



User manual

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Editor:
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Wind Energy Promotion Agency
and other Decentralized Energies

ZEREZ - Central Register for Unit and Component Certificates

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1. Basics

1.1. Procedure for adding a certificate to the registry

- 1) The vendor or CA uploads the certificate or manipulates a migrated certificate, which starts the process.
- 2) The other party is then responsible for verifying the entries or, if necessary, rejecting them for correction. The editing function remains with the party that initiated the upload, while the verification function remains with the reviewing party until the verification is successfully completed.
- 3) After a completed verification, the process can be initiated again by both parties for correction. In this case, the non-initiating party takes over the verification function.

1.2. Grid Connection Values

The **list of grid connection values** is an important document that is available in two versions: for low voltage according to VDE-AR-N 4105 and for medium, high and extra high voltage according to VDE-AR-N 4110, 4120 and 4130.

The lists of grid connection values are available on the ZEREZ homepage under Notes, Templates and Documents:

<https://www.zerez.net/otherdocuments>

The document contains information on which parameters are mandatory for each type of certificate (columns B, C, D, E). It also provides references to the corresponding rules (column G) and provides information on the form in which the data should be entered (column J).

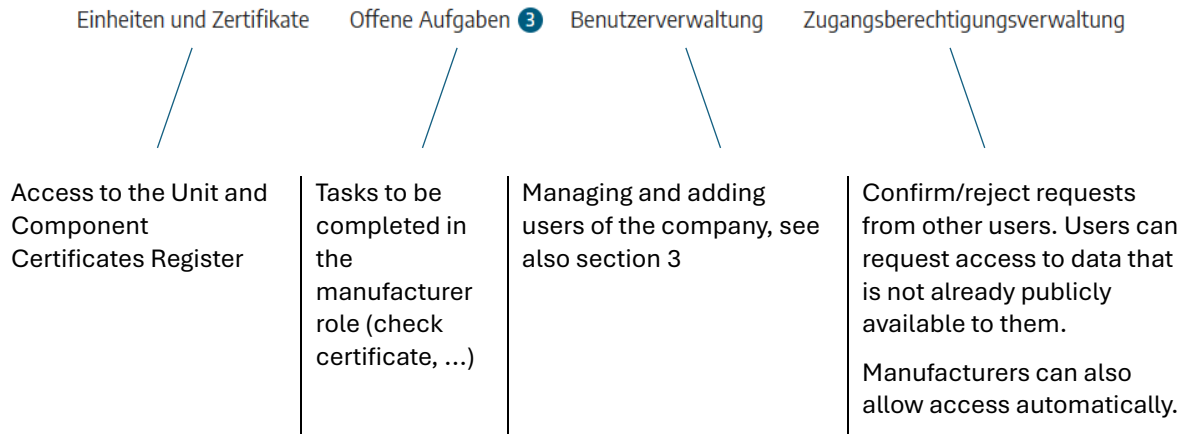
The list also serves as a tool to prepare for the upload:

- A list of grid connection values can be filled out for each certificate and read out directly during upload, which simplifies entering the parameters and speeds up the upload process.
- The structure is designed to store family certificates with many units, which helps prevent data loss.

2. Navigation

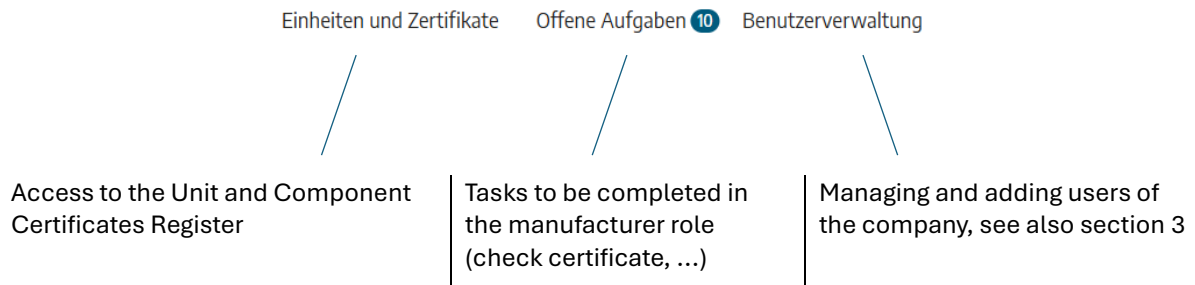
2.1. Structure of the interface for manufacturers

The interface for manufacturers is divided into the following tabs at the top:



2.2. Structure of the interface for certifiers

The interface for certifiers is divided into the following tabs at the top:



2.3. Detailed view of units

Summary: Units and Certificates → Type/Model Name

You can access the detailed view of a unit by applying the desired filters to the entries in the tab "Units and certificates" and clicking on the model name (see figure below) of the corresponding unit.

| Typ / Modell Name | ZEREZ ID | Kategorie/Klasse/Betr... | Norm | Primärenergie | Hersteller | Maximale Wirkleistung | Bemessungsspannung | Nachweisdokument | Zertifikatstatus | Zertifikat |
|--|-------------------|--------------------------|-----------------------|---------------|----------------|-----------------------|--------------------|-------------------|------------------|------------|
| ▶ PrototypeConfirmation_4105_higher_30kW_U01 | ZE-QKK8-L9XH-0001 | Umrichter des Speichers | VDE-AR-N 4105:2018-11 | Wind | Manufacturer 1 | 50 kW | 5500 V | Prototypenbest... | Gültig | Fa |

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2.4. Detailed view of certificates

Summary: Units and Certificates → Type/Model Name → Latest Certificate or Certificate History → Certificate Number

You can access the detail view of a certificate by clicking on the certificate number (see screenshot below) in the "Latest certificate" section of the detail view of a unit (see above).


Alternatively, you can also access the certificate history in the detail view of a unit in order to get to the detail view of older certificates by clicking on the certificate number.

Neuestes Zertifikat






GültigFeedbackverfahren läuft

| | |
|---------------------------------|---|
| ZEREZ ID | ZE-QKK8-L9XH |
| Primärenergiequelle | Wind |
| Kategorie/Klasse/Betriebsmittel | Umrichter des Speichers |
| Hersteller | Manufacturer 1 |
| Ausgabedatum des Zertifikates | 13. Nov. 2024 |
| Norm | VDE-AR-N 4105:2018-11 |
| Zertifikatsnummer | PrototypeConfirmation_4105_higher_30kW_ |
| Zertifizierungsstelle | Certificate authority 1 |
| Nachweisdokument | Prototypenbestätigung |
| Hochgeladen am | 13.11.2024 16:27 |
| Letzte Änderung | 28.01.2025 12:25 |

Hochgeladene Dokumente

-  [Deckblatt](#) 
-  [Zertifikat/Prüfbericht NA-Schutz](#) 

Gesperrt

-  [Weitere](#)
-  [Weitere](#)
-  [Weitere](#)
-  [Weitere](#)
-  [Weitere](#)

[ZUGRIFF ANFORDERN](#)

3. User Management

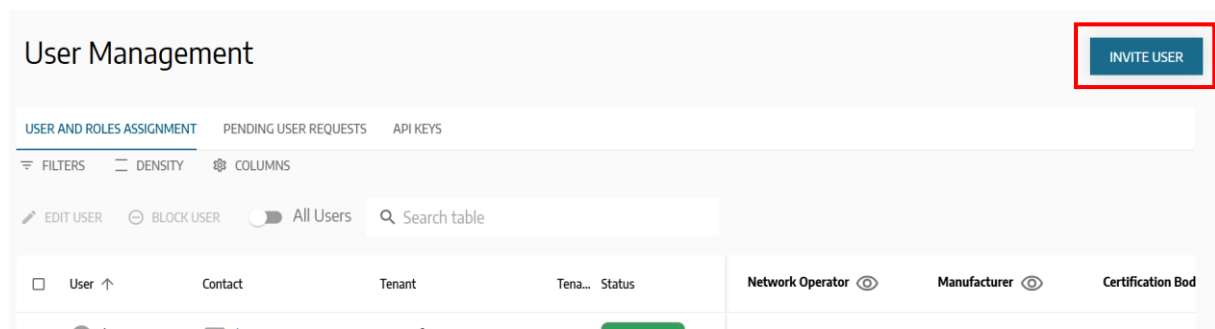
3.1. Add employees

Summary: User Management → INVITE USER → Confirm

The first registered user of a company automatically assumes the administrator role within that company and can add additional users to use ZEREZ.

Note: Access for service providers can also be added in the role of an employee and must be deactivated again after the business relationship has ended.

New users can be added in the "User Management" tab by clicking on the "INVITE USER" button (see image below) and then entering their first name, last name and e-mail address.

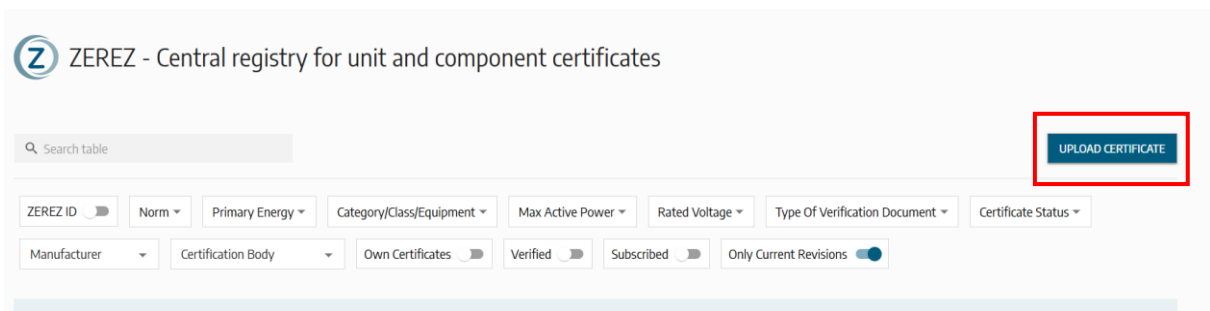


4. Managing Certificates as a Manufacturer

4.1. Upload Certificate

Abstract: Units and Certificates → UPLOAD CERTIFICATE → New Certificate → Continue → Parameter Input/Upload List of Grid Connection Values → SUBMIT

You can access the certificate upload via the tab "Units and certificates" and the button "UPLOAD CERTIFICATE" (see image below).



Hints:

- If a completed list of grid connection values is already available, it can be uploaded and the entry of parameters can be accelerated.
- **Select the appropriate standard** to display the relevant input fields.
- The name of the certificate must **be unique**.
- **Important:** A certifier must be selected.
- After selecting the type of verification document (1.12), units can be added on the right-hand side.

4.2. Upload certificate with performance range

Summary: Units and certificates → UPLOAD CERTIFICATE → New certificate → Next → Maximum active/apparent power range

The upload mask for certificates takes you to the input mask for units (see above).

If you press the sliders for maximum active or apparent power range in the "Power Values" section (see figure below), certificates with performance ranges can be created.

For users, the ZEREZ ID is not displayed directly, the power value with which the unit is to be connected must first be selected.

Power Range

Active Power Range

Maximum Active Power Range Minimum (1.20) kW

Maximum Active Power Range Maximum (1.20) kW

Apparent Power Range

Maximum Apparent Power Range Minimum (1.22) kVA

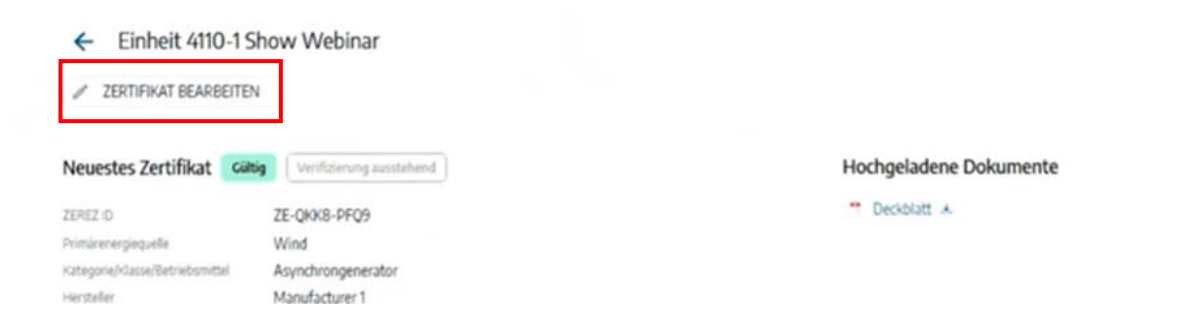
Maximum Apparent Power Range Maximum (1.22) kVA

Rated Active Power (1.23) kW

4.3. Edit Certificate

Summary: Units and Certificates → EDIT CERTIFICATE

In the Units detail view (see section 2.3), if you are authorized, a button "EDIT CERTIFICATE" will appear (see image below). By clicking the button, you can edit the certificate, and each change starts the validation process anew.




4.4. Withdraw and replace certificate


Summary: Units and Certificates → UPLOAD CERTIFICATE → Replace Existing Certificate → Continue → ...

In the "Units and Certificates" tab, press the "UPLOAD CERTIFICATE" button and select "Replace existing certificate" before entering the upload mask (see image below)

You can then choose one of your own certificates and then withdraw or replace it.

Upload Certificate ×

 **New Certificate**
Upload a new certificate. You can enter the data manually or upload a file with the grid connection values.

 **Replace Existing Certificate**
Withdraw a certificate and replace it with a new certificate. (Only applies to standards VDE-AR-N 4110, VDE-AR-N 4120 and VDE-AR-N 4130.)

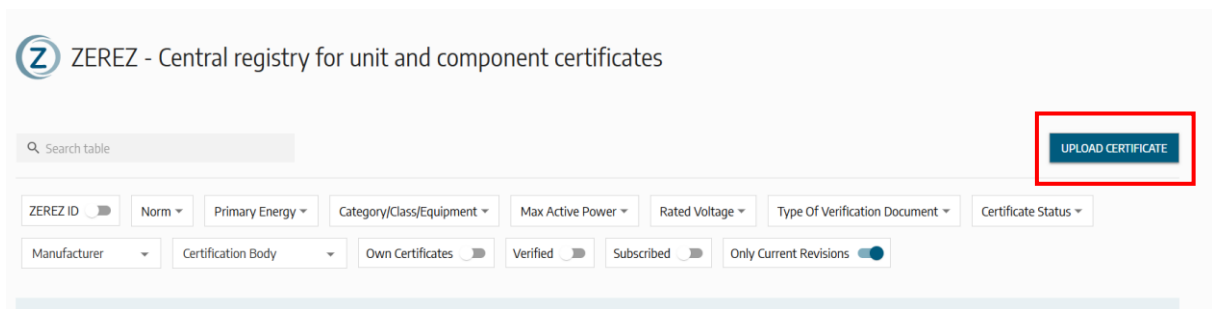
BACK **CONTINUE**

5. Managing Certificates as a Certifier

5.1. Upload Certificate

Abstract: Units and Certificates → UPLOAD CERTIFICATE → New Certificate → Continue → Parameter Input/Upload List of Grid Connection Values → SUBMIT

You can access the certificate upload via the tab "Units and certificates" and the button "UPLOAD CERTIFICATE" (see image below).



Hints:

- If a completed list of grid connection values is already available, it can be uploaded and the entry of parameters can be accelerated.
- **Select the appropriate standard** to display the relevant input fields.
- The name of the certificate must **be unique**.
- **Important:** A manufacturer must be selected.
- After selecting the type of verification document (1.12), units can be added on the right-hand side.

5.2. Upload certificate with performance range

Summary: Units and certificates → UPLOAD CERTIFICATE → New certificate → Next → Maximum active/apparent power range

The upload mask for certificates takes you to the input mask for units (see above).

If you press the sliders for maximum active or apparent power range in the "Power Values" section (see figure below), certificates with performance ranges can be created.

For users, the ZEREZ ID is not displayed directly, the power value with which the unit is to be connected must first be selected.

Power Range

Active Power Range

| | |
|---|----|
| Maximum Active Power Range Minimum (1.20) | kW |
| Maximum Active Power Range Maximum (1.20) | kW |

Apparent Power Range

| | |
|---|-----|
| Maximum Apparent Power Range Minimum (1.22) | kVA |
| Maximum Apparent Power Range Maximum (1.22) | kVA |

5.3. Edit Certificate

Summary: Units and Certificates → EDIT CERTIFICATE

In the Units detail view (see section 2.3), if you are authorized, a button "EDIT CERTIFICATE" will appear (see image below). By clicking the button, you can edit the certificate, and each change starts the validation process anew.




5.4. Withdraw and replace certificate


Summary: Units and Certificates → UPLOAD CERTIFICATE → Replace Existing Certificate → Continue → ...

In the "Units and Certificates" tab, press the "UPLOAD CERTIFICATE" button and select "Replace existing certificate" before entering the upload mask (see image below)

You can then choose one of your own certificates and then withdraw or replace it.

Upload Certificate ×

 **New Certificate**
Upload a new certificate. You can enter the data manually or upload a file with the grid connection values.

 **Replace Existing Certificate**
Withdraw a certificate and replace it with a new certificate. (Only applies to standards VDE-AR-N 4110, VDE-AR-N 4120 and VDE-AR-N 4130.)

BACK **CONTINUE**

6. Status & Exam Certificate

6.1. Certificate Status

The following table shows the different certificate statuses and their significance according to FGW TR 8.

| CERTIFICATE-STATUS | MEANING | CONSEQUENCE |
|--------------------|---|---|
| Valid | The conditions for maintaining the validity of the certificate are met. | The certificate is applicable. |
| Invalid | The certificate is proven to be incorrect and has not been corrected within the deadline. | The certificate is not applicable. Systems that are already connected with this certificate must be checked and, if necessary, disconnected from the grid. |
| Expired | The certificate validity has expired, no certificate renewal will take place. | The certificate is not applicable. If necessary, the certificate can be extended. |
| Substituted | The certificate has been replaced by a new revision of the certificate. | The certificate is not applicable. All attachment certificates created with this certificate must be verified as part of certificate monitoring. |
| Withdrawn | There is no new revision for withdrawn certificate | Certificate is not applicable to new asset certificates. Only in the event of incorrect conformity statement to the applicable NAR does the certification basis for all plant certificates issued with this certificate cease to apply retroactively. |

6.2. Certificate Examination

Certificate verification is a check between the certificate holder (manufacturer) and the issuing CA. This checks the correct entry of the data from the physical certificate into the central register.

The status does not say anything about the validity of the certificate or document. It only provides assurance that the entry has been checked by both parties and helps to rule out transcription errors.

The following table shows the different statuses of the certificate check and what they mean.

| CERTIFICATE- EXAMINATION | MEANING | CONSEQUENCE |
|-------------------------------------|--|--------------------------------------|
| Verified | The certificate has been confirmed by the counterpart (manufacturer/certifier). | Applicability see Certificate Status |
| Ongoing Feedback Process | after any change to an existing certificate, the certificate must be reconfirmed by the counterpart (manufacturer/certifier). Until then, the certificate will be in this state. | Applicability see Certificate Status |
| Verification Pending | Certificate is currently uploaded (added) and has not yet been confirmed by the counterpart (manufacturer/certifier). | Applicability see Certificate Status |



7. Troubleshooting

7.1. Migrated certificates

Some migrated certificates may have issues that make verification impossible. If this is the case for you, please leave us a list of the following information

- Certificate number / ZEREZ ID
- Who started the process, who made the changes
- Who needs to verify
- Who has no "open task" to the certificate

at

info@zerez.net

and we will fix the problem as soon as possible.

