



We are the world-leading
certification scheme for
wood pellets

Radix Tree Certification Platform

Recording the Annual Figures in
the ENplus® Certification Platform

RADIX  Tree

Reporting the Annual Figures

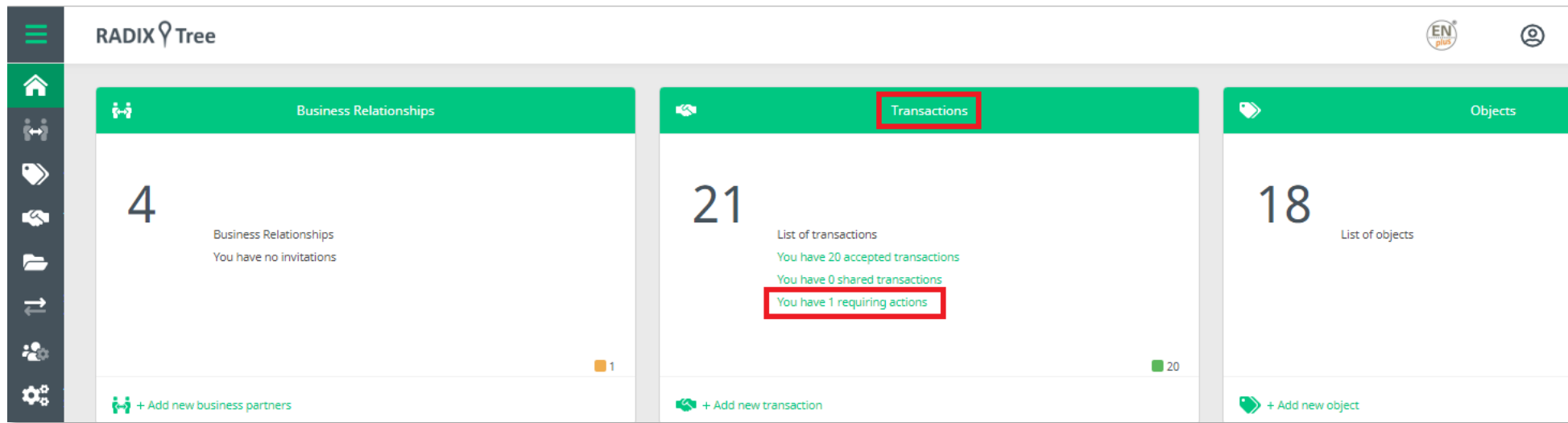
- Beginning of every year we are asking our certified companies to report their production/trading figures.
- As of 2022, we are no longer asking to report the figures via a JotForm, but we will start using the Radix Certification Platform.
- The ENplus® Certification Platform allows certified companies to report their figures, upload documents share and review them.

The Process is the following:

1. The National Licenser sends the company a **Transaction** in which it asks the company to report its Annual Figures. The company needs to accept the transaction.
2. Once the transaction has been accepted, the company needs to add its Annual Figures to the Transaction and that is why it needs to create **Objects**.
3. When the Objects have been created, they need to be saved.
4. An Invoice will be received based on these reported figures shortly after they have been shared with the Licenser.

1. Receiving the Transaction

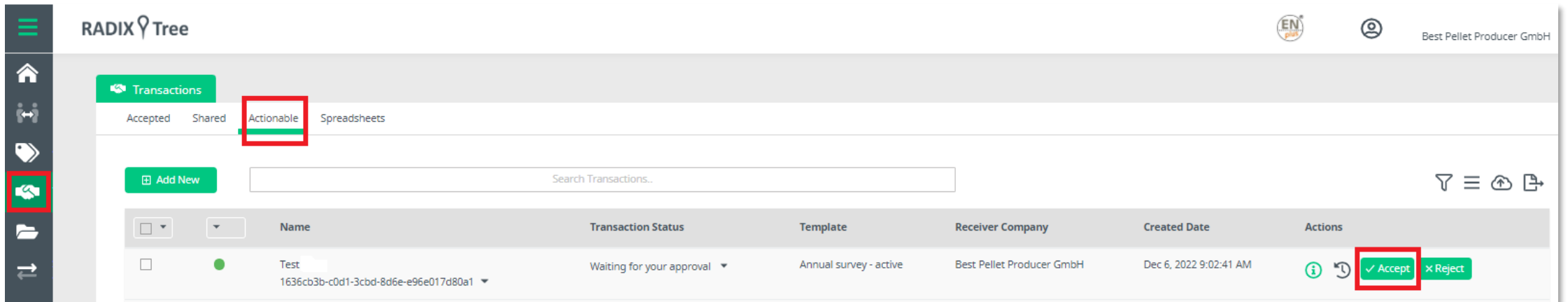
- The Annual Figures are exchanged with a **transaction**, which will be shared to each certified company by their National Licenser and can be found in the Transactions Menu Point
- As the certified company, you will receive a transaction that has not yet been completed and it will appear as a requiring action.
- An **email** will also be sent by the system to notify you about the new transaction.



The screenshot displays the RADIX Tree software interface. The top navigation bar includes the RADIX Tree logo, the EN plus logo, and a user profile icon. The main content area is divided into three panels: Business Relationships, Transactions, and Objects. The Transactions panel is highlighted with a red box, showing a count of 21 transactions. Below the count, it lists: 'List of transactions', 'You have 20 accepted transactions', 'You have 0 shared transactions', and 'You have 1 requiring actions', with the last line also highlighted by a red box. The Business Relationships panel shows a count of 4 and the Objects panel shows a count of 18. Each panel has a '+ Add new' button at the bottom.

2. Accepting the Transaction

- The transaction needs to be 'Accepted' first:
Search for your actionable transaction and accept it



The screenshot displays the RADIX Tree web application interface. The top navigation bar includes the RADIX Tree logo, the EN plus logo, and the user name 'Best Pellet Producer GmbH'. The main content area is titled 'Transactions' and features tabs for 'Accepted', 'Shared', 'Actionable', and 'Spreadsheets'. The 'Actionable' tab is highlighted with a red box. Below the tabs is a search bar labeled 'Search Transactions..' and an 'Add New' button. A table lists transactions with columns for Name, Transaction Status, Template, Receiver Company, Created Date, and Actions. The first transaction is 'Test' with ID '1636cb3b-c0d1-3cbd-8d6e-e96e017d80a1', status 'Waiting for your approval', template 'Annual survey - active', and receiver company 'Best Pellet Producer GmbH'. The 'Actions' column for this transaction shows 'Accept' and 'Reject' buttons, with the 'Accept' button highlighted by a red box. A sidebar on the left contains navigation icons, with the 'Actionable' icon highlighted by a red box.

Name	Transaction Status	Template	Receiver Company	Created Date	Actions
Test 1636cb3b-c0d1-3cbd-8d6e-e96e017d80a1	Waiting for your approval	Annual survey - active	Best Pellet Producer GmbH	Dec 6, 2022 9:02:41 AM	Accept Reject

3. Editing the Transaction

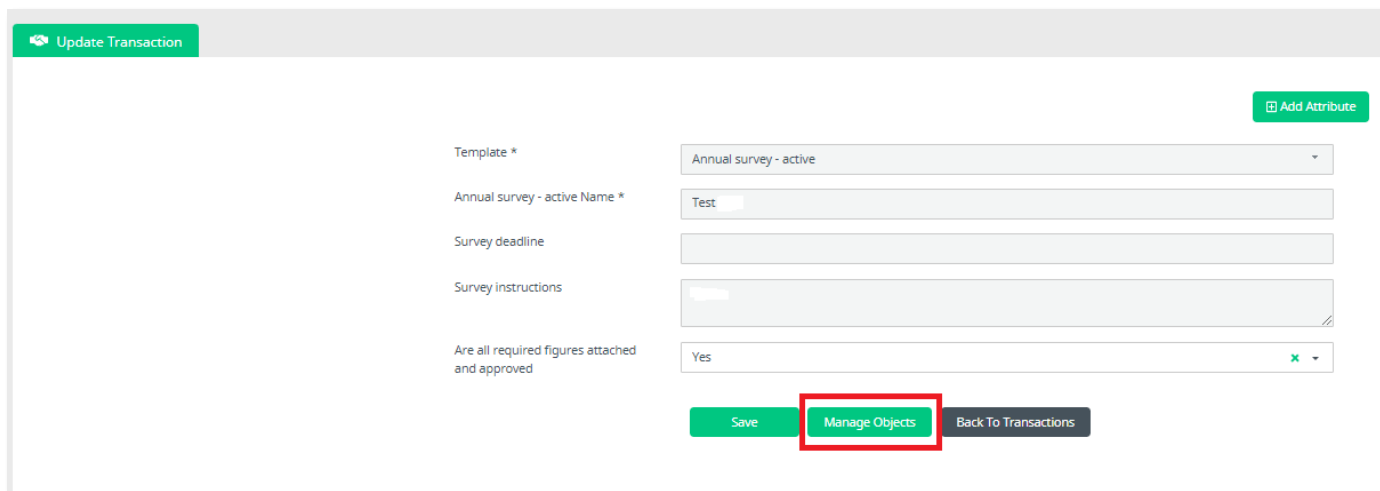
- Once the transaction was 'Accepted' it will appear between the 'Accepted' transactions
- Look for the transaction in the 'Accepted' tab and click on the 'Edit' icon in order to upload your figures.

The screenshot shows the RADIX Tree interface. At the top, there's a navigation bar with the logo and user information. Below it, a sidebar contains navigation icons. The main content area is titled 'Transactions' and has tabs for 'Accepted', 'Shared', 'Actionable', and 'Spreadsheets'. The 'Accepted' tab is selected and highlighted with a red box. Below the tabs, there's a search bar and an 'Add New' button. A table lists transactions with columns for Name, Transaction Status, Template, Sender Name, Created Date, and Actions. One transaction is listed with the name 'Test' and ID '1636cb3b-c0d1-3cbd-8d6e-e96e017d80a1'. Its status is 'Accepted'. In the 'Actions' column for this transaction, the 'Edit' icon (a pencil) is highlighted with a red box.

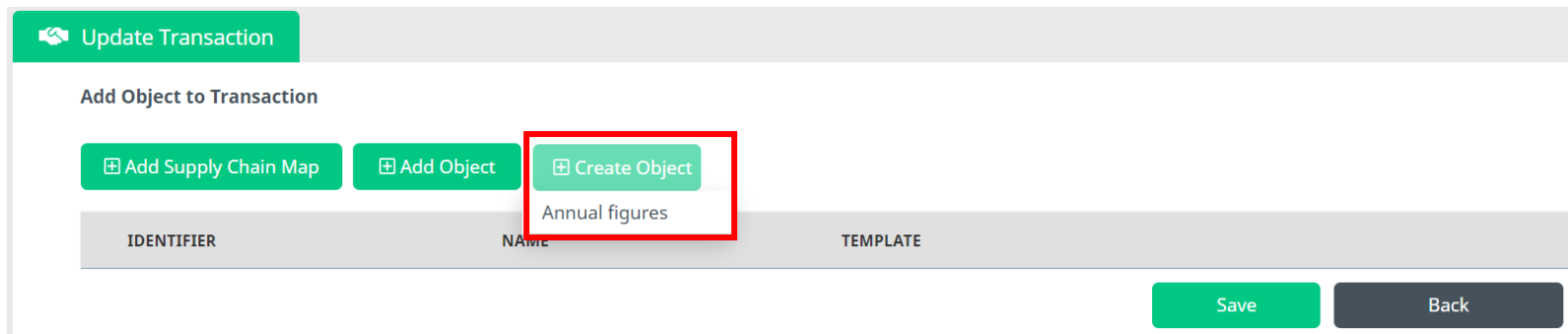
	Name	Transaction Status	Template	Sender Name	Created Date	Actions
<input type="checkbox"/>	Test 1636cb3b-c0d1-3cbd-8d6e-e96e017d80a1	Accepted	Annual survey - active	Test Bioenergie Europe - ENplus®	Dec 6, 2022 9:02:41 AM	ⓘ ↺ ✎

4. Managing the Objects

- Click on the 'Manage Objects' button and then choose the option: 'Create Object' – Annual Figures



The screenshot shows the 'Update Transaction' form. At the top left is a green header with a gear icon and the text 'Update Transaction'. At the top right is a green button labeled 'Add Attribute'. The form contains several input fields: 'Template *' with a dropdown menu showing 'Annual survey - active'; 'Annual survey - active Name *' with a text input field containing 'Test'; 'Survey deadline' with an empty text input field; 'Survey instructions' with a larger text input field; and 'Are all required figures attached and approved' with a dropdown menu showing 'Yes'. At the bottom of the form are three buttons: 'Save', 'Manage Objects' (highlighted with a red box), and 'Back To Transactions'.



The screenshot shows the 'Add Object to Transaction' dialog. At the top left is a green header with a gear icon and the text 'Update Transaction'. Below the header is the title 'Add Object to Transaction'. There are three green buttons: 'Add Supply Chain Map', 'Add Object', and 'Create Object' (highlighted with a red box). Below the buttons is a table with columns 'IDENTIFIER', 'NAME', and 'TEMPLATE'. The table contains one row with the text 'Annual figures'. At the bottom right of the dialog are two buttons: 'Save' and 'Back'.

5. Fill in and Submit the Figures

- **Annual figures Name:** Please add your ENplus® ID number (i.e. BE 070)
- **Figures type:** Actuals or Estimates.
- **Year applicable:** Always add the relevant year (previous year for Actuals/current year for Estimates).
- **Figures class:** Production or Trading.
- **Total:** Please make sure that the Total amount adds up with the total amount of the sub-categories (ENplus® A1, ENplus® A2 and/or ENplus® B and pellets sold to power plants).
- **Pellets sold to power plants or animal bedding:** If you are reporting amounts on this field, please also provide proof in order to be able to exclude this amount from payment. If no proof is attached, the amount will be considered as ENplus®.

Annual Figures form

Template *

Annual figures Name *

Figures type *

Year applicable *

Figures class *

Total *

ENplus® A1 quality

ENplus® A2 quality

ENplus® B quality

Pellets sold to power plants or animal bedding

Proof for pellets sold to power plants or animal bedding

Lower than ENplus® B quality

Annual figures

tonne (t)

tonne (t)

tonne (t)

tonne (t)

tonne (t)

Drop files here or -> Browse files

tonne (t)

PLEASE REMEMBER:

Total (t) = ENplus® A1 (t) + ENplus® A2 (t) + ENplus® B (t) + Pellets sold to powerplants or animal bedding (t)



The world-leading wood pellet certification

5. Fill in and Submit the Figures

- Please mention if there is any additional documents you require us to send you in order to make the payment: for example, Tax certificates.
- Please note that we won't be sharing the Invoices via email as the Platform does it automatically.
- If your Estimates for the year and your Actuals are any different, please mention the reason on the corresponding field.
- **Certified member:** Please add again your ENplus® ID number.
- **Country:** Make sure you mention the country your company is located in.

Annual Figures form

Proof for lower than ENplus® B quality

Drop files here or -> Browse files

In case you need any additional documents for the payment of the invoice, please mention them here

Please mention the reason of difference (if any) between estimated 2022 and actual 2022 figures.

Certified member

Country

Submit Back

Click on '**Submit**' once finished

- Do not forget that you will need to create 2 'Objects':
 - one for your **Actuals (previous year)**
 - one for your **Estimates (current year)**

After you created both Objects, click on **Save** them and the process is completed. A pop-up message will appear informing you that the Transaction has been save successfully.

The screenshot shows the 'Update Transaction' interface. At the top, there is a green header with a back arrow and the text 'Update Transaction'. Below this is a section titled 'Add Object to Transaction' with two green buttons: 'Add Object' and 'Create Object'. A table follows with three columns: 'IDENTIFIER', 'NAME', and 'TEMPLATE'. There are two rows of data, both with the same values: '279b8be8-5587-3437-b480-138a46d020 80' for the identifier, 'RO 078' for the name, and 'Annual figures' for the template. To the right of each row are two icons: a pencil and a trash can. Below the table, there is a red box around the 'Save' button, with a black arrow pointing from it to a pop-up message box on the right. A warning icon (exclamation mark in a triangle) is also visible above the 'Save' button.

IDENTIFIER	NAME	TEMPLATE		
279b8be8-5587-3437-b480-138a46d020 80	RO 078	Annual figures		
279b8be8-5587-3437-b480-138a46d020 80	RO 078	Annual figures		


IMPORTANT STEP:

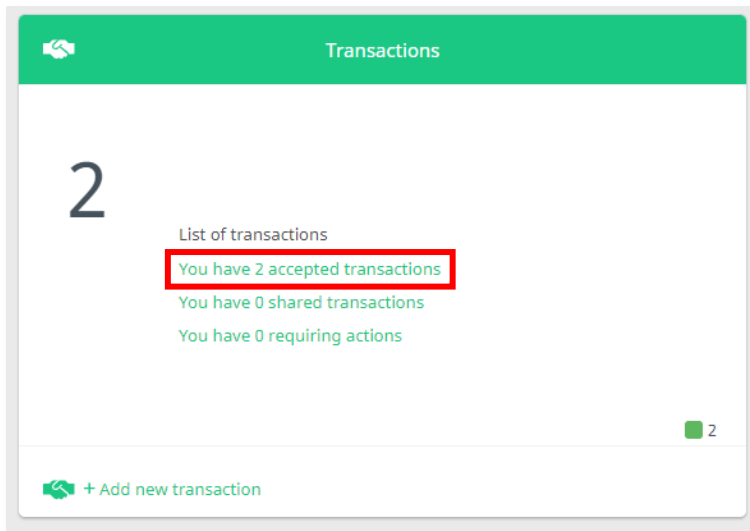
Unless you click on '**Save**', we will not be able to see your Annual Figures on our side, which could lead in delays, followed by the suspension of your certification if not done by the set deadline.

Transaction saved successfully

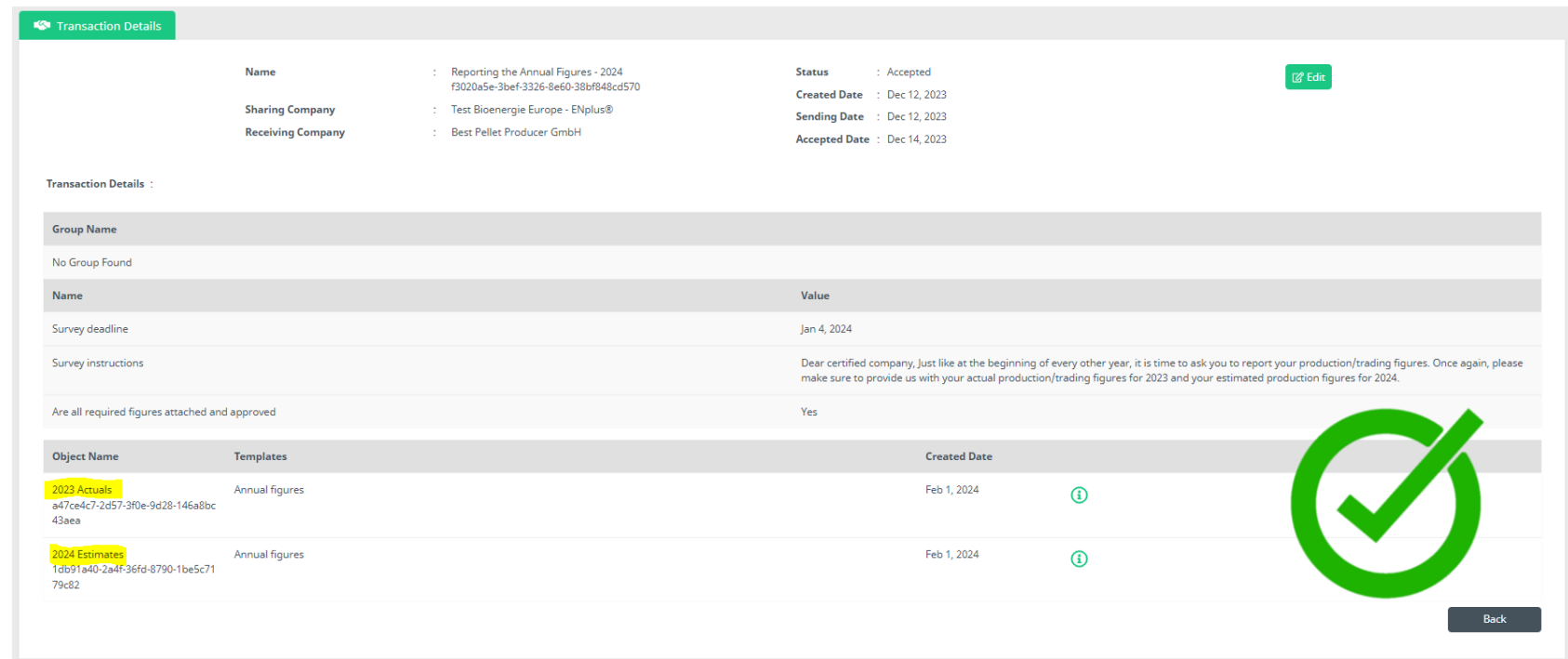
OK

How to check if you submitted your Annual Figures correctly?

- To check if you have successfully submitted your Annual Figures, you can simply go to the **Accepted Transaction** of the current year and see if the Objects you created appear or not. To access the *Transaction Details*, click on the *View More* button or  icon on the right side of the screen (on the **Accepted Transactions** tab)
- If the Objects appear on the Transaction: Congrats! You have successfully submitted your Annual Figures.



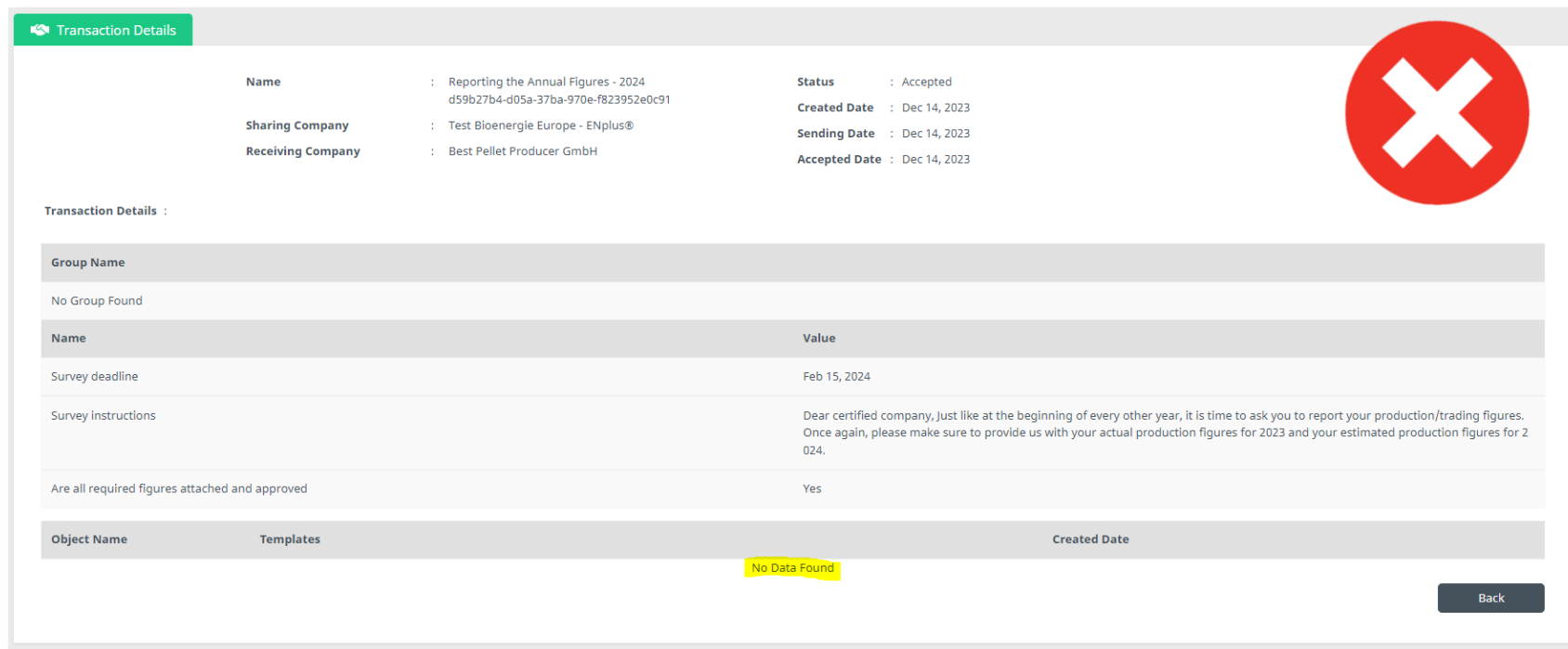
The screenshot shows a dashboard titled "Transactions" with a green header. A large number "2" is displayed on the left. Below it, the text reads "List of transactions" and "You have 2 accepted transactions" is highlighted with a red box. Other text includes "You have 0 shared transactions" and "You have 0 requiring actions". At the bottom, there is a "+ Add new transaction" button and a small green square with the number "2".



The screenshot shows the "Transaction Details" page. At the top, there is a green header with a home icon and the text "Transaction Details". Below this, there are several fields: "Name" (Reporting the Annual Figures - 2024), "Sharing Company" (Test Bioenergie Europe - ENplus®), "Receiving Company" (Best Pellet Producer GmbH), "Status" (Accepted), "Created Date" (Dec 12, 2023), "Sending Date" (Dec 12, 2023), and "Accepted Date" (Dec 14, 2023). There is an "Edit" button in the top right corner. Below these fields, there is a section titled "Transaction Details :" with a "Group Name" field (No Group Found) and a "Name" field (Survey deadline: Jan 4, 2024). There is also a "Value" field (Survey instructions: Dear certified company, just like at the beginning of every other year, it is time to ask you to report your production/trading figures. Once again, please make sure to provide us with your actual production/trading figures for 2023 and your estimated production figures for 2024.) and a "Are all required figures attached and approved" field (Yes). At the bottom, there is a table with columns "Object Name", "Templates", and "Created Date". The table contains two rows: "2023 Actuals" (Annual figures, Feb 1, 2024) and "2024 Estimates" (Annual figures, Feb 1, 2024). Both rows have an information icon (i) on the right. A large green checkmark icon is overlaid on the right side of the page. At the bottom right, there is a "Back" button.

How to add the Objects you created but that do not appear yet on the Transaction?

- If the Objects you created do not appear on the Transaction, it means that we cannot see them on our side, as shown on the screenshot below. Thankfully, this has a quick solution!



The screenshot shows a web interface for 'Transaction Details'. At the top right, there is a large red circle with a white 'X' inside. Below the header, there are two columns of key-value pairs:

Name	: Reporting the Annual Figures - 2024 d59b27b4-d05a-37ba-970e-f823952e0c91	Status	: Accepted
Sharing Company	: Test Bioenergie Europe - ENplus®	Created Date	: Dec 14, 2023
Receiving Company	: Best Pellet Producer GmbH	Sending Date	: Dec 14, 2023
		Accepted Date	: Dec 14, 2023

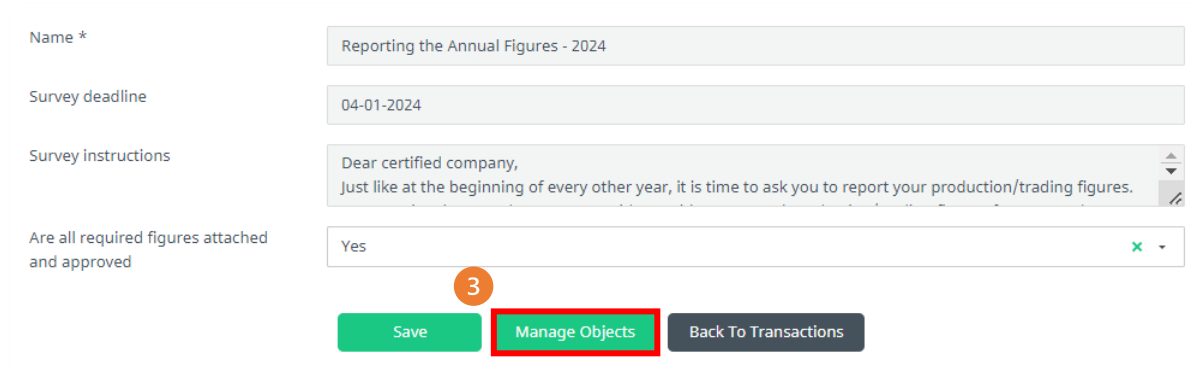
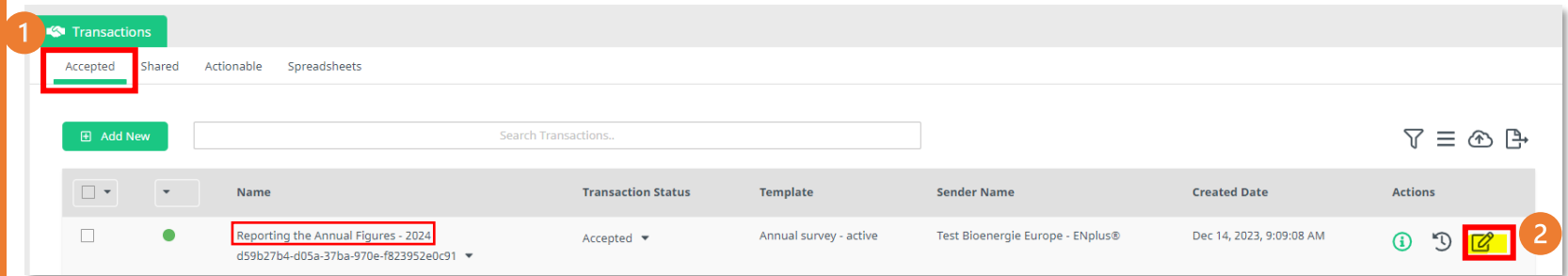
Below this, there is a section titled 'Transaction Details :'. It contains a table with the following data:

Group Name	
No Group Found	
Name	Value
Survey deadline	Feb 15, 2024
Survey instructions	Dear certified company, just like at the beginning of every other year, it is time to ask you to report your production/trading figures. Once again, please make sure to provide us with your actual production figures for 2023 and your estimated production figures for 2024.
Are all required figures attached and approved	Yes

At the bottom, there is a table with columns 'Object Name', 'Templates', and 'Created Date'. A yellow highlight under the 'Object Name' column contains the text 'No Data Found'. A 'Back' button is located at the bottom right of the form.

How to add the Objects you created but that do not appear yet on the Transaction?

1. Go to the **Accepted Transaction** for the current year.
2. Click on the **'Edit'** button and
3. Then click on **'Manage Objects'**.



How to add the Objects you created but that do not appear yet on the Transaction?

4. On the next page click on 'Add Objects' and select both Objects you created (Actuals and Estimates), then press **OK**.
5. Select the Objects you have created. Pro tip: you will be able to identify the objects by their identifier, so please remember which one correspond to which.
6. Then click on 'OK'.
7. Once both Objects (Actuals and Estimates) have been added to the Transaction, click on 'Save' (by doing so, we will be able to see and review your Annual Figures on our end).

Add Object to Transaction

IDENTIFIER	NAME	TEMPLATE
96f812e1-8ef3-3d07-b473-3b1b8fe3dbee6	RO 078	Annual figures
21a39e5b-b2e5-36a7-a109-7335bc1ef1e6	RO 078	Annual figures
237d4c40-7b32-36ec-a0a4-564629c79c14	RO 078	Annual figures
dce4bc4c-a99e-33b7-8cbd-2b84c01fad7b	RO 078	Annual figures
a5fb59e4-756f-39ed-bcb7-ca9a384b459f	RO078	Annual figures
fc3bd72d-69a9-3c6b-b8f0-f4fd84956da9	RO078	Annual figures
6438c064-c842-34db-b8ce-3b003765cf2	RO 078	Annual figures
ce161d7f-84fc-3507-b093-c7a99af581bf	RO 078	Annual figures

1 2

Add Object to Transaction

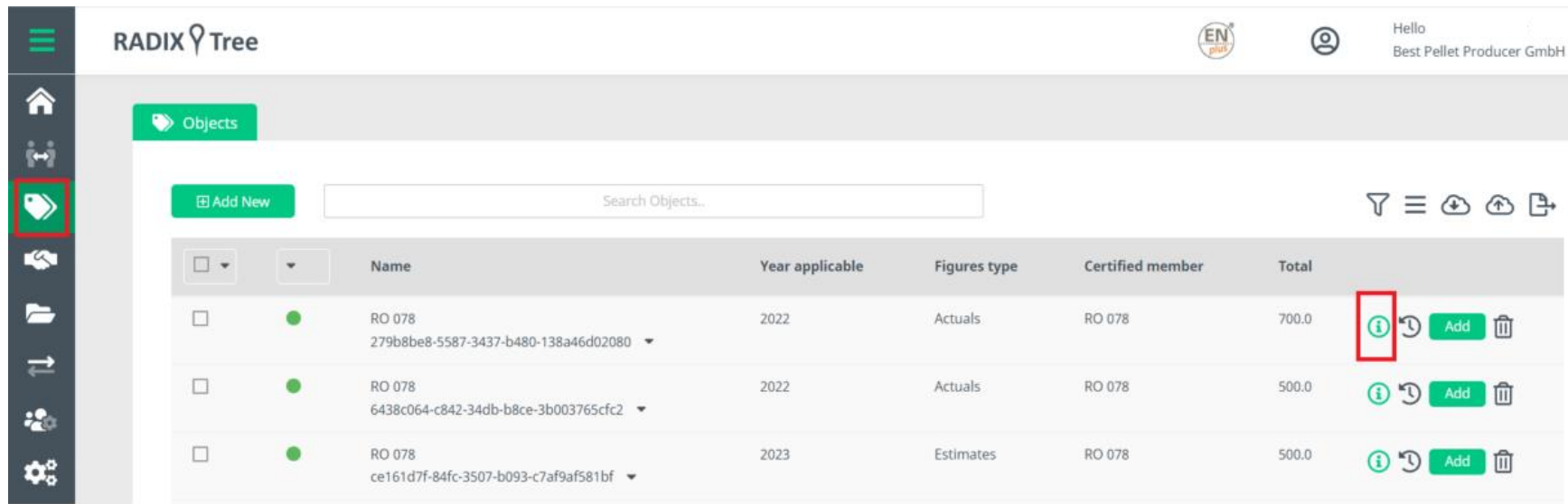
IDENTIFIER	NAME	TEMPLATE	
a47ce4c7-2d57-3f0e-9d28-146a8bc43ae a	2023 Actuals	Annual figures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1db91a40-2a4f-36fd-8790-1be5c7179c8 2	2024 Estimates	Annual figures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

IMPORTANT STEP:

Unless you click on 'Save', we will not be able to see your Annual Figures on our side, which could lead in delays, followed by the suspension of your certification if not done by the set deadline.

How to Review/Edit the Annual Figures?

- Until the **Transaction** is not reviewed and accepted by the Licenser you have the possibility to edit the annual figure
- You have the possibility to review and edit the Objects within the **Objects Menu Point**
- Search for the Object you wish to edit, click on the 'Info' button on the right and then open it in 'Edit mode'



The screenshot shows the RADIX Tree software interface. On the left, a vertical sidebar contains several icons, with the 'Objects' icon (a document with a magnifying glass) highlighted by a red box. The main content area is titled 'Objects' and features a search bar and a table of annual figures. The table has columns for Name, Year applicable, Figures type, Certified member, and Total. Each row includes an 'Info' button (represented by an 'i' in a circle) and an 'Add' button, both highlighted with red boxes. The 'Info' button is the one to be clicked according to the instructions.

		Name	Year applicable	Figures type	Certified member	Total	
<input type="checkbox"/>	▼	RO 078 279b8be8-5587-3437-b480-138a46d02080 ▼	2022	Actuals	RO 078	700.0	i 🕒 Add 🗑️
<input type="checkbox"/>	●	RO 078 6438c064-c842-34db-b8ce-3b003765cfc2 ▼	2022	Actuals	RO 078	500.0	i 🕒 Add 🗑️
<input type="checkbox"/>	●	RO 078 ce161d7f-84fc-3507-b093-c7af9af581bf ▼	2023	Estimates	RO 078	500.0	i 🕒 Add 🗑️