

User Manual for Operators

Annex VII documents

Version proposed by Commission

Version 1.0

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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, <i>OJ L</i> , 2024/1157, 30.4.2024, <i>ELI</i> : 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, <i>OJ L</i> , 2025/1290, 14.7.2025, <i>ELI</i> : 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).

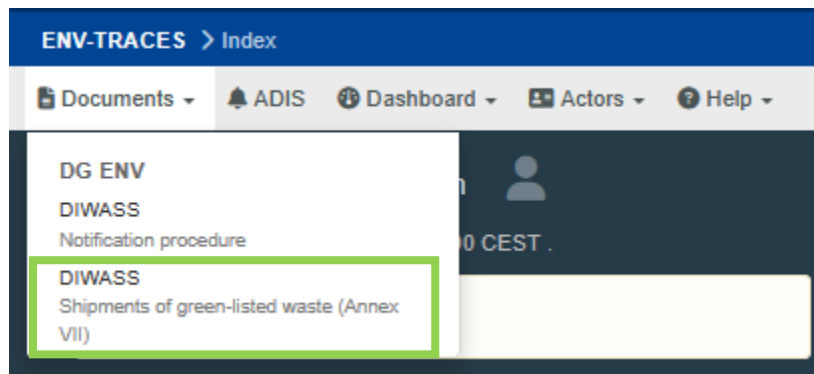
Example: user Anna Smith represents the company Waste Management S.A. that is registered as an operator, and that in the context of a given Annex VII document acts as a person who arranges the shipment.

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”.

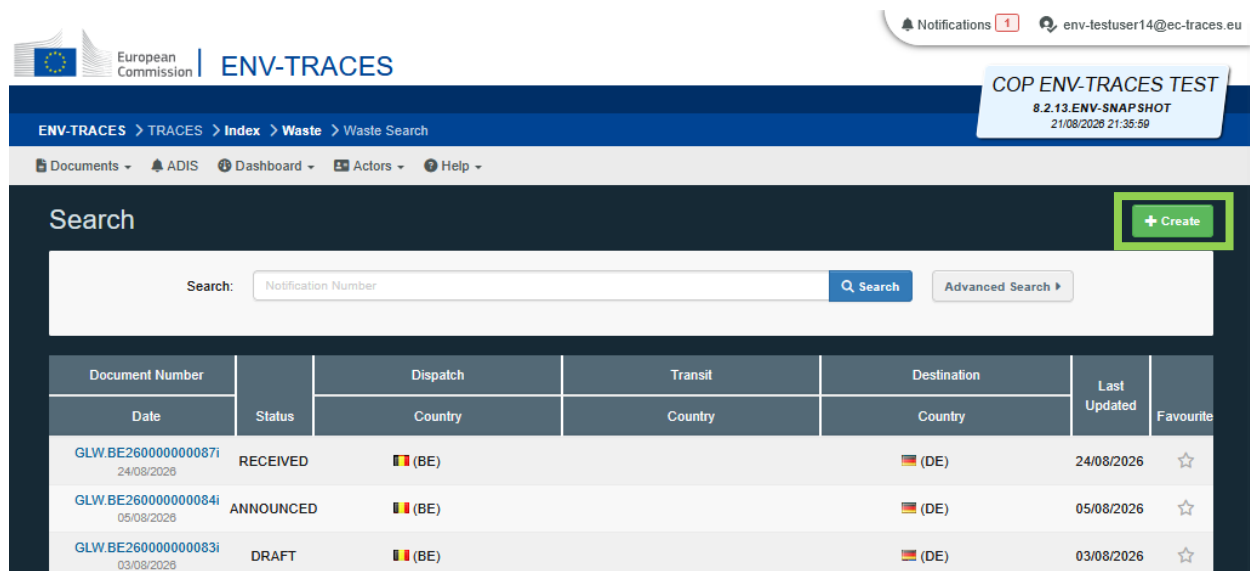
Please also note that, for cases where waste is imported into the EU and the third country operator acting as the person who arranges the shipment does not actively use DIWASS, the Annex VII document will be introduced to DIWASS by an EU consignee or EU facility. The EU operator can do this from their 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**”.



Select the person who arranges the shipment

WASTE BE Test Producer	Address	
	Postal Code: 2030	City: Antwerpen
	Street: Test Street 67	
	Contact Information	
	Contact person name:* Test first name	
	Phone number:* 32 73729299	
	Email address:* test@gmail.com	
	Fax number:	
	Website:	
	Operator's identifiers	
	EORI*: BE88992233	

▶ Next

Cancel

- 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”.

?

STEP 1 - SELECT THE PERSON WHO ARRANGES THE SHIPMENT

≡

STEP 2

Concerned Country selection

Dispatch *

Belgium (BE)

▼

↓↑×

↓↑×

+ Add Transit

Transit *

France (FR)

▼

Transit *

▼

Destination *

Germany (DE)

▼

Mandatory *

◀ Previous

▶ Next

Cancel

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 has to have a registered office in their country in order to submit an Annex VII document starting from that country, and therefore may object to such a shipment of waste initiated by a person who arranges the shipment not having a registered office in the territory of their country. Therefore in such cases the person who arranges the shipments are 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 notification.

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.

?

STEP 1 - SELECT THE PERSON WHO ARRANGES THE SHIPMENT

≡

STEP 2 - CONCERNED COUNTRY SELECTION

STEP 3

Confirm Annex VII Data

Step 1 - Select the person who arranges the shipment - **WASTE BE Test Producer**

Step 2 - Concerned Country selection -

	Countries/States concerned
Dispatch	🇧🇪 (BE) Belgium
Transit	🇫🇷 (FR) France
Destination	🇩🇪 (DE) Germany

← Previous
Confirm
Cancel

- 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 at this stage, and it is recommended to do so at this stage. To do so, please click on **“Save”** at the bottom right corner of the page.

New Notification

CREATING

NOTIFICATION

1. Select the person who arranges the shipment

Name: * **WASTE BE Test Producer**

Country: 🇧🇪 (BE) Belgium

eori: BE88992233

Address

2. Importer / Consignee

Name: * ✎ Edit

Country:

Identifier:

Address

Close
Save
Submit
Cancel

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.

- 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”**.

The screenshot displays two side-by-side forms in a web application. The left form, titled '1. Select the person who arranges the shipment', contains fields for Name, Country, EORI, Address, Contact Information, and Operator's identifiers. The right form, titled '2. Importer / Consignee', contains fields for Name, Country, Identifier, Address, Contact Information, and Operator's identifiers. A green box highlights the 'Arranger is producer' radio buttons in the first form.

1. Select the person who arranges the shipment

Name: * WASTE BE Test Producer
Country: (BE) Belgium
eori: BE88992233

Address
Postal Code: 2030 City: Antwerpen
Street: Test Street 67

Contact Information
Contact person name: * Test first name
Phone number: * 32 73729299
Email address: * test@gmail.com
Fax number:
Website:

Operator's identifiers
EORI*: BE88992233
Arranger is producer: ☒ Yes ☐ No

* Mandatory

2. Importer / Consignee

Name: * [Edit](#)
Country:
Identifier:

Address
Contact Information
Contact person name: *
Phone number: *
Email address: *
Fax number:
Website:

Operator's identifiers
* Mandatory

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

1. Select the person who arranges the shipment

Name:* WASTE BE Test Producer

Country: (BE) Belgium

eor: BE88992233

Address

Postal Code: 2030 City: Antwerpen

Street: Test Street 67

Contact Information

Contact person name:* Test first name

Phone number:* 32 73729299

Email address:* test@gmail.com

Fax number:

Website:

Operator's identifiers

EORI*: BE88992233

Arranger is producer: ☐ Yes ☒ No

* Mandatory

2. Importer / Consignee

Name:* Edit

Country:

Identifier:

Address

Contact Information

Contact person name:*

Phone number:*

Email address:*

Fax number:

Website:

Operator's identifiers

* Mandatory

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

1. Select the person who arranges the shipment

Name:* WASTE BE Test Producer

Country: (BE) Belgium

eor: BE88992233

Address

Postal Code: 2030 City: Antwerpen

Street: Test Street 67

Contact Information

Contact person name:* Test first name

Phone number:* 32 73729299

Email address:* test@gmail.com

Fax number:

Website:

Operator's identifiers

EORI*: BE88992233

Arranger is producer: ☐ Yes ☒ No

* Mandatory

2. Importer / Consignee

Operator search

Country: No country selection

Name/identifiers:*

Address

Contact Information

Contact person name:*

Phone number:*

Email address:*

Fax number:

Website:

Operator's identifiers

* Mandatory

No country selection

Afghanistan (AF)

Albania (AL)

Algeria (DZ)

American Samoa (AS)

Andorra (AD)

Angola (AO)

Anguilla (AI)

Antarctica (AQ)

Antigua and Barbuda (AG)

Argentina (AR)

Armenia (AM)

Aruba (AW)

Australia (AU)

Austria (AT)

Azerbaijan (AZ)

Bahamas (BS)

Bahrain (BH)

Bangladesh (BD)

Barbados (BB)

Belarus (BY)

Belgium (BE)

Belize (BZ)

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 screenshot displays a web application interface with two main panels. The left panel, titled '1. Select the person who arranges the shipment', contains a form for entering details about the shipper. The right panel, titled '2. Importer / Consignee', contains a form for selecting and entering details about the importer or consignee.

1. Select the person who arranges the shipment

Name: * WASTE BE Test Producer
Country: (BE) Belgium
eori: BE88992233

Address
Postal Code: 2030 City: Antwerpen
Street: Test Street 67

Contact Information
Contact person name: * Test first name
Phone number: * 32 73729299
Email address: * test@gmail.com
Fax number:
Website:

Operator's identifiers
EORI*: BE88992233

Arranger is producer: ☐ Yes ☐ No

* Mandatory

2. Importer / Consignee

Operator search
Country: Germany (DE)
Name/identifiers: * Test
WASTE DE Test Consignee
WASTE DE Test Facility
DE facility test operator

Address
Contact Information
Contact person name: *
Phone number: *
Email address: *
Fax number:
Website:

Operator's identifiers
* Mandatory

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.

2. Importer - consignee

Operator search

Country:  Germany (DE)

Name/Identifiers:*

Address

Postal Code: 40213 City: Cologne

Street: aaaa

Contact Information

Contact Person Name:

Telephone Number:

E-mail:

Fax Number:

WebSite:

Operator's identifiers

EORI: DE123345555

* Mandatory

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:

- The new Annex VII document seeks to continue shipments of green listed waste that were subject to Annex VII procedure to before (i.e. the same type of waste, the same person who arranges the shipment/waste producer(s), the same destination facility, etc.).
- 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

3. Annex VII Document No.

GLW.BE260000000097i

This Annex VII document is created:

Annex VII document is related to notification no or movement document no or Annex VII document no:

due to take-back*

due to detection of illegal shipment of waste*

This Annex VII document concerns shipment of waste:

Destined for*

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 m³. Please click on “Add” and select volume or mass.

3a. Actual quantity*

+ Add

Volume

Mass

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

3a. Actual quantity*

Mass: Value: 2500 Unit: Tonnes (Mg)

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

3a. Actual quantity*

Mass: Value: 2500 Unit: Tonnes (Mg) + Add

4. Actual date of shipment*

Calendar: September 2026. The 2nd is highlighted.

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.

3a. Actual quantity*

Mass: Value: 2500 Unit: Tonnes (Mg) + Add

4. Actual date of shipment*

01/02/2027

4a. Container identification number, if applicable

container no. 101258

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

5. Intended carrier(s)

Name	Main identification number	E-mail	Address	Country	Means of transport	Actions
+ Add						

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

Carrier ✕

Name: *

Country:

Identifier:

✎ Edit

address

Contact Information

Contact Person Name: *

Telephone Number: *

E-mail: *

Fax Number:

WebSite:

Operator's identifiers

Means of transport: *

* Mandatory

Add New

Done

Cancel

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.

Carrier ✕

Operator search

Country:

Name/Identifiers: *

WASTE FR Test Carrier 1

Cancel

Confirm

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**”.

Carrier

Operator search

Country:

France (FR)

Name/Identifiers:*

WASTE FR Test Carrier 1

Cancel

Confirm

Address

Postal Code:

75000

City:

Paris

Street:

street

Contact Information

Contact person name:*

Test Name

Phone number:*

+32 887799399

Email address:*

test@gmail.com

Fax number:

Website:

Operator's identifiers

EORI:*

FR0909

Means of transport:*

* Mandatory

Add New

Done

Cancel

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.

18

Carrier

Name:*

WASTE FR Test Carrier 1

Edit

Country:

FR

(FR) France

eori :

FR0909

Address

Postal Code: 75000

City: Paris

Street: street

Contact Information

Contact Person Name:* Test Name

Telephone Number:* +32 887799399

E-mail:* test@gmail.com

Fax Number:

WebSite:

Operator's identifiers

EORI*: FR0909

Means of transport:*

Road

* Mandatory

* Mandatory

Add New

Done

Cancel

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

5. Intended carrier(s)*

+ Add

Name	Main identification number	E-mail	Address	Country	Means of transport	Actions
WASTE FR Test Carrier 1	EORI:FR0909	test@gmail.com	Paris	FR (FR)	R	

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”**.

6. Waste producer(s)

Add Producer(s) different from the Person who arranges the shipment

Name	Main identification number	E-mail	Address	Country	Actions

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

Waste producer

Name: *

Edit

Country:

Identifier:

+

Address

Contact Information

Contact Person Name: *

Telephone Number: *

E-mail: *

Fax Number:

WebSite:

Operator's identifiers

* Mandatory

* Mandatory

Add New

Done

Cancel

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.

Waste producer ✕

Operator search

Country: No country selection v

Name/Identifiers:

Cancel

Confirm

Address

Contact Information

Contact Person Name:

Telephone Number:

E-mail:

Fax Number:

WebSite:

Operator's identifiers

* Mandatory

No country selection

Afghanistan (AF)

Albania (AL)

Algeria (DZ)

American Samoa (AS)

Andorra (AD)

Angola (AO)

Anguilla (AI)

Antarctica (AQ)

Antigua and Barbuda (AG)

Argentina (AR)

Armenia (AM)

Aruba (AW)

Australia (AU)

Austria (AT)

Azerbaijan (AZ)

Bahamas (BS)

Bahrain (BH)

Bangladesh (BD)

Barbados (BB)

Belarus (BY)

Belgium (BE)

Belize (BZ)

Waste producer ✕

Operator search

Country: Belgium (BE) v

Name/Identifiers: test

Cancel

Confirm

Address

Contact Information

Contact Person Name:

WASTE BE Test Producer

Test Operator 201

Test Operator 201

Test Operator 201

Test Operator 201

Waste test oper BE

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”.

Waste producer

Operator search

Country:  Belgium (BE)

Cancel

Confirm

Name/Identifiers:*

WASTE BE Test Producer

Address

Postal Code: 2030

City: Antwerpen

Street: Test Street 67

Contact Information

Contact Person Name:*

Test first name

Telephone Number:*

32 73729299

E-mail:*

test@gmail.com

Fax Number:

WebSite:

Operator's identifiers

EORI:*

BE88992233

* Mandatory

* Mandatory

Add New

Done

Cancel

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

Waste producer

Operator search

Country: Belgium (BE)

Name/Identifiers*: WASTE BE Test Producer

Cancel

Confirm

Address

Postal Code: 2030
City: Antwerpen

Street: Test Street 67

Contact Information

Contact Person Name*: Test first name

Telephone Number*: 32 73729299

E-mail*: test@gmail.com

Fax Number:

WebSite:

Operator's identifiers

EORI*: BE88992233

* Mandatory

* Mandatory

Add New

Done

Cancel

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.

6a. Address of the location from where the shipment starts

Shipment of waste starts from

☐ Custom address
☒ Operator's address

EXPORTER - (BE) Antwerpen

Waste producer - (BE) Antwerpen

Email address:

Phone number:

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.

6a. Address of the location from where the shipment starts

Shipment of waste starts from: ☒ Custom address ☐ Operator's address

Address:

Name of the person responsible for this location:

Email address:

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”.

7. Recovery facility / Laboratory

+ Add

Name	Main identification number	E-mail	Address	Country	Facility type	Actions
------	----------------------------	--------	---------	---------	---------------	---------

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

Recovery facility / Laboratory

Name: *

Country:

Identifier:

☒ Edit

Address

Contact Information

Contact person name: *

Phone number: *

Email address: *

Fax number:

Website:

Operator's identifiers

Facility type:

Interim facility: ☐ Yes ☒ No

Name of the waste receiving facility is confidential and shall not be publicly disclosed: ☐ Yes ☒ No

* Mandatory

* Mandatory

Done Cancel

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”.

Disposal / Recovery facility

Operator search

Country:  Germany (DE)

Name/Identifiers*: DE facility test operator

Address

Postal Code: 40213 City: Cologne

Street: aaaa

Contact Information

Contact person name*: Test Name

Phone number*: Test Number

Email address*: Test email

Fax number:

Website:

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. If option NO is selected such explanation does not to be provided.

Facility type: ☐

☐ No

Name of the waste receiving facility is confidential and shall not be publicly disclosed: ☐ Yes ☒ No

* Mandatory

* Mandatory

Done Cancel

Facility type: ☐

Interim facility: ☐ Yes ☒ No

Name of the waste receiving facility is confidential and shall not be publicly disclosed: ☒ Yes ☐ No

Explanation why the name of waste receiving facility is confidential under Union or national law:*

* Mandatory

* Mandatory

Done Cancel

To confirm the selection, the user needs to click on “Done”.

Facility type: ☐

Interim facility: ☐ Yes ☒ No

Name of the waste receiving facility is confidential and shall not be publicly disclosed: ☐ Yes ☒ No

* Mandatory

* Mandatory

Done

Cancel

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).

8. Disposal / Recovery operations

D-code / R-code: *

+ Add ▾

- R1 Use as a fuel (other than in direct incineration) or other means to generate energy (Basel/
- R2 Solvent reclamation/regeneration
- R3 Recycling/reclamation of organic substances which are not used as solvents
- R4 Recycling/reclamation of metals and metals compounds
- R5 Recycling/reclamation of other inorganic materials
- R6 Regeneration of acid or bases
- R7 Recovery of components used for pollution abatement
- R8 Recovery of components from catalysts
- R9 Used oil re-refining or other reuses of previously used oil
- R10 Land treatment resulting in benefit to agriculture or ecological improvement
- R11 Uses of residual materials obtained from any of the operations numbered R1-R10
- R12 Exchange of wastes for submission to any of the operations numbered R1-R11
- R13 Accumulation of material intended for any operation in this list

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. The facilities can be indicated in box 7 of the Annex VII document "**Recovery facility / Laboratory**"

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:

9. Usual description of the waste *

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.

10a. Waste identification*

Main Waste Identification

+ Add Main Identification ▼

Other Waste Identification

Basel B
OECD
Eu list of waste
National code in the country of export
National code in the country of import
UN class
UN Number
UN Shipping name

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.

Waste identification*

Main Waste Identification

+ Add Main Identification ▼

Basel B:

+ Waste code ▼

B1010
B1020
B1030
B1031
B1040
B1050
B1060

Other Waste Identification

+ Add Other Identification ▼

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**”.

Attachment type	File	Comment	Attachment contains personal data	Date	Action
Number of attachments					

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**”.

Add attachment

Attachment type: Other Annex ▼ Date: 25/08/2026

File: Select File 📎

Contains personal data: ☐ Yes ☒ No

Comment:

* Mandatory

Add Cancel

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.

GLW.BE260000000097i EXPORTER - WASTE BE Test Producer DRAFT

NOTIFICATION

1. Select the person who arranges the shipment

Name.* WASTE BE Test Producer
Country: (BE) Belgium
eori: BE88992233

Address
Postal Code: 2030 City: Antwerpen
Street: Test Street 67

Contact Information
Contact person name.* Test first name

2. Importer / Consignee

Name.* DE facility test operator
Country: (DE) Germany
Identifier:

Address
Postal Code: 40213 City: Cologne
Street: aaaa

Contact Information
Contact person name.*

Close Authenticate Save Submit Cancel

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**”.

Authentication details

Name	Test USER Fourteen
Date	25/08/2026 
E-mail of the person authenticating the submission	env-testuser14@ec-traces.eu
Role of the person authenticating the submission on behalf of the operator in its organisation *	employee

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

12. Declaration of the person who arranges the shipment and the waste producer(s)

I certify that the above information is complete and correct to my best knowledge. I also certify that effective written contractual obligations have been entered into with the consignee and if applicable the facility operator and that any agreement by the competent authorities of dispatch and destination has been provided in accordance with Article 4(5) of Waste Shipment Regulation.

No	Role	Operator's name	Name of the person authenticating the submission	Authentication date	Additional string
1	EXPORTER	WASTE BE Test Producer	Test USER Fourteen	02/09/2026 - 17:40:34 CEST	

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.

 Attachments

Attachment type	File	Comment	Date	Attachment contains personal data
-----------------	------	---------	------	-----------------------------------

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

- The user can no longer edit the Annex VII document.
- 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:

GLW.RO260000000086i

CONSIGNEE - WASTE BE Test Producer

ANNOUNCED

ANNEX VII DOCUMENT

1. The person who arranges the shipment

Name: * Test Operator Belgium

Country: (BE) Belgium

vat: BE0000

Address

Postal Code: 1040 City: Etterbeek

Street: Rue 1

Contact Information

Contact person name: * First name and Last name

Phone number: * 327777777

2. Importer / Consignee

Name: * WASTE BE Test Producer

Country: (BE) Belgium

eor: BE88992233

Address

Postal Code: 2030 City: Antwerpen

Street: Test Street 67

Contact Information

Contact person name: * Test first name

Phone number: * 32 77777777

[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.

BE0025000608i

SUBMITTED

Success:

Notification has been saved. Waste producers should authenticate the notification in order to allow the notifier to submit it. Please be aware that any change done by the notifier after the waste producer authenticated the notification would require that the waste producer authenticates the updated draft notification once again in order to allow for its submission.

DASHBOARD

NOTIFICATION

REQUEST INFORMATION

Notification - SUBMITTED - BE0025000608i

Main actors	Country/Name	Checking	Decisions
Notifier	(BE)	Submission Date 17-12-2025	Last update on 17-12-2025
Dispatch	(BE) BE002	Acknowledgement date 17-12-2025	Decision date
Transit	(FR) FR1234	Acknowledgement date	Decision date
Destination	(DE) DE027	Acknowledgement date 17-12-2025	Decision date
Movement	Movement :	Quantities :	

Sequence number

Shipment date

Carriers

Facilities

Close

Cancel notification

Print

Chapter 2 How to review Annex VII document

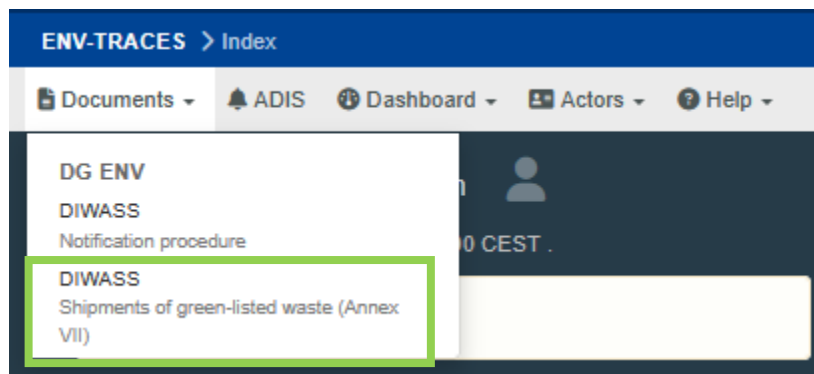
General note

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.

The screenshot shows the ENV-TRACES Waste Search page. The 'Search' section has a search bar with 'Notification Number' and a 'Search' button. Below the search bar is a table of documents. The second row, with document number 'GLW.BE260000000087i', is highlighted with a green box.

Document Number	Status	Dispatch	Transit	Destination	Last Updated	Favourite
Date		Country	Country	Country		
GLW.BE2600000000088i 24/08/2026	DRAFT	🇧🇪 (BE)	🇫🇷 (FR)	🇩🇪 (DE)	24/08/2026	☆
GLW.BE2600000000087i 24/08/2026	RECEIVED	🇧🇪 (BE)		🇩🇪 (DE)	24/08/2026	☆
GLW.BE2600000000084i 05/08/2026	ANNOUNCED	🇧🇪 (BE)		🇩🇪 (DE)	05/08/2026	☆
GLW.BE2600000000083i 03/08/2026	DRAFT	🇧🇪 (BE)		🇩🇪 (DE)	03/08/2026	☆

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

<
GLW.RO26000000086i
CONSIGNEE - WASTE BE Test Producer
ANNOUNCED

ANNEX VII DOCUMENT

1. The person who arranges the shipment

Name: *Test Operator Belgium

Country: (BE) Belgium

vat: BE0000

Address

Postal Code: 1040City: Etterbeek

Street: Rue 1

Contact Information

Contact person name: *First name and Last name

Phone number: *32 77777777

2. Importer / Consignee

Name: *WASTE BE Test Producer

Country: (BE) Belgium

eori: BE88992233

Address

Postal Code: 2030City: Antwerpen

Street: Test Street 67

Contact Information

Contact person name: *Test first name

Phone number: *32 77777777

[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.

<
BE0026005085i
SUBMITTED

DASHBOARD

NOTIFICATION

REQUEST INFORMATION

Competent authority concerned:

No country selection

Competent authority submitting the request	Date of the request	Content of the request	Date of the reply	Content of the reply	Status	Actions
(BE)	28/04/2026	.	28/04/2026	.	RESOLVED	View

Last update: 2026

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European Commission - DG Health & Food Safety.

Close

Cancel notification

Print

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.

1. Select the person who arranges the shipment

Name: * WASTE BE Test Producer

Country: (BE) Belgium

eori: BE88992233

Address

2. Importer / Consignee

Name: * DE facility test operator

Country: (DE) Germany

Identifier:

Address

Close

Authenticate Save Submit Cancel

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**”.

Authentication details

Name	Test USER Fourteen
Date	25/08/2026 
E-mail of the person authenticating the submission	env-testuser14@ec-traces.eu
Role of the person authenticating the submission on behalf of the operator in its organisation *	employee

Confirm

Cancel

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

12. Declaration of the person who arranges the shipment and the waste producer(s)

I certify that the above information is complete and correct to my best knowledge. I also certify that effective written contractual obligations have been entered into with the consignee and if applicable the facility operator and that any agreement by the competent authorities of dispatch and destination has been provided in accordance with Article 4(5) of Waste Shipment Regulation.

No	Role	Operator's name	Name of the person authenticating the submission	Authentication date	Additional string
1					
2	PRODUCER	WASTE BE Test Producer	Test USER Fourteen	02/09/2026 - 17:46:05 CEST	

[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 9 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 **authenticated 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.

5. Transport carrier(s)							
#	Name	EORI	E-mail	Address	Country	Means of transport	Actions
	WASTE FR Test Carrier 1	FR0909	test@gmail.com	Paris	 (FR)	R	Create

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.

Carrier transfer confirmation

Date of transfer: 31/08/2026

Means of transport: Road

[en]
waste.section.title.attachment

+ Add

Next Cancel

- 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.

Carrier transfer confirmation

Date of transfer: 31/08/2026

Means of transport: Road

[en]
waste.section.title.attachment

+ Add

File:

Select File

Next Cancel

- When all information is provided, the user needs to click on “**Next**”.
- 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”.



STEP 1 - CARRIER TRANSFER CONFIRMATION

STEP 2

Authentication details

Name	Test USER Fourteen
Date	31/08/2026 
E-mail of the person authenticating the submission	env-testuser14@ec-traces.eu
Role of the person authenticating the submission on behalf of the operator in its organisation *	employee

Previous
Confirm
Cancel

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.

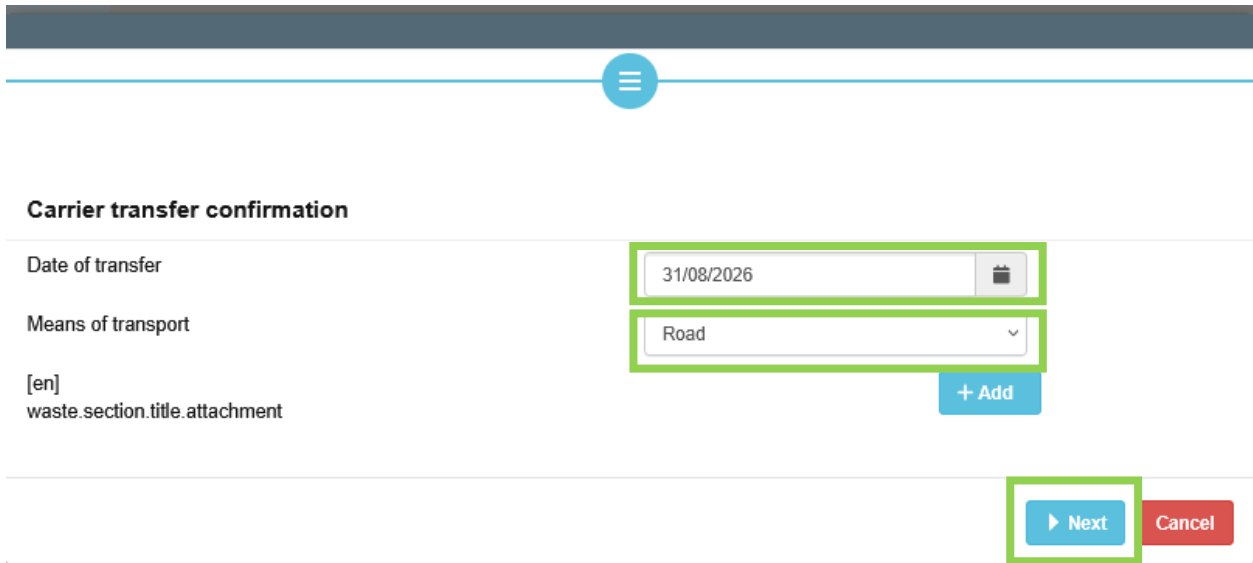
5. Transport carrier(s)							
#	Name	EORI	E-mail	Address	Country	Means of transport	Actions
	WASTE FR Test	FR0909	test@gmail.com	Paris	 (FR)	W	Create
Carrier 1							
	Id	Transfer Date	Means of Transport		Attachments	Actions	
	12713	31/08/2026	 R		0		

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 8 and select the icon of a pencil under "Actions" to edit it.

5. Transport carrier(s)							
#	Name	EORI	E-mail	Address	Country	Means of transport	Actions
	WASTE FR Test	FR0909	test@gmail.com	Paris	 (FR)	W	Create
Carrier 1							
	Id	Transfer Date	Means of Transport		Attachments	Actions	
	12713	31/08/2026	 R		0		

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



Carrier transfer confirmation

Date of transfer: 31/08/2026

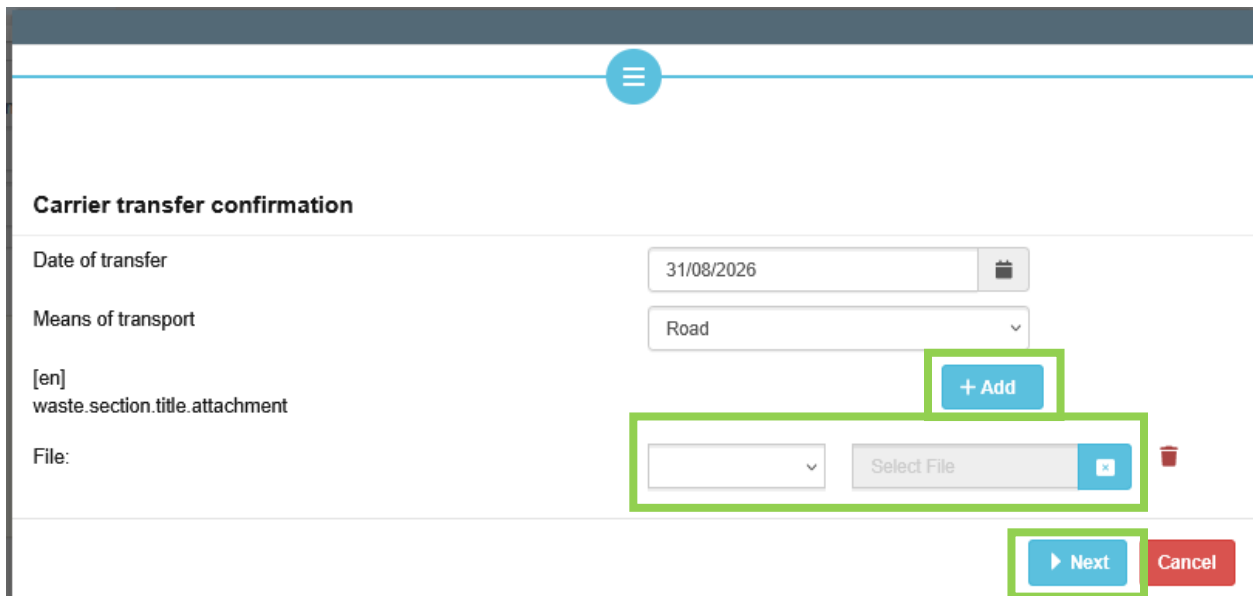
Means of transport: Road

[en]
waste.section.title.attachment

+ Add

Next Cancel

- 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.



Carrier transfer confirmation

Date of transfer: 31/08/2026

Means of transport: Road

[en]
waste.section.title.attachment

+ Add

File: Select File

Next Cancel

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



STEP 1 - CARRIER TRANSFER CONFIRMATION

STEP 2

Authentication details

Name	Test USER Fourteen
Date	31/08/2026 
E-mail of the person authenticating the submission	env-testuser14@ec-traces.eu
Role of the person authenticating the submission on behalf of the operator in its organisation *	employee

← Previous
Confirm
Cancel

6. To verify its contribution to the Annex VII document, the user needs to scroll down to **Box 8** "Transport carrier(s)". There, below the details of the carrier, DIWASS will display the confirmation submitted by carrier.

5. Transport carrier(s)							
#	Name	EORI	E-mail	Address	Country	Means of transport	Actions
	WASTE FR Test Carrier 1	FR0909	test@gmail.com	Paris	 (FR)	W	<button>Create</button>
	Id 12713	Transfer Date 31/08/2026	Means of Transport  R	Attachments 0	Actions 		

Chapter 10 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 later displayed in box 17 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”.

No	Name	EORI	E-mail	Address	Country	Actions
	WSR Notifier BE	BE0082	test@gmail.com	Bruxelles	Belgium (BE)	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.

Certificate details

Consignee reception confirmation

Reception date at consignee: * 31/08/2026 

Contact details:

Contact person name: * Test Person

Phone number: * +485026644

Email address: * Test.person@test.com

Fax number:

Website:

[+ Add attachment](#)

▼ Attachments

Attachment type	File	Comment	Date	Attachment contains personal

[Next](#) [Cancel](#)

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.

Add attachment

Attachment type:*

Other Annex

Date:*

31/08/2026

File:*

Select File

Contains personal data

☐ Yes
☒ No

Comment:

* Mandatory

Add

Cancel

- When all information is provided, the user needs to click on “**Next**”.

Contact details:

Contact person name:*

Test Person

Phone number:*

+485026644

Email address:*

Test.person@test.com

Fax number:

Website:

+ Add attachment

Attachments

Attachment type	File	Comment	Date	Attachment contains personal

Next

Cancel

- 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**”.



STEP 1 - CERTIFICATE DETAILS

Authentication details

Name	Test USER Fourteen
Date	31/08/2026
E-mail of the person authenticating the submission	env-testuser14@ec-traces.eu
Role of the person authenticating the submission on behalf of the operator in its organisation *	

[Previous](#) [Confirm](#) [Cancel](#)

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.

13. Shipment received by importer - consignee						
No	Name	EORI	E-mail	Address	Country	Actions
	DE facility test operator	DE1233455555		Cologne	(DE)	
	Id	Certificate type	Date	Quantities	Attachments	Actions
	4416	RECEIPT	02/09/2026		0	

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.

13. Shipment received by importer - consignee						
No	Name	EORI	E-mail	Address	Country	Actions
	DE facility test operator	DE1233455555		Cologne	(DE)	
	Id	Certificate type	Date	Quantities	Attachments	Actions
	4416	RECEIPT	02/09/2026		0	

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**".



Certificate details

Consignee reception confirmation

Reception date at consignee: * 

Contact details:

Contact person name: *

Phone number: *

Email address: *

Fax number:

Website:

[+ Add attachment](#)

📎 Attachments

Attachment type	File	Comment	Date	Attachment contains personal
				personal

[▶ Next](#)
[Cancel](#)

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

[+ Add attachment](#)

📎 Attachments

Attachment type	File	Comment	Date	Attachment contains personal data
				personal data

- 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.

Add attachment

Attachment type:
Other Annex
Date:
31/08/2026

File:
Select File

Contains personal data
☐ Yes
☒ No

Comment:

* Mandatory

Add
Cancel

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

Contact details:

Contact person name:
Test Person
Phone number:
+485026644
Email address:
Test.person@test.com
Fax number:
Website:

+ Add attachment

Attachments

Attachment type	File	Comment	Date	Attachment contains personal

Next
Cancel

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**”.



STEP 1 - CERTIFICATE DETAILS

STEP 2

Authentication details

Name

Test USER Fourteen

Date

31/08/2026

E-mail of the person authenticating the submission

env-testuser14@ec-traces.eu

Role of the person authenticating the submission on behalf of the operator in its organisation *

employee

Previous

Confirm

Cancel

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.

13. Shipment received by importer - consignee						
No	Name	EORI	E-mail	Address	Country	Actions
	DE facility test operator	DE123345555		Cologne	Germany (DE)	
	Id	Certificate type	Date	Quantities	Attachments	Actions
	4416	RECEIPT	02/09/2026		0	

Chapter 11 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**”.

7. Recovery facility / Laboratory						
No	Name	EORI	E-mail	Address	Country	Actions
	WASTE DE Tets Facility 1	DE35251	test123@gmail.com	Hagenwerder	 (DE)	Create reception certificate Create completion certificate Create

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 restrict the choice only to the unit of measure indicated in the Annex VII document.
 - 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 restrict the choice only to the unit of measure indicated in the Annex VII document.
 - Reasons for rejection – by completing the free text field;
 - Please make sure to enter “not applicable” in case no waste was rejected.

STEP 1 - PLEASE SPECIFY WHETHER YOU WOULD LIKE TO PROVIDE:

STEP 2

Certificate details

Facility reception certificate

Facility reception date: *

24/08/2026

Accepted quantity of waste *

Mass:

Value: 248

Unit: Tonnes (Mg)

Rejected quantity of waste: *

Mass:

Value: 2

Unit: Tonnes (Mg)

Rejection reason: *

Contaminated waste

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

- Designation and composition of the waste received;

Designation and composition of the waste received: *

as indicated in the notification

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

Contact details:

Contact Person Name: *

Test Person

Telephone Number: *

+32 test number

E-mail: *

test_email@test.com

Fax Number:

WebSite:

The user may also add an attachment by clicking on “+ Add attachment”.

Contact details:

Contact Person Name:* Test Person

Telephone Number:* +32 test number

E-mail:* test_email@test.com

Fax Number:

WebSite:

+ 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.

Add attachment

Attachment type:* Other Annex

Date:* 24/08/2026

File:* Select File

Contains personal data ☐ Yes ☒ No

Comment:

* Mandatory

Add Cancel

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

di
E0
ri

+ Add attachment

▼ Attachments

Attachment type	File	Comment	Attachment contains personal data	Date	Action

Next Cancel

- 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”**.

STEP 1 - PLEASE SPECIFY WHETHER YOU WOULD LIKE TO PROVIDE

STEP 2 - CERTIFICATE DETAILS

STEP 3

Authentication details

Name: Test USER Fourteen

Date: 24/08/2026

E-mail of the person authenticating the submission: env-testuser14@ec-traces.eu

Role of the person authenticating the submission on behalf of the operator in its organisation *: employee

Previous Confirm Cancel

- 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.

7. Recovery facility / Laboratory

No	Name	EORI	E-mail	Address	Country	Actions
	DE facility test operator	DE123345555		Cologne	Germany (DE)	
	Id	Certificate type	Date	Quantities	Attachments	Actions
	4637	RECEIPT	10/09/2026	0	0	

Updating the confirmation of receipt of waste

- 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”.

7. Recovery facility / Laboratory

No	Name	EORI	E-mail	Address	Country	Actions
	DE facility test operator	DE123345555		Cologne	Germany (DE)	
	Id	Certificate type	Date	Quantities	Attachments	Actions
	4637	RECEIPT	10/09/2026	0	0	

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

7. Recovery facility / Laboratory

No	Name	EORI	E-mail	Address	Country	Actions
	DE facility test operator	DE123345555		Cologne	Germany (DE)	
	Id	Certificate type	Date	Quantities	Attachments	Actions
	4637	RECEIPT	10/09/2026	0	0	

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: *

as indicated in the notification

Contact details:

Contact Person Name: *

Test Person

Telephone Number: *

+32 test number

E-mail: *

test_email@test.com

Fax Number:

WebSite:

[+ Add attachment](#)

▼
Attachments

Attachment type	File	Comment	Date	Attachment contains personal data
Other Annex	Select File x		24/08/2026	No 🗑

▶
Next

Cancel

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**”.

☰

STEP 1 - CERTIFICATE DETAILS

STEP 2

Authentication details

Name

Date

E-mail of the person authenticating the submission

Role of the person authenticating the submission on behalf of the operator in its organisation *

Test USER Fourteen

24/08/2026

🗑

env-testuser14@ec-traces.eu

employee

◀ Previous

▶
Confirm

Cancel

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.

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

Confirming the treatment of waste

- 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”.
- Then the template of the movement document will open. The waste receiving facility needs to click on “**Create**”.

7. Recovery facility / Laboratory						
No	Name	EORI	E-mail	Address	Country	Actions
	WASTE DE Tets Facility 1	DE35251	test123@gmail.com	Hagenwerder	DE	

- 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 restrict the choice only to the unit of measure indicated in the Annex VII document.
 - In case the facility did not perform one these operations it should indicate “0” in the respective fields (and not leave them blank).

Certificate details

Facility completion certificate

Completion date: *

24/08/2026

Quantity prepared for re-use or recycled: *

Mass:

Value: 247

Unit: Tonnes (Mg)

Quantity recovered in other manner: *

Mass:

Value: 3

Unit: Tonnes (Mg)

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



Contact details:

Contact Person Name:* Test Person

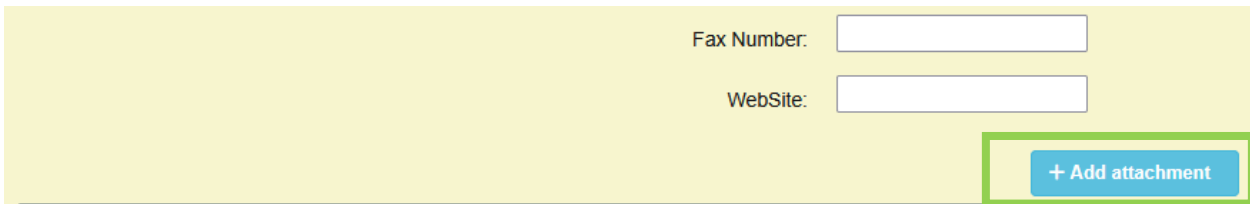
Telephone Number:* +32 test number

E-mail:* test_email@test.com

Fax Number:

WebSite:

The user may also add an attachment by clicking on “+ Add attachment”.

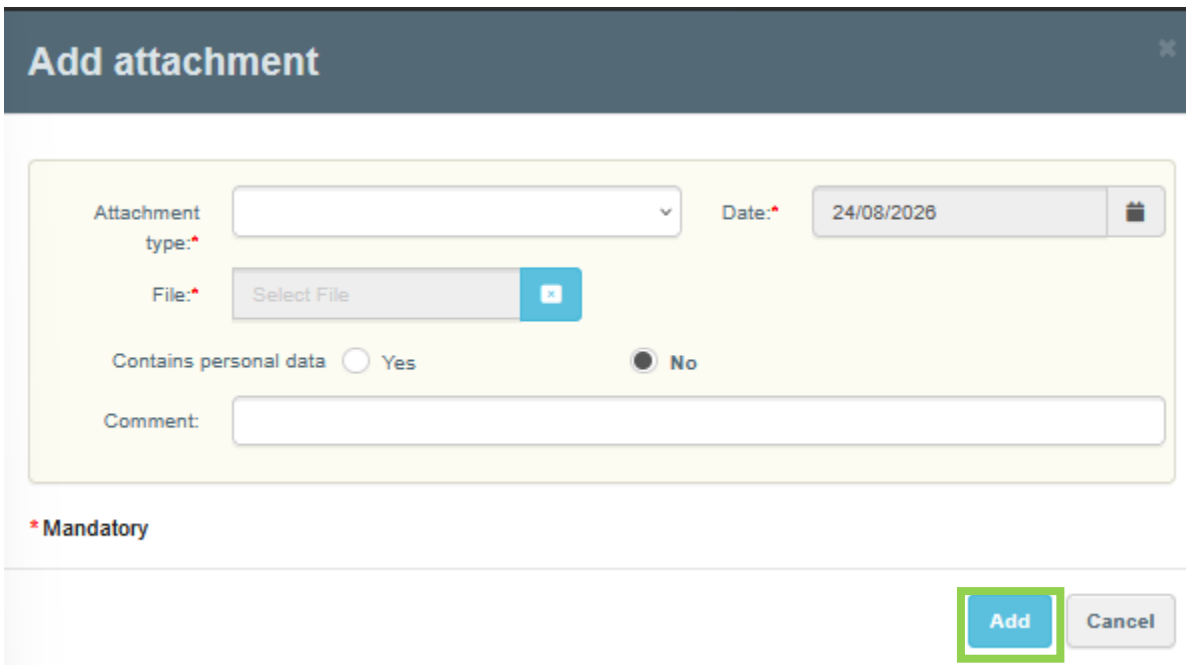


Fax Number:

WebSite:

+ 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.



Add attachment

Attachment type:*

Date:* 24/08/2026

File:* Select File

Contains personal data ☐ Yes ☒ No

Comment:

* Mandatory

Add Cancel

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

[+ Add attachment](#)

▼
Attachments

Attachment type	File	Comment	Attachment contains personal data	Date	Action

▶ Next

Cancel

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**”.

STEP 3

STEP 1 - PLEASE SPECIFY WHETHER YOU
WOULD LIKE TO PROVIDE

STEP 2 - CERTIFICATE DETAILS

Authentication details

Name

Test USER Fourteen

Date

24/08/2026

📅

E-mail of the person authenticating the submission

env-testuser14@ec-traces.eu

Role of the person authenticating the submission on behalf of the operator in its organisation *

employee

▶ Confirm

Cancel

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.

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	

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.

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	

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

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	

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**”.

Certificate details

Facility completion certificate

Completion date: *

24/08/2026



Quantity prepared for re-use or recycled: *

+ Add ▾

Mass:

Value:

247

Unit:

Tonnes (Mg)



Quantity recovered in other manner: *

+ Add ▾

Mass:

Value:

3

Unit:

Tonnes (Mg)



Contact details:

Contact Person Name: *

Test Person

Telephone Number: *

+32 test number

E-mail: *

test_email@test.com

Fax Number:

WebSite:

Fax Number:

WebSite:

+ Add attachment

Attachments

Attachment type	File	Comment	Date	Attachment contains personal data
Other Annex	Select File x		24/08/2026	No ☐

- 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”**.

STEP 1 - CERTIFICATE DETAILS

STEP 2

Authentication details

Name	Test USER Fourteen
Date	24/08/2026 📅
E-mail of the person authenticating the submission	env-testuser14@ec-traces.eu
Role of the person authenticating the submission on behalf of the operator in its organisation *	employee

- 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	