SELF SERVICE ADJUSTMENTS OF EXPORTED VOLUMES
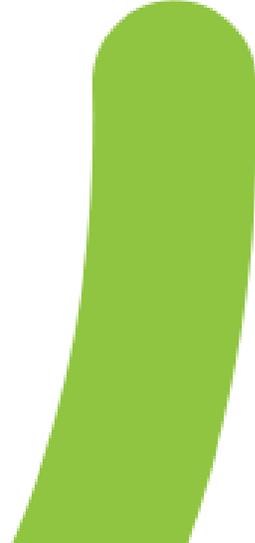
Navigation Basics

CONTAINERS FOR CHANGE
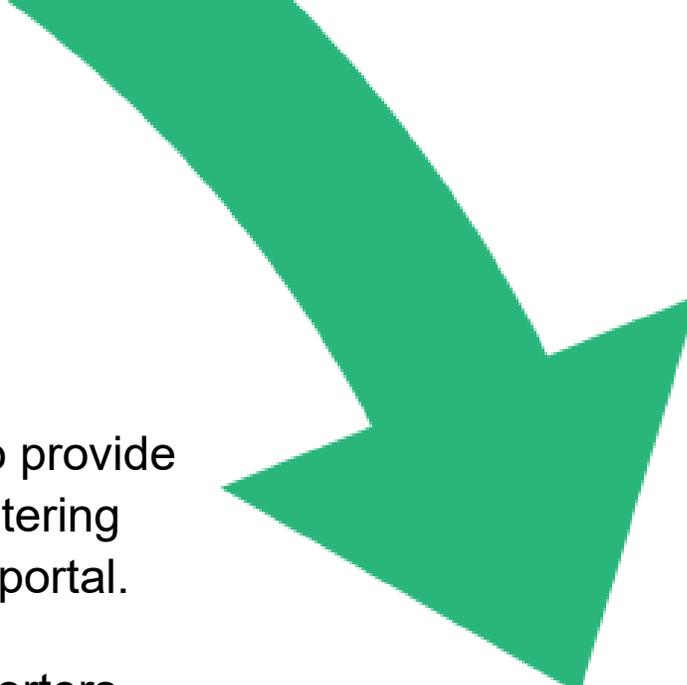
This Quick Reference Guide (QRG) is designed to provide Beverage Exporters a step-by-step guide on entering adjustment to the Exported volumes in Exporter portal.

The Exporter portal is where the Beverage Exporters declare their monthly exported volumes per supplier per state per material type.

HOW TO USE THIS QUICK REFERENCE GUIDE

- It is suggested to use the flow that is built into this guide to ensure you go through all the Exporter portal screens.

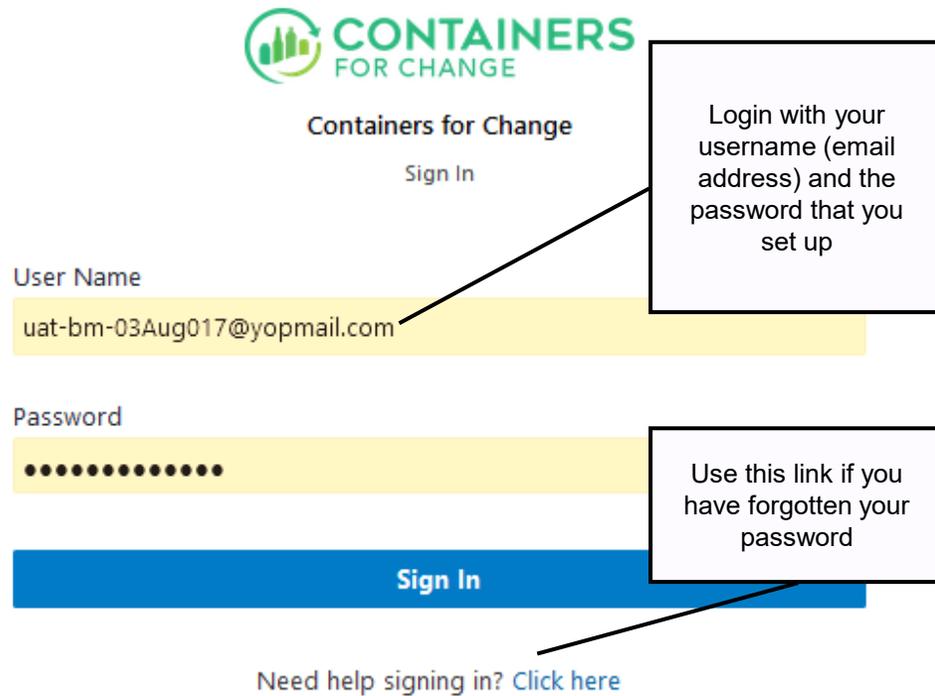- Move back and forth between slides by using the arrows.

EXPORTED VOLUMES

Exported Volumes declaration

❖ In accordance with the legislation, a Beverage exporter must declare their monthly exported volumes.

❖ These are monthly declarations and must be submitted in the Portal before the 15th of the month, otherwise it will show as overdue and an invoice will be generated based upon estimated data.

LOGIN TO THE PORTAL

Login with your username (email address) and the password that you set up

Use this link if you have forgotten your password

Access the Exporter portal through the following URL:
business.containersforchange.com.au

SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES

Enter the Adjustment for already submitted export volumes

Click "Adjust" to update the volumes already submitted

SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES

Enter the Adjustment for export volumes

Click to expand

Enter the adjustment volumes per material type

SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES

Enter Adjustment reason and supporting documents

Glass - Mixed	1,000	1,800	800
Aluminium	2,000	1,800	-200
PET - Clear	0	0	0
PET - Colour	0	0	0
PET - White	0	0	0
HDPE	0	0	0
Liquid Paper Board	0	0	0
Steel	0	0	0
Other Materials	0	0	0
Glass - Amber	0	0	0
Glass - Flint	0	0	0
Glass - Green	0	0	0

1. Choose an **adjustment Reason**

2. Enter any detailed comments

3. Upload (optional) any supporting document.

Adjustment Reason:

Sales adjustments

Updating volumes.

Upload Documents

Accepted file types: CSV, Word, TXT, Excel, PDF, Email (.msg, .eml), Images (.png, .jpg, .gif)

Template (72).xlsm

⚠ Are you sure you want to submit this sales volume adjustment?

Cancel   OK

5. Click **OK**

Cancel   Submit

4. Click **Submit**

8

SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES

Once the adjustment is submitted it is "Pending Approval". Now it is sent to the scheme auditor to approve/reject/ask for more information.

SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES
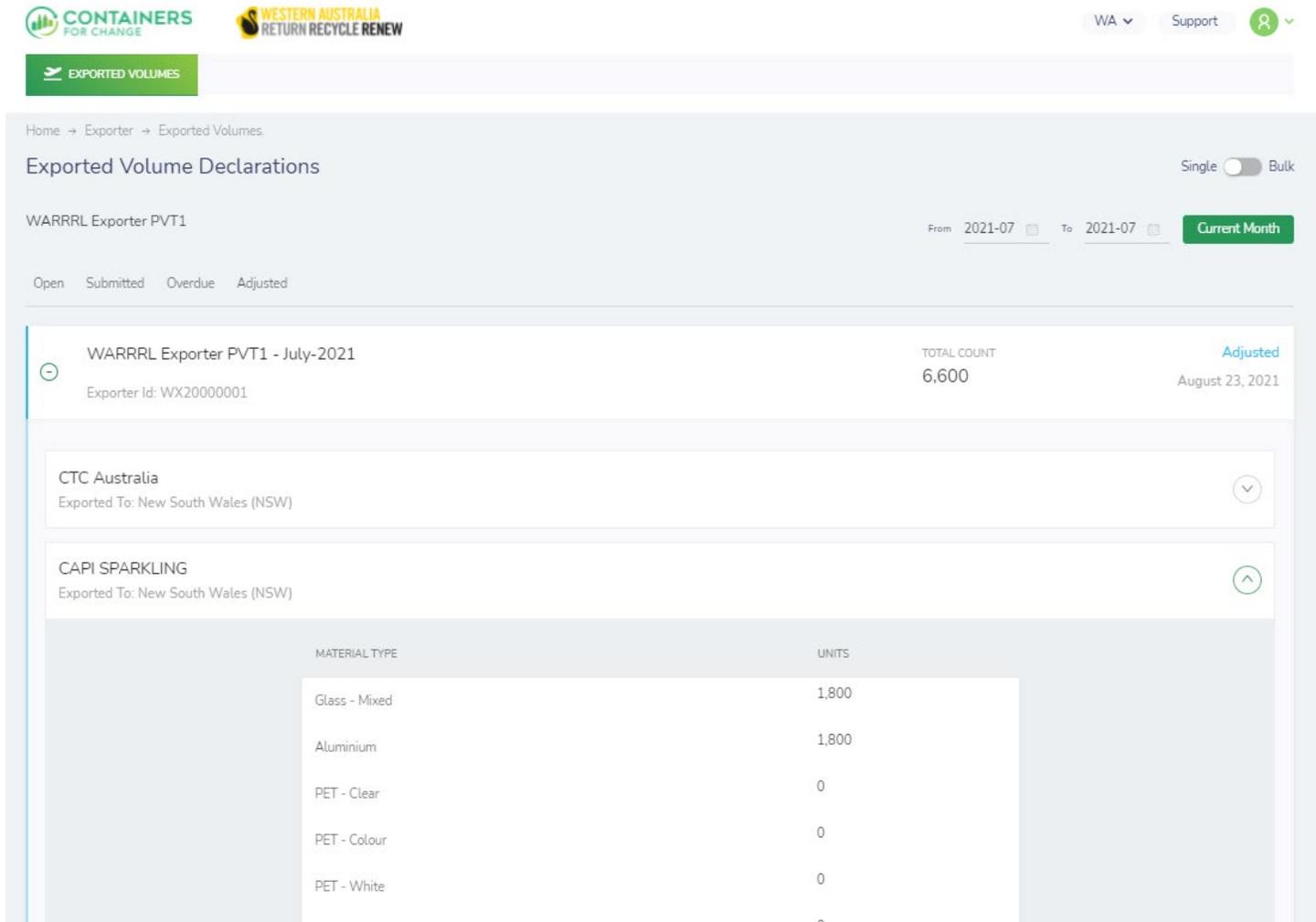

Note:

- If Auditor askes for more information, go ahead and provide more details – in comments or upload more documents

- Upto 3 documents of accepted file types can be uploaded.

- Then submit again.

SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES

Note:

- When Auditor approves, the status updates to "Adjusted".

- The requested adjustment for the container counts will be seen on portal.

Thank you for using this Quick Reference Guide