



How to complete an annual report

After the login page, you will be directed to the page “001 –Authorizations of the company”, where you can find your list of annual reports:

Waste Transport & Treatment of Waste - Annual reports and Authorizations

001 - Authorizations of the company waste_annual_report web#AEV005

You are logged in as **AEV005** for the group **TEST E-RA RAPPORTS**.

: Change of the parameters of my account ;
 : Back to the main menu ;
 : Logout.

Download instructions manual (v4.2) : ['PDF'](#).

Download company reference list : ['CSV'](#) ['HTML'](#) (Year :)
(grouping of transport-, dealer-, destination- companies, for any type of annual reporting)

: Request to add a new company as transporter or consignee ;
 : Check of the company ID's ;
 : my documents.

List of annual reports [#49] +/-

Enter the value and apply the filter : [#49 / 49]

	Annual report type	Year	Stage	Company ID	Name	City
<input type="button" value="SELECT"/>	installation for the treatment of asphalt [A#REPORT]	2017	Additional information [inf]	5	TEST E-RA RAPPORTS	REMICH [LU]
<input type="button" value="SELECT"/>	municipality [C#REPORT]	2019	Data input [enc]	5	TEST E-RA RAPPORTS	REMICH [LU]
<input type="button" value="SELECT"/>	waste treatment installations (other) [D#REPORT]	2017	Data input [enc]	5	TEST E-RA RAPPORTS	REMICH [LU]
<input type="button" value="SELECT"/>	incineration of wood [D1#REPORT]	2017	Additional information [inf]	5	TEST E-RA RAPPORTS	REMICH [LU]
<input type="button" value="SELECT"/>	intermediate storage facility for waste [E#REPORT]	2017	Data input [enc]	5	TEST E-RA RAPPORTS	REMICH [LU]

Now, you can “SELECT” the report that you want to fill out.



Administration de l'environnement

Grand-Duché de Luxembourg

You will get to the page “020 – Annual report of a company”. To start your Inventory, you click on “CREATE” in the dark green zone. (If you have already created your report, there will be an “EDIT” button on the same place)

Waste Transport & Treatment of Waste - Annual reports and Authorizations		
020 - Annual report of a company	waste_annual_report	GD5#AEV005

Treatment of the annual report of the company **TEST E-RA RAPPORTS**, located at **REMICH**.

Only shipments of waste loaded in Luxembourg are allowed to be mentioned in the transport movements inventory.

ID.Report	40312
Annual report type	transport of waste
Year	2020
Stage	Additional information

Choose one of the following options :

- : Send report (follow up treatment by the administration) ;
- : Delete Annual report ;
- : Back to list of reports ;
- : Logout.

The uploaded document must not have any security restrictions (the data must be exploitable).

Reference documents

Movement inventory (CSV-file) - structure [PDF]	
How to complete an annual report via CSV ? [XLSX]	

Report elements

[#04] Request for additional information [HTM] [05/05/2023]			
[#03] Certificate of transmission/verification [HTM] [02/05/2023]			
[#02] Z) Declaration of inactivity [PDF] (Empty form)		Choose File No file chosen (< 5 Mo !) <input type="button" value="APPLY"/>	-
[#01] Inventory of movements [CSV] [18/11/2022 - 15/05/2023]		ID.inventory : 16875 <input type="button" value="EDIT"/>	Data input
Other [DOC/DOCX/XLS/XLSX/PDF]		<input type="button" value="ADD"/>	



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Environnement, du Climat
et du Développement durable

Administration de l'environnement



Administration de l'environnement

Grand-Duché de Luxembourg

You get to the page "025 – Movement inventory of a company", where you select the "ADD" button:

**Waste Transport & Treatment of Waste -
Annual reports and Authorizations**

025 - Movement inventory of a company	waste_annual_report		web#AEV005
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Treatment of the movement inventory n° 15145 of the company *TEST E-RA RAPPORTS*, located at *REMICH*.

Only shipments of waste loaded in Luxembourg are allowed to be mentioned in the transport movements inventory.

Element	Inventory of movements
Annual report type	transport of waste ▼
Year	2021
Stage	Data input ▼

[Suivi application \(DOCX\) @ LAN](#)

- ADD** : Add a line to the inventory ;
- VALIDATE : Validate inventory ;
- FIRM_NEW : Request to add a new company as transporter or consignee ;
- BACK : Back to Annual report ;
- EXIT : Logout ;
- EXPORT_ALL : EXPORT ALL @ LAN.

Inventory doesn't contain any lines.



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On this page, you can fill in every transport individually or you can summarize the identic ones of the year (meaning if you transported several times the same category of waste from the same producer, with the same dealer to the same destination with the same treatment code, you can summarize these quantities and save some time).

Waste Transport & Treatment of Waste - Annual reports and Authorizations

025a - Treatment of the inventory of movements - Add a line waste_annual_report web#AEV005

Producer (NACE Code)	<input type="text"/>
Initial Producer ?	<input type="text"/>
Waste code	<input type="text"/>
Dealer (ID ; name [location])	<input type="text"/>
Destination (ID ; name [location])	<input type="text"/>
Treatment code	<input type="text"/>
Quantity	<input type="text"/>
Unit	<input type="text"/>

VALIDATE : Validate the adding of the line with the entered informations ;
BACK : Back to inventory.

After you entered this transport, you click on "VALIDATE". Now you can add you next line of your inventory.

Waste Transport & Treatment of Waste - Annual reports and Authorizations

025 - Movement inventory of a company waste_annual_report web#AEV005

Treatment of the movement inventory n° 15145 of the company *TEST E-RA RAPPORTS*, located at *REMICH*.

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Annual report type	transport of waste
Year	2021
Stage	Data input

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VALIDATE : Validate inventory ;
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EXPORT_ALL : **EXPORT ALL @ LAN**.

[Suivi application \(DOCX\) @ LAN](#)

Producer (NACE)	<input type="text"/>
Waste code	<input type="text"/>
Transporter-Dealer	<input type="text"/>
Destination	<input type="text"/>
Sort criteria	<input type="text"/>

APPLY : apply ;
RESET : reset criteria (and apply).

Inventory content : [Quantity : 123 K ; Number of elements : 1.]



	ID line	Producer (VAT)	Producer (NACE)	Waste code	Dealer	Flag init.Prod.	Destination	Treatment code	Quantity	Unit	Input date
	1		00.001 - Private persons / households	130208	A. ENSCH-HERZIG SARL [BETTEMBOURG ; LU] - ID.19714	No	OEKO-SERVICE LUXEMBOURG SA ENTREPOT (SDK) [COLMAR-BERG ; LU] - ID.21008	R13	123	Kg	2022/03/25 10:25

After finishing your report, you can click on VALIDATE.



Administration de l'environnement

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You have been directed to page “020 – Annual report of a company” once again, where you can click on the “TRANSFER” button to send your report to the administration.

Waste Transport & Treatment of Waste - Annual reports and Authorizations

020 - Annual report of a company

waste_annual_report



GD5#AEV005

Treatment of the annual report of the company [TEST E-RA RAPPORTS](#), located at [REMICH](#).

⚠ Only shipments of waste loaded in Luxembourg are allowed to be mentioned in the transport movements inventory. ⚠

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