

Union Database (UDB) - step by step instruction

practice-oriented | reliable | efficient



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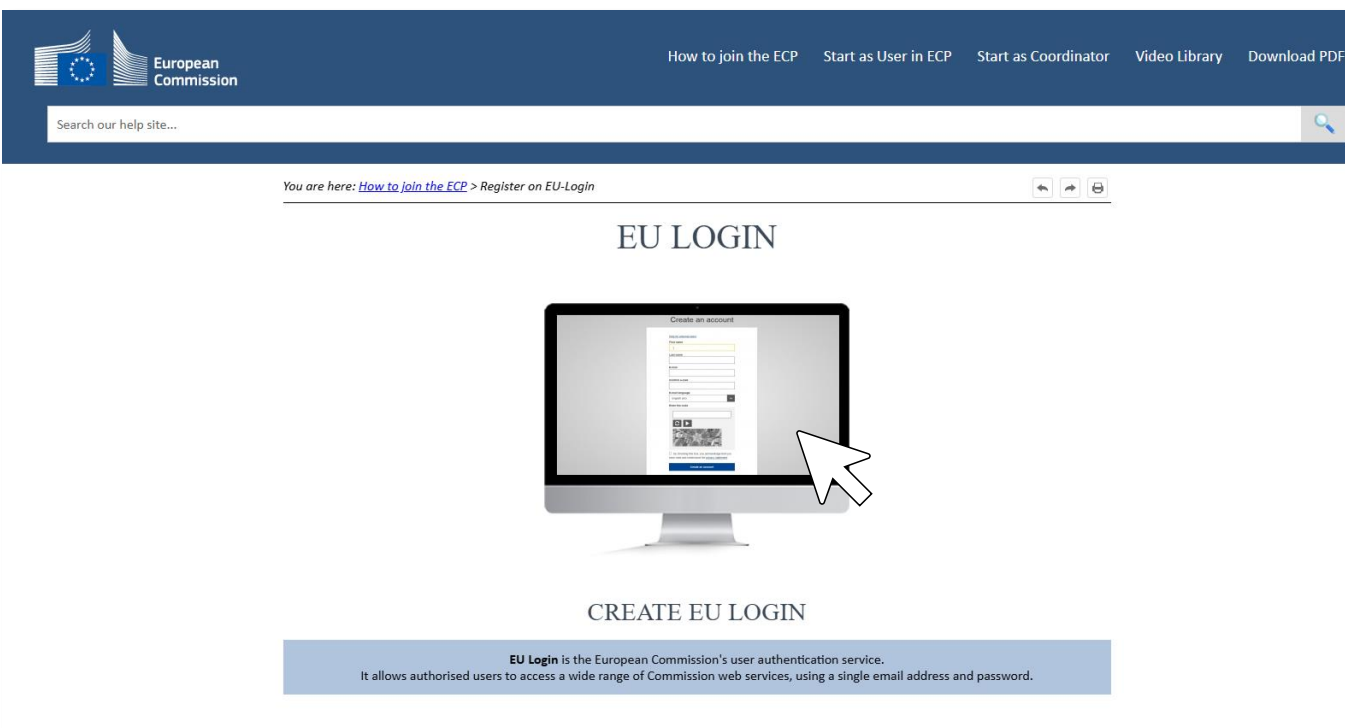
Registration EU Login



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



HOW TO CREATE AN EU LOGIN ACCOUNT

1. On the [Main Page](#) for the **ERN Collaborative Platform** click on **Access/Request access to My Network**:



2. You will be redirected to the login page for [EU Login](#).

Here, you can enter your email if you already have an account. If not, click on **Create Account**.



3. On the page that opens up, fill in the required information:

First Name, Last Name, E-Mail and Verification Code.

Warning: you have to fill in your **REAL name and lastname. NO pseudonym!**

4. Click on **Create an account**

Note: For specific help on creating the EU Login please refer to the [Help Section for EU Login](#)

Here you will find the [EU Login help section](#).
Here you will find the [FAQs of EU Login](#).

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

Registration EU Login

A screenshot of the "Create an account" page on the REDcert EU Login portal. The page has a grey header with the "gin" logo and a language selector set to "English (en)". A blue link "Create an account" is in the top right. The main heading is "Create an account". Below it is a link "Help for external users". The form includes fields for "First name", "Last name", "E-mail", and "Confirm e-mail". There is also an "E-mail language" dropdown menu currently set to "English (en)". At the bottom, there is a checkbox with the text "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)". Two buttons, "Create an account" and "Cancel", are at the bottom of the form. An orange arrow points from the first step of the list to the language selector, and a white mouse cursor points to 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
(see screenshot on the right)
7. EU account is set up,
but not yet verified!

The screenshot shows the 'EU Login' website with the subtitle 'One account, many EU services'. In the top right corner, there is a language dropdown menu set to 'Deutsch (de)' and a button labeled 'Anmeldung'. Below this, there are links for 'Neues Passwort' and 'Anmeldung'. The main heading is 'Neues Passwort'. A white box contains the password creation form. At the top of this box is a message: 'Bitte wählen Sie Ihr neues Passwort.' followed by a generated password 'n00elp3e (Extern)'. Below this are two input fields: 'Neues Passwort' and 'Neues Passwort bestätigen'. A blue 'Absenden' button is at the bottom of the form. Below the button, there is a warning: 'Ihr Passwort darf nicht Ihren Benutzernamen enthalten und muss mindestens 10 Zeichen aus mindestens drei der folgenden vier Zeichengruppen enthalten (Leerzeichen zugelassen):'. This is followed by a list of requirements: 'Großbuchstaben: A bis Z', 'Kleinbuchstaben: a bis z', 'Ziffern: 0 bis 9', and 'Sonderzeichen: !"#\$%&'()*+,-./:;<=>?@{}~_|`'. Examples are provided: 'KSw4V.JjoZK YjMstZuKd9 IGXajlada\$'. A link '[Weitere Beispielpasswörter erzeugen]' is at the bottom of the form. The footer of the page includes links for 'Über EU Login', 'Cookies', 'Datenschutzerklärung', and 'Hilfe'. It also features the 'Europäische Union' and 'EU-Institutionen' logos, a timestamp '9.6.2023 | 19 ms', and the 'Powered by Europäische Kommission' logo.

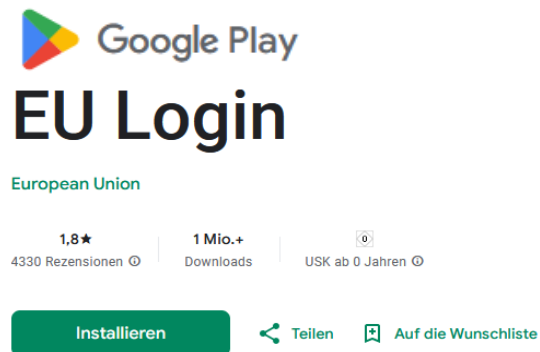
Registration EU Login



8. two-factor-authentication

e.g. via App: After successfully logging in to Settings under My Account → Manage My Mobile Devices → add a mobile device

Or via App:



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

Access UDB

A screenshot of the REDcert UDB web application. The interface includes a top navigation bar with 'Search', 'New', 'Save', 'Cancel', 'Tools', 'Logout', and a help icon. The main header displays the REDcert logo and the text 'Gesellschaft zur Zertifizierung nachhaltig erzeugter Biomasse mbH'. Below the header, there are language tabs for 'German' and 'English'. The left sidebar contains a 'Start page' section with links to 'New participants', 'New operating sites', 'System participant', 'Different billing address', 'Legal representative', 'Contact person', 'Previous/current certifications', 'Operating sites', 'Quantities', and 'Certification system EU'. The main content area shows the 'Edit contact person' form for 'Beispielfirma & Co. KG' with participant ID '0021'. The form is divided into two sections: 'Contact person 1' and 'Contact person 2'. 'Contact person 1' has fields for Title (dropdown), Form of address (dropdown), Surname, First name, Country code phone, Area code phone, Phone no., Country code fax, Area code fax, Fax no., and E-mail. An orange arrow points to the E-mail field, which contains 'udb_test@redcert.de'. 'Contact person 2' has a checkbox labeled 'Enter other contact people.'.

Preconditions

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

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

Access UDB



Beforehand

If your company details are correct, REDcert has already set up a UDB account for you 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 REDcert 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 REDcert) in the UDB. Below you can see an example of the self-registration window for orientation:

Access UDB



Screenshot UDB self-registration:

A screenshot of the UDB (Union Database for Biofuels) self-registration page. The page has a blue header with the European Commission logo and "UDB" text on the left, and user profile, globe, and "DE" language options on the right. Below the header, the breadcrumb "Home / Unionsdatenbank für Biokraftstoffe / Willkommen" is visible. The main content area is titled "Willkommen" and "Unionsdatenbank für Biokraftstoffe". It contains a welcome message in German and English. Below this, there are two columns. The left column is titled "Zugang über ein Zertifizierungssystem beantragen" and contains text about accessing the UDB through a certification system. The right column is titled "Selbstregistrierung" and contains text about self-registration for non-certified economic operators. This right column is crossed out with a large red 'X'. At the bottom of the right column, there is a blue button that says "Als nicht zertifizierter Wirtschaftsteilnehmer registrieren".

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).

Zugang über ein Zertifizierungssystem beantragen

Zertifizierte Wirtschaftsteilnehmer können Zugang zur UDB über die Zertifizierungssysteme beantragen.

Sie befinden sich auf der Startseite der Unionsdatenbank. Um Zugang zu Ihrer Organisation zu erhalten, benötigen Sie eine Einladung.

This button can be used to contact the voluntary scheme in case you are unable access UDB.

Haftungsausschluss:

Bitte beachten Sie, dass der Antrag nicht von der UDB überwacht wird.

Selbstregistrierung

Non-certified Economic Operators can self register depending on certain conditions.

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.

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.

Als nicht zertifizierter Wirtschaftsteilnehmer registrieren

Please do not carry out self-registration!

Access UDB



Beforehand

If you have already registered independently, please send an [Email to udb@redcert.de](mailto:udb@redcert.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. REDcert Participant Number
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 aforementioned measures are designed to:

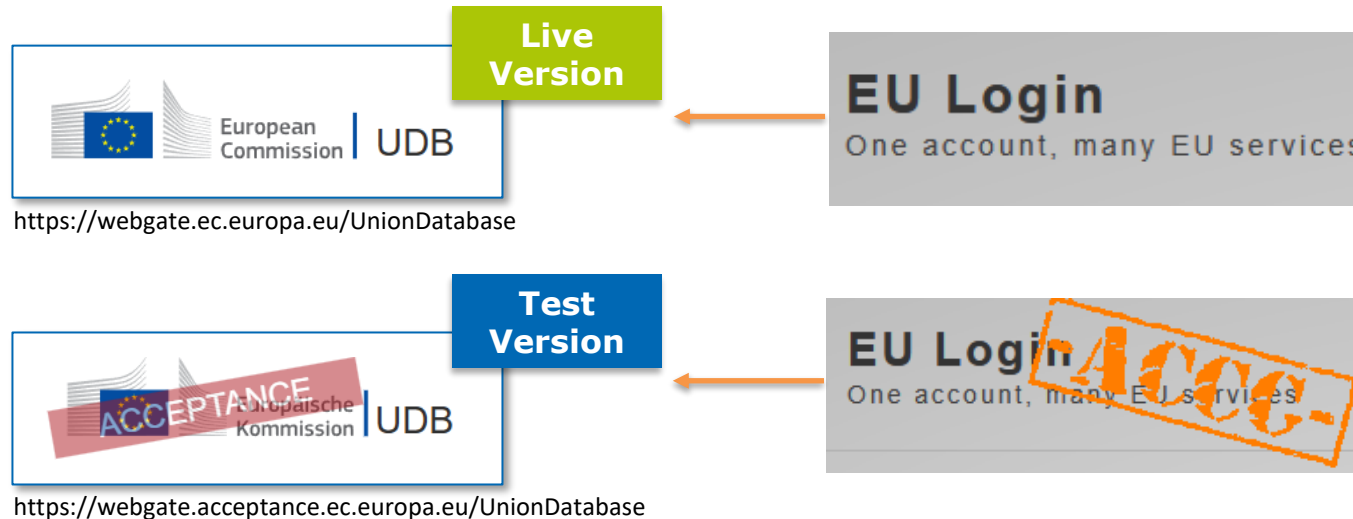
- ▶ Ensure that the EU account is associated with a specific person
- ▶ Prevent unauthorized access to sensitive company data
- ▶ To ensure the traceability of actions in the UDB
- ▶ Comply with EU data protection directives and security standards

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:



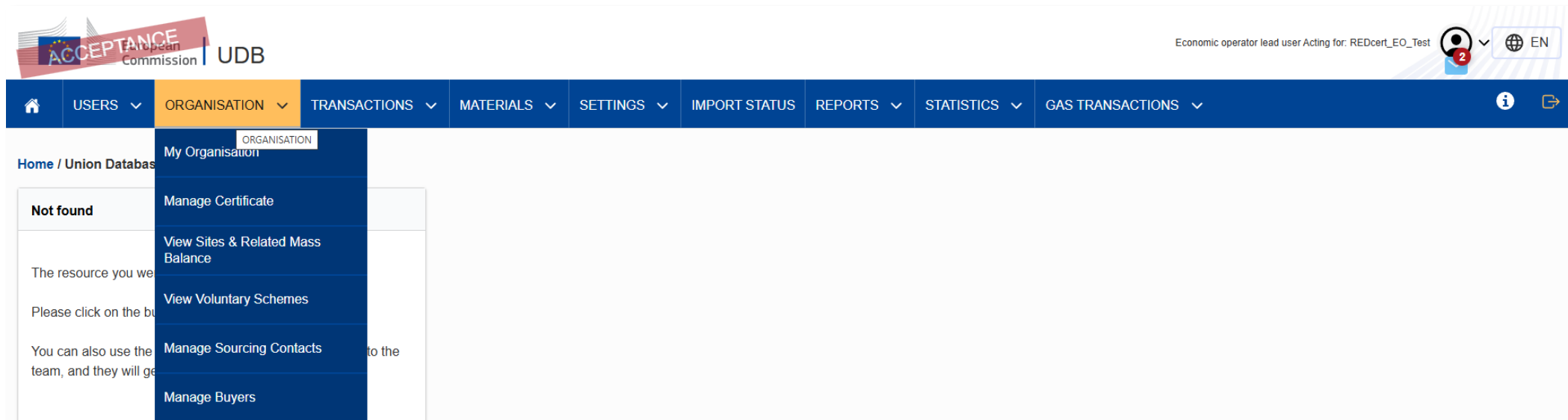
Important note: Depending on the user interface (Live- or Acceptance- Version), the UDB requires a separate EU Login account. This means: You can only log in to the Acceptance- Version with your Acceptance EU Login and to the Live- Version with your Live EU Login account. You can/should use the same 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.

Access UDB



When you log in to the UDB for the first time, you will first have to accept the invitation and, if necessary, confirm or decline some details. You will then be taken to the UDB homepage (example view):



Please note that your company data regarding address, VAT, company name, certificates and operating sites are taken from the REDcert database. Therefore, make sure that the information in the REDcert database is correct. Please inform REDcert about any changes. Thanks in advance.

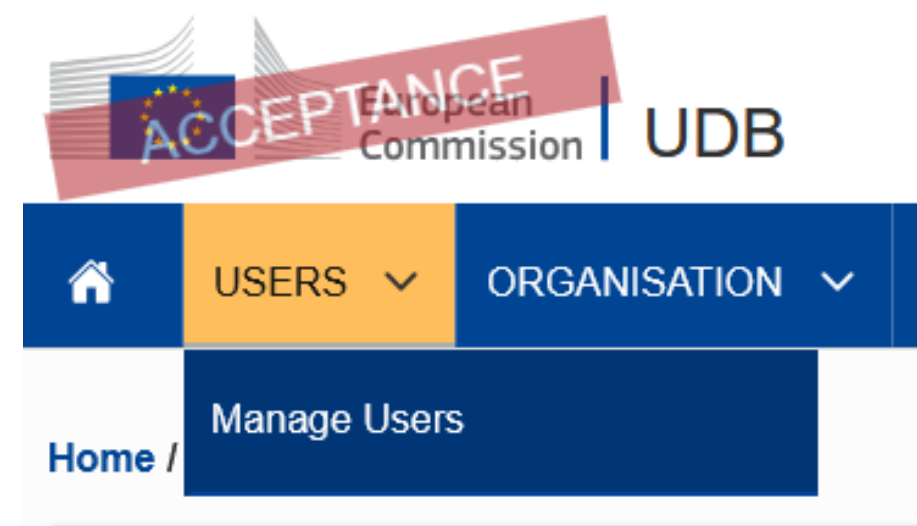
Creating additional users



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.

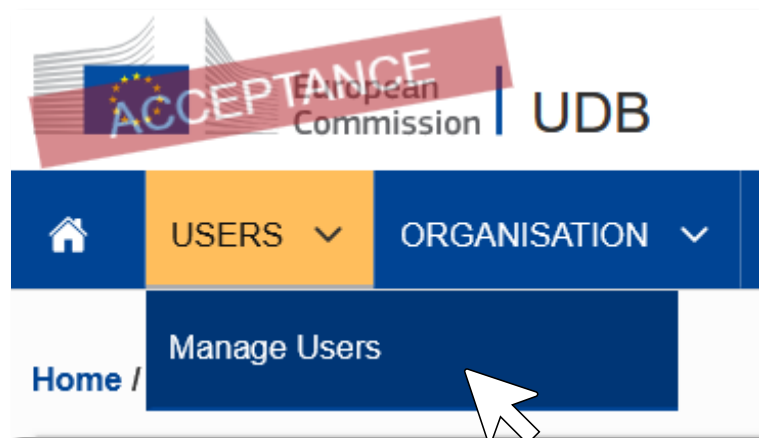
Preconditions

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

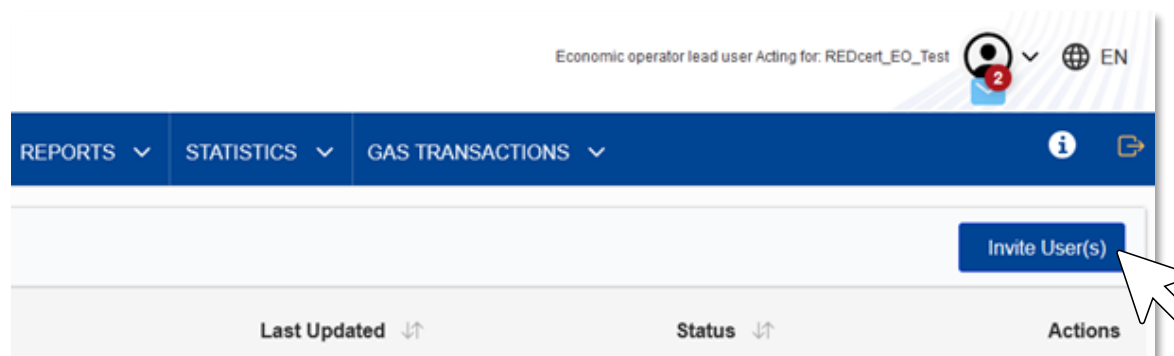


For security reasons, the invitation e-mail will only be sent to the first contact person who is stored in the REDcert database.

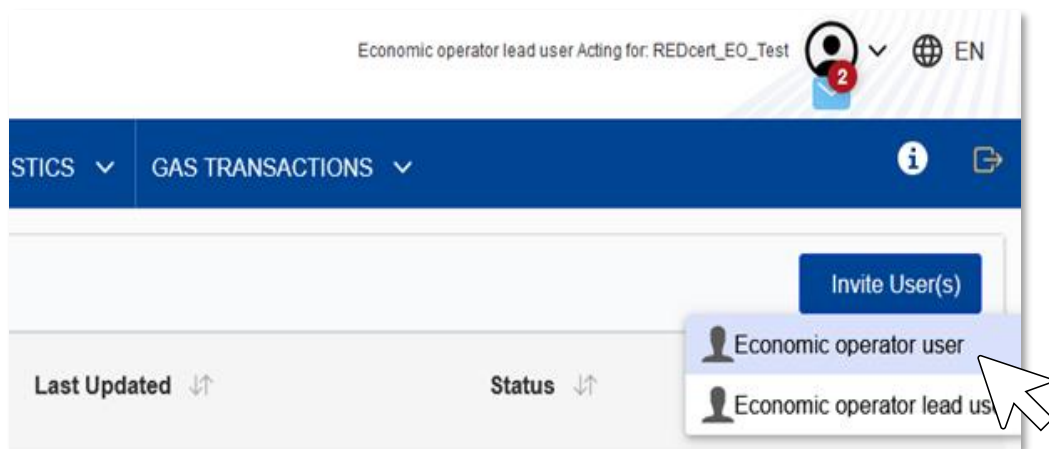
Creating additional users



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



Creating additional users



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

A screenshot of the "Invite Economic operator user" dialog box. It has a title bar with a close button. The form contains two fields: "E-mail(s) *" with the value "employee@company.en" and "Organisation *" with the value "REDcert_EO_Test". At the bottom, there are "Cancel" and "Send" buttons. A mouse cursor is pointing at the "Send" button.

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.

Create and manage sourcing contacts



Preconditions

1. You are certified as first gathering point (scope 201) or as collector of waste and residues (scope 202)
2. Depending on the above scopes, you will be able to create sourcing contacts
3. All other scopes (except 201 and 202) cannot create sourcing contacts.

Sourcing contacts



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Home / Organisation /

My Organisation: RE Active ^

Contact Person: ADD A CONTACT

Lead users:

General Information ^

Type of person: **Natural Person**

National identification code/Business registration code: **DE_VAT_CDDE748693764**

ADD NON-CERTIFIED SITES EDIT

My Organisation

Manage Certificate

View Sites & Related Mass Balance

View Voluntary Schemes

View Member States

Manage Sourcing Contacts

Manage Buyers

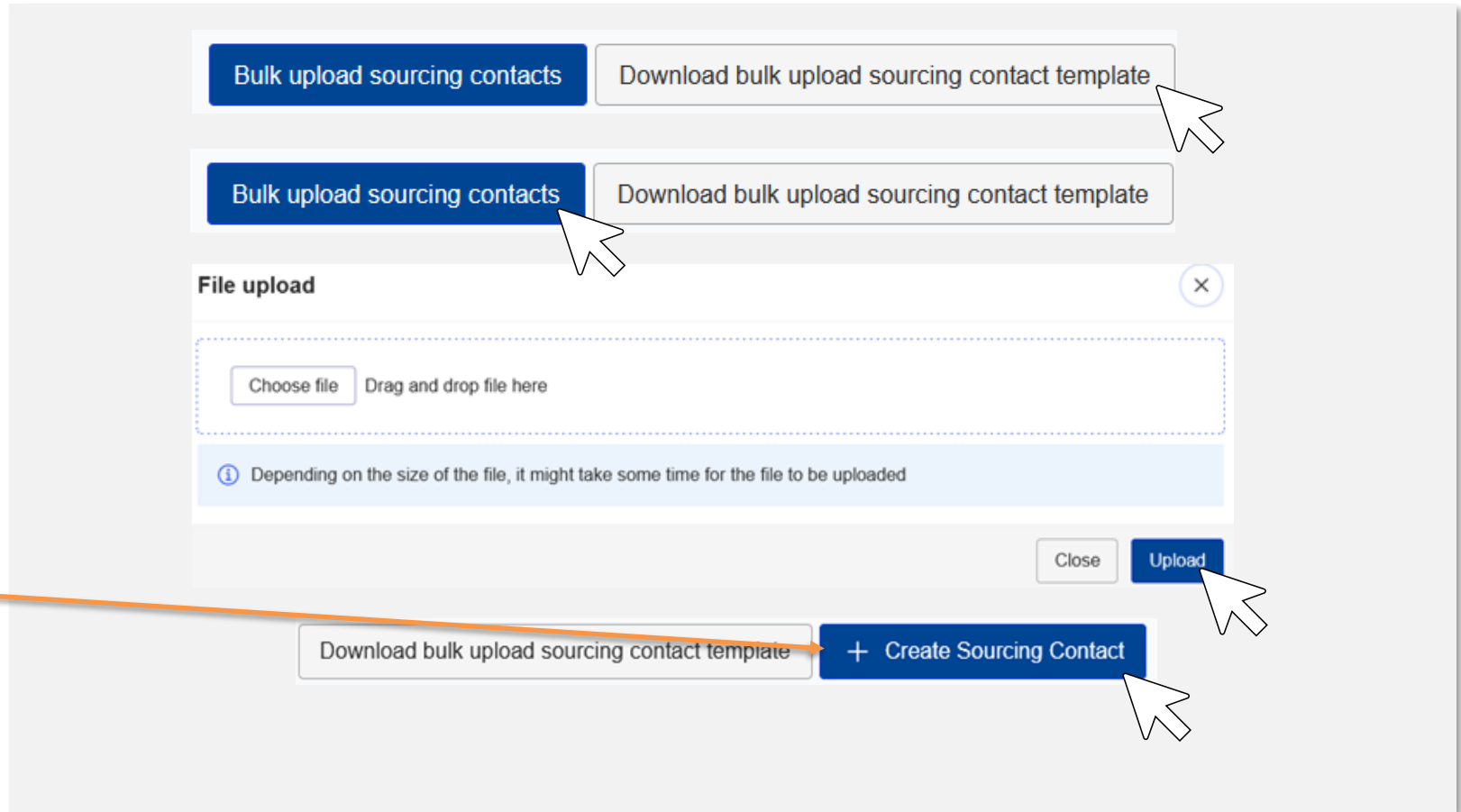
1. Login with EU Login in [UDB](#)
2. Tab "ORGANIZATION" menu item "Manage Sourcing Contacts"

Sourcing contacts

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

or

... manually create individual companies via "+ contact person for procurement"



The screenshot shows the REDcert EU interface for sourcing contacts. It features two rows of buttons: "Bulk upload sourcing contacts" (dark blue) and "Download bulk upload sourcing contact template" (light grey). A mouse cursor points to the "Download bulk upload sourcing contact template" button in the top row. Below this is a "File upload" modal window with 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 of the modal are "Close" and "Upload" buttons. A mouse cursor points to the "Upload" button. Below the modal, there is a "Download bulk upload sourcing contact template" button and a "+ Create Sourcing Contact" button. A mouse cursor points to the "+ Create Sourcing Contact" button. An orange arrow points from the text "... manually create individual companies via '+ contact person for procurement'" to the "+ Create Sourcing Contact" button.

Sourcing contacts



Example

	A	B	C	D	E	F
1	NAME*	COUNTRY_CODE*	SOURCING_CONTACT_NUMBER (NATIONAL_TRADE_REGISTER_IDENTIFICATION)	INTERNAL_FILE_REFERENCE*	LEGAL_TYPE*	VAT_NUMBER
2	REDcert Gesellschaft zur Zertifizierung nachhaltig erzeugter Biomasse mbH	DE	DE_VAT_CODE12345678	20072010	Legal Entity	DE12345678
3						
4						
5						
6						

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

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_Beisiele.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_Beisiele.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

IACS Number/ Establishment number/ registration number:

DE_IACS_CD2761234567890123

Hint:

- **IACS corresponds to the HIT/ZID number; for Germany, the IACS number starts with 276**
- **The identification type in Germany is (e.g.): DE_IACS_CD, because the UDB is uniform across Europe. This is followed by the IACS number.**

Create and manage buyer



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 buyer and ensure that their UDB accounts have been created correctly.

Manage buyer



UDB

Home / Organisation /

My Organisation: R

Contact Person:

Lead users:

General Information

Type

Type of person

National identification code/Business registration code

My Organisation

Manage Certificate

View Sites & Related Mass Balance

View Voluntary Schemes

View Member States

Manage Sourcing Contacts

Manage Buyers

Active

ADD A CONTACT

ADD NON-CERTIFIED SITES

EDIT

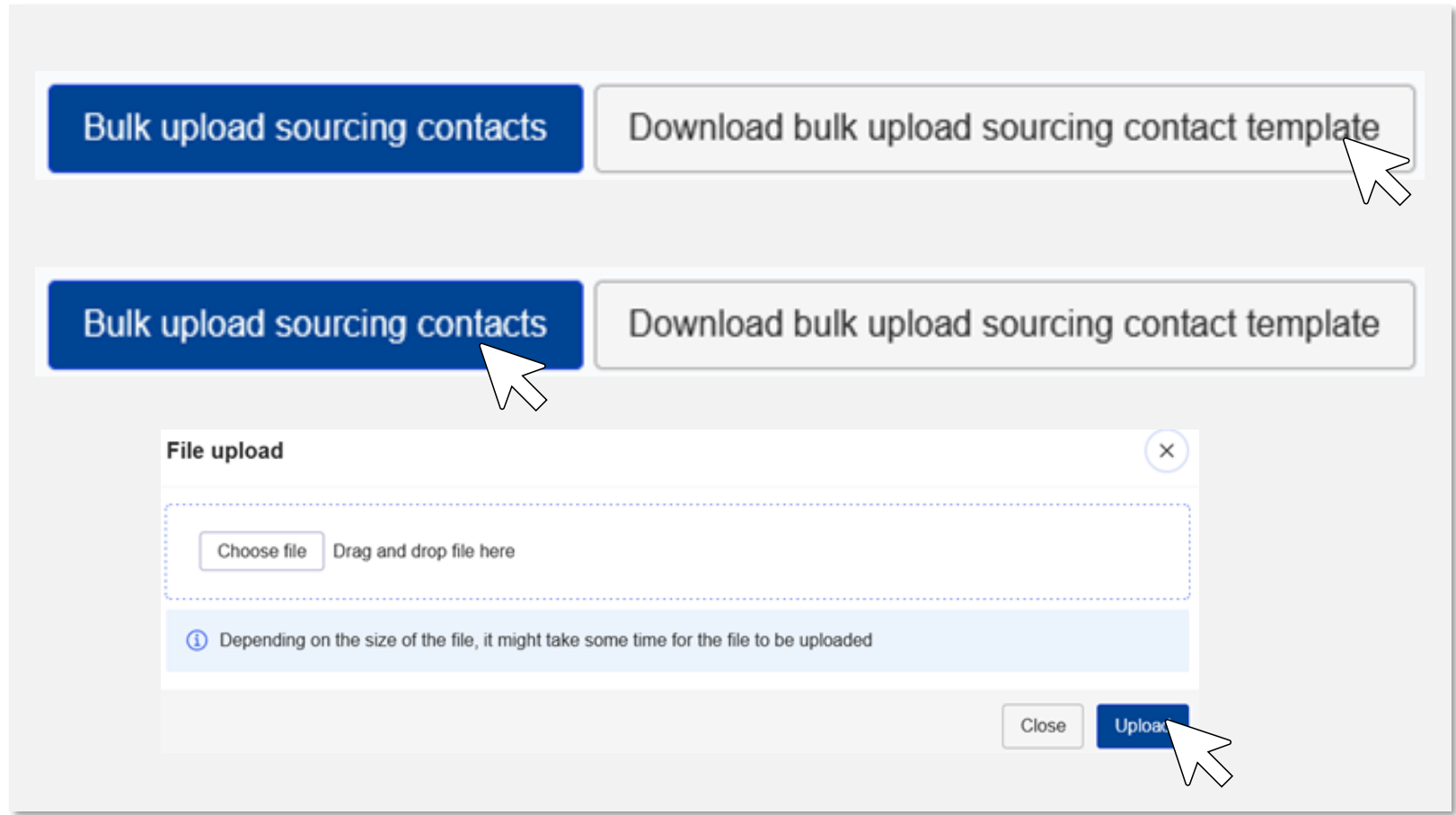
Natural Person

DE_VAT_CDDE748693764

1. Login with EU Login to [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 shows the 'Manage buyer' interface with two rows of buttons. Each row contains a dark blue button labeled 'Bulk upload sourcing contacts' and a light grey button labeled 'Download bulk upload sourcing contact template'. A mouse cursor is pointing at the 'Bulk upload sourcing contacts' button in the second row. Below these buttons is a 'File upload' dialog box. The dialog box has a title bar with a close button (X). Inside, there is a dashed box containing a 'Choose file' button and the text 'Drag and drop file here'. Below this is a light blue information bar with an icon and the text '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 are 'Close' and 'Upload' buttons. A mouse cursor is pointing at the 'Upload' button.

Manage buyer



Example

ECONOMIC_OPERATOR_NUMBER (NATIONAL_TRADE_REGISTER_IDENTIFICATION)*		EO_NAME
DE_VAT_CDDE272307958		REDcert Gesellschaft zur Zertifizierung nachhaltig erzeugter Biomasse mbH

1. Unique company identifier ([NTR ID](#)) for REDcert-EU participants: usually 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 REDcert database and UDB, otherwise errors will occur.
- Before each import, re-download the template to always use the latest version!

Manage buyer



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mission | UDB

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ORGANISATION	TRANSACTIONS	MATERIALS	SETTINGS	IMPORT STATUS	REPORTS	STATISTICS	GAS TRANSACTIONS
IMPORT STATUS							
Example					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@redcert.de 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 REDcert 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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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](#).