



We are the world-leading  
certification scheme for  
wood pellets

# Radix Tree Certification Platform

Recording the Annual Figures in  
the ENplus<sup>®</sup> Certification Platform

## Reporting the Annual Figures

- Beginning of every year we are asking our certified companies to report their production/trading figures.
- As of 2022, we are no longer asking to report the figures via a JotForm, but we will start using the Radix Certification Platform.
- The ENplus® Certification Platform allows certified companies to report their figures, upload documents share and review them.

## The Process is the following:

1. The National Licenser sends the company a **Transaction** in which it asks the company to report its Annual Figures. The company needs to accept the transaction.
2. Once the transaction has been accepted, the company needs to add its Annual Figures to the Transaction and that is why it needs to create **Objects**.
3. When the Objects have been created, they need to be saved.
4. An Invoice will be received based on these reported figures shortly after they have been shared with the Licenser.

# 1. Receiving the Transaction

- The Annual Figures are exchanged with a **transaction**, which will be shared to each certified company by their National Licenser and can be found in the Transactions Menu Point
- As the certified company, you will receive a transaction that has not yet been completed and it will appear as a requiring action.
- An **email** will also be sent by the system to notify you about the new transaction.

The screenshot displays the RADIX Tree software interface. The top navigation bar includes the RADIX Tree logo, the EN plus logo, and a user profile icon. The main content area is divided into three panels: Business Relationships, Transactions, and Objects. The Transactions panel is highlighted with a red box around its title. It shows a count of 21 transactions, with a sub-count of 1 requiring action highlighted in a red box. The Business Relationships panel shows 4 relationships and 1 invitation. The Objects panel shows 18 objects. Each panel has a '+ Add new' button at the bottom.

Menu Point	Count	Details
Business Relationships	4	You have no invitations
Transactions	21	You have 1 requiring actions
Objects	18	List of objects





# 3. Editing the Transaction

- Once the transaction was 'Accepted' it will appear between the 'Accepted' transactions
- Look for the transaction in the 'Accepted' tab and click on the 'Edit' icon in order to upload your figures.

The screenshot shows the RADIX Tree web application interface. At the top, the logo 'RADIX Tree' is visible on the left, and the user profile 'Best Pellet Producer GmbH' is on the right. The main content area is titled 'Transactions' and has a sub-tab 'Accepted' highlighted with a red box. Below the tabs, there is a search bar and an 'Add New' button. A table lists transactions with columns for Name, Transaction Status, Template, Sender Name, Created Date, and Actions. One transaction is listed with the name 'Test' and ID '1636cb3b-c0d1-3cbd-8d6e-e96e017d80a1', with a status of 'Accepted'. The 'Actions' column for this transaction contains three icons: an information icon, a refresh icon, and an edit icon, which is highlighted with a red box.

	Name	Transaction Status	Template	Sender Name	Created Date	Actions
<input type="checkbox"/>	Test 1636cb3b-c0d1-3cbd-8d6e-e96e017d80a1	Accepted	Annual survey - active	Test Bioenergie Europe - ENplus®	Dec 6, 2022 9:02:41 AM	

# 4. Managing the Objects

- Click on the 'Manage Objects' button and choose the option: 'Create Object' – Annual Figures

Update Transaction

Add Attribute

Template \* Annual survey - active

Annual survey - active Name \* Test

Survey deadline

Survey instructions

Are all required figures attached and approved Yes

Save Manage Objects Back To Transactions

Update Transaction

Add Object to Transaction

Add Object Create Object

IDENTIFIER	NAME	TEMPLATE
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Save Back

# 5. Fill in and Submit the Figures

- **Annual figures Name:** Please add your ID number
- **Figures type:** Actuals/Estimates
- **Year applicable:** Always add the relevant year (previous year for actuals/current year for estimates)
- **Figures class:** Production/Trading
- **Total:** Please make sure that the Total amount adds up with the total amount of the sub-categories
- **Pellets sold to power plants or animal bedding:** If you are reporting amounts in this attribute, please also provide proof in order to be able to exclude this amount from payment
- **Certified member:** Please add you ID number
- **Country:** Make sure you mention the country you are located in



The screenshot shows a web form for reporting wood pellet figures. The form includes several input fields and dropdown menus. Red boxes highlight the following fields: 'Annual figures Name \*', 'Figures type \*', 'Year applicable \*', 'Figures class \*', 'Total \*', 'Pellets sold to power plants or animal bedding', 'Proof for pellets sold to power plants or animal bedding', 'Certified member', and 'Country'. The form also features a 'Submit' button and a 'Cancel' button at the bottom right. A green 'Add' button is visible in the top right corner of the form area.





- Do not forget that you will need to create to 'Objects':
  - one for your **Actual** figure
  - one for your **Estimated** figure





After you created both Objects, **Save** them and the process is done

**RADIX Tree** EN plus  Hello Best 

**Update Transaction**

**Add Object to Transaction**

**Add Object** **Create Object**

IDENTIFIER	NAME	TEMPLATE		
279b8be8-5587-3437-b480-138a46d02080	RO 078	Annual figures		
279b8be8-5587-3437-b480-138a46d02080	RO 078	Annual figures		

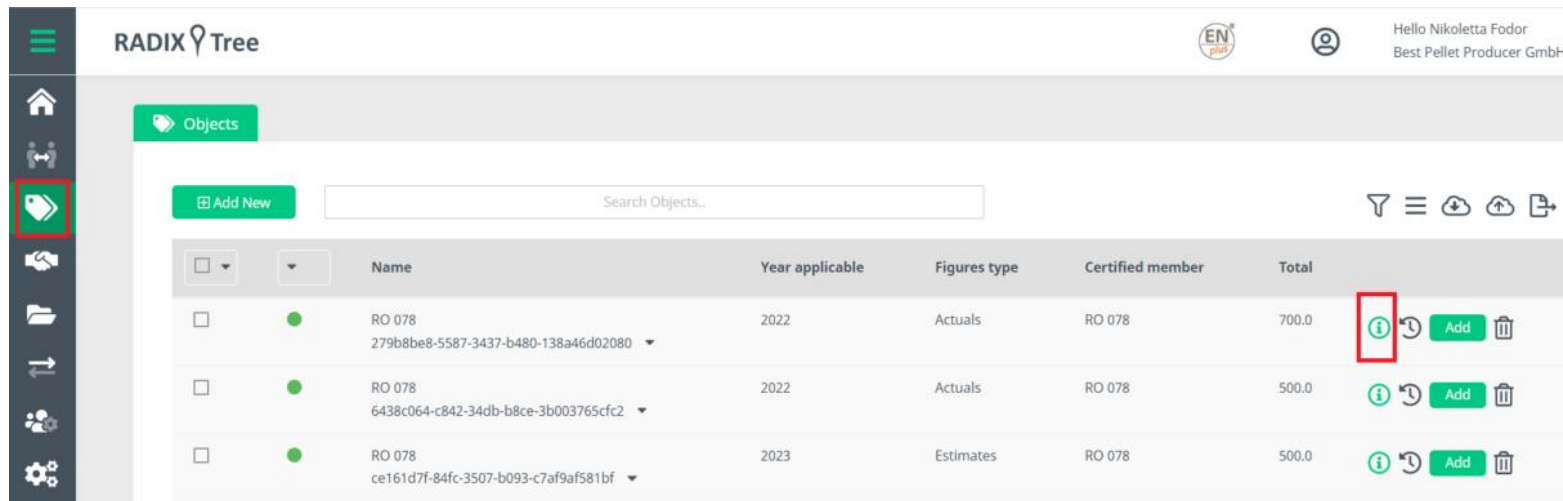
**Save** **Back**



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# How to Review/Edit the Annual Figures?

- Until the **Transaction** is not reviewed and accepted by the National Licenser you have the possibility to edit the annual figure
- You have the possibility to review and edit the Objects within the **Objects Menu Point**
- Search for the Object you wish to edit, click on the 'Info' button on the right and the open it in 'Edit mode'



The screenshot displays the RADIX Tree software interface. The top navigation bar includes the RADIX Tree logo, the EN plus logo, and the user's name and company: "Hello Nikoletta Fodor, Best Pellet Producer GmbH". The main content area is titled "Objects" and features a search bar and a table of annual figures. The "Objects" menu item in the left sidebar is highlighted with a red box. The table contains three rows of data, with the "Info" button in the first row also highlighted with a red box.

		Name	Year applicable	Figures type	Certified member	Total	
<input type="checkbox"/>	▼	RO 078 279b8be8-5587-3437-b480-138a46d02080	2022	Actuals	RO 078	700.0	<input type="checkbox"/> <input type="info"/> <input type="refresh"/> <input type="add"/> <input type="trash"/>
<input type="checkbox"/>	▼	RO 078 6438c064-c842-34db-b8ce-3b003765cfc2	2022	Actuals	RO 078	500.0	<input type="checkbox"/> <input type="info"/> <input type="refresh"/> <input type="add"/> <input type="trash"/>
<input type="checkbox"/>	▼	RO 078 ce161d7f-84fc-3507-b093-c7af9af581bf	2023	Estimates	RO 078	500.0	<input type="checkbox"/> <input type="info"/> <input type="refresh"/> <input type="add"/> <input type="trash"/>