

Reporting Service User Manual

formerly the Digital Reporting Portal (DLR)

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Contents

1 Introduction	3
1.1 Log-in methods.....	3
1.2 Language settings	4
1.3 Need help?	4
2 Login to My DNB	5
2.1 Logging in	5
2.2 Your details	7
2.3 Switching institutions.....	8
3 Submitting reports.....	9
3.1 Overview of reporting obligations	9
3.2 Submitting a report	10
3.3 Reviewing validation reports for submissions	16
3.4 Certification/auditor’s report	16
4 Notifications	18
4.1 Notifications overview	18
4.2 Searching notifications	18
4.3 Reading notifications	19

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, the user is logged in as 'TesterKM4' on behalf of '90004485 (kvk)'. Below this, there are menu items: 'My details', 'Contact and frequently asked questions', 'About My DNB', 'Log out', and 'Switch company'. At the bottom of the user profile section, there is a language selector with 'NL' and 'DNB.nl' options. A red box highlights the 'NL' button, and a red arrow points to it from the table below.

Report	Frequency	Period	No	Expected
MERTEST	Per maand	31-05-2023	1	30-09-2106
MERTEST	Per maand	30-06-2023	1	30-09-2106
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
Corep Consolidated	Per kwartaal	30-06-2017	4	28-05-2031
0000_03TESTAUTOMATISERING	Per maand	30-04-2023	1	28-05-2031

1.3 Need help?

Technical support

Do you have any technical questions? Please contact our Service Desk at dit-servicedesk@dnb.nl

Telephone: +31 20 5246111

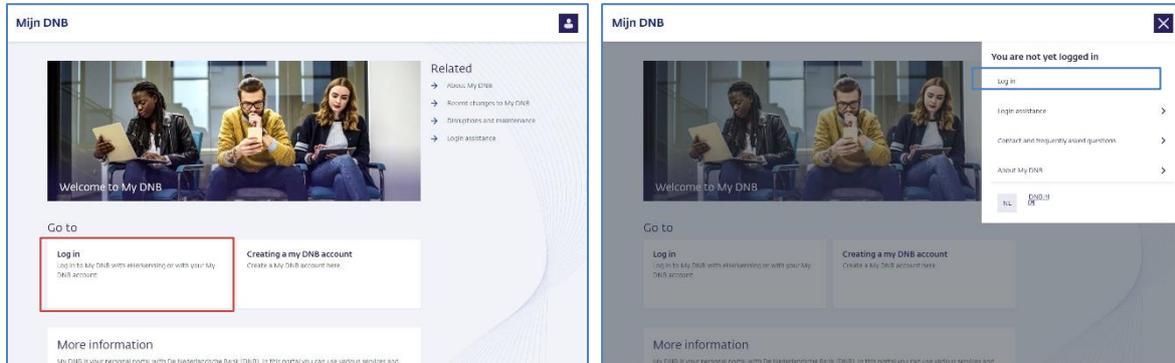
The Service Desk is available on business days between 08:00 and 18:00.

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.

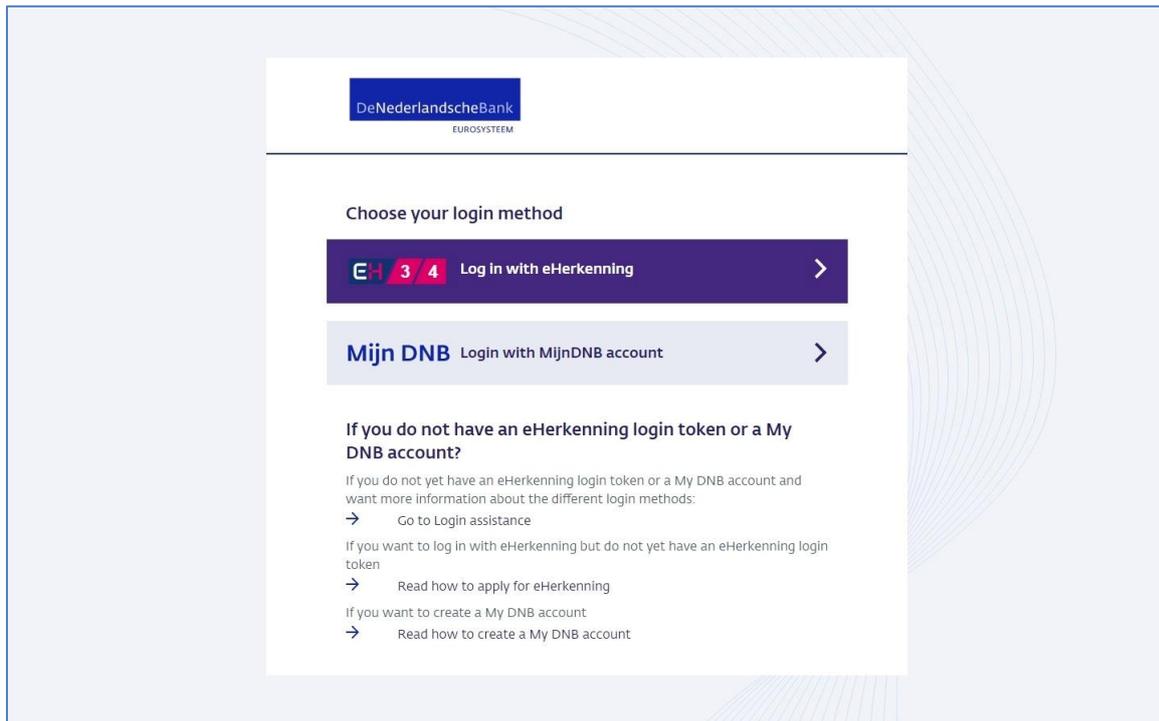
2 Login to My DNB

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

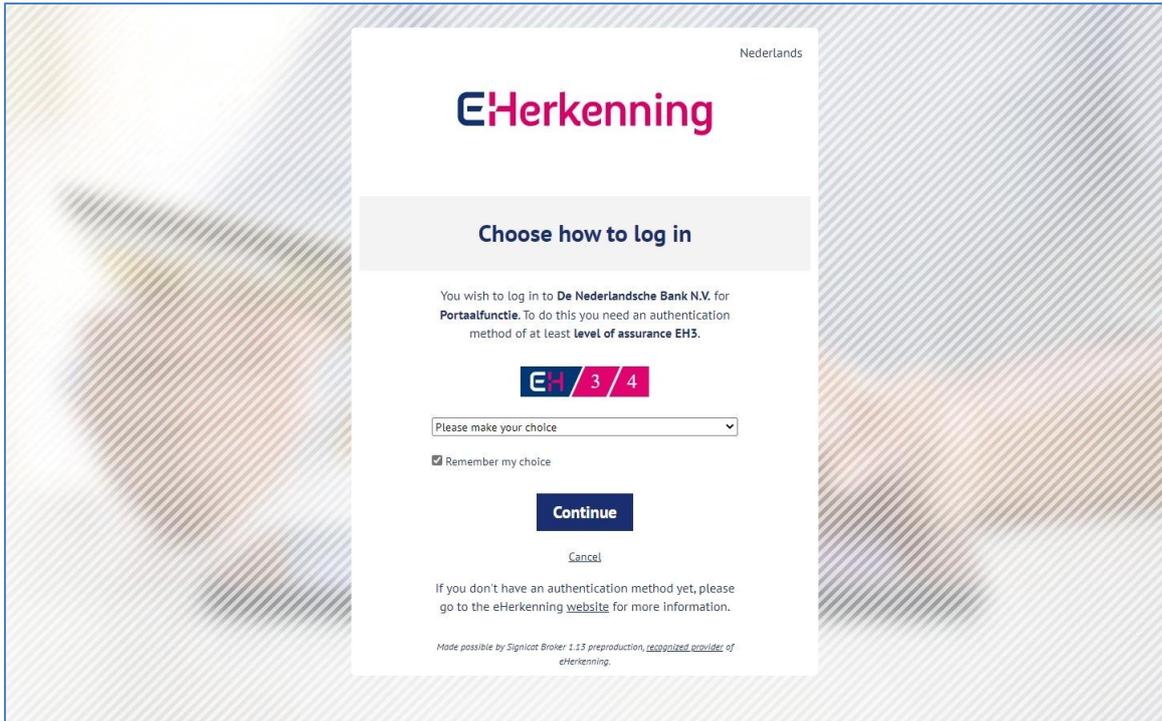


2.1 Logging in

- 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

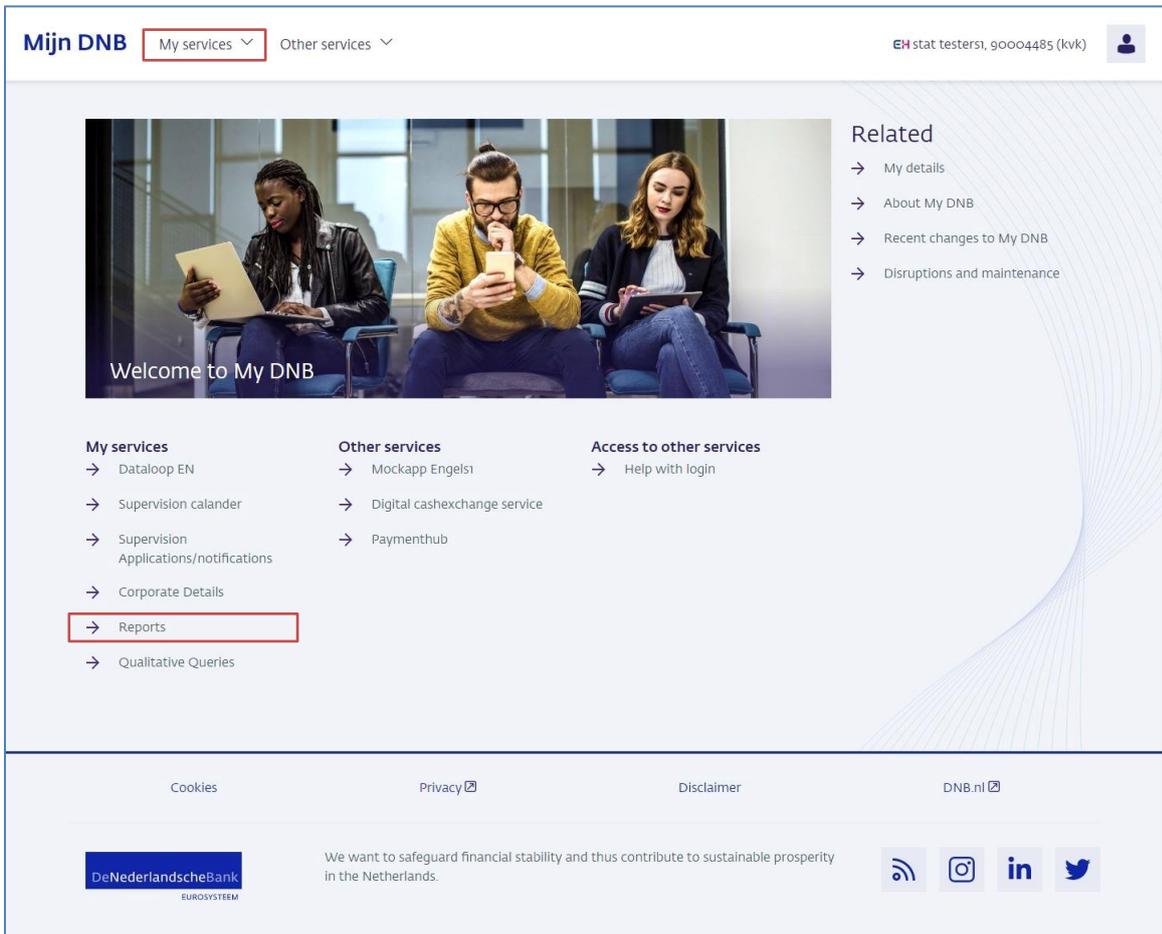


- Choose **Log in with eHerkenning**. Companies and organisations without a Dutch Chamber of Commerce registration must choose **Log in with My DNB Account**.



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

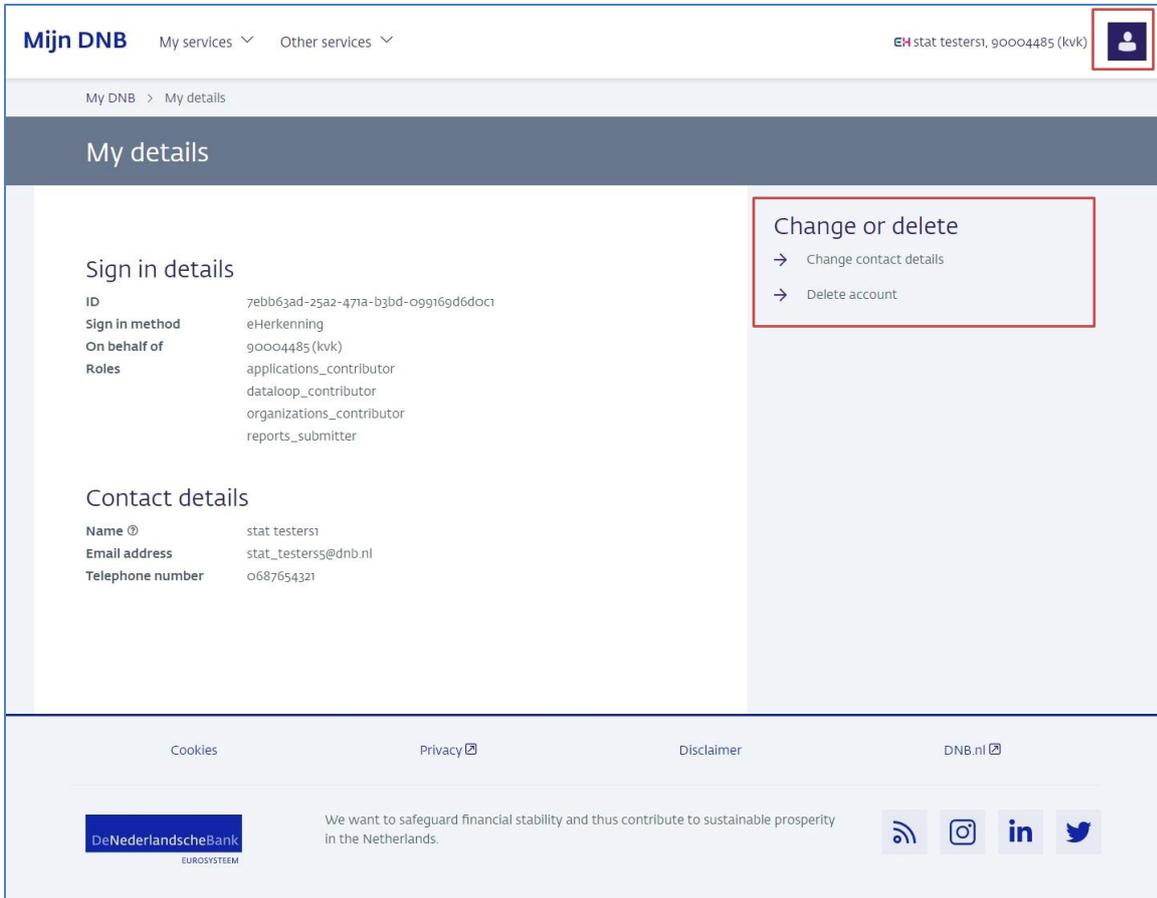
- Choose your eHerkenning provider from the list and click **Continue**.
- Follow the instructions provided by your eHerkenning provider.



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.

The screenshot shows the 'Mijn DNB' user interface. At the top, there are navigation links for 'My services' and 'Other services'. The user is logged in as 'TesterKM4, 90004485 (kvk)'. The main content area is titled 'Service Reporting (DLR)' and 'Reporting obligations'. It features a search bar and a table of reports. The table has columns for Report, Frequency, Period, No, and Expected. The sidebar on the right contains a 'You are logged in as' section with the user's name and institution, and a list of navigation options: 'My details', 'Contact and frequently asked questions', 'About My DNB', 'Log out', and 'Switch company'. The 'Switch company' button is highlighted with a red border. At the bottom, there are buttons for 'Open' and 'Postponed' next to the report '0000_03TESTAUTOMATISERING'.

Report	Frequency	Period	No	Expected
MERTEST	Per maand	31-05-2023	1	30-09-2106
MERTEST	Per maand	30-06-2023	1	30-09-2106
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
Corep Consolidated	Per kwartaal	30-06-2017	4	28-05-2031
0000_03TESTAUTOMATISERING	Per maand	30-04-2023	1	28-05-2031

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

Report	Frequency	Period	No.	Expected	Status	Alert	Relates to
CSDR article 9 individual	Per kwartaal	30-06-2018	63	02-05-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	62	15-03-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	61	14-03-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	60	06-03-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	59	28-02-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2019	2	28-02-2023	Not accepted		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	31-03-2018	2	28-02-2023	Open		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	58	01-02-2023	Completed		ABN AMRO Bank N.V.

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 

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

The screenshot shows the 'Reporting obligations' overview page. At the top, there is a search bar with 'csdr' entered. Below the search bar is a table with the following data:

Report	Frequency	Period	No	Expected	Status	Alert	Relates to
CSDR article 9 individual	Per kwartaal	30-06-2018	63	02-05-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	62	15-03-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	61	14-03-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	60	06-03-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	59	28-02-2023	Completed		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2019	2	28-02-2023	Not accepted		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	31-03-2018	2	28-02-2023	Open		ABN AMRO Bank N.V.
CSDR article 9 individual	Per kwartaal	30-06-2018	58	01-02-2023	Completed		ABN AMRO Bank N.V.

- 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.

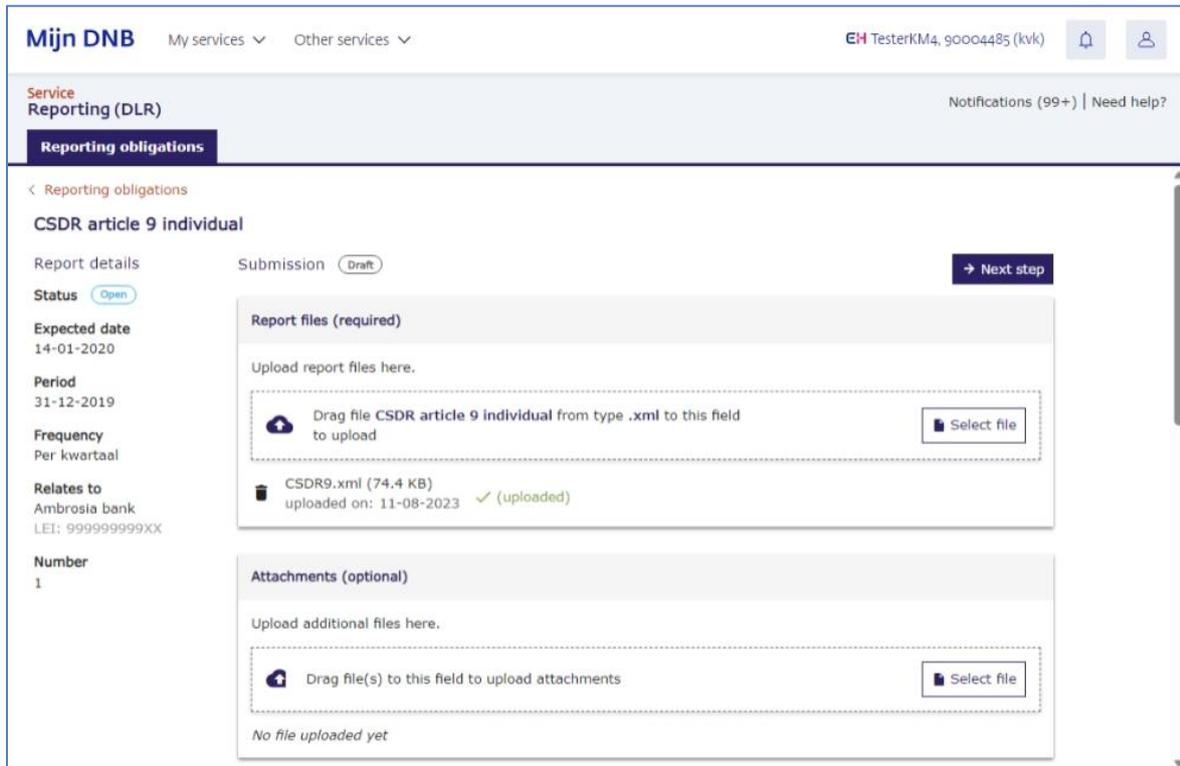
The screenshot shows the details page for a 'CSDR article 9 individual' reporting obligation. The page is divided into two sections: 'Report details' and 'Submissions'. The 'Report details' section contains the following information:

- Status:** Open
- Expected date:** 14-01-2020
- Period:** 31-12-2019
- Frequency:** Per kwartaal
- Relates to:** Ambrosia bank, LEI: 9999999999XX
- Number:** 1

The 'Submissions' section contains a button labeled '+ Create new draft submission'.

- 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.

Report files (required)

Upload report files here.

Drag file: "CSDR9_XML" from type .xml to this field to upload Select file

CSDR9.xml (74.4 KB)
uploaded on: 18-10-2022 ✓ (uploaded)

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.

Mijn DNB My services ▾ Other services ▾ EH TesterKM4, 90004485 (kvk) 🔔 👤

Service Reporting (DLR) Notifications (99+) | Need help?

Reporting obligations

Report details Submission Draft → Next step

Status Open

Expected date 14-01-2020

Period 31-12-2019

Frequency Per kwartaal

Relates to Ambrosia bank
LEI: 999999999XX

Number 1

Report files (required)

Upload report files here.

Drag file CSDR article 9 individual from type .xml to this field to upload Select file

CSDR9.xml (74.4 KB)
uploaded on: 11-08-2023 ✓ (uploaded)

Attachments (optional)

Upload additional files here.

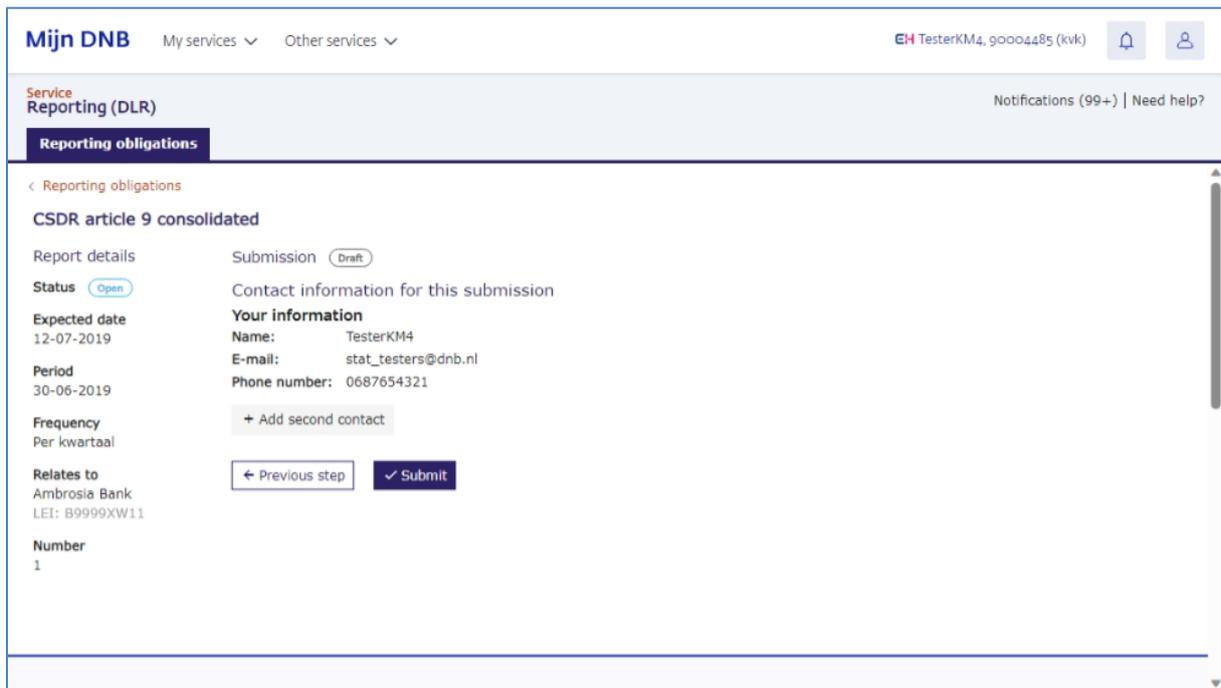
Drag file(s) to this field to upload attachments Select file

No file uploaded yet

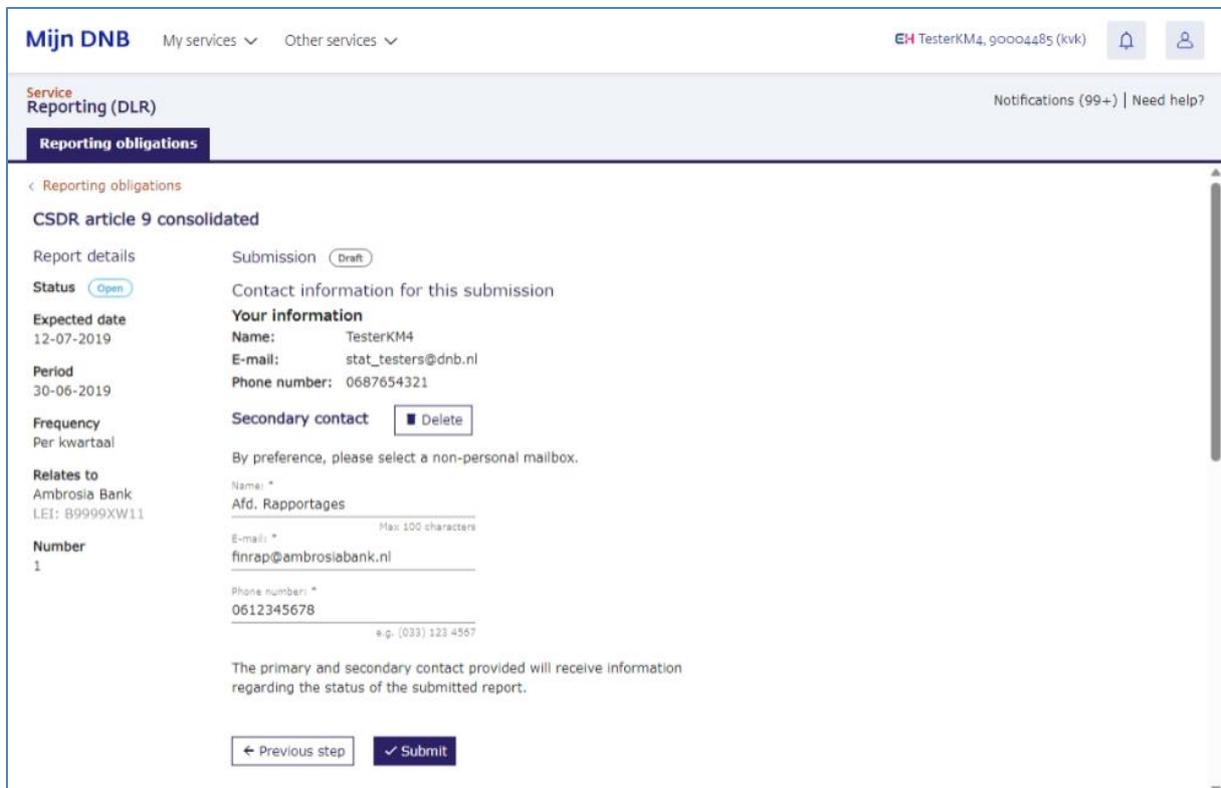
Delete draft → Next step

- 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.

Mijn DNB My services ▾ Other services ▾ EH TesterKM4, 90004485 (kvk) 🔔 👤

Service Reporting (DLR) Notifications (99+) | Need help?

Reporting obligations

< Reporting obligations

CSDR article 9 consolidated

Report details Submission Draft

Status Open

Expected date 12-07-2019

Period 30-06-2019

Frequency Per kwartaal

Relates to Ambrosia Bank
LEI: B99999XW11

Number 1

Contact information for this submission

Your information

Name: TesterKM4
E-mail: stat_testers@dnb.nl
Phone number: 0687654321

+ Add second contact

← Previous step ✔ Submit

- 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

Mijn DNB My services ▾ Other services ▾ EH TesterKM4, 90004485 (kvk) 🔔 👤

Service Reporting (DLR) Notifications (99+) | Need help?

Reporting obligations

< Reporting obligations

MSR-V2-TEST-SHSI

Report details Submissions

Status Open + Create new draft submission

Expected date 21-12-2022

Period 30-11-2022

Frequency Per maand

Relates to Ambrosia Bank
LEI: 99999999XX

Number 1

Alternative submission in Excel

For this obligation, it is possible to submit with an Excel template.

📄 Download Excel

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 'Mijn DNB' portal for 'Reporting (DLR)'. Under 'Reporting obligations', the 'Corep_LE Consolidated' report is selected. The submission status is 'Not accepted' with a date of 20-02-2023 at 14:30. A red-bordered box highlights a Dutch 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 'Validation report(s)' button and contact information for the submission, including the user's name (TesterKM4), email (stat_testers@dnb.nl), and phone number (0687654321).

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** link to open the notifications overview. The number of unread notifications is shown in brackets on the tab.

The screenshot shows the DNB Reporting (DLR) interface. At the top, there's a navigation bar with 'Mijn DNB', 'My services', and 'Other services'. On the right, there's a user profile and a notification bell icon. Below this, the 'Service Reporting (DLR)' section is visible, with a 'Notifications (99+)' link highlighted by a red box and a red arrow. The main content area is titled 'Reporting obligations' and contains a search bar and a table of notifications. The table has columns for 'Status', 'Received', and 'Subject'. The notifications listed include various reports and obligations, with some marked as 'Read' and others as 'Unread'.

Status	Received	Subject
Read	10-08-2023 10:43	Uw rapportage TEST2DECPXBRL is verwerkt
Read	10-08-2023 10:42	Uw rapportage TEST2DECPXBRL is verwerkt
Read	10-08-2023 10:40	Uw rapportage TEST2DECPXBRL is verwerkt
Read	10-08-2023 10:12	U heeft een herrapportageverplichting gekregen voor TEST2DECONTACTPERSOON met volgnummer 1.
Unread	10-08-2023 09:57	Uw rapportage 0000_06TESTAUTOMATISERING is verwerkt
Unread	10-08-2023 09:40	U heeft een herrapportageverplichting gekregen voor 0000_40TESTAUTOMATISERING met volgnummer 1.
Read	08-08-2023 10:05	Uw rapportage Corep Consolidated is verwerkt
Read	07-08-2023 11:37	U heeft een herrapportageverplichting gekregen voor Beleggingsonderneming - artikel 95 of artikel 96
Read	03-08-2023 14:01	Uw rapportage 0000_06TESTAUTOMATISERING is verwerkt

4.2 Searching notifications

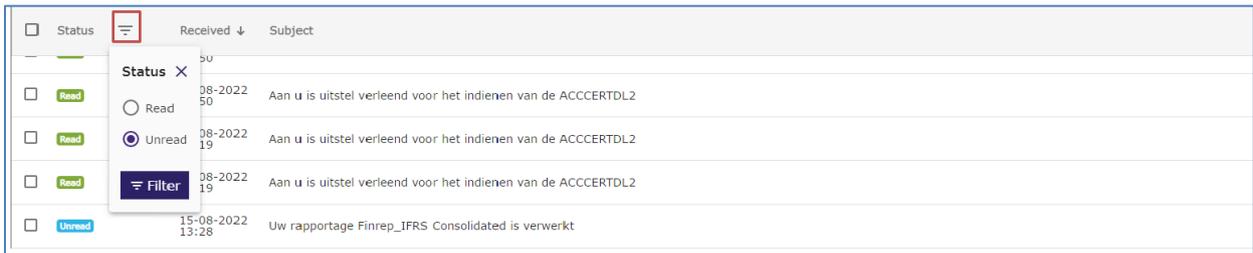
The screenshot shows the search bar in the notifications overview. The search bar is empty and has a search icon on the left and a close icon (X) on the right. Below the search bar, there are navigation controls including 'items per page' (set to 50) and 'items 0 - 50 (1339 items)'.

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.

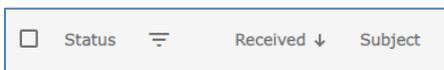
Filter by status



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.

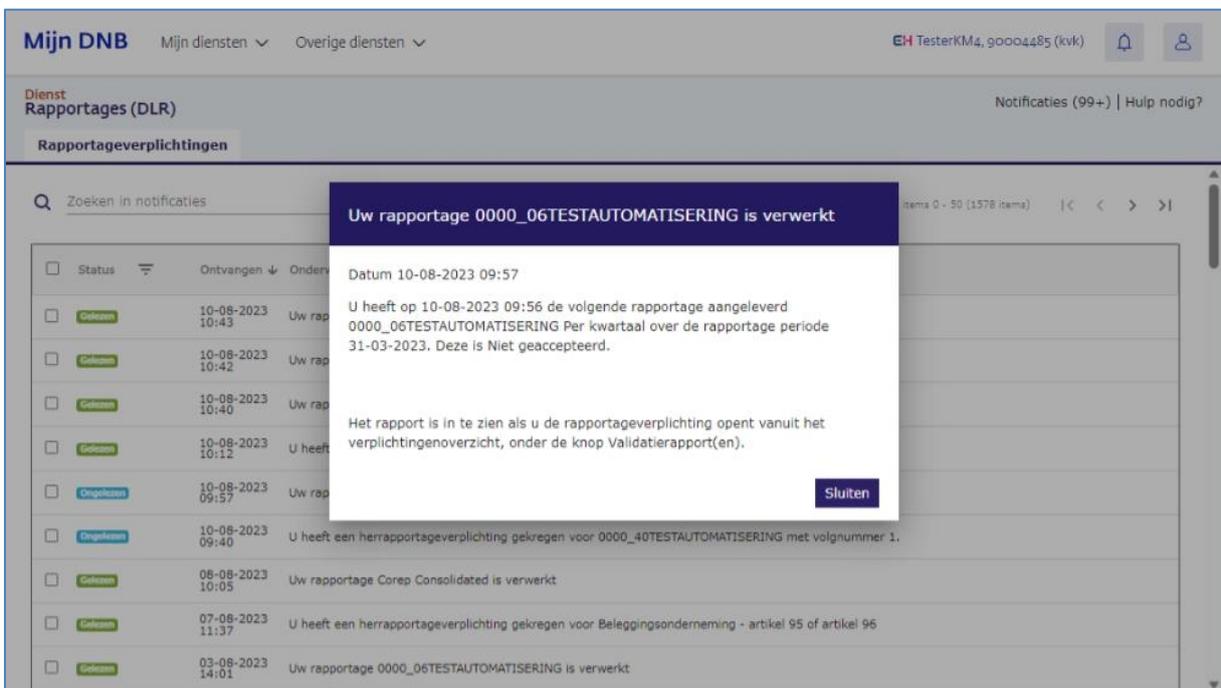
Sort



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.