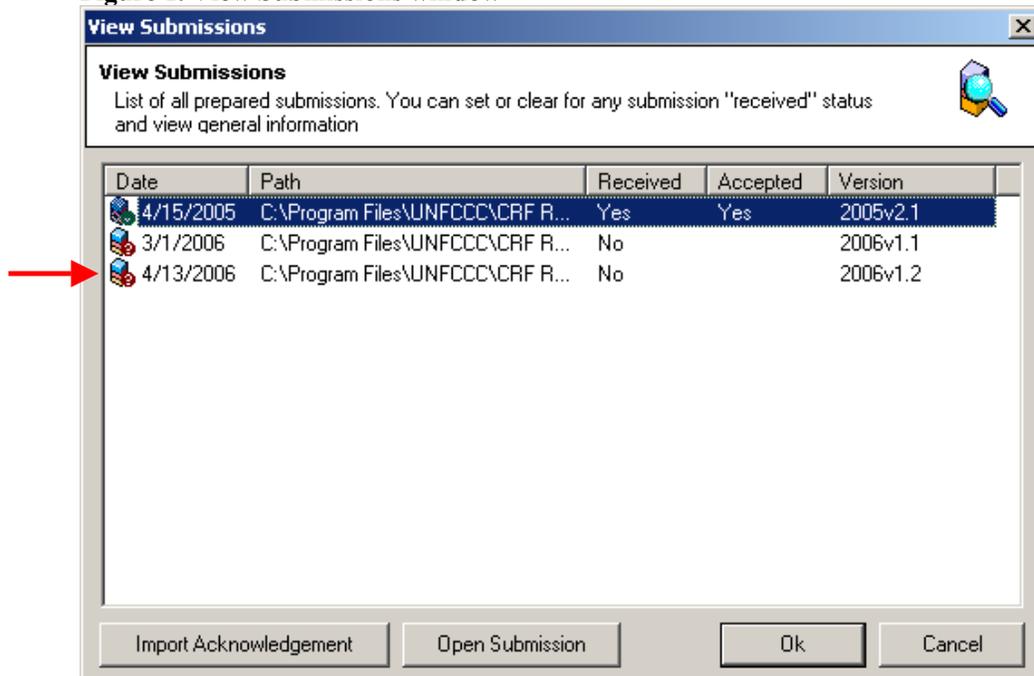


ACKNOWLEDGMENT FILE IMPORT (NIC only)

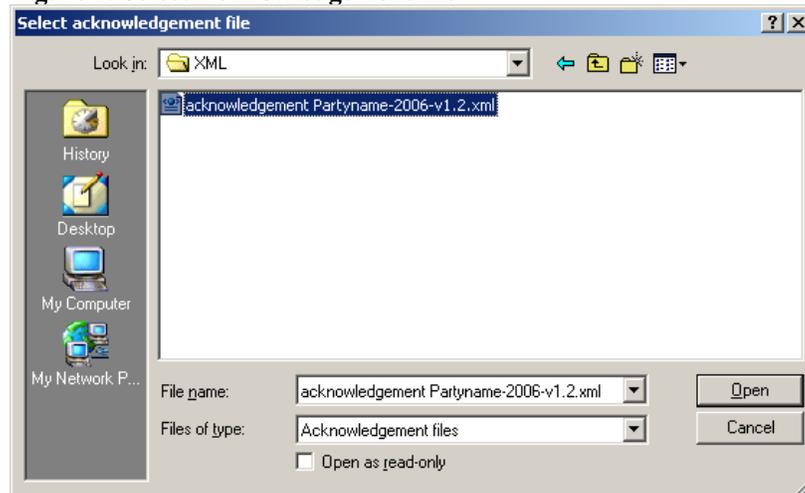
In order to import the acknowledgement file received, select the “**Submission - View Submission history**” menu item and click the “**Import Acknowledgement**” button (Figure 1).

Figure 1. View Submissions window



Select the Acknowledgement file and double-click on it or click the “**Open**” button (Figure 2).

Figure 2. Select Acknowledgement file

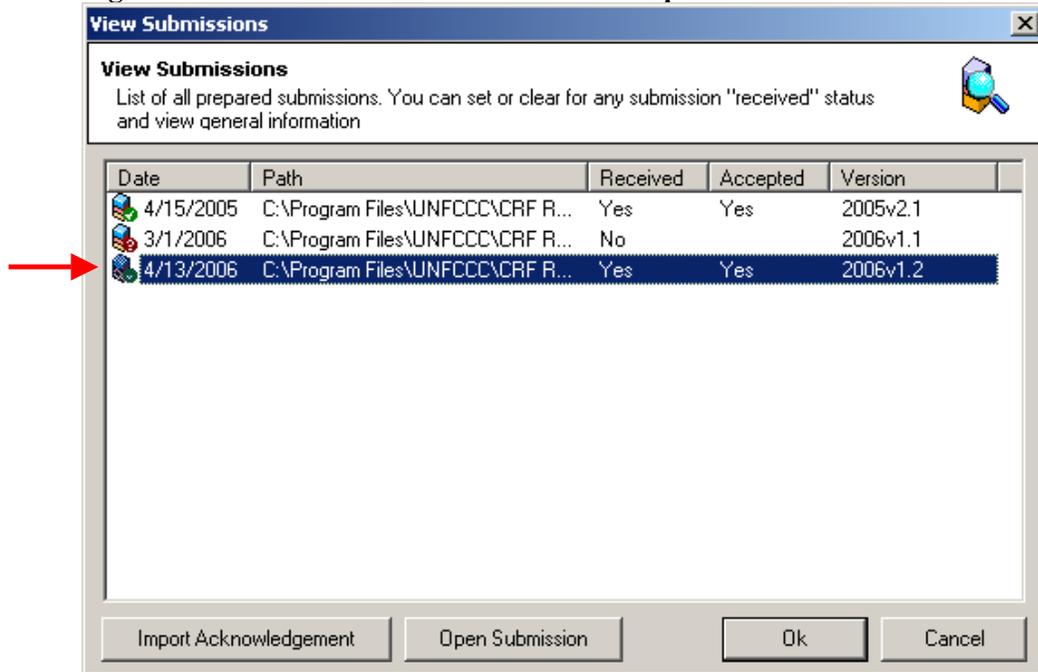


Once the XML file is imported, the CRF Reporter will confirm the acceptance of your submission (Figure 3) and update its status to “Received” and “Accepted” as appropriate (Figure 4).

Figure 3. Acceptance of submission



Figure 4. "View Submissions" window with updated information



The major version number of your submission will increase automatically by one (Table 1). The current version number and the latest official submission version can be viewed by selecting the “**Submission - Current submission information**” menu item (Figure 5).

Table 1. Major and minor versioning of submission

	Definition	Triggering of version increase
Minor version	The minor version is the internal Party version for counting of internal submissions. For example, the first submission of a submission year, e.g. 2006, will have minor version 1, such as 2006v1.1, and the second internal version, 2006v1.2.	The minor version is increased whenever an official submission is generated (“Submission - Prepare Official Submission” menu item). Following the successful generation of a submission, the current submission will reflect an increase of the minor version by one, e.g. 2006v1.1 becomes 2006v1.2.
Major version	The major version is the UNFCCC version for counting of official submissions. For example, the first submission of a submission year, e.g. 2006, will have major version 1, such as 2006v1.1.	The major version is increased whenever an acknowledgment file is successfully imported. Following the successful importation of an acknowledgement file, the current submission will reflect an increase of the major version and a resetting of the minor version, e.g. 2006v1.3 becomes 2006v2.1 (Figure 5).

Figure 5. "Current submission information" window after the import of the Acknowledgment file

Prepare new submission

Prepare new submission
Enter required information to start new submission generation process

General

Country: **Party name**

Submission year: **2006**

Inventory years: **1985-87, 1985-2004**

Version: **2006v2.1**

Latest official submission: **2006v1.2**

Additional Information

National web site address (URL):

Comments:

Contact information

Contact name (National Inventory Compiler):

Organization:

Address:

Phone:

Fax:

E-Mail:

Ok Cancel

It may happen that, due to technical reasons, your submission status is set to “rejected”. In this case, after importing the Acknowledgment file, your submission version status will be set to received and not accepted. As a result, the recalculation database cannot be swapped and thus a new submission cannot be started. However, the major number will be increased by one (Table 1) and a resubmission of the same submission year will be possible. For information as to the technical reasons, the user should refer to the manual, on-line help or contact the UNFCCC secretariat.

In case you need to resubmit your 2006 GHG inventory, simply add/modify data as needed and select the “**Submission - Prepare official submission**” menu item to generate the submission to be sent to the secretariat.

Please refer to the CRF Reporter User Manual for more details on the above-mentioned procedures.