



Health
Food Chain Safety
Environment

CBAM Transitional Registry

Simplified manual

March 2024 – Version 1.0.0

*PFS Health, Food Chain Safety and Environment
Climate Change Department*

CBAM Competent Authority for Belgium



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I. CBAM institutional actors in Belgium

INSTITUTION	ROLE	CONTACT
<i>PFS Health, Food Chain Safety and Environment (PFS Health) – Climate Change Department</i>	CBAM Competent Authority in Belgium	E-mail: Info.cbam@health.fgov.be Phone: +32 (0)2 524 96 55 Website: https://climat.be/cbam
<i>General Administration for Customs and Excises (AGD&A)</i>	Informing reporting declarants on CBAM obligations Granting access to the CBAM Transitional Registry	Helpdesk : plda.helpdesk@minfin.fed.be Website: CBAM SPF Finances (belgium.be)

European Commission - CBAM web page : [Carbon Border Adjustment Mechanism - European Commission \(europa.eu\)](https://ec.europa.eu/economy_finance/cbam/)

II. CBAM Transitional Registry

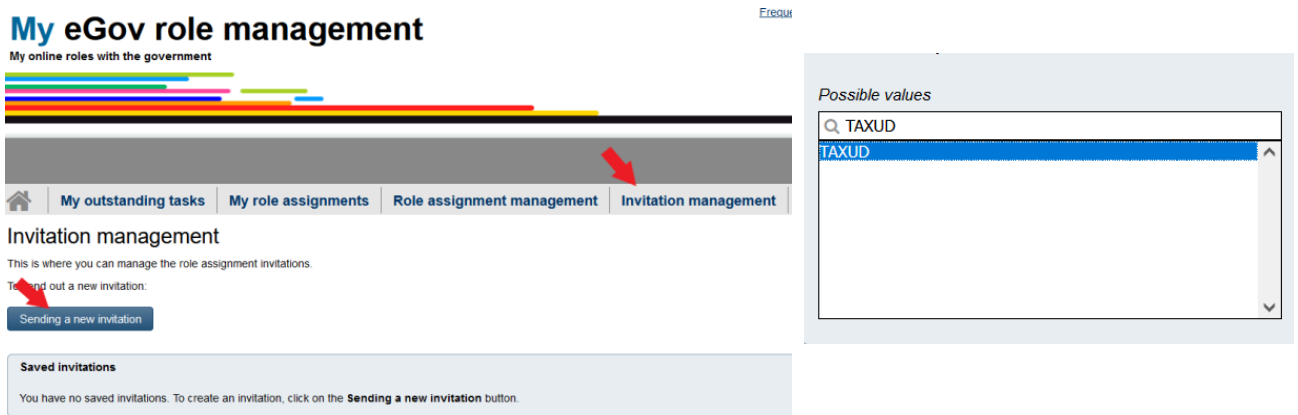
How to connect to the CBAM Transitional Registry

1. Social Security registration

Companies shall first have secure access to the [Social Security portal](#).

2. Assigning a TAXUD role

In order to be considered as a Trader Portal user, a TAXUD role should be assigned. This can be done via [My eGov role management](#).



3. Access to the CBAM Transitional Registry (via the Trader Portal)

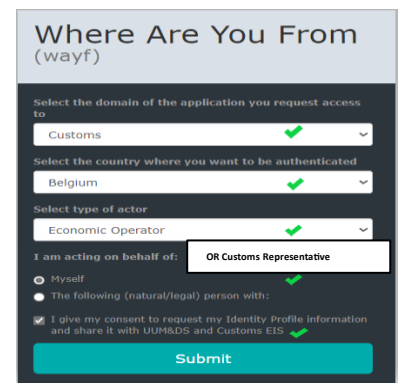
It is already possible to connect to the [CBAM Transitional Registry](#)

4. WAYF

On the WAYF page (*Where are you from*), please select the following information:



- Domain of the application : **Customs**
- Authentication country : **Belgique**
- Type of actor : **Economic Operators / Customs representative** (as applicable)
- Acting on behalf of : **Myself**



Contact point to access the CBAM Transitional Registry :

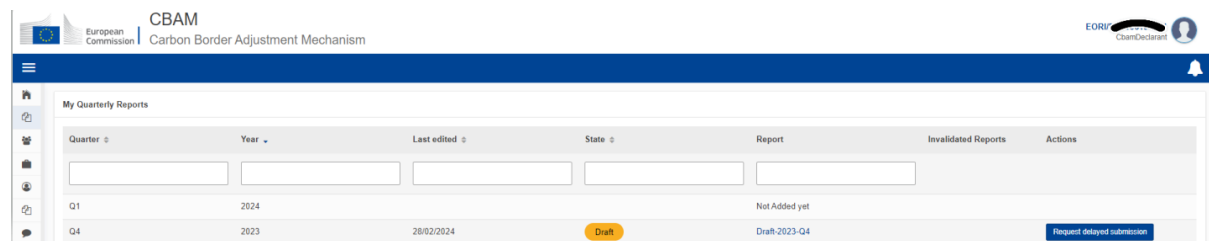
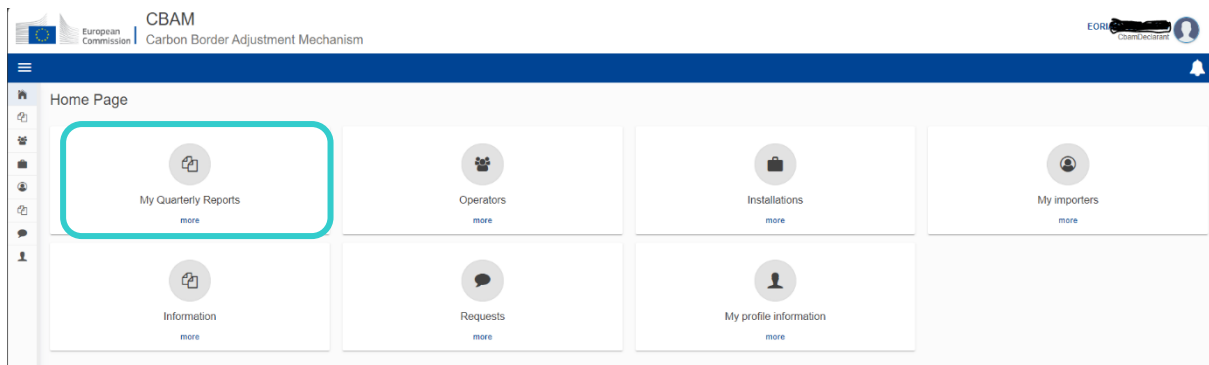
General Administration for Customs and Excises

Helpdesk : plda.helpdesk@minfin.fed.be

III. How to prepare CBAM reports

CBAM report shall be filled only for the quarter in which CBAM goods are imported in the customary territory of the European Union (EU). If no CBAM goods are imported during the quarter, then no CBAM report shall be submitted for the respective period.

In order to fill the CBAM report, the reporting period must have ended. For example, if the report refers to the period October – December 2023 (Q4), it will be possible to start completing the report only as of 1 January 2024.



The timeline with submission and amendment deadlines of CBAM reports is mentioned herein below:

REPORTING PERIOD	SUBMISSION DEADLINE	AMENDMENT DEADLINE*
Q4 2023: October - December	31 January 2024	31 July 2024
Q1 2024: January - March	30 April 2024	31 July 2024
Q2 2024: April - June	31 July 2024	31 August 2024
Q3 2024: July - September	31 October 2024	30 November 2024
Q4 2024: October - December	31 January 2025	28 February 2025
Q1 2025: January - March	30 April 2025	31 May 2025
Q2 2025: April - June	31 July 2025	31 August 2025
Q3 2025: July - September	31 October 2025	30 November 2025
Q4 2025: October - December	31 January 2026	28 February 2026

**After the amendment deadline, reporting declarants can request the NCA to re-open the CBAM report for additional corrections.*

In the following sections, both options to submit CBAM reports are introduced:

- a) Uploading of an XML file
- b) Creating a report in the Registry



Method 1: Uploading of an XML file

The XML file shall be structured according to the XSD format. The XLS file is available of the European Commission/ CBAM webpage, under the section *where to report*. This file shall be converted in XML format to be uploaded onto the CBAM Transitional Registry.

- https://taxation-customs.ec.europa.eu/carbon-border-adjustment-mechanism_en#where-to-report

The CBAM Transitional Registry is continuously enriched with IT updates and fixes (see attachment below for the latest update).

	22 DECEMBER 2023 Transitional CBAM Registry user manual for Declarants English (4.48 MB - PDF)	Download
	26 FEBRUARY 2024 IT Releases - Fixes in CBAM Transitional Registry English (228.28 KB - PDF)	Download
	29 FEBRUARY 2024 Guidance for declarants - "Request Delayed Submission" English (670.9 KB - PDF)	Download
	20 FEBRUARY 2024 CBAM Transitional Registry - List of IT Changes & Known Errors English (39.44 KB - PDF)	Download

- [CBAM Quarterly Report structure XSD and "stypes.xsd" \(ZIP format\)](#)
- [CBAM Quarterly Report sample file \(zip format\)](#)
- [CBAM Quarterly Report structure \(XLS format\)](#) : This XLS file can be used by CBAM Declarants to facilitate completion of the CBAM quarterly reports using XML files. The XLS file indicates which are the optional/mandatory fields and provides the pre-defined values that are allowed for specific fields.
Furthermore the **"Error Messages Glossary"** tab is providing guidance on how the user can overcome the validation error messages displayed whenever a validation rule/condition is triggered due to an issue with the field values filled/selected by the user.

This file shall be converted in XML to be updated in the CBAM transitional Registry.

My Quarterly Reports						
Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Q3	2023			Not Added yet		
Q2	2023			Not Added yet		<input type="button" value="Create"/> <input type="button" value="Upload"/>



The screenshot shows a dialog box titled "Upload zip". It features a close button (X) in the top right corner. The main area contains a dashed border with a "Choose file" button and the text "Drag and drop file here". At the bottom right, there are "Cancel" and "OK" buttons. The "OK" button is highlighted with a red box.

The *upload* button is visible only for the quarterly report whose deadline is not expired yet. Once the report is uploaded, it shall be still submitted.

Important : If the file cannot be uploaded, an error message will appear. In that case, please send the file to the Belgian Competent Authority by e-mail (info.cbam@health.fgov.be). The file will be sent to the IT service of the European Commission to identify any possible mistake that could prevent the submission.

Once the mistakes are identified, the reporting declarant shall correct them and submit the correct CBAM report in the CBAM Transitional Registry.

Method 2: Creating a report in the Registry

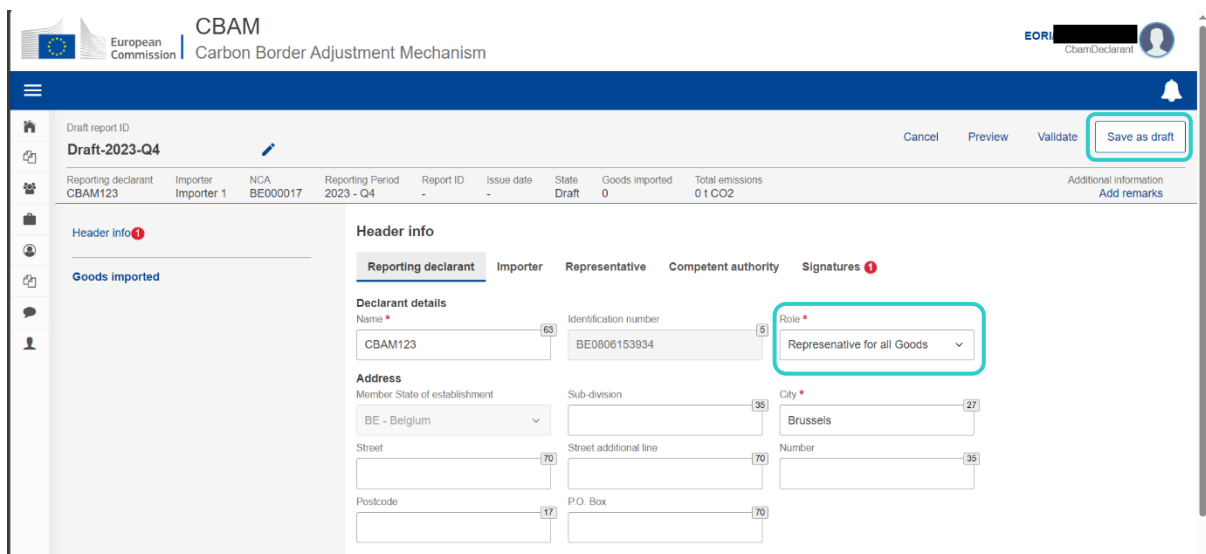
Step 1 : Header information

Please provide the requested information in the different sections. Mandatory fields are marked with an asterisk (*).

Don't forget to regularly save your work and your draft report.

1. Reporting declarant

By *reporting declarant*, it is referred to the importer or the indirect customs representative. If needed, the national competent authority will liaise, via the Transitional Registry, with the reporting declarant (either the importer or the indirect customs representation) for requesting more information or clarification in relation to the CBAM report.



The screenshot shows the 'CBAM Carbon Border Adjustment Mechanism' interface. The 'Draft report ID' is 'Draft-2023-Q4'. The 'Reporting declarant' is 'CBAM123', 'Importer' is 'Importer 1', and 'NCA' is 'BE000017'. The 'Reporting Period' is '2023 - Q4'. The 'State' is 'Draft'. The 'Goods imported' is '0' and 'Total emissions' is '0 t CO2'. The 'Header info' section is expanded, showing 'Reporting declarant' as the active tab. Under 'Declarant details', the 'Name' is 'CBAM123', 'Identification number' is 'BE0806153934', and 'Role' is 'Representative for all Goods'. The 'Address' section includes 'Member State of establishment' (BE - Belgium), 'Sub-division', 'City' (Brussels), 'Street', 'Street additional line', 'Number', 'Postcode', and 'P.O. Box'.

ROLES – there are currently three options :

1. **Importers for all CBAM goods** : the importer prepares and submits its own CBAM report for all CBAM goods imported in the EU customs territory during the reporting quarter;



2. (Indirect customs) representative for all

CBAM goods: the indirect customs representative prepares and submits the CBAM report for all CBAM goods imported in the EU customs territory during the reporting quarter;

3. **Importer/ (Indirect customs) representative for some CBAM goods:** the importer or the indirect customs representative submits the report only for a portion of the CBAM goods imported in the customs territory of the EU during the reporting quarter.

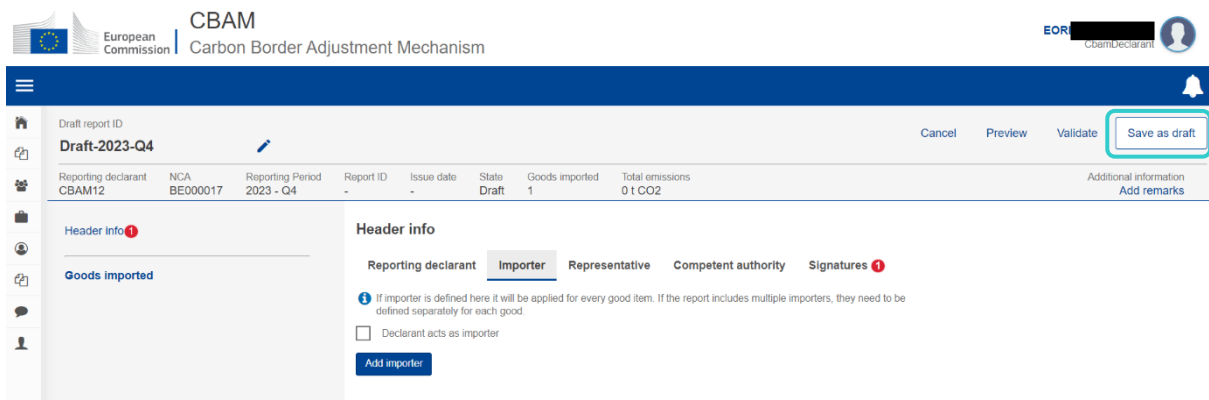
The third option applies when the importer has several indirect customs representative. Each representative will declare the respective embedded emissions of the CBAM goods listed in the customs declaration.

2. Importer

By *importer* it is meant the importer company of CBAM goods in the EU customs territory

This section shall be filled in only if your role corresponds to **importer or representative for ALL CBAM goods.**

The system will directly allocate all the goods to the same and only importer.



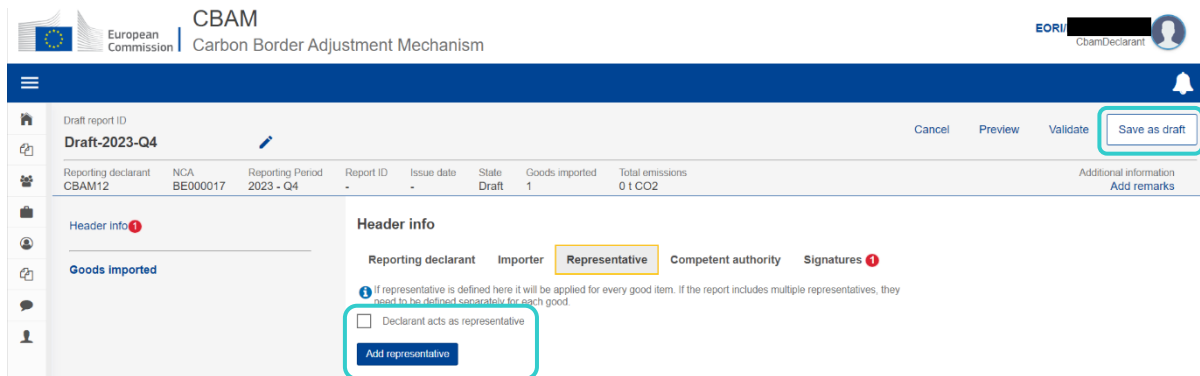
If your role is **Importer/ (Indirect customs) representative for some CBAM goods**, nothing should be ticked in this section. When the goods-related information are filled in, then the importer details will be added at good level (see section **1. Goods imported** under Step 2).

If a mistake is made at this level, then the error message « *IF header importer is used then imported/importer cannot be used [...]* » will pop-up preventing the report submission.



3. (Indirect customs) Representative

By **representative**, it is meant the indirect customs representative. This designation **representative** may be changed in the next releases to make it clearer.



This option shall be filled in only for indirect customs representation, whether for all or some CBAM goods imported in the EU during the reporting quarter.



4. Competent authority

This section is automatically filled in.

The screenshot shows the 'Header info' section of the CBAM interface. The 'Competent authority' field is highlighted with a yellow box and contains the value 'BE000017'. Other fields in the 'Header info' section include 'Reporting declarant' (CBAM12), 'Importer' (NCA), 'Representative' (BE000017), and 'Signatures' (1). The 'Report confirmation' section is partially visible below.

5. Signatures

The screenshot shows the 'Signatures' section of the CBAM interface. The 'Report confirmation' section is visible, with fields for 'Date of signature' (04/03/2024), 'Place of signature' (Brussels), 'Signature (Full Name)' (CBAM NAME), and 'Position of person signing' (Compliance Manager). A 'Save draft report' dialog box is overlaid on the screen, asking 'Are you sure you want to save this report as draft?' with 'Cancel' and 'OK' buttons.

The screenshot shows the 'Signatures' section of the CBAM interface after the report has been saved. A green notification box in the top right corner says 'Save draft report Report saved successfully'. The 'Report confirmation' section is visible, with fields for 'Date of signature' (04/03/2024), 'Place of signature' (Brussels), 'Signature (Full Name)' (CBAM NAME), and 'Position of person signing' (Compliance Manager).

After finalising and saving the *Header info* section, it is possible to shift to Step 2 to provide all details on the (direct and indirect) embedded emissions and carbon price paid as applicable.

Step 2 : goods imported

Please click on *add a good* to include an additional goods. There is no difference between the two buttons on the right and left.

The screenshot shows the CBAM web application interface. At the top, it displays the European Commission logo and 'CBAM Carbon Border Adjustment Mechanism'. The user is logged in as 'EORIE' with a 'CBAM Declarant' role. The main content area is titled 'Draft-2023-Q4' and shows a table with columns for 'Reporting declarant', 'NCA', 'Reporting Period', 'Report ID', 'Issue date', 'State', 'Goods imported', and 'Total emissions'. Below this, the 'Header info' section is visible on the left, and the 'Goods imported' table is on the right. The table has columns for 'CN code', 'Country of origin', 'Representative', 'Quantity', 'Goods imported total emissions', and 'Actions'. A red box highlights the 'Add a good' button in the top right corner of the table area. Another red box highlights the 'Add a good' button in the left sidebar under the 'Goods imported' section.

1. Goods imported

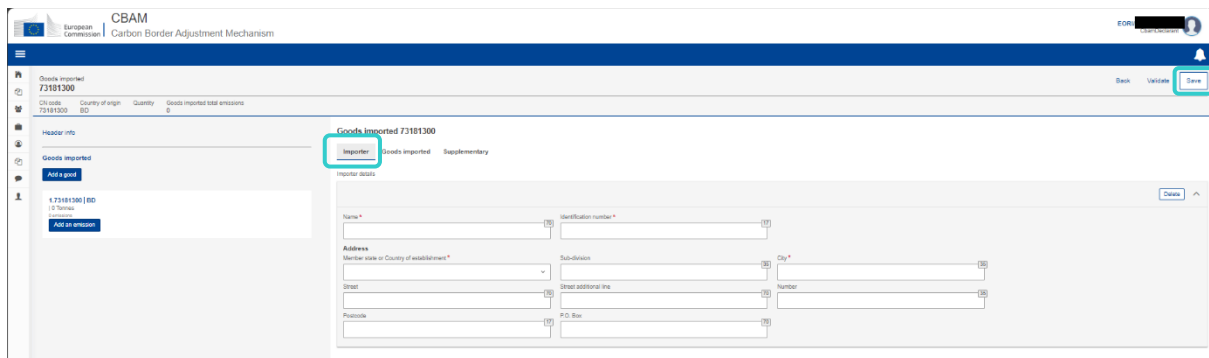
Please add the requested information of each good :

This screenshot shows the detailed form for adding a good. The 'Goods imported' section is highlighted with a red box. The form includes fields for 'Importer' (Goods imported), 'Commodity' (731813 - Screw hooks and screw rings), 'Country of origin' (BD - Bangladesh), and 'Imported quantity per customs procedure' (120). The 'Requested procedure: all Area of import' section is also visible, with a 'Procedure' dropdown highlighted in a red box. The 'Goods measure (Imported)' section includes fields for 'Net mass' (120) and 'Type of measurement unit' (Tonnes). The 'Goods imported total emissions' section includes fields for 'Goods total emissions' (0), 'Goods direct emissions' (0), and 'Goods indirect emissions' (0). The 'Type of measurement unit for emissions' is set to 'Tonnes'.

Customs procedures: the complete code list is provided in the [Implementing regulation 2015/2447](#). This information is also provided in the customs declaration.

The part on the emissions - indicated in light grey – is filled automatically as long as more information are provided.

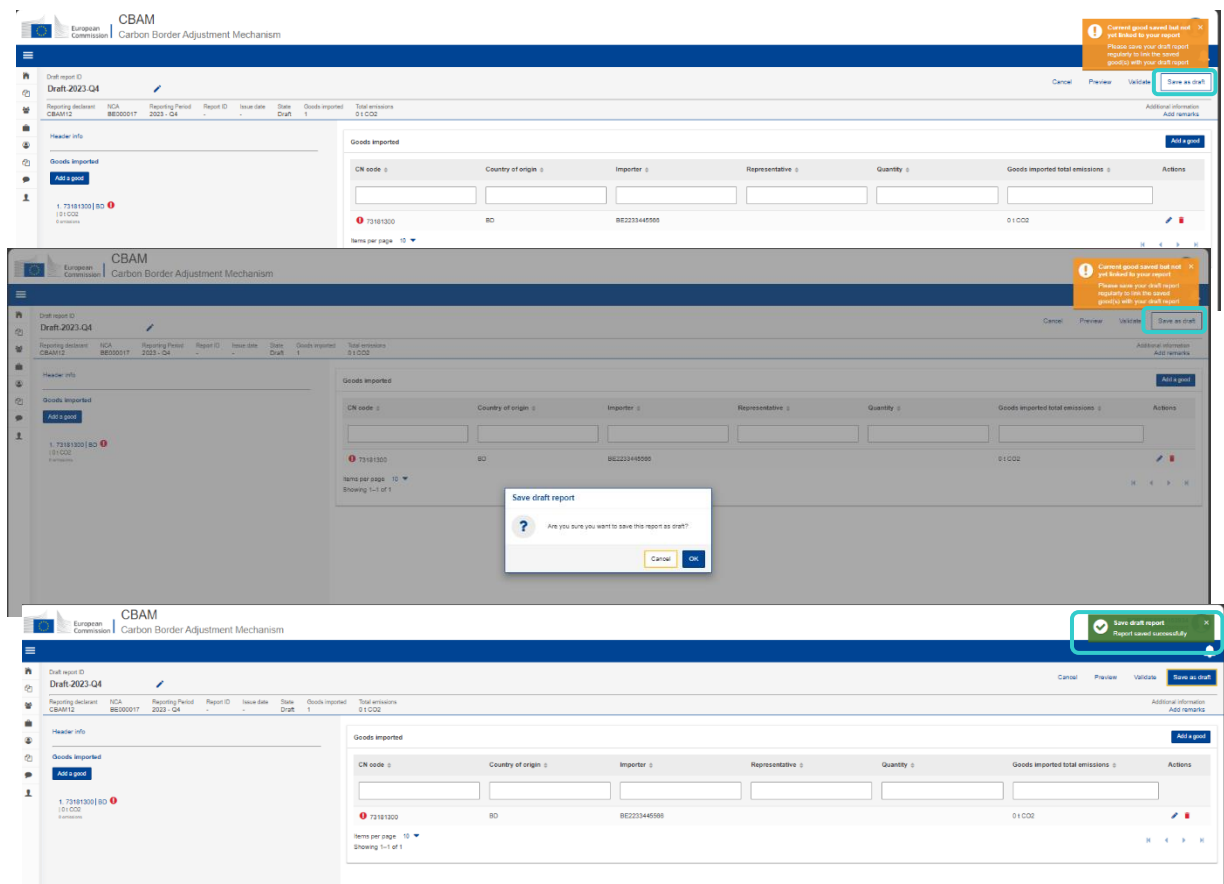
Under the section *importer*, indirect customs representative shall indicate the importer for the respective CBAM good.



The screenshot shows the 'Goods imported' section of the CBAM web interface. The 'Importer' field is highlighted with a red box. The form includes fields for Name, Address, and Identification number. The 'Goods imported' table shows the following data:

CN code	Country of origin	Importer	Representative	Quantity	Goods imported total emissions
73181300	BD	BE2233445566			0 t CO2

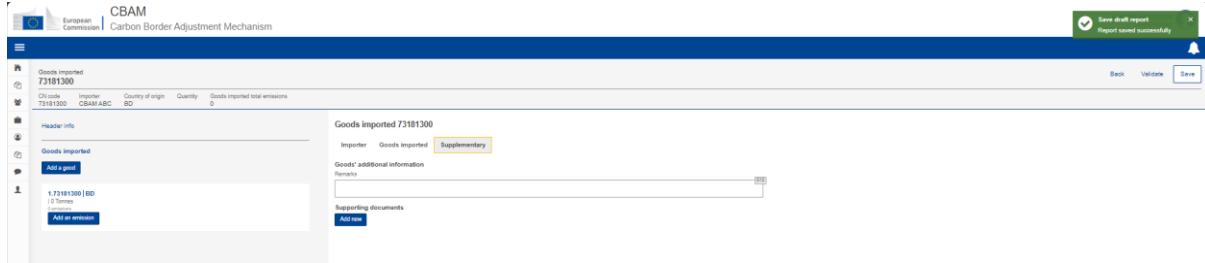
Saving the information:



The three screenshots illustrate the process of saving a draft report in the CBAM web interface. The first screenshot shows the 'Draft report' form with a 'Save as draft' button. The second screenshot shows a 'Save draft report' dialog box with the question 'Are you sure you want to save this report as draft?'. The third screenshot shows the 'Draft report' form with the 'Save as draft' button highlighted.

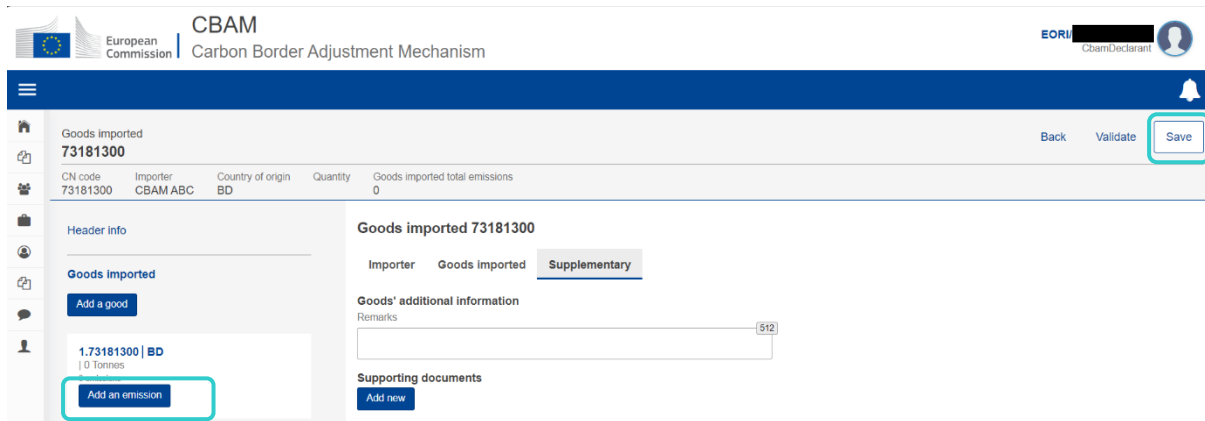
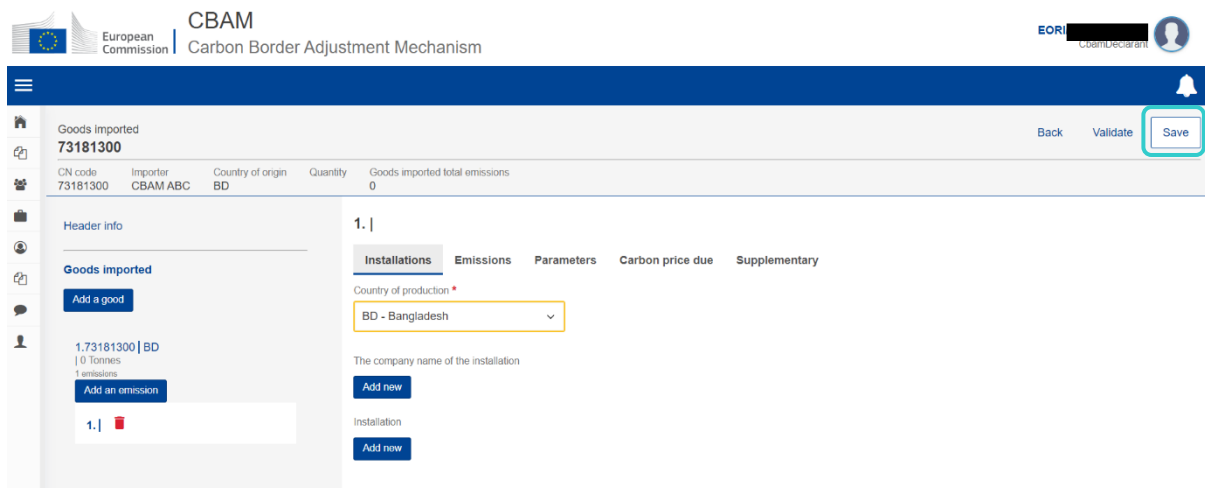
2. Supplementary

In this section, it is possible to include additional information as applicable.



Step 3 : emissions

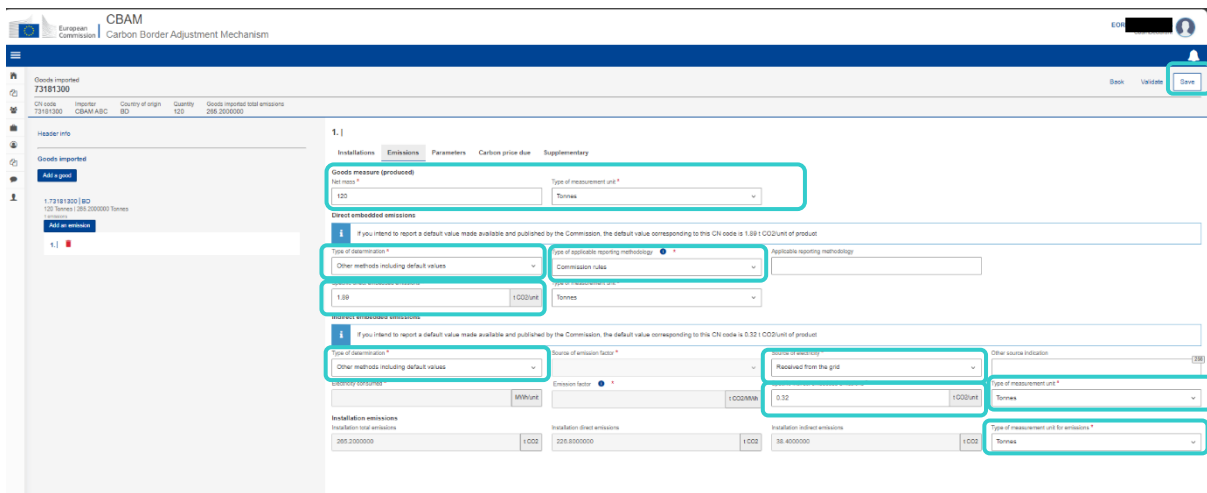
Please click on *add an emission* to include more information on emissions.

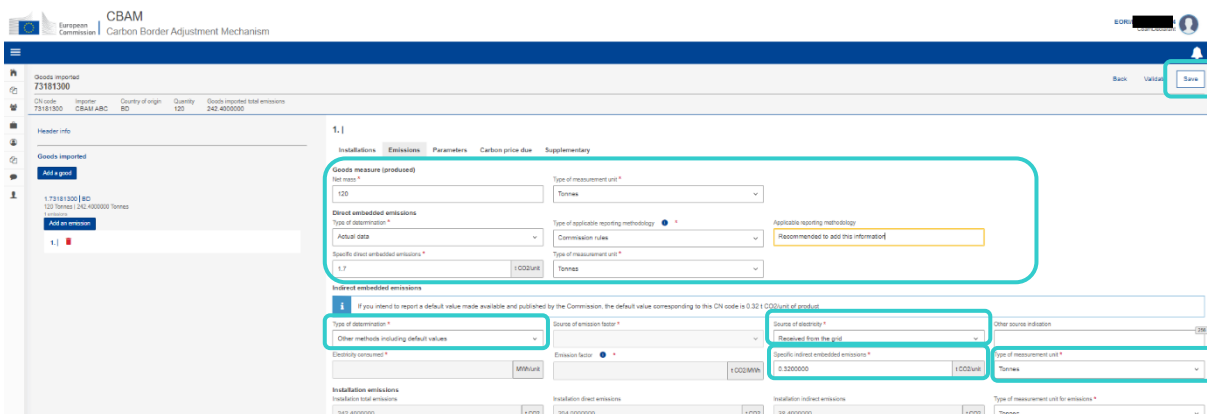
1. Emissions

OPTION A – If default values are used, please complete with the values indicated in the Registry. The totals are automatically calculated on the basis of quantity provided.

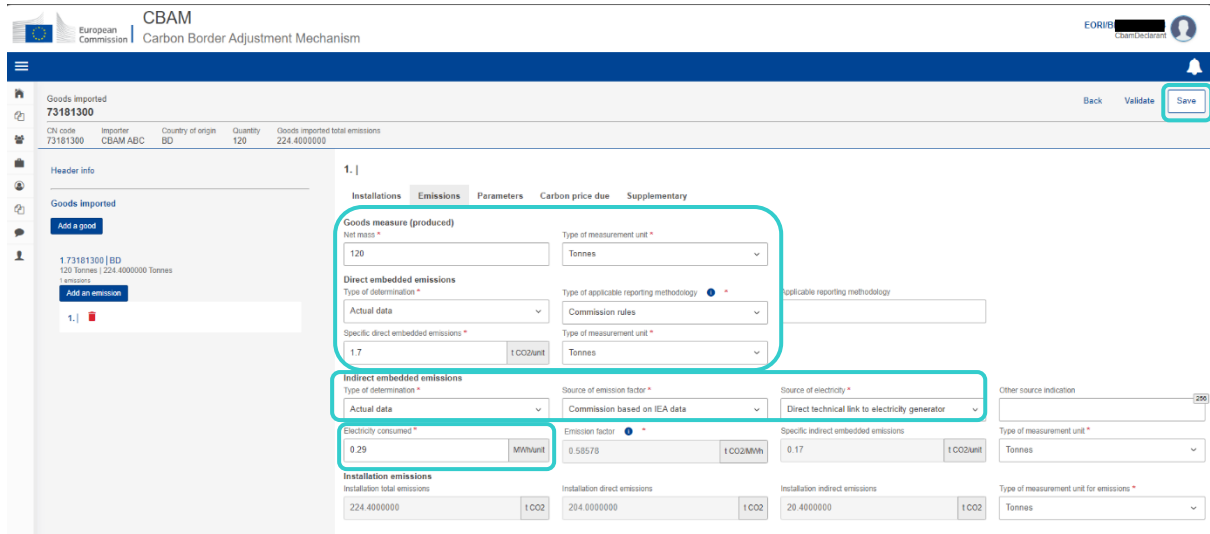
Important: it is possible to use default value for the whole CBAM goods until 31 July 2024. After, these values could be used up to 20% of the embedded emissions for complex goods (meaning that at least 80% of the embedded emissions shall represent actual data). For electricity, the default values can be used without limits in terms of time and quantities.



OPTION B – if actual data are used for direct emissions and default values are used for indirect emissions (electricity):



OPTION C – if actual data are used for both direct and indirect emissions:



European Commission | CBAM | Carbon Border Adjustment Mechanism | EORIE | Save

Goods imported
73181300

Header info

Goods imported

173181300 | BD
120 Tonnes | 224.4000000 Tonnes
1 emissions

1. |

Installations | Emissions | Parameters | Carbon price due | Supplementary

Goods measure (produced)
Net mass *
120 | Tonnes

Direct embedded emissions
Type of determination *
Actual data | Commission rules | applicable reporting methodology

Specific direct embedded emissions *
1.7 | tCO2/unit | Tonnes

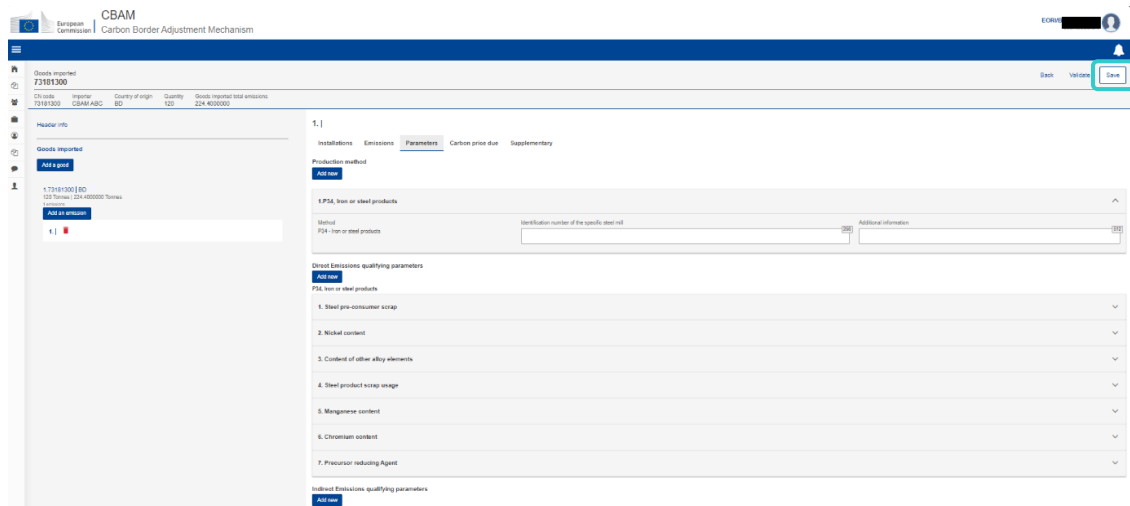
Indirect embedded emissions
Type of determination *
Actual data | Source of emission factor *
Commission based on IEA data | Source of electricity *
Direct technical link to electricity generator | Other source indication

Electricity consumed *
0.29 | MWh/unit | Emission factor *
0.58575 | tCO2/MWh | Specific indirect embedded emissions
0.17 | tCO2/unit | Type of measurement unit *
Tonnes

Installation emissions
Installation direct emissions
224.4000000 | tCO2 | Installation indirect emissions
20.4000000 | tCO2 | Type of measurement unit for emissions *
Tonnes

2. Parameters

This section is not mandatory for all CBAM goods and refers to the parameters used to identify the emissions produced in the different production routes.



European Commission | CBAM | Carbon Border Adjustment Mechanism | EORIE | Save

Goods imported
73181300

Header info

Goods imported

173181300 | BD
120 Tonnes | 224.4000000 Tonnes
1 emissions

1. |

Installations | Emissions | Parameters | Carbon price due | Supplementary

Production method
PSA, iron or steel products

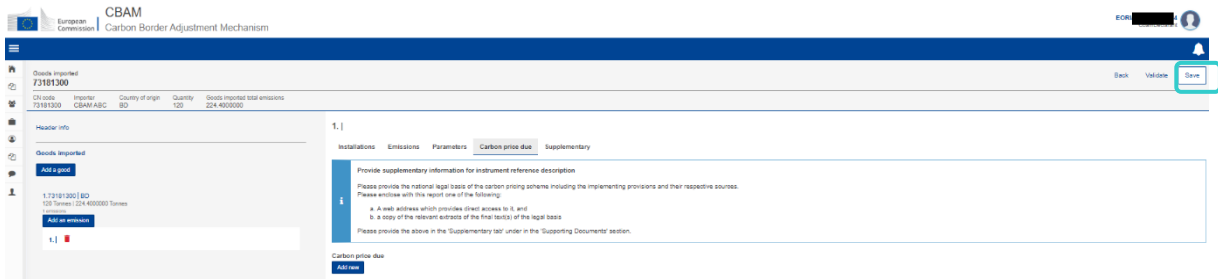
Direct Emissions qualifying parameters
PSA, iron or steel products

1. Steel pre-consumer scrap
2. Nickel content
3. Content of other alloy elements
4. Steel product scrap usage
5. Manganese content
6. Chromium content
7. Phosphorus reducing Agent

Indirect Emissions qualifying parameters

3. Carbon price due

If no carbon price was paid in the third country, then this section shall be not filled in.



European Commission | CBAM | Carbon Border Adjustment Mechanism

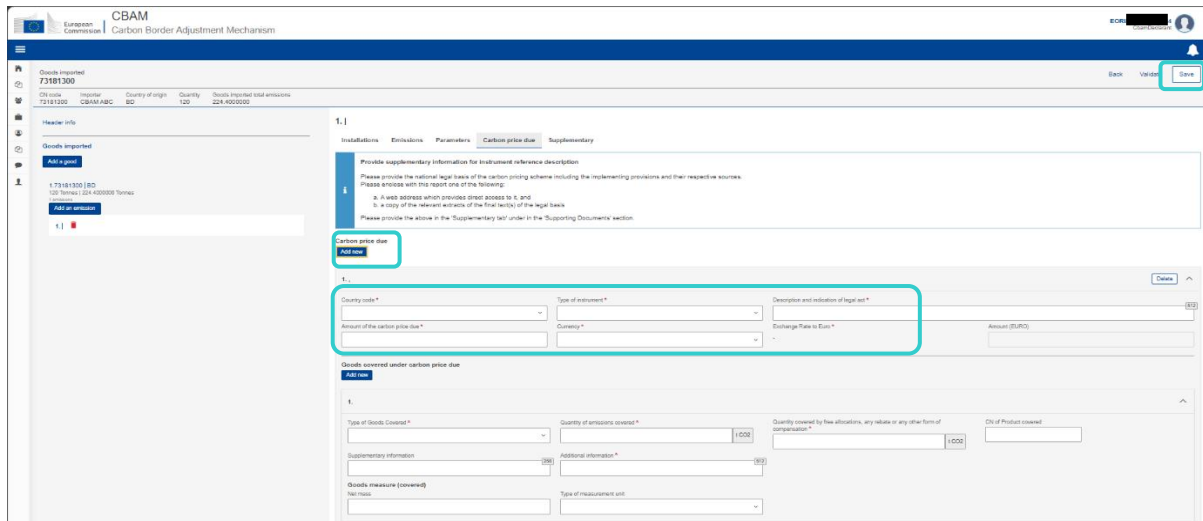
Goods imported: 73181300

Installation: 1. |

Carbon price due

Add new

However, if carbon price was paid in the third country, then the respective information shall be provided.



European Commission | CBAM | Carbon Border Adjustment Mechanism

Goods imported: 73181300

Installation: 1. |

Carbon price due

Add new

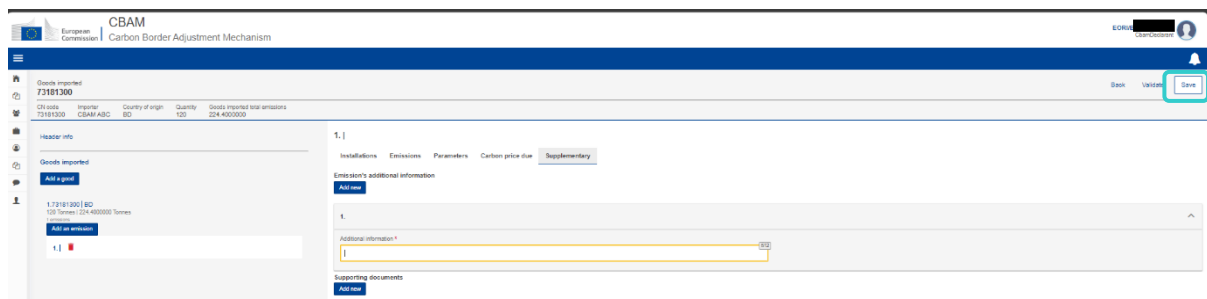
Country code: *
Type of instrument: *
Description and indication of legal act: *

Amount of the carbon price due: *
Currency: *
Exchange Rate to Euro: *

Amount (EUR): *

4. Supplementary

Additional information and/or supporting documents can be provided in this section.



European Commission | CBAM | Carbon Border Adjustment Mechanism

Goods imported: 73181300

Installation: 1. |

Supplementary

Add new

Emitter's additional information

Additional information: *

Supporting documents

Add new



European Commission
CBAM
Carbon Border Adjustment Mechanism

Save draft report
Report saved successfully

Draft report ID
Draft-2023-Q4

Reporting declarant: NCA BE000017
Reporting Period: 2023 - Q4
Report ID: -
Issue date: -
State: Draft
Goods imported: 1
Total emissions: 224,400,000 t CO2

Additional information
Add remarks

Cancel Preview **Validate** Save as draft

Header info

Goods imported

Goods imported	Actions					
CN code	Country of origin	Importer	Representative	Quantity	Goods imported total emissions	
72181300	BD	BE223146566		120	224,400,000 t CO2	

Items per page: 10
Showing 1-1 of 1

Step 4 : CBAM report submission

Please validate and submit the report.

European Commission
CBAM
Carbon Border Adjustment Mechanism

Save draft report
Report saved successfully

Draft report ID
Draft-2023-Q4

Reporting declarant: NCA BE000017
Reporting Period: 2023 - Q4
Report ID: -
Issue date: -
State: Draft
Goods imported: 1
Total emissions: 224,400,000 t CO2

Additional information
Add remarks

Cancel Preview **Validate** Save as draft

Header info

Goods imported

Goods imported	Actions					
CN code	Country of origin	Importer	Representative	Quantity	Goods imported total emissions	
72181300	BD	BE223146566		120	224,400,000 t CO2	

Items per page: 10
Showing 1-1 of 1



IV. Requested delay submission

According to the [EU Regulation 2023/956](#) (CBAM Regulation), the reporting for 4th Quarter 2023 was concluded on 31 January 2024. Reporting declarants, who have not submitted a CBAM report, have the option to request a delayed submission.

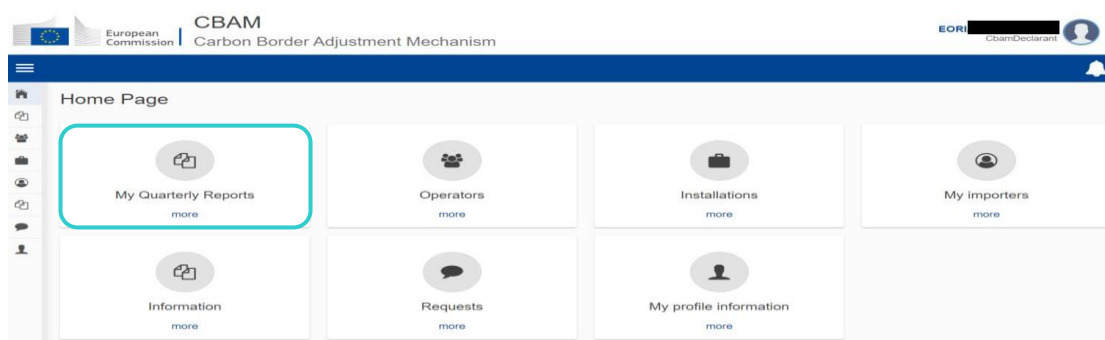
The declarant can request to submit a report with a delay by clicking on the [Request delayed submission](#) button. The [Request delayed submission](#) button will appear in [My Quarterly Reports](#) on the day following the submission period due date (i.e. on 01/02/2024 for the Q4 2023 report). The submission period corresponds to the month following the end of the reporting quarter (i.e. January for Q4 2023 and April for Q1 2024).

The [Request delayed submission](#) button can be used where a draft report was already created before the submission due date (i.e., 31/01/2024 for Q4 2023) or in case there was no draft report created before the submission due date. The [Request delayed submission](#) button will be available for declarants who have experienced technical errors or system failure before the submission due date ([Requested by Declarant \(technical error\)](#)). For example, where a declarant was registered during February 2024, the declarant will be able to use the [Request delayed submission](#) button to create and submit the Q4 2023 report.

The [Request delayed submission](#) button can also be used in the situation, where the declarant or customs declarants are requested by the competent authority (NCA) to submit a CBAM report ([Requested by NCA](#)).

How to request the delayed submission

1. Reporting declarants shall access to the Portal : <https://cbam.ec.europa.eu/declarant/>
Then, from the home page, the user shall click on [My quarterly reports](#) .





- For the respective report (Q4 2023), please click on the *Request delayed submission* button.

My Quarterly Reports						
Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
Q1	2024			Not Added yet		
Q4	2023			Not Added yet		Request delayed submission

- Once the button is clicked, there are two options :

Request delayed submission

Delayed Submission Reason *

Requested by NCA
Requested by Declarant (technical error)

Cancel OK

If the delayed submission is requested or authorised by the competent authority, then the reference number shall be provided before submitting the requested delayed submission. If you have not received it, it shall be first requested to info.cbam@health.fgov.be. In fact, this number shall be indicated in the registry.

Request delayed submission

Delayed Submission Reason *

Requested by NCA

Reference number provided by the NCA *

2023/Q4/2233

Cancel OK



If the delayed submission is requested by the reporting declarant (technical error), then a justification/ explication shall be provided.

Request delayed submission ✕

Delayed Submission Reason *

Requested by Declarant (technical error) ▼

Justification for the delay *

System error when submitting the report. Error has been reported to the NCA.

Cancel OK

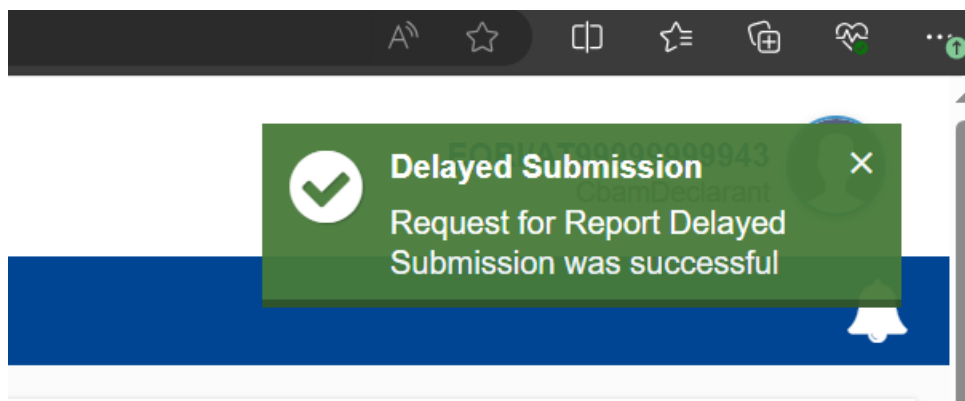
4. In both cases, in order to finalise the action, it will be needed to click on **OK** and confirm.

Request delay

? Are you sure you want to request delay?

Cancel OK

5. A message will confirm the successfully delayed submission request.





6. In both cases, the request for delayed report submission will be automatically approved and the reporting declarant will be able either to create a draft report, or continue the amendment of the existing draft report. The user can create or upload the quarterly CBAM report by clicking on the respective button.

My Quarterly Reports						
Quarter	Year	Last edited	State	Report	Invalidated Reports	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Q1	2024			Not Added yet		
Q4	2023			Not Added yet		Create Upload