



# Biomass Suppliers List

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## Application User Guide

A User Guide for Producers and Producer-Traders

Issue 1.0

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## 1. Overview

This is a user guide for accessing the BSL website and Application Portal. The BSL allows RHI participants to easily demonstrate to Ofgem that the fuel they are using in their biomass boilers meets the RHI legal and sustainability criteria required to claim their RHI payments. The Application Portal provides an online registration process for submitting fuel applications.

There are two key users on the BSL:

- RHI participants: End-users of fuel, mainly domestic and non-domestic
- Suppliers: Producers, Traders, Producer-Traders and Self-Suppliers

This guide deals with:

- Accessing the BSL website
- Setting up a BSL account
- Applications – for Self-Suppliers, Producers, Producer-Traders and Trader.
- Managing accounts
  - Accessing the portal
  - Forgot password
  - Users
  - Accounts (creating a new password)
  - Company details
  - Quarterly report history
  - Payments summary
- Completing quarterly reports and membership payments. All BSL-authorized persons, except Self-Suppliers, are required to submit quarterly reporting data via the online portal.
- Payment method - BACS, Credit / Debit and Paypal
- FAQs

## 2. The BSL Website (<https://biomass-suppliers-list.service.gov.uk>)

The BSL website gives users access to our services such as the Application Portal. Suppliers can login or create an account to access the portal.

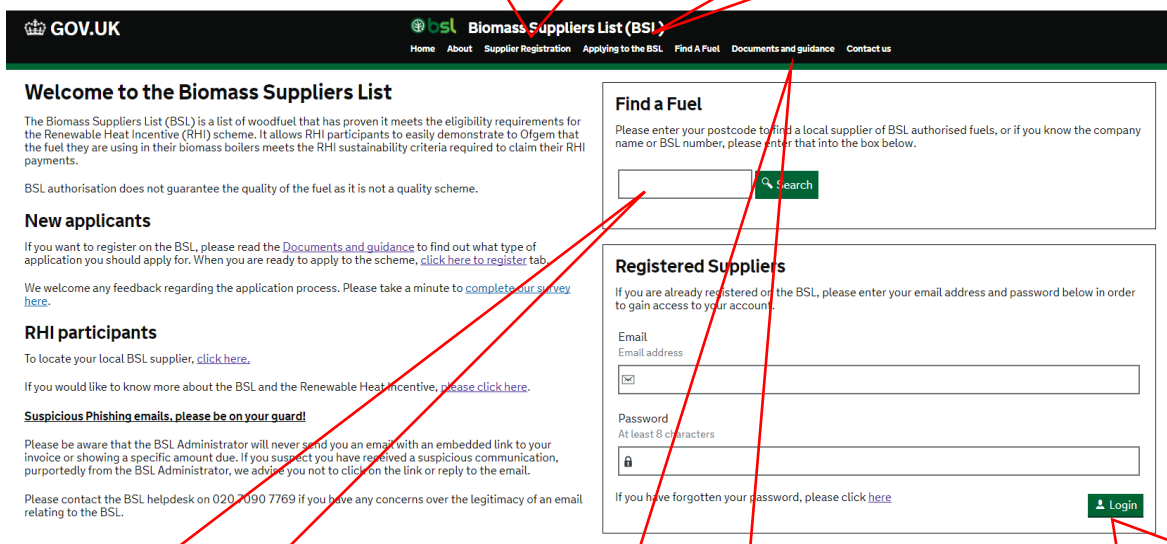
### [Supplier Registration]

Takes you to the beginning of the account registration process.

Note - This is for new suppliers only. This is not the application registration. This link is for creating an account only.

### [Applying to the BSL]

This provides further guidance about the registration and helps you choose the supplier type category for you.



The screenshot shows the BSL website homepage. The navigation bar includes links for Home, About, Supplier Registration, Applying to the BSL, Find A Fuel, Documents and guidance, and Contact us. The main content area is divided into several sections:

- Welcome to the Biomass Suppliers List:** A introductory text explaining the BSL's role in the RHI scheme.
- New applicants:** A section for those who want to register on the BSL, with links to documents and a survey.
- RHI participants:** A section for those who want to find a local BSL supplier or learn more about the BSL and RHI.
- Suspicious Phishing emails, please be on your guard!** A warning section about phishing emails.
- Find a Fuel:** A search box for finding local suppliers based on postcode or company name.
- Registered Suppliers:** A login section for existing users, with fields for email address and password, and a 'Login' button.

### [Find a Fuel]

Gives RHI participants a search box to find contact details of suppliers with BSL authorised fuels. You can find suppliers local to you by entering a postcode, the supplier's name

### [Documents and guidance]

The documents here provide advice on how to submit an application to the Biomass Suppliers List (BSL) and the type of evidence required to demonstrate compliance.

### [Registered Suppliers]

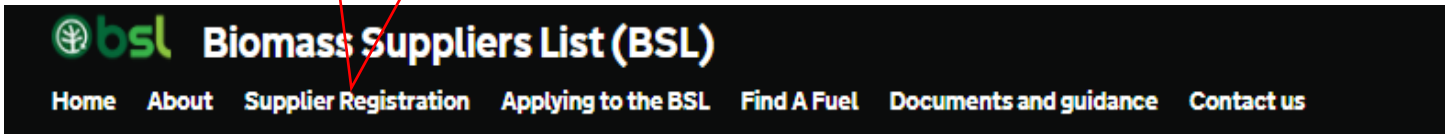
If you are a registered user, enter your email address and password to login to your account.

### 3. Creating a BSL account

To register your fuel with BSL, you must first create an account to access the Application portal. To start your registration, go to **'Suppliers Registration'**. Here you give us details about yourself/your company.

Creating a BSL account does not give you a BSL number. A BSL account is necessary prior to the application submission. You will receive your BSL authorisation number when your submitted application is assessed and approved by the BSL administrative team.

Click here to begin the registration process.



When registering, you will need to confirm whether you are an individual or a business.

#### Supplier Details

Please tell us if you are registering as a Company or as an Individual (including Partnership or Sole Trader).

Company  Individual (including Partnership or Sole Trader)

\*Registered Business Name  
Required

\*Trading Name  
Required

\*Company Size  
Required

\*Company Number  
Required

Names of company directors

Is your company based in the UK?

Yes  No

When you click on **'Supplier's Registration'**, you submit your details.

Complete the following sections to create a BSL account:

- Supplier Details
- Registered Address
- Communication Address
- Master User Details

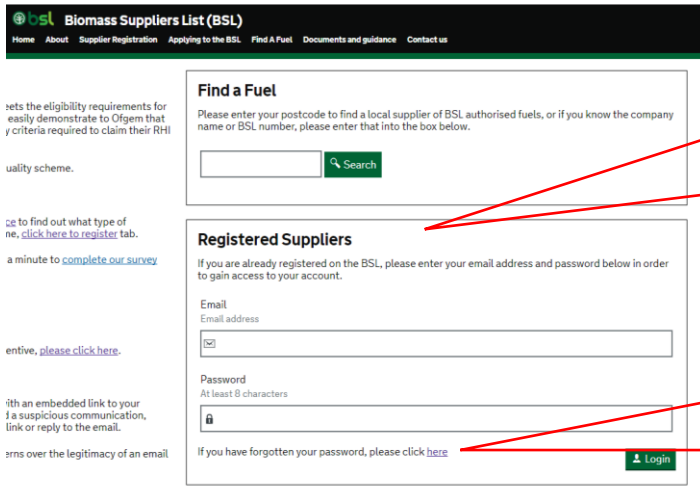
If you are a company, you must include your company size and company number (if you are a charity, your charity number should be listed as the company number).

It's important that these details are completed as fully as possible.

Supplier's based outside the UK may include their VIES number which is verified on [http://ec.europa.eu/taxation\\_customs/vies/vatRespons](http://ec.europa.eu/taxation_customs/vies/vatRespons)

When you click 'Complete', you should receive an email titled 'BSL Suppliers Portal Registration'. Click on the link provided in this email to activate your account. You will be asked to create a password to complete your registration.

## 4. Logging in



**For Existing Suppliers**  
To submit a new application or to view your account's activities, log-in to your BSL account. Sign-in to BSL portal is made using the email address and password entered during registration.

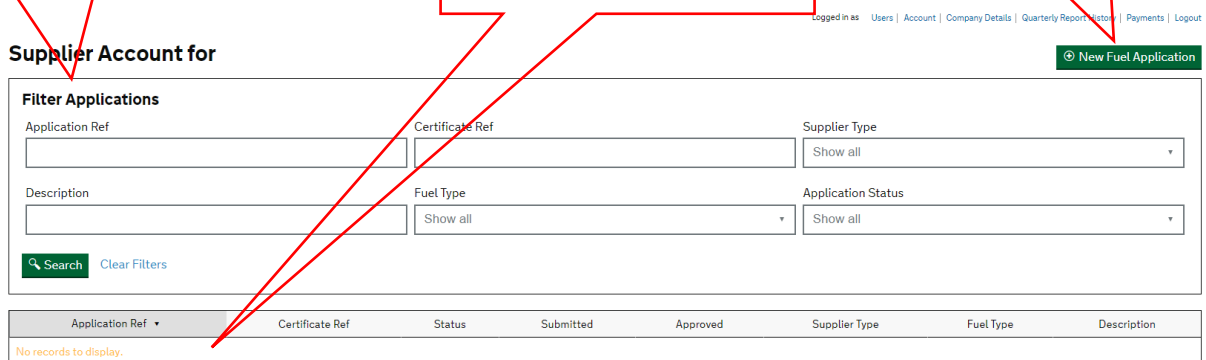
If you have forgotten your password, click here to reset your password. If the email address entered has been registered on the system, an email will be sent containing a link that allows you to specify a new password. Note: this link is only valid for **1 hour**.

When logged in, you will be directed to your account's home page. See image below.

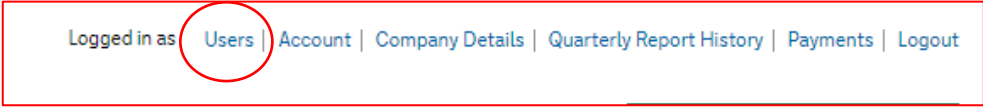
**Filter Applications**  
This can be used to filter your existing applications. For example, if you want to find applications that are currently under review, you simply use the 'Application Status' drop down to find these applications

You can find all incomplete and submitted applications here.

**New Fuel application**  
You click here to start a new application.



## 4.1 Managing your account



You can manage who can access your account by clicking 'Users' at the top right side of your account's page. Here you can add sub-users and edit users.

To change a User's contact details, you click 'Edit'.

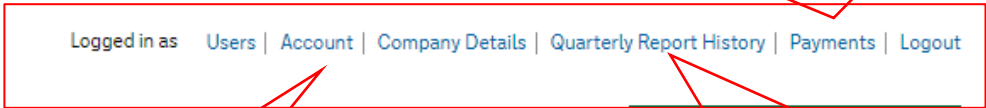
Here you can add multiple sub-users. All users added here can access the portal and submit applications.

My Applications > Manage Users Logged in as Users | Account | Company Details | Quarterly Report History | Payments | Logout

**Manage Users** 
[+ Add New User](#)
[Transfer Master User Status](#)

	Forename	Surname	Email	Telephone	Added	User Type	Main Contact	
<a href="#">Edit</a>			bslhelpdesk@gemserv.com		01/05/2014	Supplier Master User	<input checked="" type="checkbox"/>	<a href="#">Suspend</a>

Your payment summaries are available here. If you paid using BACS, the status of your payment will read 'Pending'. Please allow up to four weeks for the payment reconciliation.



Another way to change your password is to go to 'Account' and then 'Change Password'.

This highlights your past quarterly submissions. Note that if a figure is slightly different from the figure originally submitted, this may be due to the system automatically using a 10% moisture content calculation to work out the amount sold. For more information on tonnage fee calculation please visit our [Documents and Guidance document page](#).

## 5. Submitting a new application

To receive a BSL authorisation number, you must submit an online application. When logged in, simply click 'New fuel application' to submit your fuel details.

Logged in as: [Users](#) | [Account](#) | [Company Details](#) | [Quarterly Report History](#) | [Payments](#) | [Logout](#)

**Supplier Account for** ➤ New Fuel Application

**Filter Applications**

Application Ref <input style="width: 95%;" type="text"/>	Certificate Ref <input style="width: 95%;" type="text"/>	Supplier Type Show all ▾
Description <input style="width: 95%;" type="text"/>	Fuel Type Show all ▾	Application Status Show all ▾

🔍 Search [Clear Filters](#)

Application Ref ▾	Certificate Ref	Status	Submitted	Approved	Supplier Type	Fuel Type	Description
No records to display.							

If you are unable to complete your application for whatever reason, you can click 'Save and Exit'. This application will be saved below the 'Filter Application' table. To go back to the application, click on the application reference.

**Note**

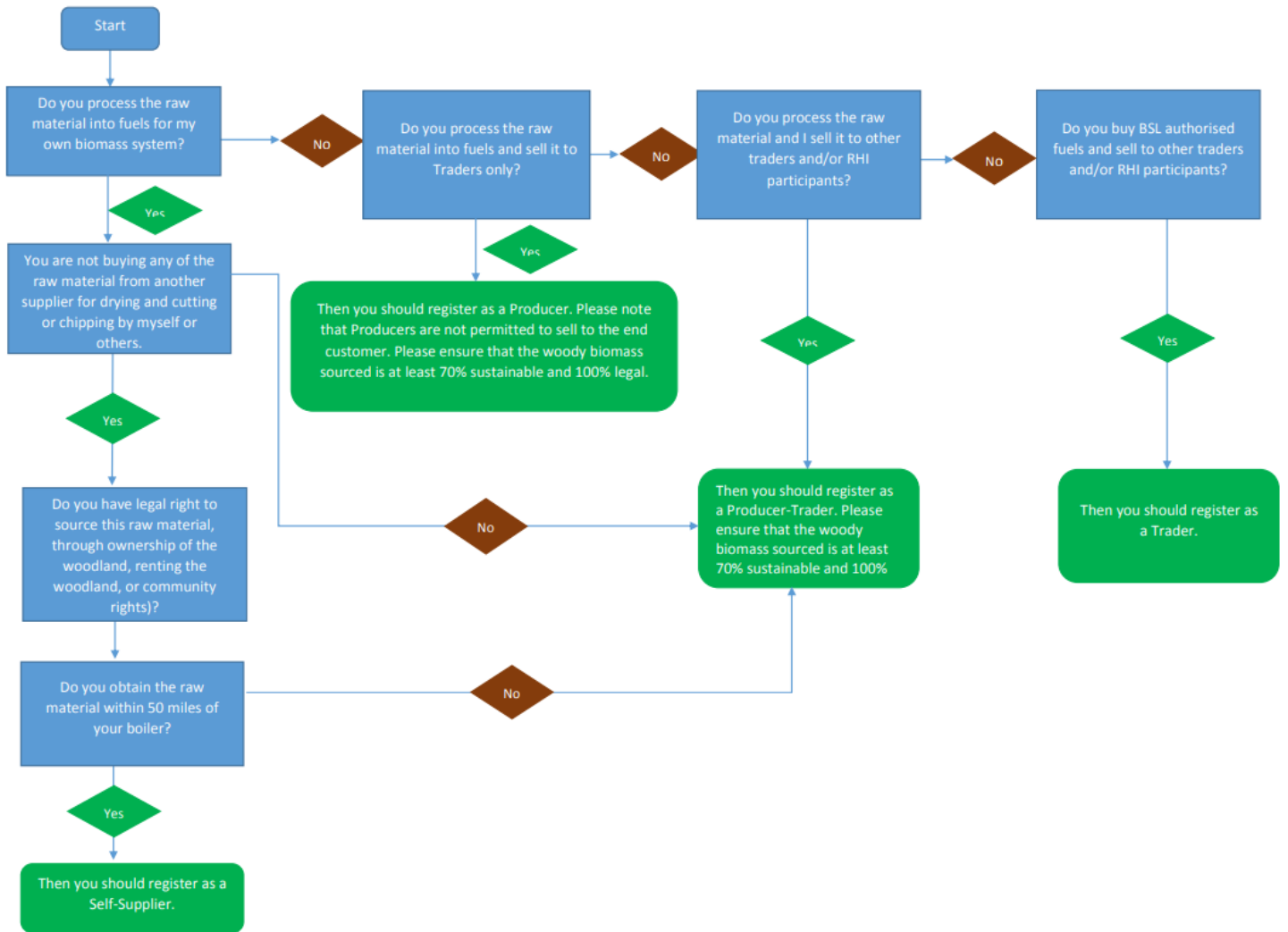


Once your application has been approved, you may receive an email titled 'approved pending payment'. This is because the membership fee is now due. Simply log-in to your BSL account and click 'Make payment'.



6. What supplier type are you

Use the diagram below to determine which supplier type you should be applying as:




To view the Application User Guide for Self-Suppliers and Traders, please go to our [Documents and Guidance](#) page

## 7. Submitting a Producer-Trader / Producer application

To start a Producer-Trader or Producer application, Log-in or create a BSL account via the BSL website and click 'New Fuel Application'.

### Note

 **Producers** are not permitted to sell any fuel directly to RHI participants. You can sell to Traders only

As a Producer-Trader, you do not have to sell this fuel to a third party and can supply yourself only.

7.1 Producer-Trader or Producer virgin or waste / virgin blend fuel Application – [read this section](#) if you are sourcing 100% of your raw materials from the UK


7.2 Producer-Trader or Producer virgin or waste / virgin blend fuel Application – [read this section](#) if any percentage of your raw materials are sourced outside the UK.

7.3 Producer-Trader or Producer waste wood-fuel application - [read this section](#) if you are processing waste wood.

\*At the end of the form, you will be directed to the Terms and Condition page to finalise the application. You must read, accept and tick the terms and conditions.

To submit your application, an application fee is required. The application cost is summarised, click 'Make payment' to pay the application fee. Please go to our [Documents and Guidance](#) page for the Fees breakdown. Please note that once you have submitted and payed the application fee, this fee is non-refundable. Please make sure the information provided is correct.

### Note

 If you are submitting a Waste / Virgin blend application, please make sure you are mixing waste wood with virgin wood. When the BSL administrative team assesses your application, you will be asked to provide your waste permits and/or exemption to demonstrate you are legally permitted to treat, handle and store waste wood. If you are selling your fuel, you must also sell this fuel with the appropriate waste code unless you have an End of Waste Certificate from the relevant environmental agency. Since End of Waste certificates are unusual, fuel originating from waste wood must be sold with a waste code and an appropriate description.

## 7.1 Virgin or Waste Virgin Blend fuel application: Sourcing 100% of raw material from the UK

### 1 What type of supplier are you applying for?

Throughout your application, you can click the question mark buttons in the top right hand corner for further guidance on that stage of the application process.

- Self Supplier
- Trader
- Producer
- Producer-Trader

You tick the supplier type you are applying for. You should only select 'Producer' if you are intending to sell to Traders only.

### 2 Fuel Type

\*What type of fuel is this?  
Required

\*What name or description would like to give this fuel?  
Required

\*Where are you supplying the fuel from?  
Required

- Existing Address
- New address

\*Please select the address where you will be supplying this fuel from  
Required

Select the type of fuel you are supplying from the drop-down box. If you are submitting a Waste / Virgin blend application, please make sure you are mixing waste wood with virgin wood.

The section that asks you to provide a description for your fuel. This for your own personal reference and will not be reviewed when the application is assessed by the BSL Administrator.

**Note**



The BSL only accepts applications for woody biomass.

### 3 Raw Material Sources

Please enter the details of where your raw material(s) are sourced from below; please note that you are permitted to source from multiple countries.

<input type="text" value="United Kingdom"/>	<input type="text" value="100 %"/>
<span style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px; cursor: pointer;">+ Add another</span>	

Here, you enter the country where your raw materials are sourced from. If you are sourcing 100% of your raw materials from the UK, click next. If any of your raw materials are from outside the UK, please go to page 21 ([Sourcing any raw materials from outside the UK](#)).

## Submitting a Producer-Trader / Producer fuel Application

4

### Raw Materials

Please select the types of raw material(s) you are sourcing to produce your fuel. Please click on the 'help' button in the top right corner of this screen for further information and definitions of each raw material. Please also state the quantity as well as the average distance from where the fuel is taken to the site it is processed at.

- If you are sourcing a waste material please list the distance from where the material becomes a waste to the location where it is processed into a fuel.
- If you are sourcing offcuts from a manufacturing site, please list the distance from this location where it is processed into a fuel.
- Please ensure that you check the cumulative total volume for all raw materials at the bottom of this page.

	Quantity	Unit	Average distance from source
<input checked="" type="checkbox"/> Roundwood soft	50	Tonnes	10 Miles
<input type="checkbox"/> Roundwood hard		Tonnes	Miles
<input type="checkbox"/> Primary processing sawdust		Tonnes	Miles
<input type="checkbox"/> Primary processing chip		Tonnes	Miles
<input checked="" type="checkbox"/> Arboricultural arisings	1.00	Tonnes	10 Miles
<input type="checkbox"/> Short Rotation Coppice		Tonnes	Miles
<b>Total:</b>			<b>51.00 tonnes</b>

Roundwood Soft

Roundwood hard

Primary processing Sawdust

Primary processing chip

Arboricultural arisings

Short Rotation Coppice

Tick the box on the left-hand side of the screen, selecting the type(s) of raw material(s) you are sourcing. Once this has been completed, please enter the quantities of raw materials in either cubic metres or tonnes. Enter the average distance from source to depot. Please read our [Documents and guidance page](#) to work out if your raw material is virgin or waste.

If you are using waste wood, you must have a permit/exemption for processing, storing, treating and handling waste wood from the relevant environmental authority.

5

### Processing

Please enter the proportion of your fuel that is naturally seasoned and/or force dried. Please ensure that the percentages that you enter have a cumulative total of 100%.

**\*Proportion naturally seasoned**  
Required, numbers only, %

 %

**\*Proportion force dried**  
Required, numbers only, %

 %

**\*Processing Country**  
Required

Enter in this section the proportion of the raw material(s) that are either force dried and/or naturally seasoned. The total percentage must add up to 100%. If your fuel is Virgin Naturally seasoned, the proportion of forced dried should be 0%.

If your fuel is forced dried, you will be directed to another page called 'Force drying' before [ step **6** ] Here you will be asked to confirm the fuel used to dry the product, the type of dryer used and the moisture content before and after drying.

## 6 Annual Production

Please enter the total volume that you expect to produce over the next 12 months.

\*Annual production, predicted for next 12 months

You must enter the volume of fuel produced within the next 12 month period. Please note that the volume of production cannot be greater than of the raw materials entered; this can however be lower due to moisture and production losses.

## 7 Production Distances

Please complete the distances below.

\*Average distance the fuel travels from end of production to the distribution depot

\*Average distance the fuel travels from the depot to a customer

\*Product moisture content (% as sold)

 %

This must be calculated as a one-way journey and include all distances from the processing site to the distribution site.

You may wish to use the maximum distance to give you some leeway. However, it is your ongoing responsibility to monitor the live distance to ensure it does not go over this figure.

This must be calculated as a one-way journey and include all distances from the distribution site to the customer.

You may wish to use the maximum distance to give you some leeway. However, it is your ongoing responsibility to monitor the live distance to ensure it does not go over this figure.

Please note that if you are not selling this fuel to a third party, please enter the moisture content of your consumed fuel.

## 8 Land Criteria

Land Criteria demonstrates that the raw materials used to produce this fuel were sourced both sustainably and legally. Before proceeding, you should read the Woodfuel Land Criteria guidance, which can be found [here](#).

I confirm that I have read and understood the Land Criteria

Ensure that you have read the Land Criteria guidance documents, which are available on the [Documents and Guidance page](#). Tick the box to continue.

### 9 Land Criteria Certification

I confirm that I have the following certification(s) for my raw materials as evidence for Land Criteria.

\*FSC or PEFC certification under my own name

Required

Yes

No

Please provide details of your Land Criteria Certification document(s) by entering your certificate reference and/or uploading a document.

\*Certificate reference

Required

File to upload

Optional - FSC or PEFC certificate document

If you have an FSC / PEFC / SBP certificate in your name for the fuel being registered, select 'Yes' and enter the certificate number below, click 'next' and go to step **12**.

Note: If you select this option, you must sell the fuel with the certificate.

If you do not have an FSC / PEFC / SBP certificate or this certificate is not registered under your name, select 'No' and go to step **10**.

### 10 Land Criteria Felling Licences & Management Plans

\*Were 100% of your raw materials felled under both a Felling Licence AND a UK Forestry Standard compliant Management Plan?

Required

Yes

No

Provide confirmation of your felling licence & management plan. You must have both documents to select 'Yes'. Go to step **12**. If you only have one of these documents, select 'No' and click 'Next' to [ step **11** ]

Note: This is only recommended for suppliers dealing with a small number of timber supplies. Larger numbers should use the RBRA approach, [ step **11** ]

### 11 Land Criteria - Risk Based Regional Assessment

\*File to upload

Required, Risk Based Regional Assessment document

You can download the Risk Based Regional Assessment form from the [Documents and Guidance page](#). To upload your RBRA form, click on the box below 'File to Upload', choose a file from your computer to upload.

Note: The RBRA allows you to source from various supplies, as long as the timber is sourced in the UK.

12 Land Criteria - Percentages

I confirm that 100% of the raw material(s) for this fuel were legally sourced.

---

\*Please confirm what percentage of your raw materials will be deemed sustainable.  
Required

100%

70 -99.99%

---

Please confirm that you have read and understood the BSL Risk Based Regional Assessment and Mass Balance Approach Guidance which is available [HERE](#).

100% of your raw materials must be legally felled.

Here you tick what percentage of your raw materials will be from sustainable sources.

13 Web Details

\*Do you wish for Traders registering on the BSL to be able to select your fuel when applying if they have purchased a proportion of their stocks from you?  
Required

Yes

No

\*Would you like this location and fuel to appear in the public listings via the 'Find a Fuel' function on the BSL's website?  
Required

Yes

No

Website

Telephone

Email  
Email address

**I have the following certification type covering all of my fuels\***

\*Please note that being registered on a fuel quality scheme is not a requirement for applications to the BSL.

ENplus

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Woodsure

Should your application to the BSL be approved, you have the option to have your contact details listed on our 'Find a Fuel' function where RHI participants are able to search for local suppliers.

If you want to be made visible to other Traders applying to the BSL so that they can select your fuel, tick 'Yes'.

The second question wants to know if you would like the details of your organisation to be listed on the Find a Fuel function on our website, where RHI participants can locate local suppliers of wood-fuel. Producers are not provided with this option.

14

 I confirm that the information I have provided is accurate and correct.

You will be directed to a summary of your application; if you notice that there are any mistakes in this, please click 'back' to go back and make the necessary amendments. Please note that once you have submitted and paid the application fee, this fee is non-refundable. Please make sure the information provided is correct.

## 15 Terms & Conditions

- I hereby declare that the information and record(s) submitted in relation to this application is true and correct to the best of my knowledge.
- I accept that my application may be rejected and / or appropriate sanctions taken where the information/record(s) supplied above are found at any time, now or in the future, to be incorrect or false.
- I acknowledge and accept my continuing obligation to notify the Biomass Suppliers List Administrator within one week of the occurrence of any issue that may affect my fuel's eligibility for registration or compliance with the scheme or any material changes to the information submitted during the application process.
- I acknowledge and accept my continuing obligation to submit relevant data to the BSL Administrator quarterly, and upon request.
- I am willing to receive audits and openly answer questions, and shall disclose all records associated with the scope of application to the BSL Administrator and/or its appointed agent, and shall grant them access to the organisational units concerned. Where I have entered details relating to or on behalf of any other party in the supply chain, I am able to compel that supply chain party to receive an audit under the same conditions.
- I am willing and able to provide my customers with one of the following proofs of purchase, containing the information set out in the BSL Administrator's Applications and Audit Guidance document: A receipt or invoice issued by the Supplier at the time of purchase or a statement of account issued by the Supplier upon the customer's request; and a record of such proofs of purchase shall be retained for six years, for the twin purposes of inspection by the BSL Administrator and provision to customers on request of duplicate copies.
- Should I be supplying my customer with wood that is registered under the FSC, PEFC and or SBP schemes, I will ensure that the relevant certificate reference and material transfer documents are included on/with my invoice (if applicable).
- I agree that my organisation will comply with the Licence Conditions for use of the BSL Mark as issued and periodically updated by the BSL Administrator.
- I acknowledge that the granting of the Sustainability Mark is on an annual basis subject to continued compliance with these Terms and Conditions and a successful audit visit if such a visit is requested by the BSL Administrator.
- I acknowledge that the BSL Administrator reserves the right to change these rules for registration herewith without prior notification as required by the Secretary of State for Business, Energy and Industrial Strategy. No such changes shall affect the right of any registered organisation to use the Sustainability Mark until it has been served with notice in writing (which may be electronically) of such changes by the BSL Administrator.
- I acknowledge that the BSL Administrator reserves the right to suspend or withdraw Authorisation, including use of the Biomass Sustainability Mark, at any time.
- I consent to the processing of the information I submit, including to the transfer of my information/record(s) to any relevant government departments and / or regulatory bodies.

You must agree and tick with all the listed terms and conditions. To submit your application, an application fee is required. The application cost is summarised on the next page. Click 'Make payment' to pay the application fee. Please go to our [Documents and Guidance](#) page for the Fees breakdown.



## 7.2 Virgin or Waste Virgin blend fuel Application: Sourcing any raw materials from outside the UK

### 1 What type of supplier are you applying for?

Throughout your application, you can click the question mark buttons in the top right hand corner for further guidance on that stage of the application process.

- Self Supplier
- Trader
- Producer
- Producer-Trader

You tick the supplier type you are applying for. You should only select 'Producer' if you are intending to sell to Traders only.

### 2 Fuel Type

\*What type of fuel is this?  
Required

\*What name or description would like to give this fuel?  
Required

\*Where are you supplying the fuel from?  
Required

- Existing Address
- New address

\*Please select the address where you will be supplying this fuel from  
Required

Select the type of fuel you are supplying from the drop-down box. If you are submitting a Waste / Virgin blend application, please make sure you are mixing waste wood with virgin wood.

The section that asks you to provide a description for your fuel. This for your own personal reference and will not be reviewed when the application is assessed by the BSL Administrator.

### 3 Raw Material Sources

Please enter the details of where your raw material(s) are sourced from below; please note that you are permitted to source from multiple countries.

Russia	60 %	
Lithuania	40 %	✕
➕ Add another		

Here, you enter the country where your raw materials are sourced from. If you are sourcing 100% of your raw materials from UK, go to section [8.1 Producer - Trader or Producer Virgin Fuel Application: Sourcing 100% Raw materials from the UK](#). If any of your raw materials are from outside the UK, enter the country(s), percentage sourced and click 'Next'.

Note



The BSL only accepts applications for woody biomass.

**4 Which Emissions calculator?**

- Standard Calculator**  
Quick and simple route
- B2C2**  
Not recommended, slow processing times. A good understanding of B2C2 software required.

To use the Standard Calculator, click 'Standard Calculator' and click 'Next'.

Skip to [ step **6** ] if you are intending to use the B2C2 complex calculator.

**5**

Raw Material	Quantity	Unit	Country of origin	Average Distance from Source to Processing (Road)	Unit	Average Distance from Source to Processing (Rail)	Unit	Average Distance from Source to Processing (Ship)	Unit
Roundwood soft	500	Tonnes	United Kingdom	30	Miles		Please select		Please select
Primary processing chip	500	Tonnes	Lithuania	0	Miles	500	Please select	0	Please select

⊕ Add another

Select what type(s) of raw material(s) that you are sourcing. Enter the quantities of raw materials that you will use in a year in either cubic metres or tonnes. Confirm the country where the timber was felled. Click 'Add another' if you want to add more raw materials.

Average Distance from Source to Processing (Road) – enter the distance if you transport your raw material from source to your processing site via Road (truck). For sawmill residues where the processing plant is at the same place as the sawmill, enter '0' here. For all other sources of timber, a figure will need to be entered here. Enter the distance in miles or km. Or;

Average Distance from Source to Processing (Rail) - enter figure here if you transport your raw material from source to your processing site via Rail. Enter the distance in miles or km. Or;

Average Distance from Source to Processing (ship) - enter figure here if you transport your raw material from source to your processing site via boat. Enter the distance in miles or km.

**5a Processing**

Please enter the proportion of your fuel that is naturally seasoned and/or force dried. Please ensure that the percentages that you enter have a cumulative total of 100%.

\*Proportion naturally seasoned  
Required, numbers only, %  
100 %

\*Proportion force dried  
Required, numbers only, %  
0 %

\*Processing Country  
Required  
United Kingdom

Enter in this section what proportion of the raw material(s) are either force dried and/or naturally seasoned. The total percentage must add up to 100%. If your fuel is Virgin Naturally seasoned, the proportion of forced dried should be 0%.

If your fuel is forced dried, you will be directed to another page called 'Force drying' before [ step **5b** ] Here you will be asked to confirm the fuel used to dry the product, the type of dryer used and the moisture content before and after drying.

## 5b Annual Production

Please enter the total volume that you expect to produce over the next 12 months.

\*Annual production, predicted for next 12 months

You must enter the volume of fuel produced within the next 12 month period. Please note that the volume of production cannot be greater than the volume of the raw materials entered; this can however be lower due to moisture and production losses.

## 5c Production Distances

Average distance the fuel travels from end of production to the distribution depot.

\*By Road:

\*By Rail:

\*By Ship:

\*Average distance the fuel travels from the depot to a customer

\*Product moisture content (% as sold)

 %

This must be calculated as a one-way journey and include all distances from the processing site to the distribution site via Road, Rail or shipping.

You may wish to use the maximum distance to give you some leeway. However, it is your ongoing responsibility to monitor the live distance to ensure it does not go over this figure.

This must be calculated as a one-way journey and include all distances from the distribution site to your depot (i.e. the port of entry into the UK).

You may wish to use the maximum distance to give you some leeway. However, it is your ongoing responsibility to monitor the live distance to ensure it does not go over this figure.

Please note that if you are not selling this fuel to a third party, please enter the moisture content of your consumed fuel.

## 6 Which Emissions calculator?

- Standard Calculator**  
Quick and simple route
- B2C2**  
Not recommended, slow processing times. A good understanding of B2C2 software required.

If you want to use the B2C2 Calculator, click 'B2C2' and click 'Next'. To download the B2C2 calculator, please go to the Ofgem website.

The B2C2 must:

- Be for heat only
- Used in a boiler which achieves an average of 70% seasonal efficiency

6a

### Add Producer

As all or part of your fuel is sourced from outside of the UK, please enter the details of the producer

1 \*Producer Name

\*Geographical origin of biomass  
 2

\*Annual production, predicted for next 12 months  
 3

\*Method of drying  
 4

\*Moisture before drying  
 5  %

\*Moisture after drying  
 6  %

\*Moisture content sold at  
 7  %

\*Processing Country  
 8

\*Average distance of timber from source to processing  
 9

\*Average distance the fuel travels from end of production to a distribution depot (Road)  
 10

\*Average distance the fuel travels from end of production to a distribution depot (Rail)  
 11

\*Average distance the fuel travels from end of production to a distribution depot (Ship)  
 12

\*Average distance the fuel travels from a depot to a customer  
 13

Section 1 – enter your details

Section 2 – enter the country the raw material was sourced from

Section 3 - enter the quantity of fuel you annually produce

Section 4 – select whether your fuel was naturally dried or forced dried.

Section 5 – enter the moisture content before drying

Section 6 – enter the moisture content after drying. Please note that when BSL audits your application, evidence of your moisture content will be requested. Regular checks of your moisture content must be recorded.

Section 7 – enter the fuel’s moisture content when sold

Section 8 – enter the country where you are processing the raw materials into a fuel.

Section 9, enter the average distance from source to processing site.

Section 10 – enter the average distance the fuel travel from end of production to a distribution site (via road)

Section 11 - enter the average distance the fuel travel from end of production to a distribution site (via rail)

Section 12 - enter the average distance the fuel travel from end of production to a distribution site (via ship)

Section 13 – enter the average distance the fuel travel from the distribution site to your depot (i.e. the port of entry into the UK).

**6b Upload B2C2 Calculator Evidence**

Please upload a valid output file from the B2C2 Calculator as evidence.

To upload your B2C2, click on the empty box below 'File to upload', select the file you want to upload and click 'Open'.

**\*File to upload**  
Required, B2C2 Calculator Output File

**\*Calculated emissions from the B2C2 Calculator**  
Required, g CO2e/MJ

g CO2e/MJ

**7 Land Criteria**

Land Criteria demonstrates that the raw materials used to produce this fuel were sourced both sustainably and legally. Before proceeding, you should read the Woodfuel Land Criteria guidance, which can be found [here](#).

I confirm that I have read and understood the Land Criteria

Ensure that you have read the Land Criteria guidance documents, which are available on the [Documents and Guidance page](#). Tick the box to continue.

**8 Land Criteria Certification**

I confirm that I have the following certification(s) for my raw materials as evidence for Land Criteria.

**\*FSC or PEFC certification under my own name**

Required

- Yes
- No

Please provide details of your Land Criteria Certification document(s) by entering your certificate reference and/or uploading a document.

<b>*Certificate reference</b> Required	<b>File to upload</b> Optional - FSC or PEFC certificate document
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> <input type="button" value="Add Another"/>

If you have an FSC / PEFC / SBP certificate in your name, select 'Yes' and enter the certificate number below, click next and go to [step **10** ]

If you do not have an FSC / PEFC / SBP select 'No' and click 'next' [step **9** ]

**9 Land Criteria - Risk Based Regional Assessment**

**\*File to upload**  
Required, Risk Based Regional Assessment document

The guidance document for Mass Balance and Bespoke RBRA can be viewed [here](#). To upload your RBRA form, click on the box below 'File to Upload', choose a file from your computer to upload. Please read the [Risk based Regional Assessment: A Checklist approach](#) document to complete the template.

10

## Land Criteria - Percentages

I confirm that 100% of the raw material(s) for this fuel were legally sourced.

\*Please confirm what percentage of your raw materials will be deemed sustainable.  
Required

100%

70-99.99%

Please confirm that you have read and understood the BSL Risk Based Regional Assessment and Mass Balance Approach Guidance which is available [HERE](#).

100% of your raw materials must be legally felled.

Here you tick what percentage of your raw materials will be from sustainable sources.

11

## Web Details

\*Do you wish for Traders registering on the BSL to be able to select your fuel when applying if they have purchased a proportion of their stocks from you?  
Required

Yes

No

\*Would you like this location and fuel to appear in the public listings via the 'Find a Fuel' function on the [BSL's website](#)?  
Required

Yes

No

Website

Telephone

Email  
Email address

**I have the following certification type covering all of my fuels\***

\*Please note that being registered on a fuel quality scheme is not a requirement for applications to the BSL.

ENplus

Woodsure

Should your application to the BSL be approved, you have the option to have your contact details listed on our 'Find a Fuel' function where RHI participants are able to search for local suppliers.

If you want to be made visible to other Traders applying to the BSL so that they can select your fuel, tick 'Yes'.

The second question wants to know if you would like the details of your organisation to be listed on the Find a Fuel function on our website, where RHI participants can locate local suppliers of wood-fuel. Producers are not provided with this option.

14

I confirm that the information I have provided is accurate and correct.

You will be directed to a summary of your application; if you notice that there are any mistakes in this, please click 'back' to go back and make the necessary amendments. Please note that once you have submitted and paid the application fee, this fee is non-refundable. Please make sure the information provided is correct.

15

### Terms & Conditions

- I hereby declare that the information and record(s) submitted in relation to this application is true and correct to the best of my knowledge.
- I accept that my application may be rejected and / or appropriate sanctions taken where the information/record(s) supplied above are found at any time, now or in the future, to be incorrect or false.
- I acknowledge and accept my continuing obligation to notify the Biomass Suppliers List Administrator within one week of the occurrence of any issue that may affect my fuel's eligibility for registration or compliance with the scheme or any material changes to the information submitted during the application process.
- I acknowledge and accept my continuing obligation to submit relevant data to the BSL Administrator quarterly, and upon request.
- I am willing to receive audits and openly answer questions, and shall disclose all records associated with the scope of application to the BSL Administrator and/or its appointed agent, and shall grant them access to the organisational units concerned. Where I have entered details relating to or on behalf of any other party in the supply chain, I am able to compel that supply chain party to receive an audit under the same conditions.
- I am willing and able to provide my customers with one of the following proofs of purchase, containing the information set out in the BSL Administrator's Applications and Audit Guidance document: A receipt or invoice issued by the Supplier at the time of purchase or a statement of account issued by the Supplier upon the customer's request; and a record of such proofs of purchase shall be retained for six years, for the twin purposes of inspection by the BSL Administrator and provision to customers on request of duplicate copies.
- Should I be supplying my customer with wood that is registered under the FSC, PEFC and or SBP schemes, I will ensure that the relevant certificate reference and material transfer documents are included on/with my invoice (if applicable).
- I agree that my organisation will comply with the Licence Conditions for use of the BSL Mark as issued and periodically updated by the BSL Administrator.
- I acknowledge that the granting of the Sustainability Mark is on an annual basis subject to continued compliance with these Terms and Conditions and a successful audit visit if such a visit is requested by the BSL Administrator.
- I acknowledge that the BSL Administrator reserves the right to change these rules for registration herewith without prior notification as required by the Secretary of State for Business, Energy and Industrial Strategy. No such changes shall affect the right of any registered organisation to use the Sustainability Mark until it has been served with notice in writing (which may be electronically) of such changes by the BSL Administrator.
- I acknowledge that the BSL Administrator reserves the right to suspend or withdraw Authorisation, including use of the Biomass Sustainability Mark, at any time.
- I consent to the processing of the information I submit, including to the transfer of my information/record(s) to any relevant government departments and / or regulatory bodies.

You must agree and tick with all the listed terms and conditions. To submit your application, an application fee is required. The application cost is summarised on the next page. Click 'Make payment' to pay the application fee. Please go to our [Documents and Guidance](#) page for the Fees breakdown.

## 7.3 Waste-Wood fuel application

Waste - This includes used wood and industry by-products but not primary processing co-products. Used wood includes post-consumer/post society wood waste. By-products include joinery workshop off-cuts. Please note that Arboricultural arisings, forest residues and sawmill residues are not waste.

Note: If you choose waste as a raw material, you must demonstrate that you have the correct permits/exemption to process, transport., store and sell your waste and waste wood fuel. Contact the relevant environmental agency to obtain your waste evidence.

### 1 What type of supplier are you applying for?

Throughout your application, you can click the question mark buttons in the top right hand corner for further guidance on that stage of the applicat

- Self Supplier
- Trader
- Producer
- Producer-Trader

You tick what supplier type you are applying for. You should only select 'Producer' if you are intending to sell to Traders only.

### 2 \*What type of fuel is this?

Required

\*What name or description would like to give this fuel?

Required

\*Where are you supplying the fuel from?

Required

- Existing Address
- New address

\*Please select the address where you will be supplying this fuel from

Required

Select the type of fuel you are supplying from the drop-down box. The section that asks you to provide a description for your fuel. This for your own personal reference and will not be reviewed when the application is assessed by the BSL Administrator.



**3 Waste Evidence**

Please upload evidence that demonstrates that you are legally permitted to handle, process and burn (if applicable) waste wood.  
Please also enter the moisture content of the waste wood along with the quantity of waste that you expect to source on a 12 month basis (for this application only).

**\*File to upload**  
Required, Waste Evidence Document

**\*Moisture content of the waste wood**  
Required, numbers only, %

 %

**\*Processing Country**  
Required

**\*Fuel Quantity**

To upload your waste evidence, click on the box below 'File to Upload', choose a file from your computer to upload. Click 'Next'.

Enter the moisture content of the waste wood.

Enter the country where you are processing the raw materials into a fuel.

Enter the annual fuel quantity.

**13 Web Details**

**\*Do you wish for Traders registering on the BSL to be able to select your fuel when applying if they have purchased a proportion of their stocks from you?**  
Required

Yes  
 No

**\*Would you like this location and fuel to appear in the public listings via the 'Find a Fuel' function on the BSL's website?**  
Required

Yes  
 No

Website

Telephone

Email  
Email address

**I have the following certification type covering all of my fuels\***

\*Please note that being registered on a fuel quality scheme is not a requirement for applications to the BSL.

ENplus

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Woodsure

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Should your application to the BSL be approved, you have the option to have your contact details listed on our 'Find a Fuel' function where RHI participants are able to search for local suppliers.

If you want to be made visible to other Traders applying to the BSL so that they can select your fuel, tick 'Yes'.

The second question wants to know if you would like the details of your organisation to be listed on the Find a Fuel function on our website, where RHI participants can locate local suppliers of wood-fuel. Producers are not provided with this option.

6

I confirm that the information I have provided is accurate and correct.

You will be directed to a summary of your application; if you notice that there are any mistakes in this, please click 'back' to go back and make the necessary amendments. Please note that once you have submitted and paid the application fee, this fee is non-refundable. Please make sure the information provided is correct.

7

I hereby declare that the information and record(s) submitted in relation to this application is true and correct to the best of my knowledge.

I accept that my application may be rejected and / or appropriate sanctions taken where the information/record(s) supplied above are found at any time, now or in the future, to be incorrect or false.

I acknowledge and accept my continuing obligation to notify the Biomass Suppliers List Administrator within one week of the occurrence of any issue that may affect my fuel's eligibility for registration or compliance with the scheme or any material changes to the information submitted during the application process.

I acknowledge and accept my continuing obligation to submit relevant data to the BSL Administrator quarterly, and upon request.

I am willing to receive audits and openly answer questions, and shall disclose all records associated with the scope of application to the BSL Administrator and/or its appointed agent, and shall grant them access to the organisational units concerned. Where I have entered details relating to or on behalf of any other party in the supply chain, I am able to compel that supply chain party to receive an audit under the same conditions.

I am willing and able to provide my customers with one of the following proofs of purchase, containing the information set out in the BSL Administrator's Applications and Audit Guidance document: A receipt or invoice issued by the Supplier at the time of purchase or a statement of account issued by the Supplier upon the customer's request; and a record of such proofs of purchase shall be retained for six years, for the twin purposes of inspection by the BSL Administrator and provision to customers on request of duplicate copies.

Should I be supplying my customer with wood that is registered under the FSC, PEFC and or SBP schemes, I will ensure that the relevant certificate reference and material transfer documents are included on/with my invoice (if applicable).

I agree that my organisation will comply with the Licence Conditions for use of the BSL Mark as issued and periodically updated by the BSL Administrator.

I acknowledge that the granting of the Sustainability Mark is on an annual basis subject to continued compliance with these Terms and Conditions and a successful audit visit if such a visit is requested by the BSL Administrator.

I acknowledge that the BSL Administrator reserves the right to change these rules for registration herewith without prior notification as required by the Secretary of State for Business, Energy and Industrial Strategy. No such changes shall affect the right of any registered organisation to use the Sustainability Mark until it has been served with notice in writing (which may be electronically) of such changes by the BSL Administrator.

I acknowledge that the BSL Administrator reserves the right to suspend or withdraw Authorisation, including use of the Biomass Sustainability Mark, at any time.

I consent to the processing of the information I submit, including to the transfer of my information/record(s) to any relevant government departments and / or regulatory bodies.

You must agree and tick with all the listed terms and conditions. To submit your application, an application fee is required. The application cost is summarised on the next page. Click 'Make payment' to pay the application fee. Please go to our [Documents and Guidance](#) page for the Fees breakdown.

## 8. Completing Quarterly Reports

All BSL authorised suppliers, except Self-Suppliers, are required to submit quarterly reporting data via the Application portal, confirming woodfuel sales for each authorised fuel into the RHI market in the previous quarter. Producer-Traders consuming all their fuel should enter 0 each time as the volume of fuel sold.

Every January, April, July and October, every supplier (except self-Supplier) are sent emails reminders to submit their Quarterly Report submissions.

If you are registered on the BSL and you sell woodfuel under any of your BSL authorised fuels, you are required to pay a tonnage fee. The fee is nine pence per tonne of wood fuel sold.

1

**Quarterly reports are now due for Q3 2017**  
 You have 1 application that require an update on the amount of fuel sold for this quarter.

Complete Quarterly Report >

**Filter Applications**

<input type="text" value="Application Ref"/>	<input type="text" value="Certificate Ref"/>	<input style="font-size: small; border: none; background-color: #eee; padding: 2px 5px; display: inline-block; width: 100%;" type="text" value="Supplier Type"/>
<input type="text" value="Description"/>	<input style="font-size: small; border: none; background-color: #eee; padding: 2px 5px; display: inline-block; width: 100%;" type="text" value="Fuel Type"/>	<input style="font-size: small; border: none; background-color: #eee; padding: 2px 5px; display: inline-block; width: 100%;" type="text" value="Application Status"/>

Application Ref	Certificate Ref	Status	Submitted	Approved	Supplier Type	Fuel Type	Description

To submit your Quarterly Report, log-in to your BSL account in the 'Registered Suppliers section' of the BSL website by clicking on the link <https://biomass-suppliers-list.service.gov.uk/>. Once logged in, click 'Complete Quarterly Report'.

2

Certificate Reference	Fuel Type	Fuel Name	Approved	Processing Country	Product Moisture Content (% as sold)	Firewood	Amount Sold	Cost
	Briquettes	Seoatce Migration Test Application	31/03/2017	United Kingdom	<input style="width: 40px;" type="text" value="1"/>	N/A	<input style="width: 60px;" type="text" value=""/>	<input style="width: 60px;" type="text" value=""/>

Submit the quantity of woodfuel sold between dates provided in this page for each of your approved fuels on the BSL (these are your "quarterly reports"). If you have not sold anything in the reporting period, you still need to submit this data and should enter "0" for that fuel(s).

Product Moisture Content (% as sold) – if you have not sold any fuel but have burned fuel in your own appliance, please enter the moisture content of your consumed fuel.

\* To complete your quarterly report and pay your membership fee, click 'submit'. You will be directed to the payment summary page, click 'Make Payment'.

## 9. Paying (New application, Quarterly reports and Membership fee)

New or existing Suppliers are required to pay fees to BSL.

You will need to pay for the following:

**Application fee** – You will be charged for each application submitted. The fee amount will depend on the application type and will be calculated for you automatically on the BSL application portal before you submit your application. You won't have to pay anything for your existing authorised fuels or applications submitted before 1 January 2017.

**Membership fee** – You need to pay an annual membership fee if you have any authorised fuels on the BSL. The amount you need to pay will depend on the size of your company, or if you are classed as an individual. If you are a Self-Supplier, you will pay a one-off annual payment each January. If you are Producer, Producer-Trader or a Trader, you must pay your membership fee quarterly at the same time as you pay your tonnage fee, and after you enter your reporting figures.

For a new supplier - Once an application has been approved, to receive the BSL number, you must pay the membership fee.

**Tonnage fee** – If you have any registered fuels on the BSL, you'll need to enter the volume of woodfuel sold in the previous three months. The fee is nine pence per tonne of wood fuel sold. This does not apply to Self-Suppliers.

To pay your application fee, membership fee and quarterly tonnage fee, please follow the instructions in section 11.1. 'Paying via Credit / Debit Card', section 11.2. 'Paying via PayPal' and section 11.3. 'Paying via Bank transfer'.

To find out more about charging please see:

- [Final BSL charges and consultation feedback report](#)
- [BSL charges – Questions and answers document for suppliers](#)

## 9.1 Paying via Credit / Debit Card

When you complete a new application, you need to pay an application fee. A membership fee is required from all authorised suppliers. Self-Suppliers pay this fee yearly, other suppliers pay this annual fee quarterly.

To pay your application fee, membership fee or quarterly tonnage fee via Credit / Debit card, please follow the instructions below.

**1**

Period	1st January 2017 to 31st December 2017
Company size	Individual

Membership fee (for 1st January 2017 to 31st December 2017)	£25.00
VAT	£5.00
<b>Total to pay now</b>	<b>£30.00</b>

[< Back](#) [Make Payment >](#)

A payment page will appear at the end of an application form, quarterly submission or when you click 'Make Payment' to pay your membership fee.

To pay these fees via Credit / Debit, click 'Make Payment'.

If you decide on this method, you will be directed to a PayPal page.

**2** **Make Payment**

Choose how you would like to make payment from the options below.

**Pay with PayPal Account**  
Click here to make an instant online payment using your existing PayPal account.

**Pay with Debit or Credit Card**  
Click here to make an instant online payment using your credit or debit card.

**Pay by Bank Transfer**  
Click here to make generate an invoice for this transaction and make payment via your bank.

[Cancel](#)

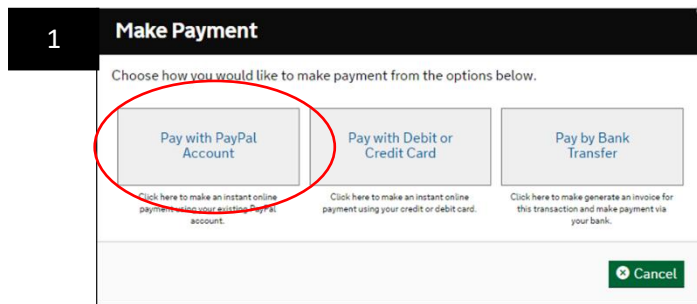
**3**

PayPal logo, £30.00 GBP, Log In button, or, **PayPal Guest Checkout** (circled), Your financial details won't be shared with the merchant, Country: United Kingdom

PayPal is the safer, easier way to pay  
No matter where you shop, we help keep your financial information more secure.

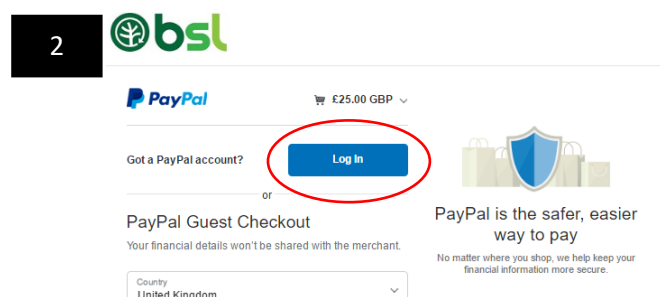
Scroll down to 'PayPal Guest Checkout'. Enter your card details. Click 'continue' to complete your payment. If payment is successful, you will be directed to a 'Payment Successful' page and you will be given a payment reference number. A receipt will be emailed to you immediately.

## 9.2 Paying via PayPal



To pay your fees via PayPal click 'Make Payment'.

If you decide on this method, you will be directed to a PayPal page.



Click 'Login' to login to your PayPal account.

Login to your PayPal account and click 'continue'

If payment is successful, you will be directed to a 'Payment Successful' page and you will be given a payment reference number. A receipt will be emailed to you immediately.

## 9.3 Paying via Bank Transfer

1 Make Payment

Choose how you would like to make payment from the options below.

Pay with PayPal Account

Click here to make an instant online payment using your existing PayPal account.

Pay with Debit or Credit Card

Click here to make an instant online payment using your credit or debit card.

Pay by Bank Transfer

Click here to make generate an invoice for this transaction and make payment via your bank.

Cancel

To make a payment via BACS, please click 'Pay by Bank Transfer'.

2 Pay via Bank Transfer

To make a payment by BACS, please note the following:

Purchase Order # (optional)

Account Name	Gemserve Limited
Bank Name	Royal Bank of Scotland
Branch Name	London, Threadneedle Street
Sort Code	16-00-15
Account Number	162710625
IBAN	GB388509000162710625

**Please tick to confirm the following terms before submitting your quarterly report**

Any fees paid by you in association with your inclusion in the BSL are non-refundable including in the event that the BSL Administrator removes your BSL Authorisation, or you voluntary withdraw from the scheme;

You agree to pay the charges associated with your supplier account and fuel(s) where applicable, under the BSL, in accordance with the BSL Administrator's guidance relating to charges, and that if any payment is overdue by 45 days, your fuel(s) may be removed from the BSL, and your Authorisation withdrawn.

Back & Exit
Back Generate Invoice

You may enter a purchase order number.

Read and tick the terms and conditions to generate the invoice. Once you click 'Generate Invoice', you will receive an invoice immediately to your email address. You will notice the next time you are logged in, the message should now read 'Payment Pending'. You have up to 7 days to pay this fee.

Please Note that payment reconciliation may take up to four weeks.

## 10. FAQs

### Accessing the BSL portal

**Q. Where do I go to login?**

A. Visit <https://biomass-suppliers-list.service.gov.uk/home> and go to the right side of the page. In the 'Registered Supplier' section, enter your email address and password.

**Q. How do I reset my password?**

A. If you have forgotten your password, please click [here](#).

**Q. The email link provided to reset my password doesn't work.**

A. Make sure you go to the link straightaway when it was emailed to you. This link expires after 1 hour. Contact the BSL helpdesk if you are still unable to reset your password.

**Q. Can I have the email address used to create my account?**

A. Contact the BSL helpdesk to retrieve this information.

**Q. I have logged in but can't find my BSL application / authorisation number.**

A. Click 'Clear Filter' below 'Filter application'. If you are a new supplier, you need to submit a new application before a BSL authorisation number is allocated. Simply click 'New fuel application' to start a new application.

### Managing your account

**Q. Where are my submitted applications?**

A. When you are logged into your BSL account, below 'Filters application' you will find your applications. If you can't find this, make sure you refresh the search by clicking 'Clear Filter'.

**Q. How do I remove an application?**

A. Email your request from the email address of the BSL account to the BSL helpdesk ([BSLHelpdesk@gemserv.com](mailto:BSLHelpdesk@gemserv.com)).

### Submitting a new application

**Q. How do I amend or remove an application?**

A. Email your request from the BSL account's email address to the BSL helpdesk ([BSLHelpdesk@gemserv.com](mailto:BSLHelpdesk@gemserv.com)). If your application is incomplete, you can click on the application reference to complete this application. If your submitted application has been released back to you, the status of the application will be 'With supplier', click on the application reference to make the relevant amendments.

**Q. Do I lose my incomplete application when I log out of the BSL portal?**

A. Click 'Save and exit' if you want to save the information entered on your application.

**Q. I have submitted my application, when will I receive my BSL authorisation number?**

A. It takes up to ten working days for the BSL administrative team to process an application. Application process and feedback are communicated via email.



**Q. Why is my application status 'Approved pending payment'?**

A. To receive your BSL authorisation number, you must submit your quarterly report (existing suppliers) and/or pay your membership fee (new and existing suppliers).

## Quarterly Report

**Q. Where do I submit my quarterly report?**

A. To submit your quarterly report, log-in to your BSL account via the BSL website and click 'Complete quarterly report'.

**Q. Why is the submit button on the quarterly report page grey?**

A. Make sure you complete every section. If you are not selling your fuel, you simply enter '0' as the fuel sold and enter the moisture content of your fuel.

**Q. Why is the figure I entered for the fuel sold different in the receipt and the Quarterly report history page.**

A. To make the charge fair for fuel types with different moisture contents, the nine pence per tonne charge assumes a 10% moisture content. This means that fuels sold at a higher (or lower) moisture content will be adjusted to the 10% moisture content baseline. If your moisture content is higher or lower than 10%, the system calculates the tonnage fee with the moisture content at 10%. For further information on Tonnage calculation, [please click here](#).

## Making Payments

**Q. Can I pay my fees over the phone?**

A. Unfortunately, we are unable to accept payment over the phone. You must pay your fees online by logging into your BSL account.

**Q. Can I set up a direct debit?**

A. Unfortunately, we do not offer direct debit payments. You will receive email reminders when payments are due.

**Q. Why am I directed to the PayPal page when I select 'Pay via Credit / Debit card)?**

A. When you select 'Pay with credit/debit card' you will be directed to PayPal page. Go to 'Guest checkout' to enter your card details.

**Q. Can I pay using a Cheque?**

A. To send a cheque, login to your account and navigate to the payment section. Click 'Pay via Bank Transfer' as the payment method. Once the invoice has been sent to your email, you can then send us your cheque.

**Q. Can you send me an invoice?**

A. To receive an invoice, log-in to your account and navigate to the payment section. Click 'Pay via Bank Transfer'.

**Q. How much do I pay to register on the BSL?**

A. Please see our [Guidance and Document page](#) 'BSL charges - Questions and answers document'

**Q. Why is my payment still pending even though I paid via bank transfer or sent a cheque?**

A. Please allow up to four weeks for the payment to be updated on your account.

## Version Control

Document no.	Amendment Details	Date
1.0	Final Version Published	10/10/2018