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.

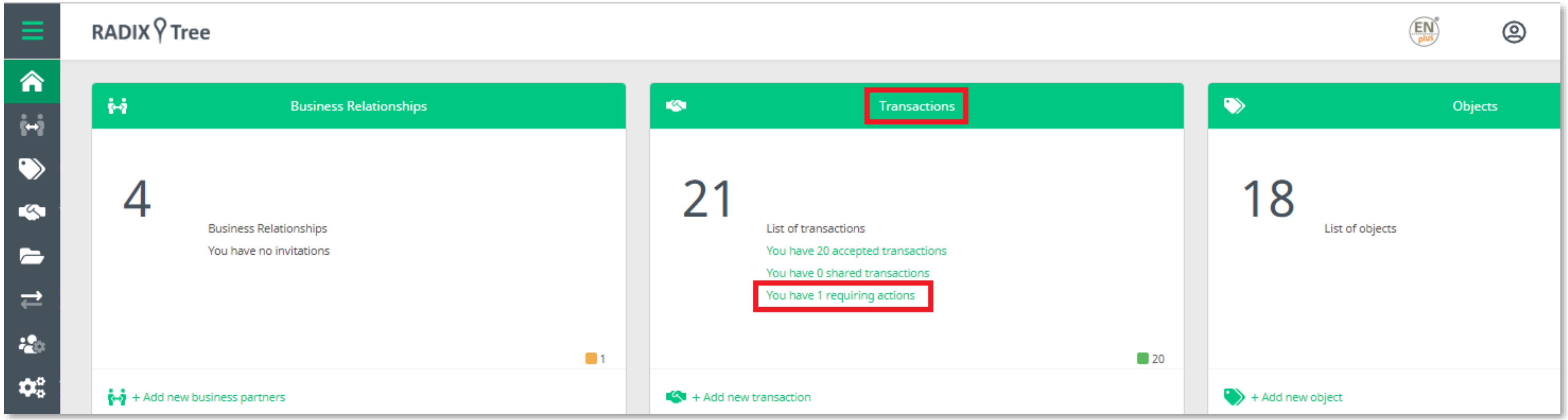
2. Once the transaction has been accepted, the company needs to add its Annual Figures to the Transaction and that is why it needs to create **Objects.**

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

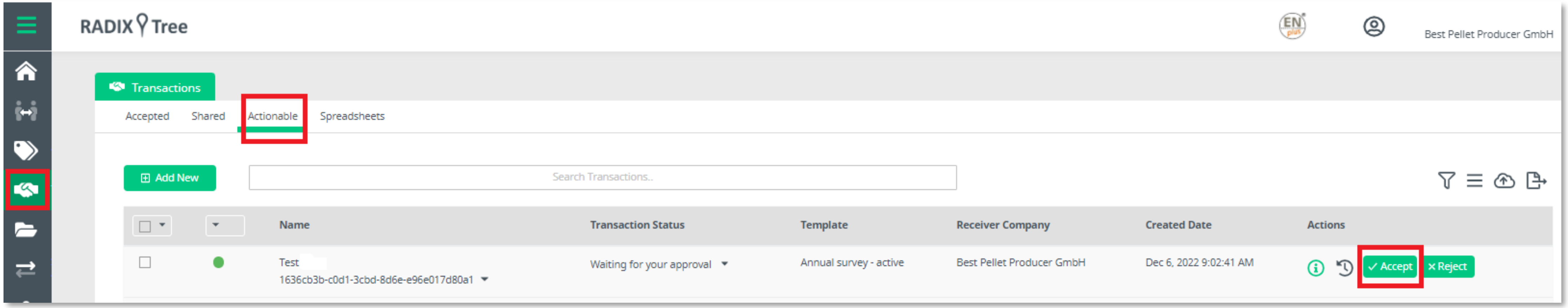
- The Annual Figures are exchanged with a **transaction**, which will be shared to each certified company by their National Licenser and can be found in the Transactions Menu Point
- As the certified company, you will receive a transaction that has not yet been completed and it will appear as a requiring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



2. Accepting the Transaction

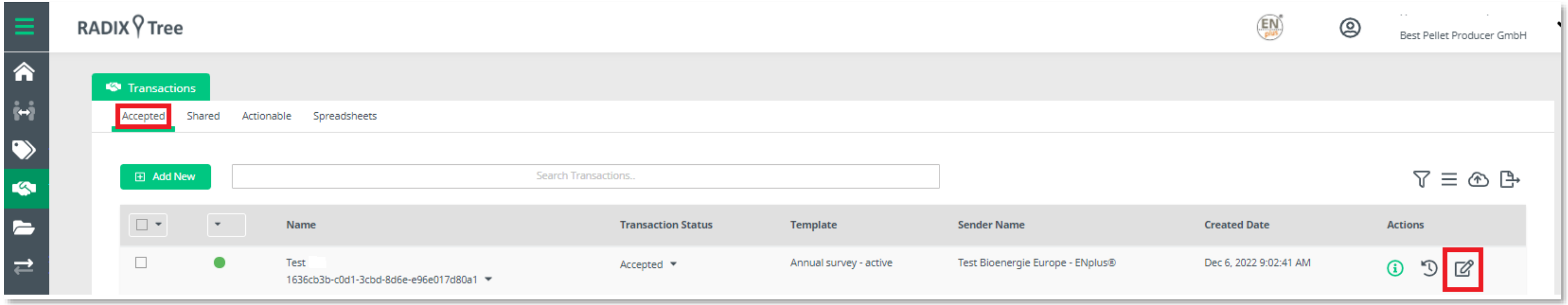
- The transaction needs to be ‘**Accepted**’ first:

  Search for your actionable transaction and accept it



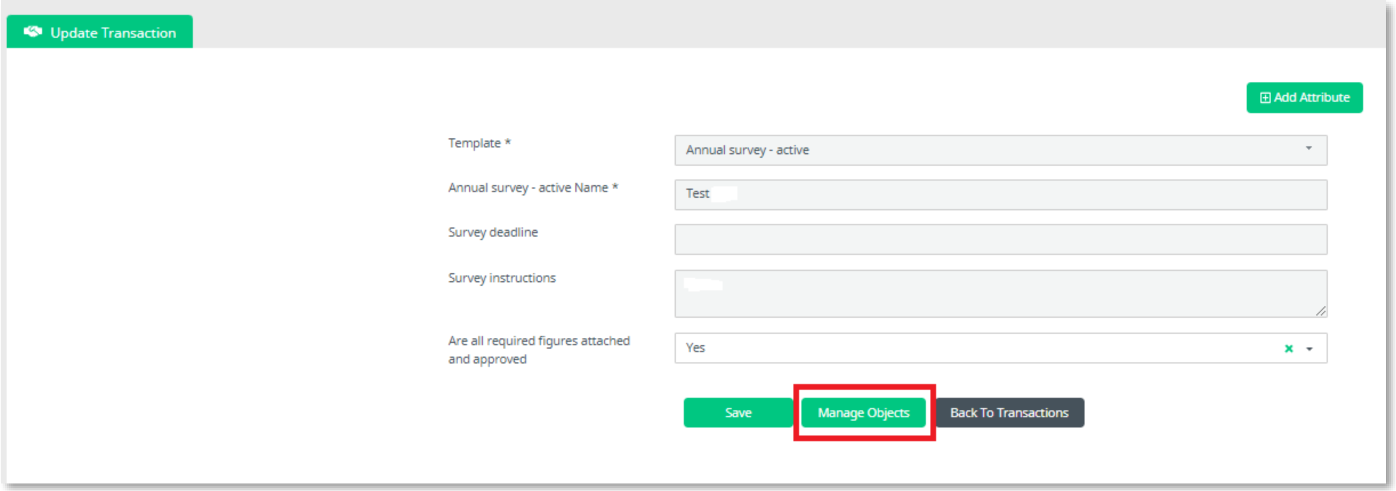
3. Editing the Transaction

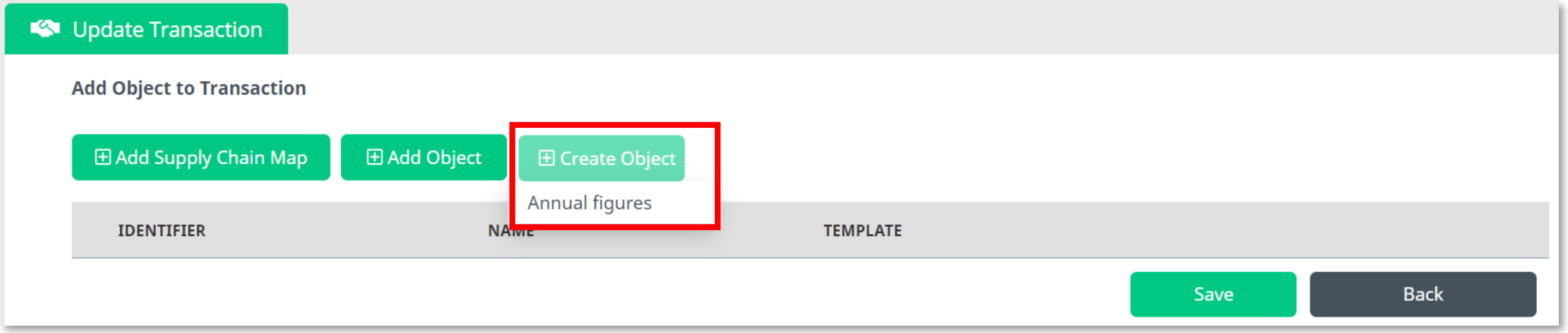
- Once the transaction was 'Accepted' it will appear between the 'Accepted' transactions
- Look for the transaction in the 'Accepted' tab and click on the **'Edit'** icon in order to upload your figures.



4. Managing the Objects

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

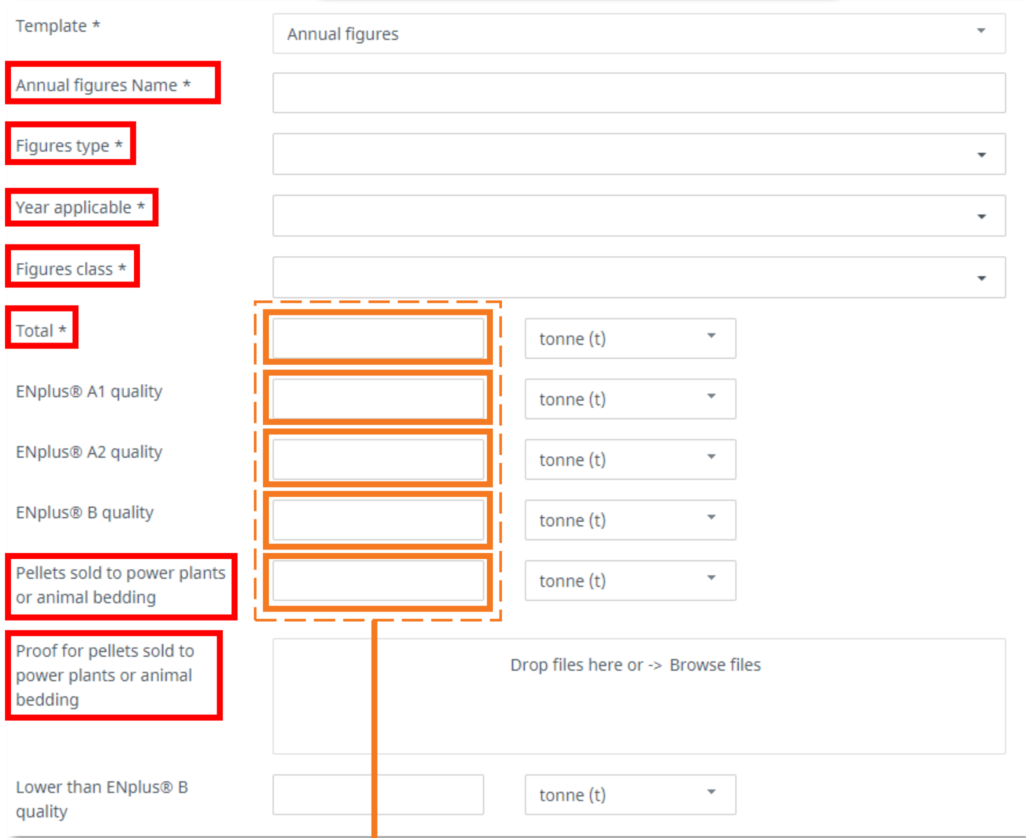




5. Fill in and Submit the Figures

Annual Figures form

- **Annual figures Name:** Please add your EN*plus*® 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 (EN*plus*® A1, EN*plus*® A2 and/or EN*plus*® 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 EN*plus*®.


Template *
Annual figures
Annual figures Name *
Figures type *
Year applicable *
Figures class *
Total * | tonne (t)
ENplus® A1 quality | tonne (t)
ENplus® A2 quality | tonne (t)
ENplus® B quality | tonne (t)
Pellets sold to power plants or animal bedding | tonne (t)
Proof for pellets sold to power plants or animal bedding | Drop files here or -> Browse files
Lower than ENplus® B quality | tonne (t)

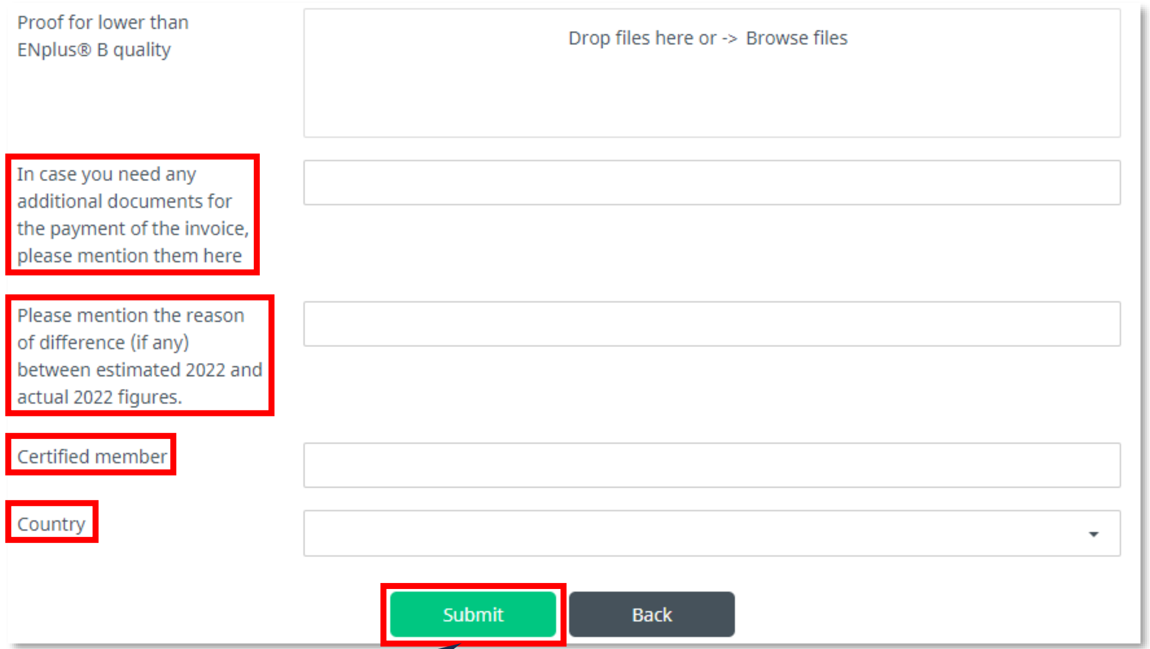
PLEASE REMEMBER:

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

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 EN*plus*® ID number.
- **Country:** Make sure you mention the country your company is located in.

Annual Figures form



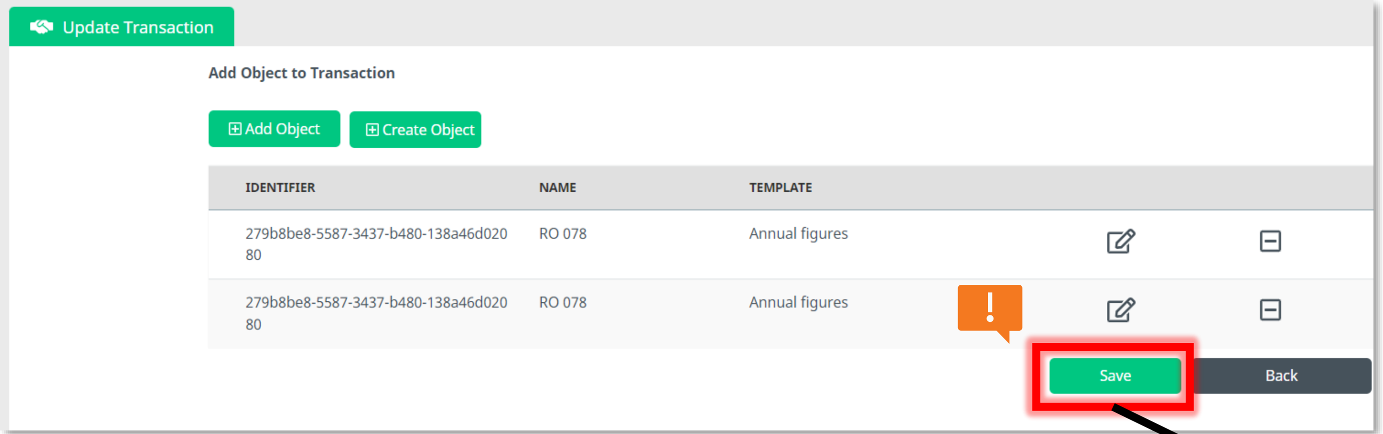
Click on '**Submit**' once finished

- Do not forget that you will need to create 2 **‘Objects**’:

    one for your **Actuals (previous year)**

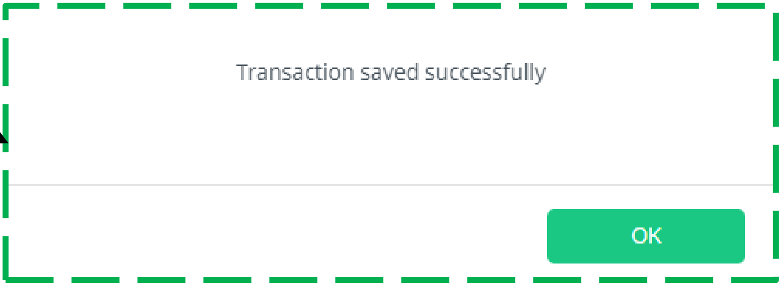
    one for your Estimates **(current year)**

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



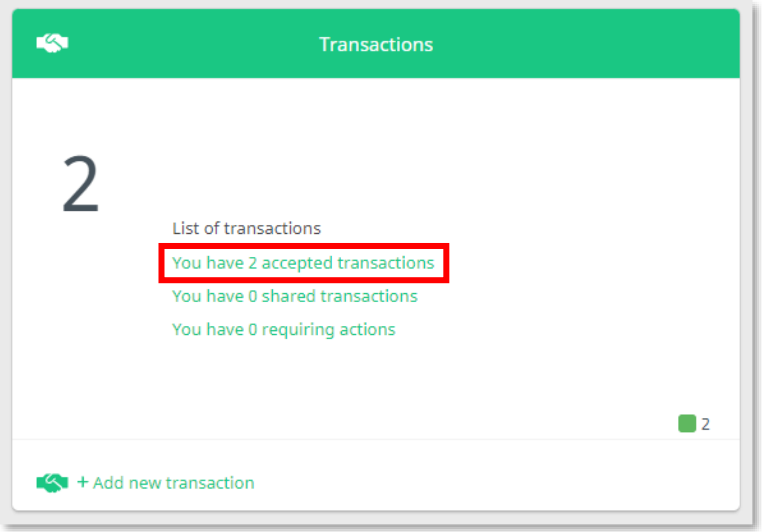
<u>IMPORTANT STEP</u>:

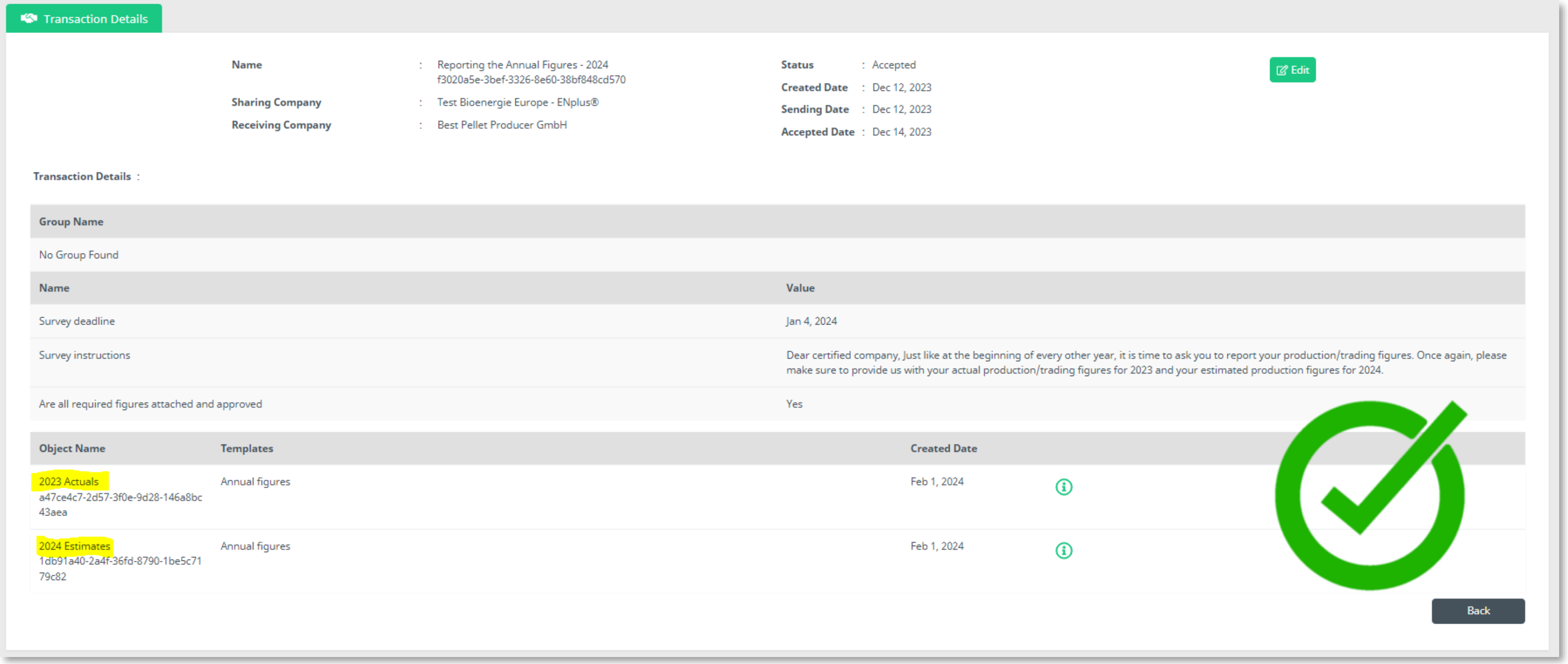
Unless you click on **‘Save’**, we will not be able to see your Annual Figures on our side, which could lead in delays, followed by the suspension of your certification if not done by the set deadline.



How to check if you submitted your Annual Figures correctly?

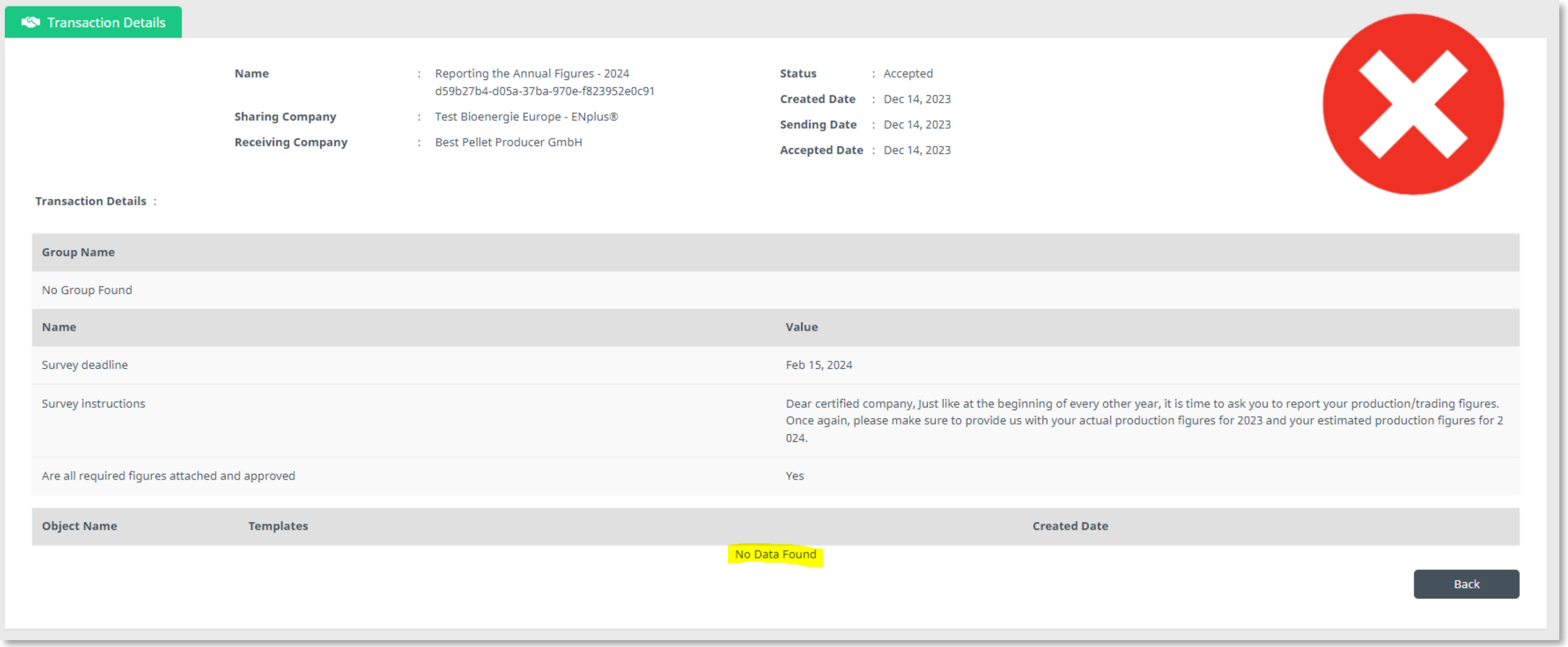
- To check if you have successfully submitted your Annual Figures, you can simply go to the **Accepted Transaction** of the current year and see if the Objects you created appear or not. To access the *Transaction Details*, click on the *View More* button or (i) icon on the right side of the screen (on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





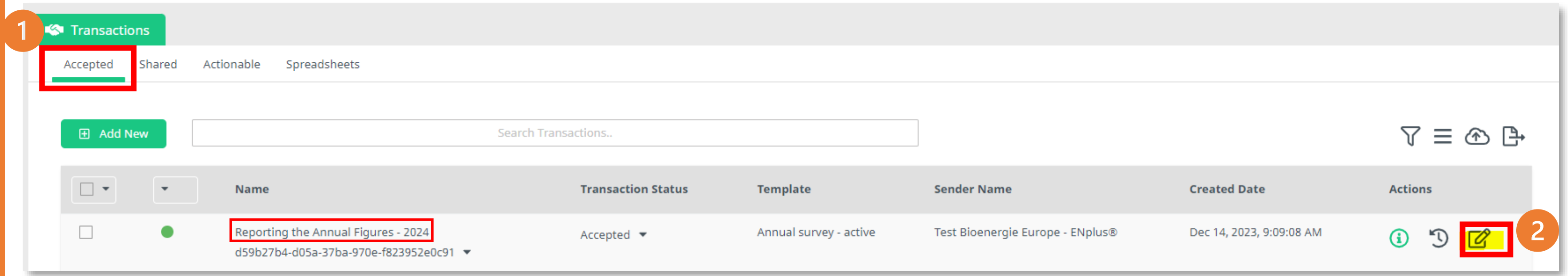
How to add the Objects you created but that do not appear yet on the Transaction?

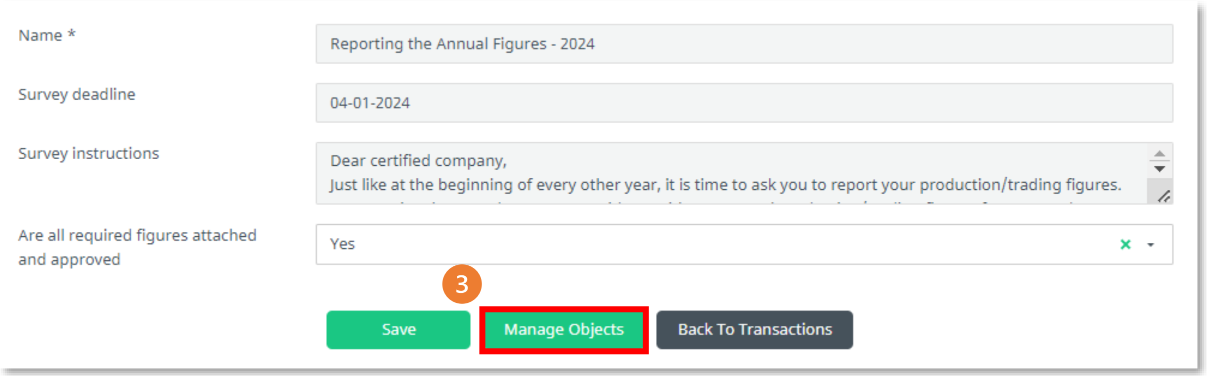
- If the Objects you created do not appear on the Transaction, it means that we cannot see them on our side, as shown on the screenshot below. Thankfully, this has a quick solution!



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

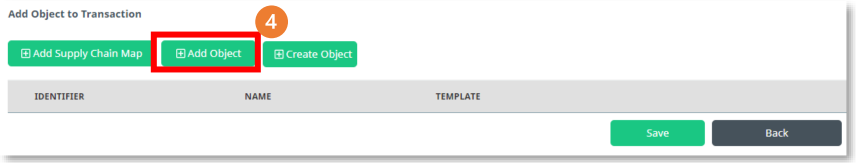
1. Go to the **Accepted Transaction** for the current year.
2. Click on the **‘Edit’** button and
3. Then click on **‘Manage Objects’**.

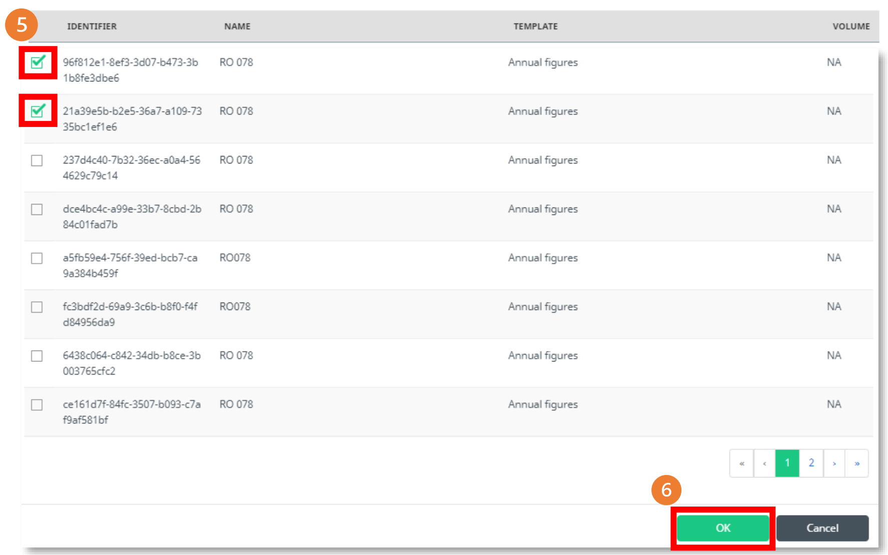


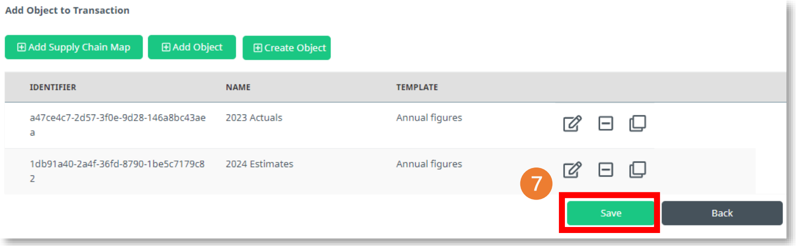


How to add the Objects you created but that do not appear yet on the Transaction?

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).







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 the open it in **‘Edit mode’**