

SELF SERVICE FIRST RESPONSIBLE SUPPLIER REGISTRATION PORTAL

Navigation Basics

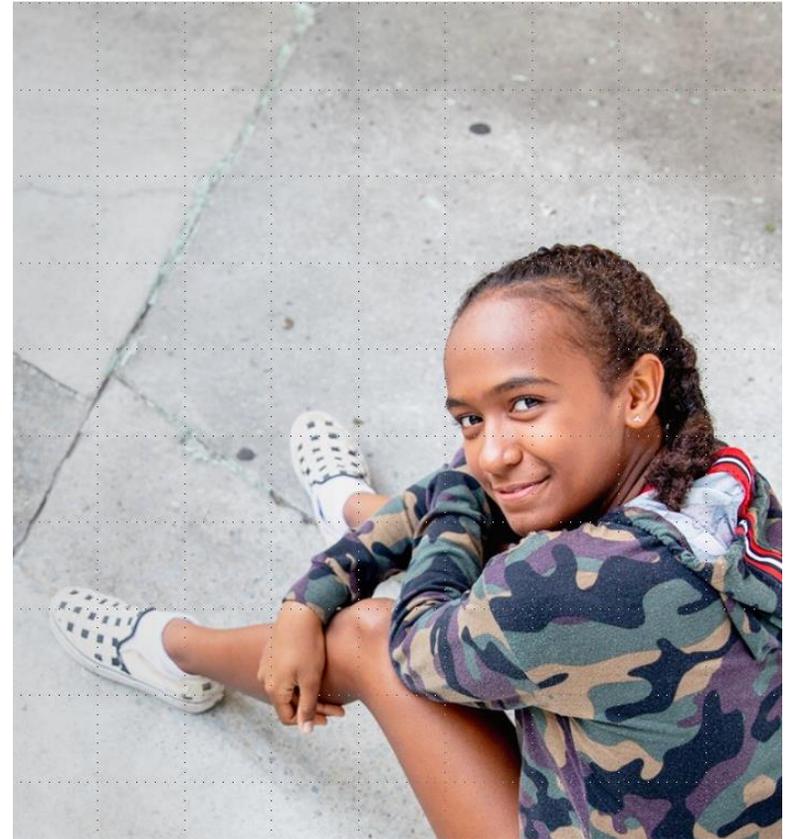




This Quick Reference Guide (QRG) is designed to provide First Responsible Suppliers (FRS) a step-by-step guide on the use of the FRS Registration Portal. FRS Registration Portal is where new Beverage Suppliers or First Responsible Suppliers register their company details and enter into a supply agreement with WARRRL.

HOW TO USE THIS QUICK REFERENCE GUIDE

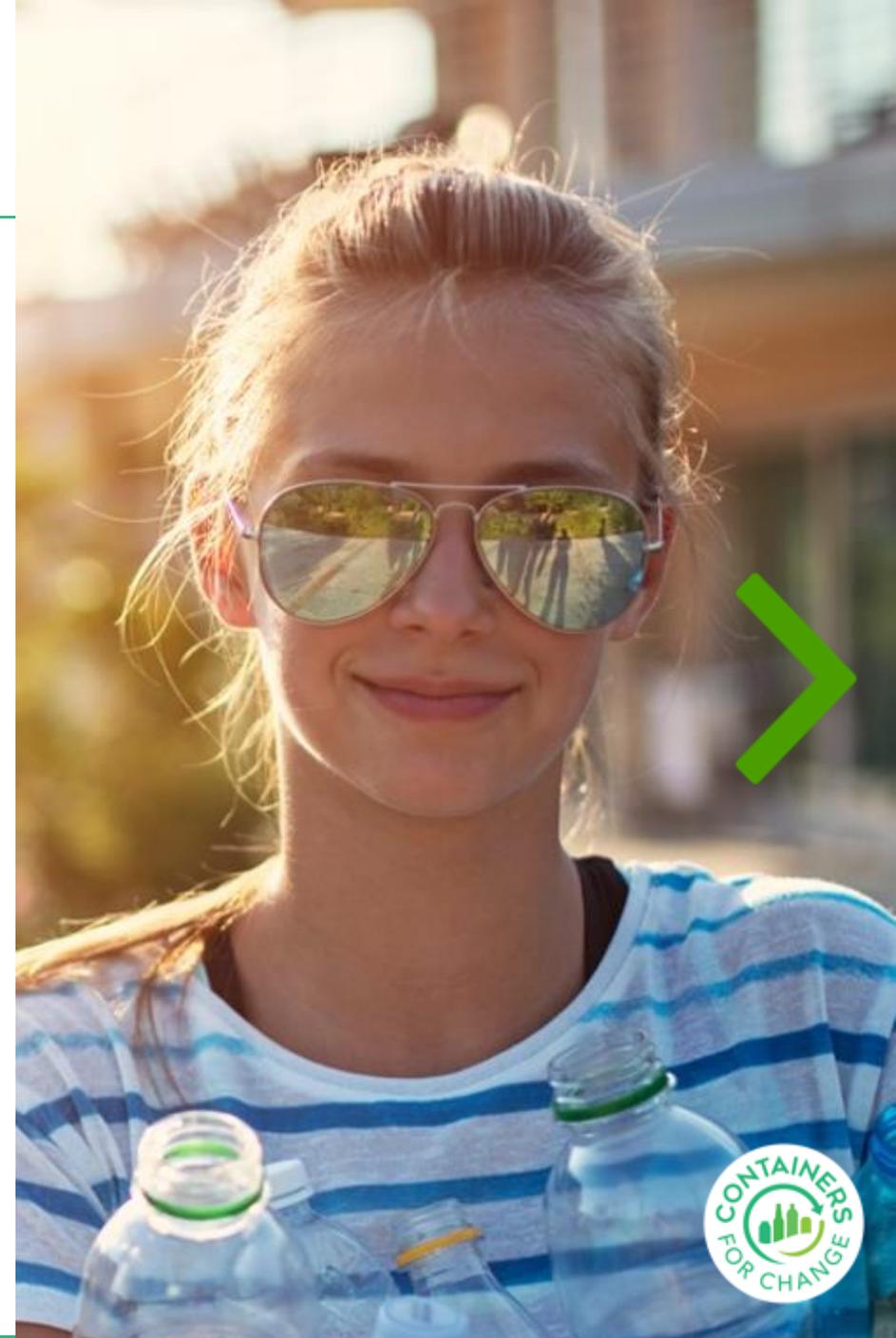
- It is suggested to use the flow that is built into this guide to ensure you go through all the FRS Registration Portal screens.
- Move back and forth between slides by using the arrows.



FRS REGISTRATION

FRS Registration is a First Responsible Supplier obligation

- ❖ In accordance with the WA Supplier obligations, a First Responsible Supplier must enter into a supply agreement with WARRRL
- ❖ To initiate the supply agreement, a First Responsible Supplier must submit an FRS Registration through the FRS Registration Portal



FRS REGISTRATION PORTAL LANDING PAGE

Please Note: Our website now includes a Sign In feature that allows you to access additional content and features. Please take advantage of this feature by creating an account or signing in. Please note that for security purposes, your session will automatically timeout after 2 hours of non-activity. Thank you for using our website!



[Contact Us](#) [Sign in](#)

FRS Registration Portal

[Submit a new FRS Registration](#)

ABOUT CONTAINERS FOR CHANGE

Containers for Change, Western Australia's container deposit scheme, increases recycling rates and reduces litter.

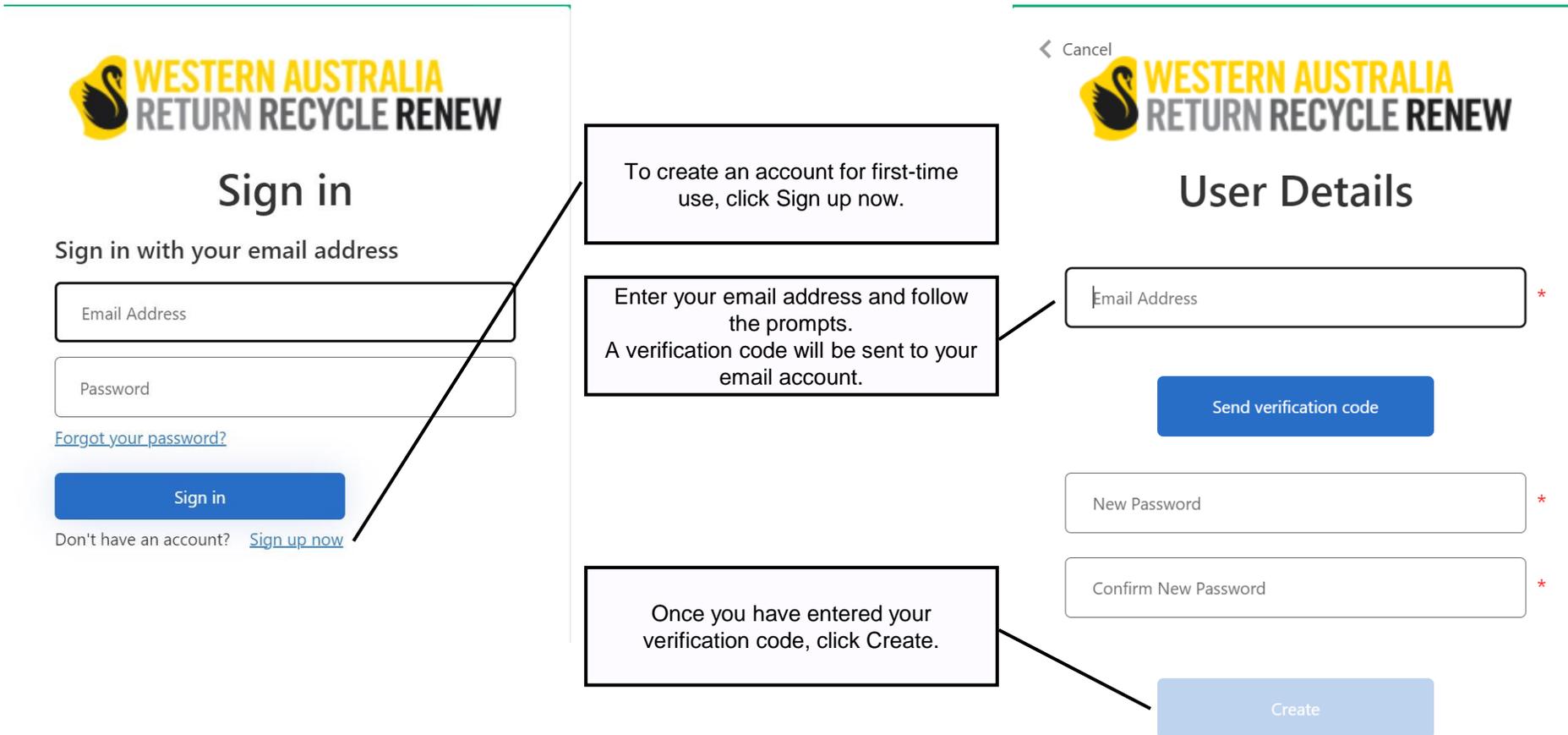
Through Containers for Change, Western Australians can return empty eligible containers for a 10-cent refund, which can either be kept for themselves or donated to a registered charity, community group or not-for-profit.

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Access the FRS Registration Portal through the following link:
[FRS Registration Portal](#)



SIGN UP NOW



SIGN IN



Sign in

Sign in with your email address

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

Use the email address that you created an account with to Sign in with.

Use the Forgot your Password link to reset your password if necessary.



RESET PASSWORD

< Cancel

WESTERN AUSTRALIA
RETURN RECYCLE RENEW

User Details

Email Address *

Send verification code

Continue

Enter your email address and follow the prompts. A verification code will be sent to your email account..

Once you have entered your verification code, click Continue.

SUBMIT A NEW FRS REGISTRATION

1. Introduction



Contact Us

- 1. Introduction
- 2. Registrant Information
- 3. Business Information
- 4. Contacts
- 5. Signatories
- 6. Submit

Introduction

First Responsible Supplier Registration Form for the WA Scheme (container deposit scheme) as coordinated by WARRRL.

By clicking 'Start Registration' you accept the terms and conditions of the registration [here](#).

Please Note: Your new submission session will timeout after 24 hours if not submitted, and you will need to complete a new registration.

Start Registration

Click Start Registration to commence your submission



SUBMIT A NEW FRS REGISTRATION

2. Registrant Information



Contact Us

1. Introduction ✓ 2. Registrant Information 3. Business Information 4. Contacts 5. Signatories 6. Submit

Registrant Information

First Name *

Middle Name

Last Name *

Email Address *

Your Phone:

Country Code *	Area Code	Phone Number *	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile Phone *

Previous Next

Enter your details as the registrant

Use Previous and Next buttons to navigate through each section



SUBMIT A NEW FRS REGISTRATION

3. Business Information

WESTERN AUSTRALIA
RETURN RECYCLE RENEW

Contact Us

1. Introduction ✓ 2. Registrant Information ✓ 3. Business Information 4. Contacts 5. Signatories 6. Submit

Business Information

Is your Business an Australian Registered Entity?
 No Yes

ABN

ABN should be 11 digits entered in the format of ## ### ### ##.

If you are registering a Trustee, please leave ABN field blank and instead complete ACN and type in legal entity name that matches ASIC records.

ACN

ACN is a required field and should be 9 digits entered in the format of ### ### ##.

Legal Entity Name *

Legal Entity Type *

GST applicable? *
 No Yes

Business Trading Name *

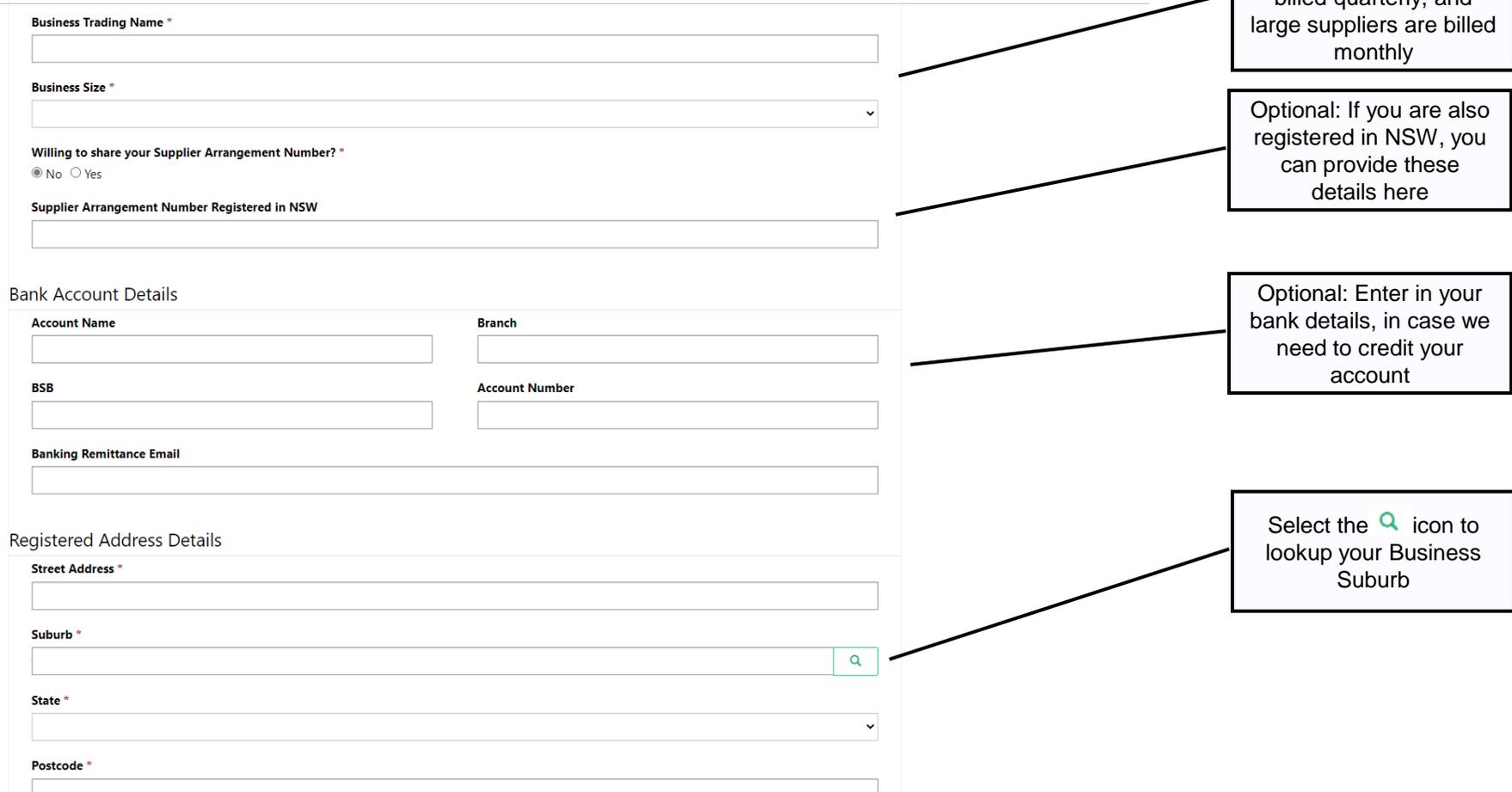
Enter your ABN and ACN, the legal entity name and type will auto-populate based on the details from the Australian Business Register

Enter in your business trading name



SUBMIT A NEW FRS REGISTRATION

3. Business Information continued



Business Trading Name *

Business Size *

Willing to share your Supplier Arrangement Number? *

No Yes

Supplier Arrangement Number Registered in NSW

Bank Account Details

Account Name	Branch
<input type="text"/>	<input type="text"/>
BSB	Account Number
<input type="text"/>	<input type="text"/>

Banking Remittance Email

Registered Address Details

Street Address *

Suburb *

State *

Postcode *

Callout 1: Select your business size. Small suppliers are billed quarterly, and large suppliers are billed monthly

Callout 2: Optional: If you are also registered in NSW, you can provide these details here

Callout 3: Optional: Enter in your bank details, in case we need to credit your account

Callout 4: Select the  icon to lookup your Business Suburb



SUBMIT A NEW FRS REGISTRATION

4. Contacts

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Contact Us

1. Introduction ✓ 2. Registrant Information ✓ 3. Business Information ✓ 4. Contacts 5. Signatories 6. Submit

Please enter the details of the people that will represent your organisation.

You must nominate a contact for the **Authorised Contact** and **Accounts Payable** roles as a minimum.

You may only have one contact with the **Accounts Payable** role.

Contacts

[+ Add Contact](#)

First Name	Last Name	Email Address	Accounts Payable	Accounts Receivable	Authorised contact	Business Contact	Contract Contact	Operations Contact	Supervisor	Portal Access
There are no contacts to display.										

[Previous](#) [Next](#)

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Note the mandatory contacts needed

Use the Add Contact button to add your Business Contact details, Name, Email address, Contact Type and Contact Role

Descriptions for each Contact Type are available once you open the Add Contact form



SUBMIT A NEW FRS REGISTRATION

5. Signatories

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RETURN RECYCLE RENEW

Contact Us

1. Introduction ✓ 2. Registrant Information ✓ 3. Business Information ✓ 4. Contacts ✓ 5. Signatories 6. Submit

Please Submit:

- > At least **one** Participant Director
- > At least **one** Participant Representative
- > **one** Executive Negotiator
- > **one** Notices Contact

Please note each Director listed on the ASIC Company Extract will need to be added as a Participant Director in your registration, they will be signatories for the supply agreement issued.

Please ensure the ASIC Company Extract you submit as your proof of directorship has been generated within 3 months of todays date.

A Sample ASIC Extract is attached [here](#).

Signatories

[+ Add Signatory](#)

First Name	Last Name	Signatory Type	Job Title	Email Address	Phone Number
There are no signatories to display.					

[Previous](#) [Next](#)



Note the requirements when entering Signatories

Use the Add Signatories button to add your Signatories details as well as Proof of Directorship.

Descriptions for each Signatory Type are available once you open the Add Signatory form



SUBMIT A NEW FRS REGISTRATION

6. Submit



Contact Us

1. Introduction ✓ 2. Registrant Information ✓ 3. Business Information ✓ 4. Contacts ✓ 5. Signatories ✓ 6. Submit

Please confirm the following information is correct and click 'Submit'

Confirmation Screen

Registrant Information

First Name
Test Firstname

Middle Name
Jane

Last Name
Test Lastname

Email Address
test-ga/skodg00@env1.mail-tester.com

Country Code
01

Area Code

Phone Number
522031234

Review and validate the information that you captured as part of your FRS Registration submission.



SUBMIT A NEW FRS REGISTRATION

6. Submit continued

The screenshot displays a registration form with the following components:

Name	Position	Role	Job Title	Email	Phone Number
Kathi	Owner	Participant Director	CEO	dawnthart@warrl.com.au	0452223333
Kathi	Owner	Participant Representative	Res. Job Title	dawnthart@warrl.com.au	0452223333
Kathi	Owner	Executive Negotiator	HR	dawnthart@warrl.com.au	0452223333
Kathi	Owner	Notice Contact	CEO	dawnthart@warrl.com.au	0452223333

Application Acknowledgement

By submitting this Application, the Applicant:

1. Warrants that all information provided in this Application Form is true and accurate in all material respects;
2. Agrees to the Terms and Conditions set out on this website;
3. Agrees that it is prepared to enter into a Supply agreement (as reasonably amended by WARRRL).

I agree to all of the above *

Captcha: w6XGK4D
Generate a new image
Play the audio code

Enter the code from the image

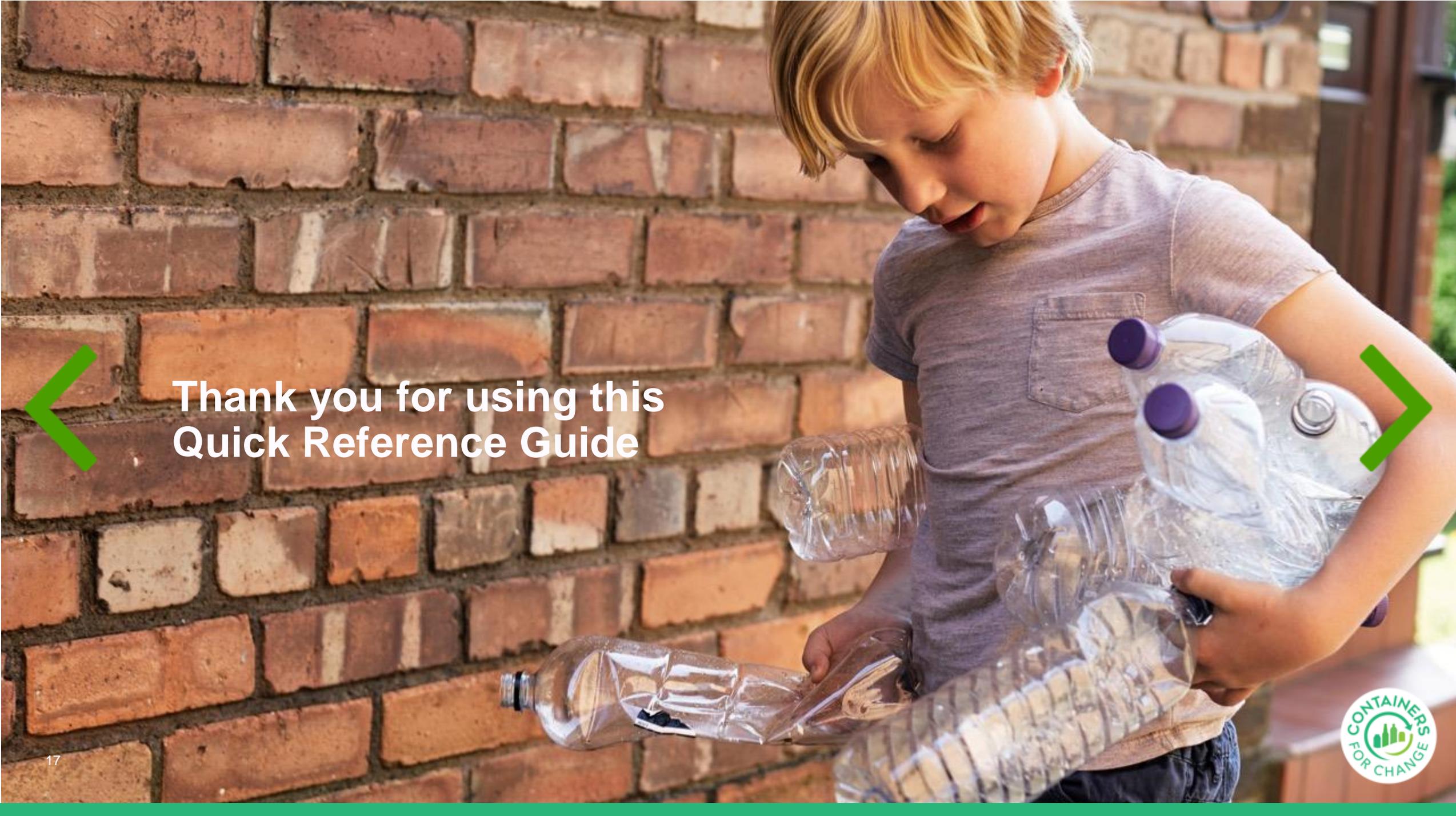
Previous Submit

Confirm acknowledgement of the above 3 points before submitting your registration

Enter the captcha code before submitting your registration

Once submitted, you will receive an email to confirm that WARRRL has received your submission





Thank you for using this
Quick Reference Guide



containersforchange.com.au