

UNION DATABASE

—

*Step by
step to
access
your
certificate*

—

February 13th, 2023



Accessing your certificate within the Union Database (UDB)

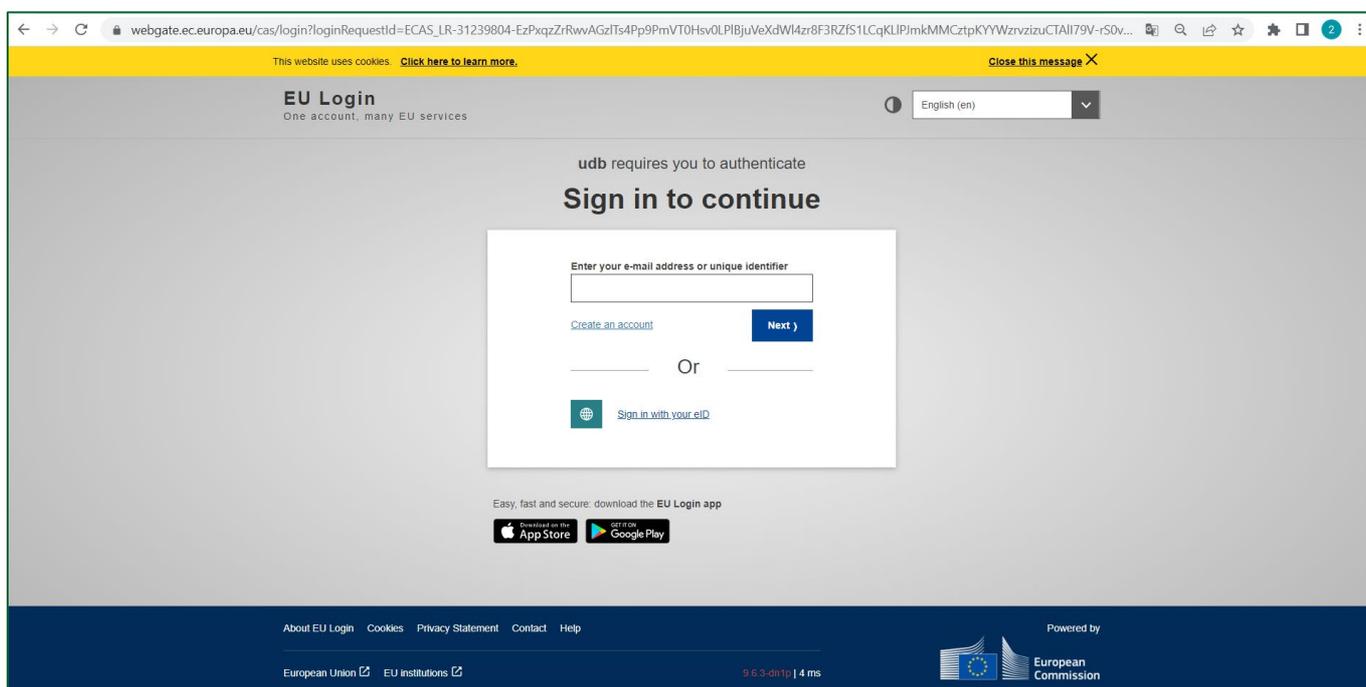
1

It is the role of the Voluntary Schemes to upload all the valid certificates within the Union Database platform.

However, at the first months of the UDB, it is the role of the Economic Operators to verify if their certificates have been properly added to the platform.

Therefore, to access your certificate, you can follow the step by step indicated here.

First, log in to the Union Database.



The screenshot displays the EU Login interface. At the top, there is a yellow banner with a cookie notice and a language selector set to 'English (en)'. The main heading reads 'EU Login' with the tagline 'One account. many EU services'. Below this, a message states 'udb requires you to authenticate' followed by 'Sign in to continue'. The central form contains an input field for the user's email or unique identifier, a 'Next >' button, and a 'Create an account' link. An 'Or' separator is present, followed by a 'Sign in with your eID' button. At the bottom of the form area, there is a prompt to download the EU Login app from the App Store or Google Play. The footer includes navigation links, the European Union and European Commission logos, and a performance indicator '9.6.3-dn1p | 4 ms'.

If you do not have a UDB account yet, please refer to the **Step by step to confirm your account** document, available on 2BS website.

2

On the menu, click on *Organisation*, then on *Manage certificate*.

The screenshot shows the UDB platform interface. At the top, there is a navigation bar with the following items: **USERS**, **ORGANISATION** (highlighted in yellow), **TRANSACTIONS**, **MATERIALS**, **SETTINGS**, **DASHBOARD**, **REPORTS**, **STATISTICS**, and **MONITORING**. The user profile 'Bruna Rocha' is visible in the top right corner. A dropdown menu is open under 'ORGANISATION', with 'Manage Certificate' highlighted by a mouse cursor. Other options in the menu include 'My Organisation', 'View Sites', and 'View Voluntary Schemes'. The main content area shows 'My Organisation: 2BS' with an 'Active' status and an 'ADD A CONTACT' button. Below this is a 'General Information' section with an 'EDIT' button. The footer contains the text: '© European Commission Version 1.0.2-SNAPSHOT Type Build Number 1 Version date 30-01-2023 10:59:35'.

3

You will be able to see your certificate on this page. Click on it to double-check the information available on the platform.

The screenshot shows the 'Manage Users' page in the UDB platform. The navigation bar is the same as in the previous screenshot. The main content area shows 'My Organisation: 2BS' with an 'Active' status and a 'Voluntary Schemes' section. Below this is a 'Certificates List' table. The table has the following columns: **Actions**, **Certificate Number**, **Date Of Issue**, **Cert Body**, **Cert Body Country**, **EO**, **EO Country**, **VS**, **VS Country**, and **Valid**. A single row is visible with the following data: Certificate Number: 2BS0100, Date Of Issue: 01/02/2023, Cert Body: Certification Body, Cert Body Country: Country, EO: 2BS, EO Country: Country, VS: (empty), VS Country: (empty), Valid: Valid. A mouse cursor is pointing at the '2BS0100' certificate number. The footer contains the text: '© European Commission Version 1.0.2-SNAPSHOT Type Build Number 1 Version date 30-01-2023 10:59:35'.

4

Double-check all the information available on this page. If any misinformation is detected on a 2BS certificate, please contact Ilyana Cassam-Chenai (contact below).

The screenshot shows the UDB interface with the following elements:

- Header: ACCEPTANCE Commission UDB, Bruna Rocha Economic operator lead user Acting for: 2BS
- Navigation: USERS, ORGANISATION, TRANSACTIONS, MATERIALS, SETTINGS, DASHBOARD, REPORTS, STATISTICS, MONITORING
- Page Title: Home / Certificates / View Certificate
- Section: Certificate Details (with a Back button)
- Fields:
 - Certificate number
 - Voluntary scheme
 - Date of issue
 - Certificate valid from
 - Date of original issue
 - Activity scopes
 - Chain of custody
 - Certificate link
 - Certificate body
 - Economic operator
 - Place of issue
 - Certificate valid to:
 - Validity status
 - Group certification
- Section: Site Addresses (with an expand/collapse arrow)
- Table:

| Site Name | Address | Post Code | City | Country | Latitude | Longitude | Organisation Address? |
|-----------|-------------------|-----------|-------|---------|----------|-----------|-----------------------|
| 2BS | 11 rue de monceau | 75008 | Paris | France | | | Yes |
- Section: Scope and Material Sustainability (with an expand/collapse arrow)
- Text: There are no sustainabilities



Ilyana Cassam-Chenai
Cheffe de Projets Bioénergies / Bioenergies Project Manager
Mobile : + 33607377231
ilyanacassamchenai@2bsvs.com

UNION DATABASE



*Thank
you!*



February 13th, 2023

