KARADENİZ İHRACATÇI BİRLİKLERİ GENEL SEKRETERLİĞİ



Savi: 35649853-TİM.KİB.GSK.UYG.2025/3-3 Giresun, 02/01/2025

Konu: SKDM Ulusal Yetkili Otoriteler Listesi

E-POSTA

KARADENİZ İHRACATÇI BİRLİKLERİ ÜYELERİNE SİRKÜLER 2025/003

Sayın üyemiz,

Ticaret Bakanlığının bir yazısına atfen, Türkiye İhracatçılar Meclisinden alınan 30/12/2024 tarih 150-3223 sayılı yazıda;

Avrupa Komisyonu tarafından 10 Aralık 2024 tarihinde, Sınırda Karbon Düzenleme Mekanizması (SKDM) kapsamında, üye ülkelerdeki Ulusal Yetkili Otoritelere ilişkin olarak güncellenen bir nüshası ilişik listenin yayımlandığı belirtilmektedir.

Yazıda devamla, SKDM Tüzüğü'nün 11. Maddesinin, 1 Ekim 2023 tarihinden itibaren AB üye ülkelerinin Ulusal Yetkili Otoritelerinin sisteme katılımını gerektirdiği, bu kapsamda, Yetkili Otoritelerin, kendi üye devletlerinde yerleşik olan ve raporlama yapan beyan sahiplerine SKDM Merkezi Elektronik Kayıt Sistemi'ne erişim yetkisi vermekten sorumlu olduğu, aynı zamanda SKDM Merkezi Elektronik Kayıt Sistemi'nde de sunulan listenin Komisyon tarafından düzenli olarak güncellenmeye devam edileceği ve Ulusal Yetkili Otoritelerin nihai listesinin AB Resmi Gazetesi'nde yayımlanmasının öngörüldüğü ifade edilmektedir.

Diğer taraftan, SKDM Beyan Portalı'nın (Declarant Portal) son kullanıcılar tarafından nasıl kullanılacağına ilişkin oluşturulan kullanıcı arayüzü rehber belgesinin 18 Aralık 2024 tarihinde güncellendiği ve söz konusu belgede, sistem hakkında genel bilgi edinme, sisteme nasıl başlanacağı ve belirli rollere göre nasıl kullanılacağı konularında açıklamalara yer verilmekte olduğu bildirilmektedir.

Bilgilerinize sunarız.

e-imzalıdır Sertaç Ş. TORAMANOĞLU Genel Sekreter

EKLER

EkI: Ulusal Yetkili Otoriteler Listesi (9 Sayfa)

EkII: SKDM Beyan Portalı Rehber Belgesi (24 Sayfa)

Ayıntılı bilgi için. Vedat İYİGÜN – İdari Personel

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Provisional list of National Competent Authorities (NCAs) for the Carbon Border Adjustment Mechanism

As of 10 December 2024

The implementation of the Carbon Border Adjustment Mechanism (CBAM) requires the involvement of the National Competent Authorities (NCAs) of the 27 EU Member States as from 1 October 2023, in accordance with Article 11 of the Regulation (EU) 2023/956 of the European Parliament and of the Council of 10 May 2023 establishing a CBAM.

NCAs are responsible for granting reporting declarants established in their Member State access to the CBAM Transitional Registry.

The CBAM Transitional Registry has been developed by the Commission to help reporting declarants report as part of their CBAM obligations. It is accessible to reporting declarants here: https://cbam.ec.europa.eu/declarant. It has been operational since 1 January 2024 for reporting declarants to start submitting their first CBAM report.

This provisional list of NCAs is also made available in the CBAM Transitional Registry. The Commission will continue regularly updating it and publish the final list of NCAs in the Official Journal of the EU.

Member State	National Competent Authority
AT (Austria)	Amt für den nationalen Emissionszertifikatehandel (AnEH) Office for the National Emissions Trading System Customs Authority
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	Address Vordere Zollamtsstraße 5, 1030 Vienna
	Website www.bmf.gv.at/CBAM
BE (Belgium)	FOD Volksgezondheid, Veiligheid van de Voedselketen en Leefmilieu SPF Santé publique, Sécurité de la chaîne alimentaire et Environnement Federal Public Service for Health, Food Chain Safety and Environment Climate Change Service
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	Website https://klimaat.be/cbam https://climat.be/cbam
BG	Изпълнителна агенция по околна среда
(Bulgaria)	Executive Environment Agency
	Contact point
	Email: <u>cbam@eea.government.bg</u>
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	136 Tzar Boris III blvd, 1618 Sofia
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	https://eea.government.bg/en
CY (Cyprus)	Τμήμα Περιβάλλοντος, Υπουργείο Γεωργίας, Αγροτικής Ανάπτυξης και Περιβάλλοντος

	Department of Environment
	Ministry of Agriculture, Rural Development and Environment
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	20-22 October 28th Avenue, 2414 Egkomi, Nicosia
	Website
	https://moa.gov.cy/moa/environment/environmentnew.nsf/
CZ	Celní správa
	Customs Administration
	Ministerstvo životního prostředí
	_
	Ministry of the Environment
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	Vršovická 65, 100 10 Praha 10
	visovicka 65, 100 to riana to
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	www.celnisprava.cz
	www.mzp.cz
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	Address
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	Tricis Dollis vej ob, 0700 Esujeig

	Website
	https://ens.dk/ansvarsomraader/cbam-og-co2-kvoter/cbam
	https://ens.dk/ansvarsonnaader/ebani-og-eb2-kvoter/ebani
EE	Keskkonnaamet
(Estonia)	Environmental Board
,	2.17.11.01.11.11.11.11.11.11.11.11.11.11.11.
	Contact point
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	Tel: +3726625999
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**************************************	V
EL	Υπουργείο Εθνικής Οικονομίας και Οικονομικών
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FC	
ES (Spain)	Ministerio para la Transición Ecológica y el Reto Demográfico
(Spain)	Ministry for Ecological Transition and Demographic Challenge
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	Dillarit obli Obli Majoritto Color
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	Website
	https://www.miteco.gob.es/es.html
	m 114
FI (Finland)	Tulli Customs Authority
(Finland)	Customs Authority
	Contact point
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	National Service Desk: cbamtoimipiste@tulli.fi
	rational Service Desk. coamtoningiste(wtum.ii

	A J.J
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1	Website
1	https://tulli.fi/en/carbon-border-adjustment-mechanism
1	<u></u>
FR	Direction Générale de l'Énergie & du Climat
(France)	Sous-Direction de l'Action Climatique
1	Directorate-General for Energy & Climate
1	
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	Email: questions.macf@developpement-durable.gouv.fr
	Address
	Tour Séquoia, 1 Place Carpeaux, 92055 La Défense
	rest sequent, rrance empending, y 2000 20 2 ereme
	Website
	https://www.ecologie.gouv.fr/mecanisme-dajustement-carbone-aux-frontieres-macf
IID	**************************************
HR (Croatia)	Ministarstvo zaštite okoliša i zelene tranzicije Ministry of Environmental Protection and Green Transition
(Cloatia)	Carinska uprava, Ministarstvo financija
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	Customs Auministration, Ministry of Pinance
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	Website: https://mzozt.gov.hr
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	Address: Alexandera Von Humbolota 4a, 10000 Zagreb Website: www.carina.gov.hr
	website. www.earma.gov.m
HU	Nemzeti Klímavédelmi Hatóság
(Hungary)	National Climate Protection Authority
	Contact point
	Email: cbamhatosag@em.gov.hu
	Address
	H-1117 Budapest, Október huszonharmadika u. 18
	Website
	https://nkvh.kormany.hu/
	https://likvii.koimany.nd/
IE	Environmental Protection Agency

	Contact point
	Email: cbam@epa.ie
	Tel: +35312680100
	Helpdesk:
	Email: <u>importpolicy@revenue.ie</u> .
	Tel: +35317383676
	161. \3331/3830/0
	Address
	McCumiskey House, Richview, Clonskeagh Road,
	Dublin 14, D14 YR62
	Website
	https://www.epa.ie/our-services/licensing/climate-change/eu-carbon-border-adjustment-mechanism/
IT	Ministoro dell'Ambiente e delle Sigurozza Energetica
	Ministero dell'Ambiente e della Sicurezza Energetica
(Italy)	Dipartimento Energia
	Direzione generale competitività' ed efficienza energetica (CEE)
	Divisione VII – Politiche di riduzione delle emissioni di gas con effetto
	serra
	~~~~~
	Ministry of Environment and Energy Security
	Contact point
	Email: authority.cbam@euets.it
	Linan. authority.coameocucis.it
	Address
	Via Cristoforo Colombo, n. 44, 00147 – Roma
	Website
	https://www.ets.minambiente.it/
	<u>nttps://www.ets.mmambiente.tu</u>
LT	Aplinkos apsaugos agentūra
(Lithuania)	Environmental Protection Agency
,	
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	•
	Email: klimatas@gamta.lt
	Address
	A. Juozapavičiaus g. 9, 09311 Vilnius
	11. Juozapavieiaus g. 7, 07311 viinius
	Website
	https://aad.lrv.lt/en
LU	Administration de l'environnement
(Luxembourg)	Unité permis et subsides – Registre des quotas d'émissions de gaz à effet
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	Environment Agency
	e .
	Permits and subsidies unit – Register of greenhouse gas emissions quotas
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	Email: <u>Regaummajaev.etat.tu</u>

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	XX/ 1 ***
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(Malta)	Malta Resources Authority (MRA)
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	Millennia Building, Aldo Moro Road, Marsa, MRS 9065
	Website
	https://mra.mt/emissions-trading-intro/cbam/
NL (T)	Nederlandse Emissie autoriteit (NEa)
(The Netherlands)	Dutch Emissions Authority
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	Phone: +31881566655
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	Wahaita
	Website https://www.emissieautoriteit.nl/onderwerpen/themas/cbam
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PL (D. 1.)	Krajowy Ośrodek Bilansowania i Zarządzania Emisjami
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	02-170 Warszawa, ul. Słowicza 32
	Website
	https://kobize.pl/pl/category/id/96/cbam
PT	Agência Portuguesa do Ambiente (APA)
(Portugal)	Portuguese Environment Agency
	Contact point
	Email: <u>cbam@apambiente.pt</u>
	Tel: +351214721469 / +351214721445
	Address
	Rua da Murgueira 9 – Zambujal – Alfragide
	2610-124 Amadora
	Website
	https://www.apambiente.pt/
RO	Ministerul Finanțelor
(Romania)	General Directorate of Fiscal Legislation and Customs and Accounting
	Regulations
	Ministry of Finance
	Contact point
	Email: <u>cbam.unit@mfinante.gov.ro</u>
	Tel: +40212261043
	Address
	16, Libertatii str., sector 5, Bucharest, 050706
	Website
	www.mfinante.gov.ro
SE	Naturvårdsverket
(Sweden)	Swedish Environment Protection Agency (EPA)
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	Email: <u>CBAM@naturvardsverket.se</u>
	Tel: +46106981000
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	Naturvårdsverket, SE-106 48 Stockholm

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SK	Ministerstvo životného prostredia Slovenskej republiky
(Slovakia)	Ministry of Environment of the Slovak Republic
	Contact point
	Email: cbam@enviro.gov.sk
	Address
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	Website
	https://www.minzp.sk/klima/cbam/
SI	Finančna uprava Republike Slovenije (FURS)
(Slovenia)	Financial Administration of the Republic of Slovenia
	Contact point
	Email: cbam.fu@gov.si
	Technical assistance: sd.fu@gov.si
	Tel: +38652976800
	Address
	Šmartinska cesta 55, 1000 Ljubljana
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# **User Interface Manual**

# **CBAM – Declarant Portal**

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Author: SOFT-DEV

Approved by: DG TAXUD

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Solution provider	DG TAXUD Unit B2 Architecture & Digital Operations
DG TAXUD Project Manager	DG TAXUD Unit B2 Architecture & Digital Operations
Version	2.00 EN
Confidentiality	Publicly available (PA)
Date	10/12/2024

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Specific Contract	SC16

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The document author is authorised to make the following types of changes to the document without requiring that the document be re-approved:

- Editorial, formatting, and spelling;
- Clarification.

To request a change to this document, contact the document author or project owner.

Changes to this document are summarised in the table in reverse chronological order (latest version first).

Version	Date	Description	Action ¹	Section
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		Document submitted for acceptance (SfA)		needed.
1.10	21/11/2024	Updated for release 2.2.	I/R	Where
		Document submitted for review (SfR)		needed.
1.00	11/10/2024	Updated as per reviewer's comments.	R	Where
		Document submitted for acceptance (SfA)		needed.
0.10	27/09/2024	Document submitted for review (SfR)	I	All
0.01	13/09/2024	Document submitted for information (SfI)	I	All

¹ Action: I=Insert R=Replace

# Configuration management: document location

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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 declarant 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:

- Importers of CBAM goods into the EU or their indirect representatives (CBAM declarants)¹;
- Directorate-General Taxation and Customs Union (DG TAXUD)'s Project team;
- DG TAXUD Unit C2 CBAM, Energy and Green Taxation;
- DG TAXUD Unit B3 Customs Systems;
- Directorate General for Informatics (DIGIT);
- Directorate-General for Climate Action (DG CLIMA);
- EU Member states and their National Competent Authorities;
- SOFT-DEV Project team;
- QA5 Project team;
- Operational teams.

#### **1.3 SCOPE**

The scope of this document is to provide directions to CBAM Declarants on the effective utilisation of the CBAM Declarant Portal. The features described comply with CBAM release 2.2.

#### 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 topics covered in the document;
- Chapter 3 Getting Started: details how to access the portal and introduces the generic User Interface features and basic system functions;

#### 1.5 REFERENCE DOCUMENTS

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

Ref.	Title	Originator	Version	Date
No reference documents.				

**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	Framework Contract	TAXUD/2021/CC/162	N/A	24/06/2021
A02	SOFT-DEV Framework Quality	SDEV-FQP	1.00	10/01/2023
	Plan			
A03	Specific Contract 19	TAXUD/2024/DE/121	N/A	22/03/2024

More information available on <a href="https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism">https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism</a> en#cbam

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#### **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.

Abbreviation/Acronym	Definition
AMM	Authorisation Management Module
CBAM	Carbon Border Adjustment Mechanism ²
CBAM TR	CBAM Transitional Registry
COM	The Commission
DTCA	Decision-taking Competent Authority
EORI	Economic Operator Registration and
	Identification ³
EU	European Union
HRZ	Horizontal
MS	Member State
NCA	National Competent Authority
UI	User Interface
UUM&DS	Uniform User Management & Digital Signature ⁴
QA	Quality Assurance

**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.

Term	Definition		
Applicant	An importer established in a Member State or an indirect customs representative		
Applicant	who applies for the status of an authorised CBAM declarant.		
	The CBAM system is separated in different business components depending on		
Business component	the type of business that an actor is involved. Examples of business components		
Business component	covered in CBAM are amongst others: Authorisation management module,		
	certificate management or declaration lifecycle management.		
CBAM Goods	Goods listed in Annex I of CBAM Regulation. More details are provided in:		
	https://eur-lex.europa.eu/eli/reg/2023/956/oj.		
The authority of a Member State responsible for registering the			
	CBAM declarant in the CBAM registry, processing applications for		
Competent Authority	authorisation, and maintaining relevant information. There is only one CBAM		
	Competent Authority per Member State; therefore, it is identified by the country		
	code.		
	In the following, two types of Competent Authorities are distinguished:		

² More information available on <a href="https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en#cbam">https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en#cbam</a>.

³ More information available on <a href="https://taxation-customs.ec.europa.eu/customs-4/customs-procedures-import-and-export-0/customs-procedures/economic-operators-registration-and-identification-number-eori en.">https://taxation-customs.ec.europa.eu/customs-4/customs-procedures-import-and-export-0/customs-procedures/economic-operators-registration-and-identification-number-eori en.</a>

⁴ More information available on <a href="https://customs-taxation.learning.europa.eu/course/view.php?id=494&section=1">https://customs-taxation.learning.europa.eu/course/view.php?id=494&section=1</a>

Term	Definition
	Decision-taking Competent Authority: this is the Competent Authority of the
	country where the applicant or declarant is established. It holds the authority to
	make decisions regarding CBAM authorisations within its own country.
	Other Competent Authorities: these are Competent Authorities in the Member
	State, excluding the decision-taking Competent Authority. While they have
	supporting roles by providing information on the applicant during the
	consultation procedures, they do not have the final decision-taking authority for
	CBAM authorisations granted by the decision-taking Competent Authority.
	This means an authorised CBAM declarant, which is an importer established in
Declarant	a Member State or an indirect customs representative appointed by an importer,
Deciarant	who is authorised to import goods into the customs territory of the European
	Union under the CBAM framework.
Economic Operator	Refers to a business or individual engaged in activities that fall under the
	regulations of the CBAM. This typically includes importers or producers of
	goods whose carbon emissions are subject to the CBAM regulations. These
	operators are responsible for complying with the CBAM s requirements, which
	may involve reporting the carbon content of their goods and paying carbon
	costs.
Importer	Either the person lodging a customs declaration for release for free circulation
	of goods in its own name and on its own behalf or, where the customs
	declaration is lodged by an indirect customs representative in accordance with
	Article 18 of Regulation (EU) No 952/2013, the person on whose behalf such a
	declaration is lodged.
	A customs representative appointed by an importer established in a Member
Indirect customs	State. If the importer appoints an indirect customs representative and they agree,
representative	they can act as an authorised CBAM declarant and submit the application for
	an authorisation on behalf of the importer. The indirect customs representative
	is liable for all operations made for the importers it represents.
NCA	National Competent Authority.
Operator	Any person who operates or controls an installation in a third country.
Representative	The indirect representative declared in imports customs declaration.
Third country	A country or territory outside the customs territory of the Union.

**Table 4: Definitions** 

# 2 GENERAL INFORMATION

## 2.1 SYSTEM OVERVIEW

The Declarant Portal User Interface facilitates the management of the CBAM Regulation, from the application lodging for an authorisation to the decision granting by the Competent Authority.

The overall CBAM system covers several business components and is also composed of a horizontal component which provides functionalities that can be used horizontally by all business components (e.g. notifications, email preferences, document management). The Declarant portal only covers the Authorisation management module (AMM) as business component.

In practice, several User Interface systems cooperate with the Declarant portal providing an integrated solution allowing interactions between economic operators, national Competent Authorities, the commission and other IT applications.

More information about the CBAM system is available on <a href="https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en#cbam">https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en#cbam</a>.

#### 2.2 AUTHORISED USE PERMISSION

CBAM Declarant Portal is allowed to be used by importers of CBAM goods (or their indirect representative) who are registered in UUM&DS. Please contact your national CBAM helpdesk to get help to register and get permissions on UUM&DS.

Further details on the required roles and responsibilities can be found in the section "Roles and Responsibilities".

#### 2.3 USER SUPPORT

CBAM Declarants need to contact their respective National Competent Authority Service Desk both for business & technical 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://eui.ecdevops.eu/eui-showcase-dev-guide-17.x/docs/00b-general-infos/04-browsers-support.

# 3 GETTING STARTED

Access to CBAM Declarant Portal is only allowed to economic operators who have registered in UUM&DS.

Their respective NCA are responsible to assign the allowed roles in UUM&DS.

#### 3.1 ACCESS THE CBAM DECLARANT PORTAL

Access to the Declarant Portal is established via UUM&DS. UUM&DS is used to authenticate the economic operator. Upon successful login to the Declarant Portal, the user will be directed to the Homepage. Please contact your national CBAM helpdesk for information about the actual procedure to connect to the portal via UUM&DS and for support about any issue with this matter.

#### 3.2 NAVIGATION MAP

The Declarant Portal is used by the economic operator for interacting with the other CBAM actors (NCA and the COM) in the scope of CBAM activities.

The menu – available on the left-hand side of each page of the CBAM application – is given in Table 5.

Block	Action	Description
-	Homepage	Allows the user to access the home page.
-	CBAM TR	Allows the user to navigate to the CBAM Transitional Registry.
	New application	Allows the user to create a new application.
Authorisations	My applications and authorisations	Allows the user to view all applications and authorisations.
	My drafts	Allows the user to view their saved drafts.
Notifications	Notifications list	Allows the user to view all the notifications they have received.
Submissions	Submissions list	Allows the user to view all their submissions.
Account	Email preferences	Allows the user to view and configure the email preferences.

**Table 5: Declarant Portal menu** 

#### 3.3 ROLES AND RESPONSIBILITIES

Access to specific pages and actions is determined by defined roles. The table below outlines each role available in the CBAM Declarant Portal and its corresponding accessible pages and actions.

Note that the "AMM Administrate information" and "AMM Submit information" roles give access to

the same pages; only the available actions are different.

Roles	Pages/functionalities	Applicable business component
HRZ View information	This role is needed for any user connecting to the Declarant portal in order to access the general pages of the system.	All
AMM View information	This role is proposed for any user needing to access the information of AMM without the ability to modify them.	AMM
AMM Administrate information	This role must be assigned to a user in charge of all actions that must be performed for AMM to prepare information to be communicated to the decision taking Competent Authority. However, this role gives no rights to submit the information.	AMM
AMM Submit information	This role must be assigned to a user in charge of the effective submission of the information relevant to AMM to a decision taking Competent Authority. In practice, this role is also authorised to prepare the information and is therefore a complete role with all rights.	AMM

**Table 6: Security roles** 

#### 3.4 GENERIC USER INTERFACE FEATURES

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 and Language.

#### 3.4.1 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, the user icon and the language selector.



Figure 1: Header

When clicking on the user icon, the user can either view its user information (identification number, name, country...) or log out. To change the language, the user can click on the displayed language and select the desired one in the menu.

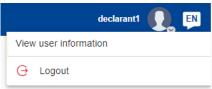


Figure 2: Details when clicking on the user icon

#### **3.4.2** Footer

The footer, which is displayed on each page, contains the "© European Commission" copyright, 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.

© European Commission • Version: 2.2 • Privacy statement • User manual • Legal notice

Figure 3: Footer

# 3.4.3 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 4: Tooltip** 

#### 3.4.4 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.

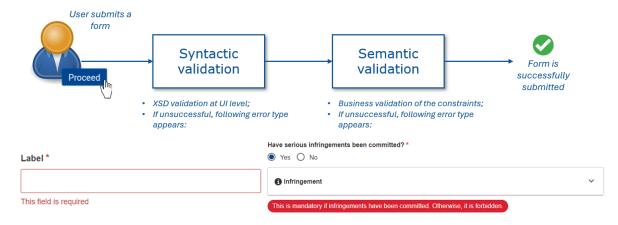


Figure 5: Validation of a form

#### 3.4.4.1 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 6: Text field in error due to syntactic validation

#### 3.4.4.2 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; they must submit the form in order 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 7: Text field in error due to semantic validation

#### 3.4.5 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 (notifications list, submissions list,...), view pages (view application, view notification, view process data, ...).

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 (submit application, amendment request, reply pages,...), email preferences.

# 3.4.6 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.

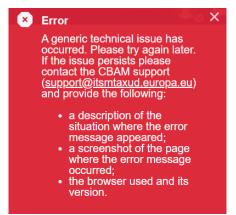


Figure 8: Example of an error message

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:	
	<ul> <li>a description of the situation where the error message appeared;</li> <li>a screenshot of the page where the error message occurred;</li> <li>the browser used and its version.</li> </ul>	
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** 

#### 3.4.7 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 in order to provide a maximum of textual information in the language of the user. Hence, some labels might not be translated in the selected languages. 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 is able to manually change the language of the system from the header. More information is provided in the section "Header".

#### 3.5 BASIC SYSTEM FUNCTIONS

#### 3.5.1 List and tables

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

#### 3.5.1.1 Pagination

The pagination capability can be available in editable and read only mode 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 9: 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.

#### 3.5.1.2 Sorting

The sorting capability can be available in edit and read only mode. When it 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 10: Sorting applied on the first column of a list

#### 3.5.1.3 Filtering and wildcards

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.

When wildcard search is activated, the user can search with the use of the asterisk (*) or the percent (%) symbols to match any number of characters. Therefore, a query for which the reference number is CBAM-DE* (or CBAM-DE%) will retrieve all reference numbers starting with "CBAM-DE".

Wildcard search is activated on the following pages:

- Notifications list
- Submissions list

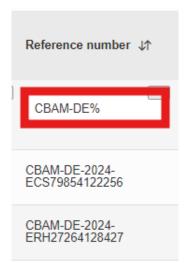


Figure 11: Filtering applied with wildcard search

#### 3.5.2 Homepage

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 Declarant Portal menu (see section "Navigation Map").

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

#### 3.5.2.1 Notifications widgets

The widgets "Unanswered notifications" and "Unread notifications" both provide a filtered view of received notifications by the economic operator.

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.

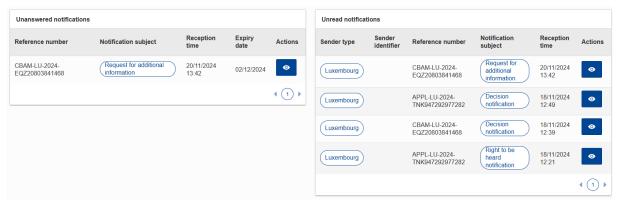


Figure 12: Notification widgets

#### 3.5.3 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 13: 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, and java, python, and other executable scripts are not allowed.



Figure 14: 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.

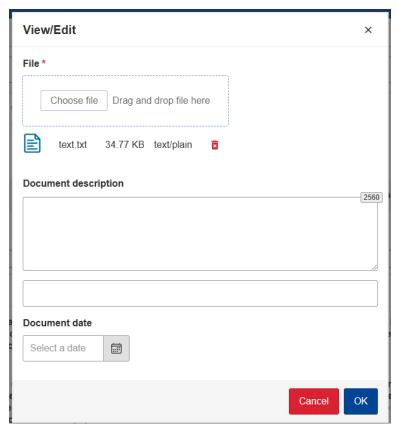


Figure 15: Upload of an attachment

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 16: 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.

# 3.5.4 Notifications management

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

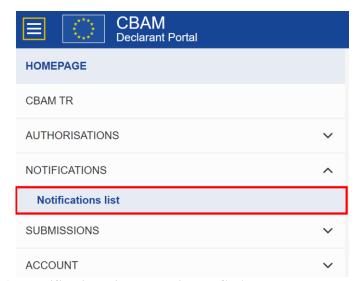


Figure 17: Notifications list button in the CBAM declarant portal menu

The user is then redirected to the "Notifications list" page, displaying the list of all received notifications, with different information given in each column.

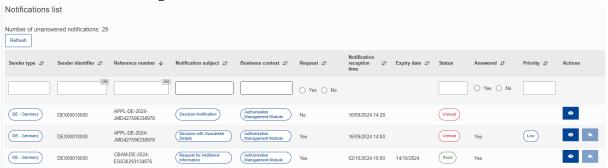


Figure 18: Notifications list in the CBAM declarant portal

Notifications can be of two kinds:

- Simple notifications informing the economic operator about new information. Example: status changes, new decision...
- Requests for which the economic operator must provide an answer. Example: request for additional information.

In particular, the list of notifications contains amongst others:

- The sender information. In the context of the Declarant Portal it essentially corresponds to the country of the Competent Authority. Note that no identifier is provided when the sender is a country or the commission.
- The reference number corresponds to the reference number of the object (e.g. application, authorisation) related to the notification.
- The business context of the notification. In the case of the declarant portal, only authorisation management is supported for the time being.
- An indication if the notification is a simple information or a request to be answered (see "Request" column);
- The status of the notification:
  - o Unread: specifies that the notification has not been read by the user;
  - o 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;
- In case of a request, it contains an indication if it is answered (see "Answered" column);

- o No: specifies that the request has not been answered yet;
- Yes: specifies that the answer has been submitted. Note that even if the answer is saved as a draft, the status is not changed until the effective submission.

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



Figure 19: View notification button

# 3.5.4.1 How to provide an answer to a notification?

On the "Notifications list" page, some notifications are displayed with a "Provide answer" button in the actions column of the table.



Figure 20: Provide answer button on the notifications list page

When this button is displayed for a received notification, it means that an answer to the notification is expected from the declarant.

To do so, the user can either directly click on the "Provide answer" button in the list, or first consult the notification details and then click on the "Provide answer" button at the top of the page.

Provide answer

Figure 21: Provide answer button on top of the notification page

The user is then redirected to the "Reply details page", where the user must provide the requested information.

## 3.5.5 Submissions management

To view the list of sent submissions, the user can click on "Submissions list" in the "Submissions" drop-down of the CBAM declarant portal menu (see section "Navigation Map").



Figure 22: Submissions list button in the CBAM declarant portal menu

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

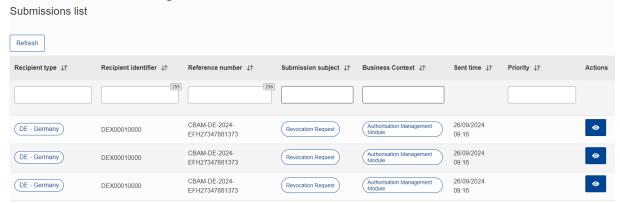


Figure 23: Submissions list in the CBAM declarant portal

The submission can be related to the following contexts:

- An answer to a request;
- A request to trigger a new business process. Note that such possibility is defined in each business component.

In particular, the list of submissions 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. application, authorisation) related to the sent notification.
- The subject of the submission.
- The business context of the sent notification. In the case of the declarant portal, only Authorisation management is supported for the time being.
- The sent time: the date and time at which the submission has been provided.

Note that for each displayed submission, the user can click on the related "View submission" button in the actions column of the table to consult all the information of one specific submission.



Figure 24: View submission button

# 3.5.6 Email preferences page

The email preferences page is related to a functionality in the CBAM Declarant portal that allows the user to receive email notifications related to the notifications that they receive inside the portal itself.

To consult the email preferences page, the user can click on "Email preferences" in the "Account" drop-down of the CBAM declarant menu (see section "Navigation Map").

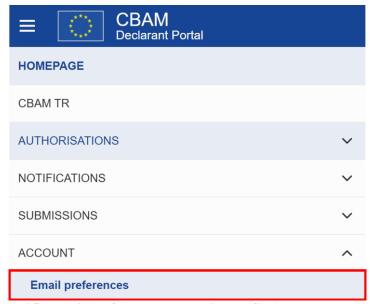


Figure 25: Email preferences button in the CBAM declarant menu

On this page the user can provide several email addresses for each business context, and for each address they must provide the language in which they wish to receive the emails and also indicate if they want to receive the email alerts for new notifications with that address.

To add a new email preference, select "Add new" in the table relevant for the business context in which you need to receive email alerts:

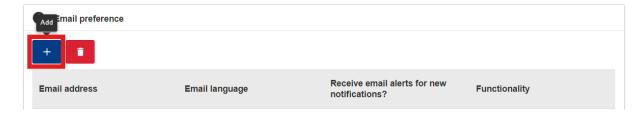


Figure 26: Add new email preference

Then, complete the information required. Set "Receive email alerts for new notifications" as "Yes" to activate the functionality and click on "Ok".



Figure 27: View/edit new email preference

At the bottom of the page, save the new preferences.



Figure 28: Save email preference

As soon as the indication is positive, all new notifications relevant for the indicated business context received by the economic operator identified with an EORI number will be notified by email with non-sensitive information.

Note that for each mentioned email address, the user can test the link with the email address by clicking on the "Send test email" button.



Figure 29: Send test email

#### 3.6 EXIT THE CBAM DECLARANT PORTAL

When the user wants to exit the CBAM Declarant Portal, they must click on the "Logout" button located in the user drop-down, on the right-hand side of the header of the system.



Figure 30: Logout button

# Provisional list of National Competent Authorities (NCAs) for the Carbon Border Adjustment Mechanism

### As of 10 December 2024

The implementation of the Carbon Border Adjustment Mechanism (CBAM) requires the involvement of the National Competent Authorities (NCAs) of the 27 EU Member States as from 1 October 2023, in accordance with Article 11 of the Regulation (EU) 2023/956 of the European Parliament and of the Council of 10 May 2023 establishing a CBAM.

NCAs are responsible for granting reporting declarants established in their Member State access to the CBAM Transitional Registry.

The CBAM Transitional Registry has been developed by the Commission to help reporting declarants report as part of their CBAM obligations. It is accessible to reporting declarants here: <a href="https://cbam.ec.europa.eu/declarant">https://cbam.ec.europa.eu/declarant</a>. It has been operational since 1 January 2024 for reporting declarants to start submitting their first CBAM report.

This provisional list of NCAs is also made available in the CBAM Transitional Registry. The Commission will continue regularly updating it and publish the final list of NCAs in the Official Journal of the EU.