

# Data Transfer System

Version 1.0

## User Guide



## March 2019

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# 1 Background

The DTS is an important tool which is necessary to support the integrity of the SBP certification scheme. It does that through facilitating the collection, collation and transmission of the data required by those generators using biomass to produce energy. Importantly, the DTS allows SBP claims (e.g. SBP-compliant, SBP-controlled) to be transmitted along the supply chain.

Use of the DTS has been mandatory for all SBP Certificate Holders from 1 October 2016.

DTS can be accessed at the Radix-Tree Traceability Platform [here](#).

## 2 Getting Started with the DTS

### 2.1 Accessing DTS v1.0

All SBP Certificate Holders (CHs) and approved Certification Bodies (CBs) will receive an email invitation to join DTS v1.0 on 1 July 2017 or after issuance of the SBP certificate, whichever is the later. SBP has created user accounts for all SBP-certified companies and approved Certification Bodies, which means users only have to log into the portal with the username and password they receive with the email (see below). Registration is not needed.

The email invitation will be sent to the CH or CB primary contact person, if not defined otherwise.



GLOBAL TRACEABILITY

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## Hello [*Contact name*]! Welcome to RADIX Tree®!

Your account for RADIX Tree® has been created, you can login now.  
RADIX Tree® is the global platform for timber and timber based products.

Below are your access details and a link to the system.

First Name: [*Your first name*]  
Last Name: [*Your last name*]  
Username: [*Your username*]  
Password: [*Your initial password*]  
System Link: <https://radix-tree.org>

If the link above does not work, please copy and paste the URL into a new browser window instead.

Login link for DTS v1.0: <https://radix-tree.org>

Welcome to  
**RADIX Tree**  
Your traceability tool

Connect with your business partners on the Radix Tree platform for traceability, verification and due diligence throughout your supply chain.

**SBP**  
Sustainable Biomass Program

The Sustainable Biomass Program (SBP) is a unique certification system designed for woody biomass used in industrial, large-scale energy production. Importantly, SBP requires energy and carbon data to be transferred along the biomass supply chain enabling end-users of biomass to make claims relating to the legality and sustainability credentials of the biomass they use.

SBP utilises the Radix Tree Platform to support its Data Transfer System (DTS). The DTS is an important tool which facilitates the collection, collation and transmission of data necessary to support the integrity of the SBP certification system.

## 2.2 Updating your contact and company info

After successful first login, we recommend to review your company's contact information. This can be done by clicking on **My Account** → **My Profile**.

There are currently no activities.

Hello Biomass Producer!  
Shortcuts Logout

Home My Business Relationships My Products My Inventories My Shipments My Transactions My Account Administration Support

- My profile
- My companies
- My lists
- My validations
- Add new company
- Import companies
- Import attachments

In **My Profile** view, the primary DTS contact person user details can be reviewed and edited. Here you can also change your DTS password, enter address and set time zone.

**Note:** E-mail address entered in here will be used to send system notifications (invitations to connect with suppliers and customers; new transaction notification; etc). If your organisation uses a general email address for all SBP-related emails, we suggest you enter the general address instead of a personal one.

### My profile

---

#### Account information

Required fields are marked \*.

Customer number	
User name	bp1
E-Mail *	<input type="text" value="bp1@biomass.com"/>
Password *	<input type="password" value="....."/>
Password (repeat) *	<input type="password" value="....."/>
Language	<input style="border-bottom: none;" type="text" value="English"/> ▼

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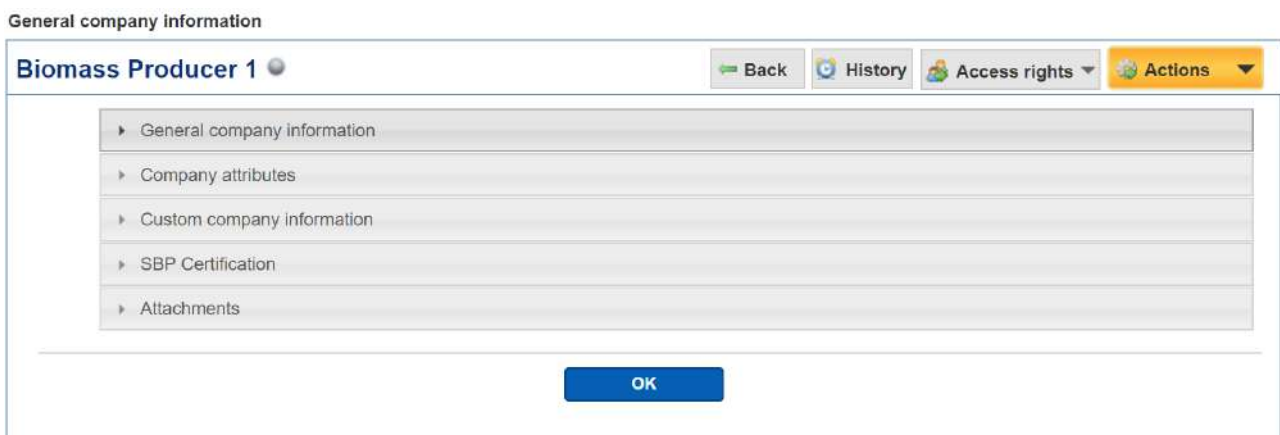
#### Personal information

First name	<input type="text" value="Alan"/>
Last name	<input type="text" value="Maihelm"/>
Phone number	<input type="text" value="+372 58601229"/>
Address	<input type="text" value="Green lane 42"/>
Post code	<input type="text" value="53823"/>
City	<input type="text" value="Atlanta"/>
Country	<input style="border-bottom: none;" type="text" value="US (United States)"/> ▼
Time zone	<input style="border-bottom: none;" type="text" value="Atlantic"/> ▼
	<input style="border-bottom: none;" type="text" value="(GMT+00:00) Canary"/> ▼

To review and edit Company specific details, click on **My Account** → **My Companies** and select your company from the list.



After clicking on your company name, the following view with expandable sections is displayed:



Each section can be expanded by clicking on the name of the section.

**General company information** includes company logo and DTS generated fields (Company ID, Last Modification Date).

**Company attributes** includes system-generated attributes about your company's incoming and outgoing biomass volumes, including balance. This is a read-only section and cannot be modified by the user.

**Custom company information** includes company contact details (Contact Person First Name, Contact Person Last Name, Contact Person eMail, Company City, Company Postal Code, Company Country, Company VAT Number).

**SBP Certification** includes details about SBP Certification (Certificate Number, Certificate Expiration Date, Certificate Date of Issue, Status). This section is managed by SBP directly and cannot be edited by the user. This section also includes SBP-related documents (SAR, static biomass profiling data), which are also uploaded to the system by SBP. Note that only SBP approved SAR document will be uploaded to the DTS.

**SAR documents which are not SBP-approved will not be uploaded to the DTS and will need to be sent to your customer by email. Please contact [info@sbp-cert.org](mailto:info@sbp-cert.org) for any SAR document approval**



enquiries. **Static Biomass Profiling Data** document will be uploaded to the DTS together with approved SAR document. Documents uploaded to this section are available to you, your Certification Body and to all companies who are linked with you by Business Relationship.

**Attachments** includes company-specific Documents, which company can upload by themselves (i.e copy of the certificate).

All editable fields can be edited after clicking **Actions** → **Edit**:



**Note:** In preview mode, fields without data are not visible. Please enter Edit mode to see full list of fields.

## 2.3 Managing and adding internal users

After your company’s primary contact person has received login information for the first time and successfully logged into the DTS portal, it is possible to add more internal DTS users. This could be used in cases where more than one person within a company needs to have access to the DTS.

To see an overview of all DTS internal users go to **Administration** → **Users**.



This view shows you all current internal DTS users. By default, only one active user, the primary SBP contact person, is displayed here.

Administration > Users

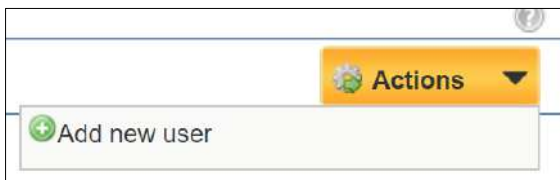
### User list

Filter:

Results 1-4/4

User name	First name	Last name	Type	Active	Options
bp1	Biomass	Producer	DA	Yes	
David	David	Tempelton	DA	Yes	
Eduardo	Eduardo	Klutzh	DA	Yes	
laurikarmas	Lauri	Kärmas	DA	No	

To add more users, click on the yellow **Actions** button and then **Add new user**.



To set up a new internal user, fill in all relevant fields and click **Save**.

Administration > Users > User info

### Add new user

Required fields are marked as \*

**User information**

Customer number

User name \*

E-Mail \*

Password \*

Password (repeat) \*

Language:

Roles:  Create Transaction  
 Transaction creation Role

**Personal information**

First name \*

Last name \*

Phone number

Address

Post code

City

Country

Please also click on "Transaction creation role", so that it is highlighted, otherwise user is not able to create new transactions

**Note:** Required fields are marked with a red asterisk. After logging in to the portal, user can change the password.

**Account information**

Account type Domain admin ▼

Active

---

Save
Cancel

**Account type** field defines which type of user do you want to create. Available options are “**Domain Admin**” and “**Common user**”. Domain admin type of user has permissions to add new system users by themselves.

Deactivating an internal user can be done from the same user administration view. To deactivate a user, open the user record by click on the **User name**.

Administration > Users ?

**User list**
Actions ▼

Filter:

Results 1-4/4

User name	First name	Last name	Type	Active	Options
bp1	Biomass	Producer	DA	Yes	
David	David	Tempelton	DA	Yes	
Eduardo	Eduardo	Klutzh	DA	Yes	
laurikarmas	Lauri	Kärmas	DA	No	

Then uncheck the checkbox **Active** and **save**.

**Account information**

Account type Domain admin ▼

Active

---

Save
Cancel

### 3 Business Relationships

In order to receive claims or make claims by yourself you have to establish a Business Relationship with your suppliers and customers within the DTS. Business Relationships form a supply chain.

Three different types of business relationships are available:

- Supplier relationship
- Client relationship
- Supervisory relationship (SBP, CB)

By default, all certified companies and approved CBs will have a Business Relationship with SBP. Business Relationship between the Certificate Holder and the Certification Body has to be established by the Certification Body.

It is up to you as the user to add new Business Relationships with suppliers and customers. New Business Relationships can be added by any user at any time. All companies you are connected with can see details about your company, including documents uploaded to your company record. Supervisory accounts can also see transaction data. All Certificate Holders have a preliminary Business Relationship limit of 6 after they have received the login details. To increase the limit, please send a notice to [DTS@sbp-cert.org](mailto:DTS@sbp-cert.org).

#### 3.1 Adding new Business Relationships

To add new Business Relationship, log in to the system and move the cursor to **My Business Relationships**, then click on **Add new business relationship**.



All SBP-certified companies have already been entered to the system by SBP, this means you can use the search bar to find your business partner from the system. It is possible to search by company name or SBP Certificate Number. Certificate Number is the preferred option to be used.

After typing in the company name or SBP certificate number, the system will populate all the other company-specific fields; these should not be changed. You can add your personal invitation text, which will be sent to your business partner’s email together with the invitation.

As a last step, you should define the Relationship type and hit save.

**Note:** In case your business partner is both your customer and your supplier, please select “Supplier”. This does not limit functionality in the system, but can be used when filtering data at later stages.

After sending the invitation to connect, the system sends an automatic email to your business partner with your request. In addition to the notification email, a notification will be sent within the system and will be shown on the DTS home screen under open tasks:

Under **My open tasks**, all invitations to you will be displayed.

It is possible to **Accept** or **Decline** a Business Relationship invitation after clicking on the notification:

Business relationship invitation information	
Inviting Company	Utility E
Invitation date	06/27/2017 12:29:54 PM
<a href="#">Accept</a> <a href="#">Decline</a>	

In the case of **Decline**, a reason for declining shall be entered and this will be shown to the inviting company.

**Decline** ✕

Please enter a rejection comment

[OK](#) [Cancel](#)

After **Accepting** the Business Relationship invitation, a notification will be displayed that the new relationship has been successfully established.

Business relationship invitation information
A new business relationship has been established now.

Open invitation will disappear from the DTS home page tasks area and you will see your business partner under the **My Business Relationships** menu.



There are currently no activities.

Hello Biomass Producer!  
↳ Shortcuts   ↳ Logout



[Home](#) [My Business Relationships](#) [My Products](#) [My Inventories](#) [My Shipments](#) [My Transactions](#) [My Account](#) [Administration](#) [Support](#)

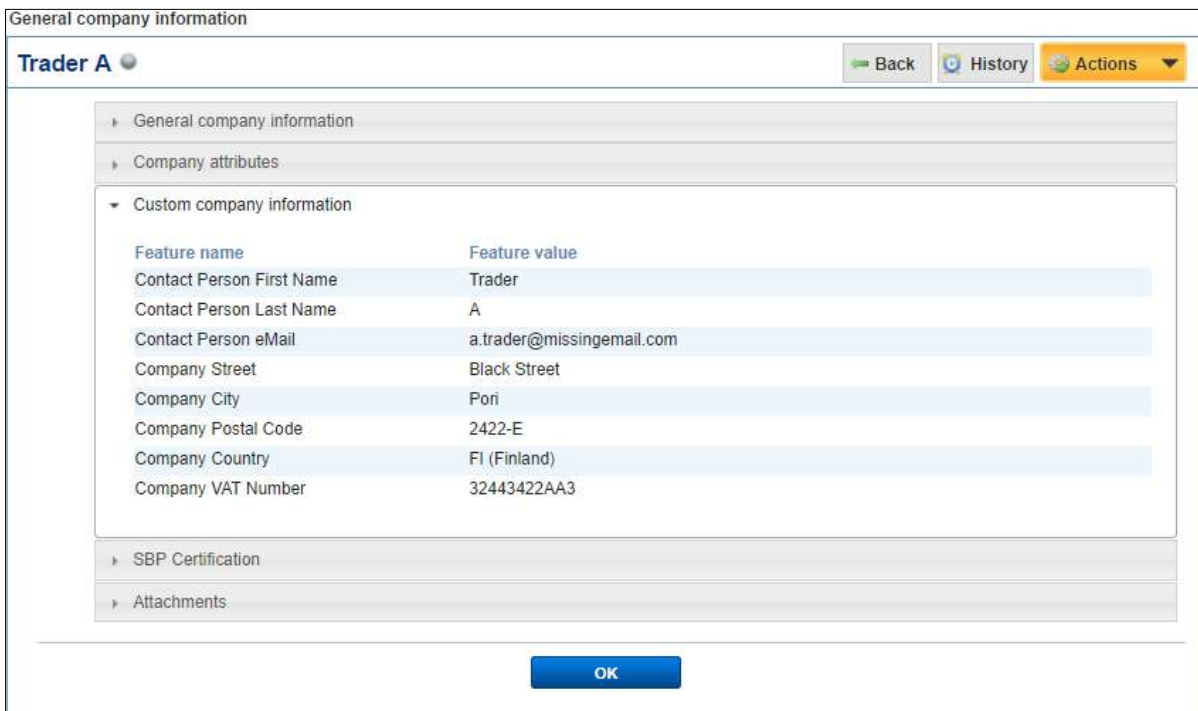
### 3.2 Managing Business Relationships

It is possible to view all your active Business Relationships under **My Business Relationships**. Clicking on any of the company names will reveal more details.



**Note:** The general assumption is that Business Relationships are established with all your direct suppliers and customers. This allows visibility of company data and Standard 5 documents between you and your supplier/customer. In cases where the supply chain includes more links than a producer and the end-user of the biomass, the end-user (or any other party who has purchased your biomass, but does not have direct business relationship with you) may need to establish a separate Business Relationship in the DTS in order to access the Biomass Producer’s data. The alternative is to send these documents outside the DTS.

In the detail page of the connected company, you can see contact person details, Company information and SBP certification information, including SBP-approved SBP Standard 5 documents.





General company information

**Biomass Producer 1**

← Back
🕒 History
⚙️ Actions ▼

---

▶ General company information

▶ Custom company information

▼ SBP Certification

Feature name	Feature value
Certificate Number (SBP)	SBP-00-00
Certificate Expiration Date (SBP)	04/18/2022
Certificate Date of Issue (SBP)	04/17/2016
Certificate Status (SBP)	Active
SBP SAR (approved)	Biomass Producer SBP SAR Approved Jun17.pdf
SBP Static Biomass Profiling Data	Biomass Producer SBP Static Biomass Profiling Data v1.1 Oct16.xlsx

▶ Attachments

OK

### 3.3 Withdrawing from a Business Relationship

At any time, it is possible to **Withdraw** from a Business Relationship with a supplier or a customer. This means it is no longer possible to receive or send claims to this business partner, and you will no longer see their company-specific data and they will not be able to see yours.

**Note:** It is not possible to withdraw a Business Relationship with SBP or your CB.

My Business Relationships
Search results

🔍

⚙️ Actions ▼

---

**View**

- Companies
- Questionnaires

1 of 1 pages
Showing 1-11 of 11 Results

🌐 Biomass Producer 1

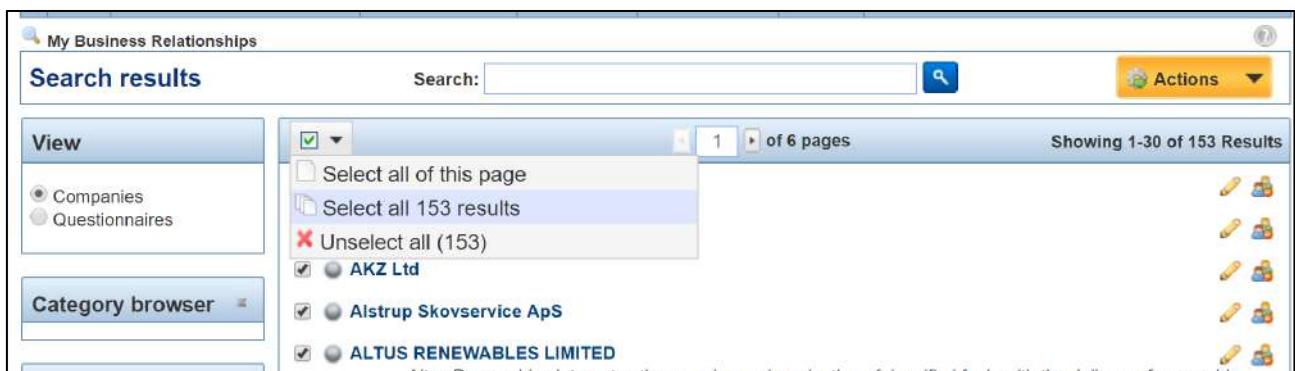
Withdraw button



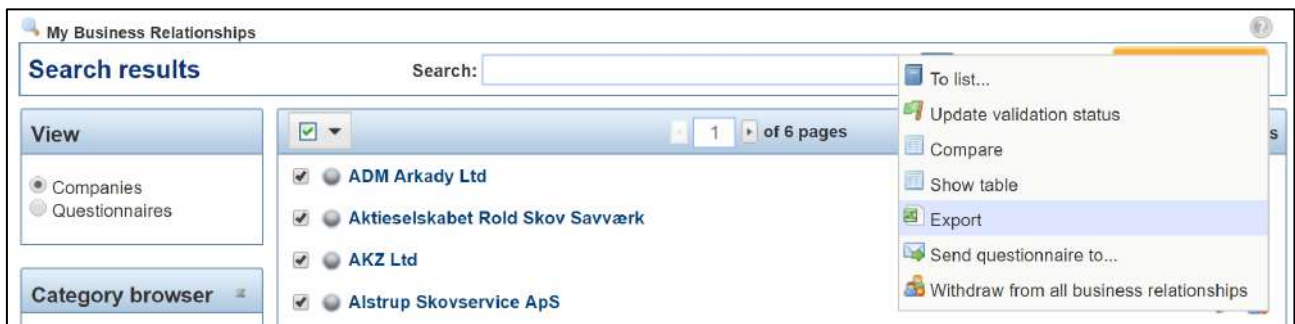
### 3.4 Overview of Business Relationships

The system provides an option to mass export Business Relationship data. This enables mass querying of information, such as SBP certificate codes, expiry dates, certificate status, certification to SBP Instruction Document ID 5D (enabled to transfer Dynamic Batch Sustainability (DBS) Data). It is also possible to get a full overview of the Business Relationship SAR and Static Biomass Profiling Data documents in the DTS.

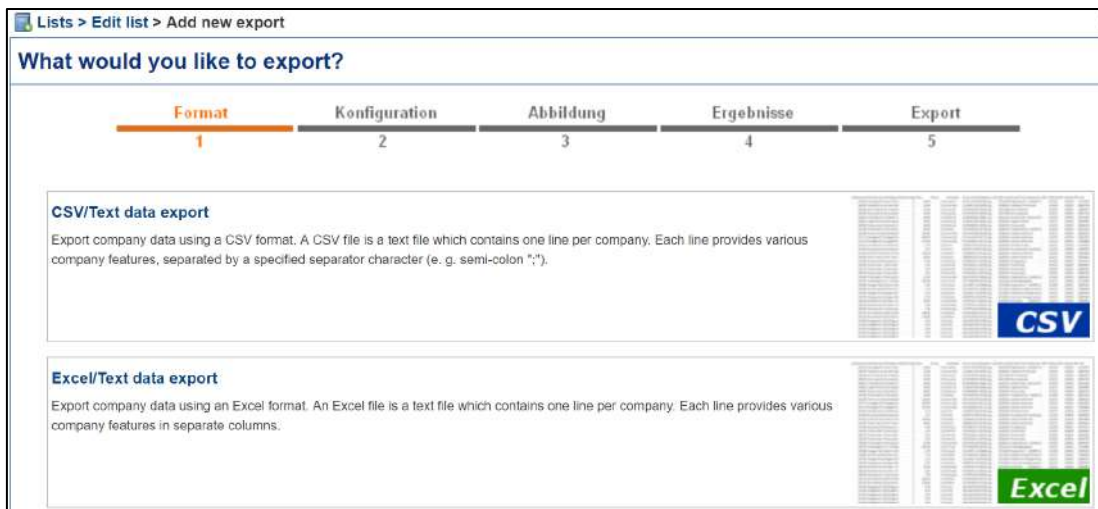
To get started, navigate to your **Business Relationship** list. Next, either select the Business Relationship you want to export or click **“Select All Results”**



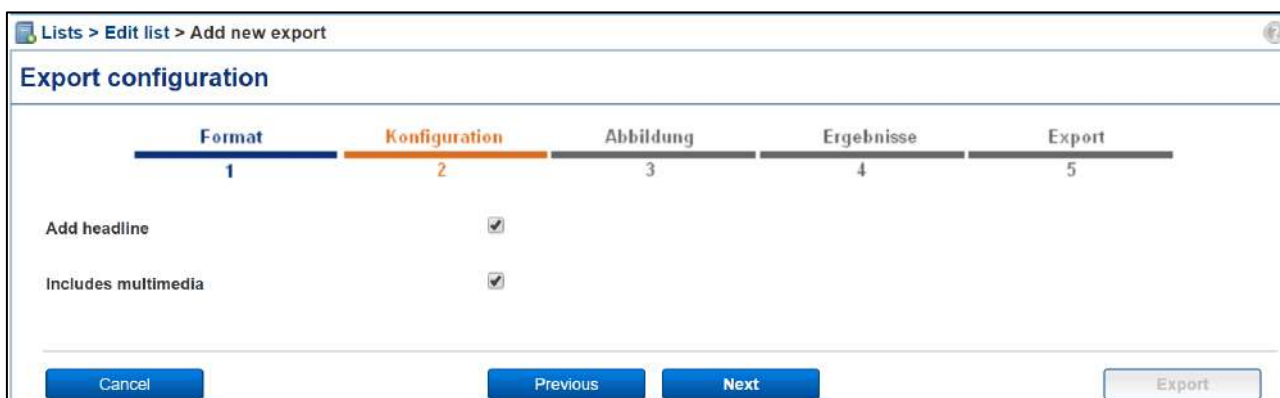
After this has been done, navigate to the **Actions** menu and click **Export**.



The system will then give you an option to export either a CSV file or Excel file – click on the file type you prefer.



In the next step, you can choose if you want to include column names (Add Headline) and want to download (includes Multimedia) all the files that are uploaded to your Business Relationships accounts, including SAR and SBPD documents. Note that if you opt to download all the files, the download size might be very large.



In the next step, you have to configure your export file – this means you need to choose which data you want to include in the export file, and in which order you want these to be shown.

The screenshot shows two main panels: 'Feature pool' on the left and 'Your export file' on the right. The 'Feature pool' panel includes a filter box, a results list with columns for 'Name (UOM)' and 'Feature type', and a 'Built-in system features' section. The 'Your export file' panel shows a 'Mapping' table with columns for 'Source', 'Target/Position', and 'Order'. A yellow callout box points to the mapping table with the text: 'Use arrows to change the order of the data columns in your export file'. Another yellow callout box points to the 'Feature pool' with the text: 'Drag & drop field names you want to include to the right side'.

Source	Target/Position	Order
Company Name	Company Name	1
Certificate Status (S)	Certificate Status (S)	2
Certificate Number (S)	Certificate Number (S)	3
Certificate Date of Issue (S)	Certificate Date of Issue (S)	4
Certificate Expiration Date (S)	Certificate Expiration Date (S)	5
DBS Data enabled (S)	DBS Data enabled (S)	6

Next, the system will prepare the download and validate the results. Click the **Export** button to start exporting the data.

The screenshot shows the 'Validation results' screen. At the top, there is a breadcrumb trail: 'Lists > Edit list > Add new export'. Below this is a progress bar with five steps: 'Format' (1), 'Konfiguration' (2), 'Abbildung' (3), 'Ergebnisse' (4, highlighted in orange), and 'Export' (5). Under the 'Ergebnisse' step, there is a 'Summary' section with four checkboxes: 'Export valid companies' (checked), 'Export companies with warnings', 'Export deleted companies', and 'Export invalid companies'. Below the summary, there are three expandable sections: 'Valid companies (30)', 'Companies with warnings (0)', and 'Invalid companies (0)'. At the bottom of the screen, there are four buttons: 'Cancel', 'Previous', 'Next', and 'Export'.

You will then receive a notification that the export process has finished. To download the export file, click on the completed task notification at the top of the screen.



Report will be downloaded as a ZIP file (compressed file).

## 4 Transactions

Transactions are the core content of the DTS and they represent received or sold tonnages of biomass with an SBP claim.

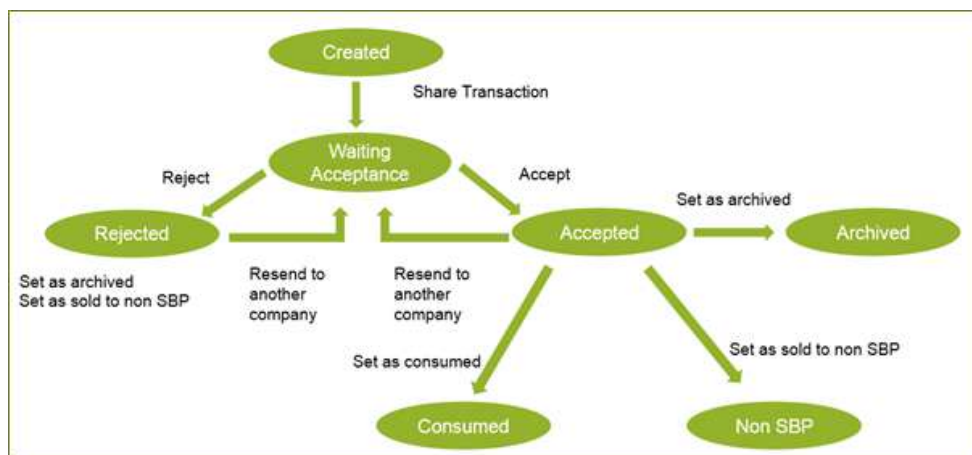


Figure 1. Transaction workflow

### 4.1 Creating a new Transaction

To create a new Transaction, hover your cursor over **My Transactions** and click on **Add new transaction** button.



Firstly, the transaction shall be given a **Name** and a **Description**.

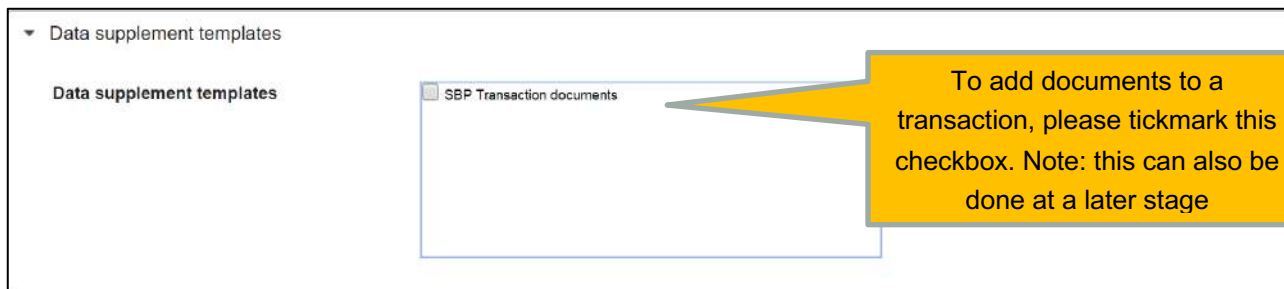
**Transaction Name** is a required free-text field and is used to differentiate transactions. It is up to the company to decide how to name the transaction. Note that this seller reference and buyer reference is requested at a later stage.

**Transaction Description** is an optional field to describe the transaction.

After giving the Transaction a name and a description, click **Save**.

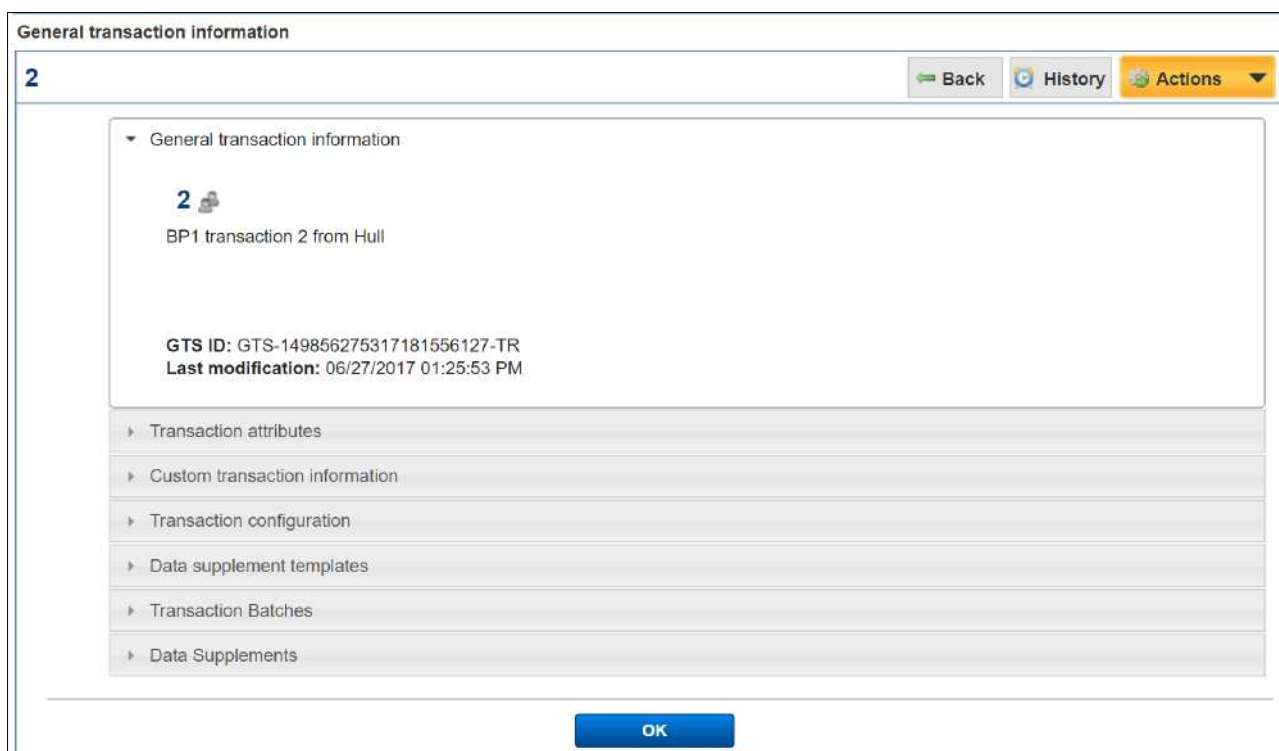
**Transaction configuration** field is system generated and defines which fields are available at the transaction. **At the moment, only one configuration is available and set default. Users do not need to change anything in this section.**

**Data supplement templates** section is used to attach documents to the transaction directly. Note that SAR and Static Biomass Profiling Data document are available at company level. Transaction document may include SREG document for example.

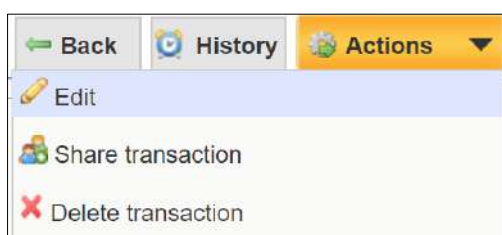


After saving, the transaction record will be created in the system and it will be possible to enter more details. The system will generate a number of automatic attributes in the background (Transaction ID, Modification Date, etc), which will be updated automatically as more data is entered.

Similar to the company record, a transaction record is divided into separate sections, which can be expanded and collapsed by clicking on the section names.



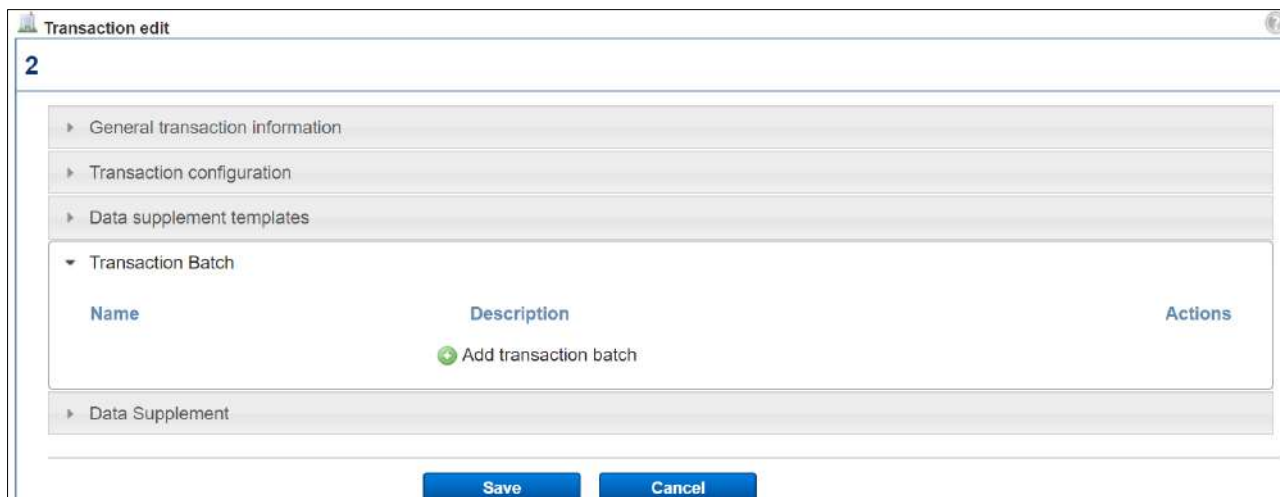
Next, information about transaction batches shall be entered. To enter information about the **Transaction Batches**, move your cursor to the yellow **Actions** button and click **Edit**.



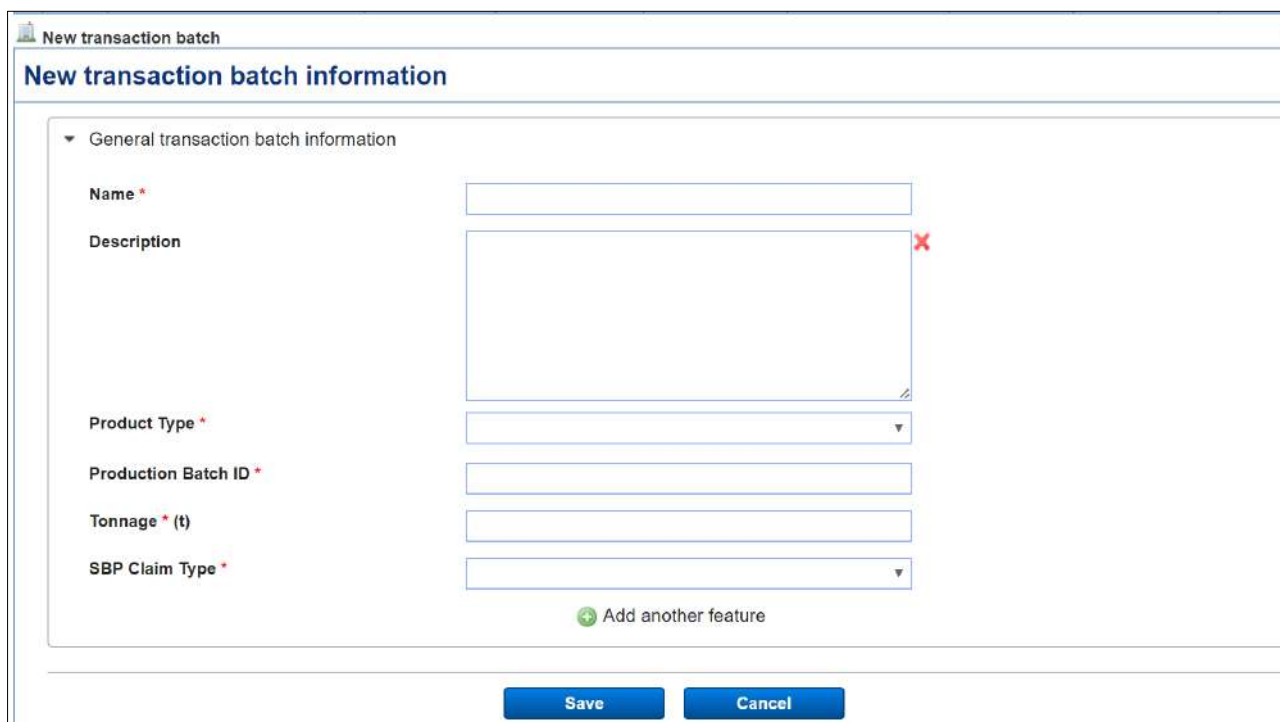


## 4.2 Creating new Transaction Batches

To add Transaction Batches to the transaction, please expand the **Transaction Batch** section in Transaction Edit mode. Then, click **Add transaction batch** button.



Next, enter the Transaction Batch information.



**Transaction Batch Name** is a required field to differentiate transaction batches in a transaction. It is a free-text area and it is up to the user to name the transaction batch.



**Transaction Batch Description** is an optional field to add a description to the batch (for example, factory name etc)

**Production Batch ID** shall be in the form: “SBP-XX-YY-ZZ-AA”, where SBP-XX-YY-ZZ-AA is the Static Data Identifier and AA is the Dynamic Batch Sustainability Data Identifier. Unless a BP receives written approval from SBP the value of AA shall be ‘00’. [Please see SBP Instruction Document 5A for more details.](#)

**Note:** BP should use SDI-s/Production Batch IDs that are included in the approved SAR document until the new SAR document has been approved also in cases, when the Certificate has been transferred from one Certification Body to another during the audit period. In these cases, SBP Certificate number of the BP and SDI/Production Batch ID codes do not match.

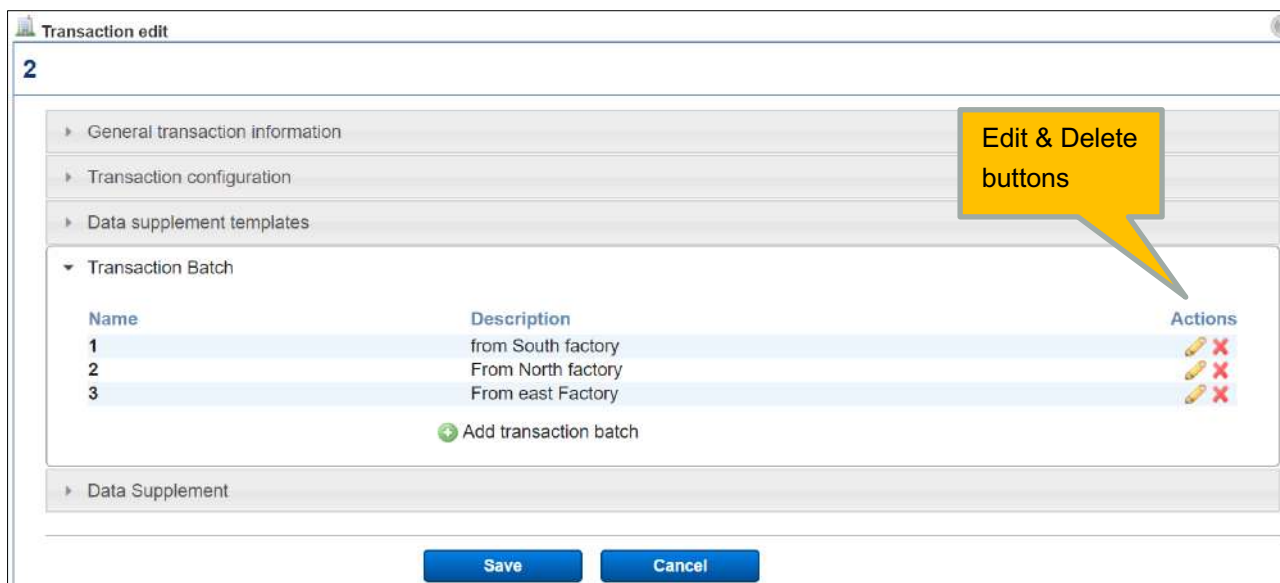
**Product type** is either Chips or Pellets

**Tonnage (t)** is a tonnage of the transaction batch in metric tonnes.

**SBP claim type** is either SBP-Controlled or SBP-Compliant. Only one transaction batch at a time can be either SBP-compliant or SBP-controlled. If both SBP-controlled and SBP-compliant biomass from the same Production Batch ID is sold in one transaction, separate transaction batches shall be created.

Finally, click **Save**. You can add as many Transaction Batches as needed to a single Transaction.

It is also possible to delete a transaction batch or edit it after it has been created. This is only permitted if the transaction is not shared with your customer. Once the transaction is shared, it is not possible to edit data in a transaction.



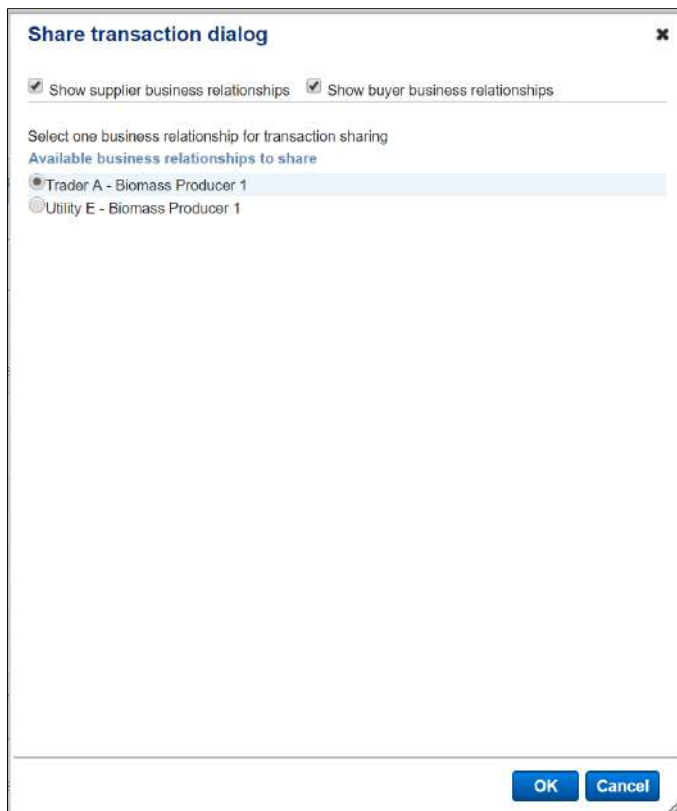
### 4.3 Sharing transaction

Once you have added Transaction Batches to the transaction, you are ready to share the transaction with your customer and add invoice specific data.

To do this, click on the yellow **Actions** button and then **Share transaction** button.



You will then see a list of the companies you have established a Business Relationship with. You can filter your Business Relationships by Type (Supplier/Client).



**Note:** You cannot share a transaction with a client who is not connected with you via Business Relationship (except non-certified customers, see section “Selling to non-certified customers”).

After selecting your customer from the list and clicking the **Next** button, a new pop-up window will appear, where invoice-specific information shall be defined.



The 'Share transaction dialog' window contains the following input fields:

- Seller Reference \*
- Buyer Reference \*
- Invoice Number \*
- Invoiced Tonnage \*
- Invoice Date \*

**Note:** A single transaction might not be linked to a single invoice. An invoice can include several transactions.

Once the transaction is shared with your business partner it cannot be shared with another customer and it will be in read only mode; no modification of the data is possible. The transaction overview will also show the status of the transaction.

**Transaction attributes** section includes system-generated attributes, which are updated automatically.

Transaction attributes	
Attribute name	Attribute value
Buyer name	
Buyer reference	4561
Certification transfer date	
Invoice date	08/02/2017
Invoice number	Invoice 17
Invoiced tonnage	52245
Seller name	
Seller reference	4232232-17
Total tonnage	0
Transaction status	Waiting for approval
Waiting approval from	Trader A

**Buyer name** field is updated after the transaction is shared with your customer and your customer has accepted the transaction.

**Certification transfer date** field shows the date when the transaction is accepted in the DTS. This is different from the **Transfer date**, which shows the date when the transaction took place (Invoice Date or Bill of Lading Date).

**Seller name** field is updated after the transaction is shared with your customer and customer has accepted the transaction.

**Total tonnage** field is automatically calculated based on the sum of the tonnages of all transaction batches in relation to the transaction. The Total transaction tonnage field can be different from the Invoiced tonnage field value, as invoiced tonnage could be a sum of more than one transaction.

**Transaction status** field is updated automatically after creation, sales, acceptance and consumption of the transaction.

## 4.4 Selling to non-certified customers

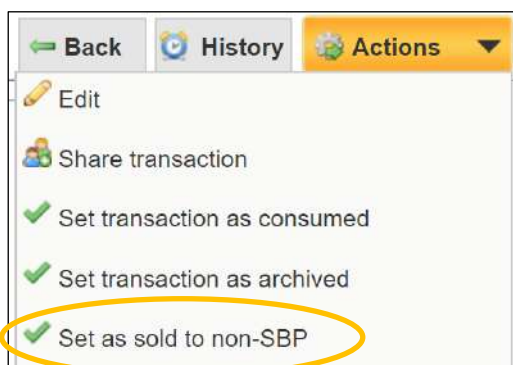
In some cases, SBP-certified biomass is sold to organisations that are not themselves SBP-certified. As DTS access is only granted to SBP-certified entities, it is not possible to create a Business Relationship with non-certified organisations and therefore not possible to share transactions as described in the section “Sharing Transaction”.

In order to sell SBP-certified biomass to non-certified organisations, create a new transaction as described in the section “Creating new transaction” and add transaction batches as described in the section “Creating new Transaction Batches”.

The name of the buyer and invoice reference should be entered to the Transaction Description field when creating the transaction.

After the transaction has been created and transaction batches added, click on the yellow **Actions** button and click “**Set as sold to non-SBP**”.

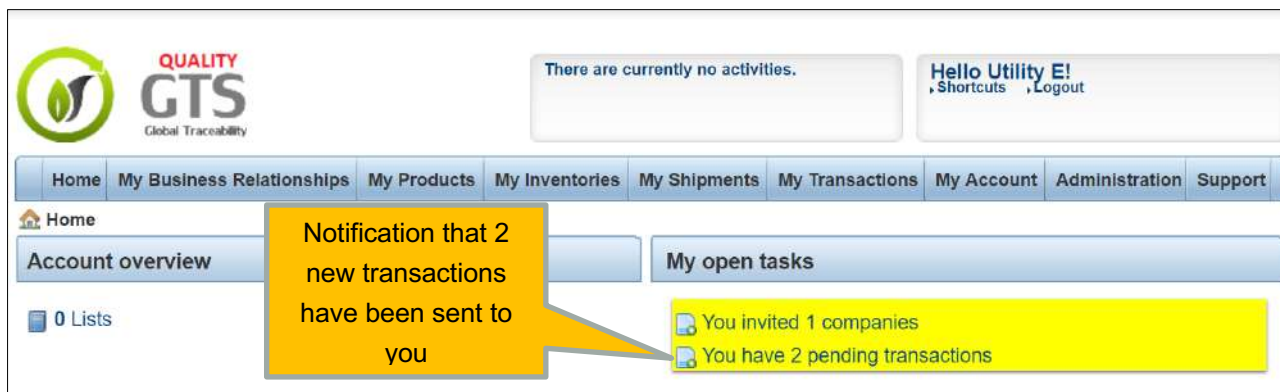
In case it is desired to sell traded biomass to non-SBP certified customer, accept the transaction from your supplier first, then open the transaction from the transactions overview and repeat the same step.



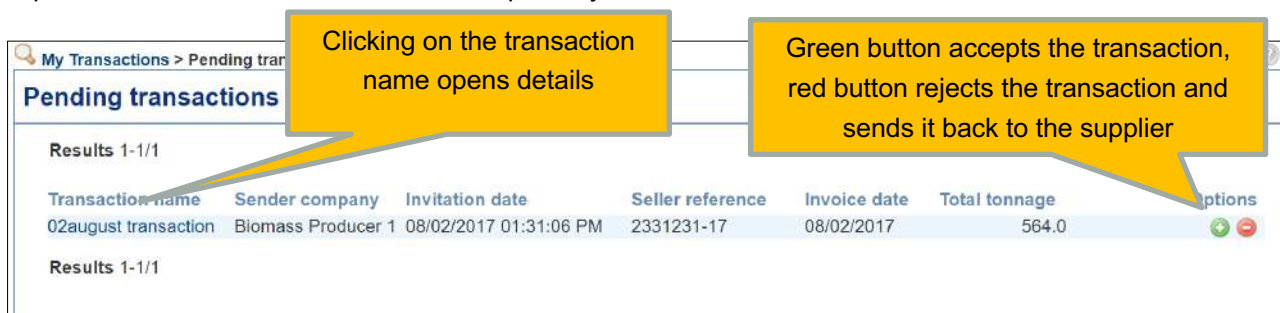
This will update the transaction status to “non-SBP” and locks it to prevent further editing.

## 4.5 Accepting and Rejecting transactions

A notification is sent to the buyer of the biomass after a transaction has been shared with them. The notification is displayed on the DTS home page after logging in to the portal.



After clicking on the **Pending transactions** notification, a more detailed page will open, where it is possible to preview the transaction details and accept or reject the transaction.



**Acceptance** of the transaction updates the status of the transaction to “Accepted” and updates other transaction attributes. After accepting the transaction, the transaction is moved from the Pending transactions list to the general My Transactions list.

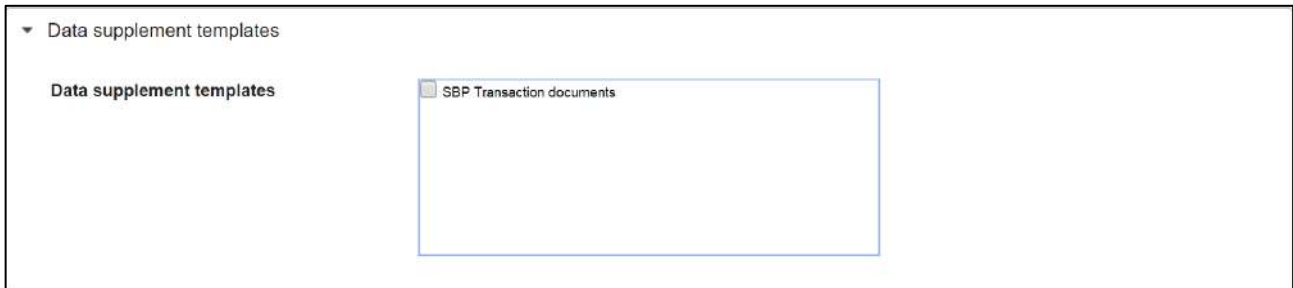
**Rejection** of the transaction can be used in cases where during the preview of the transaction something is found to be incorrect and supplier needs to make changes to the transaction. Rejection of the transaction sends the transaction back to the supplier and the transaction becomes unlocked for the supplier to make the necessary changes. After making the changes, the supplier can share the transaction with the customer again.

## 4.6 Adding SREG to a transaction

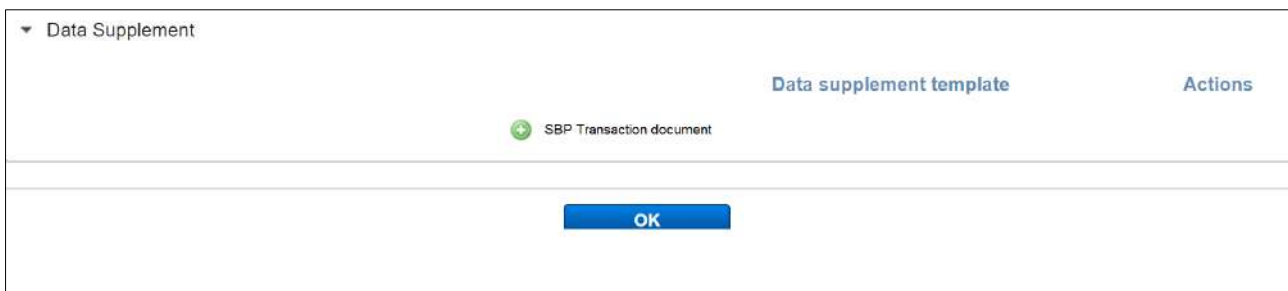
It is possible to supplement the data in the transaction with attachments such as the SREG. All data supplements/attachments will be available to all subsequent owners of the biomass. For example, BP1 sends a transaction to Trader A, Trader A sells it to Trader B and Trader B sells it to the End-user in the DTS. Assuming both Trader A and Trader B add SREG attachment to the transaction, the End-user will be

able to see both SREG attachments on the transaction and Trader B will be able to see Trader A's SREG attachment.

To add a new Data supplement (Attachment to the transaction), expand the **Data supplement templates** section on the transaction record in edit mode, select **SBP Transaction documents** and click **Save**.

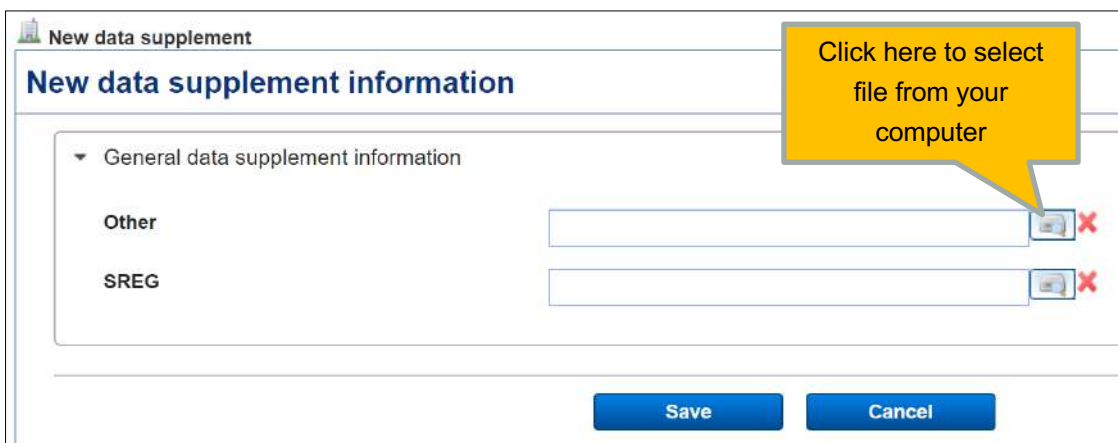


After saving, go to **Edit** mode and expand **Data Supplements** section.



Click on **SBP Transaction documents** button.

In the next view, it is possible to add two different documents to the transaction.



The attached document is then added to the transaction and accessible for next customer after sharing the transaction.

▼ Data Supplements		
Name	Description	Data supplement template
Trader A SREG 20Jun17	GHG info for transaction 3452-E	Transaction attachment

## 4.7 Direct trading of transaction/biomass

In order to make trading activities more user-friendly in the DTS, traders have an option to directly re-share the transaction that they have received from their supplier. Note that this solution can only be used when a transaction with exactly the same attributes is to be traded to next customer. In this case, original transaction name is maintained and visible to the next owner of the transaction in the DTS

To do this, the incoming transaction from the supplier must be accepted in the DTS first. Then, the transaction to be re-shared shall be opened from **My Transactions** section. On the transaction, the steps under section **“Sharing transaction”** or **“Selling to non-certified customers”** should be followed.

It is possible to add documents (for example SREG) to a transaction while directly sharing this to the next customer. To do this, open the received transaction from the transactions list and go to **edit** mode:

General transaction information

**02august transaction**

Transaction description

GTS ID: GTS-150167144382796844129-TR  
Last modification: 08/02/2017 01:39:59 PM

- Back
- History
- Actions
  - Edit
  - Share transaction
  - Set transaction as consumed
  - Set transaction as archived
  - Set as sold to non-SBP

In **Edit** mode, repeat the steps described in section 4.6.

Note: All attachments added to the transaction by different links in the supply chain will be visible to next owner of the transaction in the DTS. Example: Biomass producer adds a SREG document of the transaction, shares the transaction with a Trader A. Trader A can access the SREG document and add more documents to the transaction (they cannot delete or edit document from the Biomass Producer). After Trader A shares the transaction with End User A, End User A can see transaction documents from the Biomass Producer as well as from the Trader A.



## 4.8 Trading biomass (combining/splitting transactions)

In cases biomass is not directly shared with the next legal owner (Transaction and transaction batches do not need to be changed, only new invoice specific info is changed and additional transaction document added), but is either unloaded in storage facilities and sold later; combined with biomass from other producers or split between different customers, following steps shall be undertaken in the DTS:

When it is desired to **combine** many small transactions from several producers and sell these as one big transaction in the DTS, the user shall first receive the biomass from the supplier in the DTS.

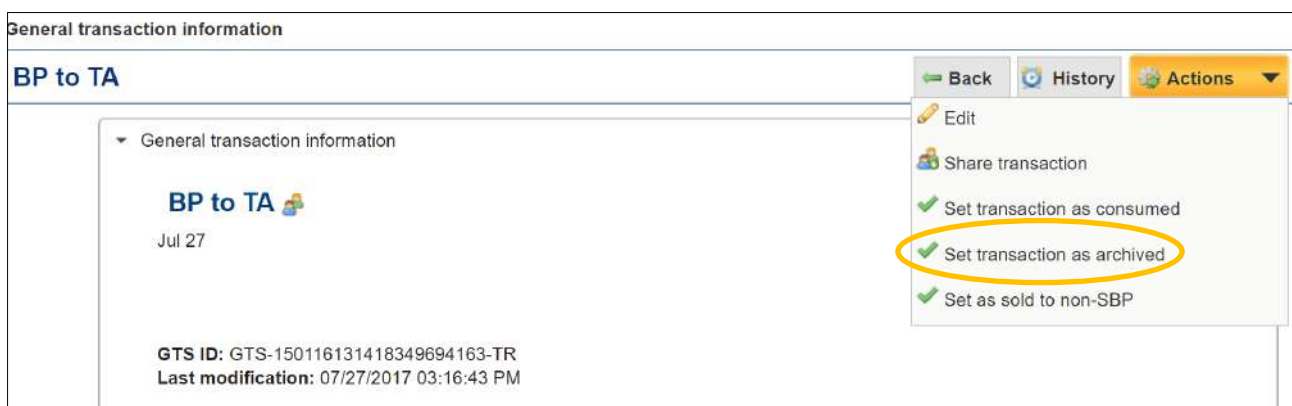
After the incoming biomass transactions have been accepted, a **New Transaction** shall be created.

To create a new transaction, please follow the steps under section 4.1 in this guide.

Next, **Transaction Batches** shall be created manually by the user. Transaction batch can then in this case include up to the same volume of biomass that has been previously accepted by the user in the DTS with the same Production Batch ID and SBP claim. This means it is possible to combine the tonnage of biomass from more than one transaction, which carry the same Production Batch ID and SBP claim. At any time, the volume of sold biomass per Production Batch ID and SBP claim type, shall not exceed volumes purchased with the same sustainability characteristics.

One transaction can include several combined transaction batches (eg one transaction Batch includes combined tonnage of biomass from several transactions with the Same Production Batch ID and SBP claim and the second Transaction Batch includes combined tonnage of biomass from several other transactions with the Same Production Batch ID and SBP claim).

**All transactions that are not directly shared with the customer, but are received/accepted and new transaction is created afterwards, shall be Archived.**



Archiving the transaction will update the status of the transaction and locks it.



## 4.9 Overview of transactions

To see a full overview of all Transactions, click on **My Transactions**.



All transactions which are not pending will be displayed in **My Transactions** section.

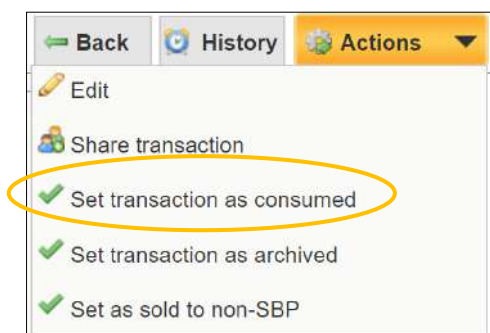
**Note:** All transactions that have been shared with your customer or transactions that you have received are locked for editing. Only transactions that you have created yourself and which are not yet shared with your customer or have been rejected by your customer can be edited.

## 4.10 Setting biomass as consumed (End-users)

End-users of biomass are required to mark all transactions **As Consumed** in the system, after the biomass has been physically accepted from the supplier and consumed in the energy production process. This will lock the transaction and update its status, as well as initiate the tonnage calculation in the background.

**Biomass End-users should mark all transactions that have been physically consumed to “Consumed” status a minimum of twice (2 x) per year and always before an upcoming SBP surveillance audit.**

To mark a transaction as consumed in the system, open the transaction in the **My Transactions** list, click on the yellow **Actions** button and then on **Set transaction as consumed**.

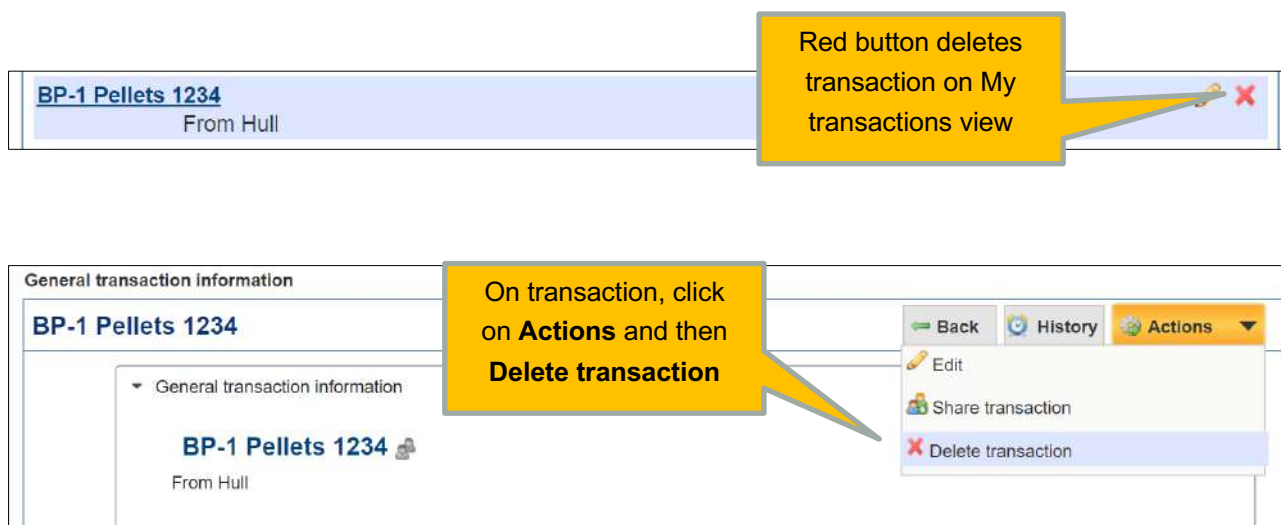


## 4.11 Deletion of transactions

**A user can only delete transactions that are created by themselves and have not yet been shared with any customer.**

Transactions can be deleted from **My transactions** view or while in the transaction screen itself, by clicking the yellow **Actions** button and then **Delete transaction**.

Any other query about transaction modification requests should be sent to [DTS@sbp-cert.org](mailto:DTS@sbp-cert.org).



## 4.12 Correcting already shared transactions

It is not possible to change or delete already shared and accepted DTS transactions. However, should errors be discovered it is necessary for corrections to be made. Corrections should be made as follows:

- 1) Tonnage of the original transaction is incorrect. To amend the tonnage of the original transaction, a new DTS transaction must be created. The new transaction shall include the same details, including transaction batch data and invoice references, as the original transaction except the batch tonnage shall be the difference in tonnage between the incorrect tonnage entered and the correct tonnage. If the actual tonnage is smaller than that entered, then enter a negative batch tonnage. In addition, a transaction description should be added to state that the new transaction amends the original transaction with a specific reference code. The transaction must be shared with and accepted by the customer.
- 2) Full DTS transaction needs to be credited/removed. As it is not possible to remove a transaction, it needs to be credited so that the total tonnage for the transaction with a specific reference is balanced out to zero. To credit a full transaction, the same steps as described under 1) must be followed, with the full tonnage entered as a negative amount.
- 3) Other details about the biomass needs to be changed. In cases where the core data of the original transaction need to be changed (e.g. SBP claim, PB ID, etc), then option 2) must be applied first to

fully credit the incorrect transaction. Once fully credited, a new and correct transaction must be created and shared with and accepted by the customer.

The approach of using credit transactions allows Certification Bodies to verify all changes to the transactions.

## 4.13 Additional Dynamic Batch Sustainability (DBS) Data requirements

Additional requirements apply to those SBP Certificate Holders wishing to supply the Netherlands (NL) market. These additional requirements include transferring additional data through the DTS. In order to be able to use the additional functionality of transferring DBS Data through the DTS, the certificate holder’s SBP certificate shall include SBP Instruction Document 5D.

**Note:** When creating a new DTS Transaction, BPs wishing to supply materials to the NL market, shall use the “Dynamic Batch Sustainability (DBS) Data” supplement to add additional data to the transaction. This Data Supplement shall be added to the Transaction manually by expanding **Data supplement templates** section and selecting the relevant checkbox from the list\*:

The screenshot shows a web form titled "New transaction information". It has three main sections: "General transaction information", "Transaction configuration", and "Data supplement templates". The "Data supplement templates" section is expanded and contains a yellow warning message: "You should save the transaction to apply data supplement templates modifications". Below this, there is a table with the following content:

Data supplement templates	
Dynamic Batch Sustainability (DBS) Data	<input checked="" type="checkbox"/>
SBP Transaction documents	<input type="checkbox"/>

At the bottom of the form are "Save" and "Cancel" buttons.

\*Note: Always select the newest version of the DBS template from the list.

Next, **Save** and continue adding details to the Transaction.

**Transaction Batches shall be added to the Transaction prior to adding new data supplement to the transaction.**

To add new “Dynamic Batch Sustainability (DBS) Data” supplement to the transaction, expand “Data Supplement” section in edit mode and click on **Add Data Supplement**” button:

The screenshot shows the "Data Supplement" section of the form, which is expanded to show a table. The table has the following structure:

Name	Description	Data supplement template	Actions
	Dynamic Batch Sustainability (DBS) Data		

The "Dynamic Batch Sustainability (DBS) Data" entry in the "Description" column is circled in yellow. At the bottom of the form are "Save" and "Cancel" buttons.

Next, fill in all required fields.

The form contains the following fields:

- Name \*
- Description
- Biomass Category \*
- NL Status \*
- Production Batch ID \*
- Biomass Category tonnage \* (t)
- NTA 8003:2008 Level 3 code \*
- Country of Origin of the Feedstock \*
- Feedstock Certification System \*
- Feedstock is sourced from the members of SBP Group Scheme\*
- Volume of feedstock with this certification system (mt)\*
- Other (optional)\*

Give a name to the Data Supplement (eg PB ID+Category)

Select Biomass Category from the list. If the transaction includes biomass from multiple categories, add a new data supplement for each category

Enter NL Status: "NL SDE+ Compliant"; "NL SDE+ Controlled" or "None". See also tables 1 & 2 below.

Enter PB ID. Only PB IDs already entered to the Transaction Batch are available

Enter the tonnage of the Biomass Category from the total Transaction tonnage

Select NTA code for the Biomass Category:  
<https://www.ecn.nl/phyllis2/Browse/Standard/NTA-8003>

Enter country of feedstock origin and enter share from this country. Example: "Latvia – 50%; Lithuania – 50%"

Select feedstock certification system. See tables 1 & 2 below for all options.

Indicate if the feedstock has been sourced from the SBP Group scheme members

Enter the volume (t) of the feedstock with this certification scheme. In case of multiple certification schemes, create a new DBS entry for each scheme.

**Note:** Definition of Biomass Categories in the DBS data is available in Instruction Document 5D: Dynamic Batch Sustainability Data v1.1, chapter 3.2

**Note:** NTA 8003 classification is available in Instruction Document 5D: Dynamic Batch Sustainability Data v1.1, chapter 3.3

Table 1. Category 1,2 NL Status and Feedstock Certification Scheme options for biomass produced before 31 December 2019.

Feedstock Certification System	NL Status		
	2019 NL SDE+ Compliant	2019 NL SDE+ Controlled	None
2019 FSC Certified	✓	✗	✓
2019 PEFC Certified	✓	✗	✓
2019 FSC Controlled	✗	✓	✓
2019 PEFC Controlled	✗	✓	✓
SBP Group Scheme	✓	✗	✓
ATFS Certified	✓	✗	✓
Better Biomass Certified	✓	✗	✓
FSC version 4	✗	✗	✓
FSC version 5	✗	✗	✓

Table 2. Category 1,2 NL Status and Feedstock Certification Scheme options for biomass expected to be burnt after 31 December 2019.

Feedstock Certification System	NL Status		
	>2019 NL SDE+ Compliant	>2019 NL SDE+ Controlled	None
2019 FSC Certified	✗	✗	✓
2019 PEFC Certified	✗	✗	✓
2019 FSC Controlled	✗	✗	✓
2019 PEFC Controlled	✗	✗	✓
SBP Group Scheme	✓	✗	✓
ATFS Certified	✗	✗	✓
Better Biomass Certified	✗	✗	✓
FSC version 4	✗	✗	✓
FSC version 5	✗	✗	✓

The basis for the determination of ‘NL Status’ as defined above shall be recorded as defined below.

**2019 FSC Certified** - on the basis of Mass Balance (credit scheme) the biomass is produced before 31st December 2019 from feedstock which can be considered as FSC 100% as defined in FSC-STD-40-004 (V3-0)

**2019 PEFC Certified** - on the basis of Mass Balance (credit scheme) the biomass is produced before 31<sup>st</sup> December 2019 from feedstock which can be considered as PEFC 100% as defined in PEFC ST 2002:2013

**2019 FSC Controlled** - on the basis of Mass Balance (credit scheme) the biomass is produced before 31st December 2019 from feedstock which can be considered as FSC Controlled wood as defined in FSC-STD-40-005 (V3-1)

**2019 PEFC Controlled** - on the basis of Mass Balance (credit scheme) the biomass is produced before 31<sup>st</sup> December 2019 from feedstock which can be considered as PEFC controlled sources as defined in PEFC ST 2002:2013 section 5

**SBP Group Scheme** – on the basis of Mass Balance (credit scheme) the biomass is produced by Group Members in compliance with Netherlands SDE+ requirements for category 1-4 biomass as specified in SBP Instruction Document 2D: SBP Requirements for Group Schemes. The Biomass Producer must have Group Scheme with the scope of their valid certificate.

**ATFS Certified** – biomass produced in forests certified in accordance with American Tree Farm System Standards & Guidance 2015-2020.

**Better Biomass Certified** - supplied with a ‘Better Biomass certified’ claim.

**FSC version 4** - is produced from feedstock supplied with claim which is equivalent to FSC 100% but will be or is expected to be burnt after 31 December 2019. The biomass must be produced from feedstock from a country before the date that the National FSC standard was approved by FSC IC against standard FSC-STD-01-001 V5-2 for that country.

**FSC version 5** - is produced from feedstock supplied with claim which is equivalent to FSC 100% but will be or is expected to be burnt after 31 December 2019. The biomass must be produced from feedstock from a country after the date that the National FSC standard was approved by FSC IC against standard FSC-STD-01-001 V5-2 for that country - on the basis of Mass Balance (credit scheme) the biomass is produced before 31st December 2019 from feedstock which can be considered as FSC 100% as defined in FSC-STD-40-004 (V3-0)

**Example:**

A BP wishes to share a transaction with one transaction batch to a customer in the NL. Biomass included in this transaction is of Biomass Categories SDE+ Category 1 and SDE+ Category 5. A BP shall add two separate DBS data supplements to the transaction, one each for Biomass Categories SDE+ Category 1 and SDE+ Category 5. The PBiD shall include the 'AA' number as 99 on the Transaction Batch.



## 5 History log

DTS v1.0 includes a history logging functionality. This is available for the Company Records, Business Relationships and Transactions.

The history log of a specific record can be accessed by opening the relevant record (either company, business relationship or a transaction) and clicking on the **History** button.



This reveals the whole change history of the record – each data change is logged and time-stamped.

**History for transaction: Biomass Producer Transaction 5** ✕

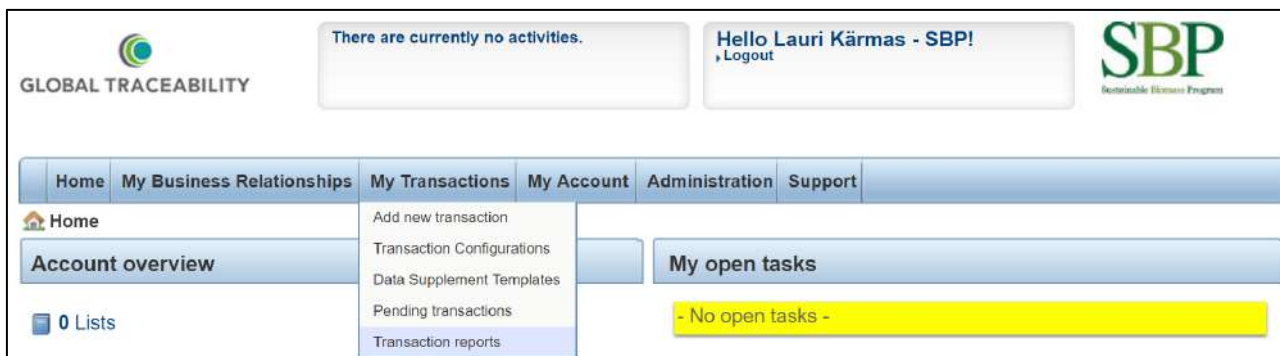
Results 1-8/8

Timestamp	User	Type	Attribute	Old value	New value
04/21/2017 11:43:27 AM	ta	Update	Data Supplement		Add "Trader to Generator shipping details"
04/21/2017 09:48:27 AM	bp1	Update	Data Supplement		Add "BP to Trader shipping info"
04/21/2017 09:39:44 AM	bp1	Update	Transaction Batch		Add "Batch 5"
04/21/2017 09:39:23 AM	bp1	Update	Transaction Batch		Add "Batch 4"
04/21/2017 09:39:01 AM	bp1	Update	Transaction Batch		Add "Batch 3"
04/21/2017 09:38:32 AM	bp1	Update	Transaction Batch		Add "Batch 2"
04/21/2017 09:38:05 AM	bp1	Update	Transaction Batch		Add "Batch 1"
04/21/2017 08:59:40 AM	bp1	Creation			

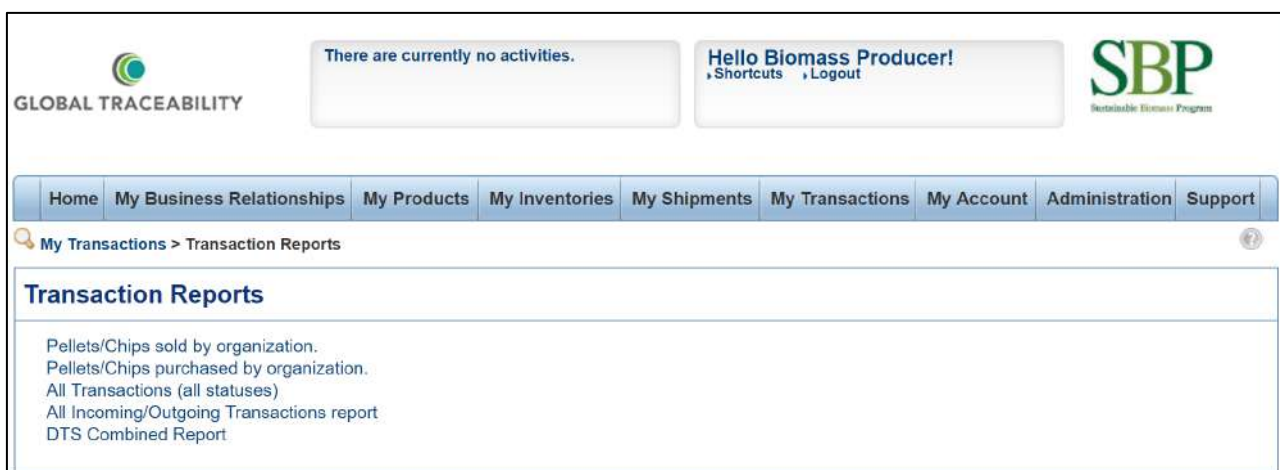


## 6 Data exporting and Reporting

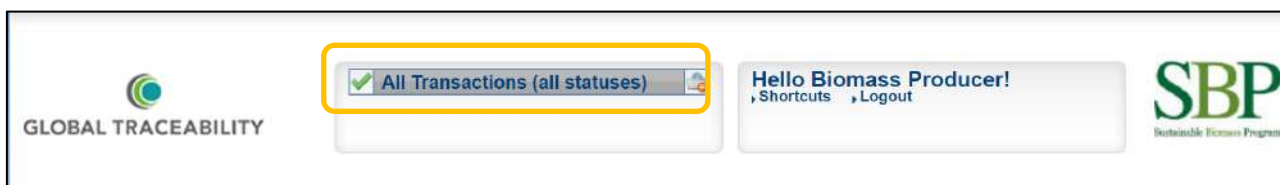
It is possible for all users to export the transaction data in the DTS to an Excel (.xls) format at any time. To get started, navigate to **My Transactions** and click on **Transaction reports**.



Currently, five reports are available for Certificate Holders:



After clicking on the Transaction report name in the list above, system generates the report in the background and once generated, it can be downloaded from the Activity list on top of the page:



Once you open the report, you can find two Excel sheets – “Transaction Data” and “Transaction Batch Data”:



**Transaction Data** sheet includes all features about the transaction in general (Transaction GTS-ID, Transaction name, Seller name, SBP certificate code (seller), SBP certificate code (buyer), Buyer name, Transaction status, Transaction date, Certificate transfer date, Total tonnage, Seller reference, Buyer reference, Invoice number, Invoiced tonnage, Number of transaction batches)

**Transaction Batch Data** sheet includes all features about the transaction batch (Transaction GTS-ID, Transaction batch GTS-ID, Transaction batch name, Production batch id, Product type, Tonnage type, Tonnage) **Transaction and Transaction Batch can be linked by Transaction GTS-ID.**

## 7 Getting help

Please submit all questions and enquiries regarding the DTS to [DTS@sbp-cert.org](mailto:DTS@sbp-cert.org).

With urgent enquiries, please contact Lauri Kärmas +372 58 601 229.

# Annex 1 – Transaction sharing scenarios

## Scenario 1

Biomass Producer wishes to sell 100 tonnes of self-produced SBP-compliant pellets to an SBP-certified customer with a Production Batch ID (PB ID) “SBP-00-01-01-00”.

### To-do-list for the Biomass Producer

1. Biomass Producer (BP) shall [log in to the DTS](#) with their username and password.
2. BP ensures that the Business Relationship has been established between them and their customer (see Chapter 3 for details).
3. BP creates new Transaction from **My Transactions** sub-menu, gives the Transaction a name and enters the description, then saves the transaction.
4. After the Transaction has been created, BP edits the transaction to add Transaction Batches under the Transaction Batch section. BP adds only one Transaction Batch, as the pellets belong to the same PB ID and carry only an SBP-compliant claim. BP adds the Transaction Batch name (free text), description (free text), Product type (pellets), SBP claim (Compliant), PB ID (SBP-00-01-01-00) and tonnage (100).
5. BP saves the transaction and selects “Share transaction” from the Actions menu button.
6. BP chooses the customer from the pop-up window (note: only companies who are connected with a Business Relationship appear in the list) and clicks **Next**.
7. BP adds **“Seller Reference”** (their own reference code to the transaction), **“Buyer Reference”** (Buyer’s side reference code), **“Invoice Number”** (clear reference to the invoice; note: this can also be a reference number to a delivery document in case the invoice for this transaction has not yet been generated), **“Invoiced Tonnage”** (if the invoice has been already generated) and **“Invoice Date”** (note: delivery document date can be used if the invoice has not yet been generated).

### What happens next?

After the Transaction has been shared by the BP, their customer will get an e-mail notification and also an in-system notification in the DTS about the incoming Transaction. The customer can then review all Transaction and Transaction Batch level details and decide to “Accept” or “Reject” the Transaction. If the transaction is rejected, it is sent back to the BP to make any necessary corrections and to resubmit the transaction. If the transaction is accepted by the customer, it is locked and the Transaction status updated to “ACCEPTED” on the BP’s account and on the customer’s account.

## Scenario 2

Biomass Producer wishes to sell 100 tonnes of self-produced SBP-compliant pellets and 200 tonnes of SBP-controlled pellets purchased from a third-party producer to an SBP-certified customer as one Transaction. Production Batch ID (PB ID) for self-produced pellets is “SBP-00-01-01-00” and PB ID for purchased pellets is “SBP-00-02-01-00”.

### To-do-list for the Biomass Producer

1. Biomass Producer (BP) shall [log in to the DTS](#) with their username and password.
2. BP ensures that the Business Relationship has been established between them and their customer (see Chapter 3 for details).
3. BP ensures that the traded part of the pellets (200 tonnes of SBP-controlled pellets) have been received and accepted on their DTS account. As the Transaction received from the third-party supplier is not directly shared with a customer, but is combined in a new transaction with pellets from own production unit, the received transaction shall be marked as “Archived”.
4. BP creates new Transaction from **My Transactions** sub-menu, gives the Transaction a name and enters the description, then saves the transaction.
5. After the Transaction has been created, BP edits the transaction to add Transaction Batches under the Transaction Batch section. BP adds two Transaction Batches: one batch for the pellets produced in their own production unit and the second batch for pellets already purchased from the third-party producer. Total tonnage for the two Transactions is 300 tonnes.
6. BP saves the transaction and selects “Share transaction” from the Actions menu button.
7. BP chooses the customer from the pop-up window (note: only companies who are connected with a Business Relationship appear in the list) and clicks **Next**.
8. BP adds “**Seller Reference**” (their own reference code to this transaction), “**Buyer Reference**” (Buyer’s side reference code), “**Invoice Number**” (clear reference to the invoice; note: this can also be a reference number to a delivery document in case the invoice for this transaction has not yet been generated), “**Invoiced Tonnage**” (if the invoice has been already generated) and “**Invoice Date**” (note: delivery document date can be used if the invoice has not yet been generated).

### What happens next?

After the Transaction has been shared by the BP, their customer will get an e-mail notification and also an in-system notification in the DTS about the incoming Transaction. The customer can then review all Transaction and Transaction Batch level details and decide to “Accept” or “Reject” the Transaction. If the transaction is rejected, it is sent back to the BP to make any necessary corrections and to resubmit the transaction. If the transaction is accepted by the customer, it is locked and Transaction status updated to “ACCEPTED” on the BP’s account and on the customer’s account.

### Scenario 3

Trader wants to sell 500 tonnes of SBP-compliant pellets purchased from a single supplier directly to the next customer (no combining or splitting of batches). PB ID of the pellets is “SBP-00-03-01-00”

#### To-do-list for the Trader

1. Trader shall [log in to the DTS](#) with their username and password.
2. Trader ensures that the Business Relationship has been established between them and their customer (see Chapter 3 for details).
3. Trader shall ensure that they have received the Transaction from their supplier that they want to re-share to their customer. If the Transaction from the supplier has not been Accepted yet, it appears on the DTS home screen in the yellow notifications area, where it is possible to review and accept it. If it is already Accepted, it is possible to open and review it under **My Transactions** menu by clicking on the Transaction name.
4. Trader opens the Transaction from their supplier that they want to directly re-share to their customer. Note: it is not possible for the Trader to edit the Transaction or Transaction Batches (eg add new batches to the Transaction originally created by the Biomass Producer). Transaction still includes all the details from the Biomass Producer (1 Transaction Batch: 500 tonnes of SBP-compliant pellets with the PB ID of SBP-00-03-01-00).
5. Trader clicks on “Share transaction” under the Actions menu button.
6. Trader chooses the customer from the pop-up window (note: only companies who are connected with a Business Relationship appear in the list) and clicks **Next**.
7. Trader adds **“Seller Reference”** (their own reference code to this transaction), **“Buyer Reference”** (Buyer’s side reference code), **“Invoice Number”** (clear reference to the invoice; note: this can also be a reference number to a delivery document in case the invoice for this transaction has not yet been generated), **“Invoiced Tonnage”** (if the invoice has been already generated) and **“Invoice Date”** (note: delivery document date can be used if the invoice has not yet been generated).

#### What happens next?

After the Transaction has been directly re-shared by the Trader, their customer will get an e-mail notification and also an in-system notification in the DTS about the incoming Transaction. The customer can then review all Transaction and Transaction Batch level details and decide to “Accept” or “Reject” the Transaction. If the transaction is rejected, it is sent back to the Trader to make any necessary corrections and to resubmit the transaction. If the transaction has been accepted by the customer, the Transaction status is updated to “ACCEPTED” on the Trader’s account and on the customer’s account.

Note: new customers can only see Trader’s invoice specific date (not invoice data from the BP). Data under Transaction and Transaction Batch remains unchanged from the BP.

#### Scenario 4

Trader wants to sell all 1,000 tonnes of SBP-compliant pellets previously purchased from multiple suppliers over a long period of time (stored in a warehouse). Trader does not want to directly re-share original Transactions, but combine all these into one Transaction. Trader has received following Transactions that they want to combine into one Transaction and share with a customer:

- Transaction A: 200 tonnes of SBP-compliant pellets. PB ID: SBP-00-03-01-00
- Transaction B: 150 tonnes of SBP-compliant pellets. PB ID: SBP-00-06-02-00
- Transaction C: 400 tonnes of SBP-compliant pellets. PB ID: SBP-00-06-02-00
- Transaction D: 50 tonnes of SBP-controlled pellets. PB ID: SBP-00-02-01-00
- Transaction E: 200 tonnes of SBP-compliant pellets. PB ID: SBP-00-02-01-00

#### To-do-list for the Trader

1. Trader shall [log in to the DTS](#) with their username and password.
2. Trader ensures that the Business Relationship has been established between them and their customer (see Chapter 3 for details).
3. Trader shall ensure that they have received all the Transactions in the DTS from their suppliers so that the volumes, SBP claims and PB IDs are available on their account.
4. Trader creates new Transaction, gives the Transaction a name and adds description.
5. Trader adds Transaction Batches to the new Transaction as follows:
  - a. Transaction Batch 1: 200 tonnes of pellets, SBP Compliant. PB ID: SBP-00-03-01-00
  - b. Transaction Batch 2: 550 tonnes of pellets, SBP Compliant. PB ID: SBP-00-06-02-00
  - c. Transaction Batch 3: 50 tonnes of pellets, SBP Controlled. PB ID: SBP-00-02-01-00
  - d. Transaction Batch 4: 200 tonnes of pellets, SBP Compliant. PB ID: SBP-00-02-01-00
6. Trader clicks on “Share transaction” under the Actions menu button.
7. Trader chooses the customer from the pop-up window (note: only companies who are connected with a Business Relationship appear in the list) and clicks **Next**.
8. Trader adds “**Seller Reference**” (their own reference code to this transaction), “**Buyer Reference**” (Buyer’s side reference code), “**Invoice Number**” (clear reference to the invoice; note: this can also be a reference number to a delivery document in case the invoice for this transaction has not yet been generated), “**Invoiced Tonnage**” (if the invoice has been already generated) and “**Invoice Date**” (note: delivery document date can be used if the invoice has not yet been generated).
9. Trader marks incoming Transactions Transaction A ... Transaction E as “ARCHIVED” to indicate that these have been combined and shared as a new Transaction.

#### What happens next?

After the Transaction has been shared by the Trader, their customer will get an e-mail notification and also an in-system notification in the DTS about the incoming Transaction. The customer can then review all Transaction and Transaction Batch level details and decide to “Accept” or “Reject” the Transaction. If the transaction is rejected, it is sent back to the Trader to make any necessary corrections and to resubmit the transaction. If the transaction has been accepted by the customer, the Transaction status is updated to “ACCEPTED” on the Trader’s account and on the customer’s account.



## Scenario 5

Trader wants to sell only a part of the 1,000 tonnes of SBP-compliant pellets previously purchased from multiple suppliers over a long period of time (stored in a warehouse). Trader does not want to directly re-share original Transactions, but combine 500 tonnes of SBP-compliant pellets into one Transaction.

Trader has received following Transactions that are on their account:

- Transaction A: 200 tonnes of SBP-compliant pellets. PB ID: SBP-00-03-01-00
- Transaction B: 150 tonnes of SBP-compliant pellets. PB ID: SBP-00-06-02-00
- Transaction C: 400 tonnes of SBP-compliant pellets. PB ID: SBP-00-06-02-00
- Transaction D: 50 tonnes of SBP-controlled pellets. PB ID: SBP-00-02-01-00
- Transaction E: 200 tonnes of SBP-compliant pellets. PB ID: SBP-00-02-01-00

## To-do-list for the Trader

1. Trader shall [log in to the DTS](#) with their username and password.
2. Trader ensures that the Business Relationship has been established between them and their customer (see Chapter 3 for details).
3. Trader shall ensure that they have received all the Transactions in the DTS from their suppliers so that sufficient volume, SBP claims and PB IDs are available on their account.
4. Trader creates new Transaction, gives the Transaction a name and adds description.
5. Trader needs to extract 500 tonnes of SBP-compliant pellets from received transactions. Trader decides to add Transaction Batch to the Transaction as follows:
  - a. Transaction Batch 1: 500 tonnes of pellets, SBP-compliant. PB ID: SBP-00-06-02-00
6. Trader clicks on “Share transaction” under the Actions menu button.
7. Trader chooses the customer from the pop-up window (note: only companies who are connected with a Business Relationship appear in the list) and clicks **Next**.
8. Trader adds “**Seller Reference**” (their own reference code to this transaction), “**Buyer Reference**” (Buyer’s side reference code), “**Invoice Number**” (clear reference to the invoice. Note: this can also be a reference number to a delivery document in case the invoice for this transaction has not yet been generated), “**Invoiced Tonnage**” (if the invoice has been already generated) and “**Invoice Date**” (note: delivery document date can be used if the invoice has not yet been generated).
9. As Trader used 500 tonnes of SBP-compliant pellets from their account, their remaining balance available for use is as follows:
  - a) 200 tonnes of SBP-compliant pellets. PB ID: SBP-00-03-01-00
  - b) 50 tonnes of SBP-compliant pellets. PB ID: SBP-00-06-02-00
  - c) 250 tonnes of SBP-controlled pellets. PB ID: SBP-00-02-01-00
10. Trader opens Transaction C and marks it as “ARCHIVED”, as it has been used in a new Transaction in full amount.

## What happens next?

After the Transaction has been shared by the Trader, their customer will get an e-mail notification and also an in-system notification in the DTS about the incoming Transaction. The customer can then review

all Transaction and Transaction Batch level details and decide to “Accept” or “Reject” the Transaction. If the transaction is rejected, it is sent back to the Trader to make any necessary corrections and to resubmit the transaction. If the transaction has been accepted by the customer, the Transaction status is updated to “ACCEPTED” on the Trader’s account and on the customer’s account.