VICReturn

Data Specification Pack – First Suppliers and Exporters

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Container Exchange (Services)

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1.0	29th July	VicReturn	Initial Draft
1.4	11th August	VicReturn	For VIC Return review
1.7	15th August	VicReturn	Final version for publishing
1.8	23rd August	VicReturn	Updated reference fields and mandatory fields

Document Approval

Name	Roles	Date	Signature
John Porta	VIC Return – Chief Information Officer	23rd August 2023	

Related Documents

Reference	ID	Item
System Terms Of Use	1096608043.1	Victoria Container Refund Scheme - System Terms of Use
Privacy Policy	1092359083.2	VicReturn Limited Privacy Policy

Terms and Conditions

This is governed by VicReturn's System Terms of Use and Privacy Policy. A copy can be accessed here [System Terms of Use] and here for [Privacy Policy]. By reading, accessing, or using this document, you agree to the System Terms for Use and Privacy Policy.

Information Security classification for this document is **Controlled** distribution to VicReturn and parties who have a sublicence to use VicReturn's System (such as First Suppliers, Exporters, Network Operators and Material Recovery Facility Operators). This classification permits sharing this document with these parties, who have been grant a sublicensee by VicReturn, for their use solely for the purpose of providing or receiving data to VicReturn. This document may not be shared with another third party without VicReturn's written consent.

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1. Overview

1.1 Conditions of Use

This Data Specification Pack is commercial in confidence and may only be shared with Users of the organizations who have been granted a sublicence to VicReturn Limited's (**VicReturn**) System.

User(s) means those employees, contractors, clients, agents, customers, suppliers or other third parties, as applicable, authorised by VicReturn to use the System in accordance with the System Terms of Use and their organisation's contractual arrangement with VicReturn.

System means the website and related services and systems provided by VicReturn (e.g. available at www.vicreturn.com.au, business.containersforchange.com.au, and www.cdsvic.org.au).

Container Exchange (Services) Pty Limited (**CES**) is VicReturn's contracted supplier and operator of the System.

The rights and obligations of Users are set out in the System Terms of Use [System Terms of Use], Privacy Policy [Privacy Policy] and other terms and conditions applicable for each relevant system (as made available at the time of accessing that system). VicReturn provides a number of System Interfaces to enable Users (who have agreed to the System Terms of Use and Privacy Policy) to interact with the System.

1.2 Description

The Data Specification Pack specifies the data requirements for data provided by the Users and subsequently collected, stored, and used by VicReturn.

This Data Specification Pack defines the relevant System Interfaces and specifies the:

(a)   process and tools for submitting data;

(b)   data requirements (including data dictionary);

(c)   frequency of submission;

(d)   file formats (where relevant);

(e)   data field specifications;

(f)   data validation and other controls;

(g)   file naming conventions (where relevant);

(h)   file security and confidentiality requirements;

(j)   support channels.

1.3 System Interfaces

This Data Specification Pack defines a number of different types of System Interfaces such as webpage forms, file uploads and APIs that enable Users to upload or download data. The details of each System Interface include the type of data collected or that can be accessed, the format of the data, any validation rules that may apply, and any authentication or security requirements that must be met to access the data.

- Webpage form descriptions provide a detailed description of the various web forms that VicReturn uses to collect data from its users.
- CSV file descriptions provide a detailed description of the various CSV files that are downloaded or uploaded to VicReturn's data warehouse.
- API specifications provide a detailed description of the various APIs that Users may access to upload or download data stored in VicReturn's data warehouse.

The specifications of each data field provide a detailed description, including the field name, description, length, and field type (e.g. alpha or numeric).

Compliance with the Data Specification Pack is mandatory for all Users of the System.

1.4 Glossary of Common Terms

Acronym / Abbreviation	Expanded Form	Description
	Business Portal	This is the VicReturn portal made available to specific approved and registered Users who have a sublicence from VicReturn.
RPO	Refund Point Operator	A Refund Point Operator is responsible for managing a facility that accepts suitable eligible containers from customers and pays refunds to them. May also be referred to as Customer Refund Point Operator (CRPO) or Collection Point Operator (CPO)
DP	Donation Partner	A Donation Partner is an organisation or business that is registered as Donation Partner by VicReturn.
EXP	Exporter	Some businesses supply the containers first supplied in Victoria to jurisdictions outside Victoria. These containers are treated as exports and such business is classed as exporters within the container deposit scheme. It is possible to be both a First Supplier and an Exporter.
FS	First Supplier	A person or organisation that supplies an eligible container in Victoria. May also be referred to as Beverage Manufacturer or First Supplier.
MRF	Material Recycling Facility	A Material Recycling Facility (MRF) is a specialised facility that receives, sorts, and processes recyclable materials from kerbside collection.

NOP / NO	Network Operator	A Network Operator is responsible for managing a network of recycling facilities and services across part of Victoria. Their primary responsibility is to ensure that materials are collected, transported, and processed in an efficient and cost-effective manner. May also be referred to as Zone Operators.
RVM	Reverse Vending Machine	Reverse Vending Machine is a fully automated machine that accepts eligible containers from Customers and pays them. This can be located standalone or within a site location (i.e. depot)
POS	Point Of Sale device	A Point Of Sale (POS) device is a specialized device that is used to process sales transactions and refunds at a recycling facility.
SC	Scheme Coordinator	The Scheme Coordinator is responsible for managing and coordinating recycling programs. In Victoria, this is VicReturn

1.5 Important Links

Item	Environment	URL	Status
Business Portal	Production	https://business.containersforchange.com.au	Alpha (Internal only)

1.6 Changes and Versions

VicReturn is continually evolving its products and services including adding, changing and modifying functionality. Notification policies and timeframes to support changes are detailed in the System Terms of Use.

2. System Interfaces

The following sections list out all the key system interfaces and their descriptions.

Table of System Interfaces

1. First Supplier Portal - Supplied Volume Submission
2. First Supplier Portal - Supplied Volume Annual Declaration
3. First Supplier Portal - Suitable Eligible Container Registration
4. Exporter Portal - Exported Volume Submission
5. Exporter Portal - Exported Volume Declaration
6. First Supplier Registration

Interface Data

This section provides a set of data requirements for VicReturn and its Master Data participants.

Pre-requisites

Please review the onboarding section linked here before this page as it contains the relevant information common to all participants of the scheme.

Data Requirements

This page consists of the data requirements required by VicReturn, both pre go-live and ongoing.

This is documented in the Data Requirements page.

Reference Data

This page provides a list of reference data types and accepted values.

This is documented in the Reference Data page.

2.1. First Supplier Portal - Supplied Volume Submission

Licensee – VicReturn

This First Supplier portal allows First Supplier to declare their supplied volumes.

The user interface details for this will be made available in the [VicReturn website](#).

Item	Details
Expected User	First Suppliers (FS) for VicReturn
Interface Type	Portal
System Capability / Frequency	Realtime
Minimum Acceptable Frequency	Monthly
Available Services	Submit Container Volumes Supplied
Documentation	Screenshots and Field Descriptions below
Authentication (File Security Requirements)	Portal Login (setup by VicReturn as part of contract onboarding).
Data Format	Manual screen entry or as a CSV uploaded in Portal
Confidentiality Requirements	Data provided to VicReturn under licence
Data Validation	Managed within the Portal by the scheme participant
Support	[Details in the VicReturn Website](#)

2.1.1: Supplied Volume Declaration (Manual)

Screenshot

Fields and Details for submitting volumes

Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Values
Material type	The material type for which the volume is being declared, one entry (or row) for each material type.	String	Yes	50		Material type IDs and codes are listed in reference data	VIC_GLASS
Units	The count of units of the sales volume for each material types	Integer	Yes	10		9999999999	9999999999

2.1.2. Supplied Volume Declaration (Bulk Upload)

The following describes the key fields in the CSV bulk upload used when submitting sales volumes.

Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
First supplier Id	The Identifier allocated to the first supplier by VicReturn	String	Yes	50		The Identifier must be one of the registered First supplier id	VM12345001
Period	The period (month) for which sales volume is being declared	String	Yes	20	M		M2020-06
Material type	The material type for which the volume is being declared, one entry (or row) for each material type. The material types are listed based on the material types pre-configured in the system for that scheme	String	Yes	50		The material types are listed in reference data	GLASS
Units	The count of units of the sales volume for each material type in each row	Integer	Yes	10			8123

2.2.   First Supplier Portal - Supplied Volume Annual Declaration

Licensee – VicReturn

This portal allows First Suppliers to declare their annual volumes.

The user interface details for this will be made available in the VicReturn website.

Item	Details
Expected User	First Supplier for VicReturn
Interface Type	Portal
System Capability / Frequency	Realtime
Minimum Acceptable Frequency	Yearly
Available Services	Submit statutory declaration
Documentation	Screenshots and Field Descriptions below
Authentication (File Security Requirements)	Portal Login (setup by VicReturn as part of contract onboarding).
Data Format	Manual screen entry
Confidentiality Requirements	Data provided to VicReturn under licence
Data Validation	Managed within the Portal by the scheme participant
Support	Details in the VicReturn Website

2.2.1. Annual Statutory Declaration

Not required until 2024, annual after scheme commencement

Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Beverage Supplier Scheme Id	The scheme Id allocated to first supplier by the scheme	String	Yes	50		The scheme Id must be one of the registered First supplier id. Defaulted to FS associated with the logged in user. Non editable.	VM122 787001
Financial Year	The financial year for which the statutory declaration being submitted	String /date	Yes	20	YYYY-YY		2021-22
Statutory Declaration Signatory (who signs the statutory	The representative of the first responsible supplier who will be signing the statutory declaration.	String	Yes	250			Joe Bloggs

declaration) name							
Beverage Supplier legal entity name	The legal entity name of the first responsible supplier	String	Yes	250		Defaulted to legal entity associated with the First supplier's scheme id. Non editable	BEVCO PTY. LTD.
ACN/ABN	The ABN or ACN of the First supplier entity	String	Yes	50		Defaulted to ABN/ACN associated with First supplier. Non editable	85108 609418

2.2.2. Annual Volumes

Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Material type – submitted volume Total	The Total sales volume for year submitted against each material types	Number	Yes	10		The sales volumes will be against the material types, which are configured on the system. It is non editable.	VIC_GLASS
Material type – submitted volume monthly break down	The sales volume by month (July – June) submitted against each material types	Number	Yes	10		The sales volumes will be against the material types, which are configured on the system. It is non editable.	12000
Material type – Final volume Total	The final total sales volume for year after any adjustment.	Number	Yes	10		The final sales volumes will be against the material types, which are configured on the system. It is non editable and calculated based on adjustments made.	15000
Material type – Final volume monthly break down	The adjusted sales volume to be finalised, by month (July – June) submitted against each material types. If no adjustment required, it can be blank	Number	Yes	10		The adjusted sales volumes will be against the material types, which are configured on the system. It is non editable.	3000

2.2.3. Generate Statutory Declaration

Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Material type - submitted volume Total	The Total sales volume for year submitted against each material types	Number	Yes	10		The sales volumes will be against the material types, which are configured on the system. It is non editable.	12000
Material type - submitted volume monthly break down	The sales volume by month (July - June) submitted against each material types	Number	Yes	10		The sales volumes will be against the material types, which are configured on the system. It is non editable.	1200
Material type - Final volume Total	The final total sales volume for year after any adjustment.	Number	Yes	10		The final sales volumes will be against the material types, which are configured on the system. It is non editable and calculated based on adjustments made.	
Material type - Final volume monthly break down	The adjusted sales volume to be finalised, by month (July - June) submitted against each material types. If no adjustment required, it can be blank	Number	Yes	10		The adjusted sales volumes will be against the material types, which are configured on the system,. It is non editable.	1400

2.2.4. Sign Statutory Declaration

Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Signed statutory declaration	The file containing the scanned copy of signed statutory declaration	File	Yes	10 Mb	The file must be of format - PDF, DOC, DOCX, JPEG, JPG or XLS, XLSX or email		Data is contained in the statutory declaration

## 2.3. Suitable Eligible Containers Product Registration

Licensee – VicReturn

This portal allows First Suppliers to register their eligible containers as Suitable Eligible Containers.

The user interface details for this will be made available in the VicReturn website.

Item	Details
Expected User	First Suppliers
Interface Type	Portal
System Capability / Frequency	Realtime
Minimum Acceptable Frequency	As required
Available Services	Register a Suitable Eligible Containers
Documentation	Screenshots and Field Descriptions below
Authentication (File Security Requirements)	Portal Login (setup by VicReturn as part of User onboarding)
Data Format	Manual entry into portal or a CSV uploaded in Portal
Confidentiality Requirements	Data provided to VicReturn under license
Data Validation	Managed within the Portal by the scheme participant
Support	[Details in the VicReturn Website](#)

2.3.1 Bulk Upload Suitable Eligible Containers
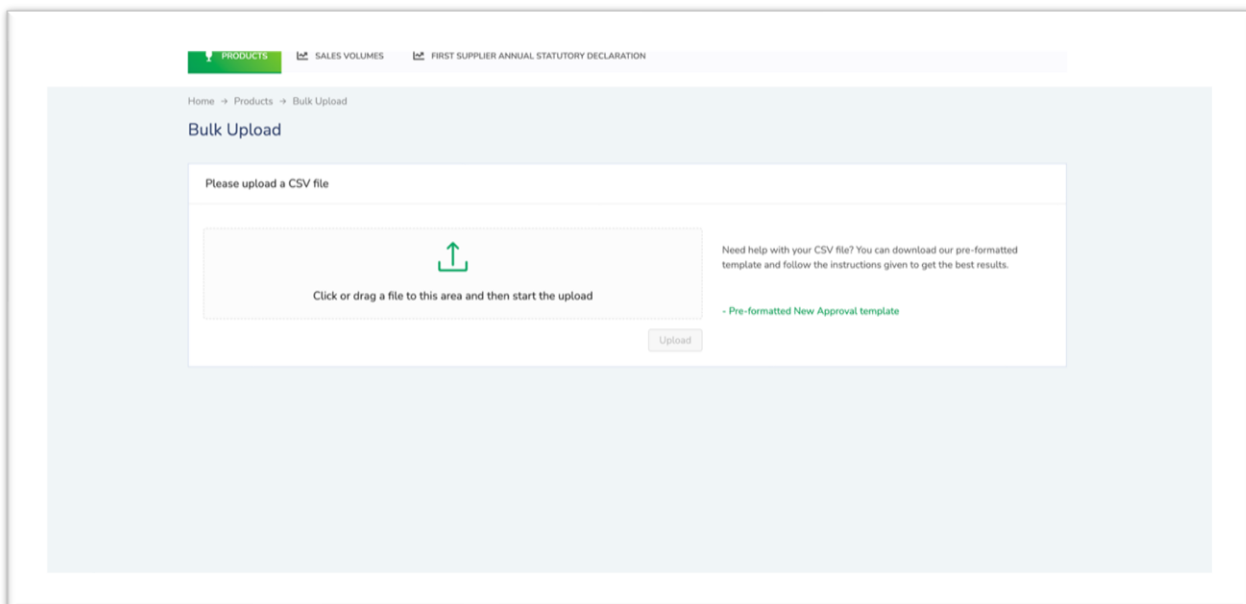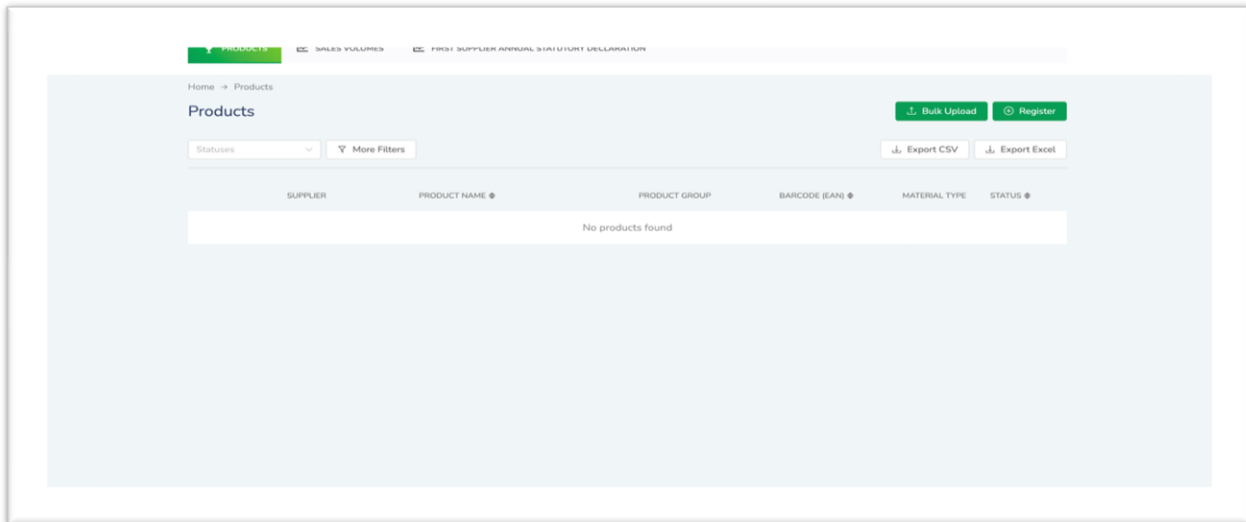
Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Scheme Id	The scheme with which the record is associated.	String	Yes	10		The scheme id is one of the scheme with which manufacturer is associated.	VIC
Manufacturers Id	The manufacturer (scheme participant) who produces this product.	String	Yes	50		Not input through upload. It is defaulted to logged in users' entity.	VM13045001
Barcode	The barcode / article number for the product.	String	Yes	20		This may be absent but if present, it shall be unique.	9341398001 714
Product Name	The name of the product	String	Yes	255			Kopparberg Rose Cider 330mL 8.3%

Expiry Date	The date when the product expires. Local date in scheme time zone, no time.	String/ Date	Yes	20	DD/MM/ YYYY	The expiry date must be in future	23/10/2025
Date Approved	The date when the product was approved.	String/ Date	Yes	20	DD/MM/ YYYY	Leave this field blank	
Product Group	The group to which the product belongs to.	String	Yes	50		Must be a VIC product groups	Beer
Product Group - Other	To capture any other product group that does not conform to one of the pre-defined groups.	String	Yes	80			non-alcoholic ready to drink cocktail
Material Type	The material that the product is made of.	String	Yes	50		Must be a VIC material type	GLASS
Material Type - Other	To capture any other material type that does not conform to one of the pre-defined types.	String	No	80		Becomes mandatory if material type is selected as Other (above)	
Other Specified Material	If the 'Material Type-Other' is chosen as "Other Specified Material Type", this field captures the other material types	String	No	80		If material type - other specified material types, then this field becomes mandatory	
Glass Colour	If the product is made of glass, then the colour of it.	String	No	255		If material type is selected as Glass, then Glass colour becomes mandatory. Must have a VIC glass colour	Glass-Amber
Glass Colour - Other	To capture any other glass colour that does not conform to one of the pre-defined colours.	String	No	255		If Glass Colour = other, then Glass Colour - Other becomes mandatory	
PET Colour	If the product is made of PET, then the colour of it.	String	No	255		If material type is selected as PET, then PET colour becomes mandatory	PET-Clear
Height (with cap, in cm)	The height of the product in cm, along with the cap.	Number	Yes	20		Please enter a valid height under 40cm	125
Largest diameter (in cm)	The largest diameter in cm that the outer surface of the product has.	Number	Yes	20		Please enter a valid diameter under 30cm	20
Weight - empty (g)	The weight in gm of the product when the container is empty.	Number	Yes	20		Please enter a valid weight under 5000g	200

Designed capacity (ml)	The designed capacity of product in ml	Number	Yes	20		Please enter a valid capacity between 150 and 3000 mL	155
National refund logo	Whether or not the product contains the national refund logo on it.	String	Yes	10		True or False	true
Go-live date	The first day this scheme product record is considered active. Local date in scheme time zone, no time.	String/date	Yes	20	DD/MM/YYYY	Please leave this field blank unless you are registering a new product: This can be the launch date. The product will be visible to the public after this date.	01/01/2024
Approved Source	The source of approval. For QLD DS approvals,	String	No	255		Please leave this blank This is a system validation field	
Approved Schemes	The scheme for which the product is approved	String	No	50		If Container is currently approved in other States/Territories, please select the applicable States/Territories.	VIC

2.3.2 Add Suitable Eligible Containers Manually

Item	Details
Expected User	FS
Interface Type	Portal
System Capability / Frequency	Realtime
Minimum Acceptable Frequency	As required
Available Services	Add Suitable Eligible Containers
Documentation	Screenshots and Field Descriptions below
Authentication (File Security Requirements)	Portal Login (setup by VicReturn as part of User onboarding)
Data Format	Manual Entry in the Portal
Confidentiality Requirements	Data provided to VicReturn under licence
Data Validation	Managed within the Portal by the scheme participant
Support	[Details in the VicReturn Website](#)

Field Name	Description	Type	Mandatory?	Length	Expected Pattern, if Applicable	Validations	Sample Value
Application Type	The type of application	String	Yes	50		Defaulted to New Approval. Non-editable	New Approval
Manufacturers	The name of the manufacturer	String	Yes	50		Defaulted to manufacturer associated with logged in user. Non-editable.	CCA
Barcode	The barcode / article number for the product	String	Yes	20		Non-editable	01407202101
Product Name	The name of the product	String	Yes	255			PVT1112002
Product Group	The group to which the product belongs to	String	Yes	50		Must be a VIC product group	Beer
National refund logo	Whether or not the product contains the national refund logo on it	String	Yes	10		Yes or No	No
Go-live date	The first day this scheme product record is considered active. Local date in scheme time zone, no time.	String/date	Yes	20	DD/MM/YYYY		01/01/1980
Material Type	The material that the product is made of	String	Yes	50		Must be a VIC material type	GLASS
Glass Colour	If the product is made of glass, then the colour of it	String	No	255		If material type is selected as Glass, then Glass colour becomes mandatory. Must have a VIC glass colour	Glass-Amber
PET Colour	If the product is made of PET, then the colour of it	String	No	255		If material type is selected as PET, then PET colour becomes mandatory	PET-Clear
Height (with cap, in cm)	The height of the product in cm, along with the cap	Number	Yes	20			125
Largest diameter (in cm)	The largest diameter in cm that the outer surface of the product has	Number	Yes	20			10
Weight - empty (g)	The weight in gm of the product when the container is empty	Number	Yes	20			10
Designed capacity (ml)	The designed capacity of product in ml	Number	Yes	20			123
Approved Schemes	The scheme for which the product is approved	String	No	50		Must be VIC	VIC

2.3.3 Edit Suitable Eligible Containers Manually

Item	Details
Expected User	FS for VicReturn
Interface Type	Portal
System Capability / Frequency	Realtime
Minimum Acceptable Frequency	Daily
Available Services	Edit Suitable Eligible Containers
Documentation	Screenshots and Field Descriptions below
Authentication (File Security Requirements)	Portal Login (setup by VicReturn as part of onboarding)
Data Format	CSV uploaded in Portal
Confidentiality Requirements	Data provided under license by VicReturn
Data Validation	Managed within the Portal by the scheme participant
Support	[Details in the VicReturn Website](#)

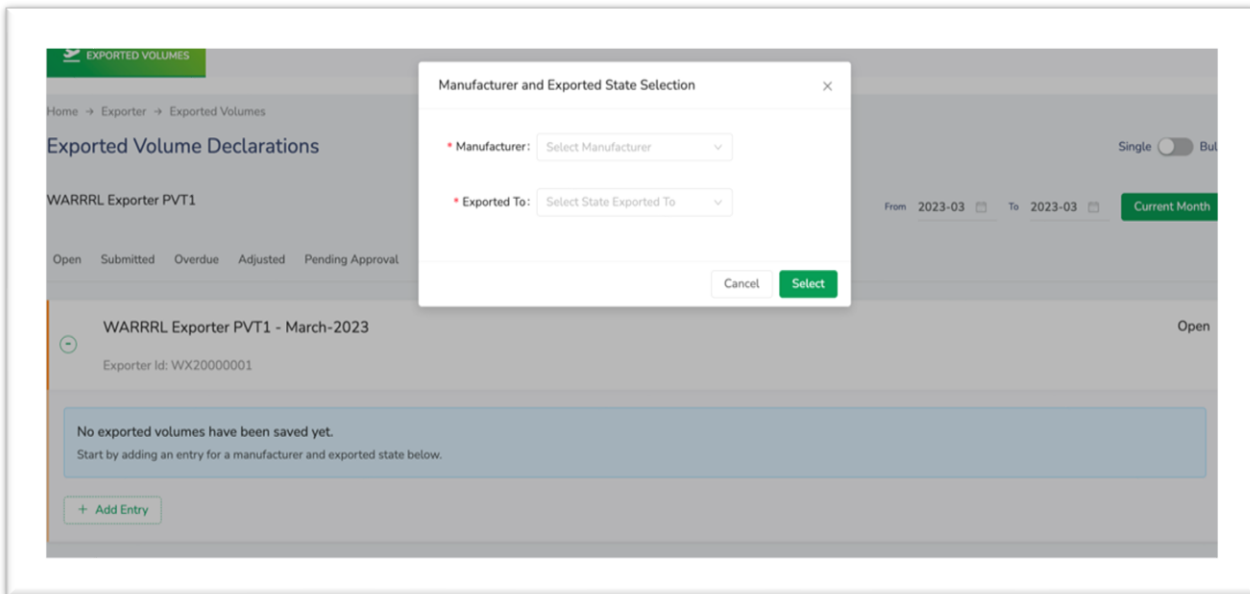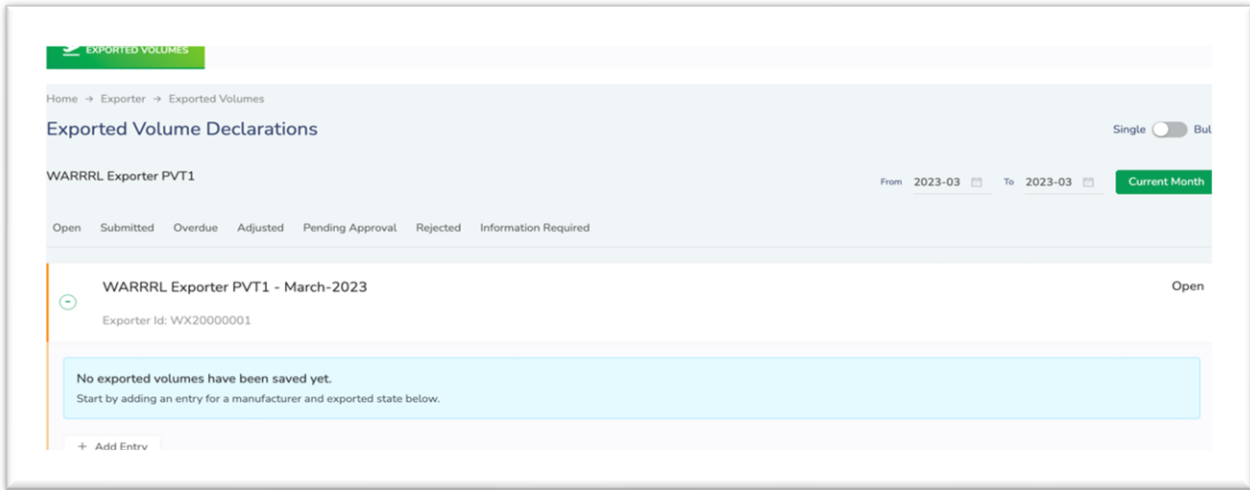| Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Application Type	The type of application	String	Yes	50		Defaulted to Amendments. Non-editable	Amendments
Manufacturers	The name of the manufacturer	String	Yes	50		Defaulted to manufacturer, non-editable.	manufacturer
Barcode	The barcode / article number for the product	String	Yes	20		Non-editable	01407202101
Product Name	The name of the product	String	Yes	255			PVT1112002
Product Group	The group to which the product belongs to	String	Yes	50		Must be a VIC product group	Beer
National refund logo	Whether or not the product contains the national refund logo on it	String	Yes	10		Yes or No	No
Go-live date	The first day this scheme product record is considered active. Local date in scheme time zone, no time.	String/date	Yes	20	DD/MM/YYYY		01/01/1980
Material Type	The material that the product is made of	String	Yes	50		Must be a VIC material type	GLASS
Glass Colour	If the product is made of glass, then the colour of it	String	No	255		If material type is selected as Glass, then Glass colour becomes mandatory. Must have a VIC glass colour	Glass-Amber
PET Colour	If the product is made of PET, then the colour of it	String	No	255		If material type is selected as PET, then PET colour becomes mandatory	PET-Clear
Height (with cap, in cm)	The height of the product in cm, along with the cap	Number	Yes	20			125
Largest diameter (in cm)	The largest diameter in cm that the outer surface of the product has	Number	Yes	20			10
Weight - empty (g)	The weight in gm of the product when the container is empty	Number	Yes	20			10
Designed capacity (ml)	The designed capacity of product in ml	Number	Yes	20			123
Approved Schemes	The scheme for which the product is approved	String	No	50		Must be VIC	VIC

2.4. Exporter Portal - Exported Volume Submission (EXP)

Licensee – VicReturn

This Exporter portal allows Exporters to claim their exported volumes.

The user interface details for this will be made available in the [VicReturn website.](#)

Item	Details
Expected User	Exporters for VicReturn
Interface Type	Portal
System Capability / Frequency	Realtime
Minimum Acceptable Frequency	Monthly
Available Services	Submit exported container volumes
Documentation	Screenshots and Field Descriptions below
Authentication (File Security Requirements)	Portal Login (setup by VicReturn as part of contract onboarding).
Data Format	Manual screen entry or as a CSV uploaded in Portal
Confidentiality Requirements	Data provided to VicReturn under licence
Data Validation	Managed within the Portal by the scheme participant
Support	[Details in the VicReturn Website](#)

Fields and Details for submitting exported volumes

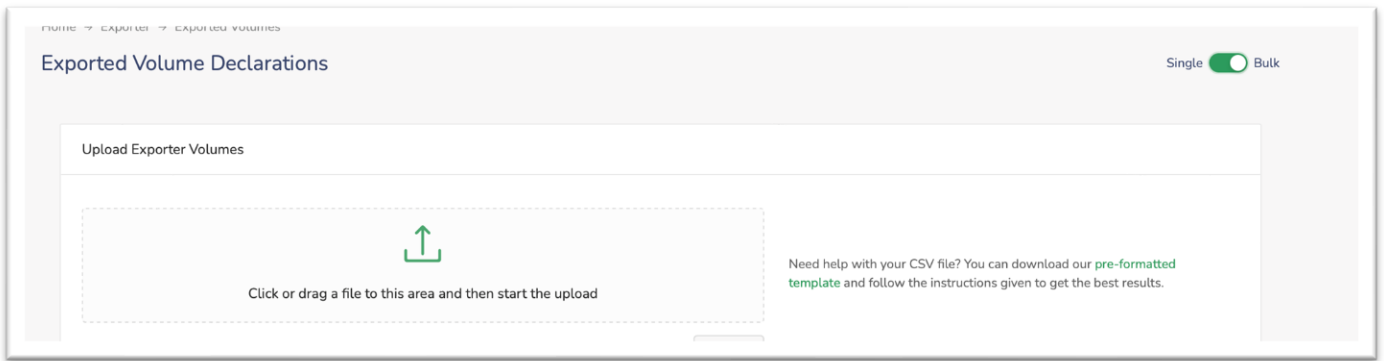| Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Exporter Id	The scheme id of the exporter	String	Yes	50		Auto populated based on the exporter associated with the logged in user.	VX11202XXXX
Manufacturer	The First supplier of the container which is being exported	String	Yes	50		Selection from one of the First supplier who is already registered with the scheme.	BEVCO PTY. LTD.
Exported to	The state to which the container being exported to	String	Yes	20		Selection from one of the state NSW, ACT, NT, SA, WA, VIC, TAS, EXP (exported from Australia)	VIC
Period	The period for which the exported volume being declared	String	Yes	20	YYYY-mm	System populated month and year which is being selected.	2023-08
Material type	The material type of the container being exported The material types are listed based on the material types pre-configured in the system for that scheme	String	Yes	50		See Reference Data for list of material types	VIC_GLASS
Units	the count of units of the exported volume for each material types	Number	Yes	10			14000

2.5.   Exporter Portal - Exported Volume Declaration

Licensee – VicReturn

This Exporter portal allows Exporters to declare their annual exported volumes.

The user interface details for this will be made available in the [VicReturn website.](#)

Item	Details
Expected User	Exporters for VicReturn
Interface Type	Portal
System Capability / Frequency	Realtime
Minimum Acceptable Frequency	Annual
Available Services	Declare annual exported container volumes
Documentation	Screenshots and Field Descriptions below
Authentication (File Security Requirements)	Portal Login (setup by VicReturn as part of contract onboarding).
Data Format	Manual screen entry or as a CSV uploaded in Portal
Confidentiality Requirements	Data provided to VicReturn under licence
Data Validation	Managed within the Portal by the scheme participant
Support	[Details in the VicReturn Website](#)

The following describes the fields in the CSV to be attached in this page.

A sample of the CSV is available on the portal.

	Field Name	Description	Type	Mandatory?	Length	Expected Pattern, if applicable	Validations	Sample Value
1	Exporter Id	The scheme id of the exporter	String	Yes	50		Auto populated based on the exporter associated with the logged in user.	VX11202XXXX
2	Manufacturer	The First supplier of the container which is being exported	String	Yes	50		Selection from one of the First supplier who is already registered with the scheme.	VM1XXXX001
3	Exported to	The state to which the container being exported to	String	Yes	20		Selection from one of the state NSW, ACT, NT, SA, WA, VIC, TAS, EXP (exported from Australia)	NT
4	Period	The period for which the exported volume being declared	String	Yes	20	YYYY-mm	System populated month and year which is being selected.	2023-08
5	Material type	The material type of the container being exported The material types are listed based on the material types pre-configured in the system for that scheme	String	Yes	50		See Reference data fort Material Type	VIC_GLASS
6	Units	the count of units of the exported volume for each material types	Number	Yes	10			14000

2.6. First Supplier Registration

Licensee – VicReturn

This portal allows Suppliers register as First Suppliers.

The user interface details for this will be made available in the VicReturn website.

Item	Details
Expected User	FS
Interface Type	Portal
System Capability / Frequency	Realtime
Minimum Acceptable Frequency	As required
Available Services	Register as First Supplier
Documentation	Screenshots and Field Descriptions below
Authentication (File Security Requirements)	Portal Login (setup by VicReturn as part of User onboarding)
Data Format	Manual entry into portal
Confidentiality Requirements	Data provided to VicReturn under license
Data Validation	Managed within the Portal by the scheme participant
Support	[Details in the VicReturn Website](#)

2.6.1 FS User set up

Field Name	Description	Type	Mandat ory?	Leng th	Expected Pattern	Validations	Sample Value
First Name	First name of the contact	String	Yes	100			John
Last Name	Last name of the contact	String	Yes	100			Smith
Job Title	Job title for the contact	String	Yes	100			CEO
Key Contact Type	Type of the contact	String (Multi selection)	No			Selection of one or more from below list of values - Accounts Payable - Accounts Receivable - Authorised Contact - Business Contact - Portal Access - Signatory	True
Email	Email of the contact	String	Yes	50	xxx@yyy.z zz		Joe.bloggs @email.c om
Acceptance of Privacy Policy and Terms & Conditions	Option to accept the Privacy Policy and Terms & condition	Boolean	Yes			Check box to accept the Privacy Policy and Terms & Conditions	
Scheme Participant Profile						Note: Data is populated when external user is associated to a scheme participant	
Scheme Participant ID	The id assigned to scheme participant	String		20		Populated based on selected company to be associated with user	VM12544 001

Scheme Participant Type	Type of scheme participant	String				Populated based on selected company to be associated with user	First Supplier
Primary Contact	Primary contact for the scheme participant	String		20		Populated based on selected company to be associated with user	
Scheme Participant profile company name	Company name of the Scheme participant	String				Populated based on selected company to be associated with user	AKA INVESTME NTS PTY LIMITED
Date certification email sent	The date on which email sent to company contacts for certification	Date			MMM dd yyyy	Populated based on selected company to be associated with user	Aug 9 2023
Status	Status of Scheme participant profile	String	10			Populated based on selected company to be associated with user	Approved
Scheme Participant Manager	The scheme participant manager of the company chosen	String	20			Populated based on selected company to be associated with user	
Company & Related Companies							
Company	The company to which the user is associated	String	50			Look up company from the companies set up in the system and associate to user	
Login Information							
Login	The login id/user id of the user being created	String	Yes	20			jsmith
Password	The password used for logging into contracting system	String	Yes	20		The password field requires a minimum 6 characters, with a mix of upper and lower case characters and at least one number.	Jsmith58
Confirm Password	Confirmation of password used for logging into contracting system	String	Yes	20		Matches and same as password	Jsmith58
Group	The user group to which the person belongs to	String (List of values)	No	20		The value should be one from the list of values configured in the system	Authorise d Contact
Primary Team	The primary team the contact belongs to	String (List of values)	No	20		The value should be one from the list of values configured in the system	Customer Team
Contact Owner	The user who owns the contact (or manage the contact) in the system	String (List of values)	No	50		The value should be one of user who is already set up in the system	
Supported user	??	Boolean	No			Either Yes or No	
Comments	Any comments on the user being created	String	No	250			

2.6.2 FS Entity set up

Field Name	Description	Type	Mandatory?	Length	Expected Pattern, if applicable	Validations	Sample Value

Legal Entity Name	The legal name of the entity	String	Yes	250		Auto populate from ABN Lookup	ACME PVT LTD
Business Unit Name / Trading Name	The Trading name of the company	String	No	250			ACME beverages
Legal Entity type	The type of the business	String	Yes	50		Selection from list of values - Incorporated Company - Sole Trader - Not-For-Profit - Trust - Incorporated Association - Partnership - Foreign Entity - Local Government Entity - Joint Venture	Incorporated
ABN	Australian Business Number - 11-digit unique number used to identify the business	Number	Yes	11		The valid ABN registered with ABR and validated through ABR Lookup Either ABN or ACN one of them must be provided.	71 612 787 845
ACN	Australian Company Number - a unique identifier 9 digit number of the company registered under Australia's Corporations Act 2001	Number	Yes	9		The valid ACN must be provided and validated through ABR Lookup Either ABN or ACN one of them must be provided.	
Scheme Participant Details	Refer section : Scheme Participant Details						
Locations	Refer section: Locations						
GST applicable	Indicate whether the entity is GST registered	String (Radio button)	Yes	10		Yes or No	
Attachments	The document supporting the GST registration status	File	No	5 Mb		The file must be of type PDF or image (JPEG, JPG, GIF or PNG)	
All company contacts and signatories	Creates all contacts under the FS or Exporter entity	Multi input	Yes				
Company Contacts	Same as contact user. Refer: Creating the contact/users for FS or Exporter						
Sole Director	Whether the company has sole director	Radio button	No	1		Yes or No	

2.6.3 FS Account Info set up

Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Contact Location							
Location Name	Name for the location (short)	String	No	50			Kent Street
Street Address	Street address of the location	String	No	250		The Australian address look up	5 Kent Street
City	City of the location	String	No	50			Sydney
State / Province	State of the location	String	No	50		Value should be one of the states - VIC - TAS - QLD - WA - SA - NT - NSW	VIC
Zip or Postal code	The postal code for the location	String	No	20		The postal code must be one of the Australian post codes	3012
Country	The country of the location	String (List of values)	No	50		Selection from list of countries configured in the system	Australia

User time zone	The timezone of the user	String (list of values)	No	250		Selection from list of countries configured in the system	(GMT+10:00) Canberra, Melbourne, Sydney - AUS Eastern Standard Time
Account Information							
Region	The region where the company to which user belongs to operate in	String	No	50		Auto populated from the users' company details	
Company Account Rep	Account representative for the company user belongs to	String	No	50		Auto populated from the users' company details	
Company Phone	The phone number of the company	String	No	20		Auto populated from the users' company details	
Fax	The fax number of the company	String	No	20		Auto populated from the users' company details	
Sales Rep	The sales representative user of the company	String	No	50		Selection from list of users from the company	
Sales Rep Team	The sales representative team of the company	String	No	50		Selection from list of teams associated with the company	
Sales Rep email	The email id of sales representative	String	No	50		Auto populated from the sales representative selected	
Sales Rep phone	The phone number of sales representative	String	No	20		Auto populated from the sales representative selected	
Use as reference	Whether to use the sales representative details as reference	String	No	20		Yes or No	

2.6.4 FS Contract Generation Screen

Field Name	Description	Type	Is Mandatory?	Length	Expected Pattern, if Applicable	Validations	Sample Values
Record type	The type of the contract being created	String	Yes	20	Contract	Selection from list of values: Master Agreement, Contract, Subcontract, Amendment	Contract
Parent Contract Id	The parent contract if applicable	Number	No	10	999999999	Select from existing list of contracts	
Scheme Participant type	The scheme participant type for this contract	String	Yes	50		One of the schema participant types configured in the system: Victoria Scheme Recycling/First Supplier, Victoria Scheme recycling/Exporter	Victoria Scheme Recycling/First Supplier
Scheme contract type	The type of the contract being created	String	Yes	20	Processor	Container Recovery Agreement Network Operator Processor Material Recycling Facility Container Refund Point Recycler Beverage Supplier Logistics Provider	Container Recovery Agreement
Status	The status of the contract	String	Yes	50	Pending	Select from one of the statuses in the system: Declaration Review, Draft, Pending Contract Review, Pending Approval, Pending signature, Signed, Active, Renewed	Draft
Contract owner	Scheme manager who owns the contract	String	Yes	50	Joe Blogs	Select from one of the scheme managers	Joe Blogs

						who are set up in the system	
Contract Owner email	The email id of the contract owner/scheme manager	String	Yes	50	xx@yy.zzz	Defaulted to email address of the chosen contract owner. Non editable.	Joe.Blogs@mail.com.au
Requester Information							
Requestor name	The contact for an entity who has requested for contract (through scheme application process)	String	No	50	Joe Blogs	Select from one of the contacts already set up in the system	Joe Blogs
Requestor email	The email id of the requestor	String	No	50	Joe.Blogs@mail.com.au	Defaulted to email address of chosen requestor. Non editable.	Joe.Blogs@mail.com.au
Contract Information							
Contract Start Date	The start date for the contract being created	String/Date	No	20	dd mmm yyyy	Valid Date	20 Aug 2023
Day in advance to notify for renewal	The day in advance to be notified of contract renewal to contract owner/scheme manager	Number	Yes	10	14	Days	14
Company signers	Signers from the entity who will be signing the contract on behalf of entity						
Sole director	If the entity has sole director	String	No	10		Select Yes or No	No
Number of company signers	The number of signers who will be signing on behalf of the entity	Number	No	10		Select the number of signers from the drop down.	1
1st party signer Name	The name of the 1st party signer	String	No	50		Select from list of contacts associated with the entity	Joe Blogs
1st party signer title	The title of the 1st party signer	String	No	20		Defaulted based on chosen contact as 1st party signer	
1st party signer email	The email of the 1st party signer	String	No	50	xxx@yyy.zzz	Defaulted based on chosen contact as 1st party signer	Joe.Blogs@mail.com.au
3rd party signer Name	The name of the 3rd party signer	String	No	50		Select from list of contacts associated with the entity	
3rd party signer title	The title of the 3rd party signer	String	No	20		Defaulted based on chosen contact as 2nd party signer	
3rd party signer email	The email of the 3rd party signer	String	No	50		Defaulted based on chosen contact as 2nd party signer	Joe.Blogs@mail.com.au
Contract party Information	The details of the entity or party which is subject of this contract. This is not for filling; just a separator for subsequent fields						
Company name	Name of the entity	String	No	50		Defaulted to the entity/company of the requestor. Non editable.	BEVCO PTY. LTD.
Legal Entity Type	The legal entity type of the entity/company	String	No	50		Defaulted to the type of the entity/company. Non editable	

Location name	The primary site/location of the entity	String	No	50		Select the appropriate site from the list of sites associated with the entity.	Robe Town Brewery – Aldbury site
Street address 1	The address line 1 of the primary site	String	No	50		Defaulted based on the primary location chosen. Non editable.	21 Oak street
Street address 2	The address line 2 of the primary site	String	No	50		Defaulted based on the primary location chosen. Non editable.	
Street address 3	The address line 2 of the primary site	String	No	50		Defaulted based on the primary location chosen. Non editable.	
City	The city of the primary site	String	No	50		Defaulted based on the primary location chosen. Non editable.	Melbourne
State /Province	The state or province of the primary site	String	No	20		Defaulted based on the primary location chosen. Non editable.	VIC
Country	The country of the primary site	String	No	20		Defaulted based on the primary location chosen. Non editable.	Australia
Registered Office Email Address	The registered office email address associated with the entity	String	No	50	xxx@yyy.zzz	Defaulted based on the entity. Non editable.	Joe.bloggs@email.com
Party Main Contact	The main contact for the entity who is subject of the contract.						
Party Main Contact	The main contact person associated with the entity	String	No	50		Select from one of the contacts associated with the entity in the system	Joe Bloggs
Party Main Contact Email	The email address of the main contact	String	No	50	xxx@yyy.zzz	Defaulted to the selected main contact. Non editable	Joe.bloggs@email.com
General							
General Notes	Any notes associated to the contract being created	String	No	255			

2.6.5 FS Contract Attachments

Field Name	Description	Type	Mandatory?	Length	Expected Pattern	Validations	Sample Value
Use eSignature	Whether to use eSignature	Boolean	No				true
eSignature workflow	The workflow to be used for eSignature	String	No	50		Selection from list of workflow configured in the system	Individual Trustees Workflow
Default Signatory List	Signatories from the contract set up are added for eSignature.					If required, additional signatories can be added for e-Signature	
Signer Name	Name of the signer	String	No	50			Joe Bloggs
Signer Title	Signer job title	String	No	50			Manager, Commercials
Signer email	Email address of signer	String	No	50	xx@yy.com	Must be a valid email address	xx@yy.com
Signer Type	Type of the signer	String	No	10		Selection from one of the values – External or Internal	External
Docusign signer role	Role played by Signer in signing the eSignature	String	20			Selection from list of values - CC - Editor - Signer - Agent - Certified Delivery	Signer
eSignature Message	Message sent requesting for eSignature	String	No	255		Message to be sent when requesting for esignature for any additional signatories	Please find enclosed the contracts required to be executed for the above company to participate in Victoria's Container Deposit Scheme.
Documents	The Documents which are to be created and attached						

Print Template to generate	Document template to use for signing the contract	String	No	50		Selection from list of values; VIC First Supplier Contract VIC Container Deposit Scheme First Supplier Side Deed	VIC First Supplier Contract
Execution Clause type	Clause type for execution of the contract	String	No	20		Selection from one of values:	Individual
Include fully executed Common Dispute Deed	Whether to include fully executed Common Dispute Deed	Boolean (Checkbox)	No			Yes or No	No
File Upload							
Attachment type to upload	Attachment type to be uploaded	String	No	50		Selection from list of attachments configure in the system	Supporting Document
File to upload	File to be uploaded	File	No	5Mb		Select whether: Authorised Signers, Directors	
File to replace	The file which is being replaced.by attachment (if applicable)	String	No	50		Selection from one of the attachments which is already attached to contract	AKA INVESTMENTS PTY LIMITED FS Contract
eSignature Files							
Files to sign	List of files to signed	List of String	No			Display of all the files which needs to be signed	AKA INVESTMENTS PTY LIMITED Accession Deed Poll 4286 Aug 09 2023.docx
Docusign Envelope	Docusign envelope created					List of envelope will be displayed once created	
Id	Identifier for docusign envelope	Number	No	10		Display only	3975
Status	Status of the Docusign envelope	String	No	20		Display only	Active
Sender	The name of scheme manager who has sent the Docusign envelope	String	No	50		Display only	Scheme Manager
Attached documents	List of attached document	List of string	No			Display only	

3. Reference Data

This page provides a list of reference data types and accepted values.

List of data types

1. Material Types
2. Product Groups
3. Glass Colours
4. PET Colours
5. Container Lid Material Type
6. Label Types

Details of data types

3.1 Material Types

ID	Display Name	Display Order
VIC_GLASS	Glass	1
VIC_ALUMINIUM	Aluminium	2
VIC_PET	PET	3
VIC_HDPE	HDPE	4
VIC_LQDPAPERBRD	Liquid Paper Board	5
VIC_STEEL	Steel	6
VIC_OTHPLASTICS	Other Plastics	7
VIC_OTHER	Other Materials	8
VIC_INELIGIBLE	Ineligible Containers	9

3.2 Product Groups

ID	Name	Display Order
VIC_BEER	Beer	1
VIC_CIDER	Cider/fruit based alcohol	2
VIC_ENERGY	Energy drinks (carbonated or non-carbonated)	3
VIC_FLVMILK	Flavoured milk	4
VIC_FLVCARB	Flavoured water/soft drink (carbonated)	5
VIC_FLAVWATSPR	Flavoured water/soft drink/sports drink (non-carbonated)	6
VIC_FRUITJ	Fruit/Vegetable juice	7
VIC_FRUITVEG	Fruit/Vegetable juice (<90% pure)	8
VIC_FRUITVEGP	Fruit/Vegetable juice (>= 90% pure)	9
VIC_OTHER	Other	10
VIC_PLAINWTR	Plain water (carbonated or non-carbonated)	11
VIC_PREMIXALCHL	Premixed alcoholic beverages	12
VIC_SPIRIT	Spirit	13
VIC_SPIRITLIQ	Spirituous Liquid (unmixed)	14
VIC_WINE	Wine	15
VIC_WINEGRP	Wine, Grape	16
VIC_WINENONGRP	Wine, Non-Grape	17
VIC_WINEBASED	Wine based beverage	18
VIC_DEALCOHWINE	De-alcoholised wine	19

ID	Name	Display Order
VIC_FERMMILK	Fermented Milk Product	20

3.3 Glass Colours

ID	Name	Display Order
Glass - Amber	Glass - Amber	1
Glass - Flint	Glass - Flint	2
Glass - Green	Glass - Green	3
Glass - Other	Glass - Other	4

3.4 PET Colours

ID	Name	Display Order
PET - Clear	PET - Clear	1
PET - Colour	PET - Colour	2
PET - White	PET - White	3

3.5 Container Lid Material Type

Name	Display Order
Aluminium	1
LDPE	2
HDPE	3
Compostable/Biodegradable Plastic	4
PVC	5

Name	Display Order
Metal/Polyethylene	6
Polypropylene (PP)	7
Other	8

3.6 Label Types

Name	Display Order
BOPP/Poly Wrap	1
PET- Shrink	2
Paper labels/ Wet gum	3
PETG - Shrink	4
Self-adhesive poly prop	5
Self-adhesive paper	6
Self-adhesive glassine liner	7
Self-adhesive PET liner	8