



# RETURN AND EARN APPROVAL PORTAL

## USER GUIDE FOR SUPPLIERS



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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.



**IMPORTANT:** Supporting information or business rules for a process.

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.

ABN = 11 digits  
ACN = 9 digits  
No spaces

D

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



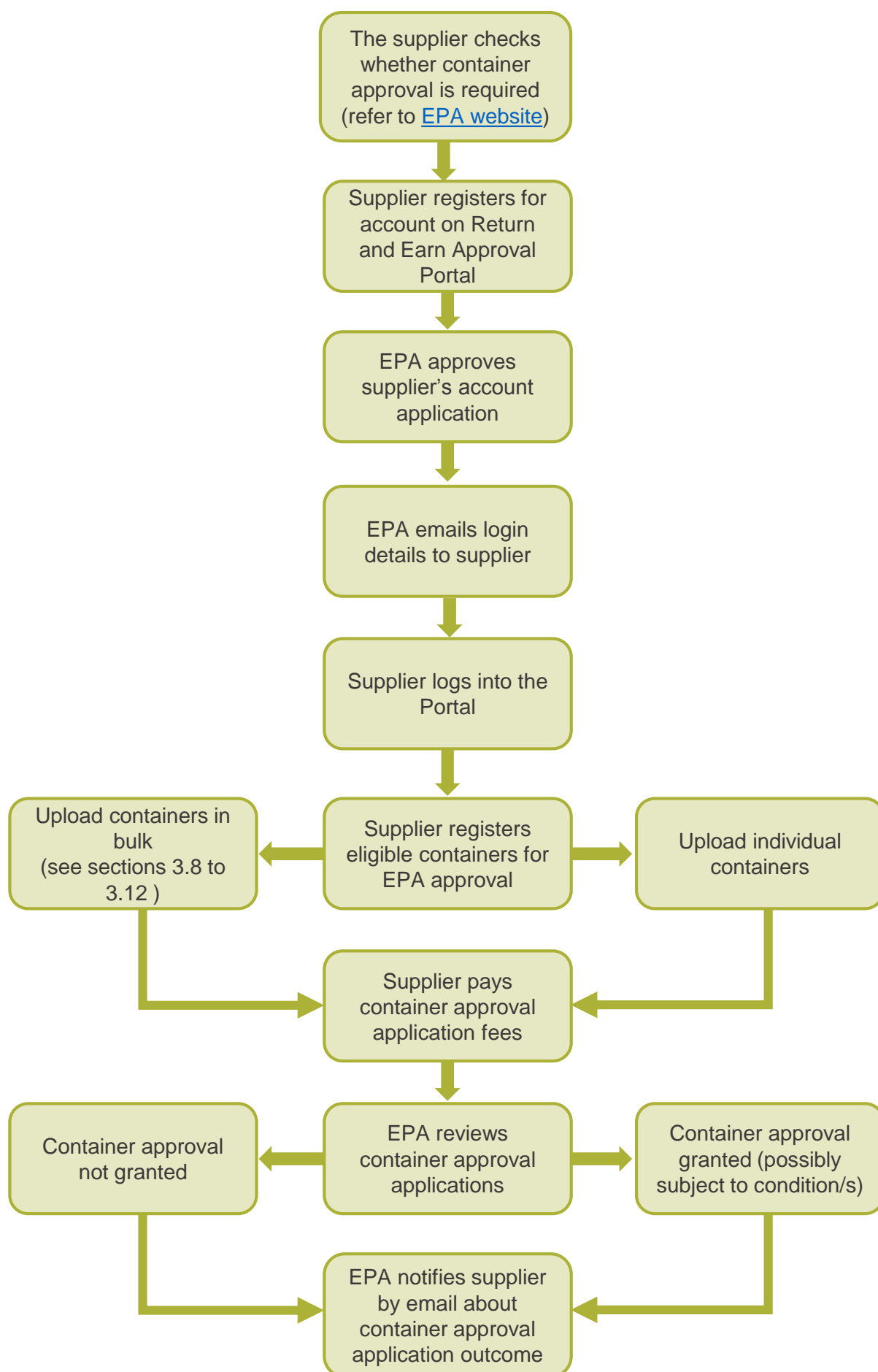
E

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



YOU HAVE SUCCESSFULLY RESET YOUR PASSWORD.

# CONTAINER APPROVALS PROCESS OVERVIEW





# 1 REGISTER AS NEW SUPPLIER

1.1 Go to the following web page to register: [cds.epa.nsw.gov.au](https://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**.



Log in with an existing account    **CREATE AN ACCOUNT**

Username\*

Password\*

**SUPPLIER REGISTRATION**

**LOGIN**

**NETWORK OPERATOR REGISTRATION**

[FORGOT YOUR USERNAME OR PASSWORD?](#)

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](mailto:container.approval@epa.nsw.gov.au).



## Supplier Registration

Use this form to register your organisation as a beverage supplier on the Portal.

- Please note:
- you will receive an email with your login and password once the Environment Protection Authority (EPA) approves your registration
  - each organisation can only register once
  - only one login will be given to each organisation
  - the EPA will send notifications to the email address you have provided
  - refer to the EPA website to see if you should register an account.

Company Name\*

First Name\*

Title\*

ABN/ACN\*

Last Name\*

Job Title\*

ABN = 11 digits  
ACN = 9 digits  
No spaces

# 1 REGISTER AS NEW SUPPLIER (CON'T)

Enter your primary contact number. It can be a landline or mobile phone number.

Telephone\*

Phone numbers must be 10 digits with no spaces

Mobile

Fax

Email\*

Confirm Email\*

You must re-type your email to confirm it.

Select one type:

- Brand Owner
- Distributor
- Retailer
- Manufacturer
- Other

Supplier Type\*

Brand Owner

Supply Arrangement Number

Nine character reference from the Scheme Coordinator (if you have entered into a supply arrangement).

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

Physical Street\*

Physical City\*

Physical State\*

NSW

Physical Postcode\*

Physical Country\*

Australia

Website

☐ Is Postal Address different from Physical Address?

☐ I accept the [Terms of Use](#)

Select if postal and physical address differ

Accept Terms of Use to proceed

REGISTER

CANCEL

Click REGISTER



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-oehtest.force.com/login?c=ucoNTxQKnLXvn0b3svq9Cb\\_xPkc1vmIRWJL\\_9yYI5ocfuCcYY9uv1\\_Q1HlzIEu.2ADINGbE22zX7I1YiLfoUI0zltQ4PcnjWfaHs3i8r\\_jvf\\_LXcxY1F8AKMioB8RAAM5SyUHj](https://uat-oehtest.force.com/login?c=ucoNTxQKnLXvn0b3svq9Cb_xPkc1vmIRWJL_9yYI5ocfuCcYY9uv1_Q1HlzIEu.2ADINGbE22zX7I1YiLfoUI0zltQ4PcnjWfaHs3i8r_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**.

**Your password must include:**  
8 characters  
1 letter  
1 number

NSW GOVERNMENT

Change Your Password

Enter a new password for **paperboatdesigns@outlook.com.cds**. Your password must have at least:

- 8 characters
- 1 letter
- 1 number

\* New Password

..... Go

\* Confirm New Password

..... Match

**Change Password**

Password was last changed on 4/04/2017 12:28 PM.

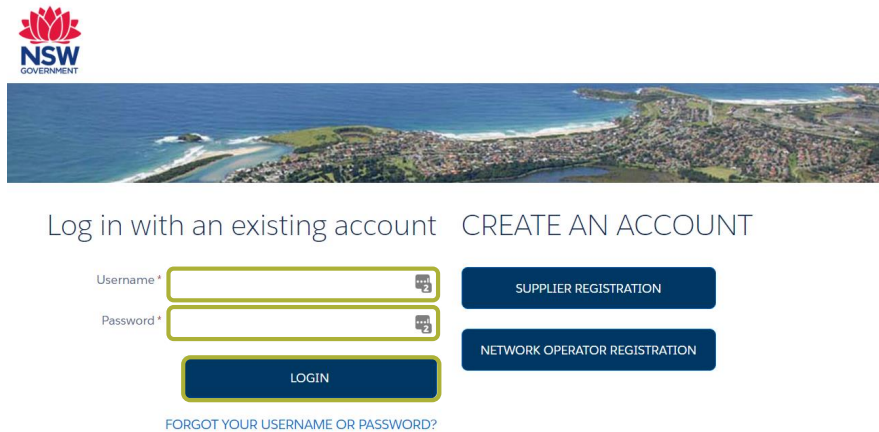


**YOU HAVE SUCCESSFULLY RESET YOUR PASSWORD AND LOGGED INTO YOUR SUPPLIER ACCOUNT.**

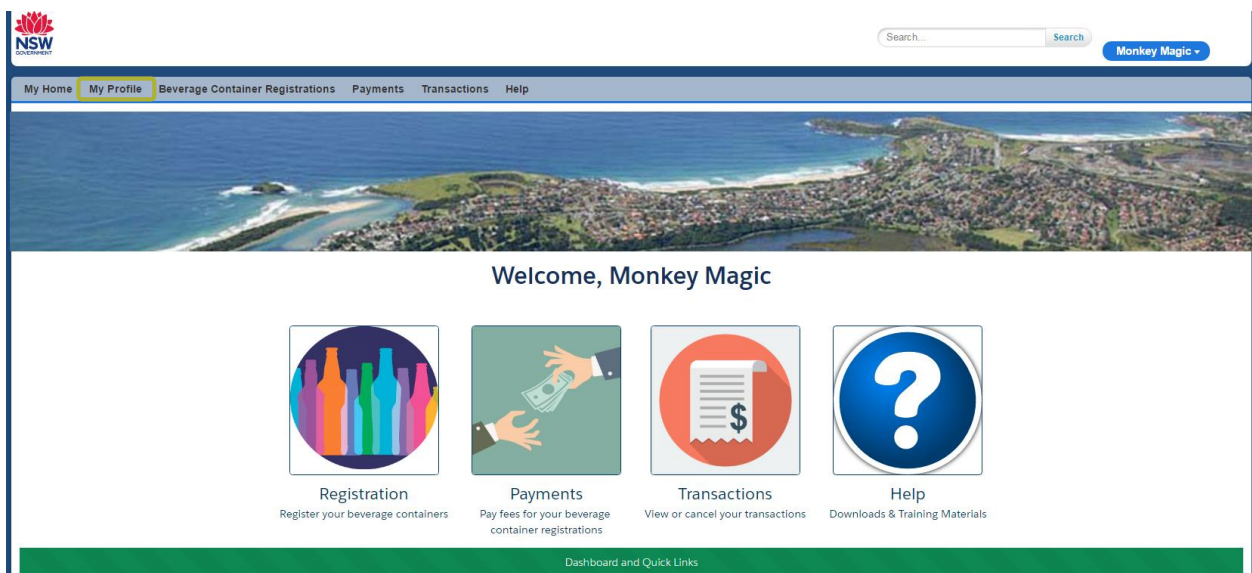


# 2 UPDATE SUPPLIER PROFILE

2.1 Log in at the following web page: [cds.epa.nsw.gov.au](https://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.

## Your Profile

Use this page to update your details

CUSTOMER DETAILS	
Company Name*	ABN/ACN*
Bottles R Us	
First Name*	Last Name*
Tammy	Pena
Title*	Job Title*
Mrs	Managing Director
Telephone*	Mobile*
0403226766	0403226766

**SAVE**

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



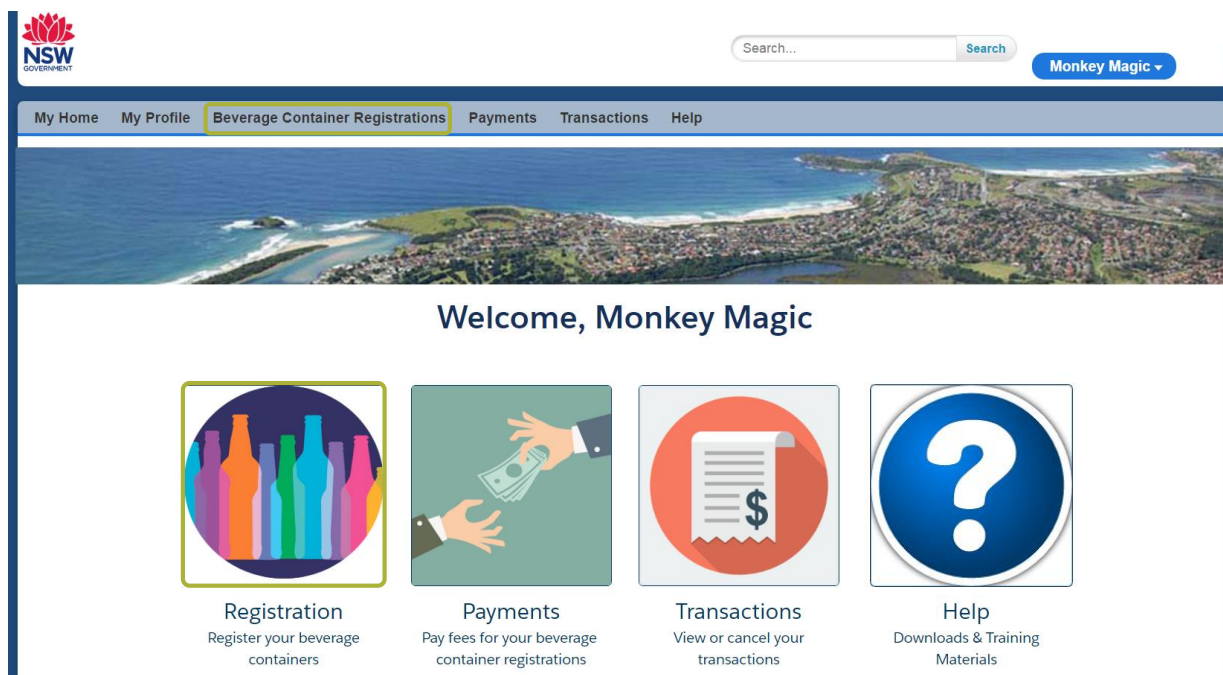
**IMPORTANT:** Check whether your container requires EPA approval. The EPA website provides guidance about which container classes require approval. Use the [Return and Earn Container Search](#) to see if your container has already been registered. **The EPA will not refund the application fee if a supplier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

3.1

To log in, go to the following web page: [cds.epa.nsw.gov.au](https://cds.epa.nsw.gov.au)

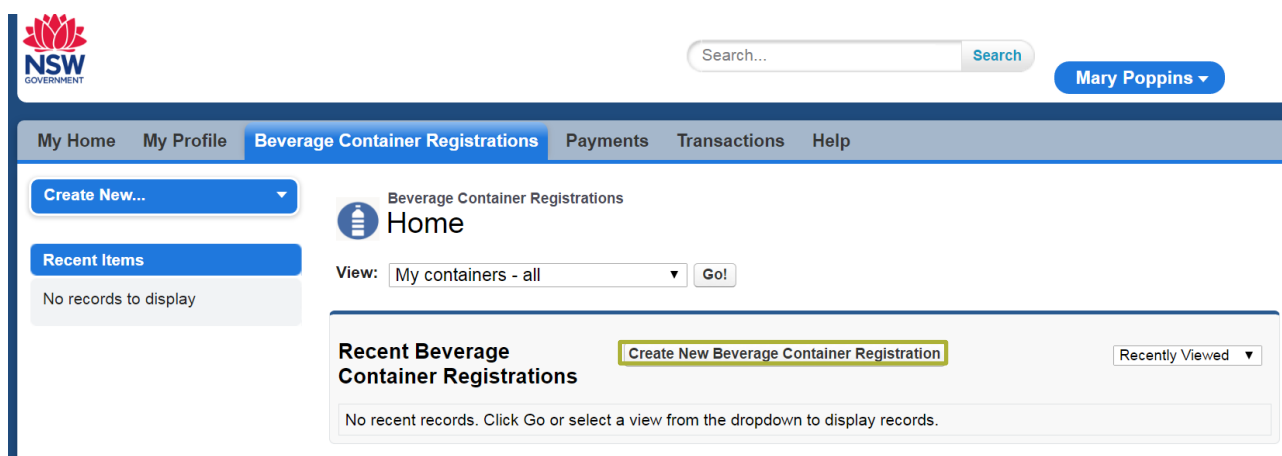
3.2

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 REGISTER NEW CONTAINER FOR APPROVAL (CON'T)

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

**IMPORTANT:** Red lines denote required fields.

Barcodes must be 8-13 digits and unique, otherwise type **No Barcode**

Select if registering new product that has not been launched. Also select date when product will be launched publicly.

Hover over the ? to view required ranges

**Beverage Container Registration Edit**

Save Save & New Cancel

**Information** ⓘ = Required Information

Barcode ⓘ

Product Name ⓘ

New Product ⓘ ☐

New product launch date ⓘ  [ 1/11/2017 ]

Registration Status ⓘ Pending Payment

Bank Payment Status ⓘ Pending Payment

Payment Status ⓘ Pending Payment

Date Approved/Rejected ⓘ

Expiry Date ⓘ

Due for Renewal? ⓘ ☐

**Container Attributes**

Product Group ⓘ --None--

Product Group - Other ⓘ

Material Type ⓘ --None--

Removable Lid? ⓘ --None-- ⓘ

Material Type - Other ⓘ

Glass Colour ⓘ --None--

Glass Colour - Other ⓘ

PET Colour ⓘ --None--

Height (with cap, in mm) ⓘ

Largest diameter (mm) ⓘ

Weight - Empty(gm) ⓘ

Designed Capacity (ml) ⓘ

NSW Refund Logo ⓘ ☐

SA/NT Refund Logo ⓘ ☐

**Approval Notes**

Conditions of approval

Select **Save** to save this container registration and close the form

Save Save & New Cancel

Select **Save & New** to save this container registration and open a blank form, so you can enter another container

'Removable lid?' only selectable if Material Type is Aluminium or Steel (Cans).

**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.

**Beverage Container Registration**

BR-0001577

✓ Beverage Container Registration has been saved.

Back to List: Beverage Container Registrations

**Beverage Container Registration Detail** Edit Delete

Barcode ⓘ No barcode

Product Name ⓘ Bulk upload October 26

New Product ⓘ ☐

New product launch date ⓘ

Registration Status ⓘ Pending Payment

Bank Payment Status ⓘ Pending Payment

Payment Status ⓘ Pending Payment

Date Approved/Rejected ⓘ

Expiry Date ⓘ

Due for Renewal? ⓘ ☐

**Container Attributes**

Product Group ⓘ Beer

Product Group - Other ⓘ

Material Type ⓘ PET

Material Type - Other ⓘ

Glass Colour ⓘ

Glass Colour - Other ⓘ

PET Colour ⓘ Coloured

Height (with cap, in cm) ⓘ 15

Largest diameter (cm) ⓘ 15

Weight - Empty(gm) ⓘ 120

Designed Capacity (ml) ⓘ 1,000

NSW Refund Logo ⓘ ☐

SA/NT Refund Logo ⓘ ☒

Registration Status = Pending Payment

Payment Status = Pending Payment

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**.

Beverage Container Registration  
BR-0002251

✓ Beverage Container Registration has been saved.

[« Back to List: Beverage Container Registrations](#)

---

**Beverage Container Registration Detail** [Edit](#)

Barcode ⓘ No barcode Registration Status ⓘ Pending Payment

Product Name ⓘ Test Container Payment Status ⓘ Pending Payment

Expiry Date ⓘ

Due for Renewal? ⓘ ☐

---

**Container Attributes**

Product Group	Energy drinks (carbonated or non-carbonated)	Height (with cap, in cm) ⓘ	10
Product Group - Other		Largest diameter (cm) ⓘ	10
Material Type ⓘ	Aluminium	Weight - Empty(gm) ⓘ	100
Material Type - Other ⓘ		Designed Capacity (ml) ⓘ	1,000
Glass Colour ⓘ		NSW Refund Logo ⓘ	<input type="checkbox"/>
Glass Colour - Other ⓘ		SA/NT Refund Logo ⓘ	<input type="checkbox"/>
PET Colour ⓘ			

3.7

Select **My containers – awaiting payment**.

NSW GOVERNMENT

Search... [Search](#) Tammy Pena ▾

[My Home](#) [My Profile](#) [Beverage Container Registrations](#) [Payments](#) [Transactions](#) [Help](#)

[Create New...](#)

**Recent Items**

- RT-000001116
- TN-00000112
- BR-0002780
- TN-00000102
- RT-000001115
- TN-00000111
- RT-000001102

**Beverage Container Registrations Home**

View: My containers - pending approval ▾ [Go!](#)

My containers - all  
My containers - approved  
**My containers - awaiting payment**  
My containers - awaiting renewal  
My containers - pending approval

[Create New Beverage Container Registration](#) Recently Viewed ▾

Beverage Registrations #	Barcode	Material Type	Product Name	Registration Status	Supplier Name
<a href="#">BR-0002780</a>	99999999	Glass	Bottles R Us Signature	Active	Bottles R Us

Page displays a list of container registrations awaiting payment

---

NSW GOVERNMENT

Search... [Search](#) Tammy Pena ▾

[My Home](#) [My Profile](#) [Beverage Container Registrations](#) [Payments](#) [Transactions](#) [Help](#)

[Create New...](#)

**Recent Items**

- BR-0002780

**My containers - awaiting payment ▾**

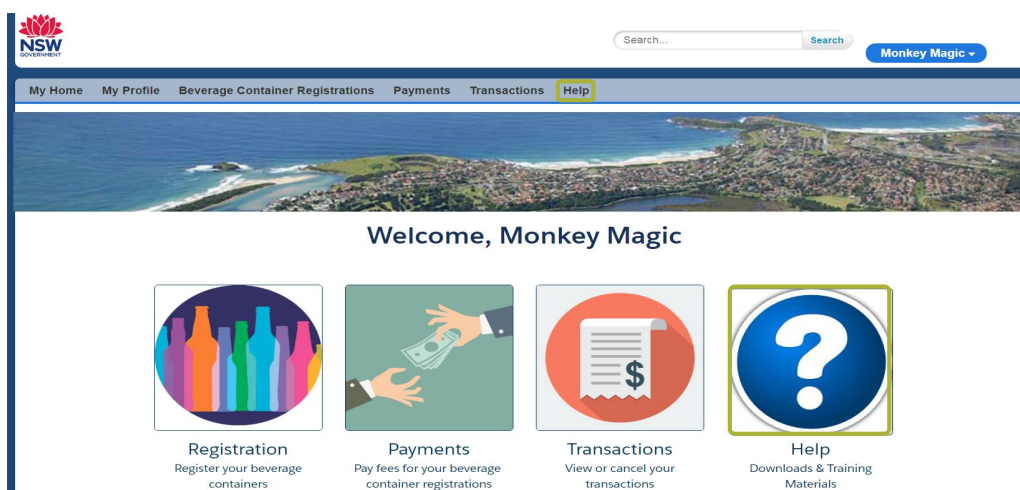
[New Beverage Container Registration](#) [Approve](#) [Print](#) A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | **All**

Action	Beverage Registrati...	Product Name	Barcode	Material Type	Product Group	De
<a href="#">Edit</a>	BR-0002780	Bottles R Us Signat...	99999999	Glass	Flavoured water/sof...	300

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

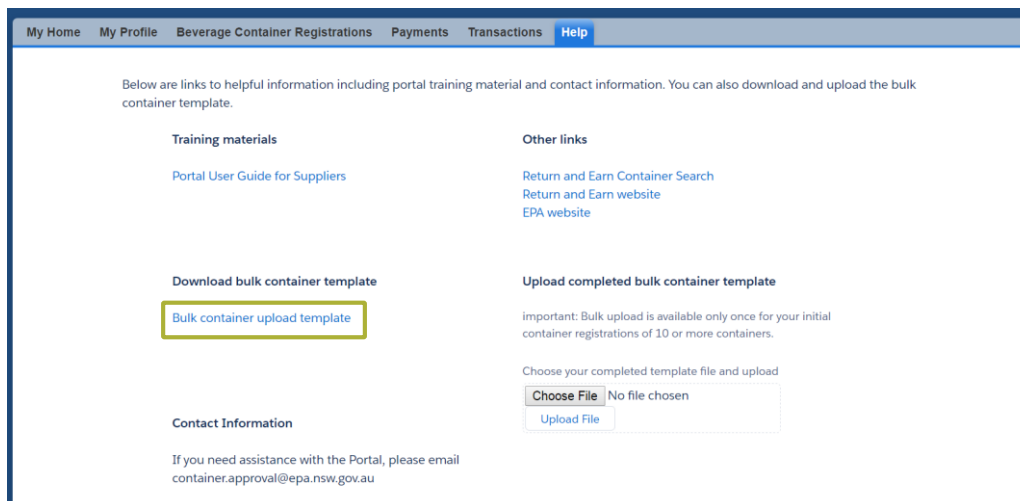
3.8

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



3.9

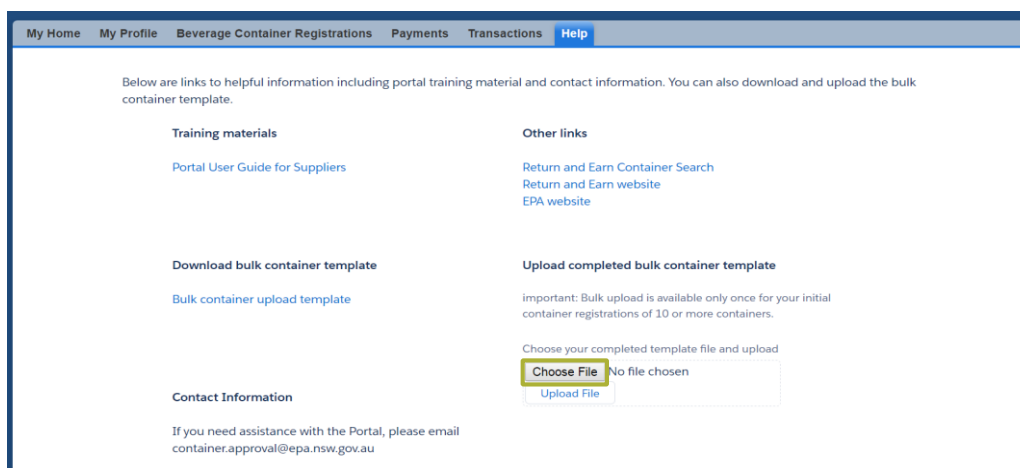
Select **Bulk container upload template**. Save and complete the downloaded template.



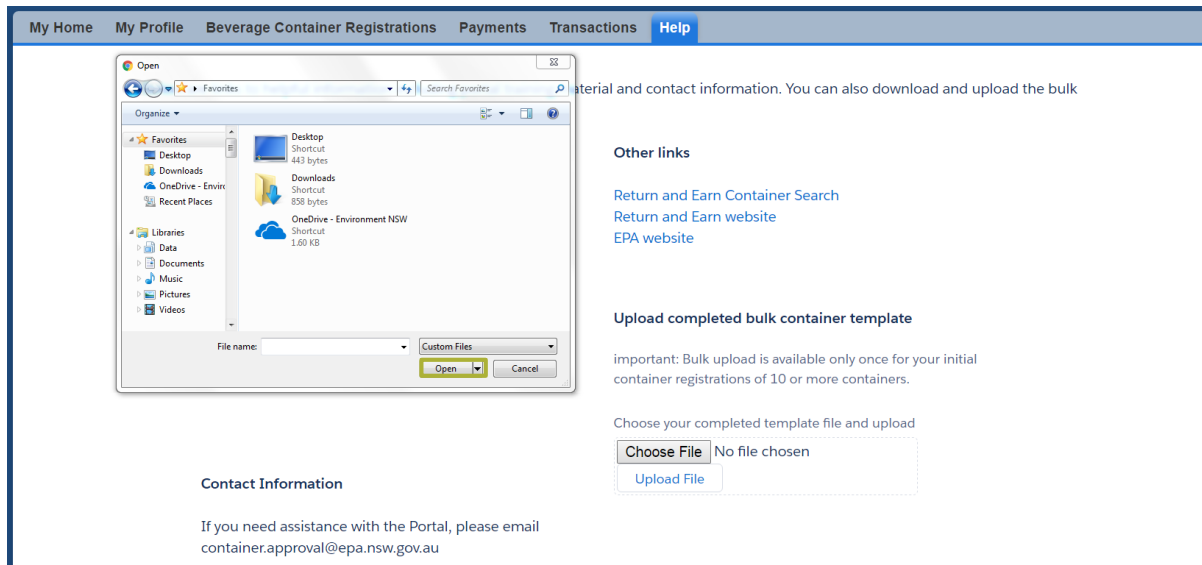
**Note:** Instructions about how to complete the template are in the downloaded template. Ensure you provide data in the required format. Any errors will delay your upload and you may be required to fix them.

3.10

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



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



The screenshot shows the EPA portal interface. At the top, there's a navigation bar with links: My Home, My Profile, Beverage Container Registrations, Payments, Transactions, and Help. Below this, there's a section titled 'Open' which displays a file explorer window. The file explorer shows the 'Downloads' folder with files like 'Desktop', 'Downloads', and 'OneDrive - Environment NSW'. The 'File name' field is empty, and the 'Open' button is highlighted. To the right of the file explorer, there's a section titled 'Other links' with links for 'Return and Earn Container Search', 'Return and Earn website', and 'EPA website'. Below this, there's a section titled 'Upload completed bulk container template' with a note: 'Important: Bulk upload is available only once for your initial container registrations of 10 or more containers.' Below the note, there's a button labeled 'Choose File' and a text 'No file chosen'. Below the 'Choose File' button, there's a button labeled 'Upload File'.

Material and contact information. You can also download and upload the bulk container template.

**Other links**

[Return and Earn Container Search](#)  
[Return and Earn website](#)  
[EPA website](#)

**Upload completed bulk container template**

Important: Bulk upload is available only once for your initial container registrations of 10 or more containers.

Choose your completed template file and upload

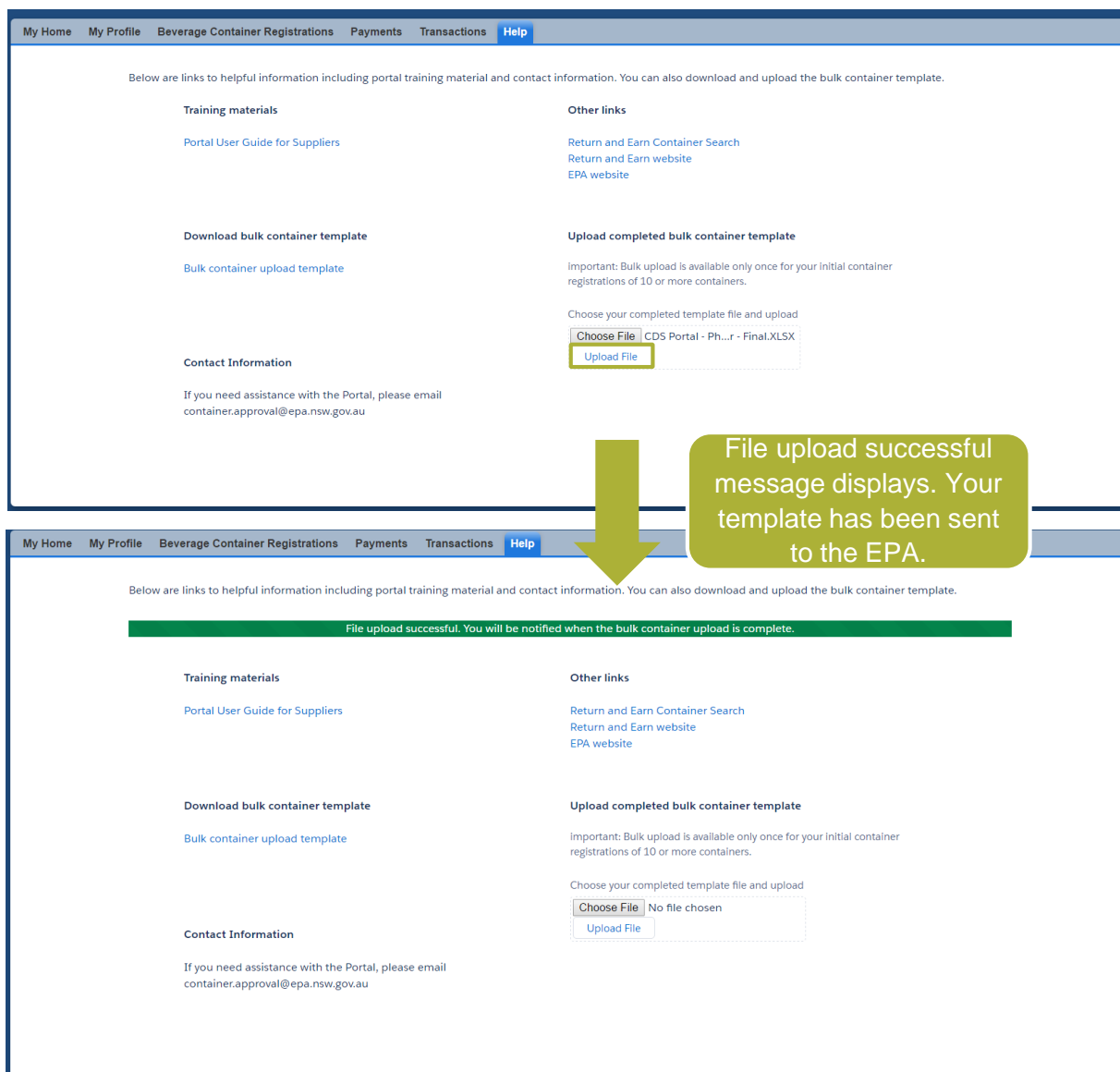
**Choose File** No file chosen

**Upload File**

**Contact Information**

If you need assistance with the Portal, please email [container.approval@epa.nsw.gov.au](mailto:container.approval@epa.nsw.gov.au)

## 3.12 Select **Upload File**.



The screenshot shows the EPA portal interface. At the top, there's a navigation bar with links: My Home, My Profile, Beverage Container Registrations, Payments, Transactions, and Help. Below this, there's a section titled 'Below are links to helpful information including portal training material and contact information. You can also download and upload the bulk container template.' Below this, there's a section titled 'Training materials' with a link for 'Portal User Guide for Suppliers'. Below this, there's a section titled 'Download bulk container template' with a link for 'Bulk container upload template'. Below this, there's a section titled 'Contact Information' with a note: 'If you need assistance with the Portal, please email [container.approval@epa.nsw.gov.au](mailto:container.approval@epa.nsw.gov.au)'. To the right of the 'Contact Information' section, there's a section titled 'Other links' with links for 'Return and Earn Container Search', 'Return and Earn website', and 'EPA website'. Below this, there's a section titled 'Upload completed bulk container template' with a note: 'Important: Bulk upload is available only once for your initial container registrations of 10 or more containers.' Below the note, there's a button labeled 'Choose File' and a text 'CDS Portal - Ph...r - Final.XLSX'. Below the 'Choose File' button, there's a button labeled 'Upload File'. A green arrow points from the 'Upload File' button to a green box containing the text: 'File upload successful message displays. Your template has been sent to the EPA.' Below the green box, there's a green banner with the text: 'File upload successful. You will be notified when the bulk container upload is complete.'

Below are links to helpful information including portal training material and contact information. You can also download and upload the bulk container template.

**Training materials**

[Portal User Guide for Suppliers](#)

**Download bulk container template**

[Bulk container upload template](#)

**Contact Information**

If you need assistance with the Portal, please email [container.approval@epa.nsw.gov.au](mailto:container.approval@epa.nsw.gov.au)

**Other links**

[Return and Earn Container Search](#)  
[Return and Earn website](#)  
[EPA website](#)

**Upload completed bulk container template**

Important: Bulk upload is available only once for your initial container registrations of 10 or more containers.

Choose your completed template file and upload

**Choose File** CDS Portal - Ph...r - Final.XLSX

**Upload File**

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

File upload successful. You will be notified when the bulk container upload is complete.

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 REGISTER NEW CONTAINER FOR APPROVAL (CON'T)

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 #**.

The screenshot shows the 'Beverage Container Registrations' page. On the left, there's a 'Recent Items' list with various registration numbers. The main area shows 'Recent Beverage Container Registrations' with a table of details. The first row, BR-0002602, is highlighted with a yellow box. The table columns are: Beverage Registrations #, Barcode, Material Type, Product Name, Registration Status, and Supplier Name.

Beverage Registrations #	Barcode	Material Type	Product Name	Registration Status	Supplier Name
BR-0002602	no barcode	Aluminium	Test container 1	Pending Payment	Brand Owner 1
BR-0001701	No barcode	Glass	Bulk upload October 28	Pending Payment	Brand Owner 1
BR-0001713	No barcode	Glass	Bulk upload October 40	Pending Payment	Brand Owner 1
BR-0001806	No barcode	Glass	Bulk upload October 133	Pending Payment	Brand Owner 1
BR-0001699	No barcode	Glass	Bulk upload October 26	Pending Payment	Brand Owner 1

3.14

Select **Delete**.

The screenshot shows the 'Beverage Container Registration Detail' page for BR-0002602. The 'Delete' button is highlighted with a yellow box. A callout box points to the 'Registration Status' and 'Payment Status' fields, which are both 'Pending Payment'. The page includes sections for 'Container Attributes', 'Approval Notes', and 'System Information'.

**Registration Status and Payment Status = pending payment**

3.15

Confirm by selecting **OK**.

The screenshot shows the 'Beverage Container Registration Detail' page for BR-0002602. A confirmation dialog box is shown with the message 'Are you sure?' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a yellow box.

3.16

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



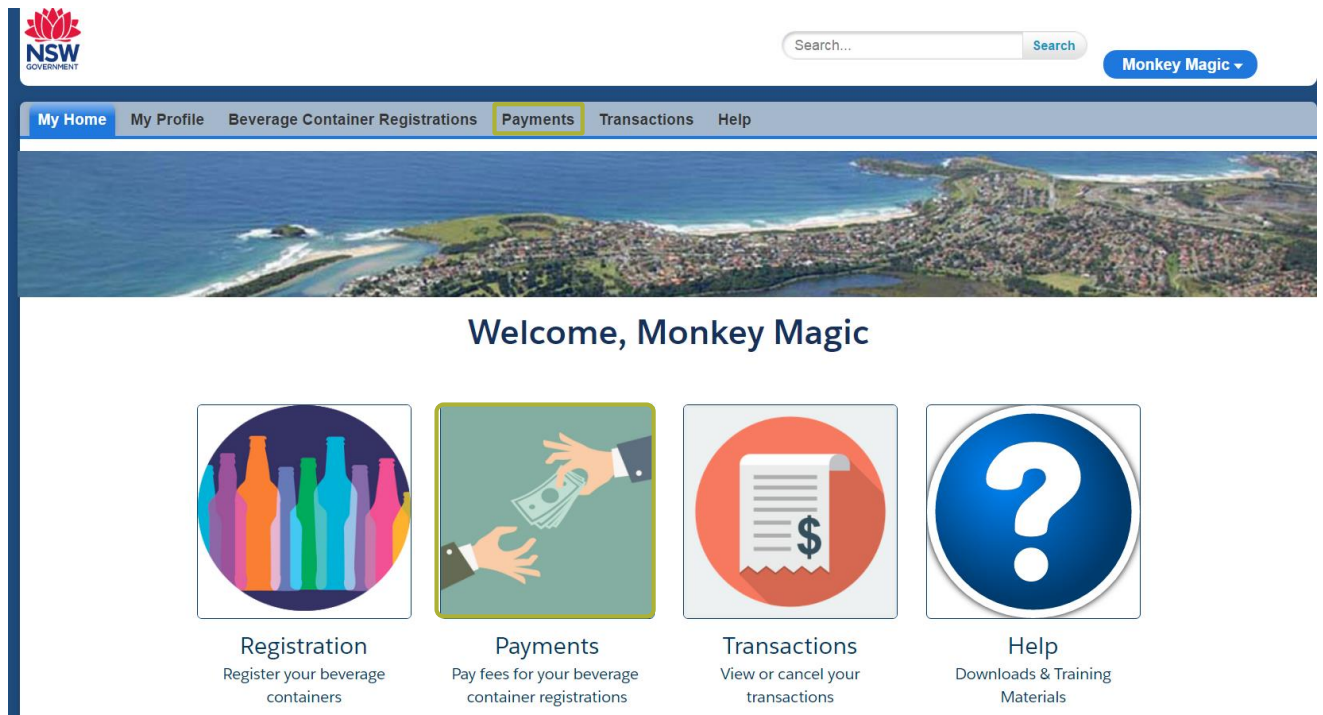
**Important:** You can only delete containers that have Registration Status and Payment Status as 'pending payment'.

YOU HAVE SUCCESSFULLY DELETED A CONTAINER.

# 4 PAY FOR CONTAINER REGISTERED FOR APPROVAL

4.1 Log in at the following web page: [cde.epa.nsw.gov.au](https://cde.epa.nsw.gov.au)

4.2 Select **Payments**.



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

### Pay for beverage container registrations

☒ Pay for new beverage container registrations

☐ Renew and pay for existing beverage container registrations

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

My HomeMy ProfileBeverage Container RegistrationsPaymentsTransactionsHelp

Show 10 entries

Search:

<input type="checkbox"/>	BEVERAGE NAME	CAPACITY	MATERIAL	APPLICATION FEE (\$)	APPROVAL EXPIRY DATE	REGISTRATION APPROVAL FEE (\$)
<input type="checkbox"/>	ABC	250	Aluminium	80	30/11/2022	0
<input checked="" type="checkbox"/>	Test product 1	1000	PET	80	30/11/2022	0
<input type="checkbox"/>	test weight	150	Cask (cardboard, foil and/or plastic)	80	30/11/2022	0

Showing 951 to 953 of 953 entries

Previous1...9293949596Next

TOTAL FEE FOR SELECTED BEVERAGE CONTAINER/S : \$80 AUD

b

Click Next

Next

Cancel

**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**.

My HomeMy ProfileBeverage Container RegistrationsPaymentsTransactionsHelp

Selected Beverage Containers for Registration - 1

Show 10 entries

Search:

BEVERAGE NAME	APPLICATION FEE (\$)	APPROVAL EXPIRY DATE	REGISTRATION APPROVAL FEE (\$)
Test product 1	80	30/11/2022	0

Showing 1 to 1 of 1 entries

Previous1Next

Payment for Beverage Container Registrations

You have selected 1 Beverage Containers

Registration Approval Fee:

\$0.00 AUD

Application Fee:

\$80.00 AUD

Total Fees to be paid:

\$80.00 AUD

Select Payment Method:

Credit Card

b

Select Pay

Pay

Cancel

Instructions

If you choose 'Credit card payment', you will be taken to the online payment gateway.

Please also note there is a \$100,000 limit on credit card payments.

If you choose 'Bank transfer payment', you will be given bank account details for your payment.

a

Select Credit Card or Bank Transfer


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

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# 4 PAY FOR CONTAINER REGISTRATION (CON'T)

4.6 A

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



### Return and Earn

#### Bank Transfer Details

CDS Reference Number: CDS3261011

Note: use this reference number in the bank transfer

Download your tax invoice. It includes:

- bank transfer details.
- transaction details.
- fee amounts charged.

You must include the CDS reference number in your bank transfer description.

Download copy of the tax invoice

Download Tax Invoice

Finish

Click Finish

**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**.



## Online Payments

Please enter credit card details into the fields displayed. Note that a 0.4% surcharge applies to credit card payments.

Fields marked with an asterisk (\*) are mandatory.

Customer Reference Number CDS1364403  
Customer Name Brand Owner 1  
Amount \$80.00 AUD

\* Cardholder Name

\* Credit Card Number

\* Expiry Date (mm/yy)

\* Card Verification Number (CVN)

01/17



[What is the CVN?](#)

Please note that the following surcharges apply:

- Visa: 0.40%
- Mastercard: 0.40%

Cancel

Enter credit card details


Next

Click Next

Note credit card surcharges apply, viewable on the next screen

# 4 PAY FOR CONTAINER REGISTRATION (CON'T)

## 4.7 B Confirm payment.



### Confirmation

Please confirm your payment details. Fields marked with an asterisk ( \* ) are mandatory.

Customer Reference Number	CDS6201041
Customer Name	Bottles R Us
Principal Amount	\$580.14 AUD
Surcharge Amount	\$2.32 AUD
Total Amount	\$582.46 AUD
Cardholder Name	Tammy Pena
Credit Card Number	424242...242
Expiry Date	08/19
* Verification Code	Enter the verification code below. <div>98091</div> <div>Generate a new verification code.   Audio</div> <div>98091</div>

Accept the surcharge

☒ I accept the surcharge of \$2.32 AUD.  


Back

Cancel


Enter the verification code

Confirm

Click Confirm

Powered by 

## 4.7 C Click **Finish** to complete the payment.



### Payment Receipt

Status	Approved
Receipt Number	1018672318
Date	06 Apr 2017 16:56 AEST
Customer Reference Number	CDS6201041
Customer Name	Bottles R Us
Principal Amount	\$580.14 AUD
Surcharge Amount	\$2.32 AUD
Total Amount	\$582.46 AUD
Cardholder Name	Tammy Pena
Credit Card Number	424242...242
Expiry Date	08/19

Send Receipt Email To 


Send

Print

Finish

Print a copy of the receipt

Email a copy of the receipt

Powered by 

# 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](mailto: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.

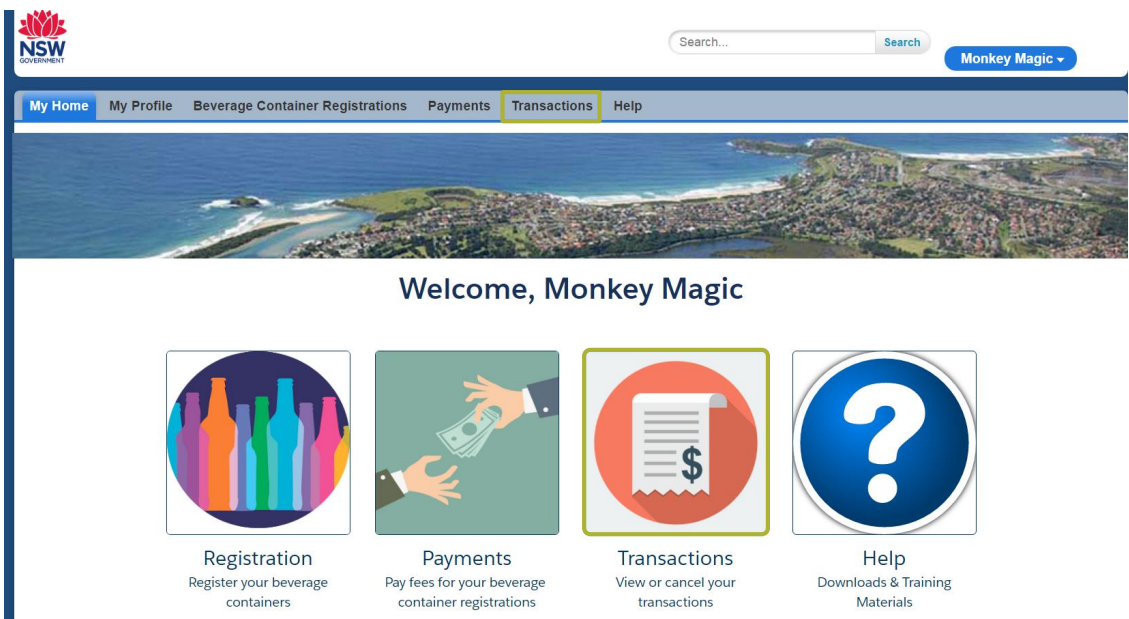
This email will have an attached letter that lists all of the approved containers including any conditions of approval.

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

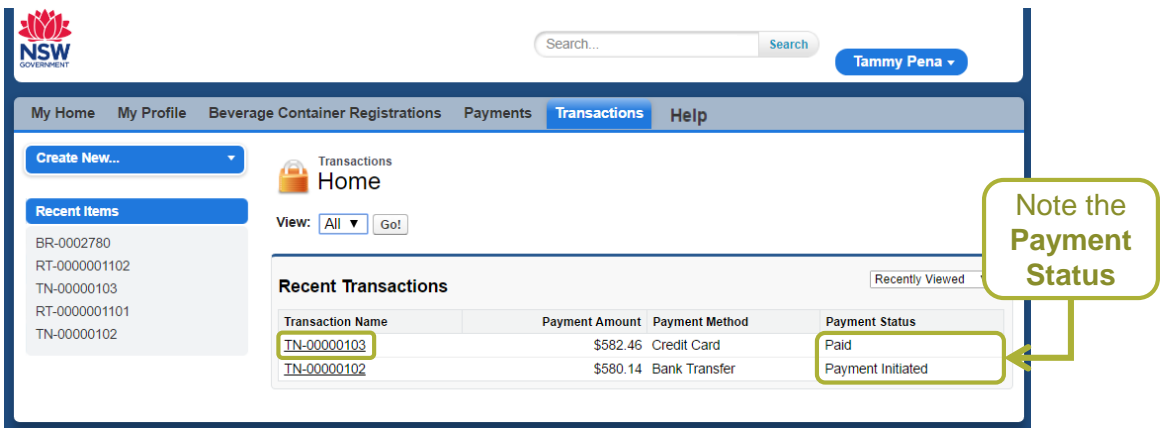
# 5 VIEW TRANSACTIONS

5.1 Log in at the following web page: [cde.epa.nsw.gov.au](https://cde.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**.

Transaction  
TN-00000145  
[Back to List: Transactions](#)

Cancel Pending Transaction  
cancels items with a  
Payment Status of  
Payment Initiated

For payments by bank  
transfer, select **Bank  
Transfer Details** to  
download a copy of  
the tax invoice

Printable View

Transaction Detail

Transaction Name TN-00000145

Account [UAT Round 2](#)

Account Number

Statement Number

Serial Number

Bank Description 1

Bank Description 2

Bank Description 3

Bank Description 4

Is Renewal

Created By [Tiny Tim](#) 31/07/2017 1:13 PM

Record Type Bank Transfer

Receipt Number

Bank Payment Status Updated Date

Total Application Fee \$10.00

Payment Date

Booking Date

Payment Status [Payment Initiated](#)

Payment Amount \$20.00

Total Amount \$20.00

Reference Number CDS3261011

# of Records Linked 1

Last Modified By [Tiny Tim](#) 31/07/2017 1:13 PM

Cancel Pending Transaction

Bank Transfer Details

Related Transactions

Action Related Transactions Name

RT-0000000307

Beverage Registration

BR-0002247

Notes & Attachments

New Note

Attach File

No records to display

**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**.

Beverage Container Registration  
BR-0001577  
[Back to List: Beverage Container Registrations](#)

Related Transactions (1)

Files (0)

Beverage Container Registration History (3)

Beverage Container Registration Detail

Barcode no barcode

Product Name Test product 1

New Product

New product launch date

Registration Status [Pending Payment](#)

Bank Payment Status [Pending Payment](#)

Approval Status [Pending Approval](#)

Payment Status [Payment Initiated](#)

Date Approved/Rejected

Expiry Date 30/11/2022

Due for Renewal?

Container Attributes

Product Group Beer

Product Group - Other

Material Type PET

Material Type - Other

Glass Colour

Glass Colour - Other

PET Colour Coloured

Height (with cap, in cm) 15

Largest diameter (cm) 15

Weight - Empty(gm) 120

Designed Capacity (ml) 1,000

NSW Refund Logo

SA/NT Refund Logo

System Information

Created By [Monkey Magic](#) 27/09/2017 11:16 AM

Last Modified By [Monkey Magic](#) 27/09/2017 11:16 AM

Supplier Name Brand Owner 1

Related Transactions

Action Payment Status

CDS Reference #

Bank Receipt #

Payment Date

Payment Method

Transaction

Created Date

Payment Initiated

CDS6605212

Bank Transfer

TN-00000137

27/09/2017

## Registration Status

- Active
- Expired
- New
- Pending Payment
- Pending Approval
- Rejected
- Pending Payment Reconciliation

## Payment Status

- Paid
- Pending Payment
- Renewal – Pending Payment
- Payment Initiated
- Cancelled
- Pending Payment Reconciliation
- Not Processed



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**.

**Recent Beverage Container Registrations**

Beverage Registrations #	Barcode	Material Type	Product Name	Registration Status	Supplier Name
BR-0002603	No Barcode	Cask (cardboard, foil and/or plastic)	New Product	Pending Payment	Brand Owner 1
BR-0001701	No barcode	Glass	Bulk upload October 28	Pending Payment	Brand Owner 1
BR-0001713	No barcode	Glass	Bulk upload October 40	Pending Payment	Brand Owner 1
BR-0001806	No barcode	Glass	Bulk upload October 133	Pending Payment	Brand Owner 1
BR-0001699	No barcode	Glass	Bulk upload October 26	Pending Payment	Brand Owner 1
BR-0002590	no barcode	Cask (cardboard, foil and/or plastic)	test	Pending Payment	Brand Owner 1
BR-0001687	1234567890000	Cask (cardboard, foil and/or plastic)	October Test 10	Active	Brand Owner 1
BR-0002589	no barcode	Aluminium	test file upload	Pending Payment	Brand Owner 1
BR-0001683	329538012677	Other	October Test 6	Active	Brand Owner 1
BR-0001675	1234567899993	PET	Bulk upload October 2	Active	Brand Owner 1

6.2

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

**Recent Items**

- BR-0002603
- TN-00000167
- BR-0001701
- BR-0001713
- BR-0001806
- RT-0000000443
- RT-0000000442

6.3

View the condition of approval for the approved container.

**Beverage Container Registration Detail**

Barcode: 5123512351233  
Product Name: Bulk upload October 1  
New Product: ☒  
New product launch date: 10/12/2018

Registration Status: Active  
Payment Status: Paid  
Expiry Date: 30/11/2022  
Due for Renewal? ☐

**Container Attributes**

Product Group: Energy drinks (carbonated or non-carbonated)  
Product Group - Other: PET  
Material Type: PET  
Removable Lid? ☐  
Material Type - Other: ☐  
Glass Colour: ☐  
Glass Colour - Other: Clear / Transparent

Height (with cap, in mm): 20  
Largest diameter (mm): 60  
Weight - Empty(gm): 100  
Designed Capacity (ml): 1,000  
NSW Refund Logo: ☐  
SAINT Refund Logo: ☒

**Approval Notes**

Conditions of approval: Conditions of approval for this container will display here.

**System Information**

Supplier Name: Brand Owner 1  
Created By: Samuel Jap, 24/10/2017 1:43 PM  
Last Modified By: Jasmin Chin, 2/11/2017 12:07 PM

**Related Transactions**

Action	Payment Status	CD\$ Reference #	Bank Receipt #	Payment Date	Payment Method	Transaction	Created Date
	Paid	CD\$2441666	1023505088	25/10/2017	Credit Card	TN-00000156	25/10/2017

**Files**

Upload Files

No records to display

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.



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**.



Sandbox: UAT

Search... Search

Monkey Magic

My Home


My Profile

Beverage Container Registrations


Payments

Transactions


Help




Welcome, Monkey Magic




Registration  
Register your beverage containers



Payments  
Pay fees for your beverage container registrations



Transactions  
View or cancel your transactions



Help  
Downloads & Training Materials



# 7 RENEW CONTAINER APPROVAL (CON'T)

7.3

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

NSW GOVERNMENT

Search... Search

Tammy Pena ▾

My Home My Profile Beverage Container Registrations Payments Transactions Help

### Pay for beverage container registrations

☐ Pay for new beverage container registrations

☒ Renew and pay for existing beverage container registrations

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**.

My Home My Profile Beverage Container Registrations Payments Transactions Help

Show 10 entries Search:

<input type="checkbox"/>	BEVERAGE NAME	CAPACITY	MATERIAL	APPLICATION FEE (\$)	APPROVAL EXPIRY DATE	REGISTRATION APPROVAL FEE (\$)
<input type="checkbox"/>	ABC	250	Aluminium	80	30/11/2022	0
<input checked="" type="checkbox"/>	Test product 1	1000	PET	80	30/11/2022	0
<input type="checkbox"/>	test weight	150	Cask (cardboard, foil and/or plastic)	80	30/11/2022	0

Showing 951 to 953 of 953 entries

Previous 1 ... 92 93 94 95 96 Next

TOTAL FEE FOR SELECTED BEVERAGE CONTAINER/S : \$80 AUD

Next Cancel



**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.

7.5

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

My Home My Profile Beverage Container Registrations Payments Transactions Help

Selected Beverage Containers for Registration - 1

Show 10 entries Search:

BEVERAGE NAME	APPLICATION FEE (\$)	APPROVAL EXPIRY DATE	REGISTRATION APPROVAL FEE (\$)
Test product 1	80	30/11/2022	0

Showing 1 to 1 of 1 entries Previous 1 Next

**Payment for Beverage Container Registrations**

You have selected 1 Beverage Containers

Registration Approval Fee: \$0.00 AUD  
Application Fee: \$80.00 AUD  
Total Fees to be paid: \$80.00 AUD

Select Payment Method: Credit Card

**Instructions**

If you choose 'Credit card payment', you will be taken to the online payment gateway.  
Please also note there is a \$100,000 limit on credit card payments.  
If you choose 'Bank transfer payment', you will be given bank account details for your payment.  
Please note that payments may take up to 2 to 5 working days to process.

**a** Select Credit Card or Bank Transfer

**b** Select Pay

7.6 A

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

NSW GOVERNMENT

**Return and Earn**

**Bank Transfer Details**

CDS Reference Number: CDS3261011

**a** Note: use this reference number in your bank transfer

Download your tax invoice. It includes:

- bank transfer details.
- transaction details.
- fee amounts charged.

You must include the CDS reference number in your bank transfer description.

**b** Download copy of the tax invoice

Download Tax Invoice Finish

**c** Click Finish

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.



### Online Payments

Please enter credit card details into the fields displayed. Note that a 0.4% surcharge applies to credit card payments.

Fields marked with an asterisk ( \* ) are mandatory.

Customer Reference Number	CDS1364403
Customer Name	Brand Owner 1
Amount	\$80.00 AUD



\* Cardholder Name

\* Credit Card Number

\* Expiry Date (mm/yy)

\* Card Verification Number (CVN)

01 / 17



What is the CVN?

Please note that the following surcharges apply:

- Visa: 0.40%
- Mastercard: 0.40%

Cancel

a

Enter credit card details

b

Click Next


b

Next

Note credit card surcharges apply, viewable on the next screen

7.7 B

Confirm payment.



### Confirmation

Please confirm your payment details. Fields marked with an asterisk ( \* ) are mandatory.

Customer Reference Number	CDS4456545
Customer Name	Bottles R Us
Principal Amount	\$250.00 AUD
Surcharge Amount	\$1.00 AUD
Total Amount	\$251.00 AUD
Cardholder Name	Tammy Pena
Credit Card Number	424242...242
Expiry Date	04/19
* Verification Code	Enter the verification code below.

01678

Generate a new verification code. | Audio

b

Accept the surcharge

a

Enter the verification code

c


Click Confirm


\* ☐ I accept the surcharge of \$1.00 AUD.

Back

Cancel

Confirm

Powered by 




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# 7 RENEW CONTAINER APPROVAL (CON'T)

7.7 C

Click **Finish** to complete payment.




### Payment Receipt

Status	Approved
Receipt Number	1018708676
Date	10 Apr 2017 09:08 AEST
Customer Reference Number	CDS4456545
Customer Name	Bottles R Us
Principal Amount	\$250.00 AUD
Surcharge Amount	\$1.00 AUD
Total Amount	\$251.00 AUD
Cardholder Name	Tammy Pena
Credit Card Number	424242...242
Expiry Date	04/19


Email a copy of the receipt

Print a copy of the receipt

Powered by 

7.7 D

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



### Payment Transaction Summary

Receipt Summary

Summary Description	Approved by financial institution
Payment Amount	\$ 251.00
Receipt Number	1018708676
Response Description	Honour with identification
Created Date Time	10 Apr 2017 09:08:36
Masked Card Number	424242...242
Card Scheme	VISA
Reference Number	CDS4456545

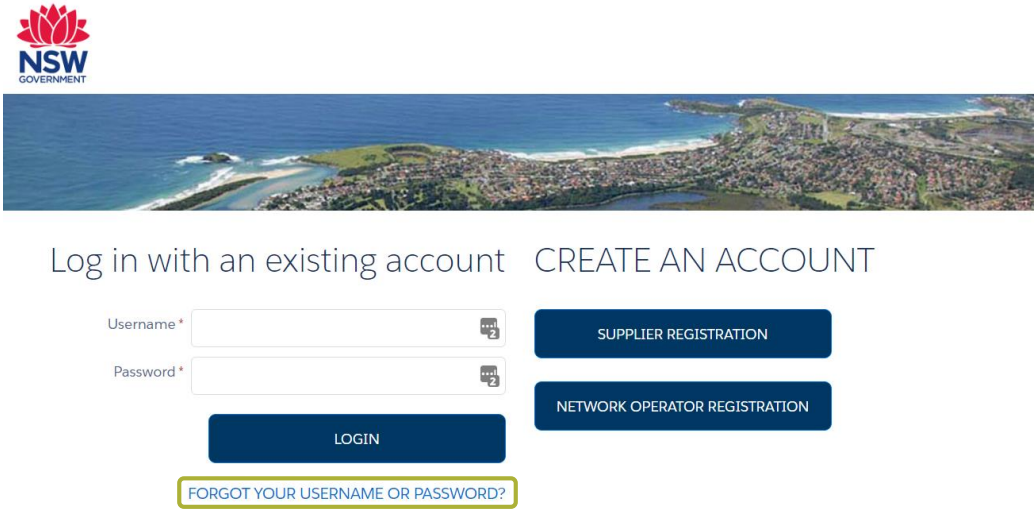


YOU HAVE SUCCESSFULLY PAID BY CREDIT CARD TO RENEW YOUR CONTAINER APPROVALS.

# 8 RESET SUPPLIER PASSWORD

8.1

Go to [cds.epa.nsw.gov.au](https://cds.epa.nsw.gov.au) and click **FORGOT YOUR USERNAME OR PASSWORD**.



8.2

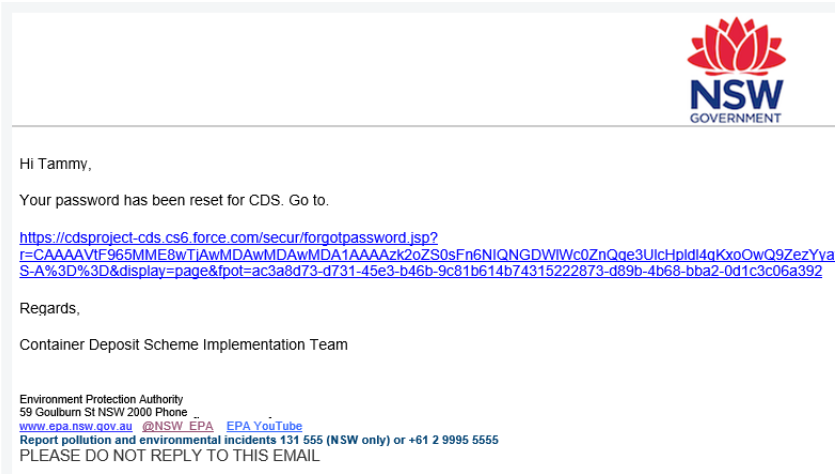
Type your **Username** then click **Continue**.



**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.

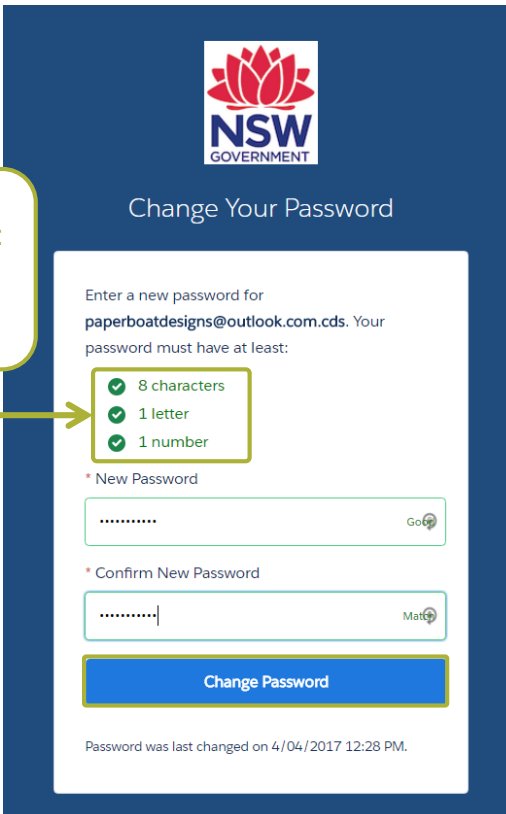


# 8 RESET SUPPLIER PASSWORD (CON'T)

8.4

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

Ensure your password includes:  
8 characters  
1 letter  
1 number



NSW GOVERNMENT

Change Your Password

Enter a new password for  
**paperboatdesigns@outlook.com.cds**. Your  
password must have at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

\* New Password

..... Go

\* Confirm New Password

..... Match

**Change Password**

Password was last changed on 4/04/2017 12:28 PM.



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



**YOU HAVE SUCCESSFULLY RESET YOUR PASSWORD.**