

CBAM User Manual Supplier

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Your Supply Chain

Empowered. Connected. Visible. End-to-end.

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1. Introduction

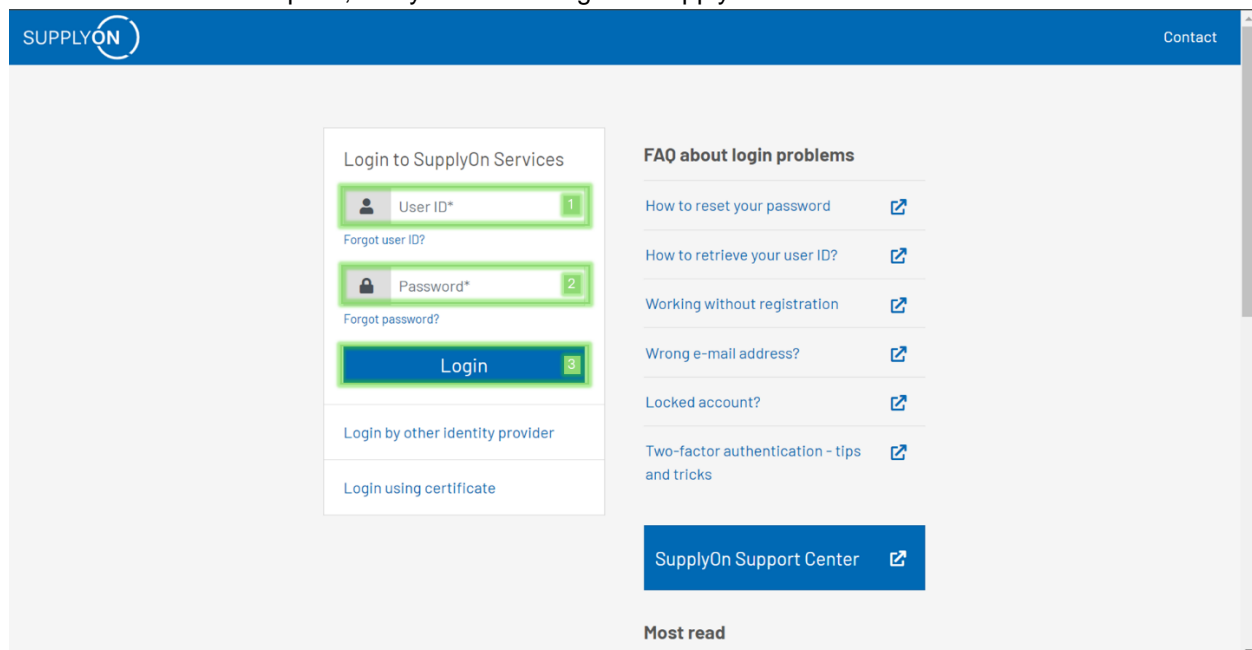
In 2019, the EU passed a new law implementing a Carbon Border Adjustment Mechanism (CBAM) to help mitigate carbon leakage. This law mandates that companies pay a tariff on certain carbon-intensive goods coming from outside of the EU. The 6 affected industries are Iron and Steel, Aluminum, Fertilizers, Electricity, Hydrogen, and Cement. In the Transition Phase (from 2024-2026) companies are only required to report the embedded carbon emissions. From 2026 onwards, companies will have to report the embedded carbon emissions and purchase and use certificates corresponding to embedded emissions.

SupplyOn's CBAM Manager Tool helps collect the important information and will then accurately create the quarterly report. Our user-friendly interface fosters collaboration between companies and suppliers, promoting shared responsibility and accountability for CBAM reporting.

In this User Manual, we'll explore the features and functionalities of the CBAM solution. Whether you are new to carbon accounting or have experience in the field, this guide will equip you with the knowledge and skills to make the most of our platform. We will provide insights and best practices to help you collaborate with your suppliers to collect your CBAM data in this manual.

2. Getting Started

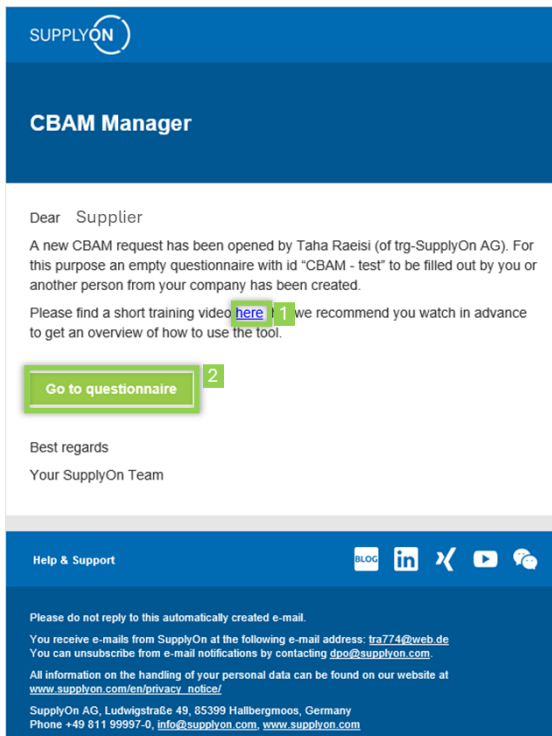
To work on a CBAM request, first you need to login to SupplyOn.



- 1) Enter User ID
- 2) Enter Password
- 3) Click „Login“

If you do not have a login, then you will receive an email invitation.

Once you have opened the email,



- 1) Watch a short introductory video about the tool
- 2) Click on "Go to Questionnaire"

This will open up a new window in your browser. Once there,

www.supplyon.com

Welcome to the SupplyOn User registration

Our Customer Support
[Contact](#)

You have been invited by "trg-SupplyOn AG" for the process "Supplier Self Service". In order to use the service, you have to register first.

The registration and usage of this service are free of charge.

1

Salutation*:

First name*:

Last Name*:

E-mail*:

Phone*:

Language*:

Create company master data.

2

Enter new address

Company*:

D-U-N-S No.:

VAT number (EU):

USCC:

GSTIN:

BPNL:

Street*:

ZIP code*:

City*:

Country*:

Time zone*:

3

I have read the Terms and Conditions of Use of SupplyOn AG and agree. *

Create a password to protect your data in Supplier Self Service. Use this password along with the link in the invitation e-mail you received to access Supplier Self Service.

4

Password*:

5

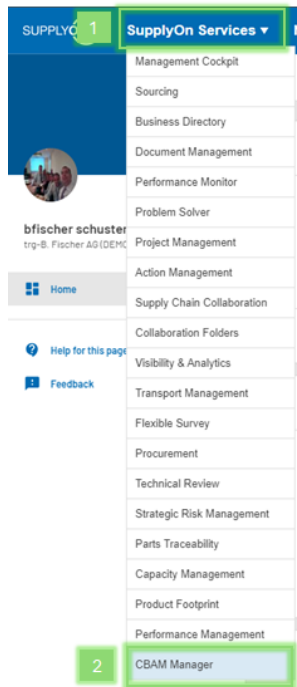
[Confirm](#)

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- 1) Fill out your personal information
- 2) Fill out Company information
- 3) Agree to terms and conditions
- 4) If necessary, Create a Password to be used within the requesting buyer's environment
- 5) Click "Confirm" to register

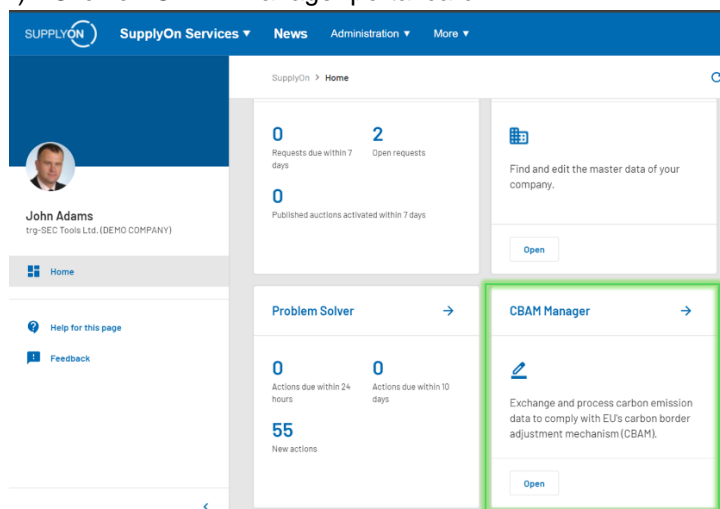
Once logged in,

- 1) Navigate to the SupplyOn Services option on the navigation menu
- 2) Click on "CBAM Manager"



OR

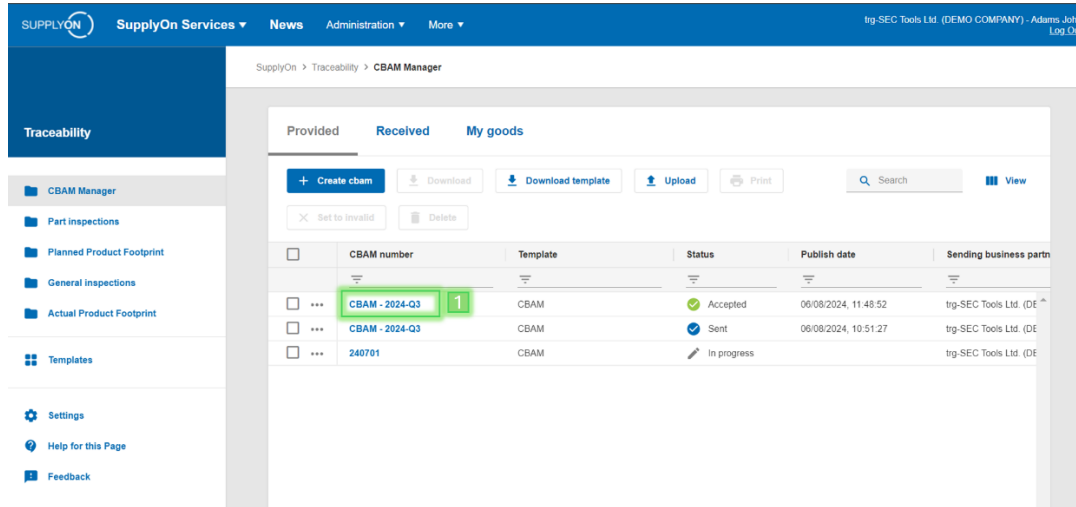
- 1) Click on CBAM Manager portal card.



3. Working on a Request

All requests can be worked on directly in the tool itself. In the “Provided” Tab, the gallery lists all CBAM requests sent from the Buyer, regardless of the status. This is the tab in which you will be working in. More information to “Received” and “My goods” tabs can be found in Section 6.1.

- 1) Click on a blue CBAM Number.

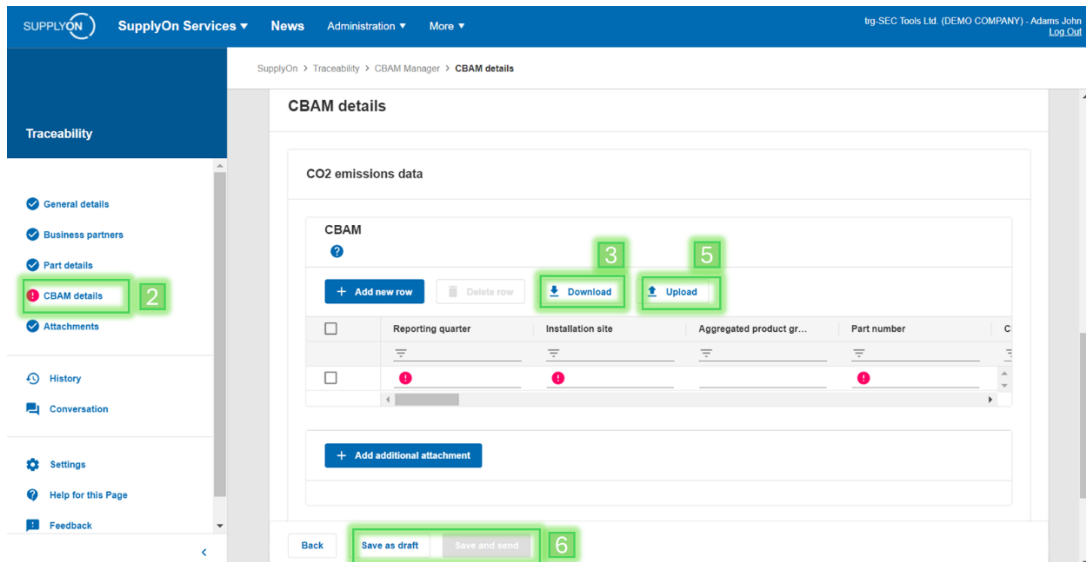


This opens up the CBAM Request Details page.

- 2) Go to CBAM Details
 - a. The red icon shows that there is no information saved for this section
- 3) Click on “Download”
- 4) Fill out Excel template
 - a. Highlighted columns are mandatory

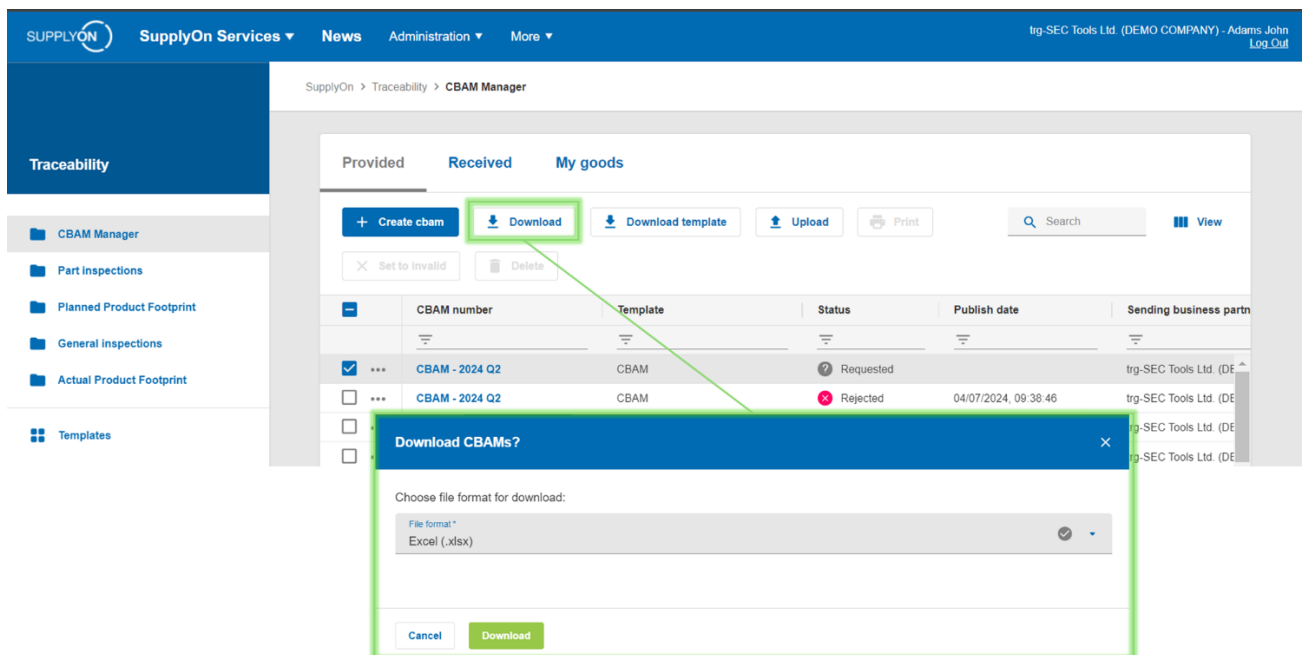
1	Reporting quarter	Installation site	Aggregated product group	Part number	CN Code	Plausibility	Total emissions during reporting period	Total direct emissions during reporting period	Total indirect emissions during reporting period	Unit	Type of determination (direct)	Type of applicable reporting methodology (direct)	SEI (direct)
2	Q3-2024			12345									
3													
4													
5													
6													
7													

- 5) Click on “Upload” and upload filled out Excel template
 - 6) Click on “Save as Draft”
 - a. This will save your data without sending anything to the buyer
- OR
- Click on “Save and Send”
- b. Will appear green when a document is uploaded
 - c. This will send the entered in data to the requesting buyer



3.1. Downloading the Request

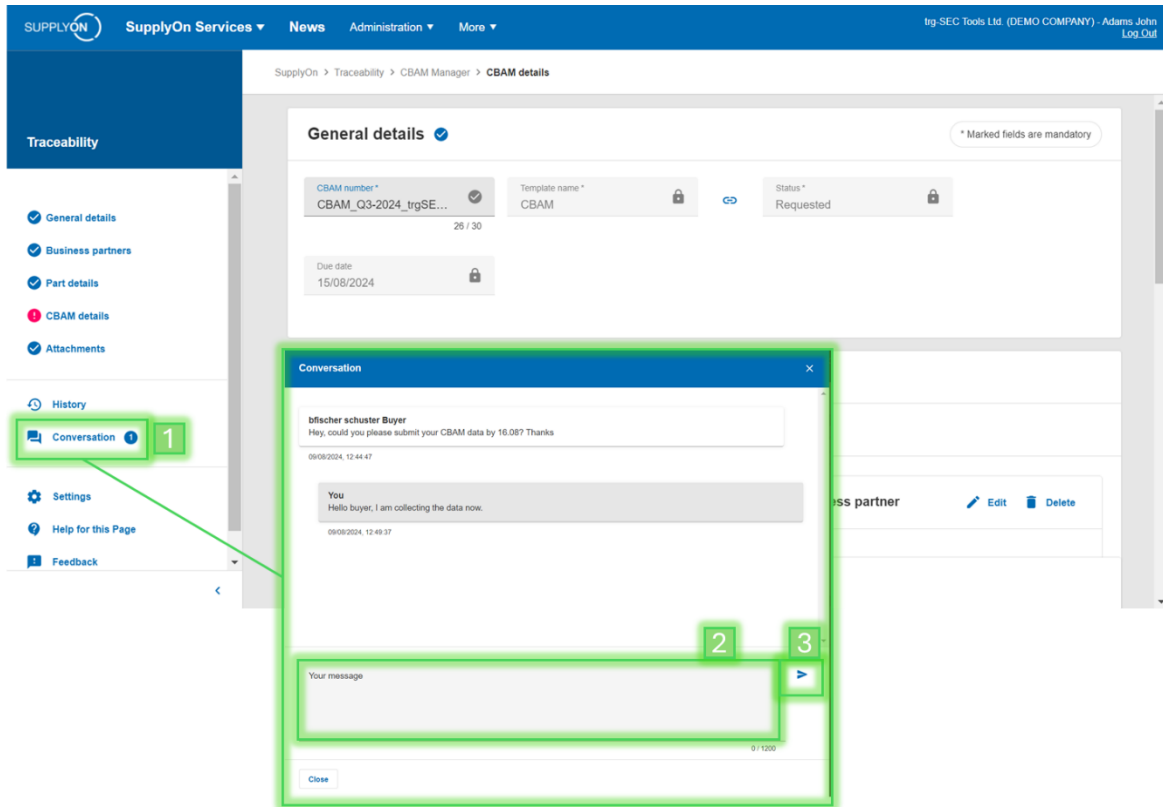
All requests can be downloaded, regardless of their status. It's important to mention that multiple templates cannot be combined into a single download. However, users are free to download an unlimited number of requests, provided that these requests utilize the same template.



4. Conversing with the Buyer

The User can also directly converse with the buyer in the tool. Each conversation is specific to the CBAM Request it is under. The buyer can also initiate a conversation and their message would appear here. To converse with the buyer:

- 1) Click on the Conversation
 - a. A Pop-up will appear with the conversation history
- 2) Enter in the message
- 3) Click on the "Send" Icon

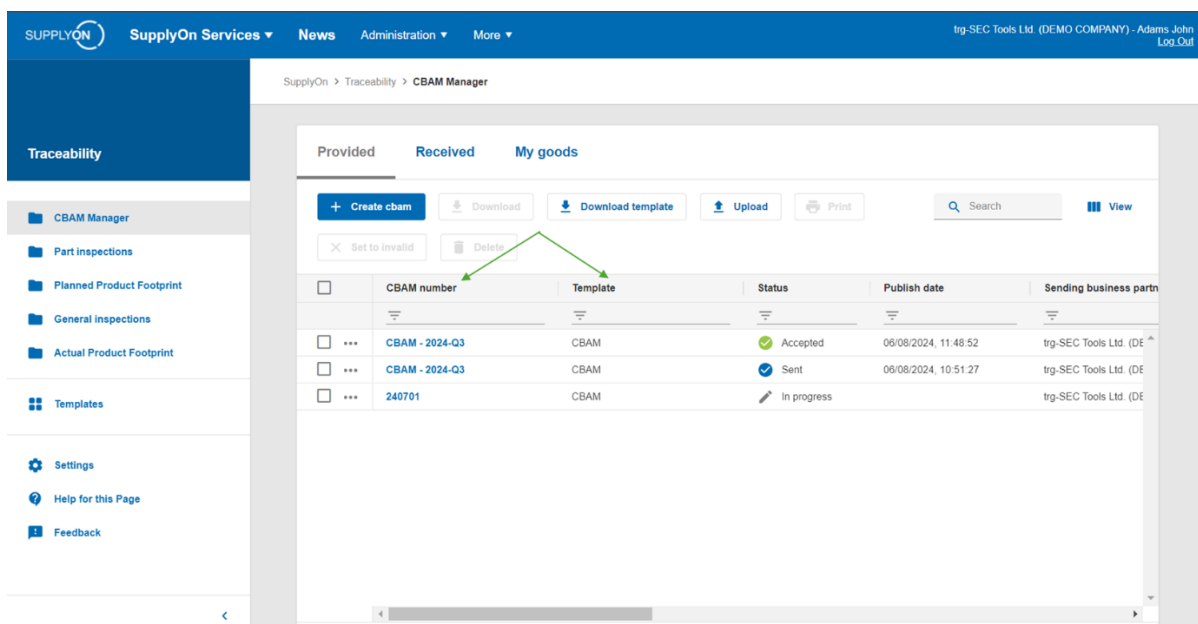


5. Customizing the View

On the home page of the CBAM Manager, the user can customize the gallery to make their work easier

5.1. Rearranging the columns

Click the column, hold, and drag it to the desired new position. When you release the mouse button, the column is rearranged in the new position.



5.2. Creating a User specific view

- 1) To create a user defined view, click View.
 - a. A list with all available columns is displayed.
 - b. You can show and hide columns (with the eye icon), as well as move (3 lines icon) and pin (thumbtack icon) columns.
- 2) Click Save to keep your settings.

The screenshot shows the SupplyOn CBAM Manager interface. The main table displays the following data:

CBAM number	Template	Status
*** CBAM - 2024-Q3	CBAM	Accel
*** CBAM - 2024-Q3	CBAM	Sent
*** 240761	CBAM	In pro

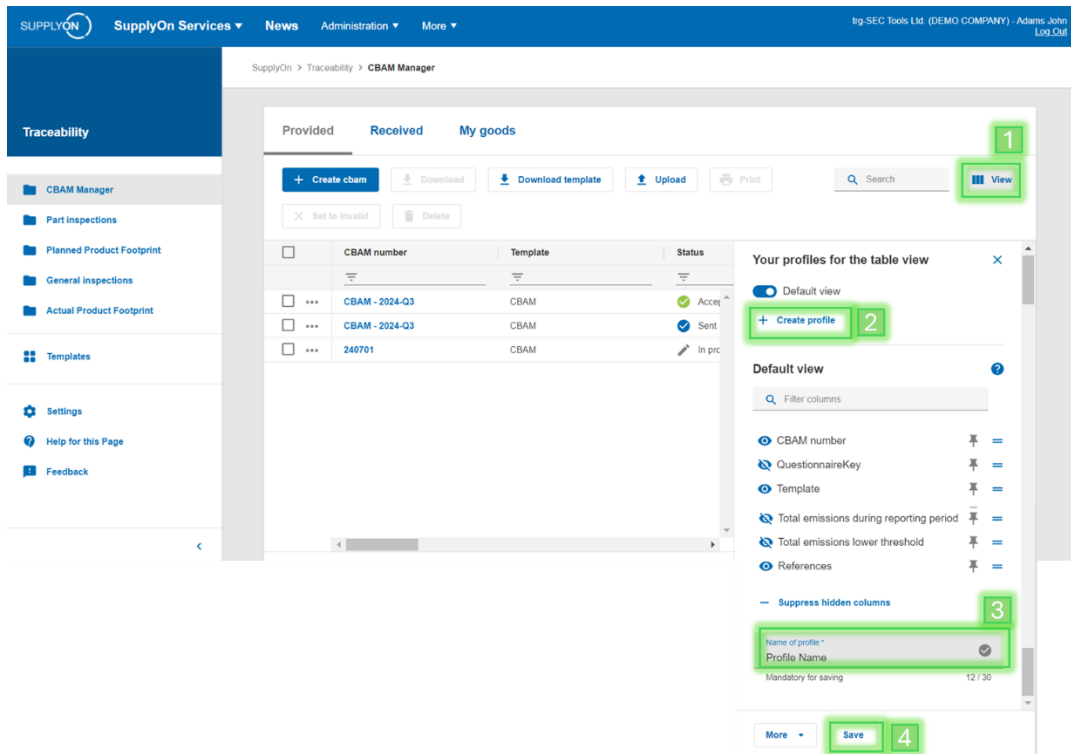
The 'Your profiles for the table view' panel shows the following columns and their settings:

- CBAM number: Visible, Pinned
- QuestionnaireKey: Visible, Not Pinned
- Template: Visible, Not Pinned
- Total emissions during reporting period: Visible, Not Pinned
- Total emissions lower threshold: Visible, Not Pinned
- References: Visible, Not Pinned

The 'Save' button is highlighted in the bottom right corner of the panel.

5.3. Creating an additional view

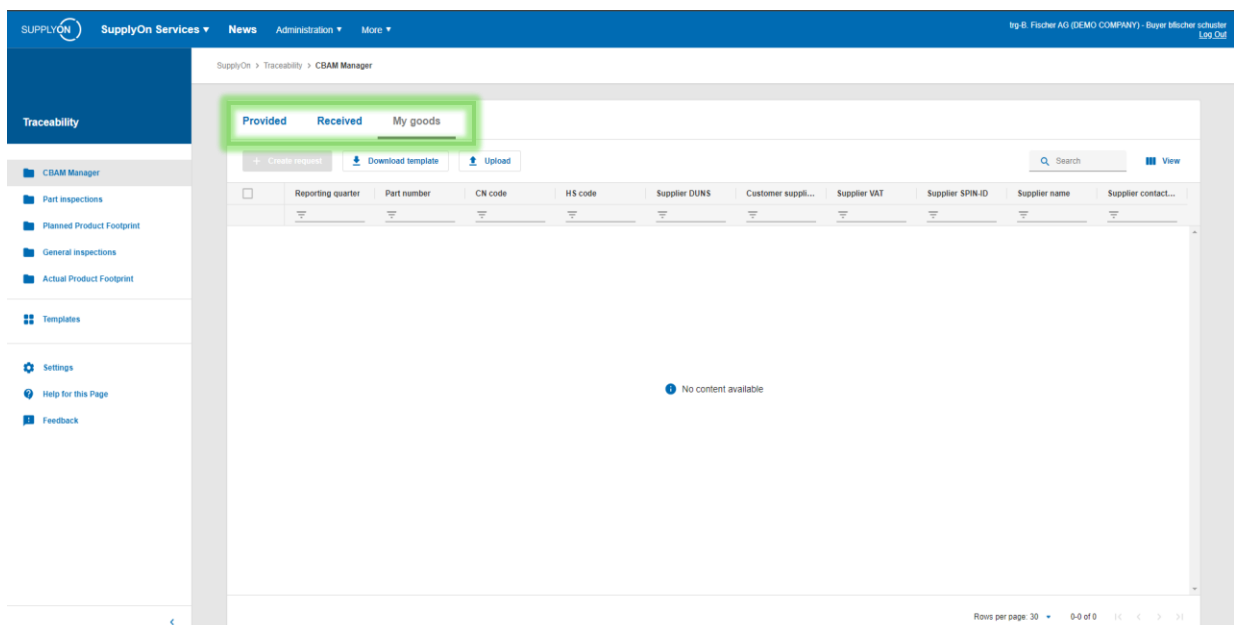
- 1) To create a user defined view, click **View**.
- 2) Click Create Profile and choose the preferred setting (column sequence, show or hide columns).
- 3) Enter a name for the view.
- 4) Click Save.



6. Additional Information

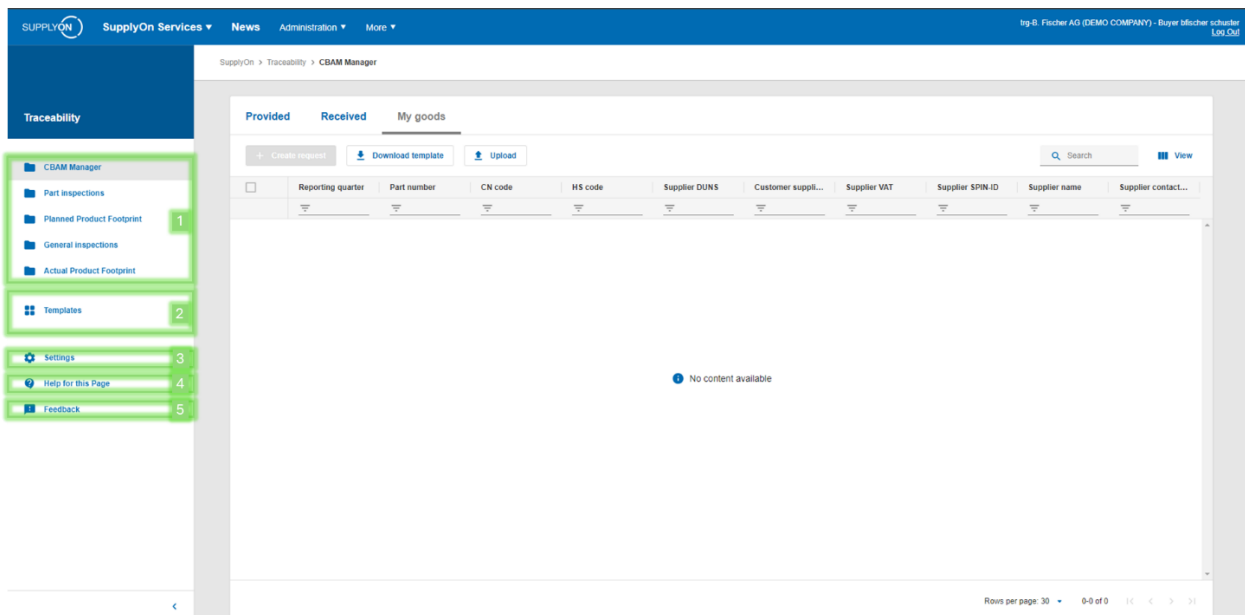
6.1. Provided, Received and My goods Tabs

CBAM provides a convenient feature allowing users to switch roles between buyer and supplier. In the "Provided" section, you can access and manage the data you have contributed as a supplier. This User Manual focused on the "Provided" tab. Meanwhile, the "Received" and "My goods" sections enable you to monitor your relevant data from your buyer. This is where the suppliers can work on requests. The currently selected tab will be underlined and appear in gray.



6.2. Navigation Bar

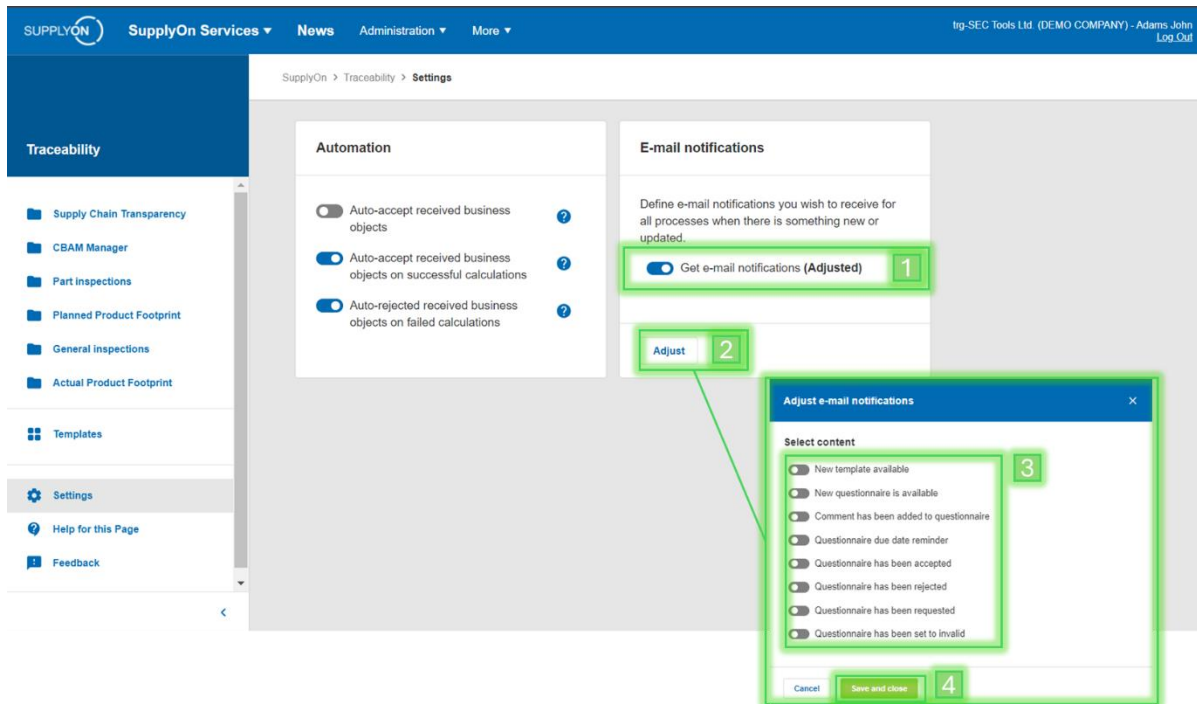
The left navigation bar offers convenient access to various application sections and quick access to related other tools (1) such as Product Footprint. Upon selecting a particular process, users are directed to the corresponding page. Additionally, there is a section for templates (2), enabling users to access any templates that would be helpful for CBAM reporting. The settings section (3) is also available for user customization, more on this in the next section. Moreover, within this navigation area, there are two additional sub-elements. The "Help for this page" button (4) guides users to the "Help & Support" webpage, while the "Feedback" button (5) opens a pop-up window for submitting comments and suggestions to SupplyOn. Furthermore, users have the option to hide or expand the navigation panel according to their preferences using the "<" and ">" arrows, respectively, located at the bottom of the navigation bar.



6.2.1. Settings

Email notifications can be turned on or off by each user in "E-mail notifications" section.

- (1) Click the toggle
- (2) Click "Adjust" to open a pop up window.
- (3) Select the Email notifications you would like to start or stop receiving
- (4) Click "Save and Close"

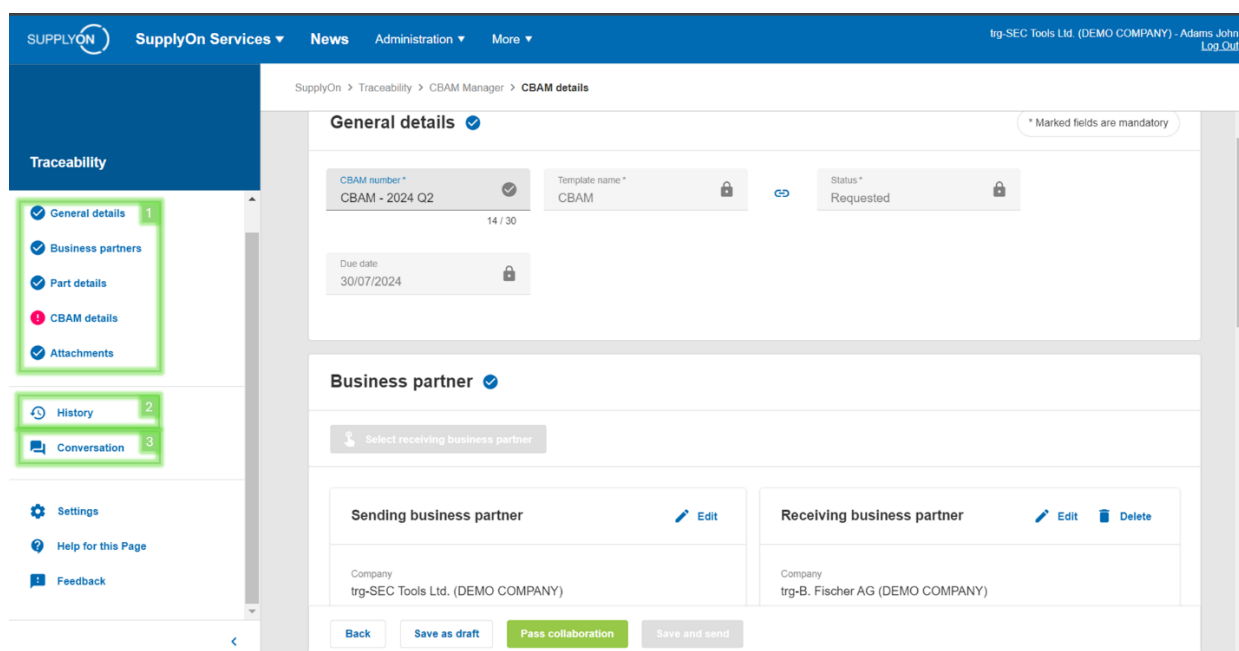


6.3. Inside the Request

There is a side navigation menu showing the status of each section of the details (1). These sections include:

- “General Details” – This where the meta data of the request itself can be found.
- “Business Partners” – This shows the 2 parties involved in the request, the “Sending Business Partner” which is the Supplier, and the “Receiving Business Partner” which is the buyer.
- “Part Details” – This shows additional information for the parts that are part of this request.
 - More information about this section can be found below.
- “CBAM details” – This is the main area where information needs to be filled out.
 - More information about this section can be found below.
- “Attachments” – Users can upload additional attachments here.

There are also areas for history (2) where the user can check to the history of this request as well as an option to converse with the buyer (see section 4).



7. Workflow Status Overviews

Request status represents the status of the request.

Requested	Request is open or not answered completely.
Accepted	Buyer has accepted the respond
Rejected	Buyer has rejected the respond
Draft	The customer has not yet sent out the request to
Sent	Supplier has sent the respond (visible to supplier)
Received	Buyer has received a response (visible to buyer)
In Progress	The request is in progress
Invalid	The request is no valid anymore

8. Feedback | Support

You can send your **feedback to your responsible buyer contact** or add your comments anonymously in the [SupplyOn Forum](#). You can click here to access the [contact form](#) of the Support Team. You can learn more about CBAM either using the [EU Guidance Document](#) or the [EU FAQ Document](#).

9. Glossary

Carbon Border Adjustment Mechanism (CBAM)	EU law where companies need to pay for the embedded carbon in certain products produced outside the EU
CBAM Certificate	Electronic certificate equivalent to one ton of to be purchased by the company
Combined Nomenclature (CN)	Numerical classification used by the EU to label goods as they are being imported
Complex Goods	All goods that are not simple goods
Carbon Leakage	The act of a company moving a carbon-emitting intensive production/process to a country which allows higher levels of carbon emission
Carbon dioxide equivalent (CO₂e)	A unit that measures the radiative forcing of a greenhouse gas in comparison to carbon dioxide.
Embedded Emissions	These are direct emissions released during the production of goods and indirect emissions from the production of electricity that is consumed during the production processes

Emissions	These are Greenhouse gasses that are produced as a byproduct during the production of goods
EU Emissions Trading System (ETS)	Current system used by the EU to help cap emissions. This entails companies buying carbon certificates and trading those for emissions allowance
Greenhouse gases (GHGs)	A gas present in the atmosphere, both from natural and human activities, that absorbs and emits radiation within specific wavelengths of the infrared spectrum emitted by the Earth's surface, atmosphere, and clouds.
Simple Goods	Goods produced in a production process requiring exclusively input materials and fuels having zero embedded emissions
Specific embedded emissions	the embedded emissions of one ton of goods, expressed as tons of CO2e emissions per ton of goods