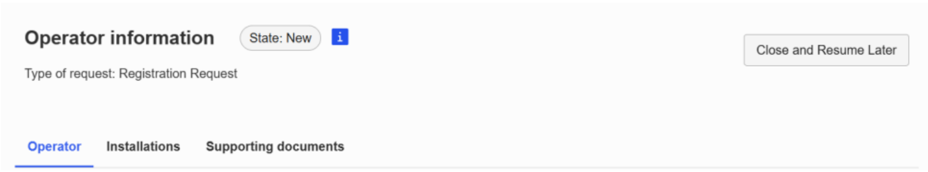

Figure 48: Simple user creates registration request – Available actions

4. User enters the details of the company, address, contact details in the “Operator” tab;

5. When user fills in all the mandatory fields in the “Operator” tab, the button “Save & Proceed” at the bottom of the page is activated. The user clicks this button to store the operator information and an informational text is displayed to inform the successfully saving. The user can navigate to the other tabs (“Installations”, “Supporting documents”) and fill the appropriate data;

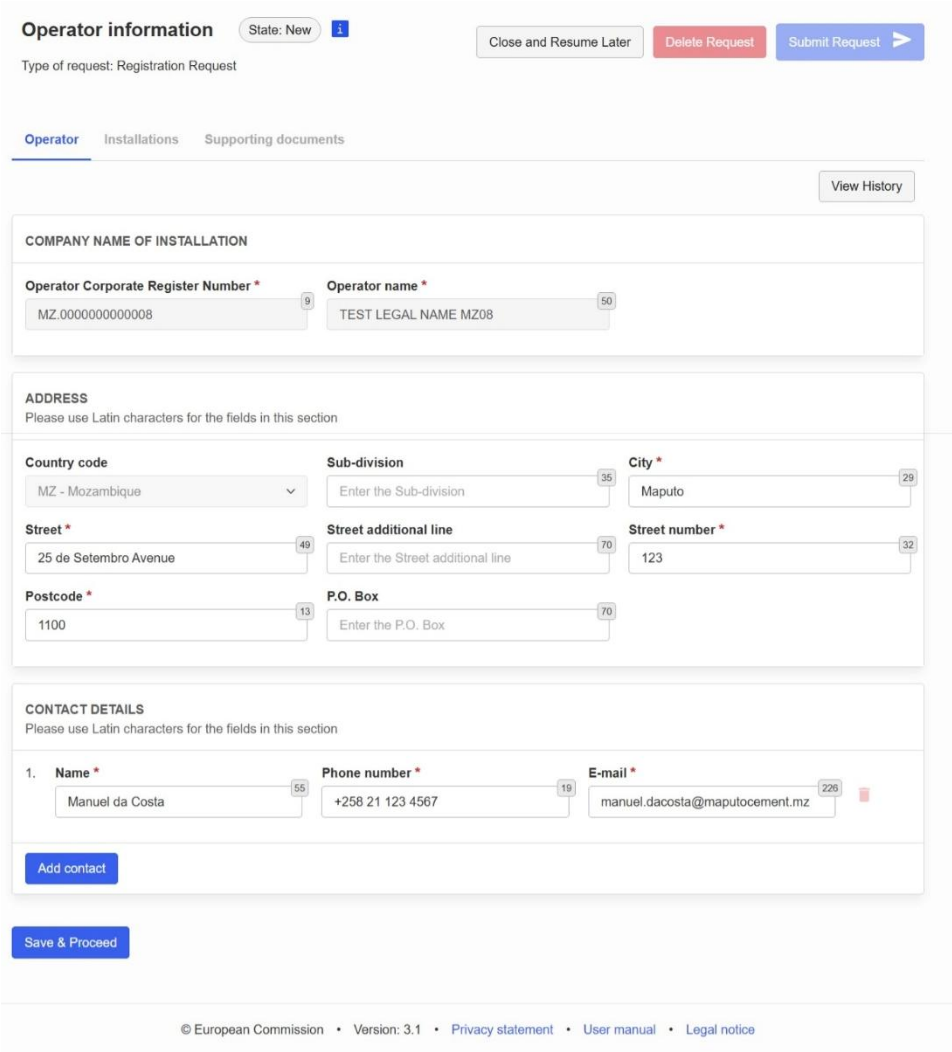

Figure 49: New user creates registration request – Operator Tab

6. User clicks the "Close and Resume Later" button to exit the page without submitting the registration request. If there are any unsaved data, the system asks the user for a confirmation to notify that unsaved data will be lost, else no notification is provided;

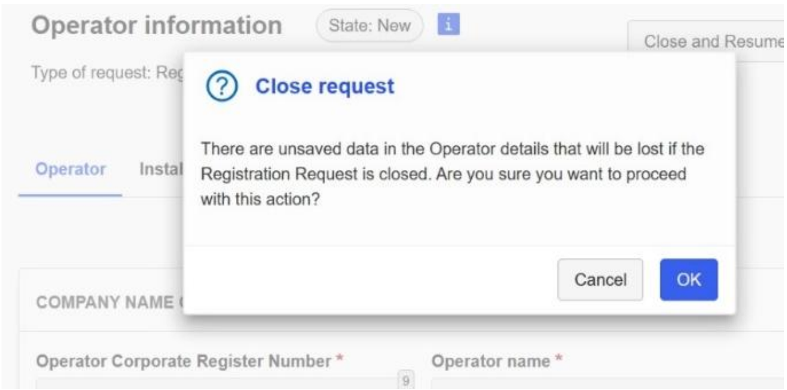

Figure 50: New user creates registration request - Close request confirmation

7. After the Admin user clicks the “Close and Resume Later” button, the “Operator” tab is selected automatically, the system hides the following buttons at the top of page: “Close and Resume Later”, “Delete Request”, “Submit Request” and the button “Continue Registration Request” is displayed. The operator state remains: “New”.

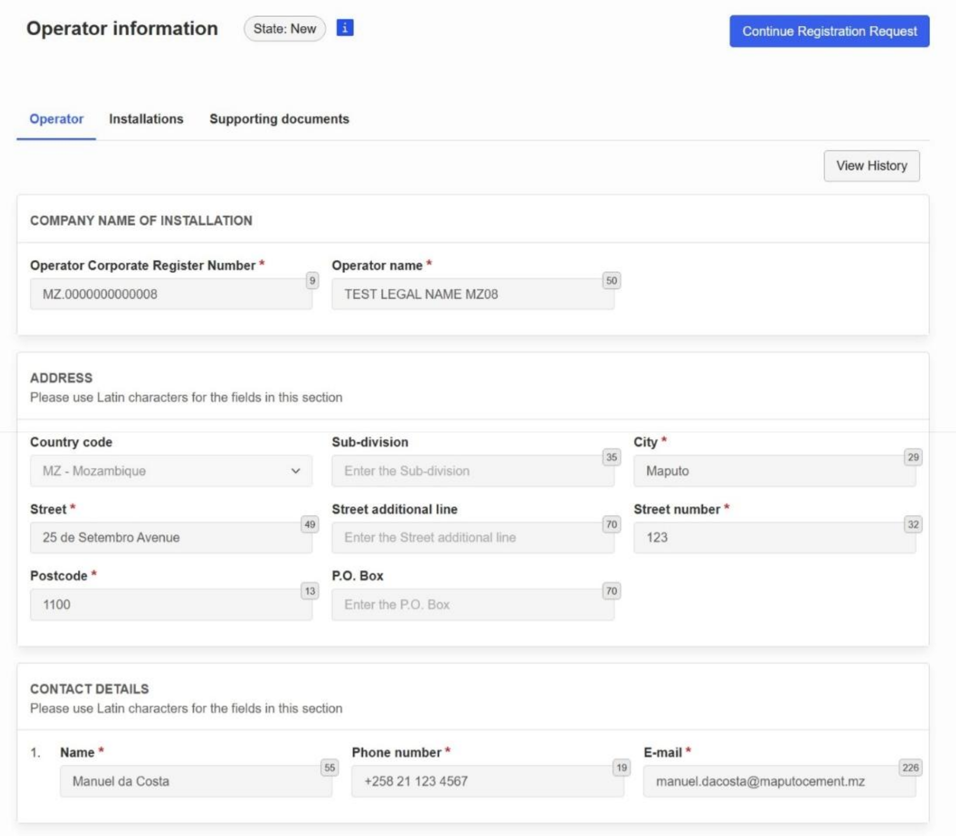

Figure 51: New user creates registration request – Updated Operator tab

4.3.2 New Admin user deletes the registration (registration request not yet submitted)

As stated above, only the Admin user is able to delete the registration. Therefore, the following steps apply only for the Admin user.

1. The Admin user accesses the system and is redirected to the “Home page” (see Figure 30: O3CI Home page - New user). The user selects the “Operator Information” option;

2. The Admin user selects the “Operator Information” option from the menu. The field “State” on the top of the “Operator Information” page contains the value “New”, i.e., some data has been entered in the system but no registration request has been submitted to the Commission (via COM portal). The available action is “Continue Registration Request”;

Figure 52: New user deletes registration request – State information

3. Admin user clicks the button “Continue Registration Request” to continue entering the operator’s values. The “Continue Registration Request” button is hidden and the following buttons are activated at the top of page: “Close and Resume Later”, “Delete Request”, “Submit Request”. The field “Type of request” now contains the value “Registration Request”;

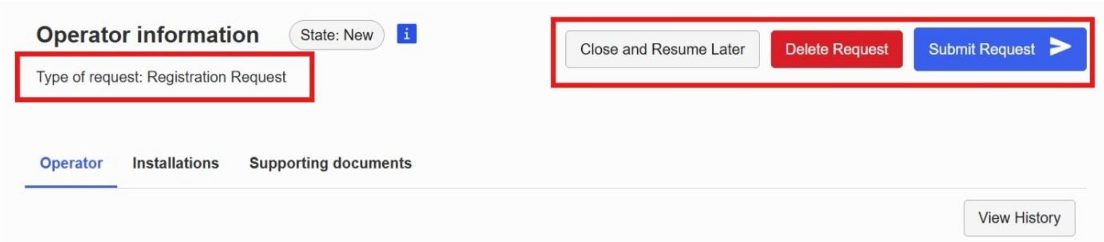

Figure 53: New user deletes registration request – Available actions

4. Admin user clicks the “Delete Request” button at the top of the page. The system displays a confirmation dialog asking the user to confirm. Upon the confirmation from the user all request data are deleted and the next time the user starts filling the request again all fields will be empty except those whose values are copied from EU Access (Operator Corporate Register Number, Operator Name, Country code). The operator state remains: “New”.

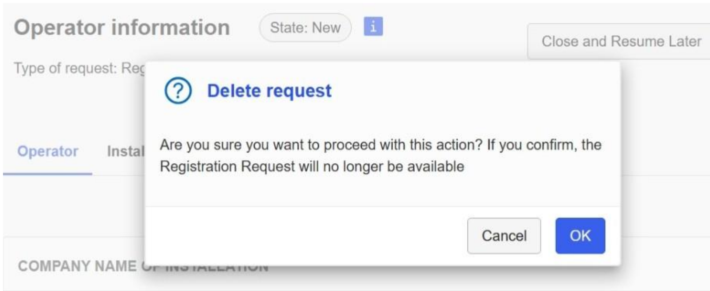

Figure 54: New user deletes registration request – Delete request confirmation

4.3.3 New user updates and submits a registration request

1. New user accesses the system, is redirected to the “Home page’ (see Figure 30: O3CI Home page - New user) and select the “Operator Information” option;

2. The field “State” on the top of the page contains the value “New”, some data has been entered in the system (see previous paragraph) but no registration request has been submitted to the Commission (via COM portal);

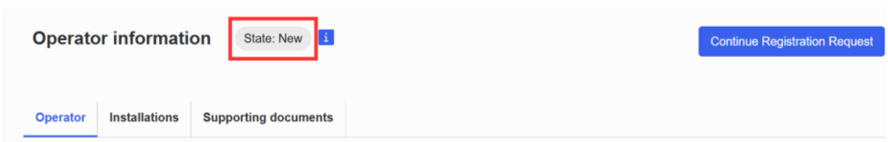

Figure 55: New user updates and submits registration request – State information

3. The Admin user clicks the button “Continue Registration Request” to continue filling the operator’s information. The field “Type of request” contains now the value “Registration Request”. The “Continue Registration Request” button is hidden and the following buttons are activated at the top of page: “Close and Resume Later”, “Delete Request”, “Submit Request”.

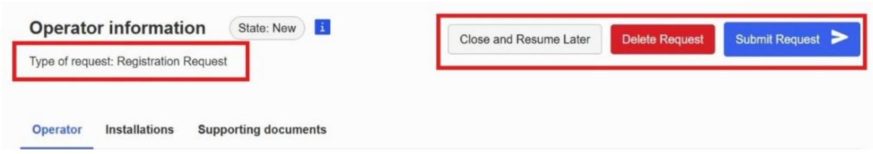

Figure 56: New Admin user updates and submits registration request – Available actions

The Simple user clicks the button “Continue Registration Request” to continue filling the operator’s information. The field “Type of request” contains now the value “Registration Request”. The “Continue Registration Request” button is hidden and the “Close and Resume Later” button is activated at the top of page;

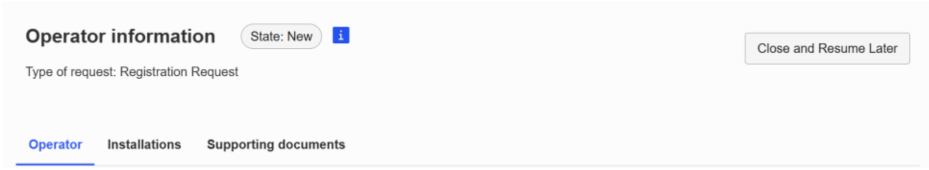

Figure 57: New Simple user updates and submits registration request – Available actions

4. User clicks on the “Installations” tab and fills the appropriate information. The system displays the contents of the “Installations” tab. If there are no added installations in the Registration request, the available action is: “Add installation”. If there are already added Installations in the List of Installations, the available actions are: “Add Installation”; “View Installation”; “Edit Installation” and “Delete Installation”. In this case there are no installations added;

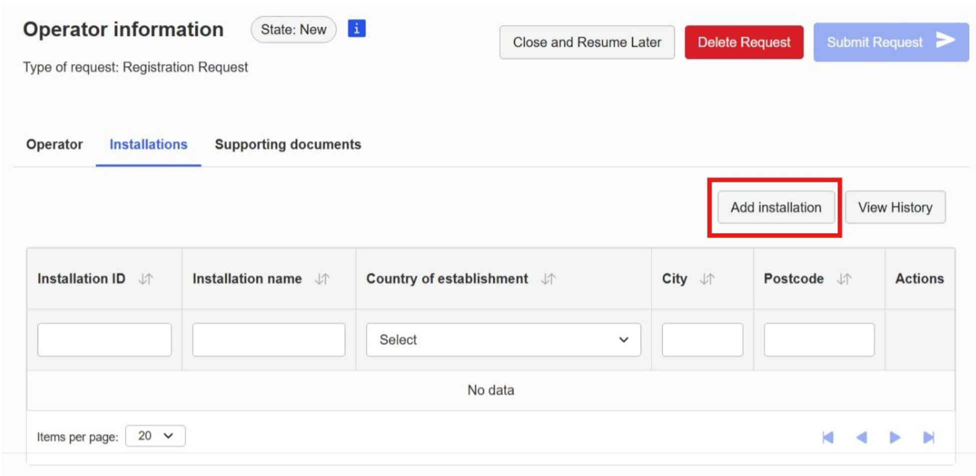

Figure 58: New user updates and submits registration request – List of installations

5. User clicks on the “Add Installation” button to enter the details of an installation. When all the mandatory fields are completed then the button “Add installation” is activated at the bottom of the page and a confirmation message is displayed to the user;

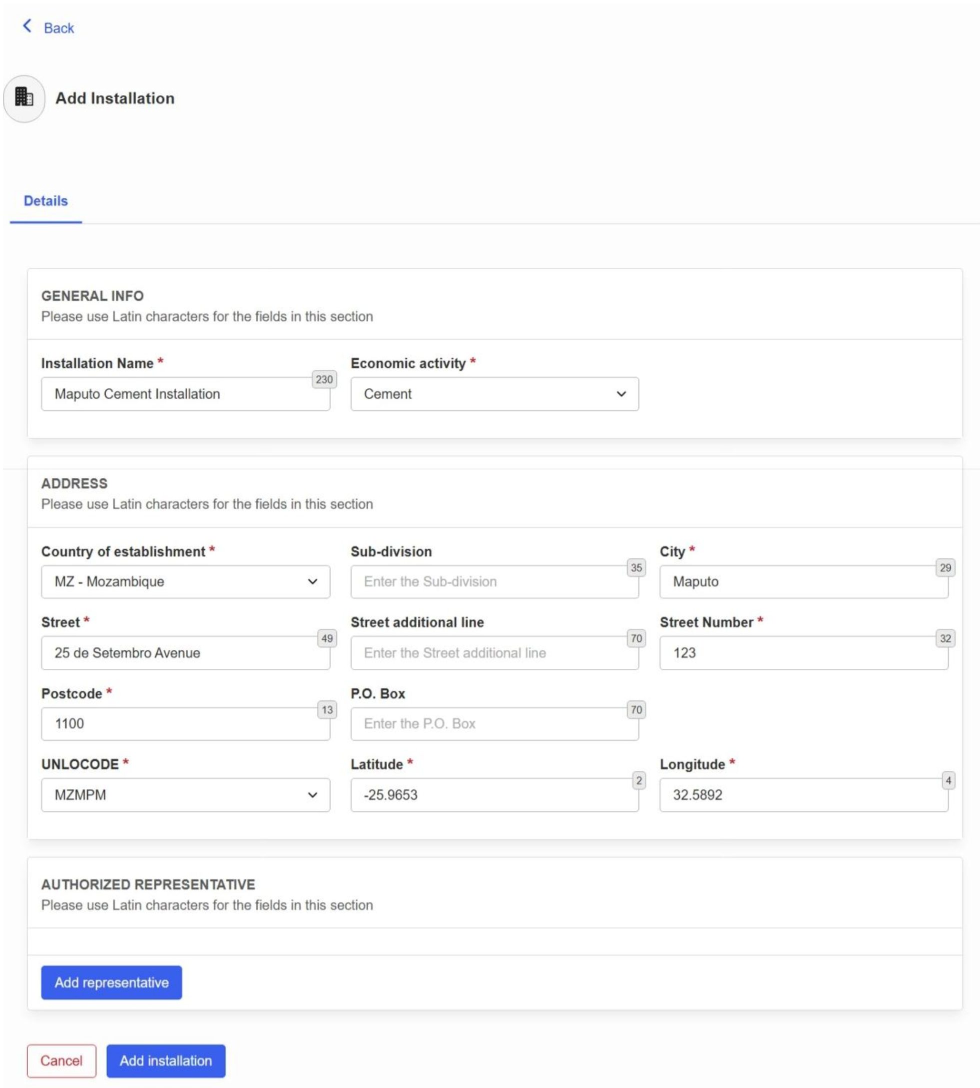

Figure 59: New user updates and submits registration request – Installation details

6. The installation is shown in the Installation list of the Installations tab. Following the same process described in previous step, the user can add more installations;

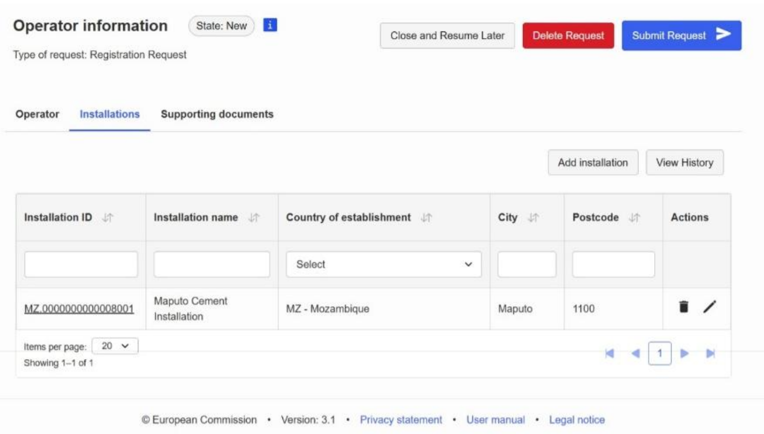

Figure 60: New user updates and submits registration request – Installation list (updated)

7. User can also fill the “Supporting documents” tab, if necessary. By clicking the “Add files (+)” button, the user enters the details and uploads an electronic copy of the supporting document;

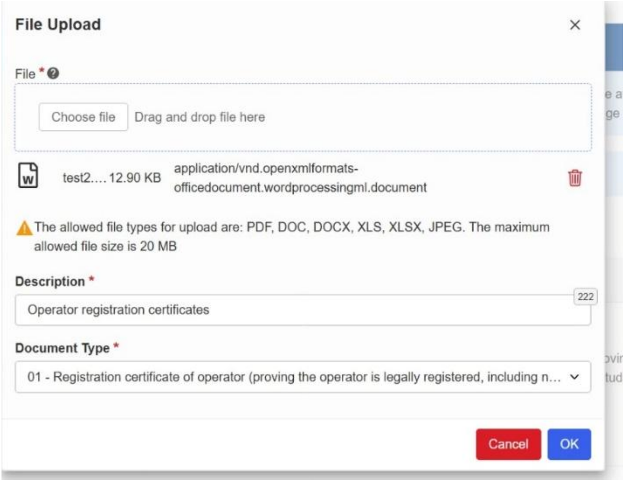

Figure 61: User uploads supporting document specific to operator information

8. In case the user selects a document type that is applicable to installations (e.g., “02: Installation registration (Establishment of the installation, ….)”, “03: Installation location (Documents for each installation under control of the operator, ….)”) the system displays the list of available installations for the user to select the installation id(s) which are relevant to the specific supporting document, as shown below;

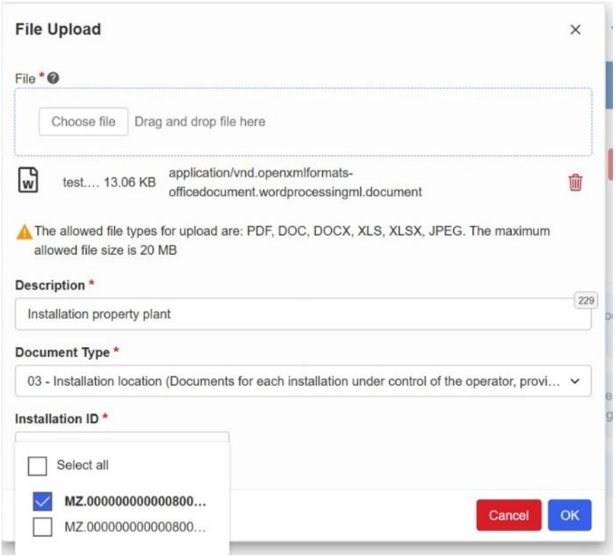

Figure 62: User uploads supporting document types specific to installation

9. By pressing the “OK” button the document is uploaded in the portal and a confirmation message is displayed to the user;

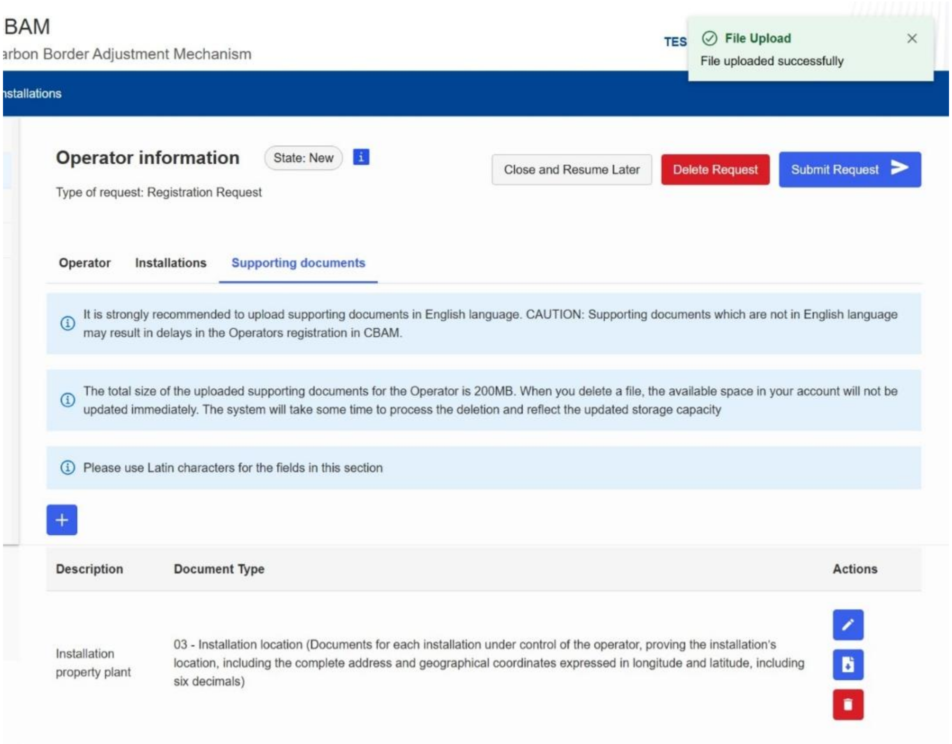

Figure 63: New user updates and submits registration request – File upload confirmation

10. Following the same process described in previous step, the user can provide additional supporting documents;

11. Only Admin user can select the “Submit Request” button at the top of the page. The system displays a confirmation dialog asking the user to confirm if the user wants to proceed with the submission of the Request to the Commission (via COM portal). Upon confirmation the values are submitted to the system and waiting for confirmation from the commission user in COM portal. The state of the operator is now: “Registration Requested”;

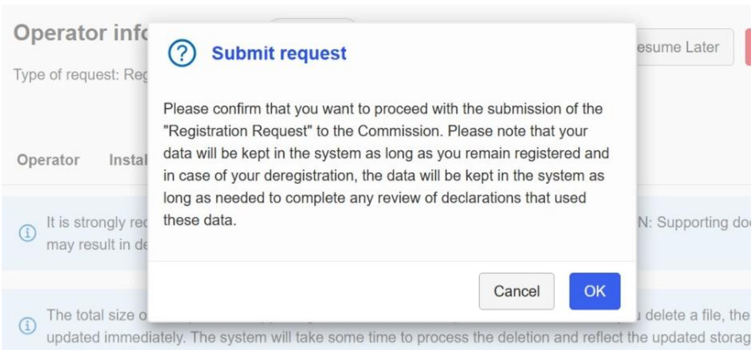

Figure 64: New Admin user updates and submits registration request – Submit request

12. The user can track the registration request submissions through the notification system, a dedicated communication channel for disseminating business information to the users. To view the registration request notification sent to the Commission, the user navigates to Notifications

> Sent Notifications list via the left menu, locates the specific notification in the list and selects the ‘View’ option to view the details;

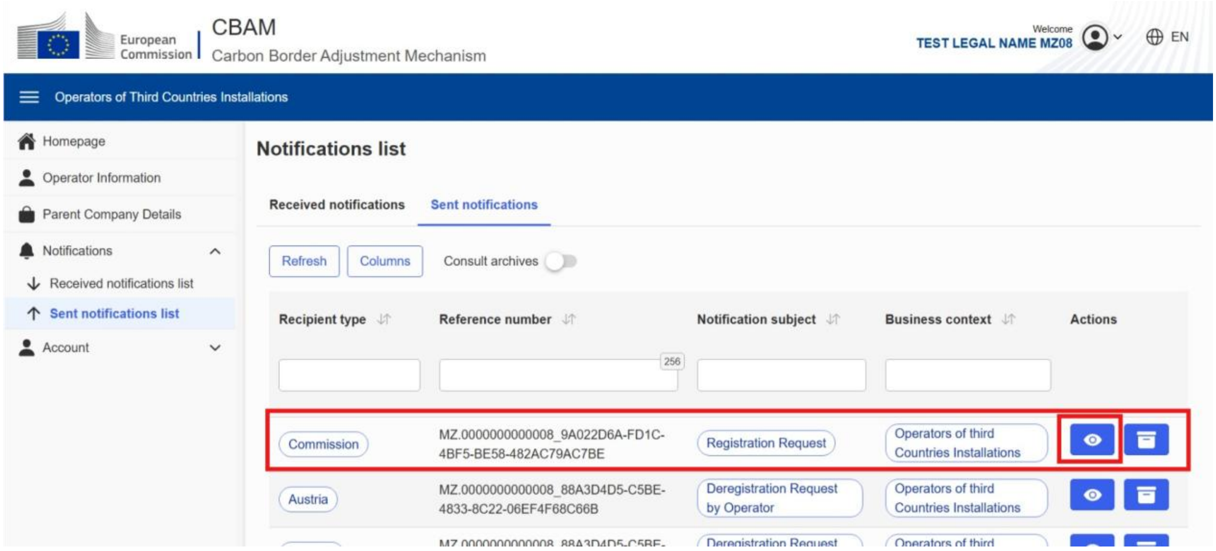

Figure 65: Sent notifications list

13. The most important notification details include:
    a. Recipient type (e.g. “*Commission”*);
    b. Notification subject (e.g. “*Registration request”*);
    c. The time the notification was sent, i.e., Sent time;
    d. Notification details that uniquely identify the operator and the corresponding transaction (e.g. “*The Operator with Operator Corporate Register Number: MZ.0000000000008 has submitted a registration request with request ID MZ.0000000000008_9a022d6a-fd1c-4bf5-be58-482ac79ac7be.”).*

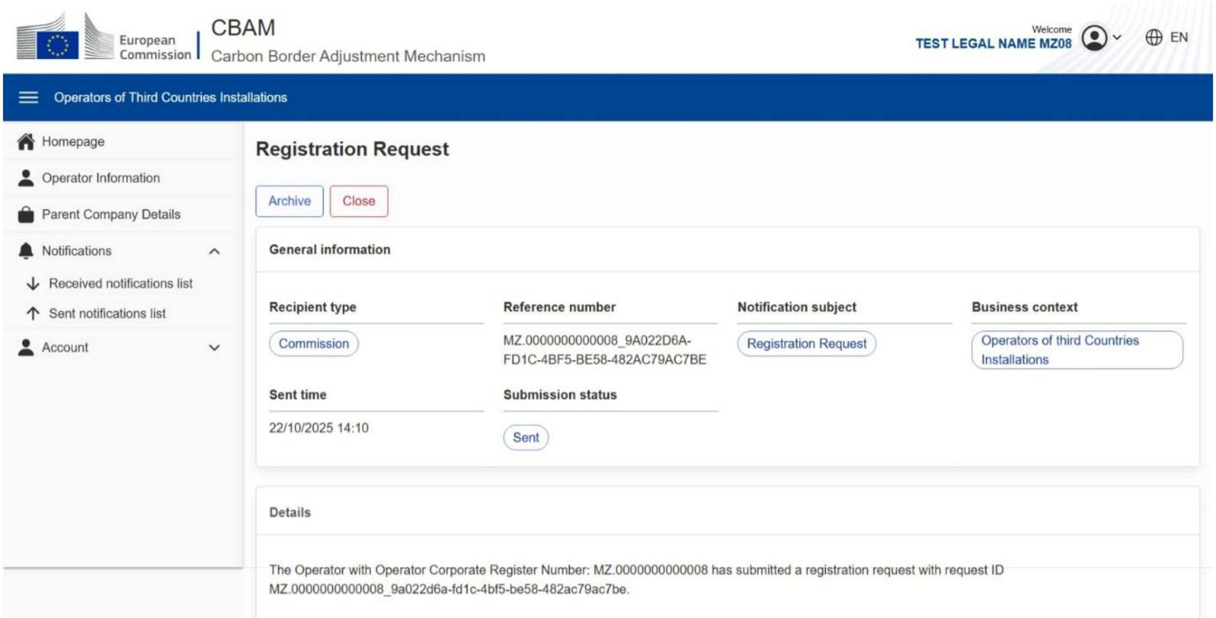

Figure 66: Sent notifications - Registration request notification

14. Sent and received notifications lists provide filtering, sorting and pagination features. The user has also the ability to view and update the status of a notification and archive it.

4.3.4 User views registration request rejected by the Commission and resubmits corrected registration request

1. User accesses the system and is redirected to the "Home page". The options available for the new user are shown in Figure 30: O3CI Home page - New user;

2. The user can track the registration request response through the notification system. To view the response from the Commissions the user navigates to Notifications > Received Notifications via the left menu, locates the specific notification in the list and selects the "View" option to view the details;

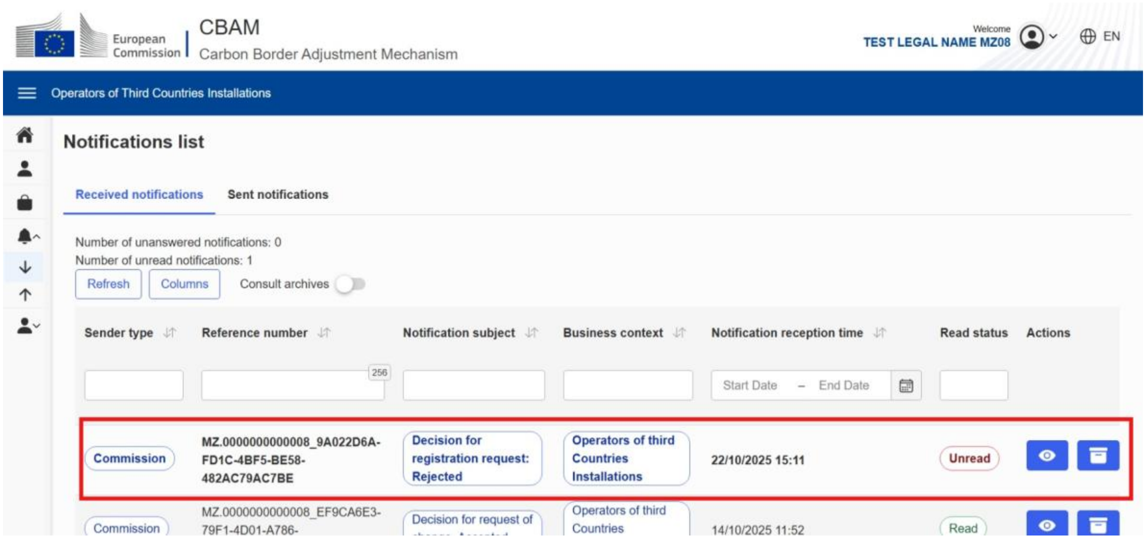

Figure 67: User corrects and resubmits registration request – Received Notification from Commission

3. When accessing the homepage, the user will see in the System Messages widget that the request has been rejected by the Commission (via COM portal). In case the text is too long, there is an option (Read more) that allows the user to view the complete rejection reason text;

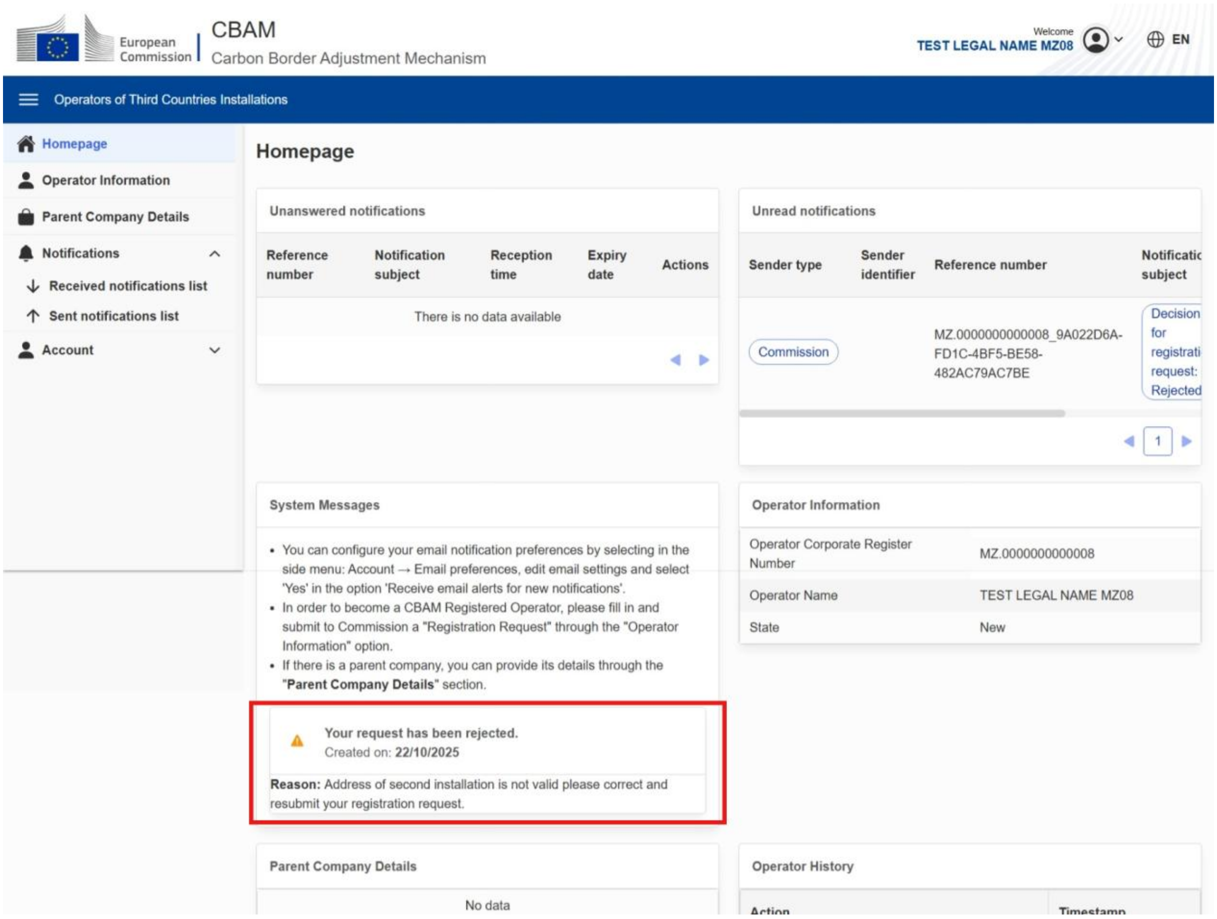

Figure 68: User corrects and resubmits registration request - Rejection reason details

4. The user selects the “Operator Information” option from the menu. The system redirects the user to the “Operator” tab. The field “State” on the top of the page contains the value “New”. A registration request has been submitted by the operator and has been rejected by the Commission (in COM portal). The operator user can view the rejected request and its contents in the “Operator”, “Installations”, Supporting documents” tabs only as read-only data. The available action is “Edit Registration Request”;

Figure 69: User corrects and resubmits registration request - State information

5. The Admin user clicks the option “Edit Registration Request” to correct and resubmit the registration request. The “Edit Registration Request” button is hidden and the following buttons are activated at the top of page: “Close and Resume Late”, “Delete Request”, “Submit Request”. The system displays the “Operator Information” page and shows the data of the Rejected Registration request in edit mode.

Figure 70: Admin user corrects and resubmits registration request – Edit registration request

The Simple user clicks the option “Edit Registration Request” to correct and resubmit the registration request. The “Edit Registration Request” button is hidden and the “Close and Resume Later” button is activated at the top of page. The system displays the “Operator Information” page and shows the data of the Rejected Registration request in edit mode;

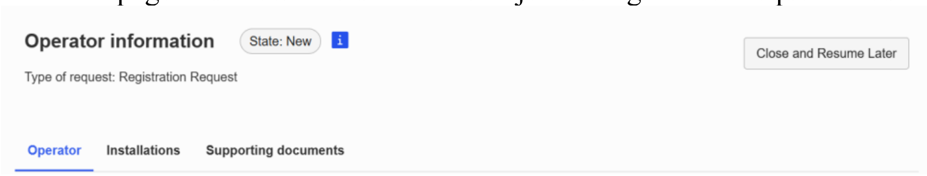

Figure 71: Simple user corrects and resubmits registration request -Edit registration request

6. User clicks on the “Installations” tab and select to “Edit” the specific installation from the installation list;

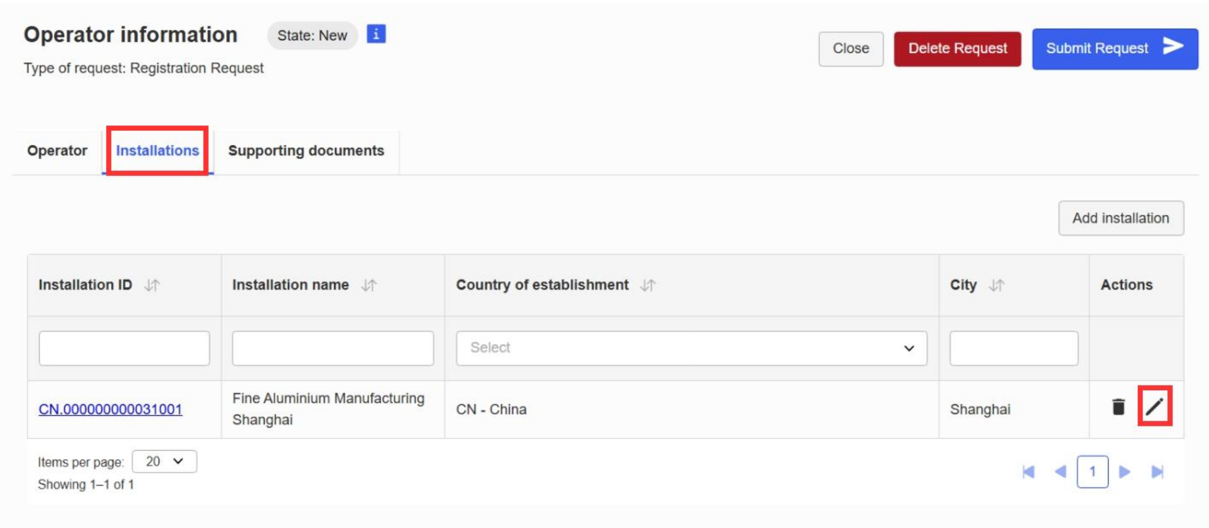

Figure 72: User corrects and resubmits registration request - List of installations

7. User updates the installation details with the corrected data and then clicks on the “Save Installation” to save the updates;

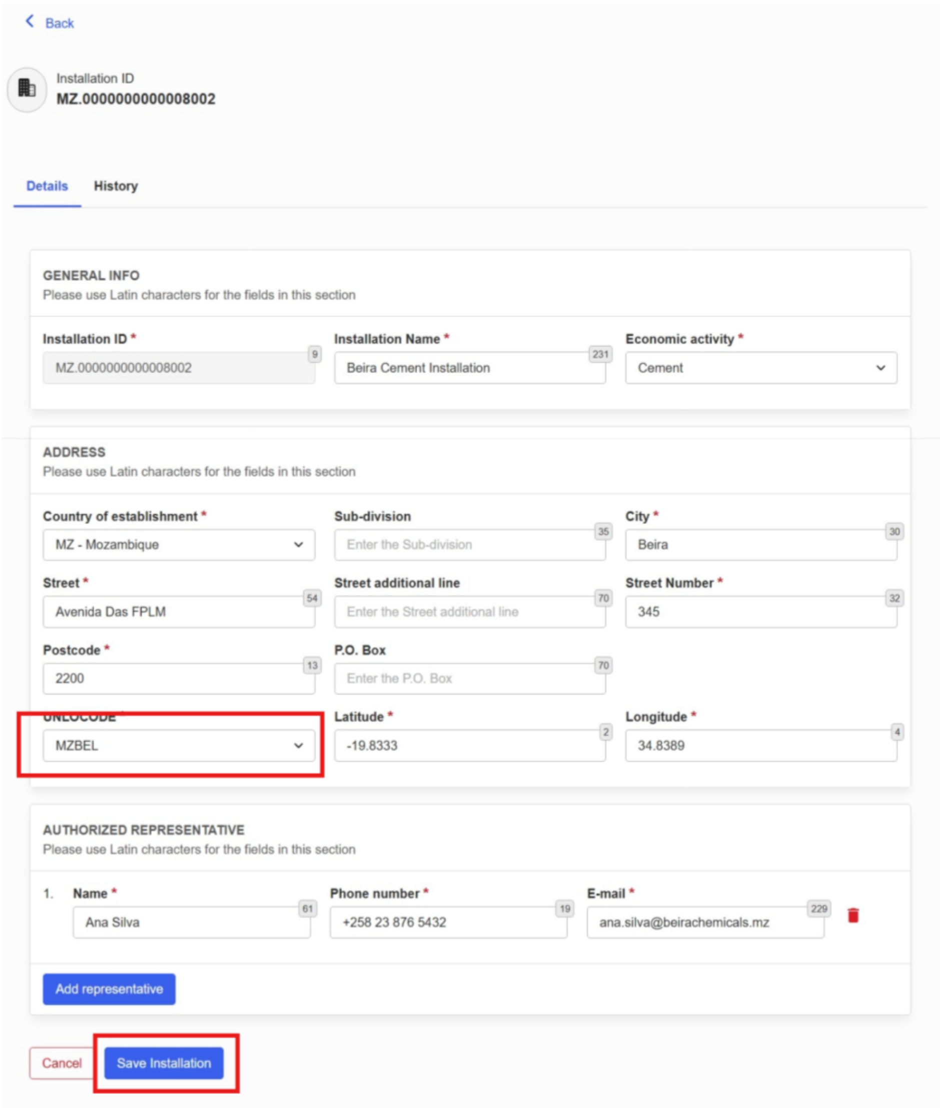

Figure 73: User corrects and resubmits registration request – Update installation details

8. The installation is updated and the system returns the user to the Installation list. Only the Admin user can then resubmit the updated registration request by clicking the "Submit Request" button. The system displays a pop-up window asking for confirmation. By clicking "OK" the registration request is resubmitted to the Commission (via COM portal) for approval. The state of the operator is now: "Registration requested".

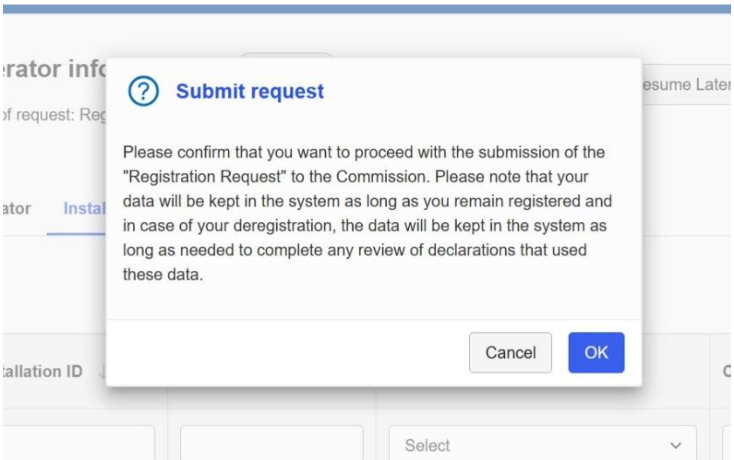

Figure 74: Admin user corrects and resubmits registration request – Submit request

4.3.5 User views registration request accepted by the Commission

1. User accesses the system and is redirected to the "Home page". The operator is in "Registered" state and has access to all available options of the portal (see Figure 32: O3CI Home Page – Registered);

2. The user can track the registration request response through the notification system. To view the response from the Commissions the user navigates to Notifications > Received Notifications via the left menu, locates the specific notification in the list and selects the "View" option to view the details;

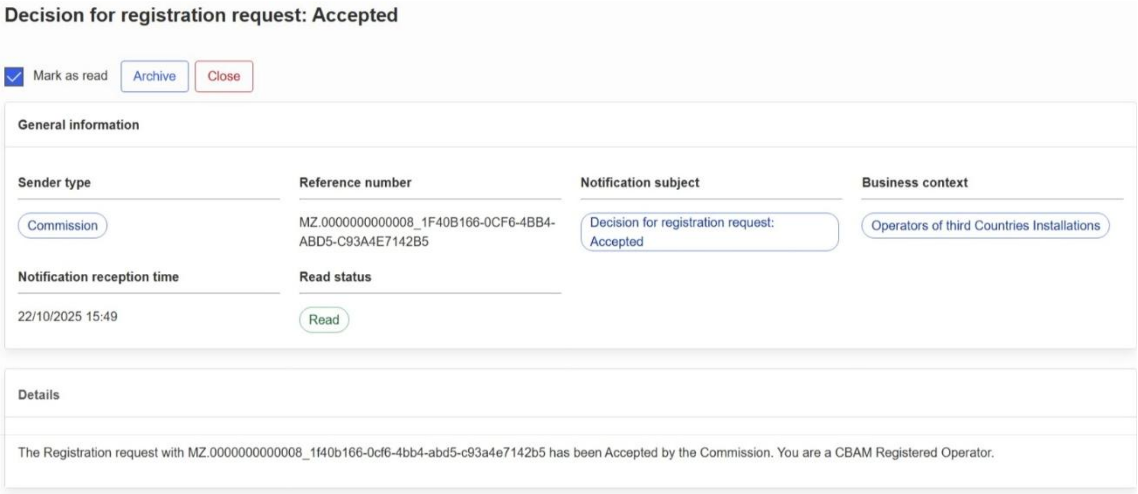

Figure 75: User views accepted registration request – Received notification from Commission

3. When accessing the homepage the user is informed, through the System Messages widget, that the request has been accepted and the operator is now a CBAM registered operator;

4. The user selects the "Operator Information" option from the menu. The system redirects the user to the "Operator" tab. The field "State" on the top of the "Operator Information" page

contains the value “Registered” i.e., a registration request has been submitted by the Admin operator and has been accepted by the Commission (in COM portal). The user can view the request in the “Operator”, “Installations”, Supporting documents” as read-only data. The available actions are:

- “Start Request for change”;
- “Start Deregistration Request”.

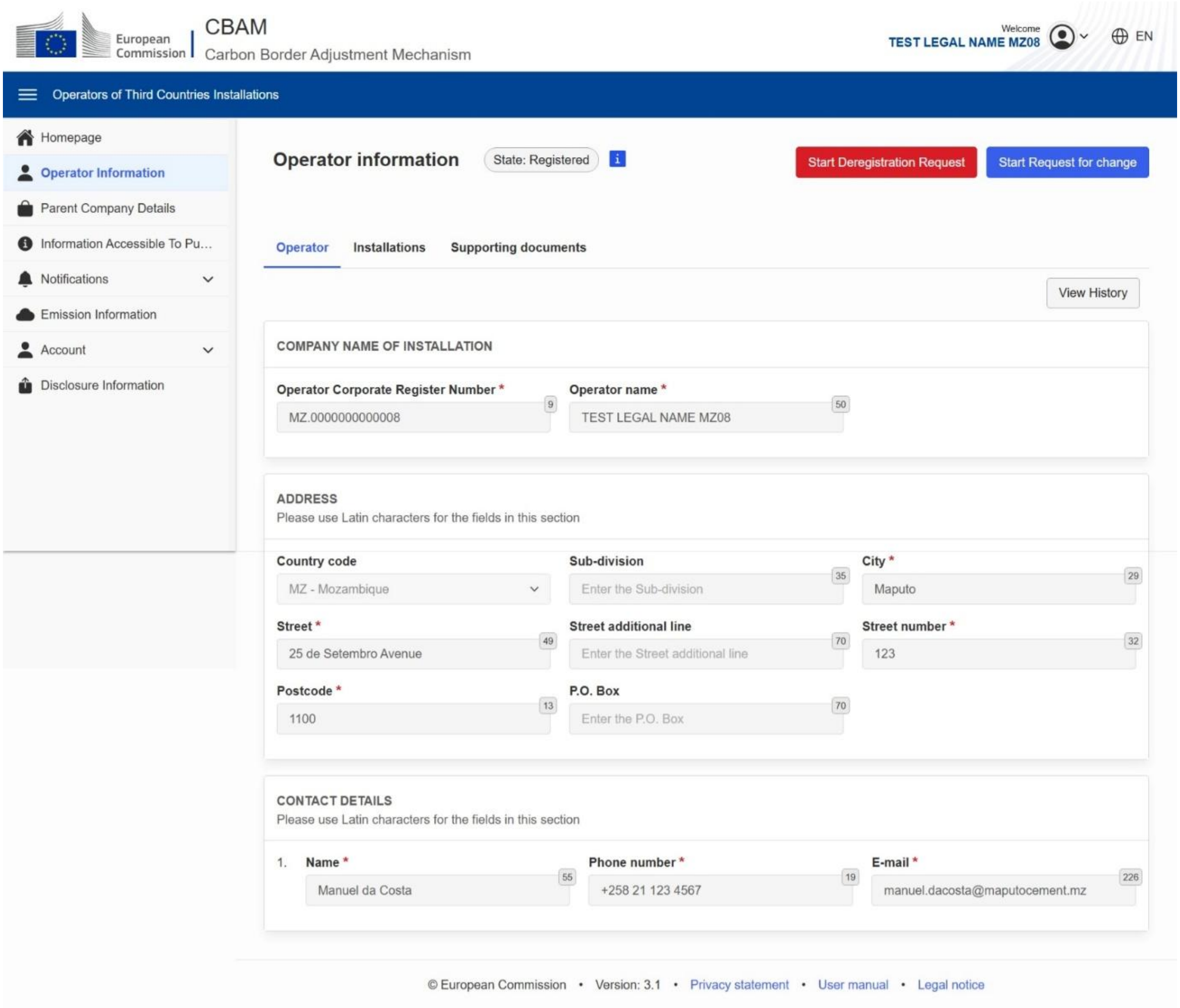

Figure 76: User views accepted registration request – Operator Information

4.3.6 User submits a request for change

1. The Admin user accesses the system, redirected to the “Home page” (see Figure 32: O3CI Home Page – Registered) and selects “Operator Information” option from the menu;

2. The field “State” on the top of the “Operator Information” page contains the value “Registered”, i.e., a registration request has been submitted to the system and has been accepted by the Commission user (in COM portal). The Admin user now wants to change the operator data, hence selects the button “Start Request for change;

Figure 77: User submits request for change – State Information

3. The field “Type of request” contains now the value “Request for change”. The “Start Request for change” button is hidden and the following buttons are activated at the top of page: “Close and Resume Later”, “Delete Request”, “Submit Request”;

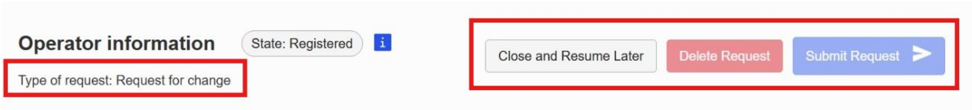

Figure 78: User submits request for change – Available actions

4. User clicks on the “Installations” tab of the Operator Information, where they can see the List of Installations;

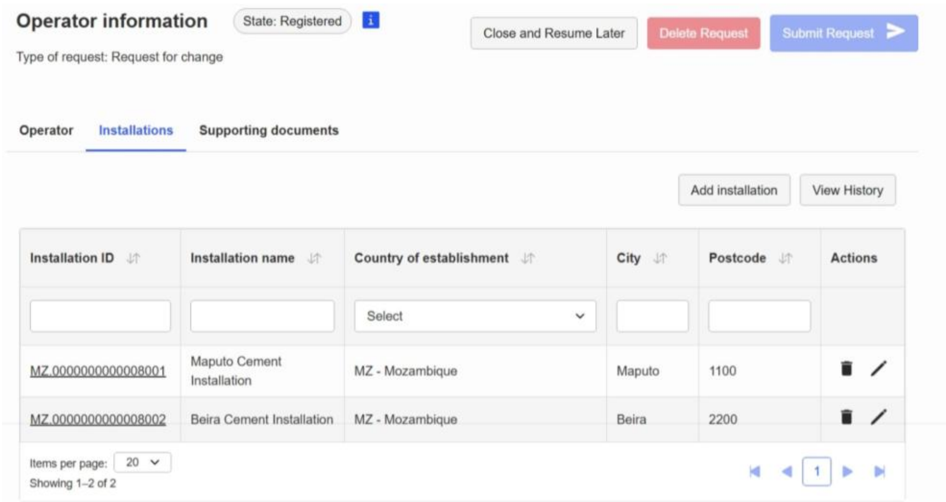

Figure 79: User submits request for change – List of installations

5. The user can use filtering, i.e., click on the field box located below each column title to type in part of the word for the element the user is searching. The system searches for the part of word in the List of Installations and returns the records that include this search criterion. The user decides to search by: “Installation name”;

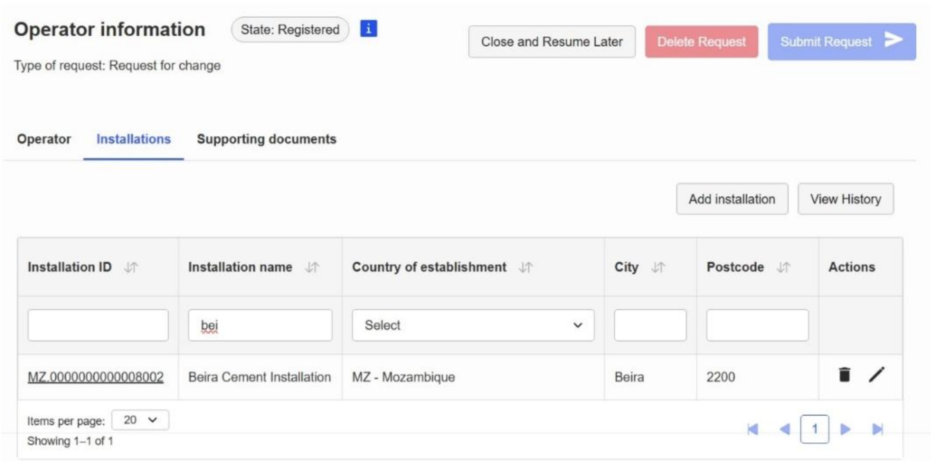

Figure 80: User submits request for change – Filtering list of installations

6. If the user clicks the link with the installation ID, can see the installation details (in read-only mode). The user can return to the Installation list by clicking the "Back" option;

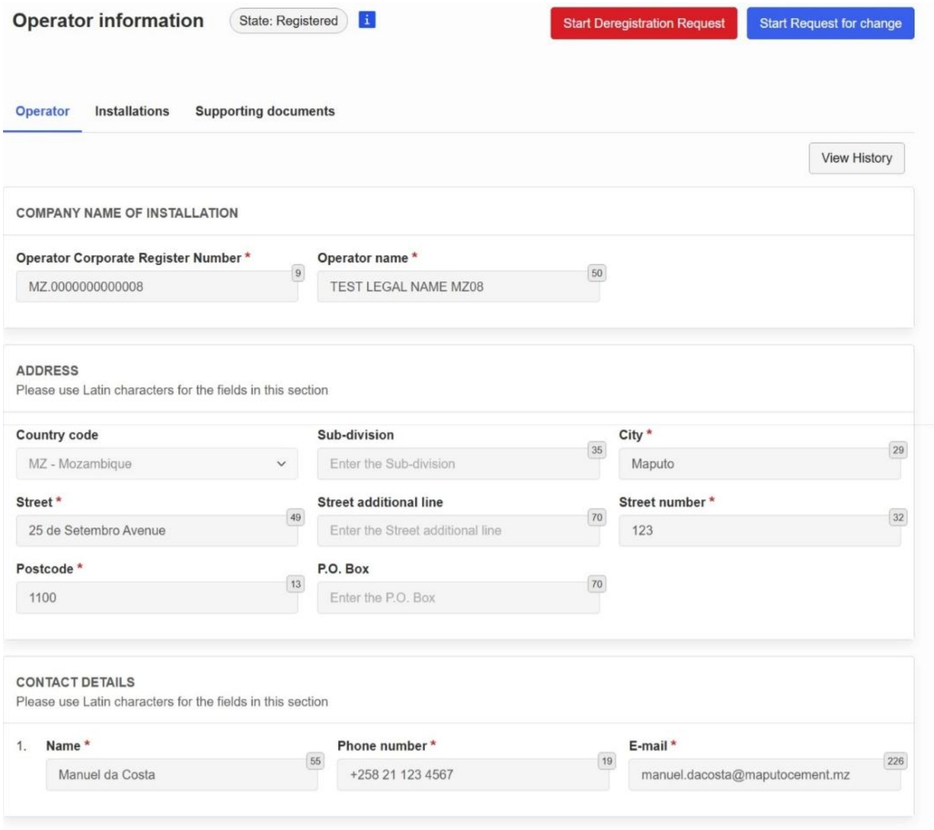

Figure 81: User submits request for change – Installation details (updated)

7. The Admin user decides to delete the first installation and submit a Request for Change to the Commission (via COM portal). To delete an installation from the list, user selects the installation and clicks on the "Delete" action;

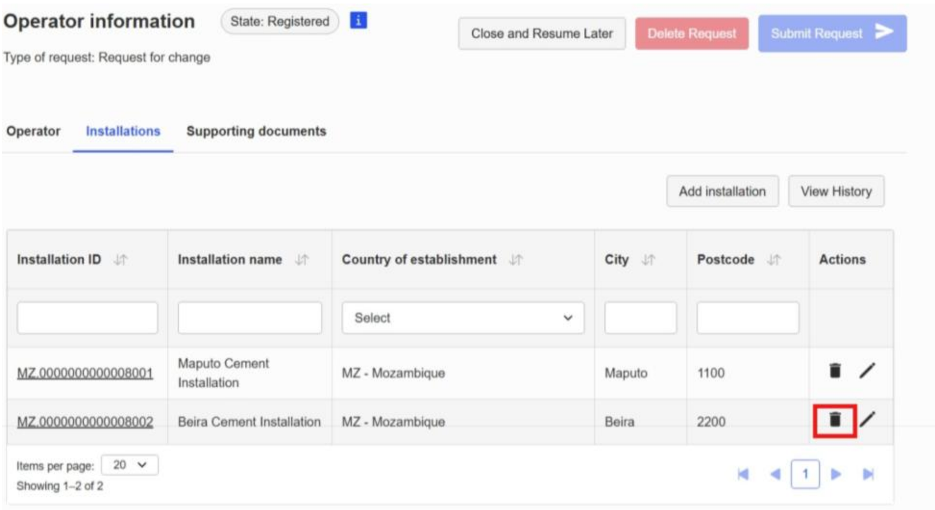

Figure 82: User submits request for change – Select installation for deletion

8. The system displays a confirmation dialog asking the Admin user to confirm the deletion of the installation, inform that the data of the installation and the relevant emissions information records will be available for commission and NCA if needed for the review of declarations;

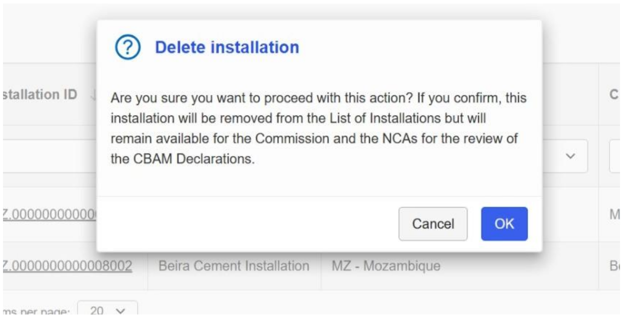

Figure 83: User submits request for change – Delete installation confirmation

9. The Admin user clicks the "OK" button and then the "Submit Request" button to send the Request for Change to the Commission (via COM portal). The system displays a confirmation dialog with relevant text asking the user to confirm if they want to proceed with their submission of the Request for Change to COM portal.

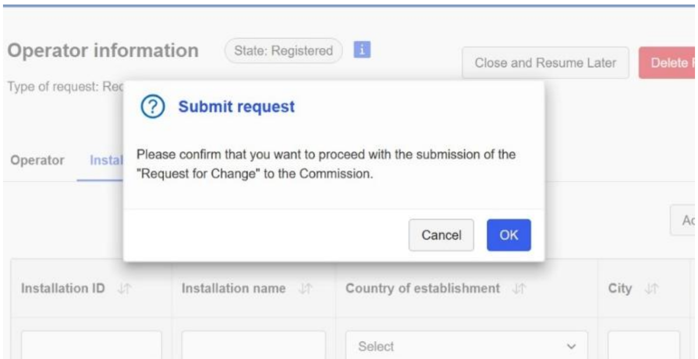

Figure 84: User submits request for change – Submit request confirmation

When an Admin user tries to submit a request for change without including any documents, an additional confirmation dialog will come up containing the following text: "You are about to submit a request for change without including any supporting documents. Please note that there is increased risk of the request not being accepted, because the Commission might not be able to check the veracity of information as per Art. 10(2) of Regulation (EU) 2023/956 of the European Parliament and of the Council.";

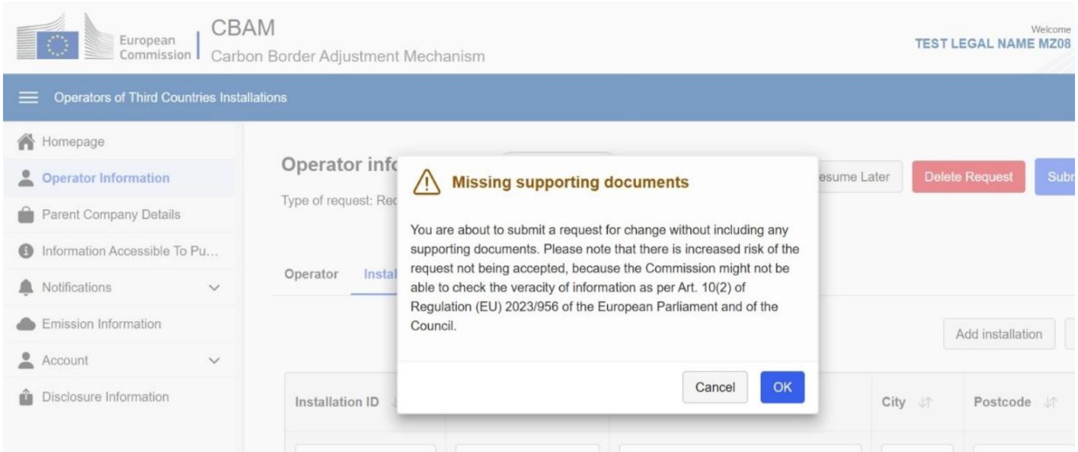

Figure 85: User attempts to submit a request for change without including any supporting documents.

10. The system informs the Admin user that their Request for Change has been sent to the Commission (via COM portal), redirects the user to the “Operator Information” page in view mode where the latest data approved is displayed. The field “State” on the top of the “Operator Information” page contains the value “Update Requested”;

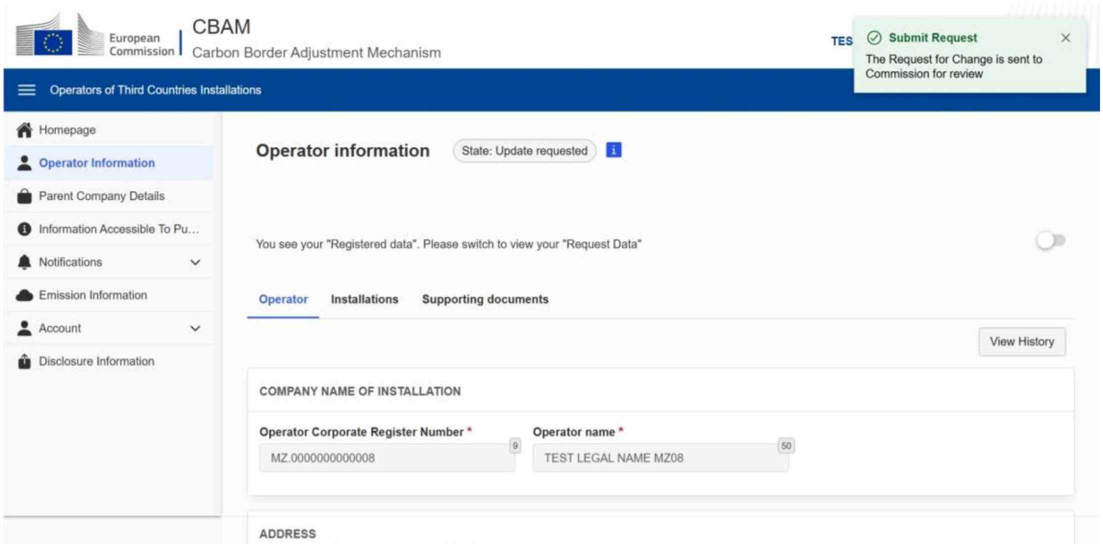

Figure 86: User submits request for change – Request for change submitted

11. A notification is also sent to the commission portal. The user can track the registration request submissions through the notification system, a dedicated communication channel for disseminating business information to the users. To view the registration request notification

sent to the Commission, the user navigates to Notifications > Sent Notifications list via the left menu, locates the specific notification in the list and selects the 'View' option to view the details;

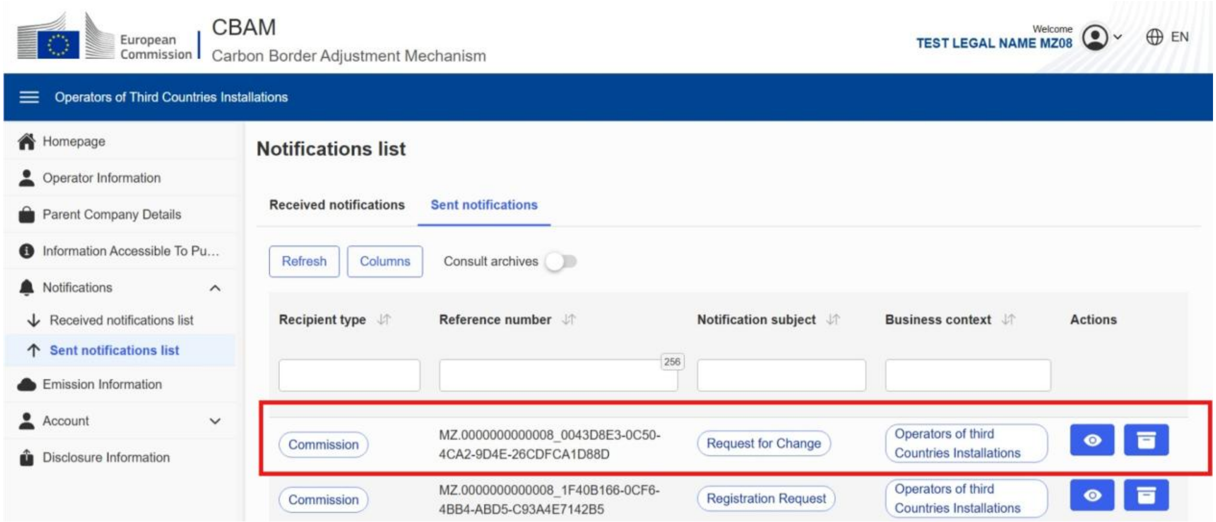

Figure 87: Sent notifications list

12. The most important notification details include:
    a. Recipient type (e.g. "*Commission*");
    b. Notification subject (e.g. "*Request for Change*");
    c. The time the notification was sent, i.e., Sent time;
    d. Notification details that uniquely identify the operator and the corresponding transaction (e.g. "*The Operator with Operator Corporate Register Number: MZ.0000000000008 has submitted a request for change with request ID MZ.0000000000008_0043d8e3-0c50-4ca2-9d4e-26cdfca1d88d.*").

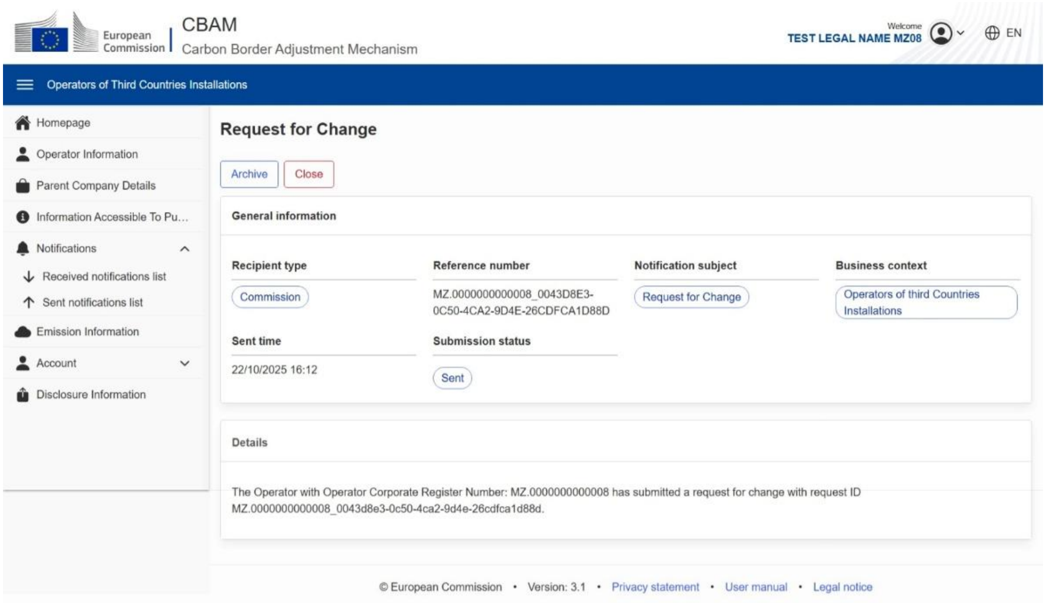

Figure 88:Sent notifications – Request for Change

4.3.7 User views rejected request for change & resubmits corrected request for change

1. The user accesses the system and is redirected to the "Home page" (see Figure 32: O3CI Home Page – Registered);

2. The user can track the request for change decision through the notifications system. To view the response from the Commissions the user navigates to Notifications > Received Notifications via the left menu, locates the specific notification in the list and selects the "View" option to view the details;

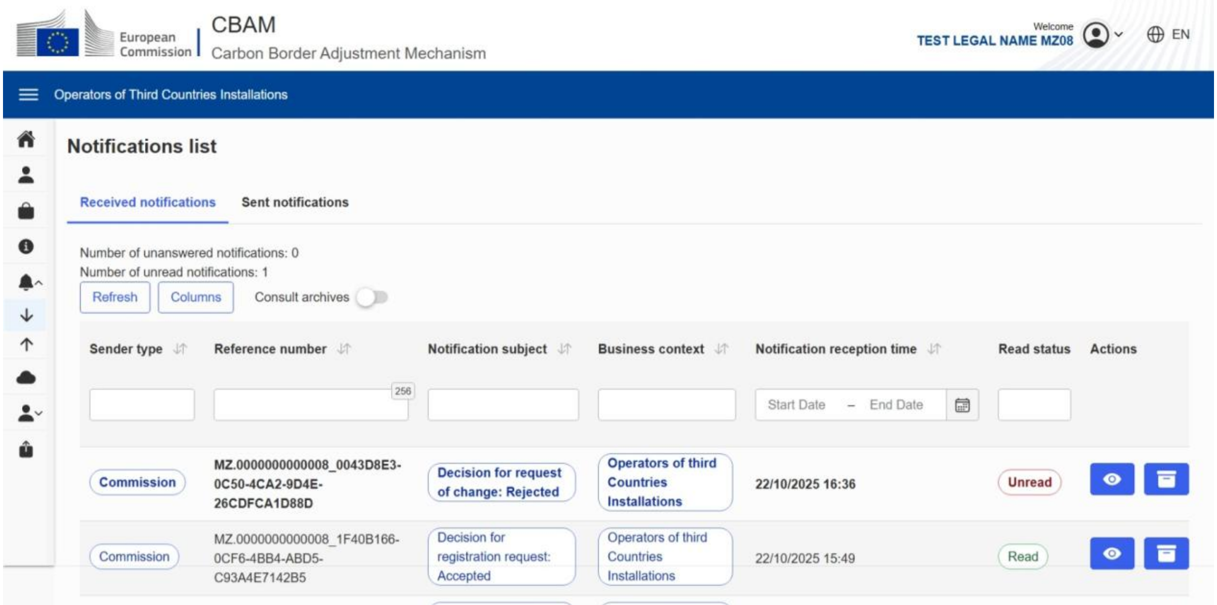

Figure 89: User resubmits corrected request for change – Received Notification from Commission

3. When accessing the homepage the user will see in the System Messages widget that the request has been rejected by the Commission (via COM portal) and can click on "View" button to see the details of the rejection reason;

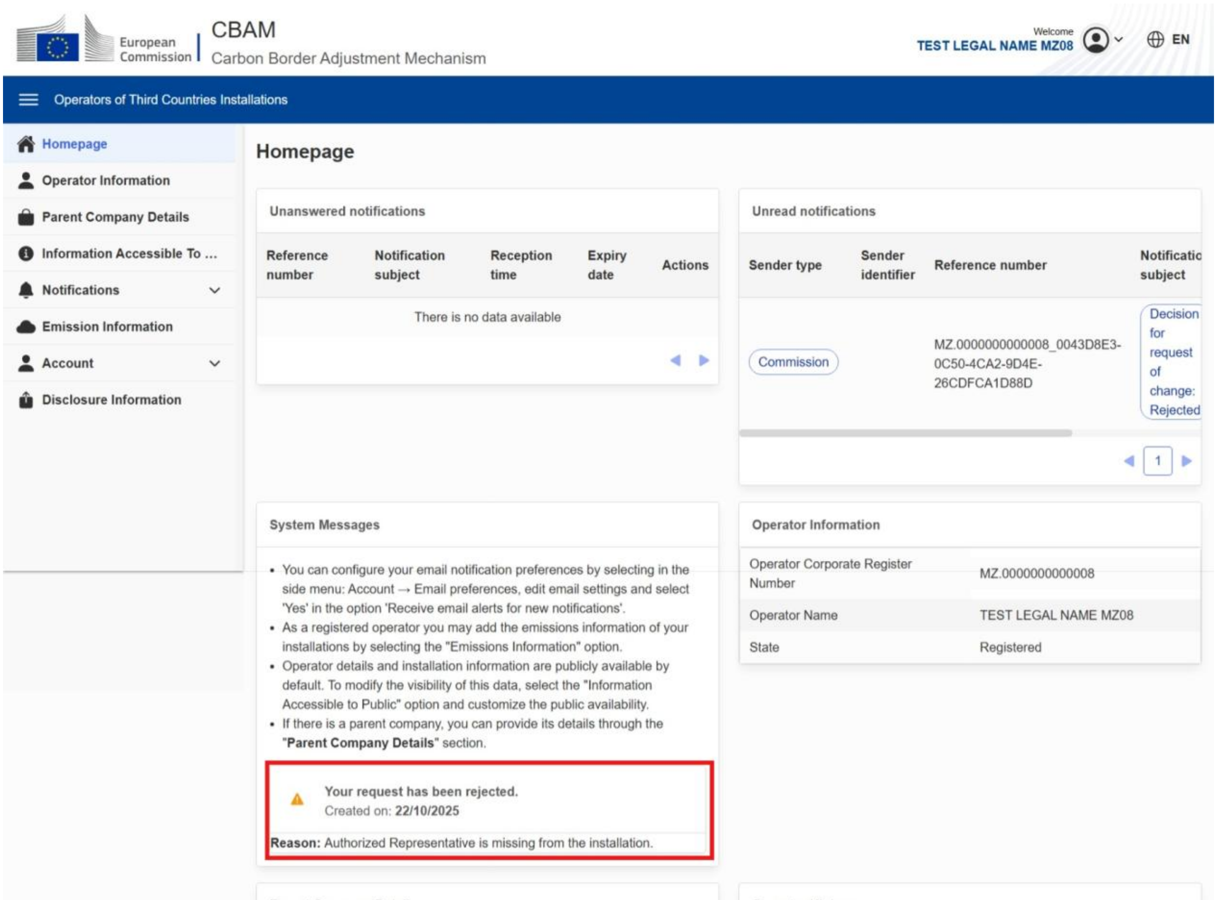

Figure 90: User resubmits corrected request for change – Rejection reason details

4. The user selects the “Operator Information” option from the menu;

5. The field “State” on the top of the page contains the value “Registered”, i.e., a request for change has been submitted by the operator and has been rejected by the Commission (in COM portal). Admin user can view the rejected request in the “Operator”, “Installations”, Supporting documents” only as read-only data. The available action is “Edit Request for Change” which is deactivated. Below this action there is an informational text along with a toggle button to its right. This toggle button allows you to switch between the requested and the registered set of information which is displayed in the ‘Operator’ and ‘Installations’ tab (see section *4.3 Operator Information* for the functional description of the toggle button);

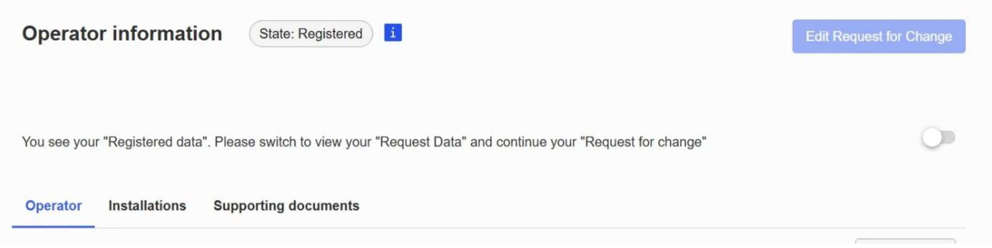

Figure 91:User corrects and resubmits request for change – Edit Request for Change

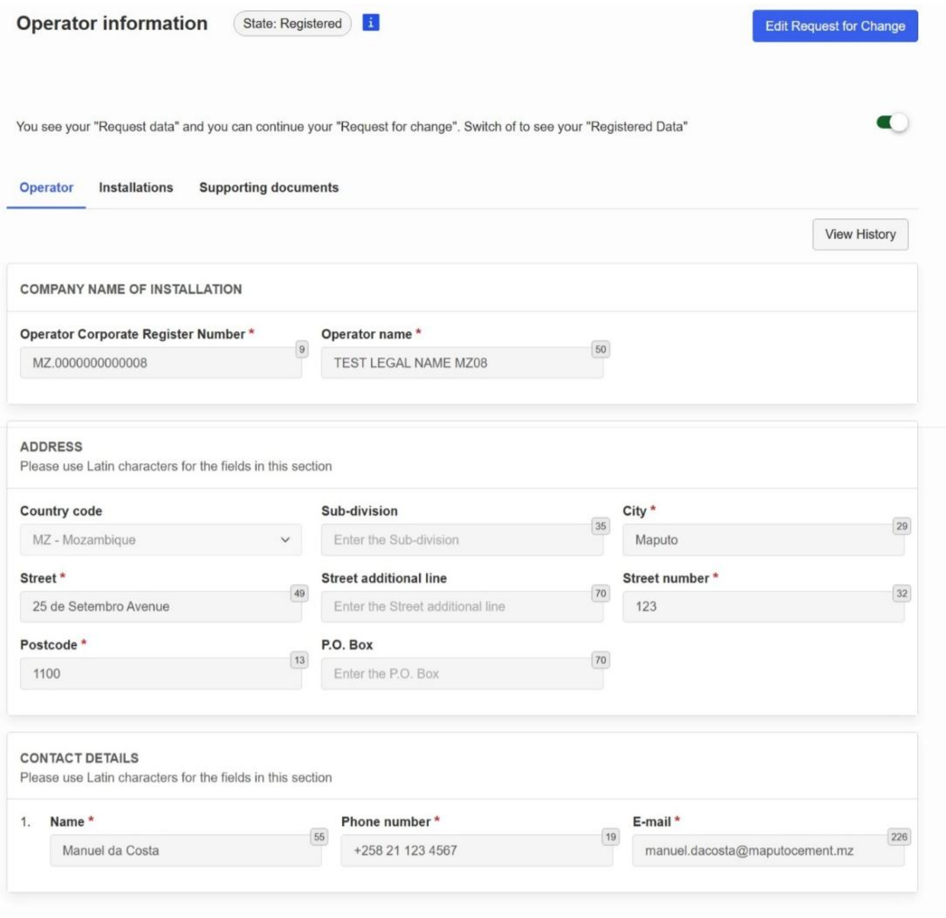

Figure 92: User corrects and resubmits request for change – Operator information

6. The Admin user clicks the toggle button and then selects the option "Edit Request for Change" to correct and resubmit the request for change. The "Edit Request for Change" button is hidden and the following buttons are activated at the top of page: "Close and Resume Later", "Delete Request", "Submit Request". The system displays the "Operator Information" page and shows the data of the Rejected request for change in edit mode.
   The Simple user clicks the option "Edit Request for Change" to correct and resubmit the request for change. The "Edit Request for Change" button is hidden and the "Close and Resume Later" button is activated at the top of page;

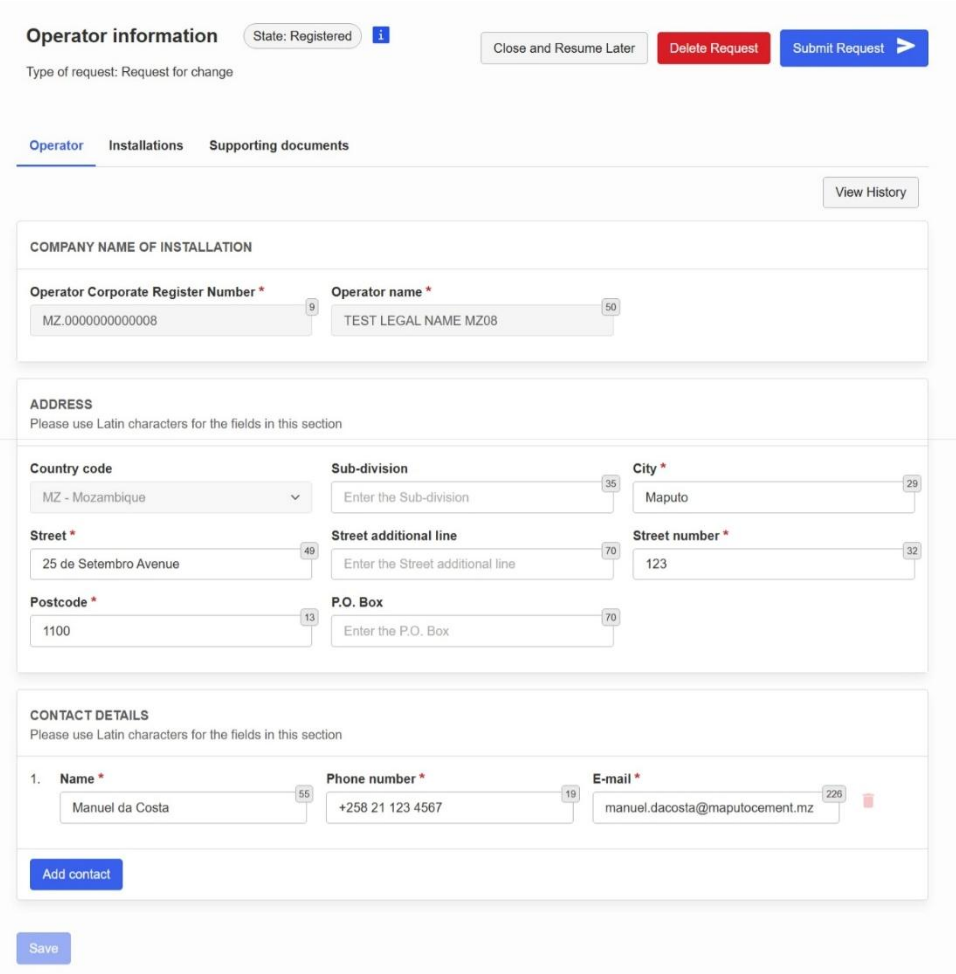

Figure 93: Admin user corrects and resubmits request for change – Operator tab

7. The user clicks on the "Installations" tab and selects to "Edit" the specific installation from the installation list;

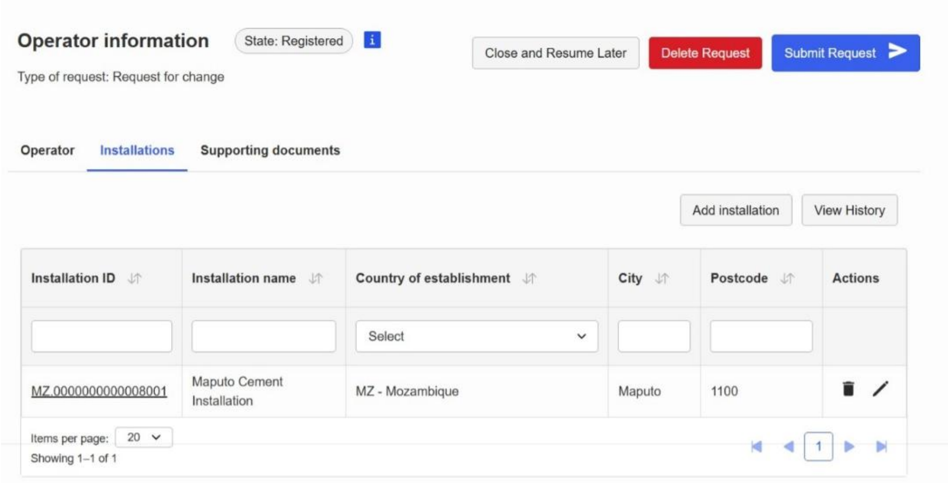

Figure 94: User corrects and resubmits request for change – List of installations

8. The user can update the installation details with the corrected data and then click on the “Save Installation”. Admin user submits the updates;

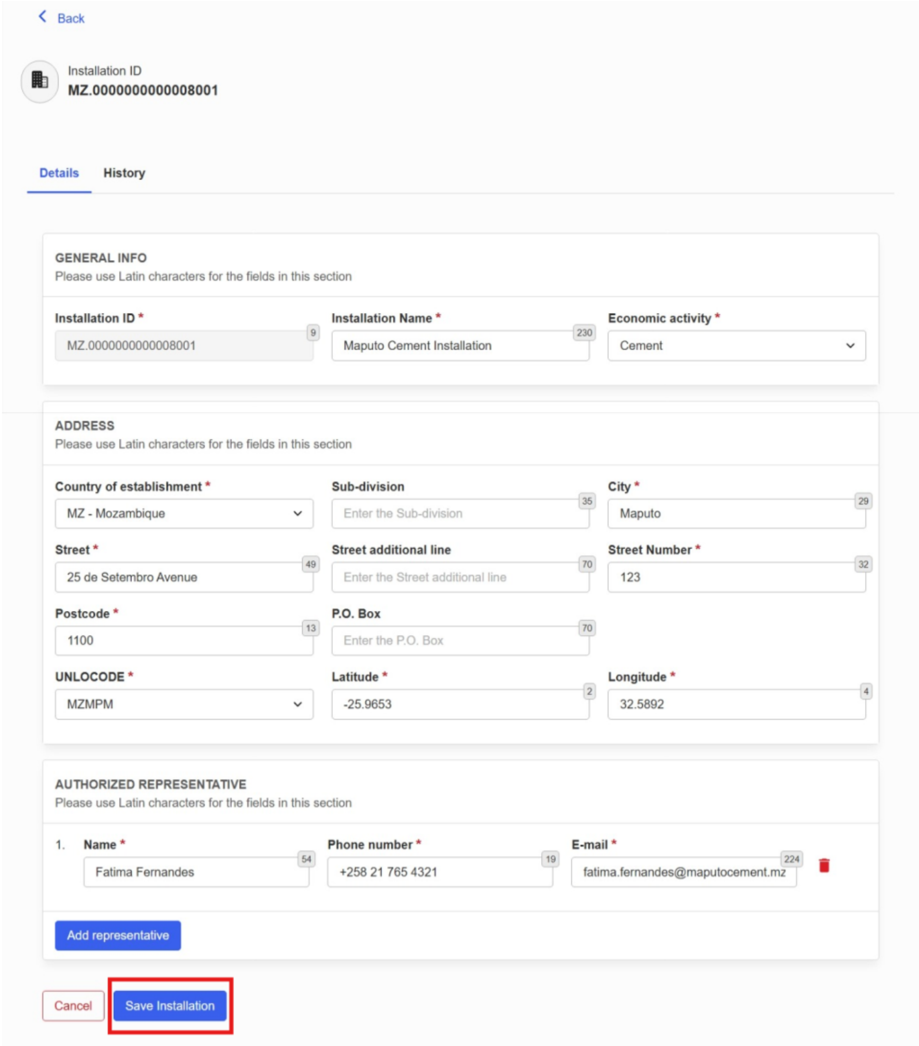

Figure 95: Admin user corrects and resubmits request for change – Update installation details

9. The installation is updated and the system returns the user to the Installation list. The Admin user can then resubmit the updated registration request by clicking the “Submit Request” button. The systems display a pop-up window asking for confirmation. By clicking “OK” the registration request is resubmitted to the Commission (via COM portal) for approval. The state of the operator is now: “Update requested”;

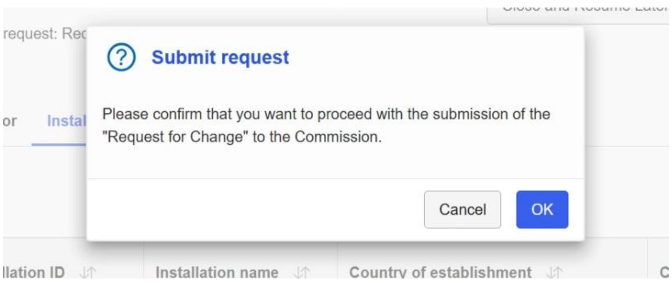

Figure 96: Admin user corrects and resubmits request for change – Submit request

10. The system informs the user of the successful submission;

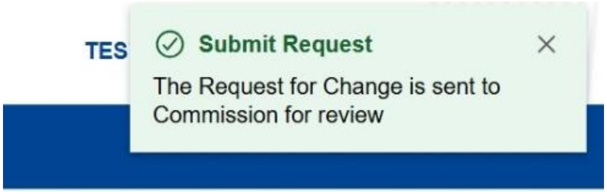

Figure 97: Admin user corrects and resubmits request for change – Submission confirmation

11. The user can track the request for change submissions through the notification system, a dedicated communication channel for disseminating business information to the users. To view the request notification sent to the Commission, the user navigates to Notifications > Sent Notifications list via the left menu, locates the specific notification in the list and selects the 'View' option to view the details;

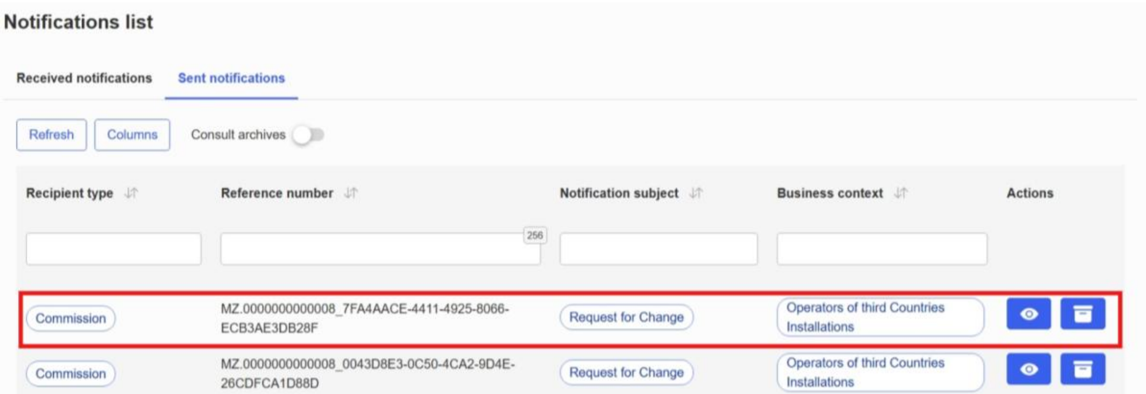

Figure 98: Admin user corrects and resubmits request for change – Sent notification list

12. The details of the notification include:
    a. Recipient type (e.g. "*Commission*");
    b. Notification subject (e.g. "*Request for change*");
    c. The time the notification was sent, i.e., Sent time;
    d. Notification details that uniquely identify the operator and the corresponding transaction (e.g. "*The Operator with Operator Corporate Register Number: MZ.0000000000008 has submitted a request for change with request ID MZ.0000000000008_7fa4aace-4411-4925-8066-ecb3ae3db28f.*").

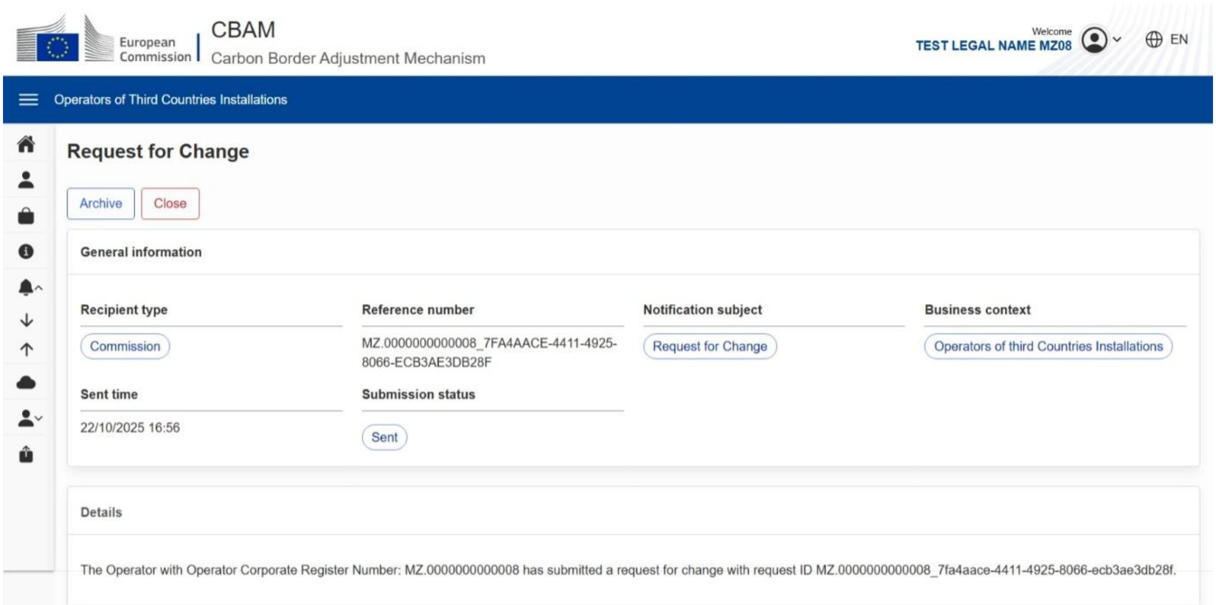

Figure 99: Sent notifications – Request for change notification

4.3.8 Registered user searches, exports List of Installations and views operator history

1. The user accesses the system and are redirected to the "Home page" (see Figure 30: O3CI Home page - New user). The user selects the "Operator Information" option from the menu;

2. The field "State" on the top of the "Operator Information" page contains the value "Registered" i.e., a registration request has been submitted by the operator and has been accepted by the Commission (in COM portal). The operator user can view the request in the "Operator", "Installations", Supporting documents" only as read-only data.

   The available actions for the Admin user are:

   - "Start Deregistration Request";
   - "Start Request for change".

   The available action for the Simple user is "Close and Resume Later";

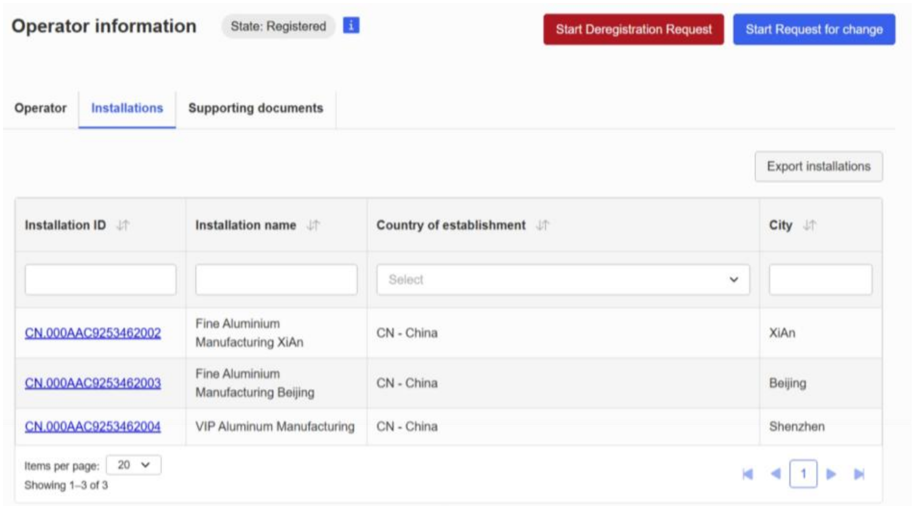

Figure 100: User searches the List of Installations

3. There must be at least one record in the Installations list, in order for the user to be able to export it. The user selects "Export Installations" button. An information text pops up at the top right corner of the page, informing the user that the results have been exported successfully;

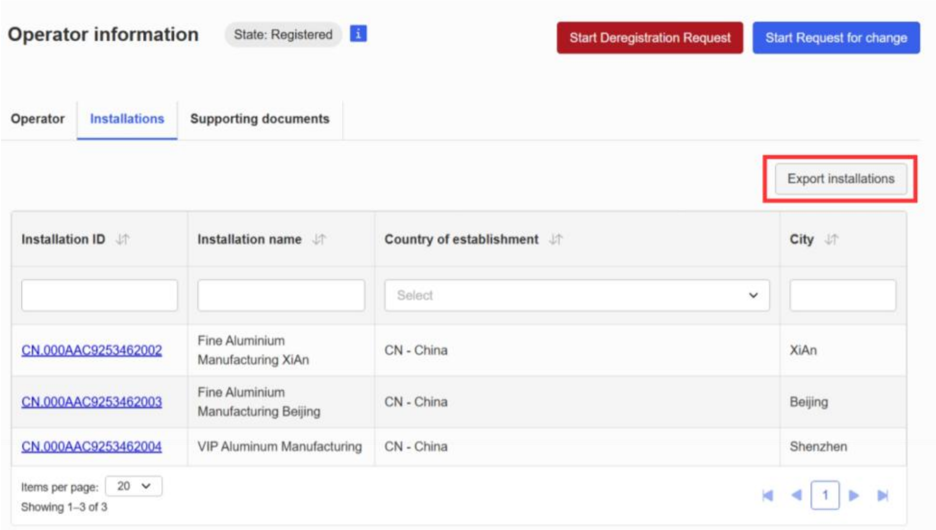

Figure 101: User exports the List of Installations

4. The system generates a CSV file containing the List of Installations with the relevant columns. The file is named according to the pattern YYYY-MM-DD-[name of the page].csv where:
   - YYYY-MM-DD is the current date;
   - [name of page] describes the type of list exported ("installations" in our case).

   The file is downloaded in the "Downloads" folder of the local workstation of the user;

5. Users can view a comprehensive history of changes to Operator information and monitor all actions performed by both operators and Commission users. This information is accessible through two convenient methods:
   - From the homepage, by selecting the "Operator History" widget;

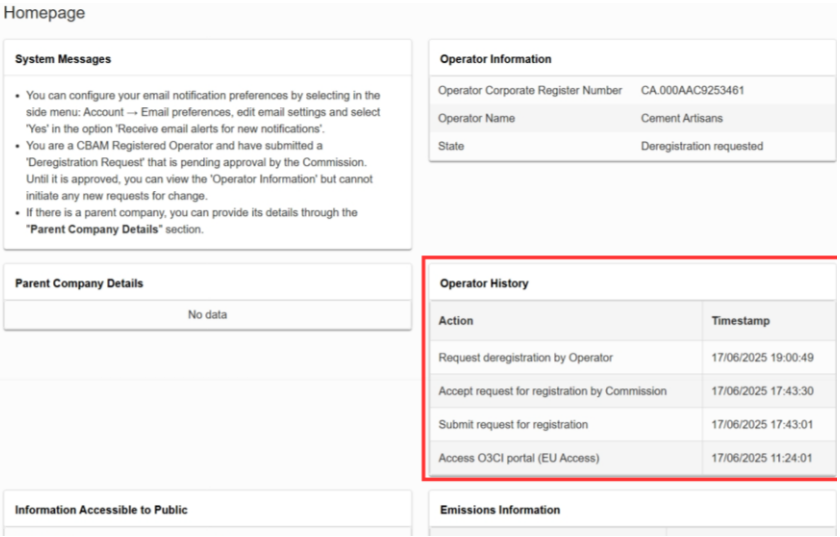

Figure 102: Access operator's history from homepage

- From the Operator Information page, by clicking the "View History" button in the Operator's tab.

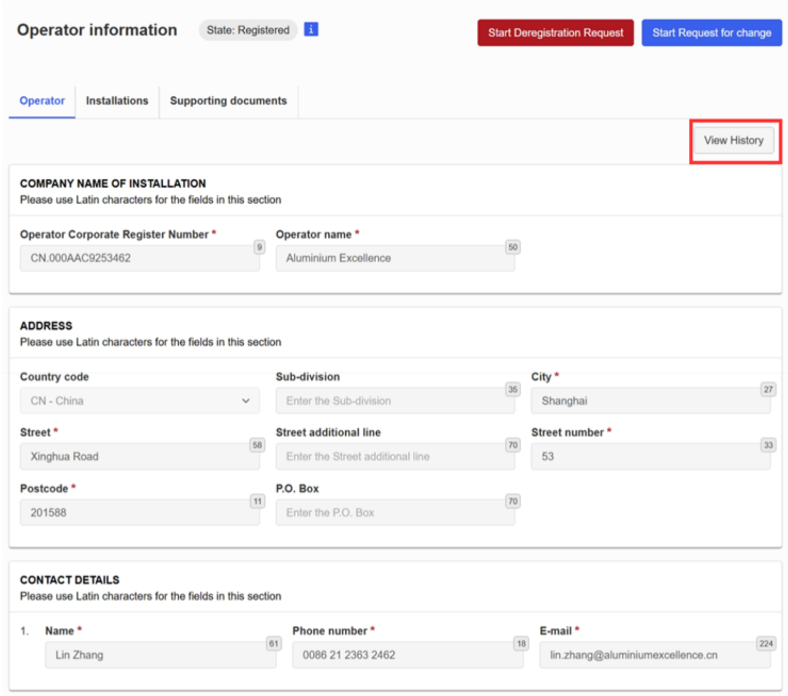

Figure 103: Access operator's history from Operator Information

6. When entering the "History" page the system displays the table of history of the specific operator sorted by Timestamp. The columns of the table are the following:
    - Action (the list of available action descriptions are: "Access O3CI portal (EU Access)", "Submit request for registration", "Reject request for registration by Commission", "Accept request for registration by Commission", "Submit request for change", "Request for change accepted by Commission", "Request for change rejected by Commission", "Request deregistration by Operator", "Request deregistration by COM",

"Accept deregistration", "Decide to deregister", "Decide not to deregister", "Provide Operator’s explanation for right to be heard", "Accept operator’s explanation for right to be heard", "Reject operator’s explanation for right to be heard");

- State containing the state of the operator after the completion of the corresponding action (for all valid values see the states description in section 4.1.1);
- User full name (if O3CI user then the system displays the name of the user who performed the action, if COM user then the name of the user will not be exposed, hence display as "COM User');
- Timestamp (in the following format <DD/MM/YYYY HH:MM:SS>).

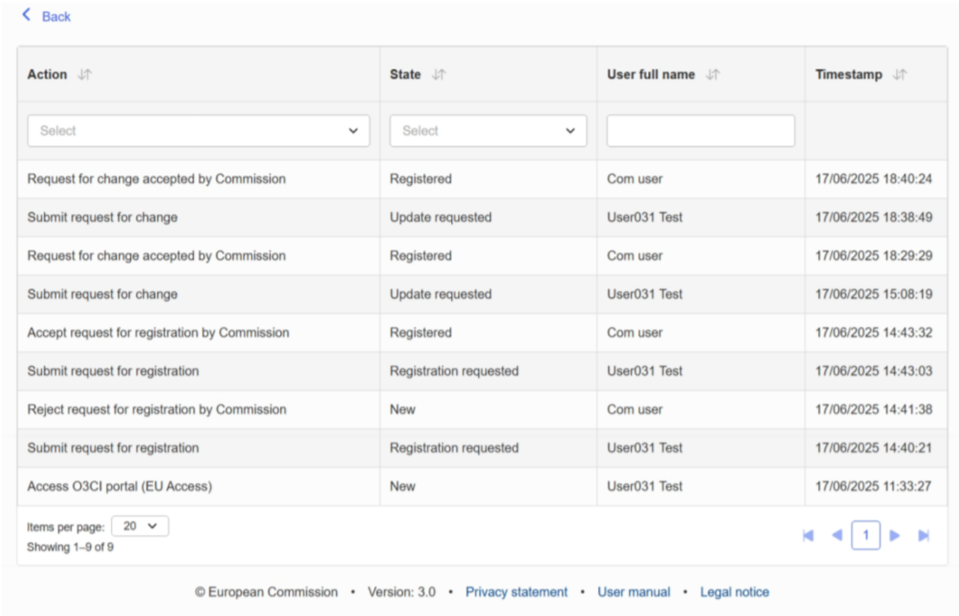

Figure 104: Operator history

4.3.9 Deregistration request by Operator

Admin Operator users can submit a request to deregister their Operator account from the CBAM O3CI portal. This section describes how to submit the request and what happens after it is sent.

1. The user navigates to the Home page and clicks on “Operator Information”;
2. If there is no pending deregistration request, the “Start Deregistration Request” button is displayed and enabled;

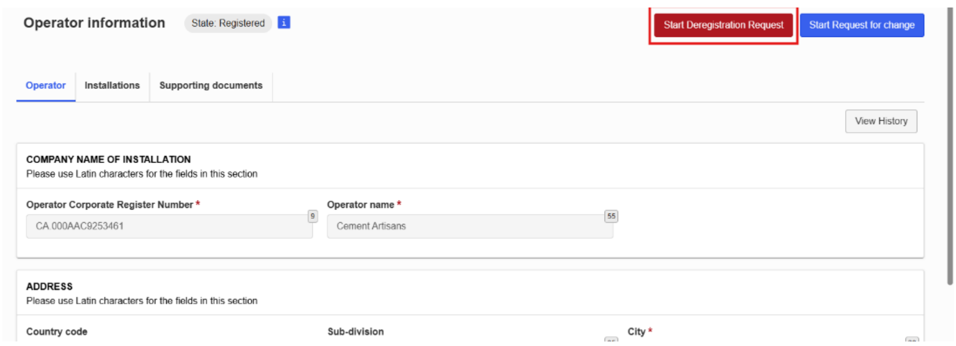

Figure 105: Deregistration request by Operator - Start Deregistration Request

3. The “Admin Operator” user clicks on the “Start Deregistration Request” button;

4. A confirmation pop-up window is displayed. It includes a text box where the user must provide the reason for the deregistration request, and a message informing the user of the consequences of proceeding with the request. The message displayed is the following: “Please explain the reason for the Deregistration Request and confirm that you want to proceed. Please note that if you confirm, the Deregistration Request will be sent to the Commission and upon approval the Operator will be Deregistered. After that, you will not be able to view or edit any of the Operator details and you will not be able to export any data or download any supporting documents. If you need to retrieve your data please do so before sending the deregistration request. Please also note that the Commission might, when approving the deregistration, not delete the information of the operator and its installations from the CBAM registry, if such information is necessary for the review of CBAM declarations that have been submitted.”;

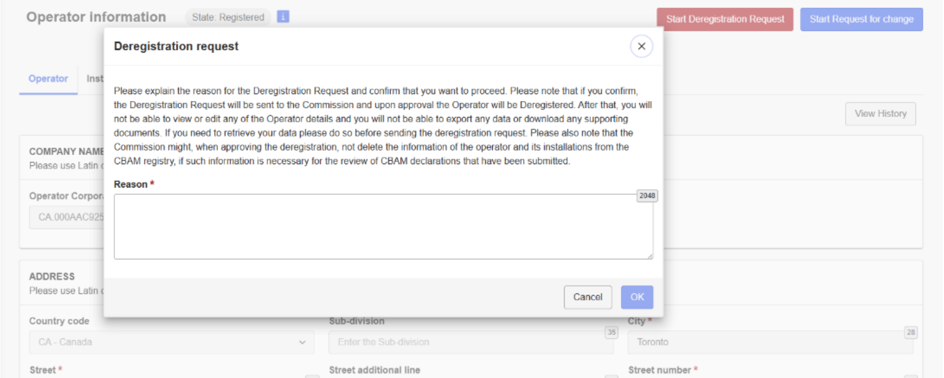

Figure 106: Deregistration request by Operator - Confirmation pop-up window

5. The user fills in the justification in the provided text box;

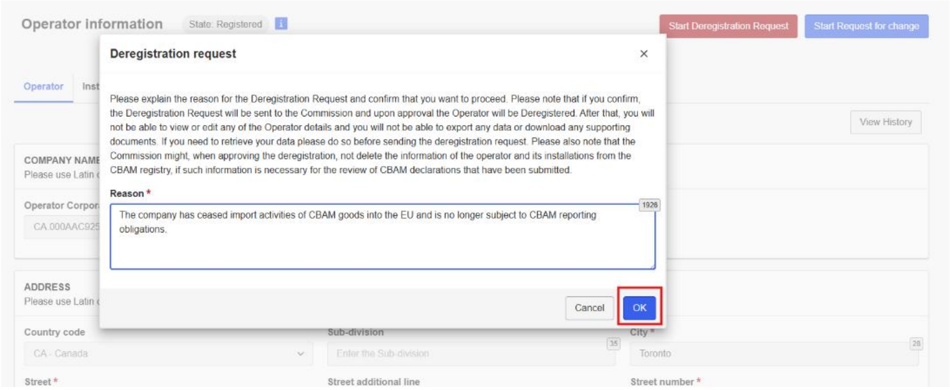

Figure 107: Deregistration request by Operator - User fills in the justification

6. The user clicks on “OK” to confirm and submit the request. Alternatively, the user may click on “Cancel” to abort the process;

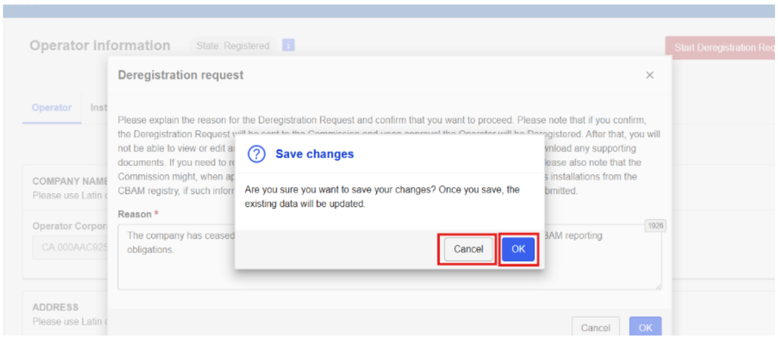

Figure 108: Deregistration request by Operator - User confirms and submits the request

7. Upon confirmation:

    - The Operator status is set to “Deregistration requested”;
    - The user's access is limited to view-only mode. Editing operator details or exporting data and documents is no longer possible;
    - A confirmation message appears with the Request ID: “The Deregistration Request has been successfully submitted to Commission for review. The Request ID is: [Request ID]”;
    - The system displays the “Operator Information” page.

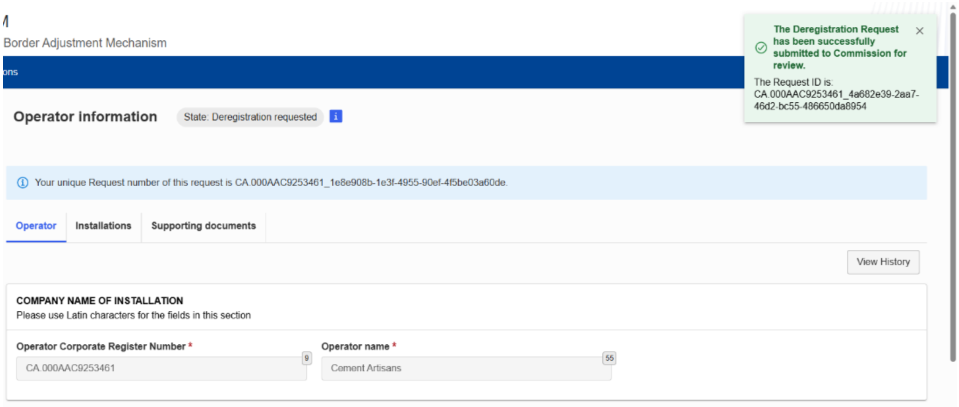

Figure 109: Deregistration request by Operator - Confirmation message

Important notes:

- The “Start Deregistration Request” button is not available if a deregistration request is already pending;
- Upon approval by the Commission, the Operator is deregistered. The Commission may retain certain information if it is required for the review of submitted CBAM declarations.

4.3.10 Deregistration request by Commission (Right to be Heard)

If the Commission initiates a deregistration process for an Operator, the “Admin Operator” user is notified through the O3CI Portal and has the right to be heard before the deregistration is finalized.

The steps below describe the Operator's interaction with the system in such a case:

1. Homepage Notification and State Update;

    - When the Commission initiates a deregistration procedure, the Operator’s state in the Portal is updated to “Right to be heard”;
    - A system message appears at the top of the Homepage, explaining that the Commission has initiated a deregistration request and instructing the Operator to consult the relevant notification to provide feedback;
    - The “Operator History” section displays the action “Request deregistration by COM” along with the timestamp.

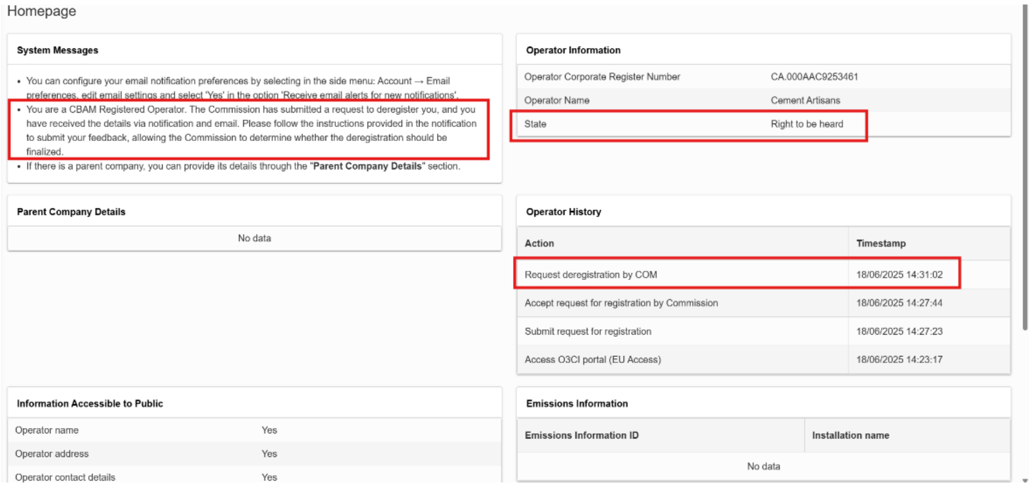

Figure 110: Deregistration request by Commission - Homepage

2. Receiving the Notification;

   - A corresponding notification titled “Deregistration initiated by Commission – Right to be heard Request” is sent to the Operator and is accessible under the “Notifications” > “Received notifications list” section.
   - The notification includes:
     - A “Deregistration Reason” provided by the Commission;
     - A reminder that the Operator must submit their position within 30 calendar days from the reception of the notification;
     - A warning that once deregistration is finalised, the Operator will lose access to data and supporting documents in the portal;
     - A note that the Commission might retain the Operator’s information if needed for the review of CBAM declarations.

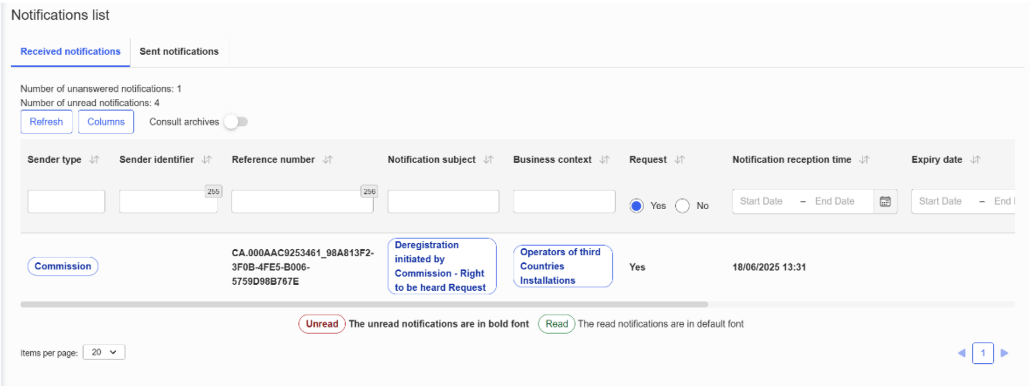

Figure 111: Deregistration request by Commission – Notification list

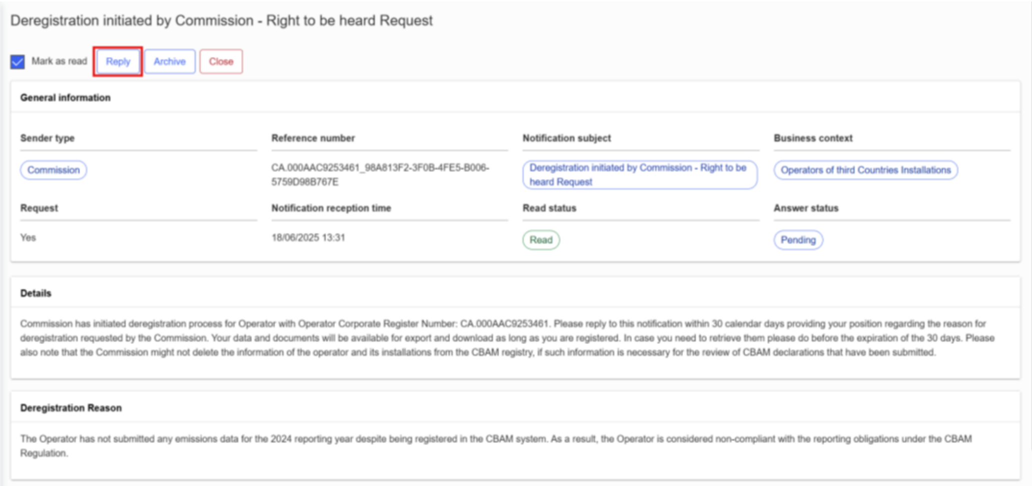

Figure 112: Deregistration request by Commission – Notification Details

3. Responding to the Request;
    - The Operator must select the notification and click "Reply";
    - A response message must be submitted, clearly stating the Operator's position or objection to the deregistration;
    - The response status is shown as Pending until a reply is sent.

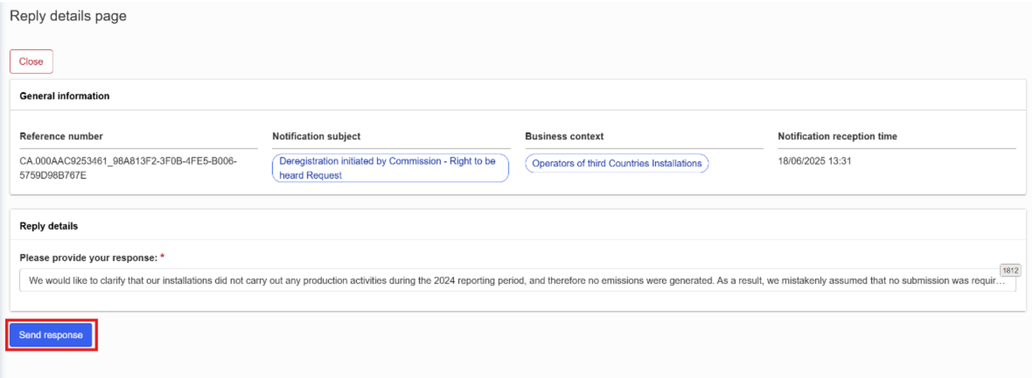

Figure 113: Deregistration request by Commission – Responding to the Request

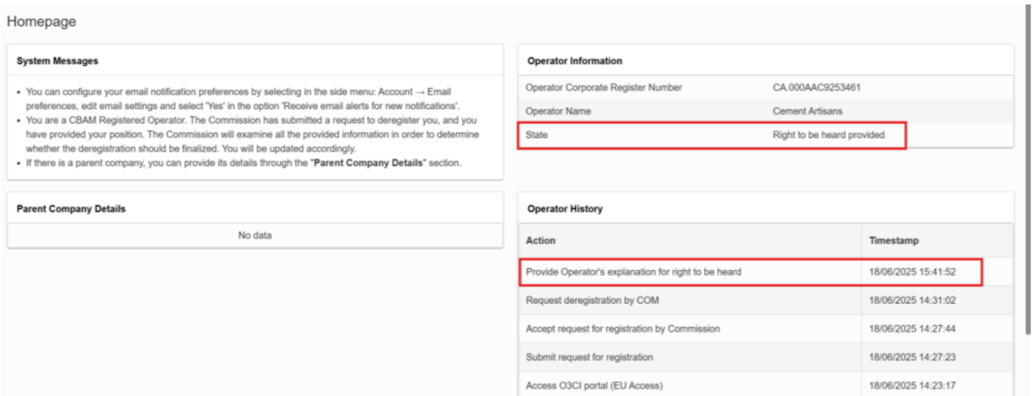

Figure 114: Deregistration request by Commission – Right to be heard provided

4. Final Outcome;
    - The Commission will review the Operator's response and make a decision on whether to finalize the deregistration;

- Until a decision is taken, Operators continue to have view-only access to their account and data.

4.4 PARENT COMPANY DETAILS

The “Parent Company Details” item is accessible to the Operator user role.

Using the “Parent Company Details” option, an operator can provide details of the “Parent company”, Parent Company Name and Country code.

By clicking on the “Parent Company Details” choice from the left menu or the “Parent Company Details” section in Home page the user can see the table with the aforementioned information.

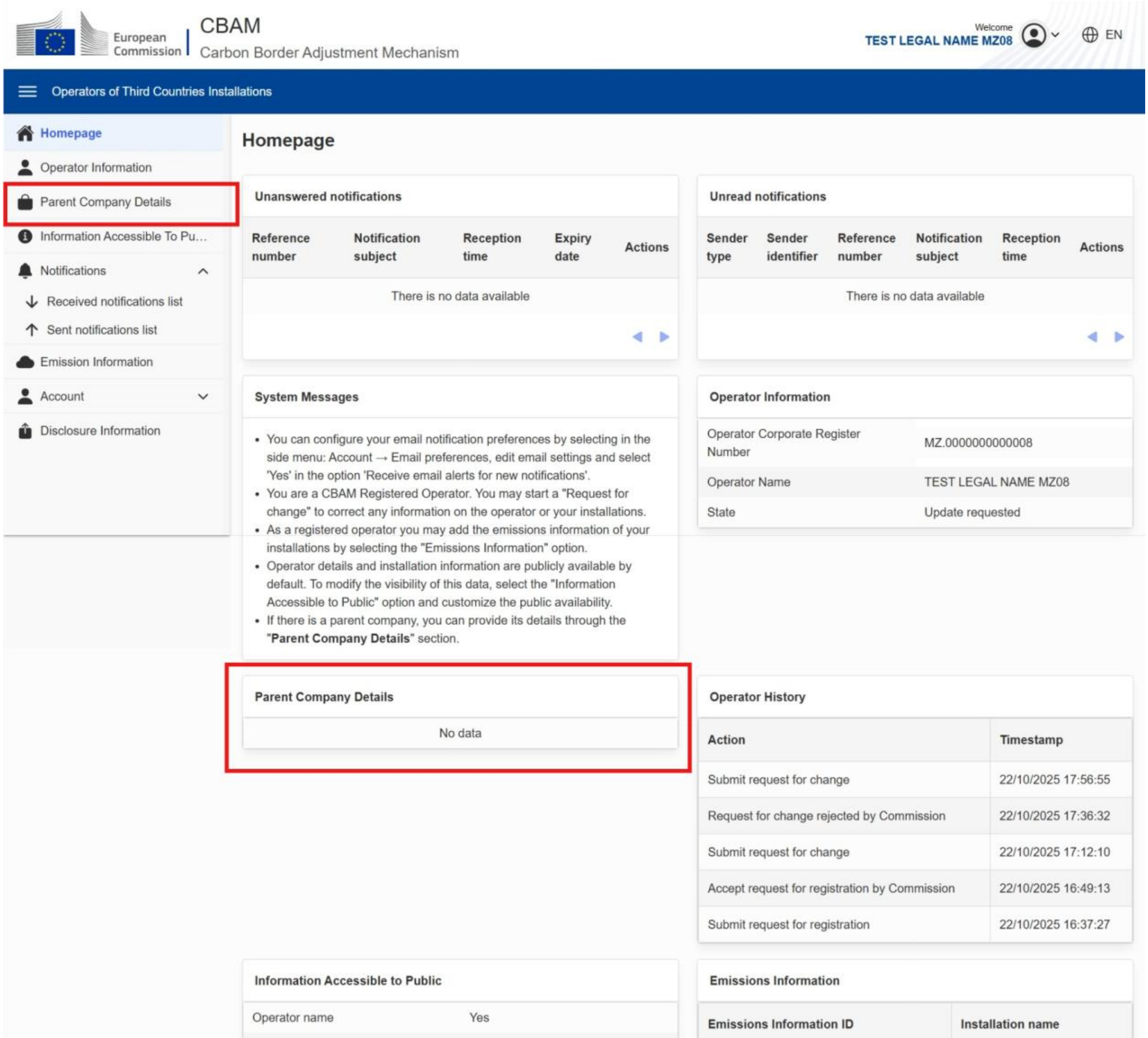

Figure 115: Parent Company Details option

The available actions are: “Back”, “Clear & Save” and “Save”.

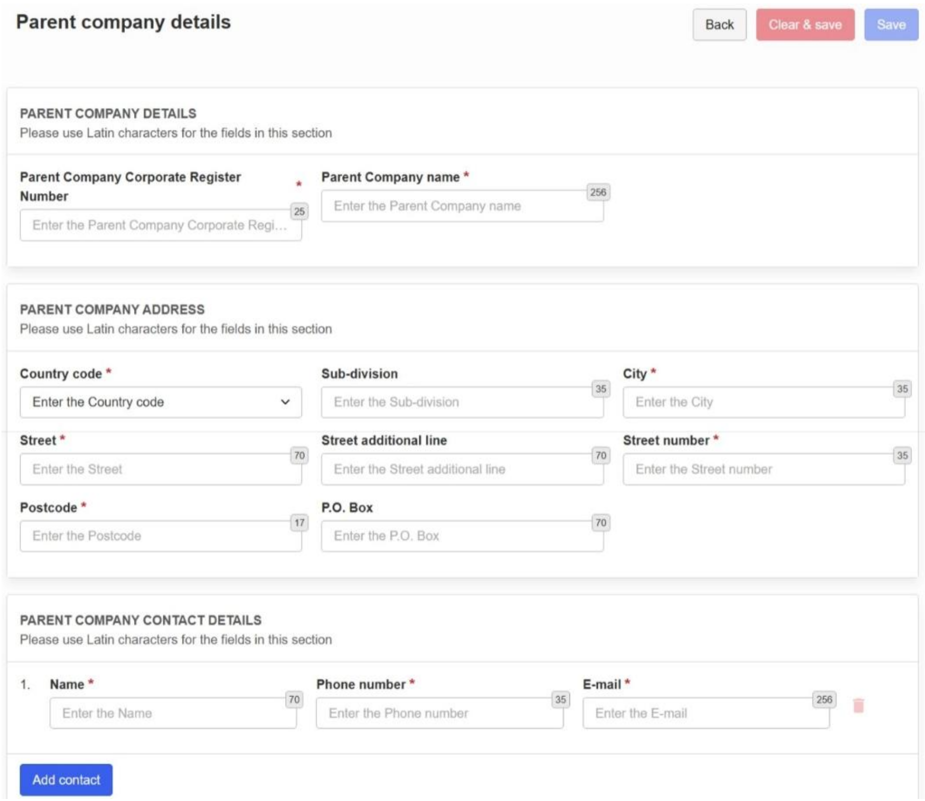

Figure 116: Parent Company Details page

4.4.1 User adds/edits parent company details

1. Updates on parent company details can be performed by the user regardless of the operator's state and require no approval by the Commission. The operator user accesses the system and in the main page selects the "Parent Company Details" option. The user is redirected to the "Parent Company Details" and adds the values:
   a. Parent Company Corporate Register Number;
   b. Parent Company name;
   c. Parent Company Address including: country code, sub-division, city, street, street additional line, street number, postcode, and P.O. Box;
   d. Parent Company Contact Details: Name, phone number and email.
2. The available actions are "Back", "Clear & Save", "Save":
   a. "Back" redirects the user to the "Home page" without saving any data;
   b. "Clear & Save" clears Parent company details and save the information as empty;
   c. "Save" validates and saves the input data.

"Parent Company Corporate Register Number" values are validated according to the national company identifiers per country, as specified by European Central Bank (see https://www.ecb.europa.eu/stats/money/aggregates/anacredit/shared/pdf/List_of_national_identifiers.en.xlsx). If a user enters an invalid "Parent Company Corporate Register Number", an error message is displayed upon form submission, as illustrated below.

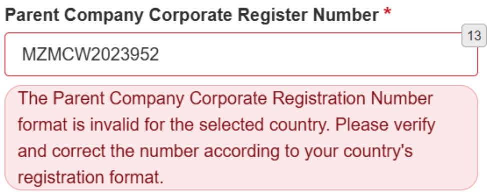

Figure 117: Parent Company Corporate Register Number validation error

For the remaining fields on the "Parent Company Details" page, the following validations are applied as in Operator data (please see section 4.3 for detailed validation rules):

- All text entries in the Parent Company Address and Parent Company Contact Details data groups must be entered using Latin characters only;
- Phone numbers must meet the specified validation criteria;
- Email addresses must conform to standard email format requirements;
- Postcodes must comply with the applicable country-specific formatting rules.

If any of these validations fail, the "Save" button will be disabled (greyed out), as shown below.

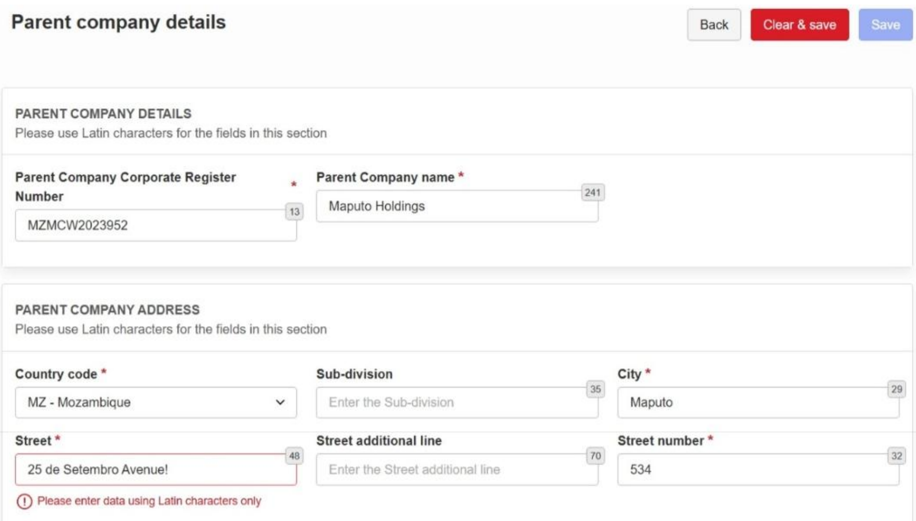

Figure 118: User adds/ edits parent company details

3. If the data is valid, the Parent company details are saved, the user is redirected to the Home page and an informational text is displayed, informing that the parent company details were saved successfully.

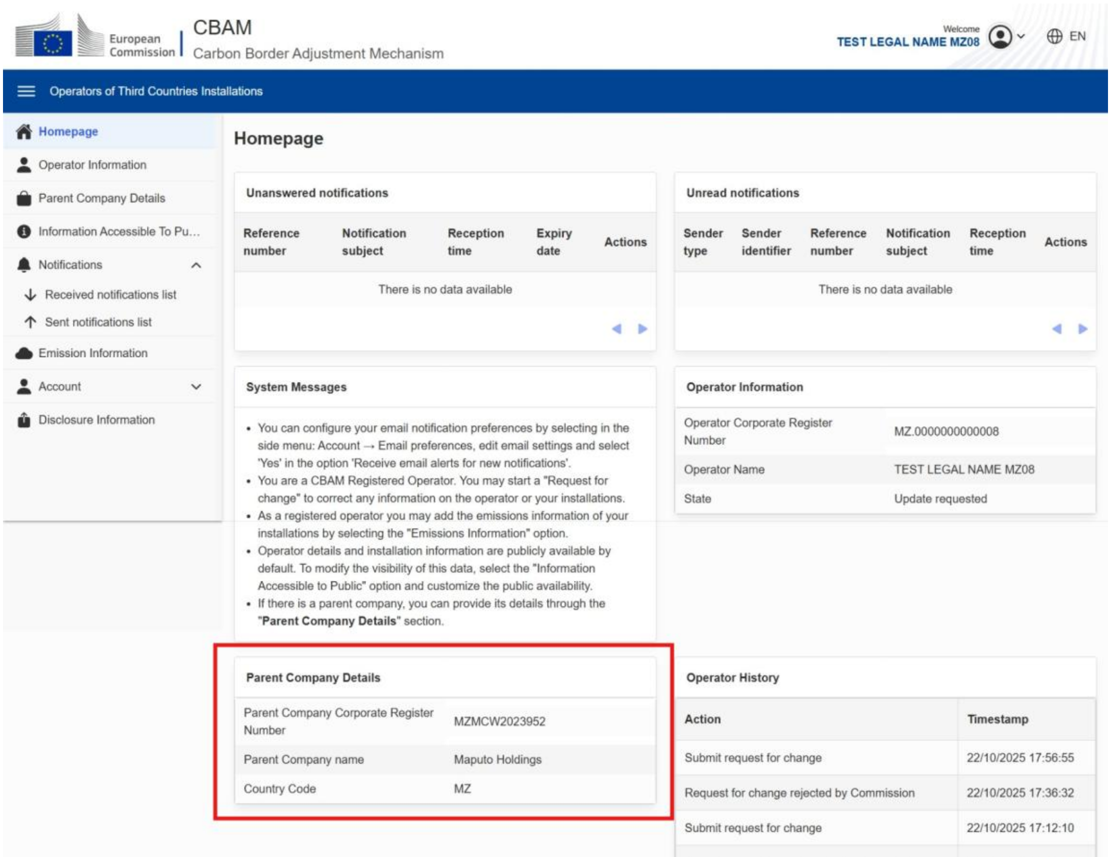

Figure 119: User adds/ edits parent company details – Changes submitted

Note: All actions ("Back", "Clear & Save", "Save") in the "Parent Company Details" page are available regardless the state of the Operator.

4.5 EMISSIONS INFORMATION

The "Emissions Information" item is accessible to both roles supported by O3CI portal i.e., the "Operator Admin" and the "Operator User" role. Both roles have the ability to see and search emission data, but the "Operator Admin" role also has the ability to add, edit, and delete emission data.

Using the "Emissions Information" option from the Home Page,

- The user can view and export emissions information for a specific installation and production year;
- The Admin user can Add/Edit/Delete emissions information for a specific installation and production year.

View and export emissions information

The user clicks on the Emissions Information option from the "Home page" where the user can see the "List of Emissions Information". The list is organised in a table-like view, including "Emissions Information ID", "Production year", "Installation ID", "Installation name", "Country of establishment".

The available actions are "View History" and "Export emissions".

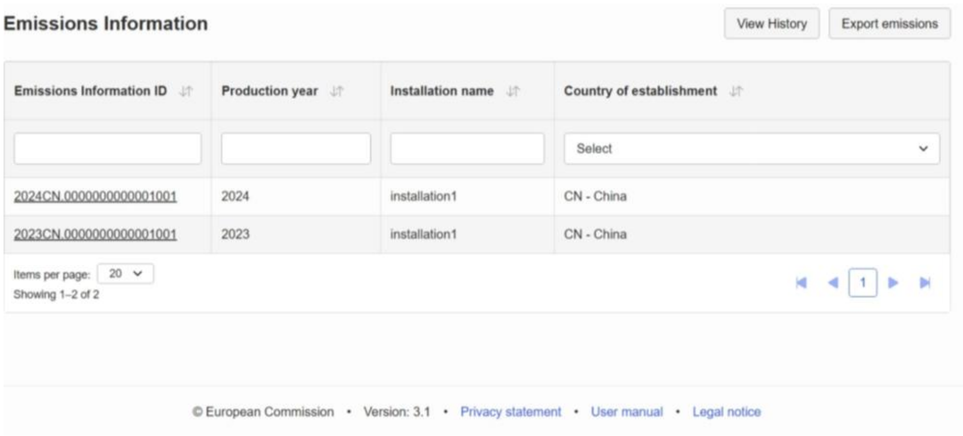

Figure 120: List of emissions information available to user

By selecting the “View History” page the system displays the table of emission history sorted by Timestamp. The columns of the table are the following:

- Emission Information ID;
- Action (the list of available action descriptions are: "Add Emissions Information”, "Edit Emissions Information”, "Delete Emissions Information”;
- User full name (if O3CI user then the system displays the name of the user who performed the action, if COM user then the name of the user will not be exposed, hence display as "COM User');
- Timestamp (in the following format <DD/MM/YYYY HH:MM:SS>).

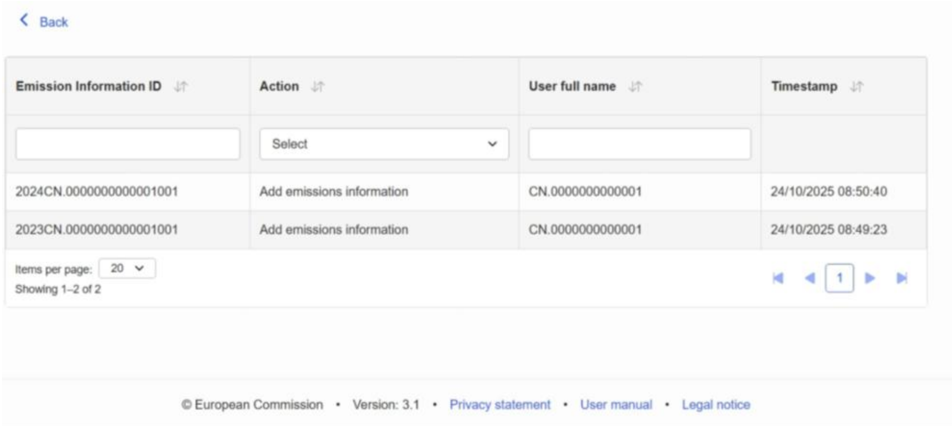

Figure 121: View Emissions history

By selecting “Export emissions” option, the system generates a CSV file containing the search results with the relevant columns based on the search page type.

<u>Add/Edit/Delete emissions information</u>

The Admin user clicks on the Emissions Information option from the “Home page” where the Admin user can see the “List of Emissions Information”. The list is organised in a table-like view, including “Emissions Information ID”, “Production year”, “Installation ID”, “Installation name”, “Country of establishment”.

For each Emission information record the user can view the details by clicking the Emissions Information ID link, whereas the “Admin user” can perform “Edit”, “Delete” and “Clone” actions.

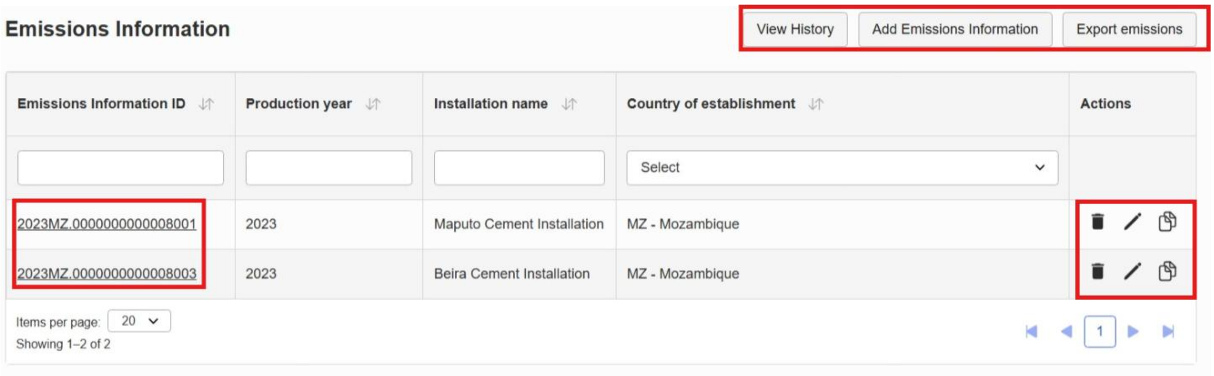

Figure 122: List of Emissions Information available to Admin user

By selecting View or Edit the system displays the contents of the Emissions Information page.

The “Emission Information” data group contains the “Production year”.

The “Installation” data group contains the details of the installation, namely: “Installation ID”, “Installation name”, “Country of establishment”.

The available actions are: “Back” (located at the top of the page. Redirects the user to the “List of Emissions Information” without saving any data), “Add Good produced”, “Cancel” and “Save Emission” which are displayed both at the top and bottom of the page so that when the good is saved, it is possible to save the emission without scrolling down at the bottom of the page.

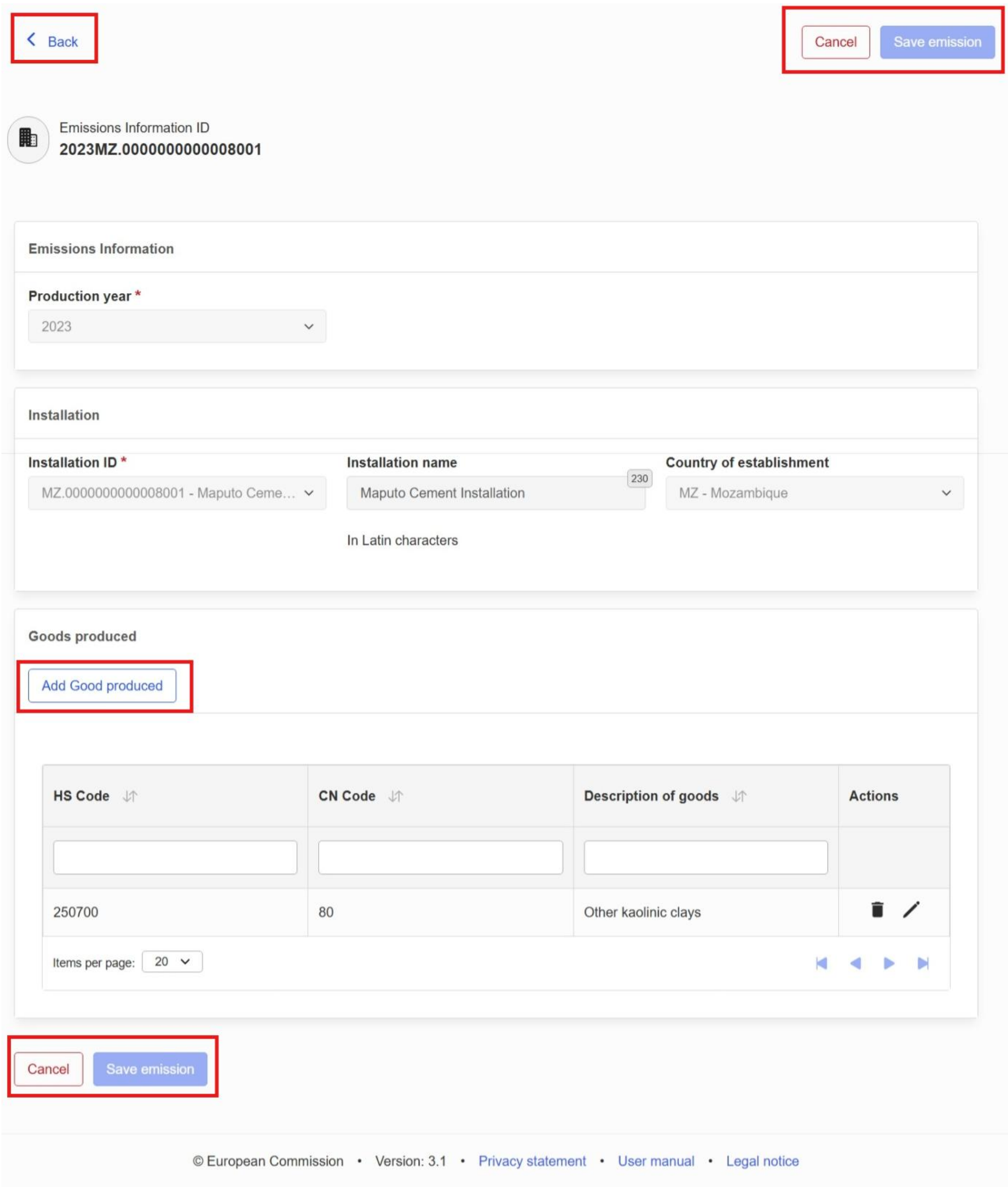

Figure 123: Emissions Information

By clicking “Add Good produced” button, the Admin user is redirected to a new page where for each “Good produced” the Admin user can add the details of the good, the “Production Routes” and the “Good emissions” per route as well as the “Emissions qualifying parameters”.

The “Goods Produced” data group contains: “Goods produced item number” (auto generated value assigned by the system), “Harmonised System sub-heading code”, “Combined nomenclature code”, “TARIC code”, “Description of goods”. There can be up to fifty (x50) occurrences of goods per emission information.

Note: For goods having HS/CN code 25070080, the system automatically fills the relevant TARIC code field to distinguish between calcinated (in-scope for CBAM) and non-calcinated (out-of-scope) clays. This field is mandatory and only active for this HS/CN code.

For each good produced up to nine (x9) different production methods can be described under the “Production Route” data group containing: “Combined ID” (auto generated value assigned by the system upon the saving of the emission), “Route ID” (as specified in code list “Production method”), “Route name” and the “Specific direct emissions” and “Specific indirect emissions”.

For the “Specific direct emissions” if the operator enters a value greater than 20 t CO2 / t of goods or greater than 20 t CO2 / MWh then the system displays a warning message. An error message is also displayed in case the value entered is below zero.

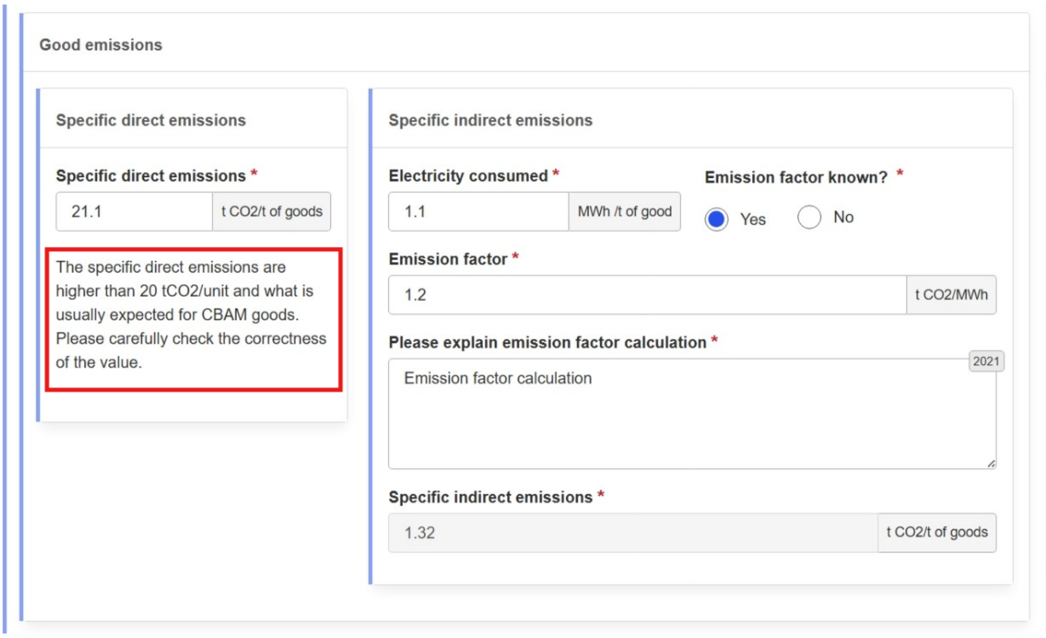

Figure 124: Specific direct emissions – Warning message if value is exceeded

For the “Specific indirect emissions” data group an Admin Operator can enter:

- “Electricity consumed” (n..16,7), units: MWh/t of good. Negative values are not allowed;
- “Emission factor known” (boolean with radio buttons – Yes/No);
  - If “No” is selected, only “Electricity consumed” is shown. The system calculates the specific indirect emissions using the emission factor of the country of establishment from the IEA list. This value is stored but not displayed in the UI, and no warning appears;
  - If “Yes” is selected, two additional fields appear:
    - “Emission factor” (n..16,7), units: t CO2/MWh;
    - “Please explain emissions factor calculation” (an..256).

    Below these fields, the calculated value of “Specific indirect emissions” is displayed (units: t CO2/t of goods). If this calculated value exceeds 20 tCO2/unit, then the following warning message appears below it: “The specific indirect emissions are higher than 20 tCO2/unit and what is usually expected for CBAM goods. Please carefully check the correctness of the value.”

The entire “Specific indirect emissions” data group is not applicable (i.e., not displayed) if the Harmonised System sub-heading code is 271600 (electricity). For all other codes, the group is mandatory.

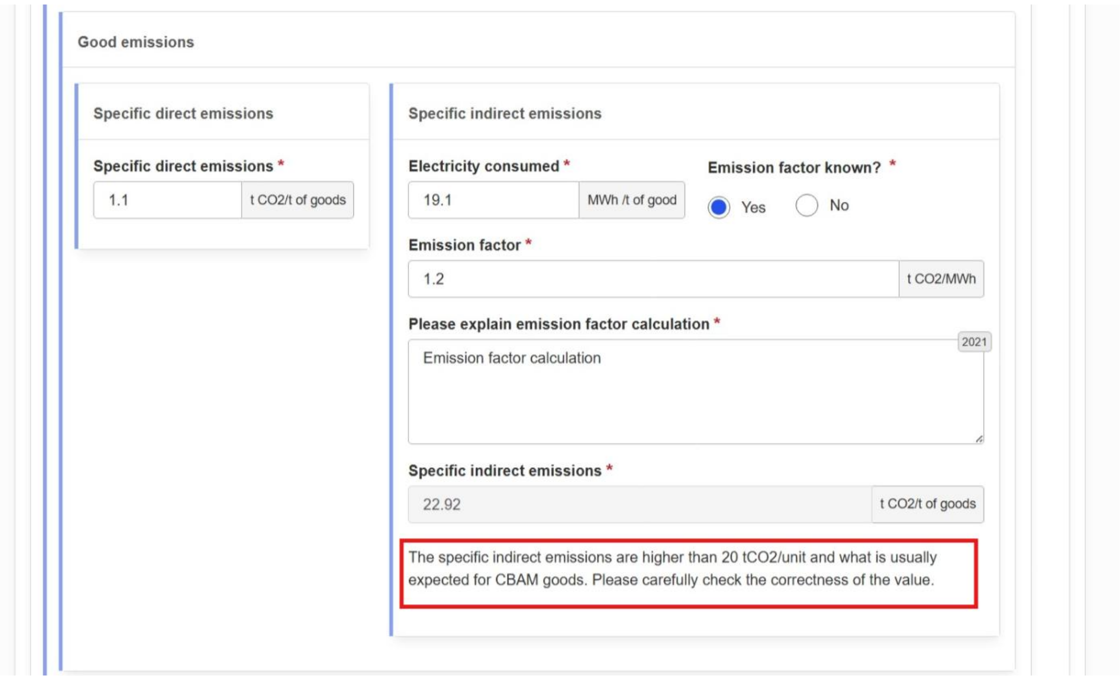

Figure 125: Specific indirect emissions – Warning message if value is exceeded

The "Emissions Qualifying parameters" data group include: "Parameter ID" (as specified in code list "Emissions qualifying parameters"), "Parameter name", "Description", "Type of parameter value" (as specified in code list "Type of parameter value"), "Parameter value", "Additional Information".

Directly below the heading "Emissions qualifying parameters", the following message is displayed: "The emission qualifying parameters will ONLY be shared with the Commission and the NCAs, NOT with the declarants".

The available actions in this form are: "Back", "Add Production Route", "Delete", "Add parameter", "Add" (Carbon price in the country of origin), "Cancel" and "Add".

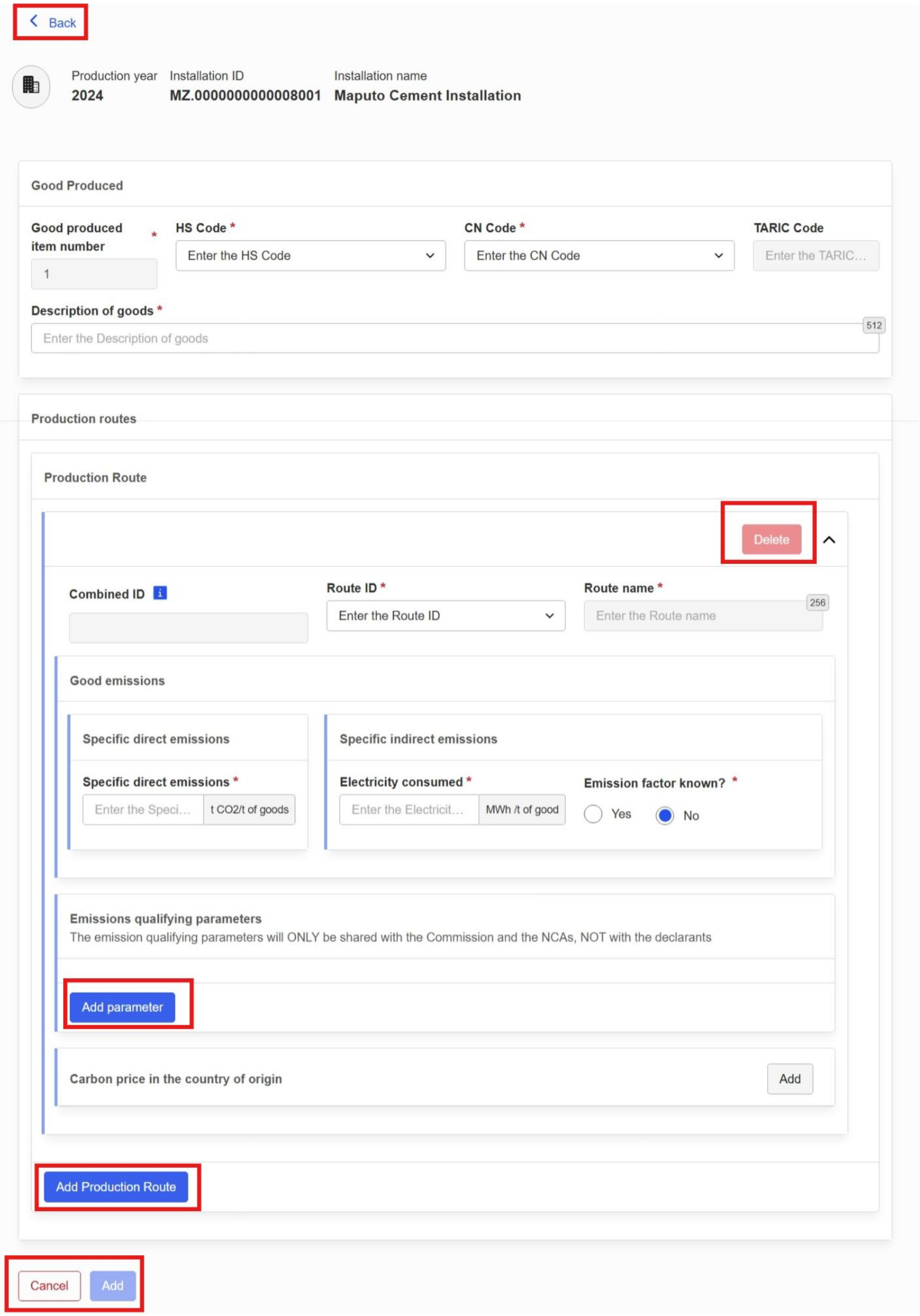

Figure 126: Emissions qualifying parameters

By clicking on the “Add” action located in the “Carbon price in the country of origin” the values related to the carbon price can be added:

- “Form of carbon price” (containing one of the code list values defining the form of carbon price; e.g.: Carbon tax; Carbon levy; Carbon fee; etc);
- “Description and indication of legal act for the carbon price; and for possible rebate or other form of compensation obtained”;
- “Effective carbon price due” (per produced t of goods or per MWh);
- “Currency” (containing one of the code list values of national currencies);
- “Country code where carbon price is due” (containing one of the code list values of countries).

Then the Embedded emissions covered by the carbon price information:

- Embedded emissions covered by the carbon price t CO2/ produced t of goods or per MWh;
- Embedded emissions covered by rebate or any other form of compensation t CO2/ produced t of goods or per MWh;
- Additional information.

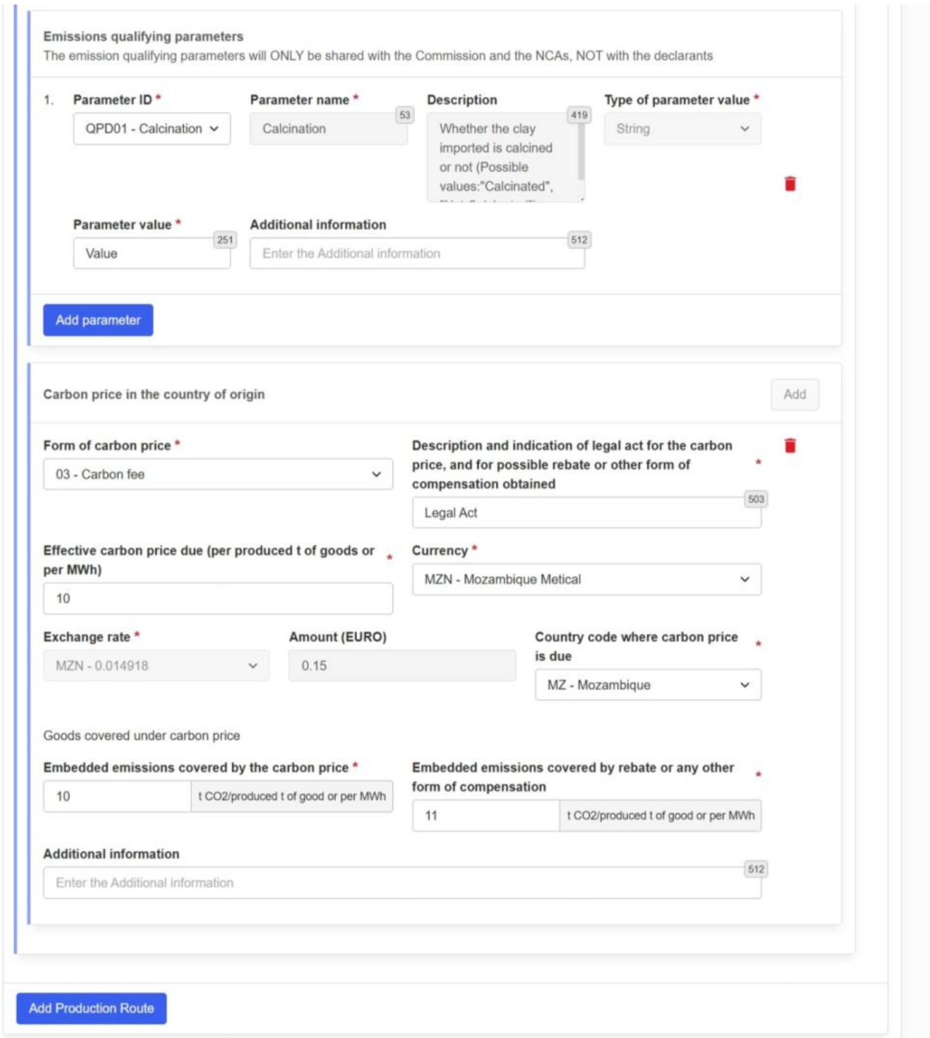

Figure 127: Carbon price in the country of origin

The next paragraphs describe how Emission Information UI of O3CI portal is used in specific cases:

- Admin user Adds emissions information;
- User searches and exports emissions information;

- Admin user edits emissions information;
- Admin user deletes emissions information.

4.5.1 Admin user adds emissions information

Emissions information can be added as stated above, only the Admin user is able to add emissions information. Emissions can be added from Emissions Information page or by selecting an installation from the list of installations and then the “Add Emission Information” option. The following steps apply only for the Admin user.

Option 1: Add Emissions from Emissions Information page

1. An Admin user accesses the system and is redirected to the “Home page” (see Figure 32: O3CI Home Page – Registered);
2. The Admin user selects the “Emissions Information” option from the menu and sees the “List of Emissions Information”. The Admin user clicks on the “Add Emissions Information” button and the system displays the “Add Emissions Information” page;

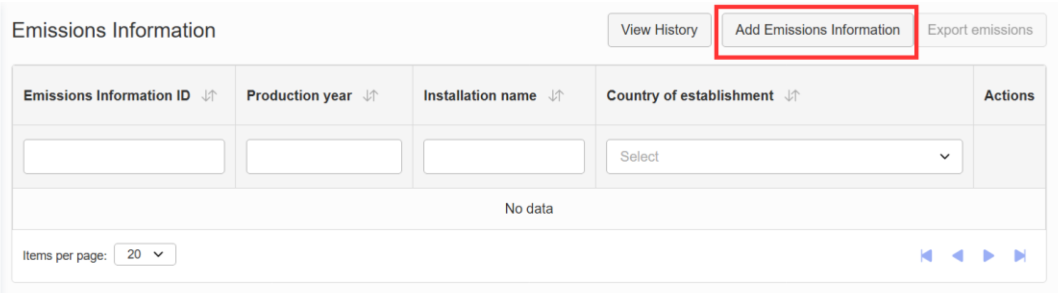

Figure 128: Admin user adds emission information – List of Emissions

3. The Admin user types in the details of the Emissions Information (for the data structure of Emissions information, please refer to in CBAM-UCS-Use Cases-Operators of 3rd Countries Installation [R01], 4.1 CBAM O3CI Data elements). The Admin user fills the Emissions information and links it with the installation (included in the list of the approved installations of the Transport Operator). Next the Admin user clicks on the “Add Good produced” to add the HS code, CN code and the description of the goods;

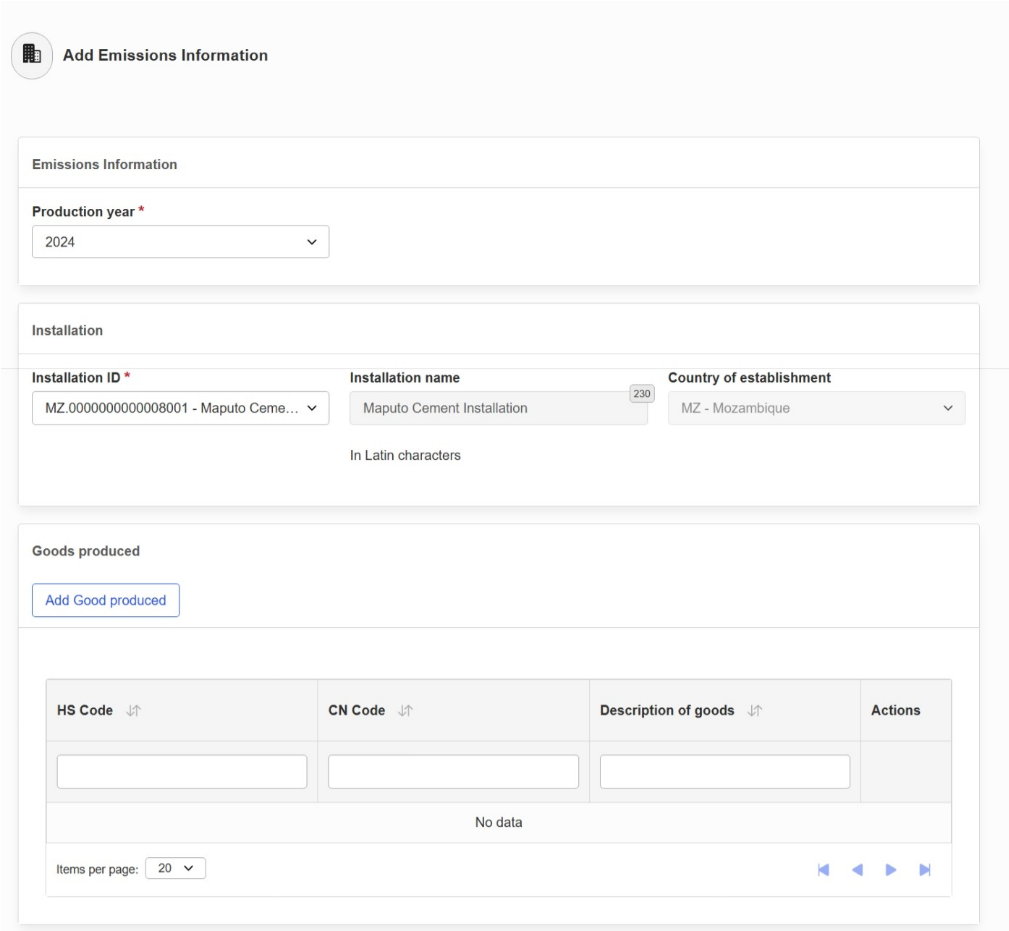

Figure 129: User adds emission information – Add Good produced

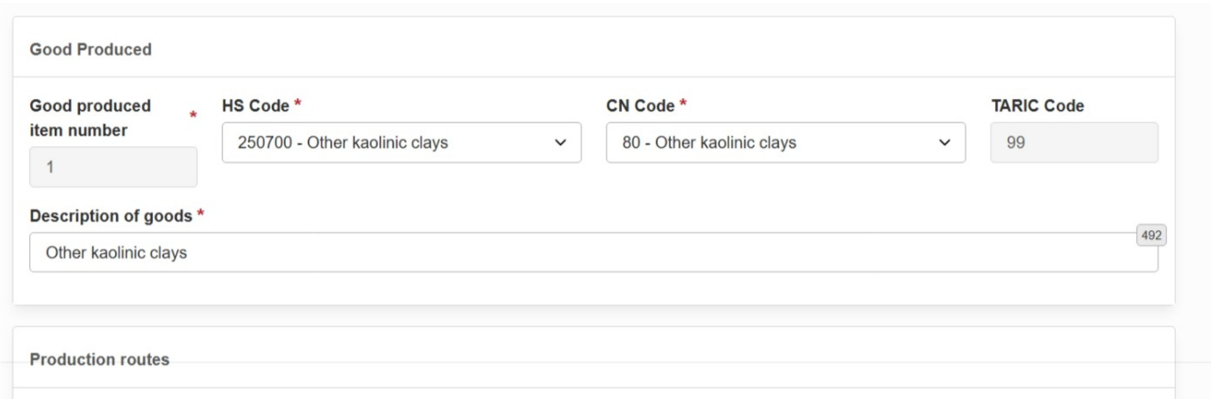

Figure 130: User adds emission information - Good produced

4. For each one of the good produced the Admin user adds the “Production Route” details including the “Goods Emissions” and the “Emissions Qualifying parameters”.
   The following fields are automatically filtered based on the Operator's input:
   - Production Route: The “Route ID” list of available options depends on the selected “HS Code” and “CN code” of the good. Operators must first select both an “HS Code” and a “CN code” for the “Route ID” list to appear. If either field is empty, the drop-down list will remain empty as well;

- Parameter ID (in the Emissions qualifying parameters section): This list becomes available only after the "HS Code", "CN code", and "Route ID" fields have been selected. It displays only the parameters that are valid for the selected combination. If any of these fields is not selected, the "Parameter ID" list will remain empty.

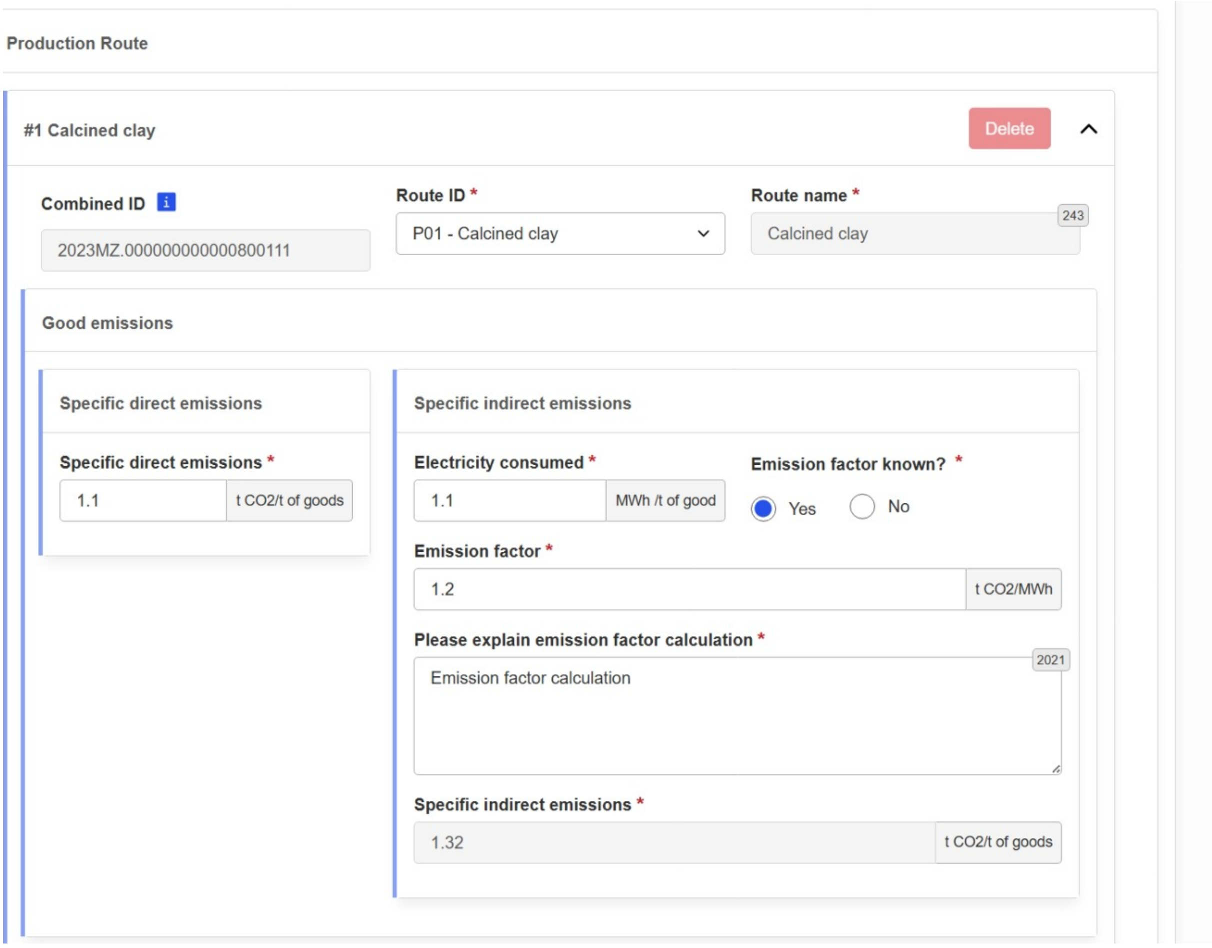

Figure 131: Admin user adds emission information - Production route

The "Specific direct emissions" and "Electricity consumed" fields can have up to 16 digits in total, with up to 7 digits after the decimal point (n..16,7). The unit of measurement for the "Specific direct emissions" field is tonnes of CO2 per unit of product and for the "Electricity consumed" field is Megawatt-hours (MWh) of electricity consumed per tonne (t) of product produced;

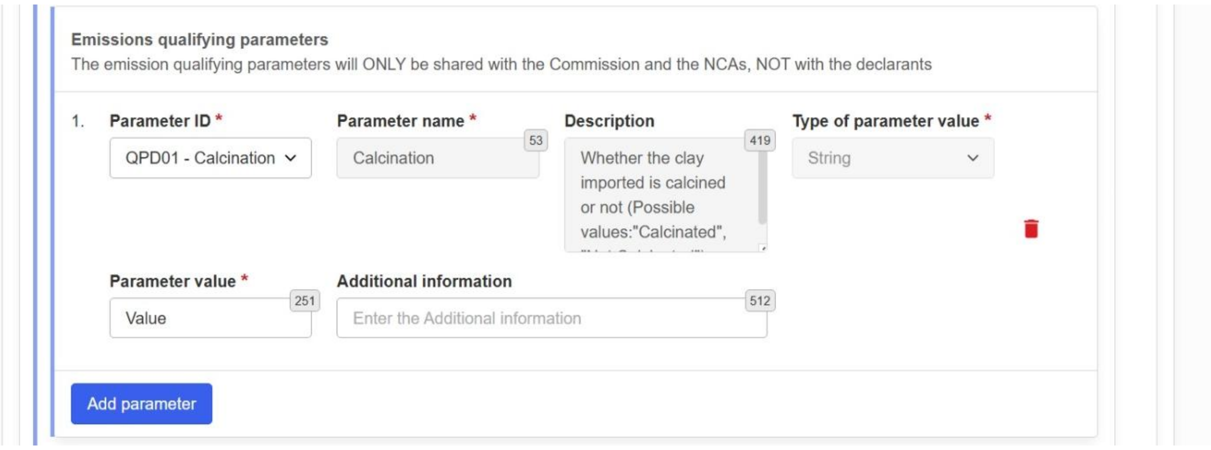

Figure 132: Admin user adds emission information - Emissions qualifying parameters

5. After completing "Production Route" details including the "Goods Emissions" and the "Emissions Qualifying parameters", the Admin user may fill the Carbon price details by clicking on the "Add" button located in "Carbon price in the country of origin" data group;
6. Finally, by clicking on the "Add" button at the bottom of the page the Admin user can save the emission information;
7. The user is redirected to the "Add Emission Information" page, is notified that the Good has been added to the list of goods and that to complete the process must select the "Save Emission" option;

Figure 133: Admin user adds emissions information – Good produced confirmation

8. The user may add one or more goods and then clicks the "Save emission" button. The system validates the input data and if valid provides an Emissions Information ID to the new Emissions Information record, provides the Combined ID located in the Production Route, links the new Emissions Information record with the specific selected Installation, saves the Emissions Information record and finally redirects the user to the "List of Emissions Information" page;

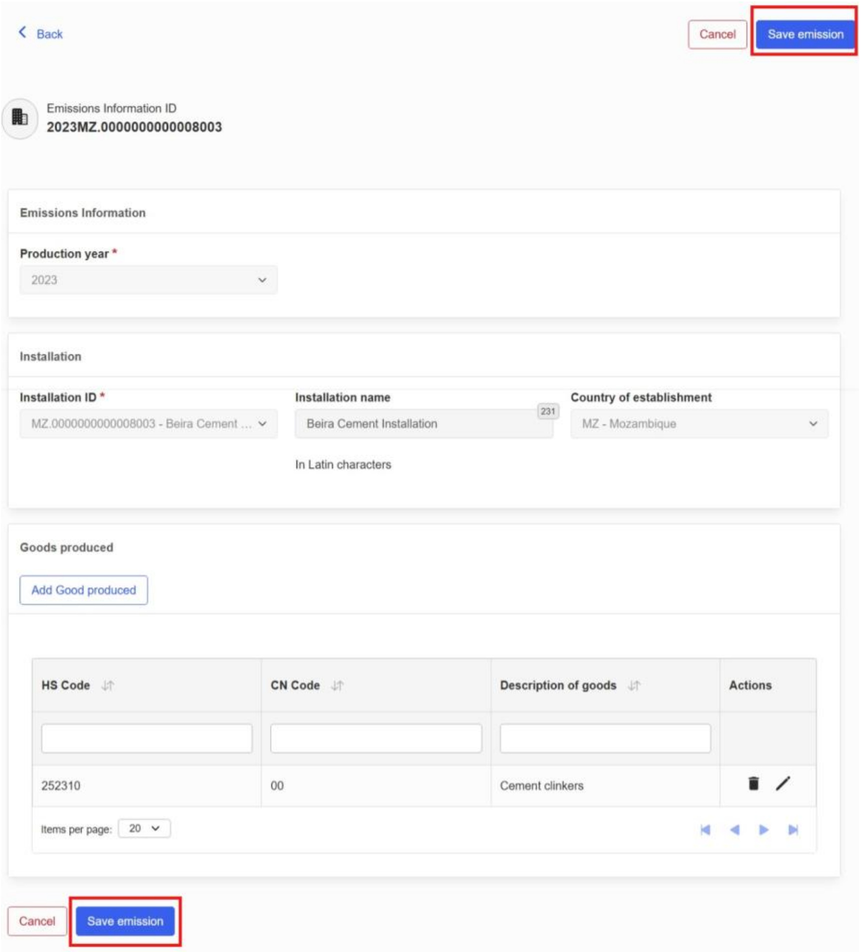

Figure 134: Admin user adds emissions information - Emissions qualifying parameters

9. The Admin user is being notified that emission information has been saved successfully.

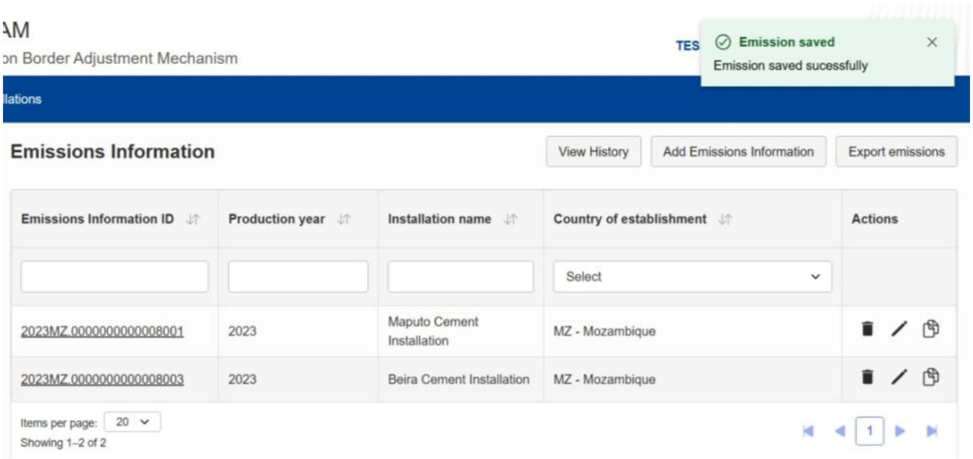

Figure 135: Admin User adds emissions information – Emissions saved confirmation

<u>Option 2: Add Emissions from the Add Emissions Information option in the list of installations</u>

1. An Admin user accesses the system and is redirected to the “Home page” (see Figure 32: O3CI Home Page – Registered);

2. The Admin user selects the “Operator Information” and the “Installations” tab to see the list of registered Installations. For a specific installation they can select the Action “Add Emissions Information”;

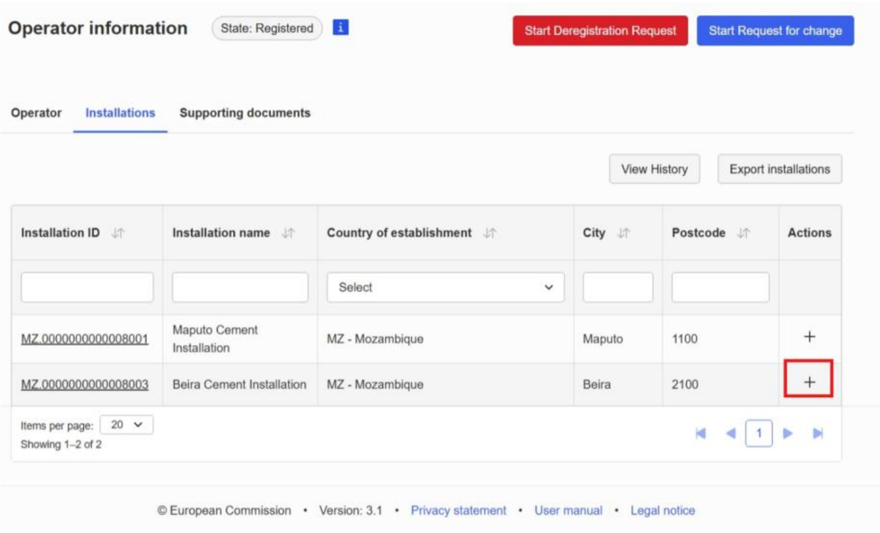

Figure 136: Add Emissions Information from list of installations – Select installation

3. The system displays the Add Emissions information page with the Installation prefilled and read-only. The user can then fill the appropriate emissions data as in the first option.

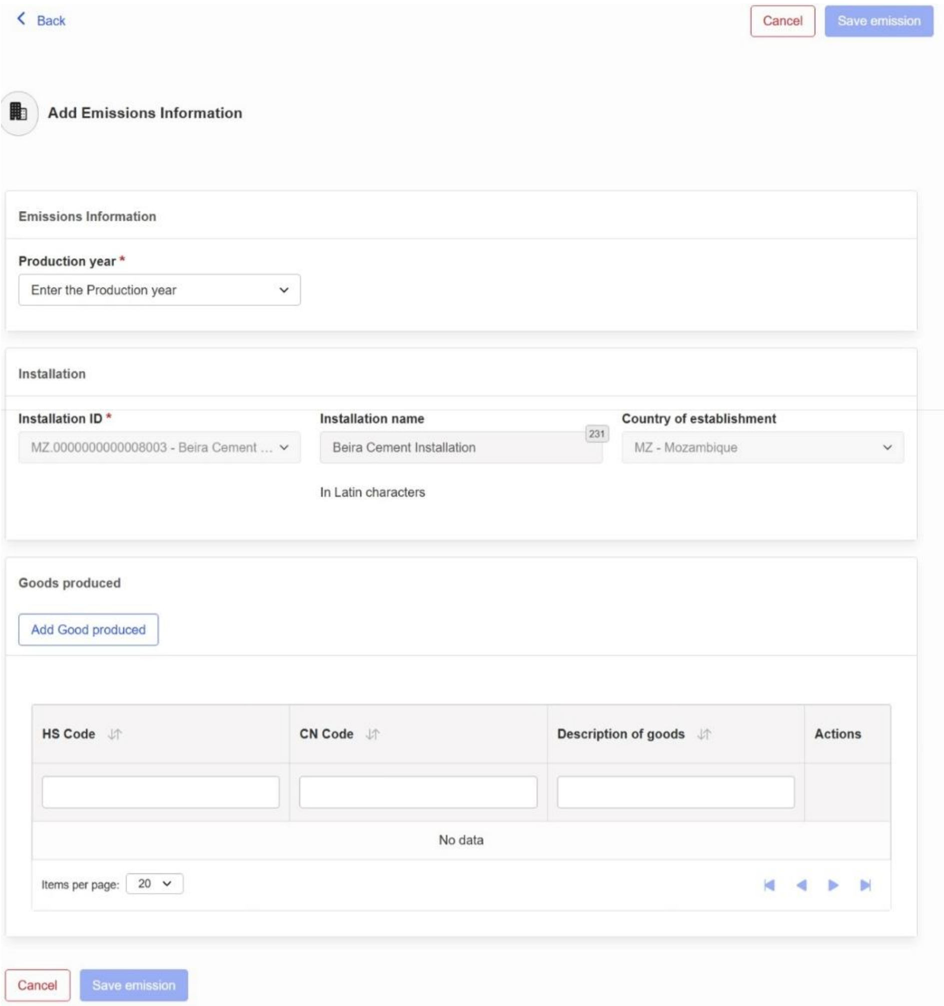

Figure 137: Add Emissions Information from list of installations – Fill emission information

An Admin user can also choose to clone an emission information record for an installation, making it available for the next production year.

1. The Admin user selects the "Emissions Information" option from the home page. The system and sees the "List of Emissions Information". To clone a record, the Admin selects the desired emission information entry and clicks the **"**Clone**"** option;

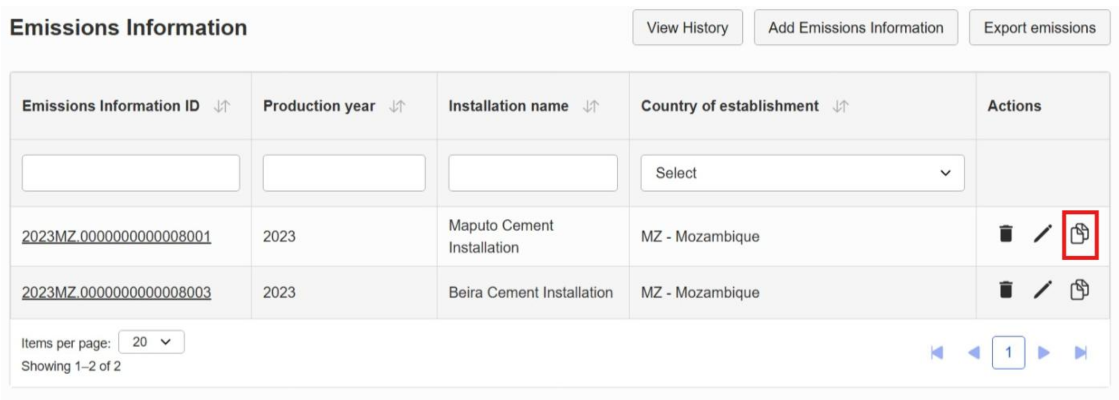

Figure 138: Cloning an emission information record – Select emission information

2. The system presents a list of available production years for the selected installation. The user must choose the production year to which the emission record will be cloned;

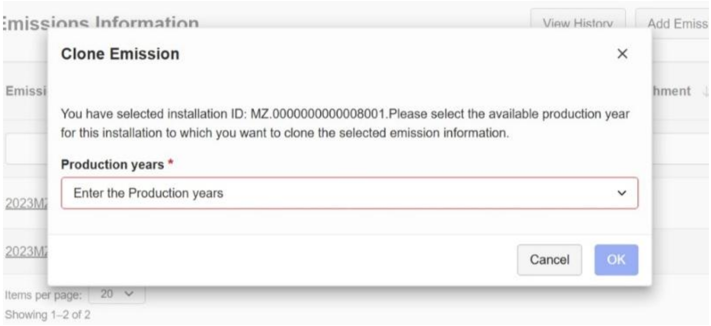

Figure 139: Cloning an emission information record – Select production year

3. After selecting the target year, the system prompts the user to confirm the cloning action;

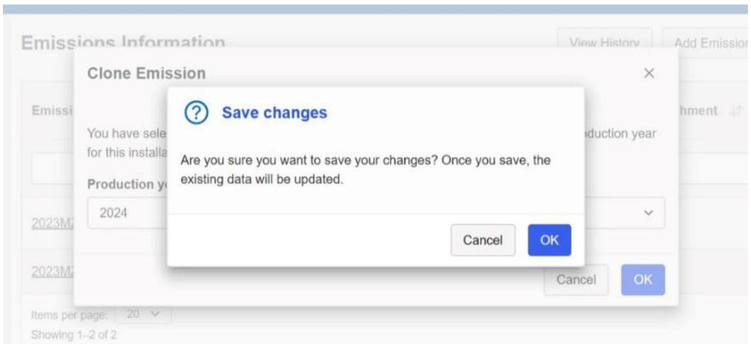

Figure 140: Cloning an emission information record – Confirm selection

4. Upon confirmation (by clicking “OK”), the system opens the Add Emissions Information page. The Production Year and Installation fields are pre-filled and set to read-only. All other fields are populated based on the original emission record. The user can then update the relevant emissions values as needed and save the new record.

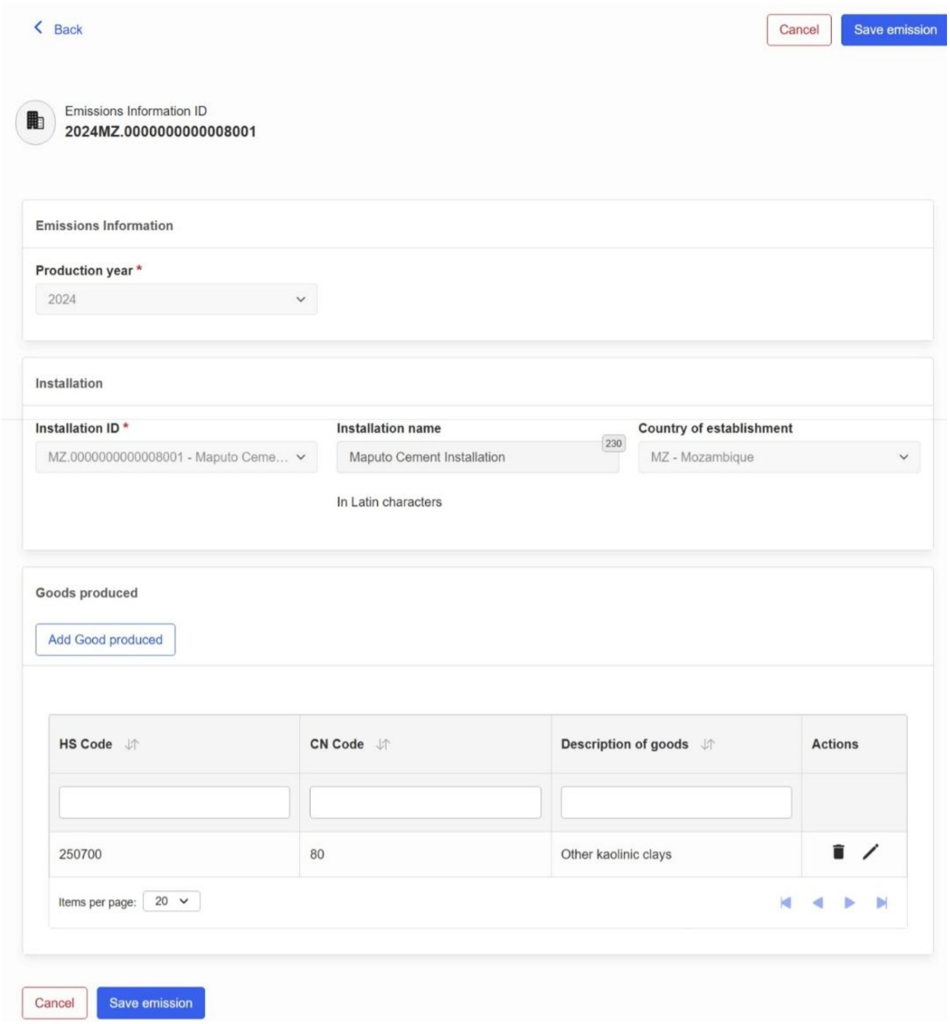

Figure 141: Cloning an emission information record – Save new emission

4.5.2 User searches, exports Emissions Information & views history of Emissions

1. User accesses the system and is redirected to the "Home page" (see Figure 32: O3CI Home Page – Registered);
2. The user selects the "Emission Information" option from the menu and can see the "List of Emissions Information". The user selects "Export emissions" option;

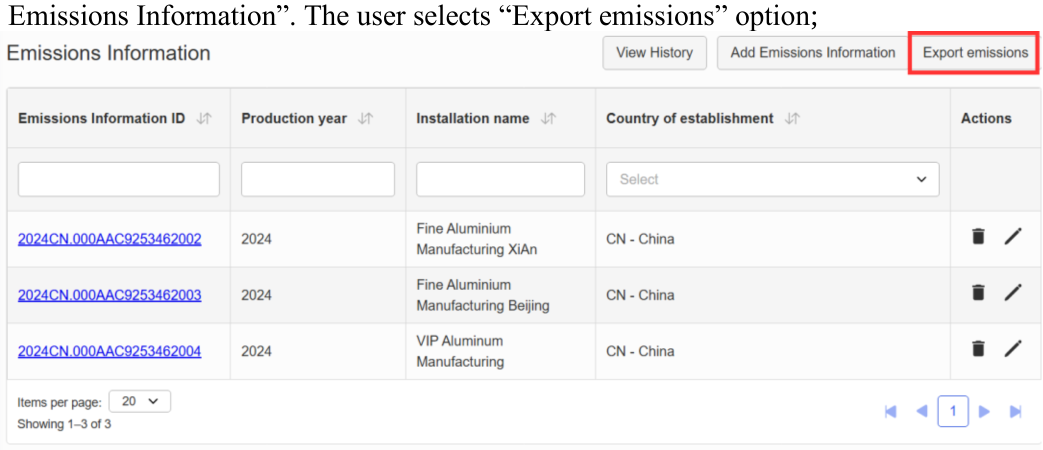

Figure 142: User exports emissions information – List of emissions

3. An information text pops up at the top right corner of the page, notifying you that the results have been exported successfully;

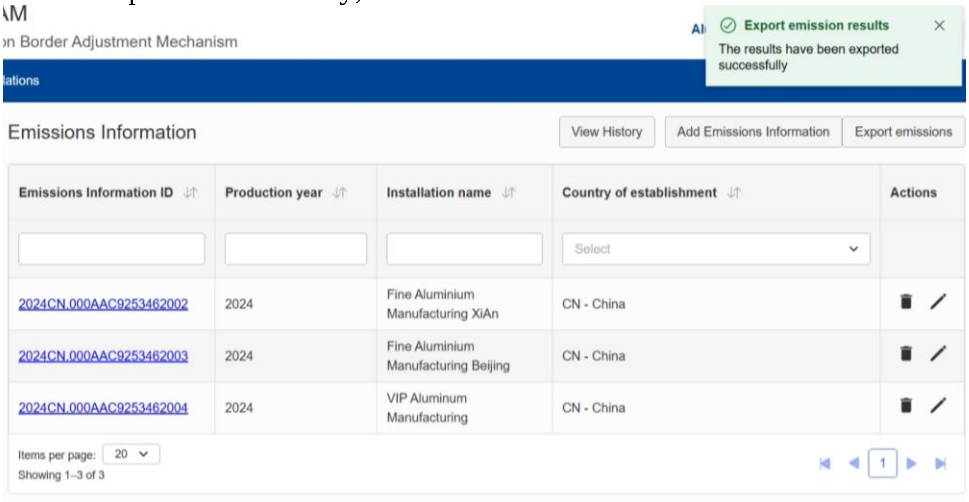

Figure 143: User exports emissions information – Export confirmation

4. The system generates a CSV file containing the List of Installations with the relevant columns. The file is named according to the pattern YYYY-MM-DD-[name of the page].csv where:
   a. YYYY-MM-DD is the current date;
   b. [name of page] describes the type of list exported (emissions in our case).

   The file is downloaded in the "Downloads" folder of the local workstation of the user.

5. The user can view a history of changes to Emissions information and monitor all actions performed by the operator's users. This information is accessible from the emission information page by clicking the "View History" button;

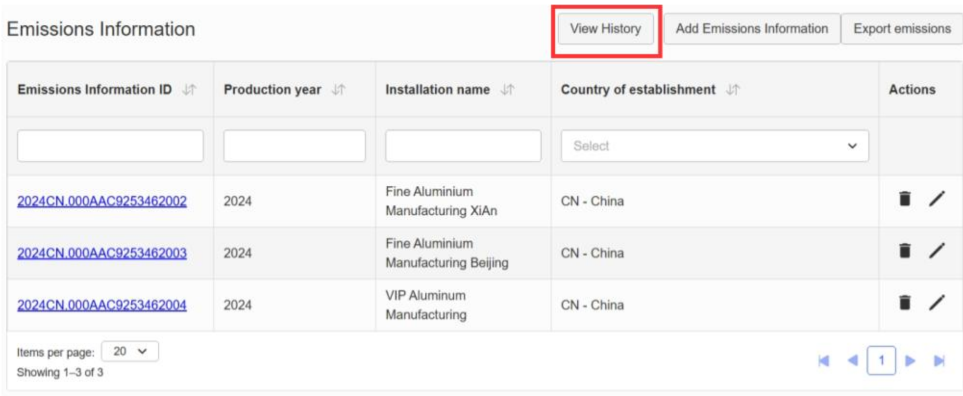

Figure 144: Access emissions information history

6. When entering the “History” page the system displays the table of history of the specific operator sorted by Timestamp. The columns of the table are the following:
    a. Emission Information ID;
    b. Action (the list of available action descriptions are: “Add emissions information”, “Edit emissions information”, “Delete emissions information”);
    c. User full name (the system displays the name of the O3CI user who performed the action);
    d. Timestamp (in the following format <DD/MM/YYYY HH:MM:SS>).

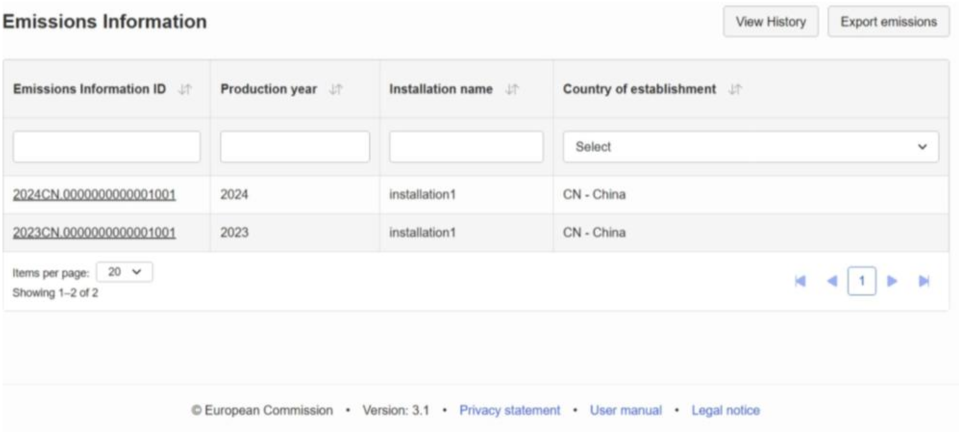

Figure 145: Emissions information history

4.5.3 Admin user edits Emissions Information

As stated above, only Admin user is able to edit emissions information. Therefore, the following steps apply only for the Admin user.

1. Admin user accesses the system and is redirected to the “Home page” (see Figure 32: O3CI Home Page – Registered);
2. The Admin user selects the “Emission Information” option from the menu and can see the “List of Emissions Information”. The Admin user selects an Emissions Information record from the list and clicks on the “**Edit**” button;

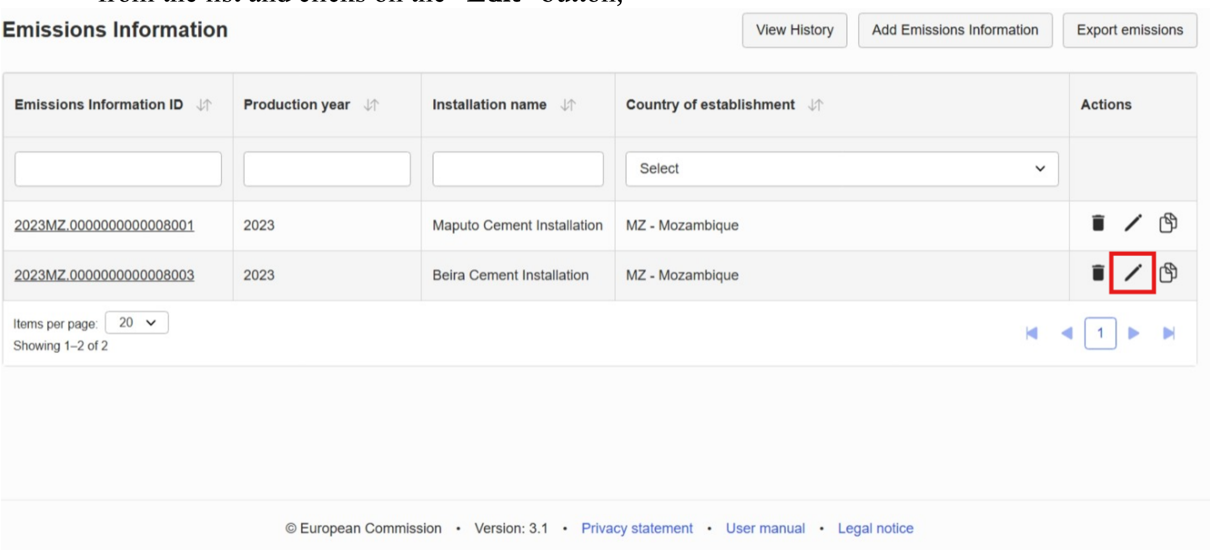

Figure 146: Admin user searches, views and edits Emission information – List of emissions

3. The system displays the contents of the Emissions Information in edit mode. The Admin user selects a Good from the list of Goods that are included in the Emissions Information, and clicks on the "**Edit**" button;

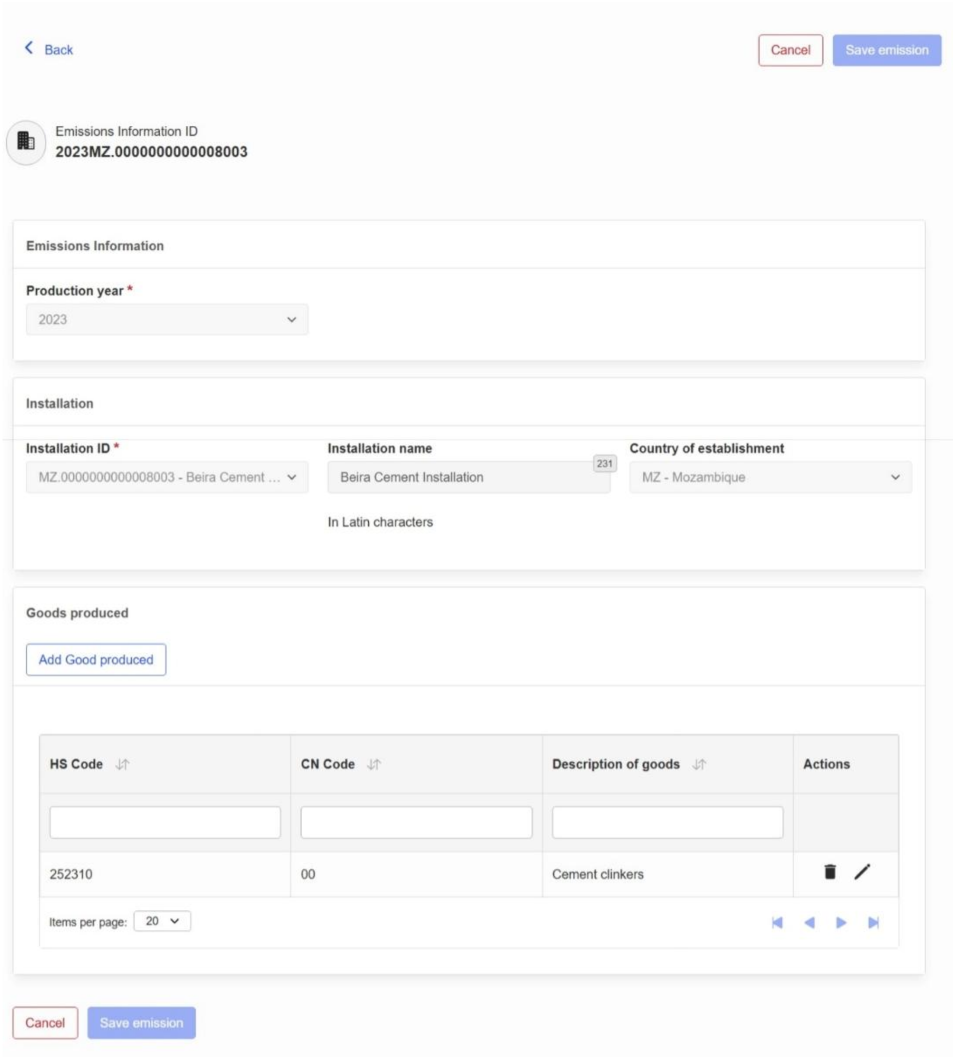

Figure 147: User searches, views and edits Emission information – Edit goods produced

4. The admin user makes changes in some or all of the following Goods / Production routes data and clicks on the "Save" button located at the bottom of the page;

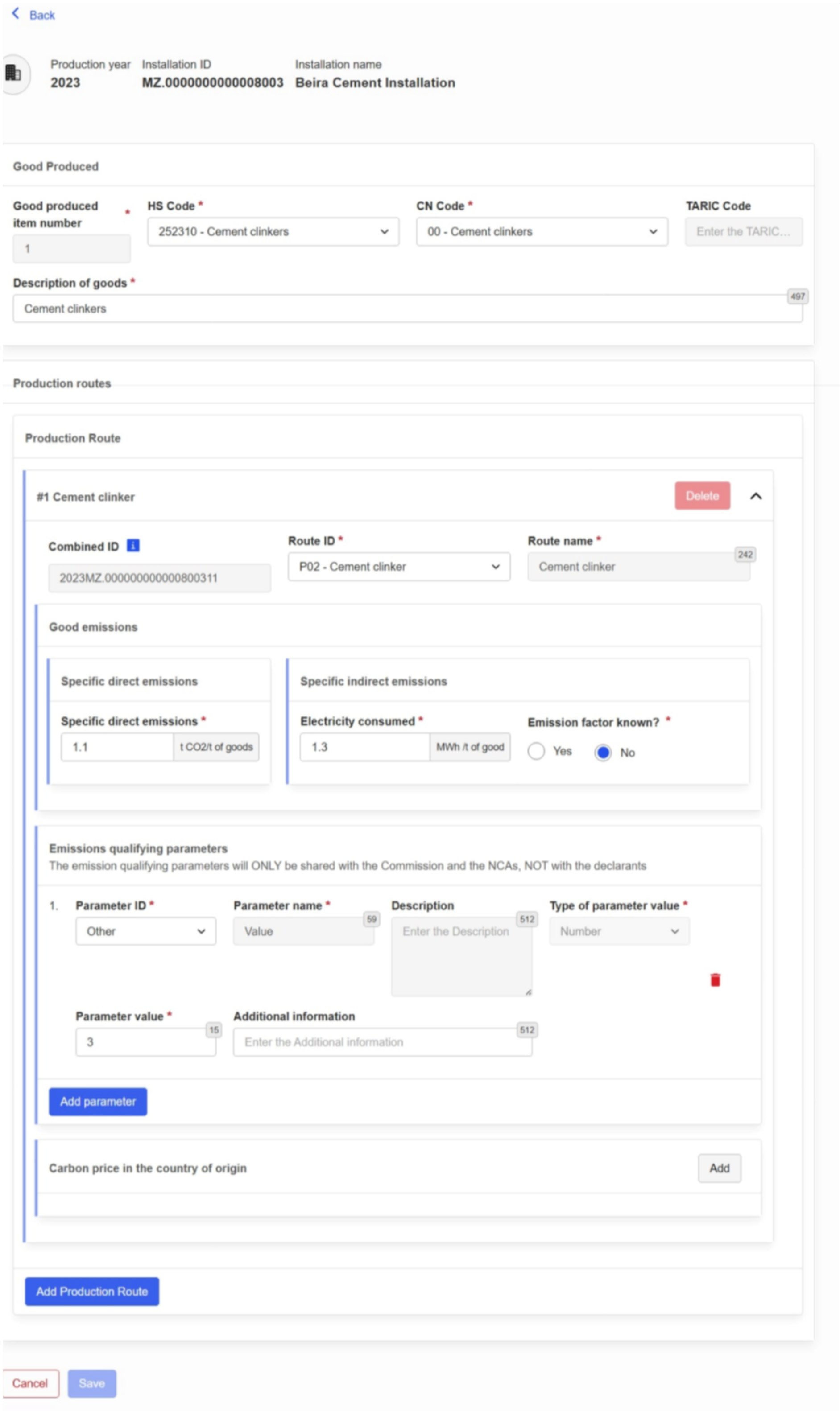

Figure 148: User searches, views and edits Emission information – Emission qualifying parameters

5. The Admin user clicks the "Save" button, is redirected to the "Emission Information" page, and is notified that the Good has been updated and that user must select the "Save Emission" option to save all changes;

Figure 149: User searches, views and edits Emission information – Good produced confirmation

6. The Admin user clicks the "Save emission" button and the system validates the input data. If valid, the system updates the contents of the Emissions Information record, notifies and redirects the user to the "List of Emissions Information" page.

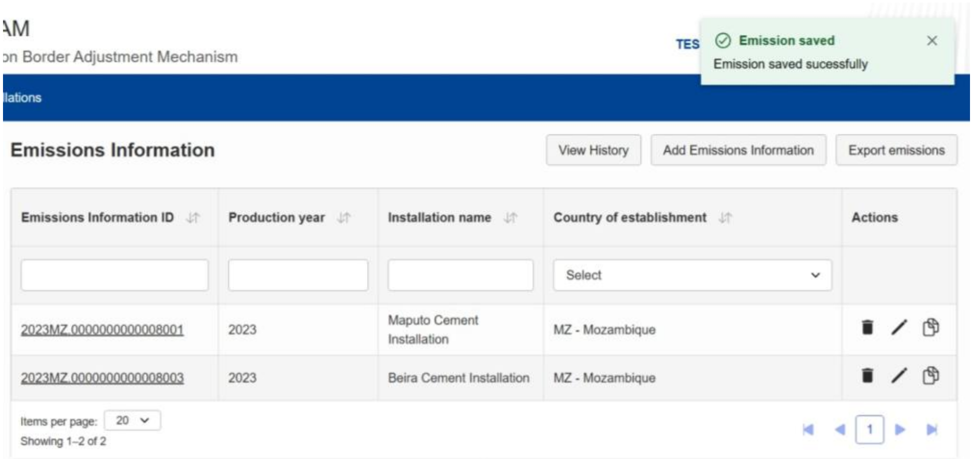

Figure 150: Admin user searches, views and edits Emission information – Emissions saved confirmation

4.5.4 Admin user deletes Emissions Information

As stated above, only Admin user is able to delete emissions information. Therefore, the following steps apply only for the Admin user.

1. An Admin user accesses the system and is redirected to the "Home page" (see Figure 32: O3CI Home Page – Registered);
2. The Admin user selects the "Emission Information" option from the menu and can see the "List of Emissions Information". The Admin user selects an Emissions Information record from the list and clicks on the "Delete" button;

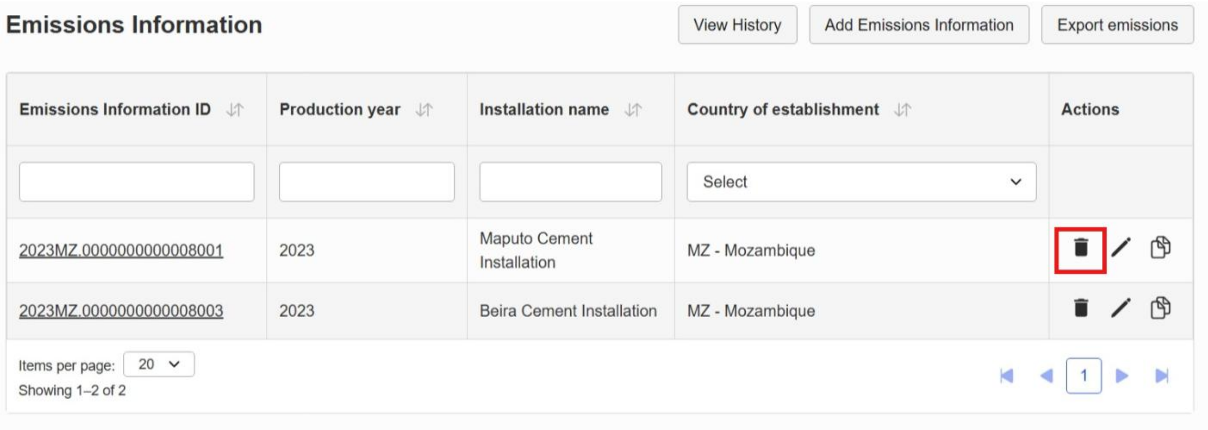

Figure 151: Admin user deletes emissions information – List of emissions

3. The system displays a confirmation dialog for the user to confirm the deletion of the selected Emissions Information record;

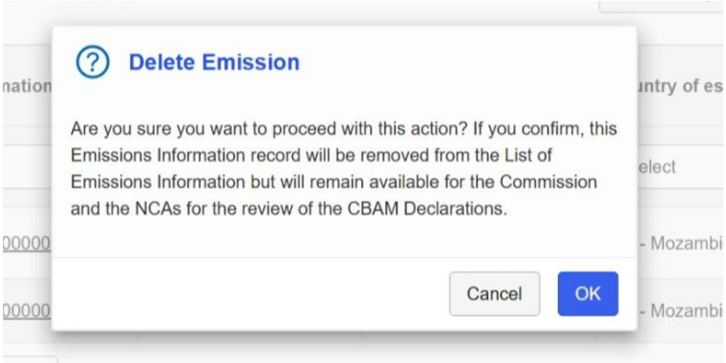

Figure 152: User deletes emissions information – Delete request

4. The Admin user clicks the "OK" option on the confirmation dialog. The system deletes the Emissions Information record from the "List of Emissions Information" and redirects the Admin user to the "List of Emissions Information".

4.6 INFORMATION ACCESSIBLE TO PUBLIC

The "Information Accessible to Public" page is available to the Operator user role.

Using the "Information Accessible to Public" option, an operator can amend the data they wish to be visible to the public. This information is related to the name of the operator, the address, the operator's contact details and the installations' locations.

The available actions are "Back" and "Save changes" (is enabled after any change in the selection). If the operator clicks the "Back" button, then the changes made are not saved and the user is navigated to the "Home" page.

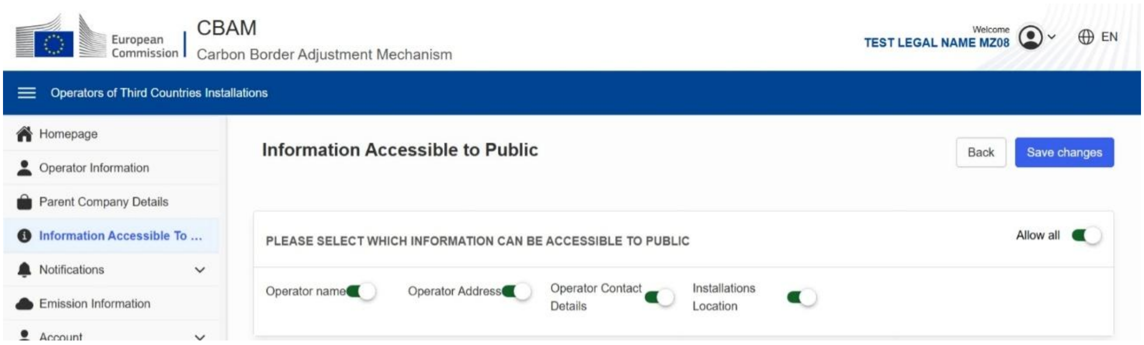

Figure 153: Information Accessible to Public

4.6.1 User updates information accessible to the public

1. A registered operator navigates through the "Home" page where the "Information Accessible to Public" option is displayed and enabled and clicks on it. The system displays the "Information Accessible to Public" page with the following toggle buttons that can be enabled or disabled. The default state is that all are enabled. If the user disables even one of the toggle switches from the four below mentioned ones, the "Allow all" toggle switch gets disabled as well.

   The selection of the "Allow all" switch enables simultaneously all the other four switches OR it is enabled only when the four other switches are all enabled;

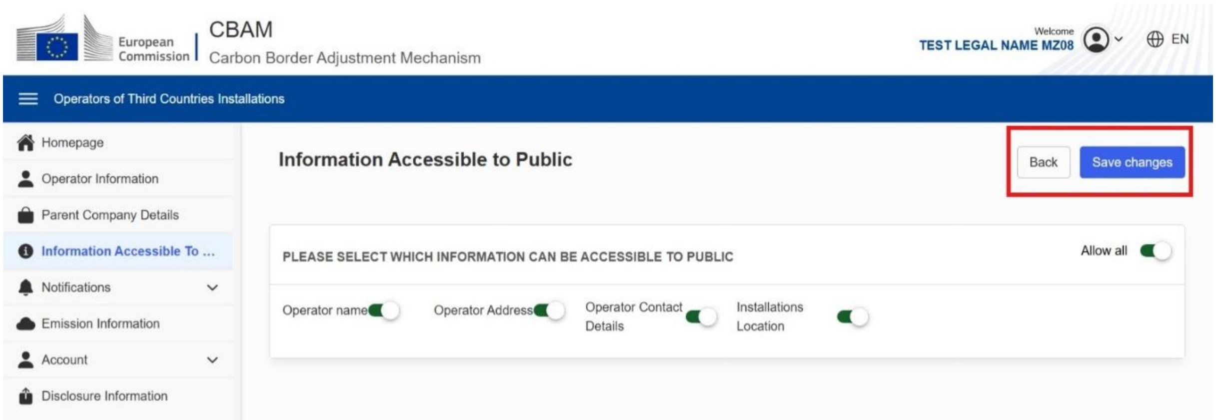

Figure 154: Information accessible to the public page

2. The user makes the appropriate selection and clicks the "Save changes" button. The system displays a confirmation dialog with relevant text asking the user to confirm if they want to proceed with the saving of their selection;

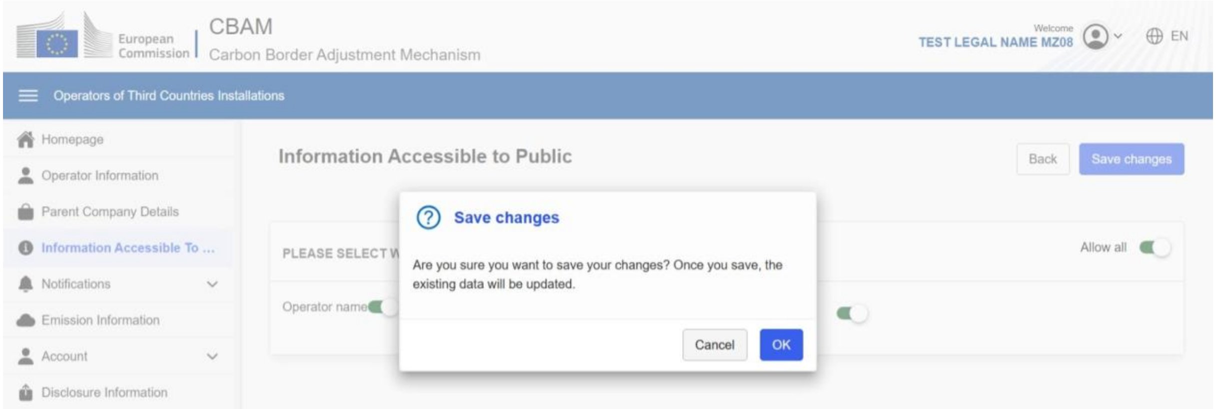

Figure 155: User updates information accessible to the public – Save changes

3. The operator clicks the "OK" option on the confirmation dialog and the system saves the changes and notifies the user that the selected options are saved, sends a notification to the system that controls the publication of the information to adapt accordingly and displays the "Home" page;

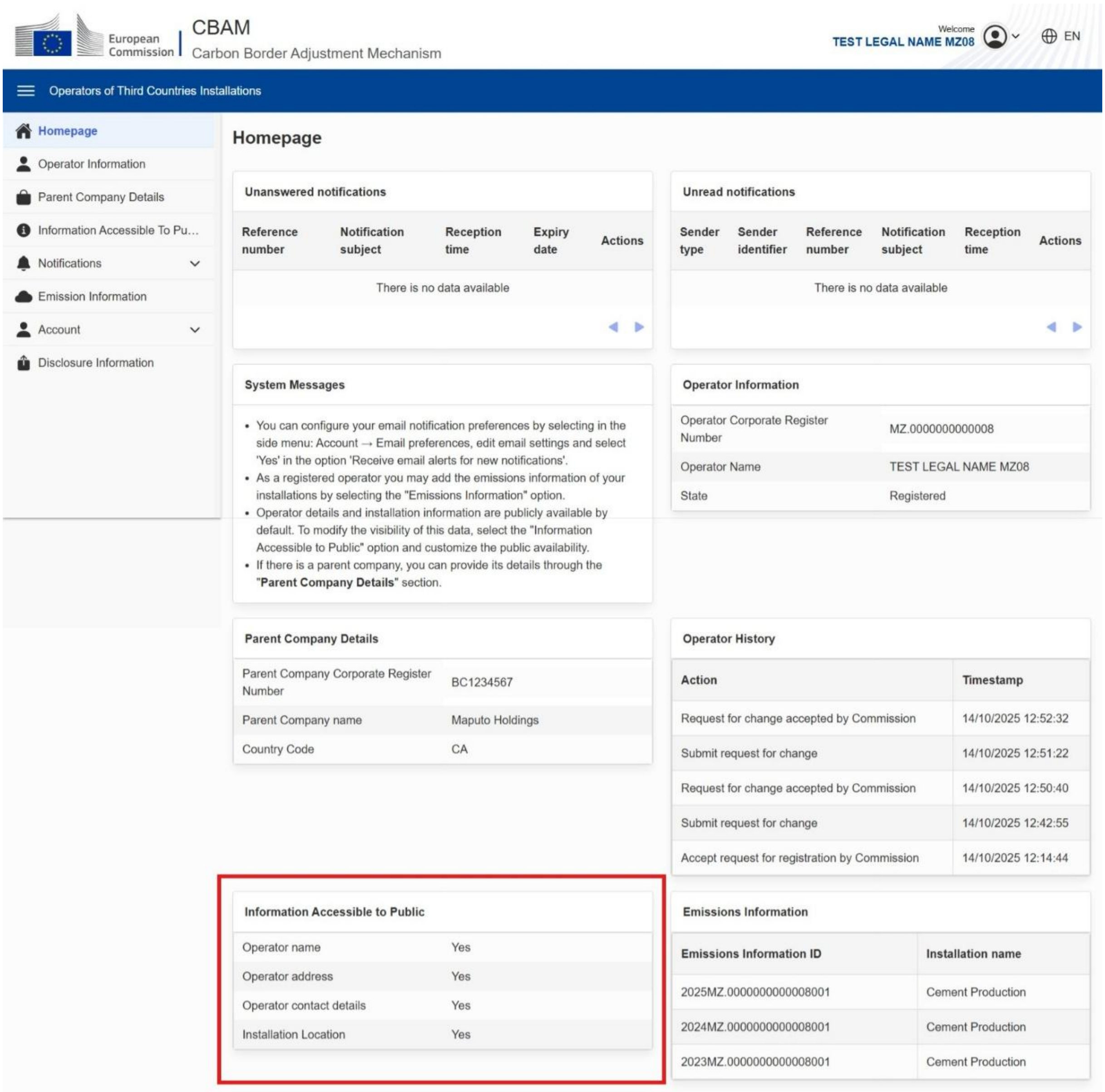

Figure 156: User updates information accessible to the public – Changes displayed in homepage

4. The information that should be accessible to public is changed and no confirmation from commission (via COM portal) is needed. The relevant information selected by the user to be available to the public will be available for export in the COM Portal.

4.7 DISCLOSE INFORMATION

In order to share operator, installation and emissions data to the importers' declarants from the European Union, the third countries operators should insert the EORI number of the declarants to whom the information will be disclosed. EORI Number refers to the Economic Operators Registration and Identification (EORI) number and it is a unique identifier assigned to businesses and individuals engaged in customs-related activities within the European Union. It is required for importers and exporters who deal with customs authorities in the EU to conduct cross-border trade. The EORI number simplifies customs processing and tracking by providing a consistent, EU-wide identification number for all economic operators.

The "Disclose Information" page is available to the Operator user role.
Using the "Disclose Information" option, an operator can submit disclosed information to Declarants regarding the Installations and the emissions that belong to the disclosed installation.
It is important to clarify the following:

- for every installation disclosed, the emissions information data that belong to the disclosed installation, are also disclosed;
- if an installation is disclosed, the operator details will be also disclosed;
- if an operator submits a Request for Change regarding a disclosed installation, and the request is accepted, then the entire updated data set for that installation is automatically transferred to the CBAM Transitional Portal for the EU Declarants;
- if a new emission record is added to a disclosed installation, the system will automatically transfer the entire data set including the new entries to the CBAM Transitional Portal for the EU Declarants;
- if an emission record belonging to a disclosed installation is edited, the system will automatically transfer the entire updated data set to the CBAM Transitional Portal for the EU Declarants;
- the emissions qualifying parameters are not disclosed to the Declarants;
- at least one installation must be selected for disclosure;
- emissions Qualifying Parameters are NOT disclosed.

By clicking on the "Disclose Information" option from the Home page the user can see the following option:

- "Add disclosure";
- "View disclosure information".

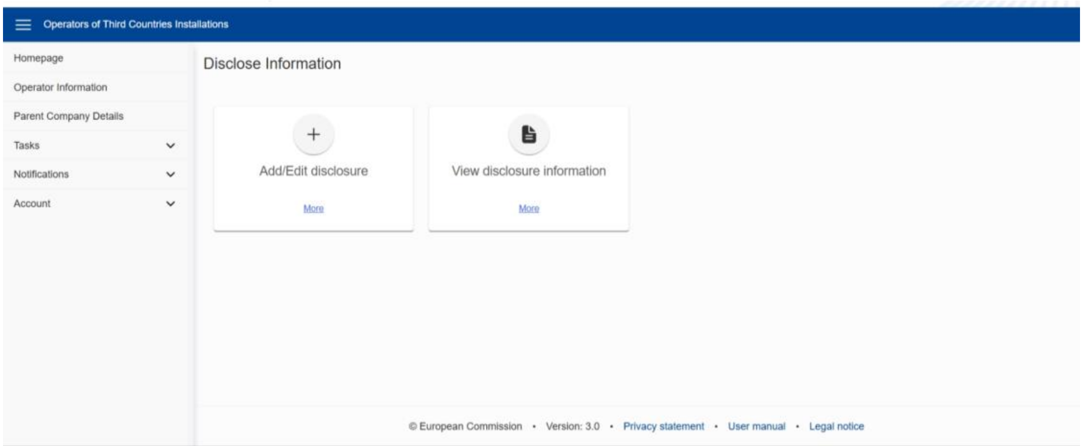

Figure 157: Disclosure Information

4.7.1 User adds disclosure information

1. An Admin user selects the "Add Disclosure" option and redirected to the "Disclosure of Information to Declarants in EU" page. At the top of the page, the "State of Disclosure" is displayed. The initial value of the field "State" is "New". This status indicates that the process of the disclosure of information to the Declarants has not yet begun. Based on the current functionality, the status can be also "Submitted" when user selects to Submit the disclosure to the declarants, or "New changes not submitted" when user has performed and saved the changes but haven't submitted the disclosure yet;

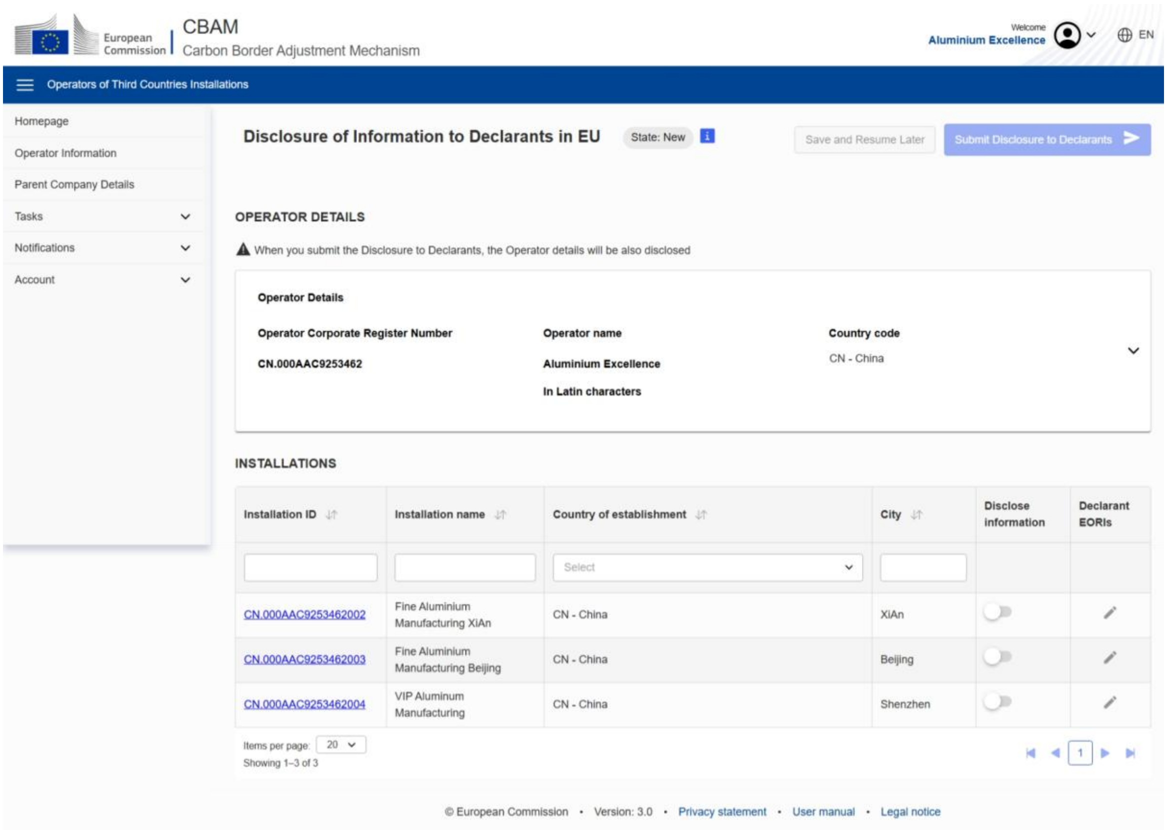

Figure 158: Add Disclosure Information - State of Disclosure

2. User selects an installation and enables the “Disclosure Information” toggle button and marks the installation as disclosed and then enables the “Edit” button in the Declarants EORIs column;

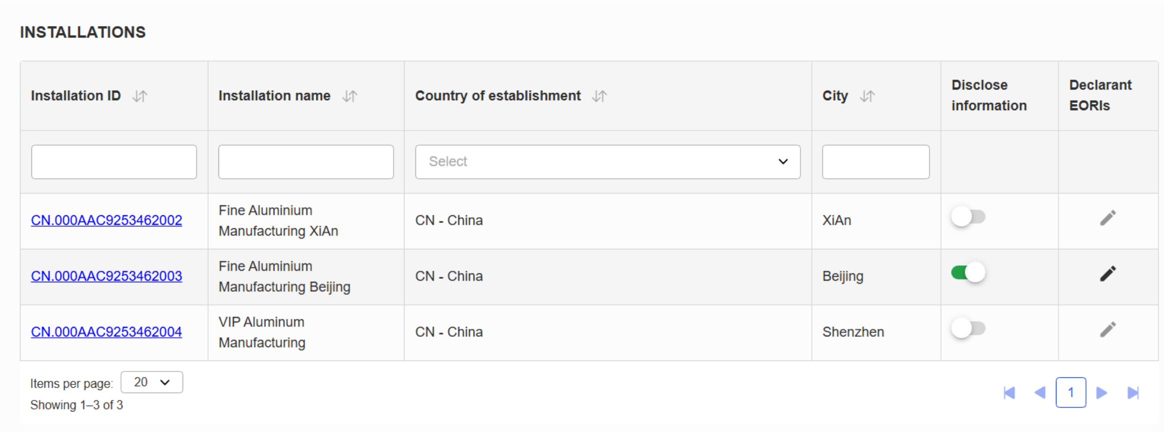

Figure 159: Add Disclosure Information - Enable toggle button

3. User clicks on the “Edit” button in the Declarants EORIs column for the selected installation and opens the “Select Declarants for Disclosure” page;

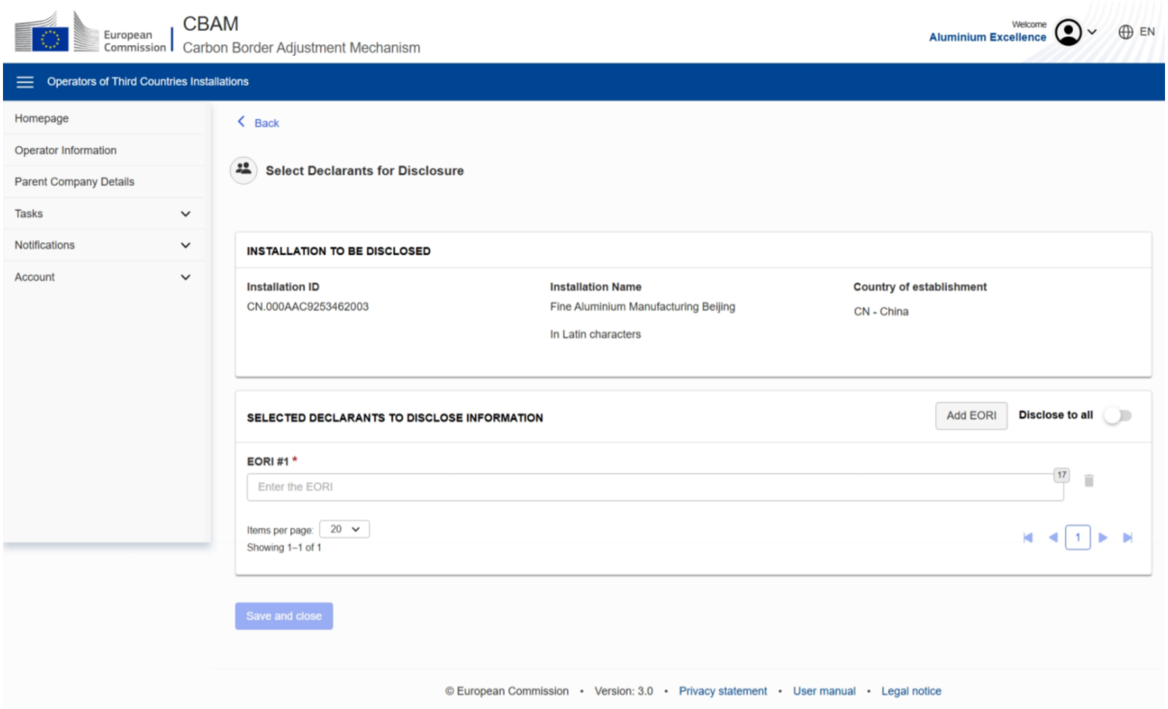

Figure 160: Add Disclosure Information – Access "Select Declarants for Disclosure" page

4. User has two options: a) selects the declarants with whom operator/installation/ emission information will be disclosed, by filling their corresponding EORIs or b) decides to disclose the above information to all declarants.
   a. User selects individual declarants. The user clicks on the “EORI #1” field if no other EORI exists or clicks on the “Add EORI” button if other EORIs exist to enter the EORI of the Declarant with whom the Operator Details, specific Installation details, and relevant Emissions Information records will be disclosed. This step can be repeated in

order to add all relevant EORIs (maximum of 999). User clicks on the "Save and Close" button. If no EORI is added for the selected installations, the system disables the "Disclosure Information" toggle button for these Installation IDs;

b. User selects all declarants to disclose information. The user enables the "Disclose to all" toggle button. If EORIs are already added, they are removed and the system disables the "Add EORI" button. User clicks on the "Save and Close" button.

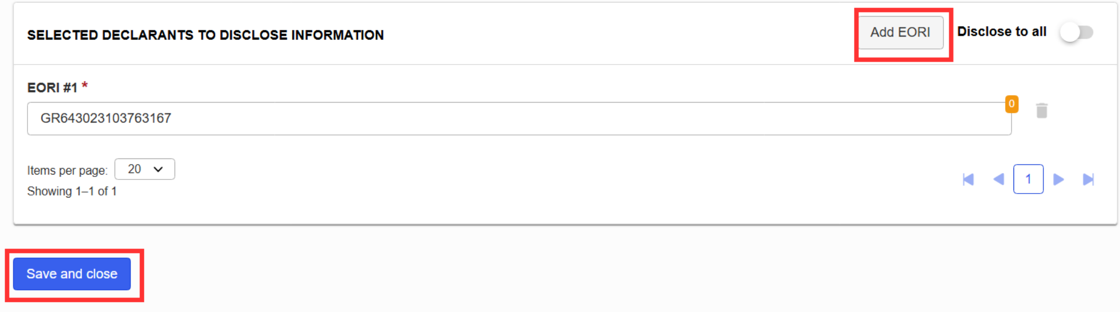

Figure 161: Add Disclosure Information - Save selected Declarants

5. After saving, the user is redirected to the "Disclosure of Information to Declarants in EU" page, where the selected installations become visible, and the "Edit EORI" button is enabled. An information text notifies user, that EORIs are successfully added, and the state changes to "New changes not submitted".
   Two available options exist at the top right corner of the page:
   - "Save and resume later": the disclosure data (the state remains the same);
   - "Submit disclosure to Declarants": This option validates the disclosed data. System prepares and sends the data to the Declarants Portal of the CBAM Transitional Registry.

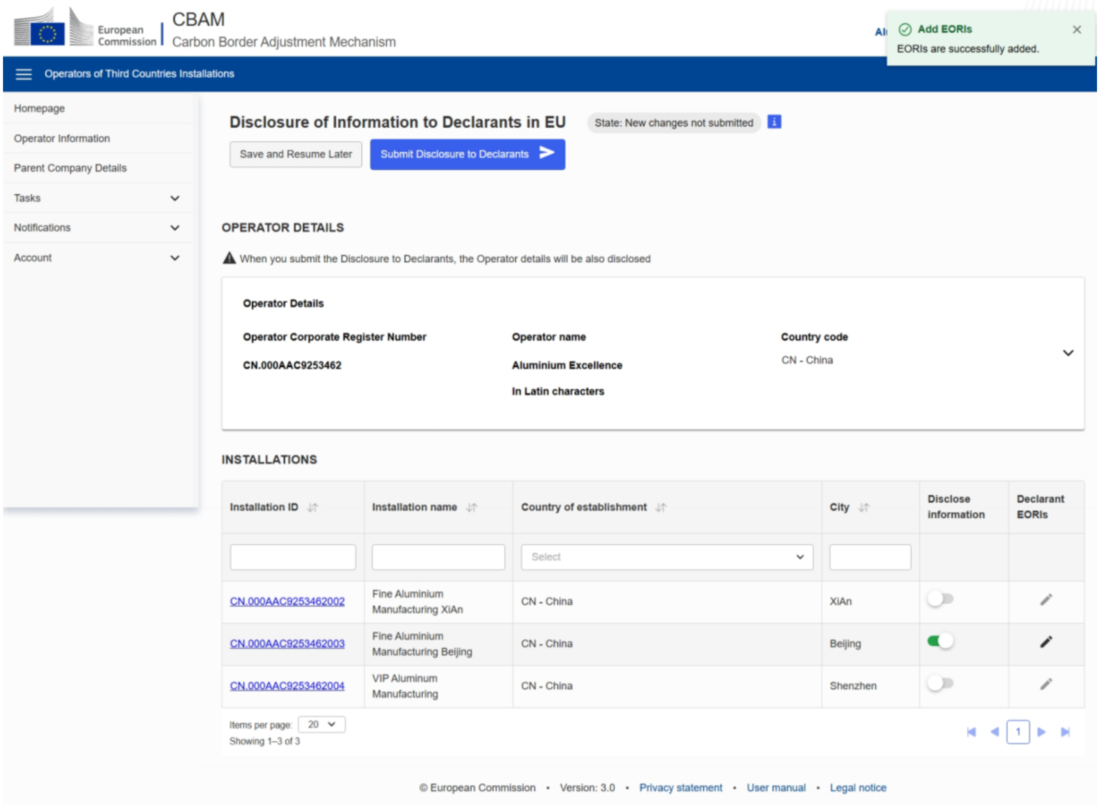

Figure 162: Add Disclosure Information –EORIs successfully added

6. User clicks on “Submit Disclosure to Declarants”, the system validates the disclosed data and sends them to the Declarants Portal of the CBAM Transitional Registry. An information text indicates that the disclosure information was submitted successfully. The “State” changes to “Submitted”.

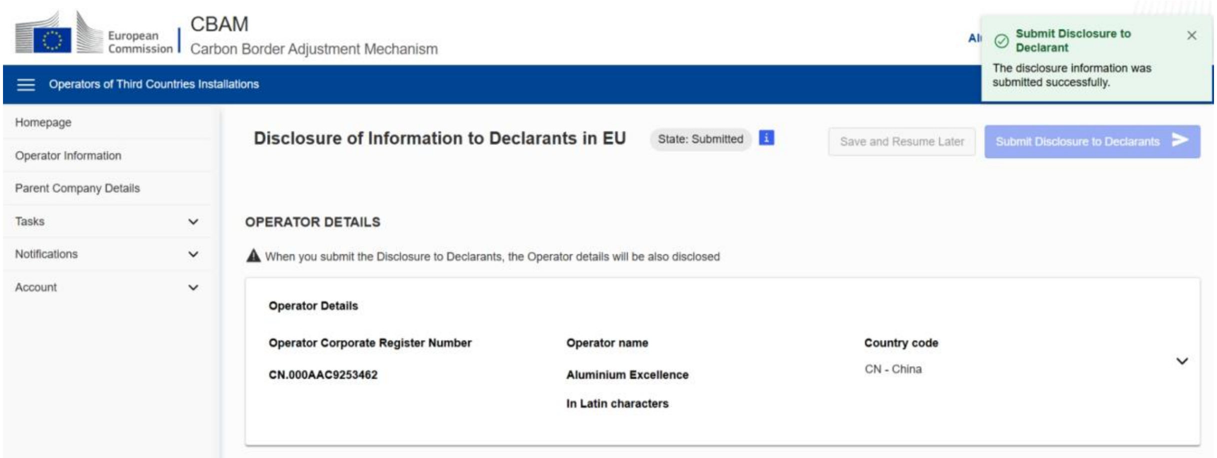

Figure 163: Add Disclosure Information - Submit Disclosure to Declarants

4.7.2 User edits disclosure information

1. An Admin user selects the “Edit Disclosure” option and redirected to the "Disclosure of Information to Declarants in EU" page. At the top of the page, the “State of Disclosure” is “Submitted” because in the previous section (4.7.1) user submitted successfully disclosure to declarants;

2. Admin user enables the toggle button for one of the installations then clicks on the “Edit” option;

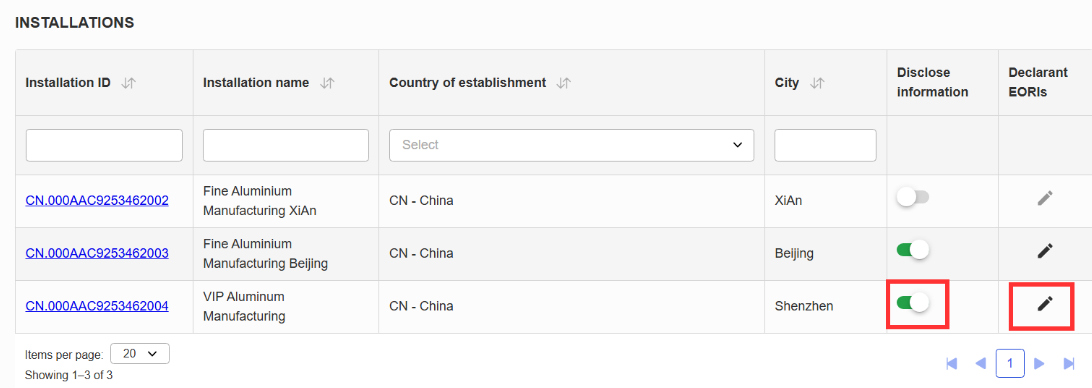

Figure 164: Edit Disclosure Information - Select installation to be disclosed

3. Admin user decides to disclose the specific installation to all declarants and selects the “Save and Close” button;

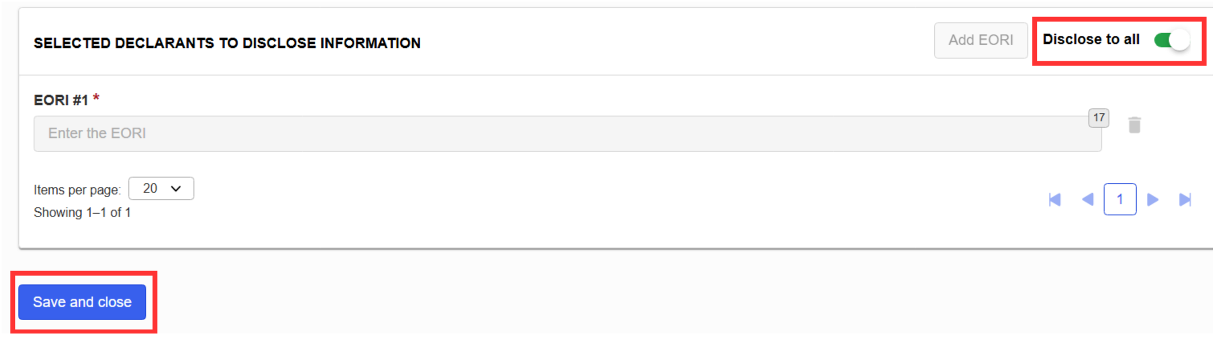

Figure 165: Edit Disclosure Information – Disclose to all EORIs

4. Admin user is redirected to the "Disclosure of Information to Declarants in EU" page and then selects the “Save and Resume Later” option at the top right corner of the page;

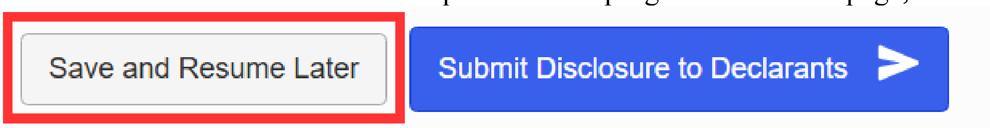

Figure 166: Edit Disclosure Information - Save and resume later

5. The installation and the corresponding EORIs are now in “New changes not submitted” (not submitted) state and an information text notifies user that “EORIs are successfully added”;

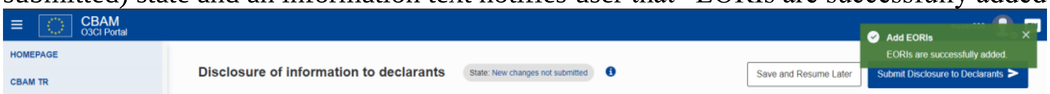

Figure 167: Edit Disclosure Information - Confirmation of EORIs addition

6. Now Admin user decides to delete the previously inserted installation:
   They click on the “Disclosure” button to deselect the previously selected installation.
   The system displays a confirmation dialog asking if user wants to proceed with the deselection.
   The dialog also informs that proceeding with this action will remove all associated EORIs.

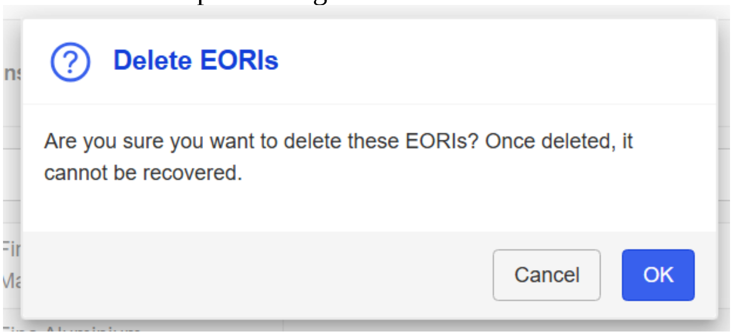

Figure 168: Edit Disclosure Information - Delete EORI

7. Admin user selects “OK” on the confirmation dialog. An information text will appear, informing that the disclosure information was deleted successfully;

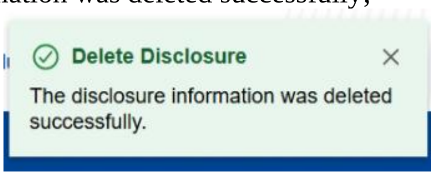

Figure 169: Edit Disclosure Information - Confirmation of disclosure deletion

8. At the top right corner of the page, Admin user selects the “Submit Disclosure to Declarants” option;

Figure 170: Edit Disclosure Information - Submit Disclosure

9. The system validates the disclosed data. If no validation errors occur, system prepares the set of data and transfers it to the Declarants Portal of the CBAM Transitional Registry. An information text appears to inform user that the disclosure information was submitted successfully, and the state changes to “Submitted”.

Figure 171: Edit Disclosure Information - Confirmation of submission

4.7.3 User views disclosure information

1. On the “Disclosure information” page, user selects the “View Disclosure Information” option to be redirected to the "View Disclosed Information" page. The data displayed on this page are the latest approved by the Commission. User clicks on the “Installation ID” link of an installation in the list, to be redirected to the "View Installation Disclosure" page in view mode. User can see the disclosure information;

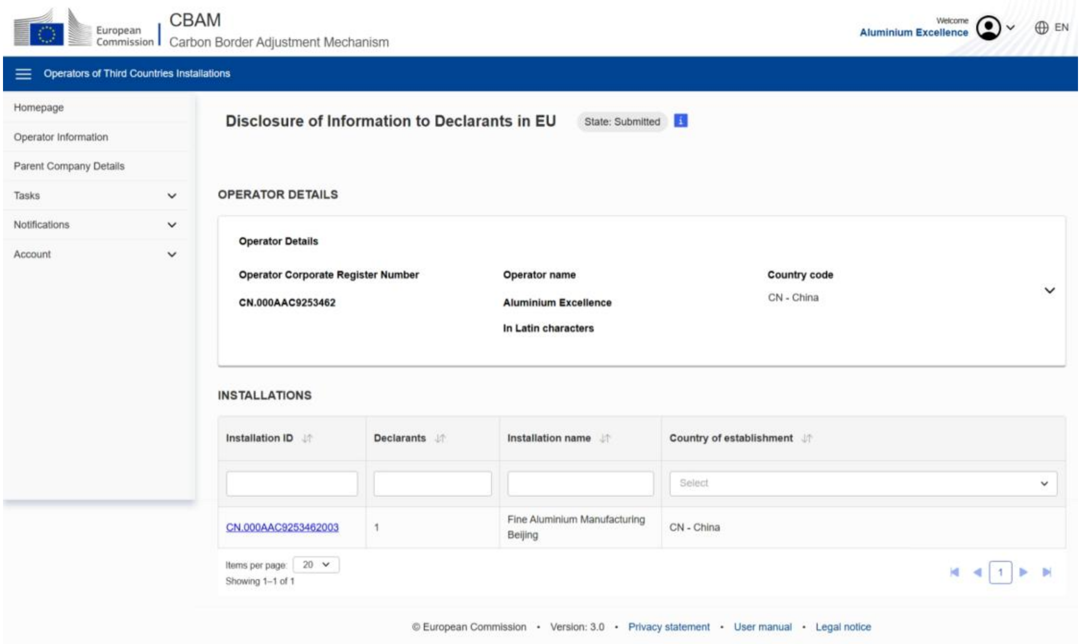

Figure 172: View Disclosure Information - Select Installation

2. User clicks on the “Installation ID” link of an installation in the list, to be redirected to the "View Installation Disclosure" page in view mode. User can see the disclosure information;

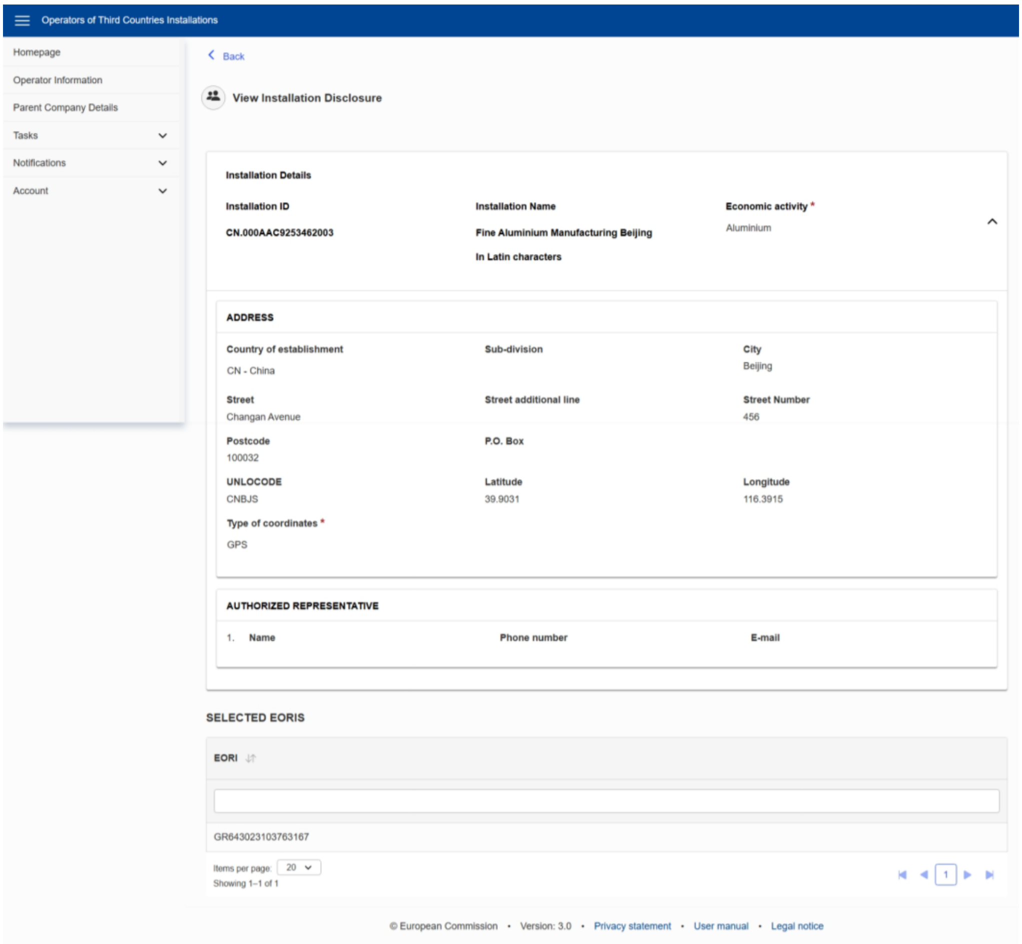

Figure 173: View Disclosure Information – View Installation Disclosure

3. User clicks the “Back” button at the top left corner of the page to return to the "View Disclosed Information" page. From there, they can navigate back to the Home page.

5 APPENDIX

5.1 CBAM O3CI DATA ELEMENTS

This section provides a comprehensive overview of the data elements displayed on the O3CI screens along with their corresponding properties and business rules. The .xlsx file includes the Operator and Emissions Information, as elaborated in the relevant sections of this document.

CBAM_O3CI_Data_Elements.xlsx