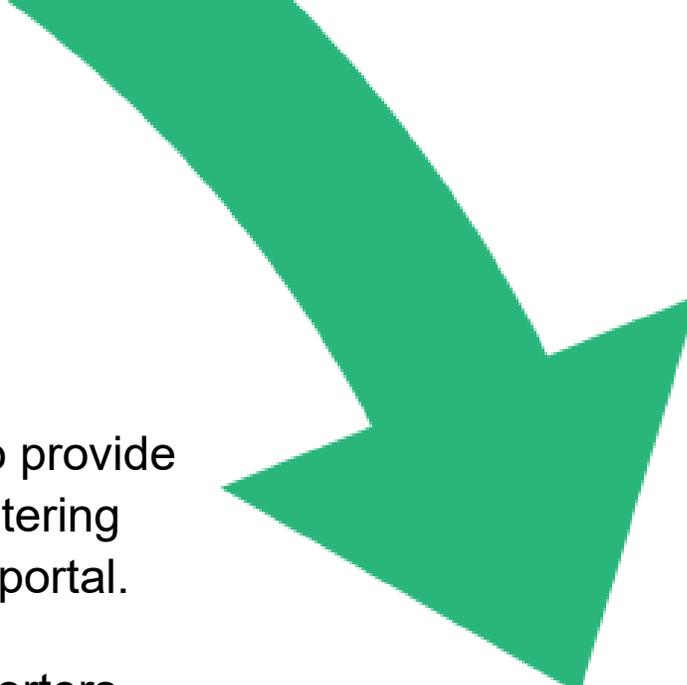


SELF SERVICE ADJUSTMENTS OF EXPORTED VOLUMES

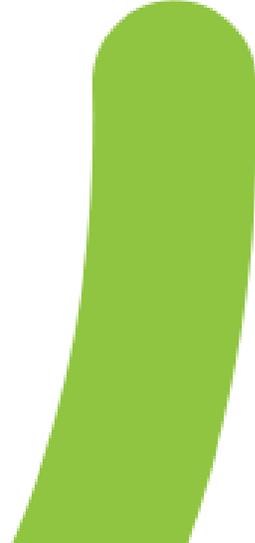
Navigation Basics





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.



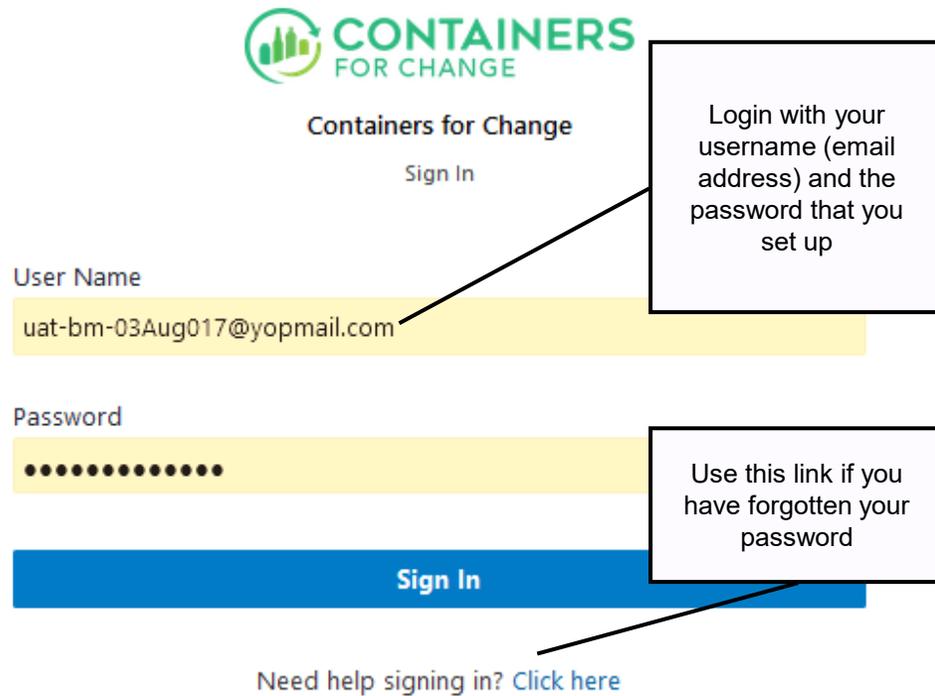
EXPORTED VOLUMES

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



The screenshot shows the login interface for Containers for Change. At the top left is a large green arrow pointing left. The logo consists of a green bar chart icon and the text "CONTAINERS FOR CHANGE". Below the logo is the text "Containers for Change" and a "Sign In" link. The "User Name" field contains the email address "uat-bm-03Aug017@yopmail.com". The "Password" field is masked with ten dots. A blue "Sign In" button is at the bottom. A link "Need help signing in? Click here" is below the button. Two callout boxes are present: one pointing to the username field with the text "Login with your username (email address) and the password that you set up", and another pointing to the password field with the text "Use this link if you have forgotten your password".

CONTAINERS FOR CHANGE
Containers for Change
Sign In

User Name
uat-bm-03Aug017@yopmail.com

Password
●●●●●●●●●●

Sign In

Need help signing in? [Click here](#)

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

Home → Exporter → Exported Volumes.

Exported Volume Declarations

WARRRL Exporter PVT1

From 2021-07 To 2021-07 **Current Month**

Open Submitted Overdue Adjusted

WARRRL Exporter PVT1 - July-2021 Exporter Id: WX20000001	TOTAL COUNT 6,000	Submitted August 23, 2021
---	----------------------	------------------------------

- CTC Australia
Exported To: New South Wales (NSW)
- CAPI SPARKLING
Exported To: New South Wales (NSW)

Adjust



Click "Adjust" to update the volumes already submitted



SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES

Enter the Adjustment for export volumes

Home → Exporter → Exported Volumes

Exported Volume Declarations Single Bulk

WARRRL Exporter PVT1 From 2021-07 To 2021-07 Current Month

Open Submitted Overdue Adjusted

WARRRL Exporter PVT1 - July-2021 TOTAL COUNT 6,000 Submitted August 23, 2021

Exporter Id: WX20000001

CTC Australia
Exported To: New South Wales (NSW)

CAPI SPARKLING
Exported To: New South Wales (NSW)

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	1,000	<input type="text" value="1,800"/>	800
Aluminium	2,000	<input type="text" value="1,800"/>	-200
PET - Clear	0	<input type="text" value="0"/>	0
PET - Colour	0	<input type="text" value="0"/>	0
PET - White	0	<input type="text" value="0"/>	0
...	0	<input type="text" value="0"/>	0



Click to expand

Enter the adjustment volumes per material type



SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES

Enter Adjustment reason and supporting documents

The screenshot shows a web interface for adjusting sales volumes. It features a table with material types and their current and target volumes. Below the table are input fields for the adjustment reason and an 'Upload Documents' button. A confirmation dialog is also visible.

Glass - Mixed	1,000	<input type="text" value="1,800"/>	800
Aluminium	2,000	<input type="text" value="1,800"/>	-200
PET - Clear	0	<input type="text" value="0"/>	0
PET - Colour	0	<input type="text" value="0"/>	0
PET - White	0	<input type="text" value="0"/>	0
HDPE	0	<input type="text" value="0"/>	0
Liquid Paper Board	0	<input type="text" value="0"/>	0
Steel	0	<input type="text" value="0"/>	0
Other Materials	0	<input type="text" value="0"/>	0
Glass - Amber	0	<input type="text" value="0"/>	0
Glass - Flint	0	<input type="text" value="0"/>	0
Glass - Green	0	<input type="text" value="0"/>	0

Adjustment Reason:

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

Cancel

Cancel

1. Choose an adjustment Reason

2. Enter any detailed comments

3. Upload (optional) any supporting document.

4. Click Submit

5. Click OK



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.

WARRRL Exporter PVT1 - July-2021 Pending Approval
Exporter Id: WX20000001 August 23, 2021

CTC Australia
Exported To: New South Wales (NSW)

CAPI SPARKLING
Exported To: New South Wales (NSW)

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
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

Adjustment Reason: Supporting Documents:
 • Template (72).xslm

Approver Comments:



SELF SERVICE ADJUSTMENT – EXPORTED VOLUMES

WARRRL Exporter PVT1 - July-2021
Exporter Id: WX20000001

Information Required
August 23, 2021

CTC Australia
Exported To: New South Wales (NSW)

CAPI SPARKLING
Exported To: New South Wales (NSW)

Adjustment Reason:
Sales adjustments

Supporting Documents:
• Template (72).xlsm

Upload Documents

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

Approver Comments:
please provide more info

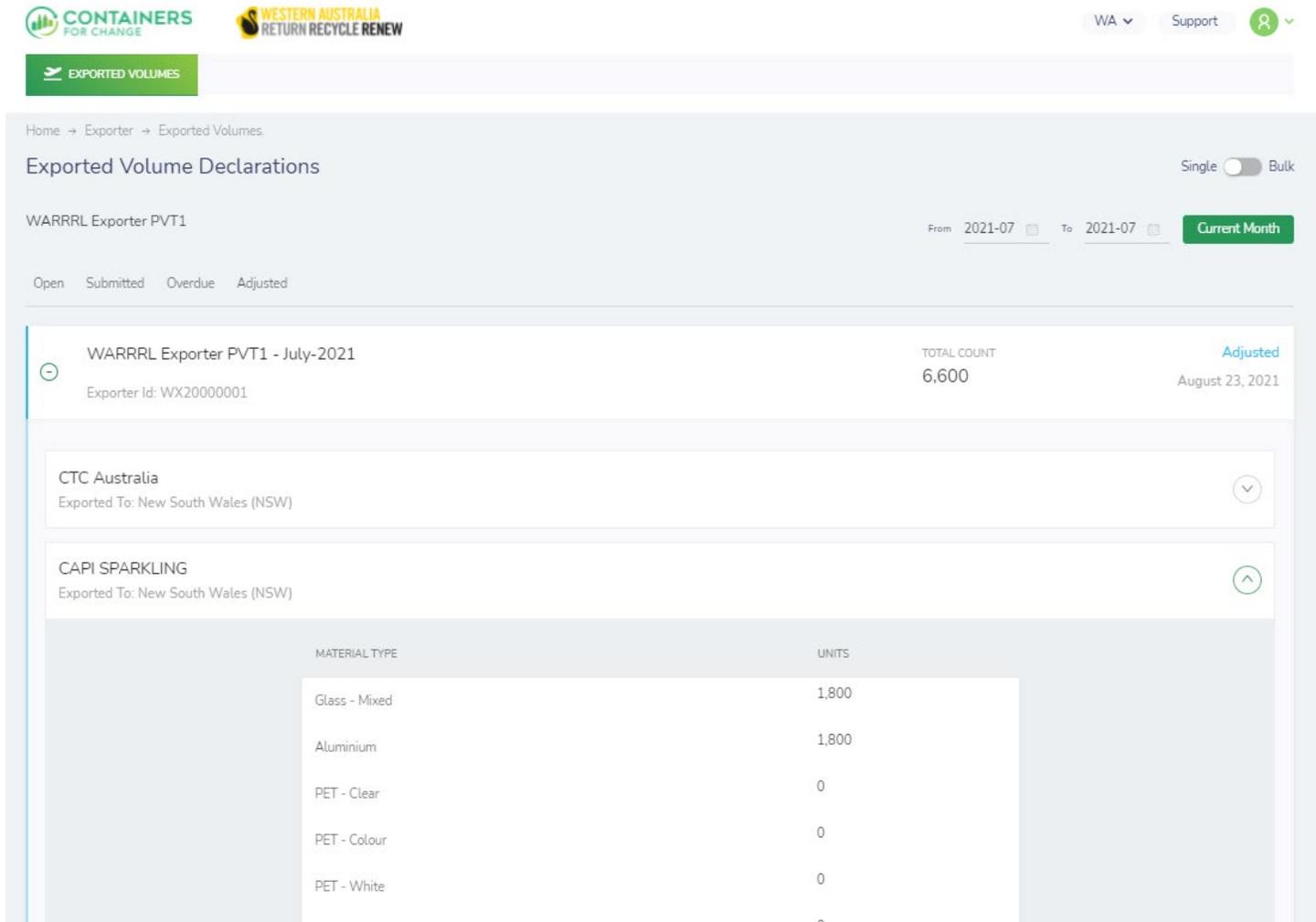
Cancel Submit

Updating volumes.

Note:

- If Auditor asks 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



The screenshot displays the 'Exported Volumes' section of the Containers for Change portal. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'WESTERN AUSTRALIA RETURN RECYCLE RENEW'. The user is logged in as 'WA' and has access to 'Support'. The main heading is 'Exported Volume Declarations' with a toggle for 'Single' (selected) and 'Bulk'. Below this, the user is identified as 'WARRRL Exporter PVT1' and the period is set to 'From 2021-07 To 2021-07' with a 'Current Month' button. A navigation bar includes 'Open', 'Submitted', 'Overdue', and 'Adjusted'. The main content area shows a declaration for 'WARRRL Exporter PVT1 - July-2021' with an 'Exporter Id: WX20000001'. The 'TOTAL COUNT' is '6,600' and the status is 'Adjusted' as of 'August 23, 2021'. Below this, two categories are listed: 'CTC Australia' (Exported To: New South Wales (NSW)) and 'CAPI SPARKLING' (Exported To: New South Wales (NSW)). A table shows the material types and their corresponding units:

MATERIAL TYPE	UNITS
Glass - Mixed	1,800
Aluminium	1,800
PET - Clear	0
PET - Colour	0
PET - White	0

Note:

- When Auditor approves, the status updates to “Adjusted”.
- The requested adjustment for the container counts will be seen on portal.



A hand is shown holding a clear plastic bottle, tilted as if to be recycled. The background is a blue recycling bin filled with many green plastic bottles. The scene is outdoors, with a person's arm and a green shirt visible in the background. The text "Thank you for using this Quick Reference Guide" is overlaid in the center in white, flanked by two green chevrons pointing outwards.

Thank you for using this Quick Reference Guide