



# PRODUCT & BEVERAGE SUPPLIER PORTAL



Navigation Basics





This Quick Reference Guide (QRG) is designed to provide Beverage Suppliers or First Responsible Suppliers a step-by-step guide on the use of the Product Registration & Beverage Supplier portal.

The Product Registration & Beverage Supplier portal is where containers can be registered to be available for the 10 cent refund in the scheme. It is also where the Beverage Suppliers declare their monthly sales volumes 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 Product Registration & Beverage Supplier portal screens.
- Move back and forth between slides by using the arrows.
- The menu bar is embedded in all the slides to facilitate navigation within this presentation.



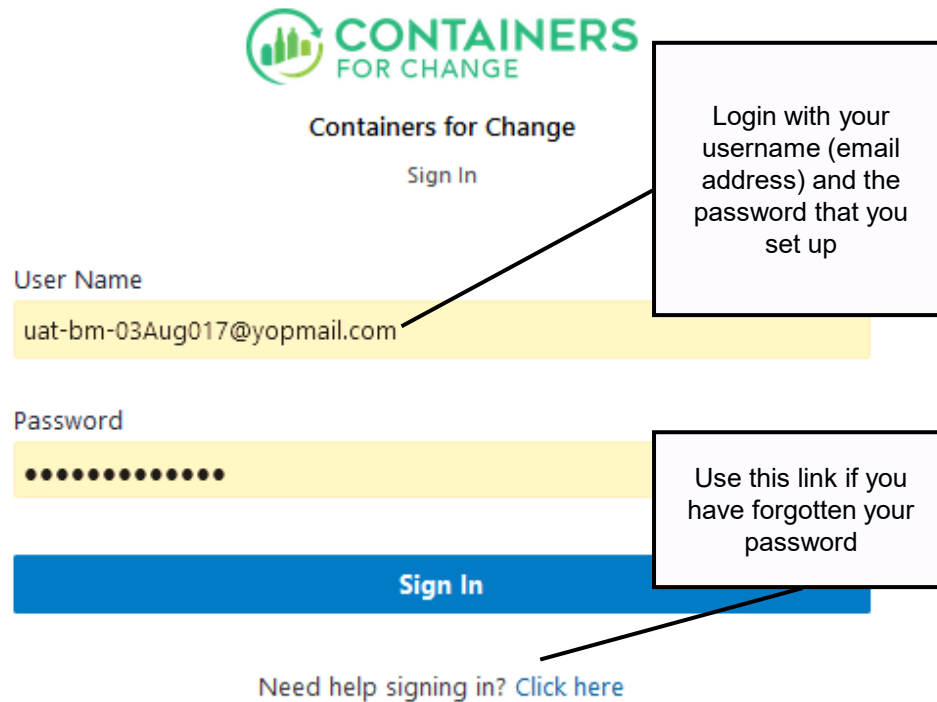
- Click on an icon to go to a specific topic.
- Use the icons mentioned above to review topics.



# LOGIN TO THE PORTAL

Access the Product Registration & Beverage Supplier portal through the following URL:

[business.containersforchange.com.au](https://business.containersforchange.com.au)



The screenshot shows the login interface for Containers for Change. At the top left is a large green arrow pointing left. At the top right is a large green arrow pointing right. The logo for Containers for Change is at the top center, with the text "Containers for Change" and a "Sign In" link below it. Below the logo are two input fields: "User Name" containing "uat-bm-03Aug017@yopmail.com" and "Password" containing ten dots. A blue "Sign In" button is below the password field. Below the button is a link: "Need help signing in? Click here". Two callout boxes are present: one pointing to the User Name 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

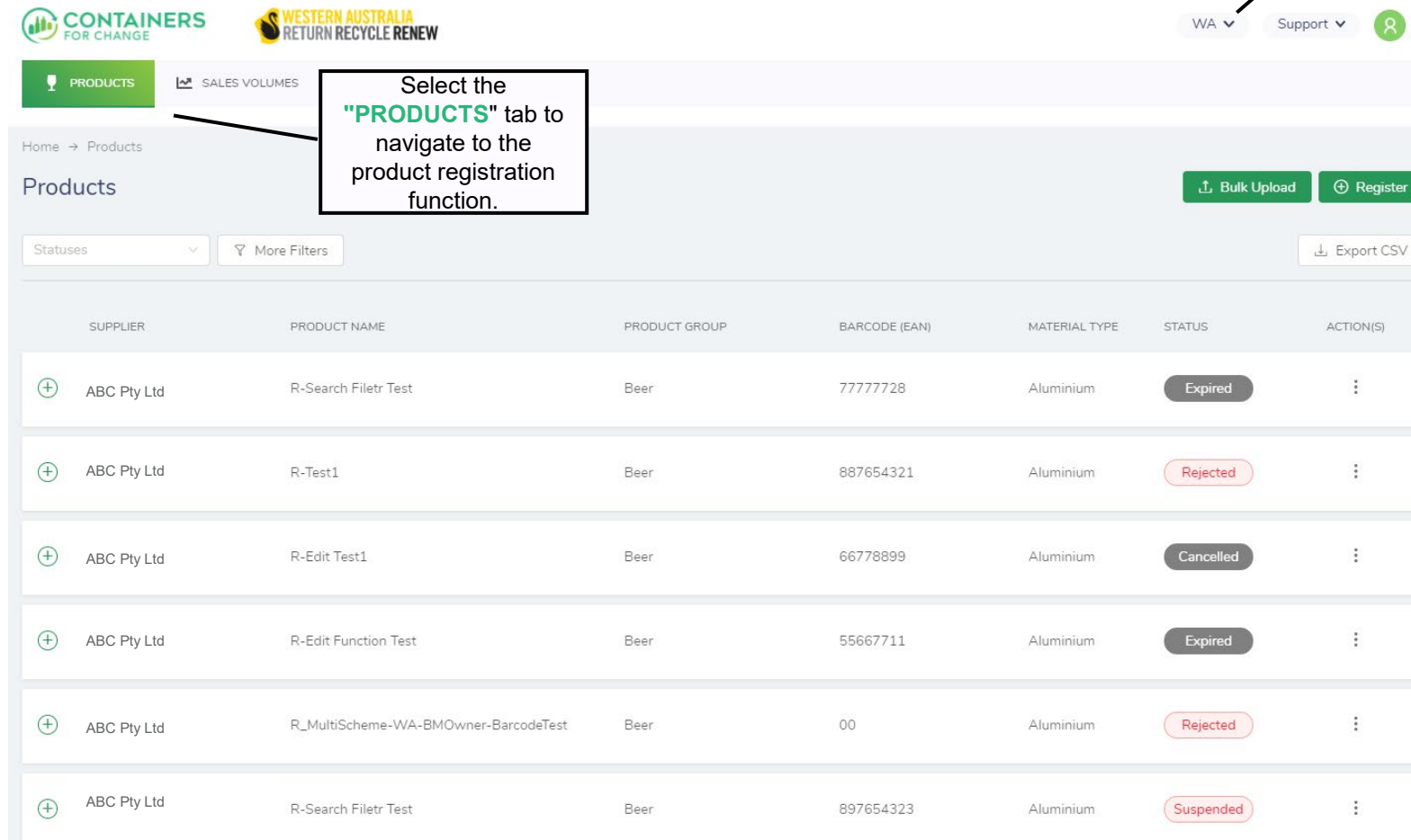
Use this link if you have forgotten your password



# PORTAL NAVIGATION

## Landing page

Make sure "WA" is selected if you're also registered for the Queensland container deposit scheme



The screenshot shows the 'PRODUCTS' tab selected in the portal. A callout box points to the 'PRODUCTS' tab with the text: "Select the 'PRODUCTS' tab to navigate to the product registration function." Another callout box points to the 'WA' dropdown menu in the top right corner with the text: "Make sure 'WA' is selected if you're also registered for the Queensland container deposit scheme". The main content area displays a table of product registrations with columns for Supplier, Product Name, Product Group, Barcode (EAN), Material Type, Status, and Action(s). The table contains six rows of data.

SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
ABC Pty Ltd	R-Search Filetr Test	Beer	77777728	Aluminium	Expired	⋮
ABC Pty Ltd	R-Test1	Beer	887654321	Aluminium	Rejected	⋮
ABC Pty Ltd	R-Edit Test1	Beer	66778899	Aluminium	Cancelled	⋮
ABC Pty Ltd	R-Edit Function Test	Beer	55667711	Aluminium	Expired	⋮
ABC Pty Ltd	R_MultiScheme-WA-BMOwner-BarcodeTest	Beer	00	Aluminium	Rejected	⋮
ABC Pty Ltd	R-Search Filetr Test	Beer	897654323	Aluminium	Suspended	⋮



# PORTAL NAVIGATION

Use the tabs to navigate to different functions or pages within the portal

CONTAINERS FOR CHANGE WESTERN AUSTRALIA RETURN RECYCLE RENEW WA Support

PRODUCTS SALES VOLUMES

Home → FRS → Sales Volumes

Sales Volume Declarations

From 2020-08 To 2020-08 Current Month Bulk Upload

Open Submitted Overdue Adjusted

			TOTAL COUNT	
(+)	ABC Pty Ltd FRS Id: WM20000004	- August 2020	11,111	Submitted September 8, 2020

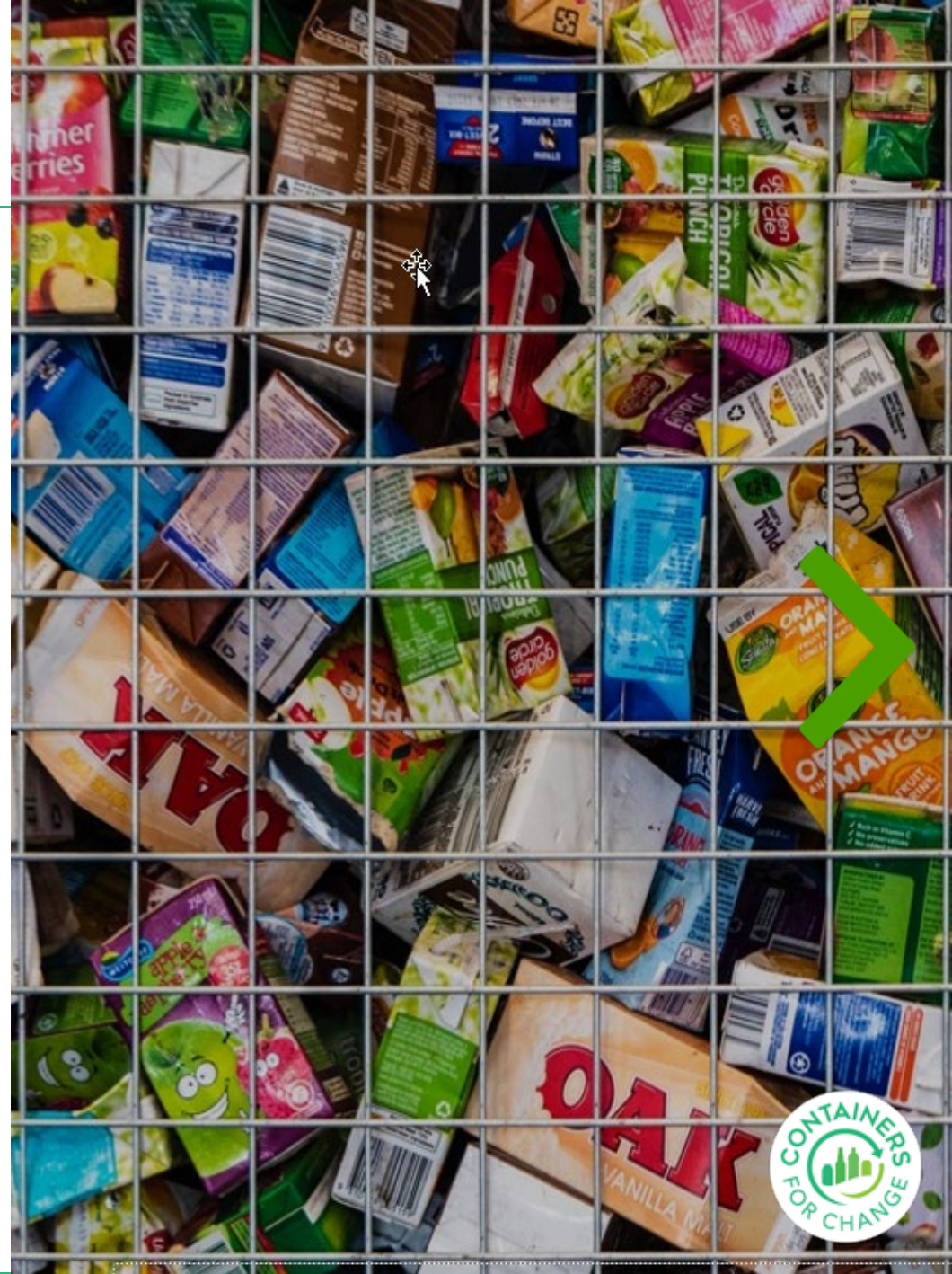
< 1 >



# PRODUCTS

Containers must be registered under the scheme to be eligible for the 10-cent refund

- ❖ Beverage Suppliers can register their eligible containers in their own name (as opposed to WARRRL's) through the portal
- ❖ It must go through an approval process with the Department of Waste and Environmental Regulation (DWER)
- ❖ Only when the container details are approved, can the containers be eligible for 10-cent refund and searchable on public product register.
- ❖ There are two ways to register a product:
  - Manual product registration
  - Bulk upload products



# PRODUCTS

Use this page to manage all containers submitted by the Scheme

The screenshot shows the 'PRODUCTS' management interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'WESTERN AUSTRALIA RETURN RECYCLE RENEW'. Below the logos, there are navigation tabs for 'PRODUCTS' and 'SALES VOLUMES'. The main content area is titled 'Products' and includes a 'Statuses' dropdown menu and a 'More Filters' button. A table lists products with columns for 'SUPPLIER', 'PRODUCT GROUP', 'BARCODE (EAN)', 'MATERIAL TYPE', 'STATUS', and 'ACTION(S)'. The table contains six rows of product data. Callout boxes provide additional information: one points to the 'Statuses' dropdown with the text 'Display products by status. See next slide'; another points to the 'Bulk Upload' button with the text 'Bulk upload enables upload of multiple products at once'; and a third points to the 'Register' button with the text 'Register opens up a registration form where the products can be registered one by one.'.

SUPPLIER	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
ABC Pty Ltd	Beer	77777728			
ABC Pty Ltd	Beer	887654321			
ABC Pty Ltd	Beer	66778899	Aluminium	Cancelled	
ABC Pty Ltd	Beer	55667711	Aluminium	Expired	
ABC Pty Ltd	Beer	00	Aluminium	Rejected	
ABC Pty Ltd	Beer	897654323	Aluminium	Suspended	

## Note:

- The Products landing page provides all the functionality required to register, update and review the Beverage Supplier's containers in the Scheme (that have been registered in the supplier's own name).
- Products registered in WARRRL's name will be transferred to the appropriate Beverage Supplier, but until this occurs will only be visible on the product registry search on the containers for change website





# PRODUCTS

Display based on status

Use the status filter to limit the display

“Approved” status used as a filter

PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
Renew R-Re-approval Test	55667752	Glass - Mixed	Approved	
Renew R-Re-approval Test	55667751	Glass - Mixed	Approved	
ABC Pty Ltd R-Bm Owner -WA-Manual Registration Test	223344102	PET - Clear	Approved	
ABC Pty Ltd R-Barcode Test	77777724	Aluminium	Approved	
ABC Pty Ltd R-Bm Owner -WA-Manual Registration Test	223344105	HDPE	Approved	
ABC Pty Ltd R-Re-approval Test	55667753	Glass - Mixed	Approved	
ABC Pty Ltd R-Re-approval Test	55667750	Glass - Mixed	Approved	
ABC Pty Ltd R-Edit Function Test	55664400	Aluminium	Approved	



# PRODUCTS

## More filters for products

The screenshot displays the 'Products' management interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'WESTERN AUSTRALIA RETURN RECYCLE RENEW', along with navigation links for 'WA', 'Support', and a user profile. Below this, there are tabs for 'PRODUCTS' and 'SALES VOLUMES'. The main content area is titled 'Products' and includes a breadcrumb 'Home → Products'. It features several filter sections: 'Supplier' (ABC Pty Ltd), 'Barcode (EAN)' (text input), 'Product Name' (text input), 'Designed Capacity' (text input), 'Material Type' (dropdown), 'Glass Colour' (dropdown), 'Product Group' (dropdown), 'Submitted By' (Basic usage), 'Label Type' (dropdown), 'Approval Expiry Date' (date picker), 'Effective Date' (date picker), and 'Compostable/Biodegradable' (dropdown). There are also checkboxes for 'Bulk Upload', 'Register', and 'Export CSV'. A table at the bottom shows a list of products with columns for 'BARCODE (EAN)', 'MATERIAL TYPE', 'STATUS', and 'ACTION(S)'. The table contains three rows of data. A callout box with an arrow points to the 'Beer' product in the second row, with the text 'Beer selected under product group'.

BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
7777728	Aluminium	Expired	⋮
88765	Aluminium	Rejected	⋮
ABC Pty Ltd	Beer	Cancelled	⋮
ABC Pty Ltd	Beer	Expired	⋮

# PRODUCTS

## More filters for products

CONTAINERS FOR CHANGE

Home → Products

Products

Suppliers

Export CSV

SUPPLIER	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
ABC Pty Ltd	Beer	77777728	Aluminium	Expired	

Select + to see details of the product

Products

Approved x More Filters

Export CSV

SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
ABC Pty Ltd	R-Re-approval Test	Flavoured milk	55667752	Glass - Mixed	Approved	

Product details

GO-LIVE DATE	NATIONAL REFUND LOGO	SAINT REFUND LOGO	DESIGNED CAPACITY (IN ML)
2020/08/25	YES	NO	150
HEIGHT (WITH CAP, IN MM)	LARGEST DIAMETER (MM)	WEIGHT - EMPTY (GM)	APPLICATION TYPE
100	100	1000	New Approval
APPROVED SCHEMES	COMPOSTABLE/BIODEGRADABLE	CONTAINER LID MATERIAL TYPE	LABEL TYPE
REJECTED SCHEMES			

11

# PRODUCTS

Register a product manually (one by one, as opposed to via bulk upload)

Home → Products

Products

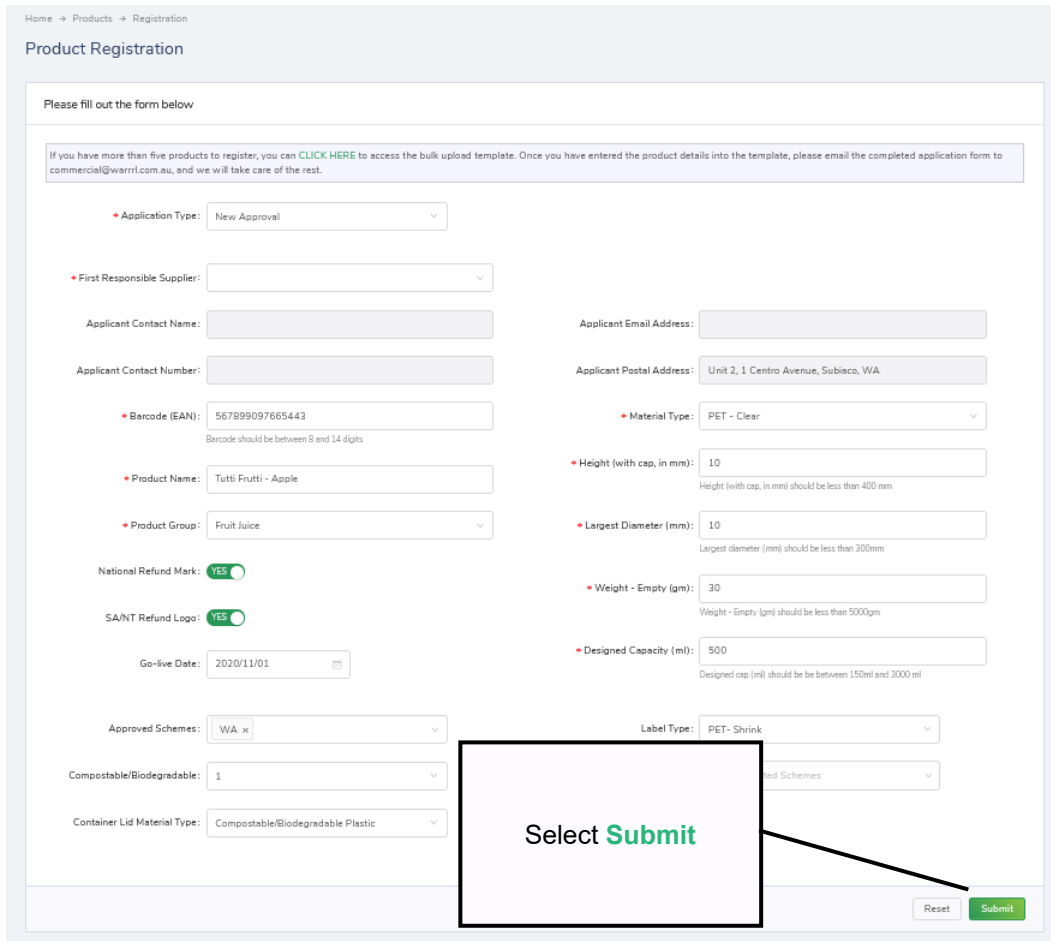
Buttons: Bulk Upload, Register, Export CSV

SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
ABC Pty Ltd	R-Search Filetr Test	Beer	77777728	Aluminium	Expired	⋮
ABC Pty Ltd	R-Test1	Beer	887654321	Aluminium	Rejected	⋮
ABC Pty Ltd	R-Edit Test1	Beer	66778899	Aluminium	Cancelled	⋮
ABC Pty Ltd	R-Edit Function Test	Beer	55667711	Aluminium	Expired	⋮
ABC Pty Ltd	R_MultiScheme-WA-BMOwner-BarcodeTest	Beer	00	Aluminium	Rejected	⋮
ABC Pty Ltd	R-Search Filetr Test	Beer	897654323	Aluminium	Suspended	⋮

Select Register



## The product registration page opens



Home → Products → Registration

### Product Registration

Please fill out the form below

If you have more than five products to register, you can [CLICK HERE](#) to access the bulk upload template. Once you have entered the product details into the template, please email the completed application form to [commercial@warrri.com.au](mailto:commercial@warrri.com.au), and we will take care of the rest.

Application Type:

First Responsible Supplier:

Applicant Contact Name:

Applicant Contact Number:

Barcode (EAN):   
Barcode should be between 8 and 14 digits

Product Name:

Product Group:

National Refund Mark:

SA/NT Refund Logo:

Go-live Date:

Approved Schemes:

Compostable/Biodegradable:

Container Lid Material Type:

Applicant Email Address:

Applicant Postal Address:

Material Type:

Height (with cap, in mm):   
Height (with cap, in mm) should be less than 400mm

Largest Diameter (mm):   
Largest diameter (mm) should be less than 300mm

Weight - Empty (gm):   
Weight - Empty (gm) should be less than 5000gm

Designed Capacity (ml):   
Designed cap (ml) should be between 150ml and 3000 ml

Label Type:

Select **Submit**

### Note:

- The fields have hints to help the user enter applicable information.
- The little arrows on the side mean there is a pick list of values where you can select the applicable value.
- The asterisks mean that it is a mandatory or required field. It must have a value.
- An on-screen notification will display if it has been submitted successfully.
- On-screen validations are also displayed when information is entered erroneously.



# PRODUCTS

Use the Register Another after submitting one product



Home → Products → Registration

### Product Registration

Product summary

MANUFACTURER		
BARCODE (EAN)	PRODUCT NAME	PRODUCT GROUP
88888888	PVT_28112018	Beer
MATERIAL TYPE	WEIGHT (WITH CAP IN GMS)	LARGEST DIAMETER (MM)
PET - Clear	180	100
WEIGHT - EMPTY (GMS)	DESIGNED CAPACITY (ML)	NATIONAL REFUND LOGO
5	200	YES
SALE REFUND LOGO	EXPIRE DATE	APPLICATION TYPE
NO	2020/11/01	New Approval
APPROVED STATES	AG AGENT PDR	COMPOSTABLE/BIODEGRADABLE
WA		1
CONDITION FLAG	CONTAINER LID MATERIAL TYPE	DATE DECISION CONVEYED
	Compostable/Biodegradable Plastic	
DATE DECISION TAKES EFFECT	DECISION DATE	LABEL TYPE
		Shrink
OTHER CONDITIONS	RESTRICTED SCHED	SALE CONDITIONS
TRANSFER RECEIPT	TRANSFER RECEIPT	

Select this button to Register Another product

Register Another



# PRODUCTS

## Bulk upload products

### Instructions for Bulk Upload:

If you have more than five products to register, you can **CLICK HERE** to access the bulk upload template.

Click **HERE** to access the bulk upload template

### Bulk Upload

Please upload a CSV file



Click or drag a file to this area and then start the upload

Upload

Need help with your CSV file? You can download our [pre-formatted template](#) and follow the instructions given to get the best results.



# PRODUCTS WITHDRAWAL

Products with pending status can be withdrawn

Home → Products

## Products

Pending × More Filters

Transfer (1) Bulk Upload Register

Users to select Pending from the dropdown. This will display all the pending products

Click on More filters if the user knew the other details on the product

IN this case searching with barcode id, users can also search with other fields

Result displayed below

Confirm the search parameter by clicking on "Apply" button. After user can clear the search by hitting "Clear" button

Supplier: WARRRL 3  
Supplier site Scheme ID: WM20000003  
Barcode (EAN): 5457090991

Product Name: Enter a product name  
Minimum Designed Capacity: Enter minimum designed capacity in ml  
Maximum Designed Capacity: Enter maximum designed capacity in ml

Material Type: Select material types  
Glass Colour: Select glass colours  
Product Group: Select product groups

Minimum Approval Expiry Date: Select date  
Maximum Approval Expiry Date: Select date

Minimum Go-Live Date: Select date  
Maximum Go-Live Date: Select date

Submitted By: Enter user email  
Minimum Submitted Date: Select date  
Maximum Submitted Date: Select date

Application Type: Enter application type

	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
+	WARRRL 3	rejecttest_WA	Flavoured milk	5457090991	Glass - Mixed	Pending	





# PRODUCTS WITHDRAWAL

Products with pending status can be withdrawn

Pop up appears, user to confirm action by clicking OK

Click on the 3 dots and below options will appear, user needs to select Withdraw

SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
WARRRL 3	rejecttest_WA	Flavoured milk	5457090991	Glass - Mixed	Pending	⋮

Are you sure you want to withdraw this product?

CANCEL OK

- Copy
- Edit
- Withdraw

Withdraw Product

\* Withdraw Reason:

- Product will no longer supplied into WA
- Incorrect barcode entered
- Product will no longer supplied into WA
- I am no longer the First Responsible Supplier of the Product
- Other reason

Users to enter the appropriate reason for Withdrawal. If users selects other then explain the other reason.

Product status changed to withdrawn.

SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
WARRRL 3	rejecttest_WA	Flavoured milk	5457090991	Glass - Mixed	Withdrawn	⋮



# SALES VOLUMES

## Beverage Supplier Sales Volumes declaration

- ❖ In accordance with the legislation, a Beverage Supplier must declare their historical sales volumes in order to contribute to the Scheme costs.
- ❖ These are monthly declarations and must be submitted in the Portal before the 15<sup>th</sup> of the month, otherwise it will show as overdue and an invoice will be generated based upon estimated data.



# SALES VOLUMES

## Filters

The screenshot shows the 'Sales Volume Declarations' page. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'WESTERN AUSTRALIA RETURN RECYCLE RENEW'. Navigation tabs for 'PRODUCTS' and 'SALES VOLUMES' are visible. The page title is 'Sales Volume Declarations'. Below the title, there are filters for 'Open', 'Submitted', 'Overdue', and 'Adjusted'. A callout box points to these filters with the text '1. Select a filter to see different statuses'. To the right, there are date pickers for 'From' and 'To' (both set to 2020-08), a 'Current Month' button, and a 'Bulk Upload' button. Below the filters, a table entry is shown for 'ABC Pty Ltd' with 'FRS Id: WM20000004' and '- August 2020'. The 'TOTAL COUNT' is '11,111'. A callout box points to the 'Submitted' status in the table with the text '2. Submitted filter selected'. The table also shows the date 'September 8, 2020' and a pagination control showing '1'.



# SALES VOLUMES

The Beverage Suppliers are required to submit their sales volume declarations monthly by 15<sup>th</sup> of the following month

The screenshot shows the 'Sales Volume Declarations' page for 'ABC Pty Ltd' in August 2020. The interface includes a navigation bar with 'PRODUCTS' and 'SALES VOLUMES' tabs, a breadcrumb trail 'Home → FRS → Sales Volumes', and a search dropdown showing 'ABC Pty Ltd'. A date range selector is set to 'From 2020-08 To 2020-08' with a 'Current Month' button and a 'Bulk Upload' button. A table lists the declaration for 'ABC Pty Ltd' for '1 - August 2020' with a 'TOTAL COUNT' of '11,111'. Three callout boxes are present: '1. Beverage Supplier' points to the company name, '2. Month of declaration' points to the date '1 - August 2020', and '3. Submitted declaration' points to the 'TOTAL COUNT' value.

Supplier	Month	Total Count
ABC Pty Ltd	1 - August 2020	11,111



# SALES VOLUMES

The drop down on the left and the FRS scheme id eg WM20000002 to help identify your sites.

The screenshot shows the 'Sales Volume Declarations' page. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'WESTERN AUSTRALIA RETURN RECYCLE RENEW'. The navigation menu includes 'PRODUCTS' and 'SALES VOLUMES'. The breadcrumb trail is 'Home > FRS > Sales Volumes'. The main heading is 'Sales Volume Declarations'. Below this, there is a 'Show' dropdown set to 'My FRSs', a date range selector for '2020-08', and buttons for 'Current Month' and 'Bulk Upload'. A dropdown menu is open, showing three options: 'ABC Pty Ltd - Site 1', '123 Pty Ltd - Site 2', and 'Do Re Me Pty Ltd - Site 3'. The table below lists three declarations:

Supplier	Month	FRS Id	TOTAL COUNT	Status	Submission Date
ABC Pty Ltd	August 2020	WM20000001	24,000	Submitted	September 23, 2020
ABC Pty Ltd	August	WM20000002		Overdue	
ABC Pty Ltd	August 2020	WM20000003	300	Submitted	September 9, 2020



# SALES VOLUMES

## Manual single month entry declaration

The screenshot shows the 'Sales Volume Declarations' page. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'WESTERN AUSTRALIA RETURN RECYCLE RENEW'. The navigation bar includes 'PRODUCTS' and 'SALES VOLUMES'. The breadcrumb trail is 'Home → FRS → Sales Volumes'. The main heading is 'Sales Volume Declarations'. On the right, there are filters for 'From 2020-08' and 'To 2020-08', along with buttons for 'Current Month' and 'Bulk Upload'. Below this, there are tabs for 'Open', 'Submitted', 'Overdue', and 'Adjusted'. The main content area displays a table with one entry:

Company	Month	Total Count	Status	Submitted Date
ABC Pty Ltd FRS Id: WM20000004	- August 2020	11,111	Submitted	September 8, 2020

A callout box with a black border and white background contains the text 'Select + to expand declaration' and points to a plus sign icon in the first column of the table. The page also features a 'WA' dropdown, 'Support' link, and a user profile icon in the top right corner. A pagination control at the bottom right shows '< 1 >'.



# SALES VOLUMES

## Enter actual sales volumes

MATERIAL TYPE	UNITS
Glass - Mixed	1,000
Aluminium	1,000
PET - Clear	
PET - Colour	
PET - White	
HDPE	
Liquid Paper Board	1,000
Steel	2,000
Other Materials	3,000
Glass - Amber	3,000
Glass - Flint	3,000
Glass - Green	3,000

2. Expanded view

3. Select **Submit**

4. On-screen notification of successful submission

Successfully  
Volume Declaration successfully  
ABC Pty Ltd 2020-08

### Note:

- Enter actual material count.
- Ensure you enter '0' for any zero volumes to be declared for a material type. The system does not forecast your volumes in the absence of a declaration.

3. Select **OK** to complete the action



# SALES VOLUMES

## Bulk upload

CONTAINERS FOR CHANGE

PRODUCTS SALES VOLUMES

Home → FRS → Sales Volumes

### Sales Volume Declarations

Show My FRSs

From 2020-08 To 2020-08 Current Month Bulk Upload

Open Submitted Overdue Adjusted

ABC Pty Ltd - August 2020  
FRS Id: WM20000004

1. Select **Bulk Upload** to upload multiple Sales Volumes

CONTAINERS FOR CHANGE

PRODUCTS SALES VOLUMES

Home → FRS → Bulk Upload

### Bulk Upload

Please upload a CSV file

Click or drag a file to this area and then start the upload

Upload

3. Download pre-formatted template for CSV upload file

Need help with your CSV file? You can download our pre-formatted template and follow the instructions given to get the best results.

2. Select or drag a file here to upload





# SALES VOLUMES

## Bulk upload – historical 12 month volumes

1. Populate historical volumes in the pre-formatted template for CSV upload file

FRS ID	Period	Glass - Mixed	Aluminium	PET - Clear	PET - Colour	PET - White	HDPE	Liquid Paper Board	Steel	Other Materials	Glass - Amber	Glass - Flint	Glass - Green
WM20000001	M2020-10	200	200	200	200	200	200	200	200	200	200	200	200
WM20000001	M2020-09	300	300	300	300	300	300	300	300	300	300	300	300
WM20000001	M2020-08	400	400	400	400	400	400	400	400	400	400	400	400
WM20000001	M2020-07	500	500	500	500	500	500	500	500	500	500	500	500
WM20000001	M2020-06	600	600	600	600	600	600	600	600	600	600	600	600
WM20000001	M2020-05	200	200	200	200	200	200	200	200	200	200	200	200
WM20000001	M2020-04	300	300	300	300	300	300	300	300	300	300	300	300
WM20000001	M2020-03	400	400	400	400	400	400	400	400	400	400	400	400
WM20000001	M2020-02	500	500	500	500	500	500	500	500	500	500	500	500
WM20000001	M2020-01	600	600	600	600	600	600	600	600	600	600	600	600
WM20000001	M2019-12	200	200	200	200	200	200	200	200	200	200	200	200
WM20000001	M2019-11	300	300	300	300	300	300	300	300	300	300	300	300

### Note:

- You can use the bulk upload template to upload your previous 12 months volumes that is required to be submitted under your supply agreement.
- Enter your volumes by the month in the Period column eg M2020-09 for September 2020
- Save as a CSV (comma delimited) and drag and drop into Bulk Upload screen. Instructions are available in the template.





Thank you for using this  
Quick Reference Guide