



USER MANUAL

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

*Manual for undertakings submitting data in relation to
Article 27 of Regulation (EC) No 1005/2009 (the ODS Regulation) and/or
Article 6 of Regulation (EC) 842/2006 (the F-Gas Regulation)*

Introduction

This document contains the user instructions for the electronic submissions of the ODS and the F-Gases data via Reportnet, an online reporting system managed by the European Environment Agency (EEA) especially designed to improve the efficiency of data-flows. Companies will submit the official electronic datasets via the Business Data Repository (BDR) module of Reportnet.

These guidelines explain in particular how to use the electronic infrastructure to submit reports to the European Commission and your Member State in pursuance of

- Article 27 of Regulation (EC) No 1005/2009 of the European Parliament and of the Council of 16 September 2009 on substances that deplete the ozone layer (ODS Regulation) and
- Article 6 of Regulation (EC) No 842/2006 of the European Parliament and of the Council of 17 May 2006 on certain fluorinated greenhouse gases (F-Gas Regulation)

This manual only explains the submission process. For information about the completion of the reports please consult the applicable documents published by the Commission. Links are available in the help section of BDR: <https://bdr.eionet.europa.eu/help>.

About BDR

The Business Data Repository (BDR) is an electronic online reporting system managed by the European Environment Agency (EEA). BDR has been specifically developed for the handling of confidential company-based information. For further information on the confidentiality protection within the system see:

<https://bdr.eionet.europa.eu/help/dataconfidentiality>.

Using BDR for the submission of reports has a number of advantages.

- BDR is a more secure system than e-mail. It offers better protection against interception and loss of data.
- No need to submit to more than once destination as all stakeholders have access to BDR
- BDR is transparent and traceable.
- The content of the delivery (trade data of individual companies reported under the F-Gas and ODS regulation) will automatically be restricted from public view. Such data (including submission of previous years) will only be made available to authorised bodies. For more information see: <https://bdr.eionet.europa.eu/help/dataconfidentiality>

Submission process

All deliveries shall be provided via the Reportnet Business Data Repository (BDR)
The delivery process has 4 main activities as outlined below.



➤ **Activity 1: User authentication**

In order to report you need an account with username and password, as well as permission to upload the delivery for each reporting obligation.

If your company reported in 2012, the EEA will send an e-mail to the registered contact persons for your company. This will include the username for your company as well as additional information on the reporting process. In a separate e-mail you will receive the password for reporting during 2013. Please note that for security reasons a new password will be created every year and will be sent out by EEA at the time of the invitation to report.

The information will be sent out to the respective companies the latest by 22th February 2012.

If you report for the first time please register at https://bdr.eionet.europa.eu/registry/self_register. The account request will be evaluated and login and password will be provided to you by e-mail.

- Note: In case of:
- forgotten login/password
 - changes in company name
 - difficulties during filling out online questionnaires
 - download problems
 - other questions related to BDR

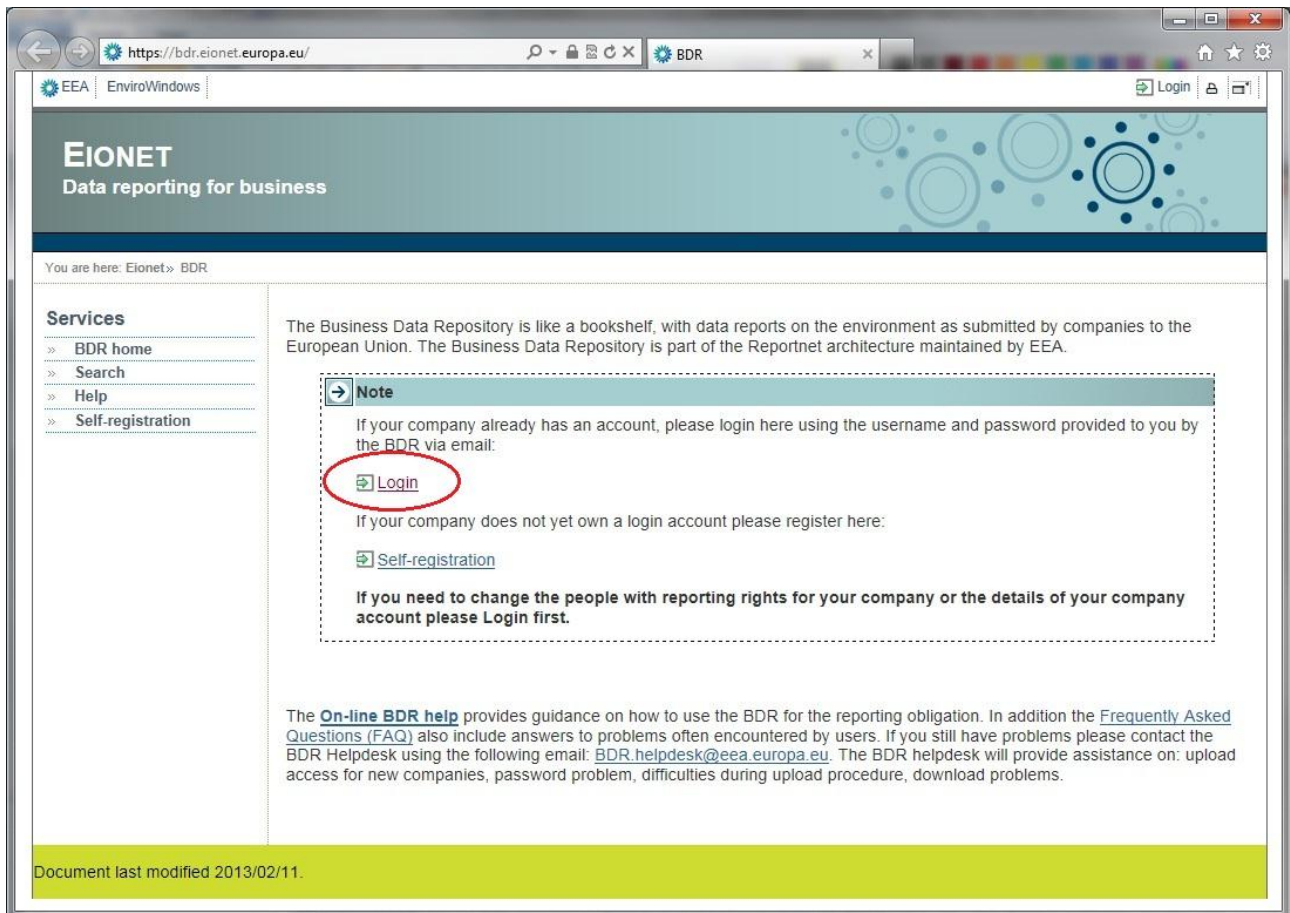
Please contact the BDR Helpdesk at: BDR.helpdesk@eea.europa.eu

➤ **Activity 2: Enter the Business Data Repository, login and verify your company details**

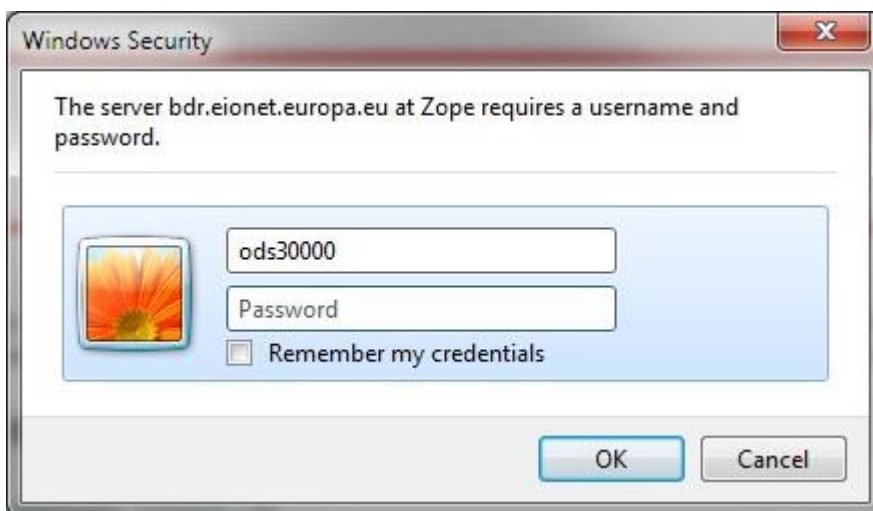
- **Step 1: Login**

You can access BDR at: <https://bdr.eionet.europa.eu>

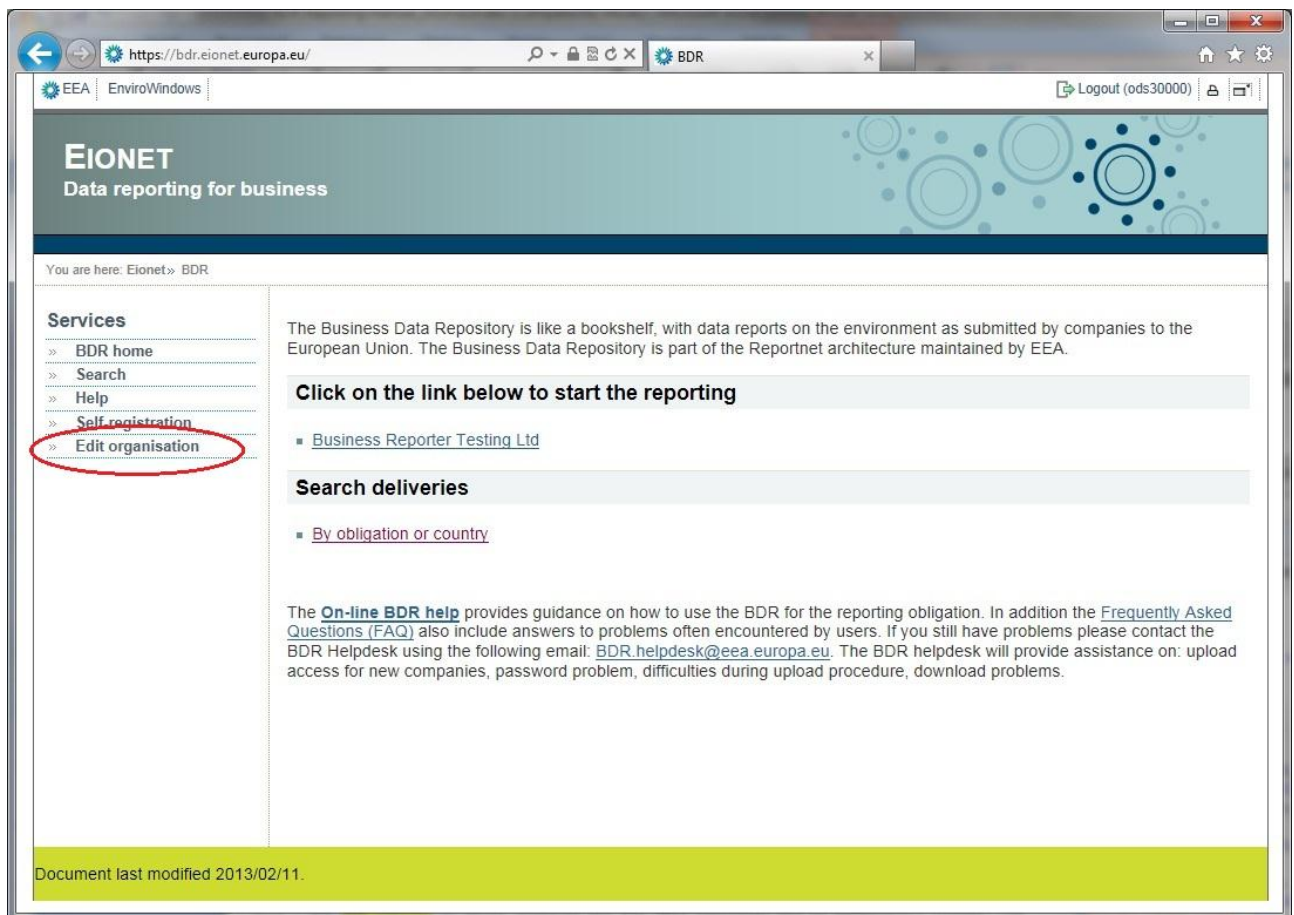
When preparing for the ODS or F-Gas data delivery, you first have to Login the folder for your company by using your username and password. If your company needs to report under both regulations, please keep in mind that you have an individual account for each obligation. Do not report, for example, F-Gas data in your ODS account. Such wrong deliveries will be discarded.



By clicking the 'Login' box the following window opens:



After filling in the username and password the following screen will appear:



Step 2: Revise your company details

We strongly advise you to review your company details (including information on contact persons) before you start the reporting process. The company details will namely be included in your company's report.

By clicking on the "Edit organisation" link you will access to you company details page where you can verify whether all the registered information for your company is correct.



The screenshot shows a web browser window with the URL <https://bdr.eionet.europa.eu/registry/organisation/471/update>. The page title is "EIONET Data reporting for business". The breadcrumb trail is "You are here: Eionet» BDR» Registry".

Services

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

Update organisation *Business Reporter Testing Ltd* [Back to reporting](#)

Company details

Company name	Business Reporter Testing Ltd <small>To modify company name, please contact helpdesk.</small>
Street and nr *	Clucerului 55
Place 1 / Municipality *	Bucuresti
Postal code *	011364
Place 2 / Region	centre
VAT number	RO11111111111111
Country	Romania
Account name	ods30000
Obligation	Ozone depleting substances

[Save](#)

People

- [Smith John <smith@testcompany.com>](#) *

[New person](#)

Make sure that the provided information is correct. If not then on this page you can:

- change your company address
- add or remove company's contact persons
- edit persons contact details

On this page you cannot change company name, country, account name and obligation. To modify company name, please contact BDR Helpdesk (bdr.helpdesk@eea.europa.eu).

All the fields marked with red asterisk are obligatory to fill in.

Please make sure that your company information is correct in this step, as you will not be able to change that after you start completing the questionnaire!

➤ **Activity 3: Access the folder of your company and create a new envelope**

- **Step 1: Access the folder of your company**

By clicking on the company name on the front page of BDR you will access the folder of your company.



- **Step 2: Create a new envelope**

Now **create a new envelope** which will contain your data delivery by clicking on the button 'New envelope' at the upper right corner of the screen:

New envelope



- Step 3: Give the new envelope the correct metadata:

Make sure to provide the accurate metadata (see picture and table below) for your envelope so that you will be able to identify its content later.

EEA | EnviroWindows | Logout (ods30000) | [Icons]

EIONET

Data reporting for business

You are here: Eionet » BDR » Ozone depleting ... » Romania » Business Reporter ...

Services

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

Add Envelope

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

Title

Description

Relating to which year to

Coverage

Coverage note

Metadata to be included

Envelope title	<p>The title should follow this format: username_YYYY_v1</p> <ul style="list-style-type: none"> - username is your username used for the login (e.g. ODS10001 of FGAS12345) - YYYY is the year to which the data apply (e.g. 2012 for data reported in 2013) - v1 is the version number of the dataset (in the case of resubmissions, the version should be increased)
Description:	<p>Original submission of data: 'Original submission'</p> <p>For re-deliveries of a dataset: 'Redelivery' + the reason for re-submission</p>
Relating to which year:	The year covered by the dataset (reporting year) – e.g. 2012 for the data to be reported by 31/03/2013
Coverage	This is by default the Member State your company is located in. Any report should only cover data of this Member State.
Coverage note	For the purpose of reporting under the ODS or F-Gas regulation this field is not relevant.



- Step 4: Open the envelope

EEA | EnviroWindows | Logout (ods30000)

EIONET

Data reporting for business

You are here: Eionet» BDR» Ozone depleting ...» Romania» Business Reporter ...

Services

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

Overview | Task list

Business Reporter Testing Ltd

Obligation(s) [Ozone depleting substances \(ODS\) report \(Article 27 report\)](#)

[New envelope](#)

Envelopes and subcollections

Envelope Name	Date
ods30000_2012_v1	11 Feb 2013

Cut Copy Delete

Open the envelope by clicking on the name of the envelope you created.

- Step 5: Activate task:

The way to start the work in the envelope is to enter the envelope and activate the Draft task by clicking on the <Activate task: Draft> link or by pressing the <Activate task> button.

EEA | EnviroWindows | Logout (ods30000)

EIONET

Data reporting for business

You are here: Eionet» BDR» Ozone depleting ...» Romania» Business Reporter ...» ods30000_2012_v1

Services

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

Overview | History

ods30000_2012_v1

[Zip Envelope](#)

[Activate task](#)

Description

Obligations [Ozone depleting substances \(ODS\) report \(Article 27 report\)](#)

Period 2012 - Whole Year

Coverage Romania

Status Task(s) waiting to be assigned: [Activate task: Draft](#) (to start/update the reporting process)

Files in this envelope

Remember to release the envelope when you have uploaded all files

Feedback for this envelope

No feedback posted in this envelope

After activation, you have reserved the envelope for yourself to work on (creating/updating documents).

➤ Activity 3: Making your delivery

When you have activated a task, you will see the following screen:



EEA | EnviroWindows | Logout (ods30000) | [User Icon] | [Language Icon]

EIONET

Data reporting for business

You are here: Eionet» BDR» Ozone depleting ...» Romania» Business Reporter ...» ods30000_2012_v1

Services

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

Overview **Draft delivery** History

Draft delivery

The reporting of your company data should be done by using the on-line questionnaire developed to guide you through this process. Please use the following link to add or update the reporting questionnaire.

[Add and edit a Ozone Depleting Substances \(ODS\) reporting questionnaire](#)

Process: Step by Step

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

Step 1:

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

Step 2:

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

Step 3:

Once you are satisfied that your company report is correct, you must click on [Submit the delivery to DG CLIMA and EEA](#). The system will automatically evaluate the quality of your data, running the same tests as in step 2. This process may take a few minutes. The results will be provided in the Feedback report in the envelope./p>

At this point you officially submit your report to DG Clima and a "Confirmation of Receipt" will be automatically provided by the system in the Feedback section of the envelope. No changes in the reported data in the envelope can be performed afterwards.

Step 4:

In case all the quality checks have been successful, a positive confirmation receipt will be created under the envelope and your company will have successfully reported the required information.

If the feedback "Data delivery was not acceptable" is shown in the Feedback section, then some important checks have failed. In this case, a list of errors will also be found in the Feedback report. Additionally, a new envelope will be created and all the reported data/submitted files will be copied to this envelope, so that you can correct the errors in the questionnaire and submit again using the same process as in Step 2. Please note that, in order to do so, you first need to re-activate the task in this newly created envelope.

Files in this envelope

No files uploaded

Feedback for this envelope

No feedback posted in this envelope

Other users (in case there are several reporters in your company) will not be able to intervene on the envelope until you:

- **Submit to DG CLIMA/EEA** (the system will move forward to the next step in the reporting process, validating data) - or
- **Deactivate the task** from the corresponding right-side blue button which saves the work already done and makes it possible for someone else to take over the task

During the time someone works on a task, his/her colleagues are able to see this by consulting the *Status* of the envelope (which in this case will show: Task in progress: Draft (user: reporter)).

➤ **Step 1: Report data using online questionnaires**

You have now ready to start the data delivery. The next step is to fill in your report by using online questionnaires, which can be achieved by clicking on the link on top of the envelope:

Add and edit a [Ozone Depleting Substances \(ODS\) reporting questionnaire](#)

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



It takes some seconds to load up the questionnaire. If you are using Internet Explorer as your default web browser, then you might be asked to click on “Start to fill in empty webform” in case the browser does not redirect automatically. After opening the questionnaire you will see the following screens, depending on which regulation you need to report:

EEA | EnviroWindows | Logout | Search

EIONET

European Environment Information and Observation Network

You are here: Eionet > BDR > WebForm

Ozone Depleting Substances Report

Introduction | Company Details | Substances

Company Id ods30000 Company Name Business Reporter Testing Ltd
Transaction Year 2012

Introduction

This form is to be used by:

- Producers of controlled and new substances, including any intentional or unintentional by-production;
- Importers of controlled and new substances, including imports for destruction;
- Exporters of controlled and new substances;
- Destruction facilities destroying controlled substances;
- Feedstock and/or process agent users of controlled and new substances, including any intentional or unintentional by-production;

Depending on the selected activity or activities, this form is to be used to report production, sales, imports, stocks, exports, use and destruction per individual substance. You only need to complete the tables that are accessible.

For abbreviations and definition of terms used, see the regulation available on <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ-L-2009:286:0001:0030:EN:PDF>

This report shall not contain data from any facility in a different Member State of the European Union even if owned by the reporting undertaking. All figures shall be reported in metric kilograms with an accuracy of ± 1 kg. It is not necessary to provide decimals. Always round up to the next kg. Use of commas, points or spaces to indicate decimals or thousand dividers is not possible.

Before completing this form please read the reporting manual available on our website: http://circa.europa.eu/Public/irc/env/review_2037/library?l=/reporting_article.

Next form

Save Save & Close Cancel

You can see help text on a field in a screen-tip by moving your mouse over the field

Front page for ODS Regulation

The questionnaires for ODS and F-Gases reporting are slightly different but they share some general usage principles. Detailed guidance for using these two questionnaires can be found in Annex 1 (ODS) and Annex 2 (F-gases) of the manual, available at <https://bdr.eionet.europa.eu/help>.

General principles for using the online questionnaires:

- The different forms are accessible from the **top navigation bar** in the grey area under the title of the form.
- The **top navigation bar** is dynamic and the exact number of visible buttons (tabs) depends on your company activities declared on “Company Details” form. The additional buttons will be visible after you have completed “Company Details” form.
- The **bottom navigation bar** in the grey area after the reporting form contains dynamic links to next and previous forms.



EIONET
European Environment Information and Observation Network

You are here: Eionet® BDR® WebForm

REPORTING FORM FOR PRODUCERS, IMPORTERS AND EXPORTERS OF FLUORINATED GREENHOUSE GASES

Language: BG CS DA DE EL ES ET FI FR HU IT LT LV MT NL PL PT RO SK SL SV

Introduction & Instructions Background Company Information

Top Navigation Bar

Company Id fgas30000 Company name: TEST company F-Gases Transaction Year 2012

PART 1

INTRODUCTION

Article 6 of Regulation (EC) No 842/2006 on certain fluorinated greenhouse gases requires that producers, importers, and exporters of fluorinated greenhouse gases report certain activities to the European Commission annually, beginning in 2008 (for activities occurring during 2007). The following form is to be completed by producers, importers, and exporters in the European Community who produce, import, and/or export more than one metric tonne of fluorinated greenhouse gases, or preparations containing fluorinated greenhouse gases, per annum.

Quantities imported or exported shall include bulk shipments, including those shipped with equipment for the purpose of charging that equipment, but not quantities contained in equipment (i.e., pre-charged equipment). Reported imports and exports of fluorinated greenhouse gases should include only those quantities imported from or exported to countries outside the Community. Similarly, Regulation (EC) No 842/2006 does not require importers to report on quantities purchased from Community producers or distributors, or on stockpiled quantities originally obtained from Community producers or distributors.

Companies that produce and capture more than one tonne of fluorinated greenhouse gases as a by-product of other chemical production (e.g., production of HFC-23 from the manufacture of HCFC-22) are responsible for completing this form to account for captured fluorinated greenhouse gases; by-products that are emitted and not captured do not need to be reported in this form.

CONFIDENTIALITY

All information provided in this report shall be considered strictly confidential. No company-specific information shall be disclosed to the public; all company data shall be aggregated into summary reports before being made available to the public. Any concerns regarding confidentiality can be addressed to the Commission or to the entity designated by the Commission.

INSTRUCTIONS

Complete the "Company Information" form. Based upon your selection for the transaction(s) conducted in the previous calendar year, reporting forms will be automatically generated, as appropriate. Complete each worksheet that is generated to account for activities occurring during the previous calendar year (i.e., activities conducted in 2007 should be reported and submitted in 2008, no later than 31 March). For your reference, definitions that may be helpful for completing the forms and a listing of the regulated fluorinated greenhouse gases with corresponding CAS numbers are provided in the worksheet entitled, "Background" (Part 2). Note that reporting is normally done at the company level (not the facility level).

Complete all applicable parts of this form to account for activities occurring during the previous calendar year (i.e., activities conducted in 2007 shall be reported and submitted in 2008, no later than 31 March). For your reference, definitions that may be helpful for completing the forms and a listing of the regulated fluorinated greenhouse gases with corresponding CAS numbers are provided in Part 2.

Note that reporting is normally done at the company level (not the facility level).

Submission

Once completed, this report must be submitted by 31 March of the year following the year for which the report applies. The report shall be submitted to the Commission or to the entity designated by the Commission and to the competent authority in your Member State.

Next form

Bottom Navigation Bar

Save Save & Close Cancel

Action Buttons

You can see help text on a field in a screen-tip by moving your mouse over the field

Front page for F-gases Regulation

- The action buttons on bottom of the page allows you to:
 - **Save** – saves the current state of data in BDR envelope in XML file
 - **Save & Close** – saves the data and opens BDR envelope page
 - **Cancel** -. Opens BDR envelope page without saving
 - **Print preview** – opens the print preview of reported data in a new window
 - **Run QA** – runs quality checks on reported data and opens the result in a new window

Your data will be automatically saved when you navigate between different reporting forms. You can interrupt your work on webform by clicking "Save & Close" button at any time and continue later from the BDR envelope. The data is stored in an XML file in the BDR envelope (see in image below):



EEA | EnviroWindows | Logout (ods30000) | [User Icon]

EIONET

Data reporting for business

You are here: Eionet > BDR > Ozone depleting ... > Romania > Business Reporter ... > ods30000_2012_v1

Services

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

Overview | **Draft delivery** | History

Draft delivery

The reporting of your company data should be done by using the on-line questionnaire developed to guide you through this process. Please use the following link to add or update the reporting questionnaire.

[Modify the Ozone Depleting Substances \(ODS\) reporting questionnaire](#)

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

Process: Step by Step

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

Step 1:

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

...

Step 4:

In case all the quality checks have been successful, a positive confirmation receipt will be created under the envelope and your company will have successfully reported the required information.

If the feedback "Data delivery was not acceptable" is shown in the Feedback section, then some important checks have failed. In this case, a list of errors will also be found in the Feedback report. Additionally, a new envelope will be created and all the reported data/submitted files will be copied to this envelope, so that you can correct the errors in the questionnaire and submit again using the same process as in Step 2. Please note that, in order to do so, you first need to re-activate the task in this newly created envelope.

Files in this envelope

	questionnaire ods-1.xml (Limited)	12 Feb 2013	6.59 KB	Run QA #1
--	-----------------------------------	-------------	---------	------------------

Buttons: Rename, Cut, Copy, Delete

Click on the file name to view and print your reported data. Using "HTML Factsheet" link on the file details page opens your data in printable format.

Reopen questionnaire

Click on the modify link on top of the envelope to continue with reporting on an existing file in the envelope:

[Modify the Ozone Depleting Substances \(ODS\) reporting questionnaire](#)

➤ Step 2: Check quality of reported data

The BDR system allows you to check the quality of reported data by clicking **Run QA #1** button in the envelope next to the reported file name. The automatic quality check detects two types of errors:

- **Blocking errors** - important inconsistencies and/or errors in the reported data which need to be fixed. It is necessary to correct the errors found by changing your questionnaire before finalizing the delivery!
- **Potential errors** - issues that may need to be followed-up with your company at a later stage. The issues will be checked manually later by the EEA F-gases or ODS support team.

The data delivery is not acceptable if any blocking error appears in the report. The data delivery is acceptable if no errors or only potential errors appear in the delivery and there are no blocking errors.



EEA | EnviroWindows | Logout (ods30000)

EIONET

Data reporting for business

You are here: Eionet» BDR» Ozone depleting ...» Romania» Business Reporter ...» Enriko test_v4 - ...» questionnaire_ods-1.xml» Enriko test_v4 - ...

Services

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

QA result for file questionnaire_ods-1.xml

Validation report for Ozone Depleting Substances Compliance Checks

OK Your reported data has successfully passed the quality check.

[Hide details](#)

- OK 1. Blocking errors:** No blocking errors have been found.
- 4 2. Potential errors:** The quality check found some issues that may need to be followed-up with your company at a later stage. You don't have to change your data at present.

1. Reporting undertaking

Report status	Certified
Report activities	Feedstock
Transaction year	2012

[Go back to file](#)
[Go back to envelope](#)

Tip: This page is only temporary. The page URL address can not be used as a reference to the result.

Please use the "File >> Save As" option within your browser to save the validation results.

➤ Step 3: Finalising the data delivery

The final step in the data delivery is done by clicking 'Submit to DG CLIMA/EEA'. This action will finalise the data upload. No changes to the envelope will be possible after this step.

EEA | EnviroWindows | Logout (ods30000)

EIONET

Data reporting for business

You are here: Eionet» BDR» Ozone depleting ...» Romania» Business Reporter ...» ods30000_2012_v1

Services

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

Overview **Draft delivery** **History**

Draft delivery

The reporting of your company data should be done by using the on-line questionnaire developed to guide you through this process. Please use the following link to add or update the reporting questionnaire.

[Modify the Ozone Depleting Substances \(ODS\) reporting questionnaire](#)

[Add supporting file](#)
[Upload zipfile](#)
[Submit to DG CLIMA/EEA](#)
[Deactivate tool](#)

Process: Step by Step

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

Step 1:

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

Step 2:

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

Step 3:

Once you are satisfied that your company report is correct, you must click on [Submit the delivery to DG CLIMA and EEA](#). The system will automatically evaluate the quality of your data, running the same tests as in Step 2. This process may take a few minutes. The results will be provided in the Feedback report in the envelope./p>

At this point you officially submit your report to DG Clima/EEA and a "Confirmation of Receipt" will be automatically provided by the system in the Feedback section of the envelope. No changes in the reported data in the envelope can be performed afterwards.



➤ Step 4: Feedback on data delivery posted in Reportnet

By submitting to DG CLIMA/EEA, the system will automatically evaluate the quality of your data, running the same tests as described in the step 2. This process may take a few minutes. The results will be provided in the section “Feedback for this envelope”.

At this point the data delivery can be successful or not acceptable depending on the results of automatic quality checks:

Successful completion

If the data delivery did not contain any blocking errors, then you have successfully submitted your delivery and a ‘**confirmation of receipt**’ will be posted automatically in your envelope.

The screenshot shows the EIONET interface with the following details:

- Services:** BDR home, Search, Help, Self-registration, Edit organisation.
- Overview:**
 - Description:** Ozone depleting substances (ODS) report (Article 27 report)
 - Obligations:** Ozone depleting substances (ODS) report (Article 27 report)
 - Period:** 2012 - Whole Year
 - Coverage:** Romania
 - Reported:** 2013-02-12 12:24:41
 - Status:** Envelope is complete
- Files in this envelope:**
 - 1 questionnaire ods-1.xml (Limited) | 12 Feb 2013 | 6.60 KB
- Feedback for this envelope:**
 - AutomaticQA result for file questionnaire ods-1.xml: validation on ODS Report (Limited) (Posted automatically on 12 Feb 2013)
 - Confirmation of Receipt (Posted automatically on 12 Feb 2013)

If necessary, the receipt can be used to inform your national administration that the upload of the data is finalised. The authorised person of the national administration in your country will then be able to see your company's delivery.

Subject:	Confirmation of receipt
Posted automatically on: XX Month 20YY	
European Environment Agency Kongens Nytorv 6 DK 1050 Copenhagen K	
To Whom It May Concern	
This is a confirmation of receipt for data submissions by an undertaking under the European Reporting Obligation:	
<ul style="list-style-type: none"> - Data reporting (F-Gas Regulation 842/2006/EC) [Article 6] (http://rod.eionet.europa.eu/instruments/649) - Data reporting (ODS Regulation EC/1005/2009) [Article 27] (http://rod.eionet.europa.eu/obligations/213) 	
The following delivery has been submitted for Company name and was finalized on day month year .	
Envelope: envelope title text	
Location: envelope url	
List of files:	
<ul style="list-style-type: none"> • aaaaaaa.xml • bbbbbb.bbb 	



The above-mentioned files were submitted by user: **xxxxxxx**

The reported data have successfully passed all the important quality checks and therefore is accepted.

This confirmation is electronically generated by the Reportnet system and therefore not signed.

Note: The reporting obligation on the confirmation of receipt will reflect the information uploaded in the envelope.

Failed completion

If the data delivery contained blocking errors, then the delivery is not acceptable. The respective errors have been stored in the feedback file called '**Automatic QA result for file ...**'. The confirmation of receipt for failed deliveries is called '**Data delivery was not acceptable**'.

The screenshot shows the EIONET Data reporting for business interface. The user is logged in as 'ods30000'. The breadcrumb trail indicates the user is in the 'Business Reporter' section for 'ods30000_2012_v1'. The 'Overview' tab is selected, showing details for the submission 'ods30000_2012_v1'. The submission is for 'Ozone depleting substances (ODS) report (Article 27 report)' for the period '2012 - Whole Year', reported on '2013-02-12 11:43:45'. The status is 'Task(s) waiting to be assigned: Completion failed'. A red circle highlights the 'Feedback for this envelope' section, which contains two entries: 'AutomaticQA result for file questionnaire ods-1.xml: validation on ODS Report (Limited)' and 'Data delivery was not acceptable (Posted automatically on 12 Feb 2013)'.

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

Subject:	Confirmation of receipt
Posted automatically on:	XX Month 20YY
European Environment Agency Kongens Nytorv 6 DK 1050 Copenhagen K	
To Whom It May Concern	
This is a confirmation of receipt for data submissions by an undertaking under the European Reporting Obligation:	
<ul style="list-style-type: none"> - Data reporting (F-Gas Regulation 842/2006/EC) [Article 6] (http://rod.eionet.europa.eu/instruments/649) - Data reporting (ODS Regulation EC/1005/2009) [Article 27] (http://rod.eionet.europa.eu/obligations/213) 	
The following delivery has been submitted for Company name and was finalized on day month year .	
Envelope: envelope title text	
Location: envelope url	
List of files:	
<ul style="list-style-type: none"> • aaaaaaa.xml 	



- *bbbbbb.bbb*

The above-mentioned files were submitted by user: *xxxxxxx*

The reported data failed to pass some important quality checks and therefore is **not acceptable**. A list of errors can be found in the Feedback report of your submitted envelope. You need to make a new delivery after fixing these errors.

To facilitate your re-submission a new envelope has been created at the following link and all the reported data/submitted files have been copied there:

[envelope url]

Please use this newly created envelope to correct your data and make a re-submission to DG Clima and EEA.

This confirmation is electronically generated by the Reportnet system and therefore not signed.

Activity 4: Post-submission process

Re-submission because of failed automatic quality checks

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

Re-submission because of manual evaluation

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

In case you need to correct your report after the submission, repeat steps 1 to 7.

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

Re-submission process step 1: Create a new envelope and make sure that you indicate in the title and the description of your envelope that this is a new version as described above in step 3.

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



EEA EnviroWindows Logout (ods30000)

EIONET

Data reporting for business

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Overview **Draft delivery** History

Draft delivery

The reporting of your company data should be done by using the on-line questionnaire developed to guide you through this process. Please use the following link to add or update the reporting questionnaire.

[Add and edit a Ozone Depleting Substances \(ODS\) reporting questionnaire](#)

Process: Step by Step

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

Step 1:

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

Step 2:

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

Step 3:

Once you are satisfied that your company report is correct, you must click on [Submit the delivery to DG CLIMA and EEA](#). The system will automatically evaluate the quality of your data, running the same tests as in step 2. This process may take a few minutes. The results will be provided in the Feedback report in the envelope.

Add supporting file

Copy previous delivery

Upload zipfile

Submit to DG CLIMA/EEA

Deactivate task

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

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Choose previous delivery

Envelope: ods30000_2012_v4

Copy files

Back to envelope

Re-submission process step 4: There should be a new XML file in the envelope. Repeat the steps 4 -7 to correct your data and finalise the re-submission.

Getting help

For technical assistance with access to BDR and the submission process	BDR.helpdesk@eea.europa.eu
For questions related to ODS data forms	ODS.reporting@eea.europa.eu
For questions related to F-Gas data forms	F-gases.reporting@eea.europa.eu