

Nabisy – Manual for Producers / Last Interfaces

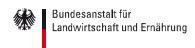
Date	27.09.2023
Version	03/2023
Status	Publication C:\Users\schneiyv\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\36C3BGXU\202303 - Nabisy für letzte Schnittstellen_Vorb_Uebersetz_EN_en.docx
Author	Federal Office for Agriculture and Food Department 523 nabisy@ble.de +49 (0) 228 6845 2500
Synop- sis	Screenshots and explanations from Nabisy for producers



1	Gene	eral information	, 4			
	1.1	Nabisy email mailing list	4			
	1.2	CSV template for uploading proofs				
		Acceptance of the proofs by the first recipient				
		Information about the structure of the manual				
2		in to Nabisy				
_		•				
		Initial log-in and subsequent log-in				
		Your account has been locked because you have entered an incorrect password too				
	•	imes				
		You have forgotten your password				
3		n menu				
4		ess data [password]				
	4.1	Change password	10			
	4.2	Password rules	11			
5	Reco	ord proof	12			
	5.1	Biofuels and liquid biomass	12			
	5.1.1	Declaration of proof	12			
	5.1.2					
	5.1.3					
	5.1.4					
	_	1.4.a Accurate calculation even when using partial default values				
	5.1.5					
		1.5.a Summary with GHG values				
		1.5.b Summary with total default value				
	5.1.6	Confirmation	21			
	5.2	Electricity from solid or gaseous biomass	22			
	5.2.1	Declaration of proof	22			
5.2.2		Declaration of biomass type	25			
	5.2.3					
	5.2.4					
	_	2.4.a Accurate calculation even when using partial default values				
5.2		2.4.c Use of biomass without GHG values				
	5.2.5					
	5.2	2.5.a Summary with GHG values				
	5.2	2.5.b Summary with total default value	31			
	5.2	2.5.c Summary for proofs without GHG values	31			
	5.2.6	Confirmation	32			
	5.3	Biofuels, liquid biomass in conjunction with electricity from solid or gaseous bioma	ass. 33			
	5.3.1	Declaration of proof	33			
	5.3.2					
	5.3.3	•				
	5.3.4	Declaration of GHG	38			



	5.3	3.4.a	Accurate calculation even when using partial default values	38				
	5.3.4.b		Use of the total default value	40				
	5.3	3.4.c	Use of biomass without GHG values	40				
	5.3.5	Sum	nmary					
	5.3	3.5.a	Summary with GHG values					
	5.3	3.5.b	Summary with total default values					
		3.5.c	Summary for proofs without GHG values					
	5.3.6		firmation					
6	•	•	oof					
7	•		oof					
8	Aam	inistro	ation Collective download	48				
	8.1	Gener	ate collective download	. 49				
	8.2	Displa	y collective download	. 50				
9		•	ation installations					
1(unt st	atement	53				
	10.1	Down	load account statement	52				
_		-	nation of the table					
1.	1 Help	with	typical error messages	58				
	11.1	"No va	alid certification is available for the current date."	. 58				
	11.2	- · · · · · · · · · · · · · · · · · · ·						
	indicate	ed deliv	very date has expired."	. 59				
	11.3	"No re	ecipient found with the number provided."	. 59				
	11.4	, ,						
	selected	d."		. 59				
	11.5		eplanation about non-agricultural waste or residues must not be selected togeth					
		vith the explanation about agricultural residues. The explanation about sustainability must be elected with the explanation about agricultural residues."						
	11.6		with proportion of the biomass is missing."					
	11.7	•	gy content must be less than or equal to 185,000,000 MJ."					
	11.8	Declar	ration of GHG "Incorrect format for emissions"	. 60				
	11.9	"Emis	sions exceed the limit value for electricity generation"	. 60				
	11.10	An	unexpected error has occurred	. 60				
	11.11	The	uploaded proofs show that there are incorrect datasets. But where can I find th	he				
	precise	error r	messages?	. 61				
	11.12	Imp	permissible password. The password has already been used	. 61				
	11.13	•	permissible password. The new password does not comply with the password					
	rules.	61						
	11.14 and ID	You 62	ir account is locked. Please contact the BLE (nabisy@ble.de) specifying your nam	ne				



1 General information

1.1 Nabisy email mailing list

If you would like to be informed directly by the BLE about updates to Nabisy, we can include you in our mailing list.

For this, please send us an email with the mandatory subject line "Anmeldung Nabisy Mail" (Subscribe to Nabisy Emails) at nabisy@ble.de. The email address from which you send this email will then be included in our mailing list.

Please only provide the following information in the email:

- your name (in the case of functional email addresses, your name can be omitted) and
- o your company.

If you wish to be removed from the email mailing list, please send an empty email with the subject line "Abmeldung Nabisy Mail" (Unsubscribe from Nabisy Emails) to nabisy@ble.de. The email address from which you send this email will then be deleted from our mailing list along with all your data.

1.2 CSV template for uploading proofs

If you would like to upload proofs as a CSV file, you can request the template by sending an email to nabisy@ble.de. If you receive error messages about which you are uncertain, you can send us the file at the same email address. We will then look at your data and provide you with feedback.

1.3 Acceptance of the proofs by the first recipient

In recent years, the number of proofs that have been issued incorrectly and had to be corrected has increased steadily.

Therefore, an inspection of the proofs by the first recipient has been set up.

The first recipient, generally a trader, must actively accept the proofs in order to be able to continue to use them. If proofs are incorrect, they can also be rejected.

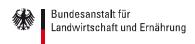
The recipient has 20 days for this in the case of bioliquids and liquid biomass, and 400 days in the case of gaseous and solid biofuels. The difference arises from the fact that the proofs for gaseous and solid biofuels are generally issued directly to a network operator, who settles the accounts once a year.

If the BLE finds that other time frames are more practicable, the BLE reserves the right to change the time frames after providing prior notice via our email mailing list (\Rightarrow 1.1 Nabisy email mailing list).

If the recipient does not take action within the specified time frame, the proofs will automatically be rejected.

We will provide information about the status of your proofs by means of the account statement, which has been extended accordingly.

REF. 523 NABISY 27.09.2023 PAGE 4 OF 62



However, please note: if a proof has been (automatically) rejected, e.g. because it was incorrect, you cannot create a proof with the same proof number. In this case, we recommend adding "-01" or "a" to the proof number.

1.4 Information about the structure of the manual

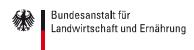
Please note that a distinction between the following interfaces is made in the menu item "Record proof"

- interfaces that produce bioliquids at the required quality level or liquid biomass
- Interfaces that produce solid or gaseous biomass
- Interfaces that cover both of the aforementioned cases

We will consider each case individually. As the majority of the application is identical for all interfaces, some parts are repeated here.

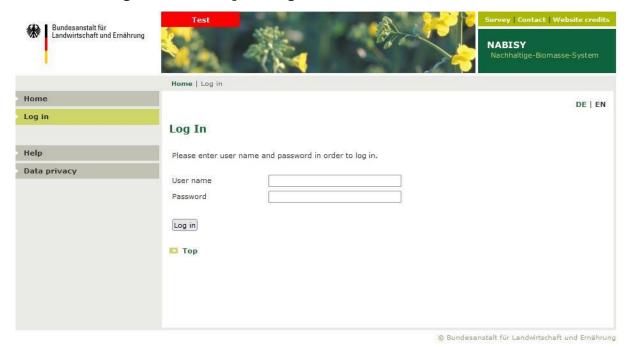
Interfaces that convert gaseous or solid biomass into electricity and whose installations were commissioned before 1 January 2021 <u>can record proofs with or without GHG values.</u> The distinction is made in the program on the basis of different biomass codes. <u>Please ensure that you use the correct biomass code.</u>

REF. 523 NABISY 27.09.2023 PAGE 5 OF 62



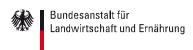
2 Log in to Nabisy

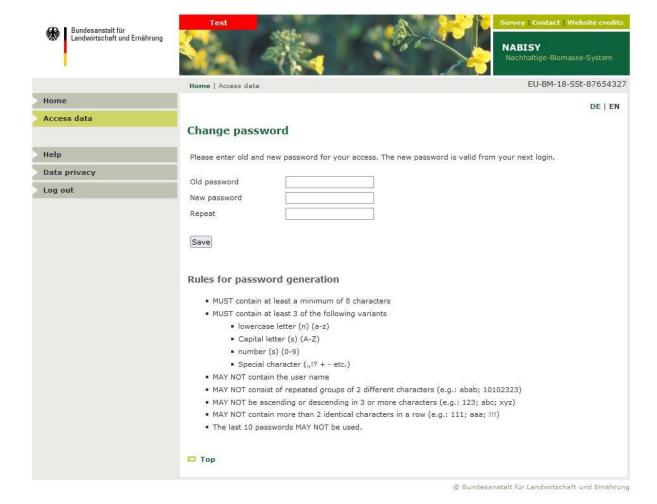
2.1 Initial log-in and subsequent log-in



The first time you log in, please enter your username and password. You have received these from the BLE by post. Every subsequent time you log in, please enter your own password (see below).

REF. 523 NABISY 27.09.2023 PAGE 6 OF 62





When you log in to Nabisy for the first time, you will automatically be requested to change your password. You cannot go any further in Nabisy without a new password.

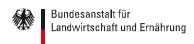
Please keep the log-in data that the BLE sent to you in a place that is not accessible to third parties, even after changing your password, because the BLE may reset your password to the one that we originally provided (\Rightarrow 2.3 You have forgotten your password).

The password rules are explained in Section 4 Access data [password].

If you do not yet have access to Nabisy, please contact your certification system / voluntary scheme (system). They will provide you with the required application form.

Please return the completed form to your system, unless the system has implemented the application as an online form. The system will forward your application to us with additional information. As soon as we have all the required information, we will send you your username and password by post on two different working days for security reasons.

REF. 523 NABISY 27.09.2023 PAGE 7 OF 62



2.2 Your account has been locked because you have entered an incorrect password too many times

If you enter an incorrect password five times, your personal account will automatically be blocked. You will receive a corresponding error message about this. In such a case, contact nabisy@ble.de with the following information to have your account unlocked again:

- your name,
- the participant ID of the company under which you wanted to log in (e.g. EU-BM-99-SSt-1234678 or EU-BM-88-Lfr-87654321) and
- whether you can still remember your most recently created password.

We can then unlock your access so that you can use your most recently created password again.

2.3 You have forgotten your password

In this case, please contact <u>nabisy@ble.de</u>, providing the following information:

- your name,
- the participant ID of the company under which you wanted to log in (e.g. EU-BM-99-SSt-1234678 or EU-BM-88-Lfr-87654321) and
- whether you can still remember the password assigned by the BLE.

We can then reset your password to the password assigned by the BLE.

If you no longer have the letter, the BLE will assign you a new password and send it to you by post.

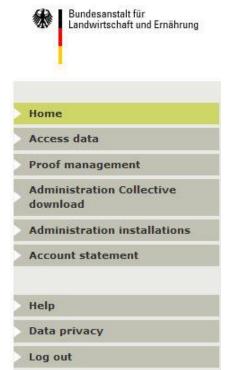
When you log in to Nabisy for the first time after your password has been reset, you will automatically be requested to change your password. You cannot go any further in Nabisy without a new password (one-time password).

REF. 523 NABISY 27.09.2023 PAGE 8 OF 62



3 Main menu

On the left-hand side, you can see the selection of menu options that is available to a last interface.



Under Access data, you can change your password.

In the **Proof management** section, you can register information about the sustainability of produced and delivered quantities of bioliquids and biofuels in Nabisy. This can be done under **Record proof** through a menuguided keyboard input. The menu item **Upload proof** also gives you the option of uploading a series of proofs by CSV file.

Display proof allows you to view and download proofs that you have created earlier.

Under Administration Collective download, you can download a package of proofs that you have previously uploaded as a CSV file.

Under Administration installations, you can rename the installations (for converting biofuels into electricity) that are stored for you and thus make the assignment to installations easier for you.

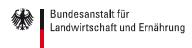
Under Account statement, you will be provided with a

tabular overview of your issued proofs to download.

Under Help, you will be directed to our web page "Information regarding Nabisy". Here you will find not only this manual, but also the list of types of biomass, the FAQs and the information letters.

Under the menu item Data privacy, you will find the privacy policy for Nabisy.

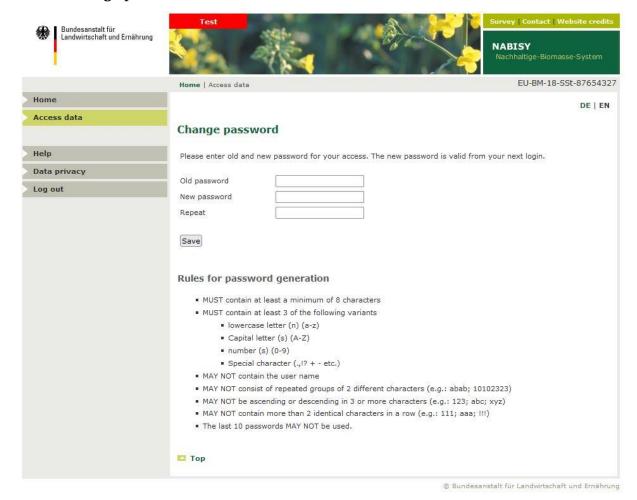
Log out logs you out of the program.



4 Access data [password]

Even though you have to change your password every 90 days, you can also do this voluntarily at any time

4.1 Change password

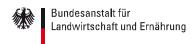


Under "Access data", you can change your password at any time.

Please keep the log-in details that the BLE has sent to you by post in a place that is not accessible to third parties.

If you have forgotten your password or your account has been locked because you have entered an incorrect password too many times, please contact the BLE with the required information (\Rightarrow 2 Log in to Nabisy).

REF. 523 NABISY 27.09.2023 PAGE 10 OF 62



4.2 Password rules

The following rules apply to all Nabisy users:

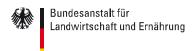
The password

- must contain at least 8 characters
- must contain at least 3 of the following options:
- o lower case letter(s) (a-z)
- o upper case letter(s) (A-Z)
- o number(s) (0-9)
- o special characters (.,!?+- etc.)
- must not contain the user name
- must not consist of repeating groups of two different characters (e.g.: abab; 10102323)
- must not have 3 or more characters in ascending or descending order (e.g.: 123; abc; xyz)
- must not contain more than 2 identical characters in succession (e.g.: 111; aaa;
 !!!)

The last 10 passwords must not be used.

If your password does not meet the requirements of the password rules, you will receive a corresponding error message. You will also be informed by Nabisy if the password has already been used and is therefore impermissible.

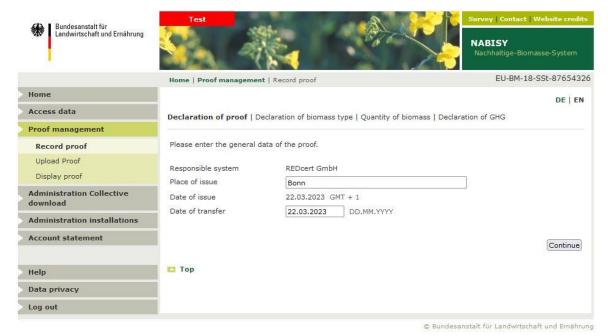
REF. 523 NABISY 27.09.2023 PAGE 11 OF 62



5 Record proof

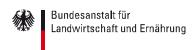
5.1 Biofuels and liquid biomass

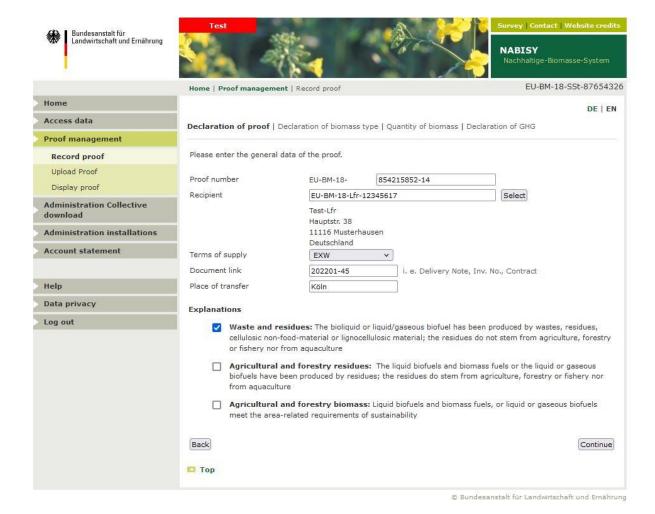
5.1.1 Declaration of proof



State the place and date of the delivery here. Continue takes you to the next page.

REF. 523 NABISY 27.09.2023 PAGE 12 OF 62





Please note that the proof number that you enter must be unique.

The requirements are less strict within a voluntary scheme. You can enter a unique alphanumeric ID that has at least 35 characters (starting with EU).

We recommend including your certificate ID when you create your proof ID, as this gives you a unique series of numbers.

After entering the recipient's Nabisy participant ID, please click on Select and you will receive your customer's address data. Please check that this really is the desired recipient.

Then select the terms of supply in the drop-down menu. You can find further information about Incoterms 2010 on the internet.



In the "Document link" field, you can enter information that makes it easier for you and your customer to assign the proof to a specific delivery, a contract or similar. The entry is limited to 15 characters. The following characters are permitted:

- A-Z
- a-z
- 0-9
- ,.-;:/

Umlauts, spaces and special characters other than those listed above are not permitted.

In the "Place of transfer" field, formerly called "Place of delivery", you can enter the place where the goods are transferred to your customer. This place depends on the Incoterms. On the proof that is issued to the recipient, the place of transfer is provided as the place of receipt. You will also find the place of transfer in your account statement.

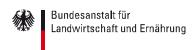
Finally, explanations about the raw material used must be provided on this page:

- If the bioliquid or biofuel was produced from residues that stem from agriculture, the cultivation criteria must be met. If applicable, the second and third check boxes must be selected in this case.
- In the case of waste and residue that does **not** come from agriculture, only the first check box must be selected.
- In the case of a cultivated biomass, only the third check box must be selected.

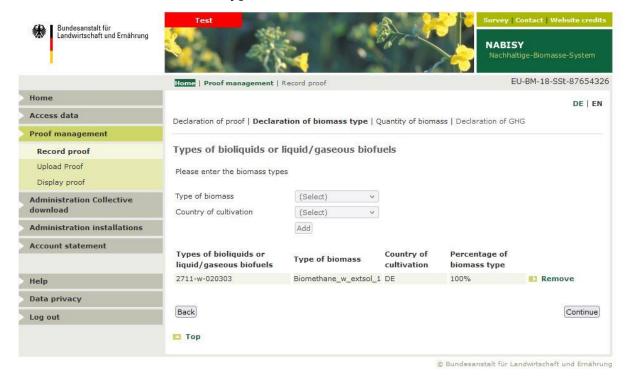
Continue takes you to the next page.

⇒ Help with typical errors relating to the "Declaration of proof"

REF. 523 NABISY 27.09.2023 PAGE 14 OF 62



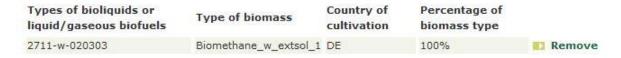
5.1.2 Declaration of biomass type



Here you must enter the biomass type.

If the type of biomass produced is not included in the drop-down list, please check the explanations on the previous page, as only the types of biomass that meet the criteria of your explanation will be shown. You will find a list of biomass types at www.ble.de/Biomasse.

You will also be asked for the country of cultivation of the biomass. After clicking on Add, you will see your selection in the table.

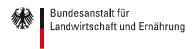


You can only enter one biomass type with one country of cultivation for each proof.

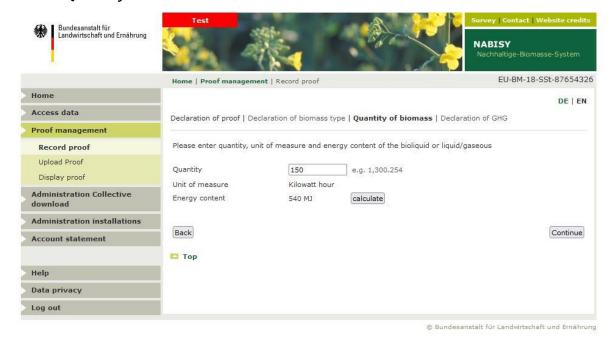
If you would like to change your selection, please click on Remove.

Continue takes you to the next page.

⇒ Help with typical errors relating to the "Declaration of biomass type"



5.1.3 Quantity of biomass



For liquid biofuels, the delivery quantity must be provided in cubic metres (m³) at 15°C.

For gaseous biofuels, kilowatt hours is specified as the unit of measurement.

For bio-LPG, the quantity is allocated in kilograms (kg).

To calculate the energy content, click on Calculate.

• For biomass types to which a total default value that is low enough to achieve the prescribed minimum saving is assigned in the annex to the Directive, the GHG emissions can be measured using the stored value by selecting the check box.

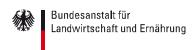
If the emissions are to be calculated with precisely measured data, do not select the check box. Click on Continue and enter the emissions on the next page.

• If no total default value is available for the selected biomass type, or if the minimum saving cannot be achieved with this value, this option does not appear.

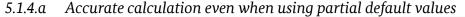
Continue takes you to the next page.

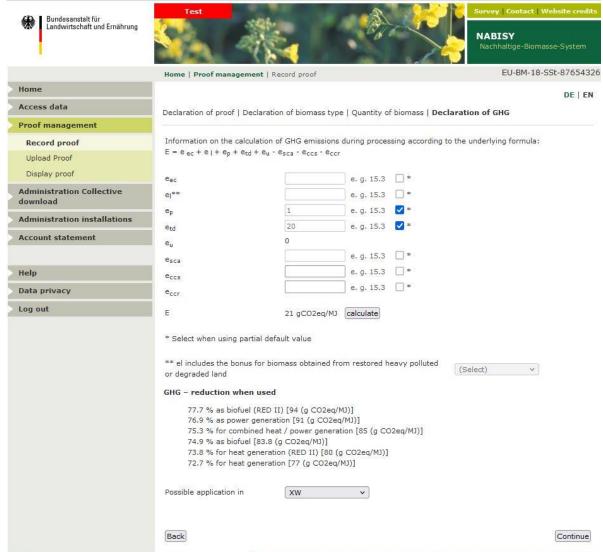
⇒ Help with typical errors relating to the "Quantity of biomass"

REF. 523 NABISY 27.09.2023 PAGE 16 OF 62



5.1.4 Declaration of GHG





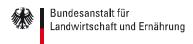
The emission values calculated in accordance with the method specified in Annex V of the Directive are entered here for the individual elements of the formula.

If disaggregated partial default values in accordance with the EU Renewable Energy Directive (RED II) exist and are stored in Nabisy accordingly, you can select them. Nabisy then deposits these values in the corresponding fields of the calculation formula. Complete the other fields according to your information. The partial default values used are marked with a (*) in the summary and on the proof.

Nabisy calculates the total emissions via the <u>Calculate</u> button and indicates the GHG savings in comparison with the comparative values for fossil fuels for all types of use.

If you provide an e_l value, you must also indicate whether you used the bonus for the restoration of heavily polluted or degraded land.

You must also enter the country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide. The maximum transport distances must be reflected in the transport emissions.

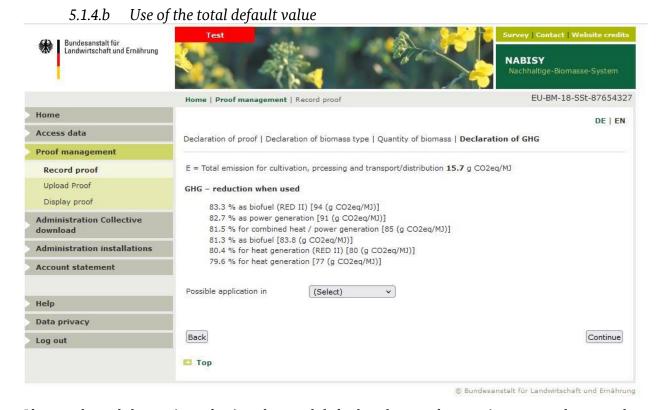


Tips:

- On the basis of the GHG emissions specified in the RED for default values and partial default values, the GHG values are limited to one decimal place.
- You will get an indication of what a part of the formula relates to if you hold your cursor over the corresponding part of the formula.
- This page can vary depending on the information that you provided on the previous page. The formula does not appear if you have selected the option that you want to use the total default value.

Continue takes you to the next page.

⇒ Help with typical errors relating to the "Declaration of GHG"



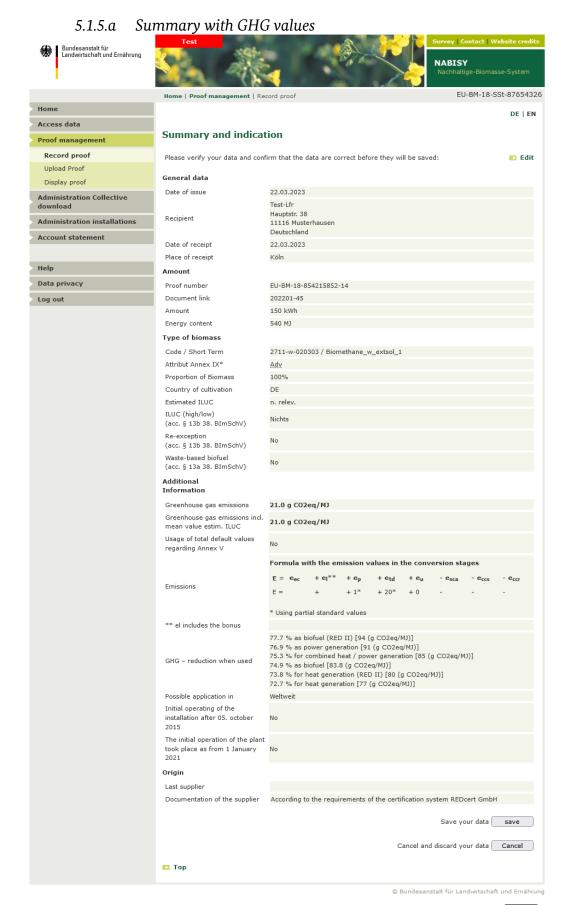
If you selected the option of using the total default value on the previous page, the stored GHG emissions will be shown here. Now you just have to enter the possible country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide.

5.1.5 Summary

At the end, you will receive a summary. Please check whether all the information is correct.

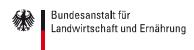
REF. 523 NABISY 27.09.2023 PAGE 18 OF 62



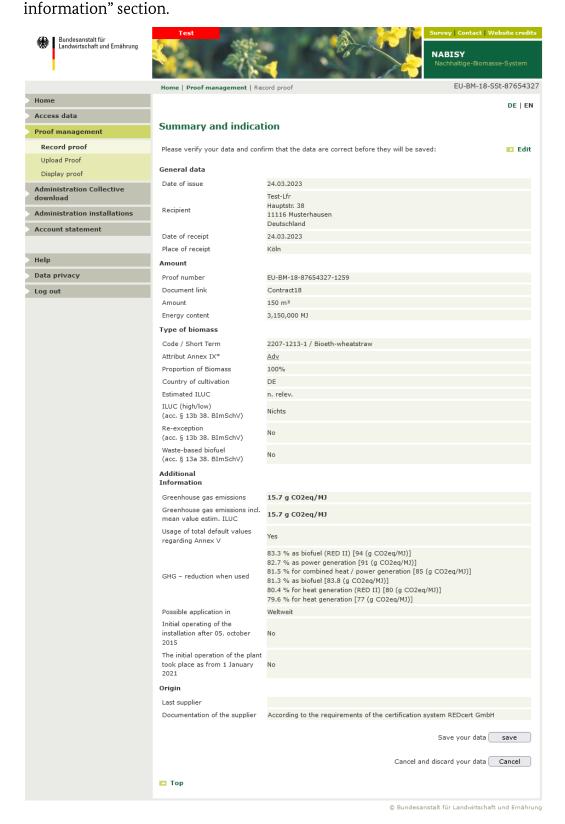


If you discover a mistake, you can click on **Edit** to go back. Otherwise, **Save** the proof or click on **Cancel** to discard your data.

REF. 523 NABISY 27.09.2023 PAGE 19 OF 62



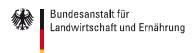
5.1.5.b Summary with total default value If you have selected the total default value, the summary only differs in the "Additional



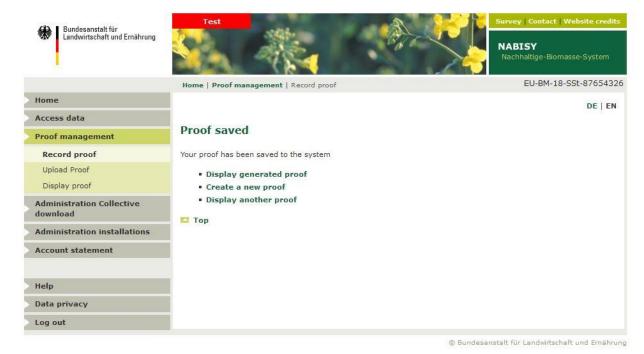
Here you will not be shown the formula, but the use of the total default value.

If you discover a mistake, you can click on **Edit** to go back. Otherwise, **Save** the proof or click on **Cancel** to discard your data.

REF. 523 NABISY 27.09.2023 PAGE 20 OF 62



5.1.6 Confirmation



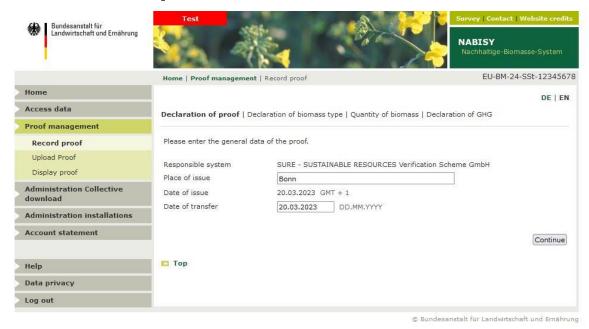
Here you can view the created proof as a PDF document, record another proof or view another proof that you have created.

Please inform your customer about the new proof in your account, as they still have to actively accept the proof (\Rightarrow 1.3 Acceptance of the proofs by the first recipient).

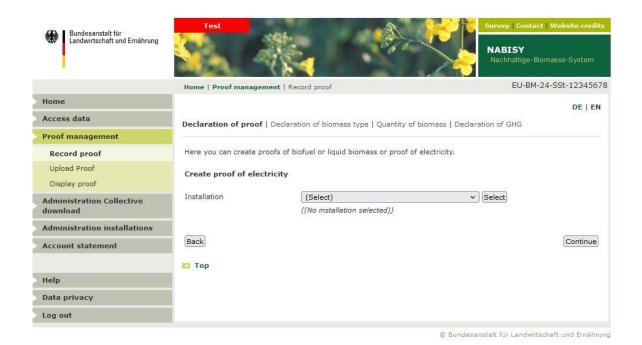


5.2 Electricity from solid or gaseous biomass

5.2.1 Declaration of proof



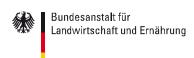
State the place and date of the delivery here. Continue takes you to the next page.



On the next page, you must use the drop-down menu (\blacktriangledown) to select the installation that you used to convert the biomass into electricity. The installations have been communicated to the BLE through the certificate from the certification body (see also 9 Administration installations).

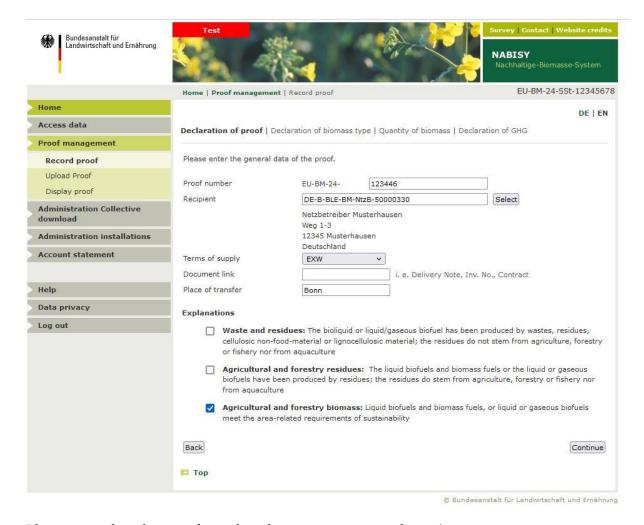
The selected installation will now be shown with the stored efficiency rate.

REF. 523 NABISY 27.09.2023 PAGE 22 OF 62



Create proof of electricity Installation SEE12345678 SEE12345678 0.452

Continue takes you to the next page.



Please note that the proof number that you enter must be unique.

You can enter a unique alphanumeric ID that has at least 35 characters (starting with EU).

We recommend including your certificate ID when you create your proof ID, as this gives you a unique series of numbers.

After entering the recipient's Nabisy participant ID, please click on Select and you will receive the address data of your customer or network operator. Please check that this really is the desired recipient.

Then select the terms of supply in the drop-down menu. You can find further information about Incoterms 2010 on the internet.



In the "Document link" field, you can enter information that makes it easier for you and your customer to assign the proof to a specific delivery, a contract or similar. The entry is limited to 15 characters. The following characters are permitted:

- A-Z
- a-z
- 0-9
- ,.-;:/

Umlauts, spaces and special characters other than those listed above are not permitted.

In the "Place of transfer" field, formerly called "Place of delivery", you can enter the place where the goods are transferred to your customer. This place depends on the Incoterms. On the proof that is issued to the recipient, the place of transfer is provided as the place of receipt. You will also find the place of transfer in your account statement.

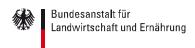
Finally, explanations about the raw material used must be provided on this page:

- If the bioliquid or biofuel was produced from residues that stem from agriculture, the cultivation criteria must be met. If applicable, the second and third check boxes must be selected in this case.
- In the case of waste and residue that does **not** come from agriculture, only the first check box must be selected.
- In the case of a cultivated biomass, only the third check box must be selected.

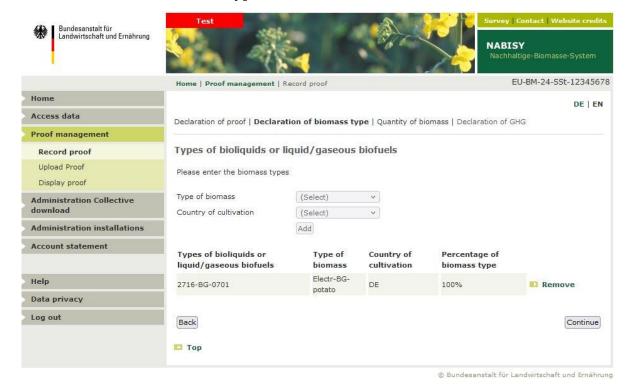
Continue takes you to the next page.

⇒ Help with typical errors relating to the "Declaration of proof"

REF. 523 NABISY 27.09.2023 PAGE 24 OF 62



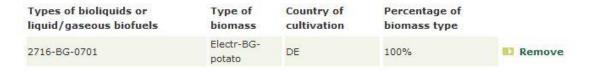
5.2.2 Declaration of biomass type



Here you must enter the biomass type.

If the type of biomass produced is not included in the drop-down list, please check the explanations on the previous page, as only the types of biomass that meet the criteria of your explanation will be shown. You will find a list of biomass types at www.ble.de/Biomasse.

You will also be asked for the country of cultivation of the biomass. After clicking on Add, you will see your selection in the table.



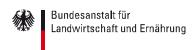
You can only enter one biomass type with one country of cultivation for each proof.

If you would like to change your selection, please click on Remove.

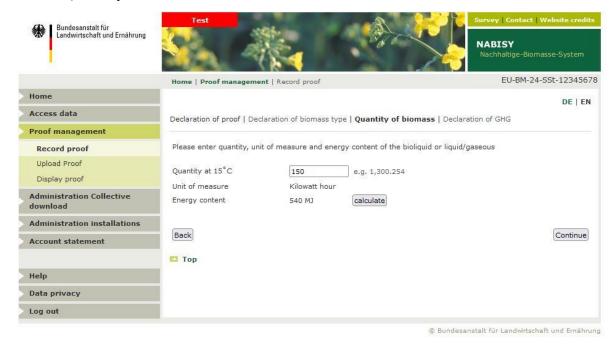
Continue takes you to the next page.

⇒ Help with typical errors relating to the "Declaration of biomass type"

REF. 523 NABISY 27.09.2023 PAGE 25 OF 62



5.2.3 Quantity of biomass



For gaseous and solid biofuels, kilowatt hours is specified as the unit of measurement. Please enter the fed-in quantity accordingly.

To calculate the energy content, click on Calculate.

• For biomass types to which a total default value that is low enough to achieve the prescribed minimum saving is assigned in the annex to the Directive, the GHG emissions can be measured using the stored value by selecting the check box.

If the emissions are to be calculated with precisely measured data, do not select the check box. Click on Continue and enter the emissions on the next page.

• If no total default value is available for the selected biomass type, or if the minimum saving cannot be achieved with this value, this option does not appear.

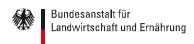
Continue takes you to the next page.

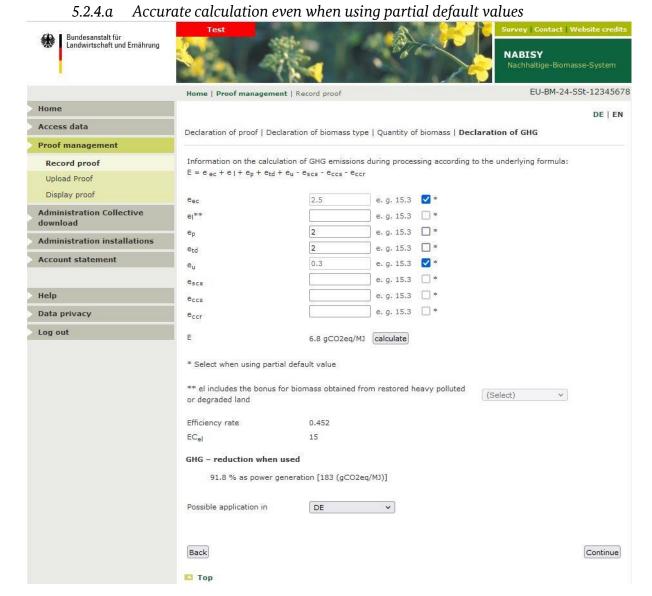
⇒ Help with typical errors relating to the "Quantity of biomass"

5.2.4 Declaration of GHG

In the following section, the page display may vary depending on whether you are creating a proof for biofuels or liquid biomass, or electricity. The pages may also differ depending on the explanations selected.

REF. 523 NABISY 27.09.2023 PAGE 26 OF 62





The emission values used in accordance with the method specified in Annex VI of the Directive are entered here for the individual elements of the formula.

If disaggregated partial default values in accordance with RED II exist and are stored in Nabisy accordingly, you can select them. Nabisy then deposits these values in the corresponding fields of the calculation formula. Complete the other fields according to your information. The partial default values used are marked with a (*) in the summary and on the proof.

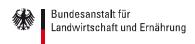
Nabisy calculates the total emissions via the <u>Calculate</u> button and indicates the GHG savings in comparison with the comparative values for fossil fuels for all types of use.

If you provide an e_l value, you must also indicate whether you used the bonus for the restoration of heavily polluted or degraded land.

You must also enter the country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide. The maximum transport distances must be reflected in the transport emissions.

Tips:

@ Bundesanstalt für Landwirtschaft und Ernährung



- On the basis of the GHG emissions specified in the RED for default values and partial default values, the GHG values are limited to one decimal place.
- You will get an indication of what a part of the formula relates to if you hold your cursor over the corresponding part of the formula.
- This page can vary depending on the information that you provided on the previous page. The formula does not appear if you have selected the option that you want to use the total default value.

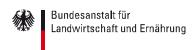
Continue takes you to the next page.

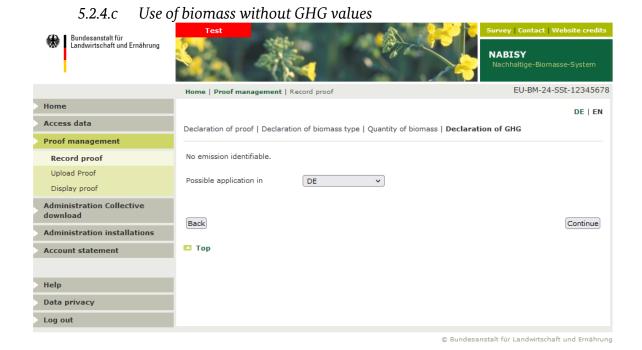
⇒ Help with typical errors relating to the "Declaration of GHG"

Use of the total default value 5.2.4.b Bundesanstalt für Landwirtschaft und Ernährung NABISY EU-BM-24-SSt-12345678 DE | EN Access data Declaration of proof | Declaration of biomass type | Quantity of biomass | Declaration of GHG **Proof management** E = Total emission for cultivation, prcessing and transport/distribution 28 g CO2eq/M3 Record proof Upload Proof Efficiency rate Display proof 61.9 Administration Collective download GHG - reduction when used Administration installations 66.2 % as power generation [183 (gCO2eg/MJ)] Account statement Possible application in Help Data privacy Back Continue Log out Top

If you selected the option of using the total default value on the previous page, the stored GHG emissions will be shown here. Now you just have to enter the possible country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide.

REF. 523 NABISY 27.09.2023 PAGE 28 OF 62



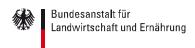


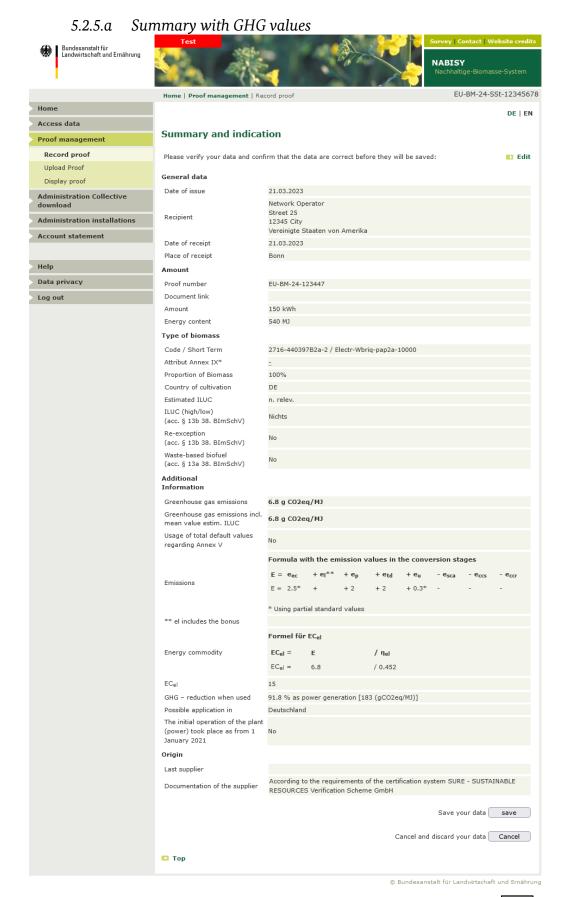
If you have selected a type of biomass for which no GHG values are provided, you <u>only</u> have to enter the country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide.

5.2.5 Summary

At the end, you will receive a summary. Please check whether all the information is correct.

REF. 523 NABISY 27.09.2023 PAGE 29 OF 62





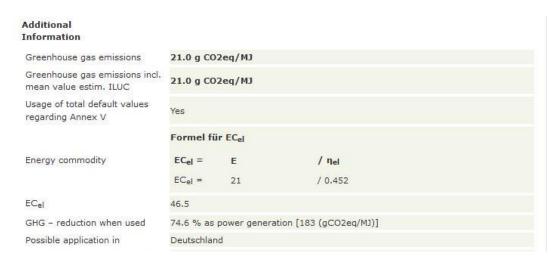
If you discover a mistake, you can click on **Edit** to go back. Otherwise, **Save** the proof or click on **Cancel** to discard your data.

REF. 523 NABISY 27.09.2023 PAGE 30 OF 62



5.2.5.b Summary with total default value

If you have selected the total default value, the summary only differs from the version with GHG values in the "Additional information" section.



Here you will not be shown the formula, but the use of the total default value.

If you discover a mistake, you can click on **Edit** to go back. Otherwise, **Save** the proof or click on **Cancel** to discard your data.

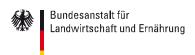
5.2.5.c Summary for proofs without GHG values

Additional Information No GHG information according to § 3 Para. 5 BioSt-NachV or commissioning/start up before 01.01.2021 Possible application in Deutschland The initial operation of the plant (power) took place as from 1 January 2021

Here the display will show that you have entered no GHG values.

If you discover a mistake, you can click on **Edit** to go back. Otherwise, **Save** the proof or click on **Cancel** to discard your data.

REF. 523 NABISY 27.09.2023 PAGE 31 OF 62

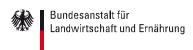


5.2.6 Confirmation



Here you can view the created proof as a PDF document, record another proof or view another proof that you have created.

Please inform your customer about the new proof in your account, as they still have to actively accept the proof (\Rightarrow 1.3 Acceptance of the proofs by the first recipient).

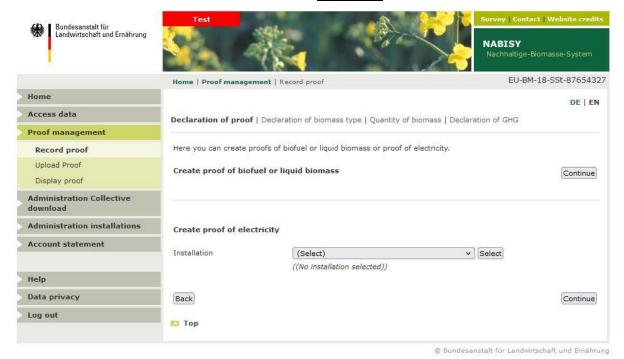


5.3 Biofuels, liquid biomass in conjunction with electricity from solid or gaseous biomass

5.3.1 Declaration of proof



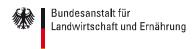
State the place and date of the delivery here. Continue takes you to the next page.



Here you have the option of selected whether you would like to issue a proof for a bioliquid or liquid biomass or a proof of electricity.

In the case of a proof for biofuels and liquid biomass, please click on the higher Continue button.

REF. 523 NABISY 27.09.2023 PAGE 33 OF 62

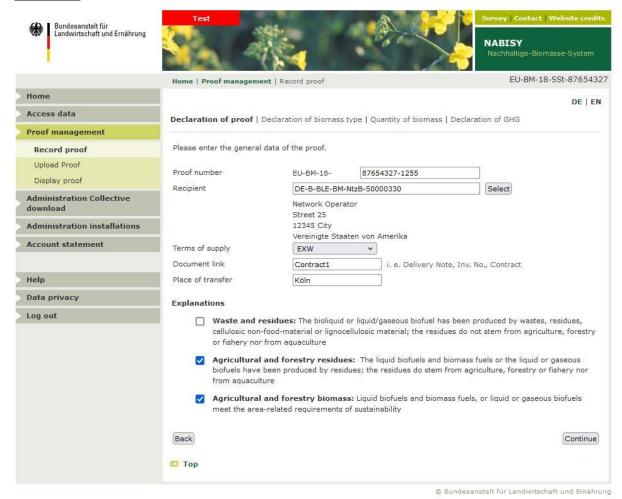


If you would like to create a proof of electricity from solid or gaseous biomass, please select the relevant installation that was used to generate the electricity.



You will then be shown the Market Master Data Register number of the installation, the name that you gave it if applicable, and its efficiency rate. Please ensure that the correct installation was selected here, as the efficiency rate has a decisive influence on the calculation of the emissions.

Continue takes you to the next page.



Please note that the proof number that you enter must be unique.

The requirements are less strict within a voluntary scheme. You can enter a unique alphanumeric ID that has at least 35 characters (starting with EU).

We recommend including your certificate ID when you create your proof ID, as this gives you a unique series of numbers.

REF. 523 NABISY 27.09.2023 PAGE 34 OF 62



After entering the recipient's Nabisy participant ID, please click on Select and you will receive your customer's address data. Please check that this really is the desired recipient.

Then select the terms of supply in the drop-down menu. You can find further information about Incoterms 2010 on the internet.

In the "Document link" field, you can enter information that makes it easier for you and your customer to assign the proof to a specific delivery, a contract or similar. The entry is limited to 15 characters. The following characters are permitted:

- A-Z
- a-z
- 0-9
- ,.-;:/

Umlauts, spaces and special characters other than those listed above are not permitted.

In the "Place of transfer" field, formerly called "Place of delivery", you can enter the place where the goods are transferred to your customer. This place depends on the Incoterms. On the proof that is issued to the recipient, the place of transfer is provided as the place of receipt. You will also find the place of transfer in your account statement.

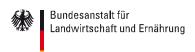
Finally, explanations about the raw material used must be provided on this page:

- If the bioliquid or biofuel was produced from residues that stem from agriculture, the cultivation criteria must be met. If applicable, the second and third check boxes must be selected in this case.
- In the case of waste and residue that does **not** come from agriculture, only the first check box must be selected.
- In the case of a cultivated biomass, only the third check box must be selected.

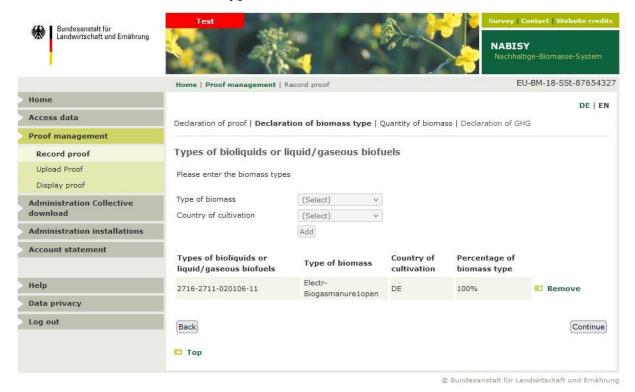
Continue takes you to the next page.

⇒ Help with typical errors relating to the "Declaration of proof"

REF. 523 NABISY 27.09.2023 PAGE 35 OF 62



5.3.2 Declaration of biomass type



Here you must enter the biomass type.

If the type of biomass produced is not included in the drop-down list, please check the explanations on the previous page, as only the types of biomass that meet the criteria of your explanation will be shown. You will find a list of biomass types at www.ble.de/Biomasse.

You will also be asked for the country of cultivation of the biomass. After clicking on Add, you will see your selection in the table.

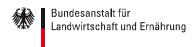


You can only enter one biomass type with one country of cultivation for each proof.

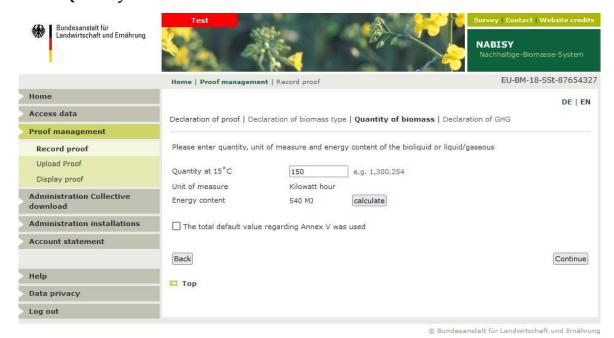
If you would like to change your selection, please click on Remove.

Continue takes you to the next page.

⇒ Help with typical errors relating to the "Declaration of biomass type"



5.3.3 Quantity of biomass



- For liquid biofuels, the delivery quantity must be provided in cubic metres (m³) at 15°C.
- For gaseous biofuels, kilowatt hours is specified as the unit of measurement.
- For bio-LPG, the quantity is allocated in kilograms (kg).
- For gaseous and solid biofuels, kilowatt hours is specified as the unit of measurement. Please enter the fed-in quantity accordingly.

To calculate the energy content, click on Calculate.

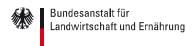
• For biomass types to which a total default value that is low enough to achieve the prescribed minimum saving is assigned in the annex to the Directive, the GHG emissions can be measured using the stored value by selecting the check box.

If the emissions are to be calculated with precisely measured data, do not select the check box. Click on Continue and enter the emissions on the next page.

• If no total default value is available for the selected biomass type, or if the minimum saving cannot be achieved with this value, this option does not appear.

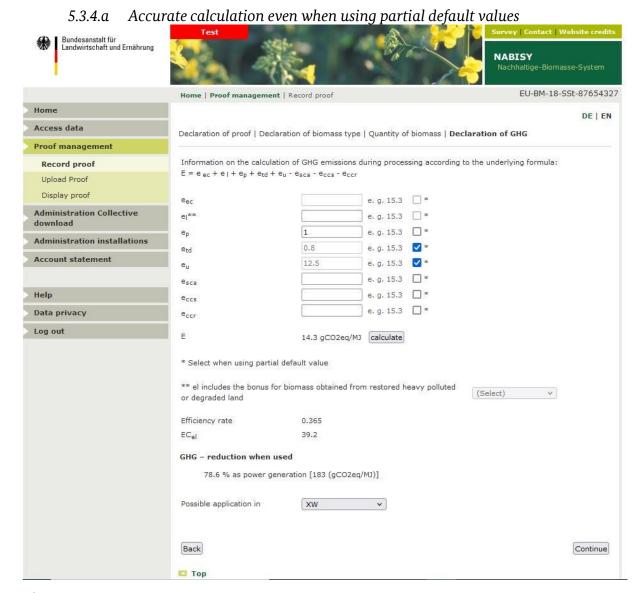
Continue takes you to the next page.

REF. 523 NABISY 27.09.2023 PAGE 37 OF 62



5.3.4 Declaration of GHG

In the following section, the page display may vary depending on whether you are creating a proof for biofuels or liquid biomass, or electricity. The pages may also differ depending on the explanations selected.

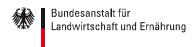


Please note:

This page may vary slightly depending on the type of end product for which you are creating a proof. The illustration above shows the situation for solid or gaseous biomass that is converted into electricity.

GHG - reduction when used

```
89.9 % as biofuel (RED II) [94 (g CO2eq/MJ)]
89.6 % as power generation [91 (g CO2eq/MJ)]
88.8 % for combined heat / power generation [85 (g CO2eq/MJ)]
88.7 % as biofuel [83.8 (g CO2eq/MJ)]
88.1 % for heat generation (RED II) [80 (g CO2eq/MJ)]
87.7 % for heat generation [77 (g CO2eq/MJ)]
```



For biofuels, the efficiency rate and Ecel are not shown; instead, more comparative values for fossil fuels are shown:

The emission values calculated in accordance with the method specified in Annex V of the Directive are entered here for the individual elements of the formula.

If disaggregated partial default values in accordance with RED II exist and are stored in Nabisy accordingly, you can select them. Nabisy then deposits these values in the corresponding fields of the calculation formula. Complete the other fields according to your information. The partial default values used are marked with a (*) in the summary and on the proof.

Nabisy calculates the total emissions via the <u>Calculate</u> button and indicates the GHG savings in comparison with the comparative values for fossil fuels for all types of use.

If you provide an e₁ value, you must also indicate whether you used the bonus for the restoration of heavily polluted or degraded land.

You must also enter the country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide. The maximum transport distances must be reflected in the transport emissions.

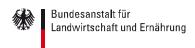
Tips:

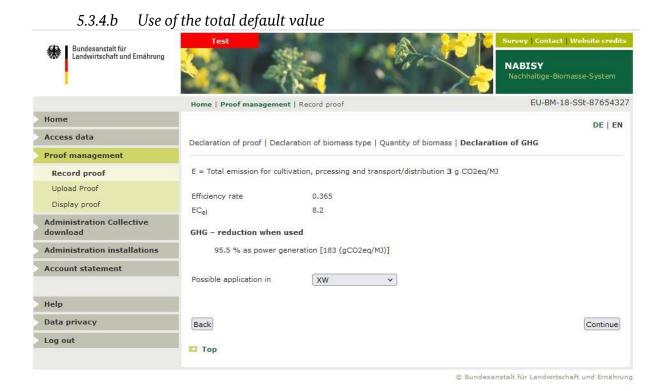
- On the basis of the GHG emissions specified in the RED for default values and partial default values, the GHG values are limited to one decimal place.
- You will get an indication of what a part of the formula relates to if you hold your cursor over the corresponding part of the formula.
- This page can vary depending on the information that you provided on the previous page. The formula does not appear if you have selected the option that you want to use the total default value.

Continue takes you to the next page.

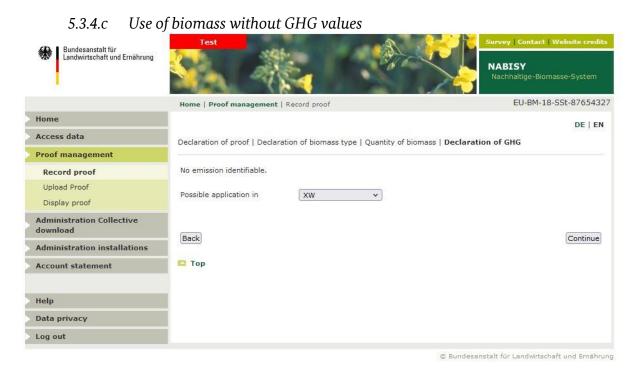
⇒ Help with typical errors relating to the "Declaration of GHG"

REF. 523 NABISY 27.09.2023 PAGE 39 OF 62



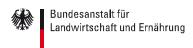


If you selected the option of using the total default value on the previous page, the stored GHG emissions will be shown here. Now you just have to enter the possible country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide.



If you have selected a type of biomass for which no GHG values are provided, you <u>only</u> have to enter the country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide.

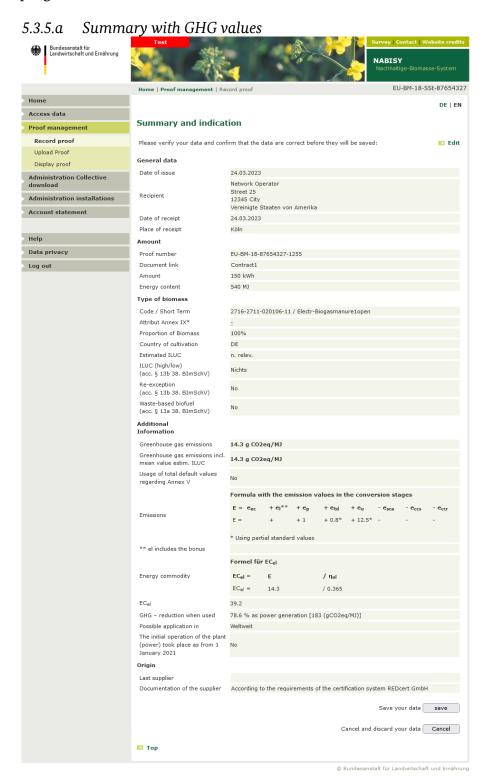
REF. 523 NABISY 27.09.2023 PAGE 40 OF 62



5.3.5 Summary

At the end, you will receive a summary. Please check whether all the information is correct.

Please note that the display varies depending on the information that has been entered in the program.



If you discover a mistake, you can click on **Edit** to go back. Otherwise, **Save** the proof or click on **Cancel** to discard your data.



5.3.5.b Summary with total default values

If you have selected the total default value, the summary only differs from the version with GHG values in the "Additional information" section.

Additional Information				
Greenhouse gas emissions	3.0 g CO2	eq/MJ		
Greenhouse gas emissions incl. mean value estim. ILUC	3.0 g CO2	eq/MJ		
Usage of total default values regarding Annex V	Yes			
	Formel fü	ir EC _{el}		
Energy commodity	EC _{el} =	E	/ nel	
	EC _{el} =	3	/ 0.365	
ECel	8.2			
GHG - reduction when used	95.5 % as power generation [183 (gCO2eq/MJ)]			
Possible application in	Weltweit			
The initial operation of the plant (power) took place as from 1 January 2021	No			

If you have selected the total default value, the summary only differs from the version with GHG values in the "Additional information" section.

Here you will not be shown the formula, but the use of the total default value.

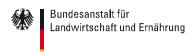
If you discover a mistake, you can click on **Edit** to go back. Otherwise, **Save** the proof or click on **Cancel** to discard your data.

5.3.5.c Summary for proofs without GHG values

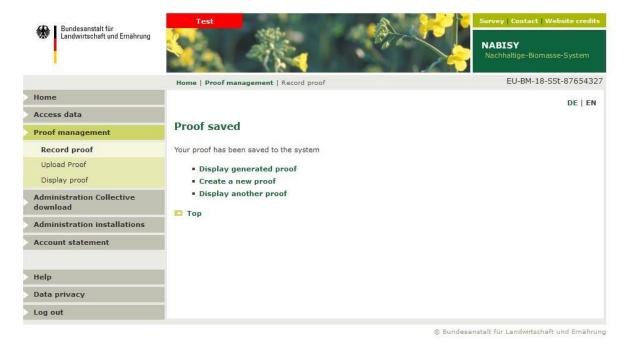
Information	
No GHG information according to § 3 Para. 5 BioSt-NachV or commissioning/start up before 01.01.2021	Yes
Possible application in	Weltweit
The initial operation of the plant (power) took place as from 1 January 2021	No

If you have selected a type of biomass for which no GHG values are provided, you <u>only</u> have to enter the country / region of use, e.g. DE for Germany, EU for the European Union or XW for worldwide.

REF. 523 NABISY 27.09.2023 PAGE 42 OF 62



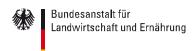
5.3.6 Confirmation



Here you can view the created proof as a PDF document, record another proof or view another proof that you have created.

Please inform your customer about the new proof in your account, as they still have to actively accept the proof (\Rightarrow 1.3 Acceptance of the proofs by the first recipient).

REF. 523 NABISY 27.09.2023 PAGE 43 OF 62



6 Import proof

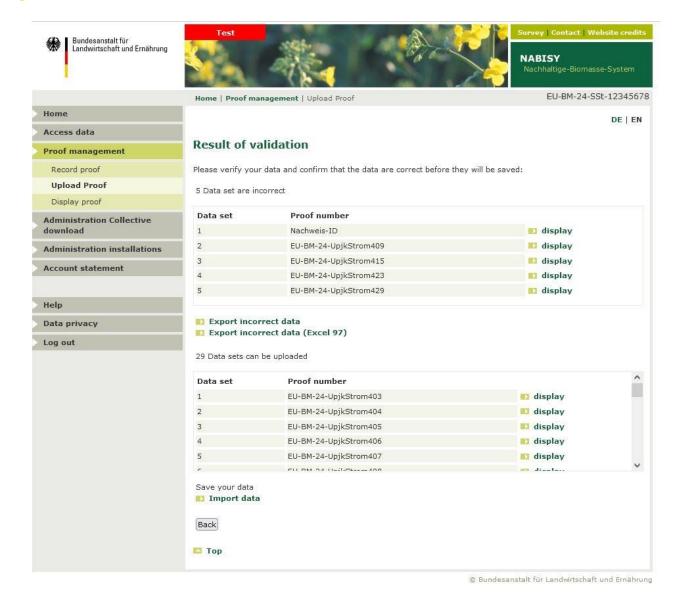


To upload a CSV file, select the desired file by clicking on Browse... and upload it to Nabisy via the Upload button.

Please contact your system or the BLE to get the current for the CSV-template file.

REF. 523 NABISY 27.09.2023 PAGE 44 OF 62



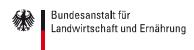


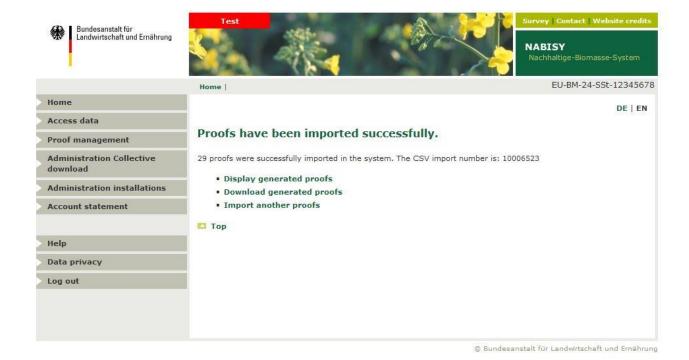
For each proof, you will be shown in a CSV file whether the proof is incorrect or can be imported.

You can view each proof in detail by clicking on **display**. In the case of incorrect proofs, you will be given precise information about the errors here.

When you click on Import data, plausible proofs will be uploaded to Nabisy.

REF. 523 NABISY 27.09.2023 PAGE 45 OF 62

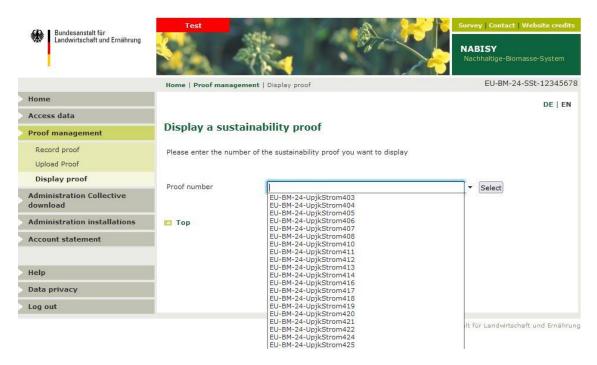


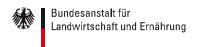


You will now receive a confirmation that the plausible proofs (29 proofs in the example) have been imported.

Using the CSV import number, you can download these proofs in a package via Administration Collective download. If you have forgotten to make a note of this number, you can look up this number in the account statement.

7 Display proof

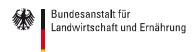




To view an individual proof that is already saved in Nabisy, go to "Display proof". You can either enter the number or part of the number of the proof or open the drop-down menu (∇) and select a proof. Then click on Select.

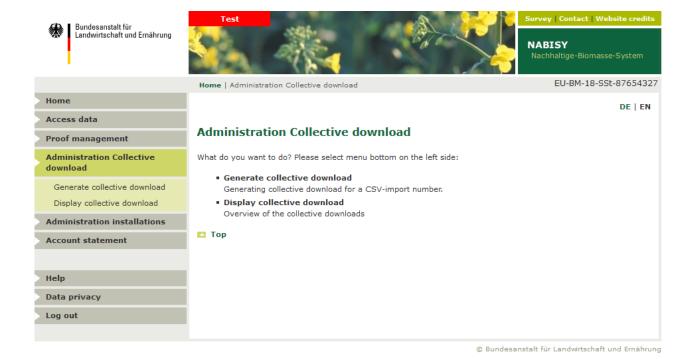


© Bundesanstalt für Landwirtschaft und Ernährung



The selected proof will be displayed and you have the option of downloading it as a PDF document (Download).

8 Administration Collective download

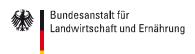


A collective download enables you to download all the proofs that you have imported in a CSV file as a zip file. For this, you need the CSV import number. It is not possible to download proofs from imports performed before 23 October 2019 in the package.

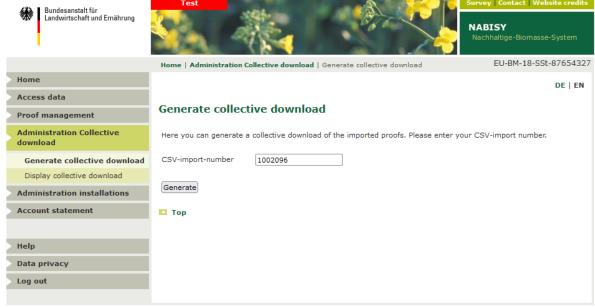
Whilst Nabisy collates the data in the background, you can continue to work normally in the program.

The data will be available for you to download for 10 days after the zip file is created. After that, the packages will be deleted. If you want to download the data again, you must re-start the process.

REF. 523 NABISY 27.09.2023 PAGE 48 OF 62

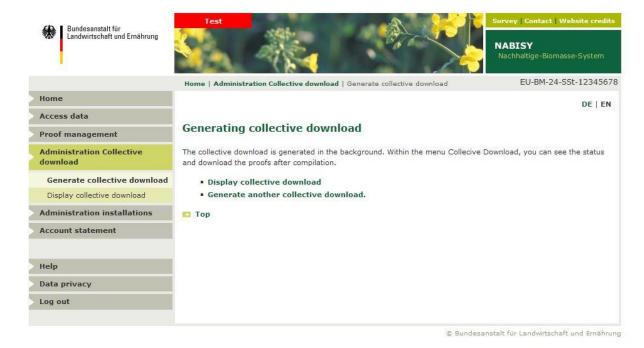


8.1 Generate collective download



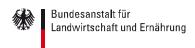
© Bundesanstalt für Landwirtschaft und Ernährung

In order to initiate a collective download, please enter the CSV import number and then click on Generate.

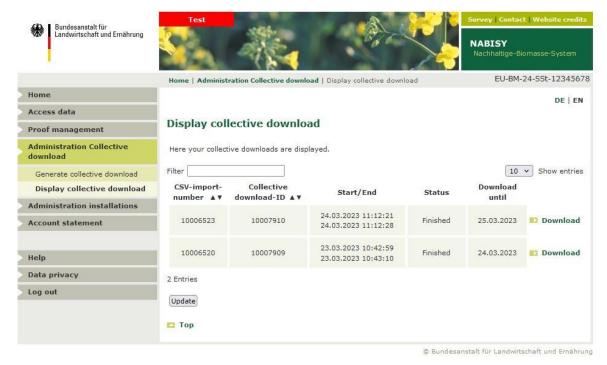


The file will now be generated in the background. Whilst this is happening, you can continue to work normally in the program. Display collective download allows you to view the status of your request.

REF. 523 NABISY 27.09.2023 PAGE 49 OF 62



8.2 Display collective download



Here you can see an overview of the collective downloads that you have initiated. You can download all the downloads with the status "Finished" by clicking on **Download**.

The status "Generation" shows you that the data is being collated for you.

If the download has the status "Error", please contact nabisy@ble.de with

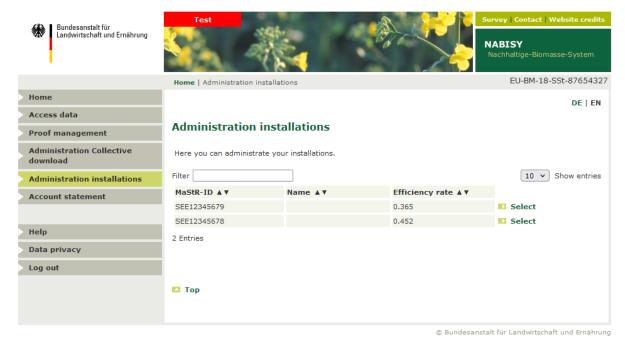
- the collective download ID,
- the CSV import number and
- your interface ID.

After the data package is generated, you have 10 days to download this data. After that, the packages will be deleted. If you want to download the data again, you must re-start the process.



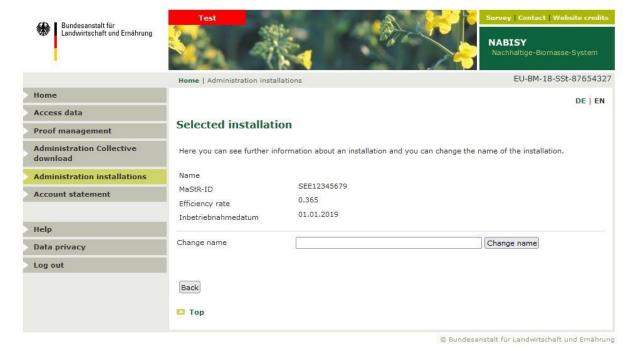
9 Administration installations

This menu item only relates to interfaces that create proofs of electricity. For all other interfaces, there are no installations stored here.

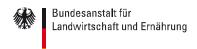


Here you can view and rename the installations that have been stored by means of a certificate. To do this, please go to **Select**.

If your certificate includes more than 10 installations, you can either browse the installations or increase the number of installations displayed. You also have the option of sorting the table differently or using the search filter.

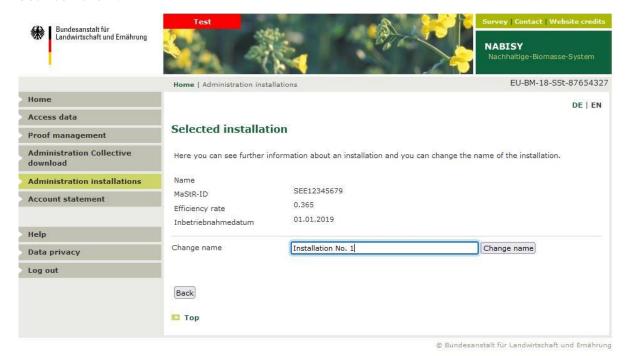


REF. 523 NABISY 27.09.2023 PAGE 51 OF 62

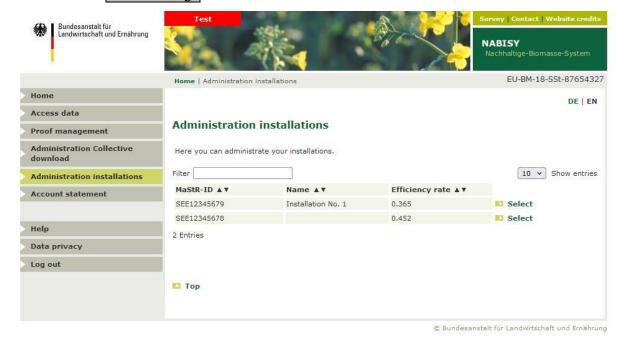


Here you can see the data that has been stored for your installation. If this data is not correct, please contact your certification body. They must communicate the data to us in a corrected report.

You can also rename the installations. This may be sensible if several installations have been recorded for you at a single location, as this makes it easier for you to distinguish between them.

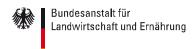


To assign a name to the installation, please enter this in the field for the name change and click on Name change



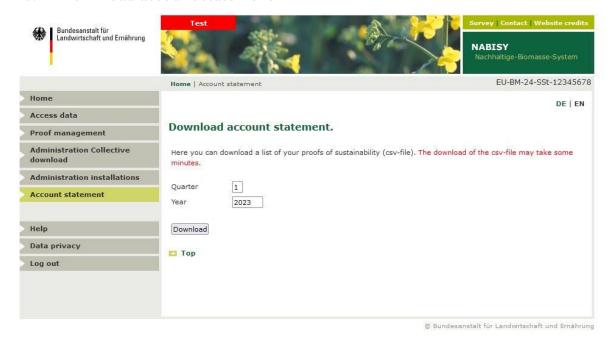
The name of the installation will now be shown in the overview.

This data must be updated after every new certificate.



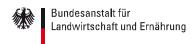
10 Account statement

10.1 Download account statement



Here you can download a table of the proofs created by you with detailed information. For this, you must enter the quarter (1-4) and the year (YYYY) for which an account statement is to be generated. When you click on **Download**, Nabisy will collate the desired data.

REF. 523 NABISY 27.09.2023 PAGE 53 OF 62



10.2 Explanation of the table

Heading	Explanation		
Proof identifier	Number of the proof of sustainability		
CSV import number	Indicates, from 23 October 2019 onwards, the reference number with which proofs have been imported to Nabisy in a CSV file. A collective download can be generated with this number.		
Proof accepted	Here you can see the status of the issued proofs.		
	Proof has been accepted.	The proof has been actively accepted by the recipient.	
	Proof has been rejected.	The proof has been actively rejected by the recipient.	
	Proof has been (automatically) rejected.	The proof has been neither accepted nor rejected by the recipient, and has been automatically rejected after the expiry of the processing period.	
	If the field is empty, the pro changeover to the inspectio ent.	of was issued before the n of the proofs by the recipi-	
Certification system	ID of the certification system that provided the specifications for the creation of the proof. Coding in accordance with the announcement of the BLE at www.ble.de/biomasse.		
Date of issue	Date on which the proof was issued / saved in Nabisy		
Document link	Your entry in the field "Document link" is provided here, provided that you made one.		
Interface identifier	ID of the interface that created the proof of sustainability (basic proof) – your Nabisy ID.		



The initial commissioning of the installation took place after 5 October 2015	1 = Yes; 0 = No Indicates whether the issuing interface (producer of biofuels or liquid biomass) has to comply with the minimum saving of 60 % for installations that were commissioned after 5 October 2015.	Note: if a 0 (No) is entered in both fields, the interface	
The initial commissioning of the installation took place on or after 1 January 2021	1 = Yes; 0 = No Indicates whether the issuing interface (producer of biofuels or liquid biomass) has to comply with the minimum saving of 65 % for installations that were commissioned after 1 January 2021.	must achieve the minimum saving of 50 %.	
The initial commissioning of the installation (electricity) took place on or after 1 January 2021	1 = Yes; 0 = No In the event of the conversion of biofuels into electricity, the commissioning date of the installation is decisive. This entry indicates whether the date was before or after 1 January 2021.		
Name / Market Master Data Register number of the in- stallation	This entry indicates which installation was taken into consideration in the proof.		
Recipient	ID of the recipient / your customer		
Recipient name	Name of the recipient / your customer		
Date of receipt	Formerly date of delivery		
	Is indicated by the sub-supplier as the "Date of transfer". If the field is empty, the proof emerged as a remnant from a division.		
Place of receipt	Is indicated by the sub-supplier as the "Place of transfer". If the field is empty, the proof emerged as a remnant from a division.		
Quantity			
Unit of measurement	Cubic metres (m³) for liquid biomass and kilowatt hours (kWh) for gaseous biomass. Old proofs can also include data in tonnes (t).		



Proportion	Given as a percentage (%). If there are several types of biomass or countries of cultivation underlying the proof, the percentage shares of each biomass type are separated by a pipe ().	
	New proofs can only show 100 % for each biomass type and country of cultivation	
Biomass types	Coding in accordance with the list stored at www.ble.de/biomasse . If there are several types of biomass or countries of cultivation underlying the proof, the types of biomass are separated by a pipe ().	
No emission	1 = Yes; 0 = No	
	For a certain biomass, no emission must be shown on the proof; this is indicated here.	
Re-exemption	1 = Yes; 0 = No	
	Information on the biomass type in accordance with Section 13b of the 38th German Federal Immission Control Ordinance (BImSchV).	
Waste-based fuel	1 = Yes; 0 = No If one of these fields	
	Information on the biomass type in accordance with Section 12 (11) German Biofuel Sustainability Ordinance (Biokraft-NachV).	is empty, no attribute has been stored.
ILUC (high/low)	Possible entries: low; high, - [neither low nor high ILUC)	
	Information on the biomass type in accordance with Section 12 (11) Biokraft-NachV.	
Countries of cultivation	Coding of the countries of cultivation and origin on the basis of ISO 3166-Alpha2. If there are several types of biomass or countries of cultivation underlying the proof, the countries of cultivation for each type of biomass are separated by a pipe ().	
Advanced	1 = Yes; 0 = No	
	Indicates whether the fuel (the type of biomass) is deemed to be advanced in accordance with Annex IX. If there are several types of biomass or countries of cultivation underlying the proof, this entry for each type of biomass is separated by a pipe ().	



Conventional	1 = Yes; 0 = No	
	Indicates whether the fuel (the type of biomass) from the cultivated biomass is deemed to be conventional. If there are several types of biomass or countries of cultivation underlying the proof, this entry for each type of biomass is separated by a pipe ().	
Energy content	In megajoules (MJ)	
Waste	1 = Yes; 0 = No	
	Indicates whether the type(s) of biomass were obtained waste and residues that do not stem from agriculture.	
Agricultural residues	1 = Yes; 0 = No	
	Indicates whether the type(s) of biomass were obtained from waste and residues that stem from agriculture. As the land-related criteria must also be met here, the sus- tainability declaration must also be marked with a 1.	
Sustainability declaration	1 = Yes; 0 = No	
	Indicates whether the type(s) of biomass have been cultivated and whether the land-related criteria have been met.	
Default value	1 = Yes; 0 = No	
	Indicates whether the total default value was used.	
e-values	If the field is empty, the total default value will be used. If the total default value was not used, the formula for calculating the total emissions is presented as follows here:	
	eec el ep etd eu esca eccs eccr [eee] eee was abolished by the implementation of the sustain- ability ordinances of December 2021. In the case of exist- ing proofs that contain eee, this value is put in [].	
el bonus	1 = Yes; 0 = No	
	If a value is entered for e _l , the entry in this field indicates whether the bonus for the restoration of heavily polluted or degraded land was taken into consideration.	
Possible application in	Indicates the country or region (on the basis of ISO 3166-Alpha2) to which the biomass can be transported and used without exceeding the transport emissions that have been incorporated into the GHG calculation. If applicable, EU can be entered for "Europe" and XW for "worldwide".	
Emissions	Indicates the emissions produced in kg CO2-eq/MJ.	



ECel	In the event of liquid and gaseous biofuels being converted into electricity, the emissions of the end product are indicated here, taking the efficiency rate into consideration.
Total emissions in kg	Indicates the total emissions in g CO2-eq for the quantity specified in the proof.
ILUC	Indicates the mean value of the provisionally estimated emissions as a consequence of indirect land use changes caused by biofuels (in g CO2-eq/MJ).
Grandfathering clause	1 = Yes; 0 = No Indicates whether the proof was created using the provision for old installations. This exemption has been phased out since April 2013. New proofs cannot be created with this attribute. However, there are still active existing proofs.

11 Help with typical error messages

If you contact the BLE about an error message that is not explained below, you should always (be able to) provide the following information with regard to your question:

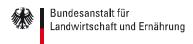
- the name and location of your company
- Nabisy ID of your company
- your contact details

A screenshot of the error message is also helpful.

11.1 "No valid certification is available for the current date."

In this case, please contact the BLE with the following data:

- the name and location of your company
- Nabisy ID of your company
- the number of your current certificate
- the name of your company's certification body



11.2 "The waiting time for the a proof of sustainability to be issued for deliveries on the indicated delivery date has expired."

All the systems known to us have stipulated that the maximum permissible balancing period of three months must not be exceeded. This does not apply to distributors of biofuels. These must complete their energy balance sheet on a monthly basis in accordance with the requirements of the tax authority.

For Nabisy, we have deduced from this that plausible deadlines had to be set, at least for the creation of basic proofs. The balancing deadlines are 31 March, 30 June, 30 September and 31 December, which means that the accounting takes place on a quarterly basis. Taking the specific requirements of the gas sector into account, the deadline for the submission of proofs of sustainability has been set at 30 days after the expiry of the mass balancing period applicable to the delivery.

<u>Example</u>: The goods are delivered on 1 October. The associated proof of sustainability can be issued up to the expiry of the mass balancing period (31 December) plus a 30-day grace period (30 January).

11.3 "No recipient found with the number provided."

Please check the recipient ID that you have entered, paying attention to the capitalisation.

Sometimes, if the ID has been entered in Nabisy by copy-and-paste, a space is copied with it. This is not directly visible to you, but it counts as a character for Nabisy.

It is also possible that your customer's certificate, if your customer is a trader or distributor, has expired.

11.4 "The sustainability explanation or the explanation about waste or residues must be selected."

You have made one of two possible mistakes:

- You have not selected any explanation at all
- You have selected both the explanation about waste and residues and the explanation that you meet the sustainability criteria for the cultivation.
- 11.5 The explanation about non-agricultural waste or residues must not be selected together with the explanation about agricultural residues.

 The explanation about sustainability must be selected with the explanation about agricultural residues."

You would like to use a type of biomass for your proof that is based on agricultural residue, e.g. straw. These types of biomass must also meet the cultivation criteria.

Therefore, you must select the second and the third explanation here.

11.6 "Type with proportion of the biomass is missing."

You have not added the selected type of biomass and the country of cultivation to your selection.

REF. 523 NABISY 27.09.2023 PAGE 59 OF 62



11.7 "Energy content must be less than or equal to 185,000,000 MJ."

Nabisy has an equivalent quantity limit of 185,000,000 MJ when proofs of sustainability are created.

Delivery quantities that exceed this limit must then be divided between several proofs.

11.8 Declaration of GHG "Incorrect format for emissions"

12.3 is the specified format for emissions. Nabisy accepts no more than one decimal point, the RED also only provides GHG values with one decimal point for default values and partial default values.

11.9 "Emissions exceed the limit value for electricity generation"

The sum of all the entered emissions is higher than the minimum savings for electricity generation.

11.10 An unexpected error has occurred

Error: An unexpected error occurred.

Error-ID: 3e895ea5-2b9b-4be7-9a25-9e89b9e51776
Please contact the website owner by indicating the error ID.

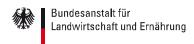
- Back
- Home

You have done something unexpected that has resulted in an unexpected error.

In this case, you must contact the BLE at nabisy@ble.de with the following information:

- the date and time at which the error occurred
- a copy of the error message (screenshot)
- a description of what you did before the error message appeared
- the name and place of your company
- the Nabisy ID of your company
- the affected proof-IDs
- your contact details

It may take some time to solve the problem, as we generally have to call in the IT department in such cases.



11.11 The uploaded proofs show that there are incorrect datasets. But where can I find the precise error messages?

Data set	Proof number	
1	Nachweis-ID	■ display
2	EU-BM-24-UpjkStrom403	display
3	EU-BM-24-UpjkStrom404	🗓 display
4	EU-BM-24-UpjkStrom405	🚺 display
5	EU-BM-24-UpjkStrom406	🚺 display

If you would like to import a CSV file with proofs and you receive the information that X proofs are incorrect, you can view the detailed errors by clicking on Display.

11.12 Impermissible password. The password has already been used.

The new password you have chosen fails to comply with the password rule that the last 10 passwords may not be re-used. Therefore, you must choose another password.

11.13 Impermissible password. The new password does not comply with the password rules.

The new password you have chosen fails to comply with at least one of the password rules. Please observe the password rules that apply to passwords:

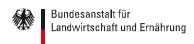
The password

- must contain at least 8 characters
- must contain at least 3 of the following options:

```
olower case letter(s) (a-z)
oupper case letter(s) (A-Z)
onumber(s) (0-9)
ospecial characters (.,!?+- etc.)
```

- must not contain the user name
- must not consist of repeating groups of two different characters (e.g.: abab; 10102323)
- must not have 3 or more characters in ascending or descending order (e.g.: 123; abc; xyz)
- must not contain more than 2 identical characters in succession (e.g.: 111; aaa;
 !!!)

The last 10 passwords must not be used.



11.14 Your account is locked. Please contact the BLE (nabisy@ble.de) specifying your name and ID

You have entered your password incorrectly five times. Therefore, you count has been automatically locked. This precaution has been taken to protect against abuse.

To unlock your account, please contact nabisy@ble.de with the following information:

- your name,
- the participant ID of the company under which you wanted to log in (e.g. EU-BM-99-SSt-1234678 or EU-BM-88-Lfr-87654321) and
- whether you can still remember your most recent password.

We can then unlock your account so that you can use your most recent password again.

REF. 523 NABISY 27.09.2023 PAGE 62 OF 62