



**Circular
Economy
Systems**

Exporter

Exporter Portal Guide



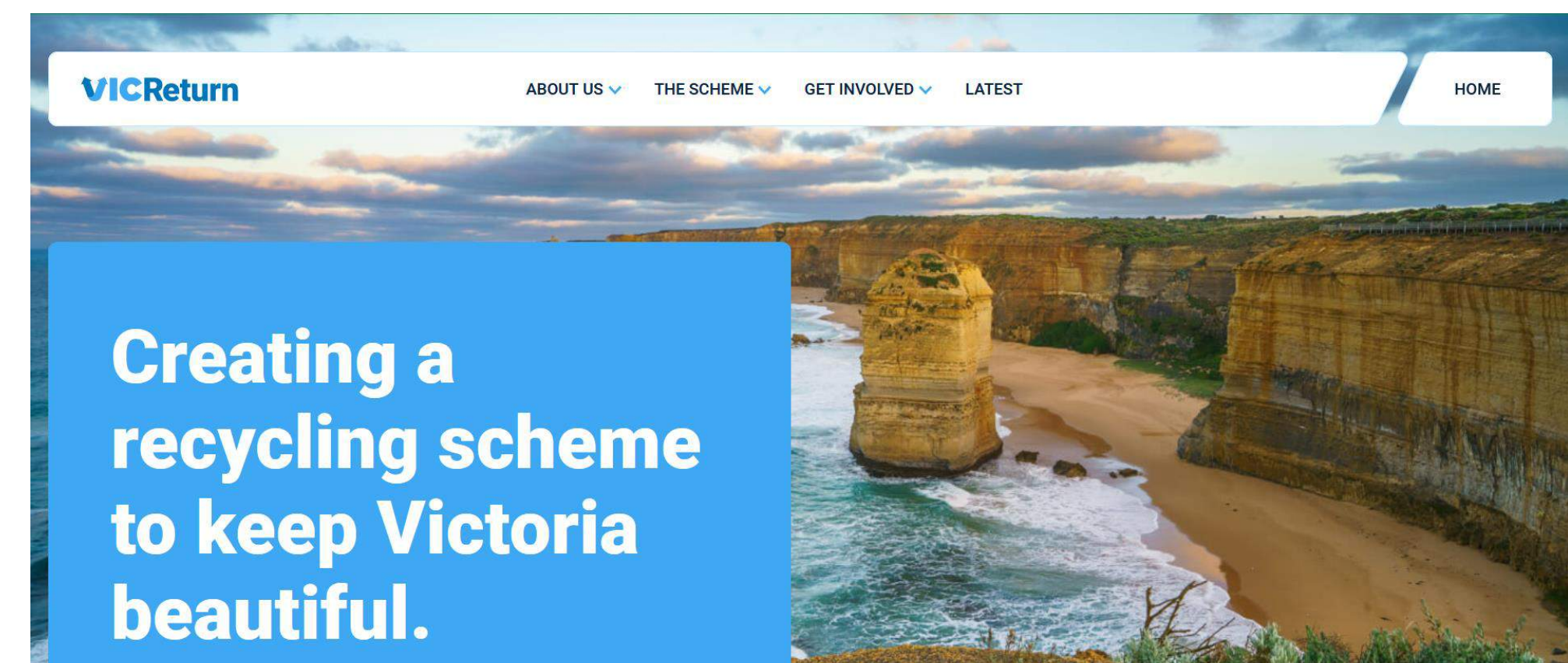
Welcome to Victoria's Container Deposit Scheme

Exporters must submit monthly Volume Declarations on all containers exported to other states or overseas.

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/>





Summary

Sign In

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- Exporter Portal navigation
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Filter

Submit Exported Volume Declarations

- Submit a Single Declaration
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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

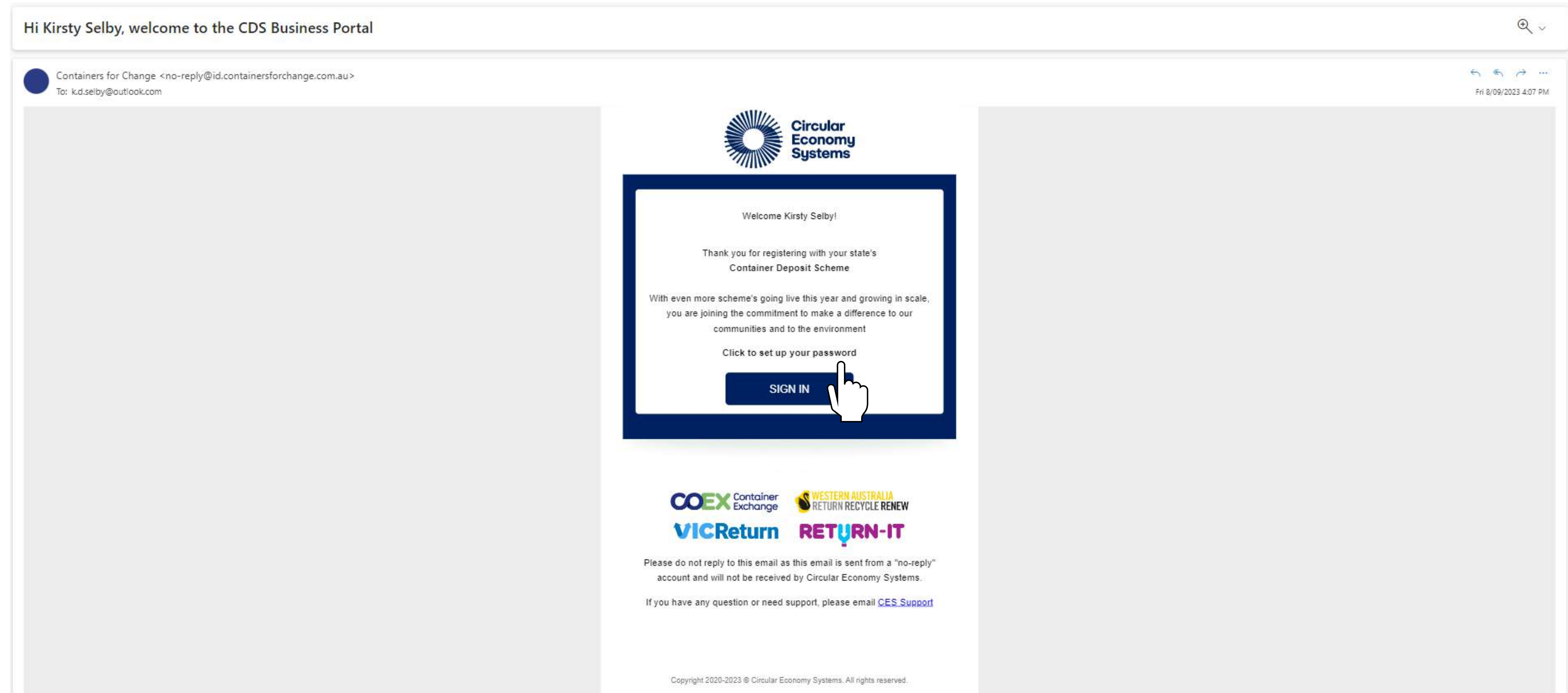
If you have been nominated by your employer to do monthly submissions of exported volumes and you do not have any prior access to the CDS Business portal in QLD or WA, you will receive a 'Welcome' email from Containers for Change.

☑ 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.



New Users

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



**Circular
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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 Business 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

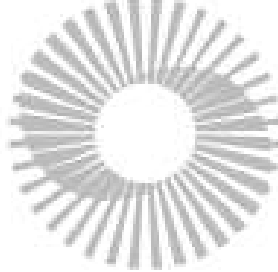
Sign In

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

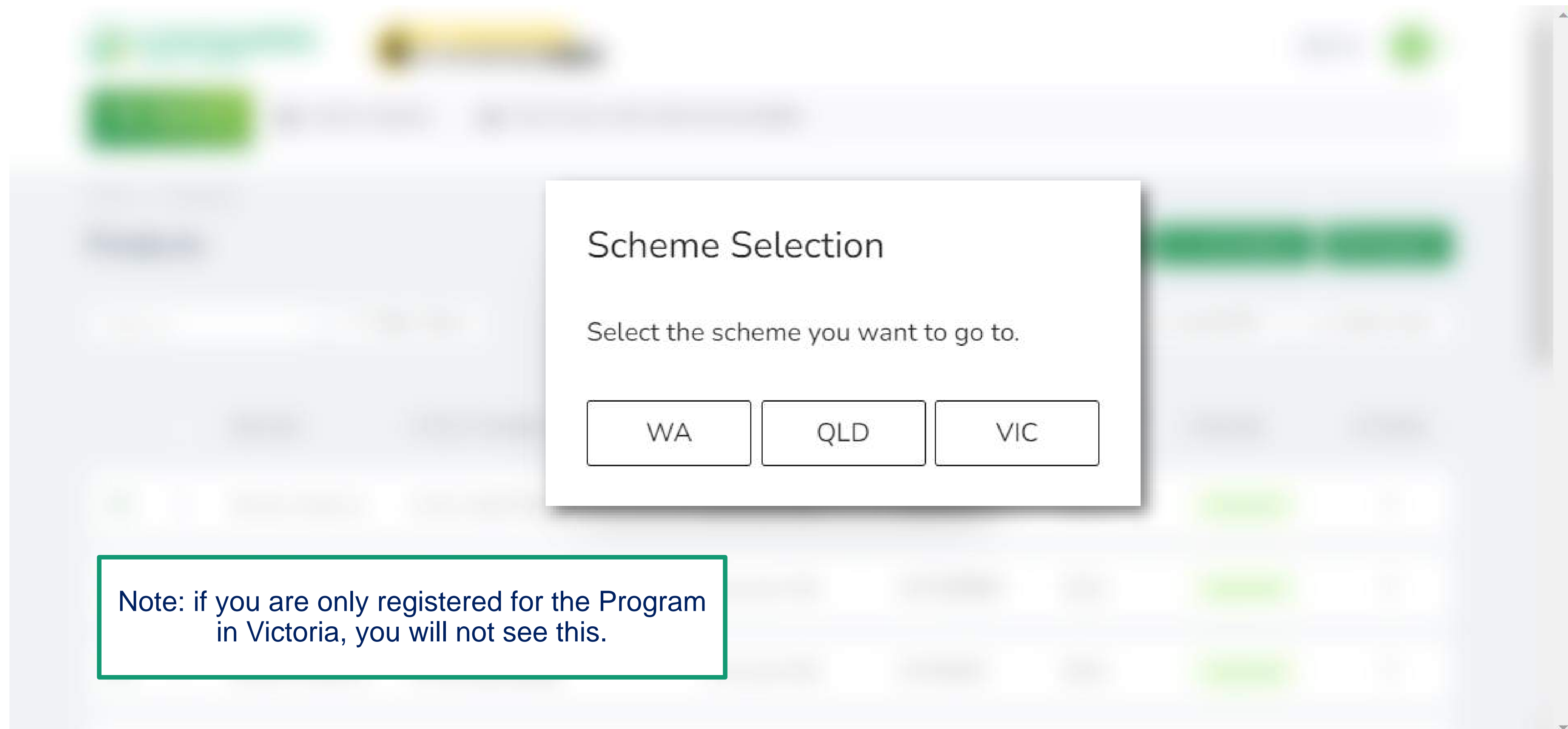
Sign In

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

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](#)



Exporter Portal Navigation

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

The screenshot shows the VICReturn Exporter Portal Dashboard. A central white box titled "Key:" lists five numbered steps: 1. Profile and State, 2. Exporter Portal tab, 3. Date Selection, 4. Single/Bulk selector, and 5. Declarations View. Callout 1 points to the user profile dropdown in the top right. Callout 2 points to the "EXPORTED VOLUMES" tab. Callout 3 points to the "Current Month" date selector. Callout 4 points to the "Single/Bulk" toggle switch. Callout 5 points to the list of declarations.

VICReturn

2 EXPORTED VOLUMES

Home → Exporter → Exported Volumes

Exported Volume Declaration

Show My Exporters

From 2023-07 To 2023-07 **3** Current Month

Single Bulk **4**

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

5

+ VICExporter1612 - July-2023 Exporter Id: VX122807001	Open
+ uat exp2 - July-2023 Exporter Id: VX122847001	Open

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

 EXPORTED VOLUMES

1

VIC ▾



Home → Exporter → Exported Volumes

Exported Volume Declarations

Single Bulk

Show My Exporters ▾

From 2023-07  To 2023-07 

Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required



VICExporter1612 - July-2023

Open

Exporter Id: VX122807001



uat exp2 - July-2023

Open

Exporter Id: VX122847001

My Profile

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

VICReturn

VICReturn

EXPORTED VOLUMES

Home → Exporter → Exported Volumes

Exported Volume Declarations

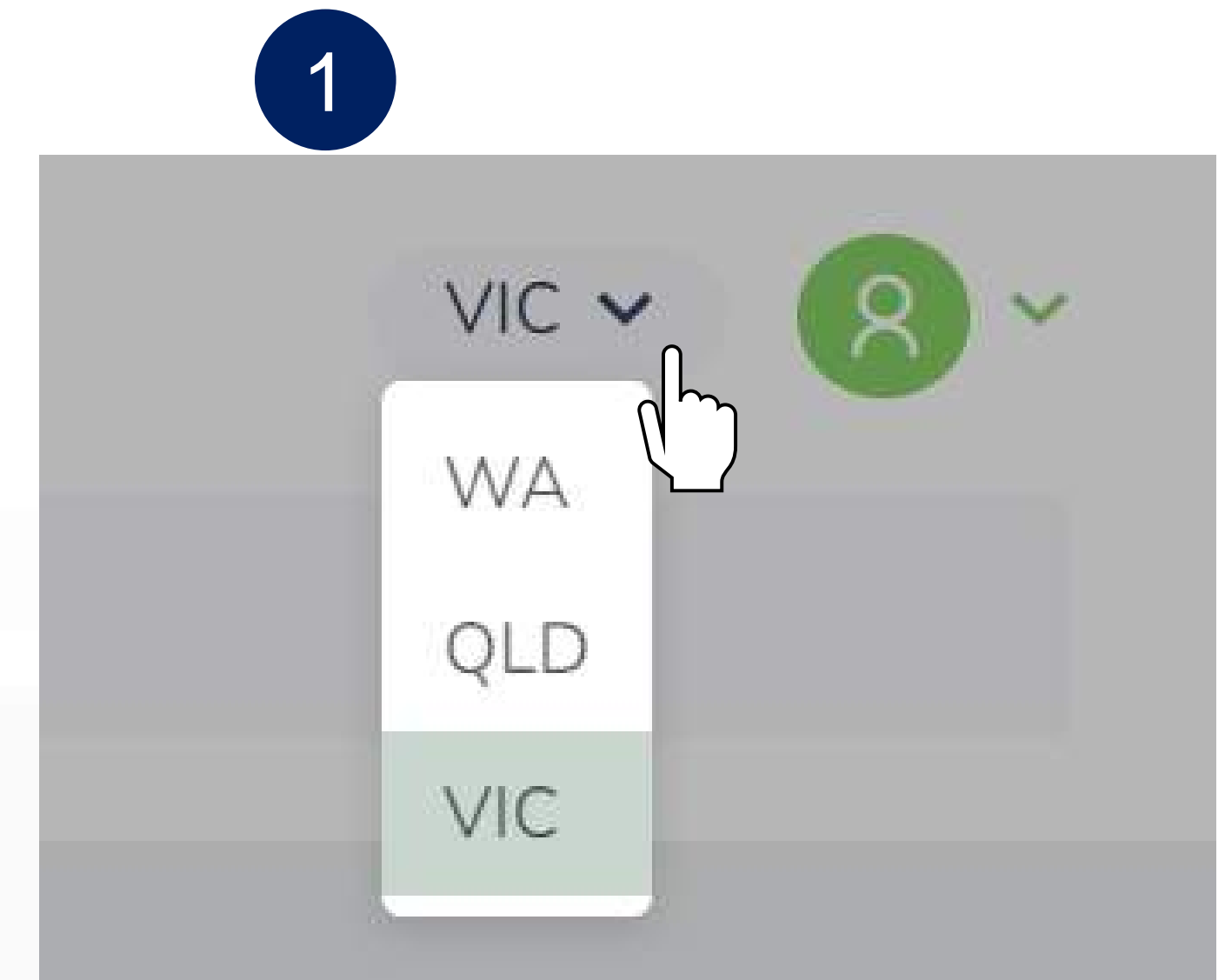
Show My Exporters

From 2023-07 To 2023-07 Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

	VICExporter1612 - July-2023 Exporter Id: VX122807001	Open
	uat exp2 - July-2023 Exporter Id: VX122847001	Open

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



Filter

In this section you will be shown how to search in the product database using the filter function.
Click the button below to return to the contents summary.

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Filter

There are several different ways to **Filter** Declarations. These are useful when you need to view, submit, or adjust a Declaration.

VICReturn VIC

EXPORTED VOLUMES

Home → Exporter → Exported Volumes

Exported Volume Declarations

Single Bulk

Show My Exporters ▾

From 2023-07 To 2023-07 **Current Month** **3**

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

	VICExporter1612 - July-2023 Exporter Id: VX122807001	Open
	uat exp2 - July-2023 Exporter Id: VX122847001	Open

Filter

Click on **My Exporters** to filter Declarations by Exporter. You will only see exporters in the dropdown list where you have been nominated for access by your organisation.

The screenshot shows the VICReturn interface for 'Exported Volume Declarations'. At the top left is the 'VICReturn' logo. On the right, there are filters for 'VIC' and a user profile icon. Below the logo is a grey button with a plane icon and the text 'EXPORTED VOLUMES'. The main content area has a breadcrumb trail: 'Home → Exporter → Exported Volumes'. The title 'Exported Volume Declarations' is centered, with a 'Single' toggle switch and 'Bulk' option on the right. Below the title, there are filters for 'Show' (set to 'My Exporters'), 'From' (2023-07), 'To' (2023-07), and a 'Current Month' button. A dropdown menu is open under 'Show', listing 'My Exporters', 'Woolworths - Exporter', and 'M-C International Australia Ptuy Ltd- Exp...'. A hand cursor points to the 'My Exporters' option. Below the dropdown, there are tabs for 'Open', 'Pending Approval', 'Rejected', and 'Information Required'. The main table lists two entries: 'VICExporter1612 - July-2023' with 'Exporter Id: VX122807001' and 'uat exp2 - July-2023' with 'Exporter Id: VX122847001'. Both entries have a plus icon on the left and an 'Open' button on the right.

Filter

You can also filter Declarations by **Date**. Note that you can only view the previous two month's worth of Declarations at once.

The screenshot displays the 'VICReturn' application interface. At the top left, the 'VICReturn' logo is visible. On the right, there are dropdown menus for 'VIC' and a user profile icon. Below the logo is a grey button labeled 'EXPORTED VOLUMES' with a paper plane icon. The main content area has a breadcrumb trail: 'Home → Exporter → Exported Volumes'. The title 'Exported Volume Declarations' is centered, with a 'Single' toggle switch and 'Bulk' option on the right. Below the title, there is a 'Show' dropdown menu currently set to 'My Exporters'. A date filter bar is positioned on the right, showing 'From 2023-07' and 'To 2023-07', with a green 'Current Month' button. A hand cursor is pointing at the '2023-07' date. Below the filter bar, a horizontal menu lists declaration statuses: 'Open', 'Submitted', 'Overdue', 'Adjusted', 'Pending Approval', 'Rejected', and 'Information Required'. The main table contains two entries, each with a plus icon on the left and an 'Open' button on the right:

Status	Declaration Title	Exporter Id	Action
Open	VICExporter1612 - July-2023	VX122807001	Open
Open	uat exp2 - July-2023	VX122847001	Open

Filter

Finally, you can filter by **Status**. Simply click on each Status you want to view. You can select more than one.

The screenshot shows the 'VICReturn' application interface. At the top left, the logo 'VICReturn' is visible. In the top right corner, there are dropdown menus for 'VIC' and a user profile icon. Below the logo is a grey button with a plane icon and the text 'EXPORTED VOLUMES'. The main content area has a breadcrumb trail: 'Home → Exporter → Exported Volumes'. The title 'Exported Volume Declarations' is centered, with a 'Single' toggle switch and 'Bulk' option to its right. Below the title, there is a 'Show' dropdown menu currently set to 'My Exporters'. To the right of this are date filters: 'From 2023-07' and 'To 2023-07', both with calendar icons, and a 'Current Month' button. A horizontal filter bar contains several status buttons: 'Open' (orange), 'Submitted' (green), 'Overdue' (red), 'Adjusted' (grey), 'Pending Approval' (green, highlighted with a hand cursor), 'Rejected' (grey), and 'Information Required' (grey). Below the filter bar, two data rows are visible. Each row starts with a plus sign in a circle, followed by the declaration name and exporter ID. The first row is 'VICExporter1612 - July-2023' with 'Exporter Id: VX122807001' and an 'Open' status. The second row is 'uat exp2 - July-2023' with 'Exporter Id: VX122847001' and an 'Open' status.

VICReturn

VIC

EXPORTED VOLUMES

Home → Exporter → Exported Volumes

Exported Volume Declarations

Single Bulk

Show My Exporters

From 2023-07 To 2023-07 Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

VICExporter1612 - July-2023
Exporter Id: VX122807001 Open

uat exp2 - July-2023
Exporter Id: VX122847001 Open

Submit Exported Volume Declarations

In this section you will be shown how to submit a weekly Declaration of exported volumes.

You will begin by adding an entry. This is not the same as a submission – you can add multiple entries per submission until the end of the week. Once you have entered all relevant containers for the week you can submit the Declaration.

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

[I would like to add entries individually](#)

[I would like to upload entries in bulk](#)

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Add Entry (Single)

Make sure you have selected the correct dates, or 'Current Month'. Click on the **Plus** (expand) icon on the Declarations row for the Exporter you wish to add data for.

VICReturn

VIC ▾



 EXPORTED VOLUMES

Home → Exporter → Exported Volumes

Exported Volume Declarations

Single Bulk

Show

My Exporters ▾

From 2023-07 

To 2023-07 

Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required



VICExporter1612 - July-2023

Open

Exporter Id: VX122807001



uat exp2 - July-2023

Open

Exporter Id: VX122847001

Add Entry (Single)

Click **Add Entry**.

Home → Exporter → Exported Volumes

Exported Volume Declarations

Single Bulk

Show My Exporters ▼

From 2023-07 📅 To 2023-07 📅 Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

M-C International Australia Pty Ltd- Exporter - July-2023 Overdue

Exporter Id: WX12143001

No exported volumes have been saved yet.
Start by adding an entry for a manufacturer and exported state below.

+ Add Entry ←

Add Entry (Single)

Select the **Manufacturer** and **State** to which they are exporting and click **Select**.

You will see every manufacturer in the system on this list – just select the one/s relevant to you.

Manufacturer and Exported State Selection

* Manufacturer: Select Manufacturer ^

* Exported To:

- CTC Australia
- DRINKWORKS PTY LTD
- Thunder Road Brewing Company
- CAPI SPARKLING
- Sofi Trading Pty Ltd
- COOPERS BREWERY
- Hop Nation Pty Ltd
- BENTSPOKE BREWING COMP...



Cancel Select

Add Entry (Single)

Enter the number of containers exported for each material. Where there are no containers for export, enter '0'.

CTC Australia

Exported To: EXPORTS

MATERIAL TYPE	UNITS
Glass - Mixed	<input type="text" value="Enter count in units"/>
Aluminium	<input type="text" value="Enter count in units"/>
PET - Clear	<input type="text" value="Enter count in units"/>
PET - Colour	<input type="text" value="Enter count in units"/>
PET - White	<input type="text" value="Enter count in units"/>
HDPE	<input type="text" value="Enter count in units"/>
Liquid Paper Board	<input type="text" value="Enter count in units"/>
Steel	<input type="text" value="Enter count in units"/>
Other Materials	<input type="text" value="Enter count in units"/>

Submit Declaration

If you need to add more Entries, click **Save**. If you have completed all Entries for the month, click **Save & Submit**.

Liquid Paper Board	<input type="text" value="4,234"/>
Steel	<input type="text" value="234"/>
Other Materials	<input type="text" value="22"/>
Glass - Amber	<input type="text" value="2,888"/>
Glass - Flint	<input type="text" value="2,786"/>
Glass - Green	<input type="text" value="0"/>

Note: once submitted, you cannot make changes to this entry in the system.
If you need to edit, contact CES for support

Add Entry (Bulk)

Bulk Upload is a quick way to add an entire range of entries, for example when entering the scheme.

VICReturn

VIC ▾



 EXPORTED VOLUMES

Home → Exporter → Exported Volumes

Exported Volume Declarations

4

Single Bulk

Show

My Exporters ▾

From 2023-07 

To 2023-07 

Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required



VICExporter1612 - July-2023

Open

Exporter Id: VX122807001



uat exp2 - July-2023

Open

Exporter Id: VX122847001

Add Entry (Bulk)

Toggle the **Single/Bulk** selector to open the Bulk Upload page.

The screenshot shows the 'VICReturn' interface for 'Exported Volumes'. At the top left, there is a 'VICReturn' logo and a 'VIC' dropdown menu. Below the logo is a grey button with a plane icon and the text 'EXPORTED VOLUMES'. The main content area has a breadcrumb trail: 'Home → Exporter → Exported Volumes'. The title is 'Exported Volume Declarations'. On the right side, there is a toggle switch for 'Single' and 'Bulk', with a hand icon pointing to the 'Bulk' option. Below the toggle is a date range selector showing 'From 2023-07' and 'To 2023-07', with a 'Current Month' button. The table below has columns: 'Open', 'Submitted', 'Overdue', 'Adjusted', 'Pending Approval', 'Rejected', and 'Information Required'. The table contains two entries:

Open	Submitted	Overdue	Adjusted	Pending Approval	Rejected	Information Required
<input type="checkbox"/>						
<input type="checkbox"/>						


Entry 1: VICExporter1612 - July-2023
Exporter Id: VX122807001
Open

Entry 2: uat exp2 - July-2023
Exporter Id: VX122847001
Open

Add Entry (Bulk)

Click the green link to download a **pre-formatted template**. You can complete this from your own Product data OR use it to help correctly edit data downloaded from the Product Portal.

Upload Exporter Volumes



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.

Upload

AutoSave Off Exporter_Bulk_Upload_Template

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data

C30

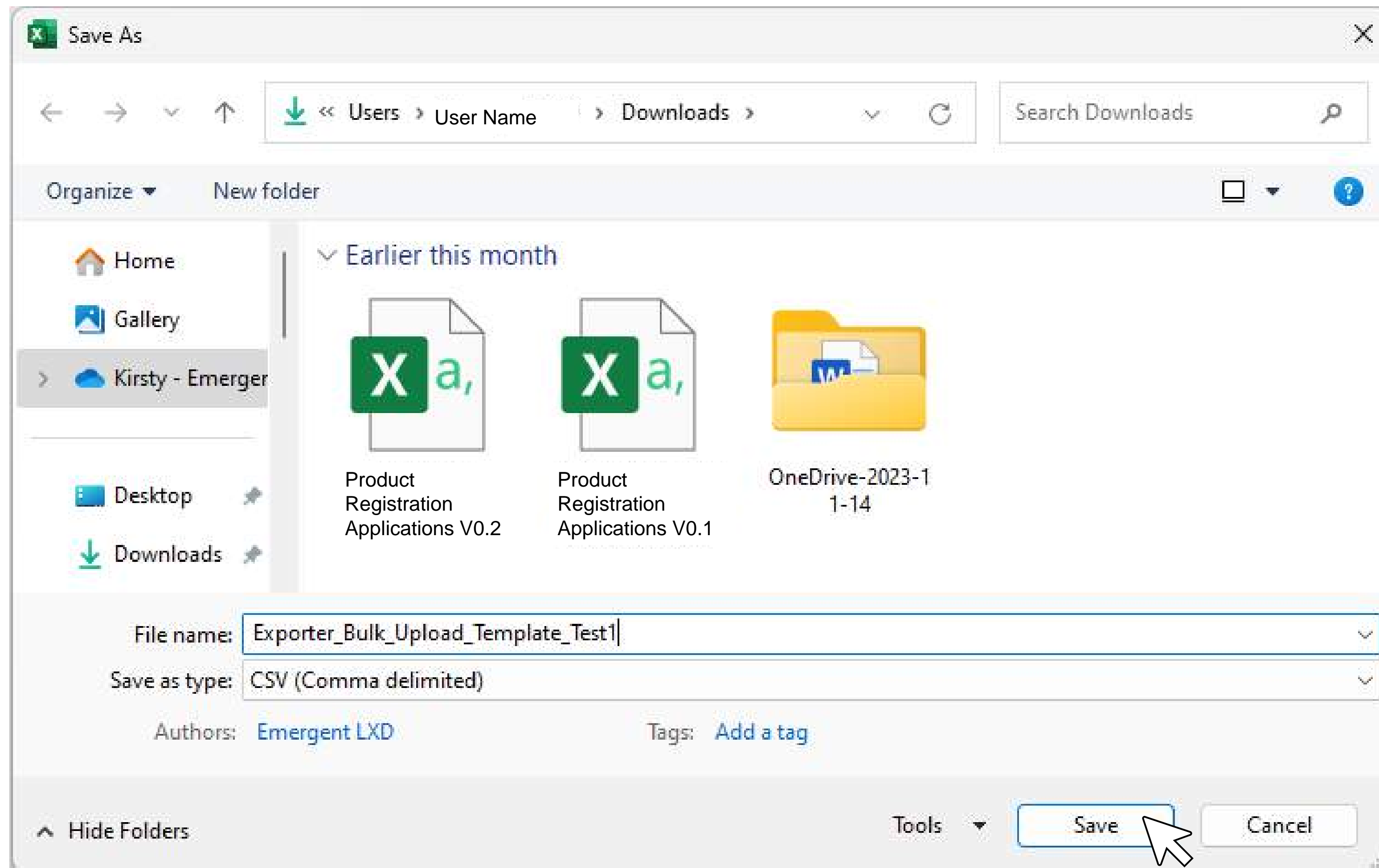
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Exporter ID	FRS Scheme ID	Exported To	Period	Glass	Aluminium	PET	HDPE	Liquid Paper Board	Steel	Other Plastics	Other Materials	ineligible Containers							
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39																				

Instructions Upload Sample Data

The downloaded file will look like this.

Update Template

Once the template is complete, ensure you are on the Upload tab and **Save As** a CSV file.




Submit Declaration (Bulk)

Upload the completed CSV by dragging it into the attachment area OR clicking in the field and navigating to the saved file.


Your Exported Volumes Declarations will be recorded, and the Scheme Coordinator (VicReturn) will be notified.

Upload Exporter Volumes



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.

 Exporter_Bulk_Upload_Template-2.csv

Adjust Exported Volume Declarations

In this section you will be shown how to make an adjustment.

Adjustments can be made to any Declaration if an error has been made

Click the button below to return to the contents summary.

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Add an Adjustment

If you find a discrepancy between a submitted Declaration and your records, you will need to make an Adjustment.

Select the Declaration to which you would like to add an Adjustment and click **Adjust**.

Exported Volume Declarations

Single Bulk

Show M-C International Australia Pty Ltd- Exporter ▼ From 2023-01 📅 To 2023-08 📅 Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

⊖	M-C International Australia Pty Ltd- Exporter - August-2023 Exporter Id: WX12143001	TOTAL COUNT 200	Submitted September 8, 2023
	DRINKWORKS PTY LTD Exported To: New South Wales (NSW)		▼

Adjust

Add an Adjustment

Correct the data in the portal by entering the correct number of Units in the **New Units** column, according to your internal records.

Note that if materials were simply misidentified, you need to create a positive and negative entry so that the net balance is zero.


MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	100	<input type="text" value="80"/>	-20
Aluminium	0	<input type="text" value="0"/>	0
PET - Clear	100	<input type="text" value="120"/>	20
PET - Colour	0	<input type="text" value="0"/>	0
PET - White	0	<input type="text" value="0"/>	0
HDPE	0	<input type="text" value="0"/>	0

Add an Adjustment

Complete the required fields and click **SUBMIT**.

Note that only PDF files and three image file types (*.png, .jpg and .jpeg*) are accepted.


Adjustment Reason:

Select an adjustment reason 

Enter comments

Upload Documents

Accepted file types: PDF, .png, .jpg, .jpeg

Cancel **Submit** 

Get Help

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

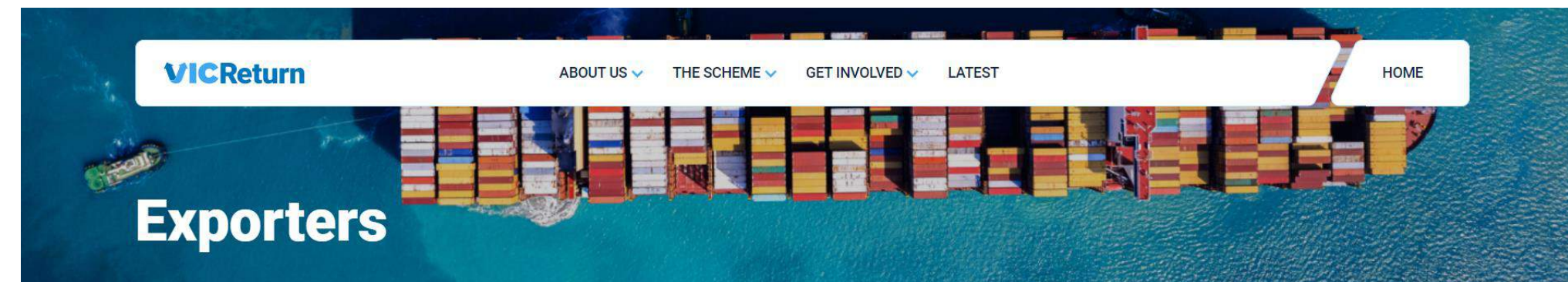
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Get Help

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

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



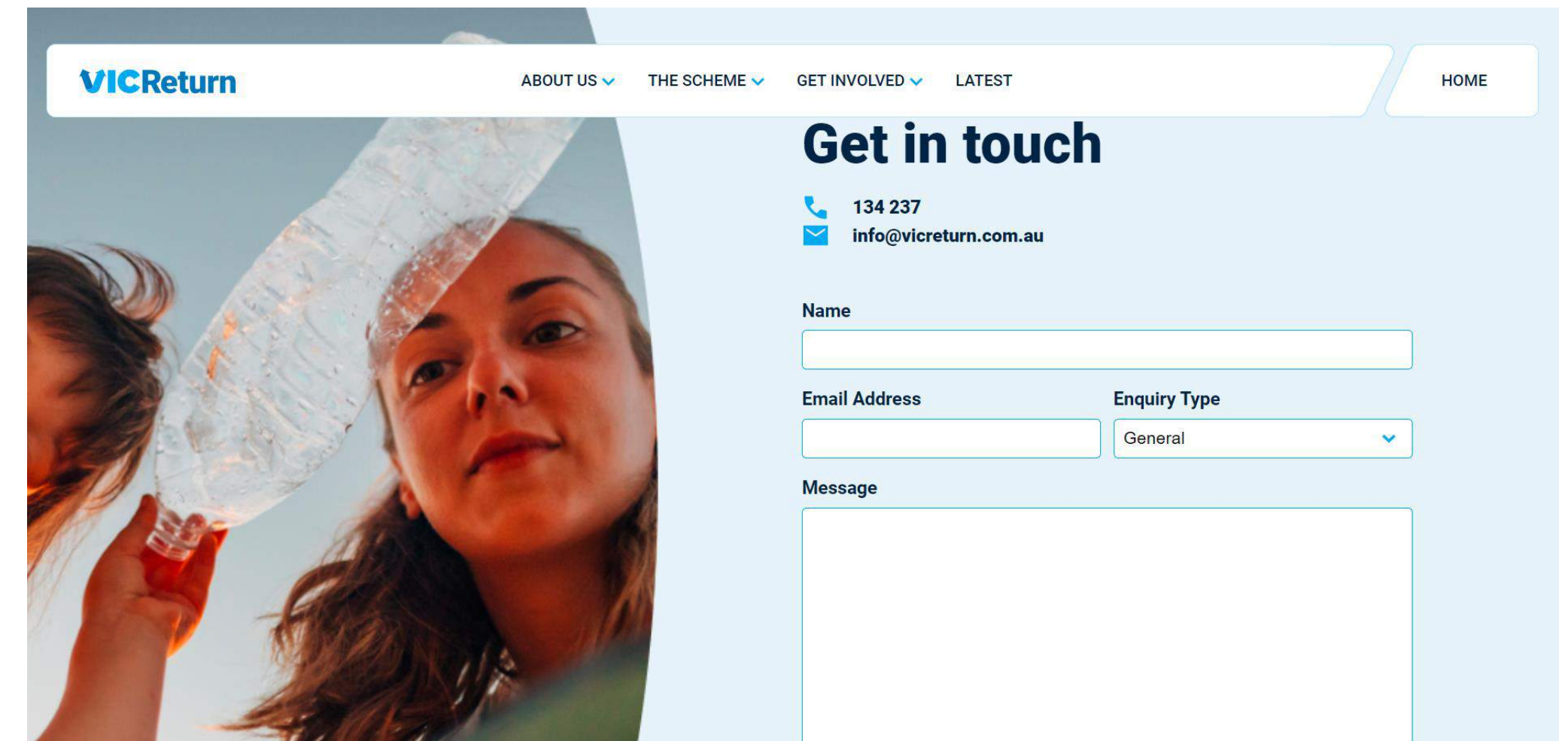
Home | Exporters



Our Exporters

In some circumstances, a business supplies eligible beverage containers in Victoria which will be then exported out of the State – either overseas or to another Australian state or territory. A business which exports containers from Victoria will be treated as an exporter within **Victoria's Container Deposit Scheme (CDS Vic)**.

Because these containers do not stay in Victoria for consumption or redemption, they are not a cost to the scheme. The exporter of these containers will therefore be eligible for an export refund. This will be subject to any specific inclusions or exclusions which may be contained in the Export Protocol which is currently being finalised by Recycling Victoria. We expect requirements to be materially similar to those in other Australian jurisdictions.





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