

TRANSACTION DECLARATIONS ISSUANCE PROCEDURE

INTRODUCTION

This document aims to explain the issuance mechanism of Transaction Declarations. Specific certification requirements related to Transaction Declarations are found in the corresponding OBP standard available on the program website (www.obpcert.org), on the document center. This document is “for information only”, in case any discrepancies are found between this document and the standards and their complementary documents, the later prevails.

WHAT ARE TRANSACTION DECLARATIONS?

Transaction Declarations (TDs) are documents that can only be issued by certified organizations, when transferring ownership of certified OBP products. They serve as evidence for the validity of the certification status of the seller and its products. TDs contain information about seller and buyer, seller’s scope certificate and the products transacted. Each TD is registered in a registry held by ZPO and has a unique identifier that serves to prove its authenticity. TDs are also useful to verify OBP mass balances for certified companies. TDs are only shared with certification bodies during audits, and not shared with any other third party since they contain confidential commercial information.

HOW ARE TDS ISSUED?

Once you receive your scope certificate, ZPO will send you a username to be able to use the TD tool with a link to reset your password. There is only one authorized username per certified company. To issue your TD please follow the following step:



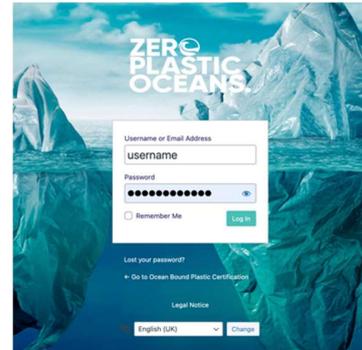
STEP 1

Go to the following page: <https://www.obpcert.org/obp-transaction-declarations/>

STEP 2

If you are not already logged in, the following page will prompt for your username and password.

There is an option to recover your password in case you need it. ZPO can also manually resend you a password reset link if necessary so you will always have access to your account.



STEP 3

Once logged in you will reach the form shown on the picture on the right.

Simply fill in the information following the guidance on each form field and click submit.

If the form is correctly filled in, you will receive an email containing the pdf form plus a unique identifier.

If some information is incorrect the incorrect fields will be highlighted in red.



FAQ 1: WHAT SHALL I DO IF AN ERROR WAS MADE DURING THE DECLARATION?

If you have made an error on the TD, please simply [contact us](#) to inform us so we can delete this declaration from the registry. Once the erroneous TD is deleted you will be able to issue a new one.

Do not issue a new TD without having our confirmation of the erroneous TD deletion, otherwise the transaction will be counted twice, resulting in an anomaly in your mass balance.

FAQ 2: THE TD IS PRINTING ON PAPER WITH BLANK FIELDS

If this issue happens simply print first the pdf file you received by email again to pdf. Then print that new file to your regular ink printer.

If that is not working, in last resort you can use the print screen option of your computer to capture and print an image of the TD.

