

Payment User Guide

This document

This document is for users who wish to find out more about how to submit quarterly reports and payments.

Please note that the online payment system will accept payments via BACS transfer, PayPal and credit / debit card.

NOTE: only the Master Admin User or Main Contact can submit quarterly reports and pay fee(s).

This guide deals with:

- Making payments for Self-Suppliers
- Completing Quarterly report and membership payment for suppliers with a Producer-Trader, Trader and Producer application.

How to login to the BSL portal



The BSL portal can be accessed online by navigating to <https://biomass-suppliers-list.service.gov.uk>. Navigate to the right hand side and enter your email address and password underneath the Register Suppliers section. If you have forgotten your password, below the password, click 'If you have forgotten your password, please click here' to reset your password

Welcome to the Biomass Suppliers List

The Biomass Suppliers List (BSL) is a list of woodfuel that has proven it meets the eligibility requirements for the Renewable Heat Incentive (RHI) scheme. It allows RHI participants to easily demonstrate to Ofgem that the fuel they are using in their biomass boilers meets the RHI sustainability criteria required to claim their RHI payments. Please note that BSL authorisation does not guarantee the quality of the fuel.

New applicants

Those who wish to become registered on the BSL should ensure that they have read the relevant guidance documents relating to the application process for the BSL. These are available under the [Documents and guidance](#) tab.

When you are ready to apply to the scheme, please register for a supplier account by clicking the [Supplier registration](#) tab. Please note that from January 2017, all new applications will be subject to an application fee.

We welcome any feedback regarding the application process. Please take a minute to [complete our survey here](#).

RHI participants

All domestic RHI participants with boilers under 1,000 kW, who are sourcing woody biomass and wish to claim money under the RHI scheme must use fuel that is authorised on the BSL. Non-domestic RHI participants with boilers under 1,000 kW, who are sourcing woody biomass can choose to use the BSL scheme to claim their RHI payments, instead of self-reporting to Ofgem.

To find a local supplier of BSL authorised fuels, please type your postcode into the Find a fuel box above.

For more information about using the BSL to claim RHI payments, please visit the RHI participants page under the [About](#) tab.

Find a Fuel

Please enter your postcode to find a local supplier of BSL authorised fuels, or if you know the company name or BSL number, please enter that into the box below.

Registered Suppliers

If you are already registered on the BSL, please enter your email address and password below in order to gain access to your account.

Email
Email address

Password
At least 8 characters

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

Here you enter your email address and password

Understanding the fees

All authorised suppliers are required to pay fee(s) on the BSL portal.

Suppliers will be charged the following fees.

- Membership fee - You need to pay a 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.
- Application fee - You will be charged for each application submitted to the BSL. The fee amount will depend on the application type.
- Tonnage Fee – Suppliers (except Self-Suppliers) will be asked to enter the volume of fuels sold every quarter. There will be a nine pence fee applied to each tonne sold

To find out more on charging please see:

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

Self – Supplier Payment page

* Self-Suppliers will be charged an annual membership fee every January.

You will receive an email in January requesting that you pay your membership fee. Simply follow the link on the email to the BSL portal. Once logged in, you will be directed to this page.

Please note - You are responsible for keeping your account's primary email address active. Should you wish to change your email address, please email bslhelpdesk@woodsure.co.uk the new email details.



Once logged in, you will be directed to your account's home page. To pay your fee, click 'Make Payment'

Logged in as Woody Biomass | Users | Account | Company Details | Payments | Logout

Supplier Account for BSL Biomass

[New Fuel Application](#)

Membership fees are now due

Your annual membership fees are now due. Please be aware that only the Master Account User can make payment.

[Make Payment](#)

Filter Applications

Application Ref	Certificate Ref	Supplier Type
<input type="text"/>	<input type="text"/>	Show all
Description	Fuel Type	Application Status
<input type="text"/>	Show all	Show all

[Search](#) [Clear Filters](#)

You will be directed to the payment summary. Click 'Make Payment'.

Membership Fee Summary for 1st January 2020 to 31st December 2020

You are required to pay a membership fee for the period between 1st January 2020 to 31st December 2020

Period	1st January 2020 to 31st December 2020
Company size	Small or Micro Enterprise
Membership fee (for 1st January 2020 to 31st December 2020)	£120.00
VAT	£24.00
Total to pay now	£144.00

Suppliers with registration before 1 January will be charged the full annual fee for 1st January to 31st December. Membership fee for suppliers with authorisation after this date will be charged on a pro rata basis.

Here, you choose how you would like to pay your membership fee.



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](#)

Option 1 - Pay using PayPal

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

PayPal £30.00 GBP

Got a PayPal account? [Log In](#)

or

PayPal Guest Checkout
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.

PayPal £30.00 GBP

Log In to PayPal

Stay logged in for faster checkout [?](#)

[Log In](#)

[Having trouble logging in?](#)

or

Safe. Faster. Easi
Welcome to the new PayPal chec
It's everything checkout should
- faster, safer and more conveni

Membership Fees

[Help](#)

Confirm and make payment

To complete your membership, you will be charged the following amount. Please click below to confirm your payment as summarised below.

Payment date	04/01/2020
Payment amount	£30.00

Please tick to confirm the following terms before submitting your membership fee

- Any fees paid by you in association with your inclusion in the BSL are non-refundable including in the event that 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;

[Save](#) [Exit](#)

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

Please click here to submit your annual BSL membership fee

Tick these terms in order to submit your fee

Payment Received!

Thank you for submitting your membership fee payment, this has now been received.

Payment Successful

Your payment reference number:

XXXXXXXXXXXXXXXXXXXX

Once payment has been accepted, you will giving a payment reference number. A receipt will be automatically sent to you. This receipt meets the requirements of a valid VAT invoice as specified by HMRC.

[Finish & Back](#)

Option 2 - Pay using Credit / Debit card

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



Make Payment

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

<p>Pay with PayPal Account</p> <p>Click here to make an instant online payment using your existing PayPal account.</p>	<p>Pay with Debit or Credit Card</p> <p>Click here to make an instant online payment using your credit or debit card.</p>	<p>Pay by Bank Transfer</p> <p>Click here to make generate an invoice for this transaction and make payment via your bank.</p>
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[Cancel](#)

You will be directed to the PayPal page. To pay using your credit / debit card, scroll down and click 'PayPal Guest Checkout'. Enter your card details.

bsl PayPal £30.00 GBP

PayPal Guest Checkout

Your financial details won't be shared with the merchant.

Country: **United Kingdom**

Card type

Card number

Expiry Date | CSC

First name | Last name

Billing Address

Address Line 1

Address Line 2 (optional)

Town/City

County (optional) | Postcode

Contact Information

Phone number type: **Mobile** | Mobile number

Why not create a PayPal account?

Your eligible purchases are protected, plus you can check out faster the next time you shop.

Yes. I'd like to create a PayPal account.

Password

Confirm password

No, thanks

Continue

You will be asked whether you would like to create a PayPal account. Please answer by clicking 'Yes' or 'No'. Click 'Continue' once completed

Read and tick the Terms. Click 'Submit and Make Payment' to complete the payment transaction

Membership Fees

[Help](#)

Confirm and make payment

To complete your membership, you will be charged the following amount. Please click below to confirm your payment as summarised below.

Payment date	04/01/2020
Payment amount	£30.00

Please tick to confirm the following terms before submitting your membership fee

- Any fees paid by you in association with your inclusion in the BSL are non-refundable including in the event that 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;

Save & Exit

[Back](#) [Submit and Make Payment](#)

Payment Received!

Thank you for submitting your membership fee payment, this has now been received.

Once payment has been accepted, you will giving a payment reference number. A receipt will be automatically sent to you. This receipt meets the requirements of a valid VAT invoice as specified by HMRC.

Payment Successful

Your payment reference number:

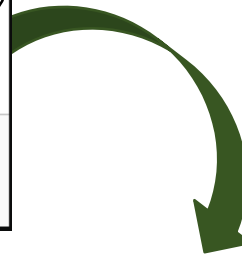
00120001U50000701

Option 3 - Pay by Bank Transfer

Make Payment

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

<p>Pay with PayPal Account</p> <p>Click here to make an instant online payment using your existing PayPal account.</p>	<p>Pay with Debit or Credit Card</p> <p>Click here to make an instant online payment using your credit or debit card.</p>	<p>Pay by Bank Transfer</p> <p>Click here to make generate an invoice for this transaction and make payment via your bank.</p>
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Woodsure Ltd
Barclays Bank
128 High Street, Cheltenham, GL50 1EL
20-20-15
33528006
GB93BUKB20201533528006

To make a payment via BACS, please note down Woodsure's account details. You may enter a purchase order

Read and tick the terms and conditions to generate the invoice.

Please click 'Generate Invoice' to continue

Are you sure you want to generate an invoice and pay via bank transfer?

Paying by bank transfer is not recommended as it increases processing times. If you are submitting an application, paying by bank transfer can delay your application submission by up to two weeks. For membership and tonnage fees, payments may take up to four weeks to be confirmed in your BSL account. Once an invoice has been generated, you will not be able to change your payment method.

If you wish to continue, you will be given a reference number on your invoice. You must quote this when making payment. Without this reference, we cannot match your payment to your BSL account.

You must quote the reference number when making your payment.

Once you have selected 'Finish and Back', the generated invoice will be sent to your account's email address.

Payment Received!

Thank you for submitting your membership fee, this is now complete and we kindly ask that you make payment as per the invoice we have emailed to your nominated contact.

Payment Pending

You must quote the below reference number when making your payment. Without this reference number, we cannot match your payment to your BSL account.

XXXXXXXXXXXX



Producer-Trader, Trader and Producer - Quarterly Report

If you are a Producer, Producer-Trader or Trader you also be asked to provide your quarterly reporting information covering the period since you last reported.

You will need to submit how much wood fuel you have sold under your BSL authorised fuel(s). Entering '0' is acceptable if you are not selling your fuel.

When submitting your quarterly report, you will also be required to pay your membership fee. Suppliers (except self-Suppliers) will pay their membership fee in four instalments over the year when quarterly reports are submitted,

Once logged in, you will be directed to your account's home page. To submit your quarterly report and pay your membership fee, please click 'Complete Quarterly Report'.

Quarterly reports are now due for Q4 2019

You have 1 application that require an update on the amount of fuel sold for this quarter.

[Complete Quarterly Report >](#)

Filter Applications

Application Ref

Certificate Ref

Supplier Type

Description

Fuel Type

Application Status

 Search

[Clear Filters](#)

Please enter the moisture content (% as sold). Where you did not sell your fuel, please enter the moisture content of your fuel after dried.

Make sure you select the correct unit.

Certificate Reference ▲	Fuel Type	Fuel Name	Approved	Processing Country	Product Moisture Content (% as sold)	Firewood	Sold to Consumer	Sold to other industry participants	Total Sold	Cost
BGL0545170001	Briquettes	Test Application	31/03/2017	United Kingdom ▼	15 % <small>min 5%, max 15%</small>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/> Tonnes ▼	

Please complete the 'ProceSSION country (if applicable). This field is required even if you are not selling your fuel.

Here you enter the amount of fuel sold to RHI consumers in tonnes or cubic metres.

Here you enter the amount of wood fuel sold to other industry participants (Traders) in tonnes or cubic metres.

[< Save & Complete Later](#) [Submit >](#)

Once completed, click 'Submit'.

Payment Summary

Based on the details you have entered, we have calculated the following tonnage fee for the quarter.

Reporting period		Q4 2019
Business size	Medium or Large Enterprise	
Total tonnes	1.88	
Tonnage fee		£0.17
Membership fee (for 1st January 2020 to 31st March 2020)		£73.75
VAT		N/A *
Total to be paid now		£73.92

* As you are VAT Exempt, VAT is not charged to your company.



< Back Make Payment >

Make Payment

Choose how you would like to make payment from the options below. If you are submitting an application, we recommend you pay via debit or credit card, or PayPal as this will speed up your application processing timescales.

Pay by debit or credit card

Free and instant payment using the secure PayPal guest checkout. You do not need a PayPal account.

Pay with PayPal account

Free and instant payment using your PayPal account.

Pay by bank transfer

Free payment method, where you will generate your own invoice before doing a bank transfer. Note that reconciliation may take up to four weeks and may delay your application review timescales.

Cancel

[Click here](#) to find instructions on how to pay via PayPal

[Click here](#) to find instructions on how to pay via Credit/Debit card

[Click here](#) to find instructions on how to pay via BACS transfer