

# Reporting Service User Manual

formerly the Digital Reporting Portal (DLR)

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Version: 7

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# 1 Introduction

In the Netherlands, De Nederlandsche Bank (DNB) supervises a large number of financial institutions, which are required to submit data to DNB using the DNB Reporting Service. This manual explains how you can submit your reports using the Reporting Service in My DNB (formerly known as the Digital Reporting Portal or DLR).

## 1.1 Log-in methods

To use the Reporting Service in My DNB you must log in using one of the available log-in methods, i.e. via eHerkenning or via a My DNB account.

### **eHerkenning**

Businesses and government agencies are increasingly using eHerkenning, which is a simple and secure method for authenticating users who log in to their websites with a single log-in token.

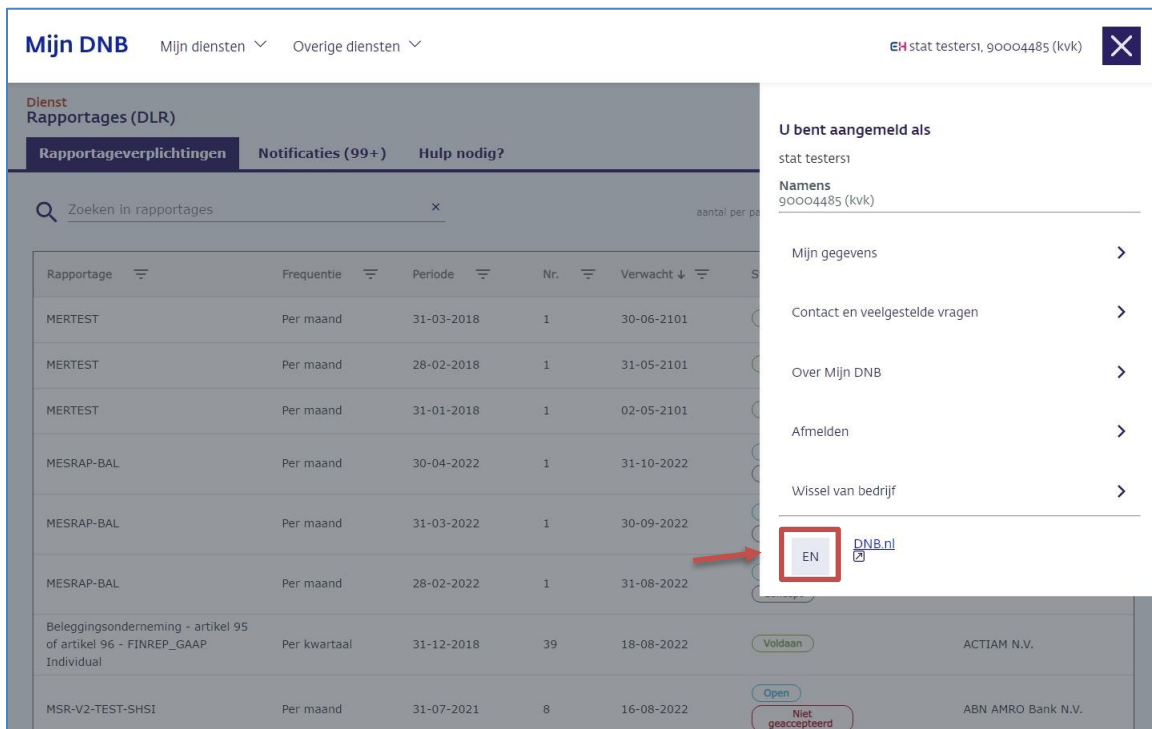
It is important to note that not every company, institution or government agency requires the same level of security. That is why there are different assurance levels. eHerkenning offers the following four levels of assurance: EH2, EH2+, EH3 and EH4. To use the Reporting Service in My DNB you need at least assurance level 3 (EH3). You cannot use the service if you have a lower level login token. If you have an eHerkenning login with level 3 and an authorisation for the Reporting Service in My DNB, you can log in directly. If not, please follow the instructions on the <https://www.eherkenning.nl/en> website to request the appropriate eHerkenning token.

### **My DNB account**

Please note that foreign companies and organisations that do not have a Dutch Chamber of Commerce registration cannot use eHerkenning. On [My DNB](#) you will find more information about the My DNB account, and you can create an account if you do not have one.

## 1.2 Language settings

The Reporting Service is available in two languages: Dutch and English. You can switch languages via the profile icon at the top right of the screen. This can be done from any screen in the application.



The screenshot shows the 'Mijn DNB' interface. At the top right, there is a profile icon with the text 'EH stat testers1, 90004485 (kvk)'. A dropdown menu is open, showing the user's name and several options: 'Mijn gegevens', 'Contact en veelgestelde vragen', 'Over Mijn DNB', 'Afmelden', and 'Wissel van bedrijf'. The 'Wissel van bedrijf' option is expanded, showing 'NL' and 'EN' with a 'DNB.nl' logo. A red box highlights the 'EN' option, and a red arrow points to it from the left.

Rapportage	Frequentie	Periode	Nr.	Verwacht ↓	S
MERTEST	Per maand	31-03-2018	1	30-06-2101	
MERTEST	Per maand	28-02-2018	1	31-05-2101	
MERTEST	Per maand	31-01-2018	1	02-05-2101	
MESRAP-BAL	Per maand	30-04-2022	1	31-10-2022	
MESRAP-BAL	Per maand	31-03-2022	1	30-09-2022	
MESRAP-BAL	Per maand	28-02-2022	1	31-08-2022	
Beleggingsonderneming - artikel 95 of artikel 96 - FINREP_GAAP Individual	Per kwartaal	31-12-2018	39	18-08-2022	Voldaan ACTIAM N.V.
MSR-V2-TEST-SHSI	Per maand	31-07-2021	8	16-08-2022	Open Niet geaccepteerd ABN AMRO Bank N.V.

## 1.3 Need help?

### Technical support

Do you have any technical questions? Please contact our Service Desk at [dit-servicedesk@dnb.nl](mailto:dit-servicedesk@dnb.nl)

Telephone: +31 20 5246111

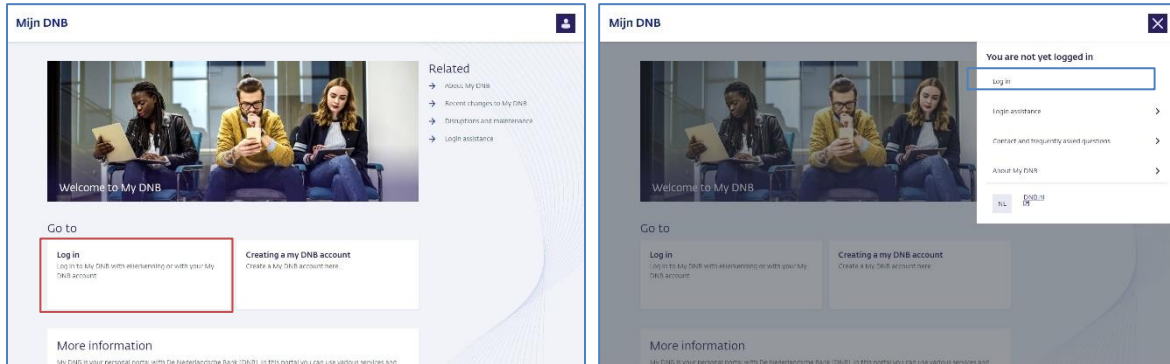
The Service Desk is available on business days between 08:00 and 18:00.

### Questions about reporting

If you have any questions about the contents of your reports, please contact your account manager at DNB by email or telephone. You can find their contact details in previous correspondence.

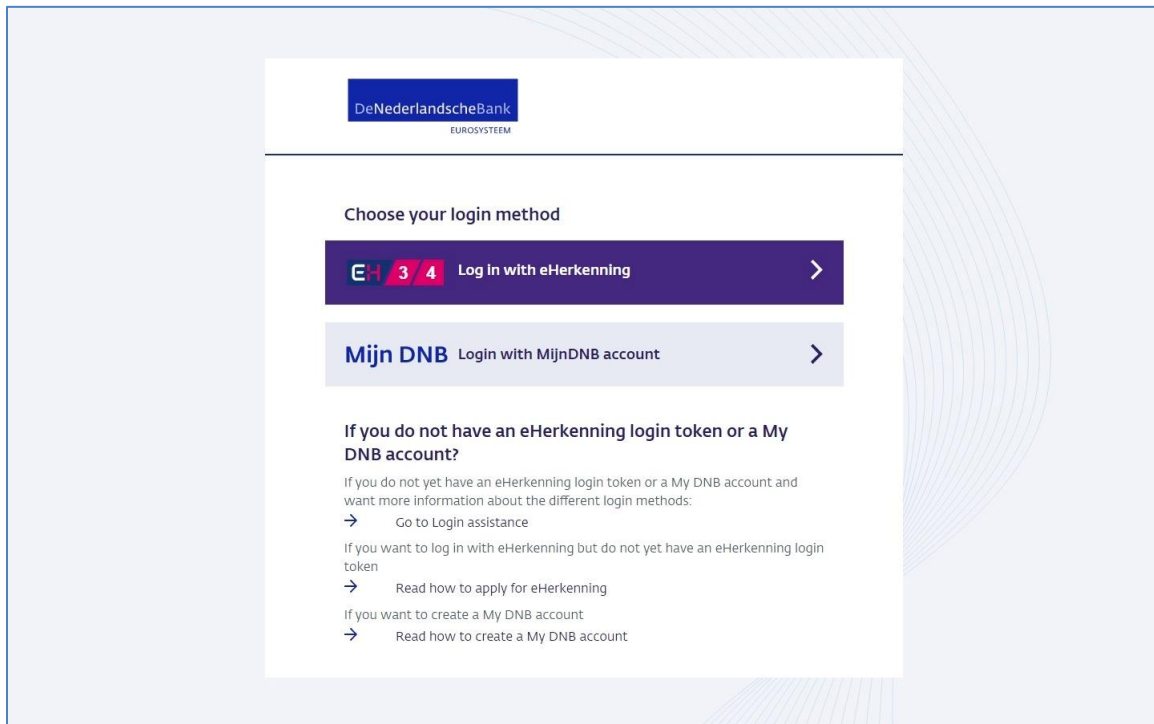
# 2 Login to My DNB

To use the Reporting Service, log in to your personal portal at [My DNB](#)

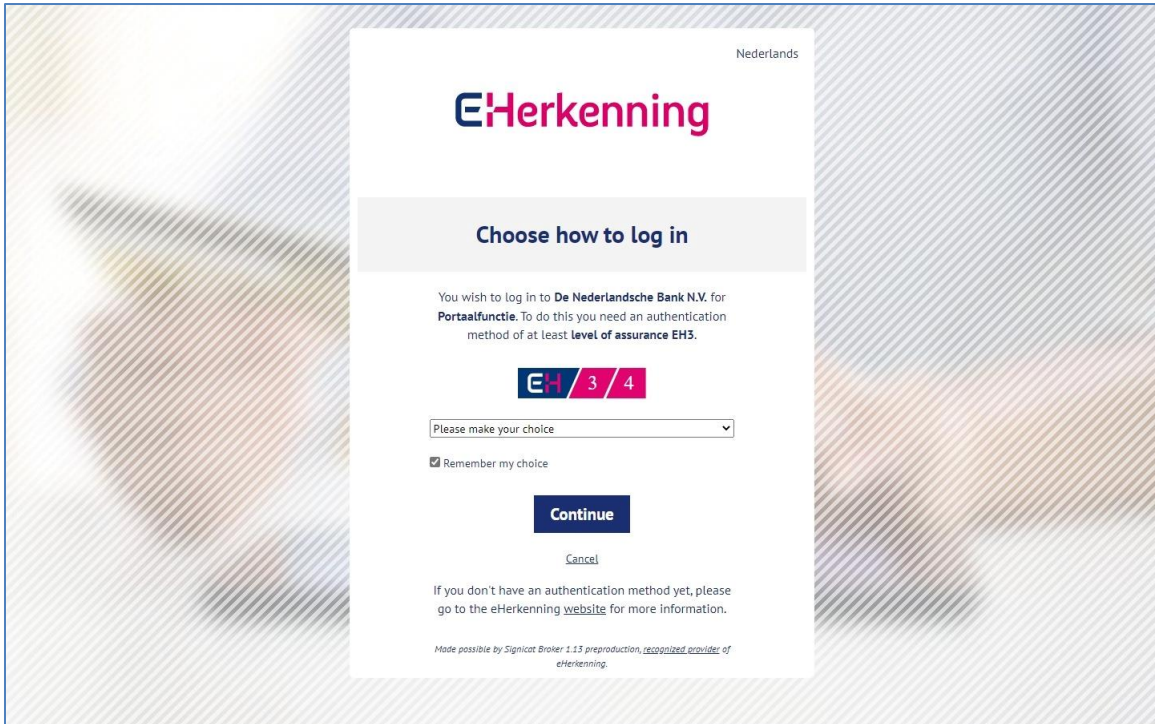


## 2.1 Logging in

- Click on the **Log in** button in the middle of the homepage or on the **Log in** link via the profile icon at the top right

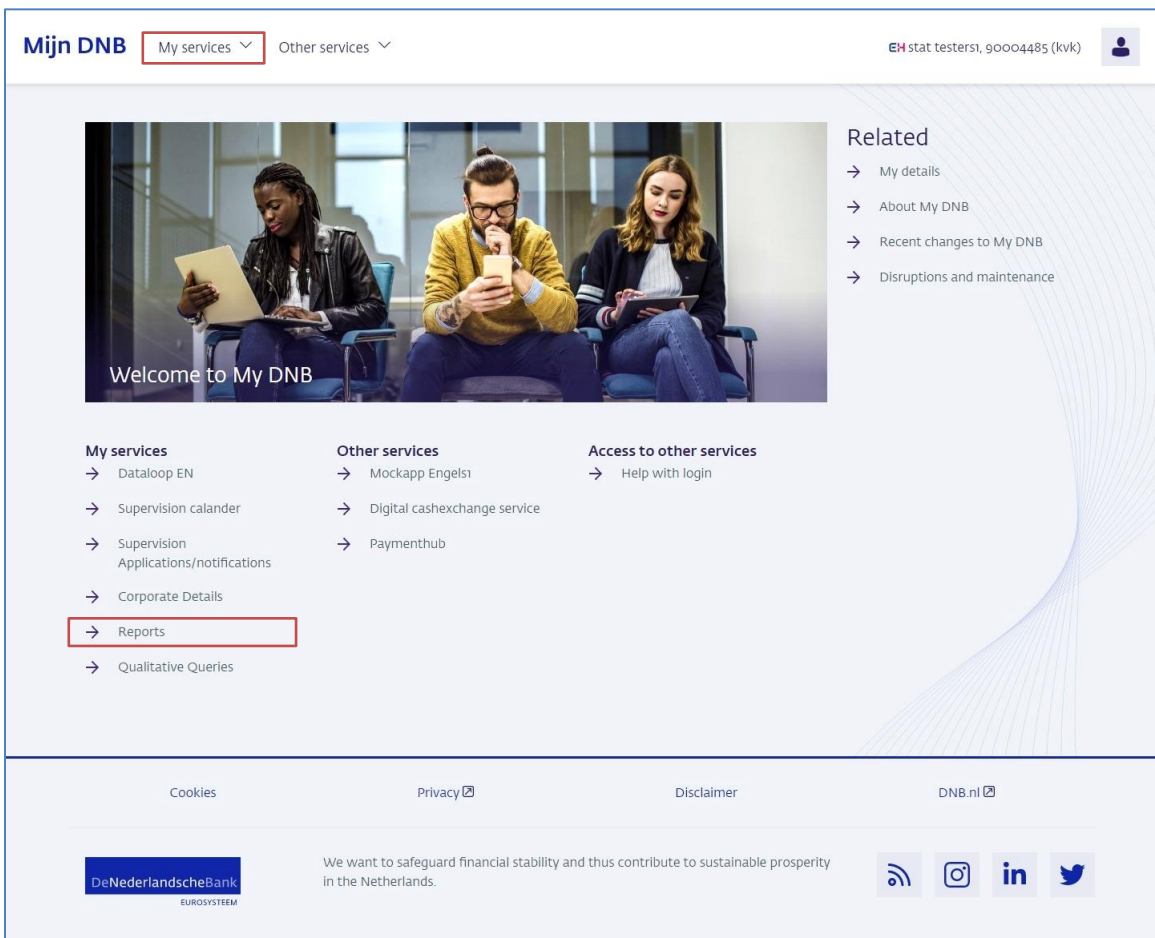


- Choose **Log in with eHerkenning**. Companies and organisations without a Dutch Chamber of Commerce registration must choose **Log in with My DNB Account**.



To log in using eHerkenning you need at least assurance level 3 (EH3).

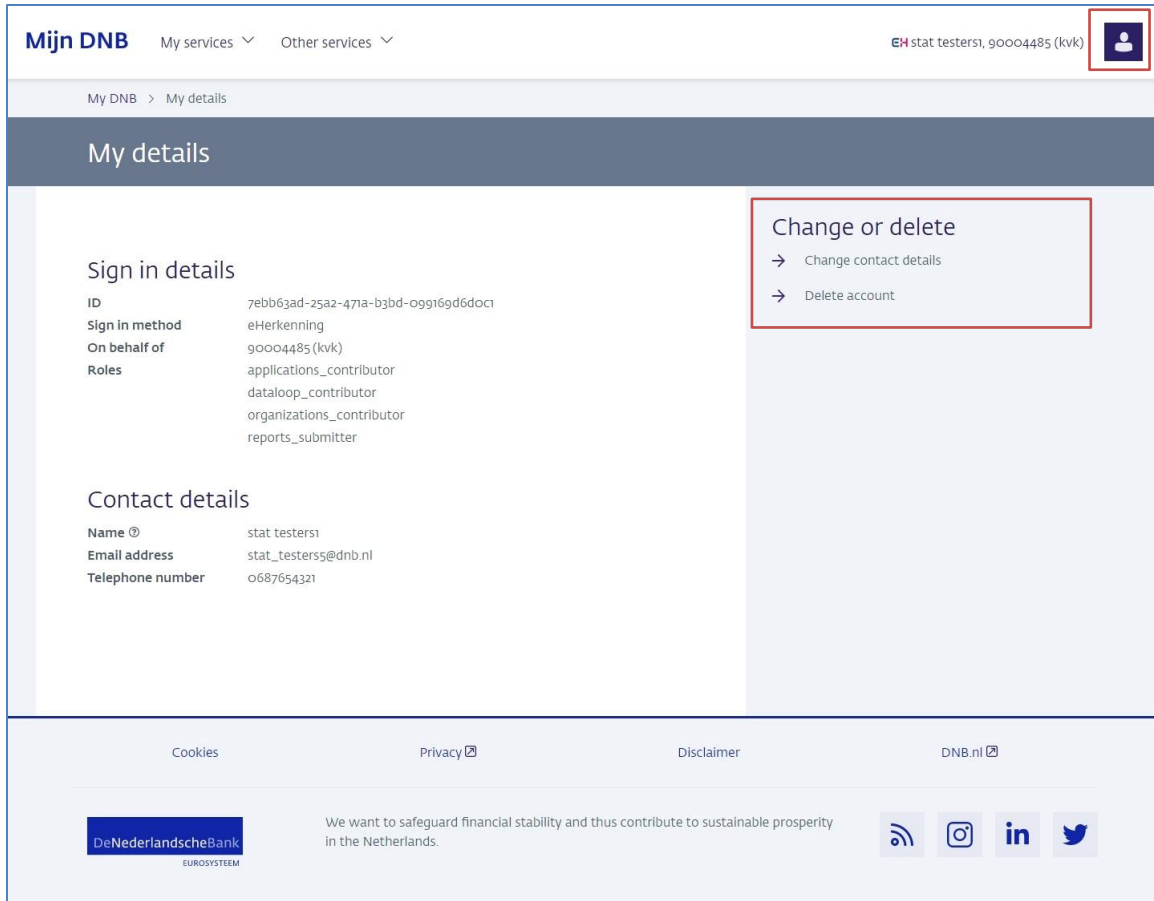
- Choose your eHerkenning provider from the list and click **Continue**.
- Follow the instructions provided by your eHerkenning provider.



If your login is successful, you will be taken to your personal My DNB page. From this page, you can navigate to the Reporting Service. You will find the link to the Reporting Service under the My services heading at the centre of the page or under the My services menu item.

## 2.2 Your details

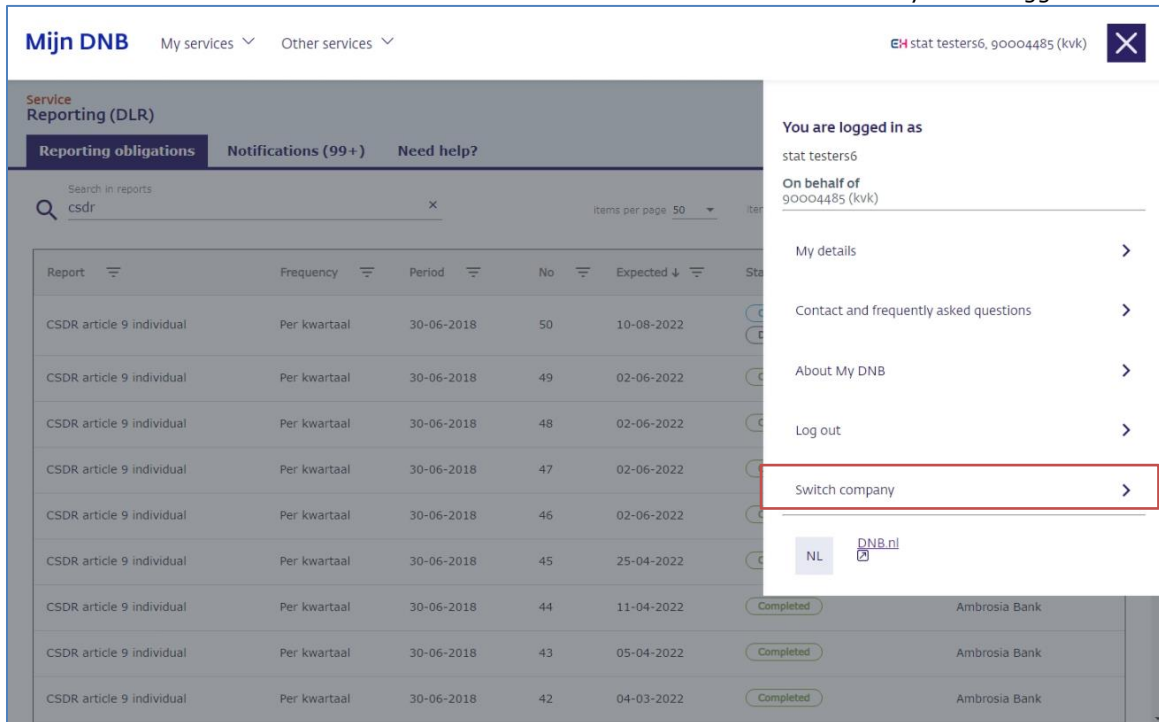
If you are logged in to My DNB, you can access your account details via the My details link under the profile icon.



On the My details page, you can also change your contact details or delete your account.

### 2.3 Switching institutions

Next to the profile icon at the top right, you will find the name of the account you are logged in with and the name or Chamber of Commerce number of the institution on whose behalf you are logged in.



If you are responsible for submitting reports on behalf of different institutions, you can easily switch institutions in My DNB. Click on the profile icon at the top right and then on the link Switch institutions. This will take you to your eHerkenning supplier's page, where you can choose another institution.



# 3 Submitting reports

The 'Reporting obligations' page shows the reports you are expected to submit (Section 3.1). Submitting a report involves a number of steps (Section 3.2). We will send you one or more validation reports following each submission (see Section 3.3).

## 3.1 Overview of reporting obligations

The screenshot shows the 'Mijn DNB' interface for the 'Reporting (DLR)' service. The user is logged in as 'stat testers6, 90004485 (kvk)'. The main navigation includes 'Reporting obligations', 'Notifications (99+)', and 'Need help?'. A search bar contains 'csdr'. The table below lists reporting obligations with columns for Report, Frequency, Period, No., Expected, Status, Alert, and Relates to.

Report	Frequency	Period	No.	Expected ↓	Status	Alert	Relates to
CSDR article 9 individual	Per kwartaal	30-06-2018	50	10-08-2022	Open Draft		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-06-2018	49	02-06-2022	Completed		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-06-2018	48	02-06-2022	Completed		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-06-2018	47	02-06-2022	Completed		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-06-2018	46	02-06-2022	Completed		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-06-2018	45	25-04-2022	Completed		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-06-2018	44	11-04-2022	Completed		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-06-2018	43	05-04-2022	Completed		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-06-2018	42	04-03-2022	Completed		Ambrosia Bank

The overview shows all reports you submitted and still have to submit. The columns provide the following information.

**Report:** the name of the report

**Frequency:** the submission frequency for the report.

**Period:** the end date of the reporting period

**No.:** This number indicates the first submission of a report or a resubmission. Any number higher than 1 indicates a resubmission.

**Expected:** The deadline by which the report must be delivered.

**Status:** A report may have any of the following five statuses:

- **Open:**  
the report has not yet been created
- **Open, Draft:**  
the report has been uploaded but not submitted.
- **Open, In progress:**  
the report has been submitted and DNB is carrying out validation.
- **Completed:**  
the report has been submitted and DNB's validation did not result in any blocking errors.
- **Open, Not accepted:**  
the report has been submitted but DNB's validation resulted in blocking errors. The report must be resubmitted. Section 3.3 deals with validation reports in further detail.

**Alert:** A (!) indicates that alerts (warnings) were found in the report during validation.

**Relates to:** The institution/legal entity to which the report relates.

### Download

 Download


Using the Download button, you can export all reporting obligations for the past year to an Excel file. The file will be downloaded immediately.

### Pages

items per page 50 items 0 - 50 (1444 items) |< < > >|

The reporting obligations overview may consist of several pages. Use the left and right arrows to navigate through the pages. You will also see the total number of reporting obligations here and you can specify the number of reports per page to be shown.

### Searching the overview

 Search in reports x

The free search field searches the entire table for the specified value. Use the X on the right to empty the search field again.

It is not possible to search by date or items with a fixed range of values such as frequency and status. Please use the column filters to do so.

### Column filter

Report Frequency Period No Expected Status Alert Relates to

You can use column filters to search for a specific value in a column. To do so, click on the filter icon next to the column name. In the dialogue box, enter the search criteria.

### Sort

Report Frequency Period No Expected Status Alert Relates to

By default, reports are sorted descending by the date by which we expect you to submit them. You can change this by clicking on the column name or on the arrow icon next to the column name. You will only see this arrow if you navigate over the column name or if you have set a sorting.

## 3.2 Submitting a report

Submitting a report in the Reporting Service involves the following steps:

### Step 1: select the report

In the reporting obligations overview, select the report to submit.

### Step 2: upload the report file(s)

Select the file your organisation has created to comply with the reporting obligation and add the file. The file is then uploaded to DNB.

### Step 3: submit the report

Submit the report to DNB.

Once you have completed these three steps, you have submitted your report to DNB.

### Step 1: Select the report

**Mijn DNB** My services ▾ Other services ▾ EH stat testers6, 90004485 (kvv)

**Service**  
Reporting (DLR)

**Reporting obligations** Notifications (99+) Need help?

Search in reports: csdr x Items per page: 50 Items 0 - 14 (14 items) Download

Status: Open

Report	Frequency	Period	No	Expected ↓	Status	Alert	Relates to
CSDR article 9 individual	Per kwartaal	30-06-2018	50	10-08-2022	Open Draft		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	31-12-2019	1	14-01-2020	Open Draft		Ambrosia Bank
CSDR article 9 consolidated	Per kwartaal	31-12-2019	1	14-01-2020	Open Draft		Ambrosia Bank
CSDR article 9 consolidated	Per kwartaal	30-09-2019	1	14-10-2019	Open Not accepted		Ambrosia Bank
CSDR article 9 individual	Per kwartaal	30-09-2019	1	14-10-2019	Open Not accepted		Ambrosia Bank
CSDR article 9 consolidated	Per kwartaal	30-06-2019	1	12-07-2019	Open In progress		Ambrosia Bank
CSDR article 9 consolidated	Per kwartaal	31-03-2019	1	12-04-2019	Open		Ambrosia Bank

- In the reporting obligations overview, click the report you want to submit.

You will now see the details of the reporting obligation in a new page.

**Mijn DNB** My services ▾ Other services ▾ EH stat testers6, 90004485 (kvv)

**Service**  
Reporting (DLR)

**Reporting obligations** Notifications (99+) Need help?

< Reporting obligations

**CSDR article 9 consolidated**

Report details Submissions

Status: Open **+ Create new draft submission**

Expected date: 12-07-2019

Period: 30-06-2019

Frequency: Per kwartaal

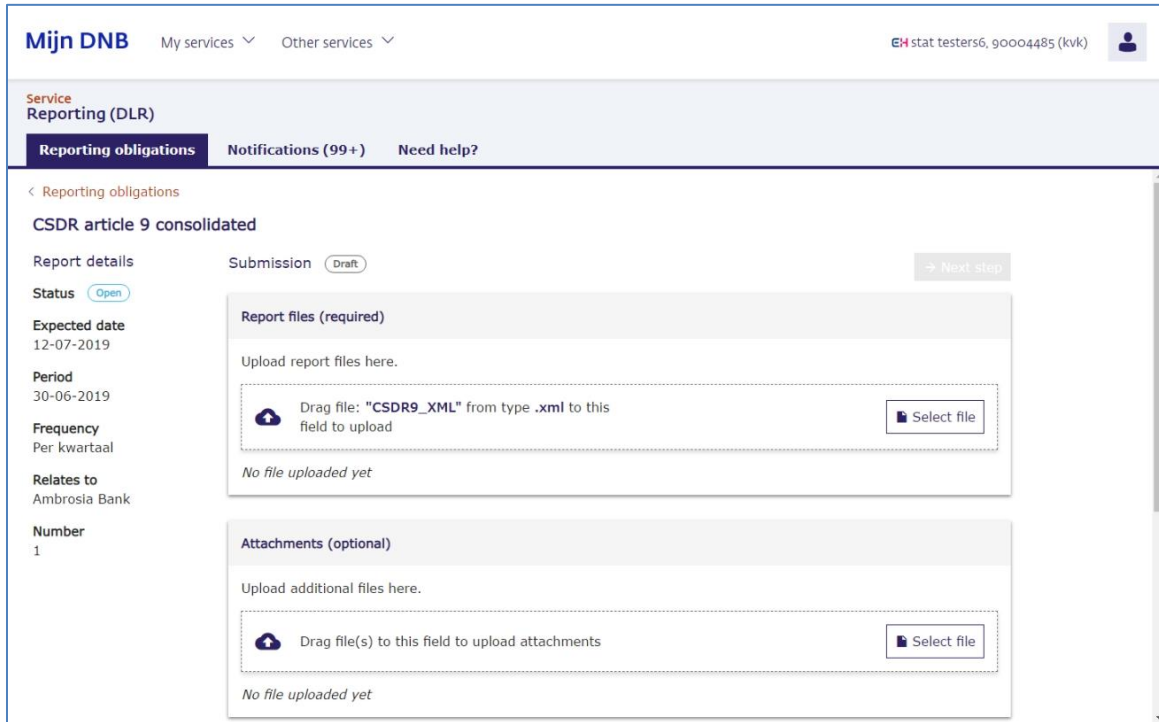
Relates to: Ambrosia Bank

Number: 1

Cookies Privacy Disclaimer DNB.nl

- Click the **Create new draft submission** button. The status of the reporting obligation is set to Open, draft.

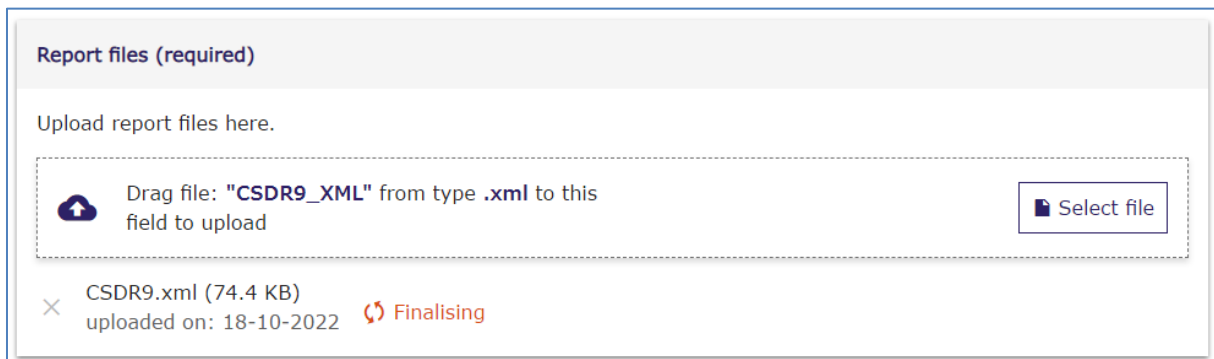
## Step 2: upload the report file(s)



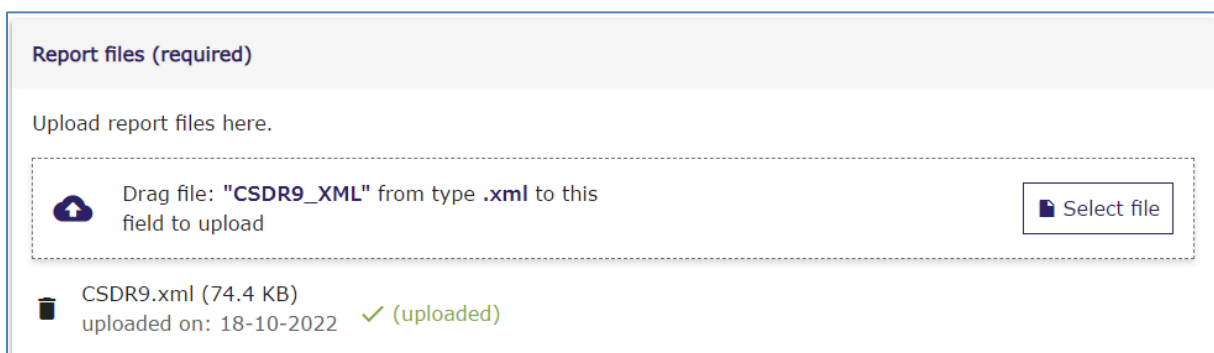
The upload box shows the name of the file you need to submit. Some reports require you to provide multiple files. In those cases, you will see multiple upload boxes on the page.

- Click the **Select file** button or drag the file you want to submit to the upload box.

The application immediately starts uploading your file.

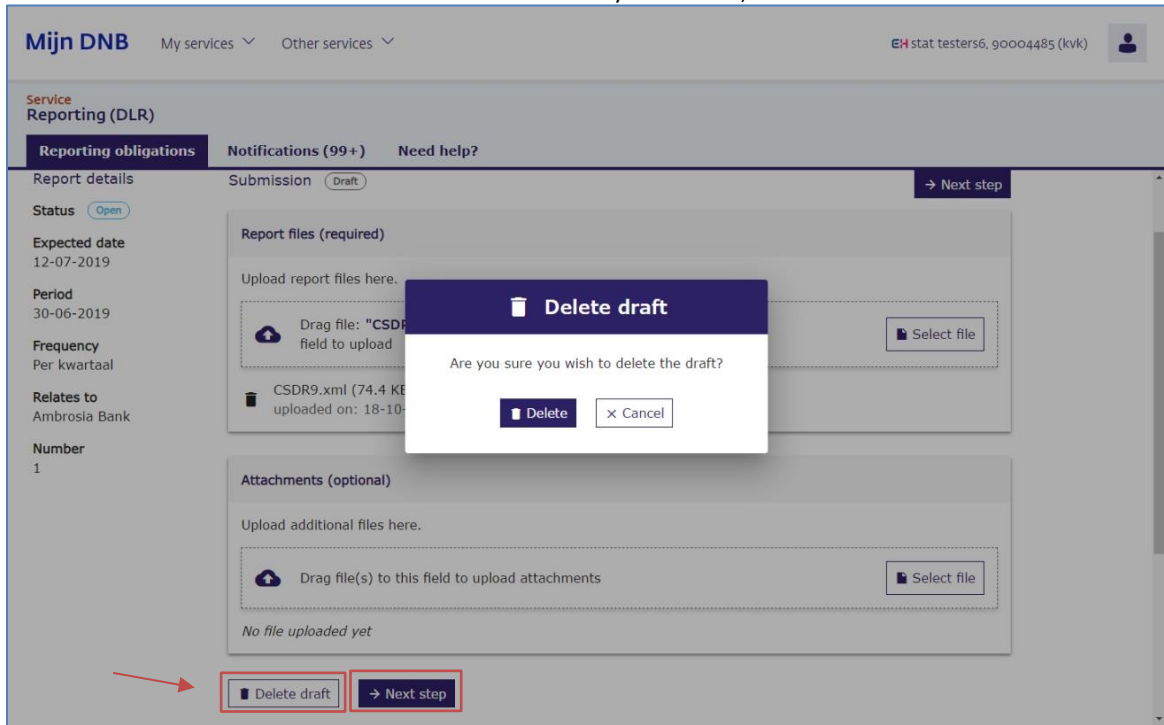


Click the X if you want to cancel the upload.



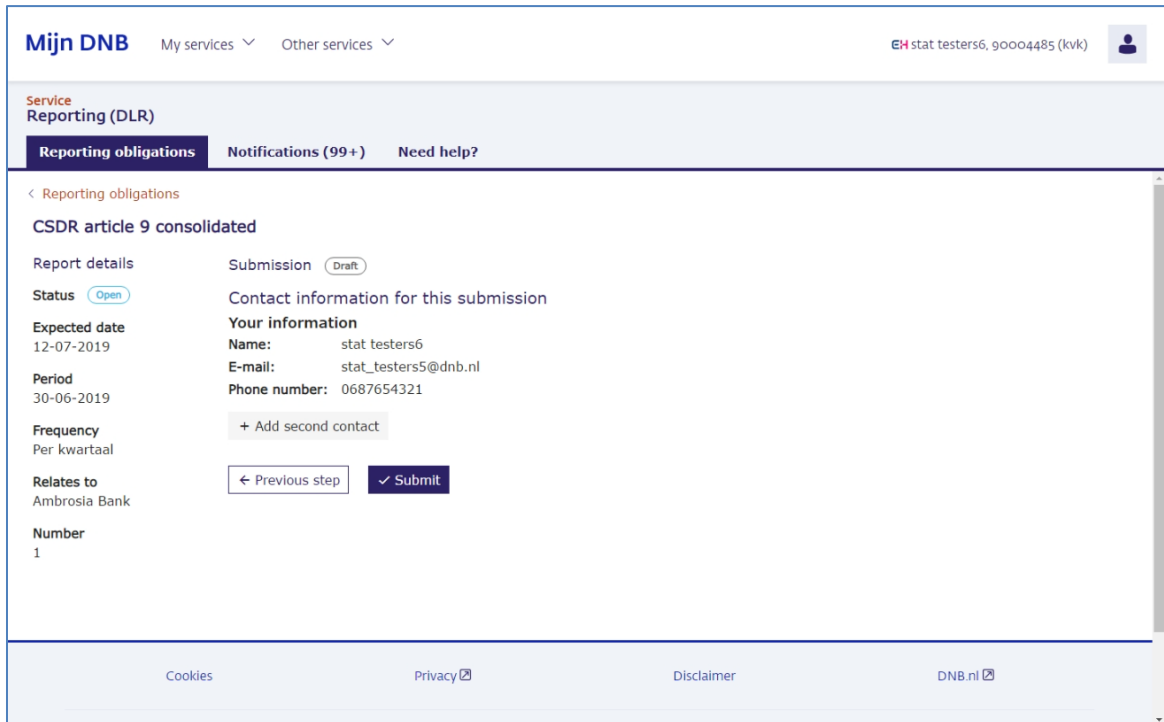
Click the bin if you want to delete the uploaded file.

You can also delete the draft submission in its entirety. To do so, click the **Delete draft** button.

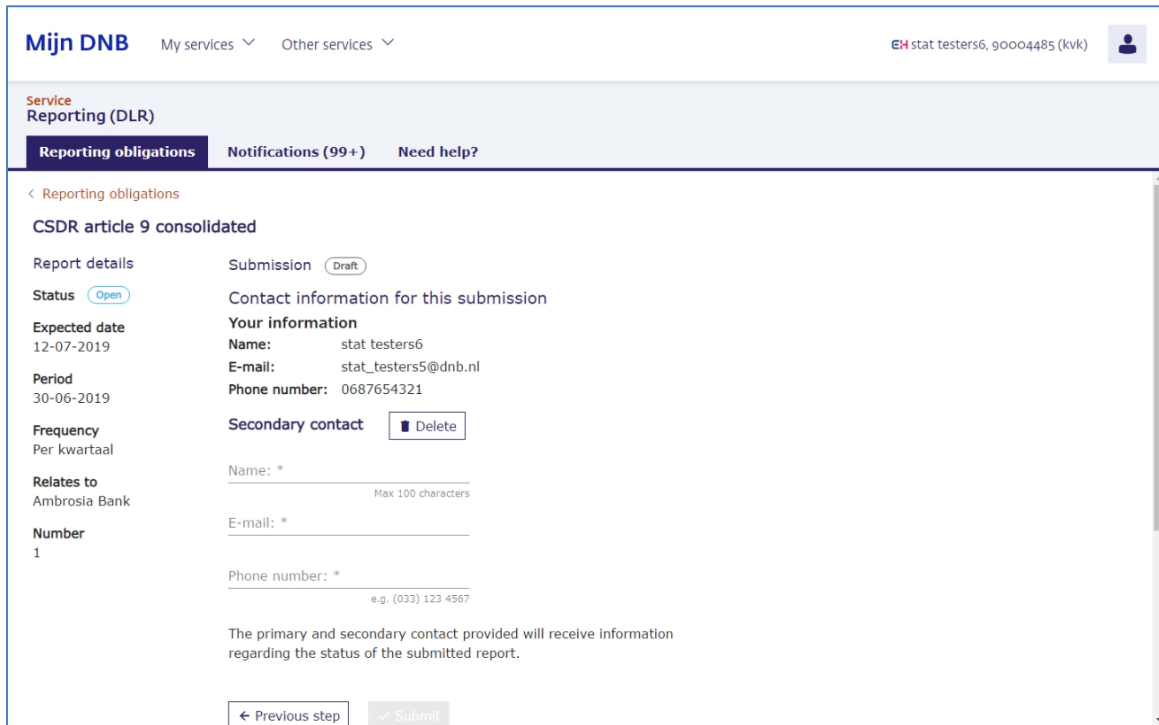


- Click the **Next Step** button when you have uploaded all the required files and want to proceed with submission.

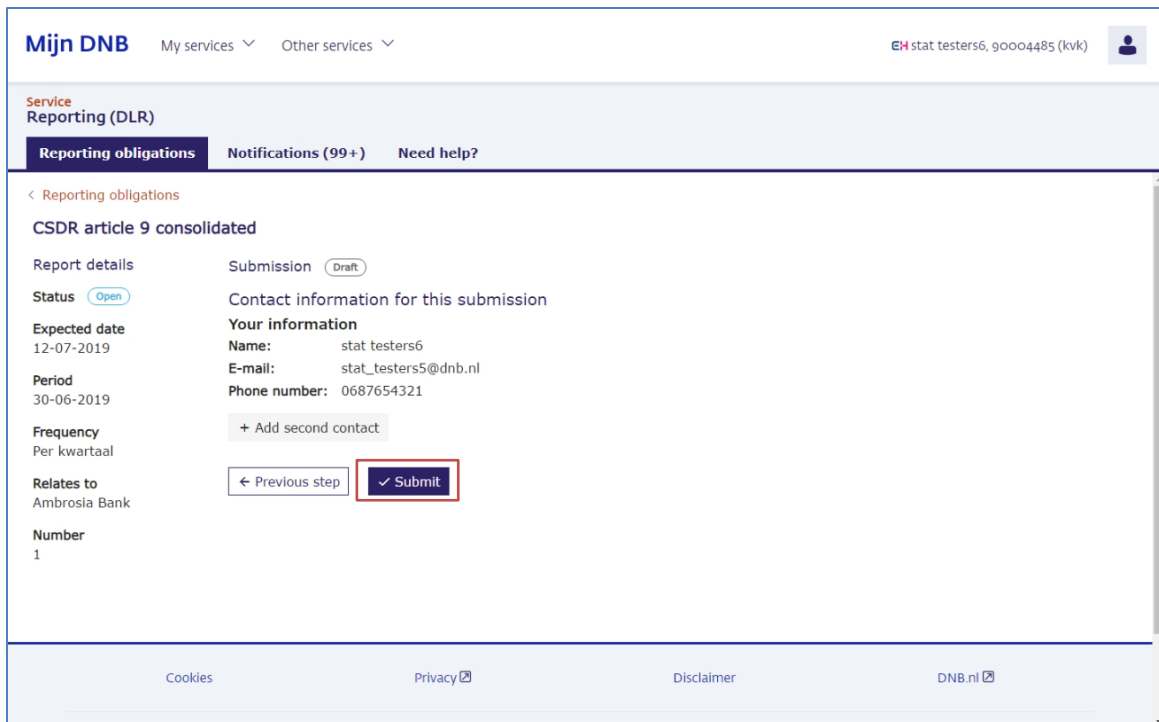
### Step 3: submit the report



You will now see the contact details known to DNB. You can access and change your account details via the My details link under the profile icon (see Section 2.2). You may also choose to add a second contact specifically for this submission.



- Click the **Add second contact** button and add the details of the second contact.



- Click the **Submit** button if you agree.

The report will now be sent to DNB. You will see a notification on the screen that the report has been submitted successfully. You will return to the Reporting Obligations page. The report's status is changed to 'Open, In progress'.

Report	Frequency	Period	No	Expected ↓	Status	Alert	Relates to
CSDR article 9 consolidated	Per kwartaal	30-06-2019	1	12-07-2019	Open In progress		Ambrosia Bank

### Alternative submission in Excel

The screenshot shows the 'Mijn DNB' interface for 'Reporting (DLR)'. The user is logged in as 'EH stat testers6, 90004485 (kvv)'. The main navigation includes 'Reporting obligations', 'Notifications (99+)', and 'Need help?'. The current report is 'TEST\_MSR-CUST' with a status of 'Open'. The 'Expected date' is 30-06-2020, 'Period' is 31-12-2019, and 'Frequency' is 'Op ad hoc basis'. The 'Relates to' field shows 'BinckBank N.V.' and the 'Number' is 1. The 'Submission' status is 'Draft'. A red box highlights the 'Alternative submission in Excel' dropdown menu, which includes a 'Download Excel' button. Below this, there are sections for 'Report files (required)' and 'Attachments (optional)', both with upload instructions and a 'Select file' button.

While reports must be submitted in XBRL format by default, some reports can also be submitted in Excel. In that case, you will see the **Download Excel** button on the page under the heading 'Alternative submission in Excel'. You can then download, complete and submit the Excel template. The report is then converted to XBRL at DNB.

### 3.3 Reviewing validation reports for submissions

The screenshot shows the DNB Reporting (DLR) interface. The user is logged in as 'stat testers6, 90004485 (kvk)'. The main navigation includes 'Reporting obligations', 'Notifications (99+)', and 'Need help?'. The current view is 'CSDR article 9 consolidated'. On the left, there are details for the reporting obligation: Status (Open), Expected date (14-10-2019), Period (30-09-2019), Frequency (Per kwartaal), Relates to (Ambrosia Bank), and Number (1). The main content area shows a submission from 30-07-2019 at 11:53 with a status of 'Not accepted'. A red box highlights a message: 'Uw aanlevering is niet geaccepteerd. Uw aanlevering is gecontroleerd en niet geaccepteerd. Bekijk de validatierapporten en dien een verbeterde versie in.' Below this, there is a 'Report files' section with one file: 'FoutBestand\_NCANL\_DATISR\_CSDR9\_GB-2549008SLT2AGZVASG55-2019-Q3\_1.xml (74.4 KB)' uploaded on 30-07-2019. A 'Validation report(s)' button is visible next to the file. The 'Attachments' section is empty. Contact information for the submission is also provided.

We will always send you a validation report following your submission. It will show you whether we found any blocking errors in the report you submitted.

- Click on the **Validation Report(s)** button to view the validation reports. All available validation reports are downloaded.

You can correct errors in reports with 'Not accepted' status immediately and resubmit these reports, see section 3.2. Please contact your DNB account manager if you need to correct errors in accepted (Completed) reports. They will create a re-reporting obligation for you in which you can resubmit the corrected report.

### 3.4 Certification/auditor's report

Some reports need to be certified. In such cases, you must also provide an auditor's report. We will impose a separate obligation if this is a requirement. Please complete the following steps:

#### Step 1:

Send the report to your independent auditor, but only after you have submitted it to DNB and its status has been set to Completed.

*Please note: While reports must be submitted in XBRL format by default, some reports can also be submitted in Excel. If you choose to report in Excel, you must still send your auditor the XBRL file, after converting and downloading the Excel file using the Download button.*

#### Step 2:

The independent auditor or actuary then prepares and electronically signs an electronic statement in XBRL. The signature is a separate file in XML format. You need to upload both files in the application at the same time.



The signature includes hash totals that refer to the reports the independent auditor/actuary has reviewed. We will check that the hash totals calculated by the independent auditor/actuary match the hash totals we calculated on the reports you have previously submitted. If they do not match the data known to us, an error message is generated and the submission will not be accepted.

# 4 Notifications

## 4.1 Notifications overview

Notifications are messages we send you regarding your obligations. You will receive a notification if:

- the validation result for a submission is available
  - we have granted extension of a submission deadline
  - we have imposed a re-reporting obligation
  - you are late in submitting your report (only for selected reports).
- Click the **Notifications** tab to open the notifications overview. The number of unread notifications is shown in brackets on the tab.

The screenshot shows the 'Mijn DNB' interface with the 'Service Reporting (DLR)' section. The 'Notifications (40)' tab is selected. Below the search bar, there is a table of notifications:

Status	Received	Subject
Unread	29-08-2022 11:56	Uw rapportage MSR-V2-TEST-SHST is verwerkt
Unread	29-08-2022 11:50	U heeft een herrapportageverplichting gekregen. test
Unread	25-08-2022 13:13	Woekels
Unread	18-08-2022 08:45	U heeft een herrapportageverplichting gekregen. test
Read	17-08-2022 12:53	Aan u is uitstel verleend voor het indienen van de ACCCERTDL2
Read	17-08-2022 12:50	Aan u is uitstel verleend voor het indienen van de ACCCERTDL2
Read	17-08-2022 12:50	Aan u is uitstel verleend voor het indienen van de ACCCERTDL2
Read	16-08-2022 10:19	Aan u is uitstel verleend voor het indienen van de ACCCERTDL2
Read	16-08-2022 10:19	Aan u is uitstel verleend voor het indienen van de ACCCERTDL2
Unread	15-08-2022 13:28	Uw rapportage Finrep_IFRS Consolidated is verwerkt

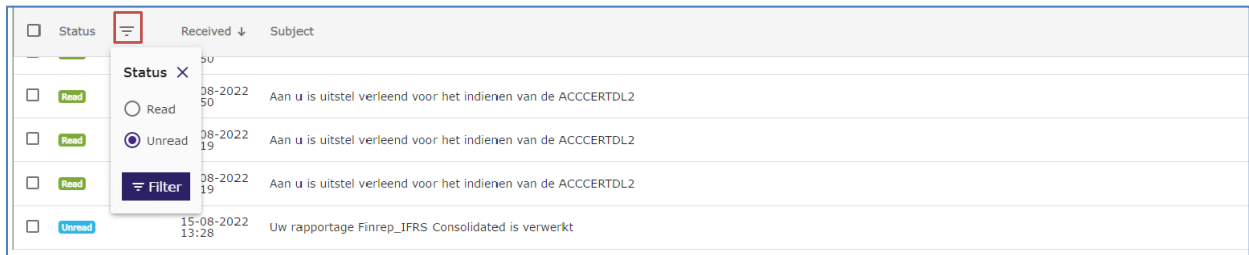
## 4.2 Searching notifications

The notification overview may consist of several pages. Use the left and right arrows to navigate through the pages. You will also see the total number of notifications here and you can specify the number of notifications per page to be shown.

You can use the free search field to search for notifications with a specified value. Use the X on the right to empty the search field again.

It is not possible to search by a date or status. Please use the column filters to do so.

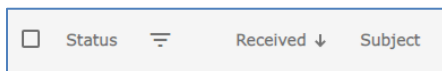
## Filter by status



You can use column filters to search for a specific value in a column. If you want to display only those notifications you have not yet read,

- click the sort icon next to the **Status** column name and select the **Unread** option.

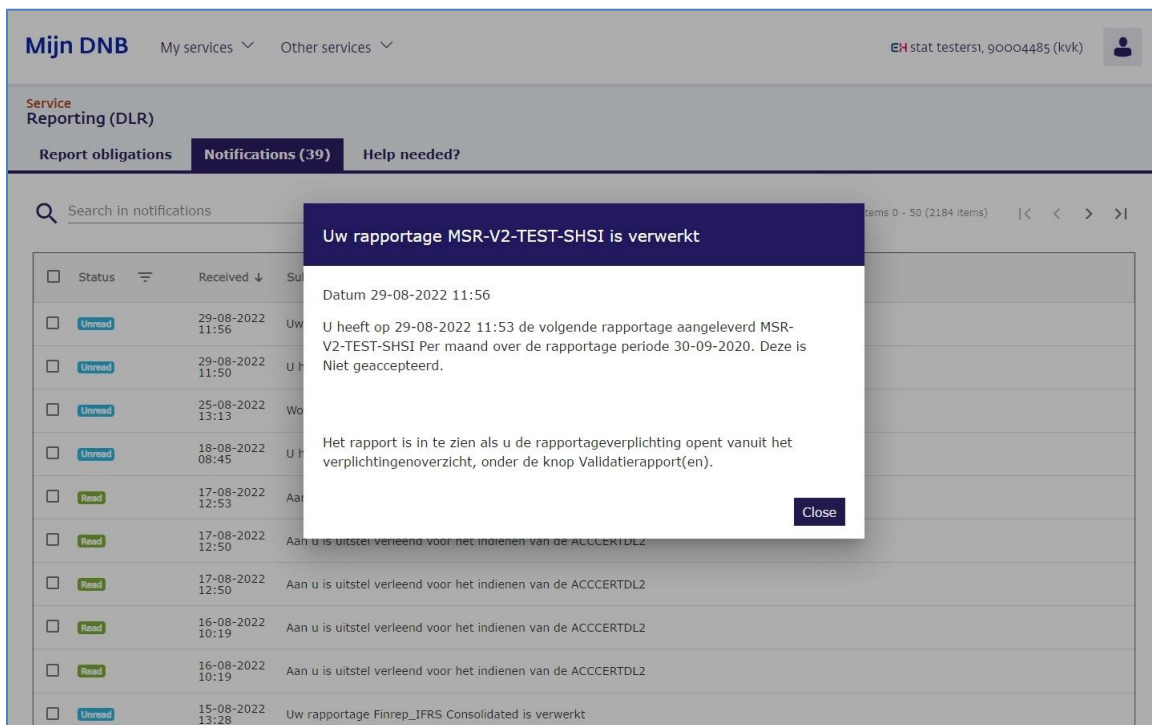
## Sort



By default, notifications are sorted in descending order by date of receipt. You can change the order by clicking on the column name or the arrow icon next to the column name. You will only see this arrow if you navigate over the column name or if you have set a sorting.

## 4.3 Reading notifications

- In the notification overview, click on the notification you want to read.



The contents of the notification are displayed in a dialogue box. Once you close the notification, it is given the **Read** status.