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Government Endorsed Quality

# Inside the Data Warehouse – Superseding a submitted lodgement

#TRUSTMARKUK



## Introduction

Where an error has been made in a lodgement and a user wants to correct an issue, they can supersede a lodgement at a reduced fee. This has the effect of retiring the exiting lodgement and creating a new one at a reduced fee.

### Step 1

Find the certificate number for the lodgement you would like to supersede (You can only Supersede a complete lodgement)

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My Account Logout

Home New Lodgement PAS 2035 Help

### My Lodgements

Property Number	Postcode	Status	Created	Actions
TrustMark	RG21 4EB	Complete and Paid	19/12/2019	<a href="#">View</a>

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My Account Logout

Home New Lodgement PAS 2035 Help

[Back](#)

### Viewing Lodgement

**Certificate #5071**

- Click 'View' and it will be presented:

Step 2

**Start a new lodgement** - enter the details of the lodgement.

After adding the first measure you will be presented with an option to supersede a lodgement.

Enter the 'Certificate Number' of the lod

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[Home](#) [New Lodgement](#) [PAS 2035](#)

## Edit Work Details

[Property details](#) [Work details](#) [Documents](#) [Submit](#)

[Add Work](#)

Solid wall - External Insulation Solid Wall Insulation (January 14th 2020)  
EWI  
UMR: 69n3drPgZNb [Delete](#) [Edit](#)

What is the annual cost saving?

Where calculated, please provide

What method was used to calculate the saving?  
- Please select an option -

What is the invoice amount for work carried out (Including VAT)?  
123.99

Energy rating (pre work)  
- Please select an option -

Energy rating (post work)  
- Please select an option -

Where an EPC is available  
Where an EPC is available

Enter an existing Certificate Number if you would like to supersede it.  
507

[Update and Next](#)

Step 3

Complete the lodgement – You can only Supersede your own lodgements. The cost for the new lodgement will be at the reduced rate of £4.00 +VAT

The ‘old’ lodgement will now be marked as ‘Superseded and Paid’

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My Account Logout

Home New Lodgement PAS2035 Help

### My Lodgements

Property Number	Postcode	Status	Created	Actions
TrustMark	RG21 4EB	Superseded and Paid	19/12/2019	Edit View
TrustMark	RG24 4EB	Complete and Paid	20/12/2019	View

Next

Download New Lodgement

The reduced lodgement fee is reflected in My Account > Transactions

### Transactions

Account

Top up

Transactions

Notifications

API key

Transaction Date	Type	Description	Net	VAT	Total
20/01/2020	DR	Lodgement fee - TrustMark #2 Arena Business Centre, The Square RG21 4EB	8.00	1.60	9.60
20/01/2020	CR	Account topup	10.00	0.00	10.00
20/01/2020	DR	Lodgement fee - TrustMark The Square RG24 4EB	4.00	0.80	4.80
19/12/2019	DR	Lodgement fee - TrustMark Arena Business Centre, The Square RG21 4EB	8.00	1.60	9.60
19/12/2019	CR	Account topup	20.00	0.00	20.00

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If you require any further help, please contact us: [support@trustmark.org.uk](mailto:support@trustmark.org.uk)