



**Circular
Economy
Systems**

First Supplier

Product Registration Portal Guide



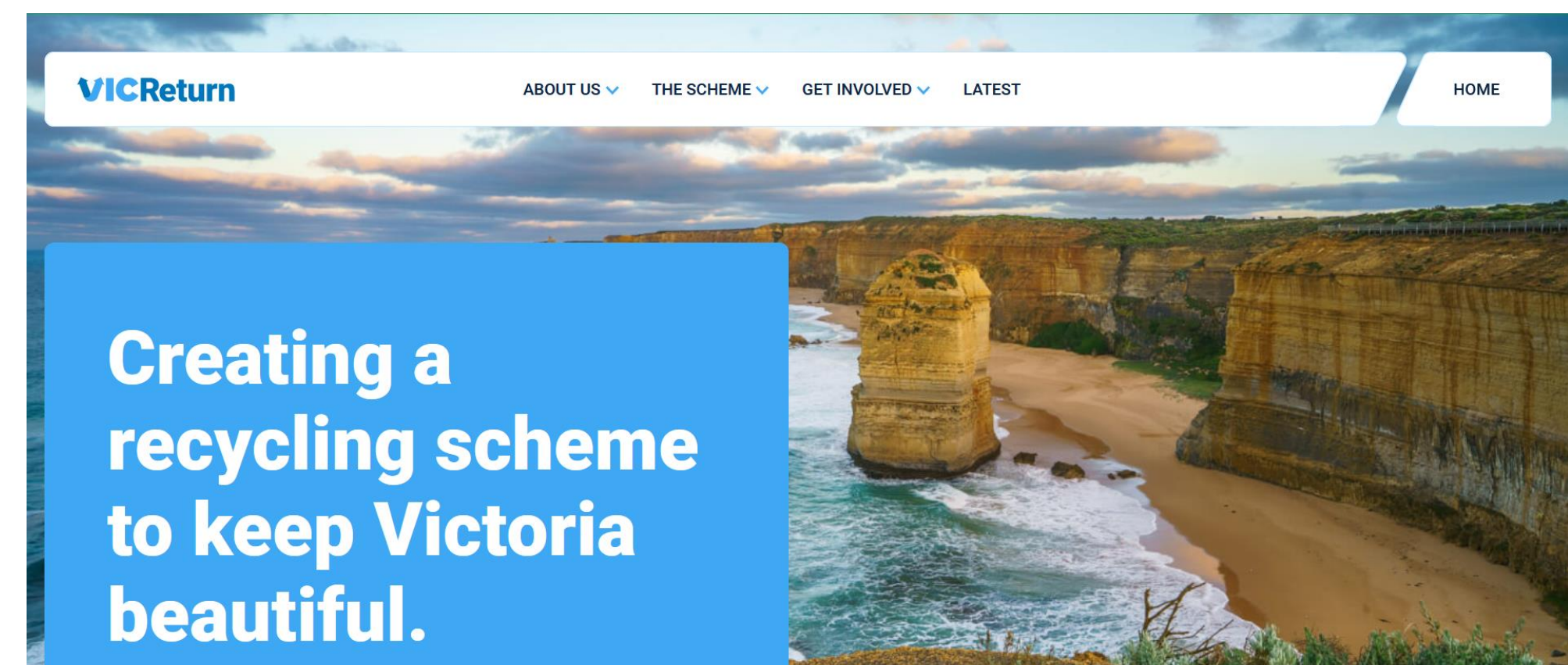
Welcome to Victoria's Container Deposit Scheme

First Suppliers must register all their eligible products in the portal and maintain the information so that it is up to date.

This resource contains information and guidance to help you use the system supporting your State's Container Deposit Scheme. There are shortcuts from the Contents Summary and in Section Headers to help you find what you need.

For more information on the scheme, you can refer to:

- The Victoria Government Website <https://www.vic.gov.au/container-deposit-scheme>
- The VicReturn Website <https://vicreturn.com.au/>





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Sign In

In this section you will be shown how to access the portal.

Your pathway will depend on whether you are a newly contracted First Supplier joining the scheme and signing in for the first time, are already a member and participating in similar schemes in other States.

Click a button below if you want to skip to a specific section of the guide.

I'm a new user who hasn't
signed in before

I have a Username and
Password

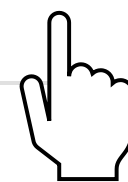
[Back to Contents](#)



New Users

If you have been nominated by your employer to use the CDS Vic Product registration Portal, you will receive a **'Welcome' email** from Containers for Change.

📧 Inbox ☆			
From	Subject	Received	
Containers for Change	Hi Kirsty Selby, welcome to the CDS Business Portal Welcom...	Fri 8/09	



New Users

Open the email and click the **Sign In** button to activate your new profile for the first time and create your password.

The screenshot shows an email interface with the following content:

- Header:** "Hi Kirsty Selby, welcome to the CDS Business Portal" with a search icon on the right.
- Sender:** Containers for Change <no-reply@id.containersforchange.com.au> To: k.d.selby@outlook.com. Date: Fri 8/09/2023 4:07 PM.
- Body:**
 - Logo:** Circular Economy Systems (sunburst icon).
 - Text:**

Welcome Kirsty Selby!

Thank you for registering with your state's Container Deposit Scheme

With even more scheme's going live this year and growing in scale, you are joining the commitment to make a difference to our communities and to the environment


Click to set up your password
 - Button:** A dark blue button labeled "SIGN IN" with a hand cursor icon pointing to it.
 - Logos:** COEX Container Exchange, WESTERN AUSTRALIA RETURN RECYCLE RENEW, VICReturn, and RETURN-IT.
 - Text:**

Please do not reply to this email as this email is sent from a "no-reply" account and will not be received by Circular Economy Systems.

If you have any question or need support, please email [CES Support](#)
 - Footer:** Copyright 2020-2023 © Circular Economy Systems. All rights reserved.

New Users

You will be prompted to enter a **New Password**. The password must meet certain **eligibility criteria** as shown.



Circular
Economy
Systems

CDS Business Portal

test-ash-test@cesteam.testinator.com


Reset your password

Set a password for your user account.

New Password

Confirm New Password

Reset Password



Circular
Economy
Systems

CDS Business Portal

test-ash-test@cesteam.testinator.com

Reset your password

Set a password for your user account.

New Password

- The password must have at least 8 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.

Confirm New Password

Reset Password

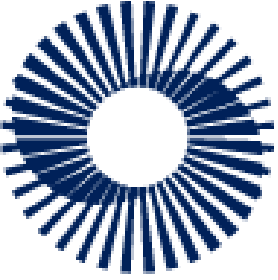
Sign In

The link to the CDS Vic Product registration Portal is <https://business.containersforchange.com.au>.

New Users can access the portal with the username provided in your 'Welcome' email and the password you chose.

Existing Users' normal log in details will remain unchanged.

Enter these and click **Sign In**.

 **Circular Economy Systems**

CDS Business Portal





Sign In

User Name

Password

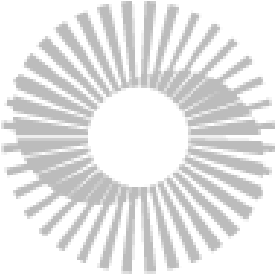
Sign In

[Need help signing in? Click here](#)

Sign In

If you forget your sign in details, or see an error, click **the link** at the bottom for help.

 **Circular
Economy
Systems**


CDS Business Portal
Sign In

User Name

Password

Sign In

Need help signing in? [Click here](#)

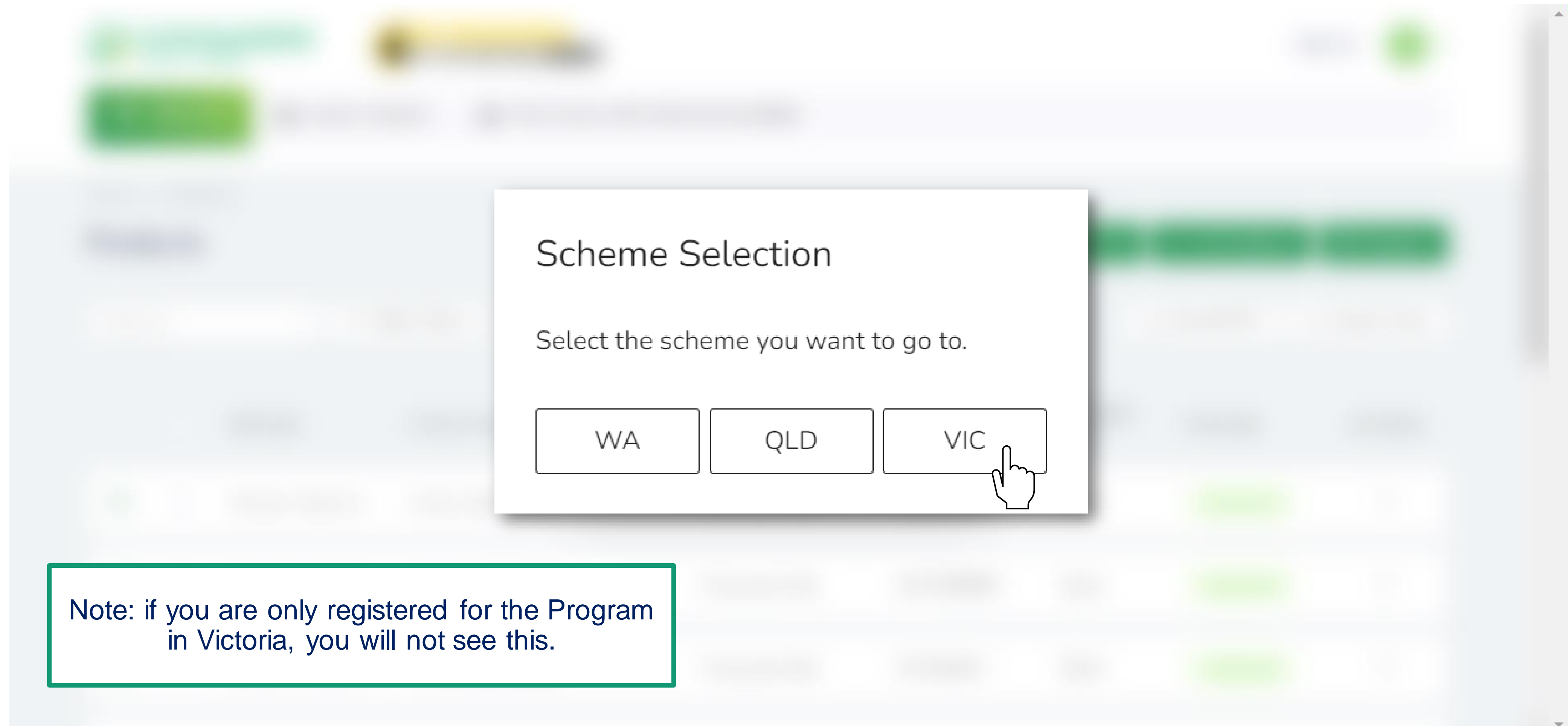


COEX Container Exchange **WESTERN AUSTRALIA**
RETURN RECYCLE RENEW

VICReturn **RETURN-IT**

Sign In

Upon successful sign in, you will be prompted to select a **Scheme**..



Note: if you are only registered for the Program in Victoria, you will not see this.

Portal Overview

In this section you will be shown how the portal looks when you first log in, and how to check your details are correct.

Click a button below if you want to skip to a specific section of the guide.

[Product Portal Navigation](#)

[My Profile](#)

[Back to Contents](#)



Product Portal Navigation

After signing in, you will land on this **Dashboard**.

VICReturn

1. Profile and State (VIC dropdown and user icon)

2. Product Portal tab (PRODUCTS)

3. Product Filter (Statuses dropdown)

4. Product Summary View (Export CSV and Export Excel buttons)

5. Bulk Upload Product Data (Bulk Upload button)

6. Single Product Registration (Register button)

7. Transfer Product Ownership (Transfer (67) button)

8. Product Summary View (Action menu for a product row)

Key:

1. Profile and State
2. Product Portal tab
3. Product Filter
4. Export Product Data
5. Bulk Upload Product Data
6. Single Product Registration
7. Transfer Product Ownership
8. Product Summary View

Home → Products

Products

↓ Statuses More Filters

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮



My Profile

In the top right-hand corner you can view your **Profile** information and see which **State** portal you are currently working in.

VICReturn

1

VIC ▾  ▾

 PRODUCTS  SALES VOLUMES

Home → Products

Products

[→ Transfer \(67\)](#) [↑ Bulk Upload](#) [⊕ Register](#)

▾ [↓ Export CSV](#) [↓ Export Excel](#)

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input checked="" type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input checked="" type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input checked="" type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

My Profile

You can switch between **State** portals in the drop-down menu.

VICReturn

PRODUCTS SALES VOLUMES

Home → Products

Products

Statuses More Filters

Note: If you are only registered for the Program in Victoria, you will not see other States listed.

1

VIC WA QLD VIC

	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
(+)	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
(+)	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
(+)	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

View Product Registrations

In this section you will be shown how to search in the product database using filters and view your products' registration status.

Click a button below if you want to skip to a specific section of the guide.

[Product Filter](#)

[Check Product Status](#)

[Back to Contents](#)



Product Filter

The **Product Filter** can help you find Products by certain criteria or make a list for export. Each row of the Product Summary View relates to a Registration Application.

VICReturn

VIC ▾



PRODUCTS



SALES VOLUMES

Home → Products

Products

3

→ Transfer (67)

⬆️ Bulk Upload

⊕ Register

| Statuses ▾

🔍 More Filters

⬇️ Export CSV

⬇️ Export Excel

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME ⚡	PRODUCT GROUP	BARCODE (EAN) ⚡	MATERIAL TYPE	STATUS ⚡	ACTION(S)
<input checked="" type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input checked="" type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input checked="" type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

Product Filter

Click in the **Statuses** field to filter Products by Status, or click **More Filters** for additional options.

VICReturn VIC

PRODUCTS SALES VOLUMES

Home → Products

Products → Transfer (67) ↑ Bulk Upload ⊕ Register

More Filters Export CSV Export Excel

PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
Amazon Australia AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

Product Filter

Products can be filtered by any of these data points. Enter your parameters and click **Apply**.

Supplier

Supplier site Scheme ID

Barcode (EAN)

Product Name

Minimum Designed Capacity

Maximum Designed Capacity

Material Type

Glass Colour

Product Group

Minimum Approval Expiry Date

Maximum Approval Expiry Date

Label Type

Minimum Go-Live Date

Maximum Go-Live Date

Submitted By

Minimum Submitted Date

Maximum Submitted Date

Application Type

Product Filter

The Products that meet your criteria, as defined by the Filters applied, will be shown below the Filter Panel in the Product Summary View.

Glass x

Select glass colours

Select product groups

Minimum Approval Expiry Date
Select date

Maximum Approval Expiry Date
Select date

Label Type
Enter label types

Minimum Go-Live Date
Select date

Maximum Go-Live Date
Select date

Submitted By
Enter user email

Minimum Submitted Date
Select date

Maximum Submitted Date
Select date

Application Type
Enter application type

Clear Apply

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Vic Supp BM Site1	ProductCreatedviaAutomationTesting	Beer	1312104942	Glass	Approved	⋮
<input type="checkbox"/>	Vic Supp BM Site1	Martin's Drink	Flavoured water/soft drink/sports drink (non-carbonated)	20230602001	Glass	Approved	⋮
<input type="checkbox"/>	Vic Supp BM Site1	ProductCreatedviaAutomationTesting	Beer	45299770	Glass	Approved	⋮
<input type="checkbox"/>	Vic Supp BM Site1	ProductCreatedviaAutomationTesting	Beer	67656098	Glass	Approved	⋮

Check Product Status

The status of each Product is shown in the **STATUS** column of the Product Summary View.

Home → Products

Products

→ Transfer (67) ↕ Bulk Upload ⊕ Register

↓ Statures More Filters ↓ Export CSV ↓ Export Excel

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
⊕ <input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
⊕ <input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
⊕ <input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
⊕ <input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

Check Product Status





Click on the **Plus** (expand) icon on the Product row to show more information, for example the reason a Product Registration Application was Approved or Declined.

Home → Products

Products

→ Transfer (67) ⬆️ Bulk Upload ⊕ Register

⌵ Statuses ⌵ More Filters ⬇️ Export CSV ⬇️ Export Excel

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME ⬇️	PRODUCT GROUP	BARCODE (EAN) ⬇️	MATERIAL TYPE	STATUS ⬇️	ACTION(S)	
	<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
	<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
	<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
	<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

Check Product Status

Click on the **Minus** (collapse) icon to revert to the previous view.

Home → Products

Products

→ Transfer (67) ↕ Bulk Upload ⊕ Register

↓ Statures More Filters ↓ Export CSV ↓ Export Excel

+

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
	REASON FOR DECISION	APPROVED DATE	APPROVAL EXPIRY DATE	SUSPENSION END DATE	GO-LIVE DATE		
	Auto-Approved	2023/07/15			2023/07/14		
	NATIONAL REFUND LOGO	DESIGNED CAPACITY (IN ML)	HEIGHT (WITH CAP, IN MM)	LARGEST DIAMETER (MM)	WEIGHT - EMPTY (G)		
	YES	350	300	200	500		
	APPLICATION TYPE	APPROVED SCHEMES	CONTAINER LID MATERIAL TYPE	CONTAINER LID MATERIAL TYPE - OTHER	LABEL TYPE		
	Transfer	NSW					
	LABEL TYPE - OTHER	REJECTED SCHEMES	STANDARD CONDITIONS	TRANSFER RECIPIENT CONSENT PROVIDED	TRANSFER RECIPIENT SCHEME ID		
				True	WM12529001		

Register Products (Bulk Upload)

In this section you will be shown how to submit product registration applications in bulk. This is especially useful if you are joining the scheme in Victoria and have a lot of products to register.

If you already participate in similar schemes in other States, you can easily export your product data from another state and make changes in Excel before uploading to Victoria.

Click a button below if you want to skip to a specific section of the guide.

[Register New Products](#)

[Add Registered Products to VIC Portal](#)

[Back to Contents](#)



Register New Products (Bulk)

Select **Bulk Upload** on the Dashboard. You can also select **Bulk** while on the Product Registration page.

VICReturn

VIC ▾



PRODUCTS

SALES VOLUMES

Home → Products

Products

→ Transfer (67)

↑ Bulk Upload

+ Register

Statuses ▾

More Filters

↓ Export CSV

↓ Export Excel


<input type="checkbox"/>	SUPPLIER	PRODUCT NAME ↕	PRODUCT GROUP	BARCODE (EAN) ↕	MATERIAL TYPE	STATUS ↕	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

Register New Products (Bulk)

Download the **Pre-formatted Approval/Transfer template** from the Bulk Upload window.

Complete this Excel document using your Product data to ensure all the necessary information for the application present and is correctly formatted.

Please upload a CSV file



Click or drag a file to this area and then start the upload

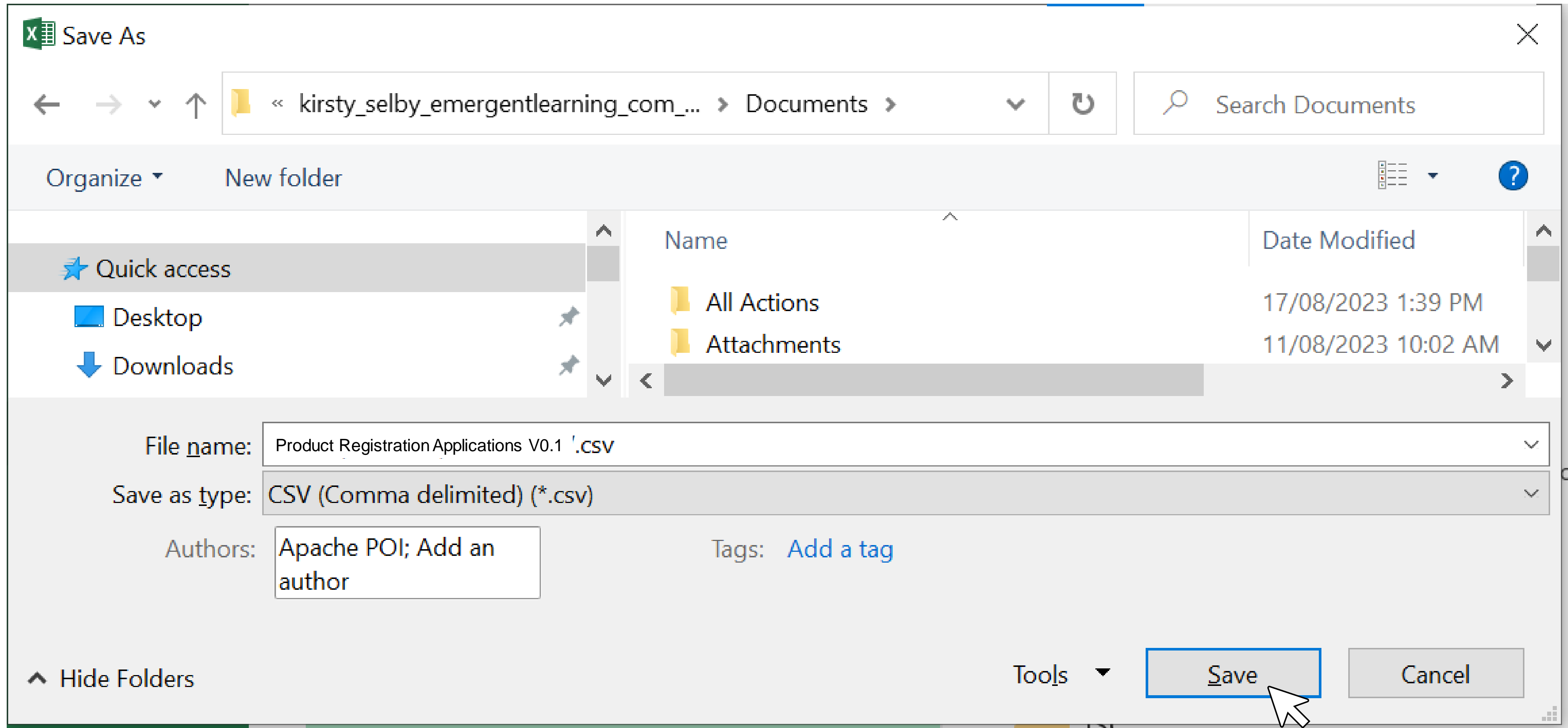
Need help with your CSV file? You can download our pre-formatted template and follow the instructions given to get the best results.

[- Pre-formatted New Approval/Transfer template](#)

Upload

Register New Products (Bulk)


Once the template is complete, **Save As** a CSV file.



Register New Products (Bulk)

Upload the completed CSV by dragging it into the attachment area OR clicking in the field and navigating to the saved file. Your Product Registration Applications will be recorded, and the Scheme Coordinator (VicReturn) will be notified.

Please upload a CSV file



Click or drag a file to this area and then start the upload

Need help with your CSV file? You can download our pre-formatted template and follow the instructions given to get the best results.

- [Pre-formatted New Approval/Transfer template](#)

Upload

You will be notified of Application outcomes by email. Approved Products will be added to the database for Reverse Vending Machines and the VicReturn Website.

Add Registered Products to VIC Portal

If you are joining the Victoria scheme from other States, you can **Export** data on existing products from those States' portal (4) and **Upload** them in bulk (5).

Home → Products

Products

→ Transfer (67) **5** Bulk Upload + Register

↓ Export CSV ↓ Export Excel **4**

↓ Statuses More Filters

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

Add Registered Products to VIC Portal

You can download a template containing the correct data formatting and instructions for use in the **Bulk Upload** window.

Home → Products

Products

→ Transfer (67) **5** Bulk Upload ⊕ Register

↓ Export CSV ↓ Export Excel

↓ Statuses ▾ More Filters


<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

Add Registered Products to VIC Portal

Download the **Pre-formatted Approval/Transfer template** from the Bulk Upload window.

You can complete this from your own Product data to help correctly edit and format data downloaded from the portal for another State.

Please upload a CSV file



Click or drag a file to this area and then start the upload

Need help with your CSV file? You can download our pre-formatted template and follow the instructions given to get the best results.

[- Pre-formatted New Approval/Transfer template](#)

Upload

Export Product Data

Once you have the template required for Upload, you must Export the data for the Products you wish to Register.

Home → Products

Products

→ Transfer (67) ↕ Bulk Upload ⊕ Register

↓ Statures More Filters ↓ Export CSV ↓ Export Excel

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

4

Export Product Data

Switch to the **State** portal that contains the Product data you want to Export.

VICReturn

PRODUCTS SALES VOLUMES

Home → Products

Products

→ Transfer (67) ↑ B ↓ Exp

↓ Export

WA WA QLD VIC

↓ Statuses More Filters

	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
+	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
+	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
+	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

1

Export Product Data

If required, use **Filters** to select specific Product data for Export.

Home → Products

Products

→ Transfer (67) ↕ Bulk Upload ⊕ Register

↓ Export CSV ↓ Export Excel

↓ Statuses More Filters

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

Export Product Data

Click **OK** to export the data for Products listed as an **Excel** file to your preferred location.

Home → Products

Products

→ Transfer (67) ↕ Bulk Upload ⊕ Register

⌵ Statuses ⌵ More Filters

⚠ This will export the filtered product list to a XLSX file

CANCEL **OK**

⬇ Export Excel

	<input type="checkbox"/>	SUPPLIER	PRODUCT NAME			TYPE		
⊕	<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
⊕	<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
⊕	<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
⊕	<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

WA export sample data.xlsx - Excel

Kirsty Selby

File Home Insert Draw Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A

Wrap Text

General

Normal Bad Good Neutral Calculation

Check Cell Explanatory... Input Linked Cell Note

AutoSum Fill Clear Sort & Find & Filter Select

A7

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67
Scheme ID	Applicant Name	Contact	Applicar	Applicar	Applicant Cont	Application type	Transfer	Transfer	Transfer	Transfer	Transfer	Transfer	Transfer	Transfer	Barcode	Product	Product	Product	Material	Type	Material	Other Sp	Glass C	Glass C	PET Co	Height (v	Largest	Weight	Designe	National	Go-Live	Approve	Rejecter	Contain	Contain	Label ty	Label Ty	Standar	Date De	Reason	Approv	Suspens	Status	Withdraw	With																					
WM20000002	WARRRL BMPVT 2	Natasha Test PV	natasha.rogers@warrll.c	Amendment											2342321	WA_sys	Fruit/Vegetable ju	HDPE								30	30	30	300	TRUE	15/03/2023			Compostable/Bic	BOPP/Poly Wrap	C02	15/03/20	gh				APPRO																								
WM20000002	WARRRL BMPVT 2	Natasha Test PV	natasha.rogers@warrll.c	New Approval											3655477	WA_PV	Energy drinks (car	Liquid Paper Board								20	20	20	200	TRUE	15/03/2023			HDPE	PET- Shrink	C01	15/3/202	tot				APPRO																								
WM20000002	WARRRL BMPVT 2	Natasha Test PV	natasha.rogers@warrll.c	New Approval											5677656	PVT_W	Cider/fruit based	Aluminium								20	20	20	200	TRUE	15/03/2023			Aluminium	Self adhesive pap	C01	27/3/2023				REJECT																									
WM20000002	WARRRL BMPVT 2	Natasha Test PV	natasha.rogers@warrll.c	Amendment											6576576	WA_sys	Energy drinks (car	Aluminium								20	20	20	200	TRUE	15/03/2023					C01	15/03/20	ty				APPRO																								

The downloaded file will look like this.

Exported Products

Ready Scroll Lock

Display Settings 60%

WA to VIC Material Type Mapping

Material Type WA	Material Type VIC
Glass - Mixed Glass - Amber Glass - Flint Glass - Green	Glass
Aluminium	Aluminium
PET - Clear PET-Colour PET - White	PET
HDPE	HDPE
Liquid Paper Board	Liquid Paper Board
Steel	Steel
	Other plastics
Other Materials	Other Materials
Ineligible Containers	Ineligible Containers

Edit Product Data for Upload

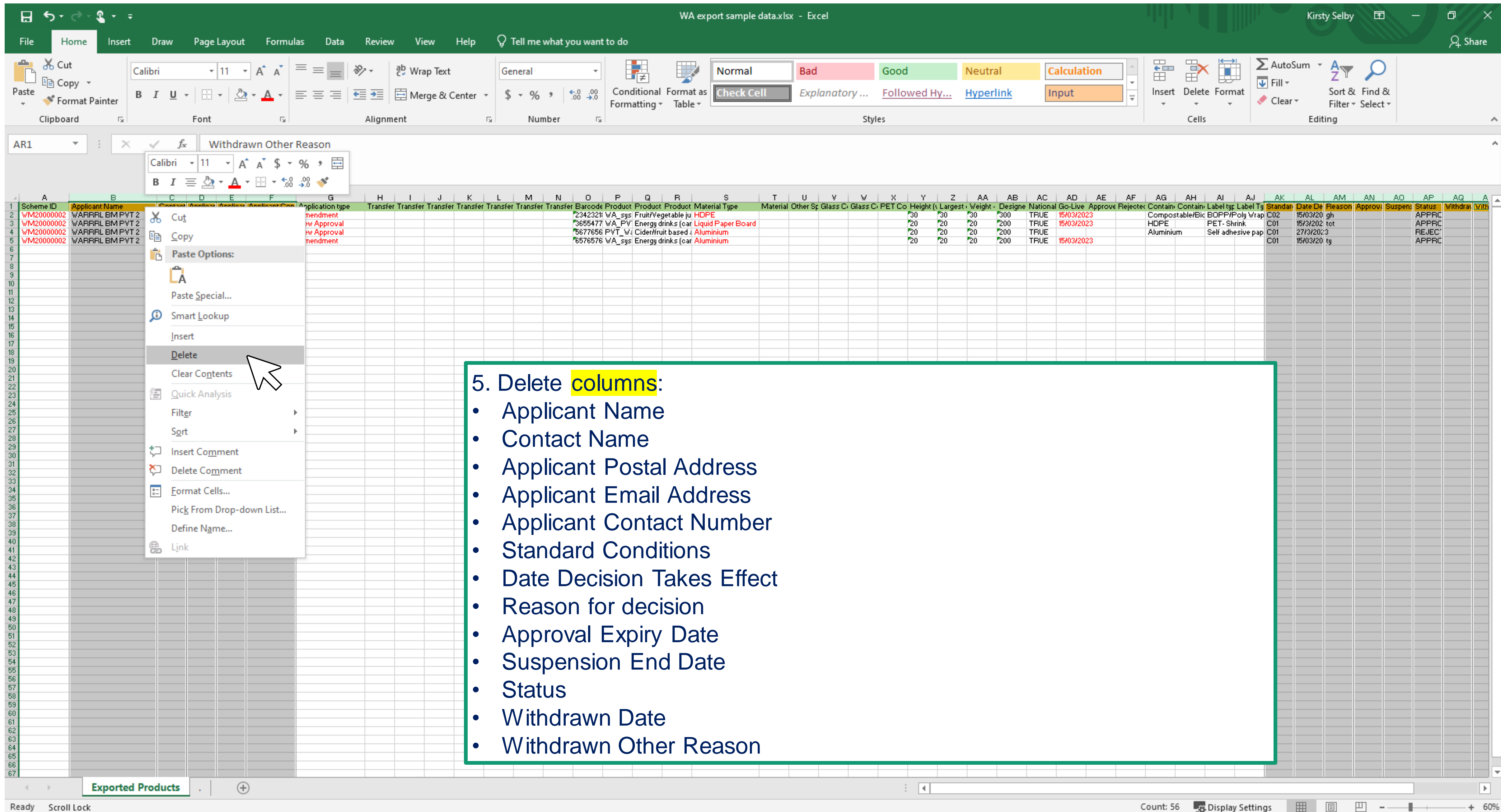
4. Update the **Go-Live** date to VIC market go-live date.

The screenshot shows the Microsoft Excel interface with the following elements:

- Window Title:** e data.xlsx - Excel
- User:** Kirsty Selby
- Share:** Share
- Styles:** Bad (red), Good (green), Neutral (yellow), Calculation (grey), Explanatory... (grey), Input (orange), Linked Cell (orange), Note (yellow)
- Cells:** Insert, Delete, Format
- Editing:** AutoSum, Fill, Clear, Sort & Filter, Find & Select

The spreadsheet data is as follows:

Material	Other Sp	Glass C	Glass C	PET Co	Height (Largest	Weight -	Design	National	Go-Live	Approve	Rejecte	Contain	Contain	Label ty	Label Ty	Standar	Date De	Reason	Approve	Suspens	Status	Withdraw	With
					30	30	30	300	TRUE	15/03/2023			Compostable/Bic		BOPF/Poly Wrap	C02	15/03/20	gh				APPRO		
rd					20	20	20	200	TRUE	15/03/2023			HDPE		PET- Shrink	C01	15/3/202	tet				APPRO		
					20	20	20	200	TRUE				Aluminium		Self adhesive pap	C01	27/3/2023					REJEC1		
					20	20	20	200	TRUE	15/03/2023						C01	15/03/20	ty				APPRO		

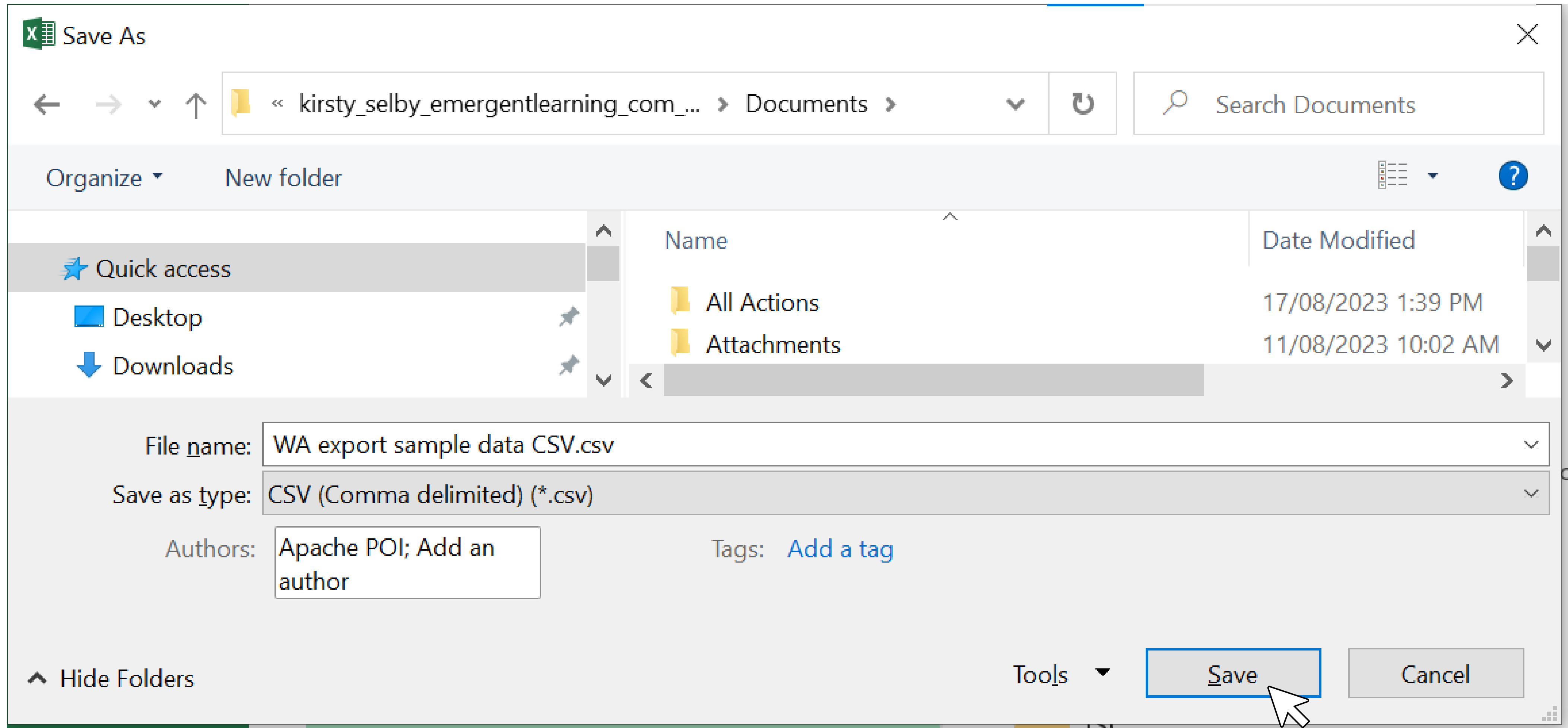


5. Delete columns:

- Applicant Name
- Contact Name
- Applicant Postal Address
- Applicant Email Address
- Applicant Contact Number
- Standard Conditions
- Date Decision Takes Effect
- Reason for decision
- Approval Expiry Date
- Suspension End Date
- Status
- Withdrawn Date
- Withdrawn Other Reason

Edit Product Data for Upload

6. Save As a CSV file.



Add Registered Products to VIC Portal

Switch to the **State** portal you want to Upload the CSV Product data to.

VICReturn

PRODUCTS SALES VOLUMES

Home → Products


Products → Transfer (67)

↓ Statuses More Filters

↓ Export CSV ↓ Export Excel

	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
+	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
+	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
+	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

1



Add Registered Products to VIC Portal

Select **Bulk Upload** on the Dashboard. You can also select **Bulk** while on the Product Registration page.

VICReturn

VIC ▾



PRODUCTS

SALES VOLUMES

Home → Products

Products

→ Transfer (67)

↑ Bulk Upload

+ Register

Statuses ▾

More Filters

↓ Export CSV


↓ Export Excel

	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
+ <input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
+ <input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
+ <input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

Add Registered Products to VIC Portal

Upload the completed CSV by dragging it into the attachment area OR clicking in the field and navigating to the saved file. Your Product Registration Applications will be recorded, and the Scheme Coordinator (VicReturn) will be notified.

Please upload a CSV file



Click or drag a file to this area and then start the upload

Need help with your CSV file? You can download our pre-formatted template and follow the instructions given to get the best results.

- [Pre-formatted New Approval/Transfer template](#)

Upload

You will be notified of Application outcomes by email. Approved Products will be added to the database for Reverse Vending Machines and the VicReturn Website.

Register a Product (Single)

In this section you will be shown how to submit an individual product registration application. You may do this in the event of a new product being released.

[Back to Contents](#)



Register a Product (Single)

When Product Registration is required for single products at a time, this is done via the **Register** button.

VICReturn

VIC ▾



PRODUCTS

SALES VOLUMES

Home → Products

Products

→ Transfer (67)

⬆️ Bulk Upload

⊕ Register

6

| Statuses ▾

🔍 More Filters

⬇️ Export CSV

⬇️ Export Excel

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME ⚡	PRODUCT GROUP	BARCODE (EAN) ⚡	MATERIAL TYPE	STATUS ⚡	ACTION(S)
	<input type="checkbox"/> Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
	<input type="checkbox"/> Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
	<input type="checkbox"/> Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

Register a Product (Single)

Click **Register** to open the Product Registration page.

VICReturn

VIC



PRODUCTS

SALES VOLUMES

FRS ANNUAL STATUTORY DECLARATION

Home → Products

Products

→ Transfer (67)

↑ Bulk Upload

⊕ Register

| Statuses

More Filters

↓ Export CSV

↓ Export Excel

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮

Register a Product (Single)

Complete the Product details, all those marked with an Asterisk (*) are mandatory, and click **Submit**. Your Product Registration Application will be recorded, and the Scheme Coordinator (VicReturn) will be notified.

* Product Group:	<input type="text" value="Select the product group"/>	* Largest Diameter (mm):	<input type="text" value="Enter the diameter in mm"/>
			<small>Largest diameter (mm) should be less than 300mm</small>
* National Refund Mark:	<input type="text"/>	* Weight - Empty (g):	<input type="text" value="Enter the weight in g"/>
			<small>Weight - Empty (g) should be less than 5000g</small>
Go-live Date:	<input type="text" value="Select a date"/>	* Designed Capacity (ml):	<input type="text" value="Enter the designed capacity in ml"/>
			<small>Designed cap (ml) should be between 150ml and 3000 ml</small>
Approved Schemes:	<input type="text" value="Select All Approved Schemes"/>	Label Type:	<input type="text" value="Select Label Type"/>
Container Lid Material Type:	<input type="text" value="Select Container Lid Material Type"/>	Rejected Schemes:	<input type="text" value="Select All Rejected Schemes"/>

You will be notified of Application outcomes by email. Approved Products will be added to the database for Reverse Vending Machines and the VicReturn Website.



Transfer Product Ownership

In this section you will be shown how to transfer a registered product to another First Supplier in the portal.

Examples of when this may be required are in the event of a merger or acquisition.

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Transfer Products

If you'd like to transfer Products to another Supplier, you can do that in the Transfer tab.

Home → Products

Products

→ Transfer (67) ↑ Bulk Upload + Register

More Filters ↓ Export CSV ↓ Export Excel

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

Transfer Products

Use the Filter to select Products you wish to transfer, then click **Transfer**.

Home → Products

Products

→ Transfer (67) Bulk Upload Register

Statuses More Filters Export CSV Export Excel

<input type="checkbox"/>	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE (EAN)	MATERIAL TYPE	STATUS	ACTION(S)
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1005709210	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1034561765	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1081324291	Steel	Approved	⋮
<input type="checkbox"/>	Amazon Australia	AutomationTesting	Flavoured milk	1100311150	Steel	Approved	⋮

Transfer Products

Confirm the Recipient **Consents** to the Transfer, before adding the **Scheme ID**. Then confirm their **Details** are correct.

Home → Products → Transfer

Product Transfer

Please fill out the form below

* Transfer Recipient Consent Provided:

* Transfer Recipient Scheme ID:

Recipient details

ID:	VM124051001
Contact Name:	ManyABN ToOneUser1
Contact Number:	+61 987 654 321
Email Address:	manyabntooneuser1@yopmail.com
Address:	456 Vine Street
	Grapetown
	NSW 2001

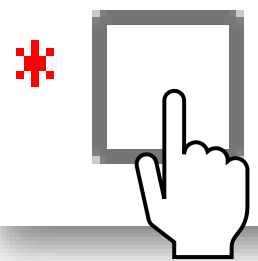
Products to transfer

Manufacturer	Product Name	Product Group	Barcode (EAN)	Material Type	
UAT VIC Test	test transfer	Beer	08061234284	Aluminium	<input type="button" value="x"/>
UAT VIC Test	test vic	Cider/fruit based alcohol	08066778653	Aluminium	<input type="button" value="x"/>

Transfer Products

Scroll down to the bottom of the Products being Transferred list and click the **Declaration Statement**.

UAT VIC Test	test vic	Cider/fruit based alcohol	08066778973	Aluminium	<input type="button" value="x"/>
UAT VIC Test	test vic	Cider/fruit based alcohol	08066778979	Aluminium	<input type="button" value="x"/>
UAT VIC Test	VIC TEST5	Flavoured milk	08069876554	Liquid Paper Board	<input type="button" value="x"/>
UAT VIC Test	New Product Container	Fruit/Vegetable juice	10011200	Glass	<input type="button" value="x"/>
UAT VIC Test	LidlTrek	Beer	10011257	Glass	<input type="button" value="x"/>
UAT VIC Test	LidlTrek	Beer	10011258	Glass	<input type="button" value="x"/>
UAT VIC Test	LidlTrek	Beer	10011259	Glass	<input type="button" value="x"/>
UAT VIC Test	LidlTrek	Beer	10011260	Glass	<input type="button" value="x"/>

 **Declaration Statement**

Submitting this page will transfer 74 product(s).

81 products have have been filtered out due to a non-approved status.

< 1 2 3 4 5 6 7 8 > 10/ page v

Transfer Products

You must **Agree** to the Declaration in order to complete the Transfer.

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I declare that all containers in this class:

- (a) contain the same beverage
- (b) contain the same volume of that beverage
- (c) are made of the same material; and
- (d) have the same labels affixed to the; and
- (e) have the same first supplier.

I Agree

Cancel



Transfer Products

Click **Submit** to Transfer the Products.

UAT VIC Test	test vic	Cider/fruit based alcohol	08066778973	Aluminium	<input type="checkbox"/>
UAT VIC Test	test vic	Cider/fruit based alcohol	08066778979	Aluminium	<input type="checkbox"/>
UAT VIC Test	VIC TEST5	Flavoured milk	08069876554	Liquid Paper Board	<input type="checkbox"/>
UAT VIC Test	New Product Container	Fruit/Vegetable juice	10011200	Glass	<input type="checkbox"/>
UAT VIC Test	LidlTrek	Beer	10011257	Glass	<input type="checkbox"/>
UAT VIC Test	LidlTrek	Beer	10011258	Glass	<input type="checkbox"/>
UAT VIC Test	LidlTrek	Beer	10011259	Glass	<input type="checkbox"/>
UAT VIC Test	LidlTrek	Beer	10011260	Glass	<input type="checkbox"/>

* Declaration Statement

Submitting this page will transfer 74 product(s).

81 products have have been filtered out due to a non-approved status.

Submit

Cancel



Get Help

For further information on the portal and to access user support, visit the [VicReturn Website](#).

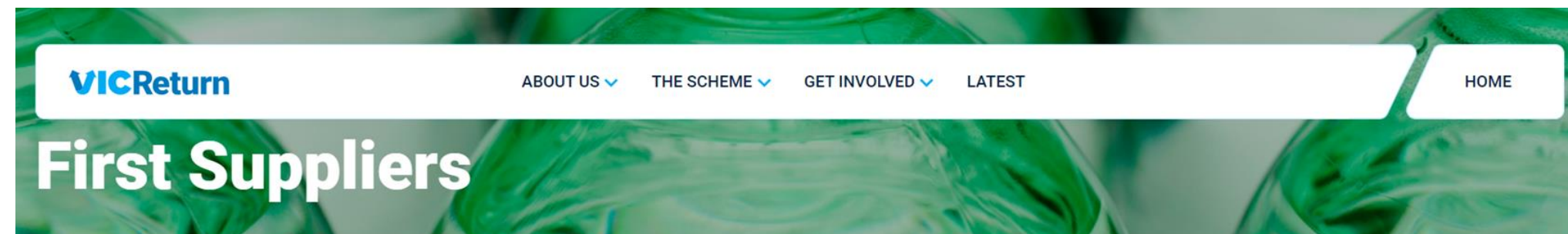
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Get Help

From the VicReturn Website , you can access relevant information in the First Supplier section under FAQs, and contact your Scheme Coordinator for help.

<https://vicreturn.com.au/>



Home | First Suppliers

- Our First Suppliers
- Getting started
- Supplier Obligations
- Pricing Guide
- FAQs
- Contact Us

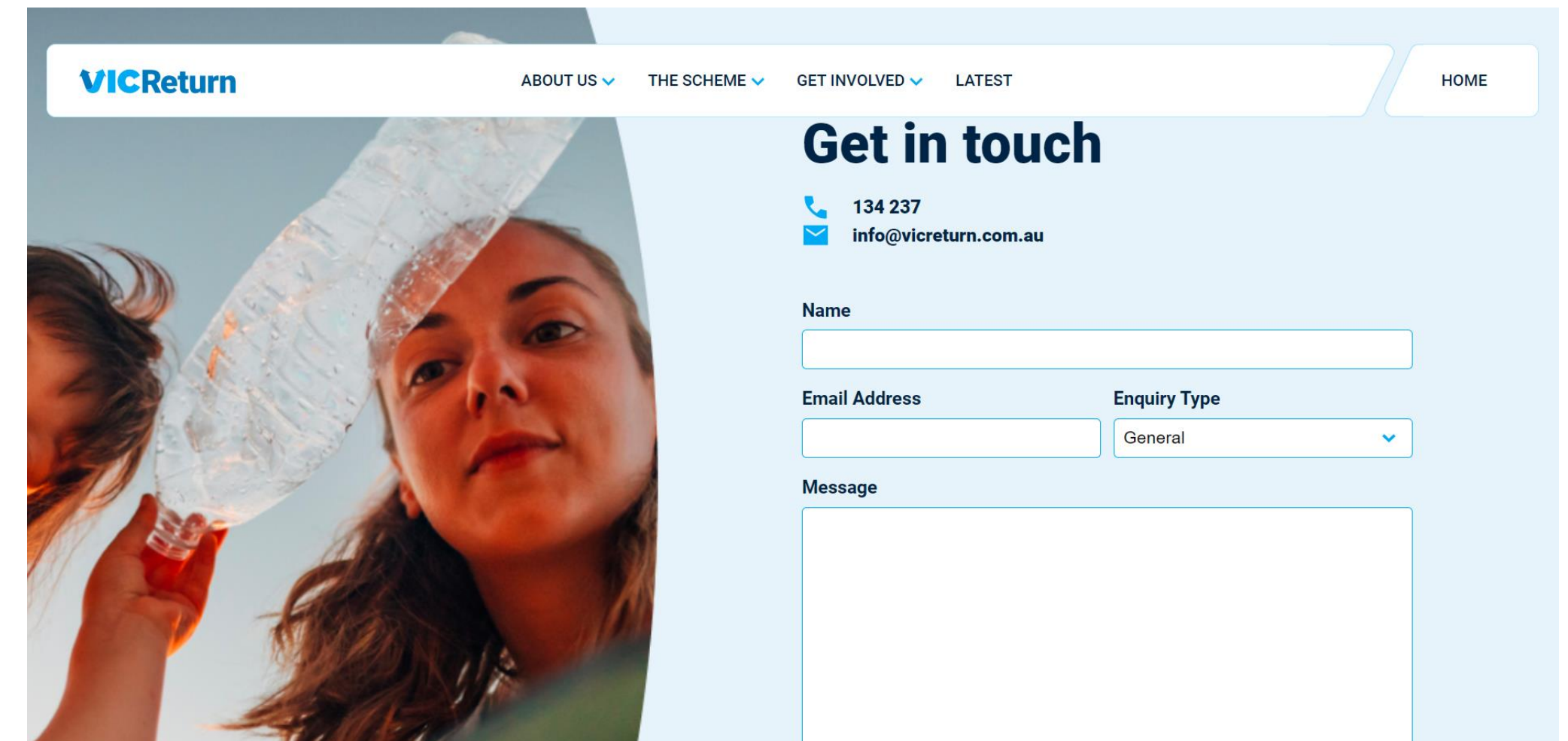


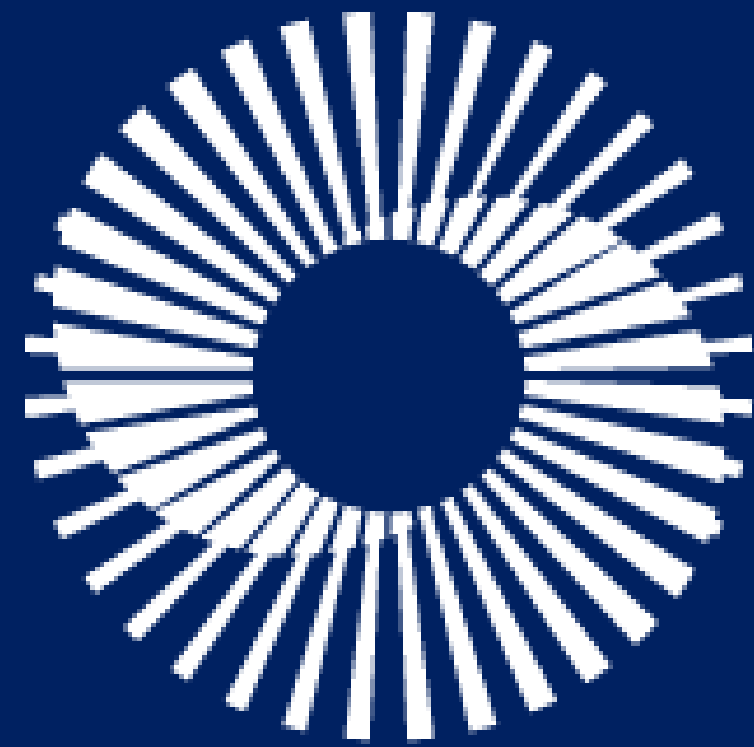
Our First Suppliers

If you are a manufacturer, distributor, importer, contract bottler or retailer supplying beverage containers into/within Victoria, you may be considered a First Supplier.

In Victoria, if you are a First Supplier according to the [Circular Economy \(Waste Reduction and Recycling\) Act 2021](#), you have a legal obligation to participate in Victoria's Container Deposit Scheme (CDS Vic).

For CDS Vic, the owner of the containers first-supplied into Victoria is the First Supplier. VicReturn uses a 'first supply' approach to determine how suppliers of eligible drink containers fit into the scheme. A 'first supply' of a beverage in a





**Circular
Economy
Systems**