



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

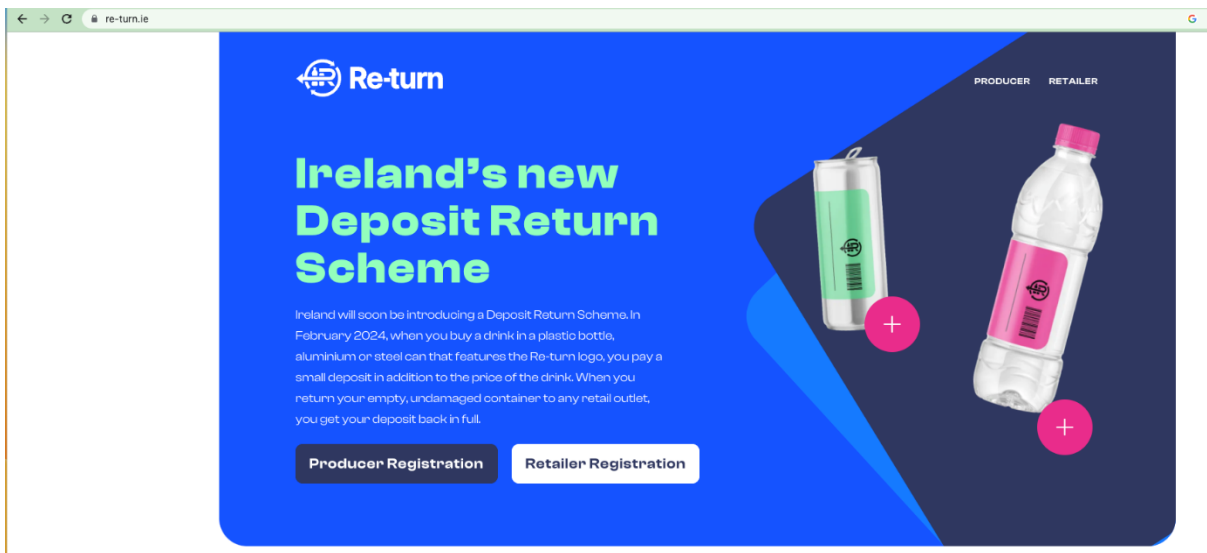
1. Initial Access

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 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.

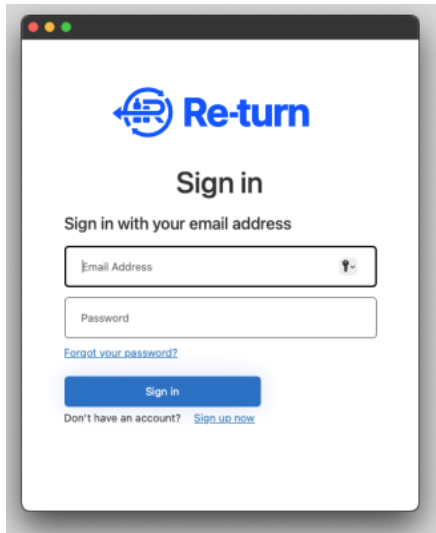
1. Open the portal webpage: www.re-turn.ie



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.*

Send verification code

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.*



Verify your email address

Thanks for registering with Re-turn.

Your verification code is:

NNNNNN

Please enter this on the sign up screen

In case of any questions please contact us via email using ITsupport@re-turn.ie

Regards

The Re-turn team

This message was sent from an unmonitored email address. Please do not reply to this message



Verification code has been sent to your inbox. Please copy it to the input box below.

Verify code

Send new code

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.

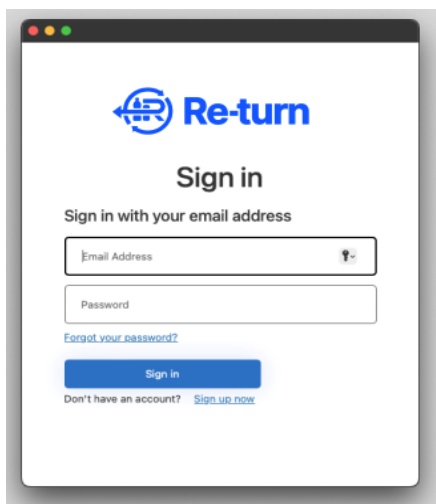
6. Your log in has now been created and you are logged into the DRS Portal

3. User Log in

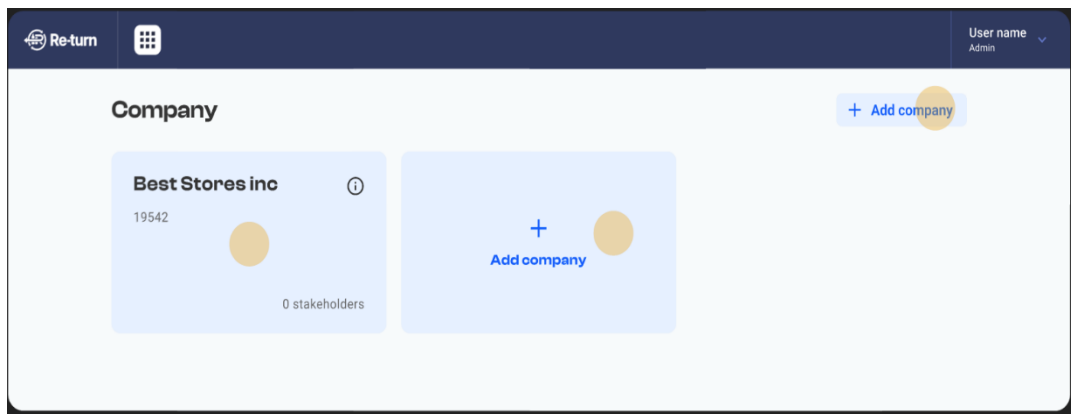
Successfully registered users will use this functionality to log into the DRS Portal.

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.

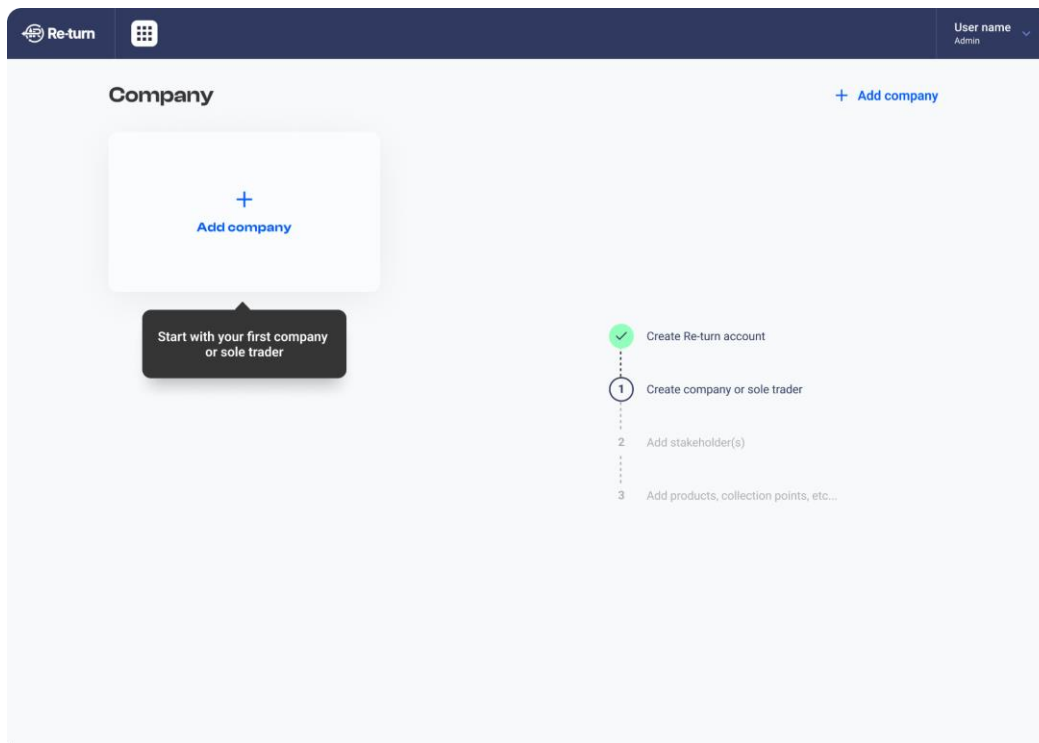


Note: The content of the home screen will differ depending on your authorization level and any restrictions set by your organization. You will only be able to see and access companies and associated stakeholders which are associated with your registered email address/user account.

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.

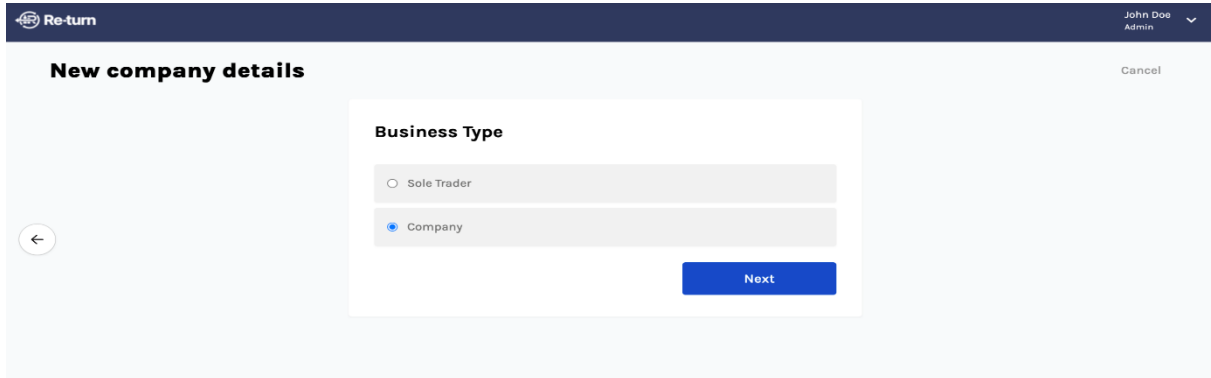
Click on “Add company” to start.




4.1 Company Registration

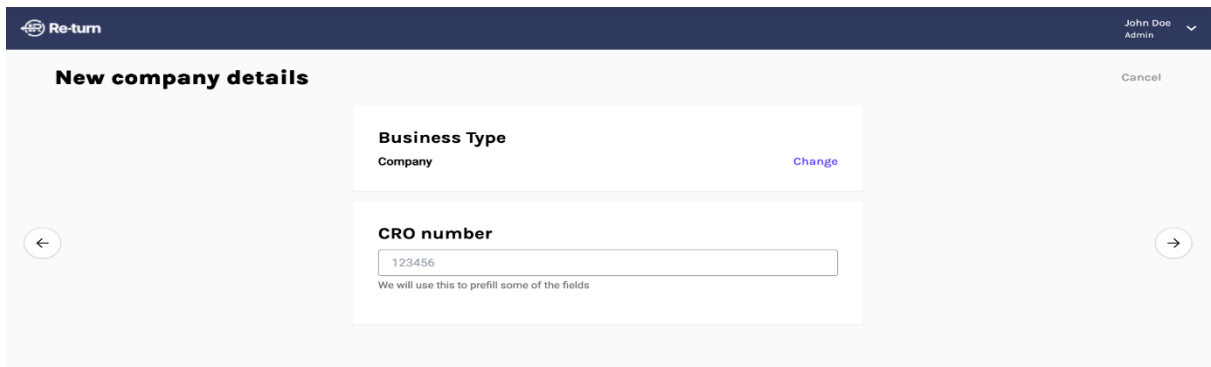
A company has a CRO number (Company's Registration Office number) If your organisation is a company:

1. Select "Company" and click 



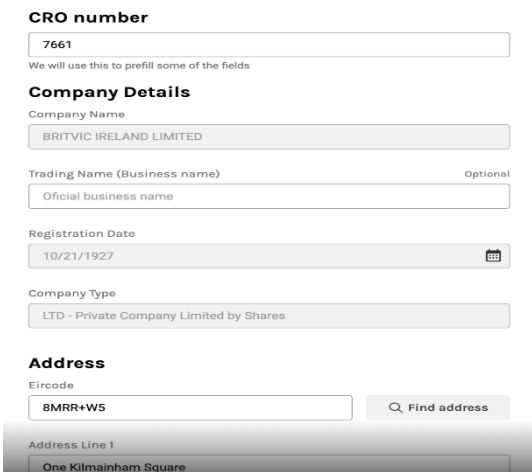
The screenshot shows the 'New company details' form in the Re-turn system. The 'Business Type' section has two radio buttons: 'Sole Trader' and 'Company'. The 'Company' option is selected. A blue 'Next' button is located at the bottom right of the form. A 'Cancel' link is visible in the top right corner of the page.

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.



The screenshot shows the 'New company details' form with the 'Business Type' set to 'Company'. A blue 'Change' link is next to it. Below, the 'CRO number' field contains '123456'. A note below the field states: 'We will use this to prefill some of the fields'. Navigation arrows are visible on the left and right sides of the form.

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.



The screenshot shows the 'New company details' form with pre-filled information. The 'CRO number' field contains '7661'. Below it, a note says 'We will use this to prefill some of the fields'. The 'Company Details' section includes: 'Company Name' (BRITVIC IRELAND LIMITED), 'Trading Name (Business name)' (Official business name), 'Registration Date' (10/21/1927), and 'Company Type' (LTD - Private Company Limited by Shares). The 'Address' section includes 'Eircode' (8MRR+W5) and 'Address Line 1' (One Kilmainham Square). A 'Find address' button is next to the Eircode field.

- Please complete the remaining fields.
- Once the registration form is complete, click on the “Review” button to check your information.

Primary Contact Details

First Name
Drsi

Last Name
Tester

Company Role
Tester

Email
tester@test.com

Phone Number
+353 000 000 0000

[Review](#)

- If all the information is correct, click the “Confirm” button. To change any data, click on “Go back” button.

Address

Eircode
8MRR+W4

Address Line 1
Cappagh Rd

Address Line 2
Huntstown Business Park

City
Dublin 11

County
Dublin

Primary Contact Details

First Name
Drsi

Last Name
Tester

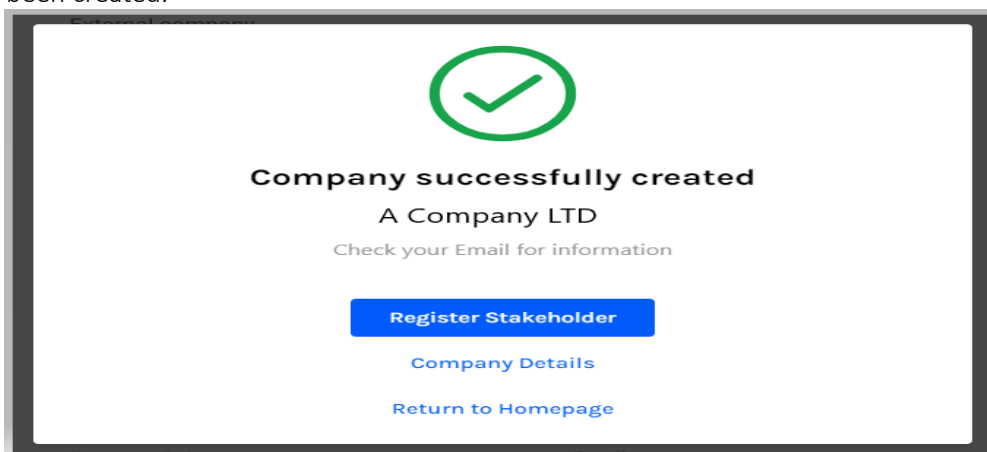
Company Role
Tester

Email
tester@test.com

Phone Number
+353 000 000 0000

[Go back](#) [Confirm](#)

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



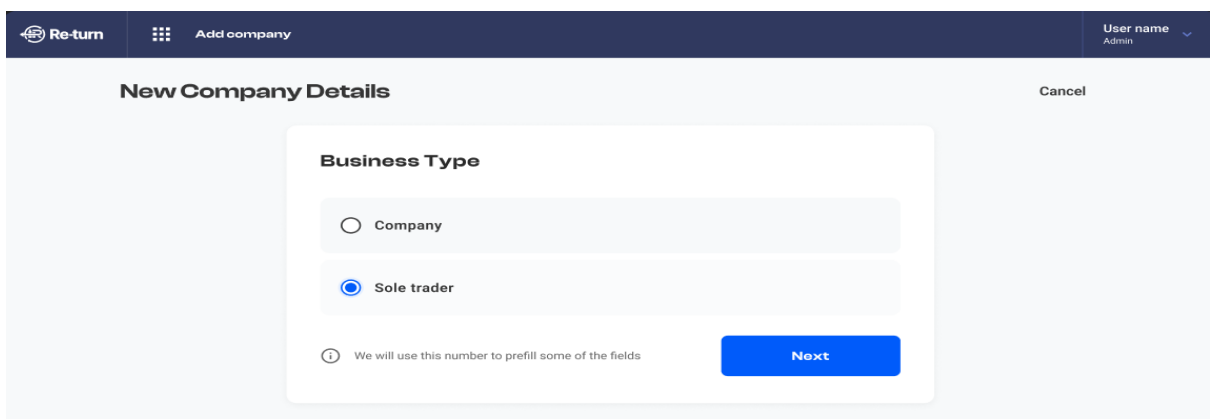
- From here, you will have the following options:

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

4.2. Sole trader registration

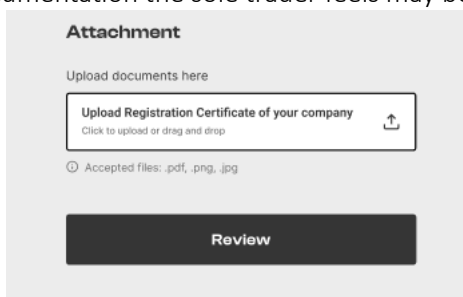
If your organisation is a sole trader:

1. Select “Sole trader”



The screenshot shows a web interface for 'New Company Details'. At the top, there is a dark blue navigation bar with 'Re-turn' on the left, 'Add company' in the center, and 'User name Admin' on the right. The main content area has a light grey background. A white box titled 'Business Type' is centered. It contains two radio button options: 'Company' (unselected) and 'Sole trader' (selected). Below these options is a small information icon and the text 'We will use this number to prefill some of the fields'. A blue 'Next' button is positioned to the right of this text. A 'Cancel' link is visible in the top right corner of the main content area.

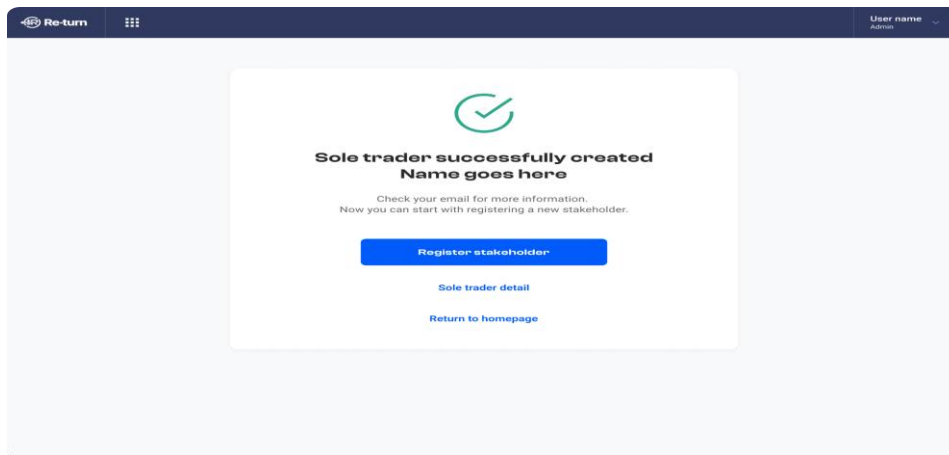
2. The system will display the registration form. If your organisation is not a company, click [Change](#) to go back to the previous screen.
3. Please complete the organisation and contact details. The ability to add any supporting documentation the sole trader feels may be useful is also available.



The screenshot shows an 'Attachment' section. It has a title 'Attachment' and the text 'Upload documents here'. Below this is a white box with a dark border containing the text 'Upload Registration Certificate of your company' and 'Click to upload or drag and drop' with an upload icon. Below the box, it says 'Accepted files: .pdf, .png, .jpg'. At the bottom of the section is a dark grey 'Review' button.

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.

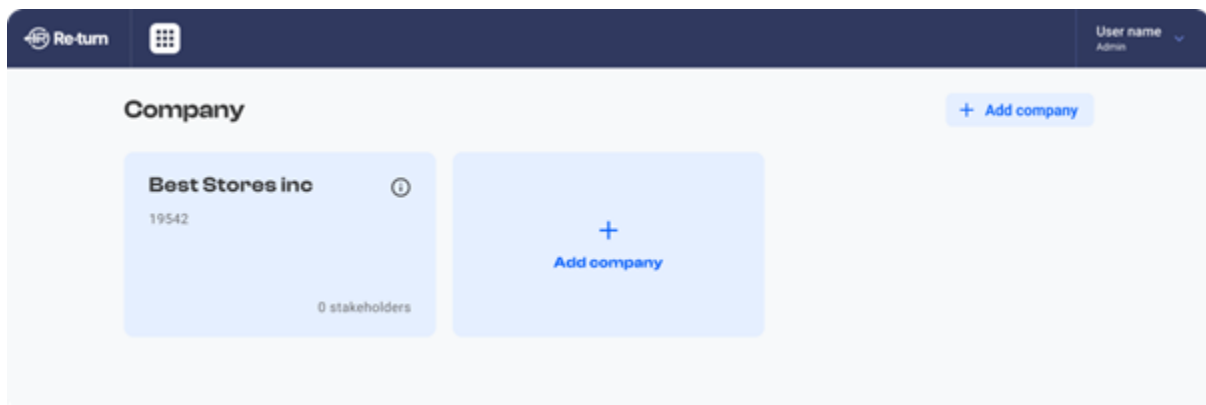


7. From here, you will have the following options:

- 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**”.

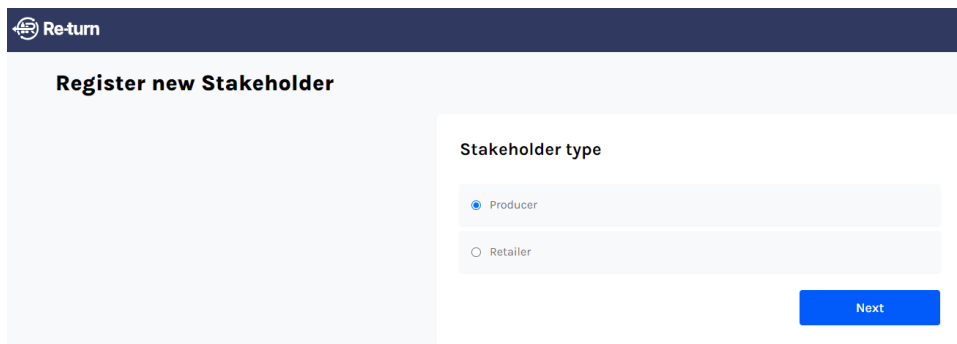


Stakeholders


Add Stakeholder

To register a new producer:

1. Select “**Producer**” and click “**Next**” to reach the stakeholder registration form.



Return

Register new Stakeholder

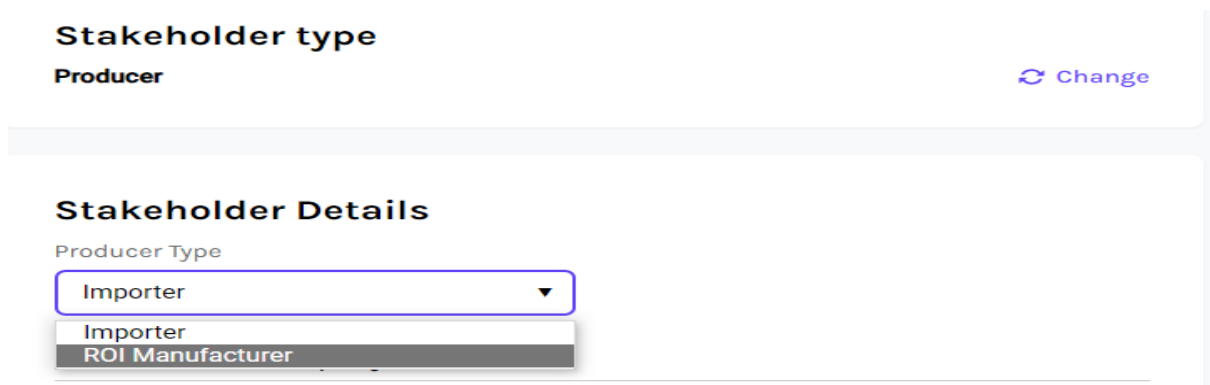
Stakeholder type

Producer

Retailer

Next

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



Stakeholder type

Producer [Change](#)

Stakeholder Details

Producer Type

Importer ▼

- Importer
- ROI Manufacturer

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.

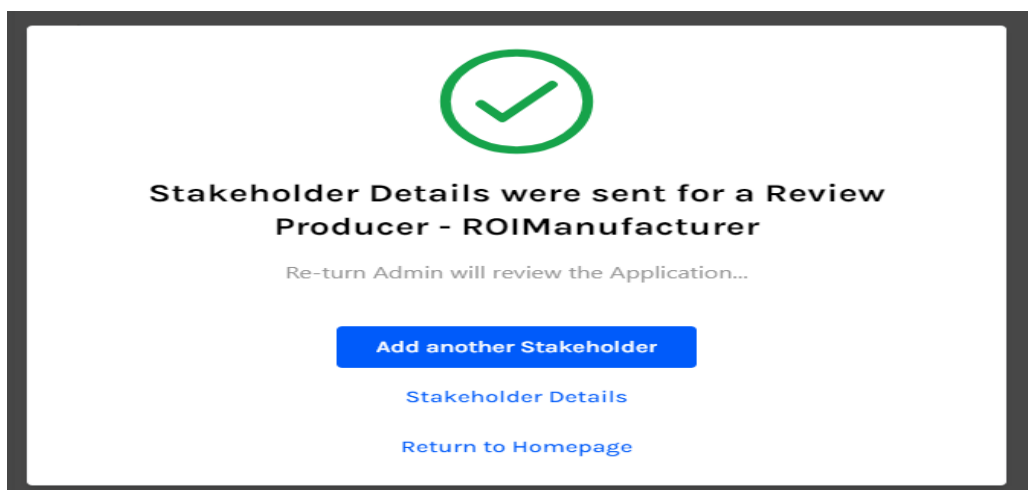
There are a number of contact details that you are then asked to complete:

- 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.



Product Registration step-by-step guide

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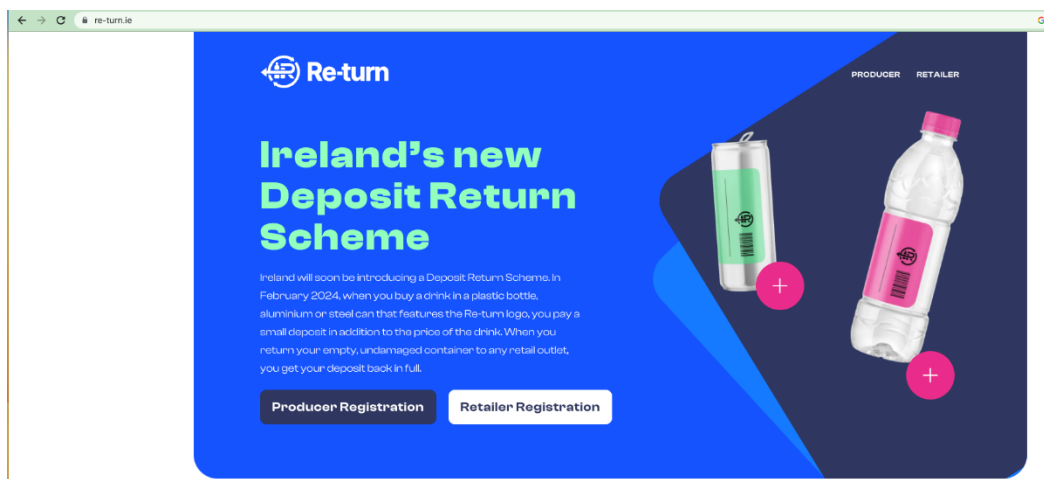
6. Initial Access

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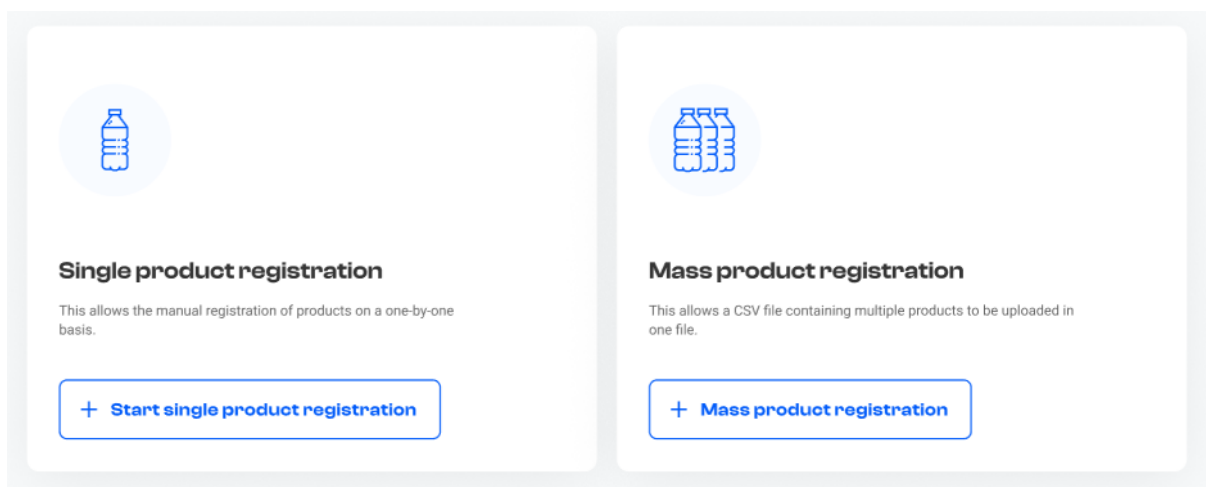
The Registration portal is accessed via the web page, www.re-turn.ie.

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



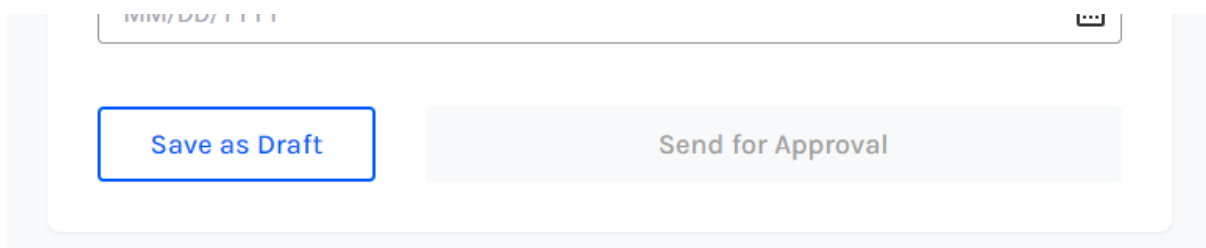
8. Product Registration

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



Mass Product Registration

This allows a CSV File containing multiple Products to be uploaded at once.

[+ Mass Product Registration](#)

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

Download CSV Template

[Download Instructions](#)

[Download Sample](#)

[Download CSV Template](#)

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.