# 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.

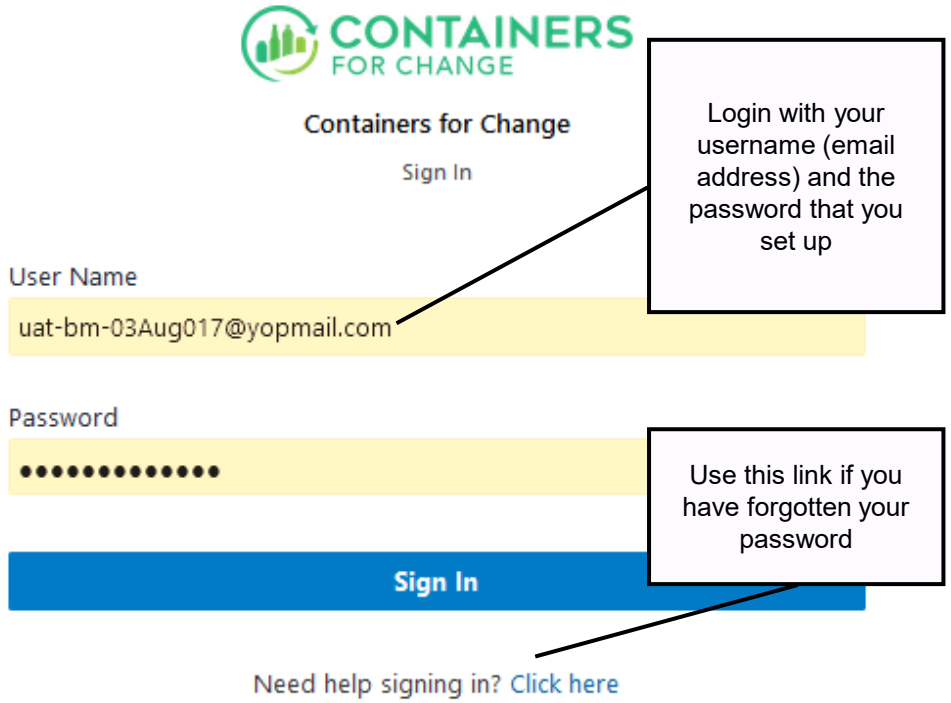
# HOW TO USE THIS QUICK REFERENCE GUIDE

- 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](business.containersforchange.com.au)

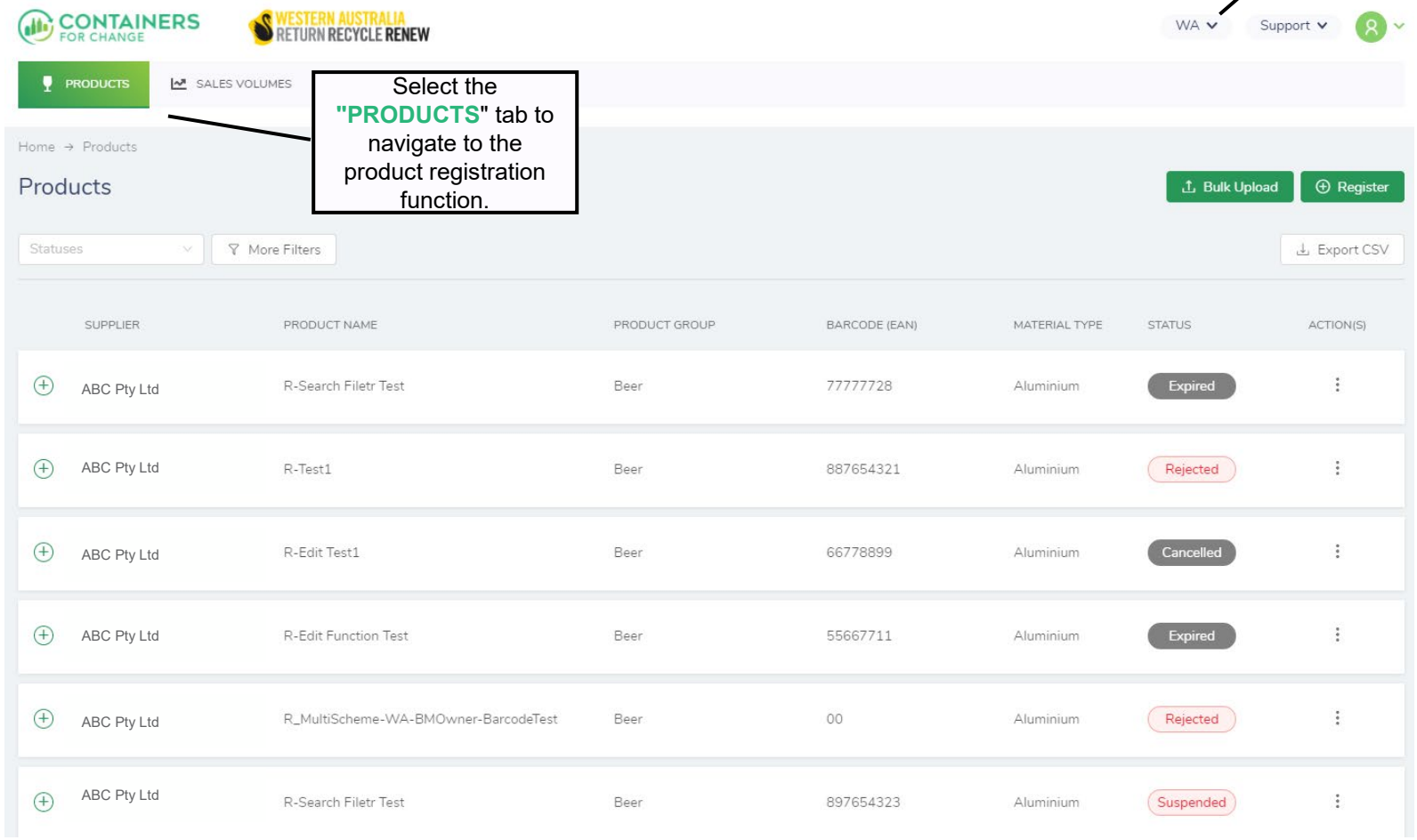


# PORTAL NAVIGATION

## Landing page

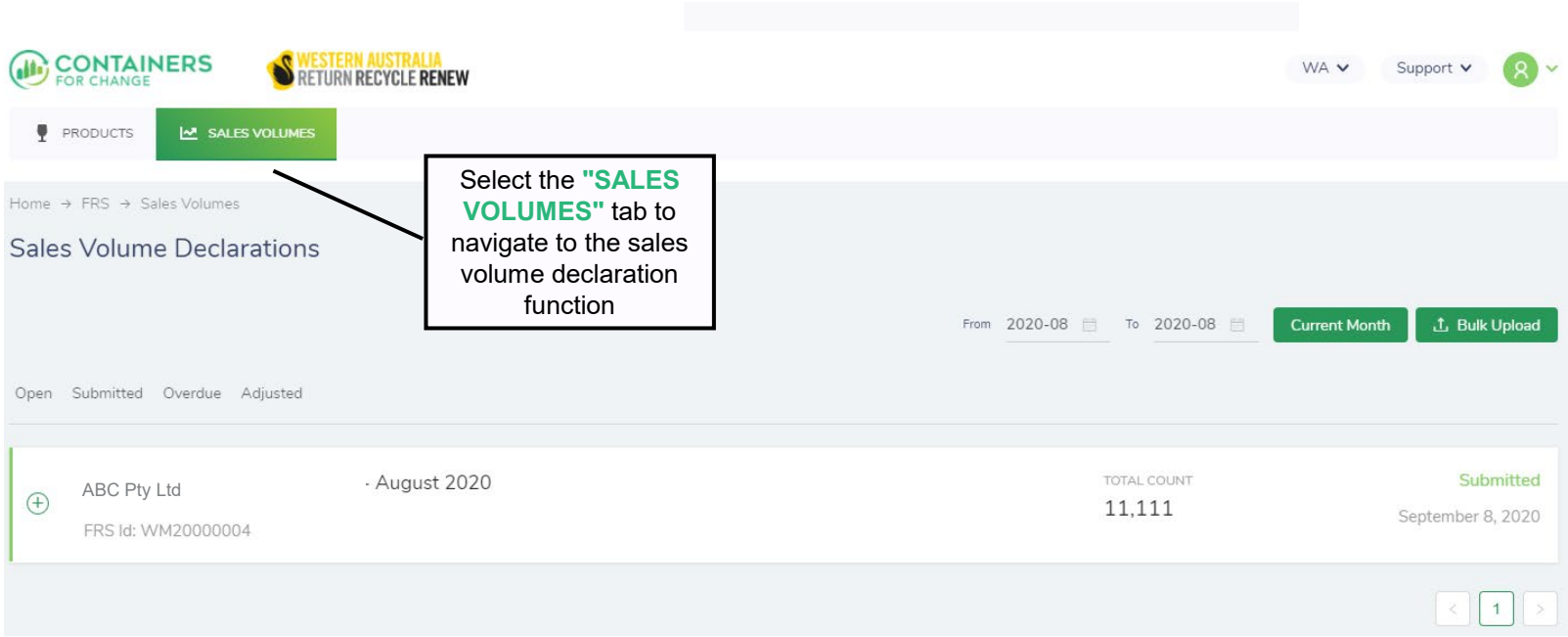
Make sure **"WA"** is selected if you're also registered for the Queensland container deposit scheme

Select the **"PRODUCTS"** tab to navigate to the product registration function.



# PORTAL NAVIGATION

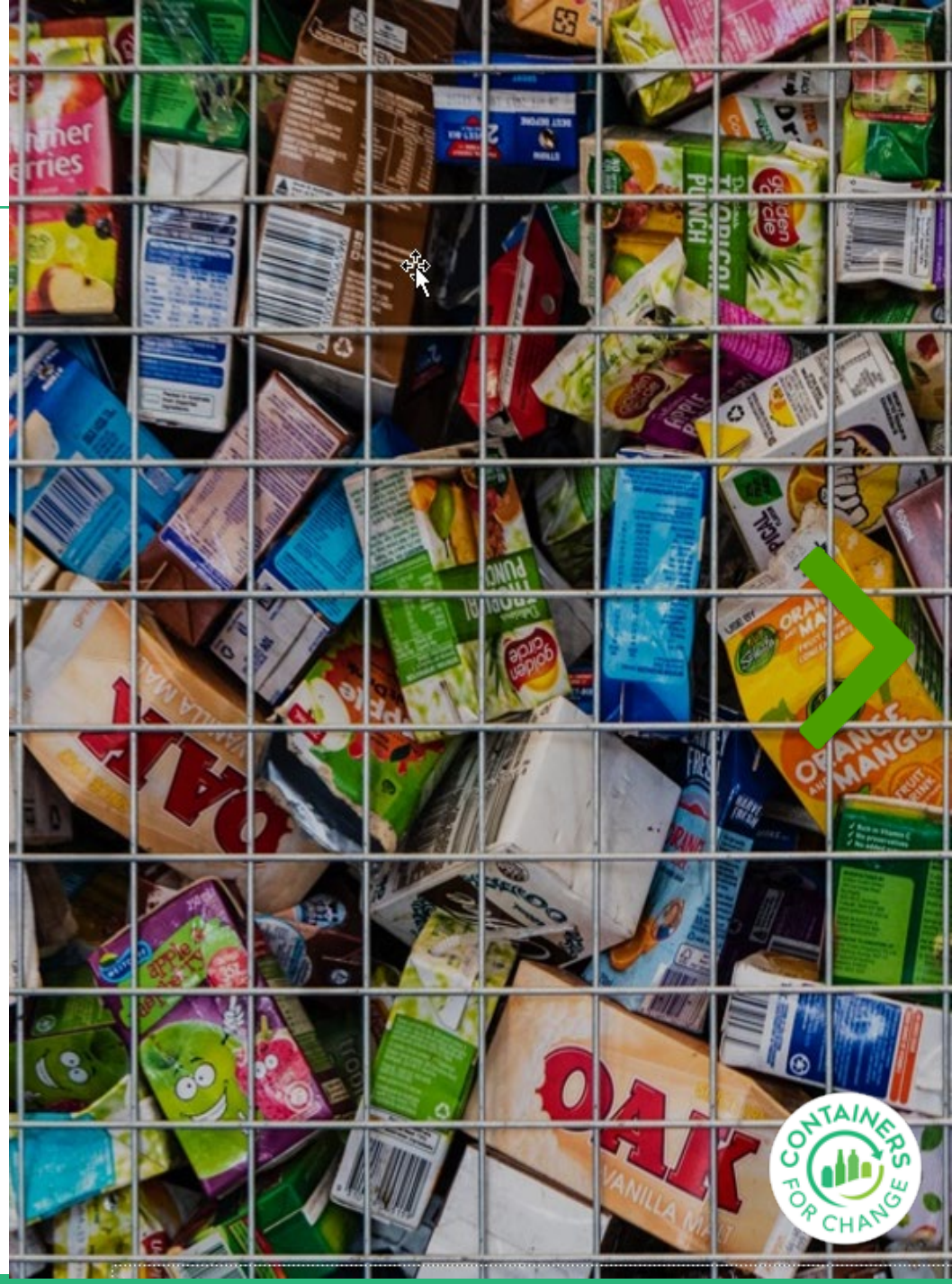
Use the tabs to navigate to different functions or pages within the portal



# PRODUCTS

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

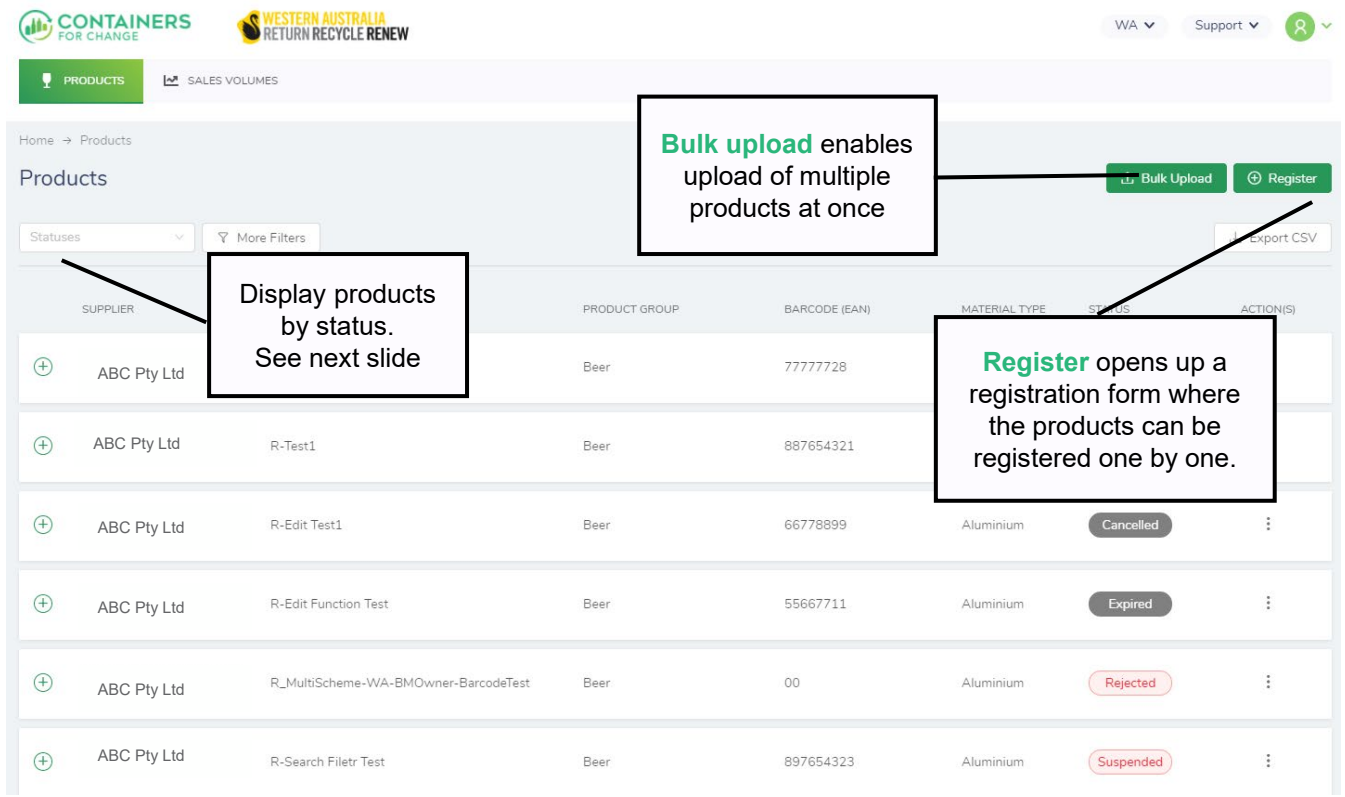
- Beverage Suppliers can register their eligible containers in their own name (as opposed to WARRRL's) through the portal
- It must go through an approval process with the Department of Waste and Environmental Regulation (DWER)
- Only when the container details are approved, can the containers be eligible 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

PRODUCTS | SALES VOLUMES

## Use this page to manage all containers submitted by the Scheme



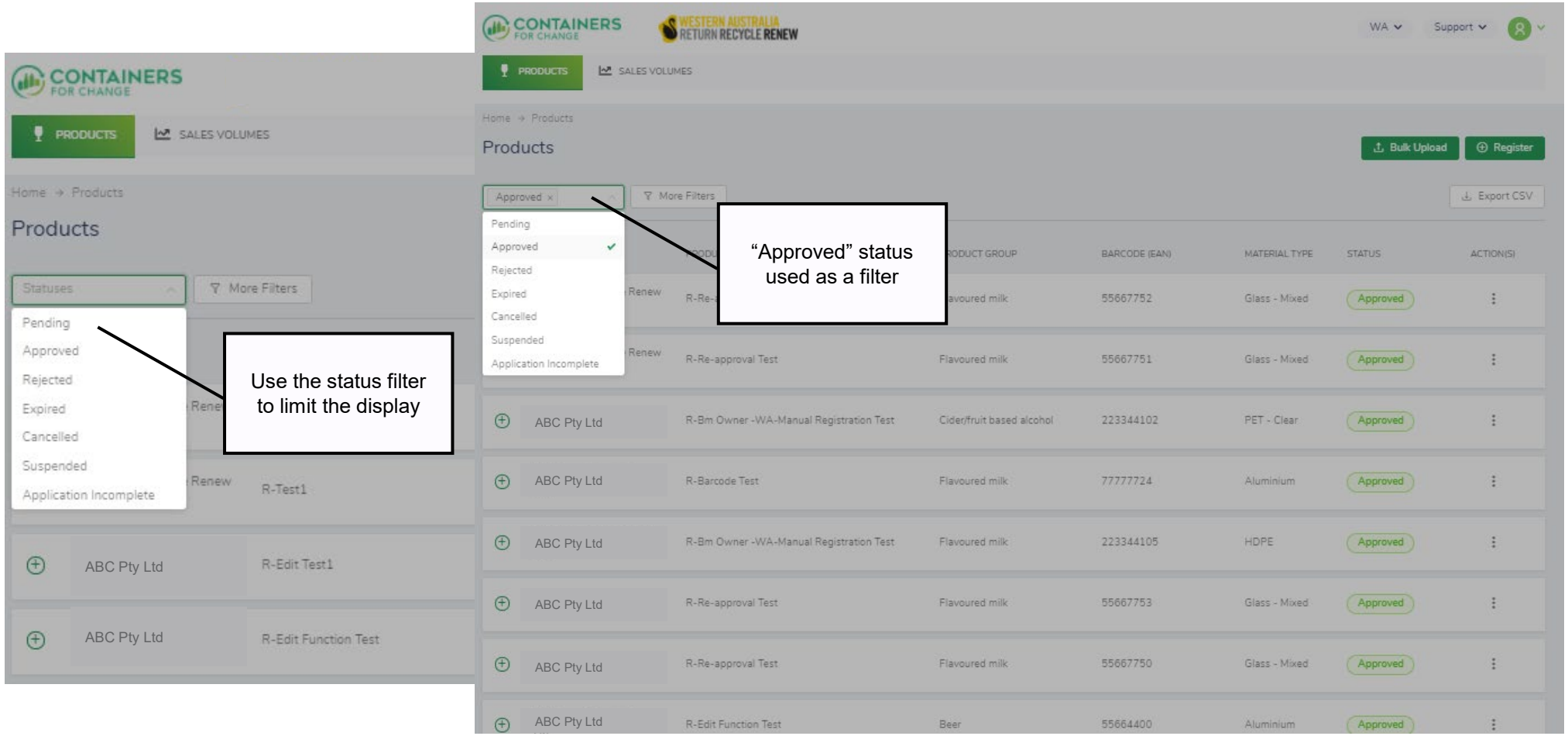

**Note:**

- 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

PRODUCTS | SALES VOLUMES

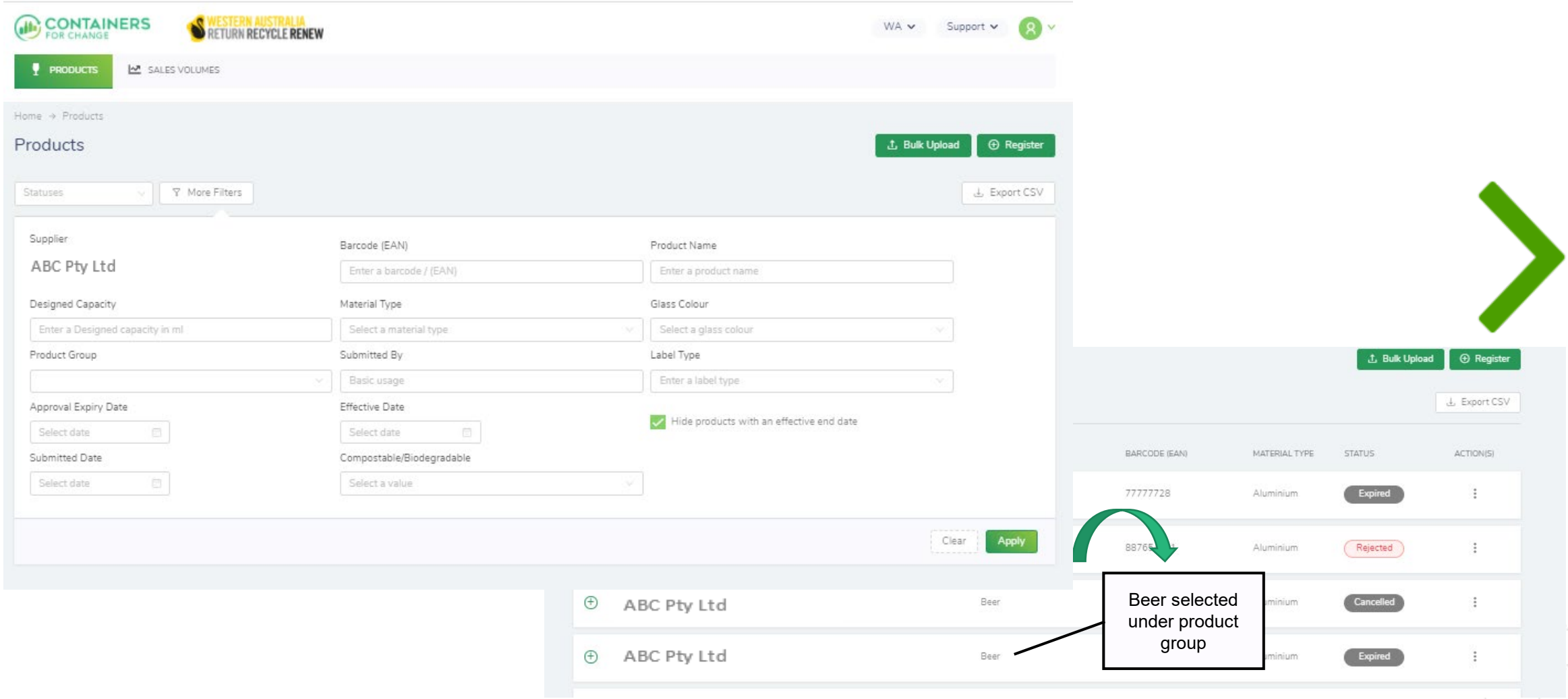
## Display based on status



# PRODUCTS

PRODUCTS | SALES VOLUMES

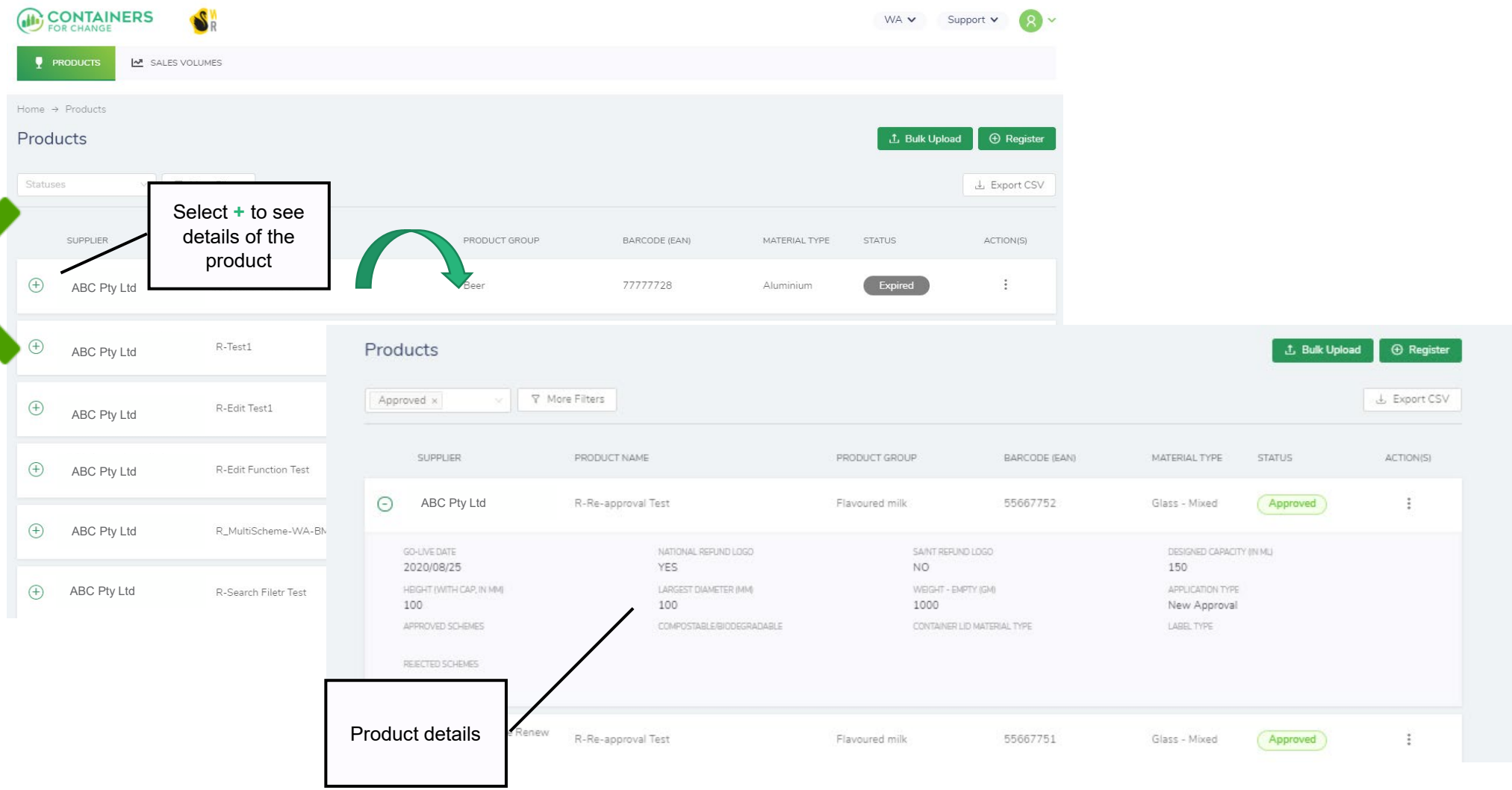
## More filters for products



# PRODUCTS

PRODUCTS | SALES VOLUMES

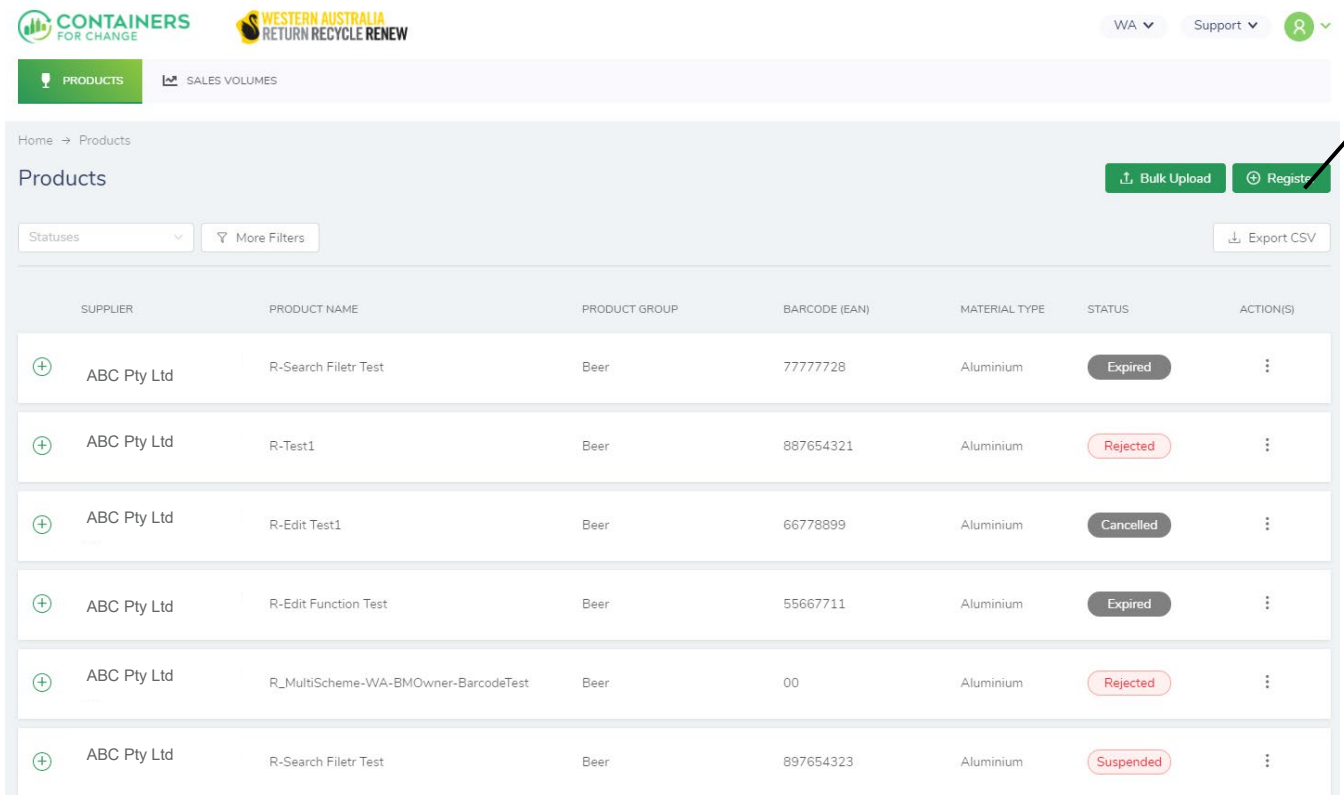
## More filters for products



# PRODUCTS

PRODUCTS | SALES VOLUMES

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

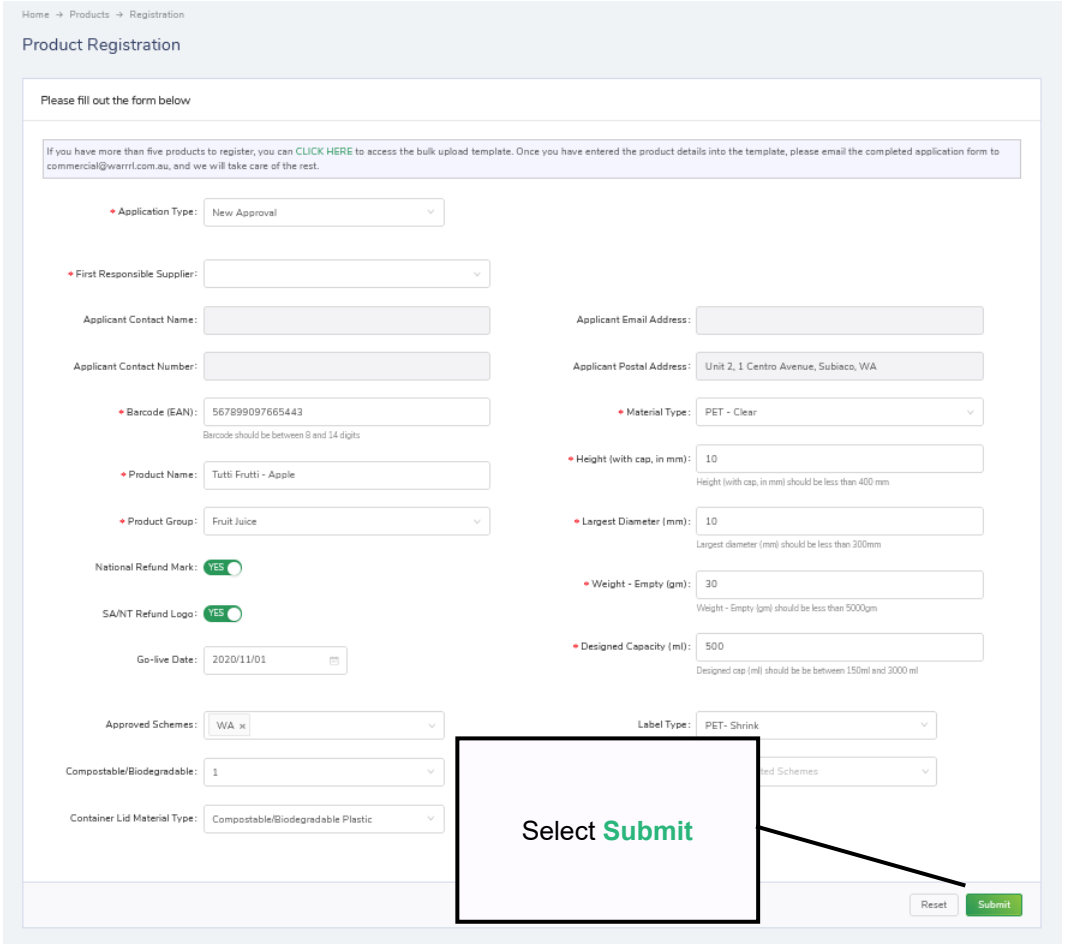



Select **Register**

# PRODUCTS

PRODUCTS | SALES VOLUMES

## The product registration page opens



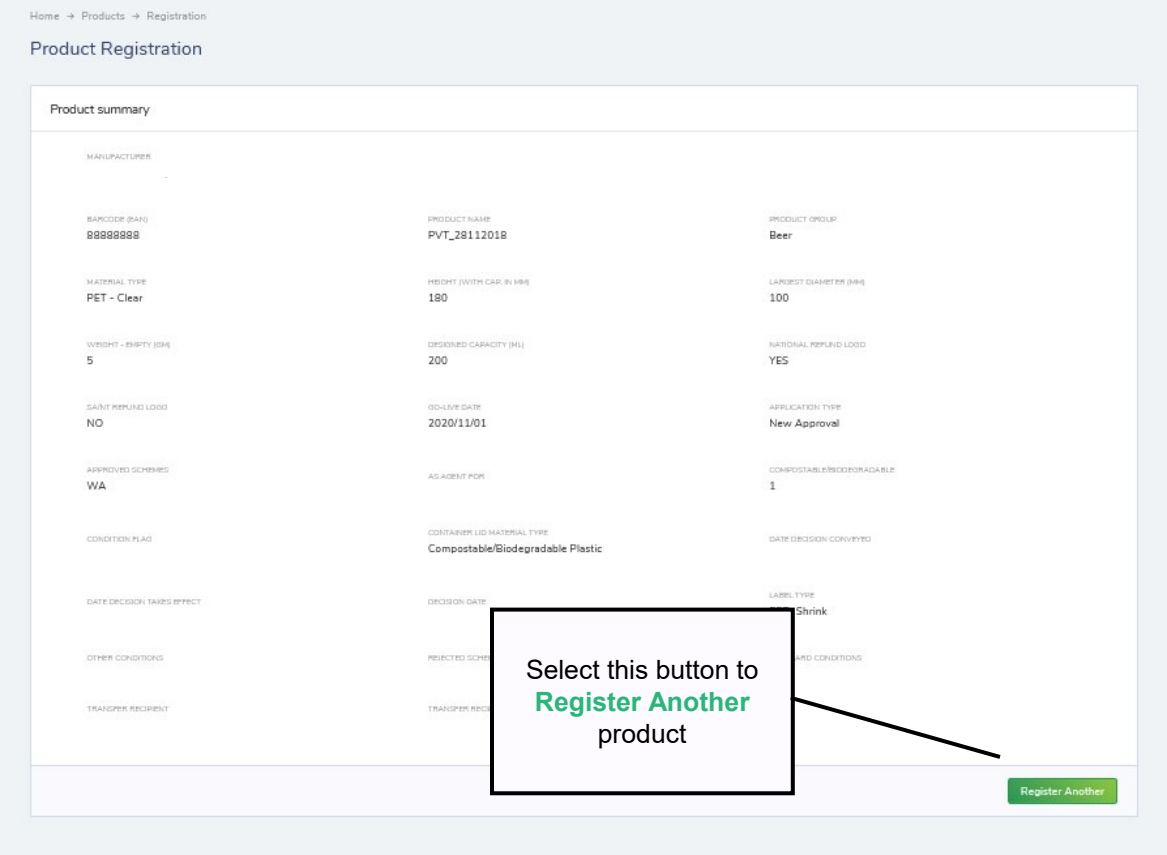

**Note:**

- 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

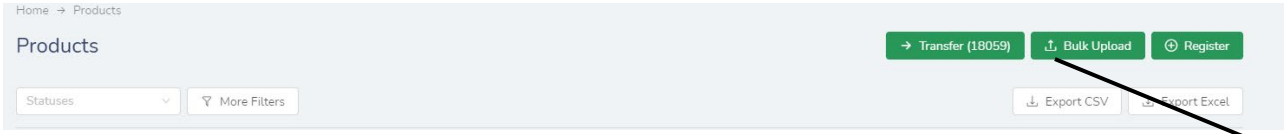
PRODUCTS | SALES VOLUMES

## Use the Register Another after submitting one product



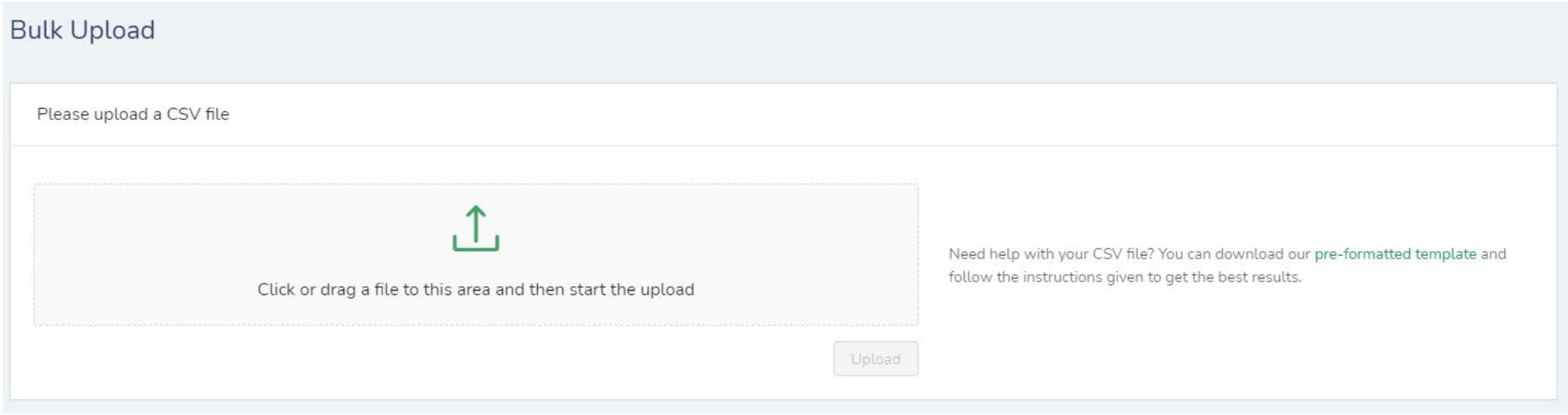
# PRODUCTS

## Bulk upload products



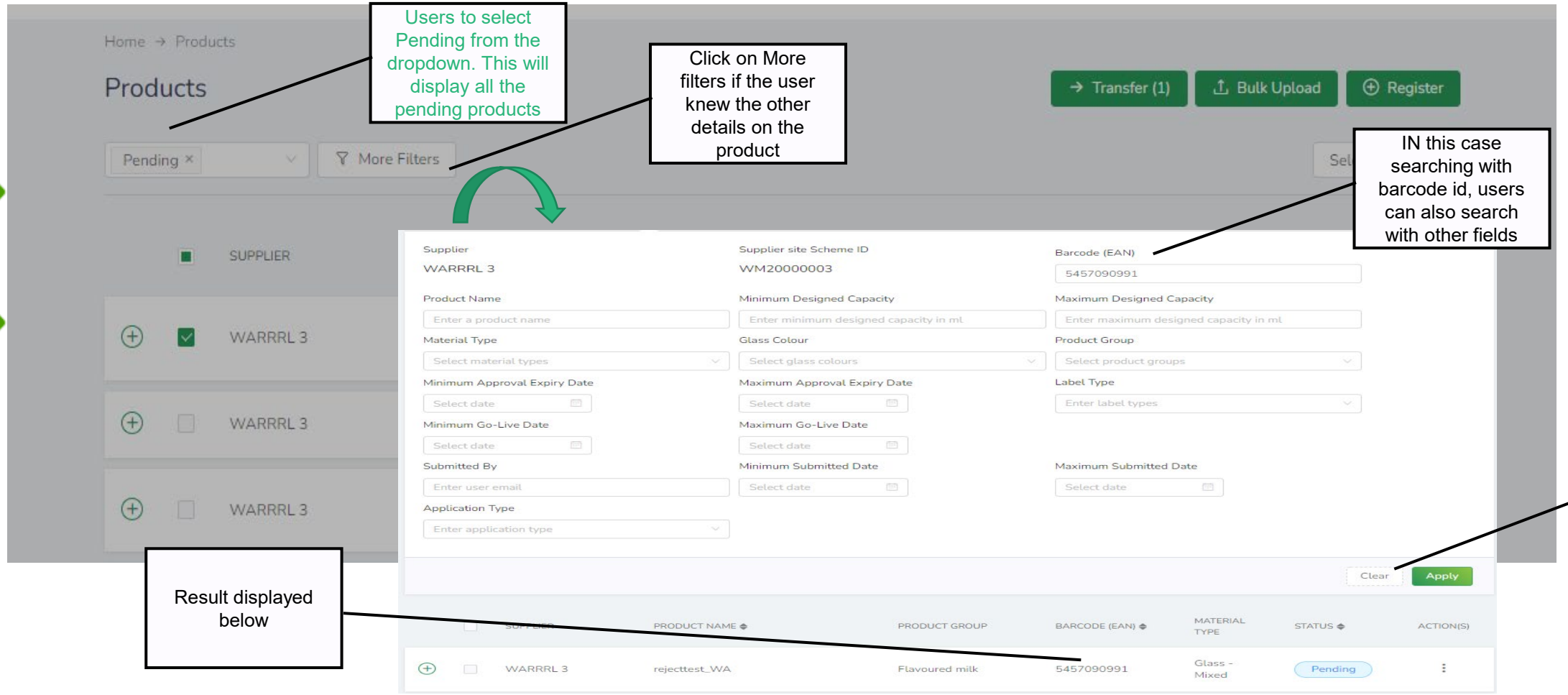

Click **HERE** to access the bulk upload template

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



# PRODUCTS WITHDRAWAL

## Products with pending status can be withdrawn



# PRODUCTS WITHDRAWAL

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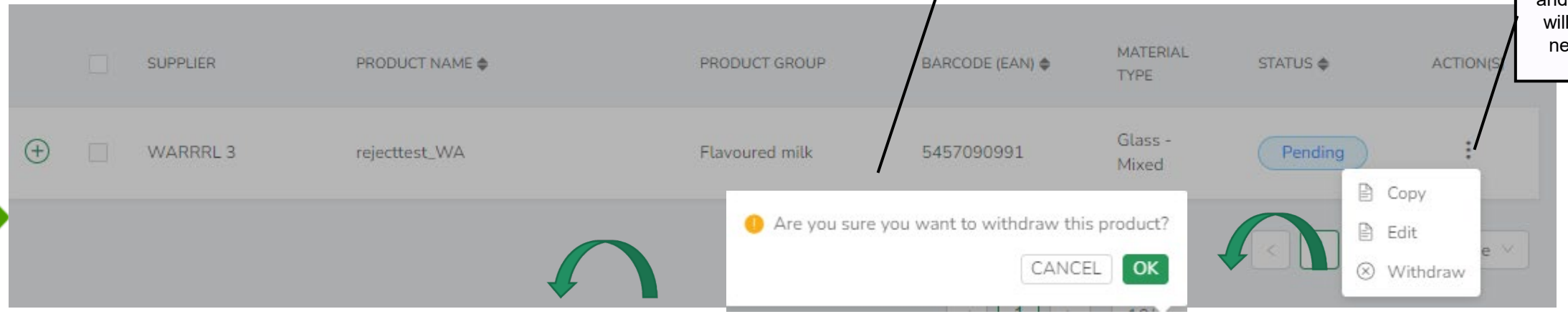
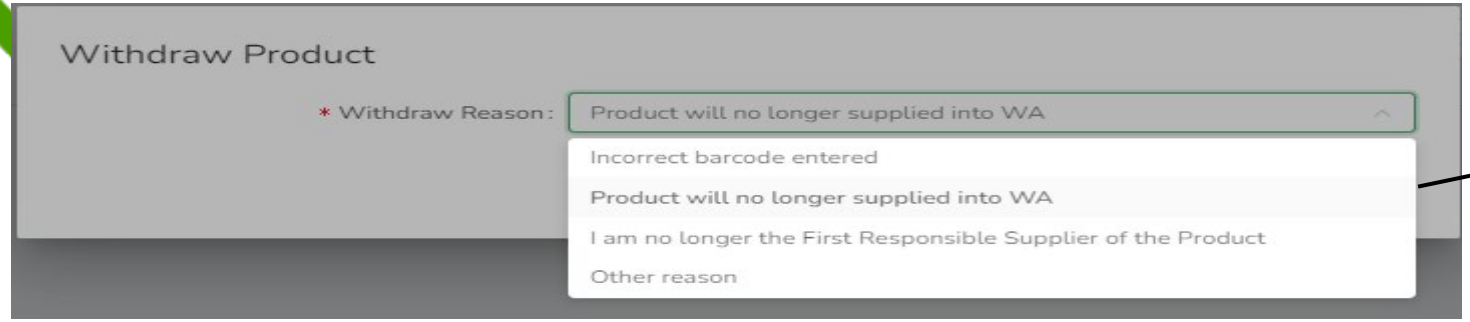



Pop up appears, user to confirm action by clicking OK

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




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

Product status changed to withdrawn.

# SALES VOLUMES

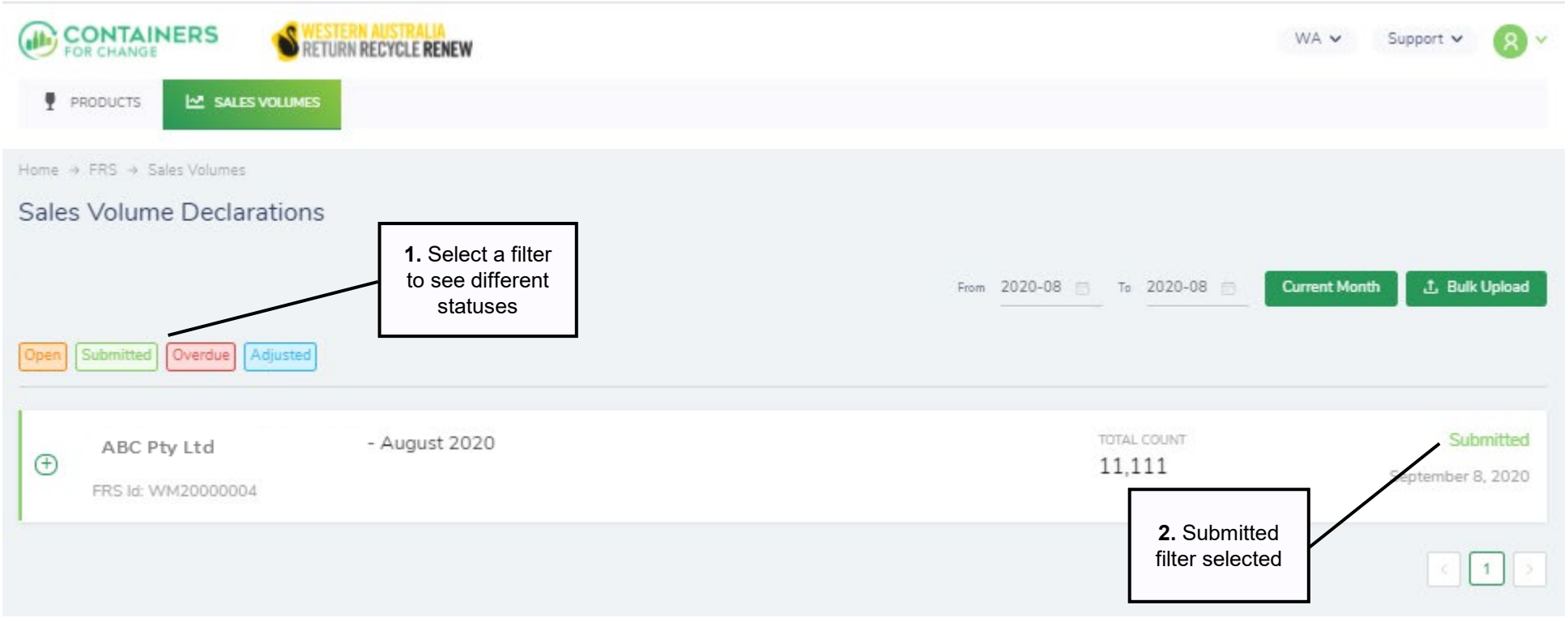
## Beverage Supplier Sales Volumes declaration

- 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 15th of the month, otherwise it will show as overdue and an invoice will be generated based upon estimated data.

# SALES VOLUMES

PRODUCTS | SALES VOLUMES

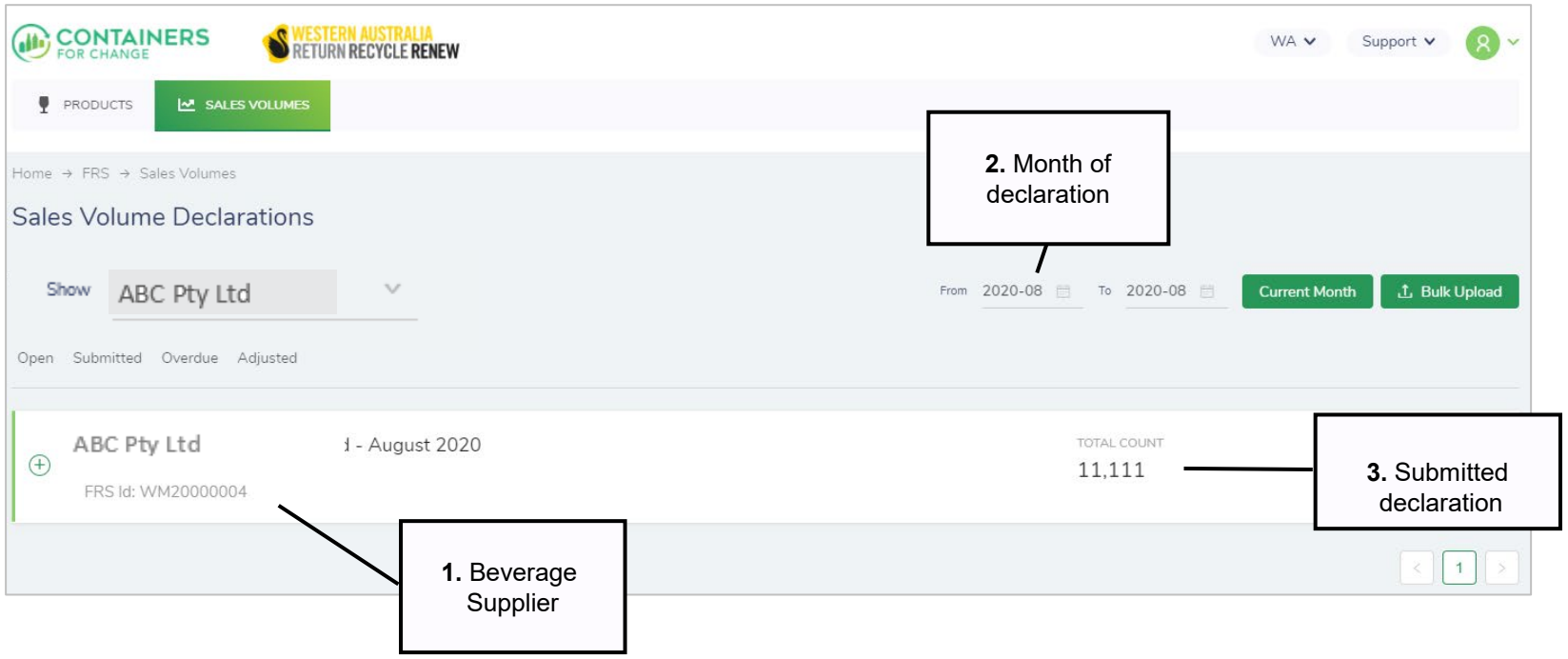
## Filters



# SALES VOLUMES

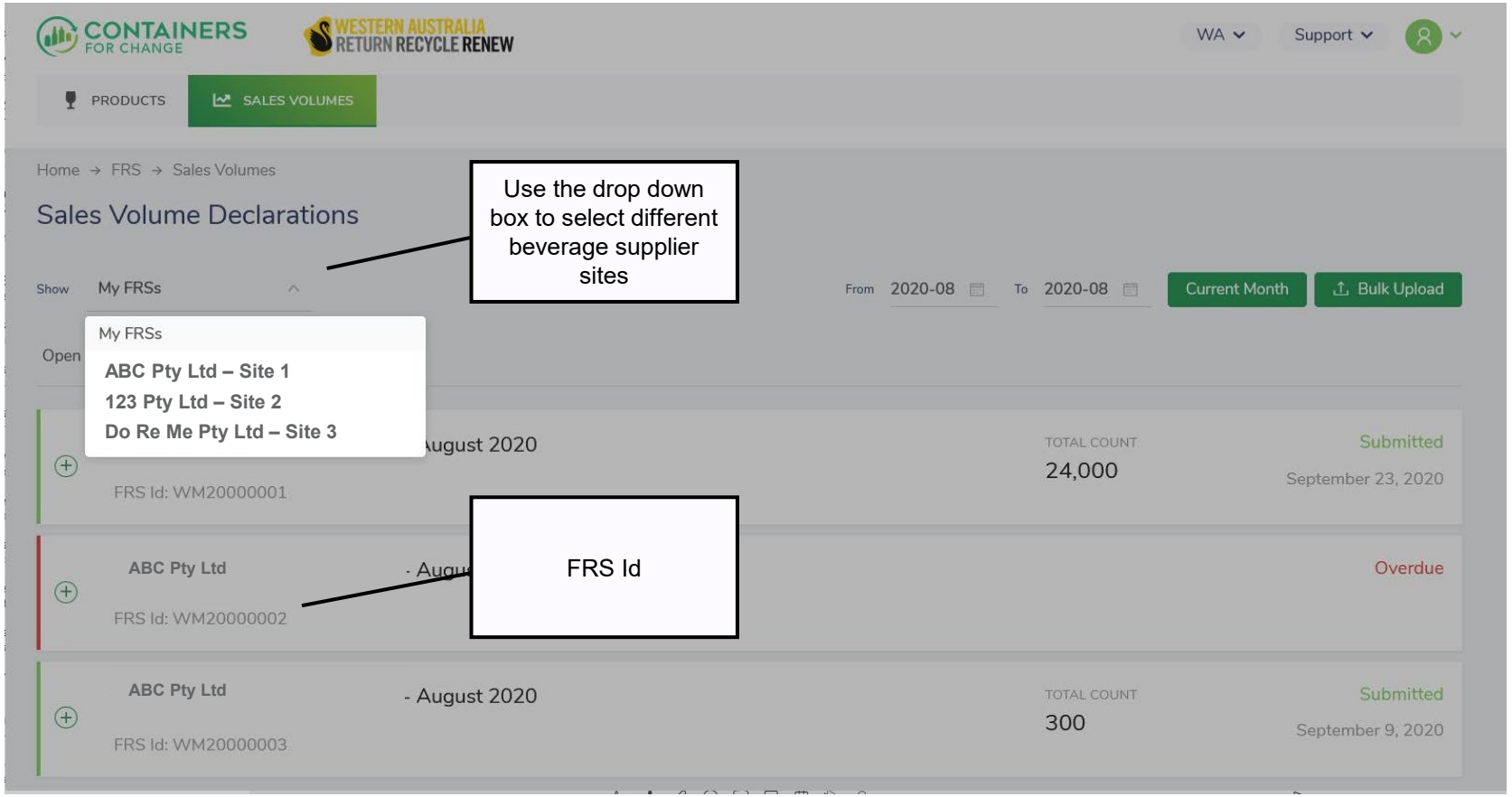
PRODUCTS | SALES VOLUMES

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



# SALES VOLUMES

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



# SALES VOLUMES

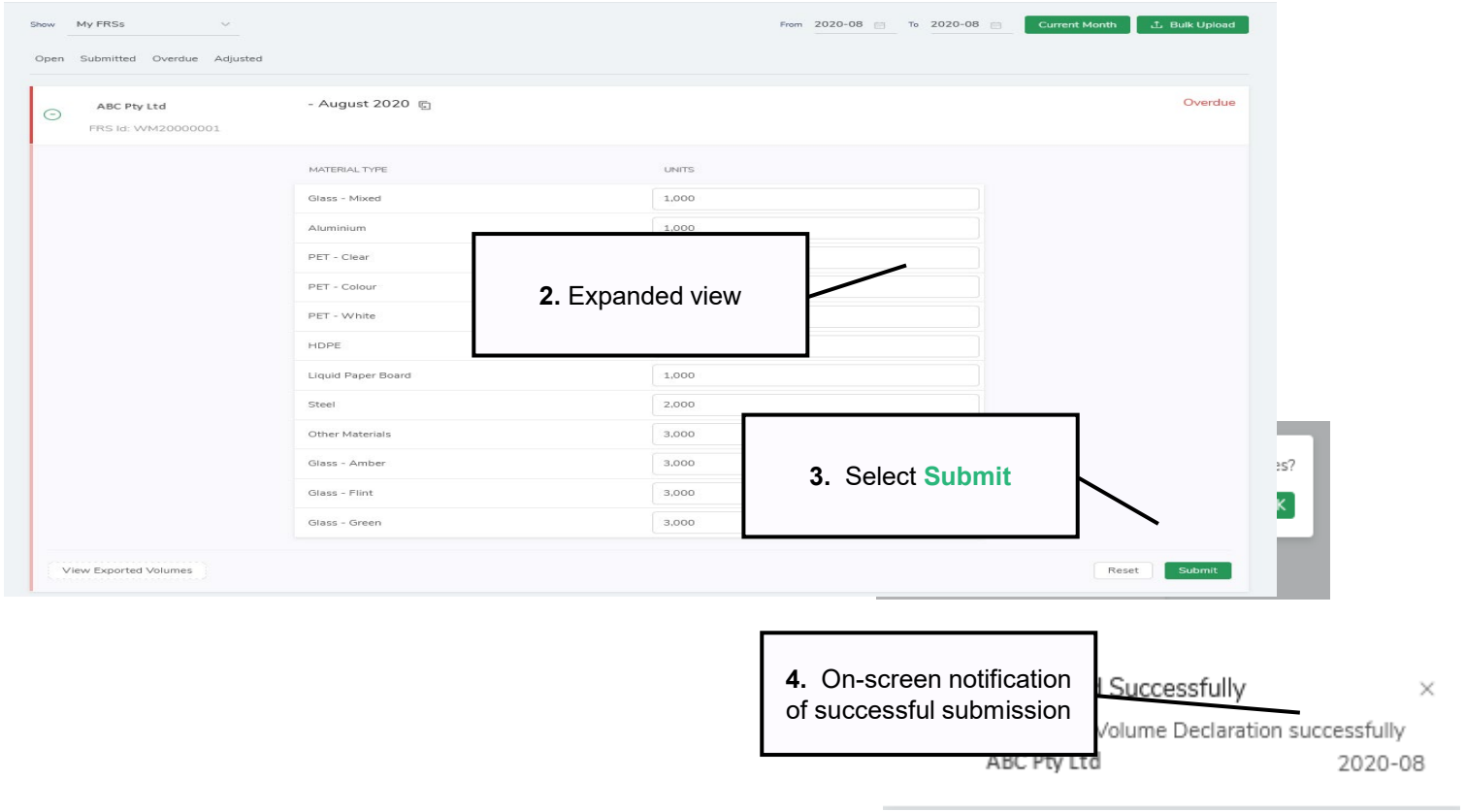
PRODUCTS | SALES VOLUMES

## Manual single month entry declaration

# SALES VOLUMES

PRODUCTS | SALES VOLUMES

## Enter actual sales volumes







**Note:**

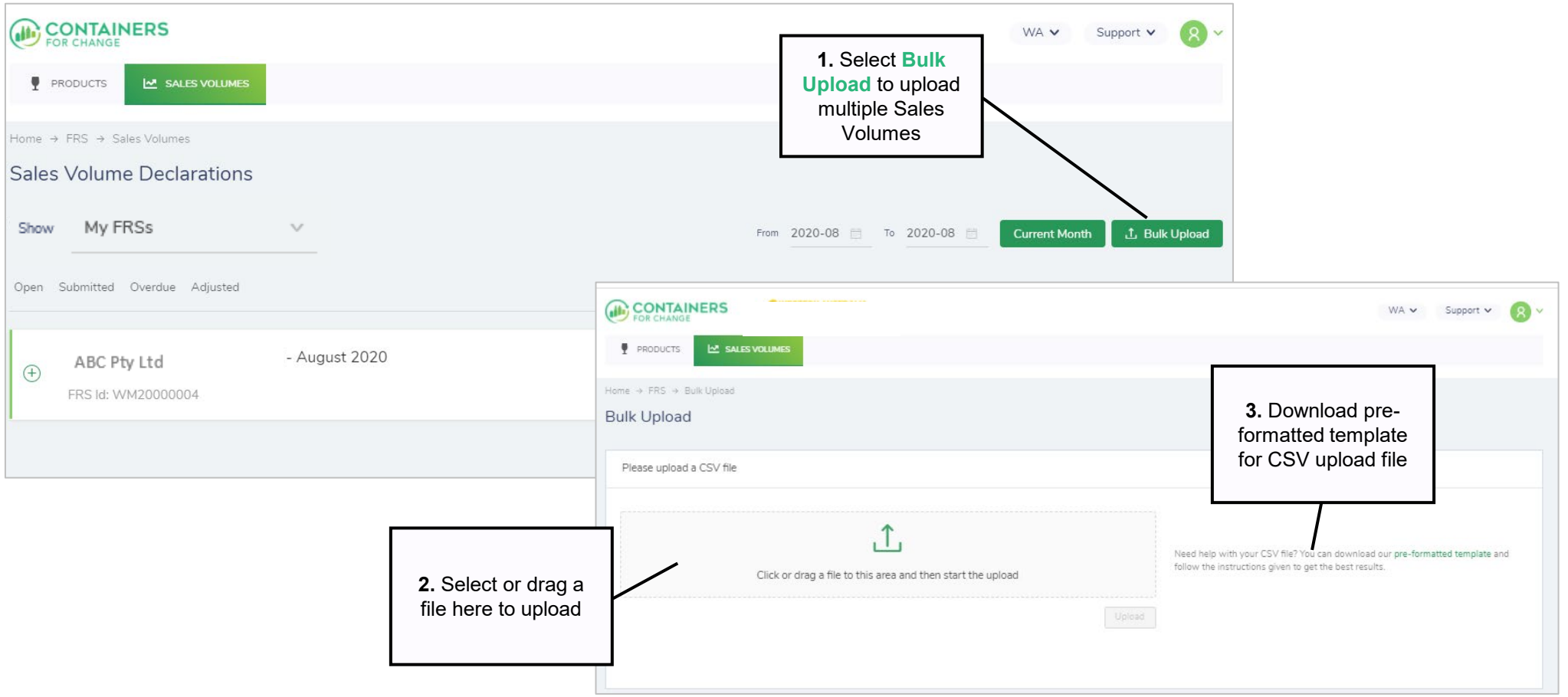
- Enter actual material count.
- Ensure you enter '0' for any zero volumes to be declared for a material type
- The system does not forecast your volumes in the absence of a declaration.

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

# SALES VOLUMES

PRODUCTS | SALES VOLUMES

## Bulk upload

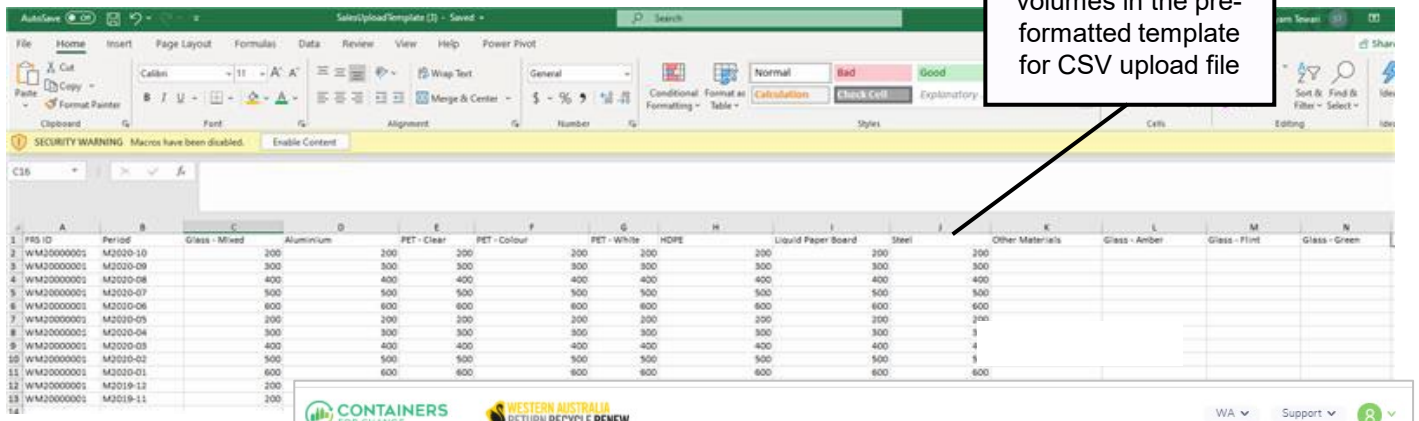


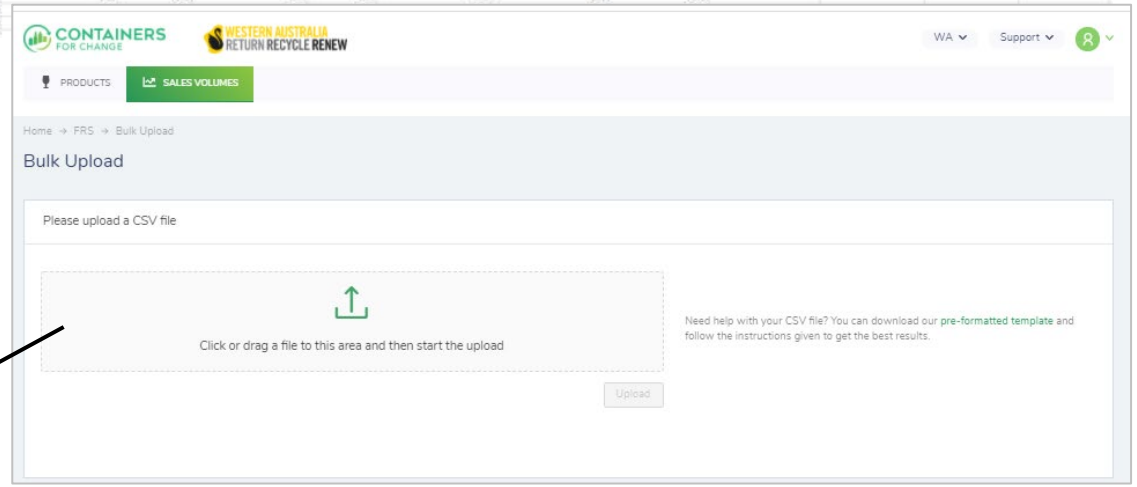
# SALES VOLUMES

PRODUCTS | SALES VOLUMES

## Bulk upload – historical 12 month volumes

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






**2.** Save file on your computer and Drag CSV file here to upload

**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