

Manual for Use of Software of Guarantees of Origin Register

Manual for Use of HKNR Software

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Author: Christian Herforth, Federal Environment Agency (UBA)

For questions, suggestions, inaccuracies, missing descriptions or errors in the representation please send us an email to hknr@uba.de with the subject line "Manual".

The Federal Environment Agency constantly expands and complements this manual.

For improved clarity and readability of the texts we have solely used the masculine form of terms. Needless to say, this easier mode of expression always applies to both women and men.

Important note!

Under certain circumstances the use of the guarantees of origin register is subject to charges. For further information please refer to the Guarantees of Origin Fees Regulation which can be downloaded here:

http://www.umweltbundesamt.de/sites/default/files/medien/372/dokumente/gebuehrenverordnung_zur_herkunftsnachweisverordnung.pdf

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|---------|---------|--|
| 0.5 | 3.6 | Explanation of smsTAN |
| 0.5 | 6.1 | Concrete information on allocation of the service provider – service provider may be different according to role |
| 0.5 | 6.5 | Explanation concerning change of main user |
| 0.5 | 7.3 | Explanation concerning handling of power stations at the border |
| 0.5 | 8.14 | Explanation concerning change of installation operator |
| 0.5 | 8.15 | Explanation of due account fees and of the question relating to account numbers |
| 0.6 | 7.6 | Optional additional data have been changed |
| 0.6 | 9 | New: Reports |
| 0.6 | 10 | International transfer/ import and export |
| 0.6 | 11 | Transfer guarantees of origin – nationally |
| 0.6 | 12 | Internal account transfer |
| 0.7 | 3.6 | Concrete information on smsTAN – Format of mobile phone number |
| 0.7 | 5.6 | New: Confirm energy data by environmental verifier |
| 0.7 | 9.1.3 | New: Report Injected energy |
| 0.7 | 9.1.4 | New: Report Overview of cancellations |
| 0.7 | 11.1 | Concretisation Transfer of GO for different roles of a participant |
| 0.7 | 12 | Concretisation Transfer of GO for different roles of a participant |
| 0.7 | 13 | New: Issuance of guarantees of origin (GO) |
| 0.7 | 14.1 | New: "Provisional cancellation" |
| 0.7 | 14.2 | New: Cancel |
| 0.8 | 7.6 | Optional additional data updated/revised |
| 0.8 | 8.7 | Allocation of quality feature updated/revised |
| 0.9 | 4.2.5 | New: Password forgotten |
| 0.9 | 14 | Chapter "Cancellation" updated |
| 0.9 | 15 | New: Fees Regulation |

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Important Notes on this Manual

1.1 Standard Elements and Processes

In this manual you will find both step-by-step instructions for using the "guarantees of origin register for electricity from renewable energies" and a lot of useful information and explanations which are supposed to facilitate HKNR handling for you. Step-by-step instructions are provided with screenshots illustrating each step. Text fields, if any, available in the screenshots are partly provided with random data. Furthermore you usually find the various selectable menu options ("Breadcrumb") below the respective heading in the form of a flow chart leading you to the desired function of the register. Should the desired function require only one action (a mouse click in this case) by yourself in the register, representation of a flow chart will be relinquished.

The HKNR provides the following standard elements:

Menu bar ❶: Different selection menus will be shown to you in the menu bar.

Indication of role ❷: You are shown for which role you are registered in the register.

Logout button/button/user name ❸: Here you can terminate your session in the register and see your user name.

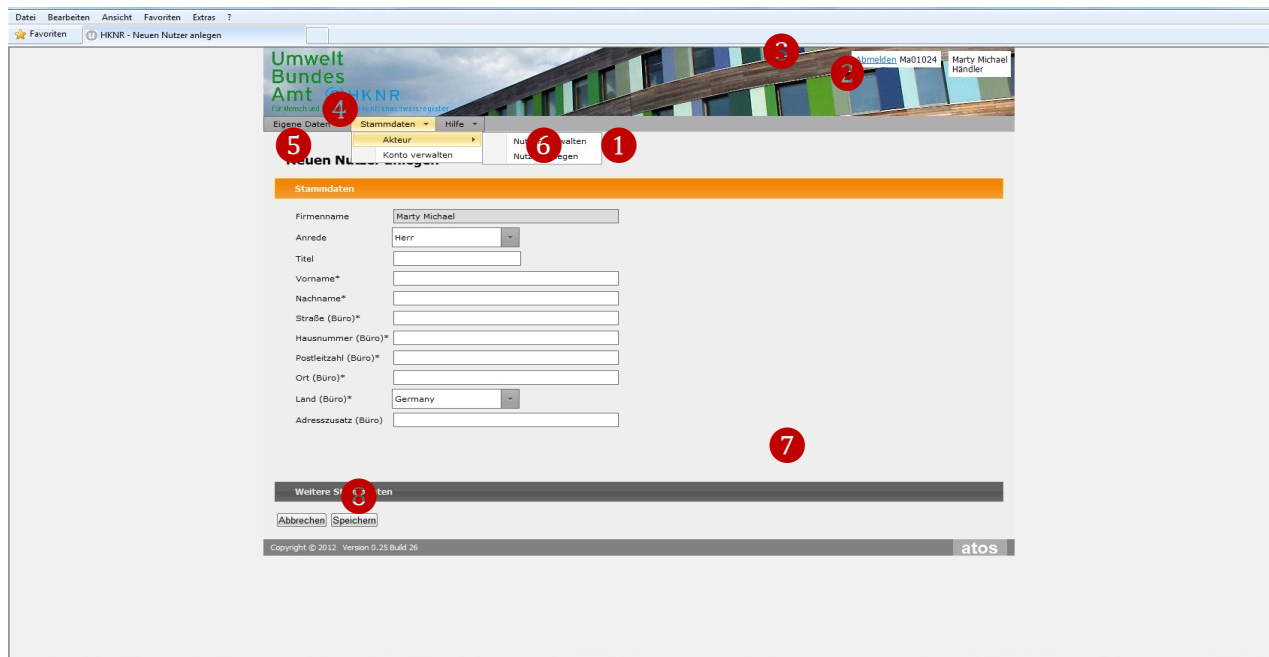
Selection menu ❹: Selection menus are used for navigation in the register and contain submenus. Selection menus will be in green in the flow charts (Breadcrumb).

Submenu ❺: Submenus contain menu items leading you directly towards different actions or action options. Submenus will be in red.

Action option ❻: Action options will lead you towards actions to be performed by you. Action options will be in orange.

Bars ❼: They contain text fields in which you can provide information. Bars will be in blue. According to the desired action it may occur that you will be shown several bars. Should you have to give mandatory details in several bars the relevant bars will be listed in the flow chart and linked by a plus sign (+).

Buttons ❽: They are only represented in the flow charts if activating of the button results in a desired action. Buttons will be in grey.



Example for a flow chart (Breadcrumb):

Your aim is to enter basic data relating to your installation.

Flow chart: [Master data](#) → [Installations](#) → [Create installation](#) → [Basic data of installation](#)

In this case you first activate the selection menu "Master data", after that the submenu "Installations", then the action option "Create installation" and you will branch to the bar "Basic data of installation". The final point listed is always the function desired by you. The arrows between the different menu items indicate the order in which you have to proceed.

2 Registration of Participant and Login – Step by Step

This section offers you important information on registration/account opening and on subsequent (first-time) login in the guarantees of origin register (HKNR). Future register participants taking part in the HKNR have to register and create their respective main users. After data of register participants has been checked by the register administration the latter activates the respective functions of the register participants in the register. Activation may take several days. This is mainly due to the required PostIdent procedure register participants have to go through. Only after registration of a participant he may register his installation or installations.

Hereafter you will find details relating to information, data and documents you need for a successful registration as well as a detailed process description for registration and first login. For further information on the procedure and technical details in connection with issuance, recognition, transfer and cancellation of guarantees of origin please refer to the "Implementing Ordinance on Guarantees of Origin for Electricity from Renewable Energy Sources" (HkNDV) (download including detailed explanations under:

<http://www.umweltbundesamt.de/dokument/herkunftsnachweis-durchfuehrungsverordnung>

HkNDV is the legal basis on which register participants i.e. you, and the register administration i.e. the Federal Environment Agency, handle HKNR. It has to be consulted in all areas of doubt. We recommend that you acknowledge this ordinance in its entirety.

The website of the Federal Environment Agency offers you further additional information on HKNR: <http://www.umweltbundesamt.de/themen/klima-energie/erneuerbare-energien/herkunftsnachweise-fuer-erneuerbare-energien>.

2.1 What is Necessary for Registration/Account Opening?

Future register participants have to provide various information and documents for registration (cf. for this purpose section 4 subsection (3) and subsection (4), section 5 subsection (3), section 24 subsection (4) HkNDV). They include:

1. In case of registration of a company as a register participant: Name of the company as well as complete address and phone number thereof (of course you may also take part in the register as a natural person)
2. Valid email address of the company
3. First name and last name, complete postal address, phone and mobile phone number of the respective main user as well as a valid email address thereof (henceforth authentication will be performed via the specified mobile phone number by using the smsTAN procedure, therefore this number is very important and not replaceable)
4. VAT ID number if you have one
5. Trade register number of the company if you have one; according to company structure or business organisation the number of another register has to be indicated if applicable

6. Trade register excerpt or several trade register excerpts; they must indicate unambiguously that the main user, by way of an authorisation where applicable, is entitled to act for the company. According to company structure or business organisation they may also include other documents from which results authorisation for the company to act such as an excerpt from the register of associations, register of cooperatives or the statutes of a public institution.

Example 1:

As a main user Mrs A wants to register B GmbH. Mrs C is managing director of B GmbH. For registration (1) Mrs A needs a trade register excerpt from which results Mrs C's managing leadership as well as (2) Mrs A's authorisation by the managing director Mrs C.

Example 2:

As a main user Mr W wants to register X GmbH & Co. as a register participant. The only general partner of X GmbH & Co. KG is Y GmbH where Mrs Z is managing director. For registration in the HKNR Mr W needs (1) Mr W's authorisation by the managing director Mrs Z, (2) a trade register excerpt from which results Mrs Z's managing leadership for Y GmbH (excerpt from trade register branch B) and (3) a trade register excerpt from which results that Y GmbH is general partner of X GmbH & Co. KG (excerpt from trade register branch B).

Besides printer and scanner are required in addition, the latter is needed to electronically upload documents to be provided in the register.

2.2 Who can be Registered?

Register participants can be registered. They may be legal or natural persons.

Legal or natural persons capable of registering comprise:

- installation operators (legal or natural person)
- traders (legal or natural person)
- electricity supply companies (legal or natural person)
- service providers (legal or natural person) as well as
- environmental verifiers (natural person); as each environmental verifier has to upload his licensing certificate this is a personal registration. An environmental verifier working for an environmental verification body may also indicate the latter.

Installation operators, traders and electricity suppliers are account holders. They will obtain an account allowing them to administrate guarantees of origin. Service providers and environmental verifiers will not obtain an own account.

2.3 Who Uses the Register?

2.3.1 Main User

The definition of main user describes a natural person acting for the respective register participant. If the register participant is a **natural person** register participant and main user may be identical.

In case of **legal persons** the one proceeding with registration of the company will be the main user. Main user is necessarily a natural person. The main user has certain administrator rights. The main user may for instance create users, lock them and unlock them. Pursuant to section 4 subsection (5) HkNDV users are further employees in the company who – in addition to the main user – can perform operational activities in the HKNR for the company. Legitimation of the main user has to be confirmed to the register administration by **authorisation** of the register participant, i.e. by the person entitled to represent the legal person according to the trade register. A relevant form can be downloaded during the registration process (see 3.5).

3 Registration Step by Step

To use the guarantees of origin register for electricity from renewable energy sources potential register participants have to register.

3.1 Step 1: HKNR Homepage

Open the website of the guarantees of origin register. The address is www.hknr.de. On this website (www.hknr.de) (see figure 1) you will find the link to the registration form. After activating this link the registration process will start.

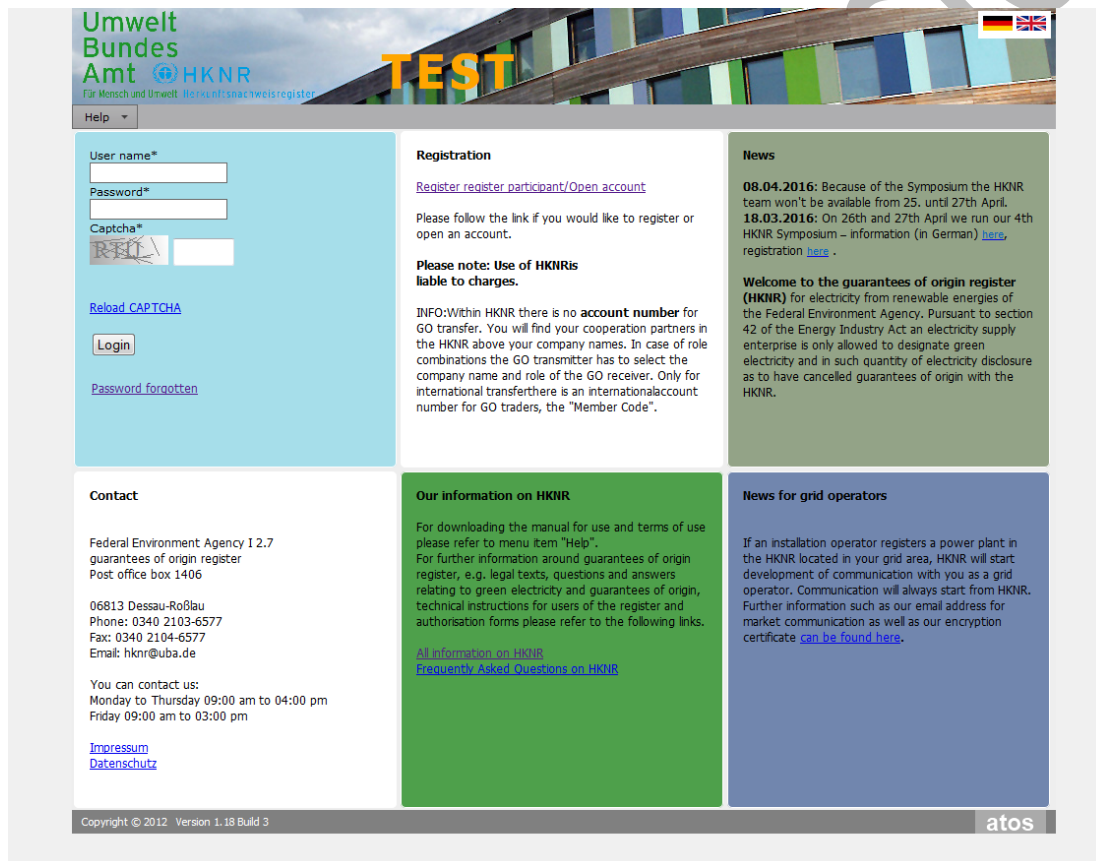


Figure 1 Homepage HKNR

General note:

It is sufficient for registration to fill in the mandatory fields marked with an asterisk *. Fields not marked with a starlet * are optional and can be left empty.

The individual entry fields are supported with so-called tooltips for help getting active as soon as you put the cursor on the respective entry field. Tooltips explain the respective entry field, very often with examples. Please read them carefully

3.2 Step 2: Choice of Organisational Form, Master Data

A window appears where you can select the appropriate organisational form (see figure 2).

The following organisational forms are possible:

- legal persons; they include all bodies of persons, especially companies in generally all legal organisational forms (e.g. partnership under civil law (GbR), Limited (GmbH), GmbH & Co.KG, association, cooperative, owner-operated enterprise)

or

- natural persons.

Next you select your concrete function with which you want to register in the HKNR and be active later. This corresponds to your corporate or commercial purpose you are pursuing.

Possible functions are:

- Installation operator
- Trader
- Electricity supply company
- Service provider or
- Environmental verifiers; as each environmental verifier has to upload his licensing certificate this is a personal registration. An environmental verifier working for an environmental verification body may also indicate the latter.

Apart from the function "environmental verifier" the individual functions are combinable by multiple selections. The function "environmental verifier" cannot be combined with other functions. Pursuant to the Environmental Audit Act this would not be compatible with the principles of independence and impartiality of environmental verifiers.

Finally you confirm your data by pressing the button "Save".

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt Herkunftsnachweisregister

TEST

Help

Register register participant/Open account

Registration process begins here. If there are any questions move the mouse pointer to the entry fields or the description thereof- a window with explanatory text will open.

Please select first if you will participate as a **natural person** or as a **legal person** amin the guarantees of origin registerand select such function or functions you wish to register in the HKNR system.

Click **Save** to get to the next step of registration.

Type of company*

☒ Legal person ☐ Natural person

Function*

☐ Installation operator
☐ Trader
☐ Electricity supplier
☐ Service provider
☐ Environmental verifier

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Figure 2 Choice of organisational form

If you do **not want to register as an environmental verifier or other natural person** you will now be requested to indicate some data of your company. The appearing window (see figure 3) contains the 3 bars:

- 1) Master data
- 2) Further master data and
- 3) Main user

which you can open one after the other by clicking with the mouse on the respective bar.

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt Herkunftsangabenregister

TEST

Help

Register register participant/Open account

Master data

Corporate data

Company name*

Trade name

Street (office)*

House number (office)*

Addition to address (office)

Post code (office)*

Place (office)*

Country (office)*

Additional master data

Main user

Please supply all compulsory information, marked with an asterisk * for a successful registration.

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Figure 3 Master data

Some general data relating to your company will be queried in the bars "**Master data**" and "**Further master data**".

In the bar "**Main user**" you are asked to provide some data of the person meant to mainly use the register for the company. You also select your personal password in this bar.

If you have completed all mandatory fields marked with an asterisk * please press the button "Save".

In the event that you register as an **environmental verifier** or as a **natural person** the appearing window contains two bars: "Main user" and "Further master data" (see figure 4).

To be able to be registered as an environmental verifier or a natural person you have also to fill in the text fields marked with an asterisk * and confirm your entry by activating the button "Save".

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt. Hier: Informationsregister

TEST

Help

Register user

Main user

User data

Form of address: Sir

Title:

First name*:

Last name*:

Street (office)*:

House number (office)*:

Addition to address (office):

Post code (office)*:

Place (office)*:

Country (office)*: Germany

Additional master data

Cancel Save

Please supply all compulsory information, marked with an asterisk * for a successful registration.

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Figure 4 Environmental verifier

3.3 Step 3: Check of your Entries

In the following window (see figure 5) you can check your data. Should data be incorrect you have the possibility to return to the previous pages via the button "Back" and correct the error. Should all data be complete please repeat the CAPTCHA and activate the button "Submit".

Umwelt Bundes Amt HKNR
für Mensch und Umwelt, Personalsachweisregister

TEST

Help

Please check your data

Corporate data

Company name* Umweltbundesamt
Street (office)* Musterstraße
House number (office)* 1
Post code (office)* 06844
Place (office)* Musterhausen
Country (office)* Germany

Additional master data

Language* German
Phone number* 00000
Mobile phone number 00000
Fax 00000
Email* mustermann@mustermail.com

User data

Form of address Sir
First name* Max
Last name* Mustermann
Street (office)* Musterstraße
House number (office)* 1
Post code (office)* 06844
Place (office)* Musterhausen
Country (office)* Germany
Phone number* 00000
Mobile phone number* 00000
Email* mustermann@mustermail.com
Function* Installation operator

Please enter the CAPTCHA and confirm your data by submitting. If you wish to correct your data please use the Back button below. Please do not use the Back button of your browser as your entries may get lost.

IR7R

[Reload CAPTCHA](#)

Cancel Back Submit

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Figure 5 Aggregation of data

3.4 Step 4: User Identifications

In the following window (see figure 6) your user name also sent to you by email to the previously specified email address will be indicated. You will need your user name for future login processes to log on into HKNR. Furthermore you will find both a PostIdent form and an authorisation form for the main user for downloading. You will need both to prove your identity as a user of the HKNR and to use all the functions of the register henceforth.

3.4.1 User Name

After submitting you will immediately receive the user name assigned to you. The user name consists of – an upper case letter in the first place – a lower case letter in the second place and – five digits in the following five places.

Attention:

The register software uses a serif font. So there is the lower case letter "l" in the user name "Tl09876" and not a number "1"

You may already log on into the HKNR by means of the user name and a password chosen by yourself. However, you are not allowed to use any functions there. For that purpose you need activation by the register administration. The register administration checks identity of the person to be registered (PostIdent procedure)

as well as its legitimization (authorisation). For that purpose you have to perform the PostIdent procedure as well as uploading of the power of attorney.

Password must comprise at least 10 characters containing at least one number, one special character, one upper and one lower case character. Please change your password regularly, at least once a year.

Important note:

You must never disclose this password to third parties or store it in a way that enables access to third parties. You are legally prohibited from doing so (section 21 subsection (2) first sentence HkNDV) and furthermore it is forbidden according to number 9.1 of terms of use. Should disclosure of or making accessible your password jeopardise the security, accuracy and reliability of the register the Federal Environment Agency shall be entitled to freeze your account (section 30 subsection (2) HkNDV).

3.4.2 Identification of Register Participant

To prevent abuse all main users have to prove their identity towards the register administration prior to activation by the register administration. This will be done through the **PostIdent procedure** of Deutsche Post AG. The form required for that purpose can be downloaded in this step. Please proceed as follows to use the PostIdent procedure:

1. Print the PostIdent Coupon and present it as well as a valid identification document (passport or ID card) to an employee in any branch of Deutsche Post AG.
2. The employee of Deutsche Post AG carries out identification and sends identification form to the Federal Environment Agency.
3. After receipt and positive check of identification your access will completely be activated by the register administration.

Register participants on whose behalf a natural person acts, who are permanently resident outside of Germany and who are not able to use the PostIdent procedure of Deutsche Post AG, have to transmit a copy of their ID card or passport, for instance via the uploading function in of the register software (see 4.2.2). Register participants living in the vicinity of the border of Germany are free to use the PostIdent procedure of Deutsche Post AG.

3.5 Authorisation

Please download power of attorney via indicated link. It is a protected pdf document you can fill in on the screen. Then you print the power of attorney, have it signed by the person authorised to act for the company or the persons authorised to act and scan it. Please upload granted power of attorney at a later date (see 4.2.2).

Since you can – as described above – directly log on into the HKNR after receipt of your user name it is possible for you to upload the power of attorney at any time.

3.6 smsTAN

For your safety some particularly sensible actions you may perform in the HKNR are secured by the smsTAN procedure. smsTAN means that a TAN (transaction number) will be sent via text to your mobile phone specified by you during your registration. Which processes are secured by smsTAN shall result from number 3.3 of terms of use. In such a case you will find on the respective page in the register the button "Request smsTAN" as well as a text field in which you can enter the smsTAN received on your mobile phone. Please proceed as follows:

1. Make the desired changes or desired action.
2. Activate the button "Request smsTAN".
3. Enter TAN received on your mobile phone into the relevant text field.
4. Activate the button "Save".

By activating the button "Save" your desired action will be implemented.

Important note:

The smsTAN procedure will not cause any further costs to you. smsTAN will automatically be sent to the mobile phone number specified by you during registration. Please also note that each smsTAN will no longer be valid after 5 minutes. In this case you have to request a new smsTAN.

In addition, in case of several actions you perform one after the other, you can only complete the last action by using smsTAN. So if you want to perform several actions one after the other please wait for access of smsTAN after each individual action, enter smsTAN and complete first action. Only then perform the second action etc.

Please observe furthermore that you have always to indicate your mobile number in the international format

+491XXXXXXXXXX as, otherwise, communication of the smsTAN system does not function with your mobile phone.

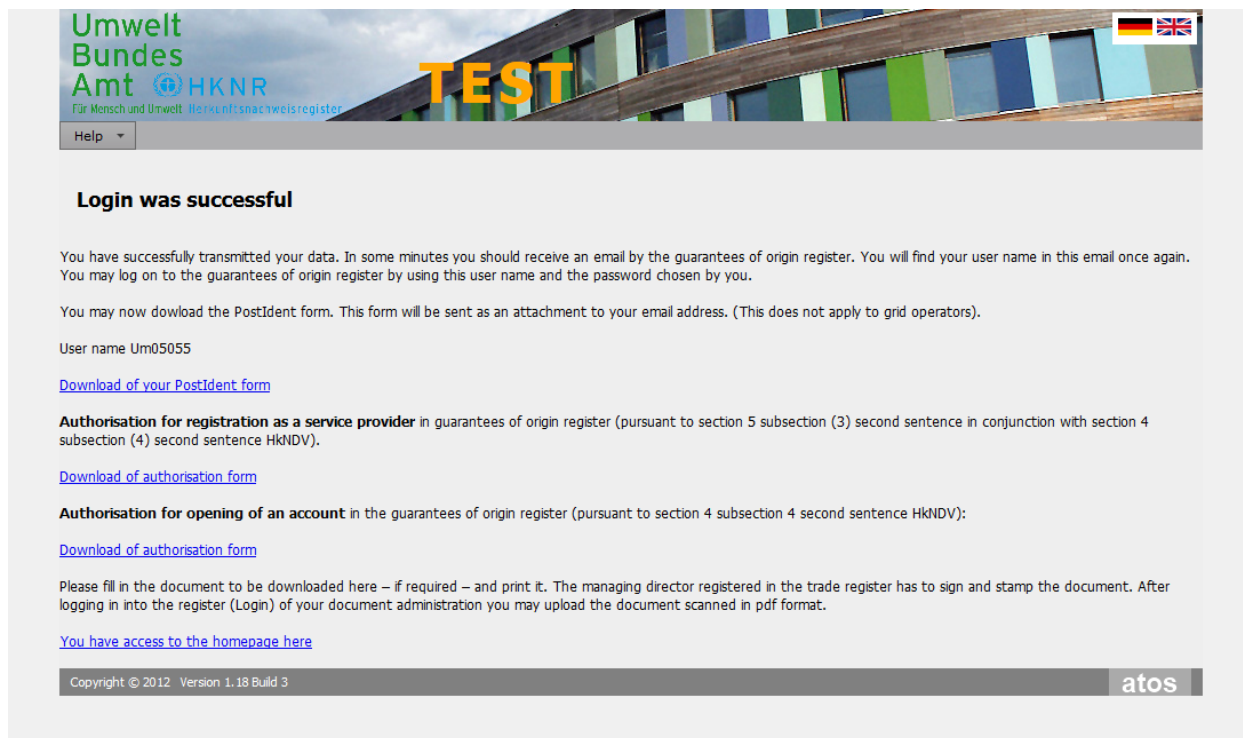


Figure 6 User identification and downloads

4 First Login

Directly after completing all entry fields marked with an asterisk * you may log on into the HKNR by using the user name transmitted to you and the password you have chosen yourself. This is required for uploading the power of attorney. The register administration shall inform you about complete activation by the register administration after checking identity and where applicable legitimization by means of an email as well as a message in your HKNR-internal mailbox.

You may now log on to the HKNR by using your user name and password chosen by yourself.

4.1 Step 5: First Registration

For registration please enter your personal user name as well as the password you have chosen yourself into the text fields provided for that purpose (see figure 7).

The screenshot displays the homepage of the HKNR (Herkunftsnachweisregister) website. The header features the logo of the Umwelt Bundesamt and HKNR, along with a large 'TEST' watermark. The main content area is divided into several sections:

- Registration:** Includes a 'Register register participant/Open account' link, instructions to follow the link for registration, and a 'Please note: Use of HKNR is liable to charges.' section. It also contains an 'INFO' block about account numbers and cooperation partners.
- News:** Lists two news items: '08.04.2016: Because of the Symposium the HKNR team won't be available from 25. until 27th April.' and '18.03.2016: On 26th and 27th April we run our 4th HKNR Symposium – information (in German) here, registration here.' It also includes a 'Welcome to the guarantees of origin register (HKNR)' section.
- Contact:** Provides contact information for the Federal Environment Agency I 2.7, including address, phone, fax, email, and contact hours.
- Our information on HKNR:** Offers a link to download the manual for use and terms of use, and provides information about guarantees of origin, legal texts, and technical instructions.
- News for grid operators:** Announces the start of development of communication with grid operators and provides a link to find encryption certificates.

The footer includes the copyright notice 'Copyright © 2012 Version 1.18 Build 3' and the 'atos' logo.

Figure 7 Homepage of register

4.2 Step 6: Menus "Own Data" and "Help"

After logging in with your user name and your password you will find the menus "Own data" and "Help" in the window that now opens (see figure 8) as well as a report of your account and the provisional billing (see 15.1).

Homepage - account overview

| Name | transferable GO | Soon Expiring | Provisionally cancelled |
|-----------------------------|-----------------|---------------|-------------------------|
| Installation operator | 510 | 50 | 0 |
| AnlagenbetreiberKonto | 510 | 50 | 0 |
| Zusatzkonto 1 | 0 | 0 | 0 |
| 2. Konto | 0 | 0 | 0 |
| Konto 3 | 0 | 0 | 0 |
| Neues Konto | 0 | 0 | 0 |
| Konto 4 | 0 | 0 | 0 |
| Electricity supplier | 15 | 5 | 0 |
| ElektrizitätsversorgerKonto | 15 | 5 | 0 |
| Zusatzkonto 1 | 0 | 0 | 0 |
| Zusatzkonto 2 | 0 | 0 | 0 |
| Zusatzkonto 3 | 0 | 0 | 0 |
| Zusatzkonto 4 | 0 | 0 | 0 |
| Zusatzkonto 5 | 0 | 0 | 0 |
| Zusatzkonto Fachtagung | 0 | 0 | 0 |
| Zusatzkonto 7 | 0 | 0 | 0 |
| Zusatzkonto 9 | 0 | 0 | 0 |
| Zusatzkonto 8 | 0 | 0 | 0 |
| Zusatzkonto 6 | 0 | 0 | 0 |
| Zusatzkonto 10 | 0 | 0 | 0 |
| Trader | 0 | 0 | 0 |
| Zusatzkonto 1 | 0 | 0 | 0 |
| HändlerKonto | 0 | 0 | 0 |
| Gesamtsumme | 525 | 55 | 0 |

[Report provisional invoices](#)

Account maintenance charge (€)

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Figure 8 Your personal homepage

Activating of the menu "Own data" offers you several options. Submenus appear:

- "Homepage"
- "Edit register participant"
- "Edit Main User"
- "Change password"
- "Contact form" and
- "Mailbox"

4.2.1 "Homepage"

Own Data → Homepage

Opening this submenu will take you back to the homepage.

4.2.2 "Edit register participant"

Own Data → Edit register participant → Master data + Further master data

When the submenu "Edit register participant" opens you will get access to four bars (see figure 9). The bars "Master data" and "Additional master data" contain data of your company specified during registration. You may update them if data has changed. Pursuant to section 20 HkNDV you are legally obliged to do so. Under the bar "Upload documents" (Own Data → Edit register participant → Upload documents) you have the possibility to upload documents such as **powers of attorney** and **trade register excerpts**. Your uploaded documents will be stored under the bar "Documents" where you can consult them.

The screenshot displays the 'Edit register participant' interface. At the top, there is a header with the logo 'Umwelt Bundes Amt HKNR' and a 'TEST' watermark. A navigation bar includes links for 'Own data', 'Master data', 'Reports', 'Guarantees of origin', 'Help', and 'Billing'. The main content area is titled 'Edit register participant' and features four horizontal bars: 'Master data' (orange), 'Additional master data' (grey), 'Documents' (grey), and 'Upload documents' (grey). The 'Master data' bar contains a form with the following fields: 'Company name*' (Umweltbundesamt), 'Trade name' (empty), 'Street (office)*' (Musterstraße), 'House number (office)*' (1), 'Addition to address (office)' (empty), 'Post code (office)*' (06844), 'Place (office)*' (Musterhausen), 'Country (office)*' (Germany), and 'Function*' (Installation operator). At the bottom of the form are 'Cancel' and 'Save' buttons. The footer shows 'Copyright © 2012 Version 1.18 Build 4' and the 'atos' logo.

Figure 9 Your master data

4.2.3 "Edit Main User"

Own Data → Edit user → Master data + Further master data

This submenu (see figure 10) is identical to the submenu "Edit register participant". Here as well you can upload powers of attorney or other documents under the bar "Upload documents". They will be available under the bar "Documents" then.

The screenshot shows a web application interface for 'Umwelt Bundes Amt HKNR'. The header includes the logo, a 'TEST' watermark, and a navigation bar with options: Own data, Master data, Reports, Guarantees of origin, Help, and Billing. The user is logged in as 'Um05055' with the role 'Umweltbundesamt Installation operator'. The main content area is titled 'Edit user data' and contains a 'Master data' section with various input fields. Below this are three tabs: 'Additional master data', 'Documents', and 'Upload documents'. At the bottom, there are 'Cancel' and 'Save' buttons, and a footer with copyright information and the 'atos' logo.

| Master data | |
|------------------------------|--------------|
| Form of address | Sir |
| Title | |
| User name | Um05055 |
| First name* | Max |
| Last name* | Mustermann |
| Street (office)* | Musterstraße |
| House number (office)* | 1 |
| Post code (office) | 06844 |
| Place (office)* | Musterhausen |
| Country (office)* | Germany |
| Addition to address (office) | |

Additional master data

Documents

Upload documents

Cancel Save

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Figure 10 Edit main user

4.2.4 "Change Password"

Own Data → Change password

You may change your password in this submenu. Password must comprise at least 10 characters containing at least one number, one special character, one upper and one lower case character. Please change your password regularly, at least once a year.

4.2.5 Password forgotten

Should you either have forgotten your password or have entered it incorrectly three times (this results in temporary locking of your access) you may ask for issuance of a new one by the HKNR.

On the homepage of the HKNR (see figure 11) you will find the link "Password forgotten".

The screenshot shows the homepage of the Umwelt Bundes Amt (Umwelt Bundes Amt HKNR) with a large 'TEST' watermark. The page is divided into several sections:

- Header:** Logo of Umwelt Bundes Amt HKNR, navigation links (Help, Register, etc.), and flags of Germany and the UK.
- Login Section (Left):** Fields for User name*, Password*, and Captcha*. Below these are links for 'Reload CAPTCHA', a 'Login' button, and a circled link for 'Password forgotten'.
- Registration Section (Middle):** A link 'Register register participant/Open account', a paragraph about registration, and a 'Please note: Use of HKNR is liable to charges.' section with further information.
- News Section (Right):** A 'News' section with dates and details about the HKNR team's availability and a symposium.
- Contact Section (Bottom Left):** Contact information for the Federal Environment Agency 12.7, including address, phone, fax, and email.
- Our information on HKNR Section (Bottom Middle):** Information about downloading manuals and terms of use, with links to 'All information on HKNR' and 'Frequently Asked Questions on HKNR'.
- News for grid operators Section (Bottom Right):** Information about communication with grid operators and a link to 'can be found here'.
- Footer:** Copyright © 2012 Version 1.18 Build 3 and the atos logo.

Figure 11 Password forgotten 1

After activating this "link" you will be requested to fill in your user name in the entry field with the same name. After that please enter the CAPTCHA (see figure 12). Then terminate process of request by activating the button "Next".

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt. Personennachweisregister

TEST

Help ▾

Password vergessen

Did you forget your password? No problem, you can easily reset your password and define a new one. Enter your user name and the CAPTCHA code in the fields below for that purpose. Click on "Next" then. HKNR will send you an email including a link and how to proceed further.

User name*

Captcha*

[Reload CAPTCHA](#)

InfoUsername
Please contact the register administration under the phone number 0340/2103-6577.

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Figure 12 Password vergessen 2

You will now be sent an email containing a link for allocation of a new password, this link being valid for 30 minutes (see figure 13).

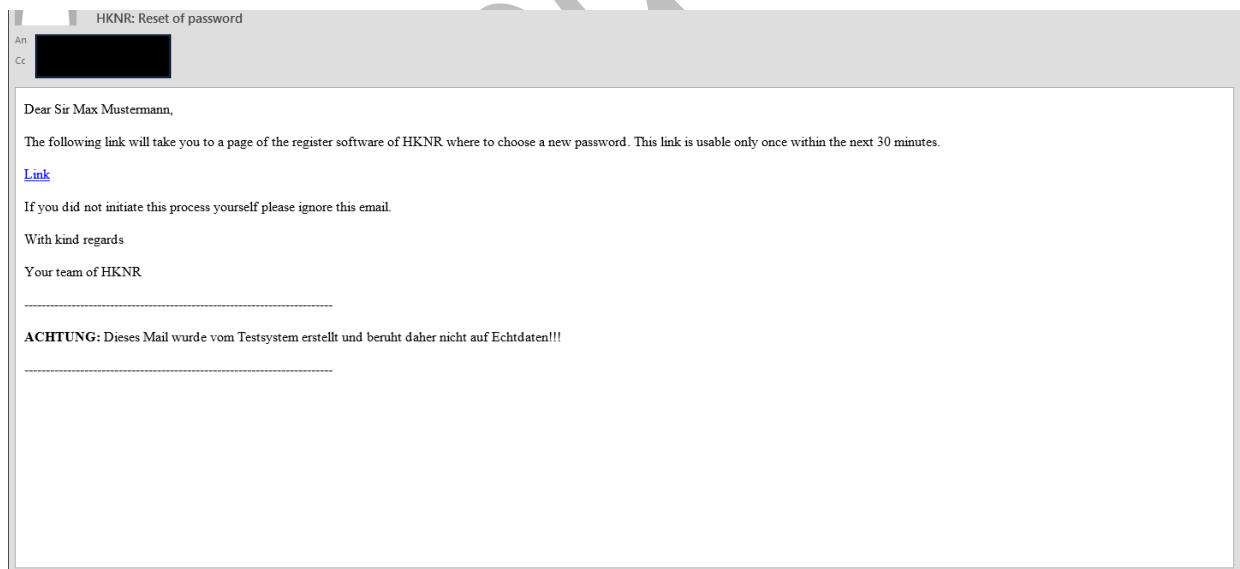


Figure 13 Email password vergessen

Following this "Link" you will be requested to enter your desired password into an editable field and to repeat it. To terminate process of allocation of a new password please enter a valid smsTAN into the designated field and activate the button "Save". You may now log on with your new password in the HKNR (see figure 14).

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt. [Kennzeichnungsregister](#)

Help ▾

Change password

Please note our rules for a safe password:
Password must comprise at least 10 characters containing at least one number, one special character, one upper and one lower case character. Please change your password regularly, at least once a year.

You must never disclose this password to third parties or store it in a way that enables access to third parties. You are legally prohibited from doing so (section 21 subsection (2) sentence 1 HkNDV) and furthermore it is forbidden according to number 9.1 of terms of use Should disclosure of or making accessible your password jeopardise the security, accuracy and reliability of the register the Federal Environment Agency shall be entitled to freeze your account (section 30 subsection (2) HkNDV).

User name:

Name of user:

Password*:

Repetition of password*:

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Figure 14 Password forgotten 3

Important note:

Should you have forgotten your user ID beside or in place of your password please contact the register administration under the phone number 0340/2103 - 6577.

You are legally prohibited (section 21 subsection (2) first sentence HkNDV and in addition pursuant to number 9.1 of terms of use) from disclosing your password to third parties or store it in a way that enables access to third parties. Should disclosure of or making accessible your password jeopardise the security, accuracy and reliability of the register the Federal Environment Agency shall be entitled to freeze your account (section 30 subsection (2) HkNDV).

4.2.6 "Contact Form"

Own Data → Contact form

You may contact the team of the HKNR via the contact form accessible under this submenu.

4.2.7 "Mailbox"

Own Data → Mailbox

You may receive notifications of the HKNR register administration via your mailbox. The Federal Environment Agency as the register administration will in principle not communicate with you by email but via this internal mailbox. The Federal Environment Agency especially uses this mailbox pursuant to section 3 subsection (2) second sentence HkNDV to send you electronic documents and messages as well as to inform you about decisions. As a precautionary measure we point out that pursuant to section 3 subsection (2) third sentence HkNDV administrative file, decisions and notifications of the Federal Environment Agency transmitting these documents into your mailbox shall be deemed to have been notified on the third day after forwarding. We therefore ask you to regularly check your mailbox for new messages, notifications and decisions of the Federal Environment Agency.

4.2.8 "Help"

Under the menu "Help" you will find this manual continuously updated and adapted to the state of the expansion of the register.

5 Activation

After performing identification and verification of data of your application for registration and account opening, if any, the register administration will activate your access to the register or your account where applicable. In accordance with your role you will have different options for actions when you log on again into the register.

In particular you may now:

- allocate a service provider to your account (applies to installation operators, electricity supply enterprises and traders),
- name additional users for your account and administrate them (applies to all functions with the exception of environmental verifiers),
- register and administrate your installations (applies to installation operators and service providers).
- have a look at your account reports

Important note:

To obtain guarantees of origin for electricity produced in your installations it is absolutely necessary to register your installation in advance (section 6 subsection (1) number 1 HkNDV). Without registering it is not possible for the register administration to issue guarantees of origin.

5.1 Commissioning of a Service Provider

Important note:

Strictly observe, with respect to registration of a service provider, background paper of the register administration retrievable under http://www.umweltbundesamt.de/sites/default/files/medien/376/dokumente/hknr_die_beauftragung_eines_dienstleisters.pdf.

As an account holder you have the possibility, pursuant to section 4 subsection (1) HkNDV, to generally have all actions made in connection with the use of the register by a service provider. In order that a service provider can be active in the register for an account holder the latter must – firstly – register himself in the HKNR as such imperatively. Furthermore the account holder himself must – secondly – authorise the service provider towards the register administration expressly. This authorisation is exclusively done towards the register administration (so-called external authorisation see section 5 subsection (2) second sentence HkNDV). This is done in the HKNR via the function "Allocate service provider" (see 6.1). An authorisation merely stated to the service provider (so-called internal authorisation) is void towards the register administration.

If the account holder should hold several functions a service provider can assume both one and several functions. As well you may assign another service provider for each of your different functions where applicable.

Important note:

Please note that service providers are only entitled to take actions associated with account management and other register use. Account opening must be done by the account holder himself due to identity check to be performed. The account holder himself must also authorise the service provider towards the register administration.

5.2 Information for Service Providers

As a service provider registered in the HKNR no own account shall be allocated to you. You have access to the register made available to you after registration is approved by the register administration. Service providers may either be natural or legal persons as well as partnerships not belonging to the company of the account holder. When service providers are assigned by the respective account holder, they may in principle accept any actions and transactions in relation to the HKNR for the account holder (exception: assignment of a service provider). To ensure this the service provider is granted full access to the account of the respective account holder and to actions in the HKNR associated with this account. A service provider may be active for several account holders allowed to exercise different functions. Similarly several service providers may be active for one account holder if the latter is registered with different functions. Per function one service provider may be active.

5.3 Use of an Environmental Verifier

In the cases of section 24 HkNDV account holders must have accuracy of information validated by an environmental verifier or an environmental verification body (a summary of verification tasks of environmental verifiers may be downloaded here: http://www.umweltbundesamt.de/sites/default/files/medien/376/dokumente/hknr_pruefaufgaben_des_umweltgutachters.pdf). Each expert opinion must be made available to the register administration on demand (section 24 subsection (2) forth sentence HkNDV). For that purpose the installation operator or another obliged person uploads the expert opinion.

In order that an environmental verifier may be active for an account holder he must – firstly – fulfil the requirements of section 2 number 8 HkNDV and – secondly – be registered himself in the HKNR. If the environmental verifier you want to choose is not selectable his registration is missing. You may then request the environmental verifier (outside of the HKNR) to register with the Federal Environment Agency. Previously you are not able to select this environmental verifier.

5.4 Information for Environmental Verifiers

In order to be able to be active as an environmental verifier or as an environmental verification body each of them has to be provided with an access to the HKNR. Which environmental verifiers shall finally be admitted for evaluation of circumstances with the register results from section 2 number 8 HkNDV. As a proof of this situation environmental verifiers must bring their licensing certificate to the knowledge of the register administration. For that purpose an uploading function is made available by the register.

Important note:

Please note that pursuant to section 24 subsection (1) second sentence HkNDV environmental verifiers and environmental verification bodies are only entitled to check data concerning their respective area of certification.

5.5 Information for Environmental Verifiers – Access of Environmental Verifier

After login at the register by using user name, password and entry of the CAPTCHA you will be taken to your homepage (see figure 15). On this page the following selection menus

- "Own data"
- "Master data" and
- "Help"

are available.

The selection menu "Own data" contains – like any other user of the HKNR different submenus allowing you access to your own data or leading you to uploading functions or your personal mailbox. Under the selection menu "Master data" the submenu "Participant" will be displayed. It includes the selection options

- "Administrate user"
- "Create user" and
- "Audit installation".

Action options "Administrate user" and "Create user" are identical to action options of similar type of other register participants both optically and in their function (see e.g. 6.3).

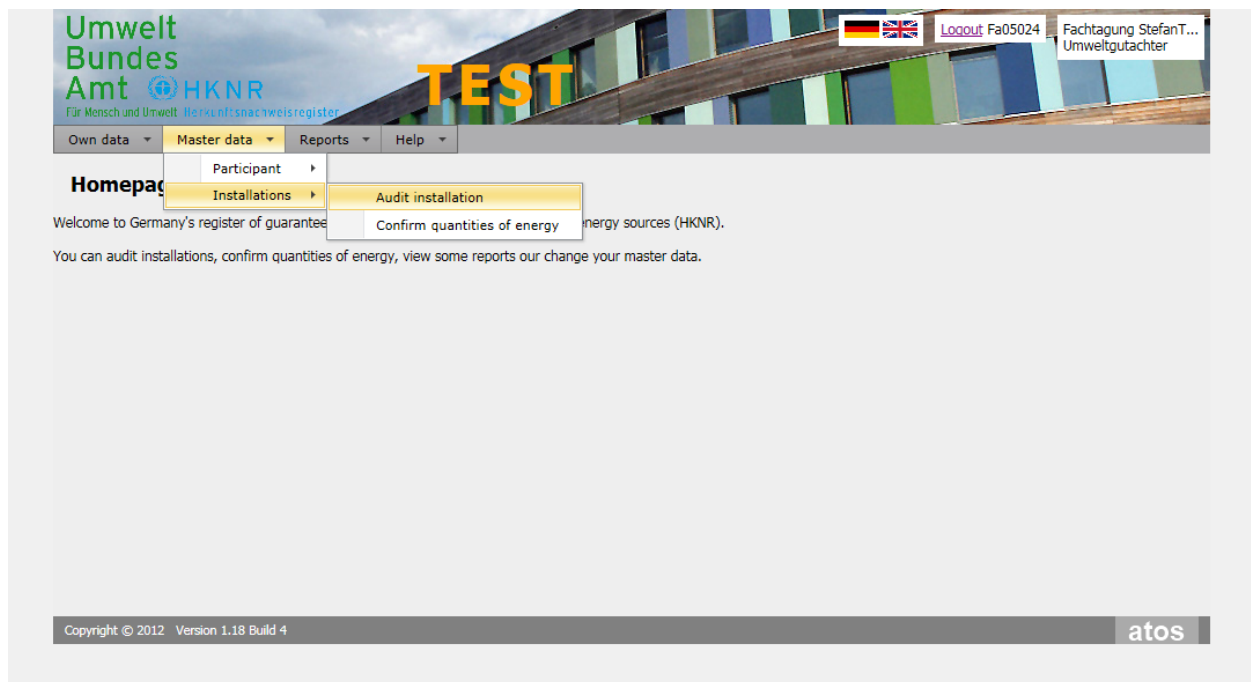


Figure 15 Access of environmental verifier

Under the action option "Audit installation" (**Master data** → **Installations** → **Audit installation**) (see figure 16) you will find the installations allocated to you for audit. In order to select a certain installation you may, by the two search fields available (name of installation and company name), search for the relevant installation either by name or by entering the name of the company that commissioned you. Activate the button "Search" then. To see the complete list of installations allocated to you please do *not* fill in the search fields and activate the buttons "Search". Subsequently the entire list will be displayed.

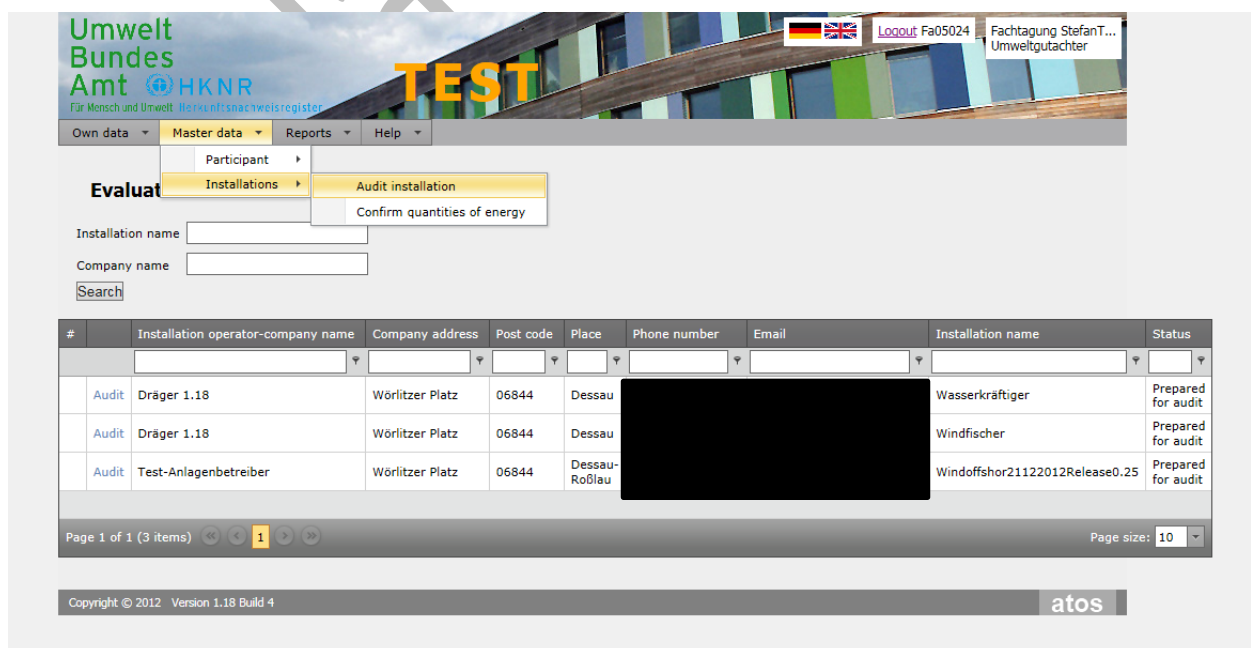


Figure 16 Audit installation

On the left side of the respective installation you will find the button "Audit". You may activate this installation when you have completed the audit of the respective installation on site and want to record the results found in the software.

5.5.1 Edit Audit Results

Master data → Participant → Audit installation → Auditing

When you have performed an audit for an installation allocated to you on site and want to enter the results into the software please open the action option "Audit installation" and activate the button "Auditing" (see figure 16) on the left side of the respective installation. Subsequently please enter date of audit performed by you into the menu "Date of last auditing". Afterwards you have the possibility to write a short message to your customer via a text field. Via the "uploading function" you may upload documents, if any. The 8 bars contain data of your customer's installation. Should you have completed your audit with a positive result please activate the button "Accept". Subsequently you will not see the respective installation in your customer list any more. Should the audit not have turned out positive please activate the button "Incorrect". In this case you will be led to a text field through which you can send a message to the relevant customer about the respective situation (see figure 17).

Figure 17 Edit audit result

5.6 Confirm Energy Data by Environmental Verifier – Step by Step

As an environmental verifier registered in the HKNR you have the task among others to confirm quantities of energy in certain cases. You have to inform the register administration on this confirmation directly.

As to quantities of electricity there are, on the one hand, those produced in multifuel furnace plants (for example in waste incinerators) – here you have to verify the biogenic share for only this part is GO-capable – and, on the other hand, quantities of electricity injected into the public grid from pumped-storage power stations. For more details please refer to the Implementing Ordinance on Guarantees of Origin (<http://www.umweltbundesamt.de/dokument/herkunftsnachweis-durchfuehrungsverordnung>) sowie den Nutzungsbedingungen des HKNR (http://www.umweltbundesamt.de/sites/default/files/medien/372/dokumente/nutzungsbedingungen_fuer_das_herkunftsnachweisregister.pdf).

Please note that you have to regulate all business processes outside of the register directly with your respective client in any case such as determination of the respective quantities of electricity as well. The following description is performed by using the example of a multifuel furnace plant. The procedure in the HKNR relating to the confirmation of quantities of electricity from a pumped-storage power station is identical apart from "Step 3". This step will be described separately.

5.6.1 Confirm Energy Data – Step 1

Master data → Installation → Confirm quantities of energy

Log on with your user name and password in the HKNR and first open the selection menu "Master data", then the submenu "Installations" and finally the action option "Confirm quantities of energy" (see figure 18).

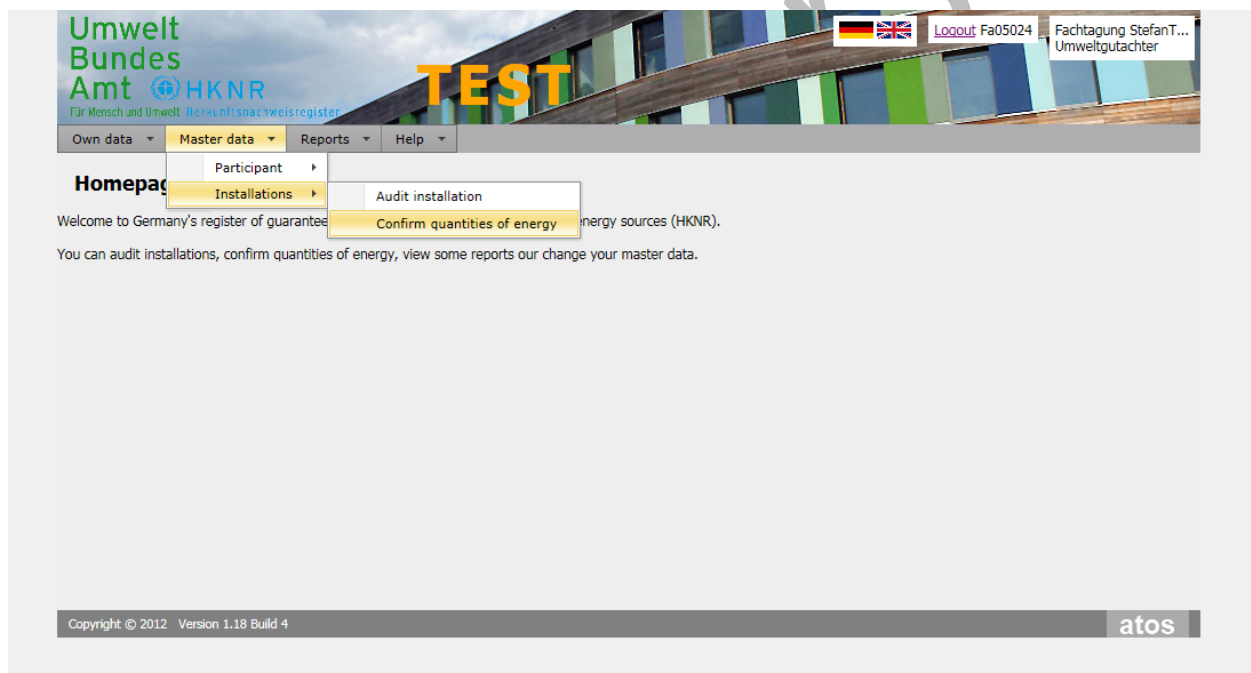


Figure 18 Confirm quantities of energy

5.6.2 Confirm Energy Data – Step 2

Now you have the possibility to select the installation you want to confirm quantities of energy for (see figure 19). For that purpose you have different possibilities. You can search the installation by indicating:

- the name of the installation you want to confirm quantities of energy for or
- the company the installation thereof you want to confirm quantities of energy for

Please confirm your selection by activating the button "Search". Then the selection list will be displayed with installations allocated to you. Select the installation you want to confirm quantities of energy for and activate the button "Confirm" that is always on the left side of the installation.

Umwelt Bundes Amt **HKNR**
Für Mensch und Umwelt Herkunftsnachweisregister

TEST

Logout: Fa05024 Fachtagung StefanT... Umweltgutachter

Own data ▾ Master data ▾ Reports ▾ Help ▾

Confirm quantities of energy

You may insert the name of installations for which you wish to confirm injected quantities of energy. You may also select an installation operator for whose installation you wish to include injected quantities of energy. Please confirm your selection by clicking on the "Search" button. Then the selection list will be displayed to you.

Installation name

Company name

| # | | Installation operator-company name | Company address | Post code | Place | Phone number | Email | Installation name | Status |
|---|------------------------|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|
| | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Verify | Test-Anlagenbetreiber UBA 1 | Meitznerrei | 06844 | Dessau | | | MHKW Lützen | Active |
| | Verify | Dräger Firma | Wörlitzer Platz | 06844 | Dessau | | | Mischfeuerung Stephan 1 | Active |
| | Verify | Test-Anlagenbetreiber UBA 1 | Meitznerrei | 06844 | Dessau | | | Mischfeuerung Stephan 1 | Active |

Page 1 of 1 (3 items)

Page size: 10

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Figure 19 Confirm quantities of energy

1. Confirm Energy Data – Step 3

Now you will be shown different information on the quantity of energy of the selected multifuel furnace plant (see figure 19).

They include:

- "Production month" – indicates the month in which quantity of energy to be confirmed was produced
- "Quantity of energy converted into GO" – indicates already converted quantities of energy from this installation
- "Generated quantity of electricity" – indicates gross quantity of electricity produced by the multifuel furnace plant
- "Is confirmed" – indicates already confirmed quantities of energy if any
- "Is plausible" – indicates if quantities of energy match electrical nominal capacity of the installation.

Beside this information you find a check box which is titled "is plausible" as well as the text entry field "Biogenic share in %". To confirm biogenic share of generated quantity of electricity please enter share of quantity of energy in percent into this text field you have determined for the relevant quantity of electricity as being biogenic. Then please complete the check box "is plausible". By completing this check box you confirm both gross quantity of electricity and biogenic share of produced electricity entered by you. Should the gross electricity quantity not match the one available to you please inform your respective client on this issue and do not confirm for the moment. Please activate the button "Terminate" in this case. Should all data match your documents activate the button "Save". You have hereby confirmed quantities of energy and you are available for your client to generate GO.

2. Confirm Energy Data – Pumped-Storage Power Station

After performing steps 1 and 2 for multifuel furnace plants the same window is available (see figure 19) as for step 2. Unlike approach with a multifuel furnace plant you will be shown net quantity of electricity under "generated quantity of electricity (kWh)" in case of a pumped-storage power station (see figure 20). Entry of ratio for reduction does not apply, the relevant entry field is without any function. When the installation was registered the reduction factor was already entered and validated by an expert. If the actually displayed data matches available data please fill in the check box "is plausible". By completing this check box you confirm indicated net quantity of electricity (produced quantity of electricity – [used quantity of electricity for pump operation x reduction factor]) as being correct and plausible. Should the quantity of energy not match the one available to you please inform your respective client on this issue and do not confirm for the moment. Please activate the button "Terminate" in this case. Should all data match your documents activate the button "Save". You have hereby confirmed quantities of energy and you are available for your client to generate GO.

Umwelt Bundes Amt

HKNR

Für Mensch und Umwelt

Logout: Fa05024

Fachtagung Stefan T...

Umweltgutachter

Own data

Master data

Reports

Help

Confirm quantities of energy

Installation name: Wassertest 0.47 Echt

Overview of injected quantities of energy

| Quantity was confirmed | Production month | Quantity of electricity converted into guarantee of origin | Generated quantity of electricity (kWh) | Quantity plausible | Quantity was confirmed | Mpid | Name of supplier | Balancing group | Biogenic share in % |
|-------------------------------------|------------------|--|---|--------------------|------------------------|------|------------------|-----------------|---------------------|
| <input checked="" type="checkbox"/> | January 2016 | 0 | 60000 | Yes | No | | | | |
| <input type="checkbox"/> | February 2016 | 0 | 70000 | Yes | No | | | | |
| <input type="checkbox"/> | March 2016 | 0 | 50000 | Yes | No | | | | |
| Sum=0 | | | | | | | | | |

Page 1 of 1 (3 items)

1

2

3

Page size: 10

Save

Cancel

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atos

Figure 20 Pumped-storage power station

6 Functions "Allocate Service Provider" and "Create User" Step by Step

After login at the register by means of user name, password and entry of the CAPTCHA you will be taken to your homepage. On this page the following menus

- "Own data" (see 4.2)
- "Master data"
- "Reports" and
- "Help"

are available. Under the menu "**Master data**" you will find the submenus

- "Participant"
- "Installations" and
- "Administrate account".

The submenu "**Participant**" offers you both the possibility to allocate a service provider to your account and to name further users for your account.

By selecting the submenu "**Installations**" you will be given access to registration of installation.

Under "**Administrate account**" you may update your account data where applicable (see figure 21).

The selection menu "Reports" offers you the possibility to check via the submenus

- Account balance
- Injected Energy and
- Account movement

your account balance of your GO accounts and to obtain an overview of the energy fed-in by your installations as well as of your account movements.

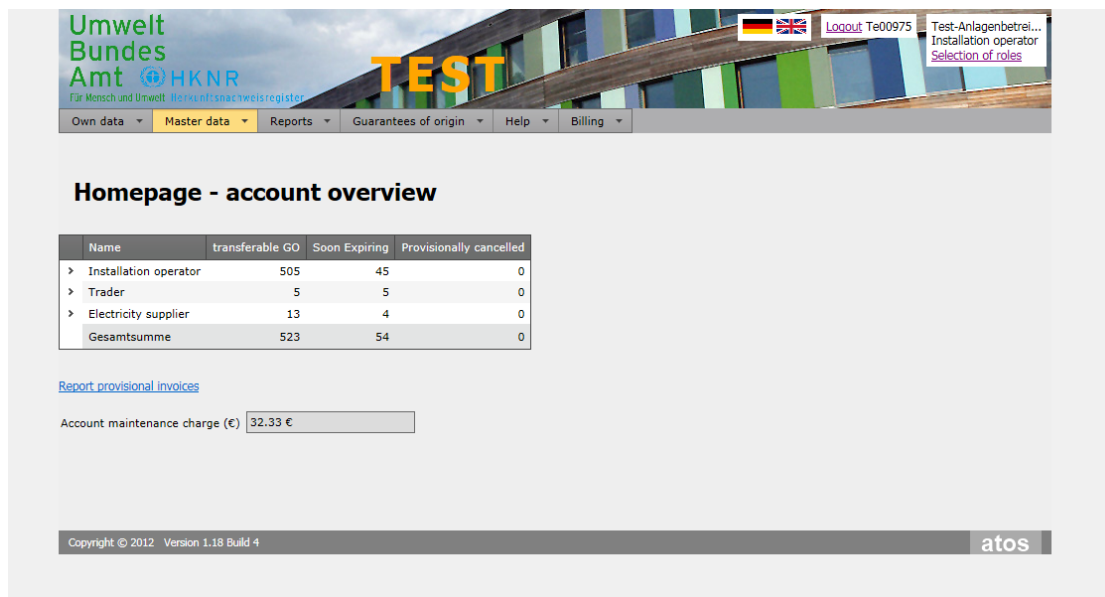


Figure 21 Your homepage

6.1 Allocate Service Provider

Master data → Participant → Allocate service provider

To allocate a service provider to your account and thus authorise the latter to execute all your transactions in the HKNR please open the menu "Master data" and then the submenu "Participant".

Important note:-Attention!!

Using the action "Allocate service provider" means that the assigned service provider has immediate access to your accounts. Thus it is possible for him to perform actions associated with your accounts on your behalf in the HKNR.

Please make absolutely sure of the following minimum conditions:

- In advance you have already assigned the service provider to execute your transactions in the HKNR and you have concluded a contract about this activity before allocating him to your account. Allocation in the register does *not* result in concluding a contract with the service provider. It is imperative that you conclude this contract outside of the register.
- You have definitely selected the correct service provider from the list in the register.

The Federal Environment Agency does not assume any liability if you select a wrong service provider or a service provider you have not concluded a contract with and have e.g. entered into an agreement on the rights and obligations of the service provider

The action option "Allocate service provider" is displayed among others (see figure 22). Under this action option you may open a list including service providers already registered in the register and thus selectable. Here you can allocate a service provider **you assigned beforehand** to your account. Should the service provider you assigned outside of the register be missing, the latter has not yet registered or, after last-minute registration, has not yet been activated by the register administration. In these cases you should make a specific enquiry with the service provider about the current status of his registration.

In the next two text fields you are requested to indicate the period during which the service provider shall be active for you. For that purpose please make use of the control element on the right side of the text field and select from the displayed calendar the beginning (this indication is mandatory and as a general rule the date of the day you perform allocation definitely) and optionally the end of allocation. You will find an allocation list below the text fields. The allocated service provider will appear in this list after performing allocation.

- When an end is selected allocation of the service provider automatically ends after expiry of the chosen day.
- When selection of the end of allocation is missing, allocation of the service provider is initially valid for an unlimited period of time. However, you may also indicate a final date later.

After selecting the service provider and indicating the period please confirm your data by making use of the button "Save". You now see the allocated service provider in your allocation list. After completing this process the allocated service provider has full access to your account and to opportunities associated with your account.

Important note:

Should you be registered in a role combination in the HKNR and want to assign a service provider with executing all your transactions associated with your roles in the HKNR you have to allocate the service provider for each role you assume in the HKNR individually. This can be one and the same service provider or a different one for each role.

Example 1:

You are registered in the role combination of "installation operator" and "trader" and you would like service provider X to assume your transactions for both roles.

Your actions: You log on via the login function in the HKNR. In the window "Role selection" which now appears you choose the role "installation operator" and first allocate the service provider X to your role of "installation operator". Then you activate the button "Change" at top right, choose the role "trader" and allocate service provider X to your further role of "trader".

Example 2:

You are registered in the role combination of "installation operator" and "trader" and you would like service provider X to assume your transactions for the role of "installation operator" and service provider Y your transactions for the role of "trader".

Your actions: You log on via the login function in the HKNR. In the window "Role selection" which now appears you choose the role "installation operator" and first allocate the service provider X to your role of "installation operator". Then you activate the button "Change" at top right, choose the role "Trader" and allocate service provider Y to your further role of "Trader".

The screenshot shows the HKNR web interface. At the top, there is a header with the logo 'Umwelt Bundes Amt HKNR' and a large orange 'TEST' watermark. The navigation bar includes 'Own data', 'Master data', 'Reports', 'Guarantees of origin', 'Help', and 'Billing'. The 'Master data' menu is open, showing 'Participant', 'Installations', 'Manage account', and 'Allocate service provider'. The 'Allocate service provider' option is selected, leading to a form titled 'Assign service provider'. The form contains a text input for 'Service provider*' with the value 'AAA UBA-Testdienstleister', and two date pickers for 'Effective from*' and 'Effective until'. Below the form are 'Cancel' and 'Save' buttons. A table below the form has columns 'Company', 'Service provider', 'Effective from', and 'Effective until', but it is empty with the message 'No data to display'. The footer shows 'Copyright © 2012 Version 1.18 Build 4' and the 'atos' logo.

| Company | Service provider | Effective from | Effective until |
|--------------------|------------------|----------------|-----------------|
| No data to display | | | |

Figure 22 Allocate service provider

6.2 Information for Service Providers: Access of Service Provider

After your registration as a service provider you have two options for action. You may:

- administrate your own access or
- directly access to the account of one of the customers attended to by you.

You see a drop-down menu (see figure 23). It includes the names of your customers. At the same time this list of names serves as an access to your customer's accounts. To access the account of one of your customers please open the drop-down menu and choose the respective customer by clicking with the mouse. Subsequently please activate the button "selection". After completing this action you have full access to the account of your customer.

To get access to your own data or to name users being able to work for you – for example in your company – please select in the same selection menu your own company or if applicable your own person and confirm this selection by activating the button "Selection".

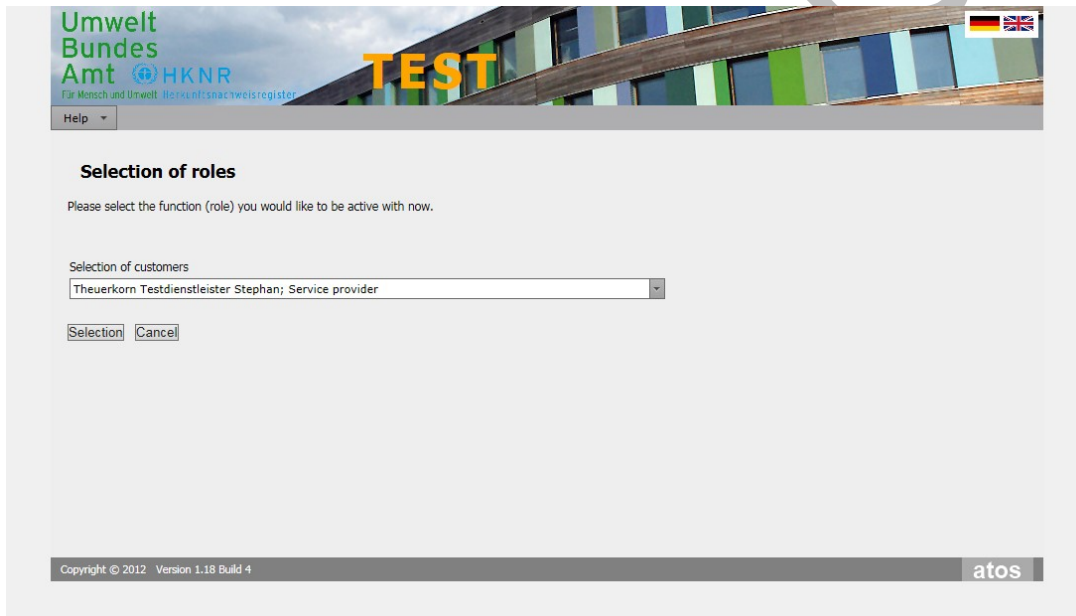


Figure 23 Access of service provider 1

You will now be taken to your own data. The displayed page is structured identically both optically and in its functions to those of other register participants described up to now (see figure 3). At this point you have the possibility to update your data and to name further users if any. Via the button "Change" located beside your role description (see figure 24), you can switch any time between your own access and those of your customers.

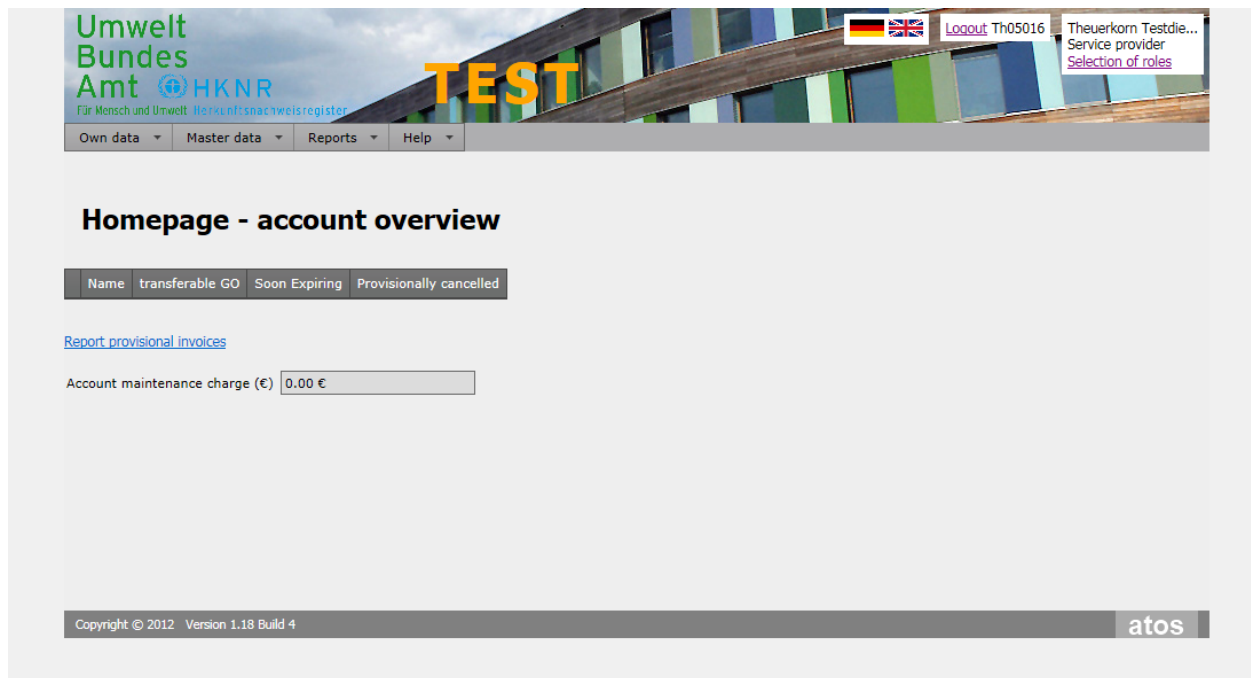


Figure 24 Access of service provider 2

6.3 Create User (applies to all functions except for environmental verifier)

Master data → Participant → Create user → Master data + Further master data

As a register participant or as the respective main user you have the possibility to name further people of your company to be a user for your account (section 4 subsection (5) HkNDV). HkNDV excludes designation of users for environmental verifiers. Users are natural persons performing actions on your behalf in the register. To a large extent users have the same opportunities as main users. Merely creating further users exclusively remains reserved to main user and register participant. Internally you are able to restrict rights of these users (by arrangement or by contract of employment). Such restrictions are not valid towards the register administration.

To create a new user please open the selection menu "Master data". Now you have access to the submenus of "Participant", "Installations" and "Administrate account". To name a new user please open the submenu "Participant". In the selection field that now opens please activate action option "Create user" (see figure 25 Create user).

The screenshot shows the 'Umwelt Bundes Amt HKNR' web application. The top navigation bar includes 'Own data', 'Master data', 'Reports', 'Guarantees of origin', 'Help', and 'Billing'. The 'Master data' bar is active, showing a 'Create' button and a dropdown menu with options: 'Participant', 'Installations', 'Manage account', 'Allocate service provider', 'Administrate user', and 'Create user'. The 'Create user' option is highlighted. Below the 'Master data' bar, there is a form with the following fields: 'Company name' (filled with 'Test-Anlagenbetrei...'), 'Form of address' (dropdown with 'Sir'), 'Title' (empty), 'First name*' (empty), 'Last name*' (empty), 'Street (office)*' (empty), 'House number (office)*' (empty), 'Post code (office)*' (empty), 'Place (office)*' (empty), 'Country (office)*' (dropdown with 'Germany'), and 'Addition to address (office)' (empty). Below the form is a 'Additional master data' bar with 'Cancel' and 'Save' buttons. The footer shows 'Copyright © 2012 Version 1.18 Build 4' and the 'atos' logo.

Figure 25 Create user

You will get access to two bars "Master data" and "Further master data" (see figure 25). Some required data relating to the person you want to designate as a user will be queried in these bars. Here you have to fill in the fields marked with an asterisk * in any case. The mobile number required for receiving smsTAN must be indicated in the international format **+491XXXXXXXXXX** as otherwise communication of the smsTAN system does not function with your mobile phone. Should you like to grant administrator rights to the user created by you, open the menu "Type of user" under the bar "Further master data". The options "User" and "Administrator" appear (see figure 26). If you want to allow administrator rights to your user please select "Administrator" by clicking with the mouse.

This user shall have the same rights as a main user (see 2.3.1). If you would not like to concede any administrator rights to your user please select "User".

Important note:

If you have granted administrator rights to your user you are not allowed to withdraw them any more, this function is currently not available in the HKNR. In such a case you have to delete the relevant user completely (see 6.4). Should you allow administrator rights to your user the latter has the same rights to act as the main user. However, the person registered as a main user shall remain the key contact for the register administration. If you would like to change the main user see 6.5.

Please confirm your entries by activating the button "Save".

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt
Abfallwirtschaftsregister

TEST

Logout: Te00975
Test-Anlagenbetrei...
Installation operator
[Selection of roles](#)

Own data Master data Reports Guarantees of origin Help Billing

Create new user

Master data

Additional master data

Type of user: User
Language*: User
Administrator
Phone number*:
Mobile phone number*:
Fax:
Email*:
Password*:
Repetition of password*:
Additional information:

Cancel Save

Copyright © 2012 Version 1.18 Build 4 atos

Figure 26 Additional master data

On the following page you will find the user name generated by the register for the newly created user (see figure 27). Share this name in addition to the password specified by you with the natural person meant to appear as a user in the future. The latter may sign in in the register for the first time by using the user name provided by the register administration and the password specified by you. The user is obliged to immediately change his password after his first entry into the register. Users obtain an own mailbox in the register via which they can receive messages. The same rules apply to this mailbox as to the register participant's mailbox or the main user's.

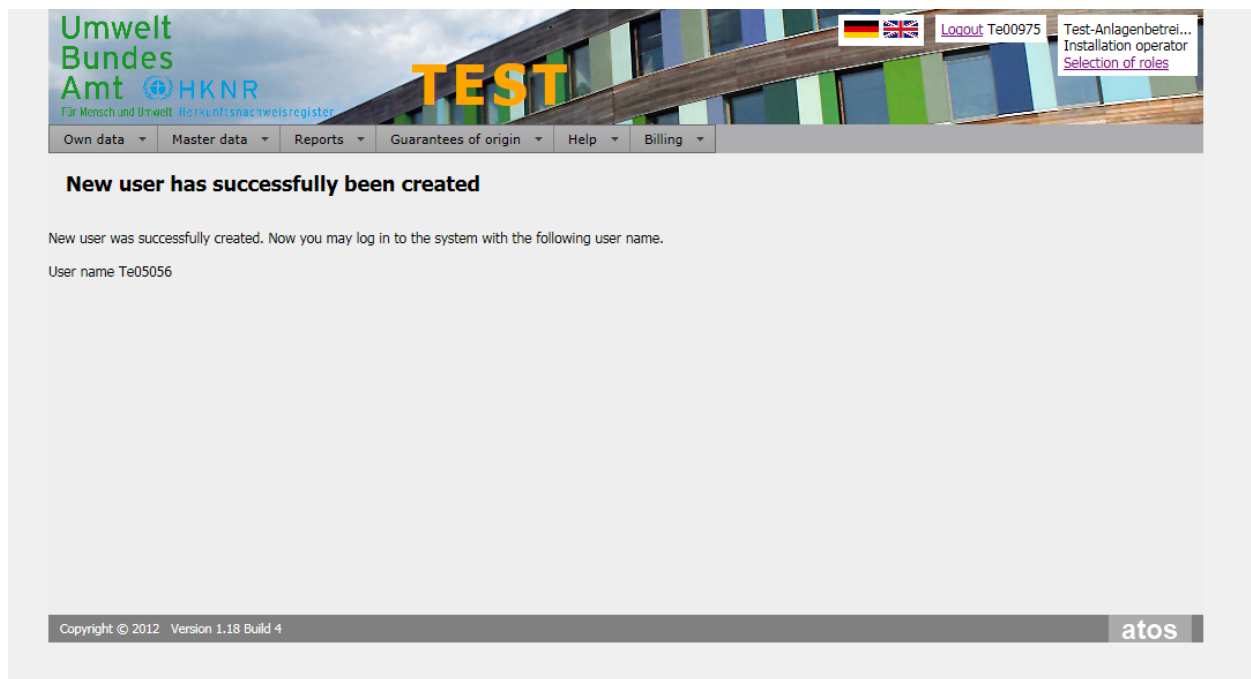


Figure 27 User name

6.4 Administrate User/Delete User

Master data → Participant → Administrate user

As a main user you have the possibility at any time to update data associated with your user and to delete the user where applicable. If you delete the user he will not have access to the register and your account or your access, if any, any more.

To administrate data of your user please open the menu "Master data" and herein the submenu "Participant" (see figure 28). Via the action option that is displayed among others "Administrate user" you will have access to a list in which your users are mentioned. This list offers you the possibility to directly select the user to edit or to delete. Alternatively you may also search for him via the search function integrated into this page by using the user name, first name and last name or other mentioned master data.

If you have selected the relevant user you are given access to the data of the user via the button "Edit" and you may update them where applicable. To delete the user please activate the button "Delete". Below a small window opens in which you may either confirm deletion process or terminate it. By clicking the button "OK" you confirm the deletion process. Activating the button "Terminate" interrupts deletion process.

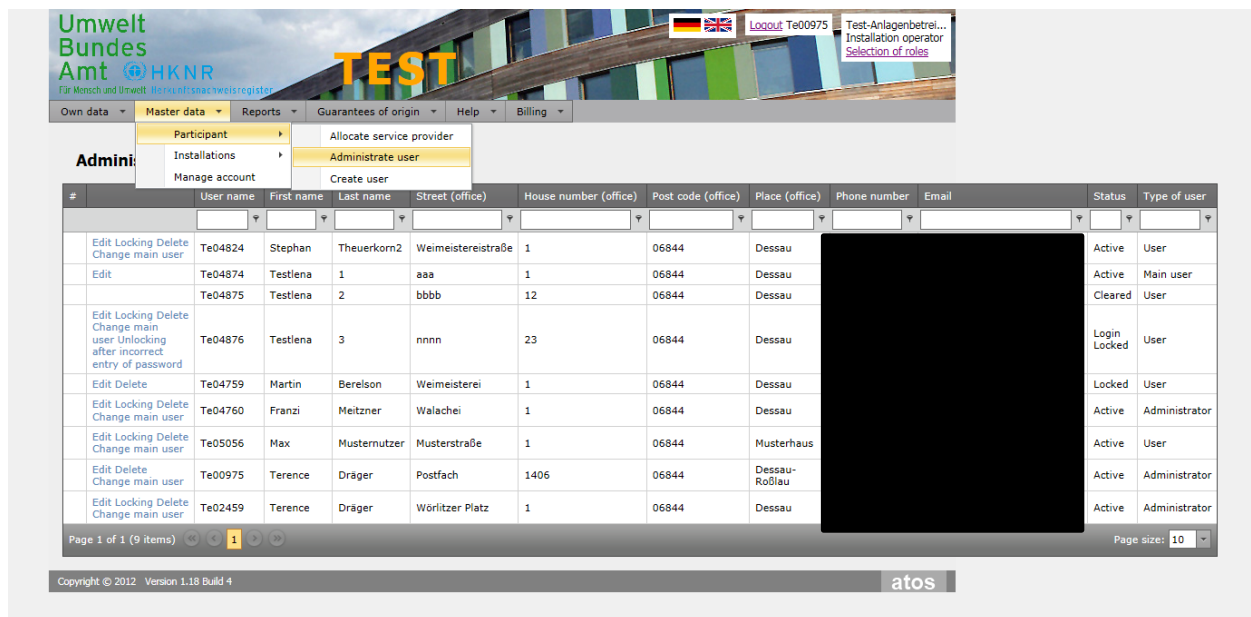


Figure 28 Administratre user

6.5 Change Main User

Master data → Participant → Administratre user → Change main user

As a "main user" you have the possibility to transfer the status of the main user to another user of your access. For that purpose please open the selection menu "Master data" and then the submenu "Participant". Subsequently activate the action option "Administratre user". The list of your users that is displayed now contains the button "Change main user" for each user with the exception of the current main user. If you want to transfer the function of "Main user" to one of your users please activate the button "Change main user" which you will find next to the selected user (see figure 28). After activating this button a safety query appears which you confirm by clicking the button "OK". By doing so you have transferred the function of "Main user" to another user.

Important notes:

By changing the main user the new main user has not to be authorised again or identified towards the register administration

7 Registration of Installation

Basics

To issue a GO it is necessary that the installation operator registers its installation with the register, informs about installation-related data of electricity generation from renewable energies and provides evidence where applicable about this data. This is necessary to establish identity of the installation and validate plausibility of the produced quantity of electricity. Hence installations have to be registered in the HKNR. Without registering the installation the issuance of GO for electricity from this installation is not possible (section 6 subsection (1) number 2 HkNDV).

Important notes:

A prerequisite for registration of installations is that the operator of the installation holds a guarantees of origin account with the register administration. The installation operator must therefore be registered first. Furthermore only such installations located within the territory of the Renewable Energy Sources Act may be registered, i.e. on the German state as well as in the German Exclusive Economic Zone.

(section 10 subsection (1) HkNDV).

There are special provisions for power stations at the border. These are summarised in an information sheet which you can download here:

http://www.umweltbundesamt.de/sites/default/files/medien/376/dokumente/hknr_grenzkr_aftw_erke.pdf.

7.1 Installation Definition in terms of HKNR/Installation and Subplant

Important note:

Please make sure to read this section first before registering your installation. You will receive important information protecting you from incorrect entries and help you save additional expenses. Should you have any questions *after* reading sections 7.1 to 7.3 please contact the register administration.

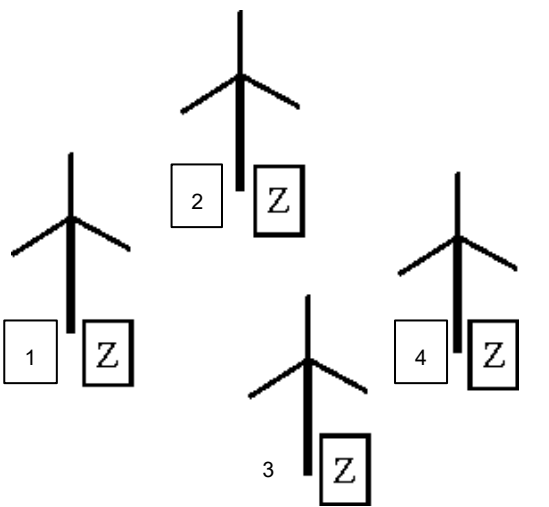
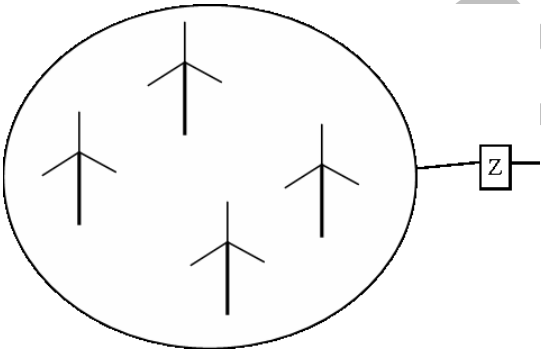
An installation meant to be registered in the HKNR must correspond to the requirements of section 2 number 1 HkNDV. It partly refers to section 3 number 1 of Renewable Energy Sources Act. There is one special provision in the area of so-called "installation complexes" in terms of section 2 number 1 second clause HkNDV.

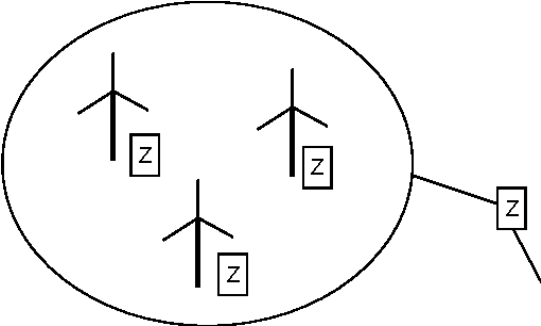
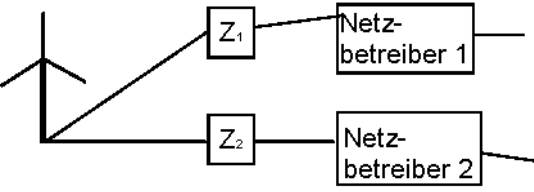
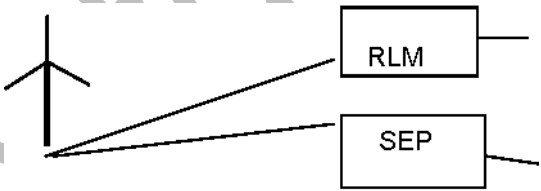
The register administration understands by *one* installation:

- a. an individual installation as well as
- b. pursuant to section 2 number 1 second clause HkNDV several installations (installation complex) generating
 - electricity from similar renewable energies
 - via a common calibrated meter and
 - a metering point with identical name
 - and injecting into the power grid.

In the case of paragraph b. an installation consists of several subplants in terms of HKNR. In case of photovoltaic systems you have not to register each module as a subplant but only the whole installation (section 13 subsection (1) second sentence HkNDV).

7.2 Examples Installation/Subplant

| | | |
|----|---|---|
| 1. |  | <p>All installations produce electricity from similar renewable energies (= wind). Each of the installations is equipped with an own meter. Therefore the "notion of installation complex" of section 2 number 1 HkNDV does not apply. There are four individual installations, not one whole .</p> <p>Enter into HKNR form installation 1, save and call up registration form again. You may then register the next installation and so on.</p> |
| 2. |  | <p>All installations produce electricity from similar renewable energies (= wind). The installations are not equipped with separate meters but with one single meter recording generation of all installations prior to feeding into public grid. Section 2 number 1 second clause HkNDV applies i.e. it is a so-called installation complex including four subplants.</p> <p>Please absolutely enter data of INSTALLATION COMPLEX into the HKNR-form "Create installation", "Basic data of installation"!</p> <p>Ex.: Installation name: "Windpark Southwest" electrical nominal capacity: Total of capacity of all subplants, e. g. "18,000" kW date on which the installation became operational: Date of initial operation of the oldest installation</p> <p>Save entered data after entering all data of installation complex. Call up the menu item "Administrate installation", "Edit installation, "Allocation of subplant" and then enter the</p> |

| | | |
|----|---|--|
| 3. |  | <p>The installations are all equipped with an own meter. Before installations feed into the power grid an additional common meter records production of all installations. In this case the regulation of installation complex of section 2 number 1 second sentence HkNDV applies. First the windpark has to be registered as such and then all the individual installations.</p> <p>☐ Proceed as in case 2!</p> |
| 4. |  | <p>The installation simultaneously injects into the grid of two different grid operators. Both grid operators are equipped with an own meter.</p> <p>☐ Register the installation twice: Once as an installation in the grid division of the grid operator 1, once in the grid division of grid operator 2. If the installation operator wants to obtain GO for only one of two tranches. e. g. for grid division 1, he registers the installation once by referring to grid operator 1.</p> |
| 5. |  | <p>The installation is equipped with two meters, on the one hand registered load profile measurement and on the other hand standard feed-in profile representing together GO-relevant quantity of electricity.</p> <p>☐ Register the installation twice:</p> <p>Once as an installation on which registered load-profile measurement is performed and a second time without indication of „registered load profile measurement“. Instead please indicate meter reading of this second installation.</p> <p>Attention! This only applies if quantity of electricity totalled from both meters represents GO capable quantity of electricity.</p> |

Note: With installations generating electricity from solar radiation data have not to be transmitted for each individual solar module but for the whole installation (cf. section 13 subsection (1) second sentence HkNDV).

7.3 Special Case Power Stations at the Border

7.3.1 What is a Power Station at the Border in terms of HKNR?

A power station at the border is defined by the register administration as an installation generating electricity located on the border of Germany with another country and for which there are technical facilities on both sides of the border, required for electricity generation (as to definition see Bundestag printed paper 16/8148, p. 38).

The procedure for registration of such a power station at the border does not generally differ from the procedure described in the manual. Hence power stations at the border the primary energy source thereof is water have to be treated as hydropower stations when the installation is registered.

7.3.2 Registration of a Power Station at the Border

The entire power station is always registered i.e. both plant components located in Germany and components located abroad. The entire power station is classified as one installation for the HKNR.

7.3.3 For which Quantity of Electricity does the HKNR Issue Guarantees of Origin?

The Federal Environment Agency does not issue guarantees of origin for the whole quantity of electricity produced in the power stations at the border. The background to this is that a treaty or a concession exists for each of these power stations dividing generated quantity of electricity "virtually" between both countries involved. The Federal Environment Agency shall issue guarantees of origin for the total quantity of electricity generated in the power station at the border less quantity of electricity allocated to the foreign country in the respective treaty on a percentage basis. Apart from that the regulations of section 6 HkNDV apply to issuance of guarantees of origin.

7.3.4 Approach in Case of Difficult Grid Situation

Grid situation of power stations at the border is in some respects very different. Some power stations are connected with both countries, some are only connected with Germany, others only with the grid of the foreign country. Should you, as an operator, have difficulties in indicating name of metering point showing GO capable quantity of electricity, we ask you to contact your grid operator responsible for supply to Germany. The latter should be able to establish a virtual metering point representing the GO capable quantity of electricity. Please use the name of metering point of this metering point when you register the installation. Otherwise we ask you to observe section 10 subsection (2) number 13 HkNDV. Furthermore we ask you to notify us of the treaty by means of the reference in the Federal Law Gazette Part II (e. g.: Federal Law Gazette II 1970 p. xy) or to provide us the treaty or concession in an electronic copy via uploading function in the register.

In the event that no electricity is fed in via a German grid operator please contact us under hknr@uba.de or by phone under +49 (0)340-2103-6577.

7.4 Necessary Installation Data (also applies to subplants)

In order to register installations in the HKNR the register administration is dependent on the specification of different data relating to the respective installation. You will find a listing of this data in section 10 HkNDV. Besides text fields intended for storing installation data in the HKNR are underpinned with explanations (tooltips). They appear as soon as

you move the cursor onto the respective text field. **Be sure to read them carefully to be able to enter data in the right format.**

7.5 Special Data

7.5.1 Indication of Grid Operator

It is absolutely necessary that the grid operator in the grid thereof the installation feeds electricity is indicated for each registered installation. This can be (1) the grid operator of general supply or (2) a grid operator the grid thereof does not serve general supply (area grid operator). In case of special configurations such as industrial areas or “tenant current projects” please contact the register administration. The installation operator enters the grid operator of general supply via a selection field. This indication is necessary because the register administration issues GO only on the basis of electricity data. Provided that the grid operator has not yet been included in the selection field the installation operator has to transmit contact data of his grid operator (grid operator of general supply or area grid operator) to the register administration first (e.g. by email).

7.5.2 Indication of Metering Points

For each installation meant to be registered in the HKNR metering points allocated by the recording grid operator, general supply or an area grid operator have to be indicated. The metering point the installation operator transmits, must record such quantity of electricity which the installation to be registered actually generates from renewable energies, injects into the power grid and supplies to end users. This can include both physical and virtual metering points.

Important note:

If you should not know the name of the metering point relevant for you as an installation operator you may refer to your grid operator allocating metering points. The register administration will not be able to answer this question.

Furthermore the register administration wants to give you the following notes for specifying requirements of section 10 subsection (2) HkNDV.

7.5.2.1 Installations with one Metering Point (physical or virtual)

If the quantity of electricity for an installation injected into the grid is recorded at a single metering point the latter has to be specified for metering purposes. This may also be a virtual metering point beside a physical metering point.

Example: A hydropower station is equipped with several technical metering points. They are merged to one virtual metering point by the grid operator. In this case, when this installation is registered, you have to indicate the number of the measuring device of one of the available technical metering points as well as specification as a metering point of your virtual metering point (see 8.4).

7.5.2.2 Installations feeding the grid via several metering points without a virtual metering point summarising measured values

In this metering situation where no meter merging quantities of electricity is available, it is important that the register administration is informed about how GO-relevant quantity of electricity is calculated. The installation operator indicates all metering points of his installation from which produced quantity of electricity injected into the grid and supplied to end users can be determined.

To determine GO-relevant quantity of electricity the installation operator indicates a calculation formula on the basis of which quantity of electricity generated from renewable energies, injected into the grid and supplied to end users, can be determined (section 10 subsection (2) number 12 HkNDV). Own consumption of the installation has to be taken into account in this formula if it is not recorded and invoiced via a separate consumption meter. The same applies to transformer losses occurring behind the electricity meter and before feeding the grid. Accuracy of this formula must be confirmed by an environmental verifier when the installation is registered (section 11 subsection (2) HkNDV). For entering a calculation formula see: 7.5.4.

7.5.2.3 Installations which do not feed into the public grid

In this case names of metering points specified by the respective grid operator (area grid operator) have to be indicated.

7.5.2.4 Installations with a metering point but different quantity of electricity (metering point does not reflect quantity of electricity the installation has produced by itself)

Such a case occurs for example when, via the metering point of the installation to be registered, another installation feeds in but using no similar renewable energy. In this case as well a calculation formula has to be indicated like in 7.5.2.2 from which GO-relevant quantity of electricity can be calculated (section 10 subsection (2) number 13 HkNDV). The calculation formula has to be confirmed by an environmental verifier.

7.5.2.5 Installations equipped with measuring devices having no metering point with the grid operator

GO can only be issued for quantities of electricity recorded with a grid operator. Quantities of electricity recorded by measuring devices and relevant service providers but not available for grid operators can only be taken into account by entering a calculation formula. Here as well confirmation of an environmental verifier must be available.

7.5.3 Information on Measuring Device

Here installation operator must inform register administration if the measuring device is equipped with power measurement (also specified as registered load-profile measurement, cf. so-called Metering Code, VDE application rule VDE-AR-N 4400:2011-09, no. 3.1.33).

This also applies if the measuring device is equipped with a registering power measurement which cannot be read out by the grid operator at any time. If such a measurement is not available meter reading must be indicated at the time of application.

7.5.4 Entry of a Calculation Formula

If you have to indicate several metering points when you register an installation (see 7.5.2.2) the installation operator indicates a calculation formula on the basis of which quantity of electricity generated from renewable energies, injected into the grid and supplied to end users, can be determined (section 10 subsection (2) number 12 HkNDV). Own consumption of the installation has to be taken into account in this formula if it is not recorded and invoiced via a separate consumption meter. The same applies to transformer losses occurring behind the electricity meter and before feeding into the grid. Accuracy of this formula must be confirmed by an environmental verifier when the installation is registered.

To indicate this formula see 8.4.

Important note:

If you use a calculation formula to determine GO-relevant quantity of electricity the following arithmetic operations are admitted:

- The four basic arithmetic operation +, -, *, /
- Parentheses are permitted at any depth using the signs () but syntactically they have to be closed correctly.
- A comma has to be used as a decimal separator.
- For specification of the metering point the prefix (e.g. Z1) has to be used from the metering point list.

7.6 Optional Additional Data

Throughout process of installation registration (see 8.7) it is possible to add additional data (so-called quality features) to the installation. At present this possibility exclusively exists for hydropower stations.

Important note:

On 1 October 2014 the register administration has entirely deleted installation-specific additional data for wind turbines and photovoltaic systems possible so far as they were partly inconsistent and did not reproduce any further quality of the respective installation. Additional data for hydropower stations were updated from 1 October 2014 and may be used. In total UBA allocates four additional data as quality features for hydropower stations.

Fish protection (SFO), minimum water flow (MA), water discharges and hydropeaking (SB) as well as habitat improvement (SF).

If criteria are met the respective additional data may be allocated. Mentioned criteria surpass legal requirements for approval and operation of the installation. You specify section 8 subsection (2) HkNDV by ensuring an extremely high environmental compatibility of the installation. Meeting criteria of each additional data by the respective installation has to be confirmed by an environmental verifier towards the register administration. On each GO issued for electricity from this installation the quality feature shall be noted and quality of the installation can be underlined for the electricity customer or serve for labelling to evaluate quality of GO.

Criteria are "functional" criteria. This means: It is necessary to ensure that the respective objective will be reached. It is not defined how to reach this objective.

Requirements related to the respective additional data are met if associated criteria are proven to be observed durably and cumulatively. If they are met high environmental compatibility of the installation will be ensured. As technical possibilities and requirements vary according to different physiographical and operational conditions from site to site, compliance with criteria must be specified and defined in a site-specific way by the environmental verifier.

7.6.1 Quality Features for Hydropower Stations

Energetic use of waters is partially linked with substantial interventions in nature and landscape entailing changes and losses of watercourse- and meadow-typical biocenoses and of their functional structures. Essential negative impairments result from interruption of consistency of watercourses and from losses of habitat by backwater, water drainage and discharge and construction of necessary facilities. These negative impacts of hydropower may be reduced by appropriate steps concerning construction and mode of operation of the installation. Contemporary certification tools contributing to a balance with climate and water protection targets are based on this context.

Requirements related to reduction of negative environmental impacts shall be performed for the following additional data, in brackets abbreviations on issued GO:

- I. Fish protection (SFO)
- II. Minimum water flow (MA)
- III. Water discharges and hydropеaking (SB)
- IV. Habitat improvement (SF)

7.6.1.1 Hydropower Stations – -Sector of Fish Protection

(in the register under Protection of watercourse-typical organisms, abbreviation: SFO)

| | |
|--------------|--|
| Requirement: | Consistency on the site of the hydropower station shall be ensured. |
| Criteria: | <ul style="list-style-type: none">a) Fish ladder: On the site of the hydropower station upstream consistency of the site shall be ensured for watercourse-specific aquatic organisms all over the year according to their species-specific behaviours. (e.g. fish steps)b) Fish bypass: The hydropower station is equipped with a fish bypass facility or with a management system for fish bypass (e.g. fish-friendly operating or turbine management, fishing and transport practices). |

7.6.1.2 Hydropower Stations – Sector of Minimum Water Flow

(in the register under: Minimum water flow in hydropower stations, abbreviation: MA)

| | |
|--------------|--|
| Requirement: | Drainage or storage power station ensures minimum water flow in the main river channel. |
| Criteria: | <p>a) Habitat community: Minimum water flow is designed as to ensure preservation and restoration of watercourse-specific habitat community in the diverted reach (or in the main river channel).</p> <p>b) Consistency: Minimum water flow is designed as to ensure searchability as well as consistency of the diverted reach and subsequent fish pass construction.</p> |

7.6.1.3 Hydropower Stations – Sector of Water Discharges and Hydropeaking

(in the register under: Water discharge, hydropeaking, abbreviation: SB)

| | |
|--------------|--|
| Requirement: | Pumped storage or storage power station avoid excessive change of natural runoff behaviour as to amplitude, frequency and increase in discharge fluctuations in connected waters. |
| Criteria: | <p>a) Runoff behaviour: The storage power or pumped-storage power station is equipped with durable facilities or hydropeaking management by which durable damages of watercourse-specific habitat community shall be avoided.</p> |

7.6.1.4 Hydropower Stations – Sector of Habitat Improvement

(in the register under: Solids management in hydropower stations, abbreviation: FB)

| | |
|--------------|--|
| Requirement: | Hydromorphological impairments resulting from construction and operation of hydropower stations shall be reduced efficiently. |
| Criteria: | <p>a) Solid material budget: The hydropower station is equipped with a management system for solids management helping to avoid depressions downstream and to ensure bed load transport through the installation area.</p> <p>b) Hydromorphology: Within the control of the hydropower station targeted measures ensure balance of hydromorphological impairments.</p> |

7.7 Obligation of environmental verifier

In different cases confirmation of installation data by an environmental verifier or an environmental verification body is mandatory. Whether or not this is the case depends upon basic data of your installation. Should there be circumstances in the data or other information relating to your installation **requiring evaluation**, the register will automatically **inform** you on this circumstance. You will find a summary of constellations requiring evaluation by an environmental verifier and the following link:

http://www.umweltbundesamt.de/sites/default/files/medien/377/dokumente/pruefaufgaben_des_umweltgutachters.pdf.

An installation needs evaluation by an environmental verifier in the following situations:

1. registration of installations with a capacity of over 100 kW permitted to generate electricity from biomass and also use other energy sources beside biomass (multifuel furnace plants/waste incinerators (section 11 subsection (1) number 1 HkNDV).
2. registration of installations with a capacity of over 100 kW the generated electricity thereof received a feed-in remuneration for a total of no longer than six months in the last five years prior to registration in the HKNR pursuant to sections 16 ff. EEG 2012/sections 20 subsection (1) no. 3 and 4, 37, 38 EEG 2014 or a market premium pursuant to section 33g EEG 2012/sections 20 subsection (1) no. 1, 34 ff. EEG 2014. Obligation of environmental verifier also applies to installations which, in the same period (at the longest six months in the last five years) used the so-called green electricity privilege pursuant to section 39 EEG 2012 (section 11 subsection (1) no. 2 HkNDV).
3. Registration of installations with a capacity of over 100 kW presenting a special metering situation. Here the necessary calculation formula must be confirmed by an environmental verifier (section 11 subsection (2) HkNDV).
4. Operators of pumped-storage power stations using another efficiency factor than 0.83, must have this factor confirmed by an environmental verifier (section 7 subsection (2) second sentence HkNDV).

8 Registration of Installation Step by Step

8.1 Step 1 Select Type of Installation according to Energy Source

Master data → Installations → Create installation

After having chosen in the submenu "Installations" the action option "Create installation", a list is displayed with selection options (see figure 29). This list contains different energy sources. Here you select the energy source applicable to your installation by clicking the circular selection bar left next to identification of the energy source. Then please confirm your selection by activating the button "Save". Should you want to register a waste incinerator please select "Solid biomass" or "Other renewable energies" if any.

The following energy sources can be selected:

- Wind power: Onshore wind power
- Wind power: Offshore wind power
- (Direct) solar energy
- Hydropower
- Geothermal energy
- Biomass: Biogas
- Biomass: Landfill gas
- Biomass: Sewage gas
- Biomass: solid biomass
- Biomass: liquid biomass
- Other renewable energies

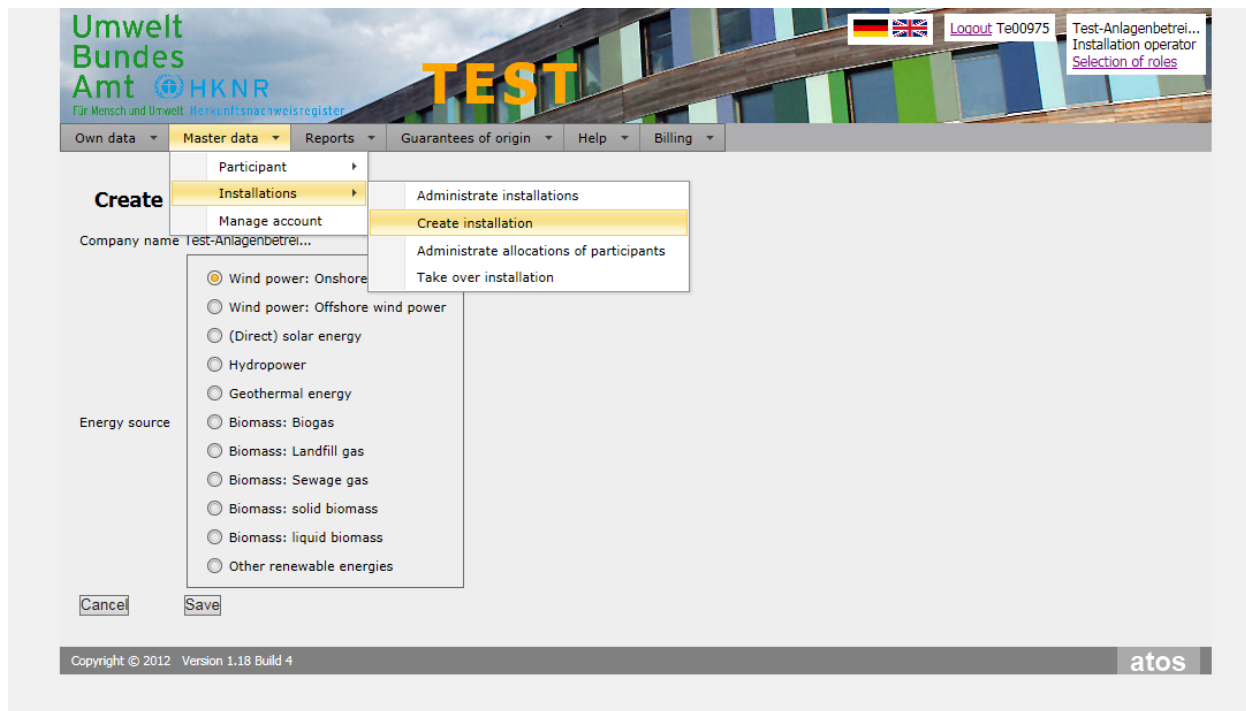


Figure 29 Select energy source

8.2 Installation Data

The page that will now appear contains five bars (see figure 30). They include

- "Basic data of installation" (opened automatically)
- "Allocation of technical metering point"
- "Allocation of type of installation"
- "Allocation of account" as well as
- "Allocation of quality feature".

All five bars can be used for data retrieval concerning your installation and contain text fields. Text fields marked with an asterisk * are mandatory fields to be completed in any case.

Create installation

IMPORTANT! Prior to the registration of an installation please be sure to observe explanations stated in this [Link](#).

Installation basic data

| | |
|--|-------------------------------------|
| Installation name* | Musteranlage |
| Name of the manufacturer | |
| Street(installation)* | Musterstraße |
| House number(installation)* | 1 |
| Post code (installation)* | 06844 |
| Place (installation)* | Musterhausen |
| Boundary* | Mustermarke |
| Cadastral district* | Musterflur |
| Plot* | Musterstück |
| Administrative district (installation)* | Ostvorpommern |
| State (Bundesland) (installation)* | Mecklenburg-Vorpommern |
| Country(installation)* | Germany |
| Electrical nominal capacity (in kW)* | 122 |
| Date on which the installation became operational* | 6/1/2013 |
| Addition to address (installation) | |
| EEG installation number | |
| EEG feed-in remuneration/GSP | <input type="checkbox"/> |
| Load profile metering to be registered | <input checked="" type="checkbox"/> |
| Meter reading | |

Allocation of metering point

Allocation support of installation

Allocation of account

Allocation of quality feature

Figure 30 Create installation/Installation basic data

8.3 Step 2 Basic Data of Installation

Master data → Installations → Create installation → Basic data of installation

In the bar "Basic data of installation" (see figure 30) some basic data relating to your installation will be queried. Please enter them in the respective text fields. Please note that the text fields marked with an asterisk * are mandatory fields which must absolutely be completed. Should there be a **registered load-profile measurement** please click the corresponding square button. If this should not be the case (installation with standard feed-in profile) please enter meter reading into the text field provided for that purpose.

Important notes:

- 1 Should your installation be such an installation consisting of several partial installations (see 7.1), please enter data for your entire installation under the bar "Basic data of installation" (see 7.2). The text field "Name of the manufacturer" is optional and needs not to be completed.
- 2 Please note that all diagrams and screenshots following in this description merely represent examples for a certain type of installation (here: Wind Onshore). Necessary data differs in various points according to used type of energy.

8.3.1 Special Cases Wind Offshore and Hydropower

8.3.1.1 Wind Offshore Installation

When a wind offshore installation is registered you will find the text fields "Longitude" and "Latitude" you will not find for any other installation.

8.3.1.2 Hydropower Station/Pumped-Storage Power Station

When you register a pumped storage power station as a hydropower station you have to mark this by clicking the selection box "Pumped storage power station". Please indicate a ratio for reduction in pump operation in a second step. If you should not indicate an own factor, a factor of 0.83 is generally selected (see section 7 HkNDV). The same applies to hydropower stations with pump operation.

8.4 Step 3 Allocation of technical metering points and entry of the calculation formula

Master data → Installations → Administrate installations → Edit → Allocation of technical metering point →
Change allocation

Under this bar (see figure 31) please enter the number of your measuring device as well as your specification of the metering point into the text fields provided for that purpose. If you do not know any of them, please contact your grid operator (see 7.5.1). In the menu "Valid from" available as well please activate the button "Today". When an end is selected allocation of the metering point automatically ends after expiry of the chosen day. When selection of the end of allocation is missing, allocation of the metering point is initially valid for an unlimited period of time. However, you may also indicate a final date later.

Figure 33 Enter calculation formula

Figure 33 Enter calculation formula

8.5 Step 4 Allocation of Installation Promotion

Master data → Installations → Create installation → Allocation of installation promotion

In this bar you will be asked to make entries where applicable (see figure 34): Entry 1:
Designation of type of installation

Entry 2: Entry if your installation was subject of state support

Entry 3: Entry if your installation uses energy sources other than renewable energies **(e.g. multifuel furnace plants and waste incinerators)**. The menu for this entry is only displayed if you want to register a biomass plant (of any kind) or an installation using other renewable energies (8.1).

For **entry 1** please open the menu "Type of installation" and select from the list being opened type of installation applicable to your installation by clicking with the mouse.

You perform **entry 2** by selecting indication applicable to your installation from the selection field "Financial support" and clicking the associated circular button. In the menu "Valid from" please indicate time of beginning of each financial support, under the menu "Valid to" please indicate time of end thereof.

Under **entry 3** indicate where applicable if your installation also uses other energy sources (section 6 subsection (1) no. 8 HkNDV. "Installations which may also use energy sources other than renewable energies"). Please open the menu "Additional energy sources" and select additional energy source applicable to your installation by clicking with the mouse **(operator of waste incinerators please select "other energy sources")** (see figure 35).

IMPORTANT! Prior to the registration of an installation please be sure to observe explanations stated in this [Link](#).

| | |
|------------------------------------|--|
| Installation basic data | |
| Allocation of metering point | |
| Allocation support of installation | |

Type of installation* Onshore-Windkraftwerk

Financial support*

- ☒ No financial support
- ☐ Combination of investment promotion and promotion of electricity generation
- ☐ Investment promotion
- ☐ Promotion of electricity generation
- ☐ Promotion of electricity generation through green electricity privilege
- ☐ Promotion of electricity generation through other promotion programmes for electricity generation from renewable energies
- ☐ Status of promotion of electricity generation from renewable energies unknown
- ☐ Investment promotion through 100,000 Roofs Programme and promotion of electricity generation through green electricity privilege
- ☐ Investment promotion through 100,000 Roofs Programme and promotion of electricity generation through other promotion programmes for electricity generation from renewable energies
- ☐ Investment promotion through 100,000 Roofs Programme and status of promotion of electricity generation from renewable energies unknown
- ☐ Investment promotion through other investment subsidies for installations generating electricity from renewable energies and promotion of electricity generation through green electricity privilege
- ☐ Investment promotion through other investment subsidies for installations generating electricity from renewable energies and promotion of electricity generation through other promotion programmes for electricity generation from renewable energies
- ☐ Investment promotion through other investment subsidies for installations generating electricity from renewable energies and status of promotion of electricity generation from renewable energies unknown
- ☐ Status of investment subsidies for the installation generating electricity from renewable energies unknown and promotion of electricity generation through green electricity privilege
- ☐ Status of investment subsidies for the installation generating electricity from renewable energies unknown and promotion of electricity generation through other promotion programmes for electricity generation from renewable energies
- ☐ Status of investment subsidies for the installation generating electricity from renewable energies unknown and status of promotion of electricity generation from renewable energies unknown
- ☐ Status of promotion unknown

Effective from*

Effective until

| | |
|-------------------------------|--|
| Allocation of account | |
| Allocation of quality feature | |

Cancel Save

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Figure 34 Financial support for installation

IMPORTANT! Prior to the registration of an installation please be sure to observe explanations stated in this [Link](#).

Installation basic data

Allocation of metering point

Allocation support of installation

Financial support*

- ☒ No financial support
- ☐ Combination of investment promotion and promotion of electricity generation
- ☐ Investment promotion
- ☐ Promotion of electricity generation
- ☐ Promotion of electricity generation through green electricity privilege
- ☐ Promotion of electricity generation through other promotion programmes for electricity generation from renewable energies
- ☐ Status of promotion of electricity generation from renewable energies unknown
- ☐ Investment promotion through 100,000 Roofs Programme and promotion of electricity generation through green electricity privilege
- ☐ Investment promotion through 100,000 Roofs Programme and promotion of electricity generation through other promotion programmes for electricity generation from renewable energies
- ☐ Investment promotion through 100,000 Roofs Programme and status of promotion of electricity generation from renewable energies unknown
- ☐ Investment promotion through other investment subsidies for installations generating electricity from renewable energies and promotion of electricity generation through green electricity privilege
- ☐ Investment promotion through other investment subsidies for installations generating electricity from renewable energies and promotion of electricity generation through other promotion programmes for electricity generation from renewable energies
- ☐ Investment promotion through other investment subsidies for installations generating electricity from renewable energies and status of promotion of electricity generation from renewable energies unknown
- ☐ Status of investment subsidies for the installation generating electricity from renewable energies unknown and promotion of electricity generation through green electricity privilege
- ☐ Status of investment subsidies for the installation generating electricity from renewable energies unknown and promotion of electricity generation through other promotion programmes for electricity generation from renewable energies
- ☐ Status of investment subsidies for the installation generating electricity from renewable energies unknown and status of promotion of electricity generation from renewable energies unknown
- ☐ Status of promotion unknown

Additional energy sources

Effective from*

Effective until

Allocation of account

Allocation of quality feature

Cancel Save

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Figure 35 Financial support for installation

8.6 Step 5 Allocation of Account

Master data → Installations → Create installation → Allocation of account

This bar (see figure 36) offers you the possibility to allocate your installation to a certain account. This is relevant if you have several accounts. In the menu "Account" your different accounts, where applicable, are mentioned. By default the menu will first show you the account allocated to your current function. Select the account to which you want to allocate your installation by clicking with the mouse. In the menu "Valid from" please activate the button "Today". Please confirm your data by activating the button "Save". When an end is selected allocation of the account automatically ends after expiry of the chosen day. When selection of the end of allocation is missing, allocation of the account is initially valid for an unlimited period of time. However, you may also indicate a final date later.

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt Merkmalnachweisregister

TEST

Logout Te00975 Test-Anlagenbetrei...
Installation operator
[Selection of roles](#)

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Create installation

IMPORTANT! Prior to the registration of an installation please be sure to observe explanations stated in this [Link](#).

Installation basic data

Allocation of metering point

Allocation support of installation

Allocation of account

Account*

Effective from*

Effective until

Figure 36 Allocation of account

8.7 Step 6 Allocation of Quality Feature

Master data → Installations → Create installation → Allocation of quality feature

In this bar you may indicate several quality features (for more detailed explanations of the different quality features see 7.6).

Important note: As of 1 October 2014 quality features can only be indicated for hydropower stations. Equally those have changed (see 7.6).

The bar includes (see figure 37) a selection field containing the possible quality features for hydropower stations.

These are the quality features described under 7.6. To allocate a relevant quality feature

Please select this feature from the selection field by activating the control box belonging to the quality feature by clicking with the mouse.

In the menu "Valid from" please activate the button "Today".

Please confirm your data then by activating the button "Save".

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Für Mensch und Umwelt Herkunftsnachweisregister

TEST

Logout: Te00975 Test-Anlagenbetrei...
Installation operator
[Selection of roles](#)

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Create installation

IMPORTANT! Prior to the registration of an installation please be sure to observe explanations stated in this [Link](#).

- Installation basic data
- Allocation of metering point
- Allocation support of installation
- Allocation of account
- Allocation of quality feature**

Please note that additional indications have to be validated by an expert pursuant to section 8 subsection 2 HkNDV prior to issuance of GO. You will find a description for additional quality features in the manual.

Standard quality feature:

Quality feature:

- ☐ Wassereinleitung Schwellbetrieb
- ☐ Mindestwasserabfluss bei Wasserkraftanlagen
- ☐ Schutz der fließgewässertypischen Organismen
- ☐ Feststoffbewirtschaftung bei Wasserkraftanlagen

Effective from*:

Effective until:

Figure 37 Quality feature

8.8 Step 7 Saving of Installation Data and Further Details

If you have completed the mandatory fields in all 5 bars please activate the button "Save" below the 5 bars. Then the message "Registration of installation successful" appears. Below this message there are several links to further data retrievals you have to **strictly observe** (see figure 38).

They include:

- "Assign grid operator",
- "Include subplant",
- "Include technical metering points as well as
- "Edit installation data"

Alternatively you may perform actions belonging to these links at a later time (see 8.12). The short descriptions of process below the respective headings always describe the alternative method (see 8.12).

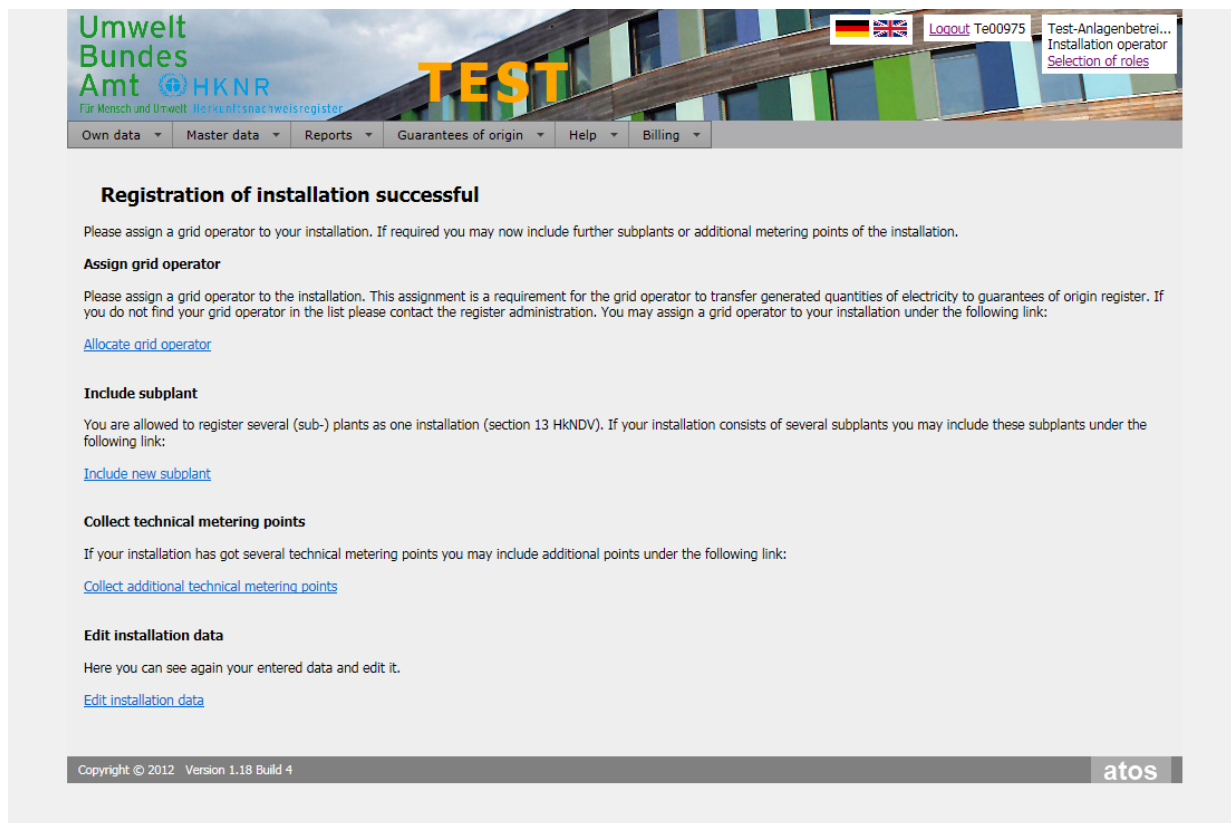


Figure 38 Additional data

8.9 Step 8 Allocate Grid Operator

Master data → Installations → Administrate allocation of participant → Allocate grid operator

Under this link you have to indicate the grid operator responsible for your installation (the operator of the grid your installation feeds) (see figure 39). The menu "Grid operator" offers you a list of all grid operators in Germany (see 7.5.1 concerning local grids). After having selected your grid operator by clicking with the mouse please activate in the menu "Valid from" the button "Today". Please confirm your data finally by activating the button "Save".

Important note:

It is absolutely necessary that you allocate a grid operator. Without indicating the grid operator the registration of your installation cannot under any circumstances be completed. The Federal Environment Agency cannot issue any guarantees of origin then. Furthermore you will also find the Federal Environment Agency in the list of grid operators capable of being allocated. The Federal Environment Agency may only be allocated as a grid operator after prior consultation with the register administration.

Assign grid operator

Please choose a grid operator and the period to which allocation is to apply and click "Save".

Installation name Musteranlage

Grid operator*

Effective from*

Effective until

Here you see the grid operators allocated up to now.

| Company | Street (office) | Installation | Effective from | Effective until |
|--------------------|-----------------|--------------|----------------|-----------------|
| No data to display | | | | |


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Figure 39 Allocate grid operator



8.10 Step 9 Include Subplant

Master data → Installations → Administrate installations → Edit → Allocation of subplants → New

You have to complete the data enquiry to be accessed under this link if your installation consists of several subplants (see 7.1). If this is the case please fill in the text fields for each individual subplant and confirm your data by activating the button "Save" (see figure 40).

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[Logout](#) Te00975

Test-Anlagenbetrei...
 Installation operator
[Selection of roles](#)

Own data ▾

Master data ▾

Reports ▾

Guarantees of origin ▾

Help ▾

Billing ▾

TEST

Create subplant

Installation basic data

| | |
|--|---|
| Name of subplant* | <input type="text" value="Musterteil"/> |
| Name of manufacturer | <input type="text"/> |
| Street (subplant)* | <input type="text" value="Musterstraße"/> |
| House number (subplant)* | <input type="text" value="1"/> |
| Postcode (subplant)* | <input type="text" value="06844"/> |
| Place (subplant)* | <input type="text" value="Musterhausen"/> |
| Boundary* | <input type="text" value="Mustermarke"/> |
| Cadastral district* | <input type="text" value="Musterflur"/> |
| Plot* | <input type="text" value="Musterstück"/> |
| Administrative district (subplant)* | <input type="text" value="Ostvorpommern"/> |
| State (Bundesland) (subplant)* | <input type="text" value="Mecklenburg-Vorpommern"/> |
| Electrical nominal capacity (in kW)* | <input type="text" value="75"/> |
| Date on which the installation became operational* | <input type="text" value="4/1/2015"/> |
| Addition to address (subplant) | <input type="text"/> |
| EEG installation number | <input type="text"/> |
| Type of installation | <input type="text" value="Stirlingmotor"/> |

Save

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atos

Figure 40 Include subplant

8.11 Step 11 Administrate/Edit Installation Data 68

Master data → Installations → Administrate installations → Edit

This link offers you the possibility to verify your data and to adapt where applicable.

To do this please open the selection menu "Master data" first, then again the submenu "Installations" and the action option "Administrate installations". You are now shown text fields named according to search parameters: "Installation name" and "Specification of the metering point" as well as two drop-down menus named according to the search parameters status and energy source. Via these text fields and drop-down menus you can have your installation displayed according to the respective search parameters by activating the button "Save" after completing the text field or the selection made in the drop-down menu. If you want to view your entire installations please leave both the text fields and the drop-down menus empty and activate the button "Save". You are now shown a list of all your installations registered in the HKNR.

If you want to edit data belonging to the displayed installations please activate the button "Edit" on the left beside the respective installation.

You will now get access to your installation data. To supervise or to edit them please open the respective bar the content thereof you want to check or adapt (see figure 42). Please confirm your entries finally by activating the button "Save".

The screenshot shows the 'Umwelt Bundes Amt' web application interface. The top navigation bar includes 'Own data', 'Master data', 'Reports', 'Guarantees of origin', 'Help', and 'Billing'. The 'Master data' menu is expanded, showing 'Participant', 'Installations', and 'Manage account'. The 'Installations' submenu is further expanded, highlighting 'Administrate installations', with other options like 'Create installation', 'Administrate allocations of participants', and 'Take over installation'. Below the menu, there is a search form with fields for 'Installation name', 'Energy source', 'Installation status', 'Name of metering point', and 'Reference', along with a 'Search' button. At the bottom, there is a table header with columns: '#', 'Installation name', 'Date on which the installation became operational', 'Electrical nominal capacity (in kW)', 'Place (installation)', 'Energy source', 'Name of metering point', 'Installation status', 'Created on', 'Activationdate', and 'Reference'. The table body is empty, displaying 'No data to display'. The footer shows 'Copyright © 2012 Version 1.18 Build 4' and the 'atos' logo.

Figure 41 Edit installation

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HKNR

Für Mensch und Umwelt. Herkunftsnachweisregister

TEST

Logout Te00975

Test-Anlagenbetrei...
Installation operator
[Selection of roles](#)

Own data ▾Master data ▾Reports ▾Guarantees of origin ▾Help ▾Billing ▾

Edit installation

Installation basic data

| | |
|--|-------------------------------------|
| Installation name* | Musteranlage |
| Name of the manufacturer | |
| Street(installation)* | Musterstraße |
| House number(installation)* | 1 |
| Post code (installation)* | 06844 |
| Place (installation)* | Musterhausen |
| Boundary* | Mustermarke |
| Cadastral district* | Musterflur |
| Plot* | Musterstück |
| Administrative district (installation)* | Ostvorpommern ▾ |
| State (Bundesland) (installation)* | Mecklenburg-Vorpommern ▾ |
| Country(installation)* | Germany ▾ |
| Electrical nominal capacity (in kW)* | 122 |
| Date on which the installation became operational* | 6/1/2013 ▾ |
| Addition to address (installation) | |
| EEG installation number | |
| International installation identification code | 439990210000014033 |
| EEG feed-in remuneration/GSP | <input type="checkbox"/> |
| Load profile metering to be registered | <input checked="" type="checkbox"/> |
| Meter reading* | |
| Date of audit | ▾ |
| Audit result | |

Allocation participant

Figure 42 Edit installation 2

8.12 Administrative Option of Participant Assignment

Master data → **Installations** → **Administrative allocations of participants**

The action option "Allocation of participant" offers you three possibilities. You may

- allocate your installation to an environmental verifier
- allocate your installation to a grid operator
- allocate your installation to an electricity supply enterprise (see figure 43).

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt Herkunftsnachweisregister

TEST

Logout Te00975 Test-Anlagenbetrei...
Installation operator
[Selection of roles](#)

Own data Master data Reports Guarantees of origin Help Billing

Administrative allocations of participants

| # | | Installation name | Street(installation) | House number(installation) | Post code (installation) | Place (installation) | Status |
|--|--|-------------------|----------------------|----------------------------|--------------------------|----------------------|--------------------|
| Clear | | | | | | | |
| Assign environmental verifier Assign grid operator Assign electricity supplier Change installation operator | | Musteranlage | Musterstraße | 1 | 06844 | Musterhausen | Prepared for audit |
| Assign environmental verifier Assign grid operator Assign electricity supplier Change installation operator | | Musterlag | Musterweg | 2 | 06844 | Dessau | Prepared for audit |
| Assign environmental verifier Assign grid operator Assign electricity supplier Change installation operator | | Musterwind | Musterstraße | 1 | 45968 | Musterhausen | Active |

Page 1 of 1 (3 items) 1 Page size: 10

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Figure 43 Assignment of participant

8.12.1 Assign environmental verifier

Master data → Installations → Administrate assignment of participant → Allocate environmental verifier

If you open the action option "Administrate assignment of participant" you will see a tabular listing of your registered installations. In the column "Status" you are informed if your installation requires evaluation by an environmental verifier or if it does not. If this column displays "**registered online**" no evaluation will be necessary. Should your installation require an evaluation the column will display "Status" "**prepared for audit**". In this case you have to **assign an environmental verifier** to the installation. Which cases are concerned can be found abstractly in the HkNDV or the following background paper:

http://www.umweltbundesamt.de/sites/default/files/medien/376/dokumente/hknr_pruefaufgab_en_des_umweltgutachters.pdf. You will find the function of "Assign environmental verifier" in the far left column of the table (see figure 43). Activate this button if necessary by clicking with the mouse.

Important note:-Attention!!

Use of the button "Assign environmental verifier" does not result in an automatic audit of your installation. So please make absolutely sure of the following minimum conditions:

- In advance you have already assigned the environmental verifier to perform the audit of your installation and you have concluded a contract with him about this activity before allocating him to your installation. Allocation in the register does *not* result in concluding a contract with the environmental verifier. It is imperative that you conclude this contract outside the register.
- You have definitely selected the correct environmental verifier from the list in the register.

The Federal Environment Agency does not assume any liability if you select a wrong environmental verifier or an environmental verifier you have not concluded a contract with.

You will now get access to a selection menu containing a list of all environmental verifiers registered in the HKNR. Select the environmental verifier you have concluded a contract with and activate the button "Today" in the menu "Valid from" To complete the selection please activate the button "Save". In the list situated under the menus you will see the environmental verifiers assigned by you. If you want to delete an assigned environmental verifier use the button "Delete" in this list.

8.12.2 Assign grid operator

Master data → Installations → Administrative allocation of participant → Allocate grid operator

Here you have again the opportunity to allocate a grid operator to your installation or to change an existing allocation. Please proceed as under 8.9.

8.12.3 Assign Electricity Supply Company

Master data → Installations → Administrative assignment of participant → Allocate electricity supply enterprise

Please **use** this function **only** if you want to use **optional coupling pursuant to section 8 subsection (3) HkNDV**.

"Optional coupling" offers the installation operator the possibility to have recorded on the GO that he sold and delivered both the GO and the quantity of electricity being at the basis of GO, jointly to an electricity supply enterprise. In practice the quantity of electricity is supplied to an electricity supply enterprise for accounting purposes including associated GO by the installation operator. Should this option be chosen this must be applied for in the HKNR separately. When the application is made the name and market partner identification number of the concerning electricity supply enterprise have to be indicated. Besides it is necessary to indicate the balancing group in which the quantity of electricity is supplied. This obligation will be met when the procedure described below is followed.

Important note:

Since this "Optional coupling" is an additional data, the coupling must be confirmed by an environmental verifier when issuance is applied for.

When "Optional coupling" is used the installation operator is absolutely obliged to actually supply the quantity of electricity coupled with GO to its full extent to the indicated electricity supply enterprise by a current flow for accounting purposes. The register administration understands by "actual" supply when the quantity to be generated within the scope of schedule messages with the grid operators is registered sharply as to metering points in the balancing group of the relevant electricity supply enterprise and the electricity supply enterprise books electricity supply in its balancing group.

The Federal Environment Agency shall be entitled to verify supply in subsequent checks. For that purpose the message of the grid operators is helpful. According to the application manual HKN-R of the Federal Network Agency the grid operator also indicates the balancing groups into which quantity of electricity was injected. In the event that actual feeding does not correspond to the installation operator's indications the Federal Environment Agency can impose a fine pursuant to section 29 no. 2 HkNDV.

For more information on optional coupling please refer to section 8 subsection (3) HkNDV.

8.13 Transfer Installation/Take over Installation

HKNR offers the possibility to assume installations of another installation operator or to transfer the installation to another installation operator.

This procedure requires two steps in the register the two register participants (receiver = the one receiving the installation, and transmitter = the one transferring it) have to perform.

8.13.1 Transfer Installation

Important note:

This step has only to be performed by the installation transmitter i.e. the one who wants to cede the installation.

Master data → Installations → Administrate assignment of participant → Change installation operator

If you want to transfer an installation to another installation operator in the HKNR you first confirm in the selection menu "Master data", then the submenu "Installations" and in this the action option "Administrate assignment of participant". You will see the list of your installations. Select the installation you want to transfer and activate the relevant button "Change installation operator" you will find on the left beside the respective installation (see figure 44).

Umwelt Bundes Amt

Für Mensch und Umwelt

HKNR

Logout: Te00975

Test-Anlagenbetrei...

Installation operator

Selection of roles

Own data

Master data

Reports

Guarantees of origin

Help

Billing

Participant

Installations

Manage account

Administrate installations

Create installation

Administrate allocations of participants

Take over installation

| # | | Installation name | Installation | Post code (installation) | Place (installation) | Status | |
|-------|--|-------------------|--------------|--------------------------|----------------------|--------------|--------------------|
| Clear | | | | | | | |
| | Assign environmental verifier Assign grid operator Assign electricity supplier Change installation operator | Musteranlage | Musterstraße | 1 | 06844 | Musterhausen | Prepared for audit |
| | Assign environmental verifier Assign grid operator Assign electricity supplier Change installation operator | Musterlag | Musterweg | 2 | 06844 | Dessau | Prepared for audit |
| | Assign environmental verifier Assign grid operator Assign electricity supplier Change installation operator | Musterwind | Musterstraße | 1 | 45968 | Musterhausen | Active |

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Figure 44 Change installation operator 1

On the page displayed now you will be asked for the "reference" of the installation operator you want to transfer your installation to (see figure 45). Then please activate the button "Save".

Important note:

All legal and commercial matters associated with an installation transfer have to be arranged between the two relevant business partners outside of the register. Exchange of the reference is also included for that purpose. A prerequisite for transfer or takeover of installations is the registration of both installation operators involved as such in the HKNR.

Umwelt Bundes Amt **HKNR**
Für Mensch und Umwelt. Herkunftsnachweisregister

TEST

Logout Te00975 Test-Anlagenbetrei...
Installation operator
[Selection of roles](#)

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Change installation operator

Please enter complete reference of the installation operator to whom you wish to transfer the installation (for example 72 230/0999).

Reference*

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Figure 45 Change installation operator 2

8.13.2 Take over installation

Master data → Installations → Assume installation → Accept/Cancel

Important note:

This step has exclusively to be performed by the installation receiver i.e. the one who wants to assume the installation.

If you want to assume the installation of another installation operator and you have clarified with him all the modalities of plant takeover outside of the register and the latter has furthermore performed all the steps to be taken by him to transfer the relevant installation in the register to you you may assume the installation.

For that purpose you open the selection menu "Master data" and via the submenu "Master data" you access the action option "Installation" (see figure 46). If you have activated this action option a list will be displayed where you see the installations allocated for transfer if any. If you want to assume the installation please activate the button "Accept". If you want to refuse the takeover of the installation activate the button "Refuse".

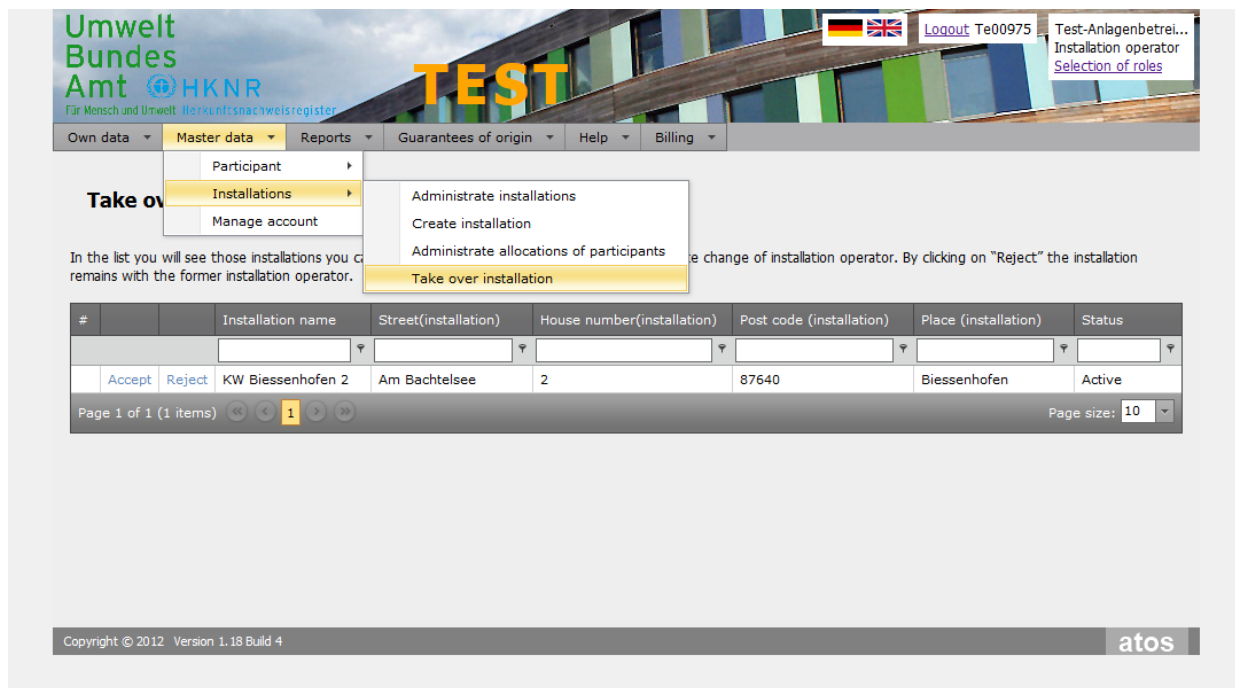


Figure 46 Take over installation

Provided that you have accepted the takeover you may allocate the installation to one of your accounts where applicable. You may select the relevant account in the selection menu provided now. Finally please activate the button "Save" or where applicable "Terminate" should you like to interrupt takeover. After activating the button "Save" you will receive a notification by email confirming installation takeover or transfer in the register.

You will now find this installation in your installation list.

8.14 Administrate account

Master data → Administrate account

The submenu "Administrate account" offers you an overview of your account or your accounts where applicable. Here you may consult your "account balance", open additional accounts or delete or edit accounts.

Important note:

Please note that account fees will be due for each account opened by you. Please consult the Guarantees of Origin Fees Regulation – HkNGebV (http://www.umweltbundesamt.de/sites/default/files/medien/372/dokumente/gebuehrenverordnung_zur_herkunftsnachweisverordnung.pdf).

The register administration understands by account the account available to you after performed registration and activation – the so-called standard account always named automatically according to your respective role. If you are registered as an installation operator in the HKNR this account is called "Account installation operator".

The same applies to the additional roles having an account. Fees will be incurred for this standard account pursuant to HkNGebV. However, no fees will be incurred for further so-called subaccounts opened by you provided that they were opened via the same access as the fee-based standard account. Should you be registered with a role combination in the HKNR you have one account per role. In this case as well fees will only be incurred for one account.

If you activate the submenu "Administrate account", your account or your accounts will be displayed by name in a selection field (see figure 47) (here two accounts).

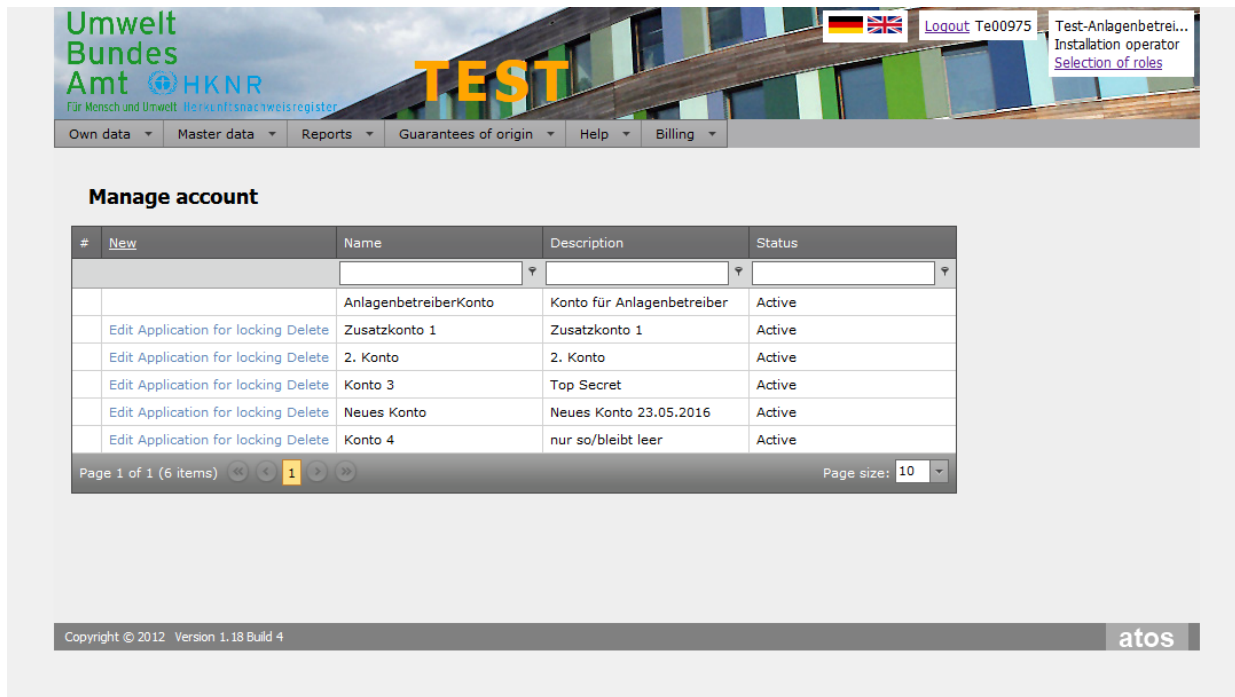


Figure 47 Administrative account

To facilitate display of your desired account you can search it by using the text fields "Name", "Description" and "Status" and have it displayed. Furthermore you will find the buttons "Edit", "Application for locking" and "Deletion".

If you want to delete an account please activate the button "Delete" you will find on the left beside the relevant account. First a dialogue box is opened through which you have to confirm deletion for the relevant account by activating the button "Yes". Only after this confirmation your account will be deleted.

If you want to change the name of your account or/and the description of your account, please activate the button "Edit". The text fields "Name" and "Description" (see figure 49) will be displayed. If you want to give a new name to your account enter this name into the relevant text field, please proceed in an identical way with the relevant text field by changing the description. Then please activate the button "Save".

Umwelt Bundes Amt **HKNR**
Für Mensch und Umwelt. Herkunftsnachweisregister

TEST

Logout Te00975 Test-Anlagenbetrei...
Anlagenbetreiber
[Selection of roles](#)

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Change accounts

Name*

Description*

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Figure 48 Change account

To open a new account please activate the button "New". (see figure 47)

The text fields "Name" and "Description" are displayed (see figure 50) you are asked to fill in. By activating the button "Save" the HKNR establishes the new account which you will now find in your account overview (see figure 47).

Umwelt Bundes Amt **HKNR**
Für Mensch und Umwelt. Herkunftsnachweisregister

TEST

Logout Te00975 Test-Anlagenbetrei...
Anlagenbetreiber
[Selection of roles](#)

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Create new account

You may create a new subaccount. Please enter a name and a description for the new subaccount.

Name*

Description*

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Figure 49 New account

Important note:

Within the HKNR there is **no account number** for the national transfer of HKN. For **national transfer** of guarantees of origin you will find your cooperation partners in the HKNR through their company names. For role combinations the GO transmitter has to select the company name and the role of the GO receiver. For **international transfers** the register administration has allocated account numbers to be used only for import/export.

Outdated version

9 Report of Account Balance, Report of Account Movement

To be able to track your transactions in the HKNR and to get an overview of your account balance different reports are available to you.

If you want to check information on your account balance, your account movements or the quantities of energy fed in by your installations, activate the selection menu "Reports". You get access to the submenus "account balance", "account movements" and "injected energy" (see figure 50).

The screenshot shows the HKNR web interface. At the top, there is a header with the logo 'Umwelt Bundes Amt HKNR' and a large orange 'TEST' watermark. The navigation bar includes 'Own data', 'Master data', 'Reports', 'Guarantees of origin', 'Help', and 'Billing'. The 'Reports' menu is open, showing options: 'Account balance', 'Injected energy', 'Account movement', 'Report installation audit', 'Report Participants Installations Assignments', and 'Report Energydata Audit'. Below the menu, a table displays account balances. The table has columns for 'Name', 'tr', 'ing', and 'Provisionally cancelled'. The data is organized into sections: 'Installation operator', 'Trader', and 'Electricity supplier'. The 'Gesamtsumme' row shows a total of 583 for 'tr' and 54 for 'ing'.

| Name | tr | ing | Provisionally cancelled |
|-----------------------|-----|-----|-------------------------|
| Installation operator | 565 | 45 | 0 |
| AnlagenbetreiberKonto | 565 | 45 | 0 |
| Zusatzkonto 1 | 0 | 0 | 0 |
| 2. Konto | 0 | 0 | 0 |
| Konto 3 | 0 | 0 | 0 |
| Neues Konto | 0 | 0 | 0 |
| Konto 4 | 0 | 0 | 0 |
| Trader | 5 | 5 | 0 |
| Electricity supplier | 13 | 4 | 0 |
| Gesamtsumme | 583 | 54 | 0 |

Below the table, there is a link 'Report provisional invoices' and a field for 'Account maintenance charge (€)' with the value '32.33 €'. The footer shows 'Copyright © 2012 Version 1.18 Build 4' and the 'atos' logo.

Figure 50 Reports

9.1.1 Check Account Balance

Reports → Account balance

To check your account balance please activate in the selection menu "Reports" the submenu "Account balance". You now see different search parameters through which you may specify the result list (see figure 51). Via the search parameter "Account" you can display a list of your accounts e.g. Please select the account you would like to consult. The search parameters "production period from" and "production period to" describe the production period of energy for which GO was issued. You may select the remaining search parameters optionally. Besides you may select layout of the result list.

After activating the button "Search" you will find the desired account as well as current balance at that time. The view shows you – according to layout – at least type of installation, financial support, quality feature and quantity of guarantees of origin.

Furthermore you have the possibility to export indicated data. Possible formats for export are: PDF, XLS, XLSX, CSV. Activate the buttons identified accordingly for that purpose.

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt Herkunftsnachweisregister

TEST

Logout Te00975 Test-Anlagenbetrei...
Anlagenbetreiber
[Selection of roles](#)

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Account balance

You will see your available guarantees of origin in the overview.

from (sub)account: AnlagenbetreiberKonto ▾

International installation identification code: ▾

Installation name: ▾

State (Bundesland): ▾

Quality feature: ▾

Installation type: ▾

Production period from*: June 2015 ▾

Layout*: Type of installation/earmz ▾

Coupling: ▾

Promotion type: ▾

Production period to*: June 2016 ▾

Export of data available in the list as

Attention: Filter is not considered for export!!!

| # | Type of installation | Financial support | Quality feature | Quantity |
|---|-----------------------|----------------------|-----------------|----------|
| | GuD-Kraftwerk | No financial support | HKN | 45 |
| | Onshore-Windkraftwerk | No financial support | HKN | 60 |
| | Laufwasserkraftwerk | No financial support | HKN | 460 |
| | | | | Sum=565 |

Page 1 of 1 (3 items) << 1 >> Page size: 10

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Figure 51 Account balance

9.1.2 Account Movements

Reports → Account Movements

By using this submenu you are able to track account movements (see figure 52). You can read out for which quantities of energy by which installation GO was generated and positively posted on your account. Similarly this submenu offers you the possibility to track how many GO have entered your accounts. This is also trackable to the installation from which

corresponding quantities of electricity were fed in. Besides you will see in the report of account movements how many GO were transferred from your account to accounts of other register participants. To display your account movements please proceed as follows:

Please indicate via the integrated calendar function in the date display "Date from" the time from which you want to consult the corresponding account movements. Enter into date display "Date to" the corresponding time up to which you want to consult the corresponding account movements. Finally activate the button "Search". Subsequently the desired information will be displayed to you.

The following GO features will be displayed in tabular form.

- Type of installation: displays type of installation from which energy is originating and for which GO was issued (e.g. "Onshore wind farm")
- Company: displays current owner of GO;
- Previous holder: displays where applicable from which participant these GO were transferred to your account;
- Installation: displays name of the installation from which GO are originating;
- Account: displays account on which GO are currently;
- Certificate type: displays certificate type, usually "GO", quality feature if any;
 - Status: displays status of GO, this may be:
 - "VALID" = valid GO (issued or transferred on this account),
 - "TRANSF" = transferred away from this account,
 - "EXPORT" = exported to a foreign account,
 - "CLEAR" = cancelled;
 - Lapsed = GO already expired
- Month: displays GO production month;
- Transaction number: displays number of action in the register; each GO action (e.g. issuance, transfer, import, export or cancellation) gets an own transaction number;
- Time: displays time of the respective account movement;
- Type: displays status of GO, this may be:
 - "GEN" = issuance,
 - "TWEIN" = national transfer to account,
 - "TWAUS" = national transfer away from account,
 - "HUBIMP" = international transfer to account,
 - "HUBEXP" = international transfer away from account,
 - "CANCEL" = GO cancellation;
 - Lapsed = GO already expired

- Performed by: displays who performed the action;
- Transfer text: displays transfer text of GO transfer if any;
- Quantity of GO: displays number of GO ("1" corresponds to a GO credited to the account, "-1" corresponds to a GO having left the account).

You have the possibility to export indicated data. Possible formats for export are: PDF, XLS, XLSX, CSV. Activate the buttons identified accordingly for that purpose.

The screenshot shows the 'Umwelt Bundes Amt' web application interface. The header includes the logo, a 'TEST' banner, and user information (Logout, Te00975). The main section is titled 'Account movement for Test-Anlagenbetreiber'. It features search filters for 'Date from' (6/1/2015), 'Date to' (6/8/2016), 'User name', and 'Certificate type'. Below the filters are export buttons for PDF, XLS, XLSX, and CSV. A table displays account movement data with columns: #, Type of installation, Company, Previous holder, Installation, Account, Certificate type, Status, Month, Transaction number, Time, Type, Performed by, Transfer text, and number of GOs. The table contains one data row for 'Onshore-Windkraftwerk' with a sum of 60 GOs. The footer shows 'Page 1 of 1 (1 items)' and 'Page size: 10'.

| # | Type of installation | Company | Previous holder | Installation | Account | Certificate type | Status | Month | Transaction number | Time | Type | Performed by | Transfer text | number of GOs |
|---|-----------------------|-----------------------|-----------------|--------------|-----------------------|------------------|--------|----------|--------------------|---------------------|------|--------------|---------------|---------------|
| 1 | Onshore-Windkraftwerk | Test-Anlagenbetreiber | | Musterwind | Anlagenbetreiberkonto | HKM | VALID | Apr 2016 | 295545 | 03/06/2016 15:15:38 | GEN | UBA_ADMIN | | 60 |
| | | | | | | | | | | | | | | Sum=60 |

Figure 52 Account movements

9.1.3 Injected energy

Reports → Injected Energy

The report "Injected energy" offers you the possibility to get an overview of your injected quantities of energy for which you can apply GO. For that purpose please first open the selection menu "Reports" and subsequently the submenu "Injected energy" (see figure 53).

The screenshot shows the 'Umwelt Bundes Amt' web application. The 'Reports' menu is open, and 'Injected energy' is selected. The search filters are set to 'Production period from May 2015' and 'Installation name Musterwind'. The 'Search' button is visible. Below the filters, there are export options: PDF, XLS, XLSX, and CSV. The data table is displayed with the following columns: #, Installation, Installation status, Metering point, Type of installation, Installation operator, Grid operator, Quantity was confirmed, Production month, issued GO, Energy kWh (no. excluding No.), Energy transfer kWh, Data origin, Biogenic share, and Issue date. The table contains two rows of data for 'Musterwind' and a summary row 'Sum=60'.

| # | Installation | Installation status | Metering point | Type of installation | Installation operator | Grid operator | Quantity was confirmed | Production month | issued GO | Energy kWh (no. excluding No.) | Energy transfer kWh | Data origin | Biogenic share | Issue date |
|--------|--------------|---------------------|-----------------------------------|-----------------------|-----------------------|---------------|------------------------|------------------|-----------|--------------------------------|---------------------|-----------------------------|----------------|---------------------|
| | Musterwind | Active | DE1938460684423047588340838595100 | Onshore-Windkraftwerk | Test-Anlagenbetreiber | | | May 2015 | 0 | 0 | 0 | | | |
| | Musterwind | Active | DE1938460684423047588340838595100 | Onshore-Windkraftwerk | Test-Anlagenbetreiber | | | April 2016 | 60 | 60,000 | 0 | Manual energy data, Te00975 | | 6/3/2016 3:15:43 PM |
| Sum=60 | | | | | | | | | | | | | | |

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Figure 53 Report of energy 1

The search parameters "date from" and "date to" describe the production period of energy credited to you. You have to use these search parameters. Please indicate via the integrated calendar function in the date display "Date from" the time *from* which you want to consult the corresponding quantities of energy. (So if you want to see all the quantities of energy injected by your installations from 1 July 2013 please indicate this date under "Date from"). In the date display "Date to" you enter the corresponding time *up to* which you want to consult quantities of energy. Activate the button "Search" then. Subsequently desired information is displayed (see figure 54)

Umwelt Bundes Amt

HKNR

Für Mensch und Umwelt Herkunftsnachweisregister

TEST

Logout Te00975

Test-Anlagenbetrel...
Anlagenbetreiber
[Selection of roles](#)

Own data
Master data
Reports
Guarantees of origin
Help
Billing

Injected energy

You will see injected energy in the overview. Please select production period. You may filter according to a specific installation or other criteria. Please click on "Search" then.

Production period from

May 2015

Production period to

June 2016

Installation name

Type of installation

Metering point

Search

| # | Installation | Installation status | Metering point | Type of installation | Installation operator | Grid operator | Quantity was confirmed | Production month | issued GO | Energy kWh (no. excluding Ni.) | Energy transfer kWh | Data origin | Biogenic share | Issue date |
|--------------------|--------------|---------------------|----------------|----------------------|-----------------------|---------------|------------------------|------------------|-----------|--------------------------------|---------------------|-------------|----------------|------------|
| | | | | | | | | | | | | | | |
| No data to display | | | | | | | | | | | | | | |
| Sum= | | | | | | | | | | | | | | |

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Figure 54 Report of energy 2

You may use the remaining search parameters optionally to specify your selection. The following filters

- **Installation name:** Here you can indicate the installation the injected quantities of energy thereof you would like to consult,
- **Type of installation:** Here you can indicate the name of the installation the injected quantities of energy thereof you would like to consult, as well as
- **Metering point:** Here you can indicate the metering point of the installation the injected quantities of energy thereof you would like to consult,

are available.

Then please activate the button "Search". You will now be displayed available injected quantities of energy in a list according to criteria specified by you.

Quantities of energy are always mentioned in an installation-related way and subdivided in accordance with additional criteria.

- **Installation:** mentions installation from which energy is originating,
- **Metering point:** mentions metering point of the respective installation,
- **Type of installation:** mentions type of installation according to energy sources,
- **Installation operator:** mentions operator of installation from which energy is originating,
- **Grid operator:** mentions grid operator having transmitted quantities of energy to the HKNR,
- **Is verified:** indicates if quantities of energy were verified by an environmental verifier where applicable,
- **Energy:** indicates quantity of energy available for generating GO,
- **Energy rest:** indicates quantities of energy smaller than 1 MWh, if any,
- **Certificate type:** always indicates GO,
- **Information:** Indicates if energy data was entered manually into the register or if quantities of energy were transmitted electronically.

10 International Transfer of GO

10.1 Basics relating to International Transfer of GO

International transfer of guarantees of origin in the guarantees of origin register is only possible for such register participants registered with the role "Trader". Trading with GO does not take place in the HKNR. The HKNR merely represents the ownership structures concerning each GO as well as possible changes. Accordingly all trading activities such as buying or selling of a GO between the respective business partners have to be regulated and handled outside of the HKNR. The HKNR offers registered traders a connection to the international interface via which GO of accounts belonging to registers of other countries may be transferred to accounts in the HKNR. Similarly registered traders may transfer GO to accounts of register participants from registers of other countries in the HKNR. As an international interface the HKNR uses the "HUB" of the "Association of Issuing Bodies" (AIB). On the website of AIB you may obtain further information on this interface as well as on countries and registers using this interface. Using these registers a transfer of GO into and from the German register is technically possible. You will find the web presence of AIB under http://www.aib-net.org/portal/page/portal/AIB_HOME. Beside technical handling of import and export the register administration is obliged pursuant to Art. 15 section 9 and section 10 Directive 209/28/EC to verify acceptability of foreign guarantees of origin for import.

Important note:

Please note that fees will occur for transferring and receiving guarantees of origin from foreign registers. The "Guarantees of Origin Fees Regulation" gives information on precise chargeable acts and amount of fees being payable. You can consult and download them under http://www.umweltbundesamt.de/sites/default/files/medien/372/dokumente/gebuehrenverordnung_zur_herkunftsnachweisverordnung.pdf.

10.2 International Transfer/Export GO – Step by Step

As international transfer of GO is only possible for register participants with the function (role) "Trader" this step-by-step instruction is relevant only for such register participants.

Important notes:

Please note that the HKNR merely represents ownership of guarantees of origin. Purchase and sale are done outside of the register. Therefore make sure *prior to* a GO transfer that you have performed each of the necessary activities – for example contractual agreements – beforehand. This manual merely describes the technical handling of import and export of GO. It is important to distinguish the legal question of other countries' GO recognition thereof. As the only participant the trader is provided with an account number, the "Member Code".

All account-holding roles in the HKNR may expand their respective role, such as by the role "Trader". Should you wish such a role expansion please contact the register administration telling them your wish by email. (hknr@uba.de)

10.2.1 Export GO

Guarantees of origin → International Transfer

Log on with your user name and password in the HKNR. Should you have several roles in the HKNR choose the role of "Trader". To transfer a GO internationally open the selection menu "Guarantees of origin" and once again the submenu "Export guarantees of origin" (see figure 55).

The screenshot shows the 'Umwelt Bundes Amt' web application interface. At the top, there is a header with the logo and a large orange 'TEST' watermark. The navigation bar includes 'Own data', 'Master data', 'Reports', 'Guarantees of origin', 'Help', and 'Billing'. The 'Guarantees of origin' menu is open, showing options: 'Transfer guarantees of origin', 'Export guarantees of origin' (highlighted), and 'Internal account transfer'. Below the menu, the page title is 'Homepage - account of'. A table displays the following data:

| Name | transferable GO | Soon Expiring | Provisionally cancelled |
|-----------------------|-----------------|---------------|-------------------------|
| Installation operator | 565 | 45 | 0 |
| Trader | 5 | 5 | 0 |
| Händlerkonto | 5 | 5 | 0 |
| Zusatzkonto 1 | 0 | 0 | 0 |
| Electricity supplier | 13 | 4 | 0 |
| Gesamtsumme | 583 | 54 | 0 |

Below the table, there is a link 'Report provisional invoices' and a form for 'Account maintenance charge (€)' with the value '32.33 €'. The footer shows 'Copyright © 2012 Version 1.18 Build 4' and the 'atos' logo.

Figure 55 Export GO 1

On the page opened now you will find a selection menu as well as a search function. To initiate an international transfer you have to indicate first in which country the register of the respective receiver is located. For that purpose please open the selection menu (see: figure 56). A list including available foreign registers to which you can send your GO will be displayed. Display of the register is always done in the format "*HUB Country Code*". If e.g. you want to transfer GO to an account in the Austrian register select the indication "HUB AT". For all other registers proceed according to desired country.

After having made your choice please activate the button "Search".

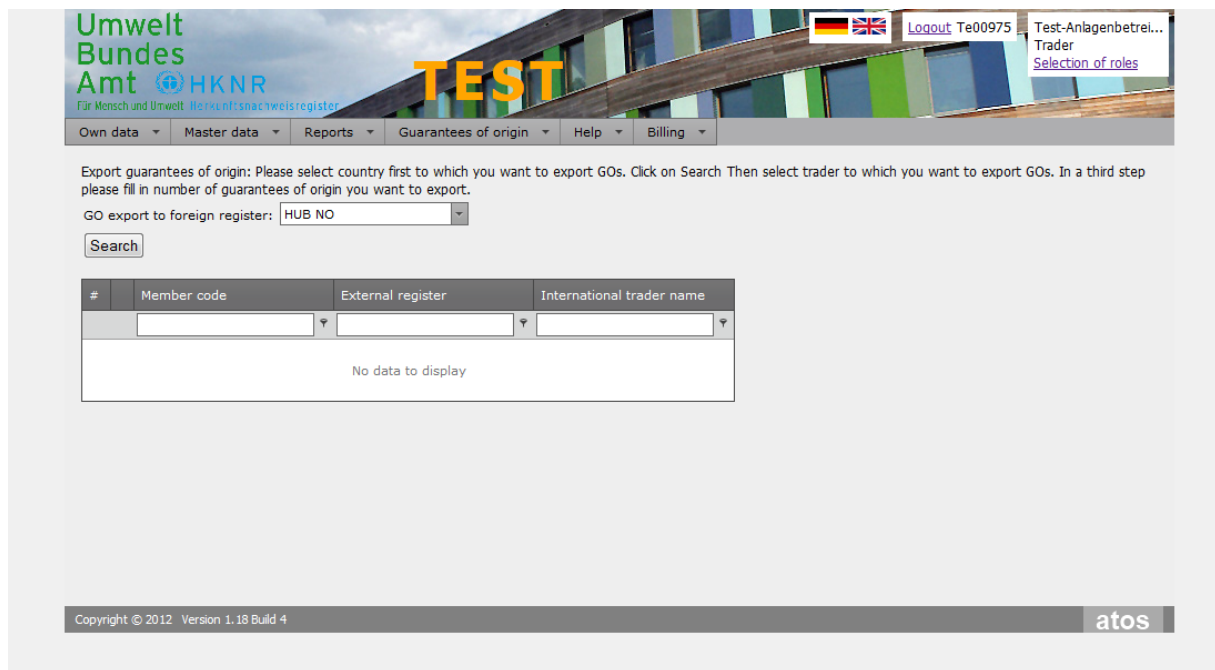


Figure 56 Export GO 2

International traders available in the selected register will now be displayed in a list by name as well as with their Member Codes. At the left margin of the list you will find beside the information on the individual traders the button "Selection" (see figure 57). If you have found the trader you want to transfer GO to, please activate the button associated with this trader "Selection".

Alternatively you may have the desired register displayed via the available search options "Member Code", "Foreign register" (please enter HUB Country Code) or "International trader name" (please indicate name of desired trader here).

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt Herkunftsnachweisregister

Logout Te00975 Test-Anlagenbetrei...
Trader
Selection of roles

Own data Master data Reports Guarantees of origin Help Billing

Export guarantees of origin: Please select country first to which you want to export GOs. Click on Search Then select trader to which you want to export GOs. In a third step please fill in number of guarantees of origin you want to export.

GO export to foreign register: HUB NO

Search

| # | Member code | External register | International trader name |
|-----------|-------------|-------------------|---------------------------|
| Selection | 08XZ47TG88 | HUB NO | NorwegenTEST 1 |
| Selection | 08XFORMATW | HUB NO | NorwegenTEST2 invalid |
| Selection | 08XM01HUB9 | HUB NO | Test Norwegen |

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Figure 57 Export GO 3

On the page displayed now (see figure 58) you can perform transfer of GO. This page consists of several elements. Directly below the heading "International transfer" you find the display of your accounts showing you your transferable GO. Below this account display the target account, i.e. the account you want to transfer your GO to, will be displayed. Once again below this display you will find filter parameters by means of which you can have your transferable GO displayed according to the respective parameter. The following filter parameters are available:

Account: Here you can select the account from which you want to transfer GO.

International installation identification code: Here you can select the GO to be transferred according to installations from

Installation name: Under this parameter you can select the GO to be transferred according to the installation from which the relevant quantities of energy are originating.

State (Bundesland): This parameter offers you the possibility to select GO to be transferred according to the state (*Bundesland*) the underlying installation is located.

Quality feature: Here you filter according to quality features, usually this quality feature is "GO".

The filter parameters "production period from" and "production period to" are mandatory fields. So please enter under "production period from" via the integrated calendar function the month in which production of energy underlying the GO to be transferred has begun.. In case of "production month to" enter accordingly the month in which production ended. Then activate the button "Search".

Umwelt Bundes Amt HKNR

Für Mensch und Umwelt

Netzkopf/Inhaltsverzeichnis

TEST

Logout Te00975

Test-Anlagenbetrei...
Trader
[Selection of roles](#)

Own data Master data Reports Guarantees of origin Help Billing

Export guarantees of origin

| # | Account name | Transferable guarantees of origin | Type of installation | Certificate type group | Account status |
|-------|----------------------|-----------------------------------|----------------------|------------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Händlerkonto | 5 | GuD-Kraftwerk | HKN | Active |
| Sum=5 | | | | | |

Page 1 of 1 (1 items)
Page size: 10

Target account
from (sub)account
International installation identification code
Installation name
State (Bundesland)
Quality feature
Installation type
Production month from*
Select display layout*

08XZ47TG88 NorwegenTEST 1

Promotion type
Production month to*

Type of installation
Type of financial support
Quality feature
number of GOs
number of GOs

No data to display

Sum=0

Transfer text

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atos

Figure 58 Selection of GO

Now your GO to be transferred, subdivided according to type of installation, type of financial support and quality feature, are displayed in the list situated below the filter parameters (see figure 59). One guarantee of origin corresponds to one megawatt hour of electricity form renewable energies. Next to the display of GO quantity you find the text entry field "Amount". Please enter into this field (in absolute numbers) the GO quantity you would like to transfer. Via the text field "Transfer text" you may send the receiver of your GO a short accompanying text if needed. Finally activate the button "Export".

Figure 59 Perform transfer

Via the now visible confirmation prompt (see figure 60) you may either confirm or cancel the GO. For confirming the transaction activate the button "Ok". GOs of your account will now be transferred to the account of the receiver. To interrupt the transfer please activate the button "Terminate".

The screenshot shows the 'Export guarantees of origin' page in the HKNR system. A confirmation dialog box is displayed in the center, stating: 'This operation can only be cancelled by the Customer and Information Centre. Select this check box to validate the operation.' The dialog has 'OK' and 'Abbrechen' buttons.

The background page includes a header with the 'Umwelt Bundes Amt HKNR' logo and a navigation menu. Below the header, there is a table with the following data:

| # | Account name | Transferable guarantees of origin | Type of installation | Certificate type group | Account status |
|-------|--------------|-----------------------------------|----------------------|------------------------|----------------|
| | Handlerkonto | 5 | GuD-Kraftwerk | HKN | Active |
| Sum=5 | | | | | |

Below the table, there are several form fields for additional information, including 'Target account', 'Installation name', 'State (Bundesland)', 'Quality feature', 'Installation type', 'Production month from*', 'Production month to*', and 'Select display layout*'. There is also a 'Search' button.

At the bottom of the page, there is a footer with the text 'Copyright © 2012 Version 1.18 Build 4' and the 'atos' logo.

Figure 60 Confirmation prompt

10.3 Receive GO

To receive GO from registers of other countries to your account no activity on your part is necessary in the HKNR. After transfer via the international interface of the HKNR they are automatically credited to the account the sender of this GO has indicated.

Important note:

Please note that the HKNR merely represents ownership of guarantees of origin. Purchase and sale are done outside of the register. Therefore make sure *prior to* a GO transfer that you have performed each of the necessary activities – for example contractual agreements – beforehand. This manual merely describes the technical handling of import and export of GO. As a unique participant the "Trader" has an account number, the "Member Code".

Please note that fees will occur for transferring and receiving guarantees of origin from foreign registers (import to Germany) at the expense of the German account holder. The "Guarantees of Origin Fees Regulation" gives information on precise chargeable acts and amount of fees being payable. You can consult and download them under http://www.umweltbundesamt.de/sites/default/files/medien/372/dokumente/gebuehrenverordnung_zur_herkunftsnachweisverordnung.pdf

Outdated version

11 Transfer guarantees of origin (nationally)

The HKNR offers its participants the possibility to transfer GO within the register from the own account to the account of another participant of the HKNR, i.e. to act on a purely national basis. A prerequisite for that purpose is that you have an account in the HKNR.

11.1 Transfer Guarantees of Origin (Nationally) Step by Step

Reports → Transfer guarantees of origin

Important note:

Should you have several account-holding roles in the HKNR and want to perform a transfer from the account of one role to an account of the other role please also proceed as described hereafter.

To transfer a GO from your account or from one of your accounts, if any, to another open the selection menu "*Guarantees of origin*" and there the action option "Transfer guarantees of origin" (see figure 61).

First you have to indicate the name of the company to which you want to transfer the GO. For that purpose you may either directly enter the name of this company into the text field "*Transfer guarantees of origin to the company*" or search for the desired participant via the search parameters (see figure 61) also available. To complete this procedure please activate the button "Search". If all the participants having accounts in the HKNR are to be displayed please leave void both the text field and the search parameters and activate the button "Search".

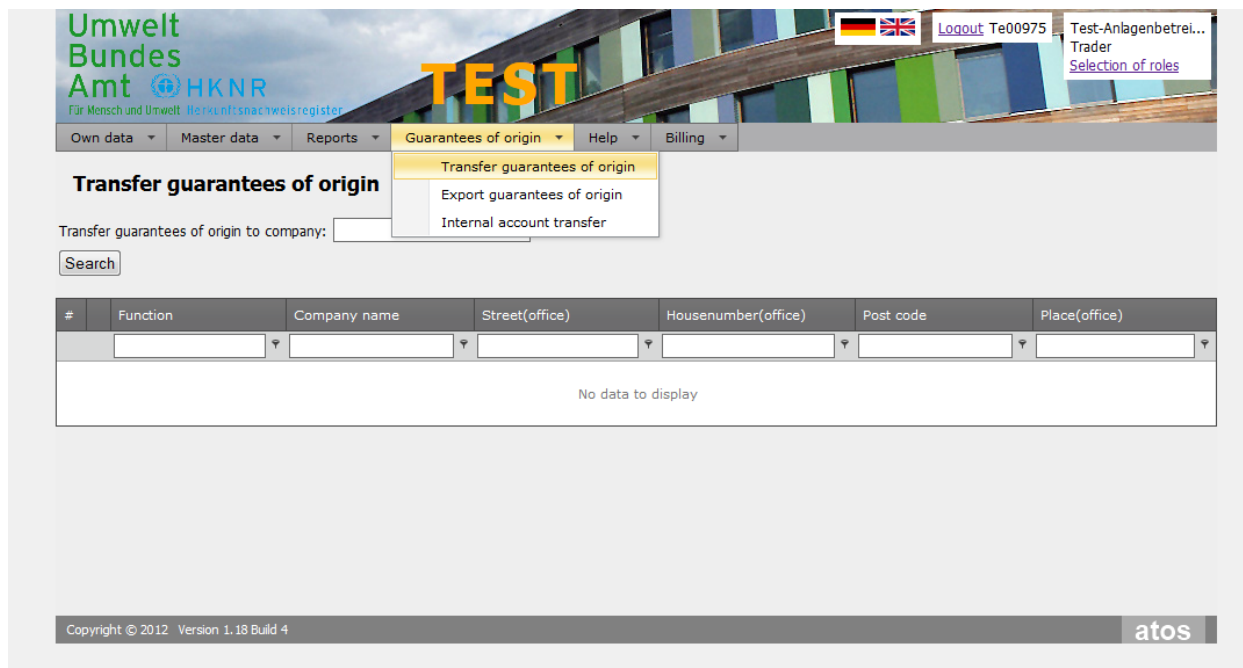


Figure 61 Transfer nationally

According to the used search option you will be displayed the name of the searched participant or several participants. To select one of these participants activate the button "Accept" always situated on the left side.

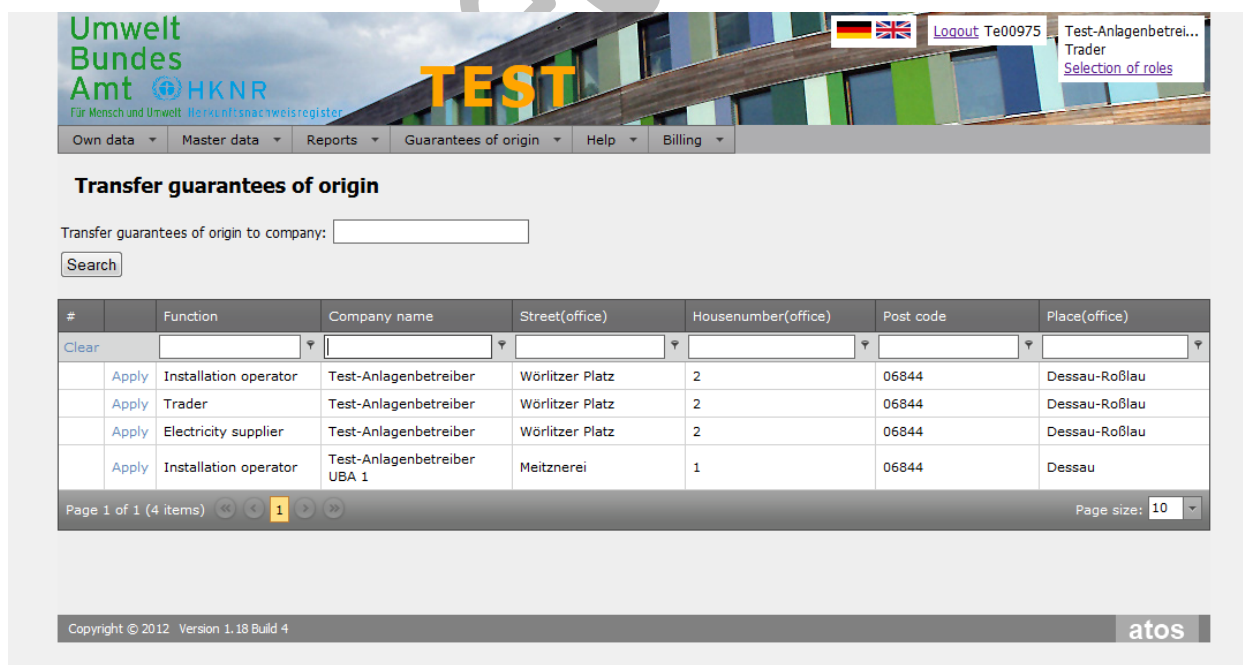


Figure 62 Select transfer partner nationally

The following view shows you the same functions as with the international transfer (cf. figure 59 and figure 63). Proceed in the same way here as described above in the previous chapter relating to international transfer. This also applies to the filter parameters. Contrary to international transfer i.e. transfer of GO into a register of another country the accounts in the HKNR for GO transfer within Germany are not provided with an account number. All other functions are identical. To complete the transfer please activate the button "Cancel".

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt Herkunftsnachweisregister

TEST

Logout Te00975 Test-Anlagenbetrei...
 Trader
[Selection of roles](#)

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Transfer guarantees of origin

| # | Account name | Transferable guarantees of origin | Type of installation | Certificate type group | Account status |
|---|----------------------|-----------------------------------|----------------------|------------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Händlerkonto | 5 | GuD-Kraftwerk | HKN | Active |
| | | Sum=5 | | | |

Page 1 of 1 (1 items) Page size: 10

Target account from (sub)account:

Test-Anlagenbetreiber (Installation operator):

International installation identification code:

Installation name:

State (Bundesland):

Quality feature:

Installation type:

Production month from*:

Production month to*:

Select display layout*:

Please fill in amount for GO.

| Type of installation | Type of financial support | Quality feature | number of GOs | number of GOs |
|----------------------|---------------------------|-----------------|---------------|----------------------|
| GuD-Kraftwerk | No financial support | HKN | 5 | <input type="text"/> |
| | | | Sum=5 | |

Transfer text:

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Figure 63 Transfer guarantees of origin

12 Internal Account Transfer

Provided that you have more than one account in the HKNR you have the possibility to transfer GO from one of your accounts to another of your accounts internally. A prerequisite for performing the actions described hereafter is that you are registered in the HKNR with an account-holding role.

Important note:

Should you have several account-holding roles in the HKNR and want to perform a transfer from the account of one role to an account of the other role you will find this instruction under 11.1. Hereafter exclusively the transfer of GO between accounts of one role each will be described.

12.1 Internal Account Transfer Step by Step

Reports → Internal account transfer

To perform an internal account transfer open the selection menu "Guarantees of origin" and subsequently the action option "Internal account transfer" contained herein.

Please select from your mentioned accounts the account to which you want to transfer GO by activating the button "Selection" (see figure 64).

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt Herkunftsnachweisregister

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Transfer guarantees of origin

Transfer guarantees of origin to account:

| # | Name | Description | Status |
|---------------------------|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Selection | Zusatzkonto 1 | Zusatzkonto 1 | Active |
| Selection | Händlerkonto | Konto für Händler | Active |

Page 1 of 1 (2 items) 1 Page size: 10

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Figure 64 Selection of target account internally

After activating this button you have to select the account from which you want to transfer GO to the target account defined before. (See figure 65) For that purpose please use the search option "Account" marked with an asterisk * as a mandatory field. By opening this option all the accounts available to you will be displayed.

To finally make your GO available for a transfer please use the available search parameters "production month from" and "production month to" (both relates to the production periods of the energy underlying GO).

Homepage - account overview

| # | Account name | Transferable guarantees of origin | Type of installation | Certificate type group | Account status |
|-------|--------------|-----------------------------------|----------------------|------------------------|----------------|
| | Händlerkonto | 5 | GuD-Kraftwerk | HKN | Active |
| Sum=5 | | | | | |

Page 1 of 1 (1 items) Page size: 10

Target account: Händlerkonto

from (sub)account* [dropdown]

International installation identification code [dropdown]

Installation name [dropdown]

State (Bundesland) [dropdown]

Quality feature [dropdown]

Installation type [dropdown]

Production month from* [dropdown]

Production month to* [dropdown]

Promotion type [dropdown]

Select display layout* [dropdown]

[Search]

| Type of installation | Type of financial support | Quality feature | number of GOs | number of GOs |
|----------------------|---------------------------|-----------------|---------------|---------------|
| No data to display | | | | |
| Sum=0 | | | | |

Transfer text [text field]

[Provide]

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Figure 65 Account overview

After having used search parameters GO available on the account from which it is to be transferred will be displayed. To transfer these GO to the target account selected by you enter the corresponding GO total into the opposite text field "Amount" and activate the button "Provide" (see figure 66). The GO are now credited on the indicated account.

Umwelt Bundes Amt HKNR

Für Mensch und Umwelt

Herkunfts nachweis register

Logout

Te00975

Test-Anlagenbetrei...
Trader
[Selection of roles](#)

Own data

Master data

Reports

Guarantees of origin

Help

Billing

TEST

Homepage - account overview

| # | Account name | Transferable guarantees of origin | Type of installation | Certificate type group | Account status |
|-------|----------------------|-----------------------------------|----------------------|------------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | HändlerKonto | 5 | GuD-Kraftwerk | HKN | Active |
| Sum=5 | | | | | |

Page 1 of 1 (1 items)

1

Page size: 10

Target account

from (sub)account*

International installation identification code

Installation name

State (Bundesland)

Quality feature

Installation type

Production month from*

Select display layout*

Search

Zusatzkonto 1

HändlerKonto

June 2015

Type of installation/earmz

Promotion type

Production month to*

June 2016

| Type of installation | Type of financial support | Quality feature | number of GOs | number of GOs |
|----------------------|---------------------------|-----------------|---------------|----------------------|
| GuD-Kraftwerk | No financial support | HKN | 5 | <input type="text"/> |
| Sum=5 | | | | |

Transfer text

Provide

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Figure 66 Internal transfer

13 Issuance of Guarantees of Origin

13.1 Issue Guarantees of Origin Step by Step

Hereafter you will find a step-by-step description explaining how to perform issuance of GO.

Important note:

A prerequisite for the receipt of GO is a previous import of GO-relevant quantities of energy of your installations to your account of energy quantities (see: 9.1.3). This import will be performed by the operator of the public grid in the balancing group thereof your installation feeds electricity. Import of energy data is normally done electronically. For more details, if interested, please refer to the specifications of the Edifact interface of the HKNR under <http://www.umweltbundesamt.de/publikationen/spezifikation-edifact-schnittstelle-fuer-ein>.

Open the selection menu "Guarantees of origin" and then activate the function "Issue guarantees of origin" (see figure 67).

The screenshot shows the web interface of the Umwelt Bundes Amt HKNR. The top navigation bar includes 'Own data', 'Master data', 'Reports', 'Guarantees of origin', 'Help', and 'Billing'. The 'Guarantees of origin' menu is open, showing options: 'Issue guarantees of origin', 'Transfer guarantees of origin', 'Internal account transfer', and 'Include energy data'. The 'Issue guarantees of origin' option is highlighted. Below the menu, the page title is 'Homepage - account of'. A table displays energy accounts with columns: Name, transferable GO, Soon Expiring, and Provisionally cancelled. The table lists various accounts including 'Installation operator', 'AnlagenbetreiberKonto', 'Zusatzkonto 1', '2. Konto', 'Konto 3', 'Neues Konto', 'Konto 4', 'Trader', and 'Electricity supplier'. A 'Gesamtsumme' row shows totals. Below the table, there is a link 'Report provisional invoices' and a field for 'Account maintenance charge (€)' with the value '32.33 €'. The footer includes 'Copyright © 2012 Version 1.18 Build 4' and the 'atos' logo.

| Name | transferable GO | Soon Expiring | Provisionally cancelled |
|-----------------------|-----------------|---------------|-------------------------|
| Installation operator | 565 | 45 | 0 |
| AnlagenbetreiberKonto | 565 | 45 | 0 |
| Zusatzkonto 1 | 0 | 0 | 0 |
| 2. Konto | 0 | 0 | 0 |
| Konto 3 | 0 | 0 | 0 |
| Neues Konto | 0 | 0 | 0 |
| Konto 4 | 0 | 0 | 0 |
| Trader | 5 | 5 | 0 |
| Electricity supplier | 13 | 4 | 0 |
| Gesamtsumme | 583 | 54 | 0 |

Figure 67 Issuance 1

The following window allows you to select an installation from your inventory for the quantities of energy thereof you would like to request GO (see: figure 68). By using search parameters you have the possibility:

- name of installation (please enter name of installation you are looking for here),
- energy source (please select energy source of desired installations here),
- status (please select status of desired installations here) or/and
- Name of metering point (please enter metering point of desired installation here where applicable)

to look for the desired installations.

If you want to see all the installations you have registered leave the search parameters void and activate the button "Search".

The desired installations will be displayed in a list. Select an installation for the quantities of energy thereof you would like to request GO and activate the button beside each of the installations "Application for issuance" (see figure 68).

The screenshot shows the 'Umwelt Bundes Amt' web application interface. At the top, there is a header with the logo and navigation menu. Below the header, there is a section titled 'Application for GO issuance' with search filters for Installation name, Energy source, Installation status, and Name of metering point. A 'Search' button is located below these filters. Below the search section, there is a table displaying a list of installations. The table has columns for #, Installation name, Date on which the installation became operational, Electrical nominal capacity (in kW), Place (installation), Energy source, Name of metering point, and Status. Three installations are listed: Musteranlage, Musterlag, and Musterwind. Each row has a link 'Application for issuance' in the first column. At the bottom of the table, there is a pagination bar showing 'Page 1 of 1 (3 items)' and a 'Page size' dropdown set to 10. The footer contains copyright information and the 'atos' logo.

| # | Installation name | Date on which the installation became operational | Electrical nominal capacity (in kW) | Place (installation) | Energy source | Name of metering point | Status |
|--|-------------------|---|-------------------------------------|----------------------|--------------------------------|-----------------------------------|--------------------|
| Application for issuance | Musteranlage | 01/06/2013 | 122 | Musterhausen | Geothermal energy | DE1234560684438274927472975739292 | Prepared for audit |
| Application for issuance | Musterlag | 01/06/2016 | 111 | Dessau | Biomass: Landfill gas | DE1234560684472954764527643969685 | Prepared for audit |
| Application for issuance | Musterwind | 21/12/2012 | 12,000 | Musterhausen | Wind power: Onshore wind power | DE1938460684423047588340838595100 | Active |

Figure 68 Select installation

Figure 69 Issue GO

Figure 69 Issue GO

14 Cancellation

Cancellation of GO for the purpose of electricity disclosure can only be performed for electricity supply enterprises and their service providers (see section 17 subsection (1-4) HkNDV). Therefore the corresponding function in the HKNR is only visible and usable for register participants having one of both roles. The HKNR offers you two different functions for cancelling your GO enabling you to implement requirements for cancellation of GO set down in the HkNDV in section 17 subsection (1 to 4). These are the functions "Provisional cancellation" and "Cancellation".

Important note:

Please note that the register administration is obliged to cancel "expired GO", i.e. GO older than 12 months, pursuant to section 17 section 5 HkNDV. Therefore please make sure that you have cancelled all GO on your accounts prior to expiry of the 12-month validity.

You have the possibility to transfer GO to different subaccounts prior to cancellation, this may facilitate distribution of GO to different customers (see chapter 12).

For cancellation of GO in the HKNR three steps have to be performed by the relevant register participant described in detail hereafter.

They include the following steps:

1. Provisional cancellation
2. Cancel
3. (Check by) "Report cancellation"

14.1 Provisional Cancellation Step by Step

Guarantees of origin → Provisional Cancellation

To perform provisional cancellation and as a result prepare final cancellation log in as an electricity supply enterprise (other roles are not able to cancel!), open the selection menu "Guarantees of origin" and subsequently the action option "Provisional cancellation" (see figure 70).

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt. Herkunftsnachweisregister

TEST

Logout: Te00975 | Test-Anlagenbetrei...
Electricity supplier
[Selection of roles](#)

Own data ▾ Master data ▾ Reports ▾ **Guarantees of origin ▾** Help ▾ Billing ▾

Provisional cancellation

Transfer guarantees of origin
Internal account transfer
Provisional cancellation
Cancel

Production month from:

| # | Account | Transferable | Provisionally | Cancelled | Type of installation | Certificate type group | Coupling |
|--------------------|---------|--------------|---------------|-----------|----------------------|------------------------|----------|
| No data to display | | | | | | | |
| Sum=0 | | Sum=0 | | Sum=0 | | | |

from (sub)account:

International installation identification code:

Installation name:

Country:

Quality feature:

Installation type:

Production month from*:

Select display layout*:

State (Bundesland):

Combined heat and power:

Promotion type:

Production month to*:


Please fill in amount for GO.

| Type of installation | Type of financial support | Quality feature | number of GOs | number of GOs |
|----------------------|---------------------------|-----------------|---------------|---------------|
| No data to display | | | | |
| | | | Sum=0 | |

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Figure 70 Provisional cancellation 1

First you have the possibility to consult a list of GO available for provisional cancellation via the calendar functions "production period from" and "production period to". After selecting the period please confirm the button "Search" for the period defined by you all the GO available for provisional cancellation, allocated to the relevant accounts and the respective type of energy, are now displayed numerically in a table (see figure 71).

Umwelt Bundes Amt  **TEST**

For Mensch und Umwelt Marktschnachweisregister

Own data ▾ Master data ▾ Reports ▾ Guarantees of origin ▾ Help ▾ Billing ▾

Logout Te00975 Test-Anlagenbetrei... Electricity supplier Selection of roles

Provisional cancellation

Production month from Production month to

| # | Account | Transferable | Provisionally | Cancelled | Type of installation | Certificate type group | Coupling |
|---|--|--------------------------------|--------------------------------|--------------------------------|---|----------------------------------|---------------------------------|
| | <input type="text" value="ElektrizitätsversorgerKonto"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="Speicher-Wasserkraftwerk"/> | <input type="text" value="HKN"/> | <input type="text" value="No"/> |
| | | Sum=1 | Sum=0 | Sum=0 | | | |

Page 1 of 1 (1 items) Page size: 10

from (sub)account

International installation identification code

Installation name

Country

Quality feature

Installation type

Production month from*

Select display layout*

State (Bundesland)

Combined heat and power

Promotion type

Production month to*

Please fill in amount for GO.

| Type of installation | Type of financial support | Quality feature | number of GOs | number of GOs |
|----------------------|---------------------------|-----------------|---------------|---------------|
| No data to display | | | | |
| | | | | Sum=0 |

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Figure 71 Provisional cancellation 2

To cancel GO provisionally now please proceed as follows:

Via the filters available below the tabular display please select the GO to be cancelled. The entry fields "production month from" as well as "production month to" are mandatory fields and must therefore be completed. Please indicate via the calendar functions "production month from" and "production month to" the period for which you want to cancel GO. Via the field "Display layout" you have the possibility to determine visual representation and displayed information content of GO. For a summarised representation of your GO select display layout 1, for a most detailed representation "display layout 4" is recommended. Finally activate the button "Search" (see figure 72).

Umwelt Bundes Amt

HKNR

Für Mensch und Umwelt

Herkunftsnahtweisregister

TEST

Logout Te00975

Test-Anlagenbetrei...

Electricity supplier

Selection of roles

Own data

Master data

Reports

Guarantees of origin

Help

Billing

Provisional cancellation

Production month from
 Production month to

| # | Account | Transferable | Provisionally | Cancelled | Type of installation | Certificate type group | Coupling |
|-------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------|------------------------|----------|
| | <input type="text" value="ElektrizitätsversorgerKonto"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | Speicher-Wasserkraftwerk | HKN | No |
| Sum=1 | | Sum=0 | | Sum=0 | | | |

Page 1 of 1 (1 items) Page size:

from (sub)account

International installation identification code

Installation name

Country

Quality feature

Installation type

Production month from*

Select display layout*

State (Bundesland)

Combined heat and power

Promotion type

Production month to*

Please fill in amount for GO.

| Type of installation | Type of financial support | Quality feature | number of GOs | number of GOs |
|----------------------|---------------------------|-----------------|---------------|---------------|
| No data to display | | | | |
| | | | Sum=0 | |

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Figure 72 Provisional cancellation 3

You get access to an entry mask in which you may perform "provisional cancellation" of GO.
(see figure 73)

Provisional cancellation

Production month from: January 2016 Production month to: June 2016

Search

| # | Account | Transferable | Provisionally | Cancelled | Type of installation | Certificate type group | Coupling |
|--------|-----------------------------|--------------|---------------|-----------|--------------------------|------------------------|----------|
| 1 | Elektrizitätsversorgerkonto | 1 | 0 | 0 | Speicher-Wasserkraftwerk | HKN | No |
| Summ=1 | | Summ=0 | | Summ=0 | | | |

Page 1 of 1 (1 items) Page size: 10

from (sub)account: Elektrizitätsversorgerkonto

International installation identification code:

Installation name:

Country: State (Bundesland):

Quality feature: Combined heat and power:

Installation type: Promotion type:

Production month from*: January 2016 Production month to*: June 2016

Select display layout*: Type of installation/ear

Search

Please fill in amount for GO.

| Account | Type of installation | Type of financial support | Quality feature | Activation | Installation | Combined heat and power | International installation identification code | Country | State (Bundesland) | Electrical nominal capacity | Production month | number of GOs | number of GOs |
|-----------------------------|--------------------------|---------------------------|-----------------|------------|---------------|-------------------------|--|---------|--------------------|-----------------------------|------------------|---------------|----------------------|
| Elektrizitätsversorgerkonto | Speicher-Wasserkraftwerk | No financial support | HKN | 01/12/2000 | Sylvenstein 2 | No | 439990210000001002 | Germany | Bayern | 3185 | March 2016 | 1 | <input type="text"/> |
| | | | | | | | | | | | | Summ=1 | |

Provisional cancellation Cancel

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Figure 73 Provisional cancellation 4

The entry mask is arranged in tabular form. In the first column you find the type of installation. The second column includes type of financial support (of electricity or installations), the third column contains the name "GO" as well as abbreviations for additional features (see 7.6). The forth column contains GO quantity available respectively. You will find the entry field for provisional cancellation in the fifth column.

Please enter quantities of GO into the relevant entry field (see figure 74) you want to cancel provisionally and activate the button "Provisional cancellation". GO are now provisionally cancelled and are available for final cancellation.

Provisional cancellation

Production month from: January 2016 Production month to: June 2016

Search

| # | Account | Transferable | Provisionally | Cancelled | Type of installation | Certificate type group | Coupling |
|--------|-----------------------------|--------------|---------------|-----------|--------------------------|------------------------|----------|
| 1 | Elektrizitätsversorgerkonto | 1 | 0 | 0 | Speicher-Wasserkraftwerk | HKN | No |
| Summ=1 | | Summ=0 | | Summ=0 | | | |

Page 1 of 1 (1 items) Page size: 10

from (sub)account: Elektrizitätsversorgerkonto

International installation identification code:

Installation name:

Country: State (Bundesland):

Quality feature: Combined heat and power:

Installation type: Promotion type:

Production month from*: January 2016 Production month to*: June 2016

Select display layout*: Type of installation/ear

Search

Please fill in amount for GO.

| Account | Type of installation | Type of financial support | Quality feature | Activation | Installation | Combined heat and power | International installation identification code | Country | State (Bundesland) | Electrical nominal capacity | Production month | number of GOs | number of GOs |
|-----------------------------|--------------------------|---------------------------|-----------------|------------|---------------|-------------------------|--|---------|--------------------|-----------------------------|------------------|---------------|----------------------|
| Elektrizitätsversorgerkonto | Speicher-Wasserkraftwerk | No financial support | HKN | 01/12/2000 | Sylvenstein 2 | No | 439990210000001002 | Germany | Bayern | 3185 | March 2016 | 1 | <input type="text"/> |
| | | | | | | | | | | | | Summ=1 | |

Provisional cancellation Cancel

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Figure 74 Provisional cancellation 5

Important note:

Please note that GO are only cancelled provisionally in this step. This step is a safety precaution meant to enable you a preselection of GO to be cancelled. After this step GO have **not yet** been cancelled! Perform final cancellation in step "Cancellation" (see 14.2)

14.2 Cancellation Step by Step

Guarantees of origin → **Cancel**

To perform final cancellation open selection menu "Guarantees of origin" and then action option "Cancel".

To cancel your GO you first have to select in the selection menu "Cancellation cause" the year of electricity disclosure for which you want to cancel GO as well as choose in the second selection menu "Display layout" the page layout attractive for you (see figure 75).

Umwelt Bundes Amt HKNR
Für Mensch und Umwelt
Bundesfachregister

TEST

Logout Te00975 Test-Anlagenbetrei...
Electricity supplier
Selection of roles

Own data Master data Reports Guarantees of origin Help Billing

Cancel

Cancellation cause* Electricity disclosure for 2015
Select display layout* Stromkennzeichnung für 2016
Electricity disclosure for 2013
Electricity disclosure for 2014
Electricity disclosure for 2015

Search

| # | Type of installation | Financial support | Certificate type group | Provisionally |
|--------------------|----------------------|-------------------|------------------------|---------------|
| No data to display | | | | |
| | | | | Sum=0 |

Please click button "Cancel" to definitely cancel GOs cancelled provisionally. ATTENTION: All guarantees of origin cancelled provisionally are thus cancelled definitely (regardless of filter result). If you want to undo provisional cancellation please click the button "Reset"; GOs will then be transferable again.

Reset

Cancel guarantees of origin

Guarantees of origin shall be cancelled for the benefit of:

Template

Electricity customer

Electricity product

Note

☐ Save as a template

By clicking the checkbox "Save as a template" your entries will be saved as a template

Cancellation of GO Cancel

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Figure 75 Cancellation 1

Important note:

Please note that only such GO are available for cancellation you have cancelled provisionally (see 14.1)!

Then please activate the button "Search".

For the period defined by you the GO available for cancellation are now displayed (see figure 76).

Cancel

Cancellation cause*

Select display layout*

| # | Account | Type of installation | Financial support | Certificate type group | Date of initial operation | Installation name | Coupling | International installation identification code | Country | State (Bundesland) | Electrical nominal capacity | Production month | Provisionality |
|---|-----------------------------|----------------------|----------------------|------------------------|---------------------------|----------------------------|----------|--|---------|--------------------|-----------------------------|------------------|----------------|
| | Elektrizitätsversorgerkonto | Laufwasserkraftwerk | No financial support | HKN | 01/01/2012 | Testanlage für Wasserkraft | No | 439990210000008469 | Germany | Sachsen-Anhalt | 1000 | April 2016 | 50 |

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Please click button "Cancel" to definitely cancel GOs canceled provisionally. ATTENTION: All guarantees of origin canceled provisionally are thus canceled definitely (regardless of filter result). If you want to undo provisional cancellation please click the button "Reset"; GOs will then be transferable again.

Cancel guarantees of origin

Guarantees of origin shall be cancelled for the benefit of:

Template

Electricity customer

Electricity product

Note

☐ Save as a template

By clicking the checkbox "Save as a template" your entries will be saved as a template

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Figure 76 Cancellation 2

Under this display you will find the button "Reset", three text entry fields as well as the button "Cancel" and "Terminate". Activating the button "Reset" causes termination of the cancellation process. After using this button the relevant GO will be available again for other activities such as a transfer.

The text fields "Electricity customer", "Electricity product" and "Notes" may be filled optionally. Under "Electricity customer" you may indicate the customer for whom you cancel, under "Electricity product" the product for which you cancel. Using these entry fields may help you administrate your cancelled GO.

Important note:

Pursuant to section 17 subsection (3) HkNDV GO may exclusively be used for the purpose of electricity disclosure for electricity from renewable energies in Germany. Cancellation of GO for electricity disclosure can be performed for electricity disclosure in the HKNR in 2013 for the first time. Possible further steps defined by the legislator for electricity disclosure shall remain in force.

By activating the button "Cancel" you complete cancellation. You may now consult cancelled GO in the report "Overview cancellations".

14.3 Report: Overview of cancellations

Reports → Overview of cancellations

To obtain an overview of GO cancelled by you please open the selection menu "Reports" and subsequently the action option "Overview cancellations".

This report offers the possibility to have cancelled GO displayed after the production period of relevant quantities of electricity. For that purpose open always the calendar functions "Production period from" and "Production period to" and select the respective production period. As further optional filters entry fields such as:

- country (from which GO is originating)
- cancellation cause
- electricity customer (provided that it is indicated for cancellation)
- electricity product (provided that it is indicated for cancellation) and for
- note (provided that it is indicated for cancellation)
- installation from which GO quantity to be cancelled was generated
- international installation identification code of this installation

are available (see figure 77).

Overview of cancellation

Production period from: June 2015 Production period to: June 2016
 Country: Cancellation cause: Stromkennzeichnung für 2016
 Installation: International installation identification code: Electricity customer: Manual for Use of HKNR Software
 Electricity product: Note: Search

Export of data available in the list as: PDF XLS XLSX CSV
 Attention: Fiber is not considered for export!!!

| Electricity customer | Electricity product | Note | Cancellation cause | International installation identification code | Date of initial operation | Quality feature nationally | Financial support | Coupling feature | Date of cancellation | Transaction number | Country | Company | Installation |
|---------------------------------|---------------------|------|-----------------------------|--|---------------------------|----------------------------|----------------------|------------------|----------------------|--------------------|---------|-----------------------|----------------------------|
| Manual for Use of HKNR Software | | | Stromkennzeichnung für 2016 | 439990210000008489 | 01/01/2012 | HKN | No financial support | No | 09/06/2016 | 296371 | Germany | Test-Anlagenbetreiber | Testanlage für Wasserkraft |

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Via the button "Create proof of cancellation" you may generate the so-called "chic proof of cancellation". Please note: The button shall only be active if there is in the column of electricity product and electricity customer a uniform result (in the column of electricity product result list there must be uniform electricity products as well as analogous electricity customer).

Create proof of cancellation

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Figure 77 Report of cancellation

Please activate the button "Search".

Now cancelled GO will be displayed according to your requirements in a table divided according to all relevant information concerning GO. This table can be exported (XLS, XLSX, PDF or CSV format). Please activate the corresponding button for export of the table above the table. In addition you have the possibility to issue a so-called "chic proof of cancellation" (see: . For that purpose please activate the button "Create proof of cancellation". A PDF document is now available to you from which results for which customer you have cancelled GO.

15 Fees Regulation

Pursuant to section 1 subsection (1) Guarantees of Origin Fees Regulation (HkNGebV) the Federal Environment Agency shall charge fees and expenses for official acts in connection with the issuance, recognition, transfer and cancellation of guarantees of origin as well as use of the guarantees of origin register.

While installation operators, traders and electricity supply enterprises, i.e. all account-holding roles in the HKNR have to pay fees according to the schedule of charges (annex relating to section 1 subsection (1) HkNGebV) there are generally no fees to pay for environmental verifiers and service providers.

Two functions are available for register participants in the HKNR by means of which they can obtain an overview of fees incurred and already invoiced and paid where applicable.

They include:

- Report of "provisional billings" as well as
- Report of "performed billings"

15.1 Report of Provisional Billings

Billing ➞ Report of provisional billings

On the basis of provisional billing you may see in the current year which fees have already been charged up to the present day. Further actions liable to charges you will perform in the current year will increase total charge continuously. Only at the end of the calendar year generally corresponding to the fee billing period, level of charges is definite. Payment will exclusively be done after receipt of a notification.

The overview of your provisional billings will automatically be displayed when you open your account on the homepage (see figure 78).

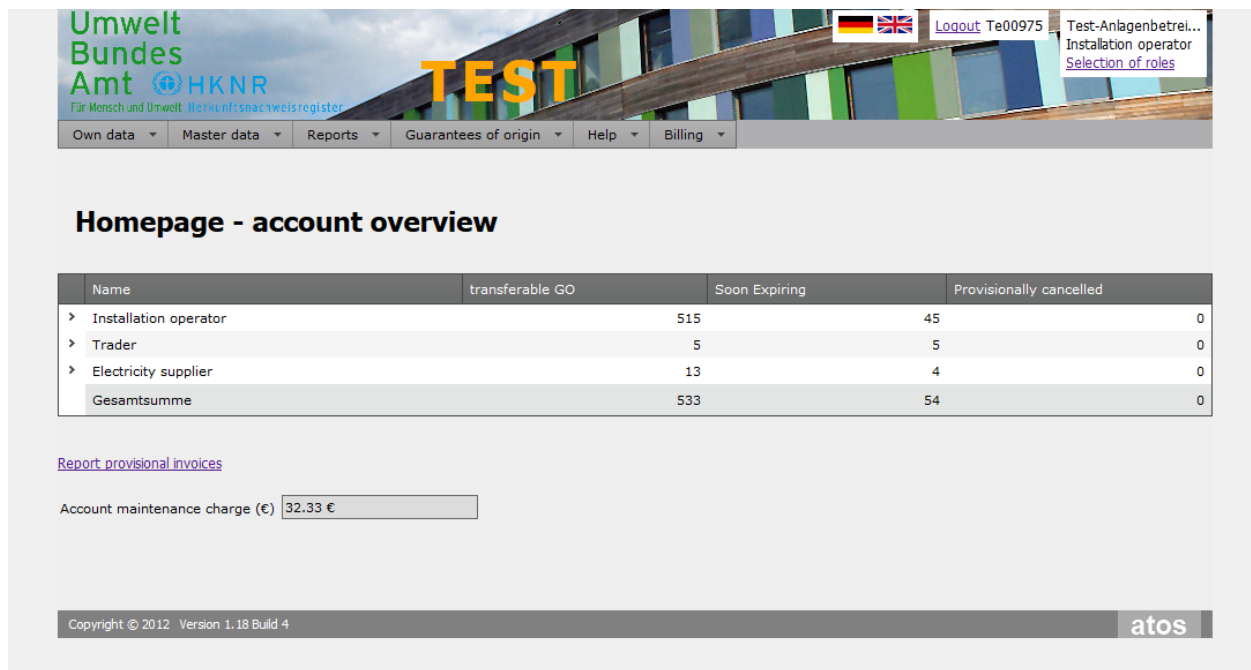


Figure 78 Provisional billing 1

In this overview you will see a tabular list of incurred "action fees" first. These fees include all chargeable acts which are no account fees. The table is divided according to:

- Participant
- Billing month
- Participant reference and
- Billing amount

Fees are basically mentioned for completed months. You will find your incurred account fees below this text field.

Please open the selection menu "Billing" and in this menu the submenu "Report of provisional billing" for a detailed view of your fees already incurred (see figure 77).

Now indicate in the field "Billing period from" and the field "Billing period to" the period for which you would like to consult fees (see figure 79).

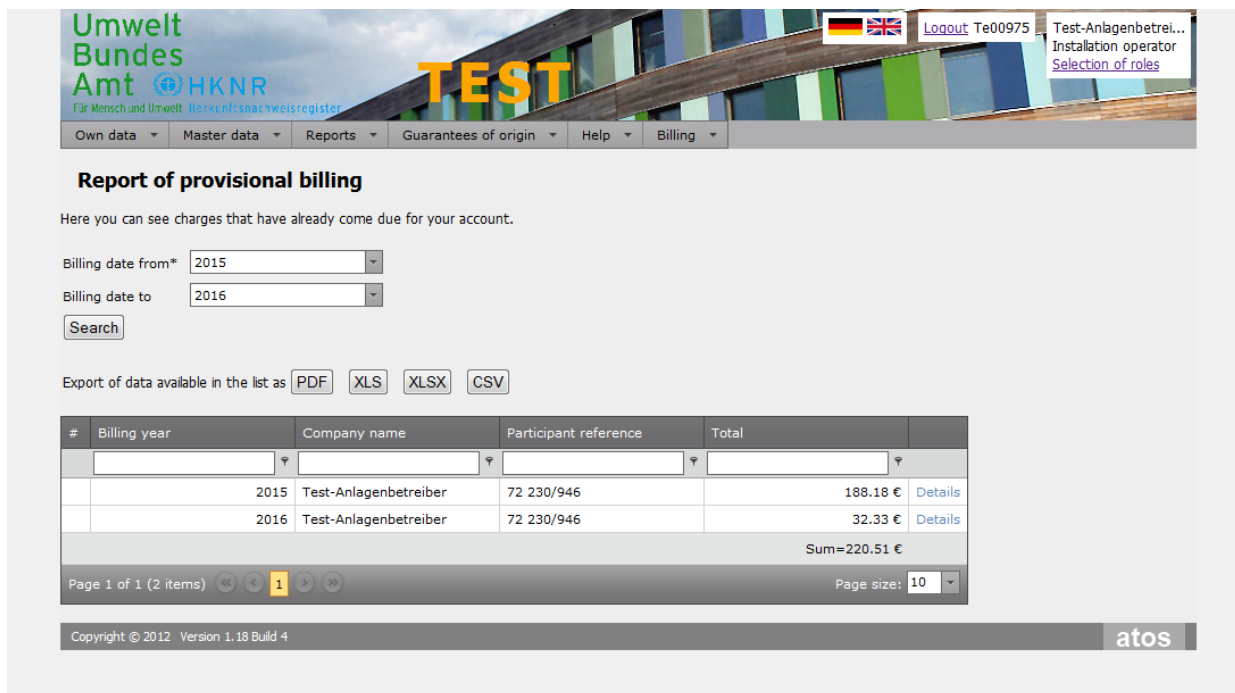


Figure 79 Provisional billing 2

At the right end of the tabular figure you will always find in blue the link "Details".

When you activate this "Link" you can look at your fees systematically in a table including important information such as chargeable act, level of charges or participant reference. To change view you may change between four layouts. For that purpose you select in the field "Layout" the layout corresponding to you and activate the button "Search" then. The table can be exported (PDF, XLS, XLSX -or CSV format). Please activate the corresponding button for export of the table above the table (see figure 80).

Umwelt Bundes Amt

HKNR

Für Mensch und Umwelt

Nachweisregister

TEST

Logout uba0001

Umweltbundesamt

Register-Administrator

Selection of roles

Own data

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Interfaces

Guarantees of origin

Administration

Help

Billing

Report billing

Here you can see the invoiced charges for which you have already received a notification.

Billing date from*

2015

Billing date to

2016

Company name

Participant reference

Search

Export of data available in the list as

PDF

XLS

XLSX

CSV

| # | Billing year | Company name | Participant reference | Total | Billing date | Cash reference number | Payment receipt | Account balance | Is paid |
|---|--------------|-----------------------|-----------------------|--------------|--------------|-----------------------|-----------------|-----------------|---------------|
| | 2015 | Test-Anlagenbetreiber | 72 230/946 | 238.18 € | 09/06/2016 | DEV_952436136 | | | Nicht bezahlt |
| | | | | Sum=238.18 € | | | | | |

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1

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Latest synchronisation with e-payment

1/13/2016

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atos

Figure 81 Performed billing 1

Now the period for which you would like to consult fees will be displayed in a table. Here you see among others the "Billing year", the "Total charge", the "Billing date", the "Cash reference number" or the column "Is paid". In the column "Is paid" you will be shown e.g. if the fee has already been paid for this billing period or not. At the right end of the line you may click on the "active" word "Details". By doing so you will be shown the details of "Total charge" (see figure 82).

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Umwelt Bundes Amt **HKNR** **TEST** **Logout uba0001** **Umweltbundesamt Register-Administrator Selection of roles**

Own data Master data Reports Certificates Interfaces Guarantees of origin Administration Help Billing

Details report billing

Description for Details report billing.

Layout Layout1 - detailed listing

Search

Export of data available in the list as PDF XLS XLSX CSV

| # | Company name | Participant reference | Account name | Installation name | Installation reference | Billing day | Chargeable act | Charge number | Quantity | Billing amount | Subtotal | Description |
|---|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|-------------|-------------------------------|---------------|----------|----------------|----------|-------------|
| | | | | | | | | | | | | |
| | Test-Anlagenbetreiber | 72 230/946 | AnlagenbetreiberKonto | Test Bescheid | 72 240/1253 | 10/03/2015 | Anlage registrieren | 2.1 | 1.00 | 50.00 € | 50.00 € | |
| | Test-Anlagenbetreiber | 72 230/946 | AnlagenbetreiberKonto | Musterwind | 72 240/913 | 28/08/2015 | Anlage registrieren | 2.1 | 1.00 | 50.00 € | 50.00 € | |
| | Test-Anlagenbetreiber | 72 230/946 | AnlagenbetreiberKonto | windige Angelegenheit | 72 240/912 | 14/12/2015 | Anlage registrieren | 2.1 | 1.00 | 50.00 € | 50.00 € | |
| | Test-Anlagenbetreiber | 72 230/946 | AnlagenbetreiberKonto | Test Bescheid | 72 240/1253 | 13/08/2015 | Herkunftsnachweise ausstellen | 1.1 | 4.00 | 0.01 € | 0.04 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 02/04/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 07/05/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 12/05/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 13/08/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 13/08/2015 | Herkunftsnachweise entwerfen | 1.5 | 1.00 | 0.02 € | 0.02 € | |
| | Test-Anlagenbetreiber | 72 230/946 | | | | 13/08/2015 | Herkunftsnachweise entwerfen | 1.5 | 3.00 | 0.02 € | 0.06 € | |

Figure 82 Performed billing 2

Via the field "Layout" you have the possibility to determine the visual representation. For a detailed representation of your GO select "Layout1 – detailed listing", for a representation as compact as possible "Layout4" – transactions grouped by month" is recommended. Activate the button "Search" then. In the detailed listing you will see important data such as "Name of installations", "Chargeable act", accumulated "Quantity", "Level of charges" or "Subtotal".