NSW EPA

RETURN AND EARN APPROVAL PORTAL

USER GUIDE FOR SUPPLIERS

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Published by:
Environment Protection Authority
59 Goulburn Street, Sydney NSW 2000
PO Box A290, Sydney South NSW 1232
Phone: +61 2 9995 5000 (switchboard)
Phone: 131 555 (NSW only – environment information and publications requests)
Fax: +61 2 9995 5999
TTY users: phone 133 677, then ask for 131 555
Speak and listen users: phone 1300 555 727, then ask for 131 555
Email: info@epa.nsw.gov.au
Website: www.epa.nsw.gov.au
Report pollution and environmental incidents
Environment Line: 131 555 (NSW only) or info@epa.nsw.gov.au

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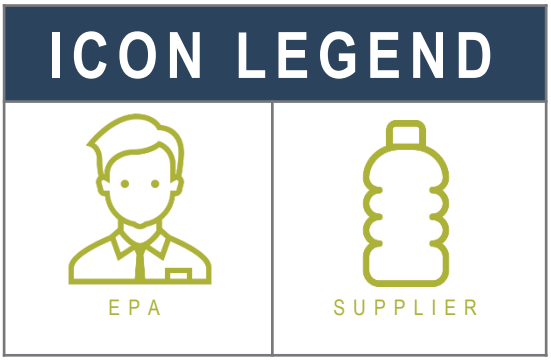
HOW TO USE THIS GUIDE

A

Icons identify the users of the Container Deposit Scheme (CDS; the Scheme) system, and their roles.



B

Flags call out important information or business rules you should be aware of when completing a task.

C

Callout boxes with green text contain specific instructions for a process, for example, rules about what type of data to enter into a field.

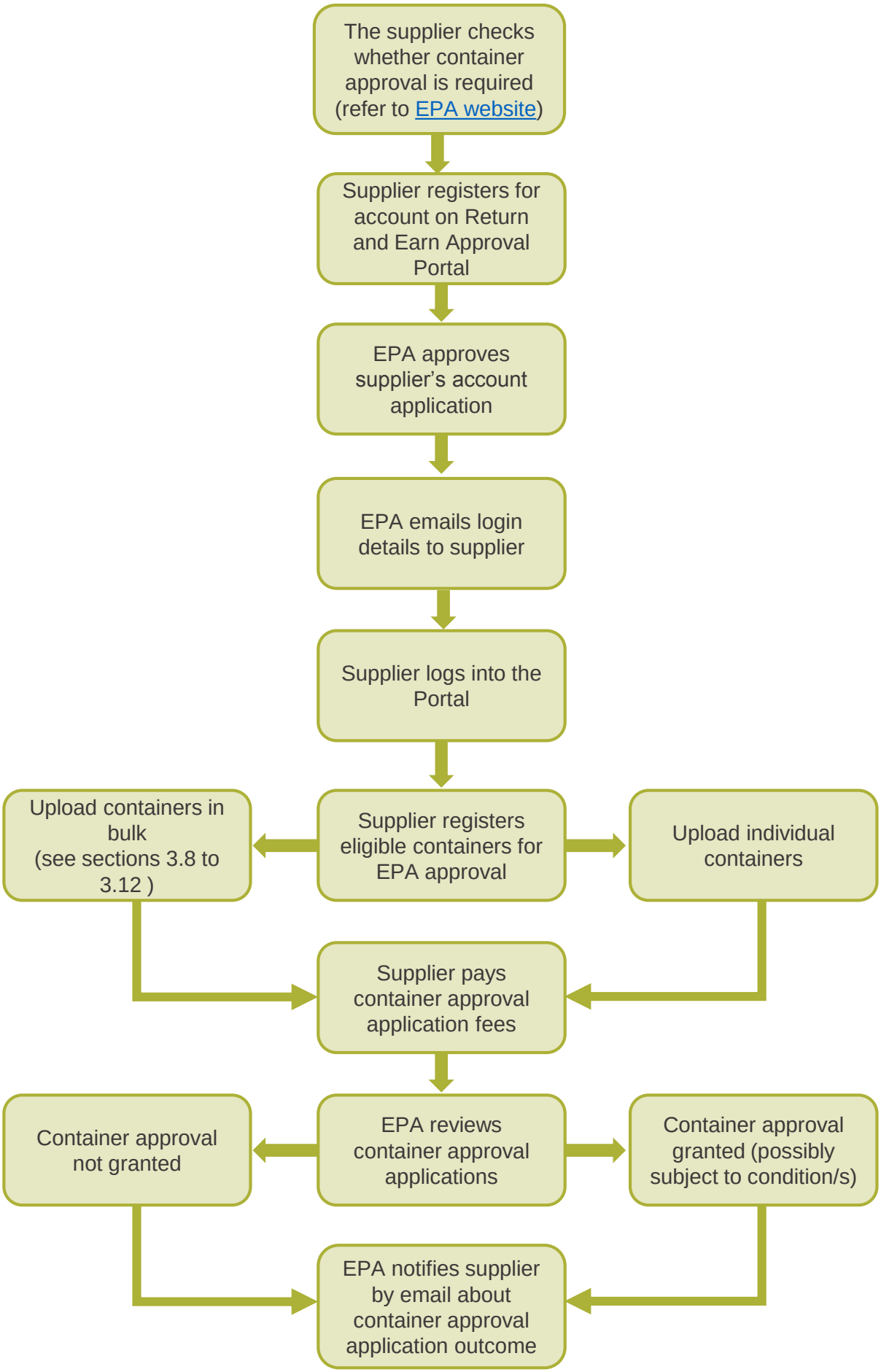
D

Grey callout boxes give sub-step instructions to assist you with more complex tasks.

E

Grey circled checkmarks denote the end of a process, and are accompanied by an outcome statement.

CONTAINER APPROVALS PROCESS OVERVIEW

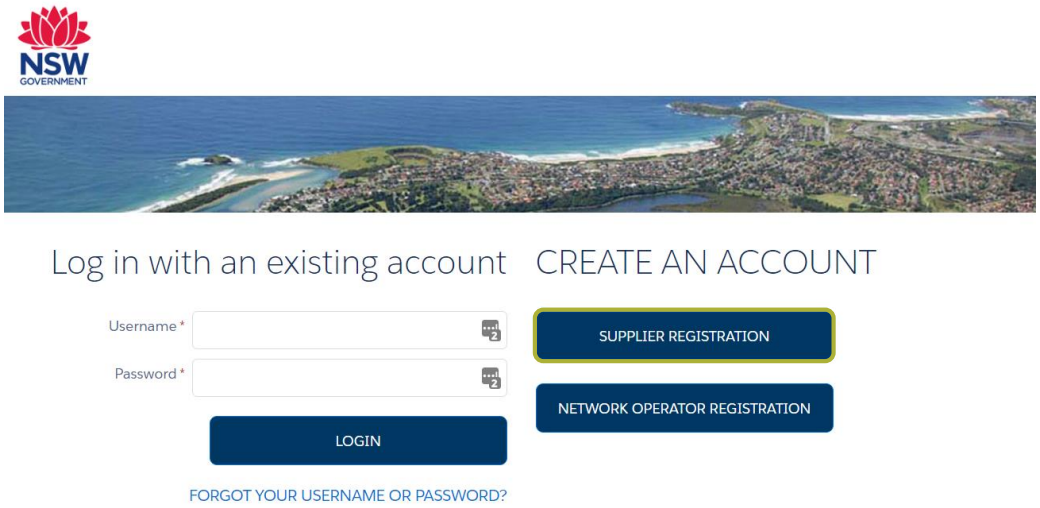


1 REGISTER AS NEW SUPPLIER

1.1 Go to the following web page to register: cds.epa.nsw.gov.au

IMPORTANT: Each supplier can only register once. Only one login is provided for each supplier. **Tip:** you may wish to set up a general mailbox that other staff members can access and use it to register an account.

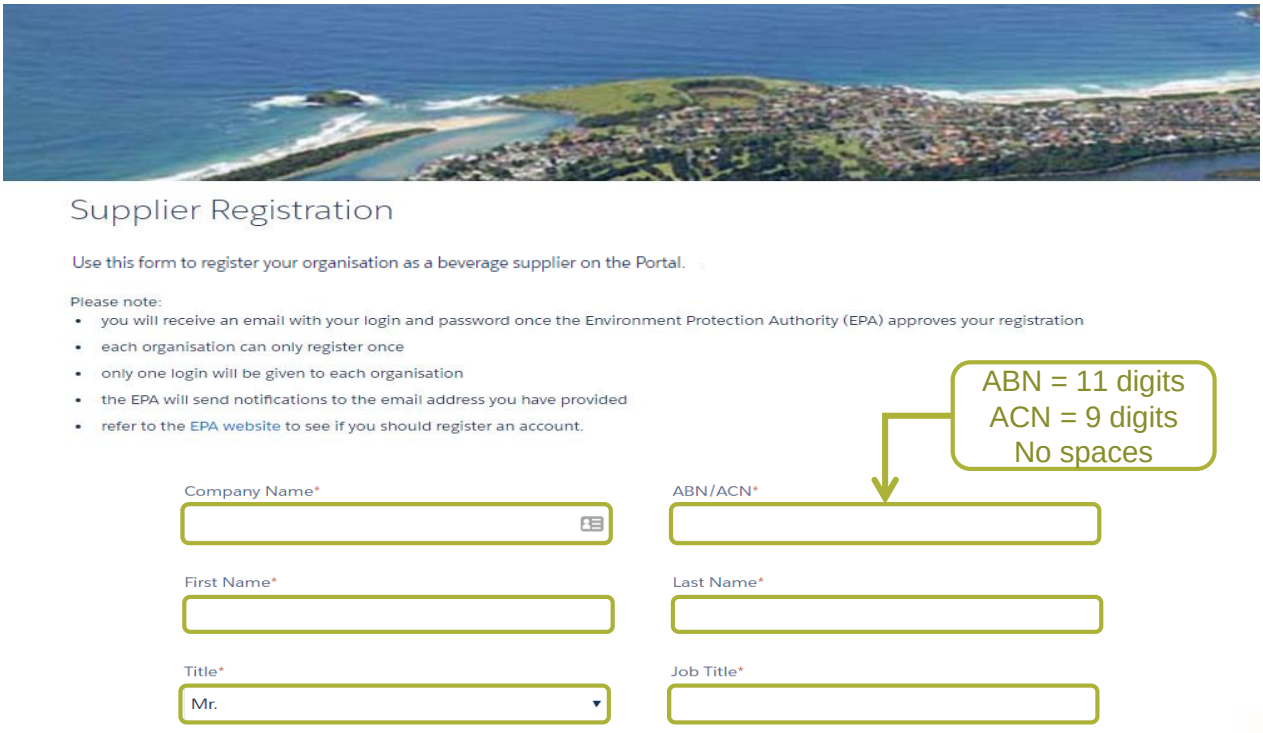
1.2 Click **SUPPLIER REGISTRATION.**



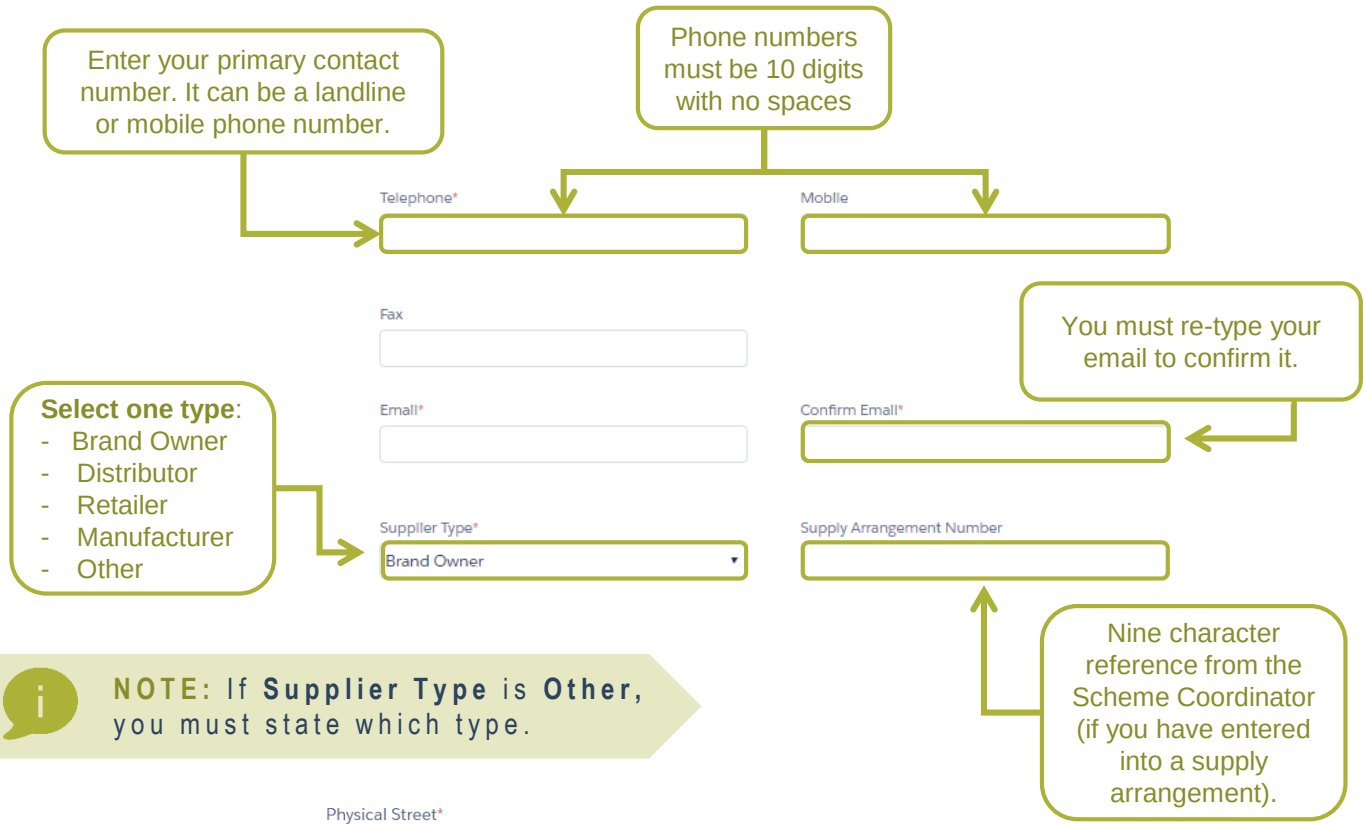
1.3 Complete the fields on the form.

IMPORTANT: Fields with a red asterisk(*) are required.

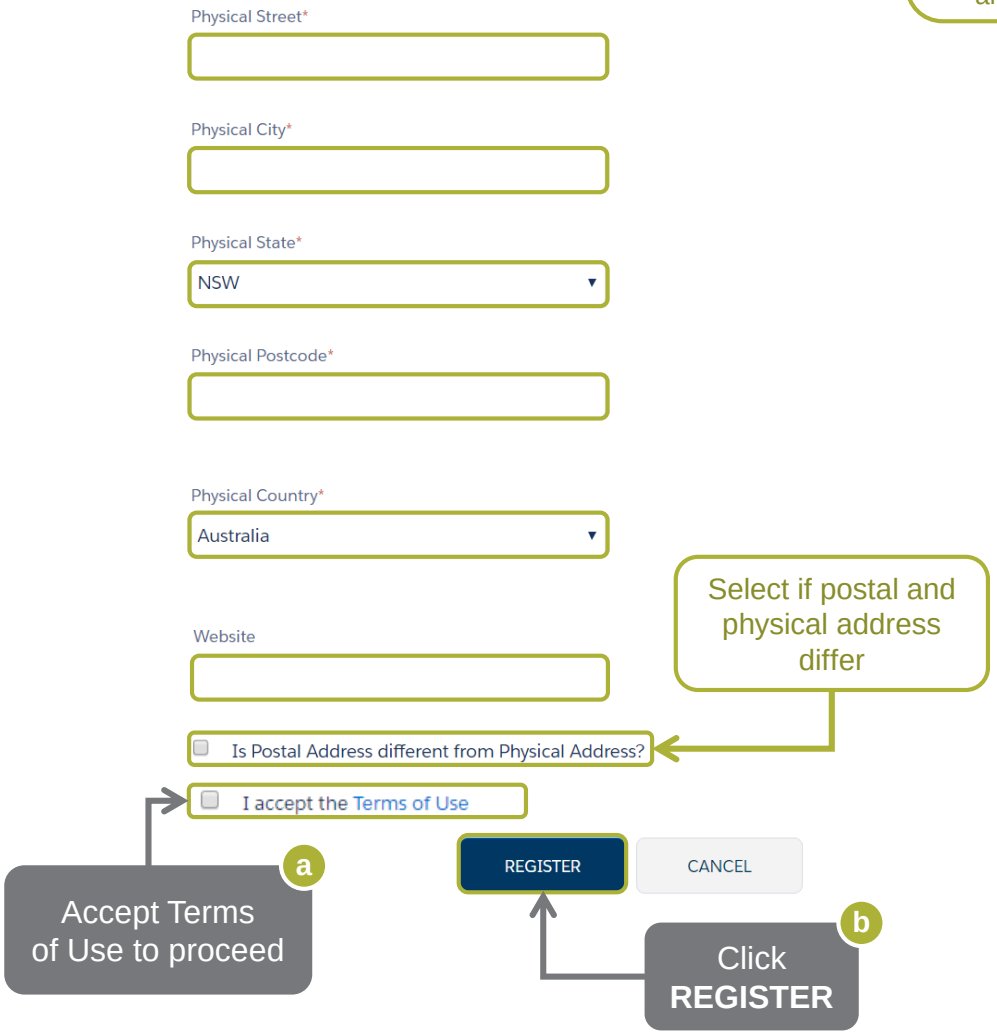
IMPORTANT: If your organisation is based overseas and you cannot register because you do not have e.g.an Australian contact number, email container.approval@epa.nsw.gov.au.



1 REGISTER AS NEW SUPPLIER (CON'T)



NOTE: If **Supplier Type** is **Other**, you must state which type.



YOU HAVE SUCCESSFULLY REGISTERED AS A SUPPLIER.

NOTE: You will receive a supplier account registration confirmation email.

1 REGISTER AS NEW SUPPLIER (CON'T)

The EPA determines whether to approve your request for a supplier account.

NOTE: The EPA then sends your approval or disapproval notification by email.

1.4

If your account is approved, retrieve your **Portal Supplier Approval Notification** email and click the link to finish setting up your account.

This is an automated response. Please do not reply to this email.

Thank you for registering test co's details for Return and Earn, the NSW container deposit scheme.

We are pleased to advise that your application has been approved. You can use the Return and Earn Approval Portal (the Portal) to check your details or register your eligible beverage containers for approval.

Logging into the Portal

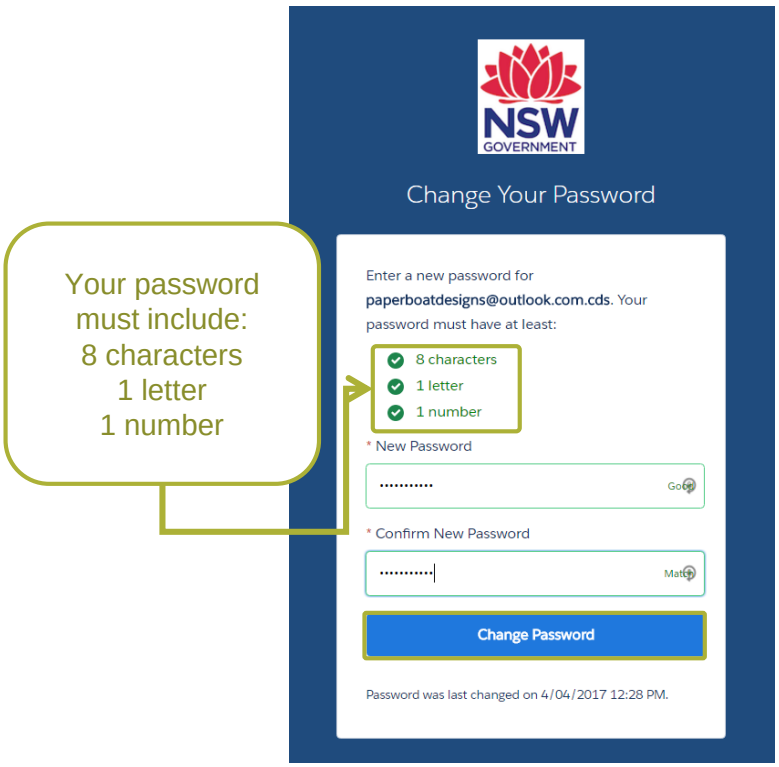
To log into the Portal for the first time, click on the following link:
https://uat-oeh.cs6.force.com/login?c=ucoNTxQKnLXvn0b3svq9Cb_xPkx1vmIRfWJI_9yYI5ocfuCcYY9uv1_Q1HIzIEu.2ADINGbE22zX7I1YiLfoUI0zItQ4PcnjWfaHhs3i8r.jvf_LXcxY1F8AKMioB8RAAM5SyUHj

To log into the Portal after this, click on this link. You will need to remember your username (see below) and password.

NOTE: Your username is the email address you used to register, plus **.cds** at the end.

1.5

Create a new password, then click **Change Password.**

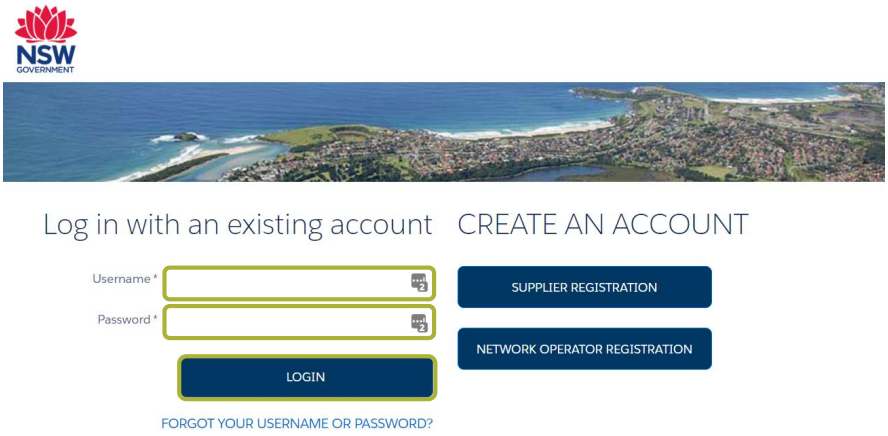


YOU HAVE SUCCESSFULLY RESET YOUR PASSWORD AND LOGGED INTO YOUR SUPPLIER ACCOUNT.

2 UPDATE SUPPLIER PROFILE

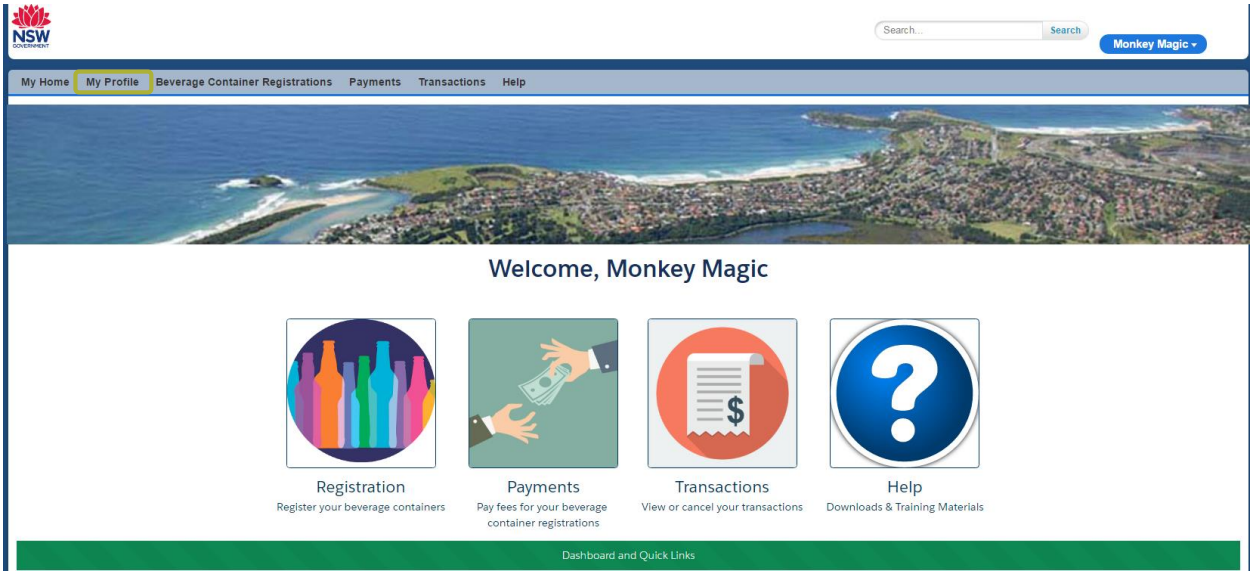
2.1

Log in at the following web page: cds.epa.nsw.gov.au



2.2

Select **My Profile** in the tab bar at the top of the home page.

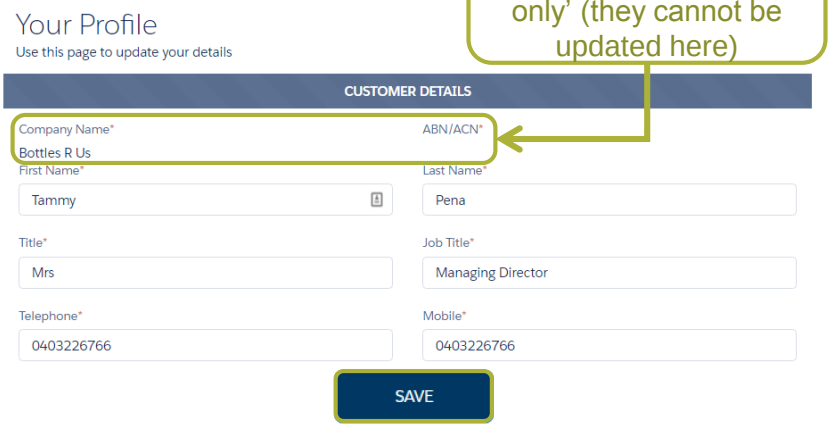


2.3

Update your **CUSTOMER DETAILS** and **ADDRESS DETAILS** as required, then click **SAVE.**

IMPORTANT: red asterisk(*) denotes required fields.

Company Name and **ABN/ACN** are 'read only' (they cannot be updated here)



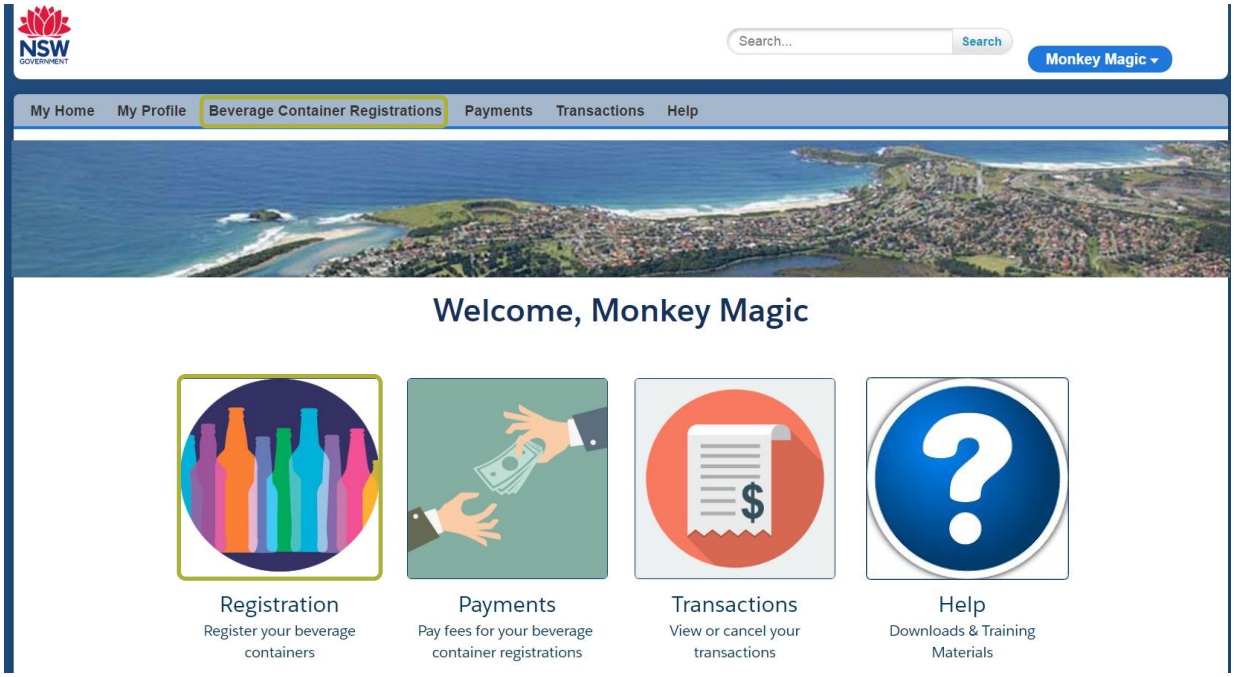
YOUR SUPPLIER PROFILE HAS BEEN UPDATED

3 REGISTER NEW CONTAINER FOR APPROVAL

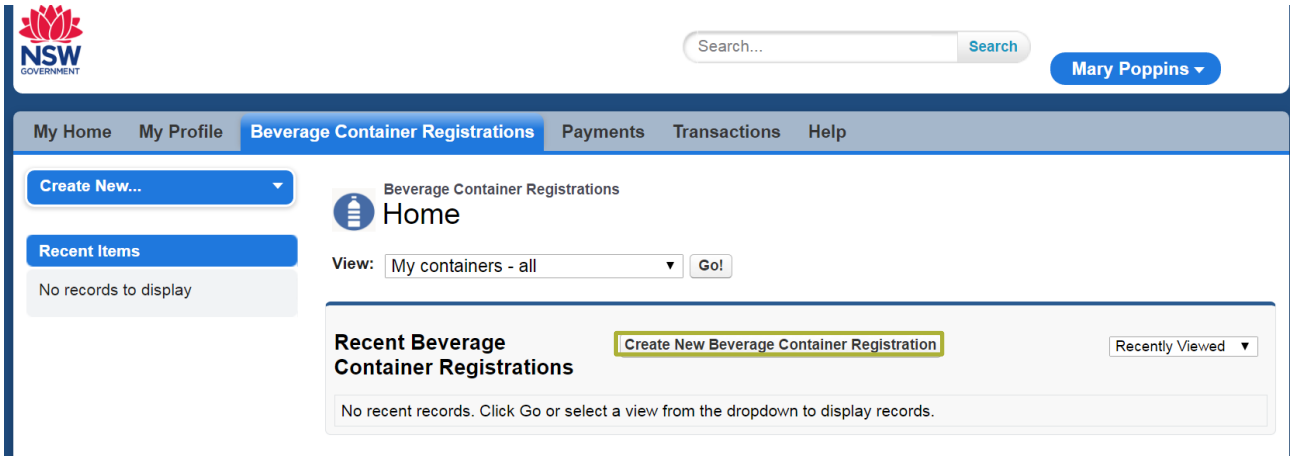
IMPORTANT: Check whether your container requires EPA approval. The EPA website provides guidance about which container classes require approval. Use the Return and Earn Container Search to see if your container has already been registered. **The EPA will not refund the application fee if a supplier incorrectly registers a container.**

3.1 To log in, go to the following web page: cds.epa.nsw.gov.au

3.2 Select **Registration.**



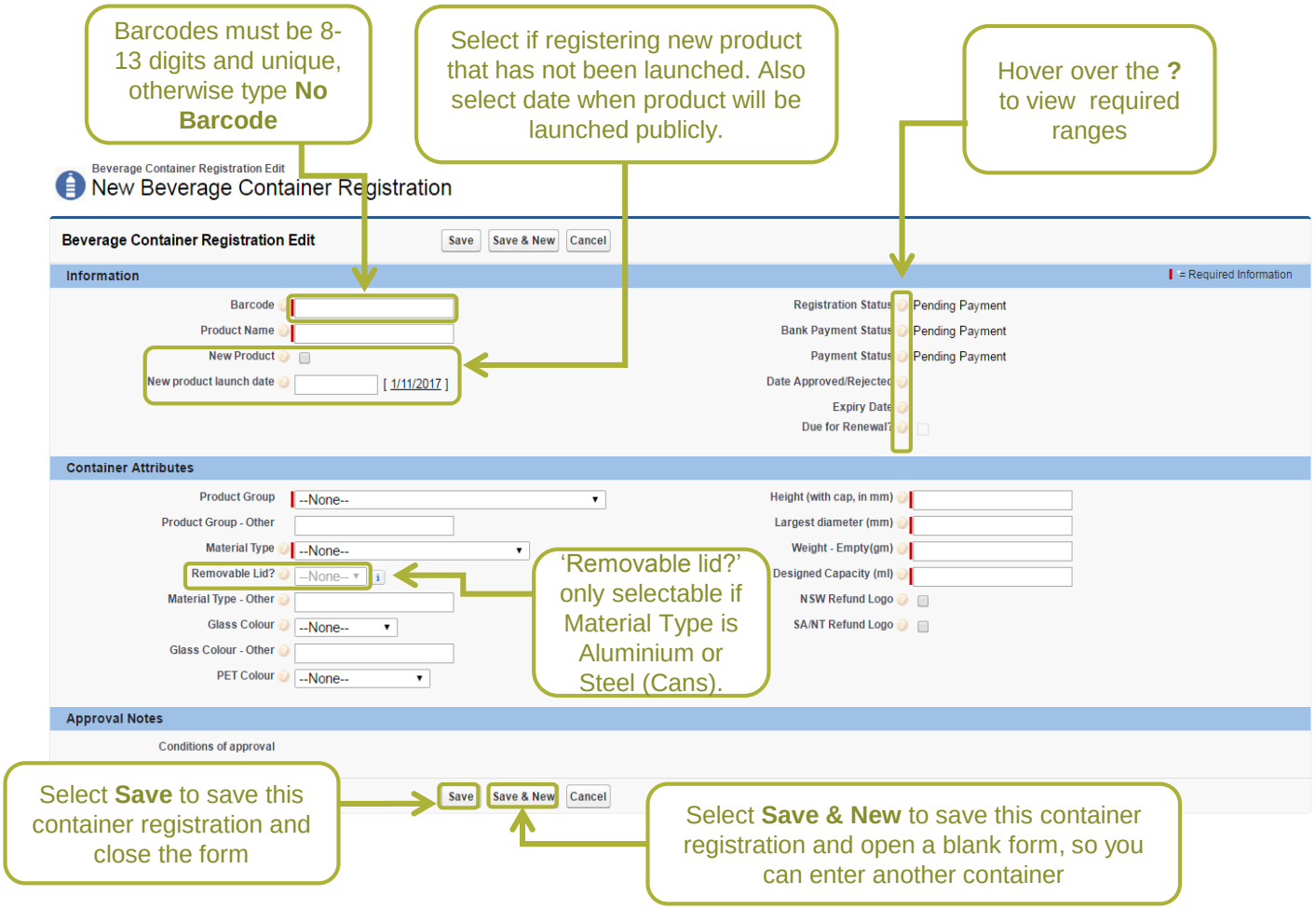
3.3 Click **Create New Beverage Container Registration.**



IMPORTANT: Initial registrations of **10 or more** containers can be bulk uploaded onto the Portal. Refer to sections 3.8 to 3.12 for more information.

3.4 Complete the fields on the form, then click **Save.**

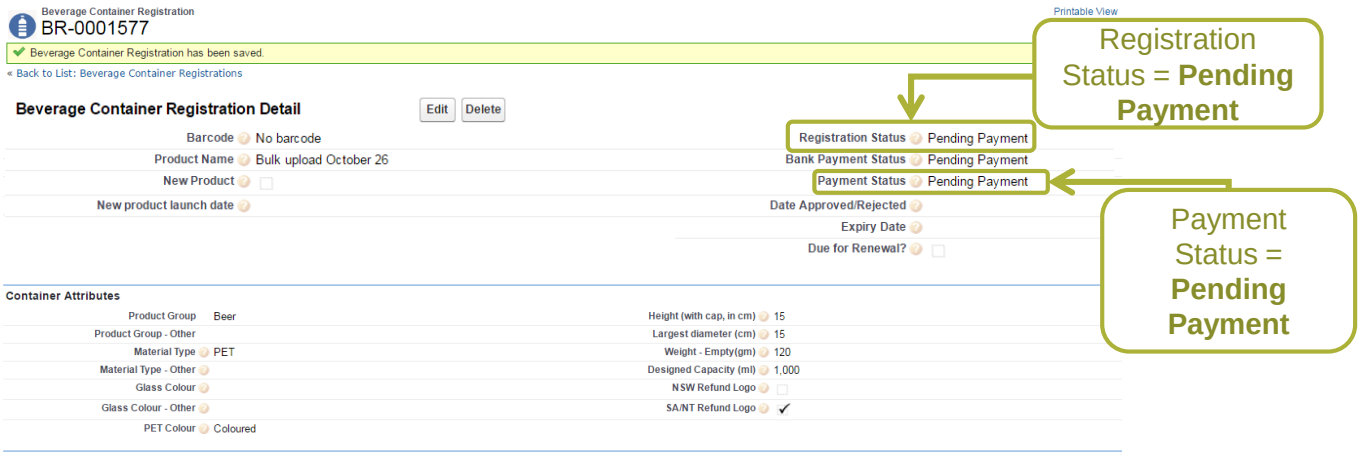
IMPORTANT: Red lines denote required fields.



NOTE: If **Material Type** is **PET** or **Glass, you must select PET Colour** or **Glass Colour**.

NOTE: Information about containers with **New Product** selected will only be made public after the new product launch date has passed.

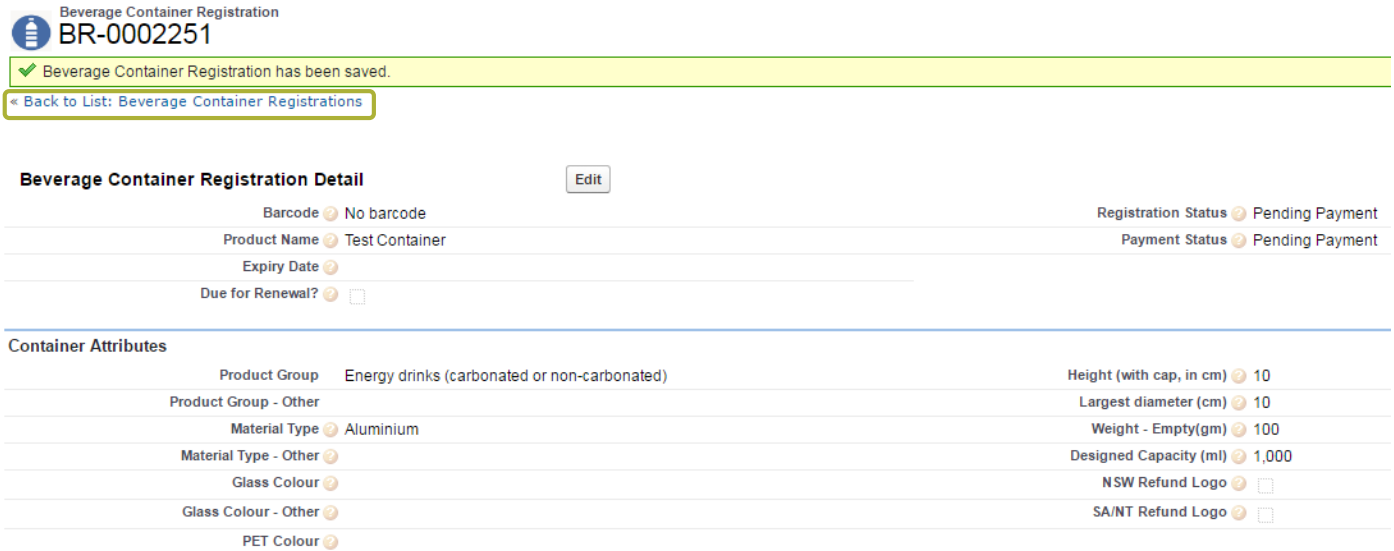
3.5 Click **Save**, then view the next screen.



A NEW CONTAINER REGISTRATION HAS BEEN CREATED. YOU CAN NOW MAKE PAYMENT TO THE EPA. REFER TO 'PAY FOR CONTAINER REGISTRATION FOR APPROVAL'.

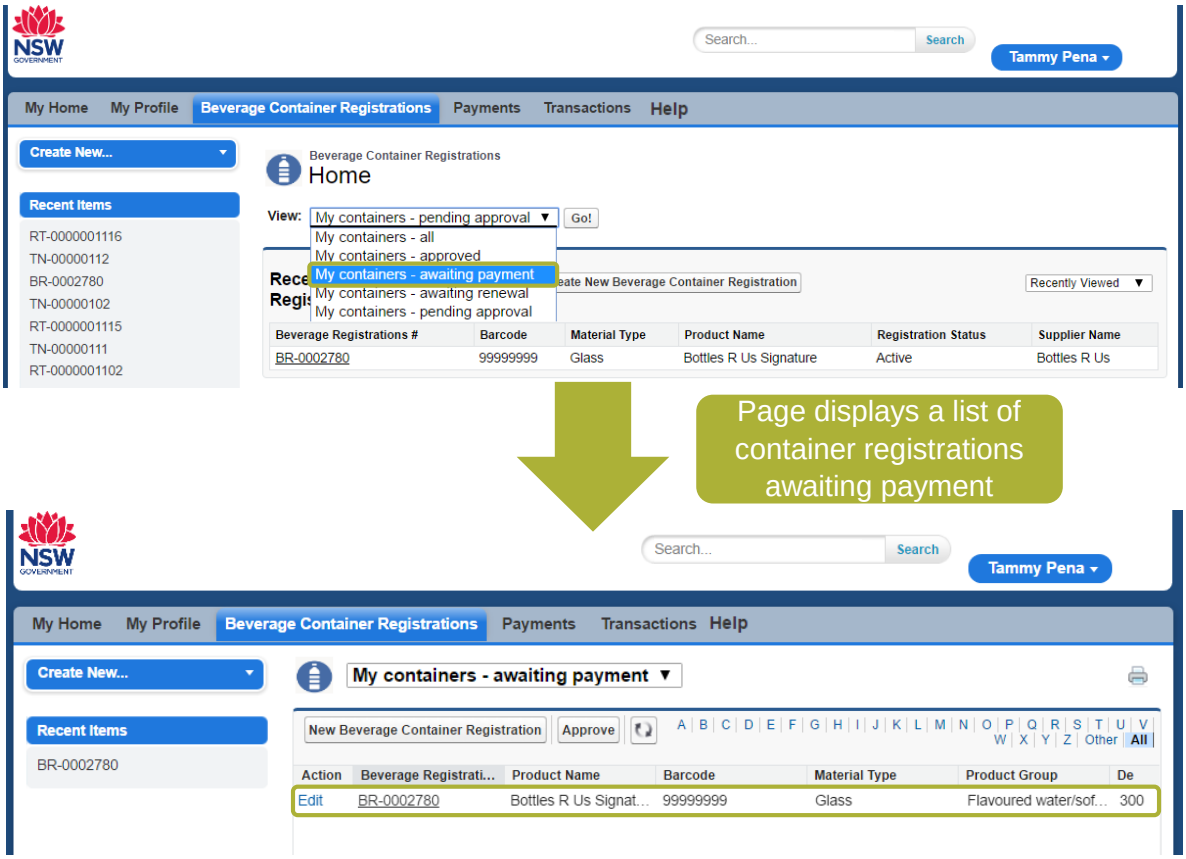
3.6

To view a full list of container registrations awaiting payment, select **Back to List: Beverage Container Registrations.**



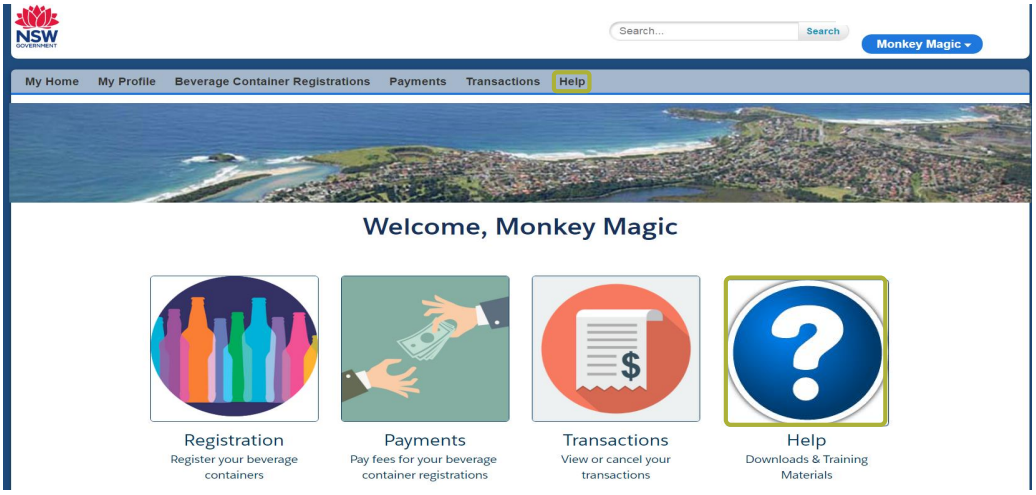
3.7

Select **My containers – awaiting payment.**

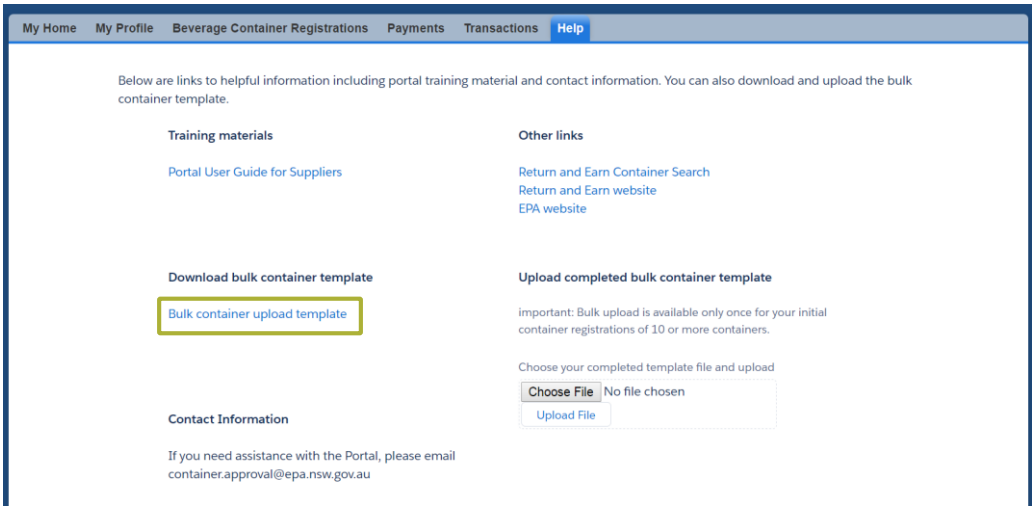


VEW ALL YOUR NEW CONTAINER REGISTRATIONS INCLUDING ITEMS FOR WHICH YOU NEED TO MAKE PAYMENT.

3.8 Initial registrations of 10 or more containers can be sent to the EPA for bulk upload. Select **Help**.

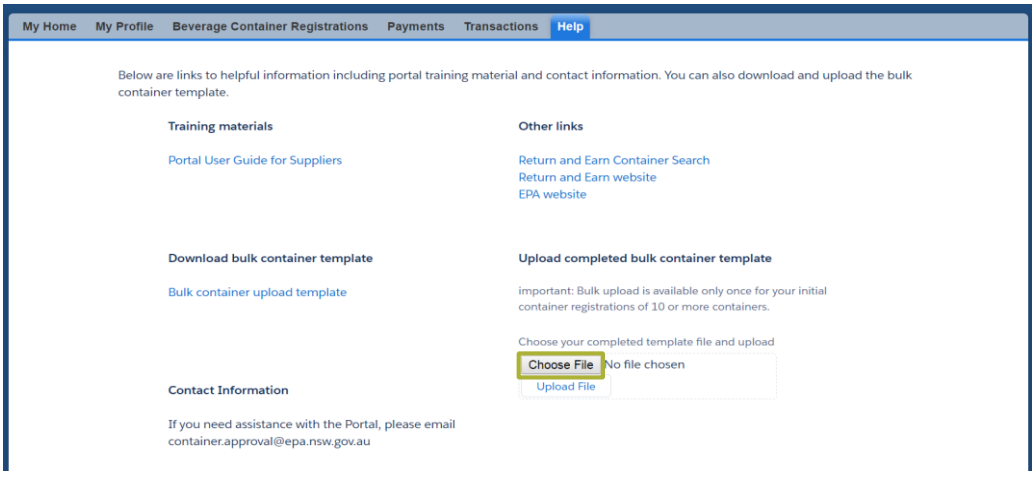


3.9 Select **Bulk container upload template**. Save and complete the downloaded template.



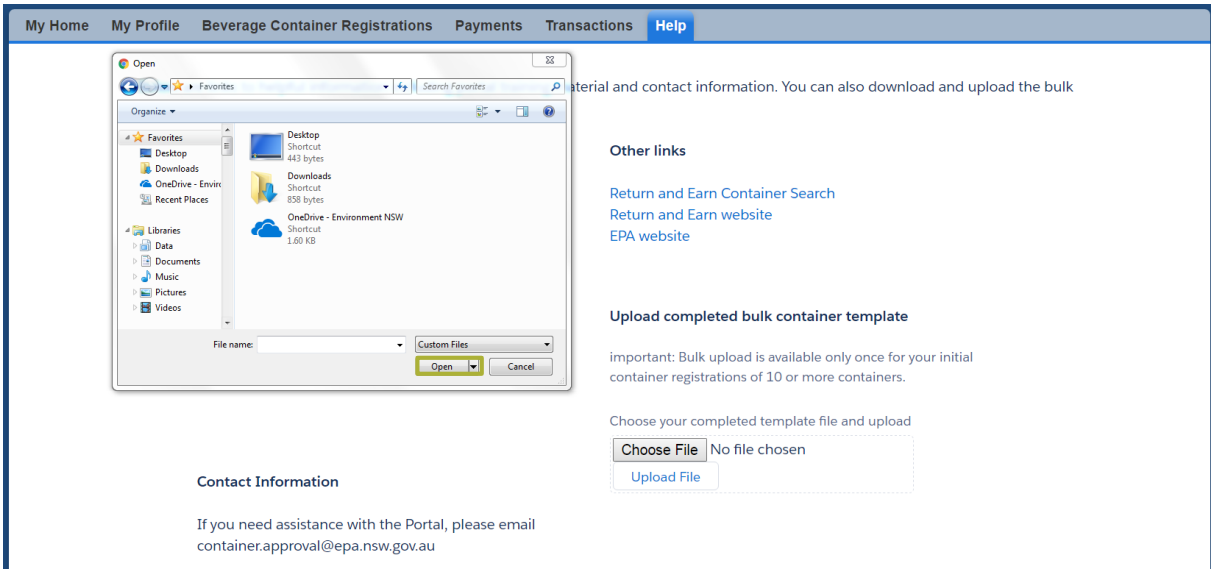
Note: Instructions about how to complete the template are in the downloaded template. Ensure you provide data in the required format. Any errors will delay your upload and you may be required to fix them.

3.10 Upload your completed template, select **Choose File**.



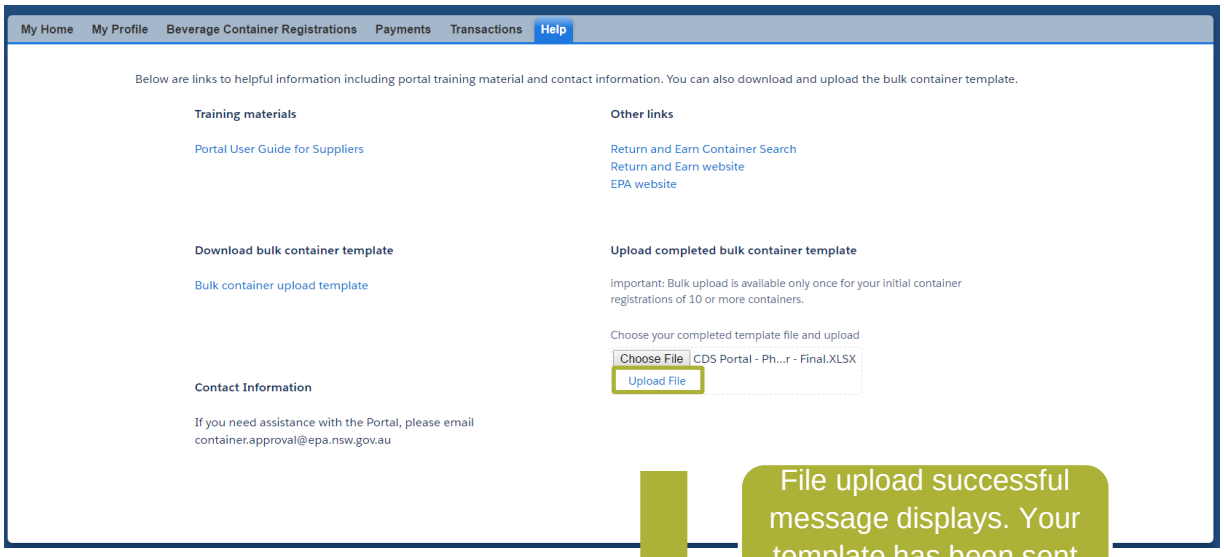
3.11

Select your completed template file and click **Open**.

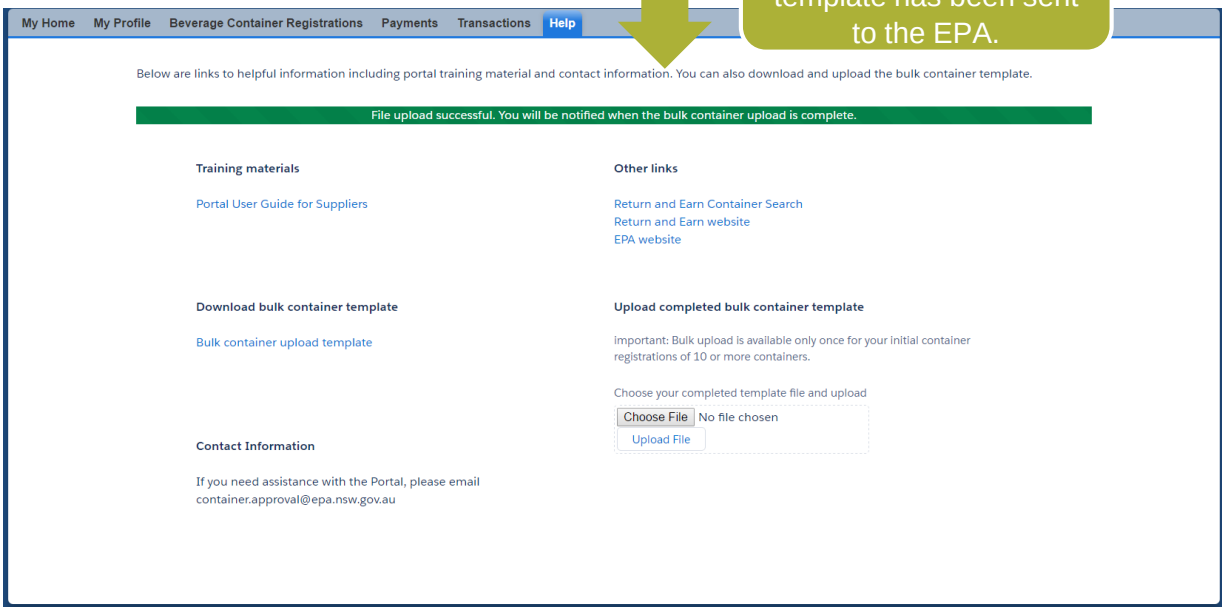


3.12

Select **Upload File**.

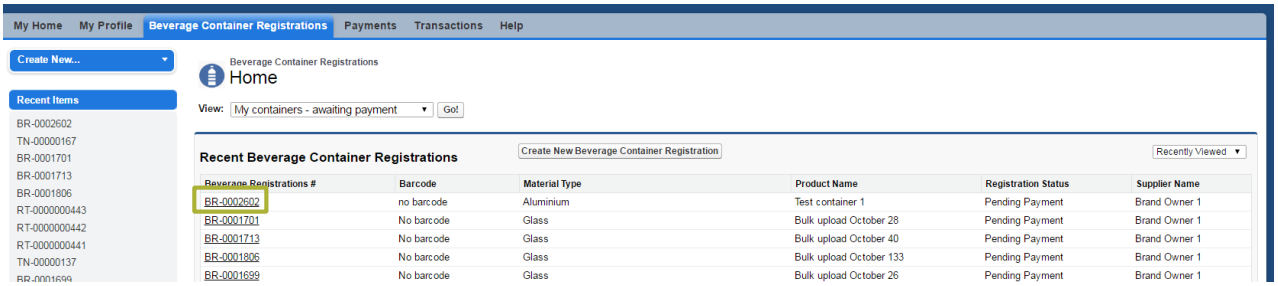


File upload successful message displays. Your template has been sent to the EPA.

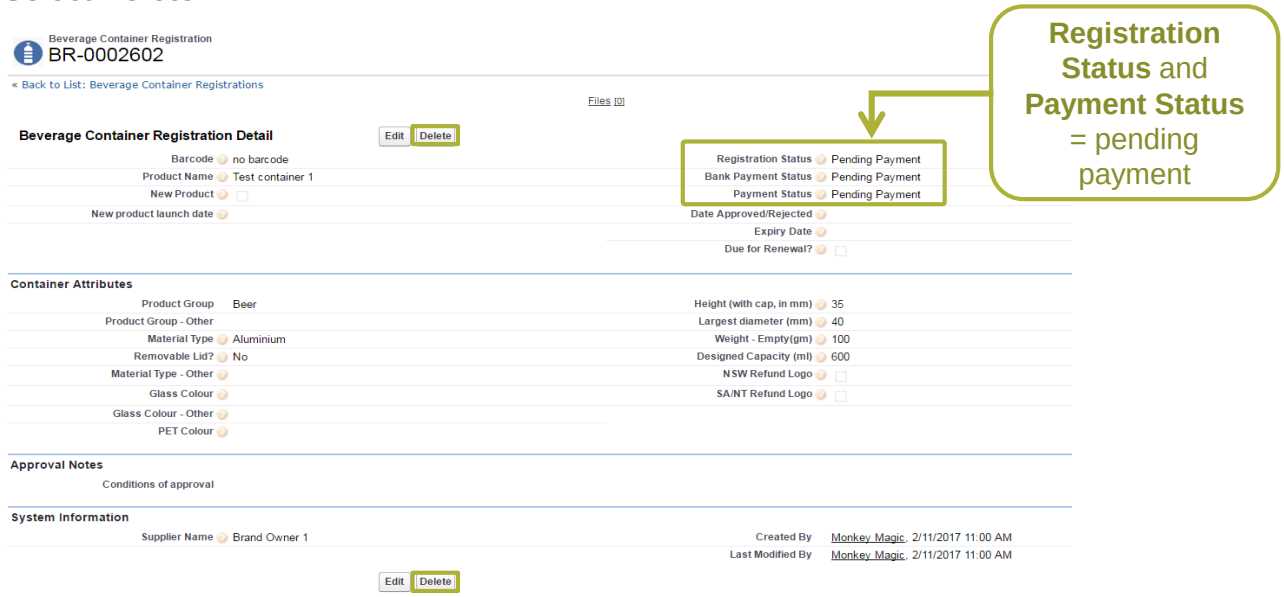


YOU HAVE SENT YOUR BULK CONTAINER UPLOAD TEMPLATE TO THE EPA. THE EPA WILL MANUALLY UPLOAD YOUR TEMPLATE. THE EPA WILL EMAIL YOU ONCE THIS IS COMPLETE. YOU WILL THEN BE ABLE TO MAKE PAYMENT TO THE EPA. REFER TO 'PAY FOR CONTAINER REGISTRATION FOR APPROVAL'.

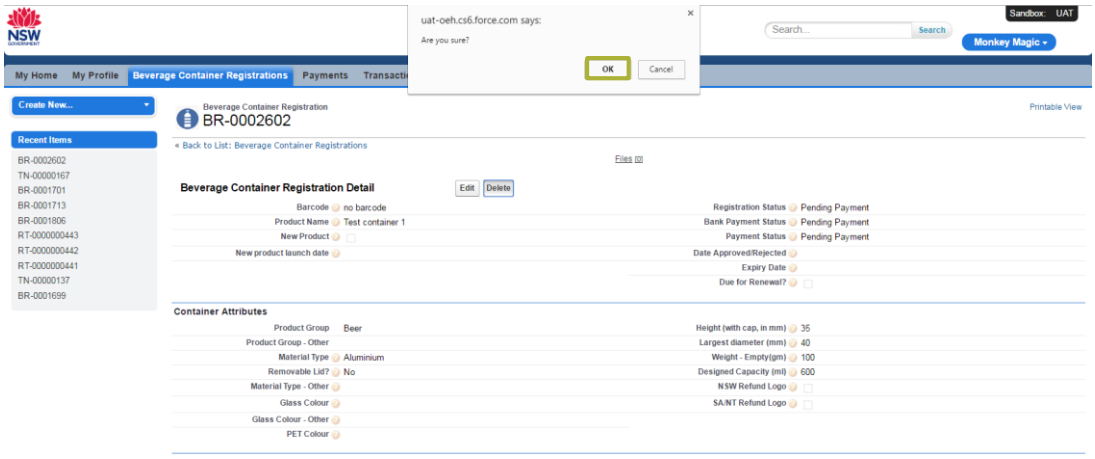
3.13 You can delete incorrectly registered containers. You can only do so before you initiate payment for them. Go to the relevant container by selecting the **Beverage Registration #**.



3.14 Select **Delete**.



3.15 Confirm by selecting **OK**.



3.16 Container will be deleted and you will return to the Beverage Container Registration screen.

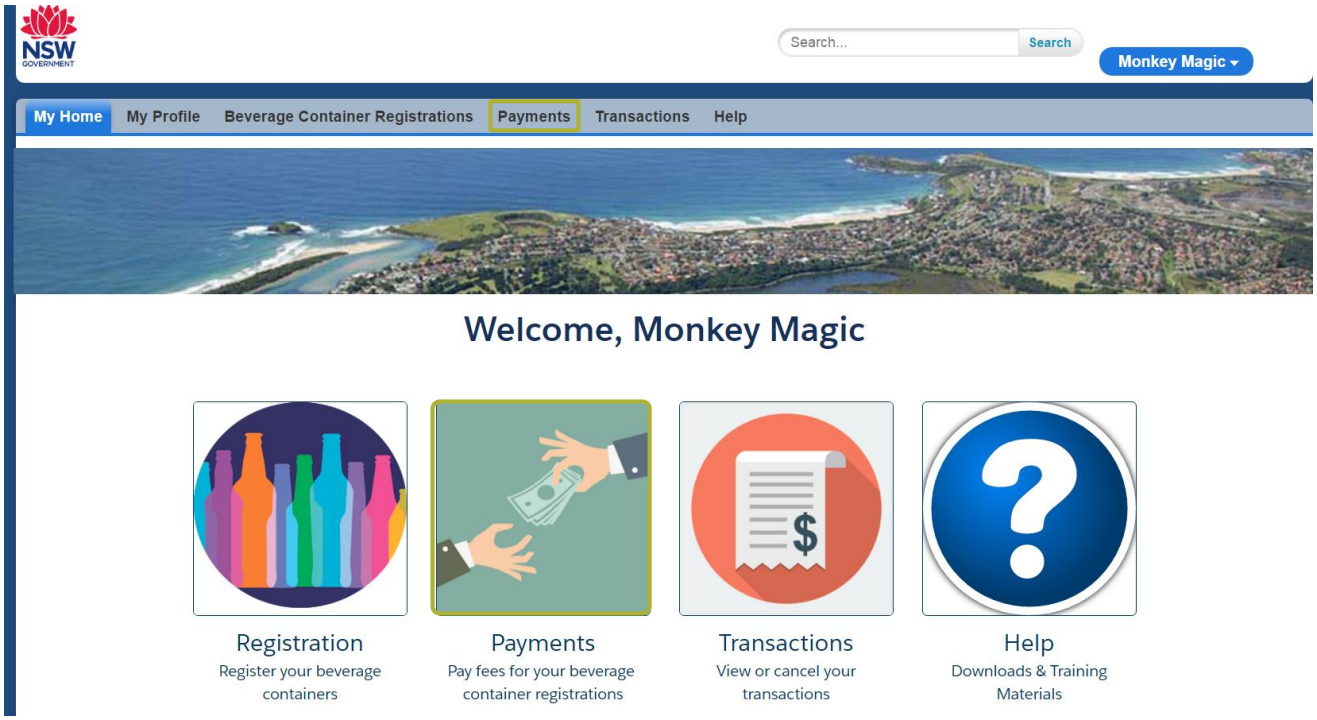
Important: You can only delete containers that have Registration Status and Payment Status as 'pending payment'.

YOU HAVE SUCCESSFULLY DELETED A CONTAINER.

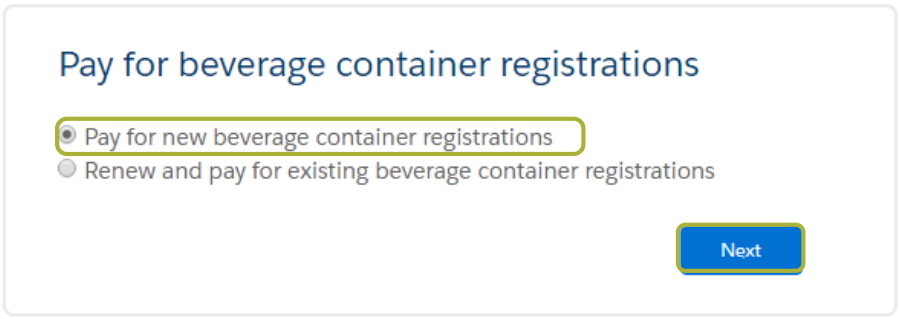
4 PAY FOR CONTAINER REGISTERED FOR APPROVAL

4.1 Log in at the following web page: cds.epa.nsw.gov.au

4.2 Select **Payments.**



4.3 Select **Pay for new beverage container registrations**, then click **Next.**



Choose 'Pay for new beverage container registrations' to pay application fees for the beverage container/s you have registered for approval.

Choose 'Renew and pay for existing beverage container registrations' to renew existing approvals and pay the renewal application fee.

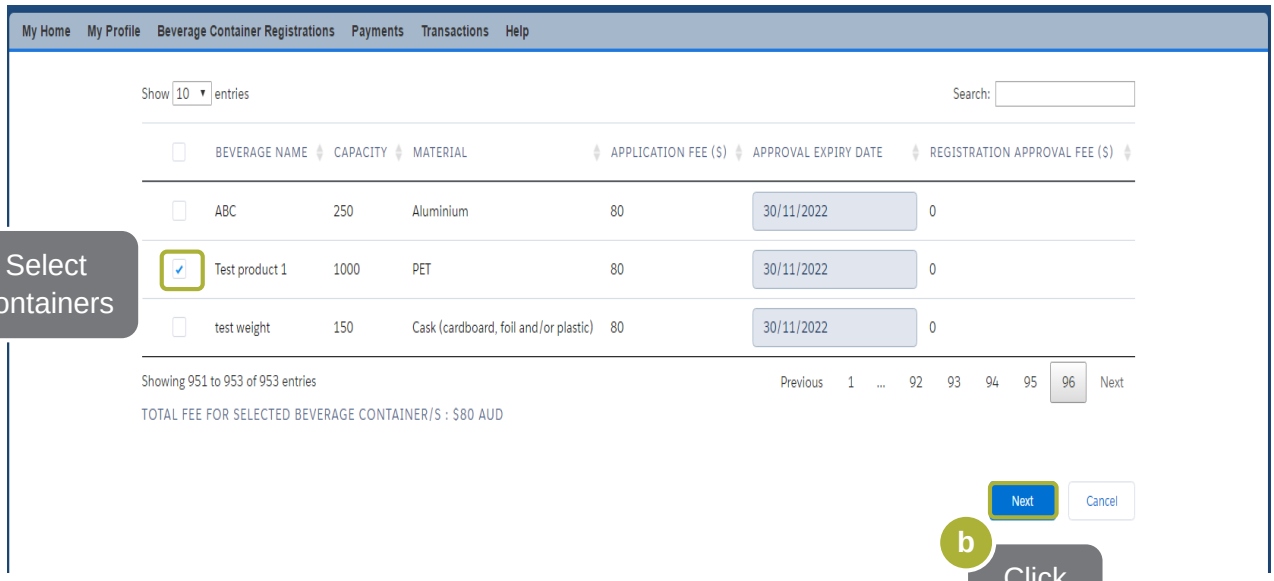
Note:

- on the next page you can select one or more beverage containers
- a container approval is for five years.

NOTE: Container approvals are for five years.

4 PAY FOR CONTAINER REGISTRATION (CON'T)

4.4 Select the relevant beverage container item on this list, then click **Next.**

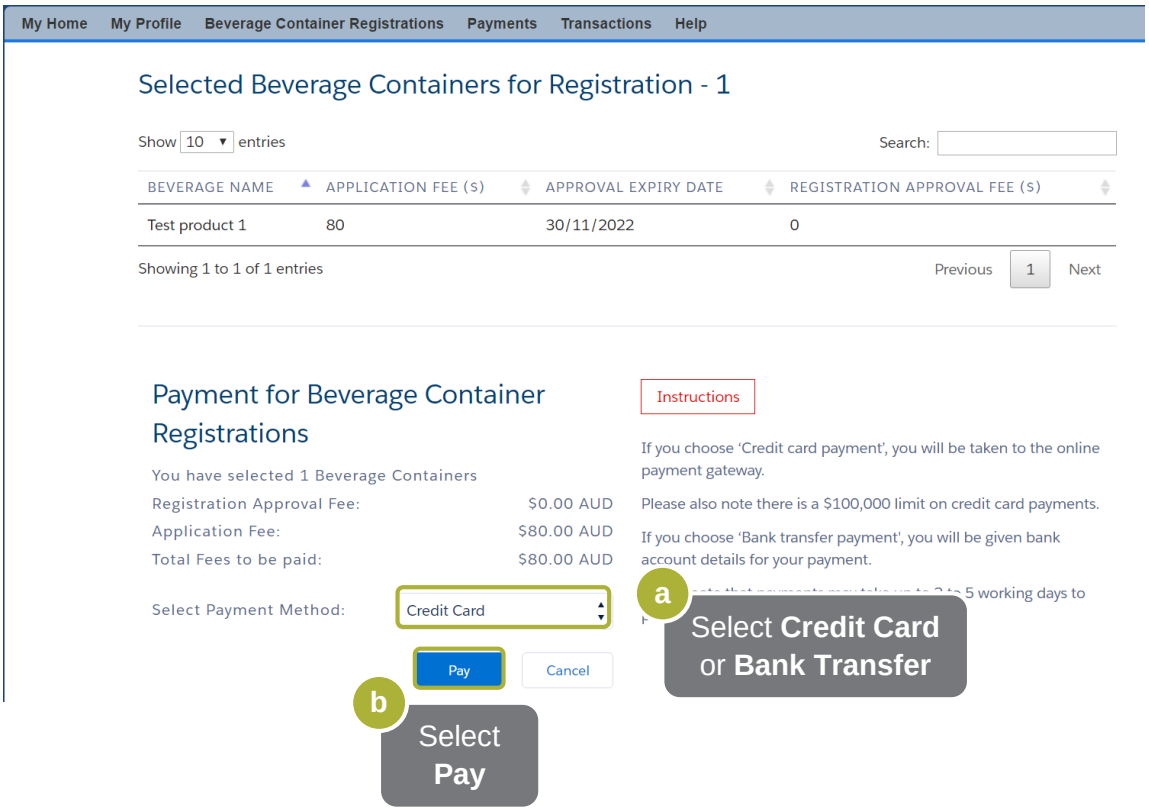


a Select containers

b Click **Next**

IMPORTANT: The **Approval Expiry Date** defaults to five years from the date you perform this step (after 1 December 2017, the Scheme's start date).

4.5 Select **Payment Method**, then click **Pay.**



a Select **Credit Card** or **Bank Transfer**

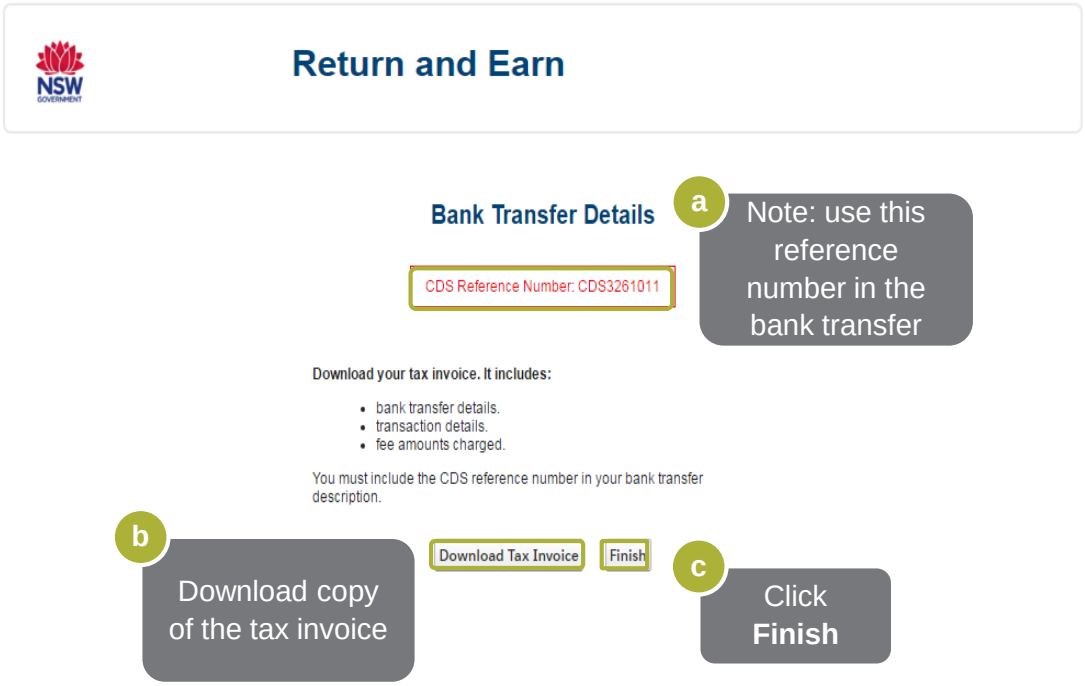
b Select **Pay**

NOTE: A one-off application fee applies to each new container registered for approval.

4 PAY FOR CONTAINER REGISTRATION (CON'T)

4.6 A

Pay by **bank transfer**, or proceed to step **4.7 A.**



NOTE: You can also download a copy of the tax invoice from the transaction record. Refer to section 5.4, View Transactions.

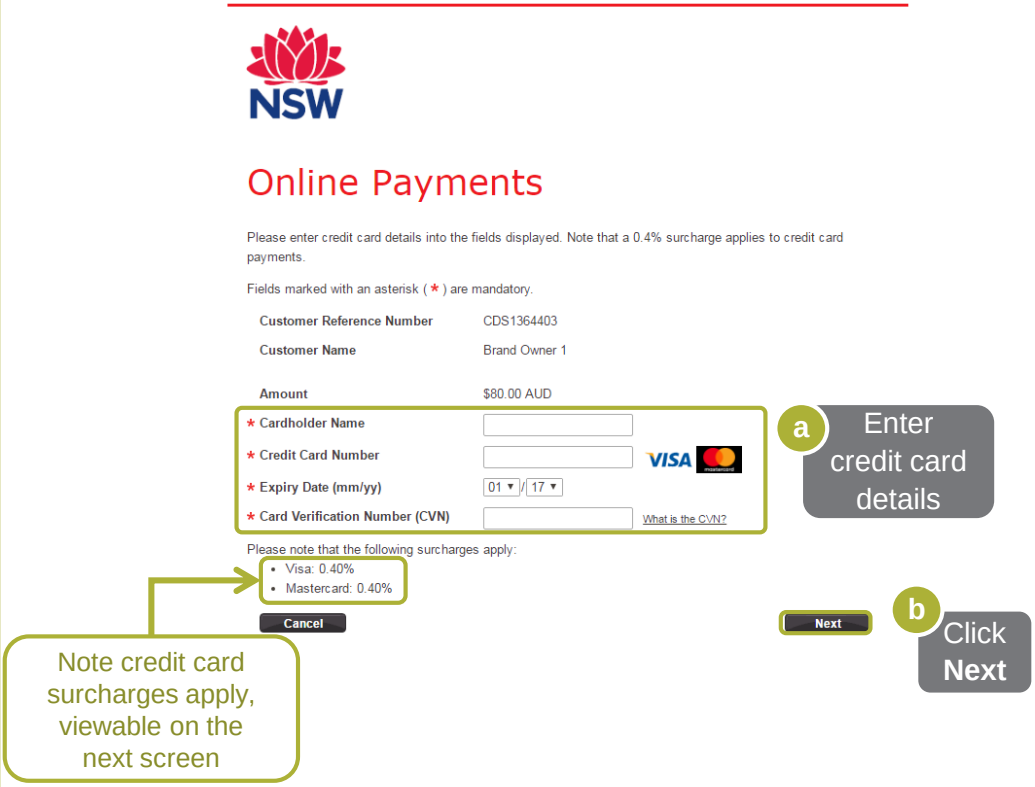
4.6 B

Make the bank transfer payment to the EPA.

YOU HAVE SUCCESSFULLY PAID VIA BANK TRANSFER.

4.7 A

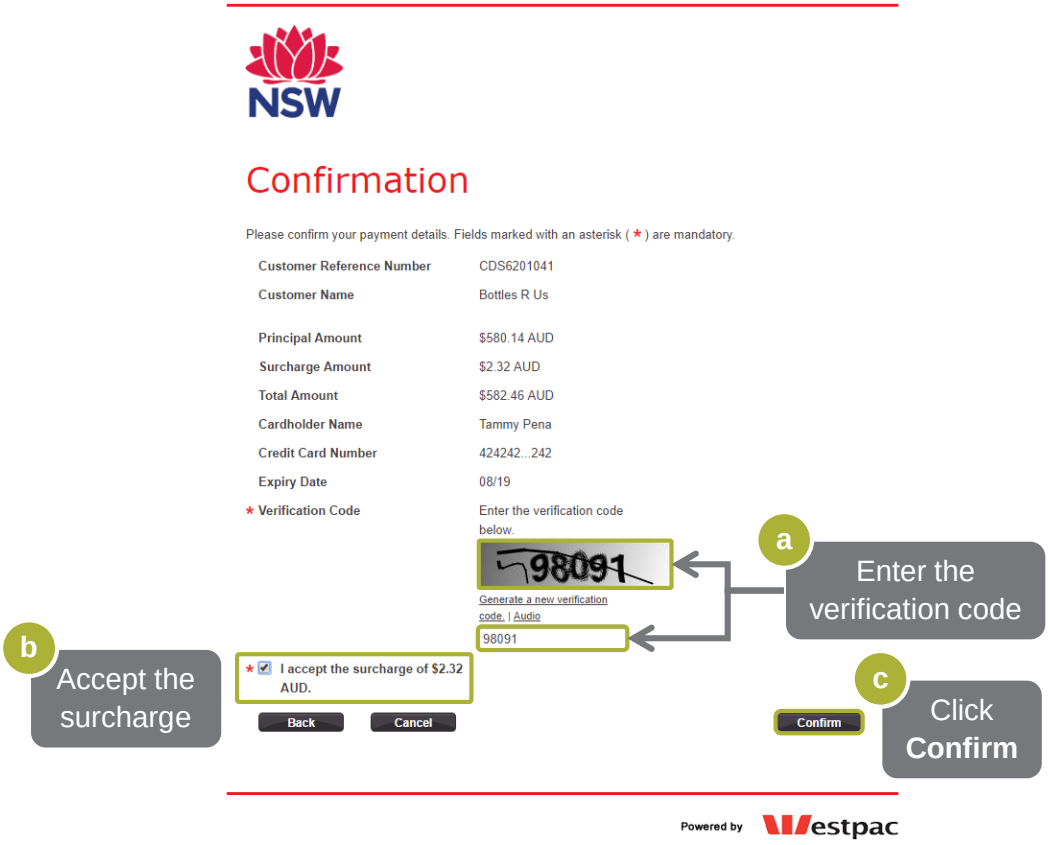
Pay by **credit card.**



4 PAY FOR CONTAINER REGISTRATION (CON'T)

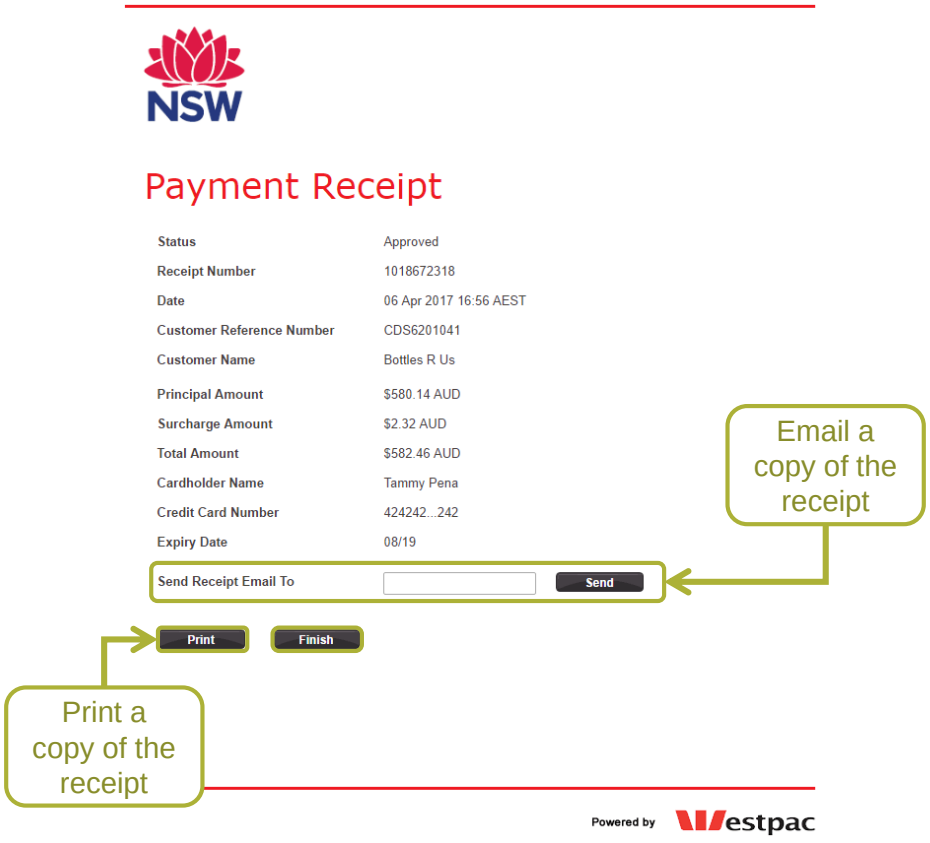
4.7 B

Confirm payment.



4.7 C

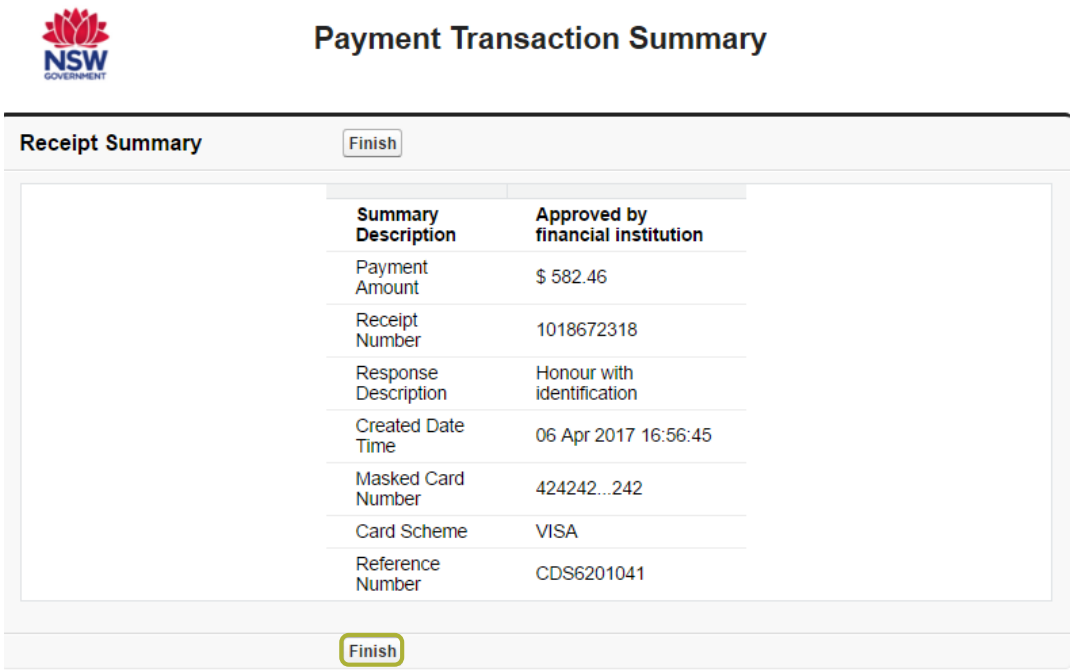
Click **Finish** to complete the payment.



4 PAY FOR CONTAINER REGISTRATION (CON'T)

4.7 D

Review the **Payment Transaction Summary**, then click **Finish.**



Payment Transaction Summary

Receipt Summary

Finish

Summary Description	Approved by financial institution
Payment Amount	$ 582.46
Receipt Number	1018672318
Response Description	Honour with identification
Created Date Time	06 Apr 2017 16:56:45
Masked Card Number	424242...242
Card Scheme	VISA
Reference Number	CDS6201041

Finish

YOU HAVE SUCCESSFULLY PAID VIA CREDIT CARD.

IMPORTANT: It may take two to five days to process your payment. Please contact the EPA at container.approval@epa.nsw.gov.au if, after five days, the container payment status does not update from 'Pending payment' to 'Paid' (refer to section 5.5, **View Transactions**).

NOTE: You will receive a payment receipt confirmation email once your payment is processed on the Portal.

IMPORTANT: At this stage, the container registration is still pending approval by the EPA; refer to **View Transactions**.

The EPA will review your container approval applications. You will receive a **CONTAINER APPROVAL NOTIFICATION EMAIL** once your container registration is approved.

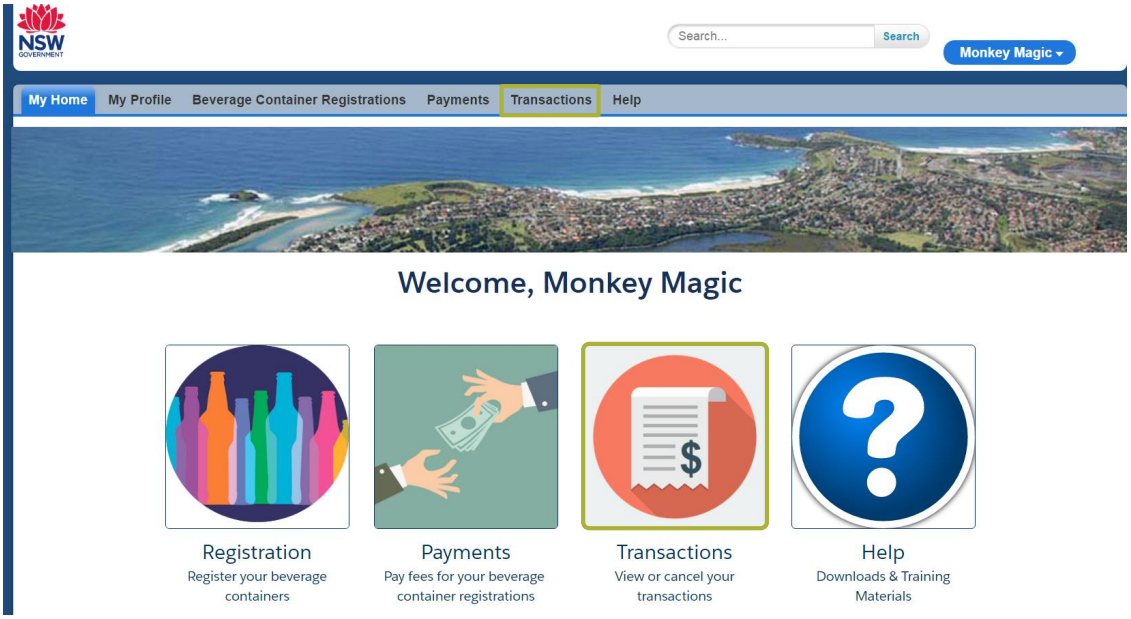
This email will have an attached letter that lists all of the approved containers including any conditions of approval.

See Section 6 'View Approved Container Condition/s of Approval' to see how to view approved containers with conditions of approval on the Portal.

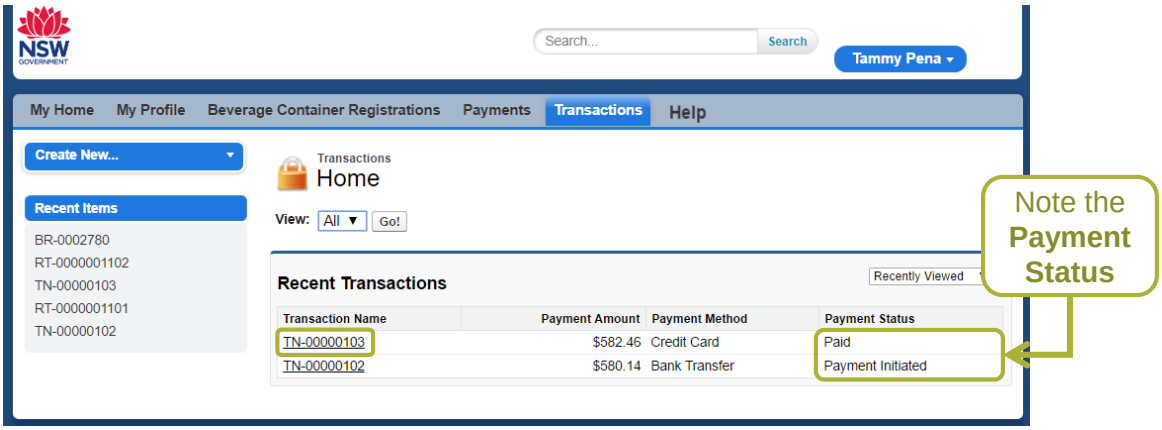
5 VIEW TRANSACTIONS

5.1 Log in at the following web page: cds.epa.nsw.gov.au

5.2 Select **Transactions.**



5.3 Select **Transaction Name** to view more details.

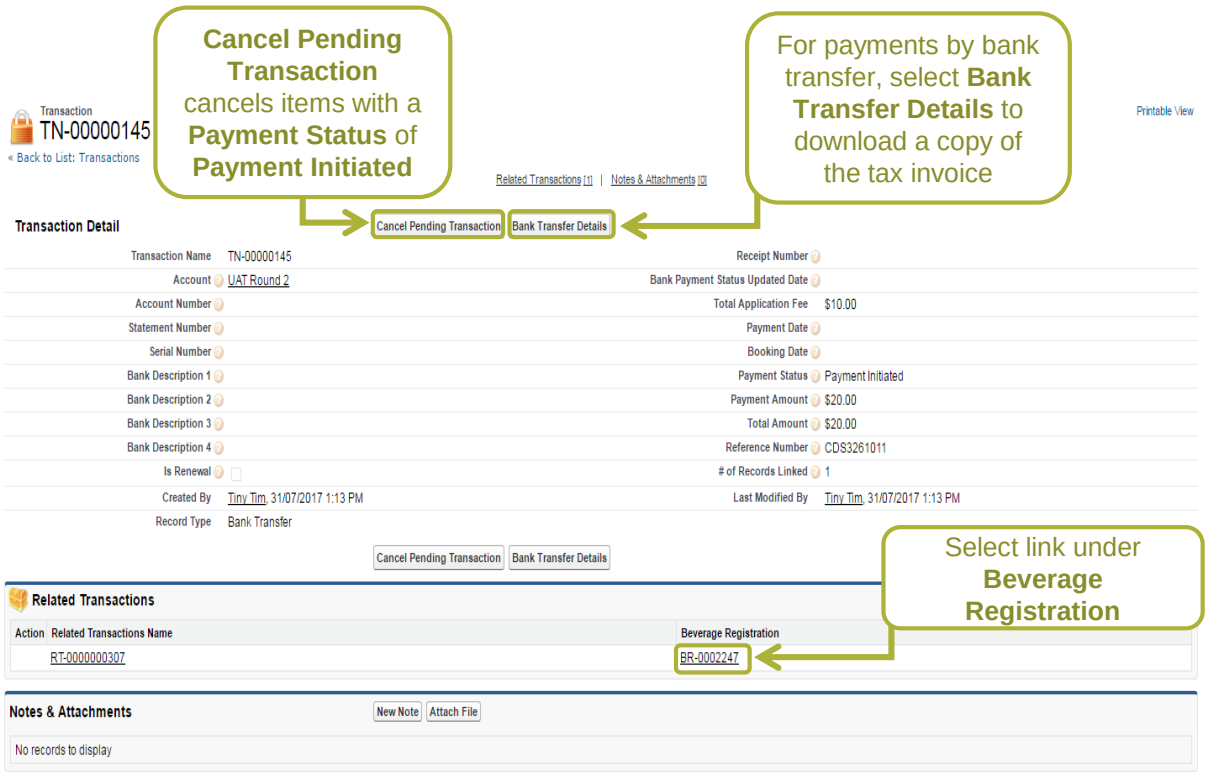


IMPORTANT: Payment Status for bank transfers will display as **Payment Initiated** until your bank transfer is complete and your payment processed.

5 VIEW TRANSACTIONS (CON'T)

5.4

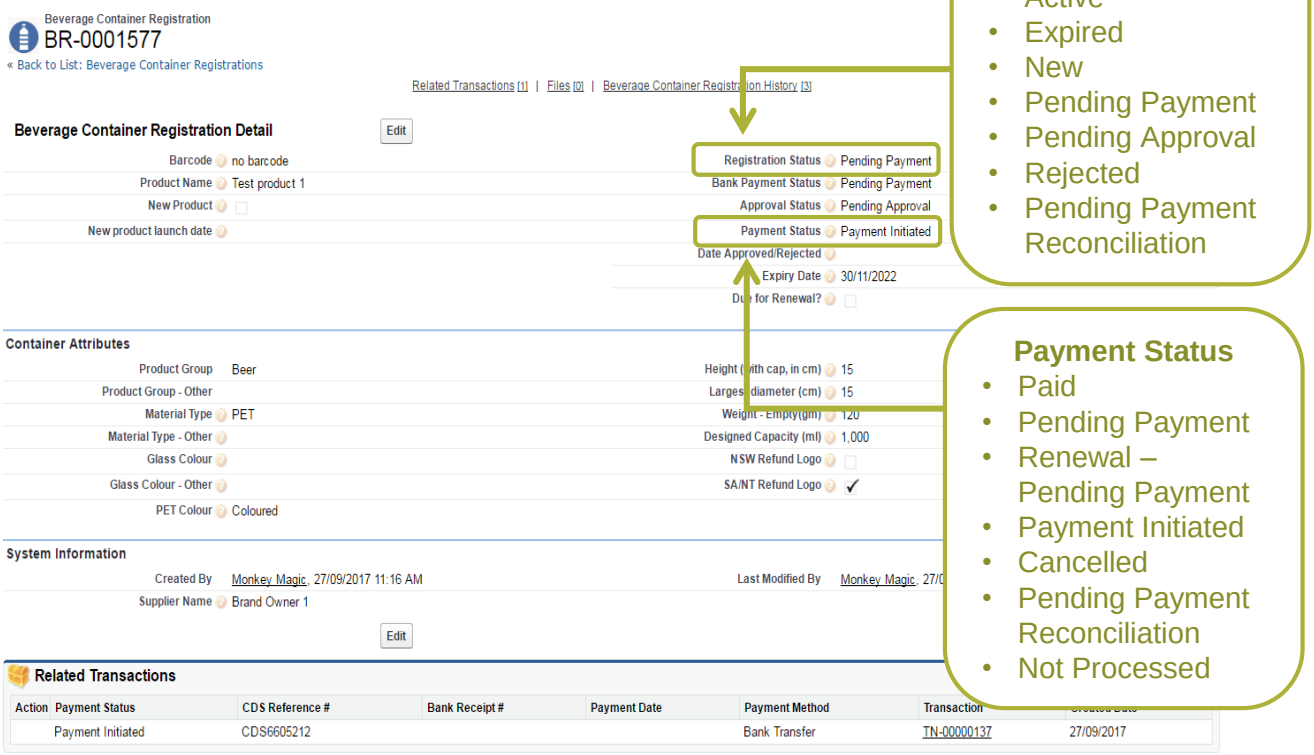
Review transaction details, then select the link under **Beverage Registration.**



IMPORTANT: You cannot reverse completed credit card payments using the **Cancel Pending Transaction**. However, you can cancel bank transfer transactions not yet complete.

5.5

Review Container **Registration Status** and **Payment Status.**



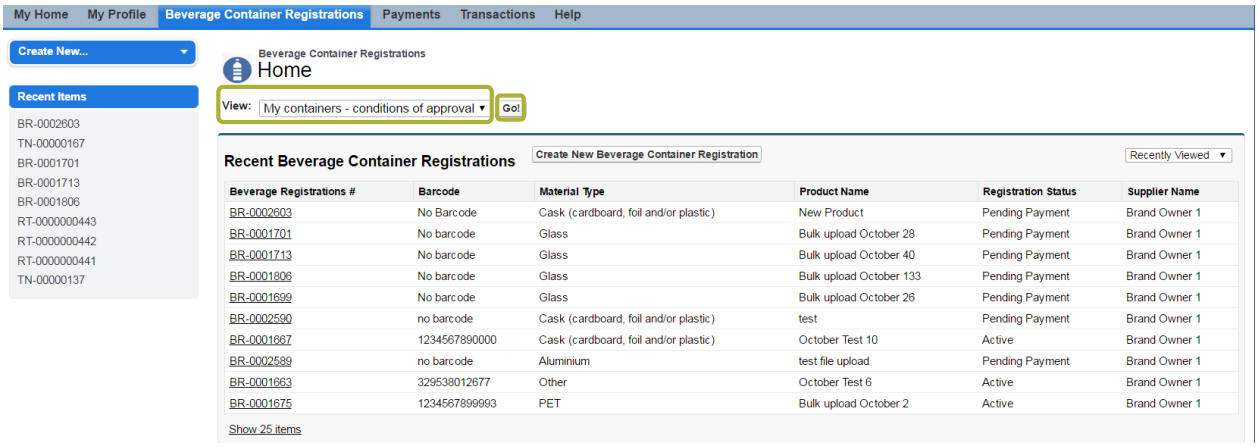
YOU HAVE CHECKED THE STATUS OF YOUR CONTAINER REGISTRATION.

6 View Approved Container Condition/s of Approval

NOTE: The EPA can grant a container approval subject to a **condition of approval**. It is your responsibility to comply with the condition.

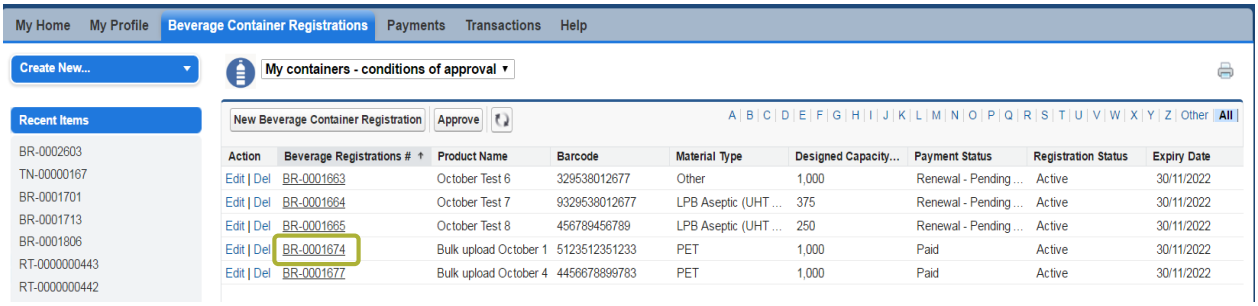
6.1

On the Beverage Container Registrations page, choose to view **My containers – conditions of approval** and select **Go**.



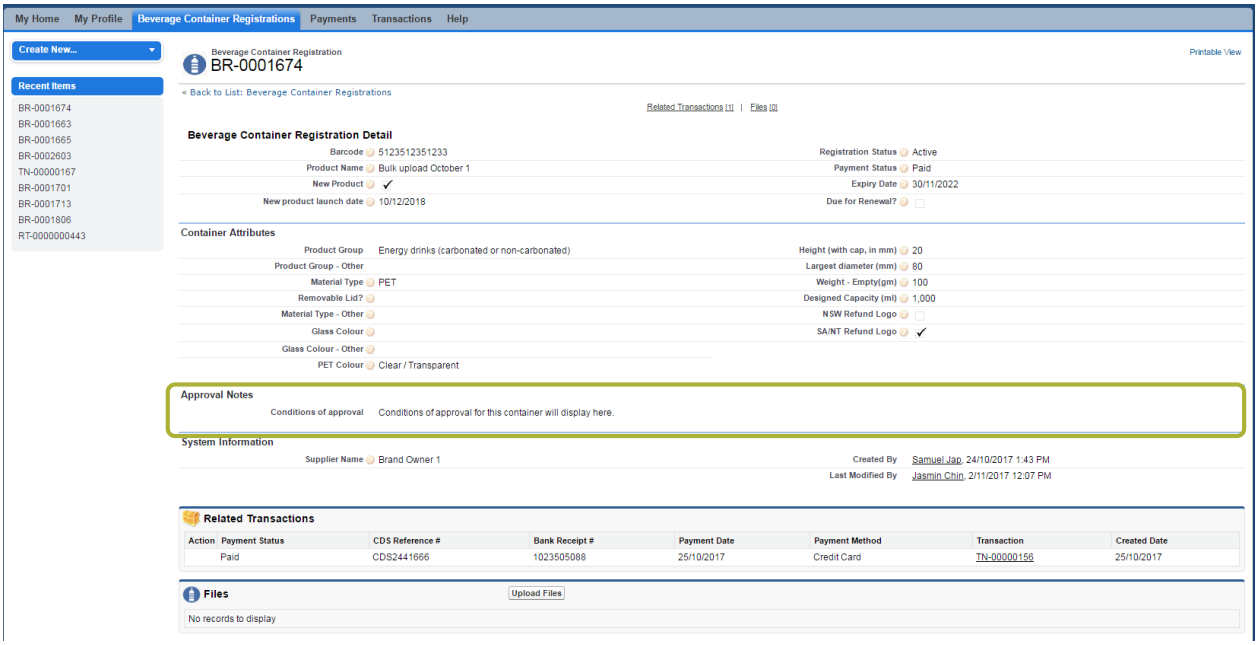
6.2

Select the Beverage Container Registration # of the container you want to view.



6.3

View the condition of approval for the approved container.



YOU CAN VIEW THE CONDITIONS OF APPROVAL FOR APPROVED CONTAINERS THAT HAVE ONE.

7 RENEW CONTAINER APPROVAL

NOTE: When your container approval expiry date approaches, the EPA will send you an email with a link to the list of containers awaiting renewal.

7.1 Follow the link in the **CDS Beverage Container Renewal Notice** email.

NSW GOVERNMENT

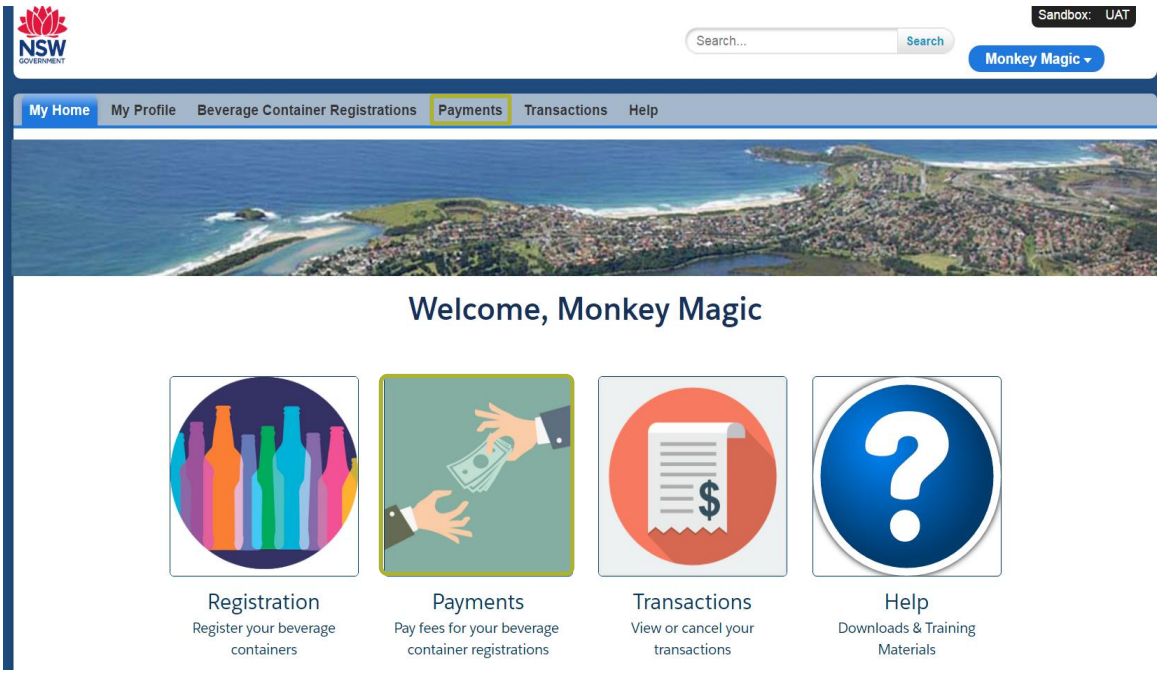
Hello Monkey,

This is an automated email. Please do not reply to this email.

You have approved beverage container registrations under Return and Earn which are due to expire in next 30 days. You must renew your beverage container registrations before the expiration date to continue supplying these products in NSW.

Log on to the Return and Earn Approval Portal here to check your beverage container details or renew your beverage containers. We would appreciate it if you could also check your organisation's details on the portal and ensure they are up-to-date.

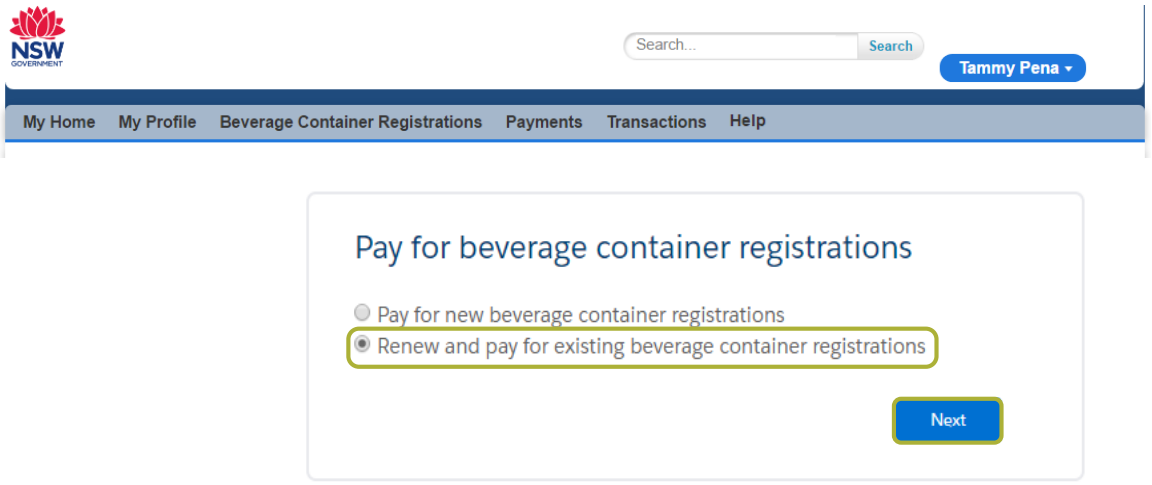
7.2 Select **Payments.**



7 RENEW CONTAINER APPROVAL (CON'T)

7.3

Select **Renew and pay for existing beverage container registrations**, then click **Next.**



Choose 'Pay for new beverage container registrations' to pay application fees for the beverage container/s you have registered for approval.

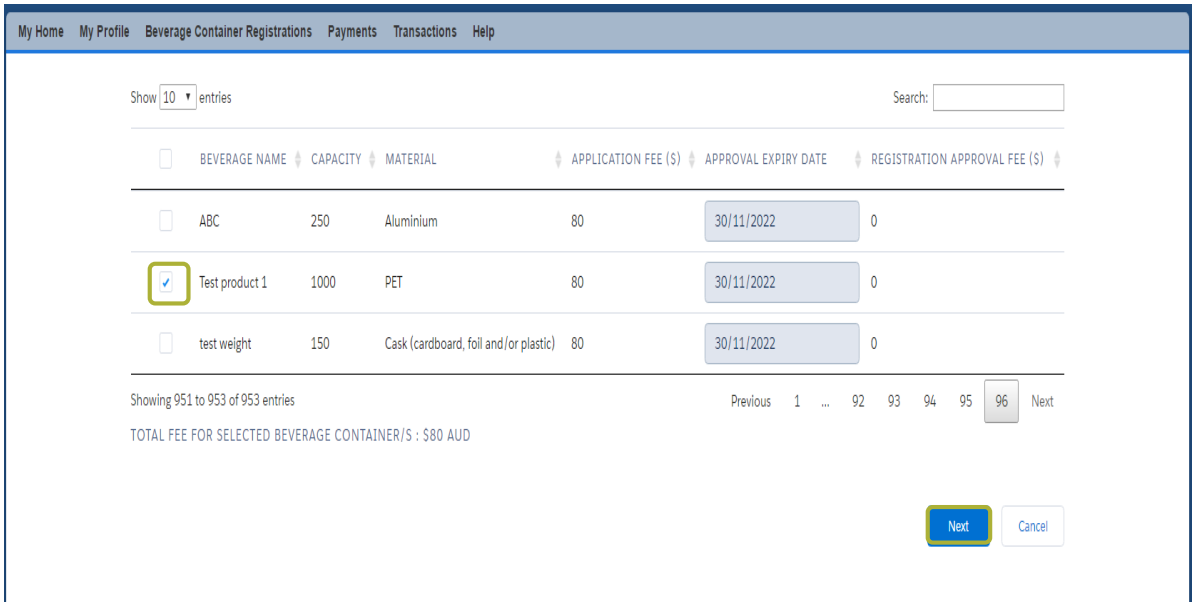
Choose 'Renew and pay for existing beverage container registrations' to renew existing approvals and pay the renewal application fee.

Note:

- on the next page you can select one or more beverage containers
- a container approval is for five years.

7.4

Select beverage containers, then click **Next.**



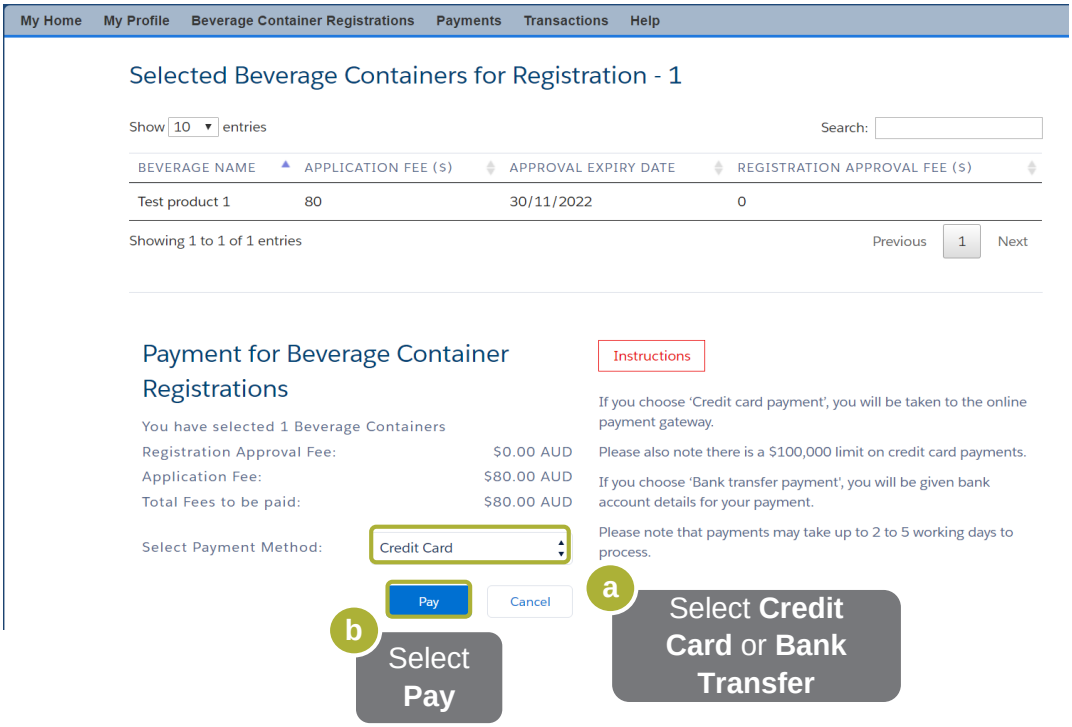
IMPORTANT: There is an **application fee** for each container approval renewal.

NOTE: The **Approval Expiry Date** defaults to five years from the date you perform this step.

7 RENEW CONTAINER APPROVAL (CON'T)

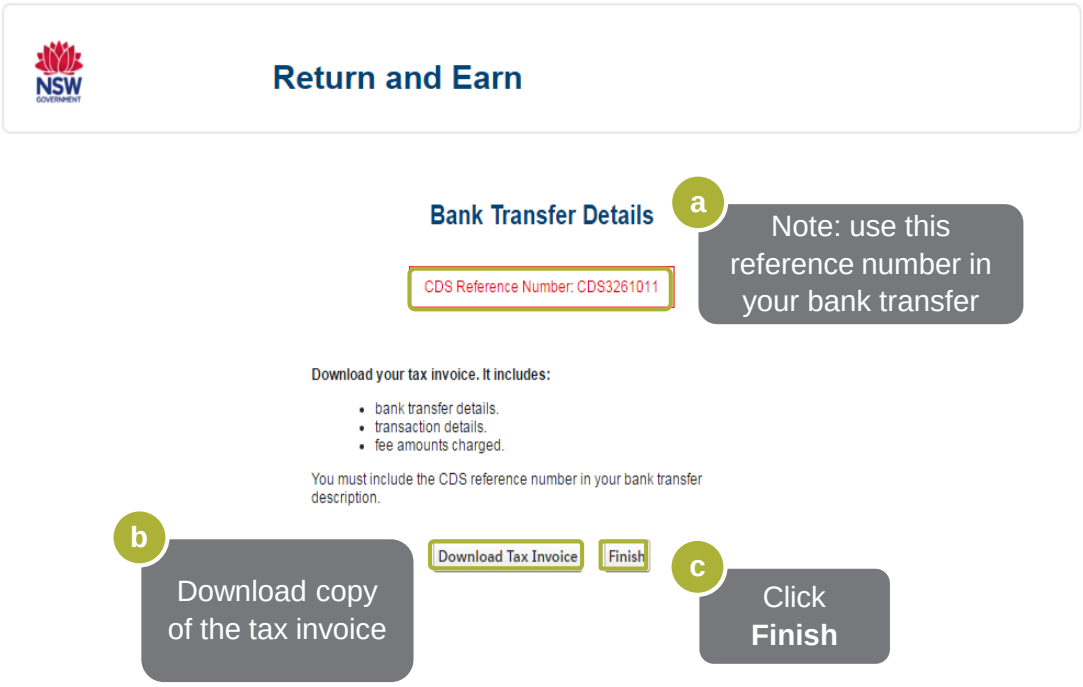
7.5

Select **Payment Method**, then click **Pay.**



7.6 A

Pay via bank transfer, otherwise move to step **6.7 A.**



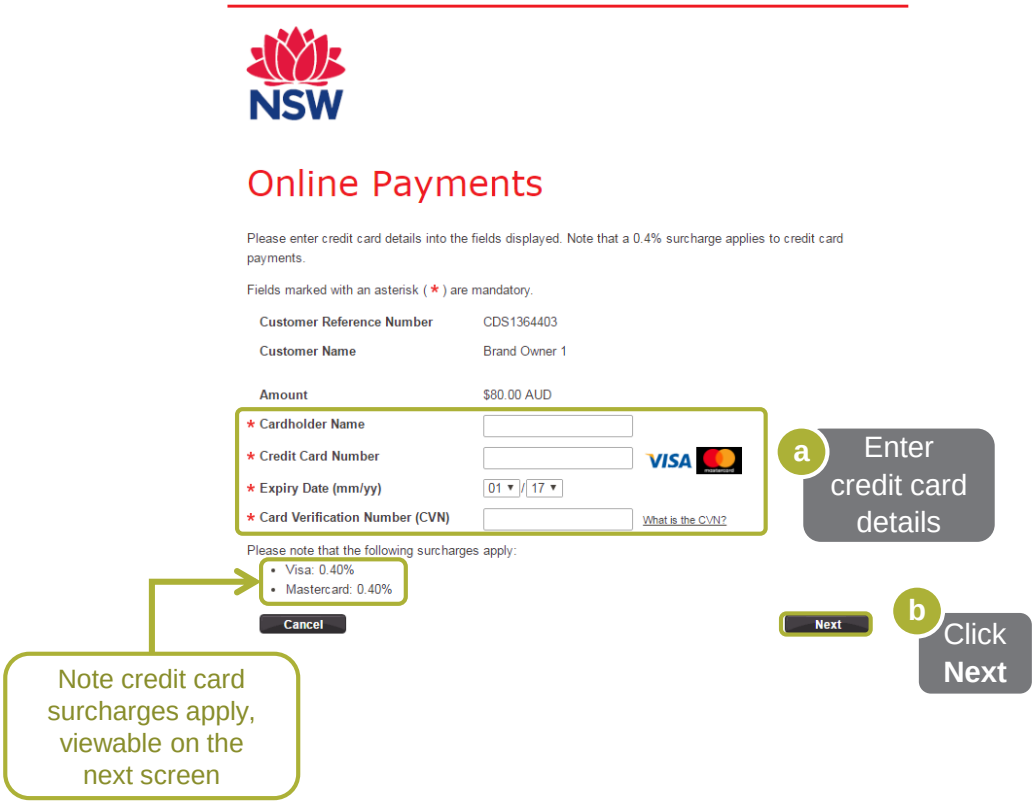
7.6 B

Make the bank transfer payment.

YOU HAVE SUCCESSFULLY PAID BY BANK TRANSFER TO RENEW YOUR CONTAINER APPROVALS.

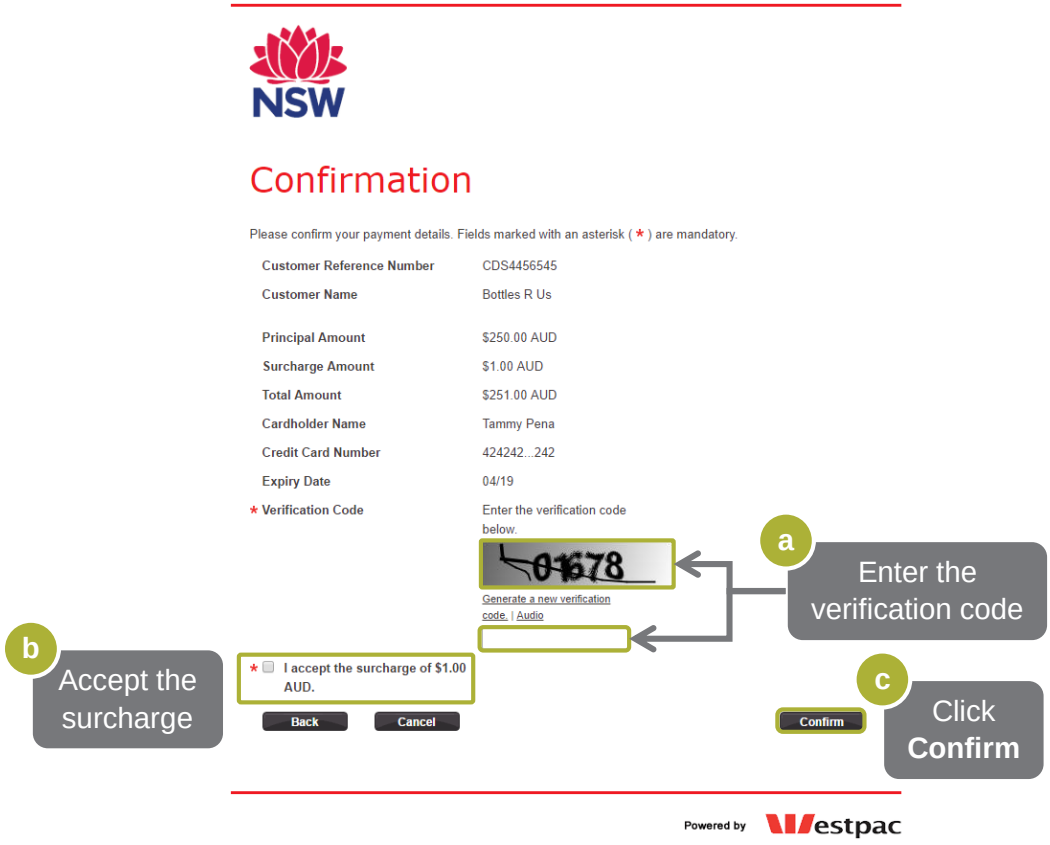
7.7 A

Pay by credit card.



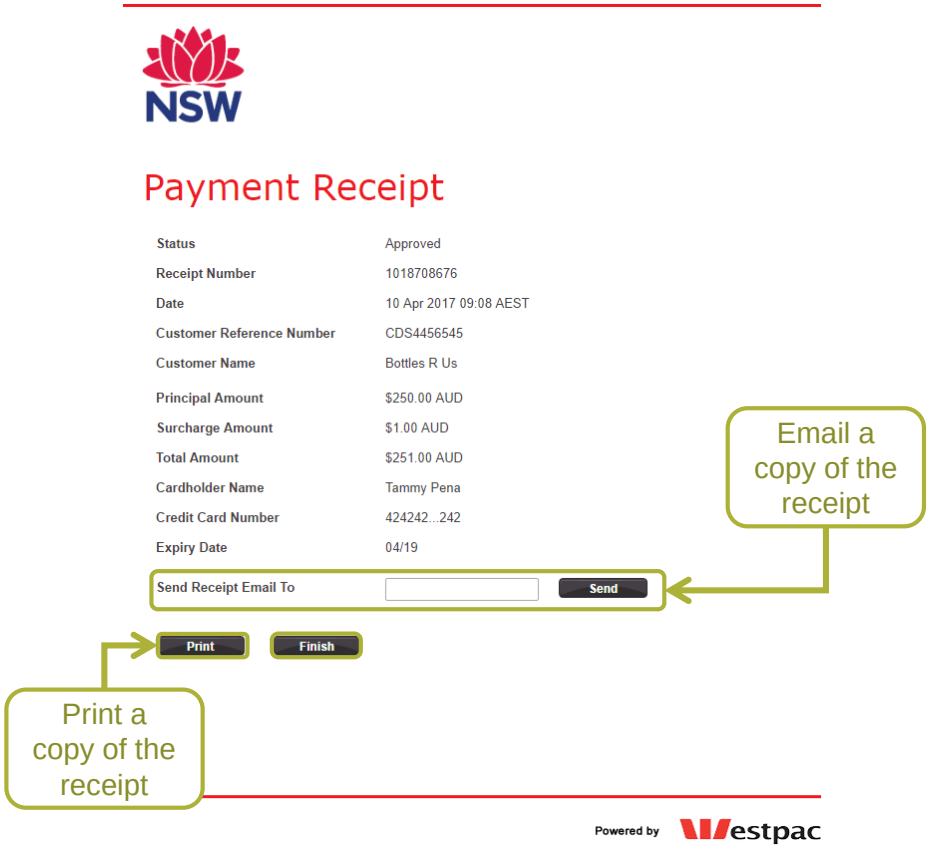
7.7 B

Confirm payment.



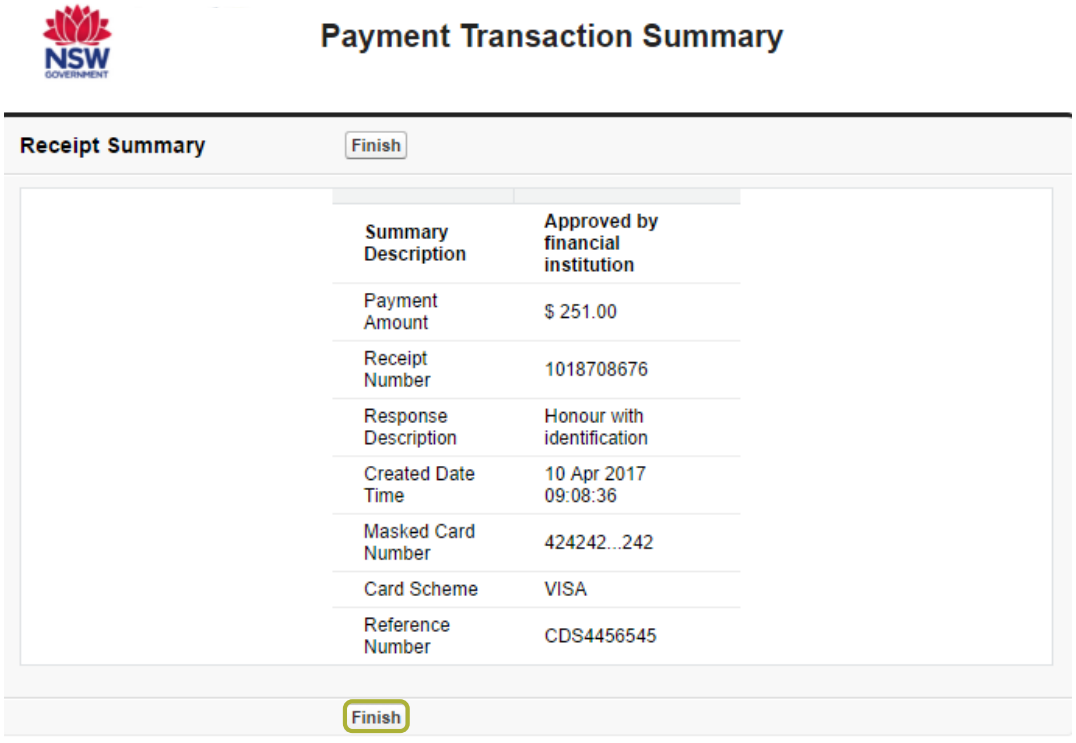
7.7 C

Click **Finish** to complete payment.



7.7 D

Review **Payment Transaction Summary**, then click **Finish.**

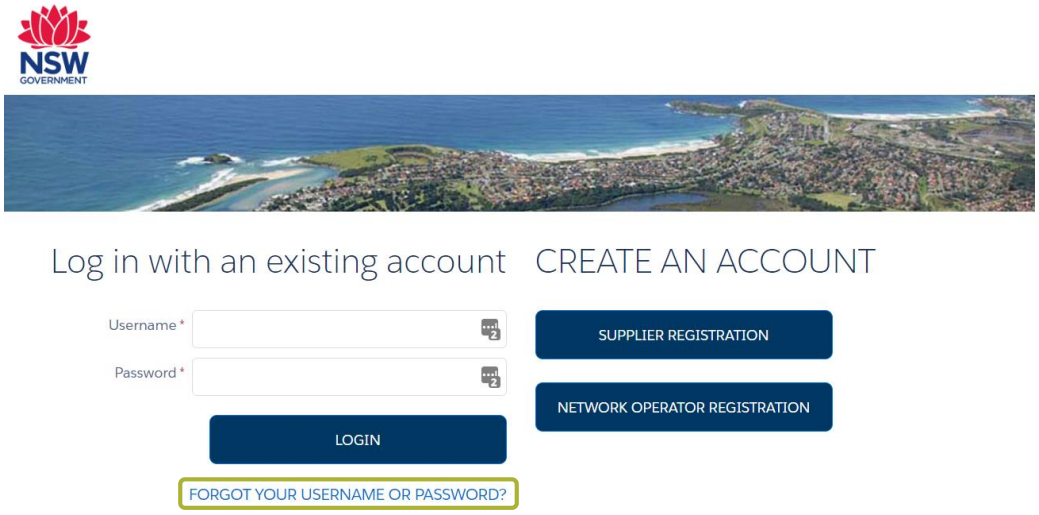


YOU HAVE SUCCESSFULLY PAID BY CREDIT CARD TO RENEW YOUR CONTAINER APPROVALS.

8 RESET SUPPLIER PASSWORD

8.1

Go to cds.epa.nsw.gov.au and click **FORGOT YOUR USERNAME OR PASSWORD.**



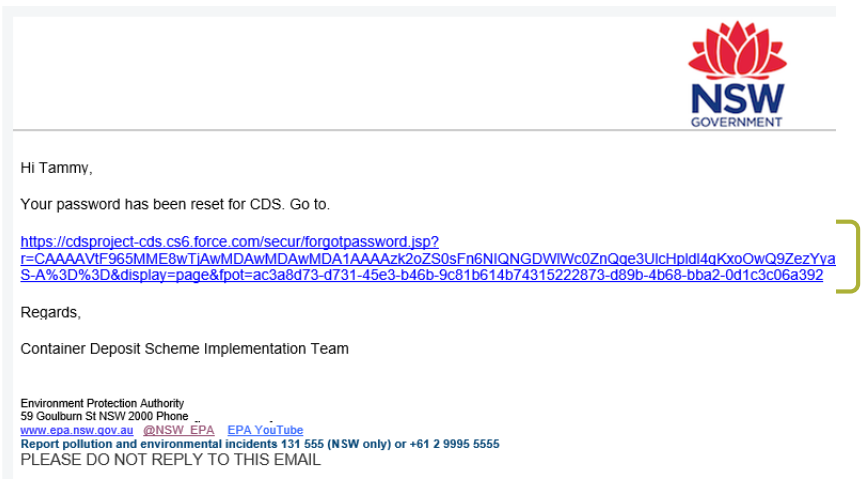
8.2

Type your **Username** then click **Continue.**

NOTE: Your username is your email address followed by **.cds**

8.3

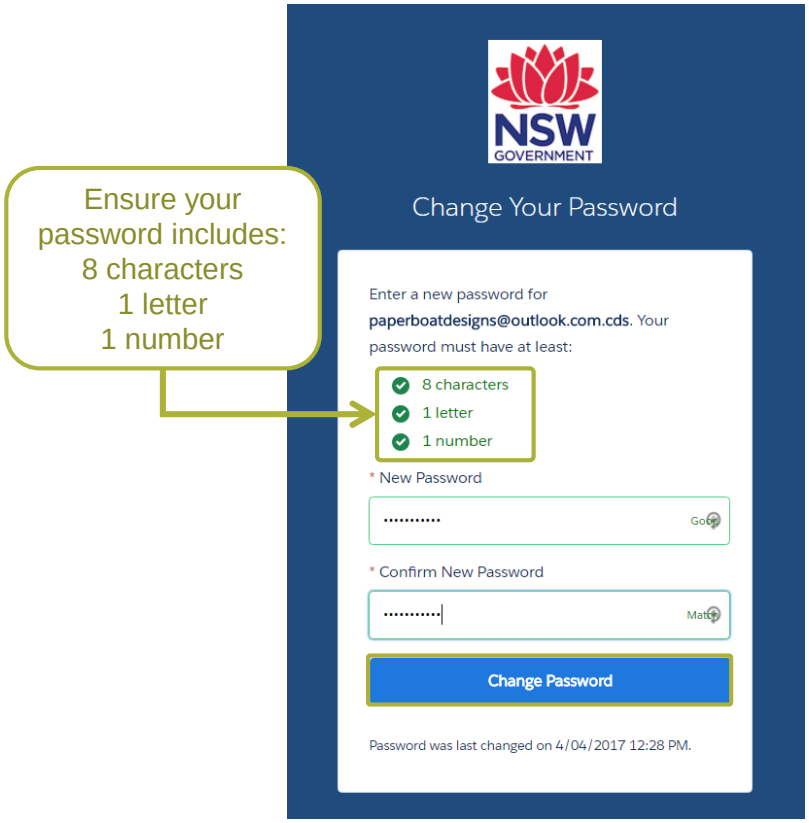
Retrieve the email we send you, and follow the link to reset your password.



8 RESET SUPPLIER PASSWORD (CON'T)

8.4

Create a new password, then click **Change Password.**



IMPORTANT: Do not re-use a password you have used recently.

YOU HAVE SUCCESSFULLY RESET YOUR PASSWORD.