

# ISCC HUB Manual for System Users

Version 3.0 effective as of 11 July 2025



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Document Title: HUB Manual for Certification Bodies

Version 3.0

Valid from: 11 July 2025

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## List of abbreviations

APS	Audit Procedure System
CB	Certification Body
RED II	Renewable Energy Directive II
UDB	Union Database
NTR ID	National Trade Register Identification
VAT ID	Value Added Tax Identification

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## Summary of changes

The following is a summary of the main changes to the previous version of the document ISCC HUB Manual for System Users\_v2.11. The revision of the document covers relevant adjustments made to the ISCC HUB in the latest deployment. Minor changes, such as corrections of phrasings, are not listed.

Summary of changes made in version 2.11	Chapter
Version 3.0 has been revised to feature an enhanced structure for the manual, evident in the newly organized chapter and sub-chapter headings.	
<p>Addition: The manual is structured to enhance the understanding of the various functions available on the ISCC HUB.</p> <ul style="list-style-type: none"> <li>• <b>Chapter 1</b> provides a brief introduction to the HUB.</li> <li>• <b>Chapter 2</b> delineates the different roles within the ISCC HUB and their corresponding access to specific functionalities.</li> <li>• <b>Chapter 3</b> elaborates on the features of the Main Menu on the HUB.</li> <li>• <b>Chapter 4</b> offers comprehensive instructions on how to create and submit a new registration.</li> <li>• <b>Chapter 5</b> assists users in managing and editing existing registrations.</li> </ul>	1



<ul style="list-style-type: none"> <li>• <b>Chapter 6</b> discusses the various lists available on the HUB, including material and CB lists.</li> <li>• <b>Chapter 7</b> explains how to view existing certificates and provides pertinent information on site details and sourcing contacts.</li> <li>• <b>Chapter 8</b> presents the Certification Body information accessible on the HUB.</li> <li>• <b>Chapter 9</b> explores the Help options available to users.</li> </ul> <p>This organisation facilitates users in navigating and utilising the ISCC HUB effectively.</p>	
<p>Addition:</p> <p>Basic Data: This section serves as a comprehensive repository for all registrations, certificates, materials, products, and information pertaining to the Certification Body. Users are granted access solely to the registrations or certificates that have been specifically assigned to them.</p> <p>In the menu, the second option pertinent to the System User is “Create.” Selecting this option initiates the process of creating and submitting a new operational unit registration in the HUB. A comprehensive outline of the steps required for submitting a certificate is provided in the following chapters.</p>	3
<p>Addition:</p> <p>Adjacent to the “Latitude” and “Longitude” fields, a button labeled “Update Geocoordinates” is visible. When this button is clicked, the geocoordinates are automatically populated based on the address of the operational unit to be certified. Once provided in these fields the values listed will be taken over to the certificate of this registration. Please note, it is also possible to manually input the geocoordinate information as well</p>	4.1.3
<p>Addition:</p> <p>The responses to the waste and residue questions are essential for certification, as they determine the necessity of a mandatory surveillance audit. It is important to read and answer these questions carefully.</p>	4.1.8
<p>Addition:</p> <p>The first tab visible to the System Users is titled “Certificate Details”. Each of the sections under this tab are visible to the System User to gain more information regarding their certificate.</p> <p>The “Operational Unit Data” section provides an overview of the operational unit to be certified, including the details of the certification systems, scopes and the geocoordinates. Under “Certificate” the System User can view the certificate specific information such as the certification system, certificate ID, certificate specific scopes, validity periods, date of issue and where applicable the material annex table. Under “Supplementary Information” the</p>	7.1.

System User can view and download not only the certificate, but also the audit related documentation. Additionally, in this section, the System User can also see the date of the audit. Furthermore, the System User can view and provide the “List of Sites” and “List of Sourcing Contacts”. Guidance on providing this information can be found in the respective sub chapters below. Additionally, the System User is able to see the “Additional Files”, “Non-Conformity Main Audit Report - Additional Files” and the “Surveillance” sections. It is not possible for the System User to edit any of this information, they are only able to view and download the respective files.	
<p>Addition:</p> <p>The System User is unable to modify any certificate-specific information on the HUB; however, it is their responsibility to provide the “List of Sites Covered by Certificates” and the “List of Sourcing Contacts” to the CB. As previously mentioned, once a certificate is selected, the System User can view the relevant information associated with that certificate. Additionally, the System User has the option to “Edit Sourcing Contacts” and “Initiate Site Information Update.” as can be seen in Figure 13. These options are visible to the System User only for “Valid” and “Submitted” certificates. Further details regarding the functionality of these buttons are explained below.</p>	7.3
<p>Addition:</p> <p>In cases of large Lists of Sourcing Contacts, upon selecting the “Download Sourcing Contacts” button, a pop-up appears to indicate the download is in progress. Once the file is ready, a notification will appear on the bell icon in the top right corner of the ISCC HUB, providing a link to download the file, thereby streamlining the downloading process for both CBs and System Users.</p>	7.4.3

## 1. Introduction

The ISCC HUB is an online platform for managing the registration- and certification-related data of System Users (= Economic Operators in European Union terminology). Both System Users and their Certification Bodies (CBs), have direct access to manage and change System User data in the ISCC HUB that is accessible via single sign-in on the ISCC client section / ISCC CB section. New System Users can create an account to access the ISCC client section and ISCC HUB on the [Log In - Registration](#) section of the ISCC Website.

New registrations are made directly in the ISCC HUB. For existing registrations, the listed contact persons and legal representative can update and manage their registration data. CBs are responsible for uploading certificates immediately after issuance in the ISCC HUB for publication on the ISCC website. They can modify issued certificates or their status in the ISCC HUB with immediate publication on the ISCC website.

The ISCC HUB is designed to avoid input errors and missing data through various forms of verification and validation. Thus, improving data accuracy and minimising the need for subsequent clarification by involved parties. The system

sends automatic notifications to relevant parties when data is updated or changed, providing information about the task or requesting additional confirmation.

The manual is structured to enhance the understanding of the various functions available on the ISCC HUB.

- **Chapter 1** provides a brief introduction to the HUB.
- **Chapter 2** delineates the different roles within the ISCC HUB and their corresponding access to specific functionalities.
- **Chapter 3** elaborates on the features of the Main Menu on the HUB.
- **Chapter 4** offers comprehensive instructions on how to create and submit a new registration.
- **Chapter 5** assists users in managing and editing existing registrations.
- **Chapter 6** discusses the various lists available on the HUB, including material and CB lists.
- **Chapter 7** explains how to view existing certificates and provides pertinent information on site details and sourcing contacts.
- **Chapter 8** presents the Certification Body information accessible on the HUB.
- **Chapter 9** explores the Help options available to users.

This organisation facilitates users in navigating and utilising the ISCC HUB effectively.

An overview of the steps involved in creating a new registration and obtaining a certificate are described below:

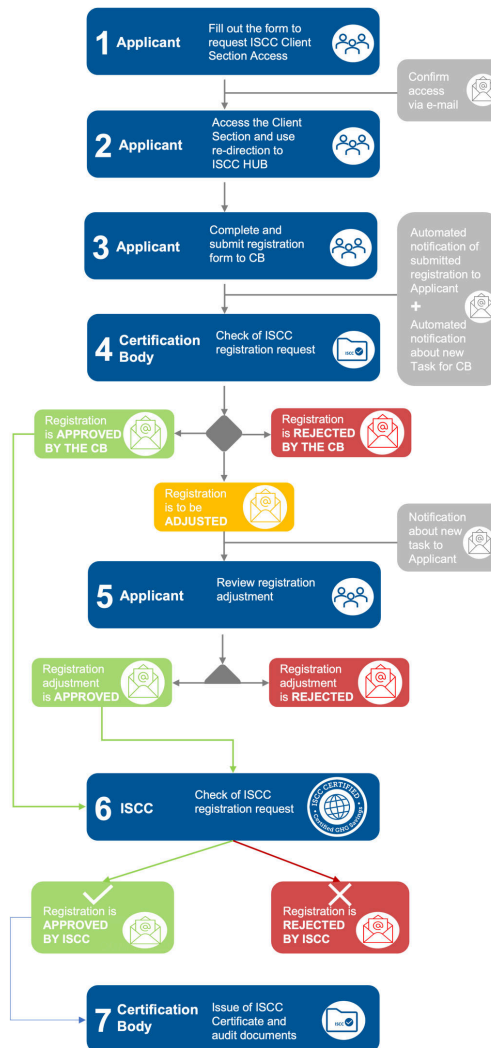


Figure 1. Overview of registration process on the HUB

Step 1: Request for client access on the ISCC website.

Step 2: Once client access has been provided log into the ISCC website which will redirect to the ISCC HUB.

Step 3: Complete and submit the registration form to the CB.

Step 4: Checking of registration details by CB.

Step 5: If any adjustments are made by the CB, then the applicant must further review the registration adjustment.

Step 6: Checking of registration by ISCC.

Step 7: Once the registration is approved the CB can proceed with issuing the certificate and other relevant audit documents.

## 2. ISCC HUB Access and Roles

The ISCC HUB is available via single sign-in on the ISCC client section/CB section meaning the login details for the ISCC HUB and the ISCC website are identical. To gain access to the ISCC HUB it is necessary to create an account on the ISCC website first. Once this step is completed, an email confirming access to the client section is sent to the applicant. After a

System User is logged in to the ISCC client section or a CB is logged in to the CB section, a redirection to the ISCC HUB is available.

Each user has a role within the ISCC HUB. This role further determines the availability of certain data and functionalities, as explained below.

## 2.1. ISCC HUB Subscribers

Users who are not yet registered for ISCC certification but set up an account to access the ISCC client section and the ISCC HUB are called ISCC HUB Subscribers. For subscribers, the only functionality visible in the ISCC client section is the link to the ISCC HUB. Subscribers can submit a new registration form and see information in the Basic Data section for Products and Raw Materials as well as a list of valid CBs. All other sections are empty. As soon as the subscriber's registration request has been approved and the ISCC registration confirmation email is sent, the subscriber becomes an ISCC System User.

## 2.2. ISCC HUB System User

Any person assigned as the legal representative or designated ISCC contact person of a registration is an ISCC HUB System User. In addition to the information that subscribers can see, ISCC HUB System Users can see data of all the registrations they are assigned to and their corresponding certificates. Functionalities available to ISCC HUB System Users are:

- Submit a new registration
- Edit an existing registration
- Edit the List of Sourcing Contacts of a valid certificate
- Change the CB associated with the registration
- Edit ISCC HUB access rights to the Operational Unit Registry

ISCC HUB System Users may add **Additional Access Users** to the relevant registrations. By granting such permission, the Additional Access User can log into the ISCC client section and the ISCC HUB to **view but not edit** the registration data in the ISCC HUB.

## 2.3. CB Admin and CB Employee

There are two different CB roles namely CB Administrators and CB Employees. Both can see all registrations and all certificates of the CB they belong to. Functionalities available to CB Administrators and Employees in the ISCC HUB are:

- Approve registrations from System Users
- Request an existing registration to be edited
- Generate and submit certificates
- Modify certificates
- Edit the List of Sourcing Contacts of a valid certificate
- Edit the List of Sites covered by Certificate
- Request the System User to update the List of Sites and Sourcing Contacts
- Submit Surveillance Audits
- Suspend and withdraw a certificate via Change Status Initiation
- Extend the suspension of a certificate
- Only CB Admin: Add additional or edit existing CB Employees and CB Admins

ISCC HUB access shall not be given to **auditors**. The access is to be limited to the CB Employee who is responsible for approving registrations and submitting the certification documentation to ISCC.

## 2.4. ISCC Administrators and Employees

All ISCC Employees can see existing data on the ISCC HUB including all the information regarding the operational unit registrations and the associated certificates.

## 3. Structure of the ISCC HUB

The landing page of the HUB shows different buttons of commonly used functions under “Go to the module” and “My recent tasks” for the respective user. To open the whole menu, the button “HUB APP Home Page” should be selected. The menu consists of three major sections: “My Tasks”, “Create” and “Basic Data”, which are explained in the following chapters. The “Help” section redirects the System User to the HUB page on the ISCC website. The Privacy Statement and the Log Out button can also be found here.

The three sections of the Menu are:

1. My Tasks: this section includes a list of all open tasks that the logged in user is responsible for.
2. Create: this section is used to initiate any new process on the HUB. This is where new registrations and certificates can be created.
3. Basic Data: This section serves as a comprehensive repository for all registrations, certificates, materials, products, and information pertaining to the Certification Body. Users are granted access solely to the registrations or certificates that have been specifically assigned to them.

### 3.1. My Tasks

The first Menu option of “My Tasks” displays the respective System User’s tasks that must be completed e.g. authorising a registration, approving a CB change, confirming registration data adjustments, etc.

REGISTRATION NUMBER	COMPANY NAME	WORKFLOW TYPE	STEP	REQUESTOR	STATUS	TASK CREATED ON
ISCC-Reg-20458	Test Company	Operational Unit Registry	Complete & Submit Registration Form	Test System User 4	During registration form submission	2025-06-03 14:236
ISCC-Reg-20386	Test Company C	Operational Unit Registry	Additional Approval by Applicant	Test System User 4	During Additional Approval by Applicant	2025-02-17 08:2719
ISCC-Reg-20359	Test Company A	Certificate	Adding Sites and Sourcing Contacts by System Users	Test CB Admin	During adding Sites and Sourcing Contacts by System Users	2025-02-07 16:5850
ISCC-Reg-20361	Test Company B	Operational Unit Registry	Complete & Submit Registration Form	Test System User 4	During registration form submission	2025-02-07 15:0046

Figure 1. My tasks

For each task, the registration number, company name, task name, process name, requestor, status and the time the task was created are shown.

The tasks visible to a System User with their task names indicated in brackets include and are not limited to the following:

- Access registration draft (During registration form submission) and complete submission
- Approval of new registration modifications made by the CB (During Additional Approval)
- Approval of registration modifications initiated by the CB (During Modification Approval)
- Initiating sites and sourcing contacts information (During adding Sites and Sourcing Contacts by System Users)



- Completing site information request sent by CB (Editing sites by System Users)

For each newly created task, an e-mail is automatically sent to the responsible person.

**i** Additionally, it is possible to use the “Status” option under “Advanced Search” in “My Tasks” to get an overview of the open tasks belonging to one registration. Under this section it is also possible to identify the status of an open task. For this it is necessary to first select the overarching process the task belongs to. Select “Workflow Type” and choose the relevant process from the drop-down list that appears. Once the workflow type has been selected it is necessary to select the applicable “Status” to retrieve the most accurate search results. For example, select “Certificate” under “Workflow type” followed by “During Sites and Sourcing contacts review by CB” to receive an overview of all certificates that are currently pending the CB approval for the site and sourcing contact information. This allows for more transparency and a better overview of the entire process.

## 3.2. Create

In the menu, the second option pertinent to the System User is “Create.” Selecting this option initiates the process of creating and submitting a new operational unit registration in the HUB. A comprehensive outline of the steps required for submitting a certificate is provided in the following chapters.

## 3.3. Basic Data

The next category in the “Menu” is the Basic Data, which includes information of all registered operational units, certificates, CBs, as well as list of countries, intermediate and material products and raw materials can be found, as shown in Figure 3 below.

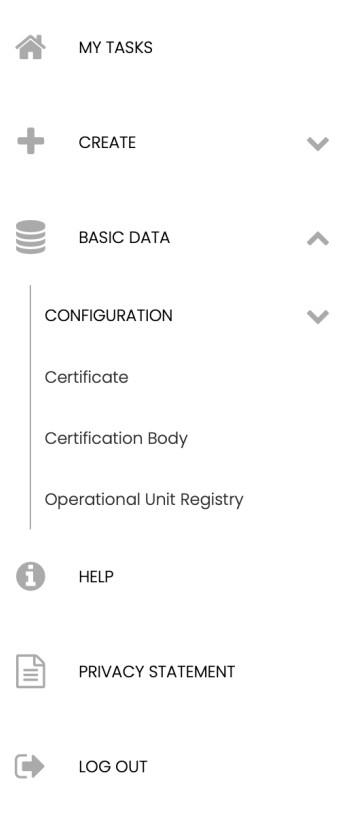


Figure 3. Menu items under Basic Data

For the entire list of registrations (found under Operational Unit Registry), CBs and certificates, two types of search functions are available:

- “Search”: At least 3 characters and several words can be searched for. All columns in the overview are searched.
- “Advanced search”: In the advanced search section, it is possible to search in more detail, e.g. by company name, registration number, CB, etc.
- It is also possible to use “Select a filter” option to define several filters that are saved in the user’s account so the predefined filter settings can easily be selected again at any point in time. For example, if you want to search for “Company X” you can add and save that as a filter to use anytime you want to search for that company. Users can also now select between 10-100 search results to be visible in their repository. Additionally, the user is now able to jump directly to any page number of the search by entering the specific page number on the bottom right of the HUB page.

The screenshot shows the 'Advanced Search' interface in the ISCC HUB. It features a complex form with multiple input fields and dropdown menus for various search criteria. A red box on the left highlights a 'Select a filter' dropdown and an 'ADD' button. Below the form, a table displays search results with columns for ISCC-Reg, Easy Company, test city, Germany, ISCC EU, Trader, Test CB (SM), Test System User, 2024-09-16, and Rejected. A red box at the bottom left highlights a '10' dropdown, and a red box at the bottom right highlights a '1' page number.

Figure 4. Search and Advanced Search in the ISCC HUB. First red box: Search a filter, bottom left red box: display of search results and bottom right red box: page number of search results

In some drop-downs at least one character must be inserted to see the results. To end or clear a search delete the characters in the search field and reload the page. Additionally, the button “Export to Excel” can be used if the listed data should be exported in an Excel file.

## 4. Creating and submitting an initial operational unit registration

In the Menu, the second option relevant to System User’s is “Create”. This option initiates the creation of a new registration in the ISCC HUB.

### 4.1. Operational Unit Registry

To create a new registration, select “Create” from the Menu and click on “Operational Unit Registry”. This opens the “Initial Operational Unit Registration” allowing the user to complete the details of the company and site to be registered. All mandatory fields which must be filled out are marked with an asterisk (\*).

**Only System Users that have already signed a contract with one of our recognised [CBs](#) are eligible to submit a registration form.**

#### 4.1.1. General Data

Carefully read the first section “General Data” for information regarding a new registration. The details include:

- Document status: shows the stage at which the registration is currently in such as (not limited to) “Registration Approved” or “During registration data check & adjustment”.

- Date of initial ISCC EU certification: shows the date the first certificate was issued for this registration.
- Created by: shows the name of the person that created this registration.
- Creation date: shows the date the registration was created on the HUB
- Registration number: shows the assigned registration number

Additionally, information regarding the process of reactivating an existing registration can be found in this section.

#### 4.1.2. Company to be registered

The second section “Company to be registered” must be filled out with all the necessary data regarding the company applying for ISCC registration. All fields with an asterisk (\*) in this section must be filled out before it is possible to save the registration as a draft. **The address provided in this section should be the official registered address of the company as stated in the trade register excerpt and not the address of the operational unit (unless they are the same).** Additionally, it is possible to indicate the name of the operational unit under the field “Operational Site Name”.

Inbuilt validations in this section allow for the submission of information only in Latin characters. A mandatory non-restricted text field called “Company name in original language and script” should be used to specify the company name as stated in the trade register excerpt.

For all ISCC EU registrations it is mandatory to include the “National Trade Register Identification” which is a unique identification of the company being registered. Based on the selected country options for the country specific “National Trade Register Identification Type” are available in that field. Select the relevant “National Trade Register Identification Type” from the drop-down list. (Should a specific “National Trade Register Identification Type” be missing please contact [registration@iscc-system.org](mailto:registration@iscc-system.org).) Once the “National Trade Register Identification Type” has been selected, the required format is displayed under “Valid National Trade Register Identification formats”. Following this format, fill out the “National Trade Register Identification”. It is not possible for more than one company to use the same “National Trade Register Identification” number on the ISCC HUB, unless the name of the company is the same.

Figure 5. Overview of an initial operational unit registration on the ISCC HUB

#### 4.1.3. Address of the operational unit to be certified

Indicate the address of the **operational unit** to be certified in the corresponding field. ISCC certification is operational unit-specific, implying that the address listed here will be the one published on the certificate. Should the address of the **operational unit** differ from the company address provided above, select “No”. Once selected, proceed to provide the

street, number, city, place, postal code and country of the **operational unit**. Additionally, the geocoordinates of the main site must be provided in this section. The fields “Latitude” and “Longitude” should be used to update this information in the registration.

Adjacent to the “Latitude” and “Longitude” fields, a button labeled “Update Geocoordinates” is visible. When this button is clicked, the geocoordinates are automatically populated based on the address of the operational unit to be certified. Once provided in these fields the values listed will be taken over to the certificate of this registration. Please note, it is also possible to manually input the geocoordinate information as well.

4.1.4. Creator’s Information

The “Creator” section includes details of the logged in user, also known as “Creator”, in the initial operational unit registration. The first name, last name and email address of the creator are pre-filled based on the information provided at the time of setting up this account.

**i** For registrations that were not created on the ISCC HUB and consequently display a blank creator’s information section, it is necessary to complete these details to ensure completeness of data.

The question “Which is the address and principal place of work?” should be used to indicate the principal place of work of all contact persons. The options include “Address of company to be registered”, “Address of the operational site to be certified” and “Other” if the address is neither of the two options.

If the “Address and principal place of work” differs from the company address listed in “Company to be registered” section, select “No” and proceed to providing this information in the rows that follow (see Figure 6). The phone number of the creator is mandatory and must be filled out to complete this section.

If the creator is only assisting in the completion of the registration, it is possible to ensure that they are unable to see the registration and associated certificate data. Select “No” to the question “Should the creator be able to see registration data and related certificates” to prevent the creator from managing the registration data, once the registration is approved. Unless the creator is stated as the legal representative or contact person, they will not be able to edit the registration once the “Document Status” indicates “Registration Approved”.

Additionally, until the registration is approved, the creator will receive tasks for additional approval. Once the registration is approved, these tasks will no longer be sent to the creator, but only to the listed legal representatives and contact persons.

Figure 6. Creator’s information

4.1.5. Legal representative

The legal representative is the person who is legally in the position to represent the company such as the Managing Director, CEO or a similar position.

As stated above the “Creator’s information” section can be used for the other contact persons in the registration when applicable. Select “Yes” to the question “Is the creator the legal representative?” to automatically transfer the “Creator’s

information” to this section. If the creator is not the legal representative select “No” and complete this section by filling out the required details of the legal representative. Ensure to fill out all fields marked with an asterisk.

#### 4.1.6. Contact person 1 and 2

It is mandatory to provide the details of at least one contact person who is an employee of the company. No external consultants or auditors should be listed as contact persons of a registration. The listed contact person will be the main point of contact for ISCC and will receive the regular system updates, event invitations and newsletters. It is possible to make the “Creator” or the “Legal representative” the “Contact person 1”. For the question “Who is the contact person?” select either “Creator as indicated under Creator’s information” or “Legal Representative” if the details of the contact person 1 are the same as those provided in the sections mentioned above. If the Contact Person 1 is neither of the two, select the option “Other” and fill out the required details to complete this section.

Providing details of Contact Person 2 is optional. Should there be a need to name Contact Person 2, select “Yes” and complete the required fields. As with “Contact person 1”, it is possible to make the “Creator” or the “Legal representative” the “Contact person 2”. For the question “Who is the contact person?” select either “Creator as indicated under Creator’s information” or “Legal Representative” if the details of the contact person 2 are the same as those provided in the sections mentioned above. If the Contact Person 2 is neither of the two, select the option “Other” and fill out the required details to complete this section.

The screenshot displays two sections of a registration form. The top section, 'Legal Representative of the company', includes a radio button to select if the creator is the legal representative (set to 'No'). It contains fields for Title, Last Name, First Name, Email, Company Name, House Number, Postal Code, Country Code, Area Code, Street, City/Place, Country, and Phone No. The bottom section, 'Contact Person 1', includes a descriptive paragraph and radio buttons to select who the contact person is (set to 'Creator as indicated under Creator's information'). It contains fields for Title, Last Name, First Name, Email, Company Name, House Number, Postal Code, Country Code, Area Code, Street, City/Place, Country, and Phone No. Some fields in the 'Contact Person 1' section are pre-filled with test data.

Figure 7. Legal representative and Contact Persons details

**i** It is not possible for any CB administrator or staff to be listed as the creator, legal representative or contact person in a registration.

#### 4.1.7. Certification System

The ISCC system must be ticked in the “Certification System” section. Based on the type of operations to be certified the type of ISCC Certification System needs to be selected, for e.g. biofuels sold in the European Union requires “ISCC EU” or the certification of plastics requires “ISCC PLUS” to be ticked. More information about the different ISCC certification systems is available on the ISCC [website](#). It is possible to select more than one certification system if the cooperating CB is authorised to conduct audits for that respective system in one registration.

#### 4.1.8. Certification Scope

Based on the selected certification system, the applicable certification scopes become available for selection. The scope(s) advised by the CB must be ticked under the section “Certification Scope”.



When Collecting Point is selected, it is mandatory to indicate the material that is collected at the operational unit.

When Processing Unit is selected, it is mandatory to specify:

1. the type(s) of processing units,
2. the maximum production capacity (total capacity of sustainable and non-sustainable material) and maximum renewable capacity (total capacity only of sustainable material),
3. date of the initial operation of each processing unit

The scope Warehouse and Logistic Center cannot be selected together in a registration complying with ISCC requirements as both these scopes are exclusive by nature.


If the System User's company trades, handles, processes or stores waste and residues, refer to ISCC's [material list](#):

If the required waste/residues are listed in Table 1 (Raw Materials) in the ISCC material lists, the question "Do you trade, handle, process or store waste / residue raw materials (e.g. used cooking oil, food waste)?" must be ticked.

Based on the selected scope a sub-question "Do you trade, collect or handle both waste and residues (e.g. used cooking oil, food waste) as well as virgin vegetable oils (e.g. palm oil, rapeseed oil)? This question refers also to virgin vegetable oils that are not certified under ISCC" appears. Tick "Yes" or "No" based on the respective operations.

If the required waste/residue is listed in table 2 (Intermediate and Final Products) in the ISCC material lists, the question "Do you trade, handle, process or store waste / residue-based products (e.g. biodiesel from used cooking oil, bioethanol from food waste)?" must be ticked.

Depending on the chosen certification scope(s), other questions related to materials appear that then must be completed with a Yes or No.

 The responses to the waste and residue questions are essential for certification, as they determine the necessity of a mandatory surveillance audit. It is important to read and answer these questions carefully.

The list of "Voluntary add-ons" can also be found in this section. This list is dependent on the ISCC Certification System selected. Indicate the relevant add-ons by ticking the applicable box. For guidance on the general principles for certification of different add-ons refer to the [ISCC website](#). Only the add-ons ticked in the registration form will appear for selection in the material annex of the certificate.

When ISCC PLUS is selected it is possible for the System User to indicate the "Potential markets for ISCC PLUS certified material" in this section, along with the "Chain of Custody" option. All the details provided in this registration form are relevant for the certification and must be adjusted in the Operational Unit Registration to become available for selection in the Certificate.

The "Use of TYC Connect" should be answered with a "Yes" or "No" based on the need of registering with TYC Connect.

For ISCC EU, ISCC PLUS, ISCC CORSIA and ISCC CORSIA PLUS the option to select "Credit Transfer System (CTS) use" will appear. It is mandatory to select an option between "Yes" and "No" at the time of creating a new registration or modifying an existing registration. Based on the answer provided in the registration, the field becomes available for selection in the certification process.

#### 4.1.9. Certification Body

The name of the CB with whom a contract is in place must be selected in the section "Certification Body". The "Name of Certification Body" field consists of a dropdown list with all CBs cooperating with ISCC and the details of each CB can be found in the [Certification Process](#) section of the ISCC website. The System User can simply choose the CB with whom a contract has been signed from this list. Upon selection of the CB the location specific details are pre-filled. If a CB is chosen



arbitrarily without having signed a contract, the application will be rejected by the CB. Additionally, the date of contract signed with the CB is a mandatory requirement to complete this section.

#### 4.1.10. Information regarding other sustainability certification systems under RED III

If **ISCC EU is the chosen certification system**, the section “Information regarding other sustainability certification systems under RED III” must be completed. This section includes questions regarding the participation in other certification systems recognised under RED III, the exclusion, withdrawal or suspension of the certificate, company or persons. These questions are related to the RED III and the UDB which must all be answered with a Yes or No.

Should the user require to send their registration and certificate details to UDB it is necessary for them to select ‘Yes’ in the ‘Use of UDB’ field. Once ‘Yes’ is selected, another field requiring the details of the ‘UDB Lead User’ are to be filled out. Simply select the responsible person of contact from the listed options.

#### 4.1.11. Additional Document


The company’s trade register excerpt/license to operate must be uploaded in the section “Additional Document”. It has to be an **official document issued by an authority** in the country the company is domiciled in and has to contain the information about the registered location, date of first registration, field of activity, persons authorised to represent the company (board of directors, managing directors, authorised signatories, personally liable partners and authorised representatives), legal form of the company, nominal capital or share capital, limited partners etc. Remember that a contract with a CB or a company presentation **is not sufficient**.

#### 4.1.12. Final Declaration

Before submitting the application for a new registration, the ISCC Terms of Use must be accepted alongside the statement indicating that the provided information in the respective registration is true and valid by ticking the two corresponding tick boxes. If the EUDR Add-On has been selected for certification it is necessary to accept the ISCC EUDR Add-on Terms of Use.

#### 4.1.13. Approval Process

The next steps of the approval process are provided at the very end of registration request. As indicated, the initial operational unit registration needs to be completed and submitted, after which it must first be approved by the selected CB and lastly by ISCC.

 After a registration has been submitted by the System User to the CB for approval, the CB is able to adjust the information before submitting it to ISCC for the final approval. It is possible for the System User and CB to communicate via the “Comments” text box.

If the CB has adjusted any information in the operational unit registration form, the System User must first approve this change. A notification of this task will be sent to the creator of the registration via email. Consequently, a task with the name **“Additional Approval by Applicant”** can be found under “My Tasks” when logged into the ISCC HUB with the creator’s email address. The creator can either “Approve” or “Reject” this change. Approving the change will pass the registration onto ISCC for the final approval. Rejecting this change will result in the entire registration to be cancelled. Should there be a need for further changes, it can be communicated using the comments text box that will then be passed onto the respective CB by ISCC. It is not possible for the System User to edit the registration further at this stage. The System User can also reach out to [registration@iscc-system.org](mailto:registration@iscc-system.org) with any questions regarding the approval process.

#### 4.1.14. Decision

The next section is regarding the “Decision”. If all mandatory fields are filled out, there are two options to select from: “Submit (complete all mandatory fields)” or “Save as draft”. If all the information is complete and correctly filled out, select

“Submit”. Then, the button “Save” must be clicked to submit all the data.

### **Saving the operational unit registration as a draft**

When “Save as a draft” is selected the System User can come back to the registration and modify any necessary information. It is important to select “Save” after which, this “Draft” can be accessed from the “My Tasks” section. After “Save” has been selected a box for comments appears on the right side which can be used to communicate with the CB if necessary. Then, the button “Save” must be clicked to submit all the data. The ISCC HUB does not cache or store data temporarily.

Additionally, it is possible to delete a registration draft that is no longer required. To delete an existing registration draft, the “Creator” of the registration must go to their “My Tasks” and select the relevant registration. Once the registration opens select the “Delete Site” button that is visible under “General Data”. This will ensure that the registration draft is removed from all sections of the ISCC HUB.

**Important:** After sending the registration application, the System User is **not automatically registered**. Once the new application has been checked by the CB and, if applicable, by ISCC, the status changes to ‘Registration Approved’ on the HUB. Once this is done the System User will receive an **official confirmation of registration by e-mail. Only after the email confirmation has been received should the certificate and other associated documents be processed.**

## **5. Editing and managing an existing operational unit registration**

All existing registrations for which the System User is listed as the legal representative, contact person or additional user are available in the "Basic data" section under "Operational Unit Registry".

When a registration is selected and opened from the list under “Operational Unit Registry” it is possible to view the tabs “Operational Unit Information”, “Additional HUB Access” and “Changes History”. The details under each of these tabs in explained in the sections below.

### **5.1. Operational Unit Information**

For a registration that is pending approval, no changes can be made. However, when a registration holds the “Document Status” of “Registration Approved” the System User can choose between "Edit Registration", "Change Certification Body", "Change Access Rights" and “Update NTR ID”.

OPERATIONAL UNIT INFORMATION | ADDITIONAL HUB ACCESS | CHANGES HISTORY

**General Data**

Signature: ISCC-2025-000056

Document Status: Registration Approved

Date of initial ISCC EU certification: 2024-10-02

Created By: Test System User

Creation Date: 2025-04-02

Registration Number: ISCC-Reg-20398

To register for an ISCC certification, please fill in the contact form below. Mandatory fields are marked with \*.

In order to reactivate an existing registration, please inform ISCC via the contact form instead of filling in the registration form. You can edit your existing registration via the **EDIT REGISTRATION** button on your registration in the basic data section.

Your Certification Body and ISCC check each submitted registration and contact the applicant in case further information is required. The process might take a few days until the registration can be approved. Once the registration has been approved you will be able to edit your registration data, change your Certification Body or add additional users to the registration directly in the ISCC HUB.

**EDIT REGISTRATION** **CHANGE CERTIFICATION BODY** **CHANGE ACCESS RIGHTS** **UPDATE NTR ID**

Figure 8. General Data under Operational Unit Information tab

To be able to use all functions, check all data for accuracy and fill out all mandatory fields (marked with a \*). How to edit registration data is described in the following subchapter.

### 5.1.1. Edit Registration

It is only possible to edit a registration that holds the “Document Status” of “Registration Approved”. Once the registration is selected, in the first section, “General Data”, the button “Edit Registration” must be clicked, so that the registration data appears in change mode. All data regarding the company name and address, operational unit address, legal representative, contact persons, ISCC certification system and certification scope can be adjusted here. The process of changing the CB is described below.

Once all adjustments have been made, it is important to reselect the tick boxes under “Final declaration”. After this the "Submit registration adjustment " option must be selected in the "Decision" section followed by selecting the “Save” button. Remember that the **responsible CB** must **check the adjustments and accept the changes** made by the System User. **The changes are not visible in the registration data until they have been accepted by the responsible CB.**

- i** Important: If the registration contains a missing or invalid National Trade Register Identification (NTR ID) upon selection of the “Edit Registration” button the following warning text is displayed. It provides the System User with the options to directly update their NTR ID or continue with editing their registration.

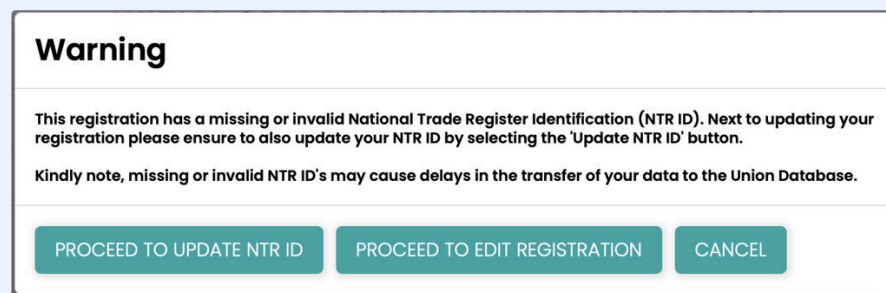


Figure 9. Warning message when for missing NTR ID upon selection of Edit Registration

Furthermore, the modification process should only be re-started once the System User has accepted the first change. Approving any modification (old or new) will overwrite the existing information available in the registration on the HUB.

### 5.1.2. Change Certification Body

To change the CB, select the registration from the list under “Operational Unit Registry”. It is not possible to initiate a change of CB using the “Edit Registration” button. Once the registration is selected, in the first section, “General Data”, select “Change Certification Body”. Changes can then only be made in the "Certification Body" section. To change the current CB, delete the name of the current CB and start typing the name of the new CB and select the appropriate CB from the dropdown, so it appears in the field “Name of Certification Body”. Additionally, the “Date of the contract signed with the Certification Body” must be updated. In the “Decision” section, the option “Launch the CB Change Process” must be ticked, and the button “Save” selected to start the change approval process. **The new CB must then check and accept the requested change before the new CB is visible in the registration on the HUB.**

### 5.1.3. Change Access Rights

To add Additional Access Users, select the registration from the list under “Operational Unit Registry”. Once the required registration is selected, in the first section, “General Data”, select “Change Access Rights”. The tab “Additional HUB Access” then opens. Select “Add” and fill out the first name, last name and email address of the new user to be added. Furthermore, ensure that “Yes” is ticked under “Active”. The information regarding date this was added along with who it was added by is prefilled. It is important to select “Save” once this information is filled out to ensure that the changes are reflected.

OPERATIONAL UNIT INFORMATION							
ADDITIONAL HUB ACCESS							
CHANGES HISTORY							
Additional Access							
Users:	First Name	Last Name	Email Address	Added On	Added By	Active	Action

Figure 10. Additional HUB Access

Users with additional ISCC HUB access can only **view** all registration data in the ISCC HUB for the registrations to which they are connected, but they **cannot edit** any registration data. Additional users also do not receive email notifications about any changes made or pending approval tasks. Only ISCC HUB System Users can edit registrations and complete the HUB specific tasks.

**i** Important: It is not possible to add an additional user via the “Edit Registration” button. If the registration is being modified, that process must first be completed before any other functions, such as the change of certification body or change access rights, can be used.

#### 5.1.4. Update NTR ID

The “Update NTR ID” button allows System Users to directly update their National Trade Register Identification without requiring further approval from the CB. To update the NTR ID select the registration from under the list “Operational Unit Registry”. Once the required registration is selected, in the first section “General Data” select the “Update NTR ID” button. Upon selection of this button only the four fields reflecting the NTR ID information are editable. Proceed to complete the details and then select “Save” to ensure the changes are reflected.

## 5.2. Changes History

The “Changes History” tab provides an overview of all changes made to an existing registration.

OPERATIONAL UNIT INFORMATION			
ADDITIONAL HUB ACCESS			
CHANGES HISTORY			
Changes History			
Change Type	Date	Initiator	Link to the process
Change of registration data	2024-01-26 09:20	testsystemuser@iscc-system.org	<a href="#">link</a>

Figure 11. Changes History tab

It indicates the type, date and initiator of change and a link to the change process. When the “link” is selected, a new tab with the modifications made open. Until the modification is approved by the CB it is possible to select the link to view the changes made. The “Last value” under each section where changes were made is visible. In addition to viewing the “Last value” it is also possible to view the status of the change initiated. This can be done by checking the “Document Status” when the link opens.

<b>General Data</b>	
Signature: REGMOD/2025/000071	Created By: Test System User
Document Status: During Modification Approval	Creation Date: 2025-07-16
Registration Number: ISCC-Reg-20002	Link To Main Form: ISCC-2023/016029

In order to reactivate an existing registration, please inform ISCC via the contact form instead of filling in the registration form. You can edit your existing registration via the EDIT REGISTRATION button on your registration in the basic data section.

Your Certification Body and ISCC check each submitted registration and contact the applicant in case further information is required. The process might take a few days until the registration can be approved. Once the registration has been approved you will be able to edit your registration data, change your Certification Body or add additional users to the registration directly in the ISCC HUB.

Figure 12. Document status under Changes History tab

If the CB has approved the changes the status would indicate “Modification Approved” and if it is pending approval it would indicate “During Modification Approval” as can be seen in Figure 12.

## 5.3. Additional HUB Access

As indicated in section 5.1.3 of this manual the Additional HUB Access tab provides information on the list of additional users added to this registration. These additional users are only able to view but not edit the registration.

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## 6. Configuration

Furthermore, selecting “Configuration” under “Basic Data” provides the list of countries, intermediate materials and products, raw materials and products and raw materials. This indicates the list of each of these options that are available on the ISCC HUB, further explained below. The first option under “Basic Data” is that of “Configuration”. The following information can be found in this section:

- **Countries:** list of countries and their respective National Trade Register Identifier types and format in the HUB. Additionally, this list indicates whether the VAT ID is mandatory for a listed country.
  - **Intermediate materials/products:** list of intermediate materials/products and the applicable ISCC Certification System. This section also indicates if the material is active or not.
  - **Raw materials:** list of raw materials and the applicable ISCC Certification System. This section also indicates if the material is active or not.
  - **Products and Raw Materials:** list of all raw materials and intermediate materials/products and the applicable ISCC Certification System. This section also indicates if the material is active or not.
- 

## 7. Certificate

Under “Certificate” in “Basic Data” a list of all certificates to which the System User has a registration for are displayed. The options of “Search”, “Advanced Search” and “Export to Excel” are also available in this section.

System Users are not allowed to create certificates on the ISCC HUB. However, when opening an existing certificate, System Users are able to view the certificate related information under the respective sections.

### 7.1. Certificate Details

The first tab visible to the System Users is titled “Certificate Details”. Each of the sections under this tab are visible to the System User to gain more information regarding their certificate.

The “Operational Unit Data” section provides an overview of the operational unit to be certified, including the details of the certification systems, scopes and the geocoordinates. Under “Certificate” the System User can view the certificate specific information such as the certification system, certificate ID, certificate specific scopes, validity periods, date of issue and where applicable the material annex table. Under “Supplementary Information” the System User can view and download not only the certificate, but also the audit related documentation. Additionally, in this section, the System User can also see the date of the audit. Furthermore, the System User can view and provide the “List of Sites” and “List of Sourcing Contacts”. Guidance on providing this information can be found in the respective sub chapters below. Additionally, the System User is able to see the “Additional Files”, “Non-Conformity Main Audit Report - Additional Files” and the “Surveillance” sections. It is not possible for the System User to edit any of this information, they are only able to view and download the respective files.

### 7.2. Original Certificate (version 1)

The tab “Original Certificate (version 1)” next to “Certificate Details” provides an overview of the first version of the certificate that was submitted. This allows for an easy comparison between the current version of a certificate and the first



version, which may be especially useful when reviewing the changes made to the list of sites and sourcing contacts.

## 7.3. Changes History

The tab “Changes History” is next to “Original Certificate (version 1)” and provides an overview of each type of change, date of change, person who initiated the change, any comments and a link to each change made. This tab allows tracing all versions of the certificate published on the HUB.

The System User is unable to modify any certificate-specific information on the HUB; however, it is their responsibility to provide the “List of Sites Covered by Certificates” and the “List of Sourcing Contacts” to the CB. As previously mentioned, once a certificate is selected, the System User can view the relevant information associated with that certificate.

Additionally, the System User has the option to “Edit Sourcing Contacts” and “Initiate Site Information Update.” as can be seen in Figure 13. These options are visible to the System User only for “Valid” and “Submitted” certificates. Further details regarding the functionality of these buttons are explained below.

The screenshot displays the ISCC HUB interface for a specific certificate. The top navigation bar includes the ISCC logo, the title 'TEST - CERTIFICATE ISCC HUB', and a user profile for 'Test System User'. The main content area is divided into two tabs: 'CERTIFICATE DETAILS' (active) and 'CHANGES HISTORY'. Under 'CERTIFICATE DETAILS', there are two sub-sections: 'General Data' and 'Operational Unit Data'. The 'General Data' section shows the signature 'CT 2024.000004', certificate submission state 'Submitted', and certificate status 'Valid'. It also includes buttons for 'EDIT SOURCING CONTACTS' and 'INITIATE SITE INFORMATION UPDATE'. The 'Operational Unit Data' section displays various details including the operational unit 'XX22', registration number 'ISCC-Reg-20002', house number '5', postal code '65867', and certification body 'Test CB'. It also shows the certificate holder 'XX22', street 'Change street 12', city/place 'Mannheim', and country 'Germany'. A table lists the 'Scope' of the certificate, including 'Final Product Refinement, Processing Unit, Trader, Logistics Center, Central Office (Farms/Plantations), Central Office (Group of Point of Origin), Central Office of Independent Smallholders, FTE plant, Farm / Plantation, First Gathering Point, Forest Sourcing Area, MTE plant, Point of Origin, Trader with Storage, Warehouse, Collecting Point'. Below this, a table lists the 'Processing unit' details, including 'Maximum production capacity per year', 'Maximum renewable production capacity per year', and 'Date of the initial operation of the processing unit'.

Processing unit	Maximum production capacity per year	Maximum renewable production capacity per year	Date of the initial operation of the processing unit
Biodiesel plant	1 m3	1 m3	2024-09-10
Bioethanol plant	1 m3	1 m3	2022-12-13
Biomethane plant	1 m3	1 m3	2022-12-13
Co-Processing plant	1 m3	1 m3	2022-12-13
Compounding plant	1 m3	1 m3	2022-12-13
Converter	1 m3	1 m3	2022-12-13
Cracker	1 m3	1 m3	2022-12-13
Crushing plant	1 m3	1 m3	2022-12-13
Electrolyser	2 m3	2 m3	2022-12-13
Etanol plant	1 m3	1 m3	2022-12-13
Food processing plant	1 m3	1 m3	2022-12-13
HFA plant	1 m3	1 m3	2022-12-13
Hydro plant	1 m3	1 m3	2022-12-13
Installation producing energy (electricity, heating or cooling) from biomass	1 m3	1 m3	2022-12-13
Installation producing energy (electricity, heating or cooling) from biogas	1 m3	1 m3	2022-12-13
Installation producing energy (electricity, heating or cooling) from biowaste	1 m3	1 m3	2022-12-13

Figure 13. General Data and Operational Unit Data under Certificate Details

## 7.4. Edit Sourcing Contacts

The option “Edit Sourcing Contacts” allows the user to modify the sourcing contact information. This section allows editing the information about “Farms/Plantations”, “Forest Sourcing Area” and “Points of Origin” of the registered operational unit. To add or edit sourcing contacts of a valid certificate, go to “Basic Data” and under “Certificate”, choose the respective **Valid** certificate. Then select the button “**Edit Sourcing Contacts**”. The layout with the certificate data opens and **only the section of “List of Sourcing Contacts” is available in edit mode.**

### Important:

- If one of the scopes Central Office (Group of FA), First Gathering Point, Central Office of independent Smallholders is selected on the certificate form, there must be at least one Farm or Forest Sourcing Area listed as sourcing contact.
- If one of the scopes Collecting Point, Central Office (Group of Point of Origin) is selected on the certificate form, there must be at least one Point of Origin listed as sourcing contact.
- Only the first 50 rows of the sourcing contacts table are displayed on the ISCC HUB. For a detailed overview of the sourcing contacts download the Excel file.



Additionally, please refer to the [Annex](#) that provides an overview of all the information necessary to complete the submission of the sourcing contact information highlighting the fields that are mandatory when providing the information directly on the HUB and via an Excel upload.


#### **Modes of data provision:**

There are three options available in the “Mode” of providing this data, they include “Manual Data Provision”, “Add Sourcing Contacts via Excel Upload” and “No data upload required”. The details for both methods of providing the data can be found in the following sub-chapters. Additionally, refer to the [Annex](#) that provides an overview of all the information necessary to complete the submission of the site information highlighting the fields that are mandatory when providing the information directly on the HUB and via an Excel upload. The third option is that of “No data upload required” and should be selected if there are no sourcing contacts relevant for the certification.

#### **7.4.1. Transfer sourcing contacts from previous certificate**

If the respective case is a recertification, the data from the previous certificate can be transferred to the new certificate by clicking the button “Transfer Data from Previous” (which is only possible if the registration number and scopes are identical, the certificate was created on the ISCC HUB and if the required information is already available on the ISCC HUB). Select “Transfer Data from Previous” and the available information is pre-filled in the respective table. This information can be further adjusted using the different modes of provision. An overview of the different modes of provision can be found below:

- 1) Manually: the available information can be edited using this option directly on the ISCC HUB. It is possible to either add new “Sourcing Contacts” using the “Add” button in the “Sourcing Contacts” section or modify the available existing information using the “Edit” button. Remember to select “Finish Edit” to complete the manual data provision for each row.
- 2) Excel upload: with this option an Excel upload can be used to complete the data provision. If the ‘Transfer Data from Previous’ button was selected, after the information is available in the table, select “Download Sourcing Contacts”. This ensures that the downloadable Excel file contains the sourcing contact information from the previous certification. Update the required sourcing contact information in this Excel file and save this file on the desktop. Select ‘Upload Sourcing Contacts’ and attach the newly updated Excel file to reflect the changes made to the sourcing contacts information.
- 3) No data upload required

 If a deactivated material was listed in the previous certificate, a pop up will appear informing the user of the specific material that was marked as inactive. The specific row in the “List of Sourcing Contacts” table will be marked in red and upon selecting “Edit” the material information can be adjusted.

#### **7.4.2. Manual Data Provision**

When “Manually” is selected the information of “Sourcing Contacts” needs to be provided on the HUB as shown in Figure 14.

Figure 14. Manual data provision

Follow the steps below to complete the submission of sourcing contacts. **Unless specified otherwise the columns are mandatory for all ISCC certification systems:**

- Sourcing contacts ID: This is a system generated ID and is a non-editable field. The ID is generated once the sourcing contact information is saved during the certificate submission process.
- Individual certification: indicate if the sourcing contact of the Farm/Plantation/Point of Origin/First Gathering Point holds an individual certification or if it is part of the same certification.
- Certificate ID: if the site information is part of an individually certified Farm/Point of Origin, it is necessary to fill out the Certificate ID manually by the CB. If it is a group certification and the answer has been indicated with “No”, then the certificate ID is prefilled on the HUB.
- Site name: enter the name of the site of the Farm/Plantation/Point of Origin/First Gathering Point covered by the certificate.
- Address, post code, city: enter the location specific information for the sourcing contacts covered by the certificate. This includes the street, house/building number, postal code and city.
- State: enter the state of the sourcing contact. This is not mandatory.
- Country: select the respective country from the drop-down list.
- Latitude: enter the value in the format of maximum 2 digits followed by a point and maximum 6 decimals: “-XX.YYYYYY”. It is important to ensure they follow the WGS84 format.
- Longitude: enter the value in the format of maximum 3 digits followed by a point and maximum 6 decimals: “-XXX.YYYYYY”. It is important to ensure they follow the WGS84 format.
- Legal Type: indicate whether the sourcing contact is a legal entity or a natural person from the drop-down list.
- Other legal identification: when applicable enter any other form of legal identification.
- Email: when applicable enter the e-mail address of the listed sourcing contacts.
- National Trade Register Identification Type: when applicable enter the relevant type of National Trade Register identification of the sourcing contact. For example, ‘DE\_VAT\_CD’ or ‘DE\_TRD\_RG\_STR\_CD’ for Germany.
- National Trade Register Identification: when applicable enter the relevant identification number of the sourcing contact used for tax and custom purposes. This number needs to be unique.
- VAT: when applicable enter the VAT ID of the of the sourcing contact.
- Website: when applicable enter the website of the sourcing contact.
- Phone: when applicable enter the phone number of the sourcing contact.

- Scope of sourcing contact: select the relevant scope from the drop-down list. Select “Farm/Plantation” or “Forest Sourcing Area” if Central Office (Group of FA), First Gathering Point or Central Office of independent Smallholders are selected on the certificate form. Select “Point of Origin” if Collecting Point or Central Office (Group of Point of Origin) are selected on the certificate form.
- Outgoing material: select the relevant material from the drop-down list.
- Status: in this column the status determined by UDB is pre-filled. This is not an editable field and is mandatory only for ISCC EU certification system.
- Date of adding: select the date of adding the respective sourcing contact to this table, using the calendar.
- Date of removal: select the date of removing a sourcing contact from this table using the calendar.
- Is the Point of Origin compliant?: select from the drop-down to indicate if the Point of Origin is compliant with the sourcing contact or not.
- Maximum capacity per year: enter the total capacity of sustainable and non-sustainable material produced in a year. This is mandatory only for ISCC EU certification.
- Maximum renewable capacity per year: enter the total capacity of only sustainable material produced in a year. This is mandatory only for ISCC EU certification.
- Measuring unit: select the respective measuring unit from the drop-down list. This is mandatory for ISCC EU certification systems. For other ISCC certification systems if one capacity is given, measuring unit is mandatory, if not it is a voluntary field.

In each existing row of this list, the button “Edit” can be used to amend data of a sourcing contact. Once the changes are complete the button “Finish edit” must be clicked. To add a new row in this table to add a new sourcing contact, the button “Add” below the table must be used. A new row appears and must be filled out with all mandatory information. The “Save” button at the bottom of the page must be clicked to ensure these changes are updated.

### 7.4.3. Excel mode of data provision

When “Excel Upload” is selected the information of “Sourcing Contacts” needs to be provided using the Excel sheet that must be downloaded, as shown in Figure 15.

The screenshot shows a web interface titled "List of Sourcing Contacts". At the top, there are two buttons: "DOWNLOAD SOURCING CONTACTS" and "TRANSFER DATA FROM PREVIOUS". Below these, a section titled "How should the data be provided?" contains three radio buttons: "Manually", "Excel upload" (which is selected), and "No data upload required". Underneath, there is a section for "Sourcing contacts" with a table header. The table has columns: Sourcing Contact ID, Individual certification, Certificate ID, Site name, Address, Post code, City, State, Country, Latitude, Longitude, and Legal type. At the bottom of the interface, there is a button labeled "UPLOAD SOURCING CONTACTS".

Figure 15. Edit Sourcing Contacts via Excel upload

Following is a detailed outline of the steps involved in completing this section. **Unless specific otherwise the columns are mandatory for all ISCC certification systems:**

1. Click the button “Download Sourcing Contacts” to download the existing list of Sourcing Contacts.

**i** In cases of large Lists of Sourcing Contacts, upon selecting the “Download Sourcing Contacts” button, a pop-up appears to indicate the download is in progress. Once the file is ready, a notification will appear on the bell icon in the top right corner of the ISCC HUB, providing a link to download the file, thereby streamlining the downloading process for both CBs and System Users.

2. Open this downloaded Excel file.

3. If applicable: Edit existing Sourcing Contacts in this file and save the changes. Existing Sourcing Contacts **must not be deleted!** Instead, enter the date of removal in the respective column to indicate that a Sourcing Contact is not covered by this certificate anymore. The following steps explain how to fill out the Excel template correctly:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Individual certification	Certificate ID	Site Name	Address	Post code	City	State	Country	Latitude (format: xx.xxxxxx)	Longitude (format: xxx.xxxxxx)	Legal Type	Other legal identification	Email	National Trade Register Identification Type	National Trade Register Identification
2															
3															
4															
5															
6															
7															

	Q	R	S	T	U	V	W	X	Y	Z
	VAT	Website	Phone	Scope of Sourcing Contact	Outgoing Material	Date of adding	Date of removal	Maximum capacity per year	Renewable capacity per year	Measuring Unit

Figure 16. Columns in the Excel file for List of sourcing contacts

Column	Column Name	Specification	Mandatory?
A	ID	This is a system generated ID and is a non-editable field. The ID is generated once the sourcing contact information is saved during the certificate submission process.	
B	Individual Certification	Indicate if the sourcing contact of the Farm/Plantation/Point of Origin/First Gathering Point holds an individual certification or if it is part of the same certification. Select the relevant option from the drop-down list.	Mandatory
C	Certificate ID	If the site information is part of an individually certified Farm/Point of Origin, indicate the respective certificate ID. If it is a group certification and the answer has been indicated with “No”, then provide the certificate ID of the certificate being created.	Mandatory
D	Site Name	Enter the name of the site of the Farm/Plantation/Point of Origin/First Gathering Point covered by the certificate.	Mandatory
E	Address	Enter the street and building number of the sourcing contact.	Mandatory
F	Post code	Enter the postal code of the sourcing contact.	Mandatory

G	City	Enter the city in which the sourcing contact is located.	Mandatory
H	State	Enter the state in which the sourcing contact is located.	
I	Country	Select the relevant country from the drop-down list.	Mandatory
J	Latitude	Enter the value in the format of maximum 2 digits followed by a point and maximum 6 decimals: “-XX.YYYYYY”. It is important to ensure they follow the WGS84 format.	Mandatory
K	Longitude	Enter the value in the format of maximum 3 digits followed by a point and maximum 6 decimals “-XXX.YYYYYY”. It is important to ensure they follow the WGS84 format.	Mandatory
L	Legal Type	Indicate whether the sourcing contact is a legal entity or a natural person from the drop-down list.	Mandatory
M	Other legal identification	Enter any other form of legal identification of the sourcing contact.	
N	Email	Enter the e-mail address of the listed sourcing contact.	
O	National Trade Register Identification Type	Enter the relevant type of National Trade Register identification of the sourcing contact. For example, ‘DE_VAT_CD’ or ‘DE_TRD_RG_STR_CD’ for Germany.	
P	National Trade Register Identification	Enter the relevant identification number of the sourcing contact used for tax and custom purposes. This number needs to be unique.	
Q	VAT	Enter the VAT ID of the sourcing contact.	
R	Website	Enter the website details of the sourcing contact.	
S	Phone	Enter the contactable phone number of the sourcing contact.	
T	Scope of Sourcing Contact	Select the relevant scope from the drop-down list in this column. Select “Farm/Plantation” or “Forest Sourcing Area”	Mandatory

		if Central Office (Group of FA), First Gathering Point, Central Office of independent Smallholders are selected on the certificate form. Select “Point of Origin” if Collecting Point, Central Office (Group of Point of Origin) are selected on the certificate form.	
U	Outgoing Material	Select the applicable outgoing material from the drop-down list.	Mandatory
V	Date of adding	Enter the date of adding the sourcing contact	Mandatory
W	Date of removal	Enter the date of removing a sourcing contact from this table.	
X	Maximum capacity per year	Enter the total capacity of sustainable and non-sustainable material produced in a year.	Mandatory only for ISCC EU certification.
Y	Renewable capacity per year	Enter the total capacity of only sustainable material produced in a year.	Mandatory only for ISCC EU certification.
Z	Measuring unit	Select the respective measuring unit from the drop-down list. For other ISCC certification systems if one capacity is given, measure unit is mandatory, if not it is a voluntary field.	Mandatory for ISCC EU certification systems.

1. Save this Excel file after making the required additions.
2. If applicable: Add new Sourcing Contacts in new rows. Save this Excel file.
3. Click the button “Upload Sourcing Contacts” and choose the amended Excel file.
4. In case of wrong data (e.g. incorrect format), the Excel file cannot be uploaded to the ISCC HUB due to invalid data. An error notification will indicate which fields are not valid and require adjustment. It is important to ensure that only the downloaded Excel file is uploaded to the HUB as that contains the required validations. Any older Excel file will not be accepted. Should you encounter any difficulty at this stage, please write to [certificate@iscc-system.org](mailto:certificate@iscc-system.org).

The “Save” button at the bottom of the page must be clicked to ensure the changes made are updated.



## 7.5. Initiate Site Information

This section allows editing the list of sites and site-specific information. To add or edit this information of a valid certificate, go to “Basic Data” and under “Certificate”, choose the respective certificate. Then select the button **“Initiate Site Information”**. The layout with the certificate data opens and **only the section of “List of Sites covered by the Certificate” is available in edit mode**.

In the section “List of Sites covered by Certificate”, it is necessary to provide information about the “Main Site” and any “Further sites covered by the certificate”. Firstly, if the certificate covers further sites (external storage facilities or dependent collecting points) these must be indicated by choosing the relevant option, as indicated in Figure 17. Next, select how the data will be provided by choosing the applicable mode of provision.

**List of Sites covered by Certificate**

TRANSFER DATA FROM PREVIOUS

Does this certificate cover further sites (external storage facilities or dependent collecting points)?

How should the data be provided?

Further Sites covered by the Certificate

The list of Sites covered by Certificate needs to include all External Storage Facilities and all Dependent Collecting Points of the registered Operational Unit. The Main Site information must not be repeated here.

Site ID	Individual certification	Certificate ID	Site name	Address	Post code	City	Country	Latitude
---------	--------------------------	----------------	-----------	---------	-----------	------	---------	----------

ADD

Site specific information

Data needs to be provided for the main site and all sites listed under Sites covered by the Certificate. For each possible combination of scope, incoming material, outgoing material and GHG option a separate row is required.

Site	Site Scope	Raw Material	Incoming Material	Outgoing Material	GHG	Maximum Capacity per Year	Maximum Renewable Production Capacity per Year
------	------------	--------------	-------------------	-------------------	-----	---------------------------	--

ADD

Figure 17. List of Sites covered by the Certificate

The details for providing data via both modes can be found in the following sub-chapters. Additionally, refer to the [Annex](#) that provides an overview of all the information necessary to complete the submission of the site information highlighting the fields that are mandatory when providing the information directly on the HUB and via an Excel upload.

**i** Important: based on the scope selected there are specific mandatory fields within these tables that must be completed to submit the certificate. Detailed instructions for completing this table can be found below in this chapter.

### 7.5.1. Transfer site information from previous certificate

If the respective case is a recertification, the data from the previous certificate can be transferred to the new certificate by clicking the button “Transfer Data from Previous” (which is only possible if the registration number and all scopes are identical, the certificate was created on the ISCC HUB and if the required site information is already available on the ISCC HUB). Select “Transfer Data from Previous” and the available information is pre-filled in the respective tables. This information can be further adjusted using the different modes of provision. An overview of editing the transferred data in different modes of provision can be found below:

1) Manually: the available information can be edited using this option directly on the ISCC HUB. It is possible to either add “Further sites” using the “Add” button in the “Further Sites covered by Certificate” and “Site-specific information” tables or modify the available information using the “Edit” button. Select “Finish Edit” to complete the manual data provision for each row.

2) Excel upload: with this option an Excel upload can be used to complete the data provision. If the ‘Transfer Data from Previous’ button was selected, after the information is available in the tables, select “Download Sites Covered”. This ensures that the downloadable Excel file contains the site information from the previous certification. Update the required site information in this Excel file and save this file on the desktop. Select ‘Upload Sites Covered’ and attach the newly updated Excel file to reflect the changes made to the sourcing contacts information.

**i** Important: If a deactivated material was listed in the previous certificate, a pop up will appear informing the user of the specific material that was marked as inactive. The specific row in the “Further Sites covered by the certificate” and the “Site specific information” table will be marked in red. Upon selecting ‘Edit’ the material information can be adjusted accordingly.

## 7.5.2. Manual data provision

When “Manually” is selected, the information of “List of Sites covered by certificate” needs to be provided directly on the HUB as shown in Figure 18. If the certificate covers further sites, then both the “Further Sites covered by the certificate” and the “Site-specific information” table need to be completed.

**Table 1: Further sites covered by certificate**

The ‘Further sites covered by the Certificate’ should be filled out for all additional sites covered by the certificate. This includes all dependent collecting points and external storage facilities. The descriptive information regarding the individual certification of the additional site, certificate ID, site name, location, mass balance duration, etc. should be provided in this table.

**List of Sites covered by Certificate**

**TRANSFER DATA FROM PREVIOUS**

Does this certificate cover further sites (external storage facilities or dependent collecting points)?:

How should the data be provided?:

Further Sites covered by the Certificate

The list of Sites covered by Certificate needs to include all External Storage Facilities and all Dependent Collecting Points of the registered Operational Unit. The Main Site information must not be repeated here.

Site ID	Individual certification	Certificate ID	Site name	Address	Post code	City	Country	Latitude
Finish edit	Select a value	Type a value	Type a value	Type a value	Type a value	Type a value	Select a value	Type a value

Results count: 1 | Invalid data on pages: 1

**ADD**

Figure 18. Further Sites covered by the Certificate

As shown in Figure 18 after clicking “Add” the required fields become editable. Follow the instructions below to complete the submission of “Further Sites covered by the certificate”. **Unless specified otherwise the columns are mandatory for all ISCC certification systems:**

- **Site ID:** the “Site ID” is a system generated ID which is visible on the HUB and is used by the CB to upload any data. This number aids in distinguishing between the information provided for the different sites. This is not an editable field.
- **Individual certification:** indicate if the additional site (external storage facility or dependent collecting point) has its own certificate or if it is part of the same certification.
- **Certificate ID:** in case this additional site (external storage facility or dependent collecting point) is part of this group certification the certificate ID of the certificate being created is prefilled. In case of individual certification of the listed site, the respective certificate ID of that site needs to be filled out.
- **Site name:** enter the name of the “Further site” covered by the certificate.
- **Address, post code, city:** enter the location specific information required for the sites covered by the certificate including the street name, house number, postal code and city.
- **Country:** select the respective country from the drop-down list.

- Latitude: enter the value(s) in the format of maximum 2 digits followed by a point and maximum 6 decimals: “-XX.YYYYYY”. It is important to ensure they follow the WGS84 format.
- Longitude: enter the value(s) in the format of maximum 3 digits followed by a point followed by maximum 6 digits: “-XXX.YYYYYY”. It is important to ensure they follow the WGS84 format.
- Mass balance start date: enter the date of the very first certificate issued for the specific registration. This date should remain the same under all circumstances and is a UDB requirement. This is mandatory for ISCC EU and ISCC Solid Biomass NL certification systems.
- Mass balance duration: select the relevant option from the drop-down list. This is mandatory for ISCC EU and ISCC Solid Biomass NL certification systems.
- Date of adding: enter the date the site related information is added. Select the date from the calendar.
- Date of removal: select the date the specific row of site information was removed from the calendar. This is not a mandatory field.

### **Removing previously listed site information**

It is not possible to delete a site from the “List of sites covered by the certificate section”. Once the certificate has been created with a specific site, it is only possible to provide the date the site was removed from the certification under the “Date of removal” column. The “Further Site” will still need to be listed in the “Site-specific Information” table.

If any field remains empty, it is highlighted in red with an exclamation mark. Ensure that all details are complete, then proceed by selecting “Finish Edit”.

### **Table 2: Site-specific information**

The “*Site-Specific Information*” should include details of all possible combinations of scopes, incoming and outgoing materials and GHG options for the Main Site and the additional sites (listed in the “*Further sites covered by the Certificate*” table). The “*Main Site*” should have at least one row for each scope listed in the certificate. Each “*Further Site covered by the certificate*” should have at least one row listed in this table. For each row select whether the “*Further Site covered by the certificate*” is an External Storage Facility or Dependent Collecting Point from the drop-down options in this table.

Site specific information

Data needs to be provided for the main site and all sites listed under Sites covered by the Certificate. For each possible combination of scope, incoming material, outgoing material and GHG option a separate row is required

	Site	Site Scope	Raw Material	Incoming Material	Outgoing Material	GHG	Maximum Capacity per Year
Finish edit	Main Site	First Gathering P. X	Select a value	Select a value	Select a value	Select a value	0

Results count: 1 | Invalid data on pages: 1

ADD

Figure 19. Site-specific information

As shown in Figure 19 after clicking “Add” the required fields become editable. Follow the instructions below to complete the submission of “Site-Specific Information”. **Unless specified otherwise the columns are mandatory for all ISCC certification systems.**

- Site: select the relevant site from the drop-down list options of “Main site” and “Further sites” given in the tables for this certificate.

- Site scope: select the applicable scopes from the drop-down list.
- Raw material: select the applicable raw material from the drop-down list.
- Incoming and Outgoing materials: select the applicable material from the drop-down list. When the “Main Site” scope is Trader, Trader with Storage, Warehouse or Logistic Center, this is auto filled with "all".

**i** If you are unable to find a specific material, select the magnifying glass icon visible in both the incoming and outgoing material fields. This opens the list of materials available based on the selected ISCC certification system for the certificate. It is possible to search for the material by typing at least the first three characters of the material name into the search field or scrolling through the list across all pages to select the required material.

GHG: select the relevant option from the drop-down list. When the “Main Site” scope is Trader, Trader with Storage, Warehouse or Logistic Center, this is auto filled with "Not Applicable".

**i** It is necessary to indicate the type of incoming and outgoing material and the GHG option applied only for the *External Storage Facility* selected in the *Site-specific information* table for all ISCC EU certificates. Existing certificates with previously auto-filled values have been replaced with a ‘-’ and will have to be adjusted by selecting ‘Modify Certificate’ to indicate the incoming and outgoing materials, and accurate option for GHG calculations.

- Maximum capacity per year: enter the total capacity of sustainable and non-sustainable material produced in a year. This is mandatory for all types of processing units under ISCC EU.
- Maximum renewable production capacity per year: enter the total capacity of only sustainable material produced in a year. This is mandatory for all types of processing units under ISCC EU.

**i** Hint: If all the material produced is sustainable then the value in both the maximum capacity and maximum renewable capacity columns should be the same.

Measuring unit: select the correct measuring unit from the drop-down list. If either maximum capacity per year or maximum renewable production capacity per year is provided, the measuring unit is mandatory for all ISCC certification systems. If no capacity is provided, this is a voluntary field.

**i Important:** Each scope listed in the certificate form also needs to be listed at least once in the site-specific information table. Furthermore, if any field remains empty, it will be highlighted in red with an exclamation mark. It is possible to modify this information using the “Edit” button, and “Delete” the entry when required. Ensure that all details are complete, then proceed by selecting “Finish Edit”. Once the information is correctly filled out, it is important to tick “Submit” in the “Decision” section, followed by “Save” to update the site information on the certificate.

If the **certificate covers no further sites**, then **only** the “**Site-specific information**” table needs to be completed. For a detailed overview of the required fields refer to the section above.

### 7.5.3. Excel mode of data provision

When “Excel upload” is selected the information of “List of Sites covered by certificate” must be provided via an Excel file. The Excel file can be saved by selecting the “Download Sites Covered” button. If the certificate covers further sites, the downloaded Excel file is titled “SitesCoveredByCertificate”.

**List of Sites covered by Certificate**

[DOWNLOAD SITES COVERED](#)

[TRANSFER DATA FROM PREVIOUS](#)

Does this certificate cover further sites (external storage facilities or dependent collecting points)?:

☒ Yes

☐ No

How should the data be provided?:

☒ Excel upload

☐ Manually

Further Sites covered by the Certificate

The List of Sites covered by Certificate needs to include all External Storage facilities and all Dependent Collecting Points of the registered Operational Unit. The Main Site information must not be repeated here.

Site ID	Individual certification	Certificate ID	Site name	Address	Post code	City	Country	Latitude	Longitude
Site specific information									
Data needs to be provided for the main site and all sites listed under Sites covered by the Certificate. For each possible combination of scope, incoming material, outgoing material and GHG option a separate row is required									
Site	Site Scope	Raw Material	Incoming Material	Outgoing Material	GHG	Maximum Capacity per Year	Maximum Renewable Production Capacity per Year	Measuring Unit	

[UPLOAD SITES COVERED](#)

Figure 20. Add Sites via Excel upload

There are three sheets in this Excel file that are required to be completed to provide site information. They include:

### Sheet “Main Site Information”

This sheet should include all possible combinations of scopes, incoming and outgoing materials, GHG options for the *Main Site*. When applicable, provide the details of the maximum capacities and the measuring unit for each row. At least one row should be filled for each scope listed in the certificate. **Unless specified otherwise the columns are mandatory for all ISCC certification systems.**

	B	C	D	E	F	G	H	I	J
	Site Scope	Raw Material	Incoming Material	Outgoing Material	GHG	Maximum Capacity per Year	Maximum Renewable Production Capacity per Year	Measuring Unit	
1									
2									
3									
4									

Figure 21. Columns in the Excel file for Main Site Information sheet

Column	Column Title	Specification	Mandatory ?
B	Site Scope	Select the applicable scope from the drop-down list	Mandatory
C	Raw material	Select the applicable raw material from the drop-down list.	Mandatory under ISCC EU
D	Incoming Material	Select the applicable material from the drop-down list. When the “Main Site” scope is Trader, Trader with Storage, Warehouse or Logistic Center, select "all".	Mandatory
E	Outgoing Material	Select the applicable material from the drop-down list. When the “Main Site” scope is Trader, Trader with Storage, Warehouse or Logistic Center, select "all".	Mandatory
F	GHG	Select the applicable GHG option from the drop-down list. When the “Main Site” scope	Mandatory

		is Trader, Trader with Storage, Warehouse or Logistic Center, select "Not Applicable".	
G	Maximum Capacity per year	Enter the total capacity of sustainable and non-sustainable material produced in a year.	Mandatory only for all types of processing units under ISCC EU
H	Maximum Renewable Production Capacity per Year	Enter the total capacity of only sustainable material produced in a year.	Mandatory only for all types of processing units under ISCC EU
I	Measuring Unit	Select the respective measuring unit applicable when the maximum capacities are filled out.	

### Sheet "Sites covered by Certificate"

This sheet should be filled out for all *further sites covered by the certificate*. It should include all dependent collecting points and external storage facilities. The descriptive information regarding the individual certification of the additional site, certificate ID, site name, location, mass balance duration, etc. should be provided in this sheet. **Unless specified otherwise the columns are mandatory for all ISCC certification systems.**

B	C	D	E	F	G	H	I	J	K	L	M	N
Individual certification	Certificate ID	Site Name	Address	Post code	City	Country	Latitude (format: xx.xxxxxx)	Longitude (format: xx.xxxxxx)	Mass Balance Start Date	Mass Balance Duration	Date of adding	Date of removal

Figure 22. Columns in the Excel file for Sites covered by certificate sheet

Column	Column Title	Specification	Mandatory ?
A	ID	This is a system generated ID and is a non-editable field. The ID is generated once the file is uploaded to the ISCC HUB.	
B	Individual Certification	Select the relevant option from the dropdown list in this column indicating whether the "Further site" holds an individual certification or is part of the same certification.	Mandatory
C	Certificate ID	If the "Further Site" is individually certified provide the respective certificate ID in this column. If the "Further Site" is not	Mandatory



		individually certified provide the certificate ID of the certificate being created.	
D	Site Name	Enter the name of the site.	Mandatory
E	Address	Enter the street name and building number.	Mandatory
F	Post Code	Enter the postal code of the site.	Mandatory
G	City	Enter the city of the site being added.	Mandatory
H	Country	Select the relevant country from the drop-down list.	Mandatory
I	Latitude	Enter the value in the format of maximum 2 digits followed by a point followed by maximum 6 digits: “- XX.YYYYYY” in these columns. It is important to ensure they follow the WGS84 format.	Mandatory
J	Longitude	Enter the value in the format of maximum 3 digits followed by a point followed by maximum 6 digits: “- XXX.YYYYYY” in these columns. It is important to ensure they follow the WGS84 format.	Mandatory
K	Mass Balance Start Date	Enter the date of the very first certificate issued for the specific registration. This date should remain the same under all circumstances and is a UDB requirement.	Mandatory for ISCC EU and ISCC Solid Biomass NL certification systems
L	Mass Balance Duration	Select the applicable mass balance period from the drop-down options.	Mandatory for ISCC EU and ISCC Solid Biomass NL certification systems
M	Date of adding	Enter the date the site information was added to the certificate.	Mandatory
N	Date of removal	If a “Further Site” is no longer covered by the certificate enter the date the site was removed.	

### Removing previously listed site information

It is not possible to delete a site from the “List of sites covered by the certificate section”. Once the certificate has been created with a specific site, it is only possible to provide the date the site was removed from the certification under the “Date of removal” column. The “Further Site” will still need to be listed in the “Site-specific Information” sheet.

### Sheet “Site Specific Information” (when applicable)

This sheet should include at least one row for the *further sites covered by the certificate*. Select the site name and indicate whether this site is an External Storage Facility or Dependent Collecting Point from the drop-down options in the respective columns. Indicate the incoming and outgoing materials, GHG options, maximum capacities (when applicable) and measuring unit (when applicable) for each site in this sheet. **Unless specified otherwise the columns are mandatory for all ISCC certification systems.**

	B	C	D	E	F	G	H	I	J	K
	Site Name	Site Scope	Raw Material	Incoming Material	Outgoing Material	GHG	Maximum Capacity per Year	Maximum Renewable Production Capacity per Year	Measuring Unit	
1										
2										
3										
4										

Figure 23. Columns in the Excel file for Site Specific Information sheet

Column	Column Title	Specification	Mandatory ?
B	Site Name	Select the applicable “Further Site” from the drop-down list. (This list is dependent on the information provided in Sheet 2 – Further Sites Covered by the Certificate)	Mandatory
C	Site Scope	Select the applicable scope from the drop-down list	Mandatory
D	Raw Material	Select the applicable raw material from the drop-down list.	Mandatory under ISCC EU
E	Incoming Material	Select the applicable material from the drop-down list.	Mandatory
F	Outgoing Material	Select the applicable material from the drop-down list.	Mandatory
G	GHG	Select the applicable GHG option from the drop-down list.	Mandatory
H	Maximum Capacity per year	Enter the total capacity of sustainable and non-sustainable material produced in a year.	Mandatory only for all types of processing

			units under ISCC EU
I	Maximum Renewable Production Capacity per Year	Enter the total capacity of only sustainable material produced in a year.	Mandatory only for all types of processing units under ISCC EU
J	Measuring Unit	Select the respective measuring unit applicable when the maximum capacities are filled out.	

B	C	D	E	F	G	H	I
Site Scope	Raw Material	Incoming Material	Outgoing Material	GHG	Maximum Capacity per Year	Maximum Renewable Production Capacity per Year	Measuring Unit
Trader with Storage Collecting Point	All Oil Palm Fresh Fruit Bunches (FFBs)	All Oil Palm Fresh Fruit Bunches (FFBs)	All Oil Palm Fresh Fruit Bunches (FFBs)	Not Applicable Actual value	100000	100000	tonnes

B	C	D	E	F	G	H	I	J	K	L	M	N
Individual certification	Certificate ID	Site Name	Address	Post code	City	Country	Latitude (format: xx.xxxxxx)	Longitude (format: xxx.xxxxxx)	Mass Balance Start Date	Mass Balance Duration	Date of adding	Date of removal
No	EU-ISCC-Cert-DE1: Site 1	Street	123456	Test City	Germany	12.1111	121.121314	14.11.23	1 Month		14.11.24	
No	EU-ISCC-Cert-DE1: Site 2	Street	12222	Test City	Germany	12.23333	121.12134	14.11.23	1 Month		14.11.24	

B	C	D	E	F	G	H	I	J
Site Name	Scope	Raw Material	Incoming Material	Outgoing Material	GHG	Maximum Capacity per Year	Maximum Renewable Production Capacity per Year	Measuring Unit
1	Site 1, 123456, St	External Storage Fa	Bagasse	Sugar cane	Sugar cane	Actual val	1	1 tonnes
2								
3								
4								

Figure 24. Examples of filled out sheets in the Excel file for List of Sites covered by certificate

**i** Important: It is necessary to indicate the type of incoming and outgoing material and the GHG option applied only for the *External Storage Facility* selected in the *Site-specific information* table for all certificates. Existing certificates with previously auto-filled values have been replaced with a ‘-’ and will have to be adjusted by selecting ‘Modify Certificate’ to indicate the incoming and outgoing materials, and accurate option for GHG calculations.

Keep in mind that **each scope listed in the certificate form also needs to be listed at least once in the site-specific information sheet**. If the Excel template is complete, proceed to save the file. On the ISCC HUB click the button “Upload Sites Covered” and choose the saved Excel file to upload it. Remember to select “Submit” in the “Decision” section followed by “Save” again to ensure that all the data is up to date.

If the certificate covers no further sites, then the downloaded Excel file is titled “Main Site Information”. This Excel file consists only of one sheet that must be filled out to complete this section. This should include details of all possible combinations of scopes, incoming and outgoing materials, GHG options and where applicable the maximum capacities and measure units. Keep in mind that the “Main Site” should have at least one row for each scope listed in the certificate. For a detailed overview of the required fields refer to “1. Main Site Information” above.

Additionally, it is possible for the CB to request the System User to provide site information on the HUB. When the CB initiates this request a task will appear in “My Tasks” of the System User titled “Editing Sites by System Users”. Once this task is selected the certificate opens and only the “List of Sites covered by Certificate” section is editable. It is possible to complete this section either via Manual data provision or via an Excel upload. A detailed guidance of the steps involved in completing these sections is found in the chapters below. After all the information has been provided it is important to tick “Sites edited” in the “Decision” section followed by “Submit”. Once all the information has been correctly filled out, it is

important to select “Sites and/or Sourcing contacts added” in the “Decision” section, followed by selecting the “Submit” button.

## 8. Certification Body

The next option under “Basic Data” is that of “Certification Body”. All recognised CBs under ISCC are listed here. In the overview, the CB name, address information, ISCC Identifier, Signature in ISCC HUB and the status of the CB are visible. When a CB from this list is selected the layout “Certification Body Details” opens and all the information about the CB including their name, address and ISCC certification systems they are authorised to certify is displayed here. Additionally, the listed CB email addresses are also assigned to a specific type of email notification, ensuring smooth communication of open tasks. These categories of email notifications include registration related, certificate related, and integrity related.

## 9. Help and tool tips

## Help button

Click the help button in the menu to get to our website to receive further guidance such as the HUB Manual for System Users, FAQs and additional information regarding the certification process.

**Question mark**

Click on the question mark to see which options are available to choose.

### Information button

Click on the “i” to see the explanation for this field.

## History button

The history button is available in different layouts of the Basic Data. For the submitted certificates and existing registrations, the button can be found in the upper right corner of each section. Click on the history button to see the changes of the data made in the respective section.

## Annex

## Guidance on Sites covered by the certificate

[illegible]

## Guidance on site specific information

	Site	Site Scope	Raw Material	Incoming Material	Outgoing Material	GHG	Maximum Capacity per Year	Maximum Renewable Production Capacity per Year	Measure Unit
Allowed contents on the ISCC HUB	<ul style="list-style-type: none"><li>Dropdown menu:<ul style="list-style-type: none"><li>Sites as given in table Sites covered by the Certificate</li><li>Main Site</li></ul></li></ul>	<p>Single choice dropdown menu:</p> <p>If site is the main site:</p> <ul style="list-style-type: none"><li>All scopes available for the ISCC System selected on the certificate form on the HUB</li></ul> <p>If site is not main site:</p> <ul style="list-style-type: none"><li>External Storage Facility</li><li>Dependent Collecting Point</li></ul>	Single choice dropdown menu based on the ISCC system selected in certificate form	Single choice dropdown menu based on raw material and products on the ISCC HUB. Materials are restricted to the selected ISCC system in the certificate form on the HUB	Single choice dropdown menu based on raw material and products on the ISCC HUB. Materials are restricted to the selected ISCC system in the certificate form on the HUB	<p>Multiple choice dropdown menu:</p> <ul style="list-style-type: none"><li>Actual value</li><li>Default value</li><li>NUTS2 value</li></ul> <p>For the Main Site scopes TR, TRS, WH or LC, this field is auto filled with "Not applicable"</p>	Number	Number	<p>For TRS, LC and WH:</p> <ul style="list-style-type: none"><li>Tonnes</li><li>Litres</li><li>Gallons</li><li>Cubic meters at 15 °C</li><li>Liters at 15 °C</li></ul> <p>For all other scopes:</p> <p>If outgoing material = "Fuel according to UDB":</p> <ul style="list-style-type: none"><li>Tonnes</li><li>Cubic meters at 15 °C</li><li>Liters at 15 °C</li></ul> <p>If outgoing material is neither raw material nor fuel according to UDB OR</p> <p>If outgoing material = raw material:</p> <ul style="list-style-type: none"><li>Tonnes</li><li>Litres</li><li>Gallons</li></ul>
Allowed content in Excel template section Main Site Information	Not visible	Single choice dropdown menu based on ISCC certification scopes and processing unit types	Single choice dropdown menu based on the ISCC system selected in certificate form	See above	See above	<p>Single choice dropdown menu:</p> <ul style="list-style-type: none"><li>Actual value</li><li>Default value</li><li>NUTS2 value</li><li>Actual value, Default value</li><li>Actual value, NUTS2 value</li><li>Default value, NUTS2 value</li><li>Actual value, Default value, NUTS2 value</li><li>Not applicable</li></ul>	See above	See above	See above
Allowed content in Excel template section Site specific Information	Dropdown menu based on sites given in table Sites covered by the Certificate	<p>Dropdown menu with options</p> <ul style="list-style-type: none"><li>External Storage Facility</li><li>Dependent Collecting Point</li></ul>	Single choice dropdown menu based on the ISCC system selected in certificate form	See above	See above	See above	See above	See above	See above
Mandatory for ISCC EU	Yes	Yes	Yes	Yes	Yes	Yes	Only for PU scope	Only for PU scope	If one capacity is given, measure unit is mandatory, otherwise voluntary
Mandatory for ISCC PLUS	Yes	Yes	No	Yes	Yes	Yes	No	No	
Mandatory for ISCC CORSIA/ CORSIA PLUS	Yes	Yes	No	Yes	Yes	Yes	No	No	
Mandatory for ISCC Japan FIT	Yes	Yes	No	Yes	Yes	Yes	No	No	
Mandatory for Solid Bio-	Yes	Yes	No	Yes	Yes	Yes	No	No	

## Guidance on sourcing contacts information

	Sourcing Contact ID	Individual certification	Certificate number	Site Name	Address	Post code	City	State	Country	Latitude/Longitude	Legal Type	Other legal identification
Specification on allowed contents on the ISCC HUB	System generated ID which is visible on the HUB that is used by the CB to upload data.  This ID column is not editable.	Dropdown menu: • Yes • No	If individual certification is answered with no, this field is auto filled with the certificate ID of the certificate that is to be submitted  If it is answered with yes, this field is to be filled in	Free text field	Free text field	Free text field	Free text field	Free text field	Dropdown for countries based on ISCC HUB country list not ISO	Allowed formats: Latitude: (-)XX.YYYYYY Longitude: (-)XXX.YYYYYY	Dropdown Options: - person - legal entity	Free text field
Specification on allowed content in Excel template	Column is visible in the Excel template but not editable. Column is empty for new certificates and ID is assigned to rows when uploaded to HUB.  When uploading updated template, all existing columns with IDs must be uploaded, new rows may be added to template without ID. System will assign ID for new rows once uploaded.	See above	Free text field. If individual certification is answered with no, complete this field with the certificate ID of the certificate that is to be submitted  If it is answered with yes, this field is to be filled in with the respective certificate ID	See above	See above	See above	See above	See above	See above	Allowed formats: Latitude: (-)XX.YYYYYY Longitude: (-)XXX.YYYYYY	Dropdown Options: - person - legal entity	Free text field
Mandatory for ISCC EU	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No
Mandatory for ISCC PLUS	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Mandatory for ISCC CORSIA / CORSIA PLUS	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Mandatory for ISCC Japan FIT	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Mandatory for Solid Biomass NL	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No

	Email	NTR ID Type	NTR ID	VAT	Website	Phone	Scope of Sourcing Contact	Outgoing Material	Status	Date of adding	Date of removal	Is the Point of Origin compliant?	Maximum capacity per year	Renewable capacity per year	Measuring Unit
Allowed contents on the ISCC HUB	Email address	Numbers and letters only	Numbers and letters only	Free text field	Free text field	Free text field	Dropdown menu dependent on scopes on the certificate in the HUB: • Farm/Plantation OR Forest Sourcing Area (only if Central Office (Group of FA), First Gathering Point, Central Office of independent Smallholders are selected on the certificate form)  • Point of Origin (only if Collecting Point, Central Office (Group of Point of Origin) are selected on the certificate form)	Dropdown based on Raw material repository ISCC system specific  Non-editable field. This status is determined by the UDB	Options: ACTIVE, CLOSED, IN REVIEW, PENDING, SUSPENDED	Date	Date	Dropdown menu: • Yes • No	Number, maximum 19 digits	Number, maximum 19 digits	Single choice dropdown menu: • Tonnes • Litres • Gallons
Specification on allowed content in Excel template	See above	See above	See above	See above	See above	See above	Dropdown Options: • Farm/Plantation • Point of Origin • Forest Sourcing Area	See above	Not visible	See above	See above	Not visible	See above	See above	See above
Mandatory for ISCC EU	No	No	No	No	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Mandatory for ISCC PLUS	No	No	No	No	No	No	Yes	Yes	No	Yes	No	Yes	No	No	If one capacity is given, measure unit is mandatory, otherwise voluntary
Mandatory for ISCC CORSIA / CORSIA PLUS	No	No	No	No	No	No	Yes	Yes	No	Yes	No	Yes	No	No	
Mandatory for Japan FIT	No	No	No	No	No	No	Yes	Yes	No	Yes	No	Yes	No	No	
Mandatory for Solid Biomass NL	No	No	No	No	No	No	Yes	Yes	No	Yes	No	Yes	No	No	

Specification on allowed content in Excel tem- plate	No	No	No	No	No	No	Yes	Yes	No	Yes	No	Yes	No	No
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