

Union Database (UDB)

Step by step instructions



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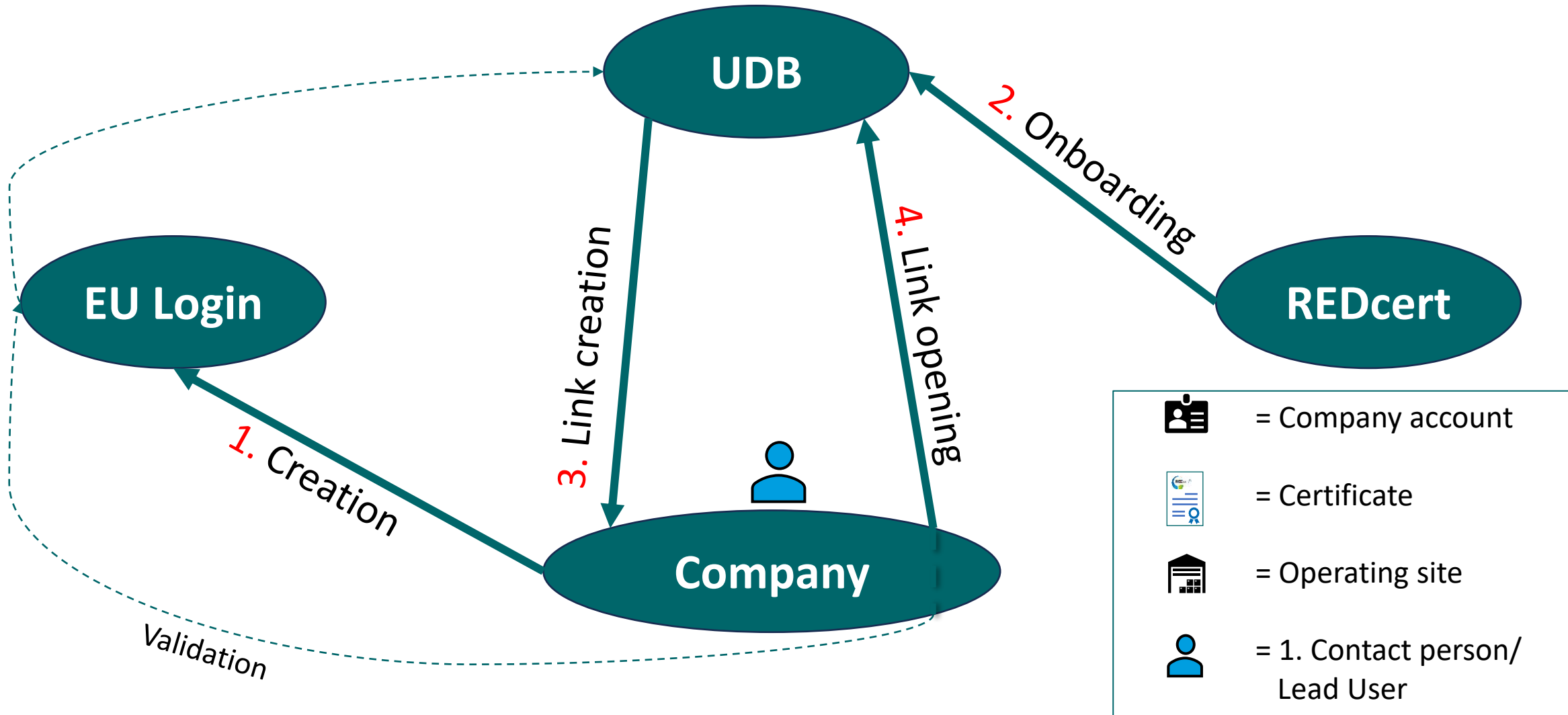
Introduction

- In order to access the UDB, every UDB user needs an EU Login account.
- All actors in the supply chain, including raw material suppliers, producers of renewable liquid and gaseous fuels, who are linked with the interconnected gas grid, and recycled carbon fuels, suppliers and end-users of sustainability certificates, are required to use the [UDB](#).
- The UDB company account is created through SURE and will be connected with the E-Mail of the first contact person (lead user).

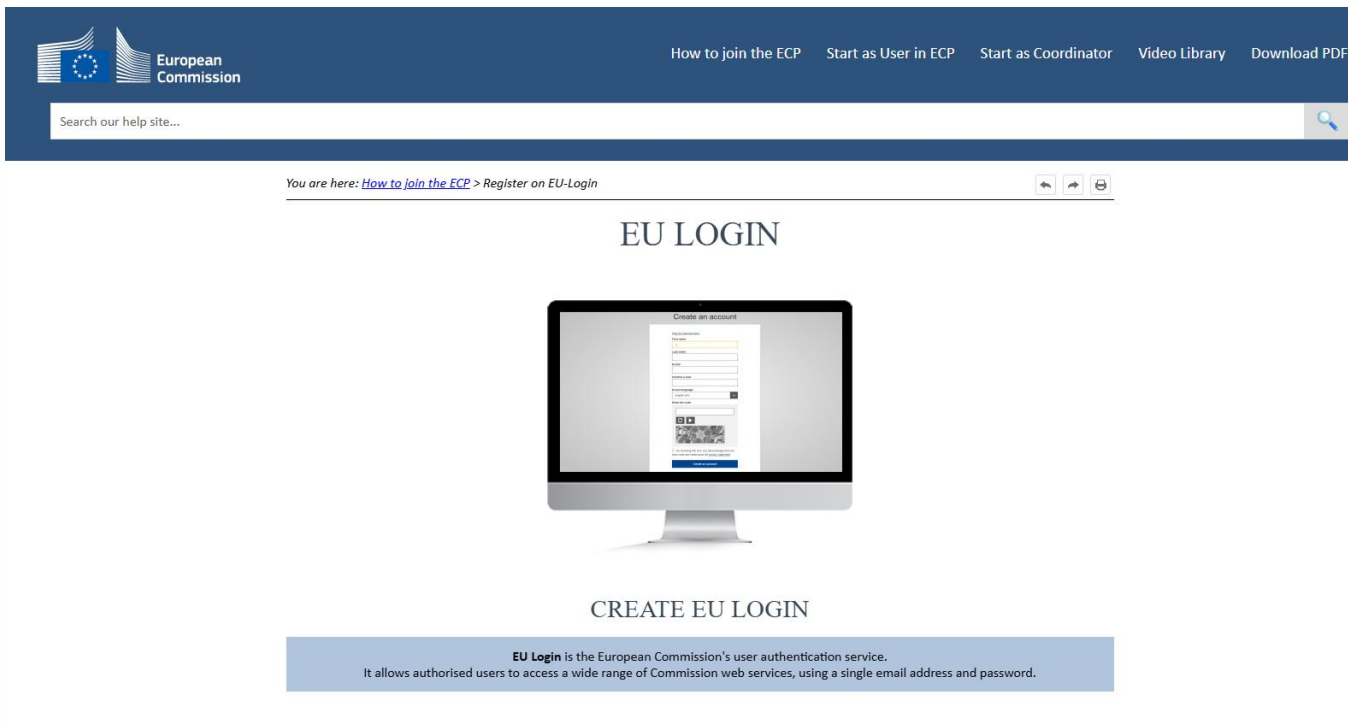
Introduction

- You will receive direct access to your company account within the UDB, if your EU Login account is fully established.
- The EU Login account is independently from the UDB. The EU Login account is the means to securely access the UDB.

Introduction



Registration EU Login



Preconditions

1. Personal E-mail address
2. Mandatory 2-factor authentication

**CREATE
EU LOGIN RIGHT
HERE**

An EU Login account is required to access the UDB. It uses 2-factor authentication for security purposes.

Registration EU Login

The screenshot shows the 'Create an account' page on the gin website. The page header includes the 'gin' logo and the text 'int, many EU services'. A language selector dropdown is set to 'English (en)'. A link for 'Create an account' is visible in the top right. The main heading is 'Create an account'. Below this, there is a link for 'Help for external users'. The form fields include: 'First name', 'Last name', 'E-mail', and 'Confirm e-mail', each with a corresponding input box. The 'E-mail language' dropdown is set to 'English (en)'. A checkbox is present with the text: 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. At the bottom of the form are two buttons: 'Create an account' (highlighted in blue) and 'Cancel'. A mouse cursor is pointing at the 'Create an account' button.

1. Set the preferred language
2. Entering required personal data
3. Check box
4. Click on "Create account"

Please note that only the legal name of a natural person (not a virtual person or pseudonym) may be entered!

Registration EU Login

5. Receive an email with an individual invitation link
6. Assign password
7. EU account is set up, but not yet verified!

The screenshot shows the 'EU Login' website interface for creating a new password. The page title is 'Neues Passwort'. At the top, there is a language selector set to 'Deutsch (de)' and a button for 'Anmeldung'. The main content area contains a form with the following elements:

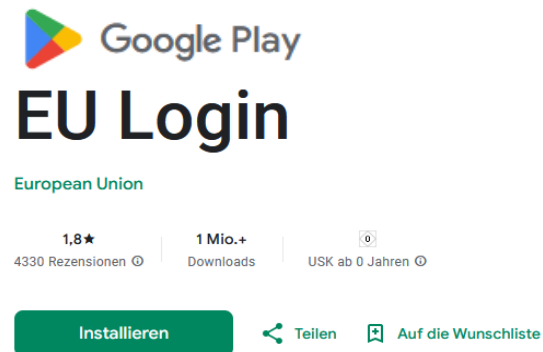
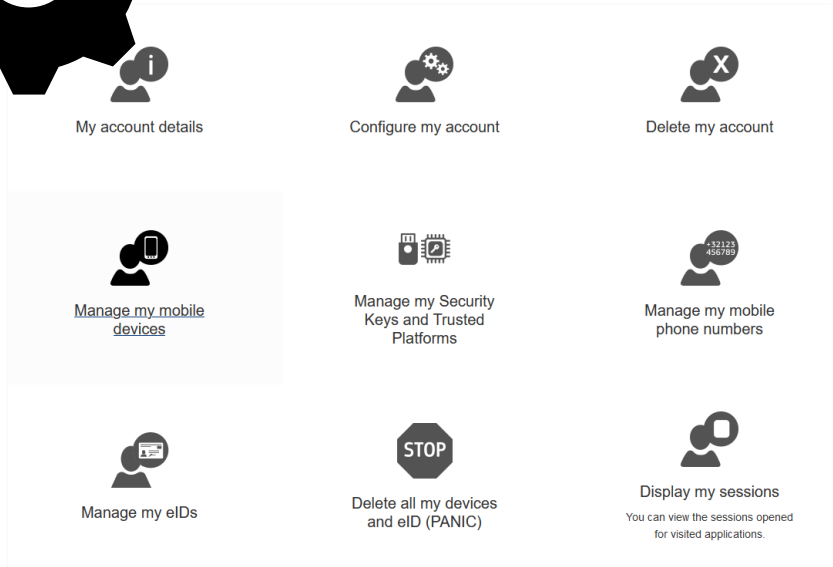
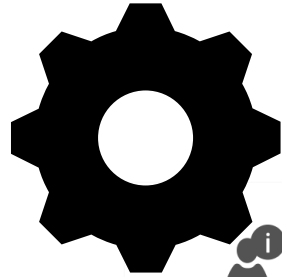
- A message: 'Bitte wählen Sie Ihr neues Passwort.'
- A user identifier: 'n00elp3e (Extern)'
- A text input field labeled 'Neues Passwort'.
- A text input field labeled 'Neues Passwort bestätigen'.
- A blue 'Absenden' button.
- Instructions: 'Ihr Passwort darf nicht Ihren Benutzernamen enthalten und muss mindestens 10 Zeichen aus mindestens drei der folgenden vier Zeichengruppen enthalten (Leerzeichen zugelassen):'
- Requirements list:
 - Großbuchstaben: A bis Z
 - Kleinbuchstaben: a bis z
 - Ziffern: 0 bis 9
 - Sonderzeichen: !"#%&'()*+,-./:;<=>?@[_ `()~
- Examples: 'Beispiele: KSw4V.JjoZK YjMstZukd9 IGXajlada\$'
- Link: '[\[Weitere Beispielpasswörter erzeugen\]](#)'

The footer contains navigation links: 'Über EU Login', 'Cookies', 'Datenschutzerklärung', 'Hilfe', 'Europäische Union', and 'EU-Institutionen'. It also includes the text 'Powered by Europäische Kommission' with the EU flag logo and a timestamp '9.8.2-dmzp | 19 ms'.

Registration EU Login

8. two-factor authentication

- ✓ After successfully logging in to Settings under My Account → Manage My Mobile Devices → add a mobile device



[Here you will find more 2-factor-authentication methods.](#)

Access UDB

Preconditions

1. Completely set up EU Login account (personalized and 2-factor-authenticated)
2. Certification via a voluntary certification system (e.g. SURE EU)
3. Personalized email address is identical to that of the first contact person in the SURE database

System participants

Legal representatives

Contact persons

Pre-certification

Operating sites

Quantity reports

Invoices

SURE-EU Certification

Nabisy

CONTACT PERSONS

Salutation* Mr

Title

First name* Jan

Last name* Kniepkamp

Phone country code* +49

Phone area code* 1111

Phone number* 1111

Fax country code

Fax area code

Fax number

E-mail* j.kniepkamp@sure-system.org

Create an own account for this contact person

Enter additional contact person

Save

Legal notice | Data Privacy

Systemteilnehmer | 2.10.2.5

For security reasons, the invitation E-mail will only be sent to the first contact person who is stored in the SURE database. Therefore, the EU Login account must also match this email.

Access UDB

Beforehand

If your company details are correct, SURE has set up an UDB account for you after clicking the button in the SURE database and linked the e-mail address of the first contact person.

Sometimes you will not receive an automatic invitation link from the UDB. However, the e-mail of the first contact person from the SURE database is stored/linked in your UDB account. Direct dial-in is therefore possible regardless of the invitation link.

Please note that the invitation link is triggered by the **domain @ec.europa.eu**. Do not register separately or independently, otherwise you will not be assigned to your existing company account (created by SURE) in the UDB. Below you can see an example of the self-registration window for orientation:

Access UDB

Screenshot UDB self-registration:

Logo of Europäische Kommission UDB

Home / Unionsdatenbank für Biokraftstoffe / Willkommen

Willkommen
Unionsdatenbank für Biokraftstoffe

Willkommen in der Unionsdatenbank für die Rückverfolgung von Anwendungen flüssiger und gasförmiger Kraftstoffe für den Verkehr. Rechtsgrundlage dieser Plattform ist Artikel 28 Absätze 2 und 4 der Erneuerbare-Energien-Richtlinie (RED II).

<p>Zugang über ein Zertifizierungssystem beantragen Zertifizierte Wirtschaftsteilnehmer können Zugang zur UDB über die Zertifizierungssysteme beantragen.</p> <p>Sie befinden sich auf der Startseite der Unionsdatenbank. Um Zugang zu Ihrer Organisation zu erhalten, benötigen Sie eine Einladung.</p> <p>This button can be used to contact the voluntary scheme in case you are unable access UDB.</p> <p>Haftungsausschluss: Bitte beachten Sie, dass der Antrag nicht von der UDB überwacht wird.</p>	<p>Selbstregistrierung Non-certified Economic Operators can self register depending on certain conditions.</p> <p>Wenn Sie Ihre Organisation registrieren möchten und kein Zertifikat eines Zertifizierungssystems haben, klicken Sie bitte auf diesen Link, um mit dem Verfahren zur Selbstregistrierung zu beginnen.</p> <ol style="list-style-type: none">1. Sie sind als Biokraftstoffanbieter, Händler und/oder Kraftstoffanbieter/verpflichtete Partei tätig.2. Sie sind ein Wirtschaftsteilnehmer, der an der Lieferung von Biokraftstoffen aus dem EU-Markt und innerhalb des EU-Marktes beteiligt ist. <p>Als nicht zertifizierter Wirtschaftsteilnehmer registrieren</p>
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Please do not carry out self-registration!

Access UDB

Beforehand

If you have already registered independently, please send an Email to udb@sure-system.de with the subject "Self-Registration".

Required information:

1. NTR ID (unique company identifier): usually VAT ID (alternatively: commercial register number | Tax ID for individuals | IACS No.)
2. SURE Participant ID
3. Company name
4. It is best to take a screenshot of your company profile in the UDB

Access UDB

Beforehand

To ensure security and privacy when logging in and registering UDB, we strongly recommend that you follow these steps:

- ✓ Be sure to use a personal EU account for your personal E-mail address.
- ✓ Avoid using generic email addresses such as info@company.com or office@company.com.
- ✓ Ideally, you should use your business, personalized email address (e.g. firstname.lastname@company.com).

If you don't have a personalized business email, you can also use a private email address that can be uniquely assigned to you.

Access UDB

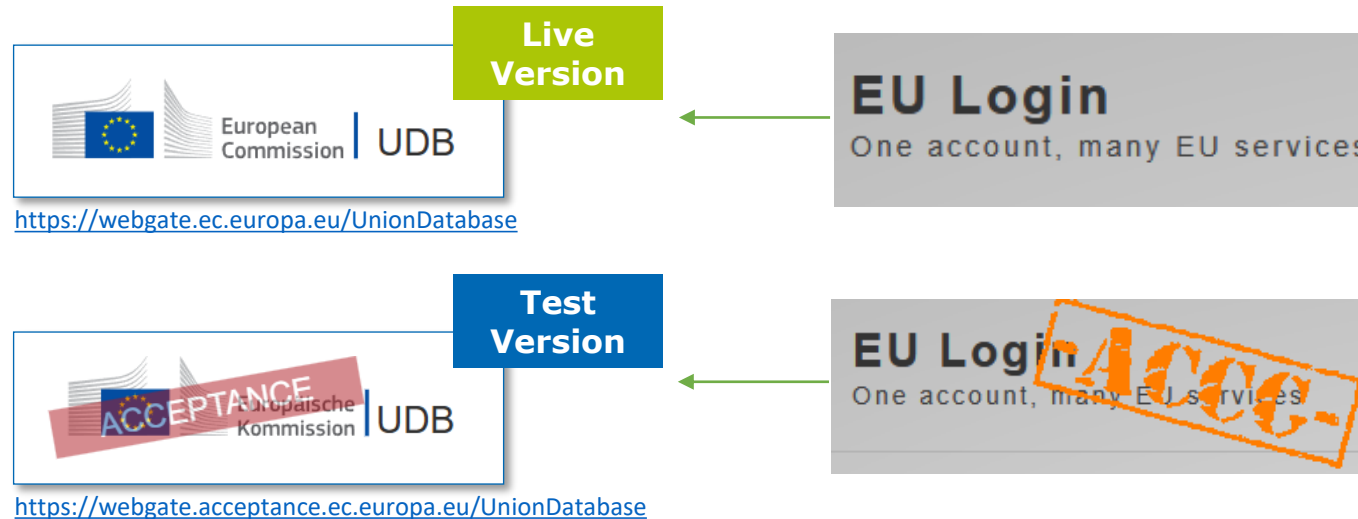
Beforehand

- These measures are designed to:
 - ✓ Ensure that the EU account is associated with a specific person
 - ✓ Prevent unauthorized access to sensitive company data
 - ✓ To ensure the traceability of actions in the UDB
 - ✓ Comply with EU data protection directives and security standards

Please note that using a personal email address is an important step in protecting the security of your company and your data in the UDB.

Access UDB

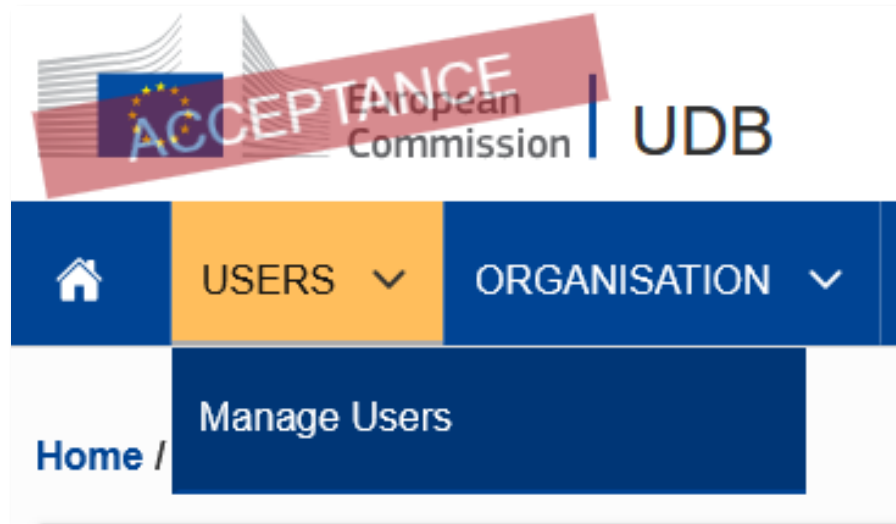
Decide whether you want to access the Live-Version or the Acceptance-Version:



Important note: Depending on the user interface (Live- or Acceptance- Version), the UDB requires a separate EU Login account. This means: You can only log in to the Acceptance- Version with your Acceptance EU Login and to the Live- Version with your Live EU Login account. You can/should use the same e-mail address for both EU Login accounts for easier handling. Only the password needs to be differentiated.

Now enter your e-mail from the EU login and confirm the login using your 2-factor authentication. Finally (after a short loading time) you will be forwarded to the home screen of your UDB company account

Creating additional users



You now have access to your company account in the UDB as the main user/1st contact person. It is then up to you to decide who from your company should also have access to your account.

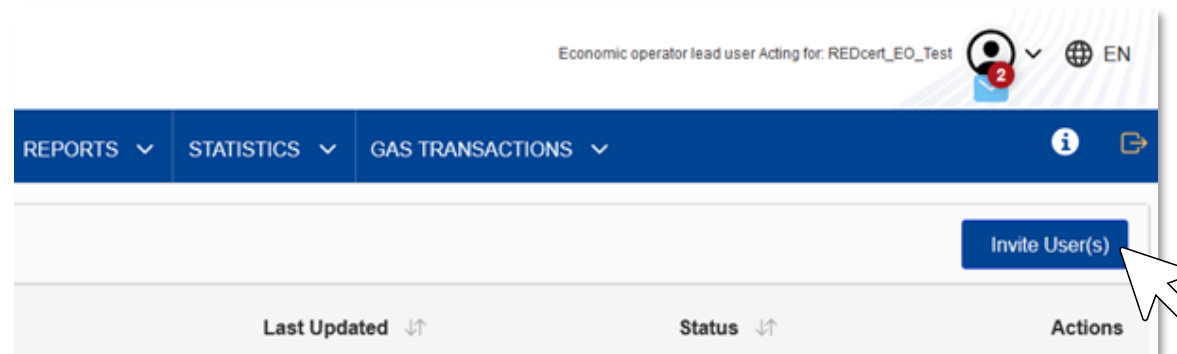
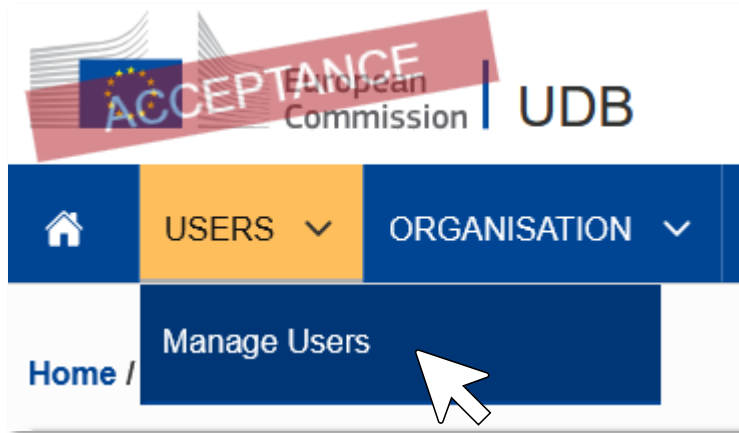
Preconditions

1. Existing company account at UDB
2. Other users must also have a verified EU Login account

For security reasons, the invitation E-mail will only be sent to the first contact person who is stored in the SURE database.

Creating additional users

1. Log in as a lead user
2. Click on "Manage users"
3. Then click on Invite users



Creating additional users

4. Select whether you are a user or another primary user
5. Enter the personalized email address of the additional user

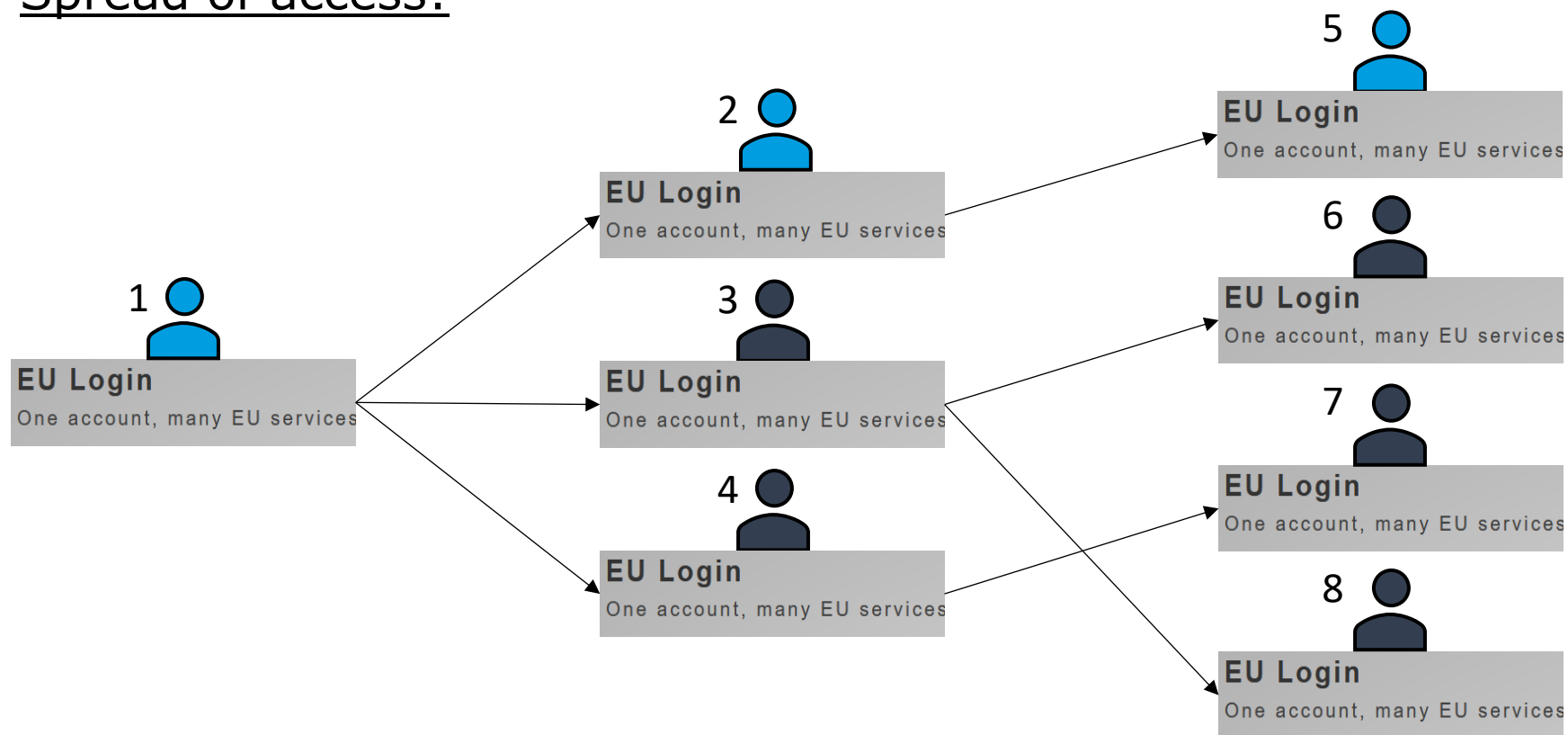
Note: The invitation link does not always arrive reliably. However, the link between the email and your company account remains (see user administration). When the other user logs in, the UDB recognizes the link to your company based on the email, provided that the EU login to the email is fully set up!

The user must also have a verified EU Login account.



The screenshot shows the SURE user management interface. At the top, it displays the user's role as 'Economic operator lead user Acting for: REDcert_EO_Test' and the language as 'EN'. Below this, there are navigation tabs for 'STICS' and 'GAS TRANSACTIONS'. A blue 'Invite User(s)' button is visible, with a dropdown menu open showing two options: 'Economic operator user' and 'Economic operator lead user'. A mouse cursor is pointing at the 'Economic operator user' option. Below the dropdown, there is a form titled 'Invite Economic operator user'. The form has two input fields: 'E-mail(s) *' with the value 'employee@company.en|' and 'Organisation *' with the value 'REDcert_EO_Test'. At the bottom of the form, there are 'Cancel' and 'Send' buttons. A mouse cursor is pointing at the 'Send' button.

Creating additional users

Spread of access:



Key:

-  = LeadUser
-  = User

Only LeadUser can invite LeadUser and User. User cannot invite LeadUser.

Create sourcing contacts

Preconditions

1. You are certified as first gathering point (Scope 2101) or as collector of waste and residues (Scope 2301)
2. Depending on the above scopes, you will be able to create sourcing contacts
3. All other scopes cannot create sourcing contacts.

Sourcing contacts

The screenshot shows the UDB interface with the 'ACCEPTANCE Commission' logo. The navigation bar includes 'USERS', 'ORGANISATION', 'TRANSACTIONS', 'MATERIALS', 'SETTINGS', 'IMPORT STATUS', and 'REPORTS'. The 'ORGANISATION' menu is open, showing options: 'My Organisation', 'Manage Certificate', 'View Sites & Related Mass Balance', 'View Voluntary Schemes', 'Manage Sourcing Contacts' (highlighted with a mouse cursor), and 'Manage Buyers'. The main content area displays 'My Organisation: RE' with an 'Active' status and a dropdown arrow. Below this is a 'General Information' section with fields for 'Type' (EO), 'Type of person' (Legal Entity), and 'National identification code/Business registration code' (DE_VAT_CDDE010101001). An 'EDIT' button is visible next to the 'Manage Buyers' option. On the right side, there are sections for 'Voluntary Scheme' (REDcert - VS) and 'Consumption t' (mandates).

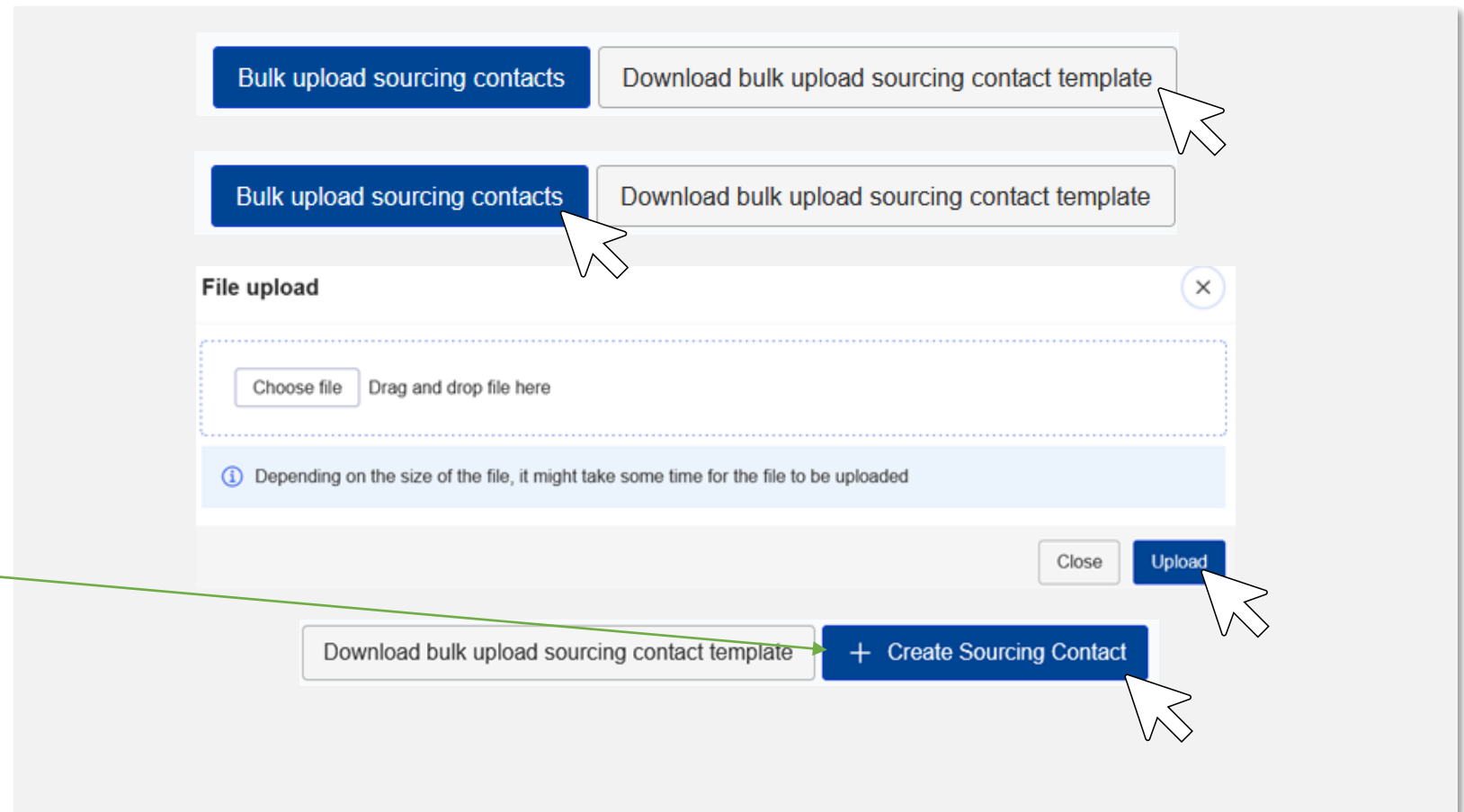
1. Login with EU Log-In in [UDB](#)
2. Tab "ORGANIZATION" menu item
"Manage Sourcing Contacts"

Sourcing contacts

3. Download template
4. Entering data
5. Save file
6. Upload

or

... manually create individual companies via "+ create sourcing contact"



Sourcing contacts

Example

NAME*	COUNTRY_CODE*	SOURCING_CONTACT_NUMBER (NATIONAL_TRADE_REGISTER_IDENTIFICATION)*	INTERNAL_FILE_REFERENCE*	LEGAL_TYPE*	VAT_NUMBER
Example Company	DE	DE_VAT_CODE12345678	20072010	Legal Entity	DE12345678

1. All fields highlighted with * are mandatory
2. The UDB notices already highlighted sourcing contacts. Therefore, you can use the template continuous.

Important.

Download the template again before each import to always use the latest version and to avoid upload mistakes!

Sourcing contacts

ACCEPTANCE Europäische Kommission UDB

Economic

HOME NUTZER ORGANISATION TRANSAKTIONEN MATERIALIEN EINSTELLUNGEN **IMPORTSTATUS** BERICHTE STATISTIK GAS-TRANSAKTIONEN

IMPORTSTATUS

Name der Importdatei	Importdatum	Status
SOURCING_CONTACT-UPLOAD_TEMPLATE_Test.xlsx	21/11/2024 11:06	Fehlgeschlagen
SOURCING_CONTACT-UPLOAD_TEMPLATE_Test.xlsx	21/11/2024 11:05	Fehlgeschlagen
Beschaffungsquelle_Vorlage_Beispieler.xlsx	21/11/2024 11:04	Fehlgeschlagen
BUYER-UPLOAD_TEMPLATE_2024_11_04_14_21_07.xlsx	04/11/2024 13:22	Erfolgreich abgeschlossen
Beschaffungsquelle_Vorlage_Beispieler.xlsx	22/10/2024 15:52	Teilweise

1. Import Status Review
2. Adjust if necessary
3. Upload again
4. Check Import Status

Sourcing contacts

Notes

- ✓ Fields highlighted with * are mandatory
- ✓ If there is no unique identifier for the new sourcing contact (e.g. IACS number or tax number), the UDB accesses the address information and generates automatically an identifier.
- ✓ The name of the sourcing contacts can be chosen freely. But it should match your own documents/merchandise management system/ERP system.
- ✓ Internal reference numbers: Possibility to assign your own number, but it should match your own documents/merchandise management system/ERP system.

Examples of unique identifiers

[Here you will find all common identification types](#)

- ✓ VAT ID:
DE_VAT_CDDE123456789

- ✓ Tax ID:
DE_TIN_CD1234567890123

- ✓ InVeKoS Number/ Establishment number/ registration number:
DE_IACS_CD2761234567890123

Hint:

- IACS corresponds to the HIT/ZID number; for Germany, the IACS number starts with 276

- IACS is abbreviated to IACS. Therefore, the identification type in Germany: DE_IACS_CD, because the UDB is uniform across Europe. This is followed by the IACS number.

Creating buyers

ACCEPTANCE Commission | UDB

USERS ORGANISATION TRANSACTIONS MATERIALS SETTINGS IMPORT STAT

Example

General Information

Type	EO
Type of person	Legal Entity
National identification code/Business registration code	DE_VAT_CDDE010101001
VAT	
Other legal identification	DE12345678
Country	Germany
Website	
Email	udb_test@redcert.de
Phone	

EDIT

Required information

1. Unique company identifier (NTR-ID or VAT ID) Buyer
2. Full Company Name Buyer (as REDcert Database or UDB Indicated)
3. Talk to your buyer contacts to receive the correct NTR-ID

Please communicate with your buyers and ensure that their UDB accounts have been created correctly.

Manage Buyer

The screenshot shows the UDB web application interface. At the top, there is a navigation bar with a home icon, 'USERS', 'ORGANISATION' (highlighted in orange), 'TRANSACTIONS', 'MATERIALS', 'AVIATION', and 'SETTINGS'. Below the navigation bar, the 'ORGANISATION' dropdown menu is open, listing several options: 'My Organisation', 'Manage Certificate', 'View Sites & Related Mass Balance', 'View Voluntary Schemes', 'View Member States', 'Manage Sourcing Contacts', and 'Manage Buyers' (highlighted in orange). The main content area displays 'My Organisation: R...' with an 'Active' status indicator and an 'ADD A CONTACT' button. Below this, there is a section for 'General Information' with fields for 'Type' (Natural Person) and 'National identification code/Business registration code' (DE_VAT_CDDE748693764). At the bottom of the main content area, there are buttons for 'ADD NON-CERTIFIED SITES' and 'EDIT'.

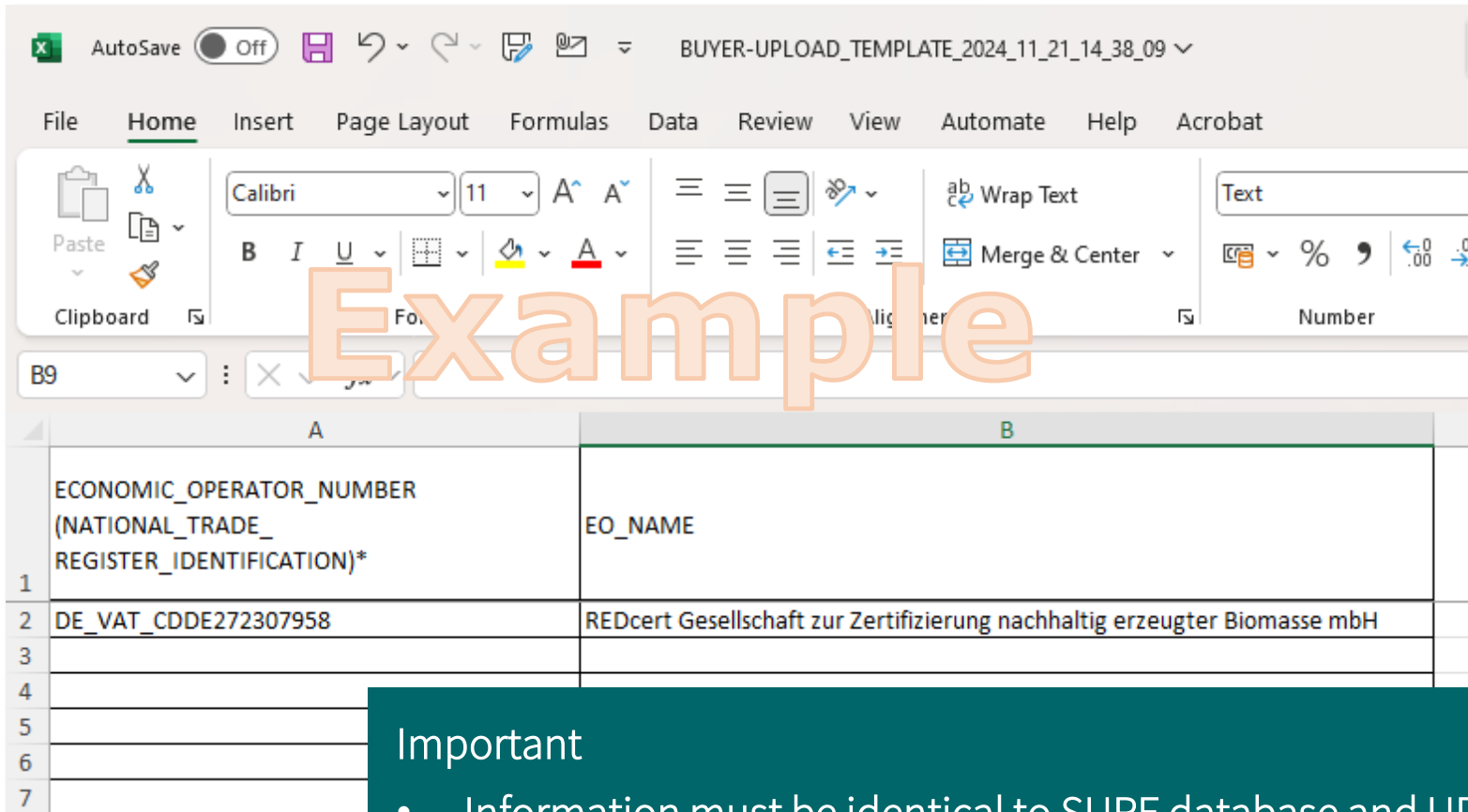
1. Login with EU Log-In in [UDB](#)
2. Tab "ORGANIZATION" menu item
Manage Buyers

Manage Buyer

1. Download template
2. Entering data
(see next slide)
3. Save file
4. Upload
5. Check import status
(see after next slide)

The screenshot displays the 'Manage Buyer' interface. At the top, there are two rows of buttons. Each row contains a blue button labeled 'Bulk upload sourcing contacts' and a white button labeled 'Download bulk upload sourcing contact template'. A mouse cursor is pointing at the 'Download bulk upload sourcing contact template' button in the top row. Below this, a 'File upload' dialog box is open. It features a dashed blue border and contains a 'Choose file' button, a 'Drag and drop file here' area, and an information message: 'Depending on the size of the file, it might take some time for the file to be uploaded'. At the bottom right of the dialog, there are 'Close' and 'Upload' buttons, with a mouse cursor pointing at the 'Upload' button.

Manage Buyer



	A	B
1	ECONOMIC_OPERATOR_NUMBER (NATIONAL_TRADE_REGISTER_IDENTIFICATION)*	EO_NAME
2	DE_VAT_CDDE272307958	REDcert Gesellschaft zur Zertifizierung nachhaltig erzeugter Biomasse mbH
3		
4		
5		
6		
7		

1. Unique company identifier ([NTR ID](#)) for SURE-EU participants:
VAT ID
2. Buyer's full company name
3. The UDB notices already highlighted buyer. Therefore, you can upload the template continuous.

Important

- Information must be identical to SURE database and UDB, otherwise errors will occur.
- Before each import, re-download the template to always use the latest version.

Manage Buyer

UDB

IMPORT STATUS

	Date of import
CT-UPLOAD_TEMPLATE_Test.xlsx	21/11/2024 11:06
CT-UPLOAD_TEMPLATE_Test.xlsx	21/11/2024 11:05
Vorlage_Beispiele.xlsx	21/11/2024 11:04
EMPLATE_2024_11_04_14_21_07.xlsx	04/11/2024 13:22

1. Import Status Review
2. Adjust if necessary
3. Upload again
4. Check Import Status

Contact the UDB support team

In case of technical errors

- Send an email to EC-UNION-DB@ec.europa.eu and add udb@sure-system.org to CC.
- In your support email, you should include the following information:
 - ✓ **Description of the problem:** Briefly explain what exactly isn't working.
 - ✓ **Specification** to the company incl. unique company identifier (NTR ID) or VAT ID and SURE ID (for further inquiries)
 - ✓ **Error message:** If you receive an error message/screenshot, include it in your message.
 - ✓ **Browser and version:** Specify which browser and version you are using.

Learn more

Live
Version



<https://webgate.ec.europa.eu/UnionDatabase>

Test
Version



<https://webgate.acceptance.ec.europa.eu/UnionDatabase>

- Useful links
- [UDB on our website](#)
- [Our UDB FAQs](#)
- [Public Wiki of the UDB](#)
- [Help page of the EU Login](#)

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Version: 04

Date: 16. February 2026

All information has been provided in accordance with the currently valid legal texts, the [official wiki of the UDB](#) or the exchange with the UDB managers. However, there is no guarantee of the accuracy or completeness of the information provided. For more information, see the [official wiki of the UDB](#).