

# Manual producer portal Statiegeld Nederland

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## 1.0 Introduction

This manual describes the use of the producer portal made available by Statiegeld Nederland. In the producer portal, the producer/importer (hereinafter: P/I) can enter and maintain his deposit bottles and cans, and can submit his periodic declaration.

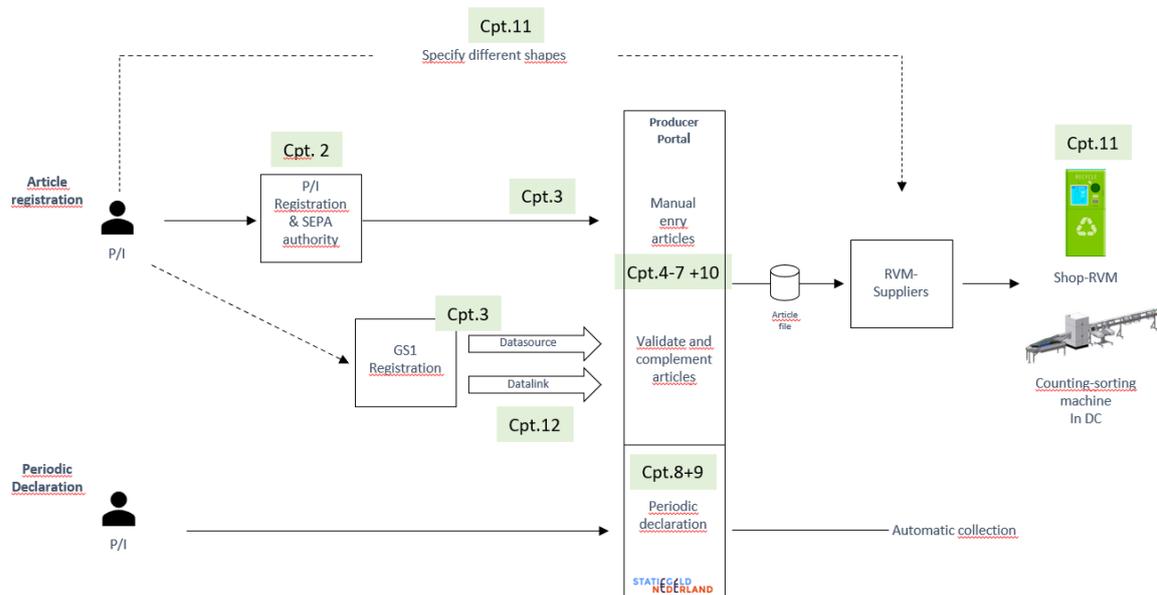
Depositable bottles, bottles and cans are referred to as “articles” in this manual. Sometimes the term “EAN” is also used, which is the same as an item.

The producer portal is regularly updated with new functionalities, the manual changes accordingly with the functionalities. You will always find the latest version on the Statiegeld Nederland website.

The user interface is available in both English and Dutch. This also applies to the manual.

In Appendix A you will find answers to frequently asked questions that we have already received.

The conceptual image of this manual looks like this. The ‘Cpt’ designation refers to the chapter where the function is described.



If you have any questions about registering the articles and the periodic declaration, please send an email to: [producentenportal@statiegeldnederland.nl](mailto:producentenportal@statiegeldnederland.nl).

## 2.0 Register as P/I

In case you are not yet registered with Verpact you first need to register. You can use the registration form as available on the Verpact website.

If you are not registered with Statiegeld Nederland, then please pass on the details below to: [info@statiegeldnederland.nl](mailto:info@statiegeldnederland.nl).

- Trade name.
- Official name as registered with the Chamber of Commerce (if deviating).
- Address data.
- Name contact person (administrator of the producer portal) + email address + telephone number.
- Email-address for the purpose of invoicing (if deviating).
- Indicate articles. Cans, PET plastics, both.
- VAT-number.
- GLN-number (is equal to registration number GS1).

You will then receive in a lead time of  $\pm$  10 working days:

- Login data and manual of the producer portal.
- You will receive the SEPA-authorisation form. **Please return this form completed and signed as soon as possible to Statiegeld Nederland.**



### Note

- Payment by means of direct debit is mandatory.
- Inform your bank that direct debits are allowed.
- A test collection from the AFV of € 0.01 will follow.
- You cannot participate without direct debit.
- It is the responsibility of the P/I itself to register and record all article data correctly and completely with GS1, the producer portal and the RVM supplier.
- The RVM suppliers themselves determine the precise dimensions of the articles for correct intake and processing in the Return Vending Machines. Statiegeld Nederland has registered the standard basic shapes with the RVM suppliers, all deviating shapes must always be reported by the P/I itself. See appendix B for an overview of forms and the contact details of the RVM suppliers known to Statiegeld Nederland.

### 3.0 Initial registration of new articles (EAN's)

There are three ways to register articles via the producer portal at Statiegeld Nederland.

- Semi-automatic via GS1 Datalink
- Fully automatic via GS1 Datasource
- Manual entry

For both GS1-connections applies:

1. The producer portal has a link with GS1 so that article data is automatically loaded and processed. Depending on the publication rights indicated by the P/I at GS1, this data enters the producer portal.
2. When a P/I registers its articles and makes them available via GS1 to Statiegeld Nederland, this information enters the producer portal and data is synchronized. It is made available via "publish to Statiegeld Nederland".
3. The link between GS1 and the producer portal consists of a number of mandatory and optional fields that are mapped. The mapping table can be found in Appendix E. A field that is not supplied from GS1 but that is important for the producer portal must be completed manually by the P/I. Statiegeld Nederland advises to check the data automatically provided, at all times.
4. One of the mandatory fields in the link between GS1 and Statiegeld Nederland is the GLN number (Global Location Number). This number is essential to retrieve the correct data for the correct P/I. An EAN is directly linked to this GLN number. The P/I is responsible for the correctness and completeness of the GLN number and the article data.

#### 3.1 Semi-automatic via GS1 Datalink

GS1 Datalink does not contain all article data that Datasource supplies. That is why not all data is taken to the producer portal with a Datalink connection. In appendix E it is indicated per field whether the field belongs to Datalink and/or to Datasource.

In contrast to the Datasource link where only a newly offered article must be approved once by Statiegeld Nederland, with a Datalink link every change made by the P/I will first have to be accepted by the P/I and then by Statiegeld Nederland.

It works like this:

- 1) The P/I receive a ticket notification by e-mail from the producer portal with the request to verify and approve the received changes from GS1 Datalink.
- 2) After the P/I have processed the transaction, Statiegeld Nederland checks the transaction and accepts or rejects it.
  - a. In case of acceptance, the item is included in the system and distributed to the RVM suppliers.

- b. If Statiegeld Nederland does not accept the change, the change will not end up in the producer portal and therefore not with the RVM suppliers. Statiegeld Nederland will inform the P/I.

### **3.2 Fully automatic via GS1 Datasource**

In addition to the Datalink link, Statiegeld Nederland also has a link with Datasource.

The Datasource link contains more fields and requires less manual approval.

Only if Datasource offers a new article, the P/I and Statiegeld Nederland must check and accept the new article information.

In case of changes after that, no checking and acceptance is required anymore, it will continue fully automatically.

### **3.3 Manual entry**

If the P/I do not register articles in GS1 (or you consciously choose not to use the GS1 link), there is the option of entering and changing the articles manually in the producer portal.

After the P/I have entered an article, Statiegeld Nederland checks the data and accepts or rejects it.

In case of acceptance, the article is included in the Statiegeld Nederland article database and distributed to all RVMs and counting machines.

If the change is not accepted, it will not reach the RVM suppliers and Statiegeld Nederland will inform the P/I.

## 4.0 Access to the producer portal

### 4.1 Login

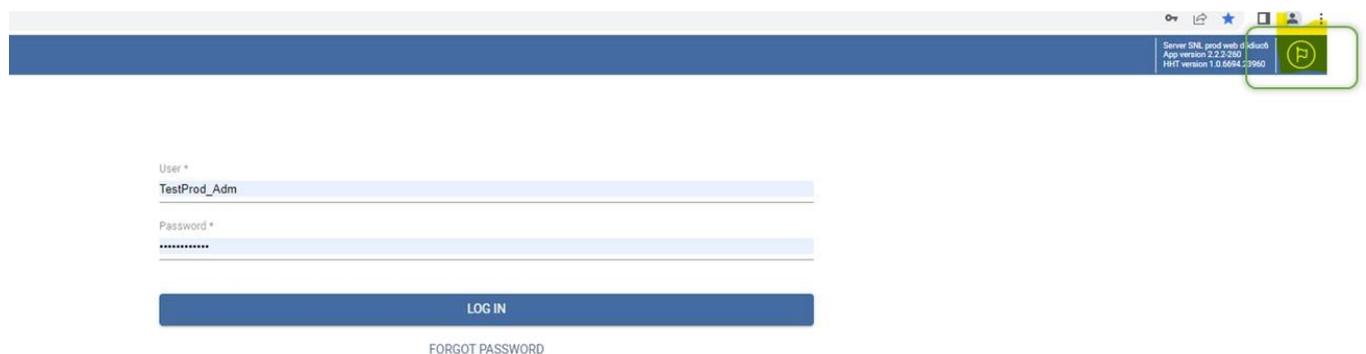
Go to [srnpack.nl](http://srnpack.nl) and login with your personal username and password. If you do not have access, please contact Statiegeld Nederland

Press the flag icon at the top right, a user menu will appear with the following choices.

- Language selection
- Notifications
- Name/role-menu
- Logout

By default, the login page is set to the English language, you can change it to Dutch.

First enter your username and password and then click the LOG IN button. After logging in, you will enter the dashboard screen.



The screenshot shows the login interface. At the top right, there is a user menu icon (a flag) and a small box containing server information: 'Server: SML\_prod web: d\_kidurch', 'App version: 2.2.2-2024', and 'HSP version: 1.0.6694\_23960'. Below the header, there are two input fields: 'User \*' with the text 'TestProd\_Adm' and 'Password \*' with masked characters. Below the password field is a blue 'LOG IN' button and a link for 'FORGOT PASSWORD'.



#### **Please note:**

- The producer portal works best with the Chrome internet browser.
- Problems with logging in can often be solved by clearing the cache of your internet browser.

### 4.2 Add new P/I account

An employee of Statiegeld Nederland will give you access to the producer portal. As soon as an account has been created, the requested user receives an e-mail and a Prod-Admin user profile.

1. The Prod-Admin receives an e-mail with which he can activate the account in the producer portal.
2. The Prod-Admin receives the manual and the necessary documents.

### 4.3 Add delegated employee

The Prod-Admin can create multiple Prod-User accounts for delegated employees on behalf of the P/I. You can add additional contacts to 'Contacts' via the Company details option. The Prod-Admin enters the name, phone number, email address and a cc. e-mail address (not required) and then press the Save button.

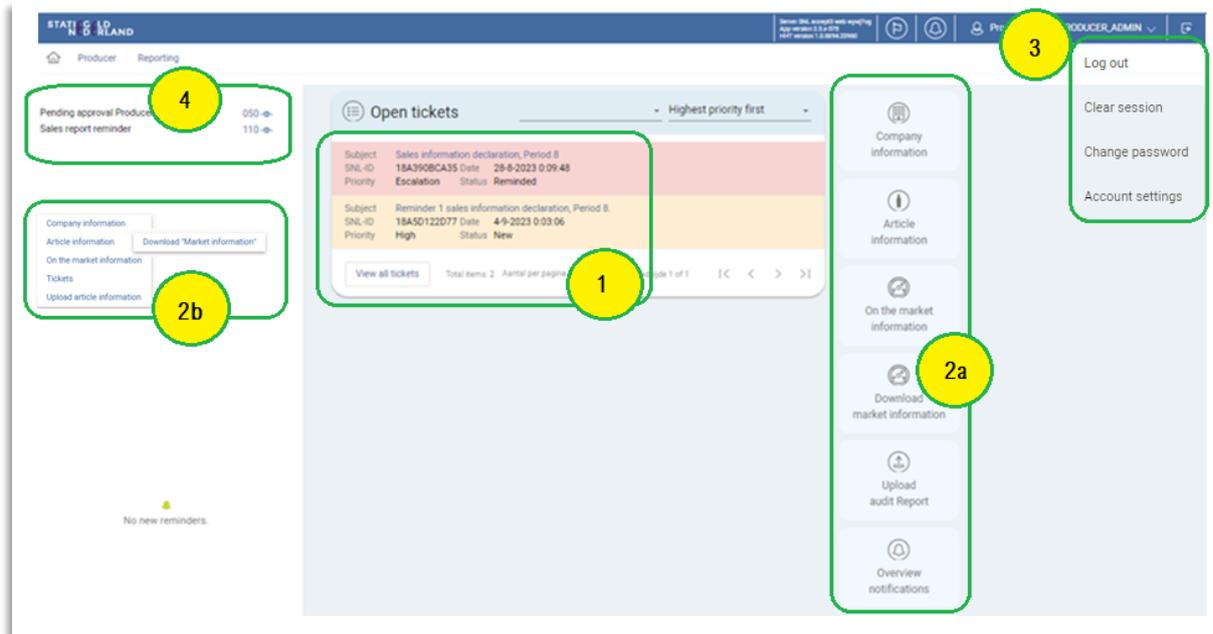
The screenshot displays the 'MODIFY CONTACTS PERMISSIONS' interface. It features a table of contacts organized by department: Logistics, Sales, Articles, Reports, and Finance. Each department has an 'ADD ADDITIONAL CONTACT' button. The 'Articles' section is currently active, and an 'Add contact' modal form is open. This form includes input fields for Name, Phone, Email address .to, and Email address .cc. There is also a checkbox for 'Enable login' which is checked. The modal form has 'Cancel' and 'Save' buttons. The table rows show existing contacts with 'EDIT' and 'DELETE' options.

When you check the check box 'Allow login' this contact will automatically receive an email so that the recipient can activate the account. After the recipient has provided their own password, they will gain access to the producer portal.

Added contacts have fewer system rights than the Prod-Admin. The Prod-Admin is the one who must confirm actions/statements.

## 5.0 Het Dashboard home screen

The Dashboard home screen appears as the first screen after logging in.



The screen consists roughly speaking of 4 parts:

1. The open tickets, or the action list that the P/I must go through.
2. Menu blocks for continuing to subsequent screens made available to this user, there are two possible routes (2a and 2b).
3. Personal settings, such as password and language choice Dutch or English.
4. The overview of any required actions, such as:
  - Confirm newly entered items.
  - Confirming the 'On the market' information.
  - Reminder for submitting the sales declaration.

From the dashboard start screen it is possible to enter the sub-menus (point 2a):

- Company information.
- Article information.
- 'On the market' information.
- Download market information.
- Upload accountant's reports.
- Overview notifications.

## 6.0 Company information

In this section, a user with the Prod-Admin role can adjust the Company data. Underlined data can be customized, dotted data cannot.

Some fields relate to external sources. It is important that you fill them in correctly and carefully. It's about:

### Account name (Surepay)

This is the company name as it is known to the bank and under which the IBAN account number is registered. If the name provided differs from the name as provided to the bank, a notification will follow. This is followed by a validation request.

### Statutory name (VAT)

The company name as known to the tax authorities from which the VAT is collected. If the specified name deviates from the name as registered for VAT, a notification will follow. This is followed by a validation request.

### GLN number

The GLN number is required to link articles to the correct P/I. The P/I is responsible for correct registration with GS1. The GLN number is not important for manually entered articles.

Other important fields are:

### Contact persons

The Prod-Admin can add specific persons from different departments such as Logistics, Sales and Finance to contact persons. For now only Prod-Admin has different rights. Prod-users from different departments have similar rights.

 MODIFY CONTACTS PERMISSIONS

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Logistics + ADD ADDITIONAL CONTACT

Sales + ADD ADDITIONAL CONTACT

Name	Phone	<input checked="" type="checkbox"/> Enable login	EDIT	 DELETE
Email address .to	Email address .cc			

Articles + ADD ADDITIONAL CONTACT

Name	Add contact		EDIT	 DELETE
Email address .to	<input type="text" value="Name *"/>	<input type="text" value="Phone *"/>		
	<input type="text" value="Email address .to *"/>	<input type="text" value="Email address .cc"/>		

Reports + ADD ADDITIONAL CONTACT

Name		Cancel	<input type="button" value="Save"/>	EDIT	 DELETE
Email address .to	Email address .cc				

Finance + ADD ADDITIONAL CONTACT

Visiting and postal address

The company data can be further completed with visiting and postal addresses. Statiegeld Nederland places the contract (if applicable) in the contract panel at the top right.

### Accountant's statement

The accountant's statement that must be issued annually can be uploaded via the 'Upload Accountant's Statement' button. This should be done in a timely manner.

Large P/I's are required to submit an auditor's report for the previous calendar year before April 1<sup>st</sup> each year. They do this according to a fixed protocol. For the other P/I's it is sufficient to submit a management statement before April 1<sup>st</sup> each year.

View the accountant's protocol on the website of Statiegeld Nederland for more information.

The screenshot shows the 'Reporting' section of the producer portal. At the top, there is a blue header with the Statiegeld Nederland logo and user information. Below the header, there is a navigation bar with 'Producer' and 'Reporting' tabs. The main content area is divided into several sections:

- Finance:** A section with a blue header, a checkbox for 'Enable login', and buttons for 'EDIT' and 'DELETE'. Below this is a '+ ADD ADDITIONAL CONTACT' button.
- Visiting address:** A section with a blue header and an expand/collapse arrow. It contains input fields for 'Address', 'City', 'Country', and 'Zipcode'.
- Postal address:** A section with a blue header and an expand/collapse arrow. It contains input fields for 'Address', 'City', 'Country', and 'Zipcode'.
- Accountant declarations:** A section with a blue header and an expand/collapse arrow. It contains a dashed box with the text 'Drop files to attach, or browse.'

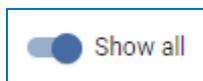
## 7.0 Articles

### 7.1 Article information home screen

The option Articles shows the overview of registered articles of the relevant P/I.

The articles with a '+' before the EAN code are foldable and show the various previous versions of the article. The changes lead to a new version with a new effective date of this article.

The status column shows whether the item is active (A) or de-active (D).



By default, you only see the active articles. If you also want to see the de-active articles, slide the slider at Show All (top right) to the right:

	EAN	Description	Supplier	EAN type	Deprecated	Status	Deactivated date	Activate on	Status
<input type="checkbox"/>	87 35	...	...	NATIONAL	No	A	11-6-2023 0:00	11-6-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	08 39	...	...	NATIONAL	No	A	5-6-2023 0:00	5-6-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	...	...	...	NATIONAL	No	A	22-5-2023 0:00	22-5-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	...	...	...	NATIONAL	No	A	5-5-2023 0:00	5-5-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+	...	...	NATIONAL	No	A	18-4-2023 0:00	18-4-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	-	...	...	NATIONAL	No	A	18-4-2023 0:00	18-4-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	8735001231	RU Gifvoer...	...	NATIONAL	No	D	17-4-2023 0:00	14-2021	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	...	...	...	NATIONAL	No	D	18-4-2023 0:00	17-4-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+	...	...	NATIONAL	No	A	18-4-2023 0:00	18-4-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+	...	...	NATIONAL	No	A	18-4-2023 0:00	18-4-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	87 0	7UP Heer...	...	INTERNATIONAL	No	A	18-4-2023 0:00	18-4-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+	42	7UP Peper...	NATIONAL	No	A	18-4-2023 0:00	18-4-2023 0:00	Confirmed by Statiegeld Nederland

The Prod-Admin and Prod-User are allowed to make changes (read: change or delete). The Prod-Admin always receives a ticket notification by e-mail for each mutation that needs to be approved.

The Prod-Admin completes the required article information and confirms the entry in the confirmation screen.

After the Prod-Admin has given the confirmation, Statiegeld Nederland checks the input again. When this is approved, the Prod-Admin will again receive the message that the article has been accepted. If Statiegeld Nederland does not agree, the entry will be refused and the Prod-Admin will receive a notification of the rejected article. This input must then be supplied again.

If you have any questions about this rejection, please email producer [portal@statiegeldnederland.nl](mailto:portal@statiegeldnederland.nl).



**Please note:**

- The upload of the logo must be in JPG or PNG format and must not exceed 2 MB. The photo must make the article clearly visible and recognizable.
- When specifying the weight, it concerns the **packaging weight**.

## 7.2 Change article

You can change an existing article by selecting the relevant EAN from the list. You can also search for an EAN by clicking the Search button . Once you have found the article, you can make changes in the article detail overview.

The changes lead to a new version with a new effective date of this article.

## 7.3 Add article

You can enter a new article via the menu item Articles. From this overview – in which all your specified articles are listed – you can enter a new article after clicking on the ‘+’ button. As soon as you have finished entering all data, save the entry by clicking the Save button.

<input type="checkbox"/>	EAN	Description	Supplier	EAN type	Deprecated	Status	Deactivated date	Activate on ↓	Status
<input type="checkbox"/>	87 35			NATIONAL	No	A	11-6-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>	08 39			NATIONAL	No	A	5-6-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>				NATIONAL	No	A	22-5-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>				NATIONAL	No	A	5-5-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+			NATIONAL	No	A	18-4-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>	-			NATIONAL	No	A	18-4-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>	87 35	RIJSTROOK...		NATIONAL	No	D	17-4-2023 0:00	1-4-2021 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>				NATIONAL	No	D	18-4-2023 0:00	17-4-2023 0:00	Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+			NATIONAL	No	A	18-4-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+			NATIONAL	No	A	18-4-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+	87 0	7UM FIEC...	INTERNATIONAL	No	A	18-4-2023 0:00		Confirmed by Statiegeld Nederland
<input type="checkbox"/>	+	42	710 B...	NATIONAL	No	A	18-4-2023 0:00		Confirmed by Statiegeld Nederland

The Prod-Admin receives a notification containing the entered articles and confirms the entry. After confirmation, Statiegeld Nederland checks the import. When this is approved, the Prod-Admin receives a notification that the articles have been accepted. If they do not agree, the entry will be refused and the Prod-Admin will receive a notification of the refused article. This input must then be supplied again.

Enter the active fields in order from top to bottom, left to right.

If you have any questions about this rejection, please email [producentenportal@statiegeldnederland.nl](mailto:producentenportal@statiegeldnederland.nl)

## 7.4 Deprecate article

This means that an article is no longer produced with this EAN code and is therefore no longer sold. These items are still on the market.

You can indicate that the relevant EAN is 'Deprecated'. As a result, this EAN no longer appears on the periodic list "Numbers placed on the market". The EAN however is still accepted by the RVM suppliers.

The screenshot shows the 'Article' details page in the Producer Portal. The 'Deactivate on' field is highlighted with a green box. The details are as follows:

Field	Value
EAN	50
Material	PET
Material cap	HDPE
Material label	DSP
EAN type	National
Volume (cl)	50
Packaging weight (grams)	22,1
Status	D
Diameter (mm)	65
Deprecated	No
Supplier	
Colour	Clear/White
Length (mm)	227
One specification	Yes
Activate on	31-05-2021
Deactivate on	31-05-2021
Use information	recyclebaar
Shape identifier	



**Please note:**

The terms 'delete' and 'deprecated' can seem confusing, so here's a brief explanation.

Delete means: the article is set to 'Deactive' in the producer portal, the article no longer has any meaning and is no longer shared with the RVM suppliers. Deleting an article is only possible by the Administrator of Statiegeld Nederland.

Deprecated means: the article with this EAN has been phased out and is no longer produced and therefore no longer introduced to the Dutch market. However, this EAN is still available on the Dutch market, the consumer has the right to hand it in to receive a refund of the deposit paid. The EAN must therefore still be present in the Statiegeld Nederland database, the RVMs and counting machines in order to be able to pay out the deposit.

## 8.0 'On the Market' information, the sales declaration

The P/I provide periodic declaration of the quantities placed on the market. See Appendix C. for an overview of the annual periods.

In the first week of a new period, you submit a declaration about the previous period. You will be reminded of this by a notification in the producer portal.

If you have not had the opportunity to submit a declaration in the first week, you can still do so in the second or third week of a new period. A notification in the producer portal will appear to remind you.



### Please note:

If you do not submit a declaration in the first, second or third week, the declaration is automatically set to 0. You can only enter the missed period as a correction when you enter the next period. Corrections cannot be uploaded via a CSV file and are always done manually and per article. Declarations/corrections always need to be confirmed by the Prod-Admin via an e-mail containing a hyperlink. If you fail to confirm a declaration or correction in the period in which declaration is possible, an automatic confirmation will follow. Any necessary adjustments will then only be possible as a correction in the next period.

### Corrections

On the market information

You first need to make corrections to the previously added period(s) (if any) before entering the new period information.

Overview period/weeks for sales registration							
Period	Weeks	Period	Weeks	Period	Weeks	Period	Weeks
P09 2023	35 - 39	P06 2023	22 - 26	P03 2023	09 - 13	P12 2022	48 - 52
P08 2023	31 - 34	P05 2023	18 - 21	P02 2023	05 - 08	P11 2022	44 - 47
P07 2023	27 - 30	P04 2023	14 - 17	P01 2023	01 - 04	P10 2022	40 - 43

Corrections previous period(s)   Enter manually (Last Period)   Download EAN list   Upload EAN list (.csv)

Register and add any corrections before saving. SAVE

Add correction

Period *	Amount correction *	EAN	Reason *	Add
----------	---------------------	-----	----------	-----

First, enter any correction from a previous period.

Enter an item, the quantity to be corrected, choose the period and specify a reason for the correction. Then click the Add button. Repeat these steps for all articles if applicable and save the corrections.

On balance, a "statement" can never become negative in the specified period.

After that you have the choice:

1. You enter the declaration manually,
2. You upload a CSV file.

**Ad. 1**

If you opt for a manual declaration, click on the relevant button. The list of articles for which Statiegeld Nederland expects a declaration is presented in red.

On the line under the heading AMOUNT you can enter the number of articles with mouse clicks. As soon as all articles have been entered (in other words: all red lines have turned white) you can save the statement.

If you forget a line, you cannot save.

**Ad. 2**

If you opt for the CSV upload, you can first download all articles in Excel as **xlsx file**. Save this file to your computer, then complete and save as a CSV file. Check the data by opening the file in Notepad (right mouse button, open with notepad). Once finished, you can upload the file in the portal.



**Please note:**

- When uploading the CSV file, you must check that Excel has not modified the EAN codes. Consider the elimination of leading zeros.
- If uploading a CSV file via Excel does not go well, you can also open the file in Notepad, add the numbers there and then upload it in the producer portal.

At last, but not at least:

After you have submitted the declaration, the Prod-Admin will receive an email asking for confirmation. The e-mail contains a hyperlink to the declaration that must be confirmed. Make sure you are logged in to the producer portal with Prod-Admin rights before clicking on the hyperlink. Check and confirm the declaration.

## 9.0 Download 'On the Market' information

Here you can download reports per period with the numbers you specified on the market per article and the percentages of the articles that have been submitted to the RVMs.

The screenshot shows the 'Download Market information' page. At the top, there is a navigation bar with the logo and user information. Below the navigation bar, there is a breadcrumb trail: 'Producer Reporting'. The main content area is titled 'Download Market information' and contains a table with the following data:

Overview period/weeks for sales registration							
Period	Weeks	Period	Weeks	Period	Weeks	Period	Weeks
9 2023	35 - 39	6 2023	22 - 26	3 2023	09 - 13	12 2022	48 - 52
8 2023	31 - 34	5 2023	18 - 21	2 2023	05 - 08	11 2022	44 - 47
7 2023	27 - 30	4 2023	14 - 17	1 2023	01 - 04	10 2022	40 - 43

Below the table, there is a 'Period \*' label and a dropdown menu. The dropdown menu is open, showing the following options:

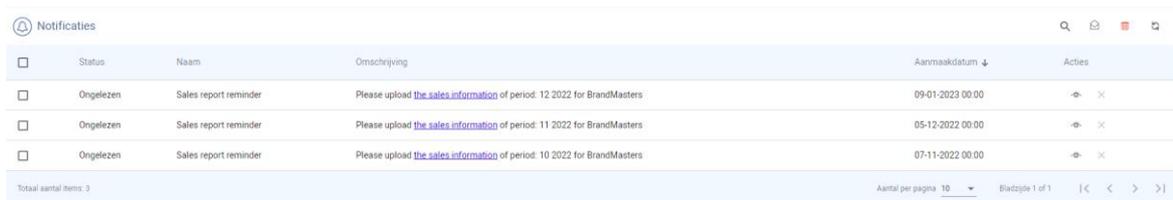
- 30 - 30, 2023
- 31 - 34, 2023
- 27 - 30, 2023
- 22 - 26, 2023
- 18 - 21, 2023
- 14 - 17, 2023

At the bottom right of the interface, there is a 'DOWNLOAD' button.

Select the week numbers of the period for which you want the information.

## 10.0 Notifications

Here are reminders and notifications for actions. If you click on the underlined texts, you will be taken with a hyperlink to the relevant open action.



The screenshot shows a table titled 'Notifications' with the following columns: Status, Naam, Omschrijving, Aanmaakdatum, and Acties. There are three rows of notifications, all with a status of 'Ongelezen'. Each row contains a checkbox on the left, the status 'Ongelezen', the name 'Sales report reminder', a description with a hyperlink to 'the sales information', and a creation date. The footer of the table indicates 'Totaal aantal items: 3', 'Aantal per pagina: 10', and 'Bladzijde 1 of 1'.

<input type="checkbox"/>	Status	Naam	Omschrijving	Aanmaakdatum ↓	Acties
<input type="checkbox"/>	Ongelezen	Sales report reminder	Please upload <a href="#">the sales information</a> of period: 12 2022 for BrandMasters	09-01-2023 00:00	👁️ ×
<input type="checkbox"/>	Ongelezen	Sales report reminder	Please upload <a href="#">the sales information</a> of period: 11 2022 for BrandMasters	05-12-2022 00:00	👁️ ×
<input type="checkbox"/>	Ongelezen	Sales report reminder	Please upload <a href="#">the sales information</a> of period: 10 2022 for BrandMasters	07-11-2022 00:00	👁️ ×

When you want to delete a notification, please select one by ticking corresponding box on the left and click on the trashcan in the upper right side.

## Appendix A: Frequently asked questions

### **Why should the P/I list his articles in the producer portal?**

The P/I is obliged to pay a deposit and producer contribution. This is done on the basis of the number of bottles and cans that the P/I put on the market in a period.

Statiegeld Nederland collects the numbers and passes them on to Verpact.

Verpact then uses these numbers to collect the correct amounts via direct debit.

### **Which articles of products must be specified in the producer portal?**

All products destined for the Dutch market must be declared. This also includes products that have been provided free of charge, such as a sample. Products intended for export (including aviation, etc.) do not have to be specified. The indirect export scheme applies to products that later appear to have been exported.

### **How long does it take before an imported article is in the RVMs?**

As soon as a new entry or a change to an article in the producer portal has been accepted by Statiegeld Nederland, Statiegeld Nederland offers the article to the RVM suppliers within 1 day. The RVM suppliers then have a maximum of 5 working days to enter the item in their shop RVM's and their counting/sorting systems.

### **Is it possible to upload new articles with an Excel file?**

At the moment (June 2023) this function does not yet exist.

### **When will my GS1 mutations appear in the producer portal?**

Every night, GS1 communicates the changes for both the Datalink and the Datasource connection to Statiegeld Nederland, with which the changes are available the next day in the producer portal and - if necessary - go through the approval process.

### **Is there also a link back from the producer portal to GS1?**

GS1 is always the starting point (or source) of the article registration. You first go to GS1, enter the article there, after which it is transferred to the producer portal, so it is a one-way street. Both when entering, changing and deleting data.

### **I don't see my articles in GS1 appearing in the portal, what could be the matter?**

- There is a malfunction (action: email [producentenportal@statiegeldnederland.nl](mailto:producentenportal@statiegeldnederland.nl)).
- P/I is on the opt-out list (contact GS1).
- P/I has not published articles to Statiegeld Nederland (see appendix D for work instructions).
- Registration with Statiegeld Nederland is not complete (action: contact Statiegeld Nederland).
- Registration with GS1 does not meet the requirements of registration with Statiegeld Nederland. Essential here are: Target market the Netherlands, correct logo, correct material, correct GPC (action: go to GS1 and adjust).

### **When do I use GS1 Datalink or GS1 Datasource?**

The P/I that is affiliated with GS1 always has a Datasource package and can choose to exchange an extract of label information with Statiegeld Nederland via Datalink.

**What is the GLN number?**

GLN stands for Global Location Number. A location (or in this case a P/I) is identified via this unique number. The GLN of the P/I is noted in SRN Pack and acts as a link to GS1. Articles are linked to a GLN number in GS1. The producer portal recognizes the articles of the relevant P/I via the GLN number.

**What is meant by 'on the market'?**

A deposit is levied on all products marketed in the Netherlands; so sales, but also, for example, 'sampling' or 'donation'. The first delivery (making available) by a producer or importer to the buyer/distributor/end user is considered to be 'placing on the market'. Before the moment of 'placing on the market' there must be a (written or oral) agreement between two or more parties (the manufacturer/importer who supplies and the other party to whom the delivery is made); existing unsold stocks are therefore not yet considered to have been placed on the market.

**What happens if I don't file a report?**

You must always submit a declaration. Even if you did not market any products in the previous period. You then enter 0.

Corrections can be passed on in the producer portal, so that they are processed in the next billing round.

Multiple late submissions may result in a fine.

**Is there a lower limit for reporting?**

Verpact talks about a Waste Management Contribution for more than 50,000 kilos of packaging per year. There is no minimum volume of packaging for P/I for deposits.

**How does billing work?**

Following the statement, invoicing will follow on Monday of the second week after the end of each period. The invoice is created by Statiegeld Nederland on the basis of the specified numbers. This is sent from Verpact in connection with legal obligations. Payment is also made to Verpact by direct debit with a payment term of 14 days. You will find three (specified) parts on the invoice: Deposit, Producer's Contribution and Waste Management Contribution.

**Can the producer contribution be directly compensated with the deposit and handling fee?**

No, this is not possible because these are separate invoice flows.





**Please note:**

Deviating shapes (eg an aluminium bottle) must be supplied by the P/I itself. PET bottles with deviating shapes must also be delivered to and read in by RVM suppliers.

The following RVM suppliers are known to Statiegeld Nederland.

**Tomra**

- TOMRA Systems B.V.
- Marowijne 56, NL 7333PJ, Apeldoorn
- Att. Francisco Perez of Harro Abbing
- For questions, please contact [service.reversevending.nl@tomra.com](mailto:service.reversevending.nl@tomra.com) att. Francisco Perez or Harro Abbing.
- You can also contact Tomra by phone: +31 55 599 88 44 (central number)

**RVM Systems**

- RVM Systems B.V.
- Veldzicht 12, 3454 PW De Meern
- Att. Inge de Boer
- For questions, please contact [sales@rvmsystems.nl](mailto:sales@rvmsystems.nl)
- You can also contact RVM Systems by phone: +31 (0)85 029 58 40

**ENVIPCO**

- ENVIPCO Holding NV
- Van Asch van Wijckstraat 4C, 3811 LP Amersfoort
- Att. Mark Bieger
- For questions, please contact [mark.bieger@envipco.com](mailto:mark.bieger@envipco.com) Att. Mark Bieger.
- You can also contact ENVIPCO by phone: +31 (0)33 285 17 73.

**ECOEUROS**

- Pannekoekstraat 104, 3011 LL Rotterdam
- Att. Chong
- Email: [info@ecoeuros.nl](mailto:info@ecoeuros.nl)
- Telephone: +31 (0)10 201 21 50

## Appendix C: Periodic calendar declarations

Declarations are made according to the schedule of 4-4-5 weeks (for a year with 53 weeks, a final period of 6 weeks applies). Each period starts on Monday, so the periods do not follow entire months or years. The P/I receives a reminder to report at the end of each period. The declaration must be submitted within 3 weeks after the end of a period.

### 2024

January							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P1	1	1	2	3	4	5	6
	2	8	9	10	11	12	13
	3	15	16	17	18	19	20
	4	22	23	24	25	26	27
P2	5	29	30	31			

February							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P2	5				1	2	3
	6	5	6	7	8	9	10
	7	12	13	14	15	16	17
	8	19	20	21	22	23	24
P3	9	26	27	28	29		

March							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P3	9				1	2	3
	10	4	5	6	7	8	9
	11	11	12	13	14	15	16
	12	18	19	20	21	22	23
	13	25	26	27	28	29	30

April							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P4	14	1	2	3	4	5	6
	15	8	9	10	11	12	13
	16	15	16	17	18	19	20
	17	22	23	24	25	26	27
P5	18	29	30				

May							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P5	18			1	2	3	4
	19	6	7	8	9	10	11
	20	13	14	15	16	17	18
	21	20	21	22	23	24	25
P6	22	27	28	29	30	31	

June							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P6	22					1	2
	23	3	4	5	6	7	8
	24	10	11	12	13	14	15
	25	17	18	19	20	21	22
	26	24	25	26	27	28	29

July							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P7	27	1	2	3	4	5	6
	28	8	9	10	11	12	13
	29	15	16	17	18	19	20
	30	22	23	24	25	26	27
P8	31	29	30	31			

August							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P8	31			1	2	3	4
	32	5	6	7	8	9	10
	33	12	13	14	15	16	17
	34	19	20	21	22	23	24
P9	35	26	27	28	29	30	31

September							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P9	35						1
	36	2	3	4	5	6	7
	37	9	10	11	12	13	14
	38	16	17	18	19	20	21
	39	23	24	25	26	27	28
P10	40	30					

October							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P10	40	1	2	3	4	5	6
	41	7	8	9	10	11	12
	42	14	15	16	17	18	19
	43	21	22	23	24	25	26
P11	44	28	29	30	31		

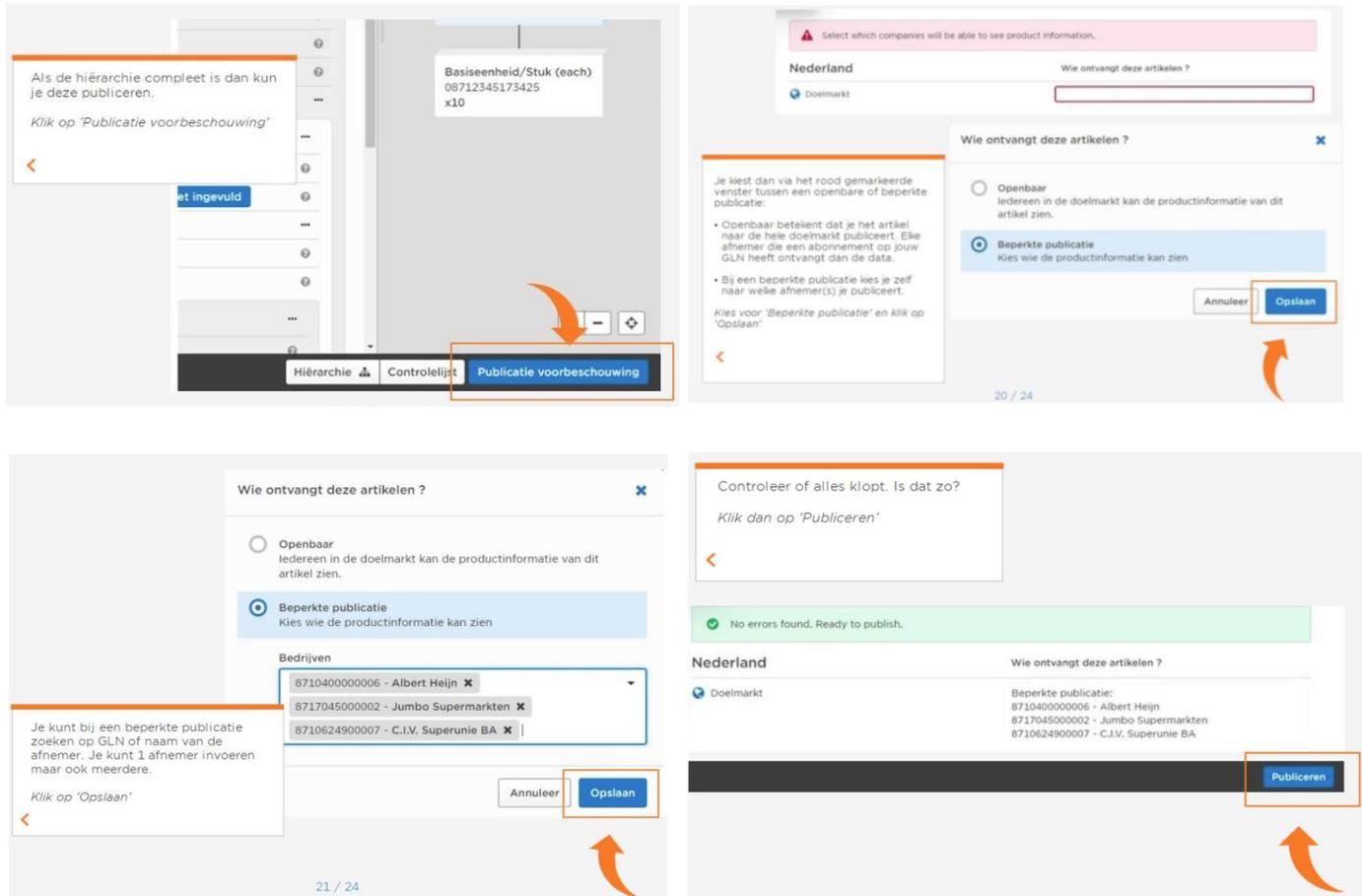
November							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P11	44				1	2	3
	45	4	5	6	7	8	9
	46	11	12	13	14	15	16
	47	18	19	20	21	22	23
P12	48	25	26	27	28	29	30

December							
WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P12	48						1
	49	2	3	4	5	6	7
	50	9	10	11	12	13	14
	51	16	17	18	19	20	21
	52	23	24	25	26	27	28
P1	1	30	31				

**[shaded box]** = Declaration of sales previous period

## Appendix D: GS1 Explanation data publication

The screen explanation is supplied by GS1 and only available in Dutch.



GS1 Data Source - Nieuw artikel aanmaken

**Is publiceren gelukt?**  
Na het publiceren kun je via 'Mijn artikelen' bij detailinformatie terugzien aan wie het artikel gepubliceerd is.

Publicatiestatus	Gtin #	Merknaam	Niveau	Doelmarkt	Korte beschrijving	Media	Wie ontvangt deze artikelen ?
<input checked="" type="checkbox"/> Gepubliceerd	08712345173418	GS1	Omhoog/kraat/kist (case)	Nederland	GS1 pleister		Beperkte publicatie Detail informatie

## Appendix E: Mapping-table GS1 with producer portal

#	Fieldname with GS1 (incl BMS ID)	Mandatory or Optional	Datasource field y/N	Datalink field Y/N	Fieldname in SRNPack with Statiegeld Nederland	Mandatory or Optional	PET	Blik
1	GS1 Article code (GTIN) (67)	Mandatory	Y	Y	EAN	Mandatory	x	x
3	Nett-content (3733) Unit nett-content (3734)	Mandatory	Y	Y	Volume	Mandatory	x	x
4	GS1 location code (GLN) data supplier (83) Name data supplier (85)	Mandatory	Y	Y	Supplier/data supplier	Mandatory	x	x
5	Code packaging type (2186)	Mandatory	Y	Y	Material (bottle, can)	Optional	x	x
6	Nett-content (3733) Unit nett-content (3734) Gross weight (3777) Unit gross weight (3778)	Mandatory	Y	bruto gewicht niet; netto inhoud wel	Weight	Mandatory	x	x
7	Material colour code (2228)	Mandatory for PET bottles	Y	N	Colour	Mandatory/Optional	x	
8	Packaging description (2187)	Optional	Y	N	Packaging description	Optional		
9	Code packaging material (2206)	Optional	Y	N	Material cap	Optional	x	
					Material label	Optional	x	
					Glue / Info	Optional	x	
10	Height (3725) Unit height (3726)	Mandatory	Y	N	Length	Mandatory	x	x
11	Width (3739) Unit width (3740)	Mandatory	Y	N	Diameter	Mandatory	x	x
12	End date/time availability (1002)	Mandatory if the item is temporarily unavailable or if the supplier wants to permanently discontinue the item.	Y	Y	Deprecated	Mandatory	x	x
13	Start date/time availability (1025)	Mandatory	Y	Y	Active on	Mandatory	x	x
14	Short product name (3506)	Mandatory	Y	Y	Description	Mandatory	x	x
15	Type external file (2999) Link to extern file (3000)	Mandatory	Y	Y	Picture	Mandatory	x	x
16	Additional logo on product/packaging (2318) Code accreditation logo/quality mark on packaging (2312)	Mandatory if there is a quality mark from the list on the packaging	Y	Y	Logo	Mandatory	x	x
17	Code GPC Classificatie (161)	Mandatory if there is a quality mark from the list on the packaging	Y	Y	GPC code	Not enterable	x	x
18	Code target market (112)	Mandatory	Y	Y	Target market	Not enterable	x	x
19	GS1 location code (GLN) manufacturer (91) ; Name manufacturer (93)	Optional	Y	N	Manufacturer	Not enterable	x	x
20	GS1 location code (GLN) trade mark holder (75) Name trade mark holder (77)	Mandatory if the data provider is not the brand owner	Y	Y	Trade mark holde	Mandatory/Optional	x	x
21	Not available in GS1	NA	NA	NA	Prod Type	Mandatory	x	x