Union Database (UDB)

Step by step instructions

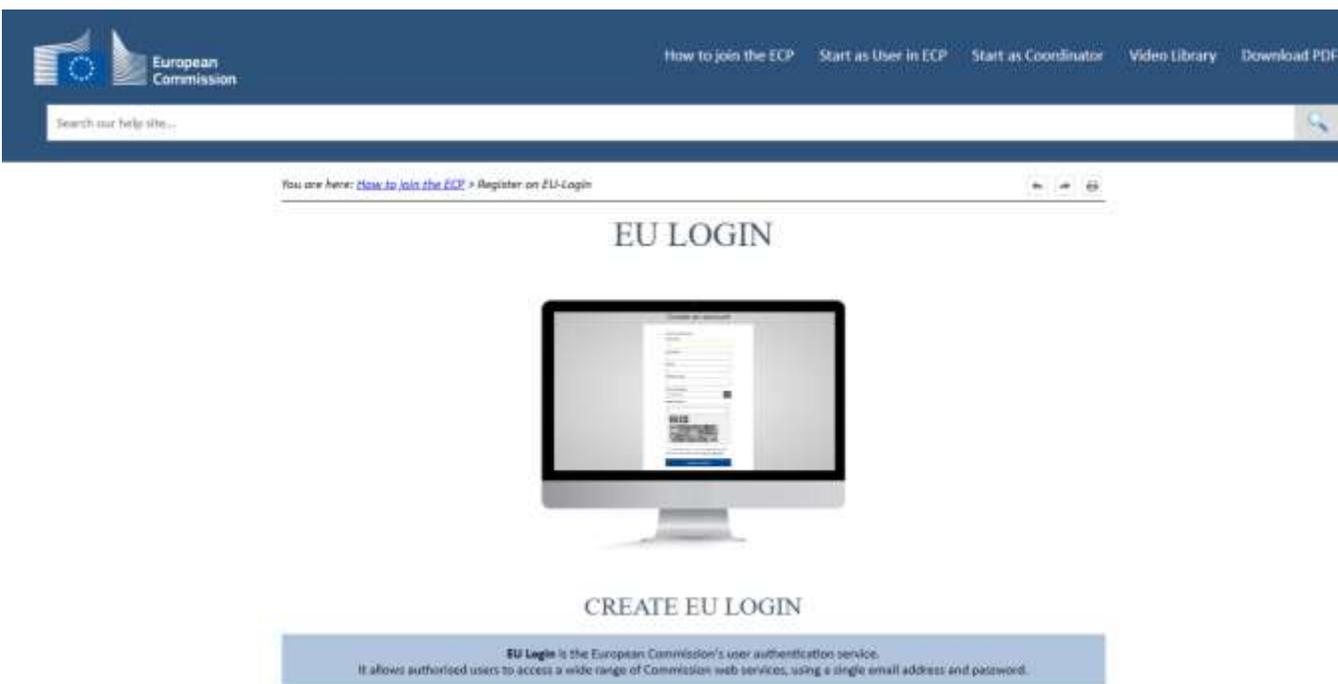be RESPONSIBLE | be SUSTAINABLE | be SURE

Content

Registration EU Login

Preconditions

1. Personal E-mail address

2. Mandatory 2-factor authentication

CREATE EU LOGIN RIGHT HERE

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

Registration EU Login

HOW TO CREATE AN EU LOGIN ACCOUNT

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

Access/request access to My network

2. You will be redirected to the login page for EU Login.

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

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

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

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

4. Click on **Create an account**

Note: For specific help on creating the EU Login please refer to the Help Section for EU Login

Here you will find the EU Login help section.
Here you will find the FAQs of EU Login.

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

Registration EU Login

1. Entering required personal data
2. Check box
3. Click on "Create account"

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

Registration EU Login

4. Receive an email with an individual invitation link

5. Assign password

6. EU account is set up, <u>but not yet verified!</u>

Registration EU Login

2-factor authentification

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

✓ Or via app (recommended)

Access UDB

Preconditions

1. Completely set up EU Login account (personalized and 2-factor-authenticated)

2. Certification via a voluntary certification system (e.g. SURE EU)

3. Personalized email address is identical to that of the first contact person in the SURE database

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

Access UDB

Beforehand

If your company details are correct, REDcert has already set up a UDB account for you and linked the e-mail address of the first contact person.

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

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

Access UDB

Screenshot UDB Selbstregistrierung:

Please do not carry out self-registration!

Access UDB

Beforehand

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

Required information:

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

Access UDB

Beforehand

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

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

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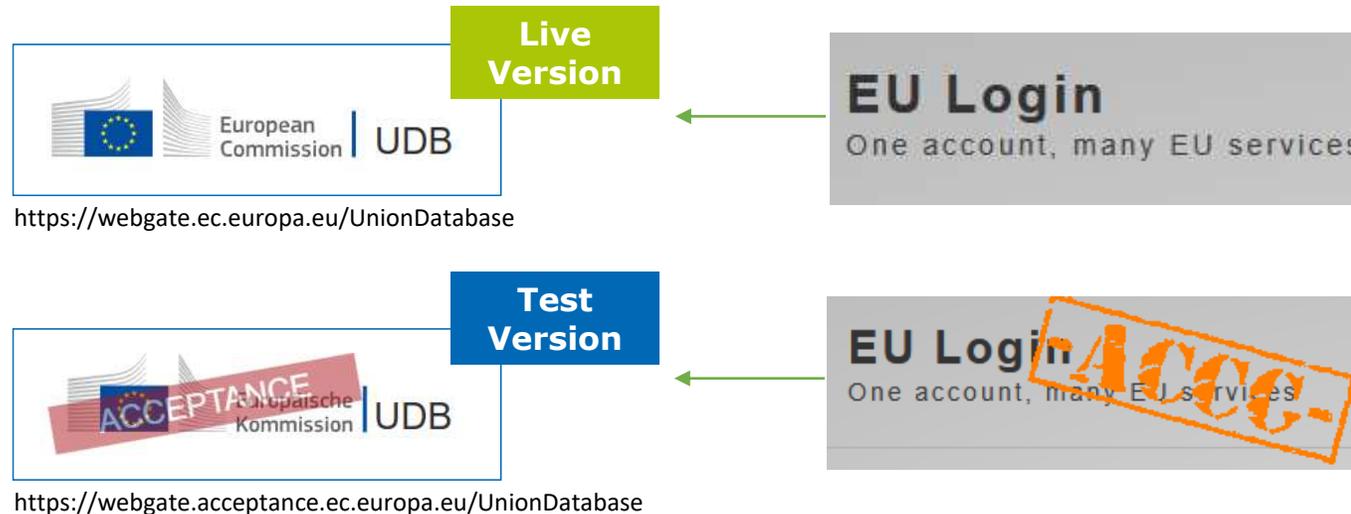
Access UDB

Beforehand

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

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

Access UDB

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

Live
Version

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

Test
Version

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

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

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

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Access UDB
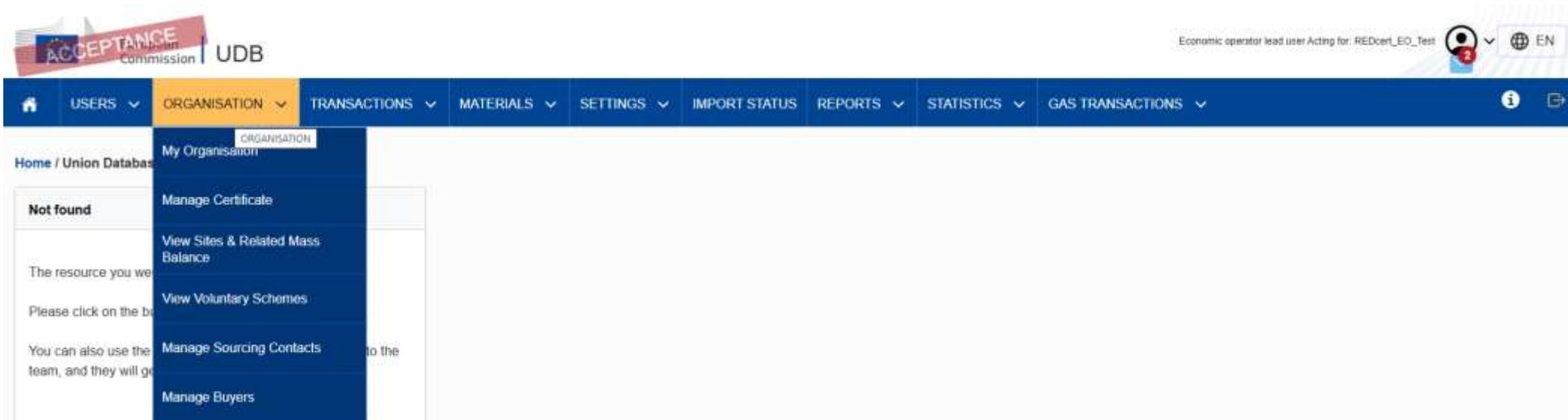
Please note that your company data regarding address, VAT, company name, certificates and permanent establishments are taken from the SURE database. Therefore, make sure that the information in the SURE database is correct.

Creating additional users

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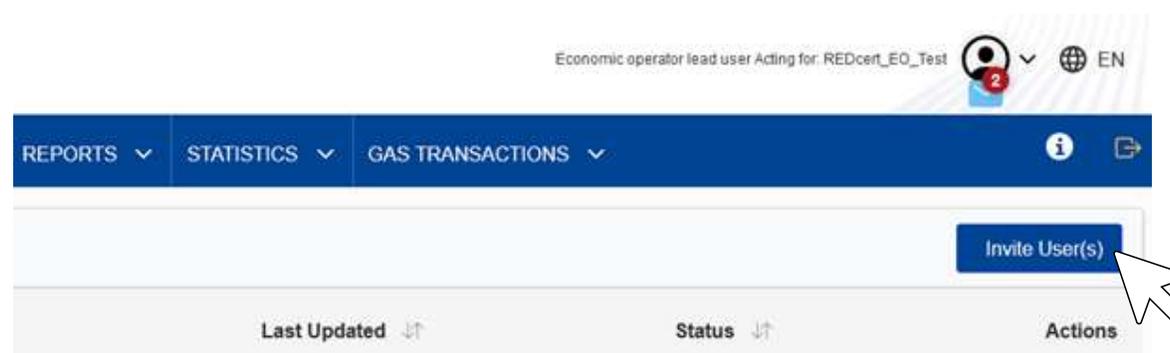
Preconditions

1. Existing company account at UDB

2. Other users must also have a verified EU Login account

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

Creating additional users

1. Log in as a lead user

2. Click on "Manage users"

3. Then click on Invite users

Creating additional users

4. Select whether you are a user or another primary user

5. Enter the personalized email address of the additional user

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

The user must also have a verified EU Login account.

Create sourcing contacts

Preconditions

1. You are certified as first gathering point or as collector of waste and residues

2. Depending on the above scopes, you will be able to create sourcing contacts

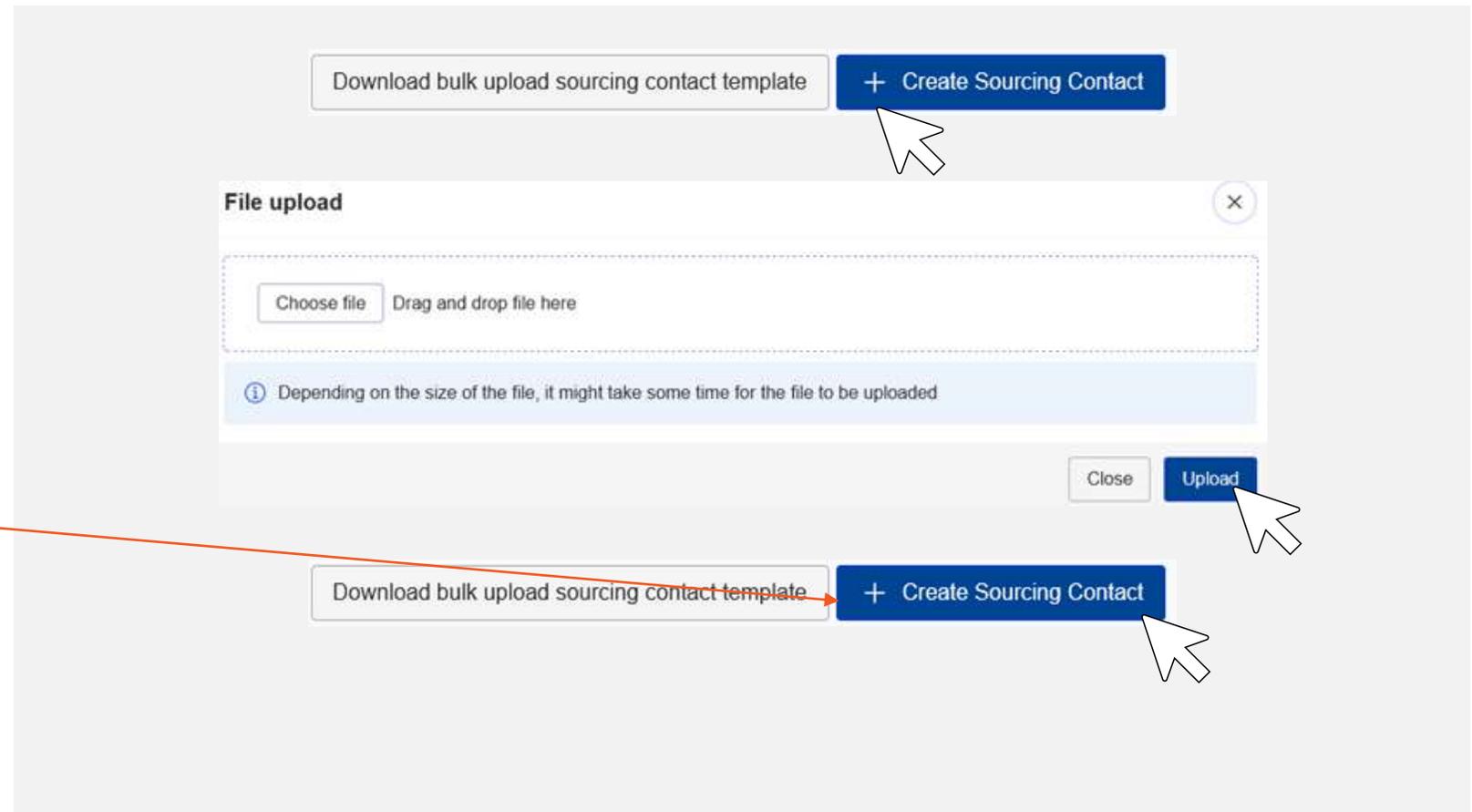3. All other scopes cannot create sourcing contacts.

Sourcing contacts
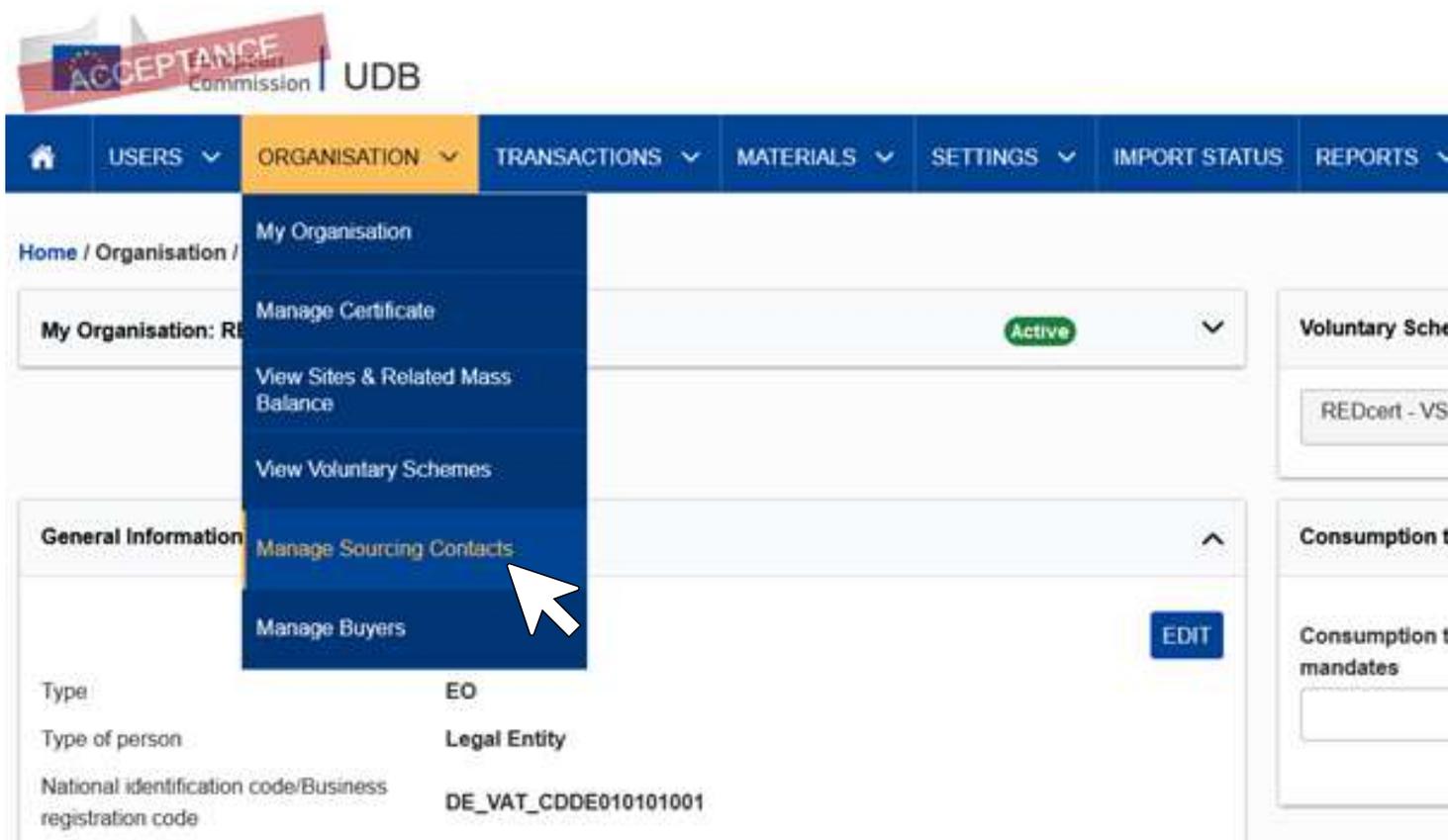
1. Login with EU Log-In in UDB

2. Tab "ORGANIZATION" menu item
Manage Procurement Contact Persons

Sourcing contacts

1. Download template

2. Entering data

3. Save file

4. Upload

or

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

Sourcing contacts

1. All fields highlighted with * are mandatory

2. The UDB notices already highlighted sourcing contacts. Therefore, you can use the template continuous.

Important.

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

Sourcing contacts

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

Sourcing contacts

Notes

- ✓ Fields highlighted with * are mandatory

- ✓ If there is no unique identifier for the new sourcing contact (e.g. IACS number or tax number), the UDB accesses the address information and generates automatically an identifier.

- ✓ The name of the sourcing contacts can be chosen freely.

- ✓ But it should match your own documents/merchandise management system/ERP system.

- ✓ Internal reference numbers: Possibility to assign your own number, but it should match your own documents/merchandise management system/ERP system.

Examples of unique identifiers

Here you will find all common identification types

✓ VAT ID:
DE_VAT_CDDE123456789

✓ Tax ID:
DE_TIN_CD1234567890123

✓ InVeKoS Number/ Establishment number/ registration number:
DE_IACS_CD2761234567890123

Hint:

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

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

Creating buyers

Required information

1. Unique company identifier ([NTR ID](#) or VAT ID) Buyer

2. Full Company Name Buyer (as SURE Database or UDB indicated)

3. Talk to your buyer contacts to receive the correct NTR-ID

4.

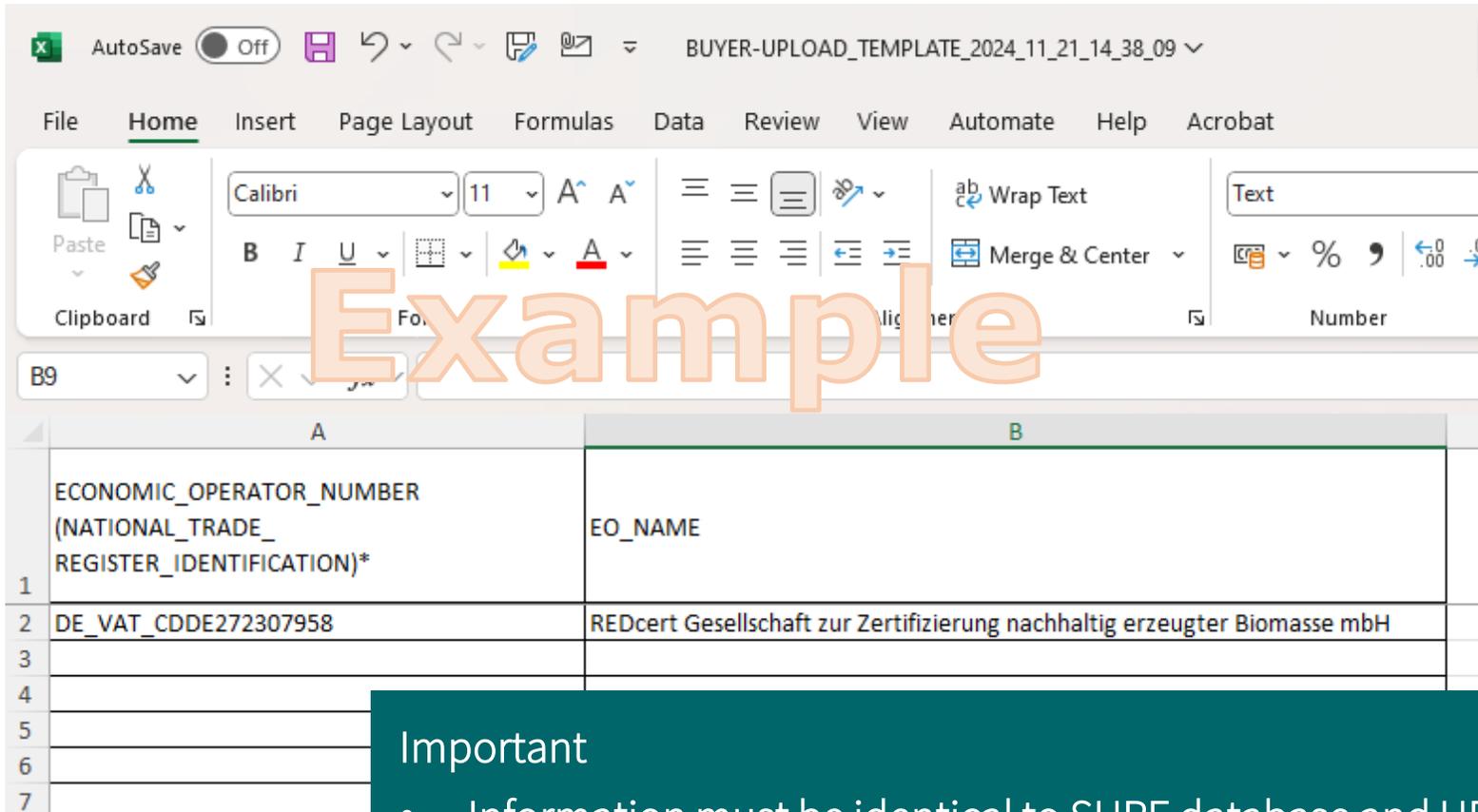Please communicate with your buyers and ensure that their UDB accounts have been created correctly.

Create Buyer

1. Login with EU Log-In in UDB

2. Tab "ORGANIZATION" menu item Manage Buyers

Create Buyer

1. Download template

2. Entering data
   (see next slide)

3. Save fileUpload

4. Check import status
   (see after next slide)

Create Buyer

1. Unique company identifier (NTR ID) for SURE-EU participants:
   VAT ID

2. Buyer's full company name

3. The UDB notices already highlighted buyer. Therefore, your can upload the template continuous.

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

Create Buyer

1. Import Status Review

2. Adjust if necessary

3. Upload again

4. Check Import Status

Contact the UDB support team

In case of technical errors

- Send an email to EC-UNION-DB@ec.europa.eu and add udb@sure-system.org to CC.

- In your support email, you should include the following information:

  - ✓ **Description of the problem**: Briefly explain what exactly isn't working.

  - ✓ **Specification** to the company incl. unique company identifier (NTR ID) or VAT ID and SURE ID (for further inquiries)

  - ✓ **Error message**: If you receive an error message/screenshot, include it in your message.

  - ✓ **Browser and version**: Specify which browser and version you are using.

Learn more

Live Version

Test Version

Useful links

✓ UDB on our website

✓ Official Wiki of the UDB

✓ Help page for EU-Login