

# Beverage Manufacturer

## Product Registration Portal Guide

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# Portal Access

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

Your pathway will depend on whether you are a newly contracted Beverage Manufacturer 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

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# New Users

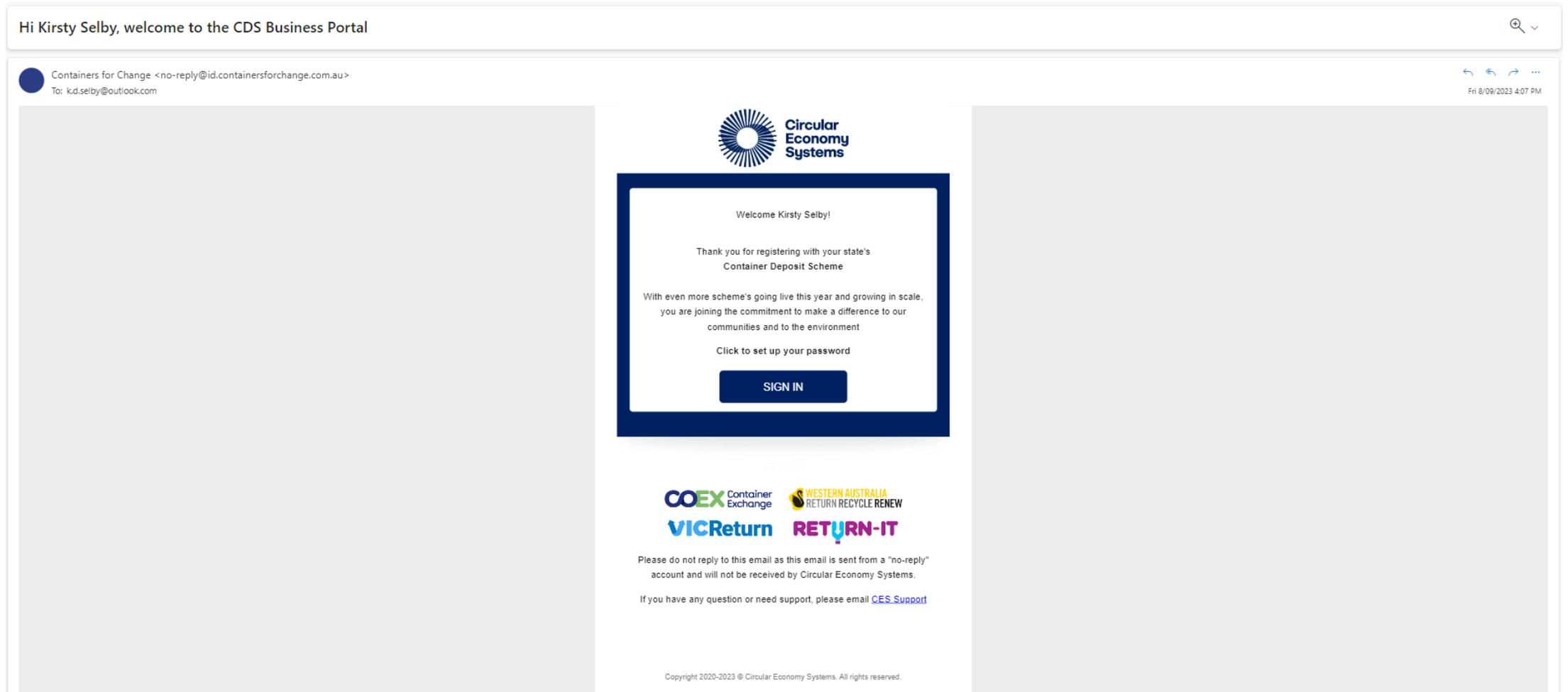
If you have been nominated by your employer to use the Product Registration Portal, you will receive a **‘Welcome’ email** from Containers for Change.

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



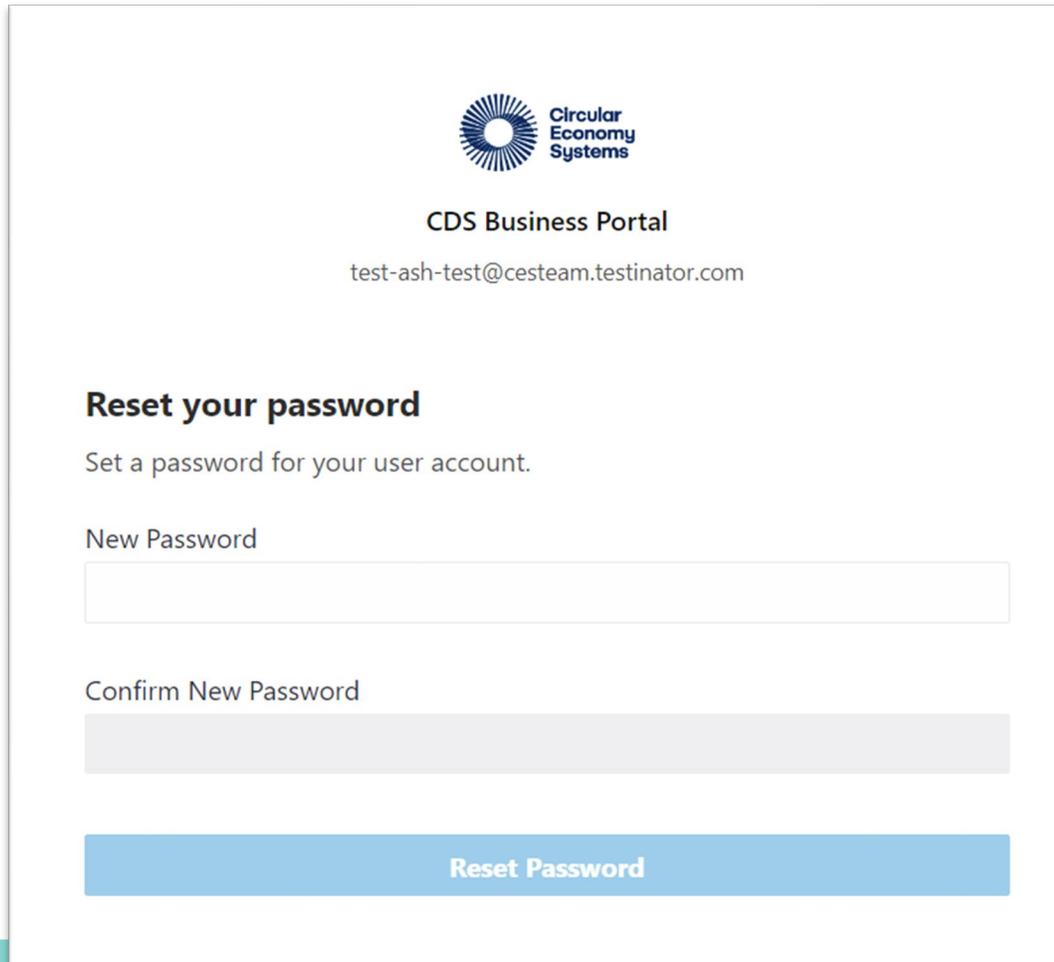
# New Users

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



# New Users

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



The screenshot shows the initial password reset page. At the top is the Circular Economy Systems logo and the text "CDS Business Portal" and "test-ash-test@cesteam.testinator.com". Below this is the heading "Reset your password" and the instruction "Set a password for your user account." There are two input fields: "New Password" and "Confirm New Password". A blue "Reset Password" button is at the bottom.

  
Circular  
Economy  
Systems

CDS Business Portal  
test-ash-test@cesteam.testinator.com

### Reset your password

Set a password for your user account.

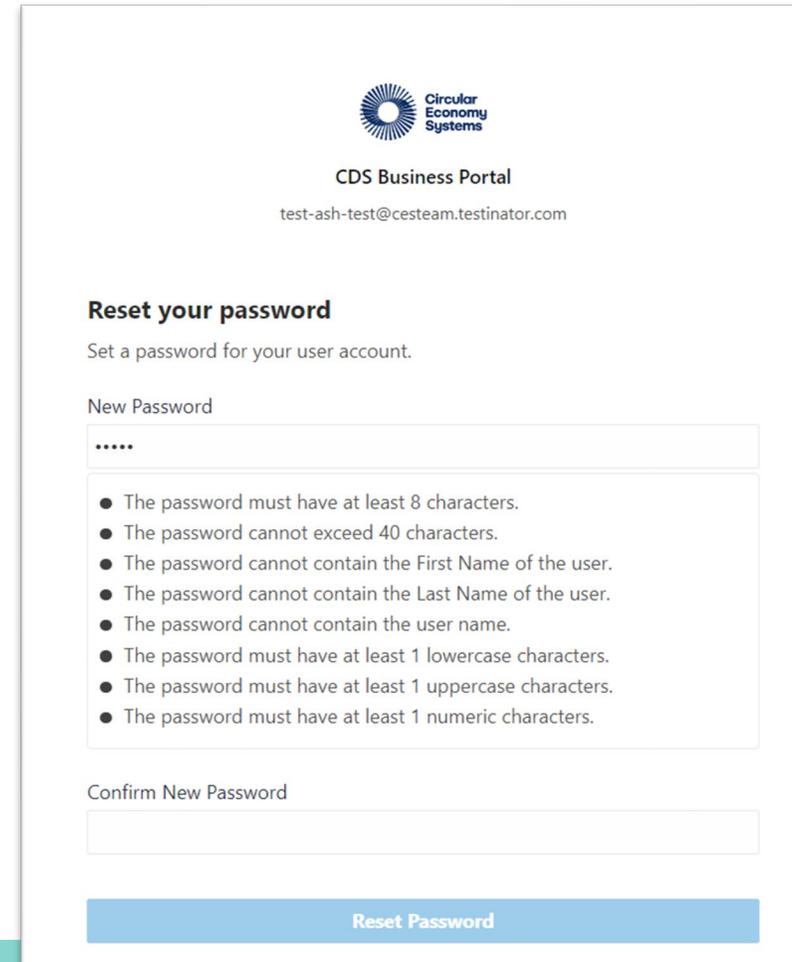
New Password

Confirm New Password

**Reset Password**



This screenshot shows the same password reset page but with a list of eligibility criteria for the password. The criteria are listed in a bulleted format. The "New Password" field contains five dots, and the "Confirm New Password" field is empty. A blue "Reset Password" button is at the bottom.

  
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 Product Registration portal is <https://business.containersforchange.com.au>.

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

Existing Users' normal log in details will remain unchanged.

Enter these and click **Sign In**.

Circular Economy Systems

CDS Business Portal

Sign In

User Name

*User name or email*

Password

*Password*

Sign In

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

COEX Container Exchange

WESTERN AUSTRALIA RETURN RECYCLE RENEW

VICReturn RETURN-IT

# Sign In

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

 **Circular  
Economy  
Systems**

CDS Business Portal  
Sign In

User Name

Password

**Sign In**

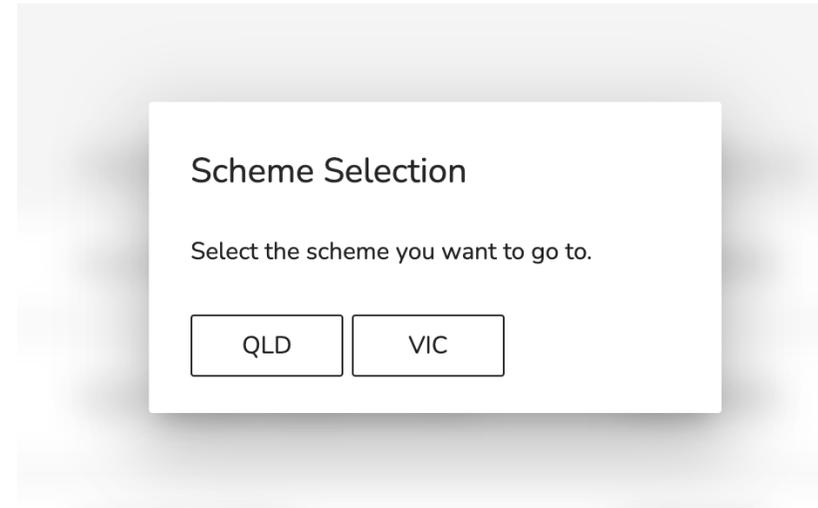
Need help signing in? [Click here](#)



**COEX** Container Exchange    **WESTERN AUSTRALIA** RETURN RECYCLE RENEW  
**VICReturn**    **RETURN-IT**

# Sign In

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



Note: if you are only registered to a single scheme, 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](#)

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# Product Portal Navigation

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

The screenshot shows the 'Products' page of the COEX Container Exchange portal. At the top right, a user profile icon is labeled '1'. Below it, the 'PRODUCTS' tab is highlighted and labeled '2'. The main content area has a breadcrumb 'Home > Products' and a 'Products' title. Below the title are tabs for 'All Applications' (labeled '3'), 'Registrations', and 'Amendments'. A filter dropdown for 'Statuses' is also labeled '3'. On the right side, there are action buttons: 'Transfer(850)' (labeled '7'), 'Bulk Upload' (labeled '5'), and 'Register' (labeled '6'). Below these are 'Export CSV' and 'Export Excel' buttons, with the latter labeled '4'. A table of product entries is shown below, with a 'Product Summary View' icon on the right side labeled '8'. A 'Key' box is overlaid on the table, listing the numbered items.

**Key:**

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

| RCODE (EAN)       | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|-------------------|------|------------|----------|-----------|
| 000100001         | 📦    | 24/10/2024 | Approved | Action    |
| 01807056          | 📦    | 14/11/2023 | Pending  | Action    |
| 08718415          | ↔️   | 19/09/2023 | Approved | Action    |
| 26377401          | ↔️   | 14/09/2023 | Approved | Action    |
| AutomationTesting | ↔️   | 02/08/2023 | Approved | Action    |
| 1031855437        | ↔️   | 02/08/2023 | Approved | Action    |
| 1037500100        | 📦    | 12/09/2022 | Approved | Action    |

# My Profile

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

The screenshot displays the 'My Profile' page for the COEX Container Exchange. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. In the top right corner, a dropdown menu shows 'QLD' and a user profile icon. Below the logos, there are tabs for 'PRODUCTS' and 'SALES VOLUMES'. The main content area is titled 'Products' and includes a breadcrumb 'Home -> Products'. There are filters for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. Action buttons include 'Transfer(850)', 'Bulk Upload', and 'Register'. There are also 'Export CSV' and 'Export Excel' buttons. A table lists product entries with columns: MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S).

| <input type="checkbox"/> | MANUFACTURER  | PRODUCT NAME                       | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--------------------------|---|------------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> | Amazon Australia                                    | Freed Tea Soda- Blueberry & Lemon  | 10000100001   |      | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1001807056    |      | 14/11/2023 | Pending  | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1008718415    |      | 19/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1026377401    |      | 14/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | AutomationTesting                  | 1031855437    |      | 02/08/2023 | Approved | Action    |
| <input type="checkbox"/> | ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | ProductCreatedviaAutomationTesting | 1037500100    |      | 12/09/2022 | Approved | Action    |

# My Profile

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

The screenshot shows the 'My Profile' page for COEX Container Exchange. At the top right, there is a user profile icon and a dropdown menu currently set to 'QLD'. The dropdown menu is highlighted with a blue box and shows options for 'QLD' and 'VIC'. Below the navigation bar, there are tabs for 'All Applications', 'Registrations', and 'Amazon Australia'. A central callout box contains the text: 'Note: If you are only registered to a single scheme, you will not see other Schemes listed.' Below this, there is a table of products with columns for MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). The table lists five entries, all from 'Amazon Australia', with various product names and statuses like 'Approved' and 'Pending'.

| MANUFACTURER     | PRODUCT NAME                      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|------------------|-----------------------------------|---------------|------|------------|----------|-----------|
| Amazon Australia | Freed Tea Soda- Blueberry & Lemon | 10000100001   | 🍷    | 24/10/2024 | Approved | Action    |
| Amazon Australia | Automation Testing                | 1001807056    | 🍷    | 14/11/2023 | Pending  | Action    |
| Amazon Australia | Automation Testing                | 1008718415    | ↔️   | 19/09/2023 | Approved | Action    |
| Amazon Australia | Automation Testing                | 1026377401    | ↔️   | 14/09/2023 | Approved | Action    |
| Amazon Australia | AutomationTesting                 | 1031855437    | ↔️   | 02/08/2023 | Approved | Action    |

# View Product Registrations

Product Filter

Check Product Details

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# Product Filter

The **Product Filter** can help you find Products by certain criteria or make a list for export. Each row of the Product Summary View relates to a Registration Application. Click in the **Statuses** field to filter Products by Status, or click **More Filters** for additional options.

The screenshot shows the COEX Container Exchange interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. The user is logged in as 'QLD'. The main navigation bar includes 'PRODUCTS' (selected) and 'SALES VOLUMES'. Below this, there's a breadcrumb 'Home > Products' and a title 'Products'. A filter bar contains 'All Applications' (selected), 'Registrations', 'Amendments', and 'Transfers'. Action buttons include 'Transfer(850)', 'Bulk Upload', and 'Register'. A 'More Filters' button is also present. A table of products is displayed with columns: PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). A dropdown menu is open over the 'Statuses' column, listing: Pending, Approved, Rejected, Expired, Cancelled, Suspended, Application Incomplete, and Withdrawn. The table contains three rows of product data.

| PRODUCT NAME                      | BARCODE (EAN) | TYPE   | SUBMITTED  | STATUS   | ACTION(S) |
|-----------------------------------|---------------|--------|------------|----------|-----------|
| Freed Tea Soda- Blueberry & Lemon | 10000100001   | Bottle | 24/10/2024 | Approved | Action    |
| Automation Testing                | 1001807056    | Bottle | 14/11/2023 | Pending  | Action    |
| Automation Testing                | 1008718415    | Can    | 19/09/2023 | Approved | Action    |

# Product Filter

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

|   |  |  |
|---|--|--|
| <b>Manufacturer</b><br><input type="text" value="Select Manufacturer"/>         | <b>Manufacturer site Scheme ID</b><br><input type="text" value="Select Manufacturer ID"/>              | <b>Barcode (EAN)</b><br><input type="text" value="Enter a barcode / (EAN)"/>                           |
| <b>Product Name</b><br><input type="text" value="Enter a product name"/>        | <b>Minimum Designed Capacity</b><br><input type="text" value="Enter minimum designed capacity in ml"/> | <b>Maximum Designed Capacity</b><br><input type="text" value="Enter maximum designed capacity in ml"/> |
| <b>Material Type</b><br><input type="text" value="Select material types"/>      | <b>Glass Colour</b><br><input type="text" value="Select glass colours"/>                               | <b>Product Group</b><br><input type="text" value="Select product groups"/>                             |
| <b>Minimum Approval Expiry Date</b><br><input type="text" value="Select date"/> | <b>Maximum Approval Expiry Date</b><br><input type="text" value="Select date"/>                        |  |
| <b>Minimum Go-Live Date</b><br><input type="text" value="Select date"/>         | <b>Maximum Go-Live Date</b><br><input type="text" value="Select date"/>                                |  |
| <b>Submitted By</b><br><input type="text" value="Enter user email"/>            | <b>Minimum Submitted Date</b><br><input type="text" value="Select date"/>                              | <b>Maximum Submitted Date</b><br><input type="text" value="Select date"/>                              |

# Product Filter

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

The screenshot displays a 'Product Filter' interface. At the top, there is a 'Pending x' indicator and a 'More Filters' button. On the right, there are 'Export CSV' and 'Export Excel' buttons. The filter panel contains various input fields for criteria such as Manufacturer, Product Name, Material Type, and dates. Below the filter panel, there are 'Clear' and 'Apply' buttons. The bottom section shows a table of filtered products with columns for Manufacturer, Product Name, Barcode (EAN), Type, Submitted, Status, and Action(s). Three products are listed, all with a 'Pending' status. A blue box highlights the 'Pending' status in the first row, and another blue box highlights the 'Pending' status in the third row.

| MANUFACTURER  | PRODUCT NAME                       | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS  | ACTION(S) |
|---|------------------------------------|---------------|------|------------|---------|-----------|
| Amazon Australia  | Automation Testing                 | 1001807056    | 📦    | 14/11/2023 | Pending | Action    |
| ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD<br>Suncoast Limes Pty Ltd | ProductCreatedviaAutomationTesting | 1049851255    | ↔    | 01/03/2023 | Pending | Action    |
| Amazon Australia  | bulkuploadperftest                 | 11111650      | 📦    | 05/11/2024 | Pending | Action    |

# Product Filter

There are also four buttons above that specifically filter by the type of action that produced the record. From the left, All Applications show all records, this is followed by filters to show only registrations, amendments, or only transfers.

The screenshot shows a web interface for product management. At the top, there is a breadcrumb 'Home -> Products' and a title 'Products'. Below the title, there are four filter buttons: 'All Applications' (highlighted with a blue box), 'Registrations', 'Amendments', and 'Transfers'. To the right of these buttons are three green buttons: 'Transfer(853)', 'Bulk Upload', and 'Register'. Below the filter buttons, there is a 'Statuses' dropdown menu and a 'More Filters' button. On the right side, there are two buttons: 'Export CSV' and 'Export Excel'. The main content is a table with the following columns: MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). The table contains three rows of data:

| <input type="checkbox"/> MANUFACTURER     | PRODUCT NAME                      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|---|-----------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> Amazon Australia | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia | Automation Testing                | 1001807056    |      | 14/11/2023 | Pending  | Action    |
| <input type="checkbox"/> Amazon Australia | Automation Testing                | 1008718415    |      | 19/09/2023 | Approved | Action    |

# Check Product Details

The status of each Product is shown in the **STATUS** column of the Product Summary View. Each row provides a quick view condensed view of the product. Additional information of the product can be found by expanding it using the Plus button to its left.

| <input type="checkbox"/> MANUFACTURER     | PRODUCT NAME                      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|---|-----------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> Amazon Australia | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Approved | Action ▾  |
| <input type="checkbox"/> Amazon Australia | Automation Testing                | 1001807056    |      | 14/11/2023 | Pending  | Action ▾  |
| <input type="checkbox"/> Amazon Australia | Automation Testing                | 1008718415    |      | 19/09/2023 | Approved | Action ▾  |
| <input type="checkbox"/> Amazon Australia | Automation Testing                | 1026377401    |      | 14/09/2023 | Approved | Action ▾  |
| <input type="checkbox"/> Amazon Australia | AutomationTesting                 | 1031855437    |      | 02/08/2023 | Approved | Action ▾  |

# Export

It's possible to export the list of products in your catalog by clicking on any one of the two export buttons. When clicked, the export file is generated based on the filter that's applied.

The screenshot displays the COEX Container Exchange interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. The user is logged in as 'QLD'. The main navigation bar shows 'PRODUCTS' (active) and 'SALES VOLUMES'. Below this, the breadcrumb 'Home > Products' is visible. The 'Products' section has tabs for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. On the right, there are buttons for 'Transfer(850)', 'Bulk Upload', and 'Register'. A 'Statuses' dropdown and 'More Filters' are also present. Two red arrows point to the 'Export CSV' and 'Export Excel' buttons. Below these is a table of products with columns for MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S).

| <input type="checkbox"/> MANUFACTURER  | PRODUCT NAME                       | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--|------------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> Amazon Australia                                    | Freed Tea Soda- Blueberry & Lemon  | 10000100001   |      | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia                                    | Automation Testing                 | 1001807056    |      | 14/11/2023 | Pending  | Action    |
| <input type="checkbox"/> Amazon Australia                                    | Automation Testing                 | 1008718415    |      | 19/09/2023 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia                                    | Automation Testing                 | 1026377401    |      | 14/09/2023 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia                                    | AutomationTesting                  | 1031855437    |      | 02/08/2023 | Approved | Action    |
| <input type="checkbox"/> ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | ProductCreatedviaAutomationTesting | 1037500100    |      | 12/09/2022 | Approved | Action    |

# Register Products

In this section you will be shown how to submit product registration applications in single and bulk. Bulk is especially useful if you are joining a scheme and have several products to register.

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

[Single Registration](#)

[Bulk Upload](#)

[Importing from a different scheme](#)

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# Register a Product (Bulk)

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

The screenshot shows the COEX Container Exchange dashboard. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. The user is logged in as 'QLD' and is viewing the 'PRODUCTS' section. The dashboard has a navigation bar with 'PRODUCTS' and 'SALES VOLUMES'. Below this, there's a breadcrumb 'Home -> Products' and a title 'Products'. There are tabs for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. On the right, there are buttons for 'Transfer(850)', 'Bulk Upload' (highlighted with a red arrow), and 'Register'. Below these are 'Export CSV' and 'Export Excel' buttons. A table lists product entries with columns for MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). The table contains six rows of product data.

| <input type="checkbox"/> | MANUFACTURER  | PRODUCT NAME                       | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--------------------------|---|------------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> | Amazon Australia                                    | Freed Tea Soda- Blueberry & Lemon  | 10000100001   | 📦    | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1001807056    | 📦    | 14/11/2023 | Pending  | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1008718415    | ↔️   | 19/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1026377401    | ↔️   | 14/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | AutomationTesting                  | 1031855437    | ↔️   | 02/08/2023 | Approved | Action    |
| <input type="checkbox"/> | ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | ProductCreatedviaAutomationTesting | 1037500100    | 📦    | 12/09/2022 | Approved | Action    |

# Register a Product (Bulk)

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

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

Please upload a CSV file



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

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

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

Upload

# Register a Product (Bulk)

The file consists of four tabs. Each tab is discussed below:

The **Data Field Instructions** tab is where information about how to fill out the file is located. It's good to read this if it's your first time to get acquainted to the type of information needed on each column and what fields are mandatory.

The **Template** is one of the most important sheets as this is where your data will go. Each row will be treated as one registration and will be evaluated by the system subsequently.

The **Instructions** sheet discuss how you will transform this template so that it's readable by the system. It's important to note that you need to choose the Application Form Template tab as you export it to CSV as the active tab will be the one Microsoft Excel uses.

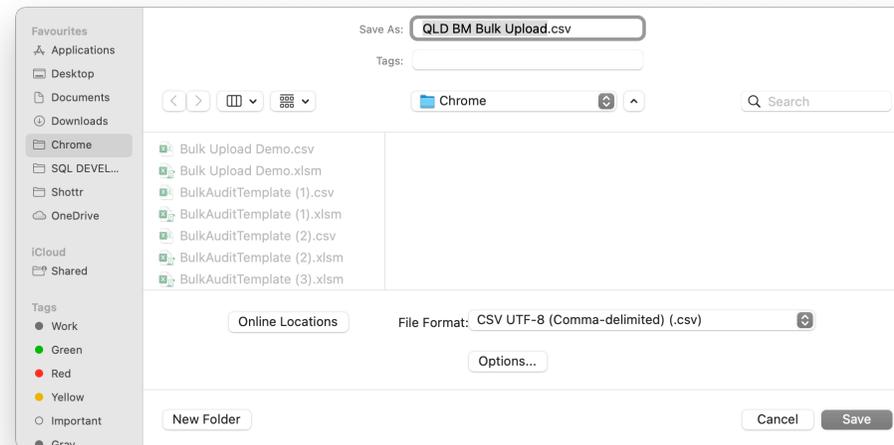
The **Picklist values** tab stores all values in the dropdowns available on the Application Form Template. The information stored here is important to help you have a more seamless experience filling out the form.

# Register a Product (Bulk)

When filling up the template, make sure you have the correct Scheme ID.

| A          | B          | C   | D         | E                                   | F     | G             | H        | I        | J          | K          | L                        | M                     | N                  | O                      | P                    | Q | R | G |
|------------|------------|---|-----------|-------------------------------------|-------|---------------|----------|----------|------------|------------|--------------------------|-----------------------|--------------------|------------------------|----------------------|---|---|---|
| Scheme ID  | Barcode    | Product Name                              | Exp. Date | Product Group                       | Print | Material Type | Min. Qty | Max. Qty | Min. Price | Max. Price | Height (with cap, in mm) | Largest diameter (mm) | Weight - Empty (g) | Designed Capacity (ml) | National Refund Logo |   |   |   |
| QM12529001 | 9901238765 | RoboCar Poli Apple Juice 500ml 90% pure)  |           | Fruit/Vegetable juice (>= 90% pure) |       | Aluminium     |          |          |            |            | 500                      | 500                   | 12                 | 800                    | TRUE                 |   |   |   |
| QM12529001 | 9901238766 | RoboCar Poli Orange Juice 500ml 90% pure) |           | Fruit/Vegetable juice (>= 90% pure) |       | Aluminium     |          |          |            |            | 500                      | 500                   | 12                 | 800                    | TRUE                 |   |   |   |
| QM12529001 | 9901238767 | RoboCar Poli Pear Juice 500ml 90% pure)   |           | Fruit/Vegetable juice (>= 90% pure) |       | Aluminium     |          |          |            |            | 500                      | 500                   | 12                 | 800                    | TRUE                 |   |   |   |

Once the template is complete, **Save As** in CSV format.



# Register a Product (Bulk)

Drag the file into the upload box or click the box and search for your file using file manager, then click Upload. All successful submissions are considered pending in registration. The Scheme Coordinator will be notified to begin review.

The screenshot displays the COEX (Container Exchange) web interface for bulk product registration. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. A notification banner at the top center says 'Uploaded successfully'. The user is logged in as 'QLD'.

The main navigation bar includes 'PRODUCTS' (active) and 'SALES VOLUMES'. The breadcrumb trail is 'Home → Products → Bulk Upload'. The page title is 'Bulk Upload'.

The central content area contains the instruction 'Please upload a CSV file'. Below this is a large dashed box with an upward arrow icon and the text 'Click or drag a file to this area and then start the upload'. To the right of this box, there is a link: '- Pre-formatted New Approval template'. Below the dashed box, a file named 'QLD BM Bulk Upload.csv' is listed.

A green 'Upload' button is located at the bottom right of the upload area, with a red arrow pointing to it.

# Register a Product (Bulk)

You can check your registrations back at the Registry by using any of the filters or by manually searching for it.

Filters and search options for product registration:

- Manufacturer: Select Manufacturer
- Manufacturer site Scheme ID: Select Manufacturer ID
- Barcode (EAN): Enter a barcode / (EAN)
- Product Name: Robocar
- Minimum Designed Capacity: Enter minimum designed capacity in ml
- Maximum Designed Capacity: Enter maximum designed capacity in ml
- Material Type: Select material types
- Glass Colour: Select glass colours
- Product Group: Select product groups
- Minimum Approval Expiry Date: Select date
- Maximum Approval Expiry Date: Select date
- Minimum Go-Live Date: Select date
- Maximum Go-Live Date: Select date
- Submitted By: Enter user email
- Minimum Submitted Date: Select date
- Maximum Submitted Date: Select date

Buttons: Clear, Apply

Export options: Export CSV, Export Excel

| MANUFACTURER                              | PRODUCT NAME                    | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS  | ACTION(S) |
|---|---------------------------------|---------------|------|------------|---------|-----------|
| <input type="checkbox"/> Amazon Australia | RoboCar Poli Apple Juice 500ml  | 9901238765    |      | 20/01/2025 | Pending | Action    |
| <input type="checkbox"/> Amazon Australia | RoboCar Poli Orange Juice 500ml | 9901238766    |      | 20/01/2025 | Pending | Action    |
| <input type="checkbox"/> Amazon Australia | RoboCar Poli Pear Juice 500ml   | 9901238767    |      | 20/01/2025 | Pending | Action    |

# Import Products to a New Scheme

If you have access to product registries in multiple states (e.g. Queensland & Victoria), you can export registrations from one state and upload them to another using the export and bulk upload features. Start by exporting products in Excel from the source Scheme (e.g. Victoria). Exporting in Excel ensures all formatting is retained as you will copy data from one Excel file to another. Use **Filters** to select specific Product data. Then click Export Excel and wait for it to finish and automatically download to your device.

The screenshot shows the VICReturn interface for the 'Products' section. At the top, there are navigation tabs for 'PRODUCTS' and 'SALES VOLUMES'. Below this, a breadcrumb trail reads 'Home > Products'. The main heading is 'Products', followed by action buttons: 'Transfer (1227)', 'Bulk Upload', and 'Register'. A filter section includes a 'Statuses' dropdown menu and a 'More Filters' button. To the right of the filters are 'Export CSV' and 'Export Excel' buttons. A table of products is displayed below, with columns for Supplier, Product Name, Product Group, Barcode (EAN), Material Type, Status, and Action(s). Two red arrows point to the 'Statuses' dropdown and the 'Export Excel' button.

|   | SUPPLIER     | PRODUCT NAME    | PRODUCT GROUP             | BARCODE (EAN)  | MATERIAL TYPE      | STATUS   | ACTION(S) |
|---|--------------|-----------------|---------------------------|----------------|--------------------|----------|-----------|
| + | NAGARAYA INC | New product set | De-alcoholised wine       | 00000000000002 | Steel              | Approved | ⋮         |
| + | NAGARAYA INC | TEST 1469 002   | Cider/fruit based alcohol | 00000000000007 | Aluminium          | Approved | ⋮         |
| + | NAGARAYA INC | Test            | Beer                      | 00000001       | Liquid Paper Board | Approved | ⋮         |
| + | NAGARAYA INC | Copy Test       | Cider/fruit based alcohol | 00000002       | Aluminium          | Expired  | ⋮         |

AutoSave products (3) Search (Cmd + Ctrl + U)

Home Insert Draw Page Layout Formulas Data Review View Automate

Clipboard: Paste, Cut, Copy, Format

Font: Aptos Narrow (Bod... 11 A<sup>+</sup> A<sup>-</sup>)

Paragraph: B I U, Merge & Centre

Number: \$ % , .00 →0

Styles: Conditional Formatting, Format as Table, Cell Styles

Layout: Insert, Delete, Format

Tools: Auto-sum, Fill, Sort & Filter, Find & Select, Sensitivity, Add-ins, Analyse Data

Comments Share

A9 fx

|    | A   | B          | C                | D           | E                                  | F           | G             | H                                       | I                     | J                  | K                     | L                             | M            | N                    | O          |
|----|---|------------|------------------|-------------|------------------------------------|-------------|---------------|---|-----------------------|--------------------|-----------------------|-------------------------------|--------------|----------------------|------------|
| 1  | Manufacturer Name                                   | Scheme ID  | Application Type | Barcode     | Product Name                       | Expiry Date | Approved Date | Product Group                           | Product Group - Other | Material Type      | Material Type - Other | Other Specified Material Type | Glass Colour | Glass Colour - Other | PET Colour |
| 2  | Amazon Australia                                    | QM12529001 | New Approval     | 10000100001 | Freed Tea Soda- Blueberry & Lemon  |             | 04/11/2024    | Flavoured water/soft drink (carbonated) |                       | Liquid Paper Board |                       |                               |              |                      |            |
| 3  | Amazon Australia                                    | QM12529001 | New Approval     | 1001807056  | Automation Testing                 |             |               | Wine based beverage                     |                       | PET - Clear        |                       |                               |              |                      |            |
| 4  | Amazon Australia                                    | QM12529001 | Transfer         | 1008718415  | Automation Testing                 |             | 19/09/2023    | Flavoured milk                          |                       | Aluminium          |                       |                               |              |                      |            |
| 5  | Amazon Australia                                    | QM12529001 | Transfer         | 1026377401  | Automation Testing                 |             | 14/09/2023    | Flavoured milk                          |                       | Aluminium          |                       |                               |              |                      |            |
| 6  | Amazon Australia                                    | QM12529001 | Transfer         | 1031855437  | Automation Testing                 |             | 02/08/2023    | Flavoured milk                          |                       | Steel              |                       |                               |              |                      |            |
| 7  | ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | QM12567001 | New Approval     | 1037500100  | ProductCreatedviaAutomationTesting |             | 25/08/2023    | Beer                                    |                       | Glass - Mixed      |                       |                               | Amber/Brown  |                      |            |
| 8  |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 9  |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 10 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 11 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 12 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 13 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 14 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 15 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 16 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 17 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 18 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 19 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 20 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 21 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 22 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 23 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 24 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 25 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 26 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 27 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 28 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 29 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 30 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 31 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 32 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 33 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 34 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 35 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 36 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |
| 37 |   |            |                  |             |                                    |             |               |   |                       |                    |                       |                               |              |                      |            |

Exported Products +

Ready Accessibility: Good to go 100%

The downloaded file will look like this.

# Import Products to a New Scheme

Go to the destination State, in this case, Queensland, using the Scheme Selector.

The screenshot shows the VICReturn application interface. At the top right, there is a state selector dropdown currently set to 'VIC'. A red arrow points to the 'QLD' option in the dropdown menu. Below the navigation bar, there are tabs for 'PRODUCTS' and 'SALES VOLUMES'. The main content area is titled 'Products' and includes several action buttons: 'Transfer (1228)', 'Bulk Upload', 'Register', 'Export CSV', and 'Export Excel'. A table of products is displayed below, with columns for Supplier, Product Name, Product Group, Barcode (EAN), Material Type, Status, and Action(s).

|                          | SUPPLIER     | PRODUCT NAME    | PRODUCT GROUP             | BARCODE (EAN)  | MATERIAL TYPE      | STATUS   | ACTION(S) |
|--------------------------|--------------|-----------------|---------------------------|----------------|--------------------|----------|-----------|
| <input type="checkbox"/> | NAGARAYA INC | New product set | De-alcoholised wine       | 00000000000002 | Steel              | Approved | ⋮         |
| <input type="checkbox"/> | NAGARAYA INC | TEST 1469 002   | Cider/fruit based alcohol | 00000000000007 | Aluminium          | Approved | ⋮         |
| <input type="checkbox"/> | NAGARAYA INC | Test            | Cider/fruit based alcohol | 00000001       | Liquid Paper Board | Pending  | ⋮         |

# Import Products to a New Scheme

Navigate to the Bulk Upload page, then download the Bulk Upload template.

The screenshot displays the COEX (Container Exchange) web application interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. The user is logged in as 'QLD'. The main navigation bar shows 'PRODUCTS' and 'SALES VOLUMES'. The breadcrumb trail is 'Home → Prod'. The 'Products' section has tabs for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. On the right, there are buttons for 'Transfer(854)', 'Bulk Upload', and 'Register'. Below these are filters for 'Statuses' and 'More Filters', and buttons for 'Export CSV' and 'Export Excel'. The main content area is titled 'Please upload a CSV file' and contains a large dashed box with an upload icon and the text 'Click or drag a file to this area and then start the upload'. Below this is a checkbox for 'Declaration Statement' and an 'Upload' button. To the right of the upload area, there is a link: '- Pre-formatted New Approval/Transfer template', which is highlighted with a red arrow. Another red arrow points to the 'Bulk Upload' button in the top navigation bar.

# Import Products to a New Scheme

You will now need to fill up the Bulk Upload template with your product details from the Export file. This is done by copying or moving the data from the columns below. Then, you'll need provide the accurate values into the remaining mandatory columns for each of the products.

- Barcode
  - Product Name
  - Product Group \*
  - Material Type \*
  - Glass Colour \*
  - PET Colour \*
  - Height with Cap (in mm)
  - Largest Diameter (in mm)
  - Weight – Empty (g)
  - Designed Capacity (ml)
  - National Refund Mark
- Product Group – Other
  - Material Type – Other
    - Other Material Type Specified
  - Glass Colour – Other \*
  - PET Colour – Other \*

**Note:**

\* Check to ensure that you are applying the correct value in the Bulk Upload template as there may be differences between States.

Some fields may have a child field that may become mandatory depending on the value of its parent. For example, choosing Other on Product Group makes the Product Group – Other field mandatory.

# Import Products to a New Scheme

You'll now need to provide the corresponding Scheme IDs for each of the products in the destination Scheme. Refer [here](#) in case you're unsure where to find the Scheme ID. Then set the Go-Live dates for all products as necessary. Finally, follow the steps to upload your registrations into the destination Scheme [here](#).

| A          | B           | C                        | D           | E             | F                         | G                     | H             | I                   |
|------------|-------------|--------------------------|-------------|---------------|---------------------------|-----------------------|---------------|---------------------|
| Scheme ID  | Barcode     | Product Name             | Expiry Date | Date Approved | Product Group             | Product Group - Other | Material Type | Material Type - Oth |
| QM12567001 | 10001276576 | Sally's Brewed Ale 800ml |             |               | Cider/fruit based alcohol |                       | Aluminium     |                     |
| QM12567001 | 10001276577 | Sally's Brewed Tea 800ml |             |               | Cider/fruit based alcohol |                       | Aluminium     |                     |

| O                    | P                  | Q                      | R                    | S            |         |
|----------------------|--------------------|------------------------|----------------------|--------------|---------|
| argest diameter (mm) | Weight - Empty (g) | Designed Capacity (ml) | National Refund Logo | Go-Live Date | approve |
| 0                    | 15                 | 800                    | TRUE                 | 02/10/2025   |         |
| 0                    | 15                 | 800                    | TRUE                 | 02/10/2025   |         |

# Register a Product (Single)

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

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# Register a Product (Single)

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

The screenshot displays the COEX Container Exchange interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. The main navigation bar includes 'PRODUCTS' (active) and 'SALES VOLUMES'. Below this, a breadcrumb trail shows 'Home > Products'. The 'Products' section has tabs for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. On the right, there are buttons for 'Transfer(850)', 'Bulk Upload', and 'Register' (highlighted with a red arrow). Below these are 'Export CSV' and 'Export Excel' buttons. The main content is a table with the following data:

| <input type="checkbox"/> | MANUFACTURER     | PRODUCT NAME                      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--------------------------|------------------|-----------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> | Amazon Australia | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia | Automation Testing                | 1001807056    |      | 14/11/2023 | Pending  | Action    |
| <input type="checkbox"/> | Amazon Australia | Automation Testing                | 1008718415    |      | 19/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia | Automation Testing                | 1026377401    |      | 14/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia | AutomationTesting                 | 1031855437    |      | 02/08/2023 | Approved | Action    |

# Register a Product (Single)

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

You will be notified of Application outcomes by email. Approved Products will be added to the database for Reverse Vending Machines and the scheme coordinator's website.

Home → Products → Registration

Product Registration Single  Bulk

Please fill out the form below

\* Application Type:

\* Manufacturer:

\* Barcode (EAN):   
Barcode should be between 8 and 14 digits

\* Product Name:

\* Product Group:

\* National Refund Logo:

Go-live Date:

Approved Schemes:

\* Material Type:

\* Height (with cap, in mm):   
Height (with cap, in mm) should not be more than 1000 mm

\* Largest Diameter (mm):   
Largest diameter (mm) should not be more than 500mm

\* Weight - Empty (g):   
Weight - Empty (g) should not be more than 5500g

\* Designed Capacity (ml):   
Designed cap (ml) should be between 150ml and 3000 ml

# Register a Product (Single)

Once submitted and all validations passed, you will be taken to the Product Summary page (sample below). Please review to make sure all information is accurate. The registration and its details are also visible on the Registry dashboard (see right). Use the filters as you wish in case the product isn't outright visible.

CONTAINERS FOR CHANGE COEX Container Exchange

Registered successfully. QLD

PRODUCTS SALES VOLUMES

Home → Products → Registration

Product Registration Single Bulk

Product summary

|                                  |                                  |  |
|----------------------------------|----------------------------------|--|
| MANUFACTURER<br>BON FOOD PTY LTD | PRODUCT NAME<br>New Product      | PRODUCT GROUP<br>Cider/Fruit Based Alcohol |
| BARCODE (EAN)<br>88000001230     | HEIGHT (WITH CAP, IN MM)<br>300  | LARGEST DIAMETER (MM)<br>300               |
| MATERIAL TYPE<br>Aluminium       | DESIGNED CAPACITY (ML)<br>500    | NATIONAL REFUND LOGO<br>YES                |
| WEIGHT - EMPTY (G)<br>5          | APPROVED SCHEMES<br>New Approval |  |

Register Another

Statuses More Filters Export CSV Export Excel

Manufacturer: Select Manufacturer, Manufacturer site Scheme ID: Select Manufacturer ID, Barcode (EAN): 88000001230

Product Name: Enter a product name, Minimum Designed Capacity: Enter minimum designed capacity in ml, Maximum Designed Capacity: Enter maximum designed capacity in ml

Material Type: Select material types, Glass Colour: Select glass colours, Product Group: Select product groups

Minimum Approval Expiry Date: Select date, Maximum Approval Expiry Date: Select date

Minimum Go-Live Date: Select date, Maximum Go-Live Date: Select date

Submitted By: Enter user email, Minimum Submitted Date: Select date, Maximum Submitted Date: Select date

Clear Apply

| MANUFACTURER  | PRODUCT NAME | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS  | ACTION(S) |
|---|--------------|---------------|------|------------|---------|-----------|
| ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | New Product  | 88000001230   |      | 21/01/2025 | Pending | Action    |

PRODUCT DETAILS

|  |                               |                                 |                              |                             |
|--|-------------------------------|---------------------------------|------------------------------|-----------------------------|
| PRODUCT GROUP<br>Cider/fruit based alcohol | MATERIAL TYPE<br>Aluminium    | GLASS TYPE (IF APPLICABLE)<br>- | GO LIVE DATE<br>-            | NATIONAL REFUND LOGO<br>YES |
| APPROVED SCHEMES<br>-                      | DESIGNED CAPACITY (ML)<br>500 | HEIGHT WITH CAP (MM)<br>300     | LARGEST DIAMETER (MM)<br>300 | WEIGHT EMPTY (G)<br>5       |

# Transfer Product Ownership

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

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

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# Transfer Products

If you'd like to transfer Products to another Manufacturer, you can do that in the Transfer tab. Choose the approved products you wish to transfer using the tickboxes then click on the Transfer button.

The screenshot shows the COEX Container Exchange interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. On the right, there are dropdown menus for 'QLD' and a user profile icon. Below the logos is a navigation bar with 'PRODUCTS' (highlighted) and 'SALES VOLUMES'. A breadcrumb trail shows 'Home → Products'. The main heading is 'Products'. Below this, there are tabs for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. To the right of these tabs are three buttons: '→ Transfer(854)', 'Bulk Upload', and 'Register'. Below the tabs, there are filters for 'Statuses' and 'More Filters', and buttons for 'Export CSV' and 'Export Excel'. A table lists products with columns for MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). A red arrow points to the 'Bulk Upload' button.

| <input type="checkbox"/> | MANUFACTURER     | PRODUCT NAME                      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--------------------------|------------------|-----------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> | Amazon Australia | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia | Automation Testing                | 1001807056    |      | 14/11/2023 | Pending  | Action    |

# Transfer Products

Confirm the Recipient **Consents** to the Transfer, before adding the **Scheme ID**. Then confirm their **Details** are correct. Once all confirmed, click Submit to initiate transfer.

CONTAINERS FOR CHANGE COEX Container Exchange QLD

PRODUCTS SALES VOLUMES

Home → Products → Transfer

### Product Transfer

Please fill out the form below

\* Transfer Recipient Consent Provided: True

\* Transfer Recipient Scheme ID: QM12540001 - Shin Mi Brisbane PL

**Recipient details**

ID: QM12540001

Contact Name:

Contact Number:

Email Address:

Address: Unit4, 28 Nevilles St  
Underwood  
QLD 4119

Products to transfer

| Manufacturer     | Product Name                      | Product Group                           | Barcode (EAN) | Material Type      |
|------------------|-----------------------------------|---|---------------|--------------------|
| Amazon Australia | Freed Tea Soda- Blueberry & Lemon | Flavoured water/soft drink (carbonated) | 10000100001   | Liquid Paper Board |

< 1 > 10/ page

Submitting this page will transfer 1 product(s).

Submit Cancel

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Privacy Policy | Terms & Conditions

# Transfer Products

Once successful, the page will update with the number of successfully initiated transfers (see below). You'll also see on the dashboard (see right) the recipient Manufacturer on the product record.

Please fill out the form below

\* Transfer Recipient Consent Provided:  \* Transfer Recipient Scheme ID:

**Recipient details**

ID:   
Contact Name:   
Contact Number:   
Email Address:   
Address:

**Products to transfer**

| Manufacturer   | Product Name | Product Group | Barcode (EAN) | Material Type |
|--|--------------|---------------|---------------|---------------|
| There are no products to transfer. Please return to the product search screen. |              |               |               |               |

Submitting this page will transfer 0 product(s).  
Number of successful transfer initiations: 1

Products

All Applications Registrations Amendments Transfers

Statuses

| <input type="checkbox"/> | MANUFACTURER                            | PRODUCT NAME                      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--------------------------|---|-----------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> | Amazon Australia                        | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia<br>Shin Mi Brisbane PL | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Pending  | Action    |

# Amendment

In this section you will be shown how to amend a registration. This can be helpful for times when a characteristic needs to be changed from a product.

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# Amendment

If you need to introduce an update to a product, please find it using the appropriate filters and click on the ACTION(S) button to the right of the Product Summary View.

The screenshot shows a web application interface for product amendments. The top navigation bar includes tabs for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. Below the navigation bar, there are buttons for 'Transfer(1)', 'Bulk Upload', and 'Register'. The main area contains a filter section with a 'Statuses' dropdown and a 'More Filters' button. Below the filter section, there is a form with various input fields for product details such as Manufacturer, Product Name, Material Type, and dates. At the bottom, there is a table with columns for MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). A red arrow points to the 'Amend' button in the 'ACTION(S)' column of the table.

| MANUFACTURER                              | PRODUCT NAME      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S)                                   |
|---|-------------------|---------------|------|------------|----------|---|
| <input type="checkbox"/> Amazon Australia | AutomationTesting | 965015861     |      | 10/07/2023 | Approved | Action <input type="button" value="Amend"/> |

# Amendment

Your product's details will appear on the registrations page and will have an Application Type of Amendment. You can now introduce your update and click Submit once satisfied.

Don't forget to make sure that all mandatory fields are provided for.

Please fill out the form below

|                         |   |                             |  |
|-------------------------|---|-----------------------------|--|
| * Application Type:     | Amendment   | * Material Type:            | Steel  |
| * Manufacturer:         | Amazon Commercial Services Pty Ltd                                    | * Height (with cap, in mm): | 300<br><small>Height (with cap, in mm) should not be more than 1000 mm</small> |
| * Barcode (EAN):        | 965015861<br><small>Barcode should be between 8 and 14 digits</small> | * Largest Diameter (mm):    | 200<br><small>Largest diameter (mm) should not be more than 500mm</small>      |
| * Product Name:         | AutomationTesting   | * Weight - Empty (g):       | 500<br><small>Weight - Empty (g) should not be more than 5500g</small>         |
| * Product Group:        | Flavoured milk  | * Designed Capacity (ml):   | 600<br><small>Designed cap (ml) should be between 150ml and 3000 ml</small>    |
| * National Refund Logo: | YES   |                             |  |
| Go-live Date:           | 09/07/2023  |                             |  |
| Approved Schemes:       | Select All Approved Schemes   |                             |  |

Reset Submit



# Amendment

You will be taken to the Summary page, similar as to how it is with a Single Registration (see right).

The amendment appears as a new record in pending status (see below). You will be notified of the decision once it's been provided.

Home → Products → Product Details

Edit Product Registration Registered successfully.

Product summary

|  |  |                                 |
|--|--|---------------------------------|
| MANUFACTURER<br>Amazon Commercial Services Pty Ltd |  |                                 |
| BARCODE (EAN)<br>965015861                         | PRODUCT NAME<br>AutomationTesting                              | PRODUCT GROUP<br>Flavoured Milk |
| MATERIAL TYPE<br>Steel                             | HEIGHT (WITH CAP, IN MM)<br>300                                | LARGEST DIAMETER (MM)<br>200    |
| WEIGHT - EMPTY (G)<br>500                          | DESIGNED CAPACITY (ML)<br>600 <span>New</span><br>350          | NATIONAL REFUND LOGO<br>YES     |
| GO-LIVE DATE<br>09/07/2023                         | APPLICATION TYPE<br>Amendment <span>New</span><br>New Approval | APPROVED SCHEMES                |
| TRANSFER RECIPIENT CONSENT PROVIDED                | TRANSFER RECIPIENT SCHEME ID                                   |                                 |

| <input type="checkbox"/>            | MANUFACTURER     | PRODUCT NAME      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|-------------------------------------|------------------|-------------------|---------------|------|------------|----------|-----------|
| <input checked="" type="checkbox"/> | Amazon Australia | AutomationTesting | 965015861     |      | 22/01/2025 | Pending  | Action    |
| <input checked="" type="checkbox"/> | Amazon Australia | AutomationTesting | 965015861     |      | 10/07/2023 | Approved | Action    |

# FAQs

## Portal Access

[How can I gain access to the product portal?](#)

[I didn't receive my welcome email, where can I find it?](#)

[The welcome email has expired, how do I reset it?](#)

[How can I reset my password?](#)

[I've successfully logged in but don't see the registry.](#)

[I have access to QLD, but I seem to have lost access to VIC products.](#)

[How do I know which states I have product portal access to?](#)

## Register Products

[I only have a handful of products. What's the quickest way to register them?](#)

[I have a large catalog to register. Can I register them all in one go?](#)

[I tried registering products, but I saw an error saying the barcode is already registered. What do I do?](#)

[My bulk upload failed. What should I do?](#)

[I made a mistake in my registration. How can I change the details?](#)

[My registration wasn't accepted, what should I do next?](#)

[I chose a product to transfer on the view product page, but I don't see it on the Transfer page](#)

## View Product Registrations

[How can I view all my product and its details all at once?](#)

[Where can I see my product's details in the portal?](#)

[I have a large catalog of products. Can I view it all on the portal?](#)

[I want to export my products for later use. Which format should I use for exporting?](#)

[Where can I find my Scheme ID?](#)

## Others

[The product is approved but I don't see it approved on the website. What can I do?](#)

[What do the statuses on my products mean?](#)

[I saw a red banner pop-up over the page. What should I do?](#)

## How can I gain access to the product portal?

You must first be nominated by your organisation to gain access. This is primarily done through the contracting process. Additional users may also gain access through the organisation's nomination when needed. If you believe you should have access, please contact your organisation's administration.

## I didn't receive my welcome email, how do I get it resent?

Before you do, please have a look at your spam or junk mail folder as it may have accidentally been moved there. You can also search the sender **Containers for Change** or the subject line **CDS Business Portal**. Otherwise, you may reach out to the contact centre to ask them to resend the email.

## The welcome email has expired. How do I reset it?

Please contact your Scheme Coordinator to ask one to be resent to you.

# How do I reset my password?

There are two places where you can reset your password. The first is on the login screen below the Sign In button (see below left). It will take you to the reset password page (see below centre) for you to enter your user name. Once provided, click Next so that the system can send the password reset email and confirm to you that it's sent.

Circular Economy Systems  
CDS Business Portal  
Sign In

User Name

Password

Sign In

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

Circular Economy Systems  
CDS Business Portal

**Forgot Your Password?**  
Having trouble with your password? Reset it here.

What's your user name?

Next

Cancel

Circular Economy Systems  
CDS Business Portal  
test\_s2\_1727916525697\_24@cesteam.testinator.com

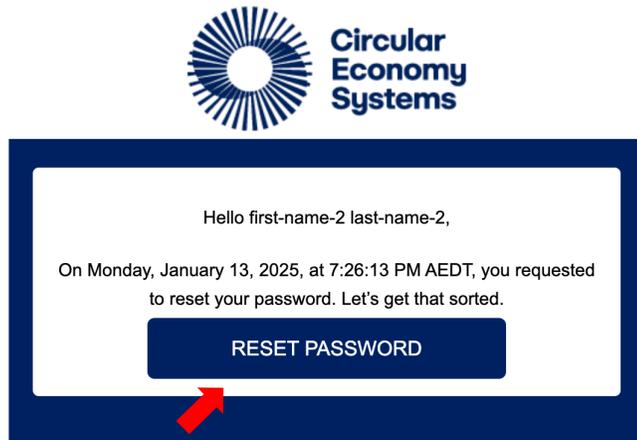


**Password Reset Notification Sent.**  
A password reset notification will be sent to the recovery email address associated with your username **test\_s2\_1727916525697\_24@cesteam.testinator.com**. If you haven't received the password reset email, then please check your spam folder or contact your system administrator. You can also retry after 10 minutes.

Close

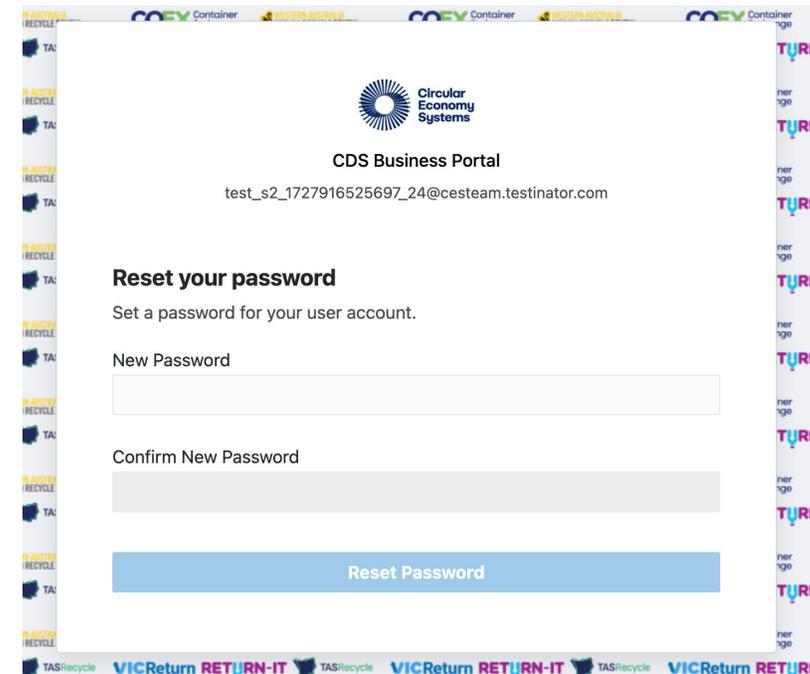
# How do I reset my password?

You should then receive a password reset email (see below left). Click the Reset Password link for you to be taken to the password reset page (see below right) where you can nominate a new password for your login.



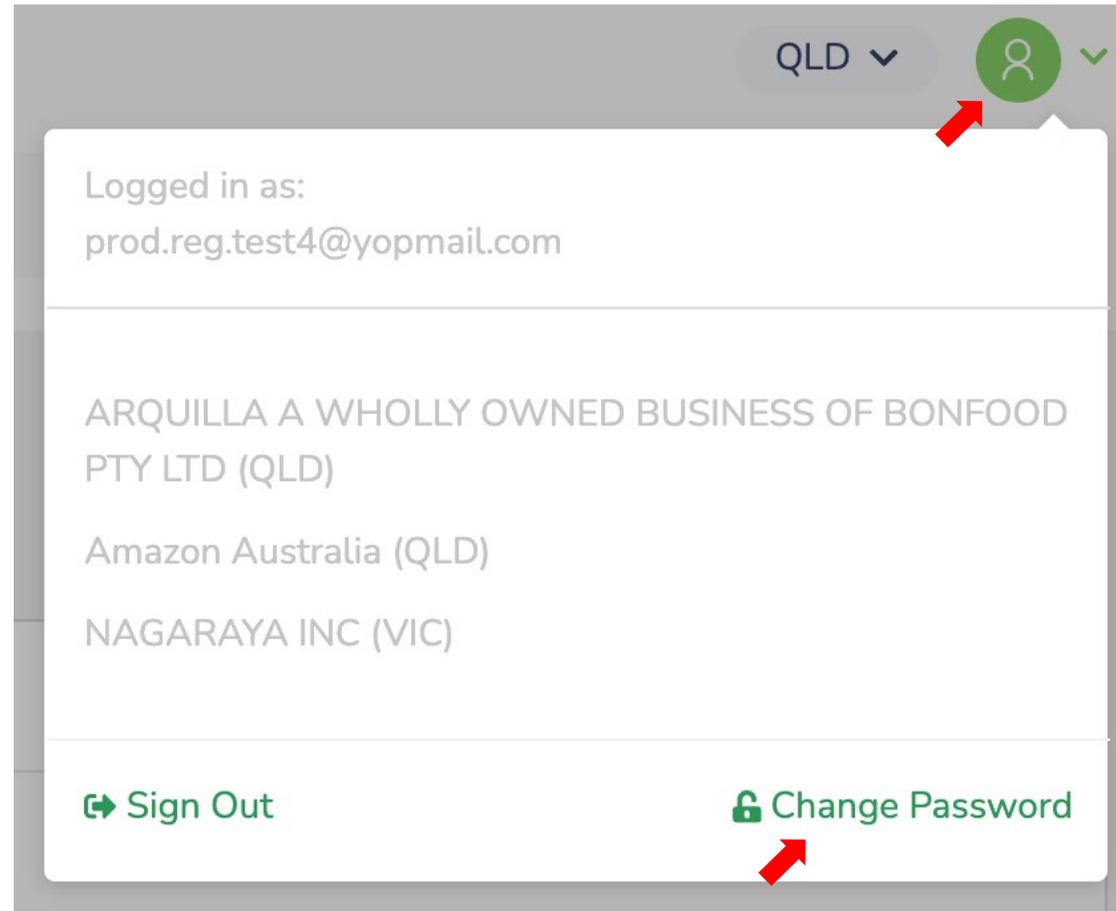
Please do not reply to this email as this email is sent from a "no-reply" account and will not be received by Circular Economy Systems.

If you have any question or need support, please email [CES Support](#)



# How do I reset my password?

Another way is when you're logged in. Click on your profile to reveal the menu and click on the Change Password link.



# How do I reset my password?

This will bring you to the Change Password page. From here, you will need to input your current password then nominate a new one. The criteria indicators on the right will turn green once any of them are satisfied. The Confirm button will enable once all criteria and the nominated password match on both New Password and Confirm Password fields. Click the Confirm button when you'd like to save the new password.

The image displays two screenshots of a 'Change Password' form. The left screenshot shows the form with red error indicators for the password criteria. The right screenshot shows the form with green success indicators and a green 'Confirm' button, with red arrows pointing to the 'Confirm' button and the 'New Password' field.

**Change Password**

**Old Password**  
Enter Old Password

**New Password**  
New password

**Confirm Password**  
Confirm your password

**Password Criteria**

- The new password should not be same as old 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.

**Change Password**

**Old Password**  
\*\*\*\*\*

**New Password**  
\*\*\*\*\*

**Confirm Password**  
\*\*\*\*\*

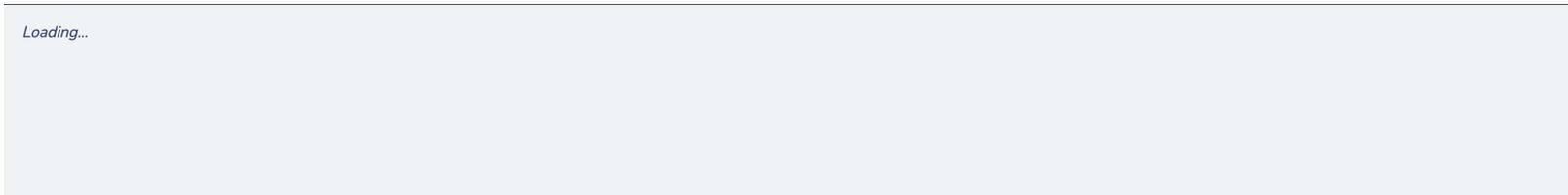
**Password Criteria**

- The new password should not be same as old 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** **Reset**

## I've successfully logged in but don't see the registry

The dashboard should display in a few seconds after logging in successfully. In case it doesn't go past loading like in the screenshot below, please contact your Scheme Coordinator explaining what you've experienced so that a ticket can be filed.

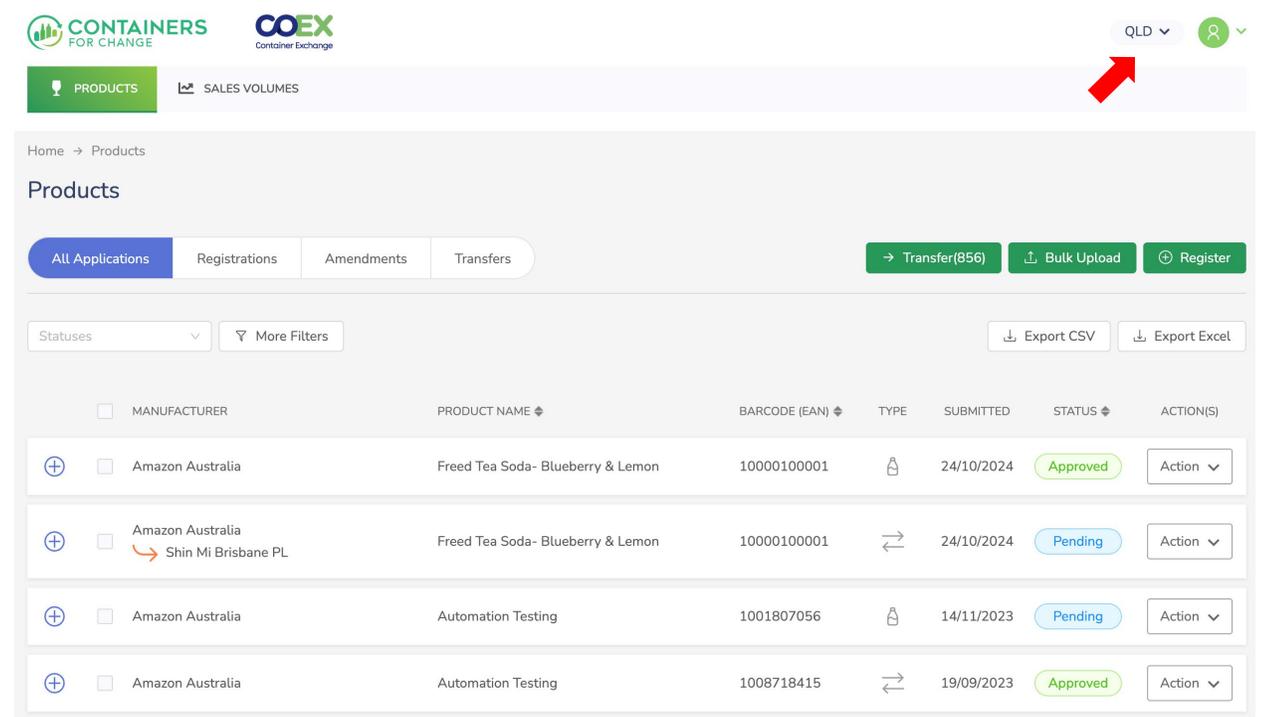
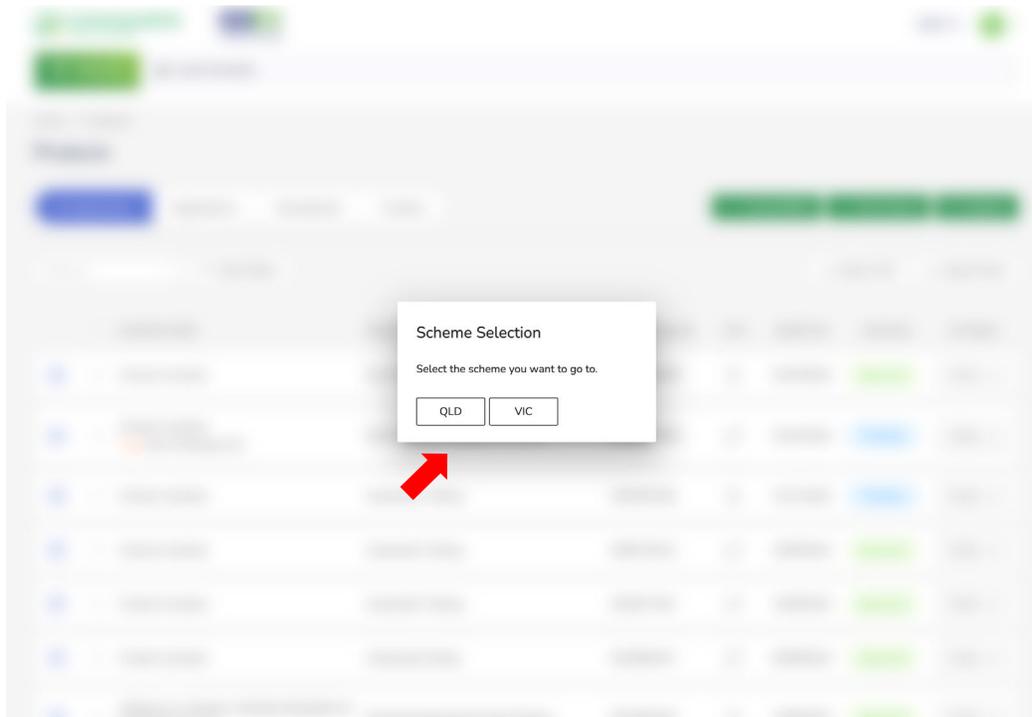


## I have access to QLD but I seem to have lost access to VIC products

If you previously have access to VIC or a different Scheme but no longer see it on the Scheme selector. Please contact the Scheme Coordinator to which you had access to to file a ticket with them.

# How do I know which states do I have product portal access to?

There are two ways to which you can confirm this. The first is after logging in where you're presented with a Scheme chooser. The other is when you're in one Scheme, the Scheme Selector should be visible beside your Profile on the top right.



# I have a large catalog. Can I view it all on the portal?

Yes, you can by using the pagination feature available on the portal. Scroll down to the bottom of the screen to see the page buttons as well as the pagination dropdown. Click it to see several options of how many records you'd like to see in a page, which ranges from 10 to 100. The screen immediately adjusts based on the number you've chosen, along with the available pages based on the number of products.

| <input type="checkbox"/> | MANUFACTURER  | PRODUCT NAME                       | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--------------------------|---|------------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> | Amazon Australia  | Freed Tea Soda- Blueberry & Lemon  | 10000100001   | 📄    | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia<br>Shin Mi Brisbane PL                                       | Freed Tea Soda- Blueberry & Lemon  | 10000100001   | ↔    | 24/10/2024 | Pending  | Action    |
| <input type="checkbox"/> | Amazon Australia  | Automation Testing                 | 1001807056    | 📄    | 14/11/2023 | Pending  | Action    |
| <input type="checkbox"/> | Amazon Australia  | Automation Testing                 | 1008718415    | ↔    | 19/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia  | Automation Testing                 | 1026377401    | ↔    | 14/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia  | AutomationTesting                  | 1031855437    | ↔    | 02/08/2023 | Approved | Action    |
| <input type="checkbox"/> | ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD                           | ProductCreatedviaAutomationTesting | 1037500100    | 📄    | 12/09/2022 | Approved | Action    |
| <input type="checkbox"/> | ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD<br>Suncoast Limes Pty Ltd | ProductCreatedviaAutomationTesting | 1049851255    | ↔    | 01/03/2023 | Pending  | Action    |
| <input type="checkbox"/> | ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD                           | ProductCreatedviaAutomationTesting | 1049851255    | 📄    | 01/03/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia  | Automation Testing                 | 1056448944    | ↔    | 27/08/2023 | Approved | Action    |

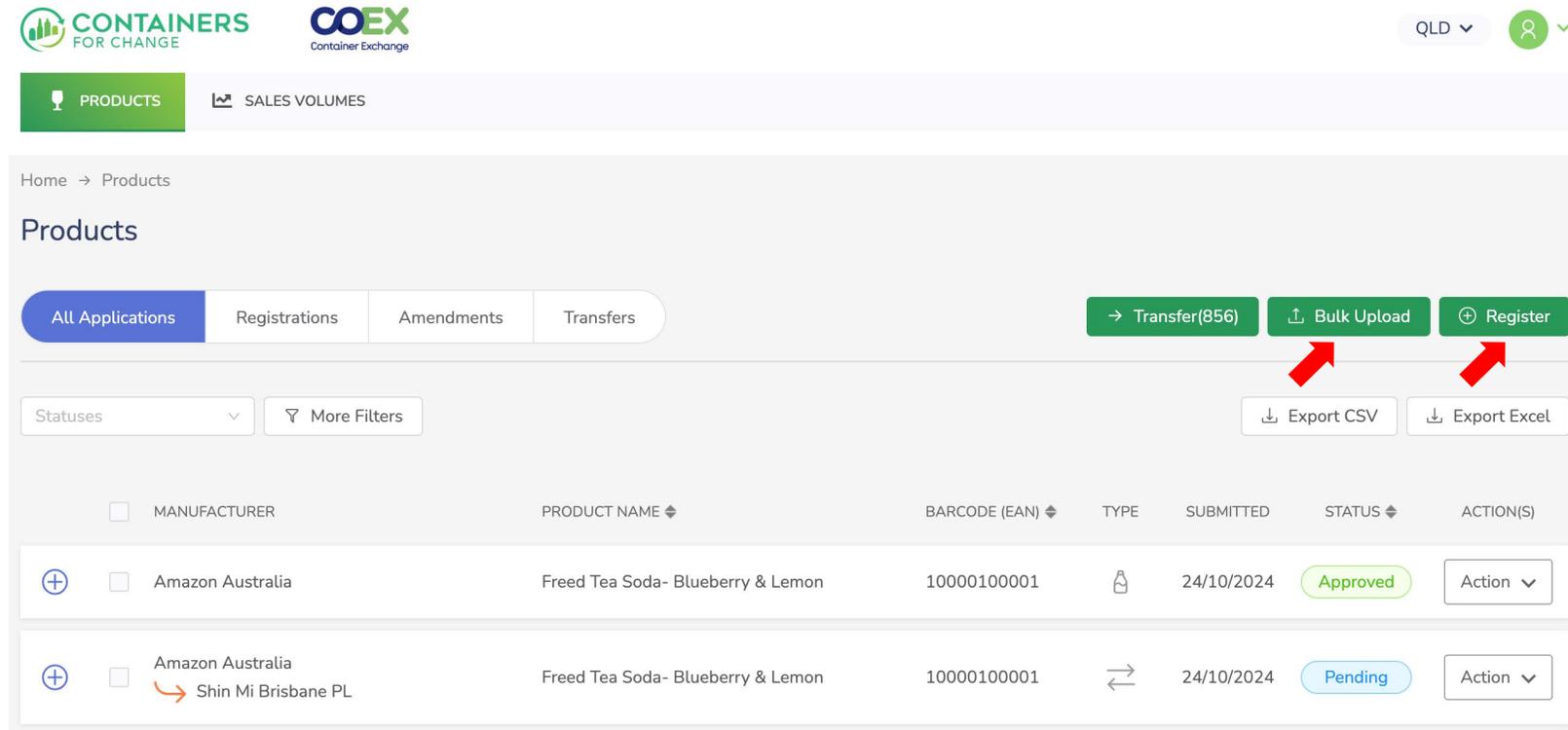
10/ page  
20/ page  
30/ page  
40/ page  
50/ page  
100/ page  
10/ page

< 1 2 3 4 5 ... 86 >

< 1 2 3 4 5 6 7 8 9 > 100/ page

# How do I look at my products and its details all at once?

Exporting can be a helpful feature, especially for users who manage a large inventory. On the registry's summary view, there are export buttons that are available depending on your preference of format. Click either of them to download the list of products available to your view. More information can be found [here](#).



The screenshot shows the COEX Container Exchange interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. The user is logged in as 'QLD' and is viewing the 'PRODUCTS' section. The main navigation bar includes 'PRODUCTS' and 'SALES VOLUMES'. Below this, there's a breadcrumb 'Home -> Products' and a title 'Products'. The main content area has tabs for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. On the right, there are buttons for 'Transfer(856)', 'Bulk Upload', and 'Register'. Below these are 'Export CSV' and 'Export Excel' buttons. A table of products is displayed with columns for MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). Two rows are visible, both for 'Freed Tea Soda- Blueberry & Lemon' with barcode '10000100001', submitted on '24/10/2024'. The first row is 'Approved' and the second is 'Pending'. Red arrows point to the 'Bulk Upload' and 'Register' buttons.

CONTAINERS FOR CHANGE

COEX Container Exchange

QLD

PRODUCTS SALES VOLUMES

Home -> Products

Products

All Applications Registrations Amendments Transfers

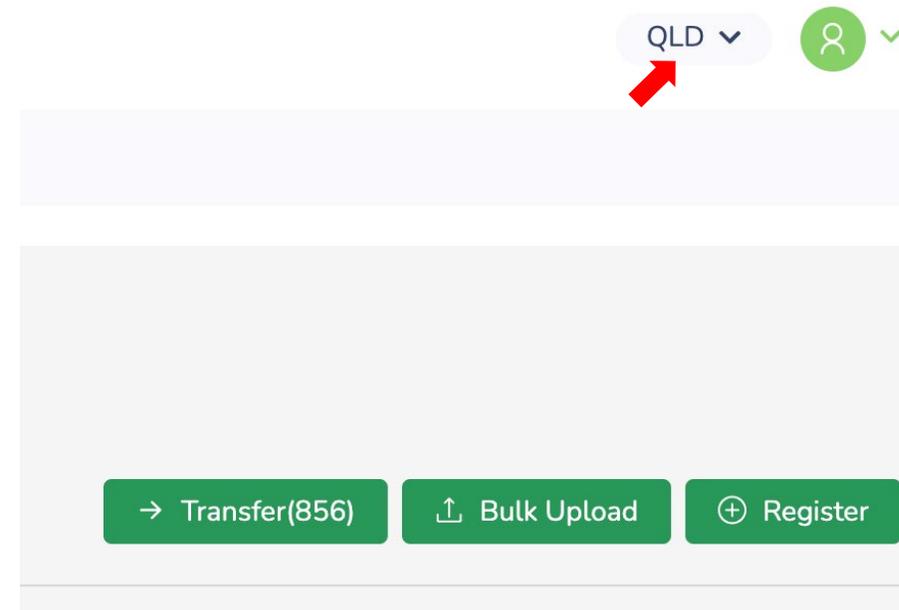
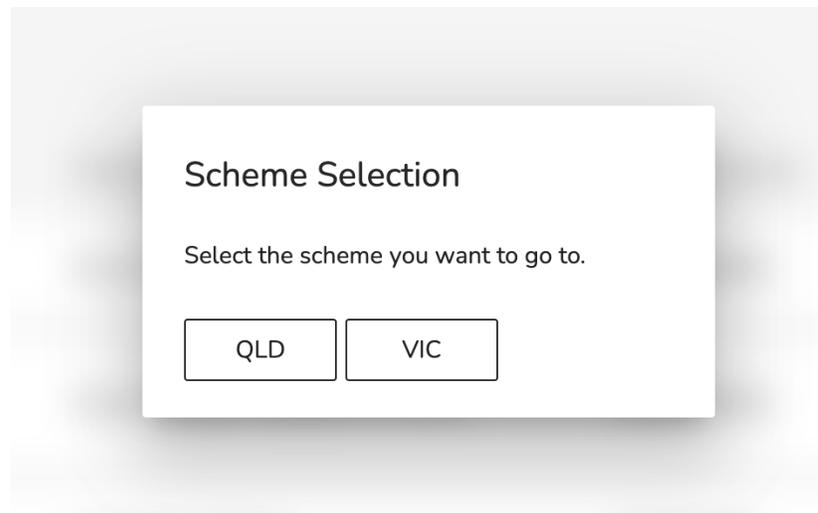
Transfer(856) Bulk Upload Register

Export CSV Export Excel

| MANUFACTURER   | PRODUCT NAME                      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--|-----------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> Amazon Australia                        | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia<br>Shin Mi Brisbane PL | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Pending  | Action    |

# How do I know which states I have product portal access?

There are two ways by which you can determine if you have access to another Scheme or State in the portal. The first is if you're presented with a Scheme selector after login (see below left). The second is while you're in the registry. A scheme switcher dropdown is visible beside your profile if you have access to another Scheme.



# I made a mistake in my registration. How can I change the details?

Changes to a product can be introduced through amendments. It can be done by selecting a product in the registry's summary view and clicking the menu on the right then selecting Amend. More information can be found [here](#).

Home → Products

## Products

All Applications | Registrations | Amendments | Transfers

→ Transfer(856) | Bulk Upload | Register

Statuses | More Filters | Export CSV | Export Excel

| <input type="checkbox"/> | MANUFACTURER                            | PRODUCT NAME                      | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--------------------------|---|-----------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> | Amazon Australia                        | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia<br>Shin Mi Brisbane PL | Freed Tea Soda- Blueberry & Lemon | 10000100001   |      | 24/10/2024 | Pending  | Action    |
| <input type="checkbox"/> | Amazon Australia                        | Automation Testing                | 1001807056    |      | 14/11/2023 | Pending  | Action    |
| <input type="checkbox"/> | Amazon Australia                        | Automation Testing                | 1008718415    |      | 19/09/2023 | Approved | Action    |

# Where can I see my product's details in the portal?

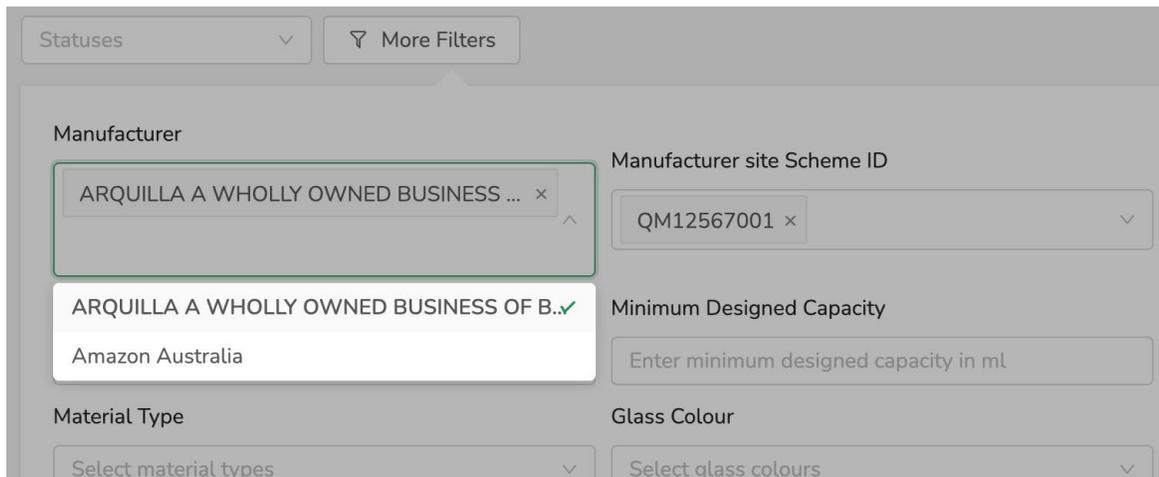
You may expand a Product Summary View by clicking on the plus button to its left. This expands it to show all relevant information. Once expanded, the plus symbol becomes minus. Clicking it collapses the view.

The screenshot shows a web interface for product management. At the top, there is a breadcrumb 'Home -> Products' and a title 'Products'. Below this are navigation tabs: 'All Applications' (selected), 'Registrations', 'Amendments', and 'Transfers'. On the right, there are buttons for 'Transfer(856)', 'Bulk Upload', and 'Register'. Below the tabs are filters for 'Statuses' and 'More Filters', and buttons for 'Export CSV' and 'Export Excel'. A table lists products with columns: MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). The first row is for 'Amazon Australia' with product 'Freed Tea Soda- Blueberry & Lemon', barcode '10000100001', type 'Bottle', submitted '24/10/2024', and status 'Approved'. A red arrow points to the plus icon in the 'ACTION(S)' column. Below this row, the product details are expanded, showing a minus icon in the 'ACTION(S)' column (with another red arrow pointing to it) and a 'PRODUCT DETAILS' section. The details are organized into two rows of five columns each:

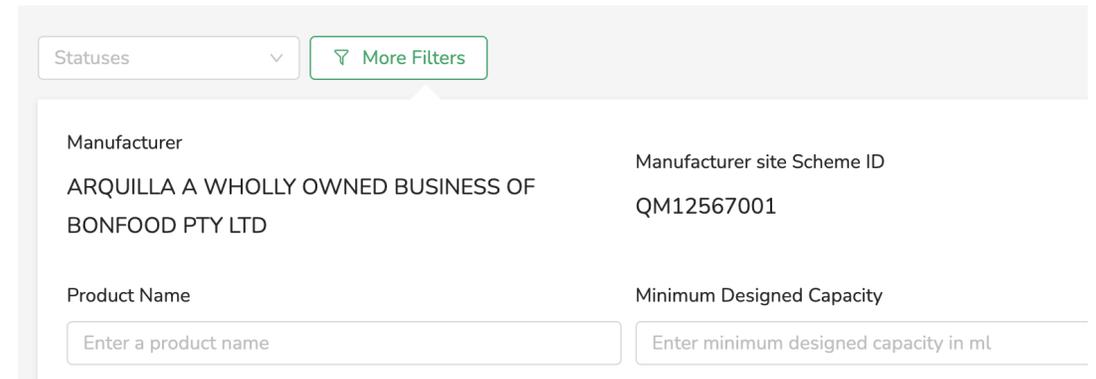
| PRODUCT GROUP                           | MATERIAL TYPE          | GLASS TYPE (IF APPLICABLE) | GO LIVE DATE          | NATIONAL REFUND LOGO |
|---|------------------------|----------------------------|-----------------------|----------------------|
| Flavoured water/soft drink (carbonated) | Liquid Paper Board     | -                          | 05/11/2024            | YES                  |
| APPROVED SCHEMES                        | DESIGNED CAPACITY (ML) | HEIGHT WITH CAP (MM)       | LARGEST DIAMETER (MM) | WEIGHT EMPTY (G)     |
| -                                       | 330                    | 146                        | 58                    | 20                   |

# Where can I find my Scheme ID?

Your Scheme ID is a unique ID assigned to your site. You may find it on the dashboard by expanding the Filters then look for the Manufacturer Site dropdown (see lower left). Click on it and find your site by scrolling or by typing in the name. Once found, click on it and the Scheme ID will appear on the next field. The dropdown is replaced by a static text (see below right) if you're assigned to only one site.



This screenshot shows a filter interface with a dropdown menu open for the 'Manufacturer' field. The dropdown lists two options: 'ARQUILLA A WHOLLY OWNED BUSINESS OF B..' (highlighted with a green border and a checkmark) and 'Amazon Australia'. Other filter fields include 'Manufacturer site Scheme ID' (with value 'QM12567001'), 'Minimum Designed Capacity' (with input 'Enter minimum designed capacity in ml'), 'Material Type' (with input 'Select material types'), and 'Glass Colour' (with input 'Select glass colours').



This screenshot shows the same filter interface, but the 'Manufacturer' dropdown is now replaced by static text: 'ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD'. The 'Manufacturer site Scheme ID' field now displays the value 'QM12567001'. The other filter fields remain the same.

# I only have a handful of products. What's the quickest way to register them?

The quickest way to register multiple products will be through Bulk Uploading. Using Excel's filters and copy-paste features allows you to provide information to each or a group of products with ease. Please review the steps of doing Bulk Uploading [here](#).

| Scheme ID  | Barcode    | Product Name             | Expiry Date | Date Approved | Product Group                                       | Product Group - Other | Material Type      | Material | Other Sp | Glass C | Glass Cd | PET Col | Height (with cap, in mm) | Largest diameter (mm) | Weight - Empty (g) | Designed Capacity (ml) | National Refund Logo |
|------------|------------|--------------------------|-------------|---------------|---|-----------------------|--------------------|----------|----------|---------|----------|---------|--------------------------|-----------------------|--------------------|------------------------|----------------------|
| QM12529001 | 1283756    | AppleBerry 800ml         |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |         |          |         | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12529001 | 1283757    | BlueBerry 800ml          |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |         |          |         | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12529001 | 1283758    | RazleBerry 800ml         |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |         |          |         | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12529001 | 1283759    | LemonBerry 800ml         |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |         |          |         | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12567001 | 0098798222 | C2 Green Tea 750ml       |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |         |          |         | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12567001 | 0098798223 | C2 Peach White Tea 750ml |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |         |          |         | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12567001 | 0098798224 | C2 Apple Tea 750ml       |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |         |          |         | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12567001 | 0098798225 | C2 Black Tea 750ml       |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |         |          |         | 400                      | 400                   | 12                 | 820                    | TRUE                 |

# I have a large catalog to register. Can I register them all in one go?

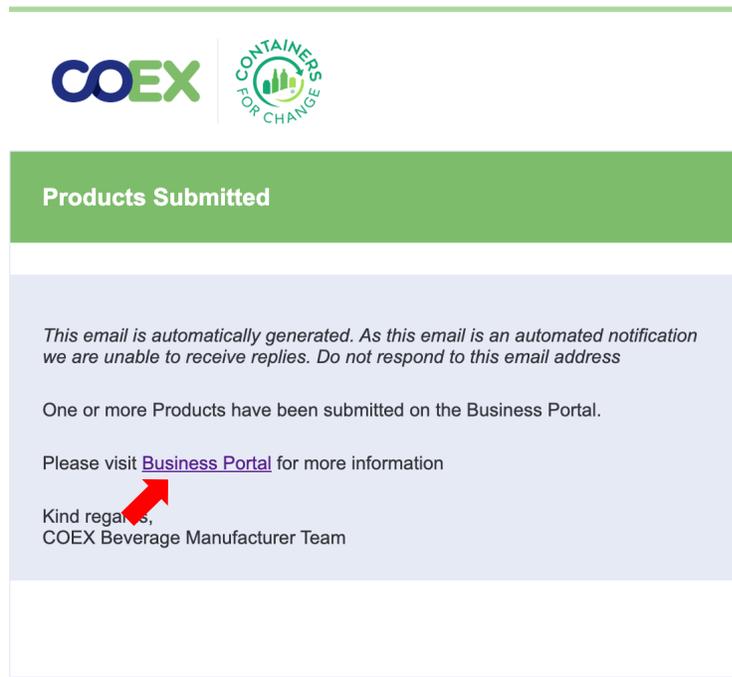
The quickest way to register multiple products will be through Bulk Uploading. Using Excel's filters and copy-paste features allows you to provide information to each or a group of products with ease. Please review the steps of doing Bulk Uploading [here](#).

| Scheme ID  | Barcode    | Product Name             | Expiry Date | Date Approved | Product Group                                       | Product Group - Other | Material Type      | Material | Other Sp | Glass C1 | Glass C2 | PET Colc | Height (with csp, in mm) | Largest diameter (mm) | Weight - Empty (g) | Designed Capacity (ml) | National Refund Logo |
|------------|------------|--------------------------|-------------|---------------|---|-----------------------|--------------------|----------|----------|----------|----------|----------|--------------------------|-----------------------|--------------------|------------------------|----------------------|
| QM12529001 | 1283756    | AppleBerry 800ml         |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |          |          |          | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12529001 | 1283757    | BlueBerry 800ml          |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |          |          |          | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12529001 | 1283758    | RazzeBerry 800ml         |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |          |          |          | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12529001 | 1283759    | LemonBerry 800ml         |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |          |          |          | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12567001 | 0098798222 | C2 Green Tea 750ml       |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |          |          |          | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12567001 | 0098798223 | C2 Peach White Tea 750ml |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |          |          |          | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12567001 | 0098798224 | C2 Apple Tea 750ml       |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |          |          |          | 400                      | 400                   | 12                 | 820                    | TRUE                 |
| QM12567001 | 0098798225 | C2 Black Tea 750ml       |             |               | Flavoured water/soft drink/ sports drink (non-carb) |                       | Liquid Paper Board |          |          |          |          |          | 400                      | 400                   | 12                 | 820                    | TRUE                 |

Alternatively, if you have access to a different Scheme and wish to import those products here, you can export your catalogue in bulk and Bulk Upload them to the destination Scheme. Please review the steps [here](#).

# My registration wasn't accepted, what should I do next?

You'll receive an email when a decision has been made (see below left). Click the View Registrations button to take you back to the scheme registry. Please use the filters to find the product and review the decision. If the decision is not what you've expected, feel free to reach out to your Scheme Coordinator for your questions.



The image shows a screenshot of a web application interface for "Products". At the top, there are navigation tabs: "All Applications" (selected), "Registrations", "Amendments", and "Transfers". To the right of these tabs are buttons for "Transfer(294)", "Bulk Upload", and "Register". Below the tabs, there are filters for "Rejected x" and "Approved x", along with a "More Filters" button and "Export CSV" and "Export Excel" buttons.

| <input type="checkbox"/> | MANUFACTURER  | PRODUCT NAME                       | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|--------------------------|---|------------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> | Amazon Australia                                    | AutomationTesting                  | 1777377833    | 📦    | 11/07/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | AutomationTesting                  | 1782740110    | ↔    | 04/08/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | AutomationTesting                  | 1791987591    | ↔    | 13/07/2023 | Approved | Action    |
| <input type="checkbox"/> | ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | ProductCreatedviaAutomationTesting | 1804701800    | 📦    | 18/03/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 180641905     | ↔    | 08/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1828566688    | ↔    | 03/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1828736848    | ↔    | 17/09/2023 | Approved | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 1843373683    | ↔    | 29/08/2023 | Approved | Action    |
| <input type="checkbox"/> | ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | ProductCreatedviaAutomationTesting | 1848104939    | 📦    | 22/02/2023 | Rejected | Action    |
| <input type="checkbox"/> | Amazon Australia                                    | Automation Testing                 | 184945947     | ↔    | 01/09/2023 | Approved | Action    |

At the bottom of the table, there is a pagination control showing page 11 of 30, with a "10/ page" dropdown.

Two red arrows point to the "Rejected" status in the 10th row and the "Approved" status in the 11th row.

# My bulk upload failed. What should I do?

There are situations where the upload fails due to information not certain validations. Upon upload, the page immediately provides feedback on any records that didn't upload. Each record will have its own row listing each of the issues found, as demonstrated below.

Please upload a CSV file

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

[NewApprovalTemplate.csv](#)

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

✔ 4 products uploaded successfully

✘ 4 products could not be uploaded due to errors

|  |            |
|--|------------|
| Line No: 2, <b>AppleBerry 800ml</b><br>Barcode: 1283756  | 2 error(s) |
| <ul style="list-style-type: none"><li>Please enter a valid barcode number. Expected length is 8 - 14 digits.</li><li>See Material Type options in the 'Picklist values' tab.</li></ul> |            |
| Line No: 3, <b>BlueBerry 800ml</b><br>Barcode: 1283757   | 1 error(s) |
| <ul style="list-style-type: none"><li>Please enter a valid barcode number. Expected length is 8 - 14 digits.</li></ul>   |            |
| Line No: 4, <b>RazzleBerry 800ml</b><br>Barcode: 1283758   | 1 error(s) |
| <ul style="list-style-type: none"><li>Please enter a valid barcode number. Expected length is 8 - 14 digits.</li></ul>   |            |
| Line No: 5, <b>LemonBerry 800ml</b><br>Barcode: 1283759  | 1 error(s) |
| <ul style="list-style-type: none"><li>Please enter a valid barcode number. Expected length is 8 - 14 digits.</li></ul>   |            |

## My bulk upload failed. What should I do?

The system would have downloaded an error file to your computer in case the page is no longer accessible. It would be named as **<YourFilename>withMessages.csv**. This is exactly the original file uploaded but with the error messages appended after the final column. Each error message will be delimited with the pipe symbol “|”.

|       | R            | S           | T           | U           | V   | W | X | Y | Z | AA | AB |
|-------|--------------|-------------|-------------|-------------|---|---|---|---|---|----|----|
| ed Ca | National Ref | Go-Live Dat | Approved Sc | Approved Sc | ERROR(s)  |   |   |   |   |    |    |
| 820   | TRUE         |             |             |             | Please enter a valid barcode number. Expected length is 8 - 14 digits.   See Material Type opti |   |   |   |   |    |    |
| 820   | TRUE         |             |             |             | Please enter a valid barcode number. Expected length is 8 - 14 digits.                          |   |   |   |   |    |    |
| 820   | TRUE         |             |             |             | Please enter a valid barcode number. Expected length is 8 - 14 digits.                          |   |   |   |   |    |    |
| 820   | TRUE         |             |             |             | Please enter a valid barcode number. Expected length is 8 - 14 digits.                          |   |   |   |   |    |    |
|       |              |             |             |             |   |   |   |   |   |    |    |
|       |              |             |             |             |   |   |   |   |   |    |    |

Please review each error message and apply the changes as necessary on your original file. You may also update the file with messages directly and delete the ERROR(s) column as well. Then reupload the file when you're satisfied with your changes.

Note: Successfully uploaded files need not be reuploaded or retained on the CSV when attempted to upload ones that were unsuccessful.

# I chose a product to transfer on the view product page, but I don't see it on the Transfer page

Only approved products are eligible from transfer.  
There may be instances where you may have included a non-approved product intending for transfer.  
In cases like this, the system will automatically filter out ineligible products on the transfer screen.

Home → Products

Products

All Applications Registrations Amendments Transfers

Transfer(2) Bulk Upload Register

Approved × Rejected × More Filters Select Operation

| MANUFACTURER  | PRODUCT NAME                       | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS   | ACTION(S) |
|---|------------------------------------|---------------|------|------------|----------|-----------|
| <input type="checkbox"/> Amazon Australia   | AutomationTesting                  | 1777377833    | 📄    | 11/07/2023 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia   | AutomationTesting                  | 1782740110    | ↔    | 04/08/2023 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia   | AutomationTesting                  | 1791987591    | ↔    | 13/07/2023 | Approved | Action    |
| <input type="checkbox"/> ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD            | ProductCreatedviaAutomationTesting | 1804701800    | 📄    | 18/03/2023 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia   | Automation Testing                 | 180641905     | ↔    | 08/09/2023 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia   | Automation Testing                 | 1828566688    | ↔    | 03/09/2023 | Approved | Action    |
| <input type="checkbox"/> Amazon Australia   | Automation Testing                 | 1828736848    | ↔    | 17/09/2023 | Approved | Action    |
| <input checked="" type="checkbox"/> Amazon Australia                                    | Automation Testing                 | 1843373683    | ↔    | 29/08/2023 | Approved | Action    |
| <input checked="" type="checkbox"/> ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | ProductCreatedviaAutomationTesting | 1848104939    | 📄    | 22/02/2023 | Rejected | Action    |
| <input type="checkbox"/> Amazon Australia   | Automation Testing                 | 184945947     | ↔    | 01/09/2023 | Approved | Action    |

< 1 ... 9 10 11 12 13 ... 30 > 10/ page

# I don't see my products on the Transfer page. Why was it removed?

Once on the transfer page, review the message on the lower portion of the screen to see if any of the chosen products were filtered out. You will also only see eligible products on the Products to transfer section of this page.

Please fill out the form below

\* Transfer Recipient Consent Provided:  \* Transfer Recipient Scheme ID:

Products to transfer

| Manufacturer     | Product Name       | Product Group  | Barcode (EAN) | Material Type |
|------------------|--------------------|----------------|---------------|---------------|
| Amazon Australia | Automation Testing | Flavoured milk | 1843373683    | Aluminium     |

< 1 > 10/ page

Submitting this page will transfer 1 product(s).  
1 product has have been filtered out due to a non-approved status.

# What do the statuses on my products mean?

There are a few statuses you may see on any of your products. Below are the list of statuses and their definitions:

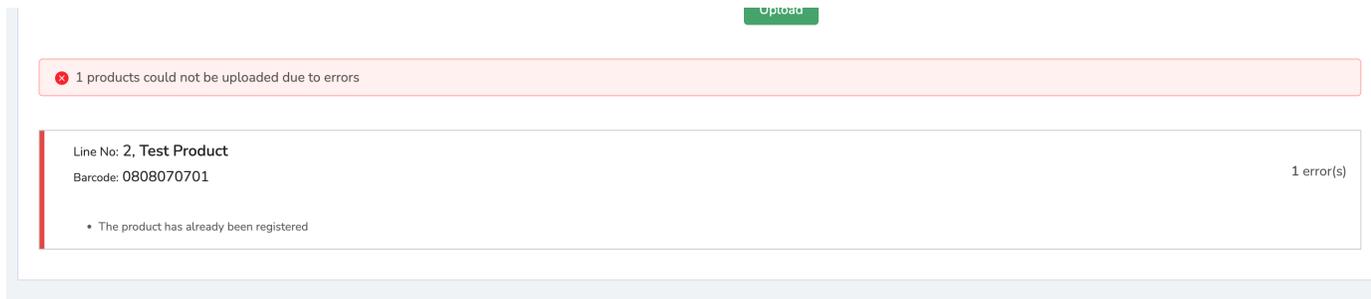
**PENDING:** This is the initial status for any registration. The registration undergoes a review process between the Scheme Coordinator and the State. You will be notified via email once a decision is made.

**APPROVED:** This status indicates that the registration has been approved. The product will now be available for redemption and on all public searches if it's past its go-live date.

**REJECTED:** This status means the State has decided not to accept the registration. Products with this status will not be eligible for redemption in the Scheme.

# I tried registering products, but I saw an error saying the barcode is already registered. What do I do?

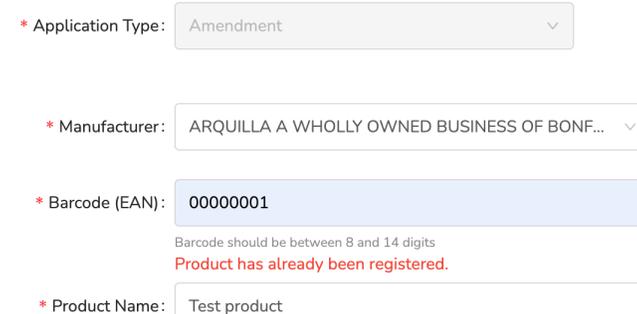
There may be instances during your registration where you see the error below through Bulk Upload (left) or single registration (right).



A screenshot of a web interface for bulk uploading products. At the top, there is a green button labeled "Upload". Below it, a red-bordered box contains the message: "1 products could not be uploaded due to errors". Underneath, a table lists the product details:

|                          |                     |            |
|--------------------------|---------------------|------------|
| Line No: 2, Test Product | Barcode: 0808070701 | 1 error(s) |
|--------------------------|---------------------|------------|

Below the table, a red-bordered box contains the error message: "The product has already been registered".



A screenshot of a single registration form. The fields are:

- \* Application Type: Amendment (dropdown menu)
- \* Manufacturer: ARQUILLA A WHOLLY OWNED BUSINESS OF BONF... (dropdown menu)
- \* Barcode (EAN): 00000001 (text input field)
- Barcode should be between 8 and 14 digits  
Product has already been registered. (error message below the barcode field)
- \* Product Name: Test product (text input field)

This is due to the barcode already existing as an active registration in the scheme. You should first check your organisation's catalogue within the registry in case a teammate had already registered it on your behalf. If not, then another organisation may have registered it. If your organisation manages the barcode, then please contact the Scheme Coordinator so that this can be rectified.

# The product is approved but I don't see it approved on the website. What can I do?

First, check your product's go-live date. This can be done by finding the product using filters and expanding the Product Summary View then find the go-live date. If it has passed and the product is still no visible, it's best to contact your Scheme Coordinator and ask.

The screenshot displays a list of products in a management system. The first product, 'Freed Tea Soda- Blueberry & Lemon', is marked as 'Approved' and has a go-live date of 05/11/2024. The second product, 'Automation Testing', is also marked as 'Approved' and has a go-live date of 19/09/2023. Red arrows highlight the expand/collapse icons on the left and the go-live date field for the first product.

| Product Name                      | SKU         | Go-Live Date | Status   |
|-----------------------------------|-------------|--------------|----------|
| Freed Tea Soda- Blueberry & Lemon | 10000100001 | 05/11/2024   | Approved |
| Automation Testing                | 1008718415  | 19/09/2023   | Approved |

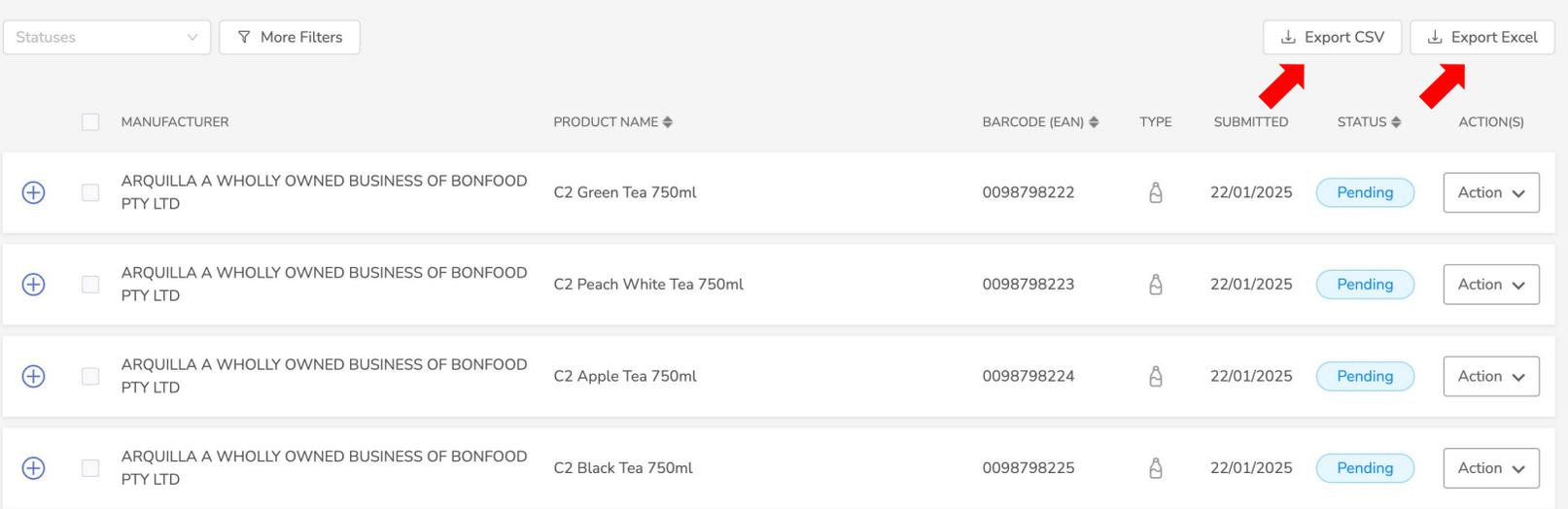
**PRODUCT DETAILS**

| PRODUCT GROUP                           | MATERIAL TYPE      | GLASS TYPE (IF APPLICABLE) | GO LIVE DATE | NATIONAL REFUND LOGO |
|---|--------------------|----------------------------|--------------|----------------------|
| Flavoured water/soft drink (carbonated) | Liquid Paper Board | -                          | 05/11/2024   | YES                  |

| APPROVED SCHEMES | DESIGNED CAPACITY (ML) | HEIGHT WITH CAP (MM) | LARGEST DIAMETER (MM) | WEIGHT EMPTY (G) |
|------------------|------------------------|----------------------|-----------------------|------------------|
| -                | 330                    | 146                  | 58                    | 20               |

# I want to export my products for later use. Which format should I use for exporting?

There are two formats available for you when exporting your products from the dashboard. These are in CSV or in XLSX. The system takes the results of any active filter, when you click either button, and produce the exports in the chosen format. Choosing either format will depend on your future use. If you wish to manage the export further in Excel, then it's recommended to use XLSX. It will be beneficial to use CSV if you wish to import the data directly to an application that requires it.



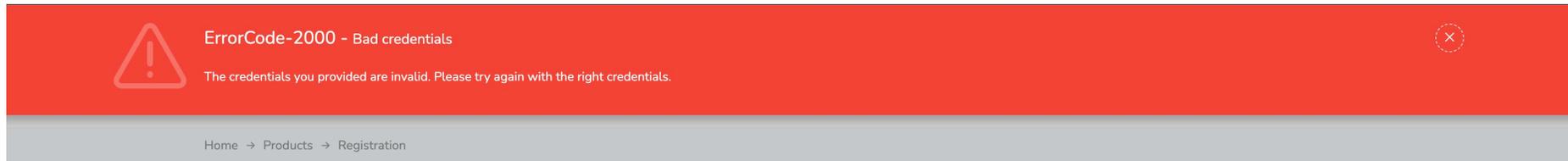
The screenshot shows a dashboard interface with a table of products. At the top right, there are two buttons: 'Export CSV' and 'Export Excel', both with red arrows pointing to them. The table has columns for MANUFACTURER, PRODUCT NAME, BARCODE (EAN), TYPE, SUBMITTED, STATUS, and ACTION(S). The products listed are all from 'ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD' and have a status of 'Pending'.

| MANUFACTURER   | PRODUCT NAME             | BARCODE (EAN) | TYPE | SUBMITTED  | STATUS  | ACTION(S) |
|--|--------------------------|---------------|------|------------|---------|-----------|
| <input type="checkbox"/> ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | C2 Green Tea 750ml       | 0098798222    |      | 22/01/2025 | Pending | Action ▾  |
| <input type="checkbox"/> ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | C2 Peach White Tea 750ml | 0098798223    |      | 22/01/2025 | Pending | Action ▾  |
| <input type="checkbox"/> ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | C2 Apple Tea 750ml       | 0098798224    |      | 22/01/2025 | Pending | Action ▾  |
| <input type="checkbox"/> ARQUILLA A WHOLLY OWNED BUSINESS OF BONFOOD PTY LTD | C2 Black Tea 750ml       | 0098798225    |      | 22/01/2025 | Pending | Action ▾  |

# I see a red banner pop-up over the page. What should I do?

If you ever see an error like the one below, please contact the scheme coordinator with the following information:

- Actions you were performing on the portal.
- The product details you were trying to register.
- Bulk upload file you were trying to upload, if applicable.
- ErrorCode number and message you saw on the red banner.





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**Thank you!**