Re-turn

Producer Portal Registration step-by-step guide

DRSI CLG
(Trading as Re-turn)

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Version	Date	Reason for Change
0.1	19/07/23	Initial Draft
0.2	24/07/23	Amendments
0.3	24/07/23	Final Changes

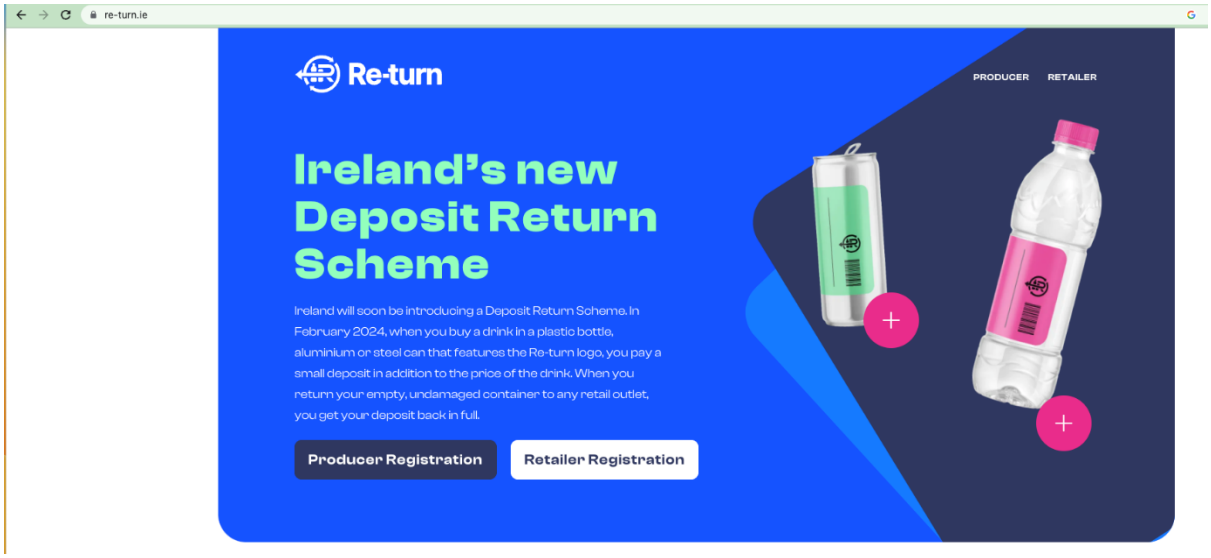
1. Initial Access

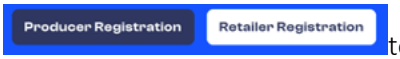
DRSI has been established to operate a Deposit Return Scheme in Ireland which will drive the separate collection of PET and aluminium or steel beverage containers (with a capacity between 150 millilitres and 3 litres), hence enabling the delivery of targets as per Directive (EU) 2019/904/EC of the European Parliament on the reduction of the impact of certain plastics on the environment.

All DRSI involved stakeholders will need to access to the Re-Turn portal to register themselves and the company they're representing.

The Registration portal is accessed via the web page, www.re-turn.ie.

1. Open the portal webpage: www.re-turn.ie

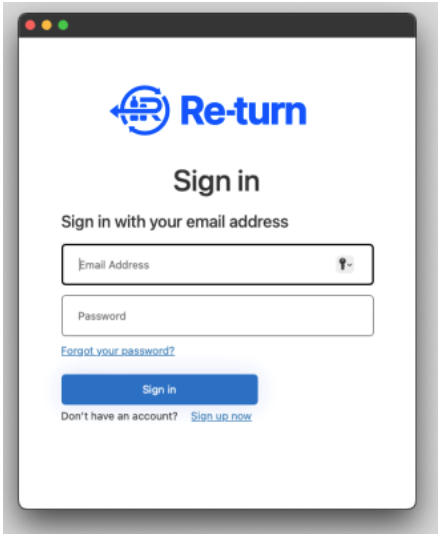


2. Click the "**Producer Registration**" button 

to launch the portal.

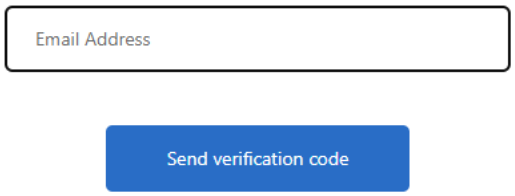
2. User Set up.

1. You will be presented with the following screen, and have 2 options:
    a. **SIGN UP** as a new user.
    b. **SIGN IN** as an existing user (already registered)

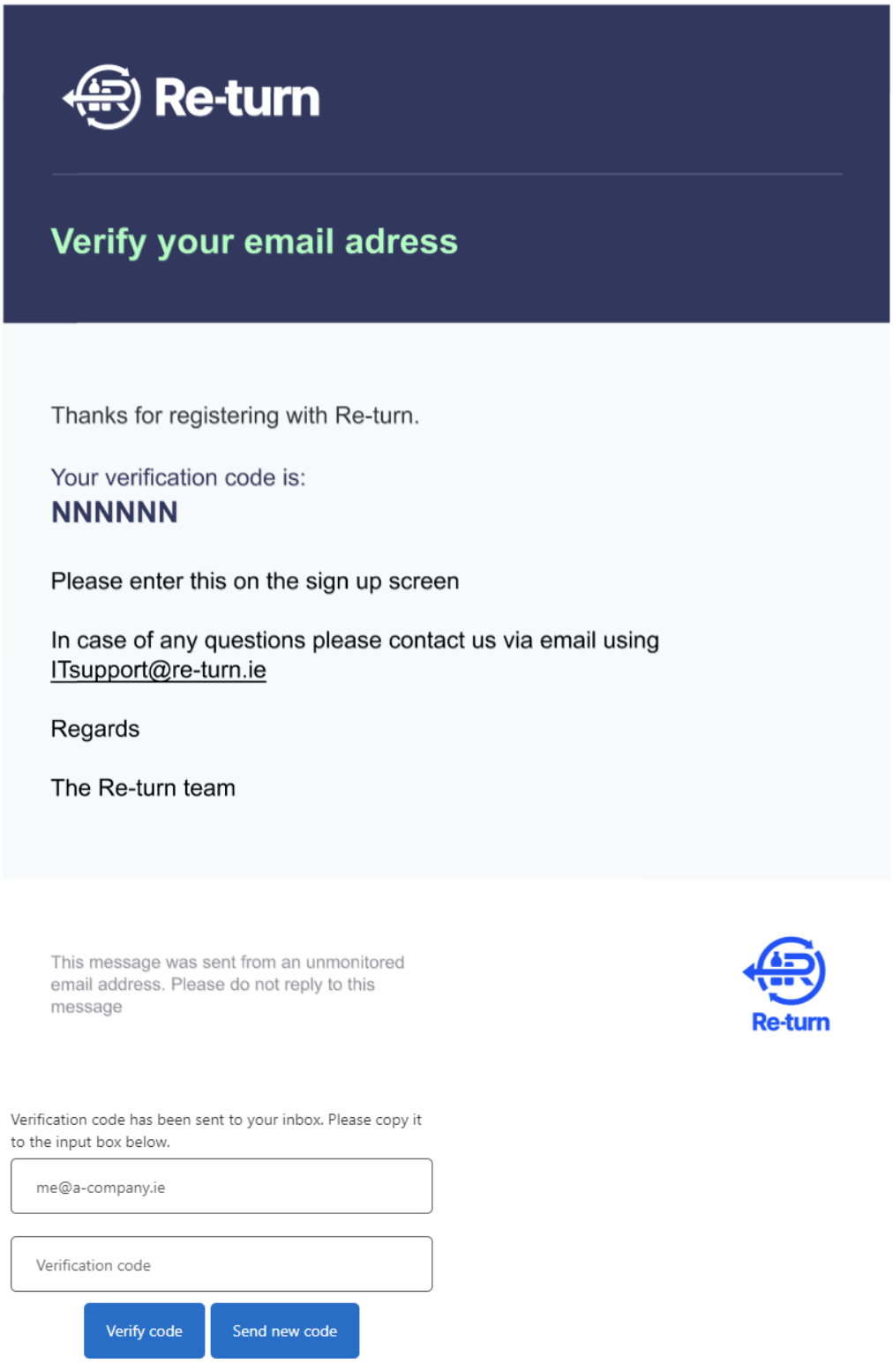


2. As a new user, click on the Sign up now and follow the instructions.

3. Your first step to create a new account is to provide your email address, then click the "**Send verification code**" button. *It is important that the email address is valid as an automatically generated one-time security code will be sent to that address.*

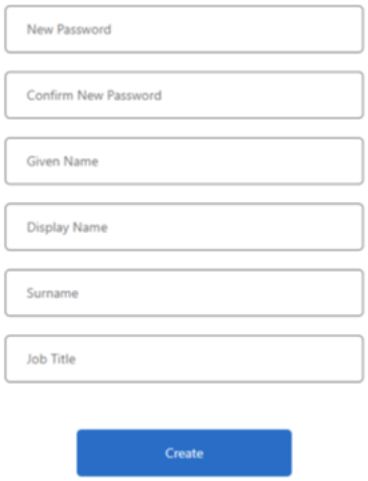


4. Check your inbox for an incoming email and enter the code provided. *If you can't find an email in your inbox, please check the JUNK or SPAM folder.*



*Note: should you require a new code, simply click on the "**Send new code**" button and go to step #4.*

5. After your email address has been verified, please complete your other credentials (all fields are mandatory) and click on the "**Create"** button.



6. Your log in has now been created and you are logged into the DRS Portal

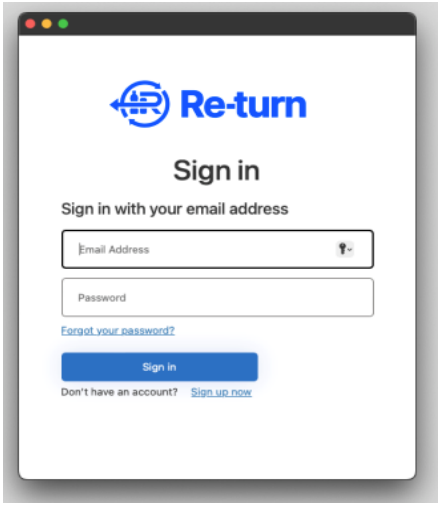
3. User Log in

Successfully registered users will use this functionality to log into the DRS Portal.

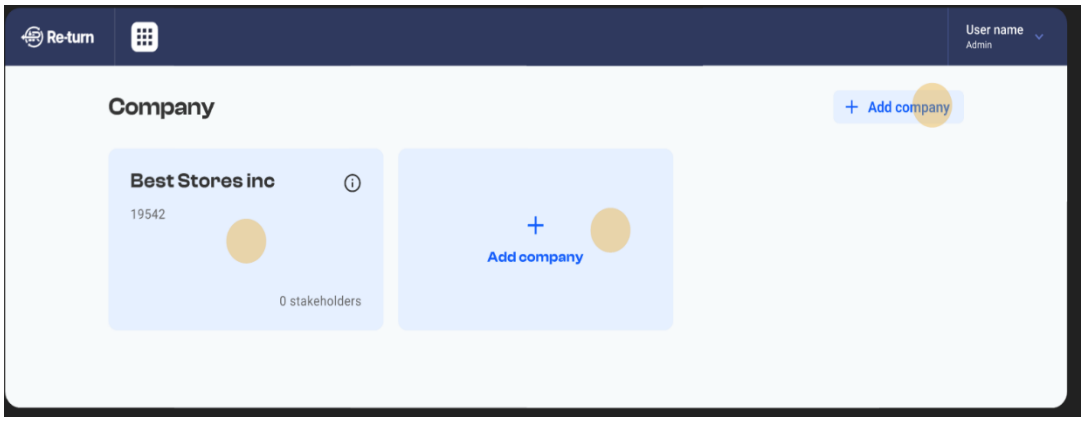
Once your account has been created, or if you have existing log on details, the portal can be accessed at any time via the web page, www.re-turn.ie.

1. Enter your email address and password and click

the button. *If you cannot remember your password, click on the "Forgot your password?" link and you will be sent an email to verify your address and resent your password.*



2. You are now on the DRS Portal homepage – the company view.

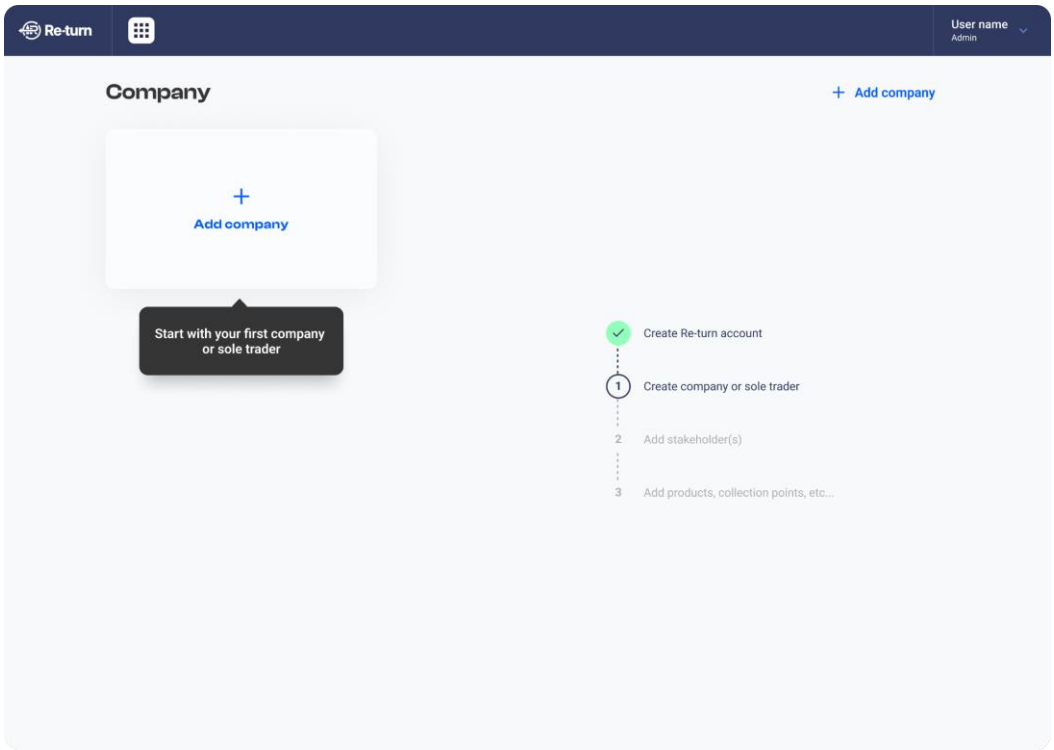


Note: The content of the home screen will differ depending on your authorization level and any restrictions set by your organization. You will only be able to see and access companies and associated stakeholders which are associated with your registered email address/user account.

4. Company Registration

Once your user account has been created you are able to register your company. You must create a record for your company before you add further producer or retailer information.

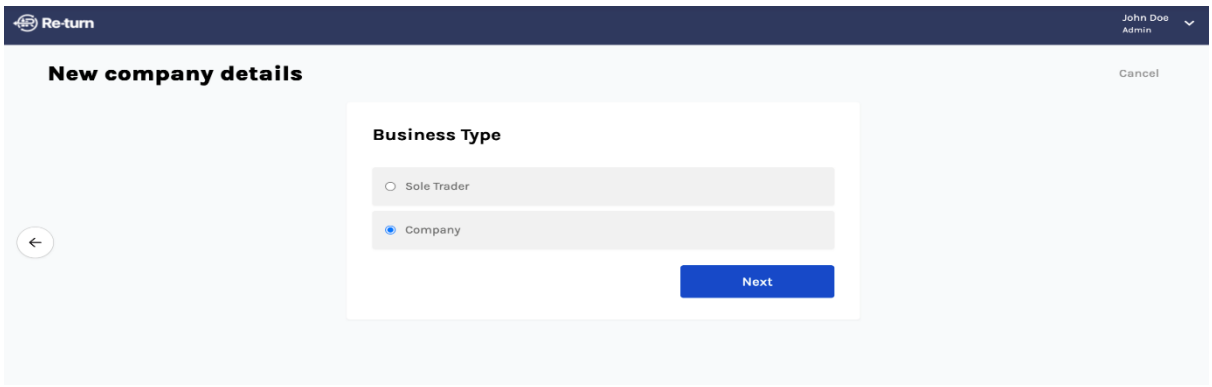
Click on "Add company" to start.



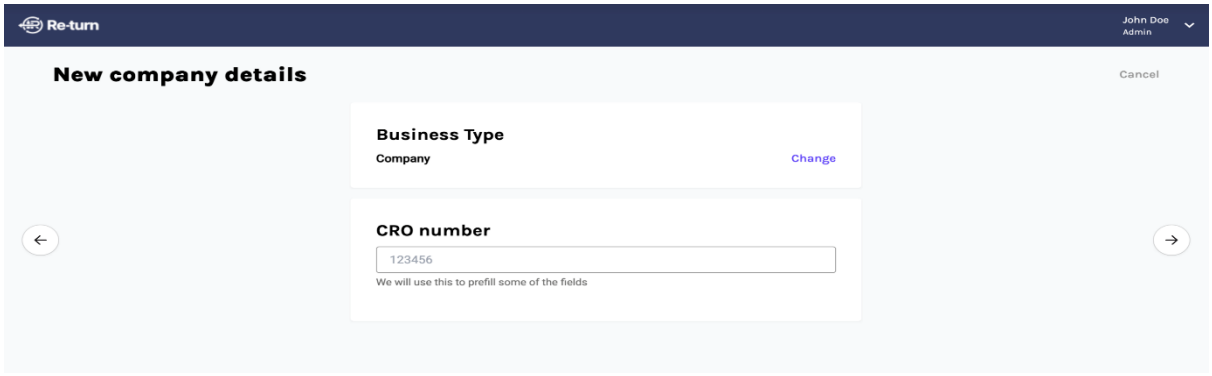
4.1 Company Registration

A company has a CRO number (Company's Registration Office number) If your organisation is a company:

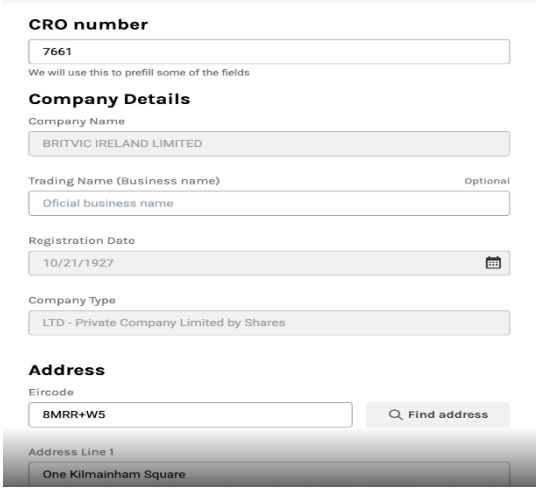
1. Select "Company" and click Next



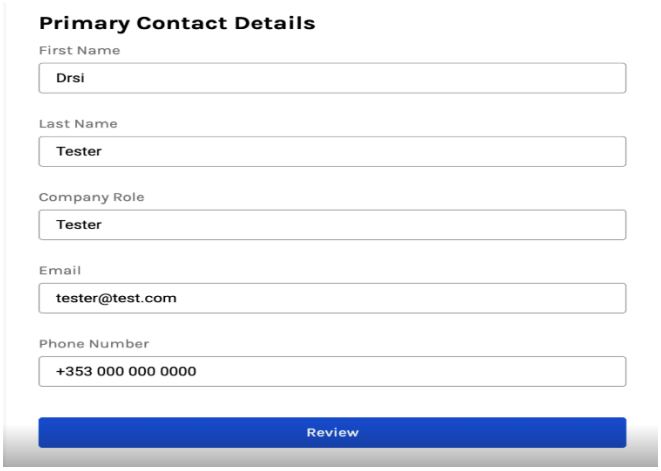
2. You will then be asked to enter your CRO number. This will be validated against the www.cro.ie register. If your organization is not a company, click Change to go back to the previous screen.



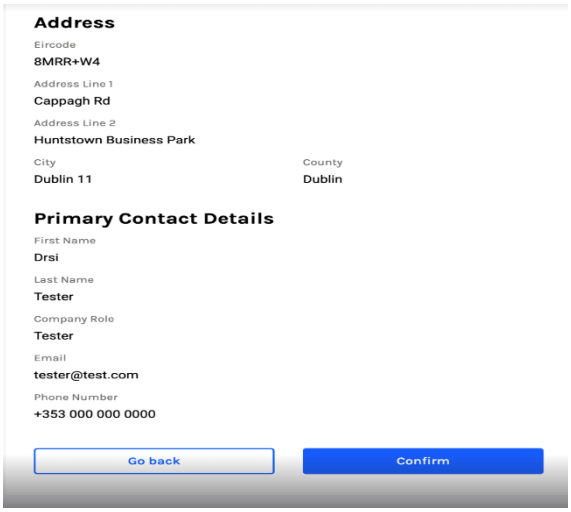
3. Data from the CRO.IE registration service will be used to prefill the company details; these fields will be greyed-out and cannot be modified. If you think any the details from CRO are incorrect you should contact them for correction.



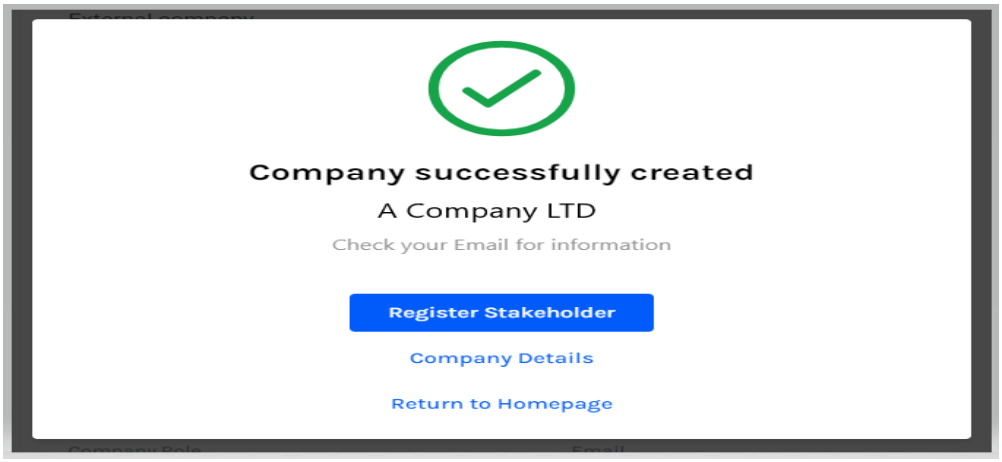
4. Please complete the remaining fields.
5. Once the registration form is complete, click on the ''**Review**'' button to check your information.



6. If all the information is correct, click the "**Confirm**" button. To change any data, click on "**Go back**" button.



7. You will receive an on-screen message and email confirmation that your company records have been created.



8. From here, you will have the following options:

a. Register new Stakeholders associated with the registered company.

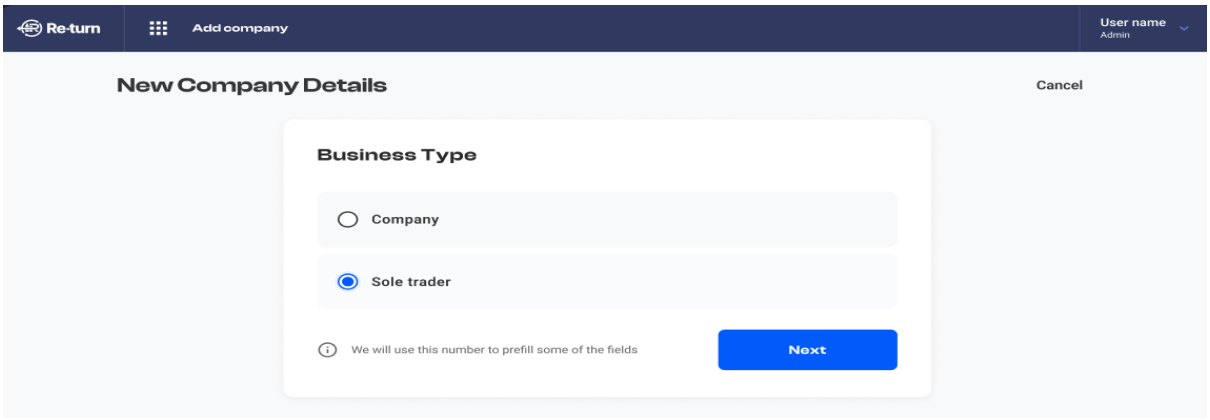
b. Review the Company Details

c. Return to the Homepage

4.2. Sole trader registration

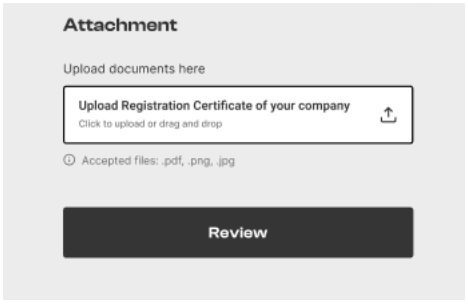
If your organisation is a sole trader:

1. Select "**Sole trader**"



2. The system will display the registration form. If your organisation is not a company, click Change to go back to the previous screen.

3. Please complete the organisation and contact details. The ability to add any supporting documentation the sole trader feels may be useful is also available.

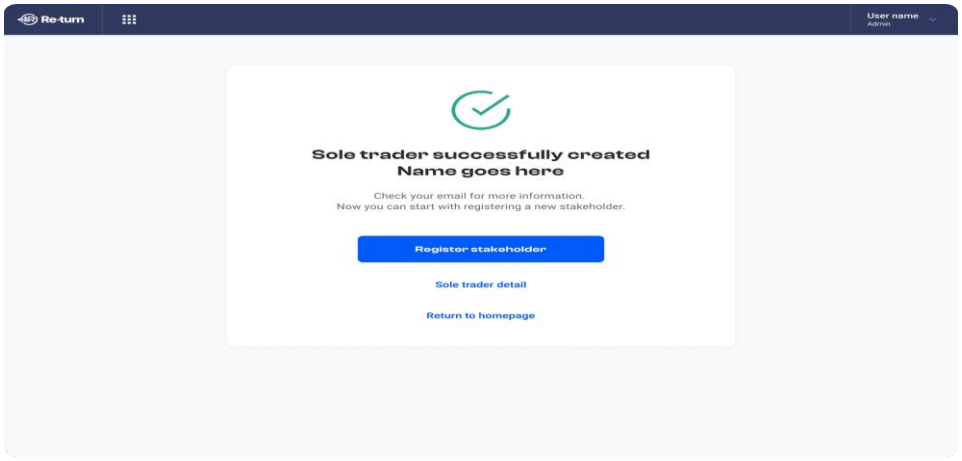


Note: Attachment of sole trader documentation is optional.

4. Once the registration form is filled in, click on the ''**Review**'' button to check your information.

5. If all the information is correct, click the "**Confirm**" button. To change any data, click on "**Go back**" button.

6. You will receive an on-screen message and email confirmation that your sole trader record has been created.

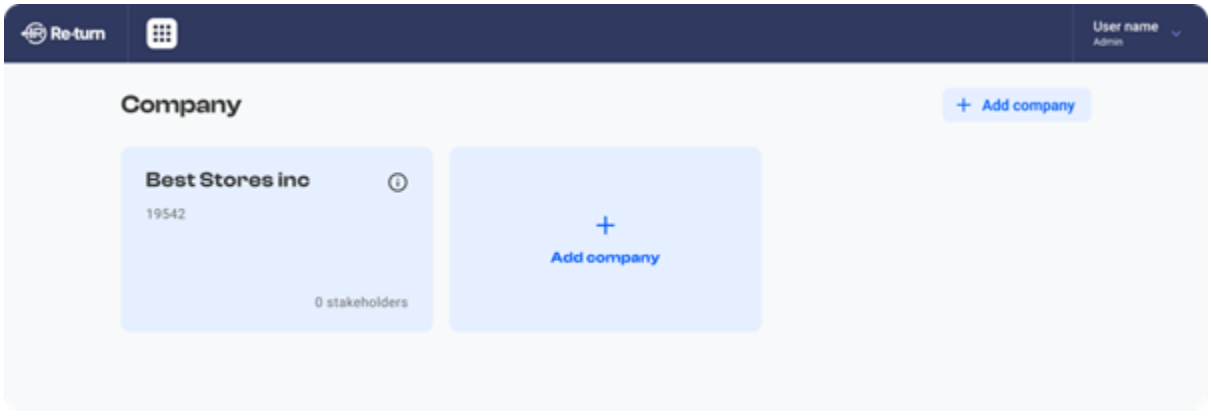


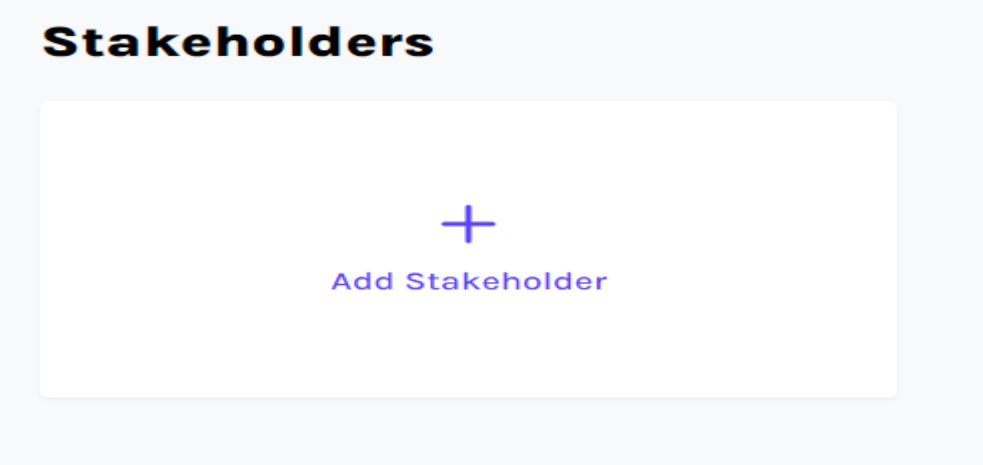
7. From here, you will have the following options:

    a. Register new Stakeholders associated with the registered company.
    b. Review the Stakeholder Details
    c. Return to the Homepage

5. Register a Producer

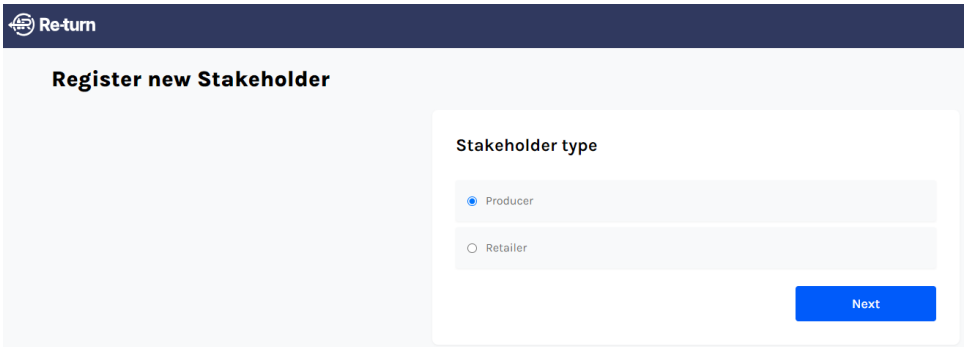
Once your company record has been created, you can add Stakeholders. If you are linked to more than one company, please select the one you wish to update and click "**Add Stakeholder**".



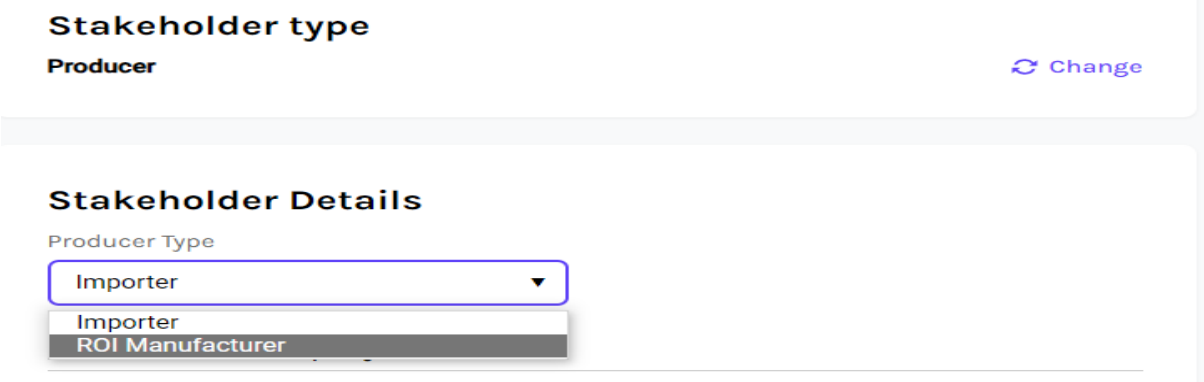


To register a new producer:

1. Select "Producer" and click "Next" to reach the stakeholder registration form.



2. You will be asked if you are a producer or importer. Select the one that applies.



The company details will then be prepopulated, and you can enter a mailing address. This may or may not be the same as the company address.

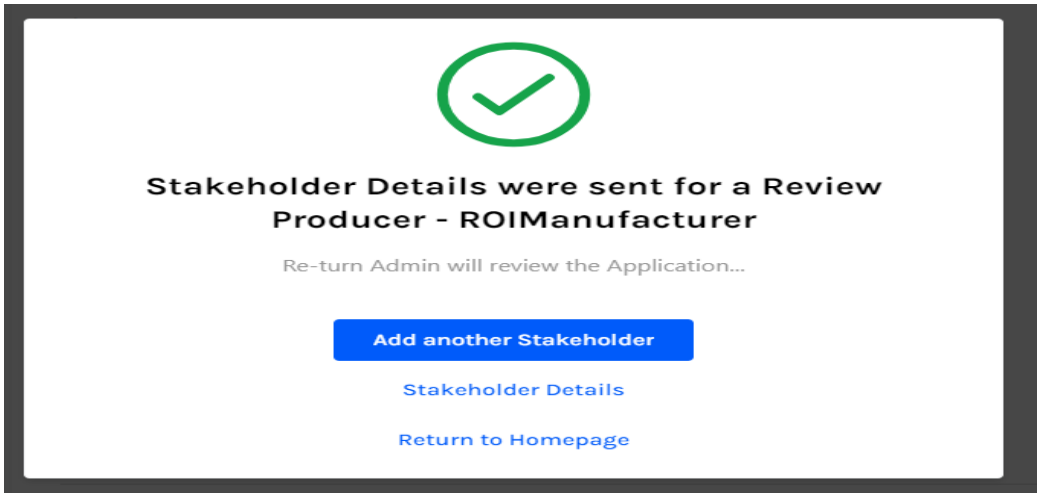
There are a number of contact details that you are then asked to complete:

- Contact – Primary contact for the Producer
- Financial Contact – In case of any invoicing/ payment queries

- Membership Agreement authorised Signatories – You can have up to 4 signatories. These will be used to send the agreement to and get the membership signed by

3. Once the registration form is filled in, click on the ''Review'' button to check your information.

4. To change any data, click on "Go back" button. If all the information is correct, click the "Send for approval" button which will send the registration to DRSI for approval, the following screen will be displayed.



5. At this point DRSI will then review the information you have provided. They will progress one of 3 options:

- Reject the application – They will provide details as to why they are rejecting your application.
- Send the application back for amendment- They will provide details as to why they are asking for amendments to your application.
- They will send out a producer agreement by DocuSign (Electronic document signature app) for you to sign and return. Once you have signed and returned it, they will they approve the application, and you will be registered and able to place products on the portal that are to be included in the scheme. See the separate document on this process.

Re-turn

Product Registration step-by-step guide

DRSI CLG
(Trading as Re-turn)

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6. Initial Access

DRSI has been established to operate a Deposit Return Scheme in Ireland which will drive the separate collection of PET and aluminium or steel beverage containers (with a capacity between 150 millilitres and 3 litres), hence enabling the delivery of targets as per Directive (EU) 2019/904/EC of the European Parliament on the reduction of the impact of certain plastics on the environment.

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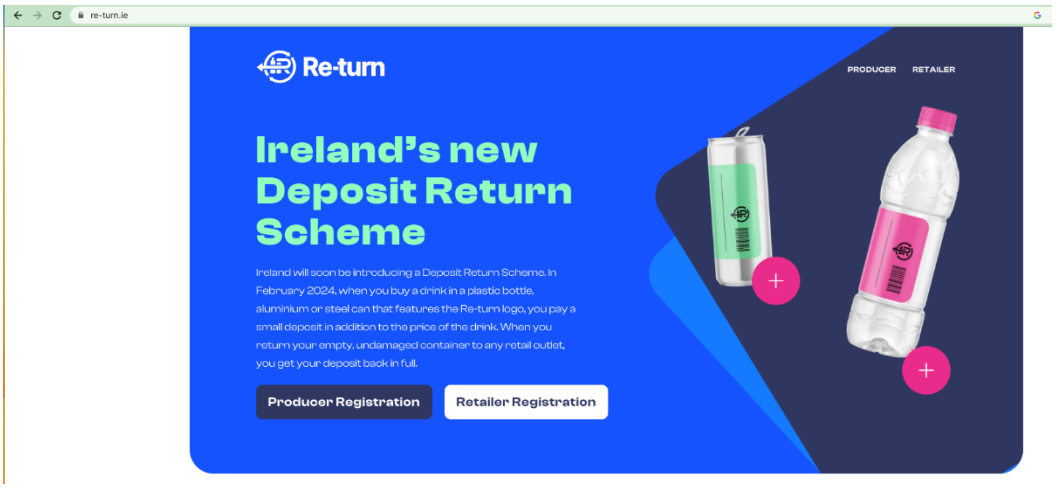
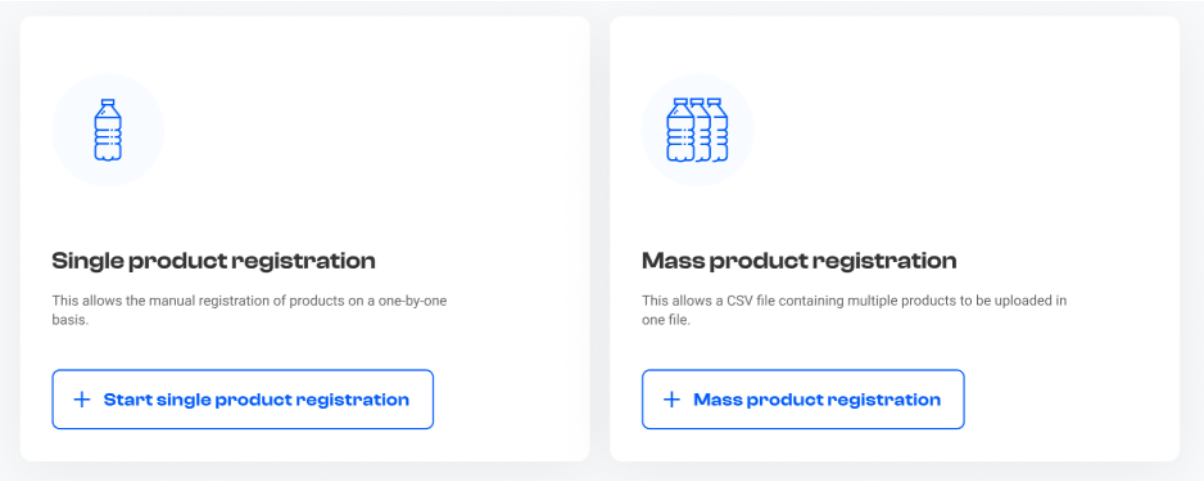


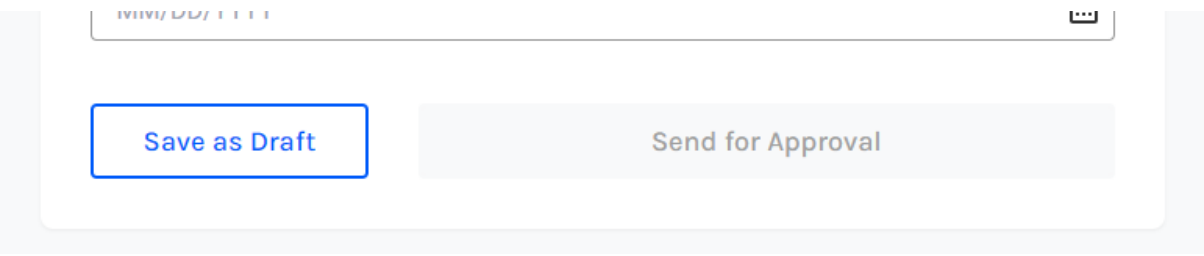
8. Product Registration

1. Once you are logged on and have selected the company and producer you wish to add products for (user, company and producer set up are detailed in accompanying documentation), you have two options for product registration:
   - - Single product registration
   - - Mass product registration



2.1. Single product registration

Single product registration allows product details to be entered into a webform. Data entered can be saved for amendment or later review by clicking "Save as draft". Once all mandatory fields have been completed the "Send for approval" button becomes active. Once a product has been submitted for approval, it cannot be changed or edited, so please check the information is correct prior to sending for approval. For reference all product fields can be found in the instructions for the mass product upload - Just select the Download instructions option.



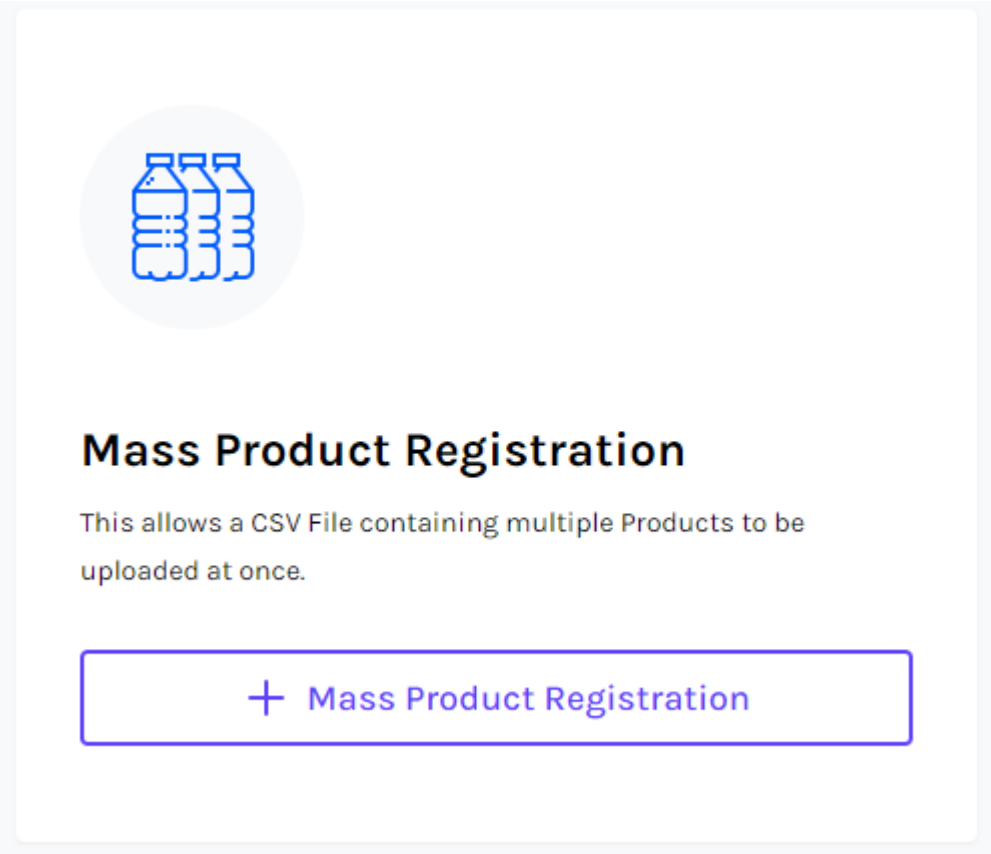
Once the product has been sent for approval DRSI will do one of 3 things:

- "Approve" the product
- "Cancel" the product – a reason for cancellation will be provided on the email sent out to you
- "Sent for correction"- DRSI will send an email with a cancellation reason. You will be able to edit the product before resubmitting for approval.

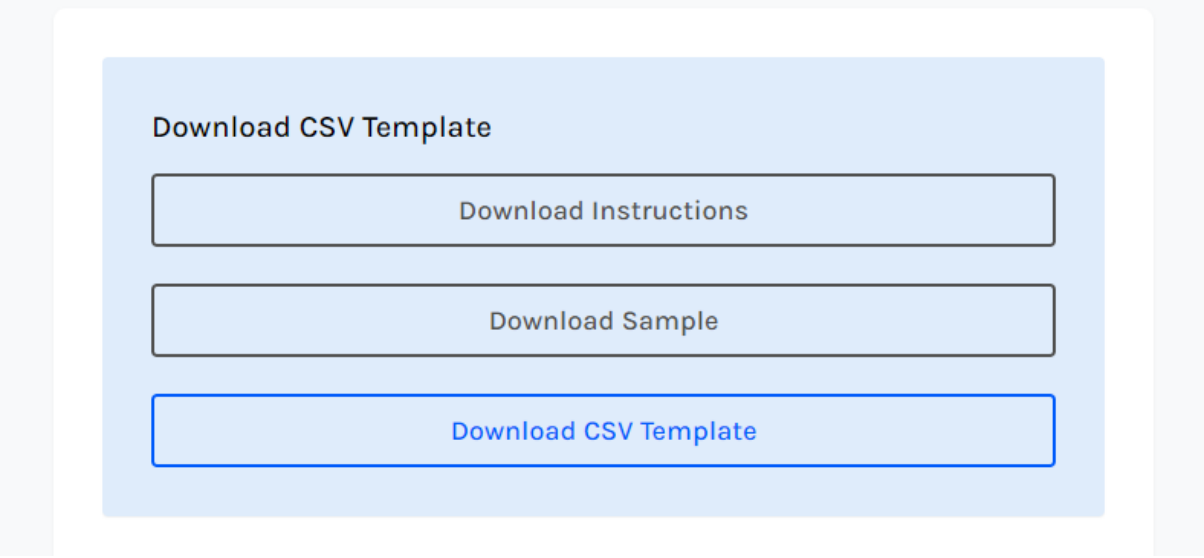
2.2 Mass registration of products

For producers that have a large number of products that they wish to register, a mass product upload process is available.

When selecting the Mass upload option



The following documents are provided to support you in this process:



Please download the Instruction document, this provides details on the content and format of the CSV file that is required for the upload. It is recommended that all you download and read this document as it provides full details on the fields required for product registration and is useful for those using both the single product registration and the mass upload processes.

The Sample file provides a example of the data and format that is required.

A CSV template is supplied for your product data to be entered into. Once you have populated the product information into the csv. File, you will be able to upload this document to the system.

NOTE: If all fields are populated correctly the system will save the products from csv. file in "Draft" status. If one or more fields are invalid or not populated in the csv. file, the whole file will be rejected.

2.3. List of products screen

Once the products have be loaded successfully, they are available on the product screen.

NOTE: These products are saved in 'Draft' and will need to be sent for approval.

A list of all products, showing their registration status, will be available on screen. From this list you can filter and search for specific products and go into the detail screen of any product.

Once the product has been sent for approval DRSI will do one of 3 things:

- "Approve" the product
- "Cancel" the product – a reason for cancellation will be provided on the email sent out to you
- "Sent for correction"- DRSI will send an email with a cancellation reason. You will be able to edit the product before resubmitting for approval.

Once products have been approved, they are 'registered' and are available to be included in the scheme.