User Manual for Operators

Annex VII documents

Version proposed by Commission

Version 1.0

Table of contents

Introduction **3**

Table 1. Statuses of Annex VII document in DIWASS 4

Chapter 1 How to submit Annex VII documents **6**

General note 6

Specific instructions 7

Chapter 2 How to review Annex VII document **36**

General note 36

Specific instructions 36

Chapter 3 How a waste producer should authenticate an Annex VII document **38**

General note 38

Specific instructions 38

Chapter 4 Contribution of carrier to Annex VII documents **40**

General note 40

Specific instructions 40

Confirming the transfer of waste 40

Updating of transfer confirmation 42

Chapter 5 Contribution of consignee to Annex VII documents **44**

General note 44

Specific instructions 45

Confirming the receipt of waste 45

Updating the confirmation of receipt of waste 47

Chapter 6 Contribution of waste receiving facility to Annex VII documents **51**

General note 51

Specific instructions 51

Confirming the receipt of waste 51

Updating the confirmation of receipt of waste 55

Confirming the treatment of waste 58

Updating the certificate confirming treatment of waste 61

Introduction

This document contains specific instructions on the use of the Digital Waste Shipment System (DIWASS). In order to properly explain how certain operations work, this document often refers to the EU legislation concerning shipments of waste, to illustrate how certain requirements are reflected in DIWASS. This document does not intend to contain any interpretation of these laws.

Abbreviations used in the document:

Abbreviation	Meaning
CA	Competent Authority
DIWASS	Digital Waste Shipment System
WSR	Waste Shipment Regulation: Regulation (EU) 2024/1157 of the European Parliament and of the Council of 11 April 2024 on shipments of waste, amending Regulations (EU) No 1257/2013 and (EU) 2020/1056 and repealing Regulation (EC) No 1013/2006, *OJ L, 2024/1157, 30.4.2024, ELI:* http://data.europa.eu/eli/reg/2024/1157/oj
DIWASS Implementing Act	Commission Implementing Regulation (EU) 2025/1290 of 2 July 2025 laying down rules for the application of Regulation (EU) 2024/1157 of the European Parliament and of the Council as regards the requirements necessary for the interoperability between the central system for the electronic submission and exchange of information and documents related to shipments of waste and other systems or software, as well as other technical and organisational requirements necessary for the practical implementation of such electronic submission and exchange of information and documents, *OJ L, 2025/1290, 14.7.2025, ELI:* http://data.europa.eu/eli/reg_impl/2025/1290/oj

Table 1. Statuses of Annex VII document in DIWASS

Status	When does the status start?	When does the status end?	Basic consequences of the status
DRAFT	Person who arranges the shipment saves a draft	Person who arranges the shipment submits the Annex VII document	Only Person who arranges the shipment and waste producers listed in the Annex VII document can see the Annex VII document Person who arranges the shipment can update the Annex VII document until it is submitted[1]
CANCELLED	Person who arranges the shipment clicks on “cancel Annex VII document”. This action will be possible when Annex VII document has statuses: draft or announced	Not applicable	• No one can change anything in the Annex VII document • Annex VII documents that were cancelled cannot be “uncancelled”
ANNOUNCED	Person who arranges the shipment clicks on Announce	The person who arranges the shipment cancels the Annex VII document, transitioning to "Cancelled". A competent authority initiates a take-back, transitioning to "Take-Back". The first carrier transfer certificate is created, transitioning to "Moving". The first reception certificate is created, transitioning to "Received".	When an Annex VII document is in "Announced" status, it is visible to: - The person who arranges the shipment - Waste producers, carriers, consignee, and waste treatment facility specified in the document. - All competent authorities of the countries concerned by the waste shipment - All EU authorities involved in inspections Carrier, consignee and facility (laboratory) can start providing their contributions to the Annex VII document. CA can submit take back request. No further edits to the document are allowed by the person who arranges the shipment, except for the following information, which may be submitted or updated at the latest before the start of the shipment: -actual quantity of the waste - carrier or carriers involved - container identification number.

[1] If the update was done after the waste producer authenticated the draft notification, the waste producer will need to authenticate it again in order to allow the notifier to submit it.

Status	When does the status start?	When does the status end?	Basic consequences of the status
MOVING	The first carrier transfer certificate is created.	The status ends when either the first reception certificate is created, transitioning to "Received", or when a competent authority initiates a take-back, transitioning to "Take-Back".	The person who arranges the shipment can no longer update the movement document. CA can submit take back request. The selected operators (carrier, consignee and facility) can contribute to the Annex VII document by filing in their respective boxes.
RECEIVED	The reception certificate is created.	The status ends when the completion certificate is created, transitioning to "Completed", or when a competent authority initiates a take-back, transitioning to "Take-Back"	The person who arranges the shipment can no longer update the movement document. CA can submit take back request. The selected operators (carrier, consignee and facility) can contribute to the Annex VII document by filing in their respective boxes.
COMPLETED	The completion certificate is created.	Not applicable	No actions concerning Annex VII document can be performed. CA can submit take back request.

Chapter 1 How to submit Annex VII documents

General note

This chapter provides instructions on submitting Annex VII documents in DIWASS. Annex VII documents are used in the context of the general information requirements procedure that applies for the shipment of so called “green listed waste”.

In order to be able to create Annex VII documents in DIWASS, the following three conditions must be satisfied:

- The operator that will act as a person who arranges the shipment is registered in DIWASS,
- The user is authorised to represent the operator that will act as Person Who Arranges the Shipment in DIWASS,
- All operators that are involved in the shipment are registered in DIWASS.

Please note that the user acting in DIWASS is always representing a given operator, and that this operator acts in a certain role in the context of shipments of waste. The role in a given general information requirements procedure is established through the selection of the operator in one of the fields of the Annex VII document (e.g. person who arranges the shipment, carrier, consignee, etc).

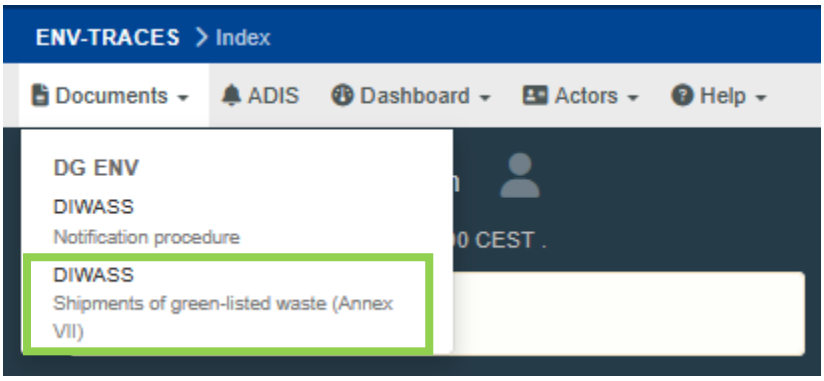
Example: user Anna Smith represents the company Waste Management S.A. that is registered as an operator, and that in the context of a given Annex VII document acts as a person who arranges the shipment.

To improve the readability of the instructions below, instead of using the formula “user representing the operator that in the context of given shipment acts as […]”, references are to the simpler form “the user”.

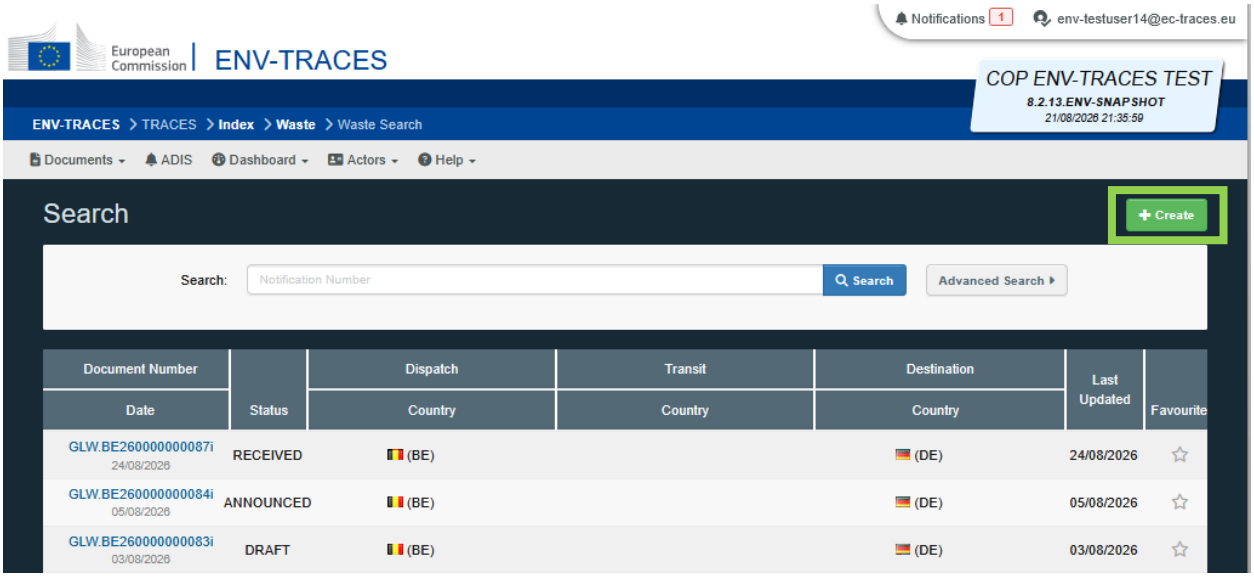
Please also note that, for cases where waste is imported into the EU and the third country operator acting as the person who arranges the shipment does not actively use DIWASS, the Annex VII document will be introduced to DIWASS by an EU consignee or EU facility. The EU operator can do this from their own user account and DIWASS will keep records of the fact the submission is done on behalf of another operator.

Specific instructions

1. After logging in into DIWASS (TRACES NT), the user needs to select in the tab "**Documents**" the "**DIWASS Shipments of green-listed waste (Annex VII)**".

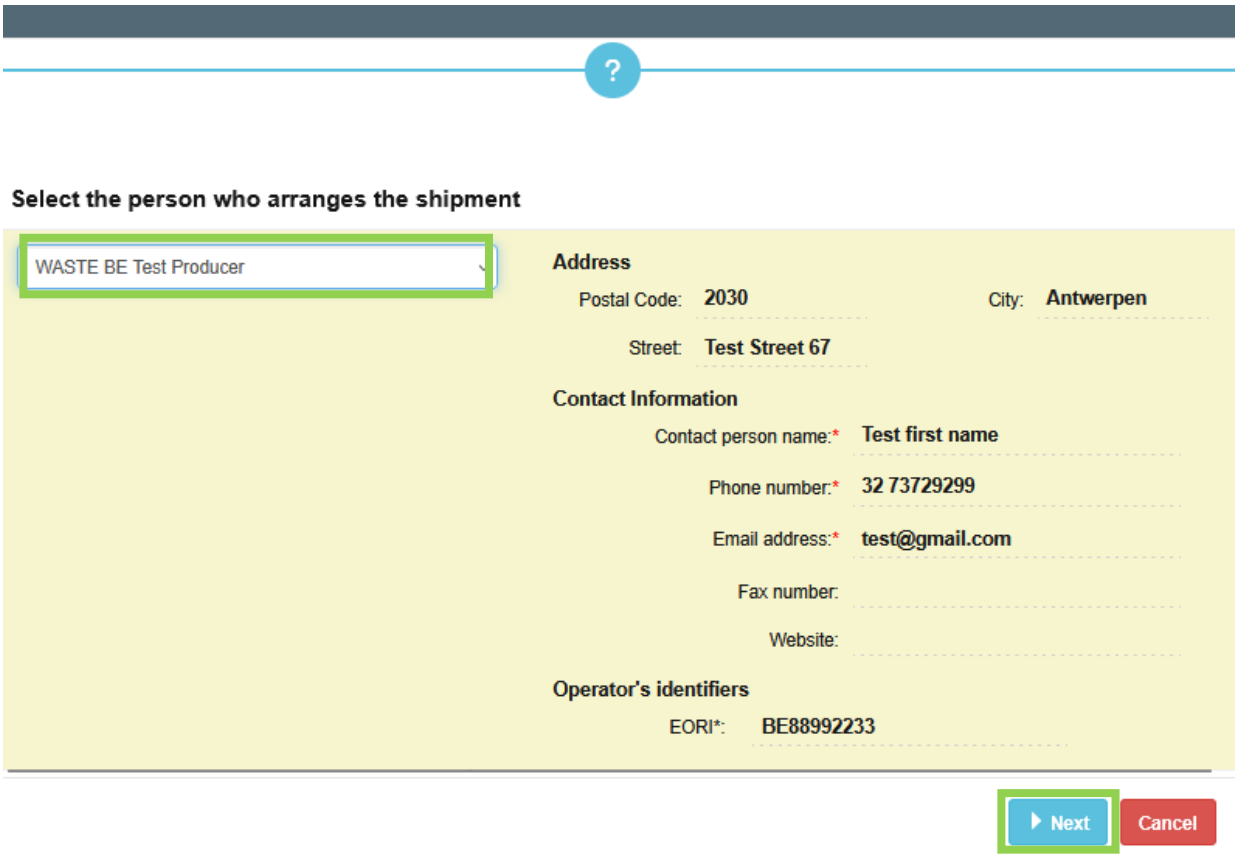


2. The screen with a list of Annex VII documents, where the operator that user represents is involved, will be displayed. To create a new Annex VII document, the user should select the button "**Create**".



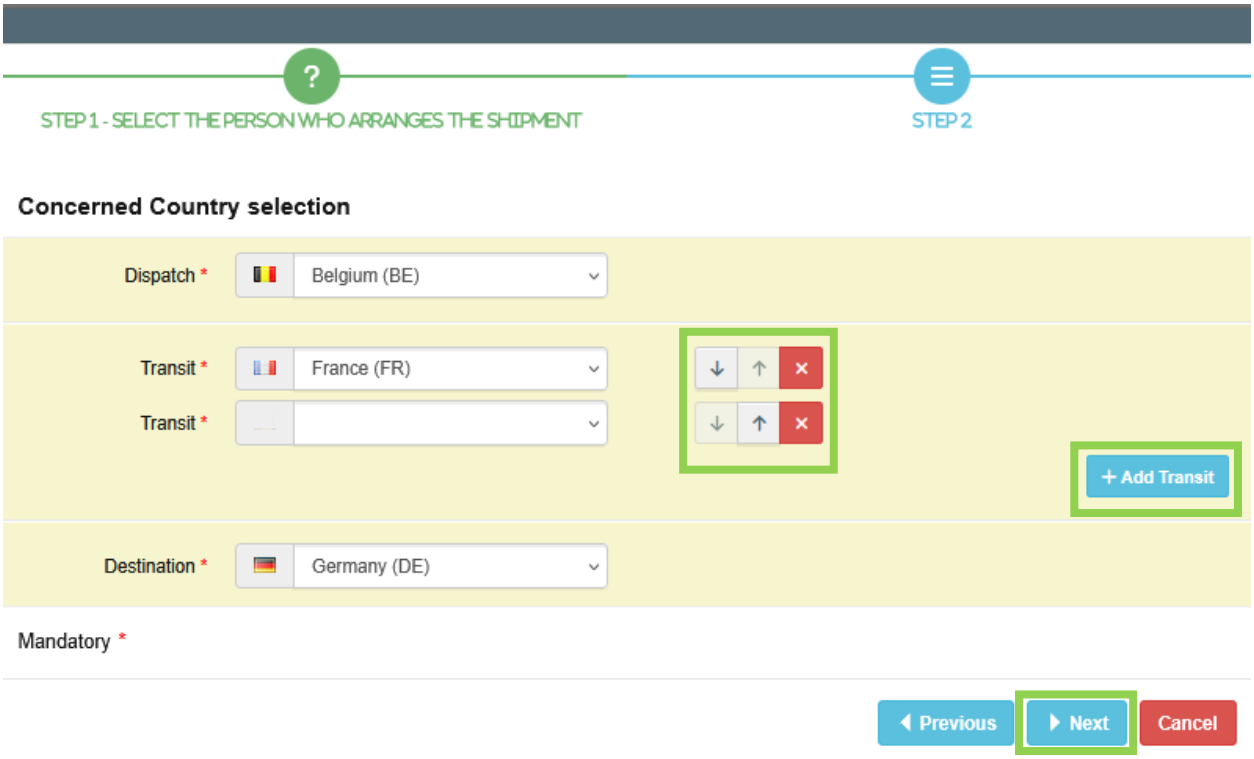
3. An Annex VII document wizard will be opened, and the user will be asked to select the person who arranges the shipment. To do this, please select the operator from the operators that you are authorised to represent in DIWASS, that you will prepare the Annex VII document for. This selection needs to be made also in cases where the user is authorised to represent only one operator in DIWASS. The selection should be done by selecting a name of respective operator from the drop-down list.

   Confirm the selection by clicking "**Next**".



4. The user needs to indicate the involved countries from the drop-down lists provided. To add transit countries, the user needs to first click on "**+ Add Transit**". In case an Annex VII document involves more than one transit country, please list them in the correct order by using arrows next to the names of CAs of transit.

   Confirm the selection by clicking "**Next**".

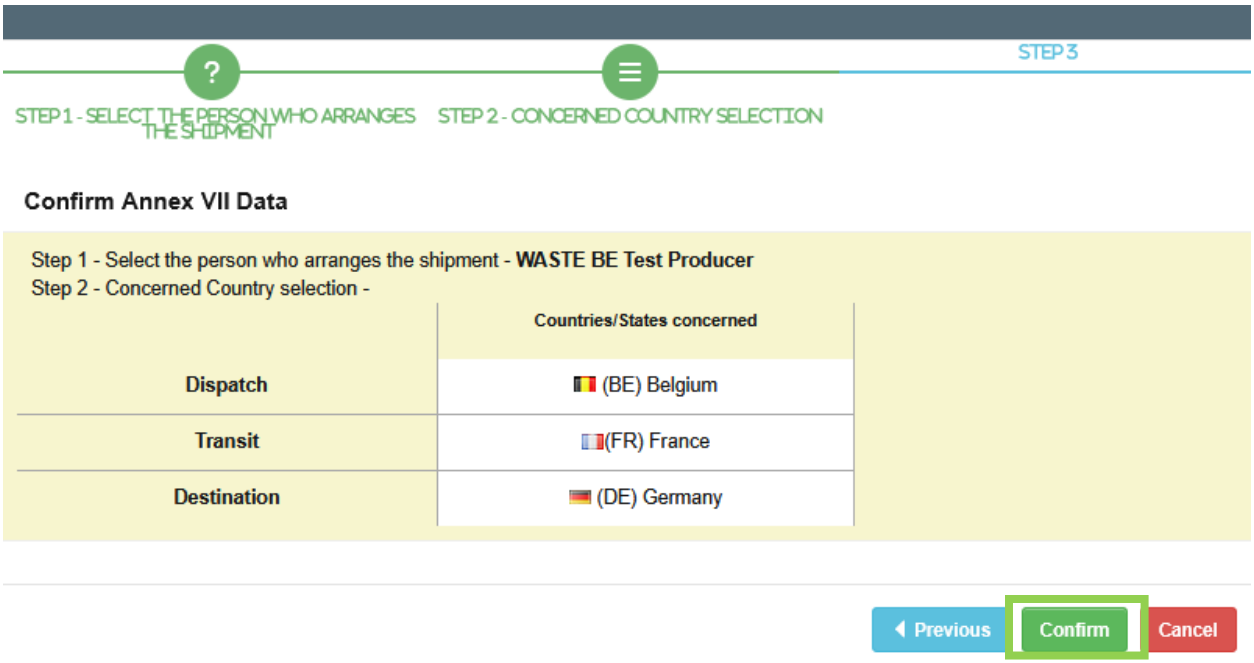


Please note that that DIWASS will not block the possibility to submit an Annex VII document starting from country A if the person who arranges the shipment does not have a registered office in country B.
However, many Member States require that the person who arranges the shipment must have a registered office in their country in order to submit an Annex VII document starting from that country. Therefore in such cases the person who arranges the shipments is advised to check if the Member State selected as country of dispatch requires the person who arranges the shipment to have a registered office in their territory before submitting Annex VII.

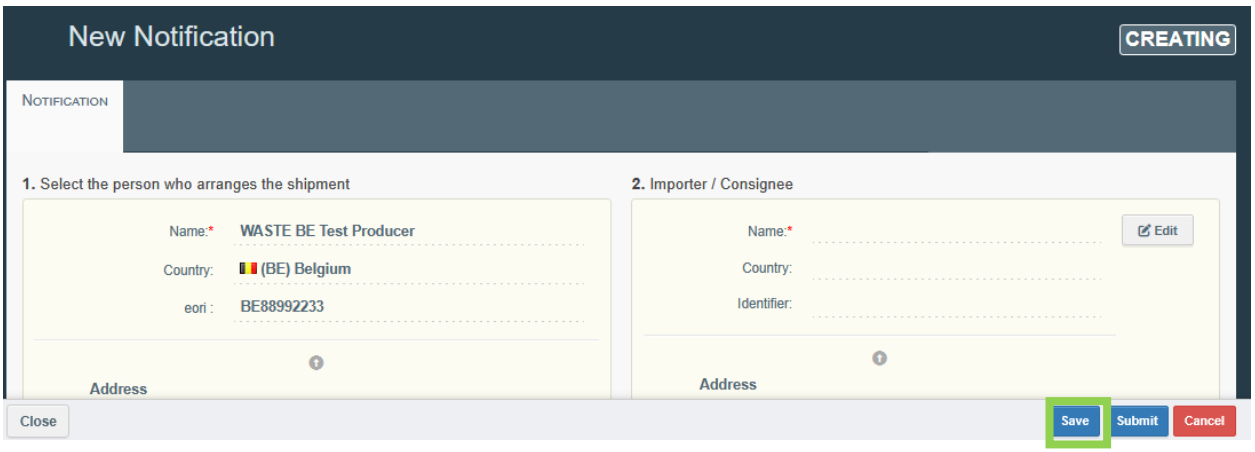
The screen will now display a summary of the data provided so far, and the user will be asked to confirm the selections made by clicking "**Confirm**". Based on this data, the template of the Annex VII document will be created, and the remaining elements of Annex VII document can then be filled in in the next steps.

Please note that, after the Annex VII document is created, it will not be possible to change the elements concerning the person who arranges the shipment and involved countries. When changes are needed on those elements, a new draft Annex VII document needs to be created. It is possible – before "clicking "Confirm"– to return to previous screens by clicking "Previous".

When the button "Cancel" is clicked here, the process of drafting the Annex VII document will end.



5. After confirming in the Annex VII wizard, the main screen of the Annex VII document will open. Users will be able to save a draft Annex VII document, and it is recommended to do it at this stage. To do so, please click on "**Save**" at the bottom right corner of the page.

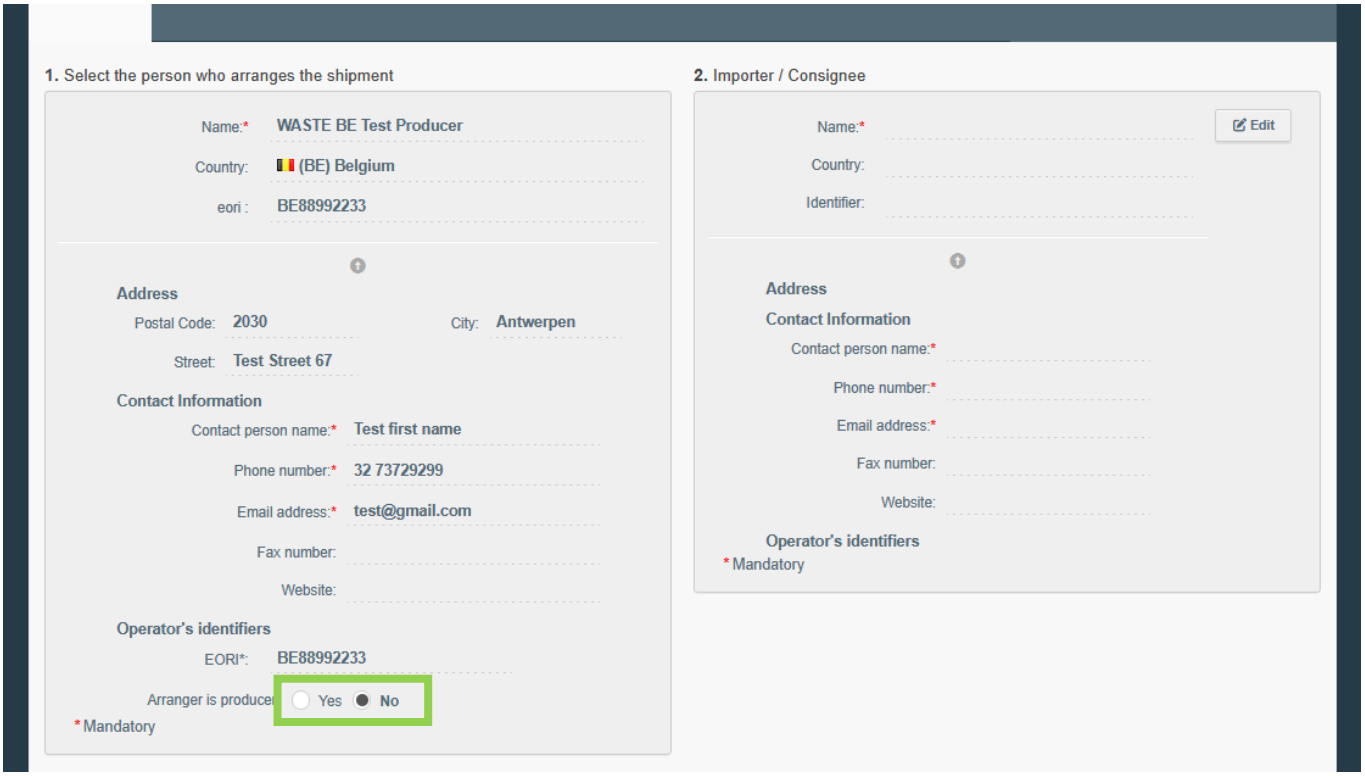


The draft Annex VII document will be visible only for the person who arranges the shipment, as well as for the waste producers as indicated after completing box 6 of the draft Annex VII document. The system generates a unique Annex VII document number when the draft is saved for the first time. The user does not need to enter this number manually.

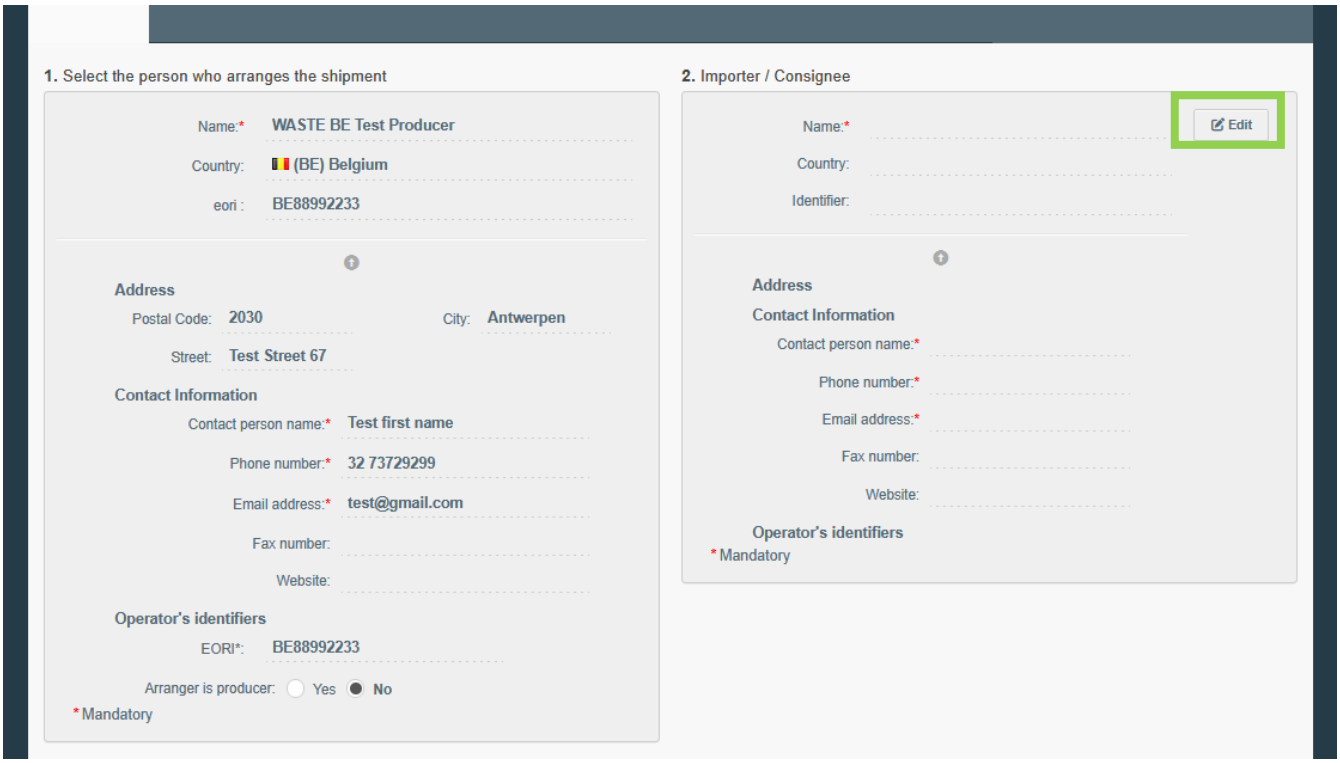
The instructions below follow the order of the boxes as defined in the Waste Shipment Regulation. However, users may complete these boxes in any order they prefer.

6. The information provided earlier will automatically fill **Box 1. "Person who arranges the shipment,"** .The user must indicate whether the person arranging the shipment is also the original waste producer, waste collector or new waste producer by clicking **"Yes"** or **"No"**,

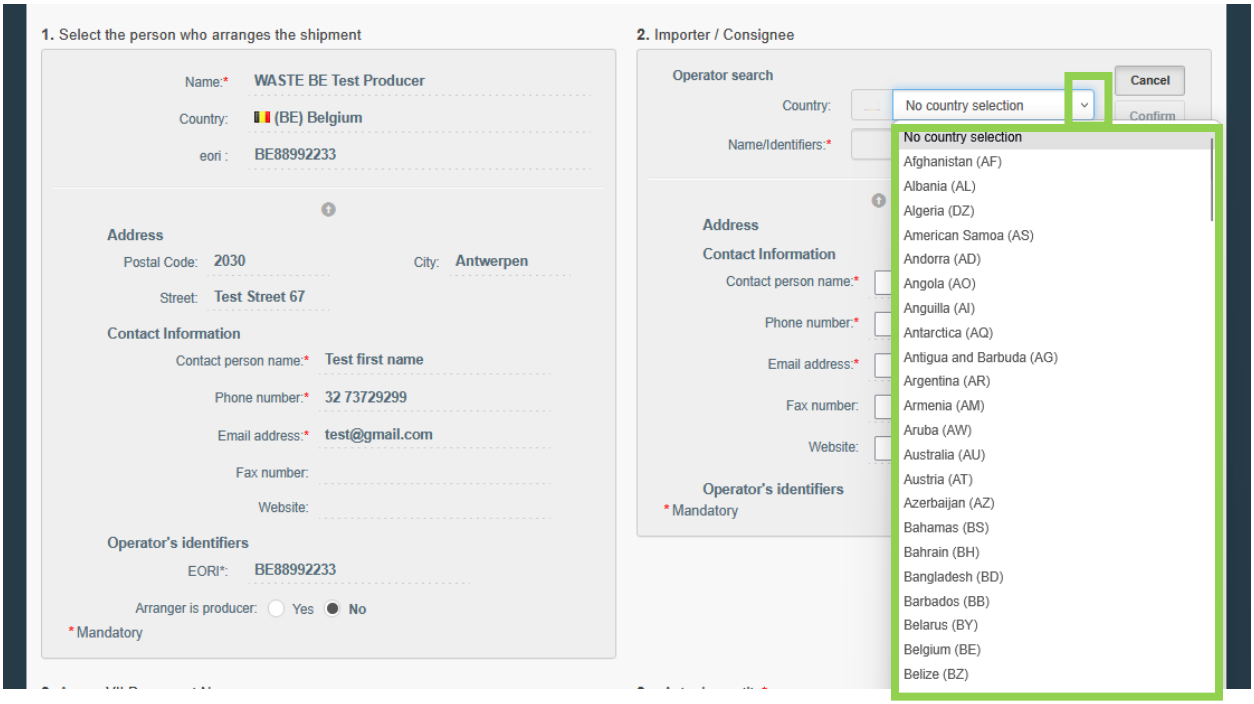
as appropriate. If the user clicks **"Yes"**, DIWASS will not require the producer's data to be provided additionally. If the user clicks **"No"**, the original waste producer, waste collector or new waste producer must be indicated in **Box 6 of the Annex VII document "Waste Producer"**.



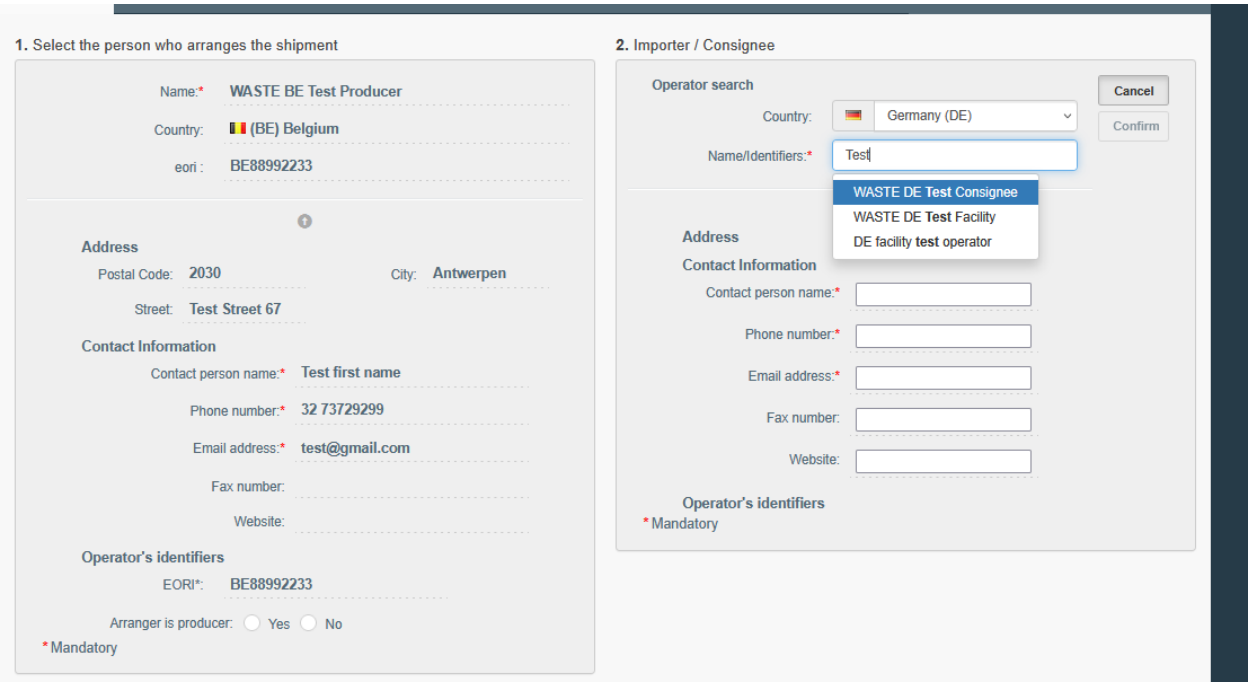
7. **Box 2. "Importer – consignee"**. In order to select the consignee, the user needs to click on the field "**Edit**".



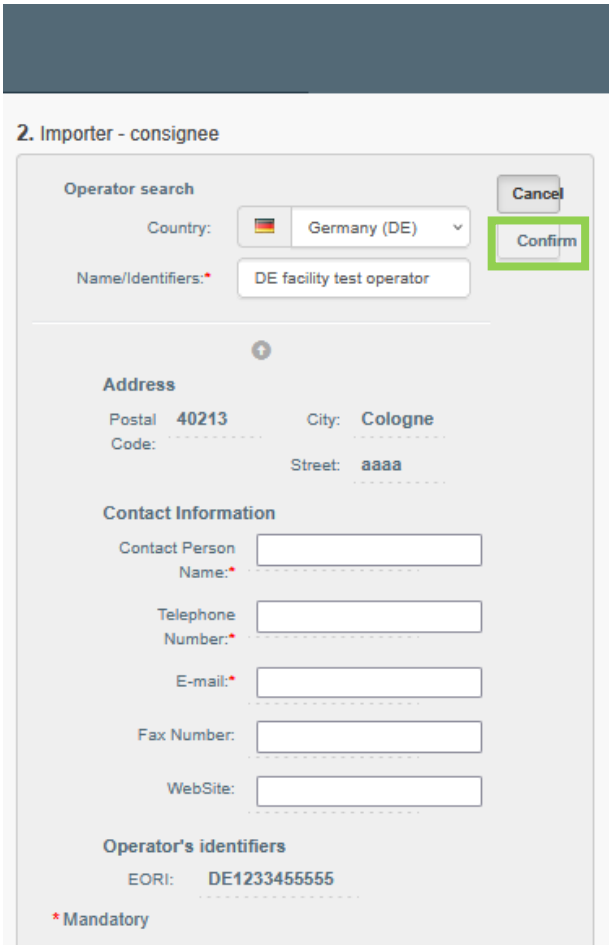
Then, the user will be asked to provide a country of the importer-consignee from the drop-down list.



Next, the user will be able to search for the importer-consignee, by typing in the name or identification number of the operator. The system displays search results after at least three characters have been entered.



The user should select the correct operator – basic data of the selected operator will be displayed as soon as the selection is done. The user should verify, if this is the operator it intended to select and approve the choice by clicking “Confirm”. The operator can adjust Contact information if needed.



8. **Box 3. "Annex VII Document No."**
In Box 3, the user should specify whether the Annex VII document being created is linked to another notification document, movement document, or Annex VII document. If yes, the user can indicate this by providing the number of the related document.

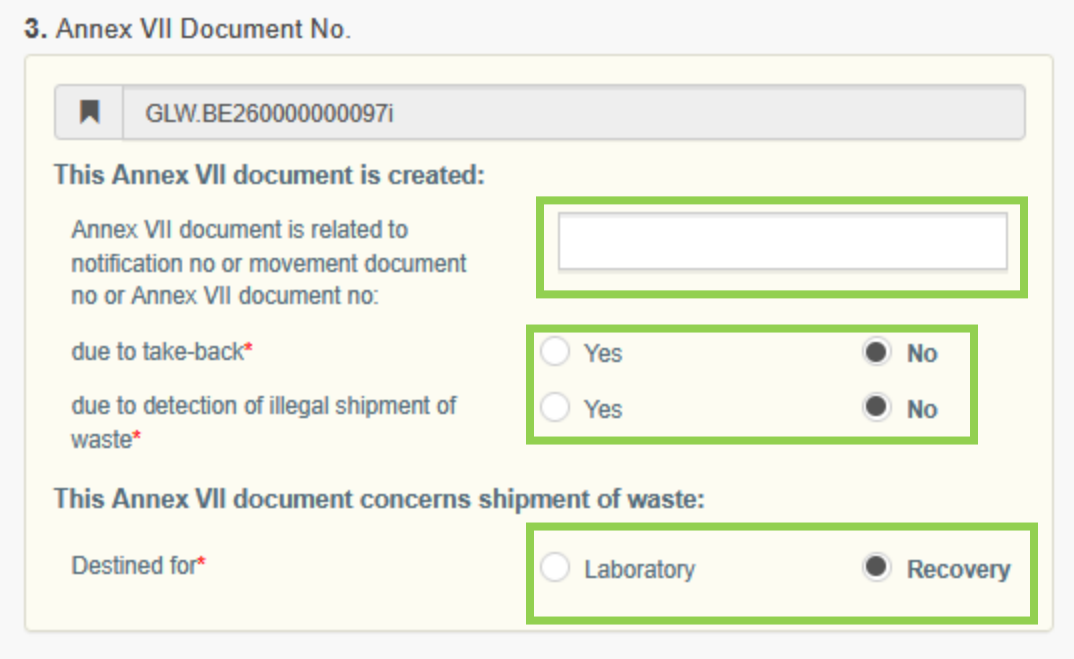
The user may indicate the link with notification document, movement document, or Annex VII document where for example, the Annex VII document is created due to a take-back of waste covered by another notification or Annex VII document.

The user should also specify the following:

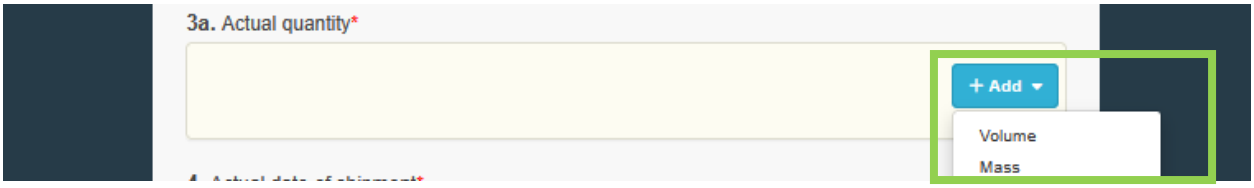
- Whether the new Annex VII document is created due to take back, and
- Whether it is created in the context of the detection of illegal activities.

The user should also indicate whether the Annex VII document concerns:

- Shipment of waste destined for Laboratory or Recovery facility



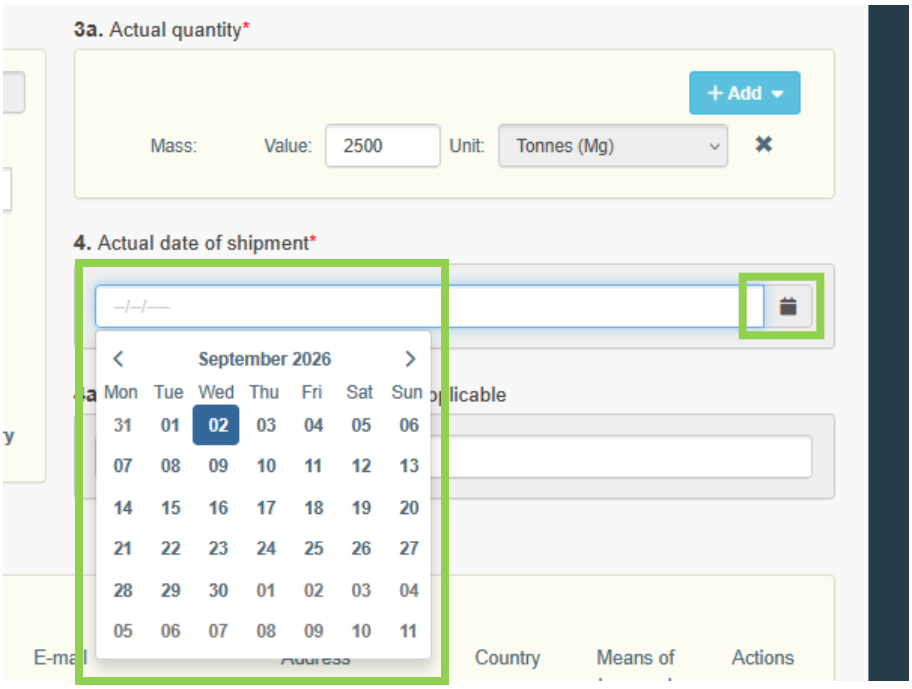
9. **Box 3a. "Actual quantity"**: The user needs to provide the actual quantity of waste to be shipped under the Annex VII either by indicating the mass of waste, in tonnes, or the volume of waste, in m^3. Please click on "**Add**" and select volume or mass.



Then, please indicate the correct value of mass or volume by filling in a free text box:

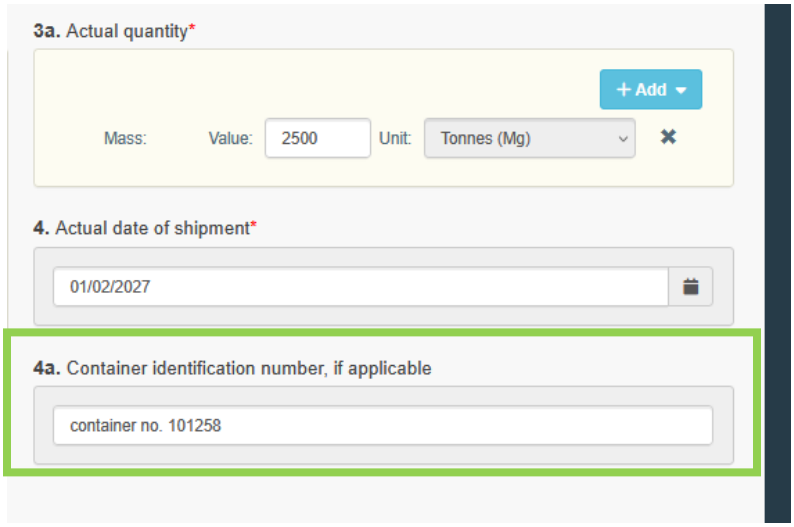


10. **Box 4. Actual date of shipment:** the user needs to click on the calendar icon and select the actual date of shipment.

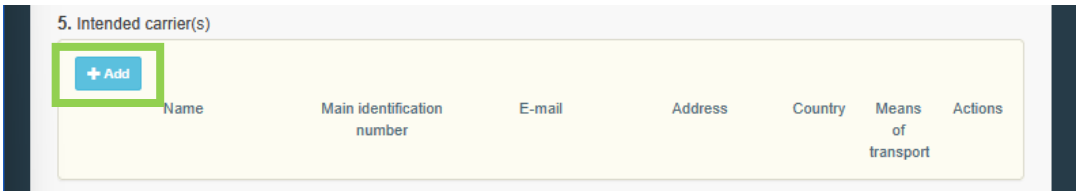


In line with the obligation arising from Article 18(5) of the WSR to submit Annex VII document two working days in advance of the planned shipment, please note that DIWASS will not allow to submit Annex VII document indicating as date of the actual shipment the date on which the Annex VII document is submitted, or the next day. Please also note that DIWASS will allow flexibility to submit information on the actual quantity of the waste, the carrier or carriers and, where applicable, the container identification number, which may be submitted at a later time but at the latest before the start of the shipment.

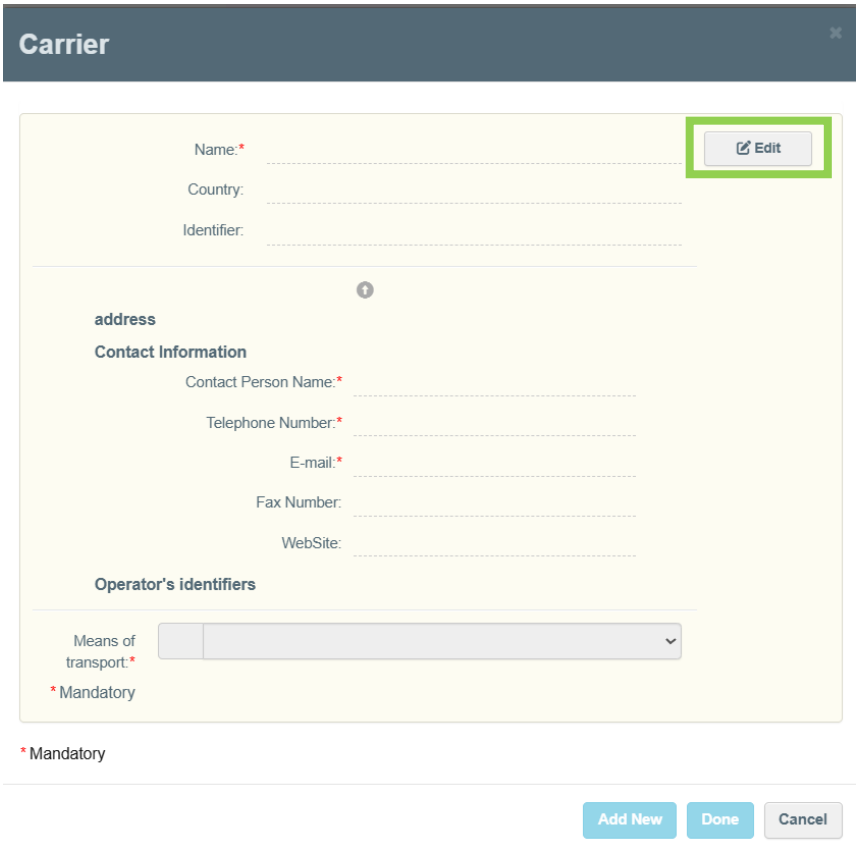
11. **Box 4a. Container identification number (if applicable)**: the user should provide, in the free text field, the container identification number, if such number exists.



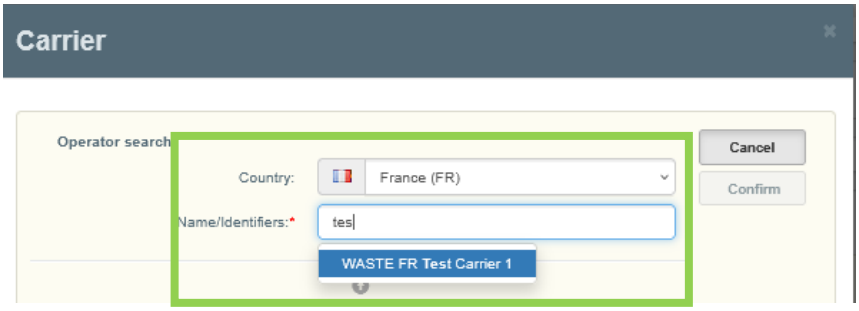
12. **Box 5. "Intended carrier(s)"**: In order to add carriers, the user needs to click "**+ Add**".



Next, in the pop-out window, user needs to click on "**Edit**".

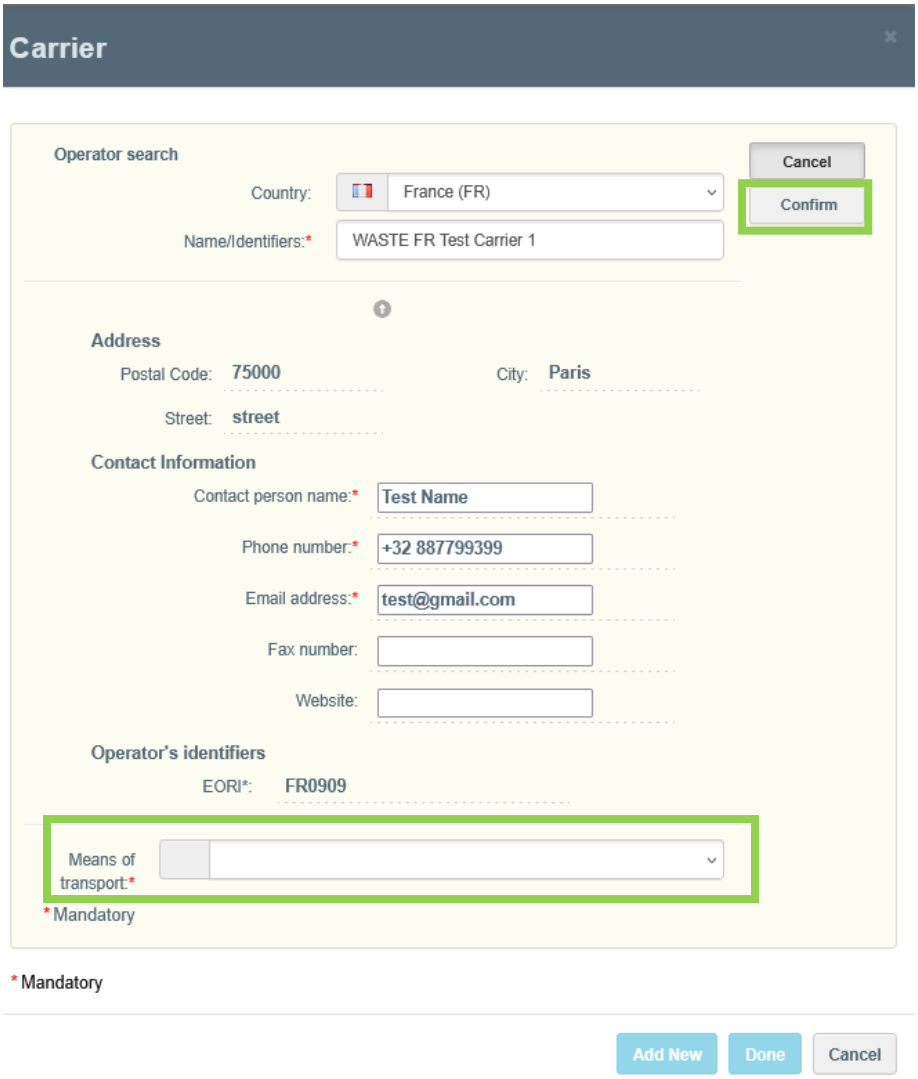


Then, the user needs to select the country from the drop-down list, by typing in the name or identification number of the operator. The system will display search results after providing at least three characters.

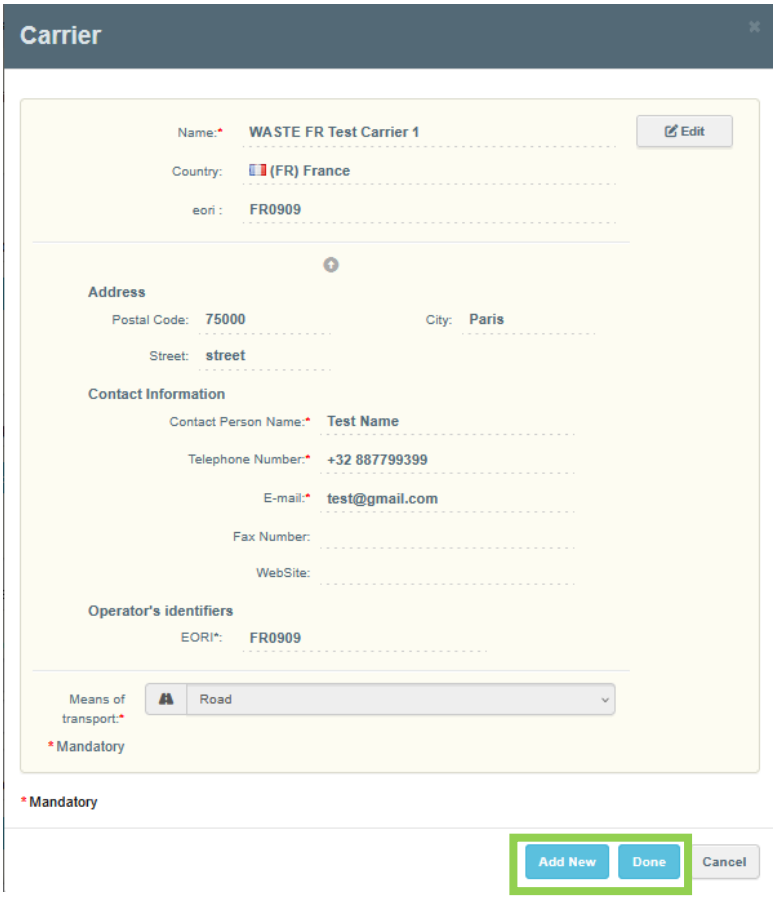


The user should select the correct operator – basic data of the selected operator will be displayed as soon as the selection is done. The user should review data of the carrier and can adjust contact information where necessary.

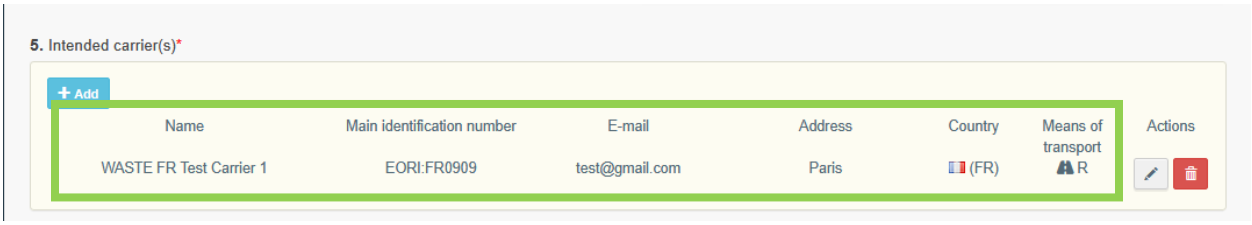
The user should verify if this is the operator it intended to select, select the means of transport from the drop-down list and approve the choice by clicking "**Confirm**".



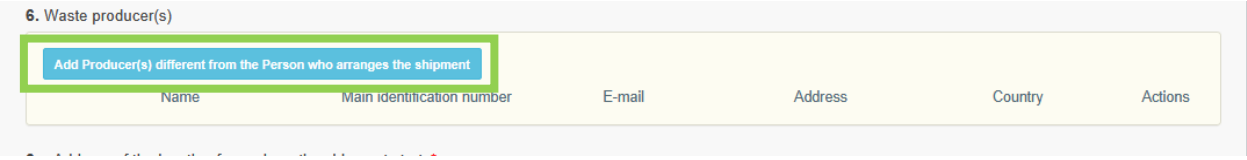
Following that, the user may either add another carrier by clicking "**Add New**", following the steps described above, or click on "**Done**" to close the pop-out window for carrier selection.



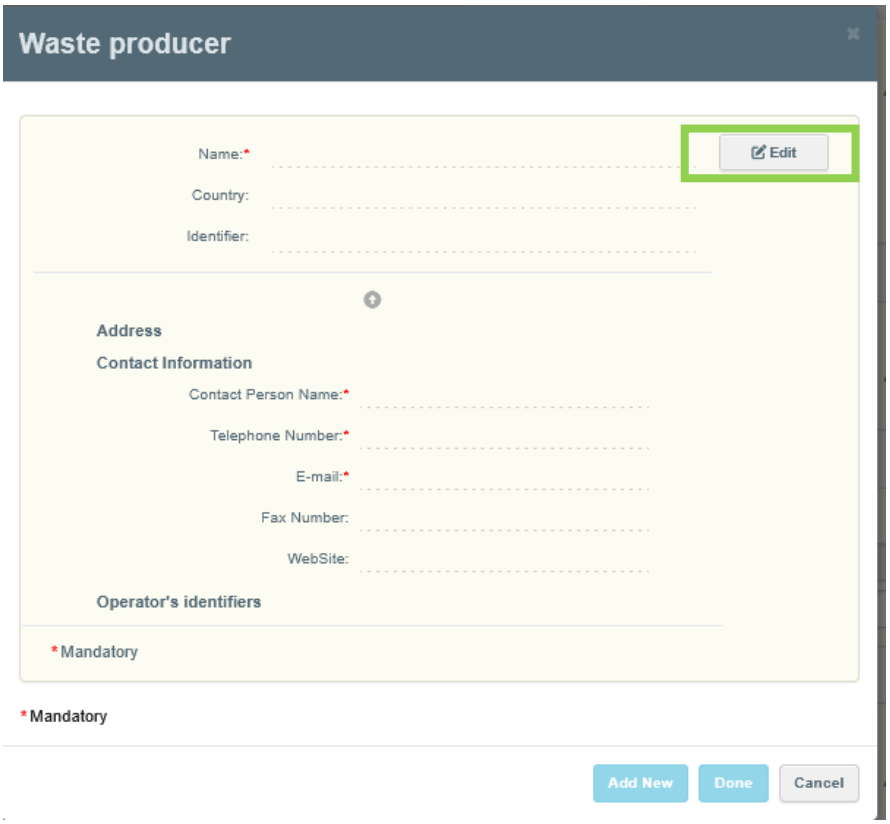
The list of the intended carriers indicated by the person who arranges the shipment will be displayed in box 5 of the Annex VII document



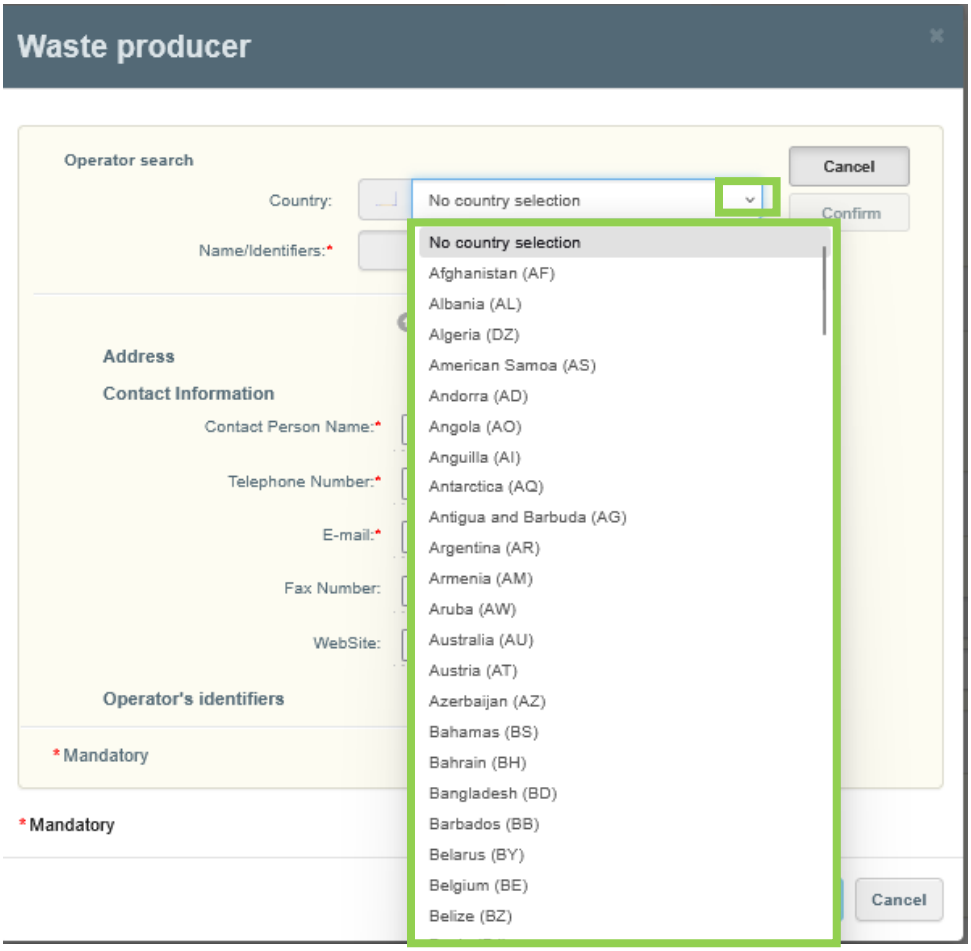
13. **Box 6. "Waste generator(s) - producer(s)"**: **Box 6** must be completed only if, in **Box 1**, the user indicated that the person arranging the shipment is **not** the original waste producer, waste collector or new waste producer. If, in **Box 1**, **"Yes"** was selected to confirm that the person arranging the shipment is also the original waste producer, waste collector or new waste producer, DIWASS does not require the producer's data to be provided separately. If **"No"** was selected, the producer's details must be entered in **Box 6**. In order to add waste producers, the user needs to click "**Add Producer(s) different from the Person who arranges the shipment**".

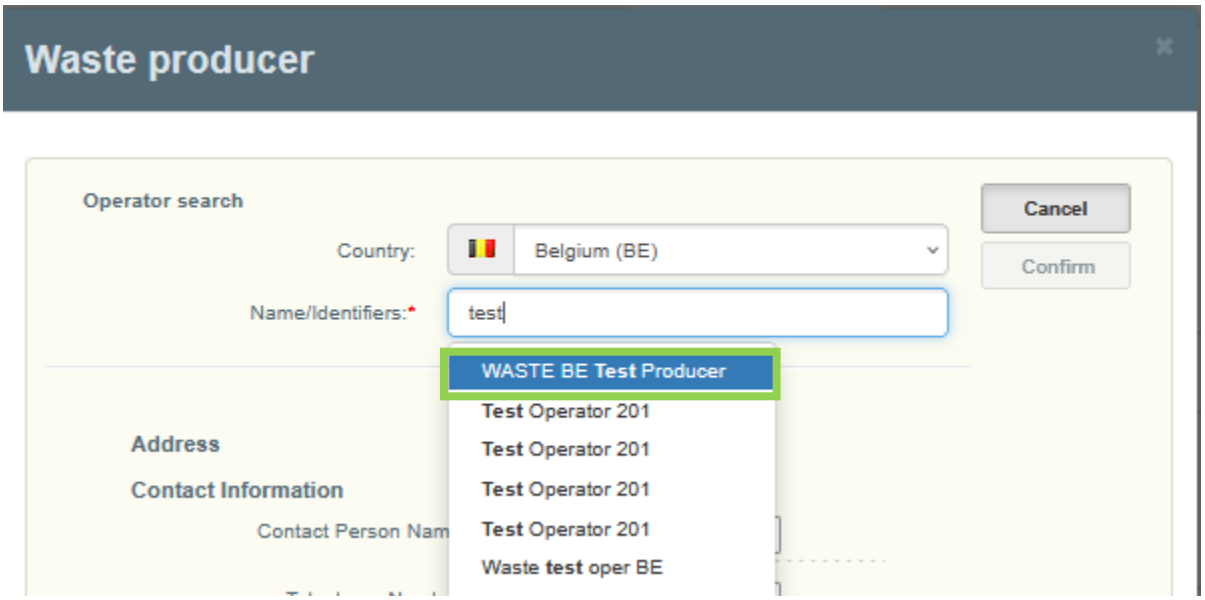


Next, in the pop-out window, user needs to click on "**Edit**".



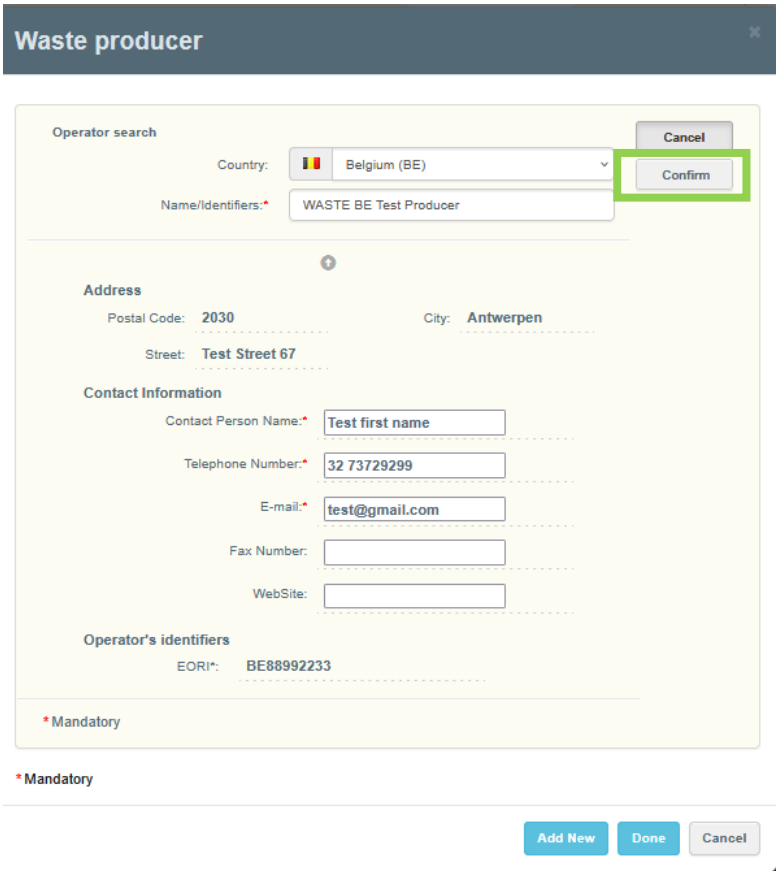
Then, the user needs to first select the country from the drop-down list of countries. Next, the user will be able to search for the operator, by filling in the name or identification number of the operator. The system will display the results after providing at least three characters.



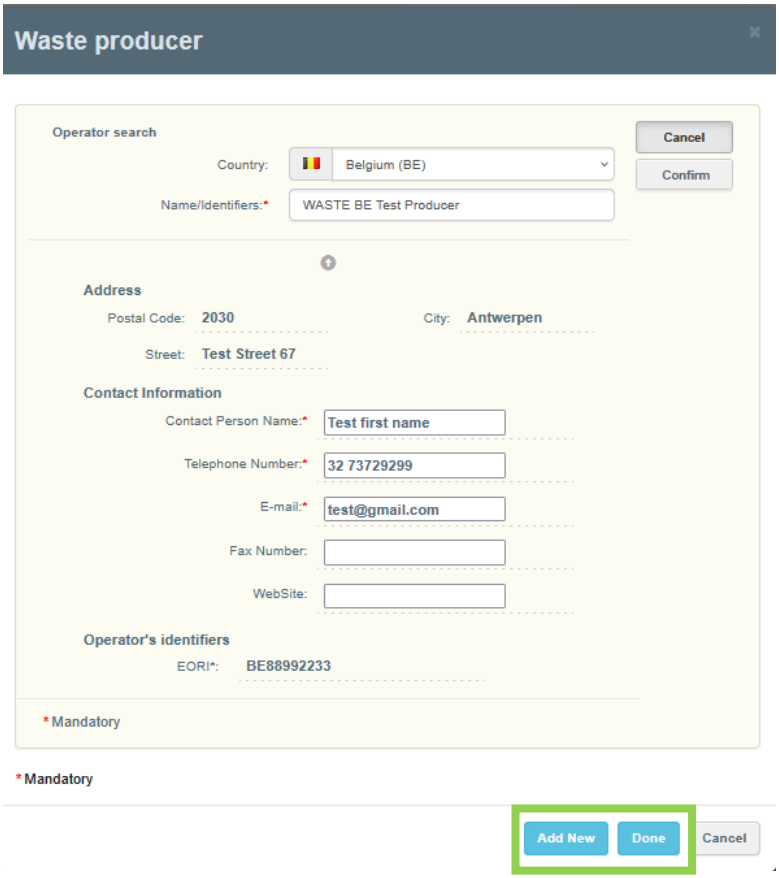


The user should select the correct operator – basic data of the selected operator will be displayed as soon as the selection is done. The user should review data of the waste

producer and can add or change contact information where necessary. Then the user should confirm its choice of operator by clicking “Confirm”.

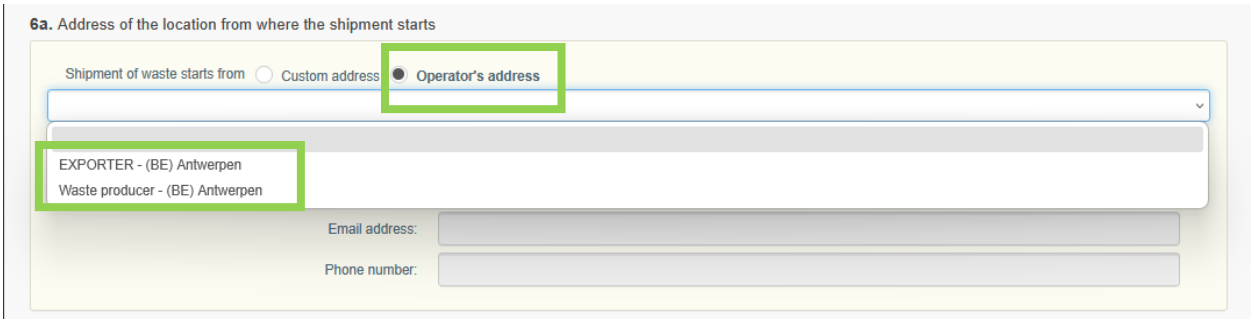


To finalist the selection, the user must click either **"Done"** or **"Add New"** to include another waste producer (following the steps described above).

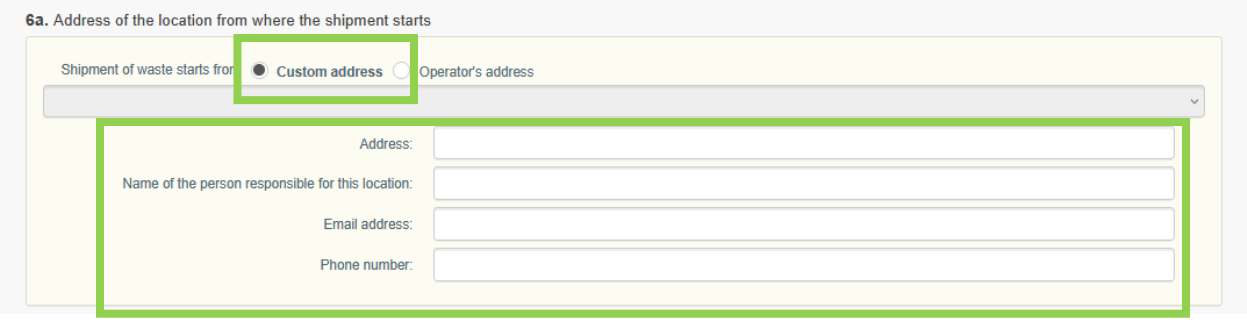


14. **Box 6a "Location from which the shipment starts"**: The user needs to indicate the address of the location from which the shipment starts.

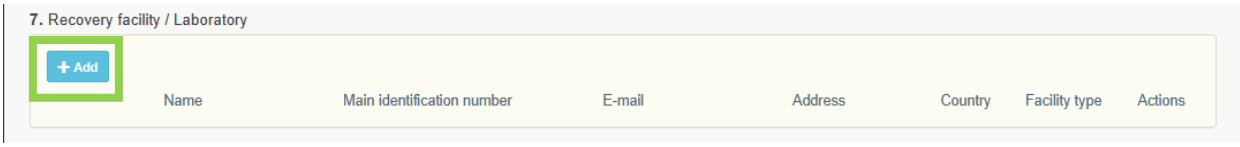
    The user will be able to select the address of the location from which the shipment starts as one of the address of operators (person who arranges the shipment or waste producers) involved in this Annex VII document from the drop-down list.



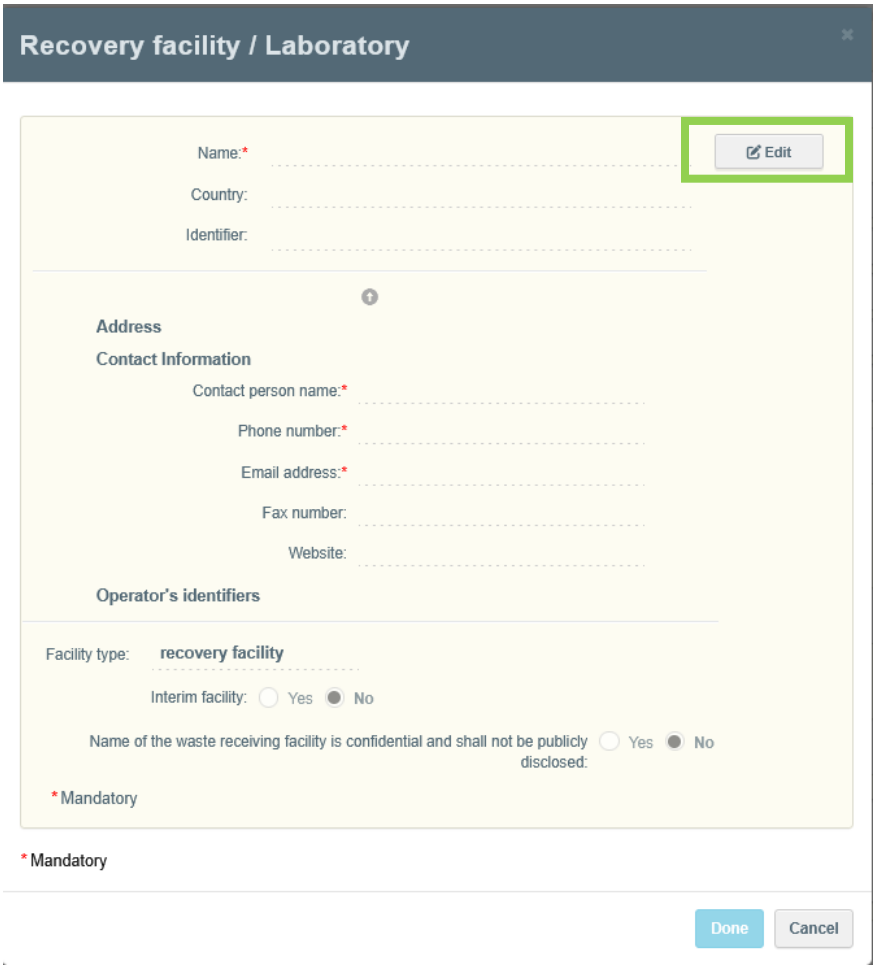
    Alternatively, the user will be able to select "**Custom address**" and provide the address of the location from which the shipment starts in the free text box in case it is different from the address of the operators involved in a given Annex VII document. If the "**custom address**" option is selected the user should provide name of the person responsible for the location, as well as email address and phone number.



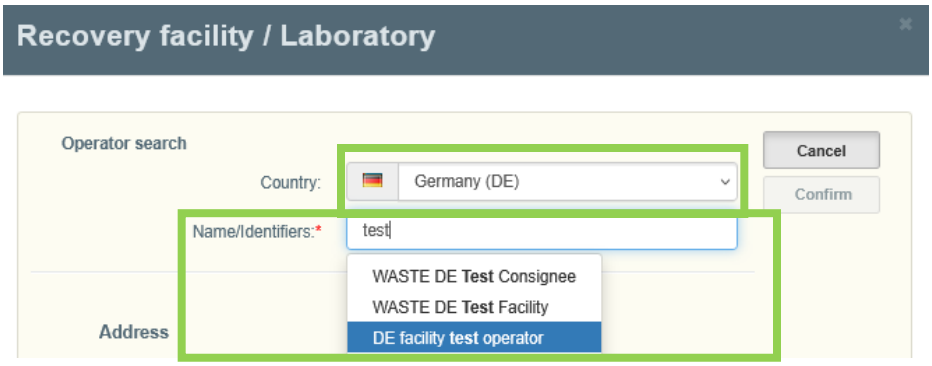
15. **Box 7. "Recovery facility / Laboratory"**: In order to indicate the waste recovery facility or a laboratory to which the waste concerned by the Annex VII document will be shipped, the user needs to click "**+ Add**".



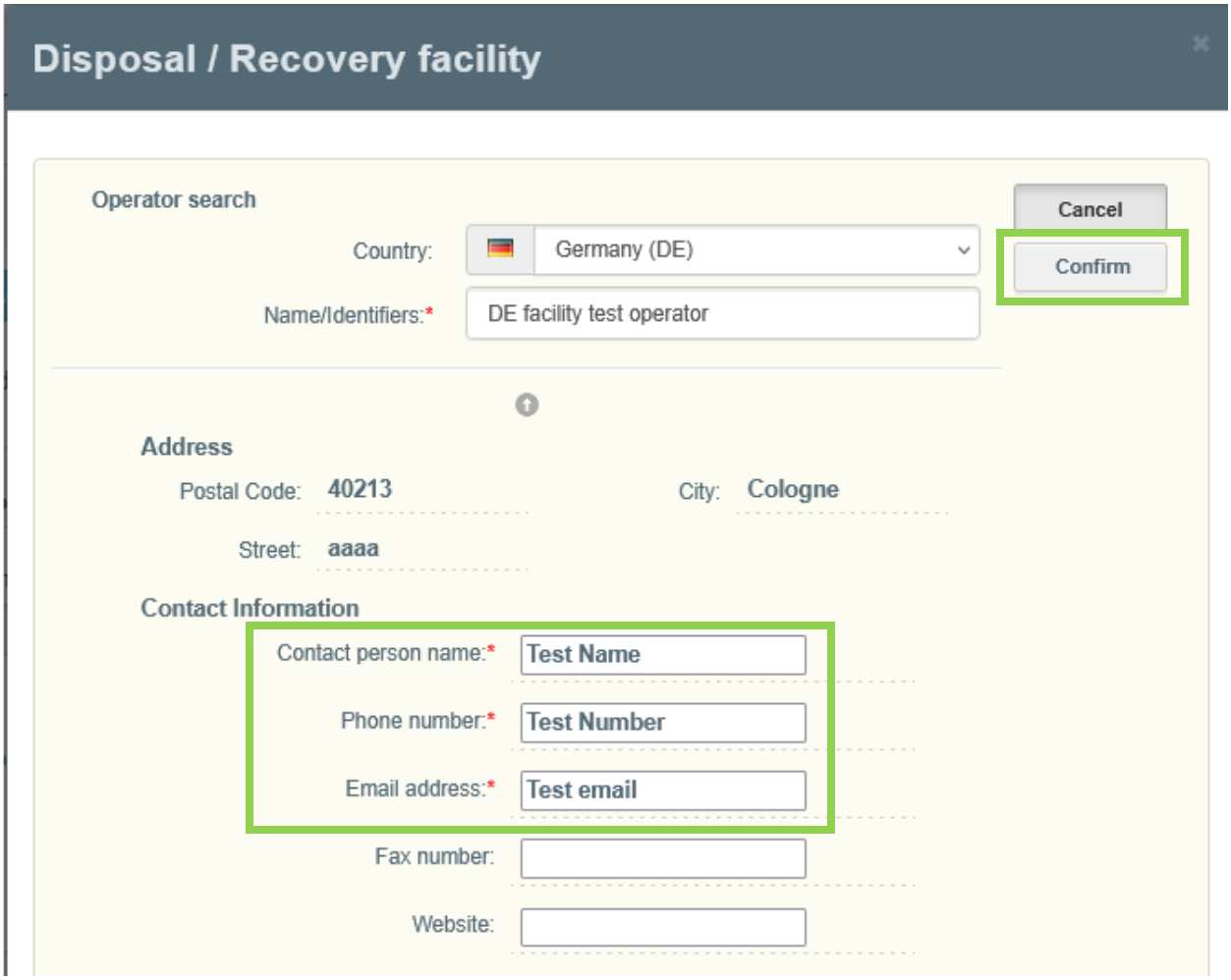
In case the user chose "+ Add", in the pop-out window, the user needs to click on "**Edit**".



Then, the user needs to first select the country from the drop-down list of countries. Next, the user will be able to search for the operator of the Recovery facility / laboratory, by filling in the name or identification number of the operator. The system will display the results after providing at least three characters.

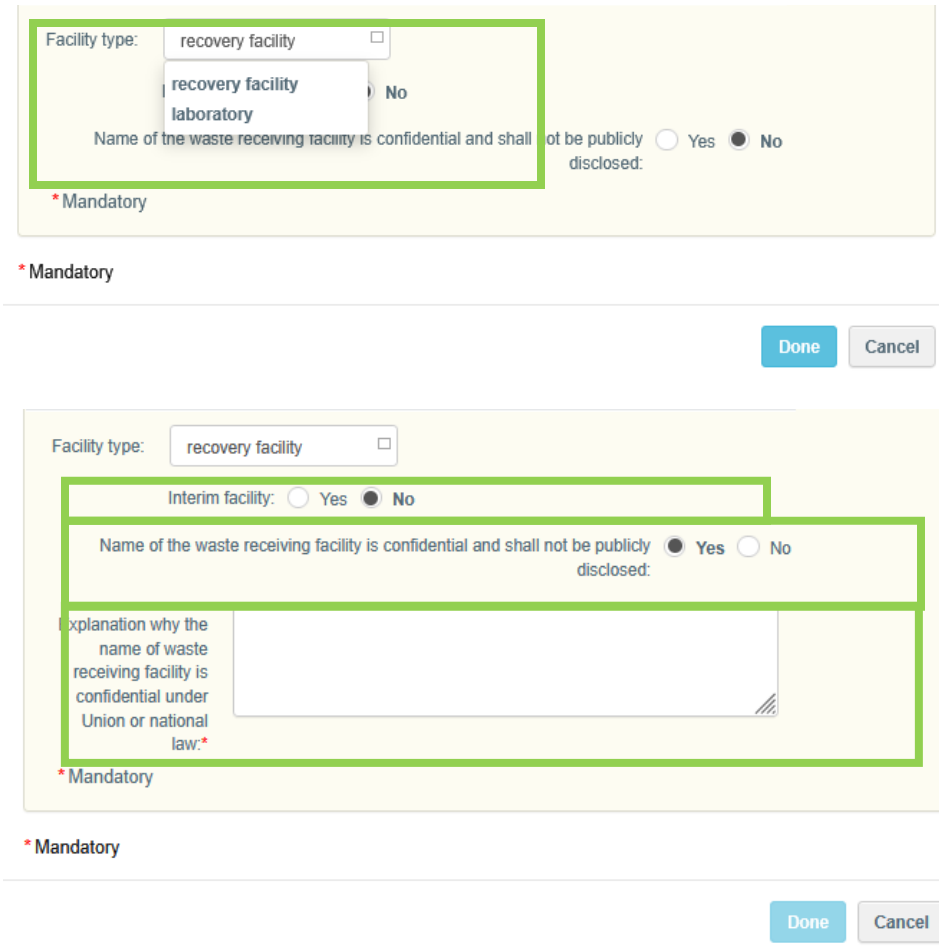


The user should select the correct operator – basic data of the selected operator will be displayed as soon as the selection is done. The user should verify, if this is the operator it intended to select, adapt the Contact information where necessary and approve the choice by clicking “Confirm”.

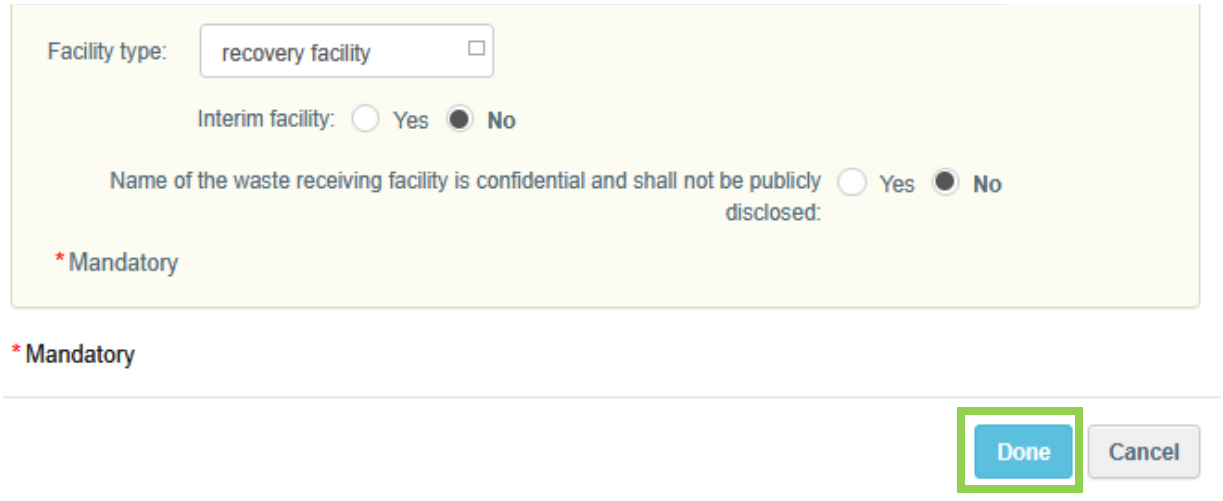


Then, the user needs to indicate:

- Facility type - Recovery facility or Laboratory by selecting from the drop-down list, and
- If this facility performs interim or non-interim treatment process with respect to waste shipped under this Annex VII document, and
- Whether name of the waste receiving facility is confidential and shall not be publicly disclosed by selecting YES or NO. If option YES is selected the user must obligatorily provide an explanation why the name of waste receiving facility is confidential under Union or national law. I option NO is selected such explanation does not to be provided.

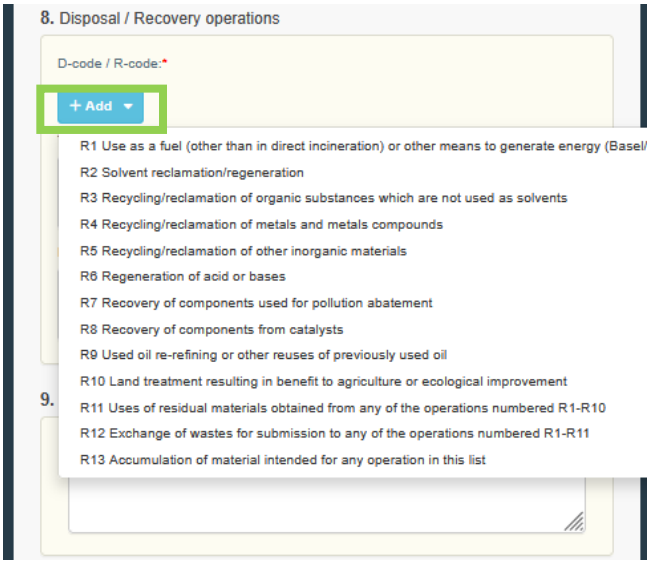


To confirm the selection, the user needs to click on "**Done**".



16. **Box 8. "Disposal / Recovery operations"**: The user needs to select the code of waste treatment operation(s), by clicking "**+ Add**" and selecting the relevant operations. the available operation codes are determined by the selection made under the subelement **"This Annex VII concerns: Destined for"** within **Box 3** (*"Annex VII Document No."*). If the user

selects **"Recovery"**, **Box 8** will display only **R-codes** (recovery operations). If the user selects **"Laboratory"**, **Box 8** will display both **R-codes** (recovery) and **D-codes** (disposal).



Please note that the selection of codes of waste treatment operations and description of technologies should concern only the waste treatment facility indicated in box 7 of the Annex VII document, not the subsequent facilities indicated.
Note: In line with *footnote 4 of Annex VII to the Waste Shipment Regulation*, in the case of **R12/R13** operations, the user must also attach corresponding information on the facility where the **interim recovery** or **non-interim recovery** directly following the initial interim recovery is envisaged, as well as, where practicable, the facilities where subsequent **interim or non-interim recovery** operations are envisaged.

17. **Box 9. "Usual description of the waste"**: The user should provide the **usual description of the waste** by filling out the free text box:

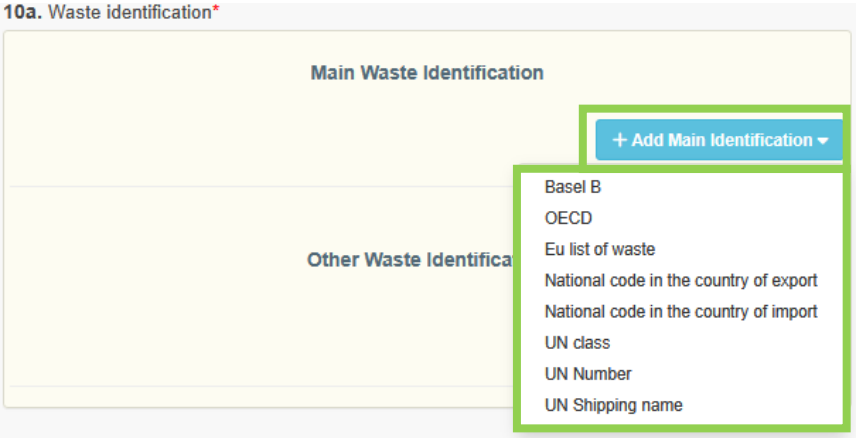


18. **Box 10. "Waste identification"**: in this box, the user should identify the waste to be shipped with this Annex VII document
    To facilitate the selection of relevant waste codes, DIWASS incorporates the list of codes, so that the user can select them from the drop-down menu. DIWASS provides also a separate selection for "Main Waste Identification" and "Other Waste Identification".

    The "Main Waste Identification" features:

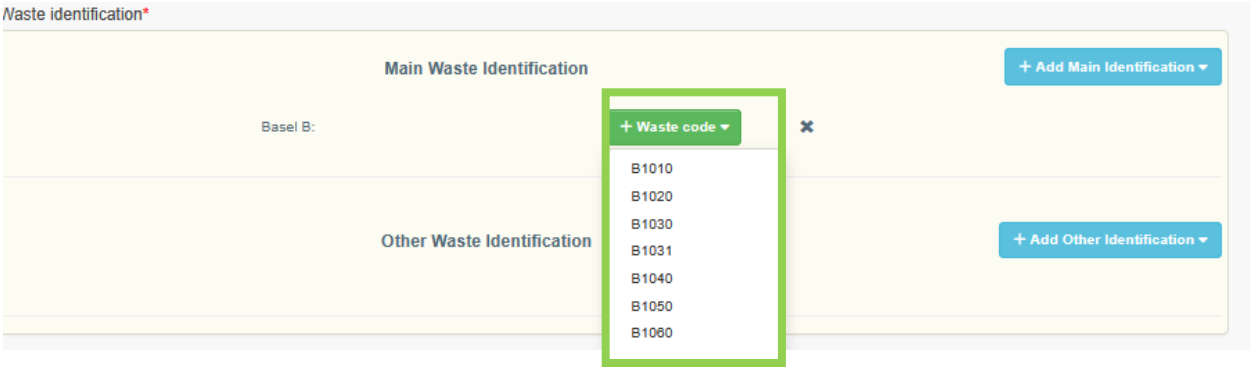
- Basel Annex IX (Basel B),
- OECD,
- EU list of waste,
- National code in country of export,
- National code in country of import,
- Other,
- UN class,
- UN Number,
- UN Shipping name.

The user needs to click on "**+ Add Main Identification**" to select the type of waste identification list. The user should select the respective list by clicking on it. The user may select one or more waste identification lists. If more than one waste code is present, click "+ Add Main Identification" the needed number of times.

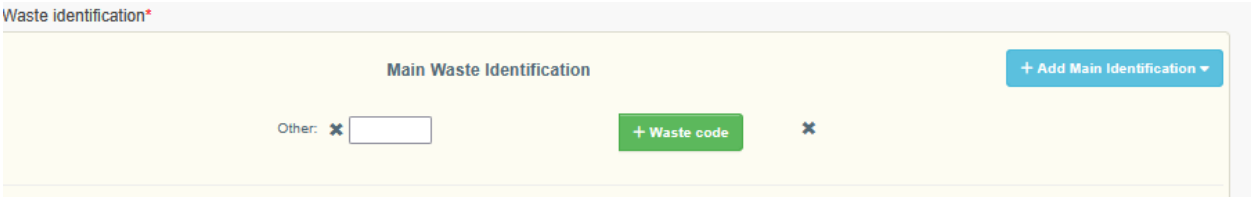


Once the type(s) of waste identification code are selected, the user can select the specific type of waste by clicking "**+ Waste code**".

The drop-down list is available for the following waste codes: Basel, OECD, EU list of waste, and UN class.

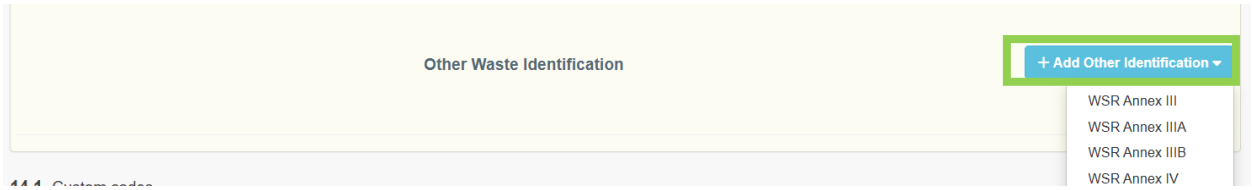


Please note that, for other of the available lists (National code in the country of import, National code in the country of export, UN Number, and UN shipping name, Other and Unlisted waste), the user will be able to insert a code in the free text box.

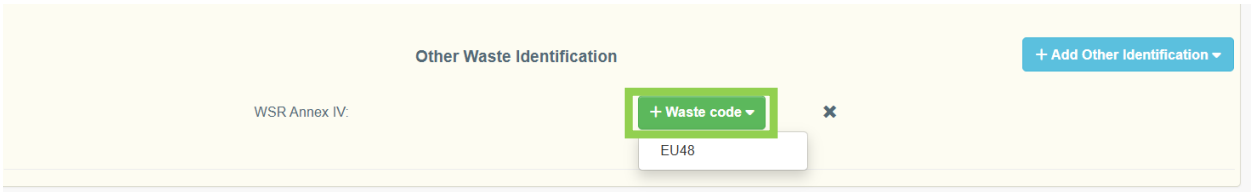


The "Other Waste Identification" allows the user to provide codes from the drop-down menu from other lists. If the user selects "+ Add Other Identification", a drop-down menu will appear, showing:

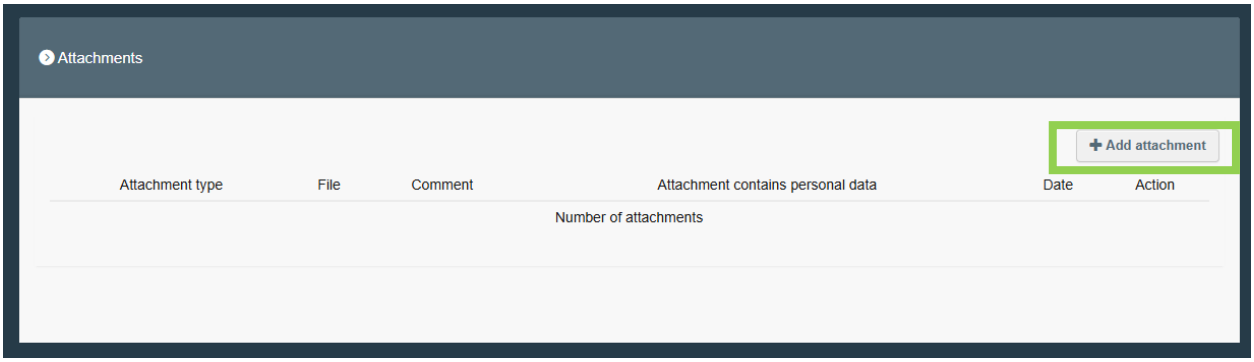
- WSR Annex III,
- WSR Annex IIIA, and
- WSR Annex IIIB,
- WSR Annex IV.



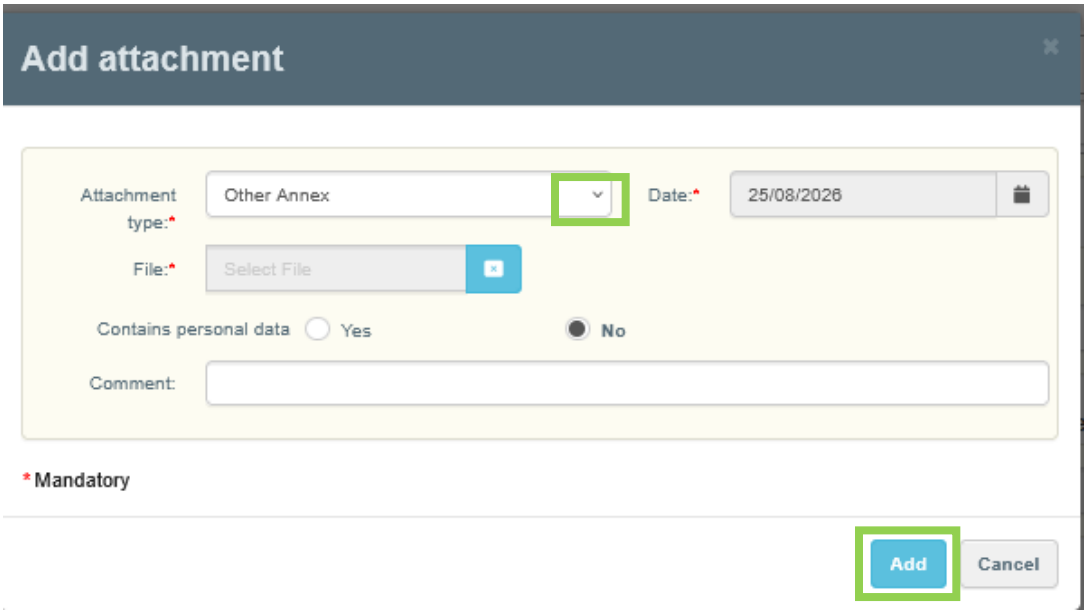
Once the type(s) of waste identification code are selected, the user can select the specific type of waste by clicking "**+ Waste code**".



19. **Adding attachments**: To add attachments, the user needs to click "**+ Add attachment**".



In the pop-out window, the user should select the attachment type by selecting one of the attachment labels from the drop-down list.
The user will be able to add a file upon clicking on the grey field "**Select file**".
The user will be asked to indicate, if the attachment contains personal data. To confirm adding of attachment to the draft Annex VII document, the user needs to click on "**Add**".



Please note that in the attachments will be visible for: all CAs and all operators selected for a given Annex VII document, except for carriers.
Carriers will be granted access only to the attachments with the following labels:

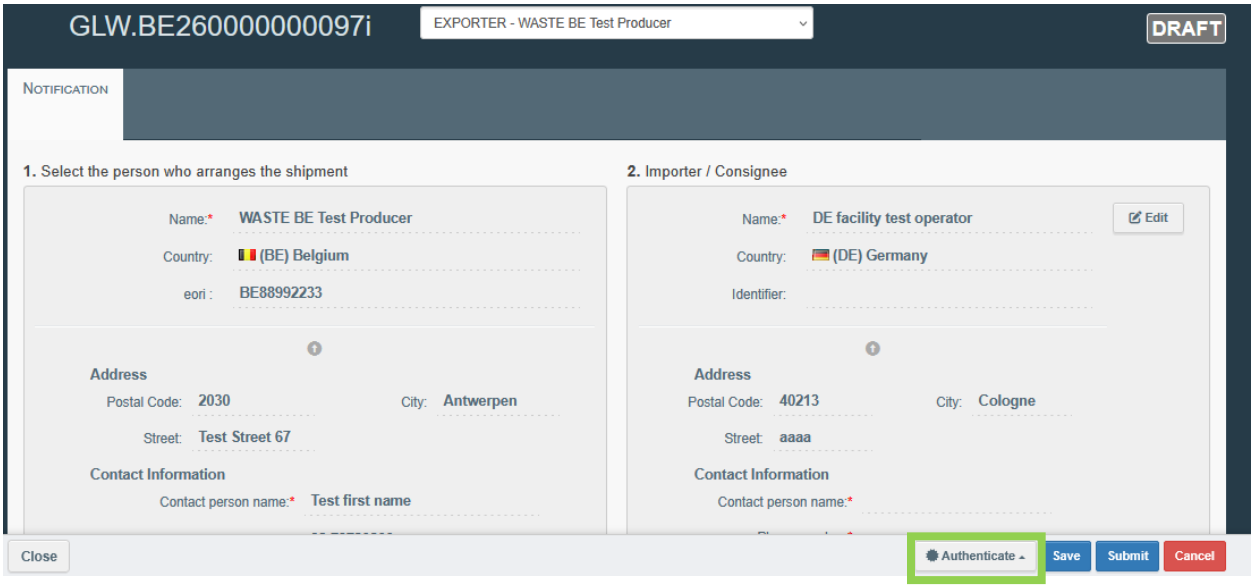
- Decision,
- Handling Requirements,
- Intended Route and Alternative Route,
- Composition of waste,

It is therefore important for the person who arranges the shipment to correctly indicate the label describing the content of the attached document. Carriers will get such access as soon as the Annex VII document is submitted.

20. When the user has provided all the required information, it may authenticate the Annex VII document before submission. This authentication process in DIWASS is an equivalent of signing the documents.
The authentication needs to be performed by the person who arranges the shipment, as well as all the waste producers listed in box 6 of the Annex VII document.

> Waste producers should note that they will only have permission to **view and authenticate** the Annex VII document and will **not** be able to make any edits. It is essential that producers authenticate the **final version** of the document. If the person arranging the shipment makes any changes to the draft **after** the producer has already authenticated it, the producer will be required to **re-authenticate** the updated draft to ensure the document remains valid.

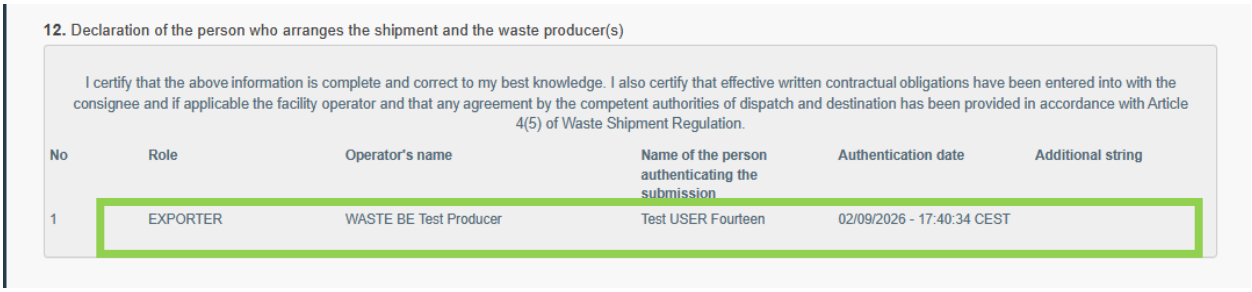
In order to authenticate the Annex VII document, the person who arranges the shipment needs to click on the button "Authenticate" at the bottom of the screen.



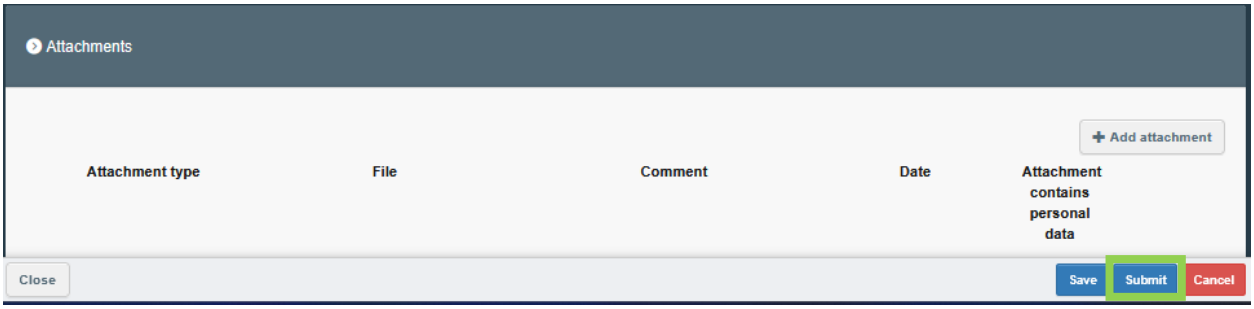
In the pop-out window, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then, the user should click on "**Confirm**".



The information on which operators authenticated the Annex VII document and when will be displayed in box 12 of the Annex VII document.



21. When all the required authentications are performed, the user will be able to submit the Annex VII document by clicking on button "**Submit**" on the right bottom corner of the page.



Please note that, as soon as the Annex VII document is submitted:

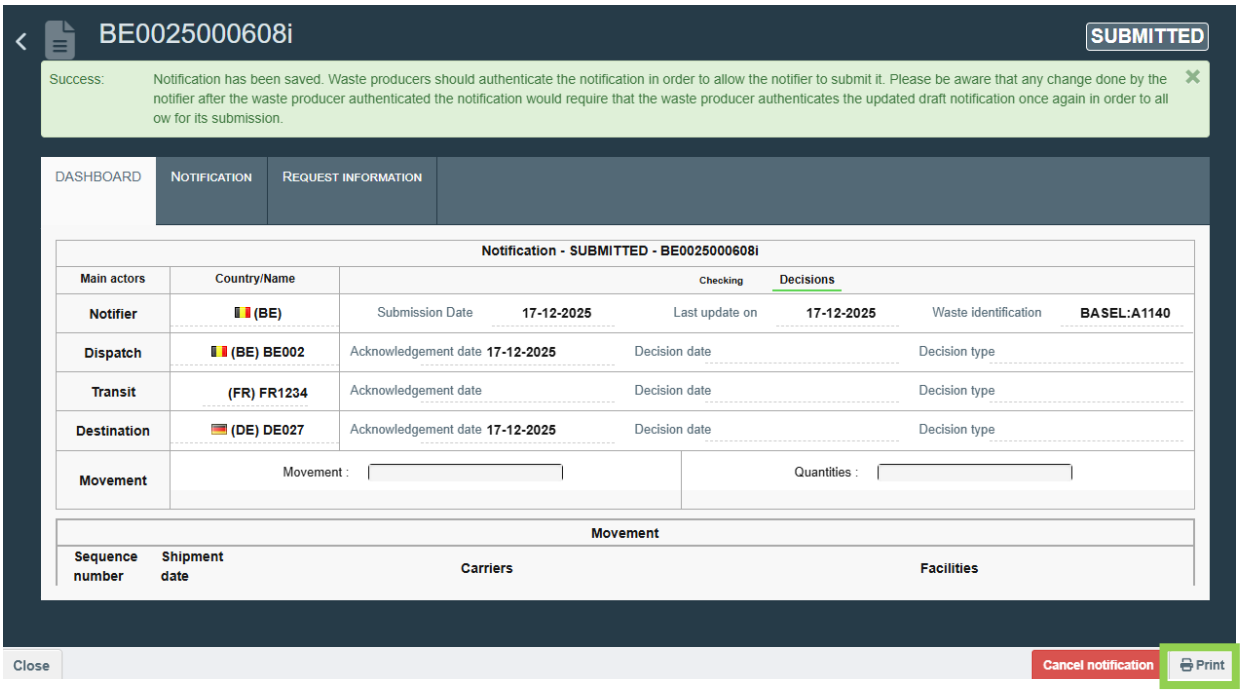
- The user can no longer edit the Annex VII document, except for the following information, which may be submitted or updated at the latest before the start of the shipment:
  -actual quantity of the waste
  - carrier or carriers involved

- container identification number.
- The Annex VII document is automatically visible to CAs in the countries indicated by the person who arranges the shipment and the carriers, consignee, and waste treatment facility selected in the document.

22. After the document is submitted, the Annex VII document changes its status to “Announced” and the summary view of the Annex VII document appears:



[Please note that the Commission’s IT team it is working on the development of this feature]
By clicking “**Print**” in the bottom right corner, the user can see and download a pdf version of the newly created Annex VII document.



Chapter 2 How to review Annex VII document

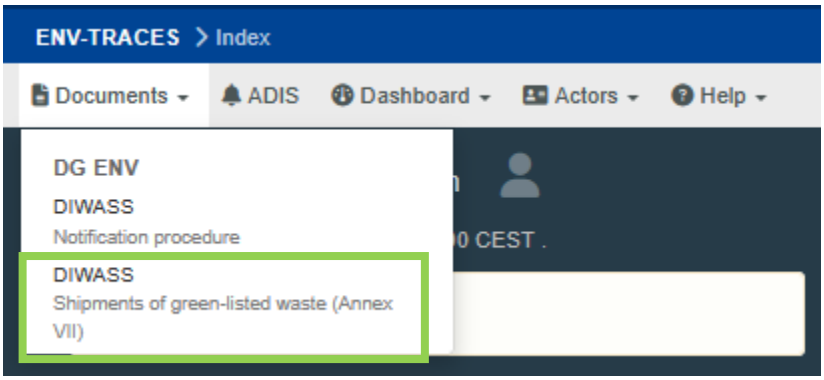
General note

This chapter provides general instructions on reviewing the Annex VII document by operators. Please note that:

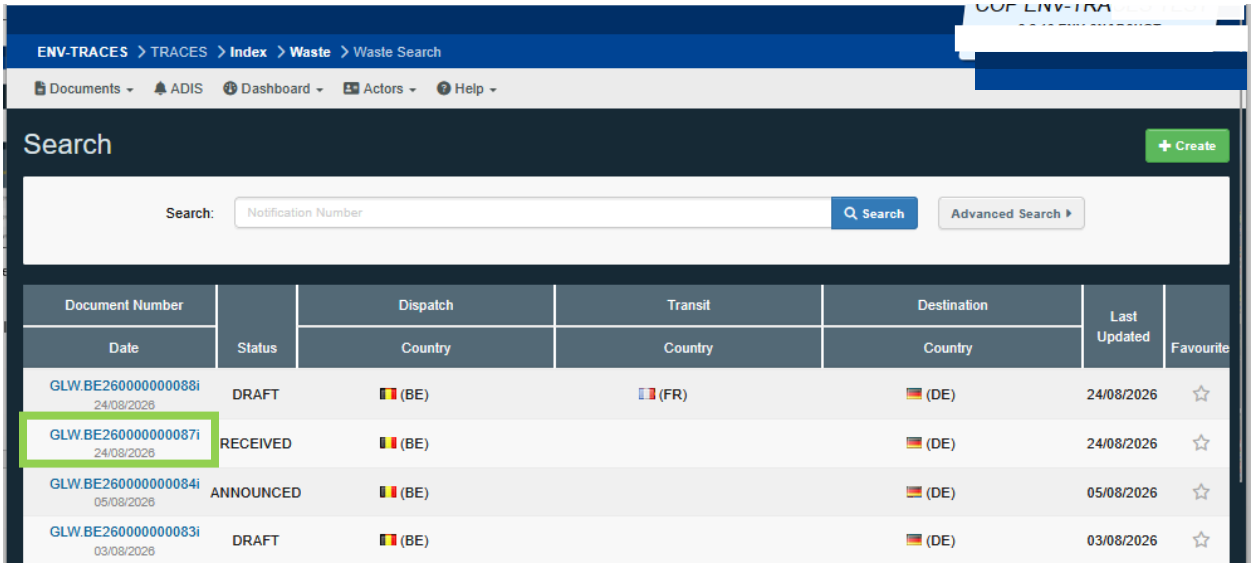
- The person who arranges the shipment and waste producers listed in the Annex VII document can see the Annex VII document as soon as draft Annex VII document is saved in DIWASS.
- Consignees and facilities listed in the Annex VII document, as well as carriers and CAs, will see the Annex VII document as soon as it is submitted.

Specific instructions

1. Following the login, the user needs to select the fields "**Documents**" and the "**DIWASS Annex VII document procedure**".



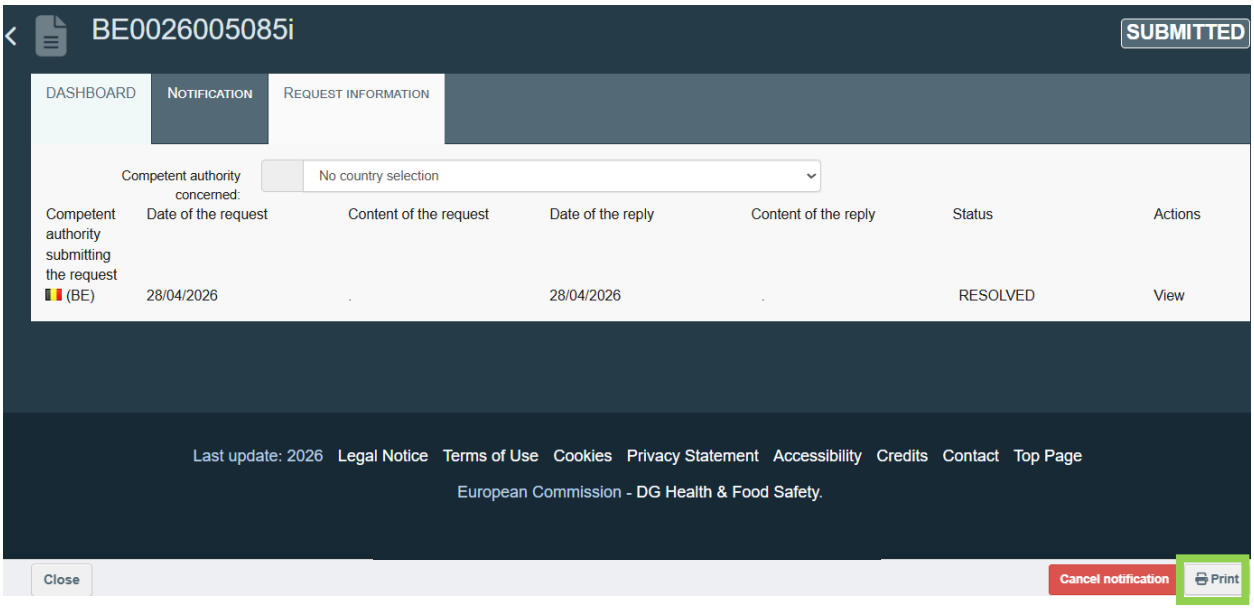
2. Then, the user will see a list of all Annex VII documents that were announced in DIWASS, in which the operator it represents is involved. The user needs to select the Annex VII document, which the user intends to review.



3. Following the selection of a given Annex VII document, the user should scroll down to see all its content.



[Please note that the Commission's IT team it is working on the development of this feature] By clicking "**Print**" in the bottom right corner, the user can see and download a pdf version of the Annex VII document.



Chapter 3 How a waste producer should authenticate an Annex VII document

General note

This chapter provides general instructions on how a waste producer should authenticate the Annex VII document. Please note that:

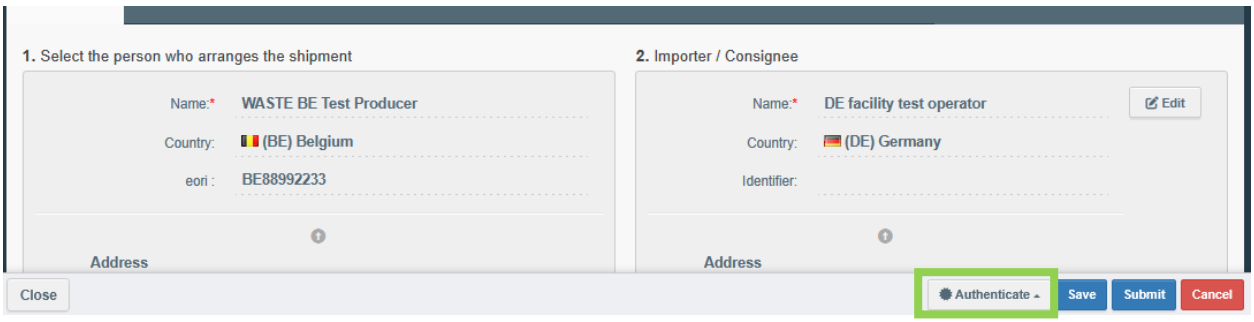
- Authentication process in DIWASS is an equivalent of signing the documents.
- In order to submit an Annex VII document, it needs to be authenticated by all the waste producers listed in box 6 of the Annex VII document.
- In case the person who arranges the shipment changes anything in the Annex VII document after it was authenticated by the waste producer, the waste producer needs to re-authenticate any changes made in the Annex VII document, as DIWASS removes the former authentication of the waste producer.

DIWASS requires this re-authentication, to ensure that the waste producer is aware and agrees to the shipment of waste and its treatment as described in the final draft of the Annex VII document.

Waste producers should note that they will only have permission to **view and authenticate** the Annex VII document and will **not** be able to make any edits. It is essential that producers authenticate the **final version** of the document. If the person arranging the shipment makes any changes to the draft **after** the producer has already authenticated it, the producer will be required to **re-authenticate** the updated draft to ensure the document remains valid.

Specific instructions

1. Following the login and selecting the relevant Annex VII document from the list of all Annex VII documents involving the operator, the user should review the Annex VII document. Following that, the user should click "**Authenticate**" at the bottom of the screen.



2. In the pop-out window, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then the user should click on "**Confirm**".



The information on which operators authenticated the Annex VII document and when will be displayed in box 12 of the Annex VII document.



[Please note that the Commission's IT team it is working on the development of this feature] By clicking "**Print**" in the bottom right corner, the user can see and download a pdf version of the Annex VII document.

Chapter 4 Contribution of carrier to Annex VII documents

General note

This chapter provides general instructions on how a **carrier** can contribute to the Annex VII document.

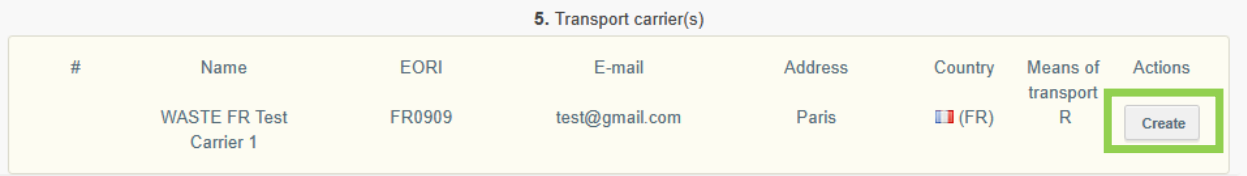
Please note that:

- Carriers(s) are indicated in **Box 5** of the Annex VII document by the person who arranges the shipment);
- Such carrier(s) will be able to see and contribute to the Annex VII document once it has been **announced by the person who arranges the shipment;**
- The carrier's contribution takes the form of a **carrier transfer confirmation**, confirming the take-over of the waste and providing transport details;
- When more than one carrier is involved in a shipment, each carrier submits its own transfer confirmation. DIWASS lists each carrier and its confirmation on a separate line, so each handover can be tracked individually;
- Submitting the first carrier transfer confirmation changes the status of the Annex VII document from **"Announced"** to **"Moving"**;

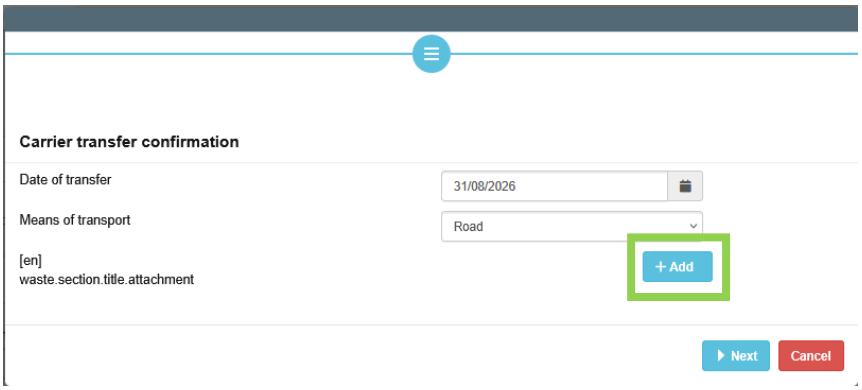
Specific instructions

Confirming the transfer of waste

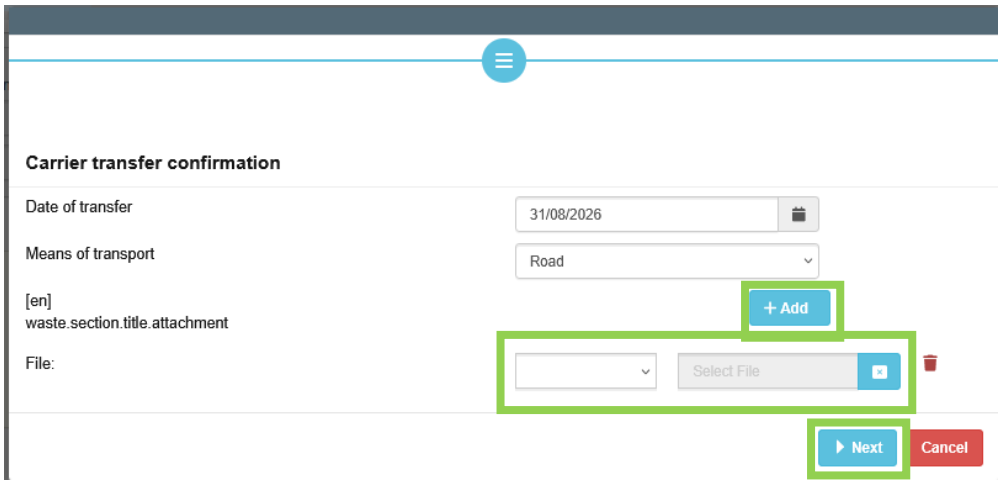
1. Following the login and selecting the relevant Annex VII document from the list of documents involving the operator, the carrier should scroll down to **Box 5** and select the option to create Carrier transfer confirmation.



2. Next, a pop-out window will open. The user needs to provide information on:
    - The date of the transfer of waste – by clicking on the calendar icon and selecting relevant date;
    - Means of transport used by the carrier – by selecting it from the drop-down list.

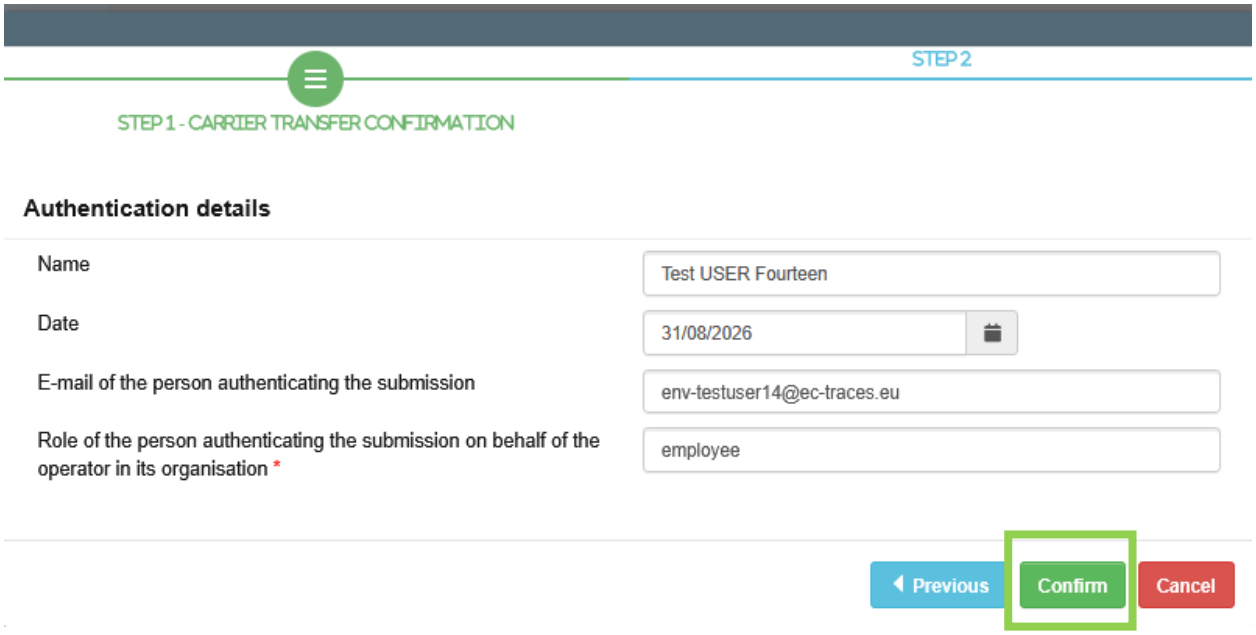


3. The user may also add an attachment by clicking on **"+ Add attachment"**. A file selection field will appear, where the user can select the document type from the drop-down list and select the file to upload.



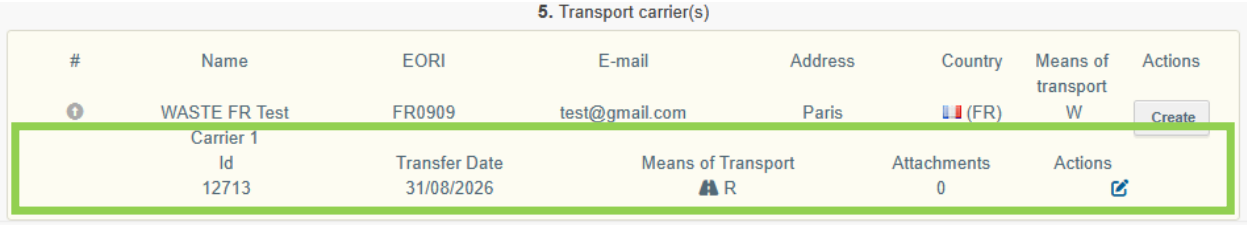
4. When all information is provided, the user needs to click on "**Next**".

5. Then, the user will be asked to authenticate the information provided. This authentication process in DIWASS is an equivalent of signing the documents. In the pop-out window, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then, the user should click on "Confirm".



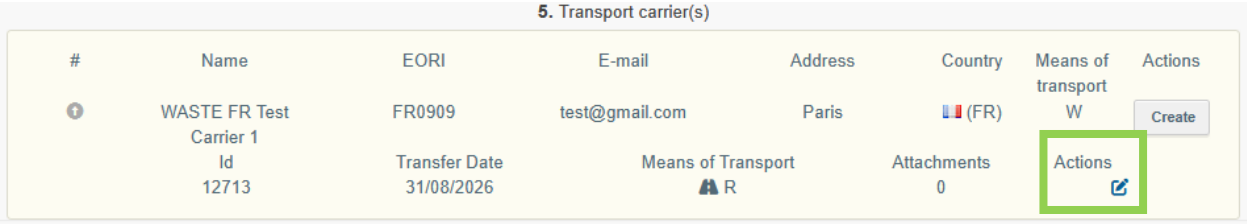
6. Following that step, DIWASS will again display the dashboard summarising details of the Annex VII document with the status to "**Moving**".

7. To verify the contribution, the user should return to the relevant Annex VII document and scroll down to **Box 5** "Transport carrier(s)". There, below the details of the carrier, DIWASS will display the confirmation submitted by carrier.

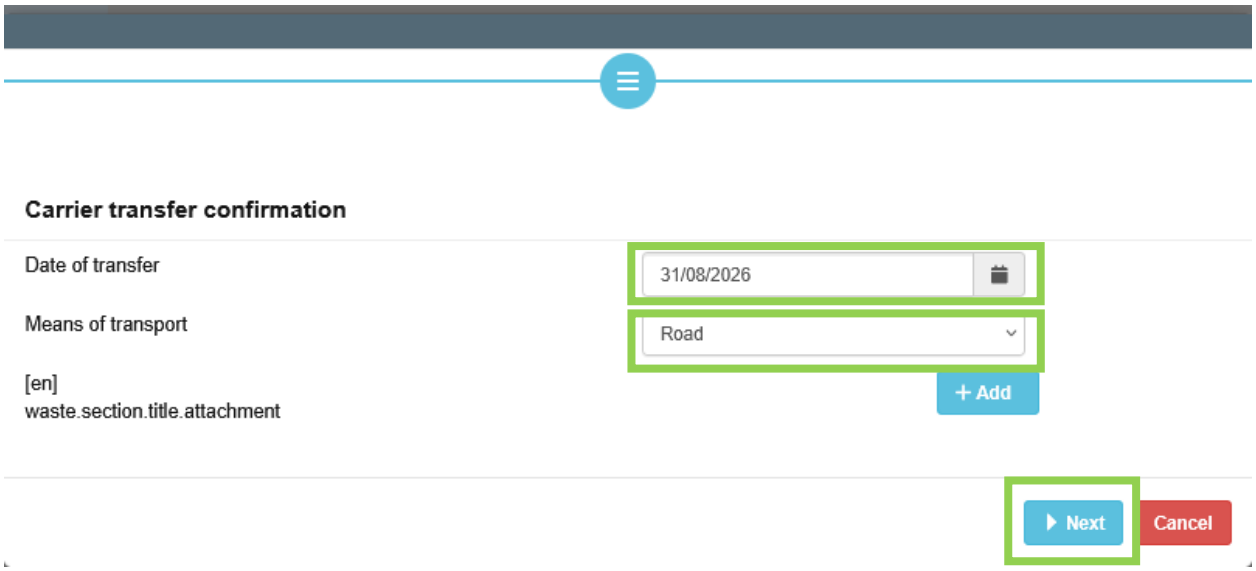


Updating of transfer confirmation

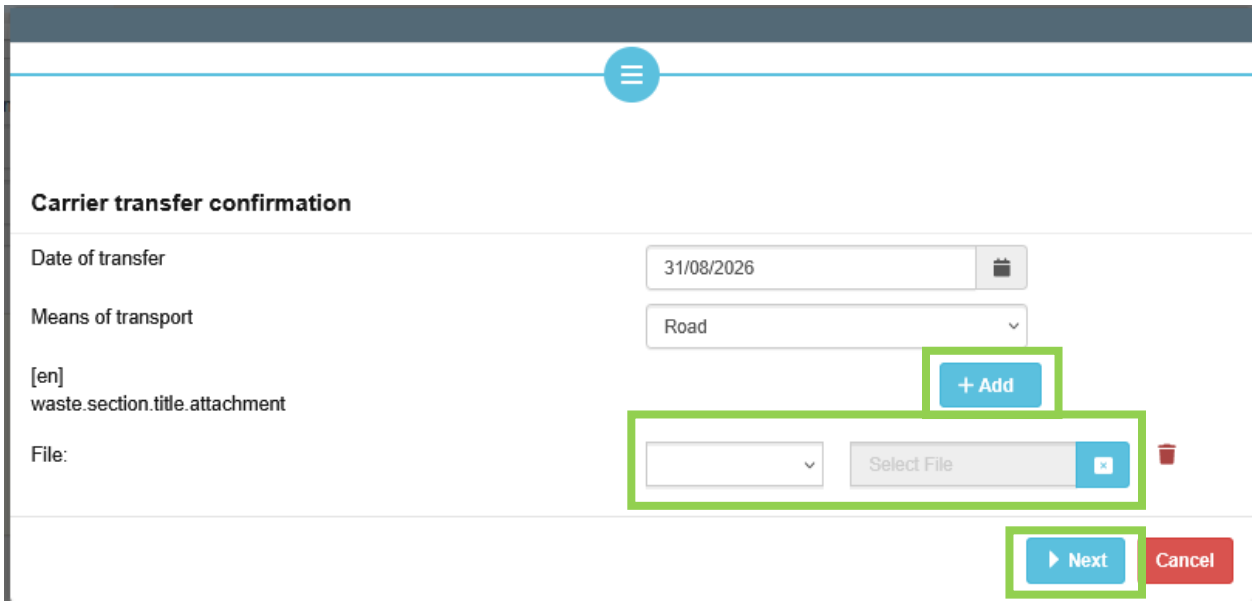
1. Following the login and selecting the relevant Annex VII document, the carrier should locate its previously submitted confirmation in Box 5 and select the icon of a pencil under "Actions" to edit it.



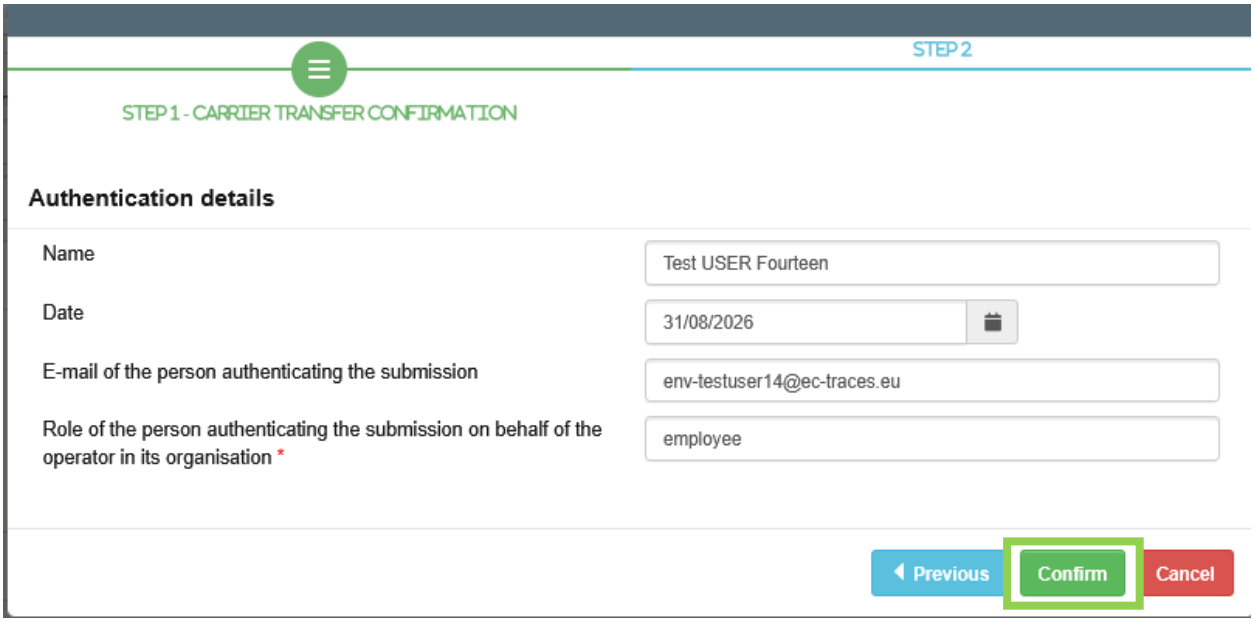
2. Then, DIWASS will display the information as originally submitted. The user can update the date of transfer and the means of transport.



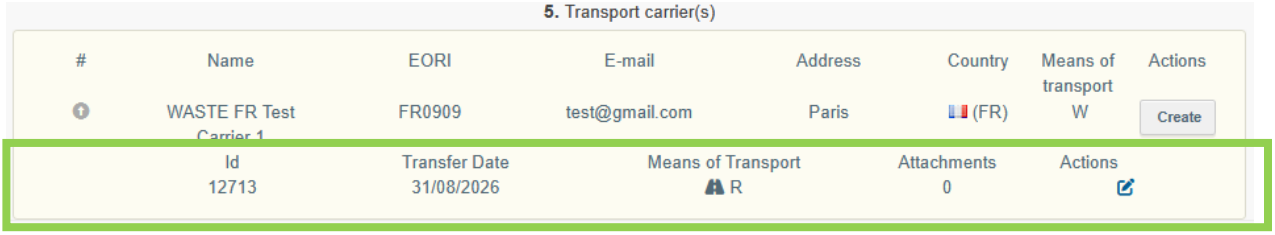
3. The user may also attach a document by clicking on "**+ Add**". A file selection field will appear, where the user can select the document type from the drop-down list and select the file to upload.



4. When all information is provided, the user needs to click on "**Next**".
5. Then, DIWASS will display the pop-out window concerning the authentication details. The user should update, if necessary, the field concerning the role in organisation of the operator on behalf of which the confirmation is submitted and click on "**Confirm**".



6. To verify its contribution to the Annex VII document, the user needs to scroll down to **Box 5** "Transport carrier(s)". There, below the details of the carrier, DIWASS will display the confirmation submitted by carrier.



Chapter 5 Contribution of consignee to Annex VII documents

General note

This chapter provides general instructions on how a **consignee** can contribute to an Annex VII document. Please note that:

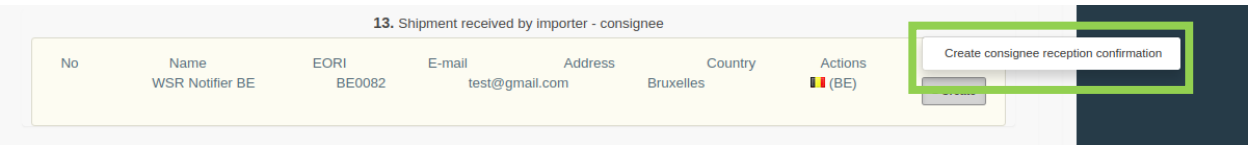
- The consignee is indicated in **Box 2 "Importer – consignee"** of the Annex VII document by the person who arranges the shipment;
- Such consignee will be able to see and contribute to the Annex VII document once it has been authenticated by the person who arranges the shipment;

- The consignee's contribution takes the form of a **consignee reception confirmation**, confirming the receipt of the waste which is lates displayed in box 13 of the Annex VII document;

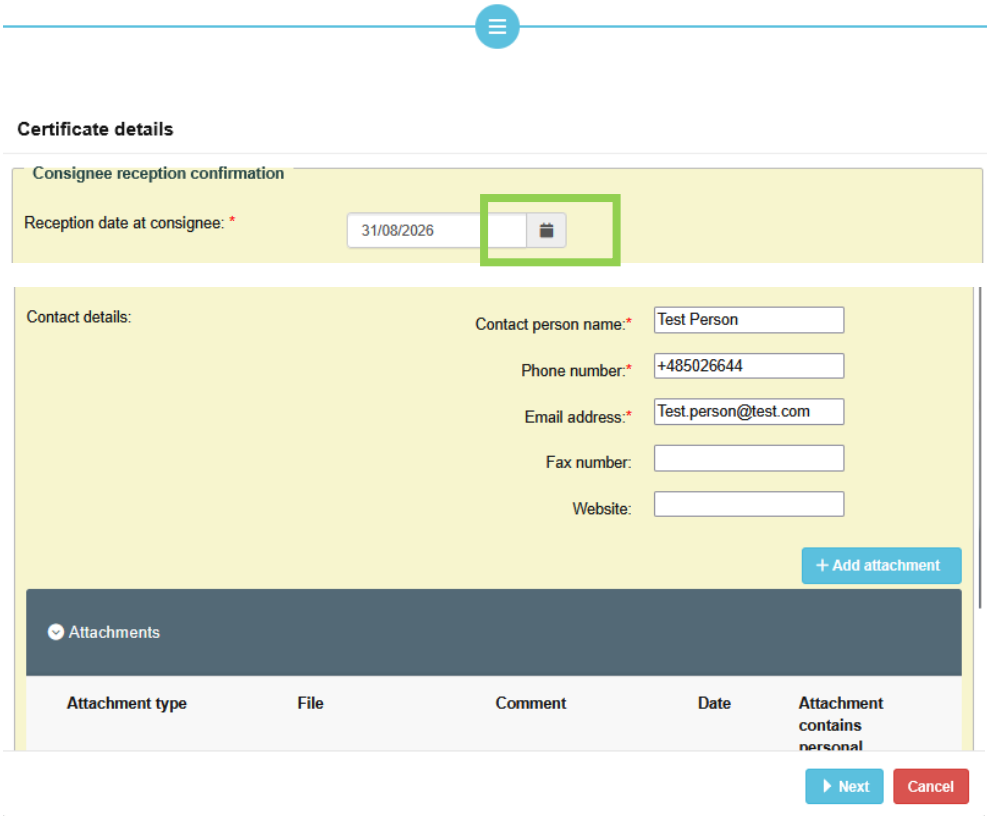
Specific instructions

Confirming the receipt of waste

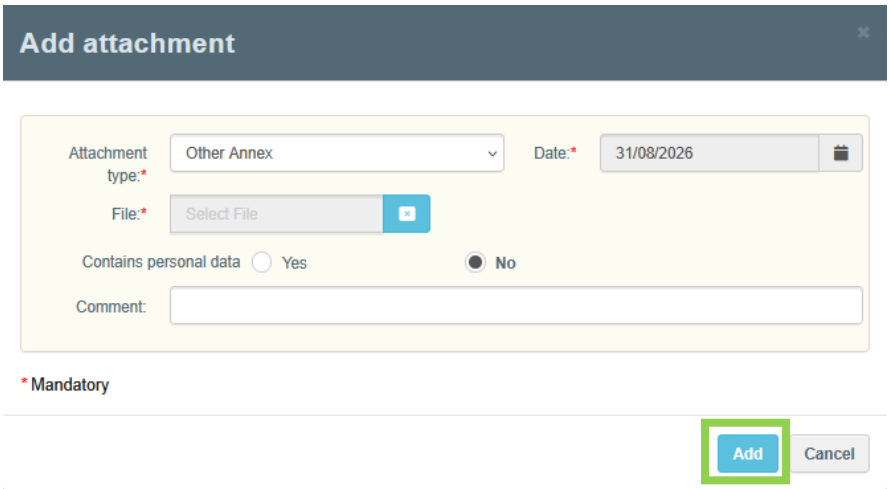
1. Following the login and selecting the relevant **Annex VII document** from the list of documents involving the operator, the consignee should locate **Box 13 "Shipment received by importer – consignee"** and click on "Create consignee reception confirmation".



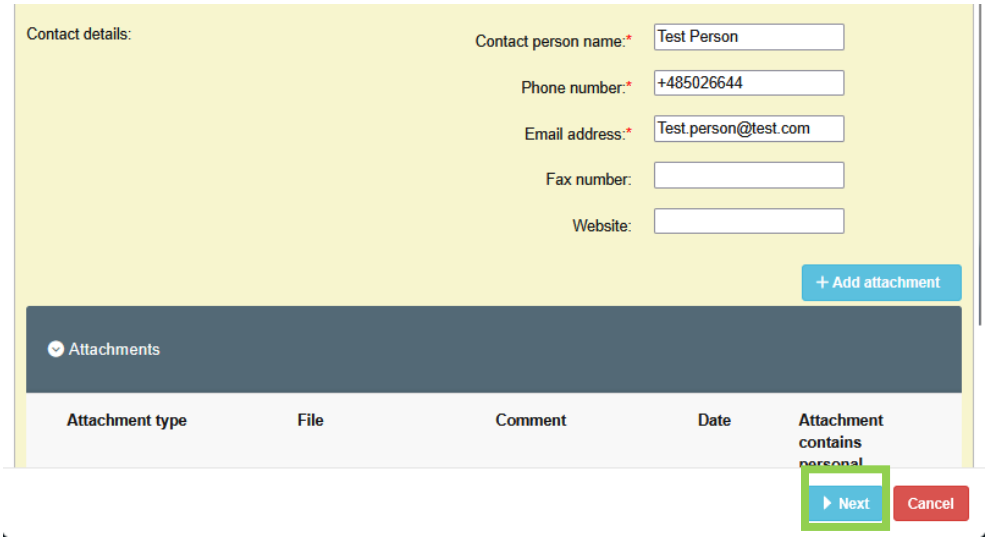
2. Next, a pop-out window will open. The user needs provide information on the date of the receipt of waste – by clicking on the calendar icon and selecting relevant date.



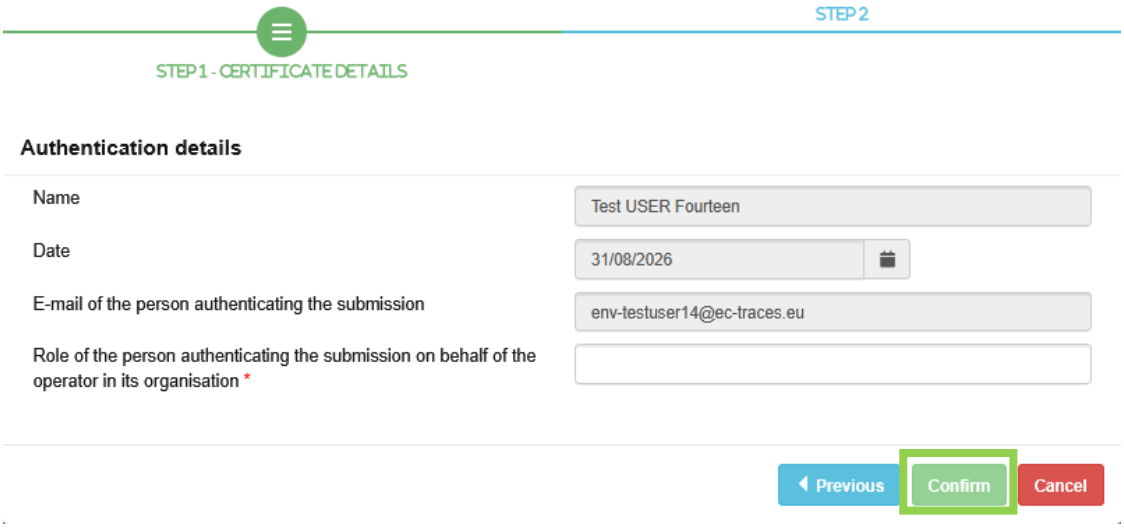
3. Next, the user may also add an attachment by clicking on "**+ Add attachment**". A pop-out screen will appear, where the user can select the attachment type, select the file, and specify whether it contains personal data or not. If needed, the user can also add a comment about the file. Click "Add" to upload the file.



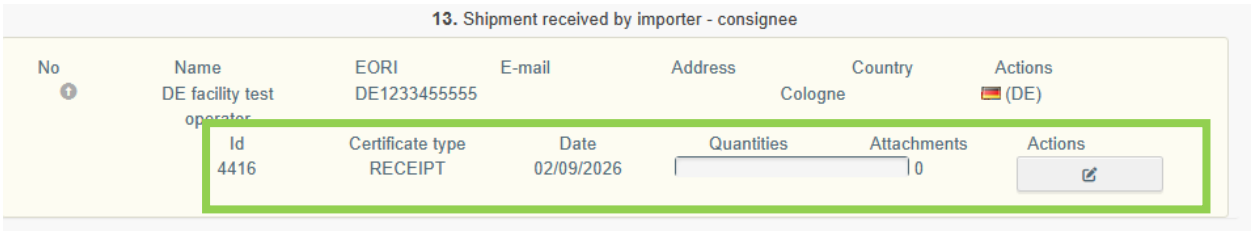
4. When all information is provided, the user needs to click on "**Next**".



5. Next, a pop-out window will open. The user will be asked to authenticate the information provided. This authentication process in DIWASS is an equivalent of signing the documents. In the pop-out window, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then, the user should click on "**Confirm**".

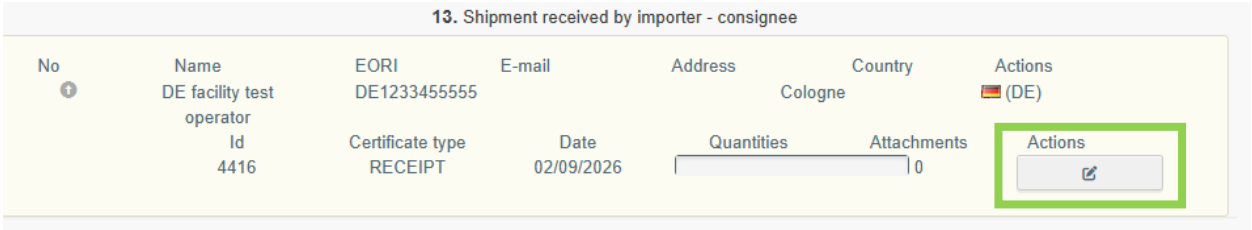


6. To see the confirmation of receipt of waste of the Annex VII document, the user needs to scroll down to display **Box 13 "Shipment received by consignee"** of the Annex VII document. There, below the details of the consignee, DIWASS will display the confirmation submitted by the consignee.

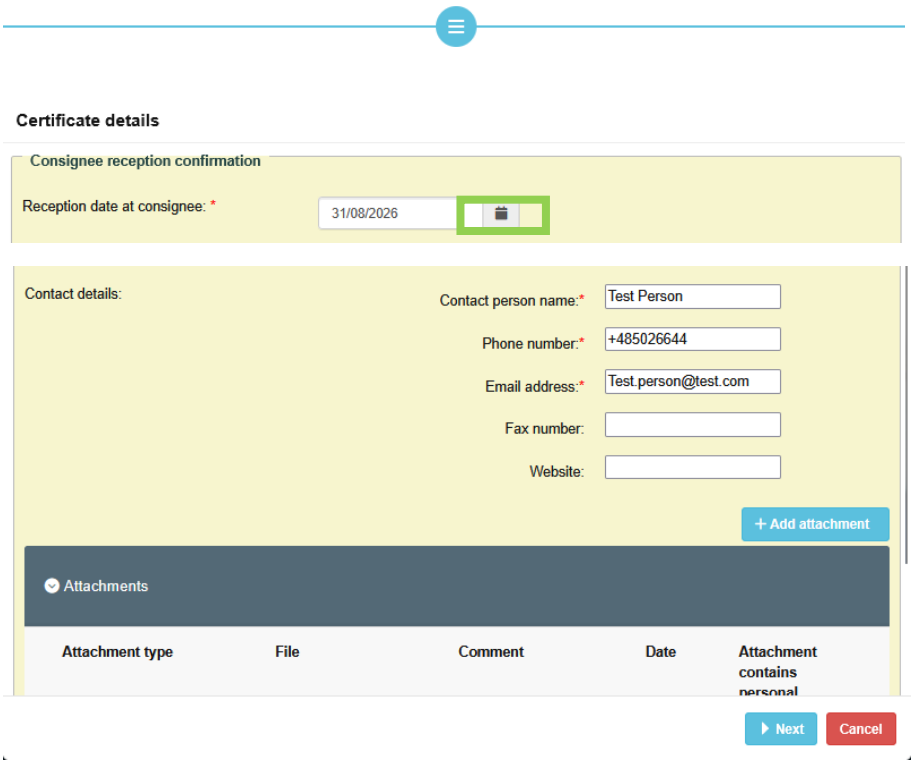


Updating the confirmation of receipt of waste

1. Following the login and selecting the relevant **Annex VII** document, the consignee should locate its previously submitted confirmation and select the option to edit it.



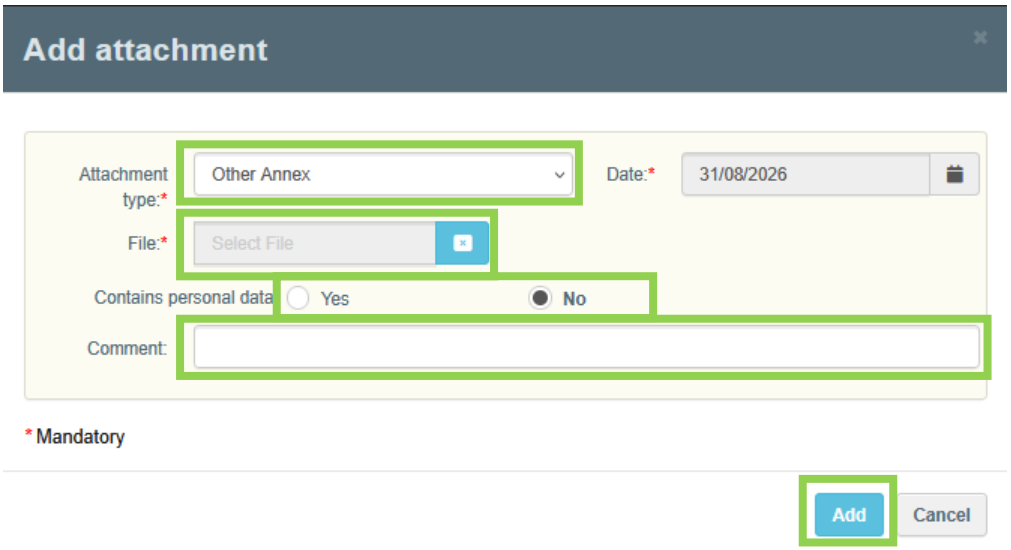
2. DIWASS will display, in the pop-out window, information as provided initially by the consignee. The user will be able to update it by changing the relevant boxes. To confirm the changes, the user needs to click "**Next**".



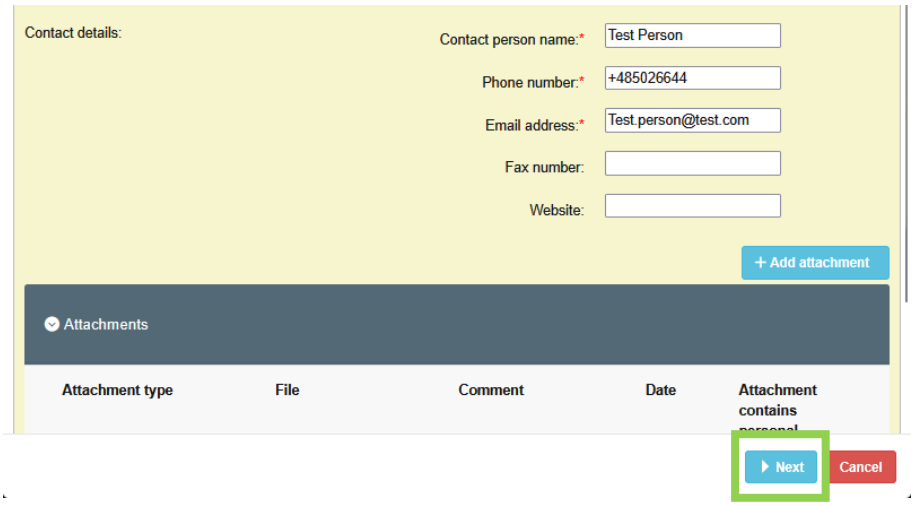
3. Then, the consignee may also add an attachment by clicking on "**+ Add attachment**".



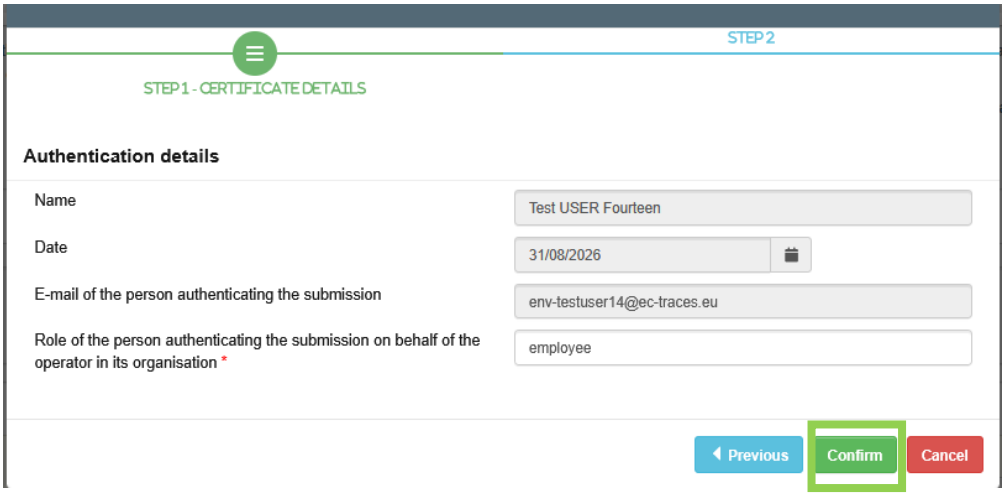
4. A pop-out window will appear, where the user can select the attachment type from the drop-down list, select the file, and specify whether it contains personal data. If needed, the user can also add a comment about the file. Click "**Add**" to upload the file.



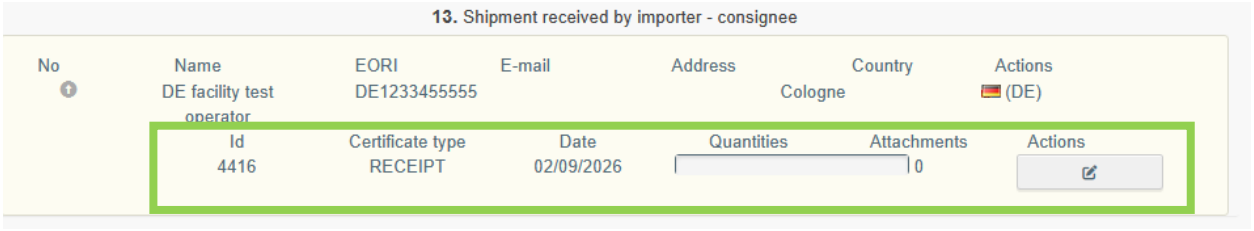
8. When all information is provided, the user needs to click on "**Next**".



9. Then, DIWASS will display the pop-out window concerning the authentication details. The user should update, if necessary, the field concerning the role in organisation of the operator on behalf of which the confirmation is submitted and click on "**Confirm**".



7. Following that step, DIWASS will again display the dashboard summarising details of the Annex VII document. the user needs to scroll down to display **Box 13 "Shipment received by importer – consignee"** of the Annex VII document. There, below the details of the consignee, DIWASS will display the confirmation submitted by the consignee.



Chapter 6 Contribution of waste receiving facility to Annex VII documents

General note

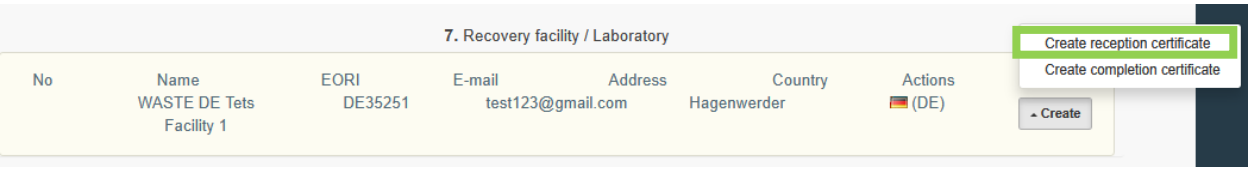
This chapter provides general instructions on how a **waste receiving facility** can contribute to an Annex VII document. Please note that:

- The waste receiving facility will be able to see the Annex VII document only after the person who arranges the shipment submits (announces) it in DIWASS.
- The waste receiving facility will be able to contribute to the Annex VII documents when the document will be in one of the following statuses: "Announced", "Moving" and "Received".

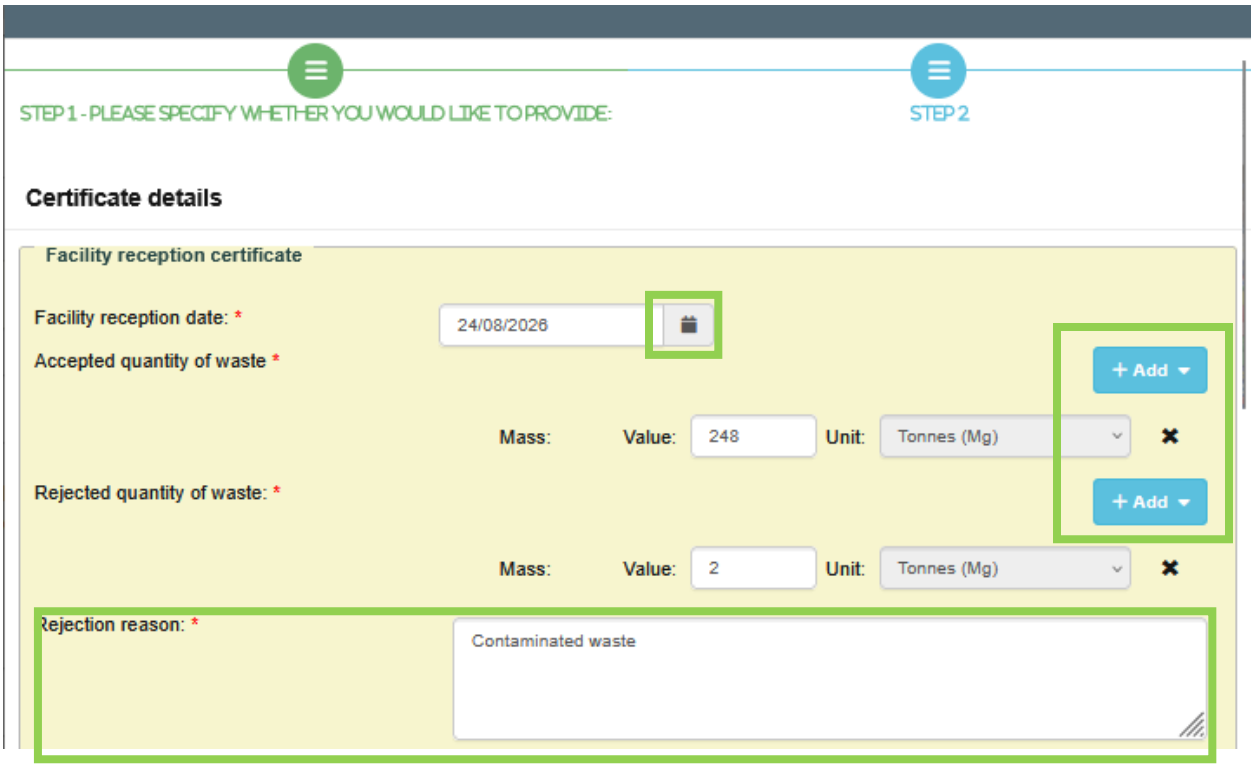
Specific instructions

Confirming the receipt of waste

1. Following the login and selecting the relevant Annex VII document from the list of all Annex VII document documents involving the operator, the user should scroll down to the box 7"Recovery Facility / Laboratory". The waste receiving facility needs to click on "**Create reception certificate**".

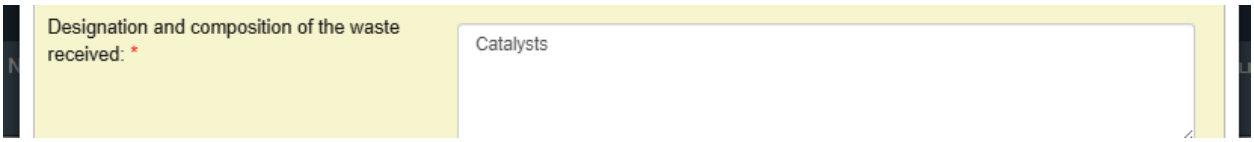


2. In the next window, the user needs to provide information on
    - The date of the receipt of waste – by clicking on the **calendar icon** and selecting the relevant date;
    - Accepted quantity of waste – by clicking on icon **"+ Add"**, selecting the unit of measure and filling in a free text field;
        - Please note that in the future DIWASS may display here the unit of measure indicated by the person who arranges the shipment in box 3 of the Annex VII document, so the choice of the unit of measure will not be required at this stage.
    - Rejected quantity of waste – by clicking on icon **"+ Add"**, selecting the unit of measure and filling in a free text field;
        - Please make sure to enter "zero" if no waste was rejected.
        - Please note that in the future DIWASS may display here the unit of measure indicated by the person who arranges the shipment in box 3 of the Annex VII document, so the choice of the unit of measure will not be required at this stage.
    - Reasons for rejection – by completing the free text field;
        - Please make sure to enter "not applicable" in case no wase was rejected.

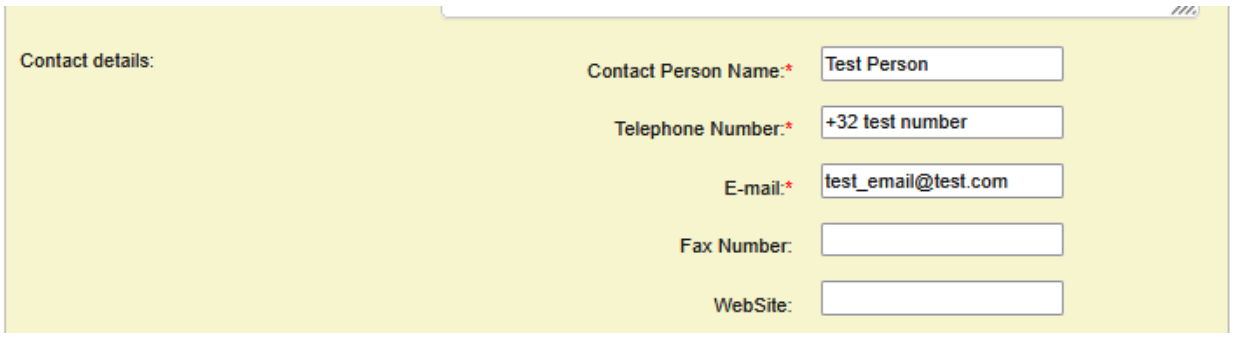


Then, the user needs to provide information by completing the following free-text fields:

- Designation and composition of the waste received;



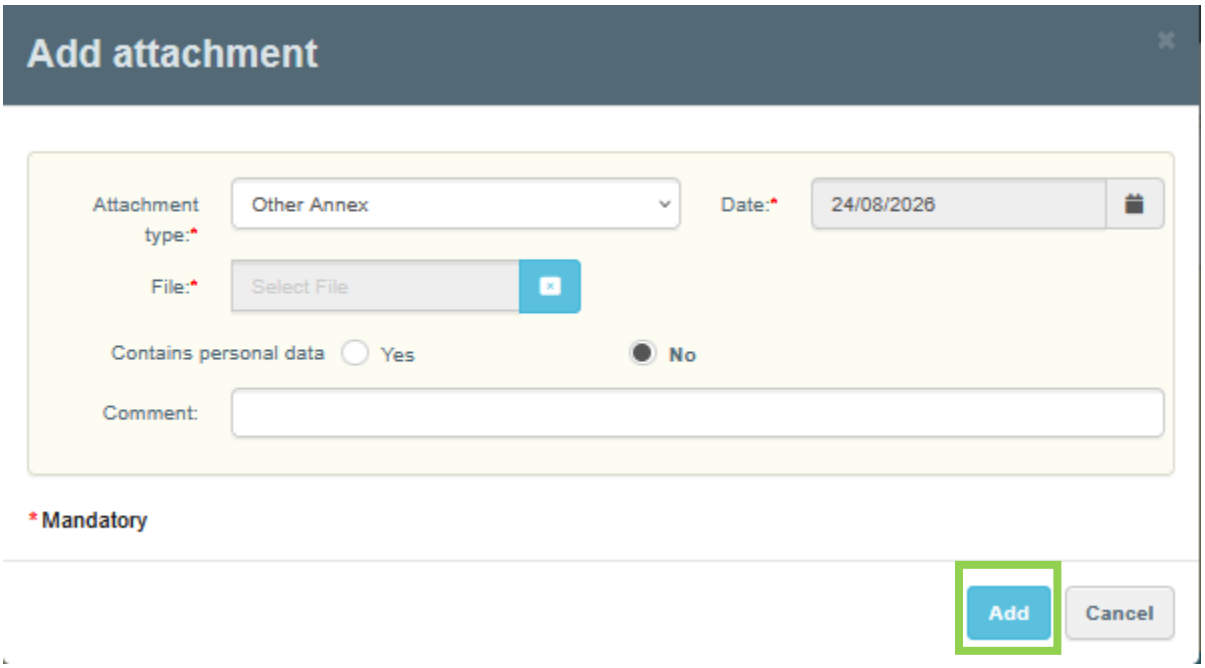
The user should also provide contact information concerning the waste receiving facility, by filling in the free-text fields.



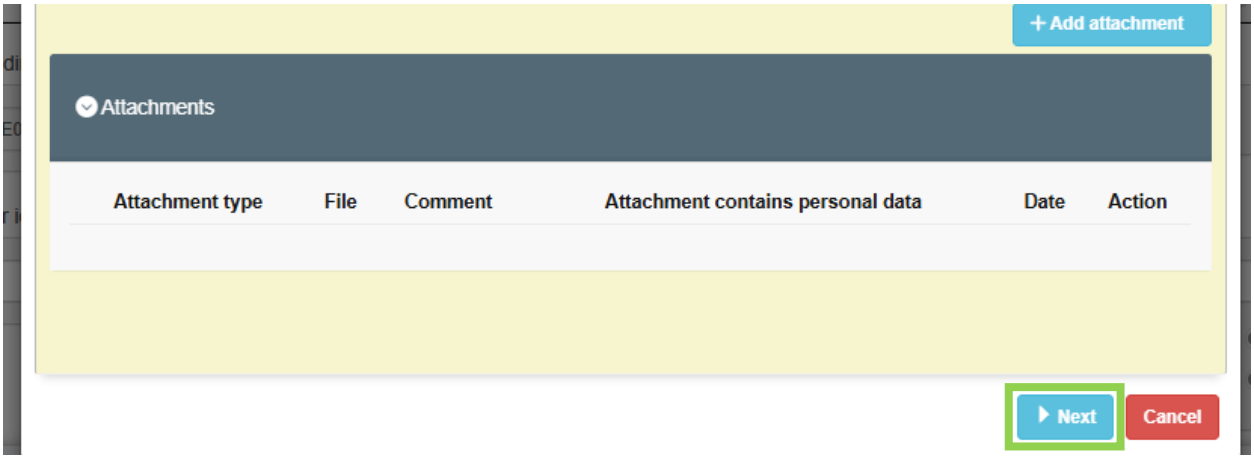
The user may also add an attachment by clicking on "**+ Add attachment**".



A pop-out screen will appear, where the user can select the attachment type, select the file, and specify whether it contains personal data or not. If needed, the user can also add a comment about the file. Click "**Add**" to upload the file.

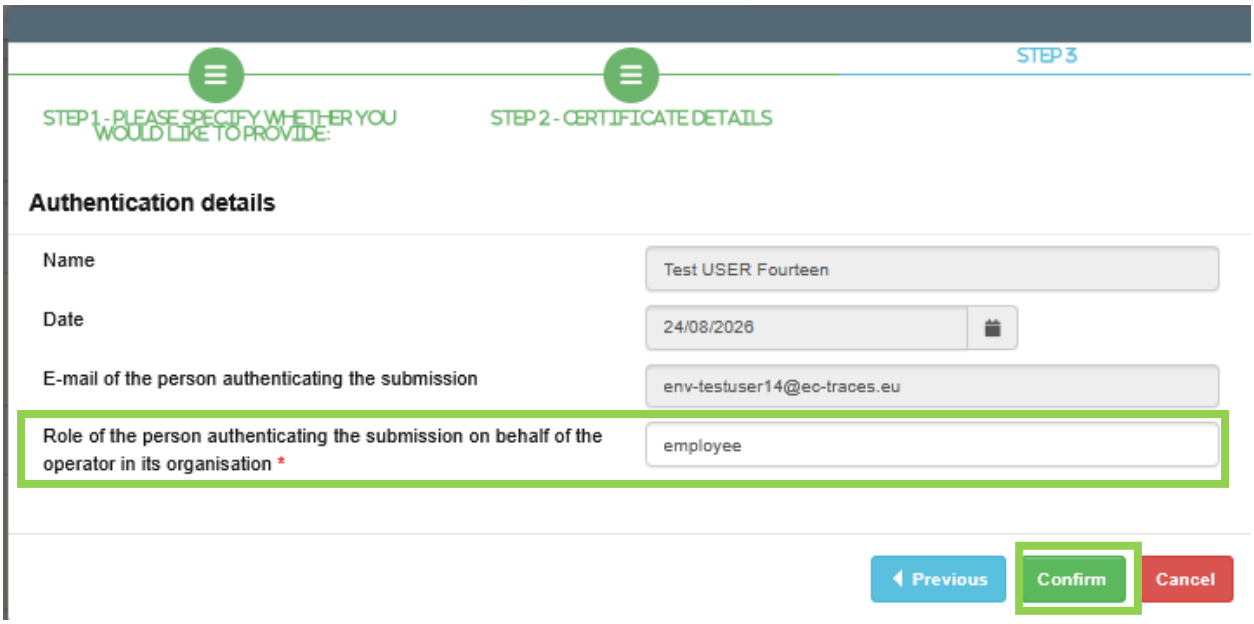


When all information is provided, the user needs to click on "**Next**".



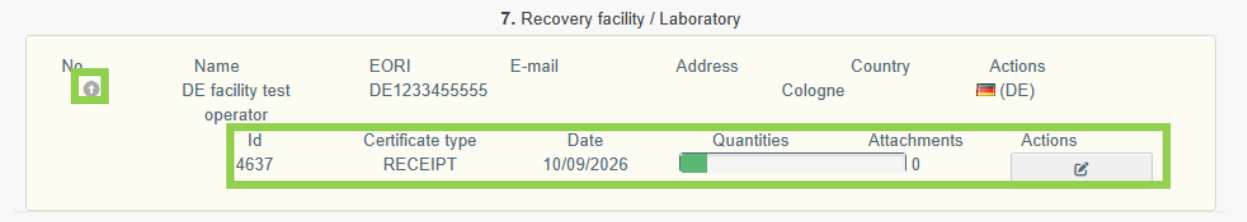
3. Then, the user will be asked to authenticate the information provided. This authentication process in DIWASS is an equivalent of signing the documents.

   In the pop-out window, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then, the user should click on "**Confirm**".



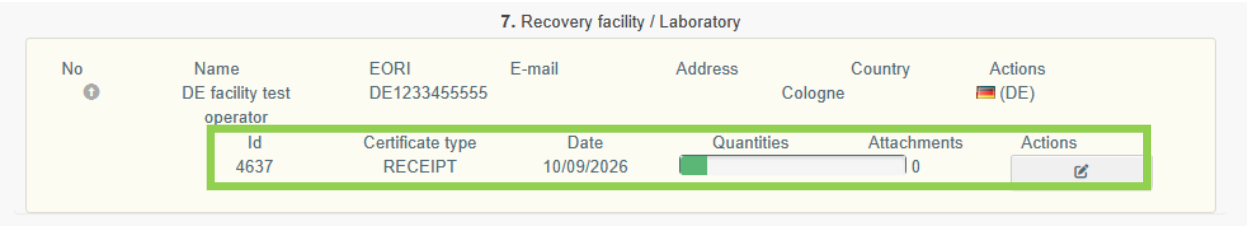
4. Following that step, DIWASS will again display the dashboard summarising details of the Annex VII document.

   To verify its contribution to the Annex VII document, the user needs to scroll down to display box 7 of the Annex VII document. There, below the details of the waste receiving facility, DIWASS will display the confirmation submitted by this facility. The information will be displayed when clicking on the arrow on the left side of the box.

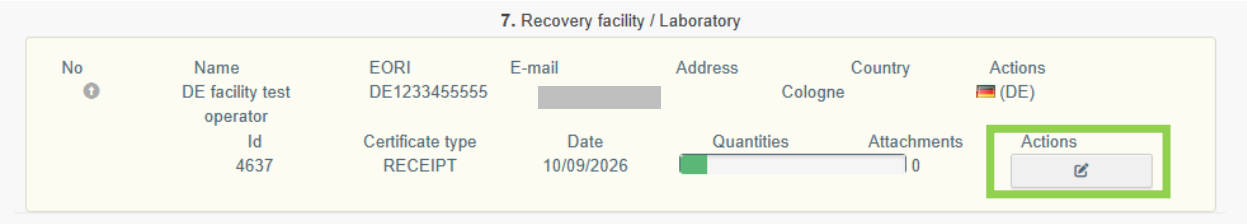


Updating the confirmation of receipt of waste

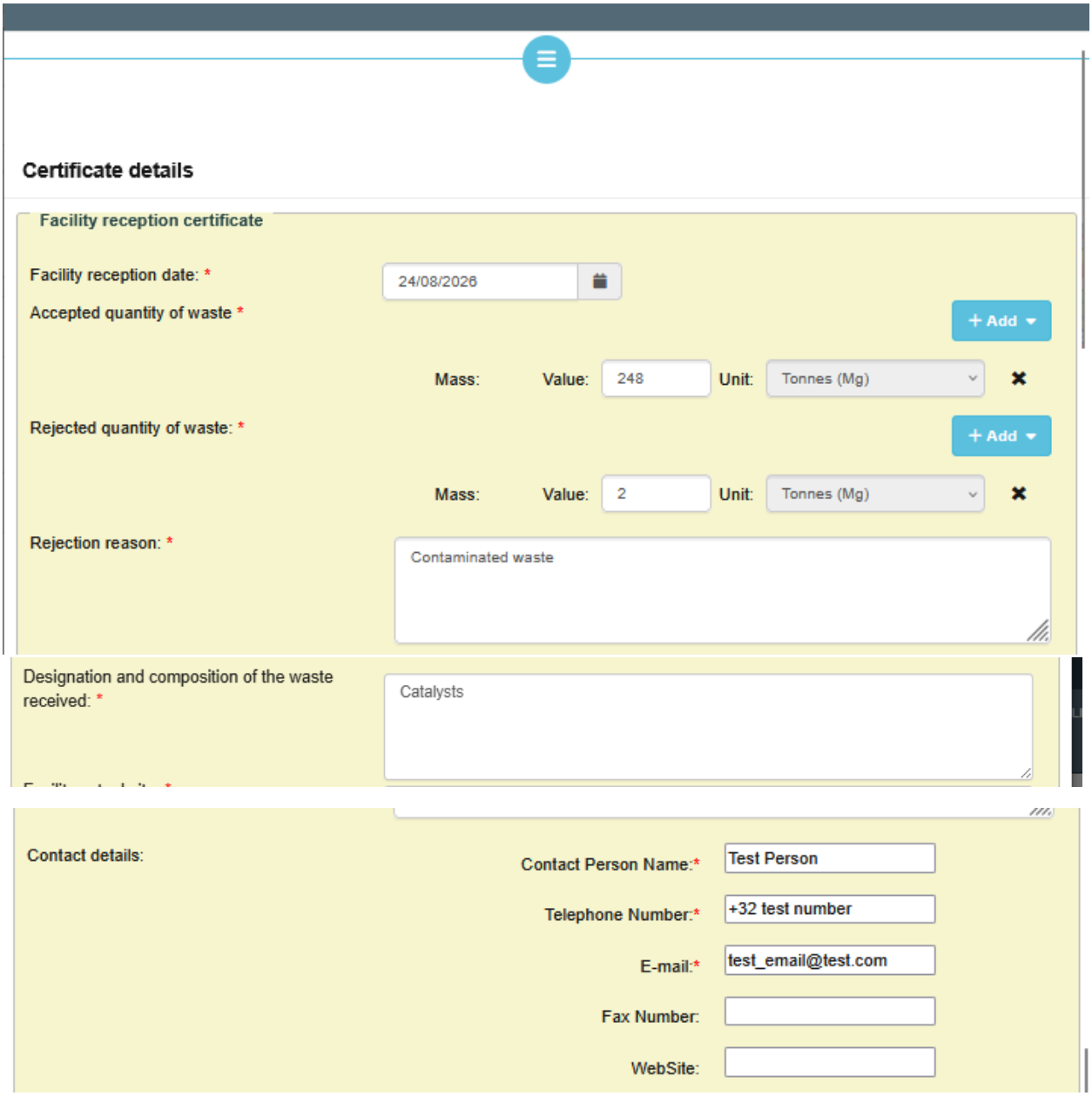
1. Following the login and selecting the relevant Annex VII document from the list of all Annex VII document documents involving the operator, the user should scroll down to the box 7“Recovery Facility / Laboratory”.

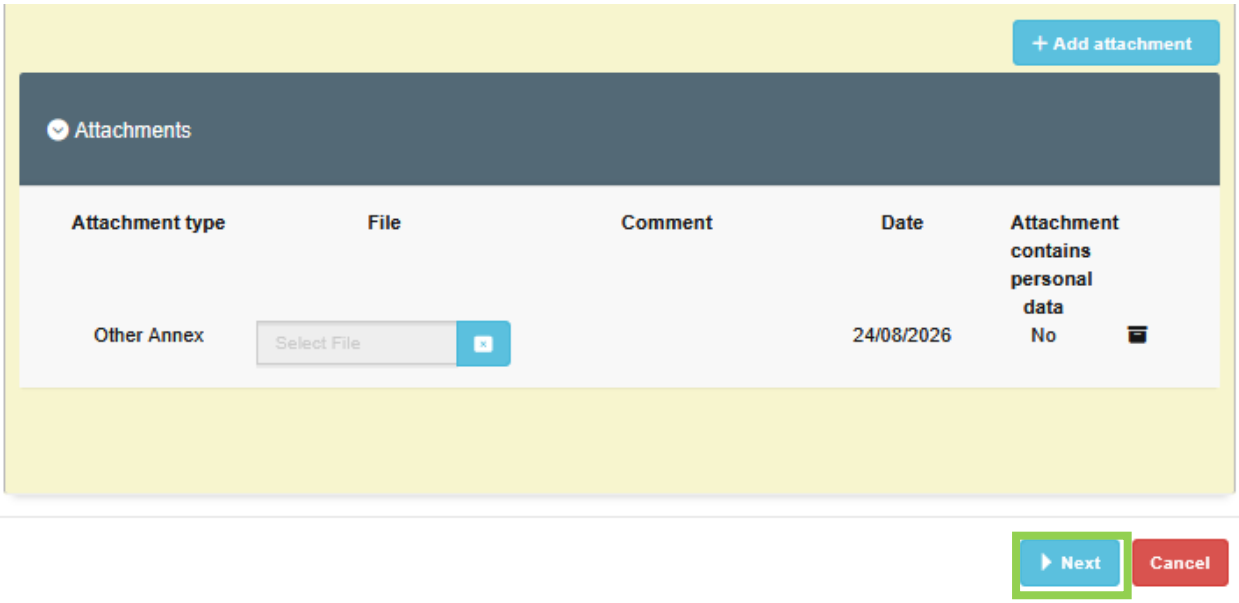


2. Then, select the **edit icon** next to the submitted confirmation in the column “Actions”.

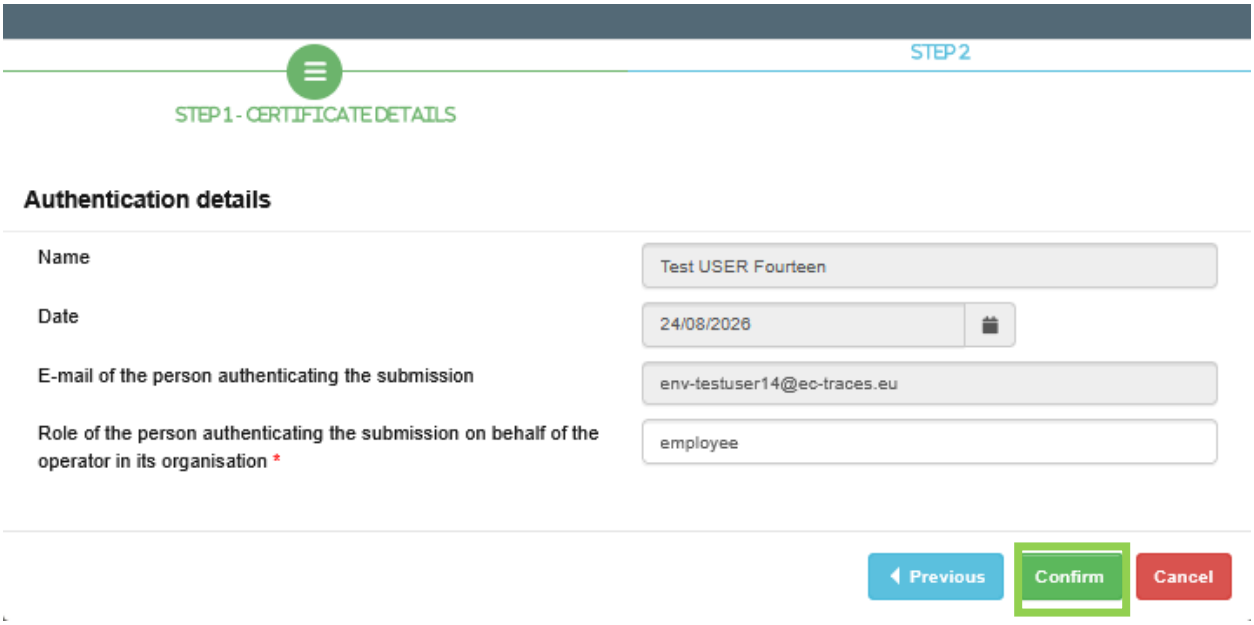


DIWASS will display, in the pop-out window, information as provided initially by the waste receiving facility. The user will be able to update it by changing the relevant boxes, as explained in specific instructions for Confirming the receipt of waste above. To confirm the changes, the user needs to click “**Next**”.


Certificate details
Facility reception certificate
Facility reception date: *
24/08/2026
Accepted quantity of waste *
+ Add
Mass:
Value:
248
Unit:
Tonnes (Mg)
Rejected quantity of waste: *
+ Add
Mass:
Value:
2
Unit:
Tonnes (Mg)
Rejection reason: *
Contaminated waste
Designation and composition of the waste received: *
Catalysts
Contact details:
Contact Person Name:*
Test Person
Telephone Number:*
+32 test number
E-mail:*
test_email@test.com
Fax Number:
WebSite:



3. Then, DIWASS will display the pop-out window concerning the authentication details. The user should update, if necessary, the field concerning the role in organisation of the operator on behalf of which the confirmation is submitted and click on "**Confirm**".

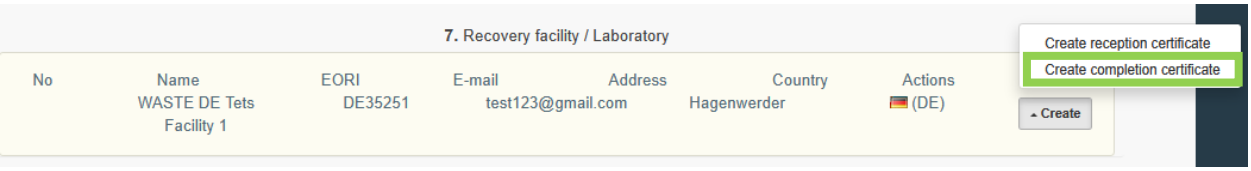


10. Following that step, DIWASS will again display the dashboard summarising details of the Annex VII document. To verify its contribution, the user needs to scroll down to box no. 7 of the Annex VII document.

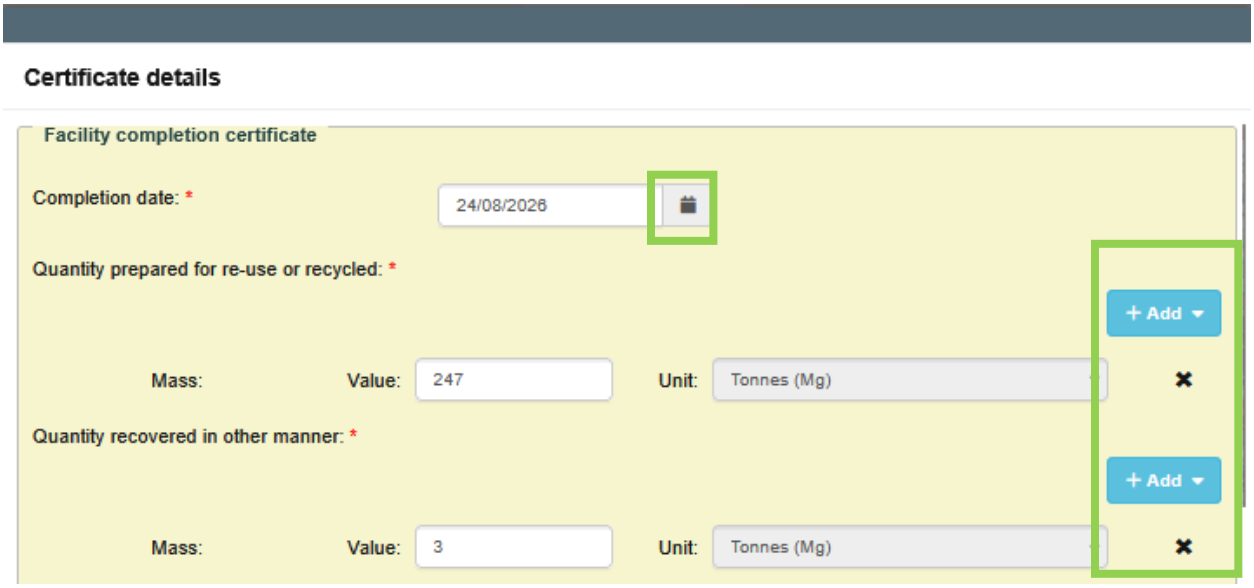


Confirming the treatment of waste

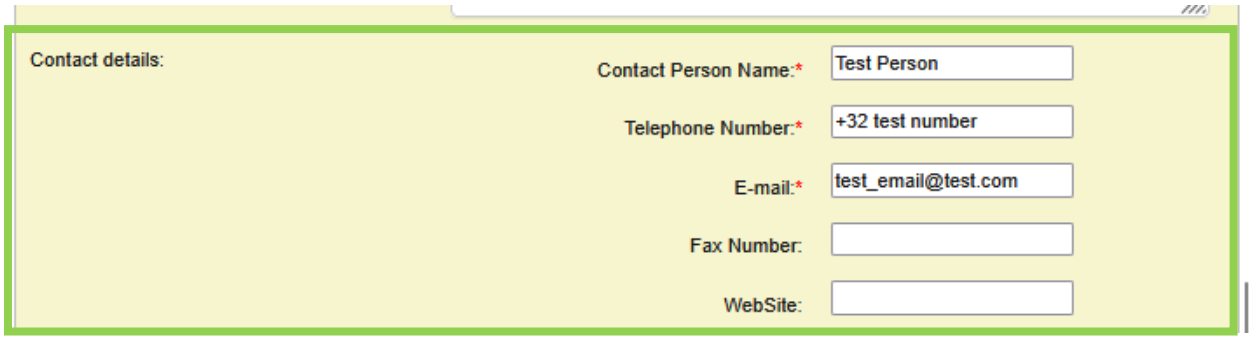
1. Following the login and selecting the relevant Annex VII document from the list of all Annex VII document documents involving the operator, the user should scroll to box 7 “Recovery facility / Laboratory”.
2. Then the template of the movement document will open. The waste receiving facility needs to click on “**Create**”.



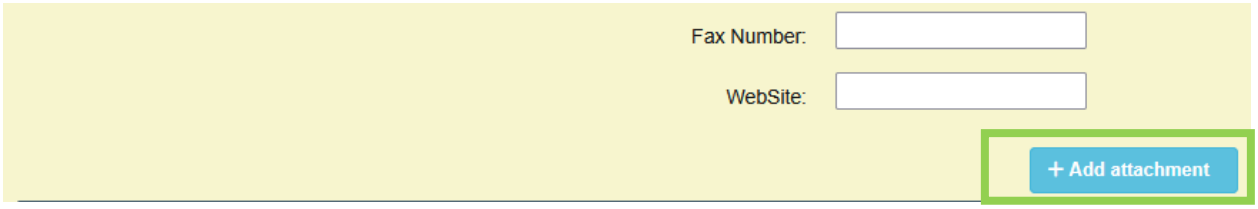
3. In the next window, the user needs to provide information on
    - Waste treatment completion date – by clicking on the **calendar icon** and selecting relevant date,
    - Quantities of waste: prepared for re-use or recycled, recovered in other manner – by clicking on “**+ Add**”, selecting the unit of measure and providing the quantity in the free text field. Please note that in the future DIWASS may display here the unit of measure indicated by the person who arranges the shipment in box 3 of the Annex VII document, so the choice of the unit of measure will not be required at this stage
    - In case the facility did not perform one these operations it should indicate “0” In the respective fields (and not leave them blank).



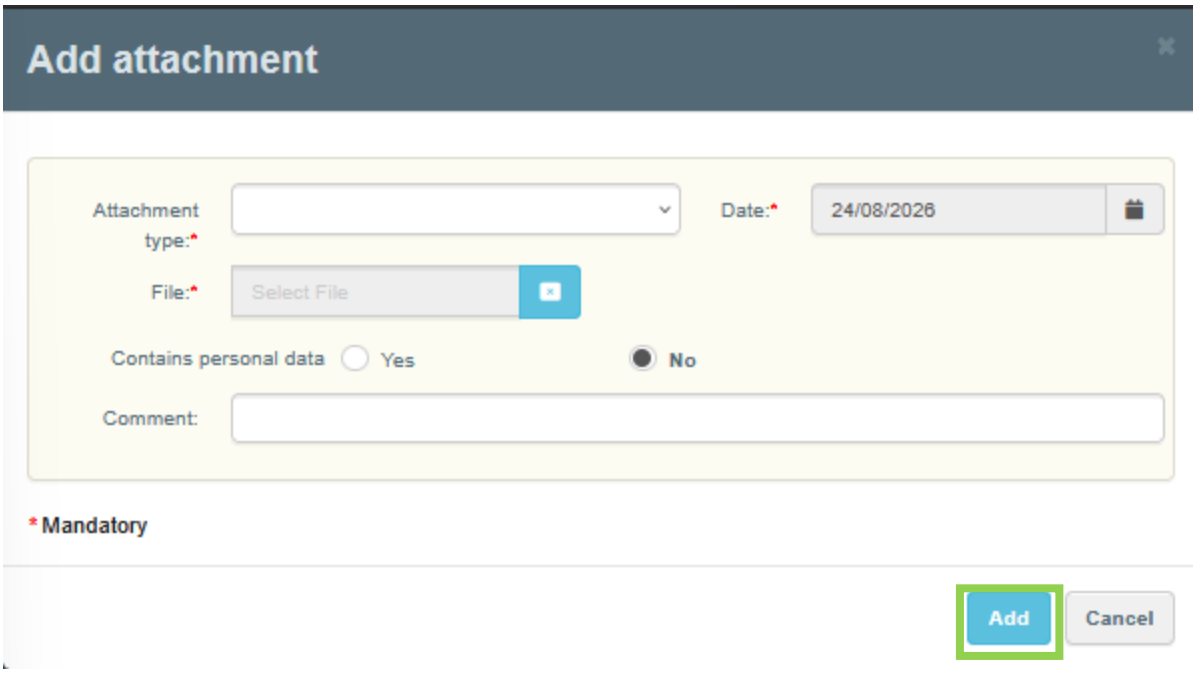
- Then, the user needs to provide contact information concerning the waste receiving facility, by filling in the free-text fields.



The user may also add an attachment by clicking on "**+ Add attachment**".



A pop-out screen will appear, where the user can select the attachment type, select the file, and specify whether it contains personal data or not. If needed, the user can also add a comment about the file. Click "**Add**" to upload the file.

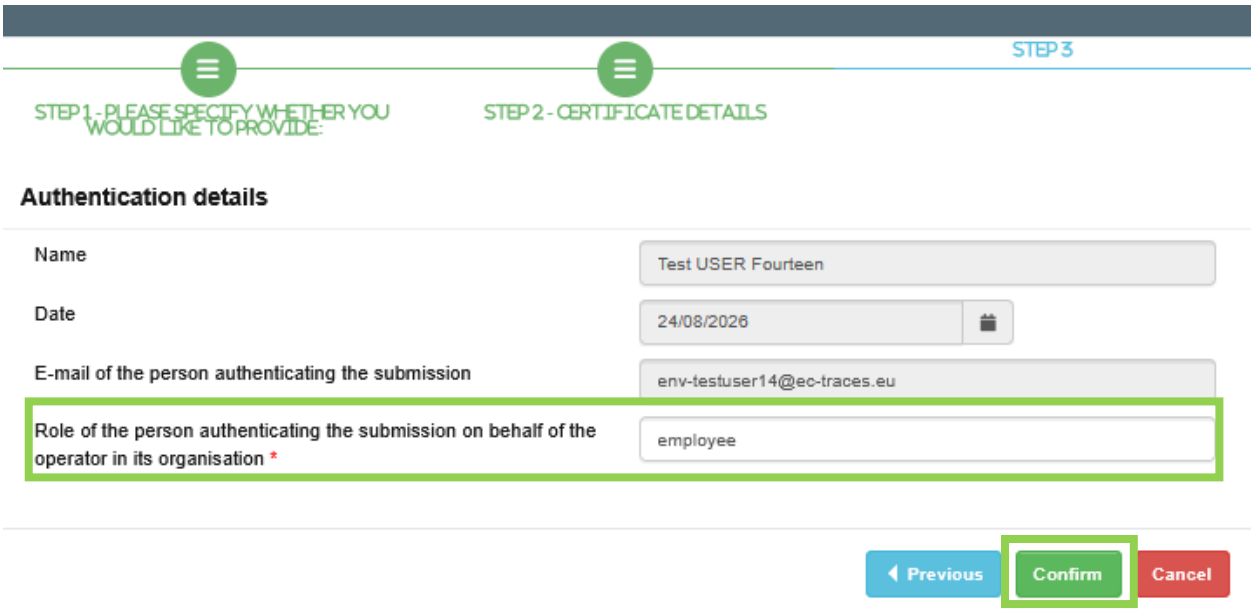


When all information is provided, the user needs to click on "**Next**".

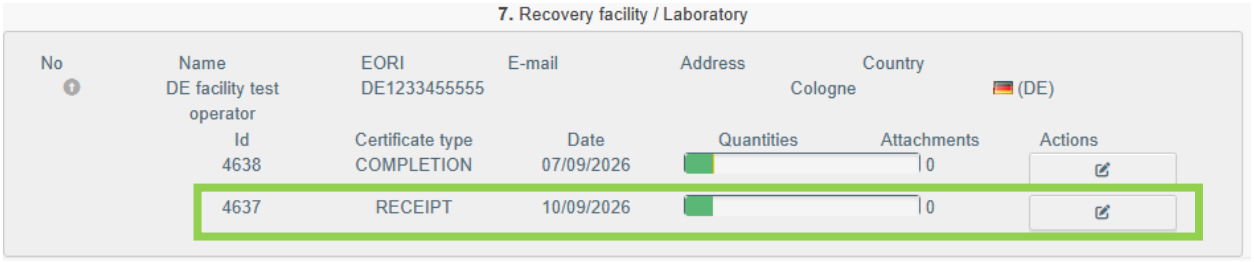


4. Then, the user will be asked to authenticate the information provided. This authentication process in DIWASS is an equivalent of signing the documents.

   In the pop-out window, the user should indicate what is the role they perform in the organisation of the operator (e.g. proxy, member of the board, president etc.). Then, the user should click on "**Confirm**".

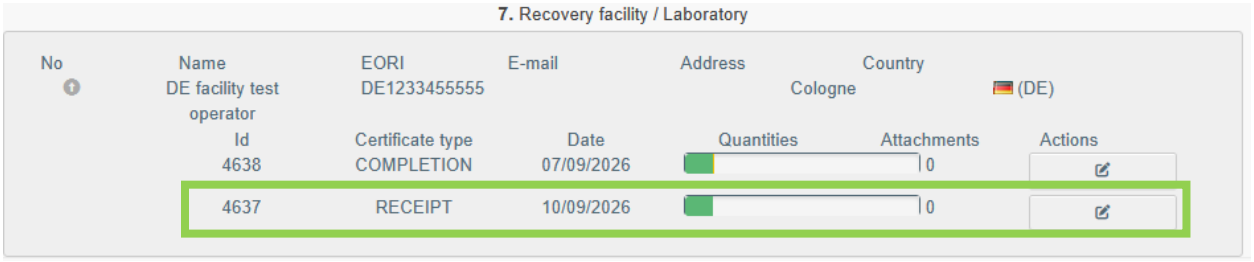


11. Following that step, DIWASS will again display the dashboard summarising details of the Annex VII document. Following that step, DIWASS will again display the dashboard summarising details of the Annex VII document. To verify its contribution, the user needs to scroll down to box no. 7 of the Annex VII document.

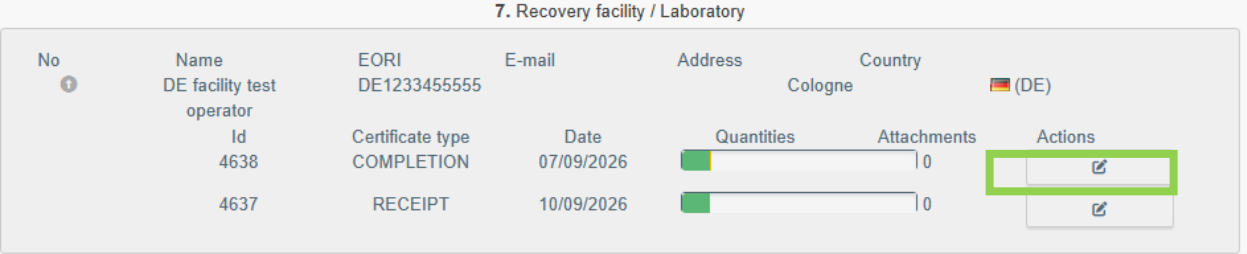


Updating the certificate confirming treatment of waste

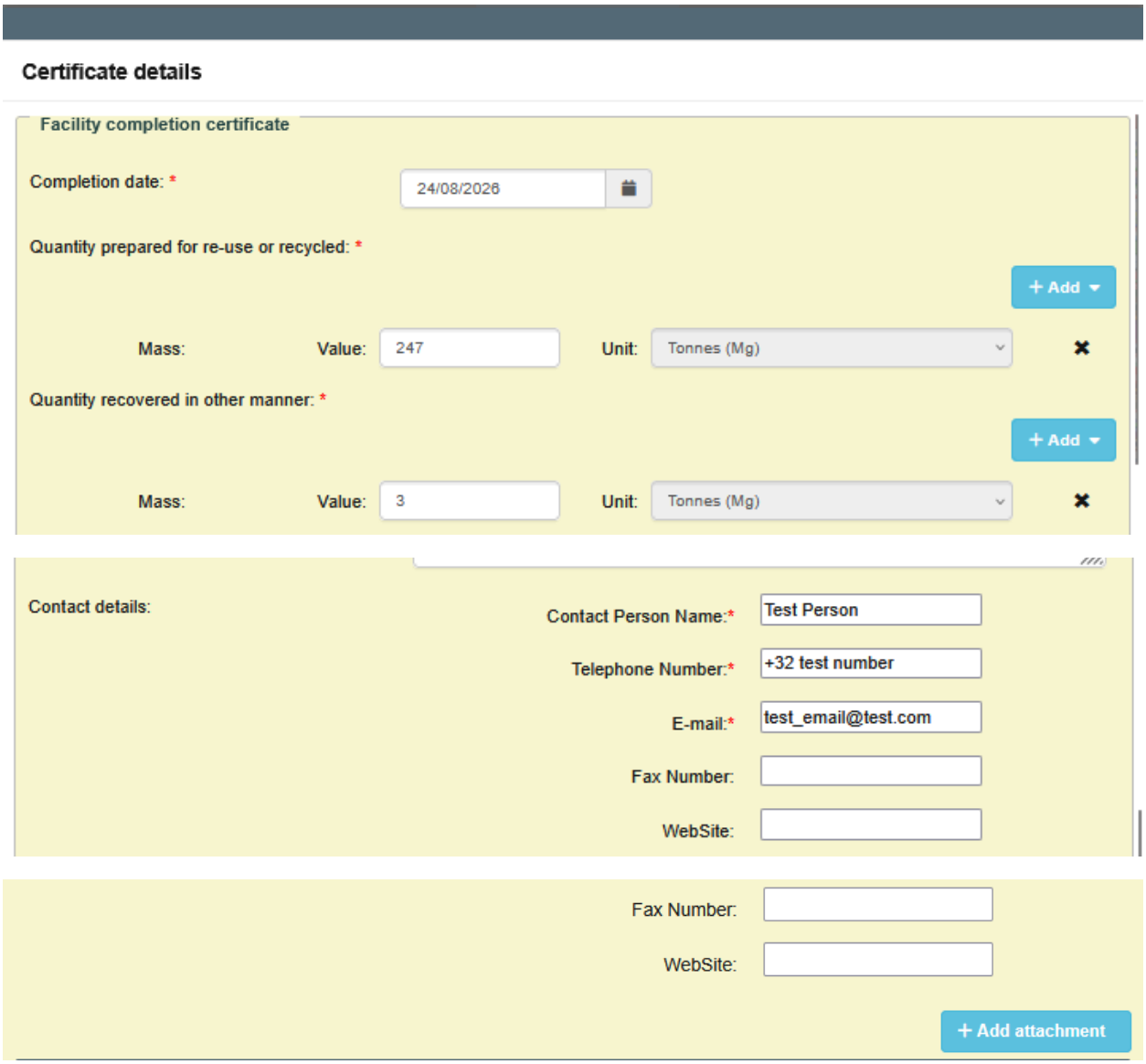
1. Following the login and selecting the relevant Annex VII document from the list of all Annex VII documents involving the operator, the user should scroll down to box no. 7 of the Annex VII document.

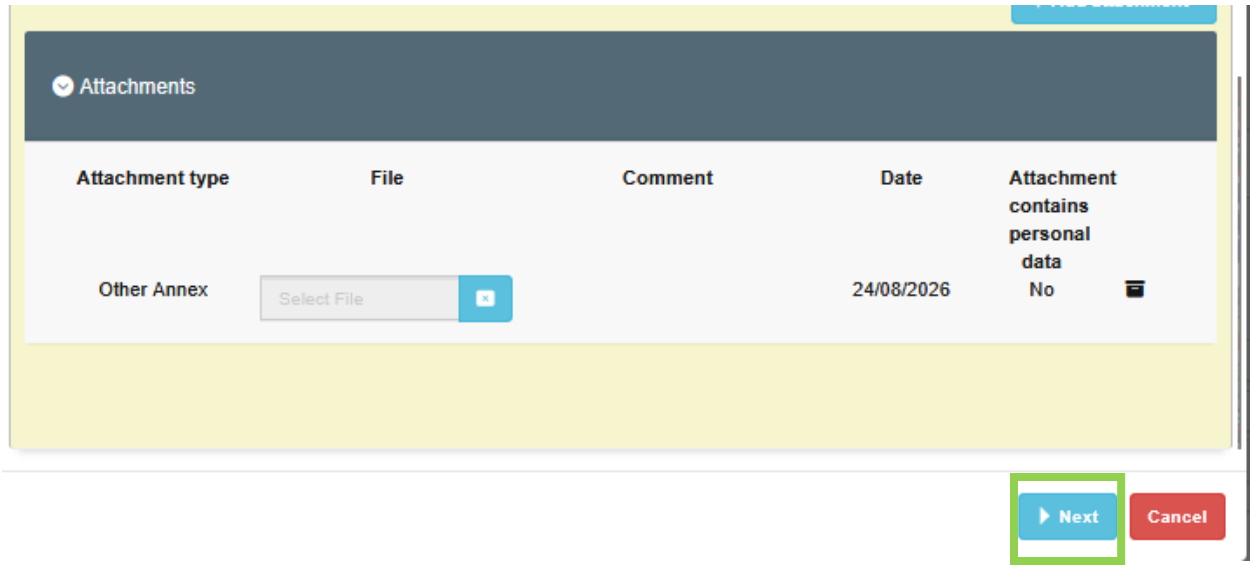


Then the user should select the icon next to the submitted confirmation in the column “Actions”.

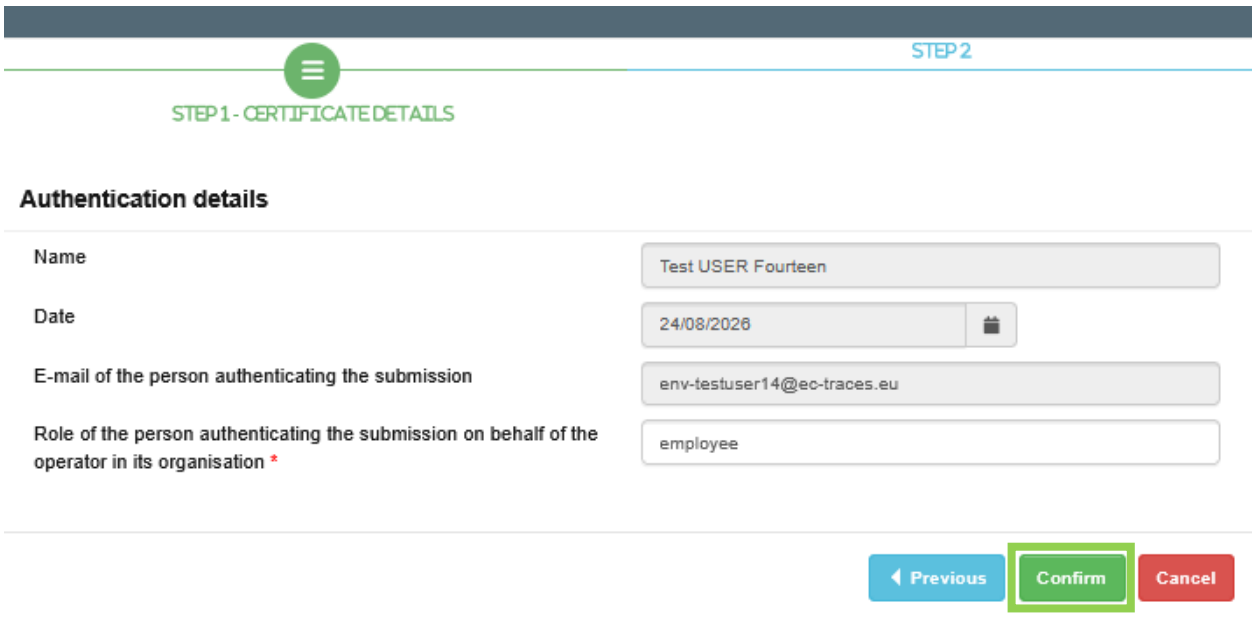


DIWASS will display, in the pop-out window, information as provided initially by the waste receiving facility. The user will be able to update it by changing the relevant boxes, as explained in specific instructions for Confirming the treatment of waste above. To confirm the changes, the user needs to click "**Next**".

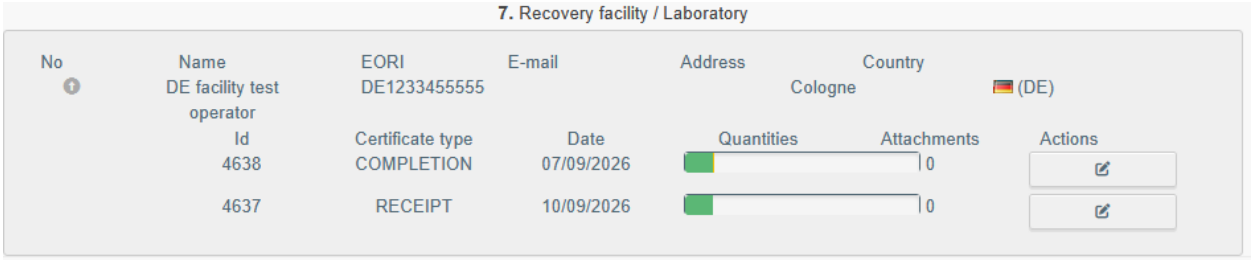




2. Then, DIWASS will display the pop-out window concerning the authentication details. The user should update, if necessary, the field concerning the role in organisation of the operator on behalf of which the confirmation is submitted and click on "**Confirm**".



3. Following that step, DIWASS will again display the dashboard summarising details of the Annex VII document. To verify its contribution to the movement document, the user needs to scroll down to box no. 7 of the Annex VII document.


7. Recovery facility / Laboratory
No
Name
EORI
E-mail
Address
Country
DE facility test operator
DE1233455555
Cologne
(DE)
Id
Certificate type
Date
Quantities
Attachments
Actions
4638
COMPLETION
07/09/2026
0
4637
RECEIPT
10/09/2026
0