

CBAM User Manual Supplier

JP Ray, Technical Solutions Expert I 08.08.2024

Your Supply Chain Empowered. Connected. Visible. End-to-end.



Index

1.	Introduction3
2.	Getting Started
3.	Working on a Request
3.1.	Downloading the Request
4.	Conversing with the Buyer7
5.	Customizing the View
5.1.	Rearranging the columns
5.2.	Creating a User specific view9
5.3.	Creating an additional view9
6.	Additional Information 10
6.1.	Provided, Received and My goods Tabs10
6.2.	Navigation Bar
6.2.1.	Settings 11
6.3.	Inside the Request 12
7.	Workflow Status Overviews
8.	Feedback Support13
9.	Glossary



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.

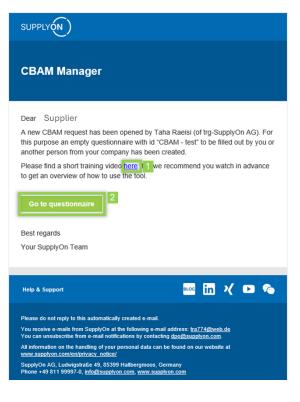
SUPPLYON				Contact
	Login to SupplyOn Services User ID* 1 Forgot user ID? Password* 2 Forgot password? Login by other identity provider Login using certificate	FAQ about login problems How to reset your password How to retrieve your user ID? Working without registration Wrong e-mail address? Locked account? Two-factor authentication - tips and tricks	2 2 2 2 2 2 2 2 2 2 2 2	
		SupplyOn Support Center	Ľ	
Forge Forge Logi		Most read		
1) Enter Llear ID				

- 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,

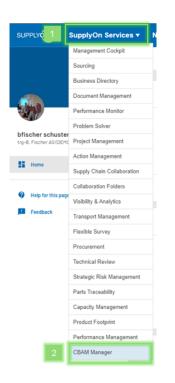
You have been invite service, you have to	to the SupplyOn ad by "trg-SupplyOn AG" for the pr register first. d usage of this service are free	rocess "Supplier Self Service". In order to use the	Our Customer Support Contact
Salutation*: First name*: Last Name*: E-mail: Phone*: Language*: Create company	Not defined	0	
Enter new addre Company*: D-U-N-S No.: VAT number (EU): USCC: GSTIN: BPNL: Street*: ZIP code*: Clly*: Country*: Time zone*:		2	
Create a passwo		upplyOn AG and agree. 3 upper Self Service. Use this password along with the link in upplier Self Service.	
© 2018 SupplyOn	AG , Imprint. Legal Notes. Privacy N	lotice	沪ICP督17053441号-1



- 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

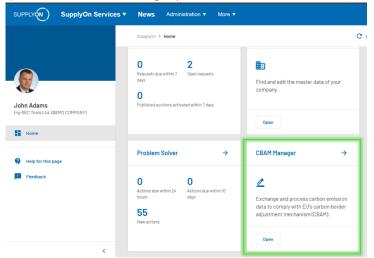
Once logged in,

- 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.

Traceability	Provide	d Received My	goods			
SuppyOn > Traceability > CBAM Manager Traceability Traceability CBAM Manager CBAM Manager Provided Received My goods + Create cham Part inspections Actual Product Footprint CBAM number Templates Actual Product Footprint CBAM - 2024-03 CBAM - 2024-03 CBAM Settings Help for this Page	Q Search	View				
Part inspections	× Set	to invalid 📋 Delete				
Planned Product Footprint		CBAM number	Template	Status	Publish date	Sending business partn
General inspections		=	-		Ŧ	<u>-</u>
Actual Product Footprint		СВАМ - 2024-Q3	CBAM	Accepted	06/08/2024, 11:48:52	trg-SEC Tools Ltd. (DE 🛎
CBAM Manager Part Inspections Planned Product Footprint General Inspections Actual Product Footprint Templates Settings		CBAM - 2024-Q3	CBAM	Sent	06/08/2024, 10:51:27	trg-SEC Tools Ltd. (DE
Templates		240701	CBAM	🧨 In progress		trg-SEC Tools Ltd. (DE

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

													4
	A	B	C	D	E	F	G	н		J	к	L	M
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)	SEE (direct)
2	Q3-2024			12345	i								
3													
4													
5													
0													
1													

- 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

5456

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



SUPPLYON) SupplyOn Services - No	ews Administration ▼	More 🔻			trg-SEC Tools Ltd. (DEMC	COMPANY) - Adams John Log_Out
Suppl	yOn > Traceability > CBAM M	Janager > CBAM details				
	CBAM details					^
Traceability						
<u>^</u>	CO2 emissions d	ata				
✓ General details						
Susiness partners	CBAM		3	5		
Part details						
CBAM details	+ Add new roo	Delete row	🛓 Download 🚊 U	Jpload		
Attachments		porting quarter	Installation site	Aggregated product gr	Part number	c
A History			.		.	
	· · · ·		-		-	
-						
Settings	+ Add addition	nal attachment				
Help for this Page						
E Feedback						
<	Back Save as dr	aft Save and send	6			-

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.

SUPPLYON) SupplyOn Service		dministration ▼ More ▼			trg-SEC Tool:	s Ltd. (DEMO COMPANY) - Adam L
	SupplyOn > Trace	eability > CBAM Manager				
raceability	Provide	d Received My	goods			
CBAM Manager	+ Cre	ate cbam 👤 Download	Download template	Upload 🖶 Print	Q Search	View
Part inspections	X Set	to invalid 📋 Delete				
Planned Product Footprint		CBAM number	Template	Status	Publish date	Sending business partn
General inspections		<u>-</u>	=	<u>-</u>	<u>-</u>	<u>-</u>
Actual Product Footprint	~	CBAM - 2024 Q2	СВАМ	Requested		trg-SEC Tools Ltd. (DE
		CBAM - 2024 Q2	CBAM	× Rejected	04/07/2024, 09:38:46	trg-SEC Tools Ltd. (DE
Templates		Download CBAMs?				rg-SEC Tools Ltd. (DE
						rg-SEC Tools Ltd. (DE
		Choose file format for download:				
		File format* Excel (.xlsx)			0	
		Cancel Download				

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



SUPPLYON SupplyOn Services -	News Administration • More •	trg-SEC Tools Ltd. (DEMO COMPANY) - Adams John Log Out
S	upplyOn > Traceability > CBAM Manager > CBAM details	
Traceability	General details 🥑	* Marked fields are mandatory
General details	CBAM_03-2024_trgSE CBAM CBAM CBAM CBAM CBAM CBAM CBAM CBAM	8
 Business partners Part details 	Due date 15/08/2024	
CBAM details		
Attachments	Conversation x	
• History Conversation • 1	bitscher schuster Buyer Hey, could you please submit your CBAM data by 16.08? Thanka 00002084,124.47	
 Settings Help for this Page 	You Helio buyer, I am collecting the data now. 9007/204-12/037	🖍 Edit 🧃 Delete
Feedback		
`	2 3	•
	Your mossage	
	0 / 1200	

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.

	ouppron - Hact	ability > CBAM Manager				
aceability	Provide	d Received I	My goods			
CBAM Manager	+ Cre	ate cbam 💆 Download	Download template	1 Upload	Q Search	View
Part inspections	X Set	to invalid 📋 Delete	\frown			
Planned Product Footprint		CBAM number	Template	Status	Publish date	Sending business partr
General inspections		Ŧ	=		Ŧ	Ŧ
General inspections Actual Product Footprint		CBAM - 2024-Q3	CBAM	Accepted	06/08/2024, 11:48:52	trg-SEC Tools Ltd. (DE
		CBAM - 2024-Q3	CBAM	Sent 🕑	06/08/2024, 10:51:27	trg-SEC Tools Ltd. (DE
		240701	CBAM	In progress		trg-SEC Tools Ltd. (DE
Actual Product Footprint Templates		CBAM - 2024-Q3	CBAM	Sent		trg-SEC To
Help for this Page						
Feedback						



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.

Suppry Chi Sundella Views Neural Manager Suppro 1 Traceability Provided Received My goods • CEAM Manager • Cearts tame • Cearts • Cearts • Cearts • Cearts • Cearts • Ceart	trg-SEC Tools Ltd. (DEMO COMPANY) - Adams John Log Out				
	SupplyOn > Trace	ability > CBAM Manager			
Traceability	Provideo	d Received My g	oods		
CBAM Manager	+ Crea	ate cham 🚊 Download	Download template	Upload 👵	Print Q Search
Part inspections		to invalid Delete			
Planned Product Footprint		CBAM number	Template	Status	
General inspections					Oefault view
Actual Product Footprint	-				+ Create profile
Templates		240701	CBAM	/ In prc	Default view 2
•					-
•					O CBAM number
,		1			
					References
					— Suppress hidden columns
					Prome Name
					More - Save 2

- 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.



SUPPLYN SupplyOn Services * New Administrator * More * Bigdol Challenger Traceability Franceability > CBAM Manager CRAM Manager Crass chall Paraned Product Footprint Crass chall Crade chall Crass chall	COMPANY) - Adams Joh Log Ol					
	SupplyOn > Trace	eability > CBAM Manager				
Traceability	Provide	d Received My	goods			1
CBAM Manager	+ Cre	ate cbam 💆 Download	Download template	👲 Upload 👼 I	Print Q Search	III View
Part inspections		to invalid 📋 Delete				
Planned Product Footprint		CBAM number	Template	Status	Your profiles for the table view	×
General inspections		-	<u>-</u>		Default view	
Actual Product Footprint	_			-		
				-		
Templates		240701	CDAM	/ in pic	Default view	0
Settings					Q Filter columns	
Help for this Page					 CBAM number 	∓ =
E Feedback					🔯 QuestionnaireKey	∓ =
					 Template 	∓ =
				*	Total emissions during reporting period	Ŧ =
<		•		•	-	
					 References 	∓ =
					- Suppress hidden columns	3
					Name of profile *	
					Profile Name	
					Mandatory for saving	12/30
					More • Save 4	*

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.

raceability CBAM Manager CBAM M	s▼ News	Administration V	tore 🔻							trg-B. Fischer AG (DE	MO COMPANY) - Buyer blise	cher s
	SupplyOn > Tra	ceability > CBAM Manage	er									
Supply Ch Strole V Not X Added Add Add Add Add Add Add Add Add A	Provide	ed Received	My goods									
	Part inspections		Reporting quarter	Part number	CN code	HS code	Supplier DUNS	Customer suppli	Supplier VAT	Supplier SPIN-ID	Supplier name	Supplier contact
Planned Product Footprint			-		-	-	-	-		-	<u>-</u>	
General inspections												
Actual Product Footprint												
Templates												
Settings												
Help for this Page		Tracebilly > CRAM Manager Tracebilly > CRAM man										
Bindford Bindf												
Solution Subjection samples Traceability CatAM Manager CatAM Manager Provided Received My goods Provided Received My goods Catom Manager Status Output Status Output Status Output Provided Received My goods Catom Manager Status Output Provided Received My goods Catom Manager Output Provided Received My goods Catom Manager Output Status Output Output <												
									Rows n	ernane: 30 • 0.0 i	of 0 I C C D D	
< .									Auws p	- poge. ov - 0-01		



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.

SUPPLYON SupplyOn Services V	News Administration • M	fore 🔻						trg-B. Fischer AG (DEMC	COMPANY) - Buyer blischer schuster Log Out
2	SupplyOn > Traceability > CBAM Manag	or							
Traceability	Provided Received	My goods							
CBAM Manager	+ Create request	Download template	Upload					Q Search	View
Part inspections	Reporting quarter		N code HS code	Supplier DUNS	Customer suppli	Supplier VAT	Supplier SPIN-ID	Supplier name	Supplier contact
Planned Product Footprint		<u> </u>		<u>-</u>		<u>.</u>	<u></u>	<u>-</u>	<u> </u>
General inspections									
Actual Product Footprint									
# Templates 2									
Settings 3 Image: Help for this Page 4 Image: Feedback 5				No content a	vailable				
¢							Rows pe	rpage: 30 🔹 0-0 of 0	

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"



SUPPLYON SupplyOn Services -	News Administration More		trg-SEC Tools Ltd. (DEMO COMPANY) - Adams John Log Out
	SupplyOn > Traceability > Settings		
Traceability	Automation	E-mail notifications	
 Supply Chain Transparency CBAM Manager Part Inspections Planned Product Footprint General Inspections Actual Product Footprint Templates Settings Help for this Page Feedback 	 Auto-accept received business objects Auto-accept received business objects on successful calculations Auto-rejected received business objects on failed calculations 	Define e-mail notifications you wish to receive for all processes when there is something new or updated. Get e-mail notifications (Adjusted) djust Adjust 2 Adjust e-mail notifications Adjust e-mail notifications Select content New template available New template available Outselonnaire has been added to Outselonnaire has been replie Outselonnaire has	questionnaire Inder Ited ested

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).



	News Administration ▼ More ▼			trg-SEC Tools Ltd. (DEMO COMPANY) - Adams John Log_Out	
Su	upplyOn > Traceability > CBAM Manager > CBAM det	tails			
Traceability	General details 🤡			Marked fields are mandatory	
		mplate name *	C=> Requested	A	
General details	14 / 30				
 Business partners Part details 	Due date 30/07/2024				
CBAM details					
Attachments					
Business partner 📀					
Conversation 3					
 Settings Help for this Page 	Sending business partner	n Edit	Receiving business partner	🖍 Edit 🧻 Delete	
Feedback	Company trg-SEC Tools Ltd. (DEMO COMPANY)		Company trg-B. Fischer AG (DEMO COMPANY)		
	Back Save as draft Pass colla	aboration Save and send	- ,		

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 <u>SupplyOn Forum</u>. You can click here to access the <u>contact form</u> of the Support Team. You can learn more about CBAM either using the <u>EU Guidance Document</u> or the <u>EU FAQ Document</u>.

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 Current system used by the EU to help cap emissions. This entails companies buying carbon certificates and trading those for emissions allowance 			
EU Emissions Trading System (ETS)				
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 exclusivel 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			