

Beverage Manufacturer

Sales Volumes User 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

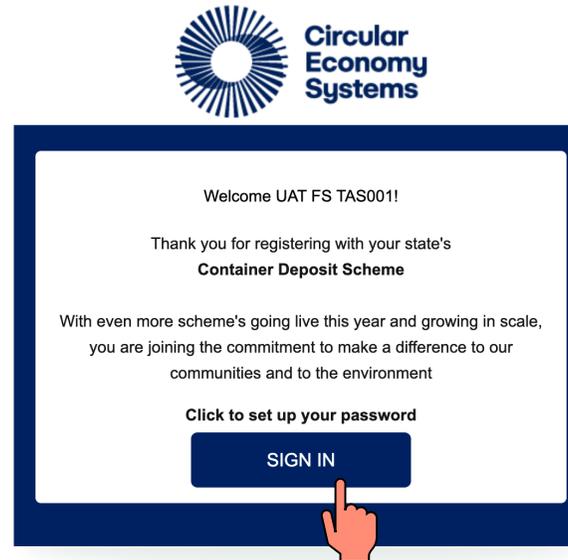
I have a Username and
Password

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New Users

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

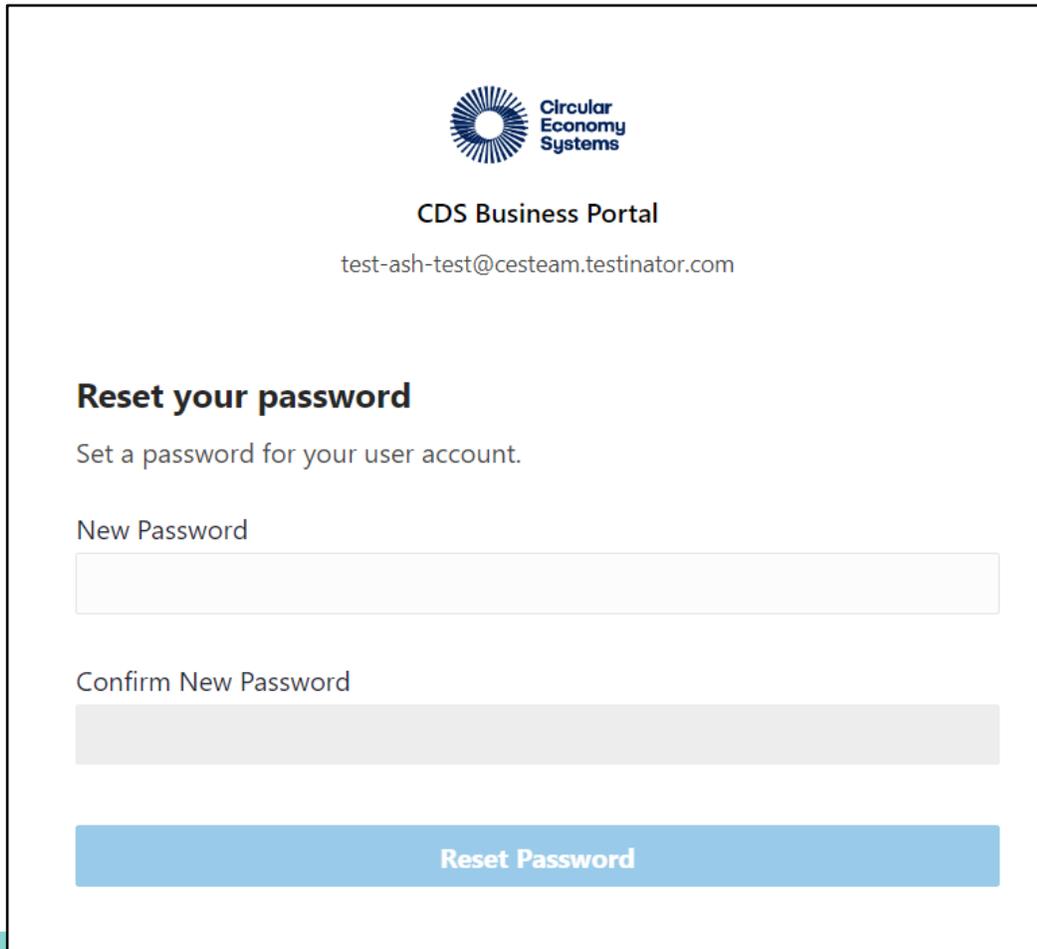


Please do not reply to this email as this email is sent from a "no-reply" account and will not be received by Circular Economy Systems.

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

New Users

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



The screenshot shows the CDS Business Portal logo and the email address test-ash-test@cesteam.testinator.com. Below this, the heading "Reset your password" is followed by 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

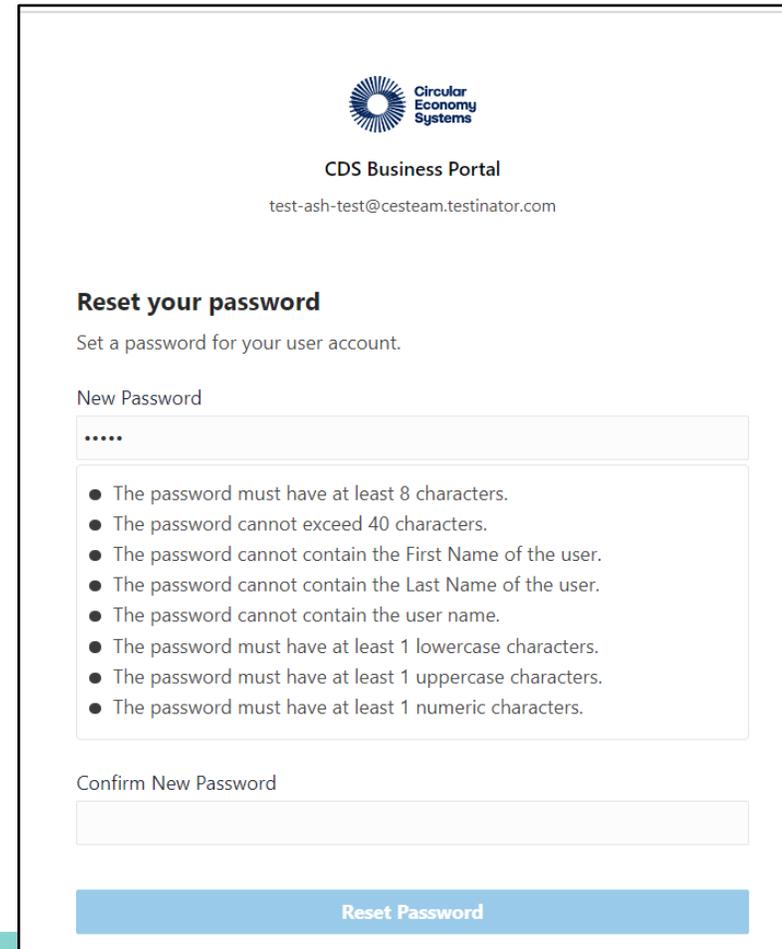
Reset your password

Set a password for your user account.

New Password

Confirm New Password

Reset Password



This screenshot is identical to the previous one but includes a list of eligibility criteria for the password. The criteria are: at least 8 characters, not exceeding 40 characters, not containing the user's first or last name or user name, at least 1 lowercase character, at least 1 uppercase character, and at least 1 numeric character. 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

Password

Sign In

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

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

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**

New Users

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

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



Sales Volume overview

In this section, you will learn more about the portal and available features within in.

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Overview

The following are the elements you'll see on the Sales Volume page.

1. **Scheme logo** – helps you identify the scheme you're currently in.
2. **Scheme Selector** – this dropdown is available if you manage sites in a different scheme.
3. **Manufacturer selector** – this dropdown allows you to choose among sites you have access to. It will be a static text should you have access to only one.
4. **Date selector** – this allows you to choose among available month-year periods to manage volumes.
5. **Current month button** – allows you to jump to the latest open period.
6. **Bulk upload button** – brings you to the bulk upload page.
7. **Period card** – Shows an overview of each period's submission, if any, status, and last modification date.
8. **Page selector** – Displays the number of available pages depending on the chosen period length.

The screenshot shows the 'Sales Volume Declarations' page in the COEX system. The page includes a header with logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. A navigation bar shows 'PRODUCTS' and 'SALES VOLUMES'. The main content area is titled 'Sales Volume Declarations' and includes a breadcrumb trail: 'Home → Manufacturer → Sales Volumes'. Below this, there's a 'Show' dropdown set to 'My Manufacturers', a date range selector (From 2025-02 To 2025-04), a 'Current Month' button, and a 'Bulk Upload' button. The main table lists declarations for various trading first suppliers (e.g., 56 - April 2025, 96 - April 2025) with columns for 'TOTAL COUNT' and status (Adjusted, Submitted, Information Required, Overdue). A page selector at the bottom shows '1' of 8 pages.

Supplier	Period	Total Count	Status	Last Modified
Trading First Supplier 56	April 2025	147	Adjusted	May 9, 2025
Trading First Supplier 56	March 2025	1,800	Submitted	May 9, 2025
Trading First Supplier 56	February 2025		Information Required	
Trading First Supplier 96	April 2025		Overdue	
Trading First Supplier 96	March 2025		Overdue	
Trading First Supplier 96	February 2025		Overdue	

Overview

This page initially shows recent data across all your accessible sites. If you manage multiple schemes, verify the scheme logo at the top and switch if necessary. To narrow your view, use the Manufacturers and period filters, especially if you have numerous sites within a scheme.

The screenshot displays the 'Sales Volume Declarations' page in the COEX system. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. The page has a navigation breadcrumb: Home → Manufacturer → Sales Volumes. Below this, the title 'Sales Volume Declarations' is shown. There are filters for 'Show My Manufacturers' and date ranges 'From 2025-02 To 2025-04'. A 'Current Month' button and a 'Bulk Upload' button are also present. The main table lists declarations with columns for declaration details, 'TOTAL COUNT', and status. Red arrows point to the 'PRODUCTS' menu, the first row, and the expand icon for the March 2025 entry for Supplier 96.

Declaration	TOTAL COUNT	Status
Trading First Supplier 56 - April 2025 Manufacturer Id: QM126451001	147	Adjusted May 9, 2025
Trading First Supplier 56 - March 2025 Manufacturer Id: QM126451001	1,800	Submitted May 9, 2025
Trading First Supplier 56 - February 2025 Manufacturer Id: QM126451001		Information Required
Trading First Supplier 96 - April 2025 Manufacturer Id: QM126531001		Overdue
Trading First Supplier 96 - March 2025 Manufacturer Id: QM126531001		Overdue
Trading First Supplier 96 - February 2025 Manufacturer Id: QM126531001		Overdue

Volume submission

In this section you will be shown how to submit sales volumes in single and bulk. Bulk is especially useful if you are submitting for multiple periods and/or manufacturers you're linked to.

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

[Single](#)

[Bulk Upload](#)

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Single submission

Each period card displays the site name, month/year, and site ID. It also indicates the status: Open or Overdue. Expanding the card reveals a list of material types, each with an input field for entering the corresponding container volume sold during that period.

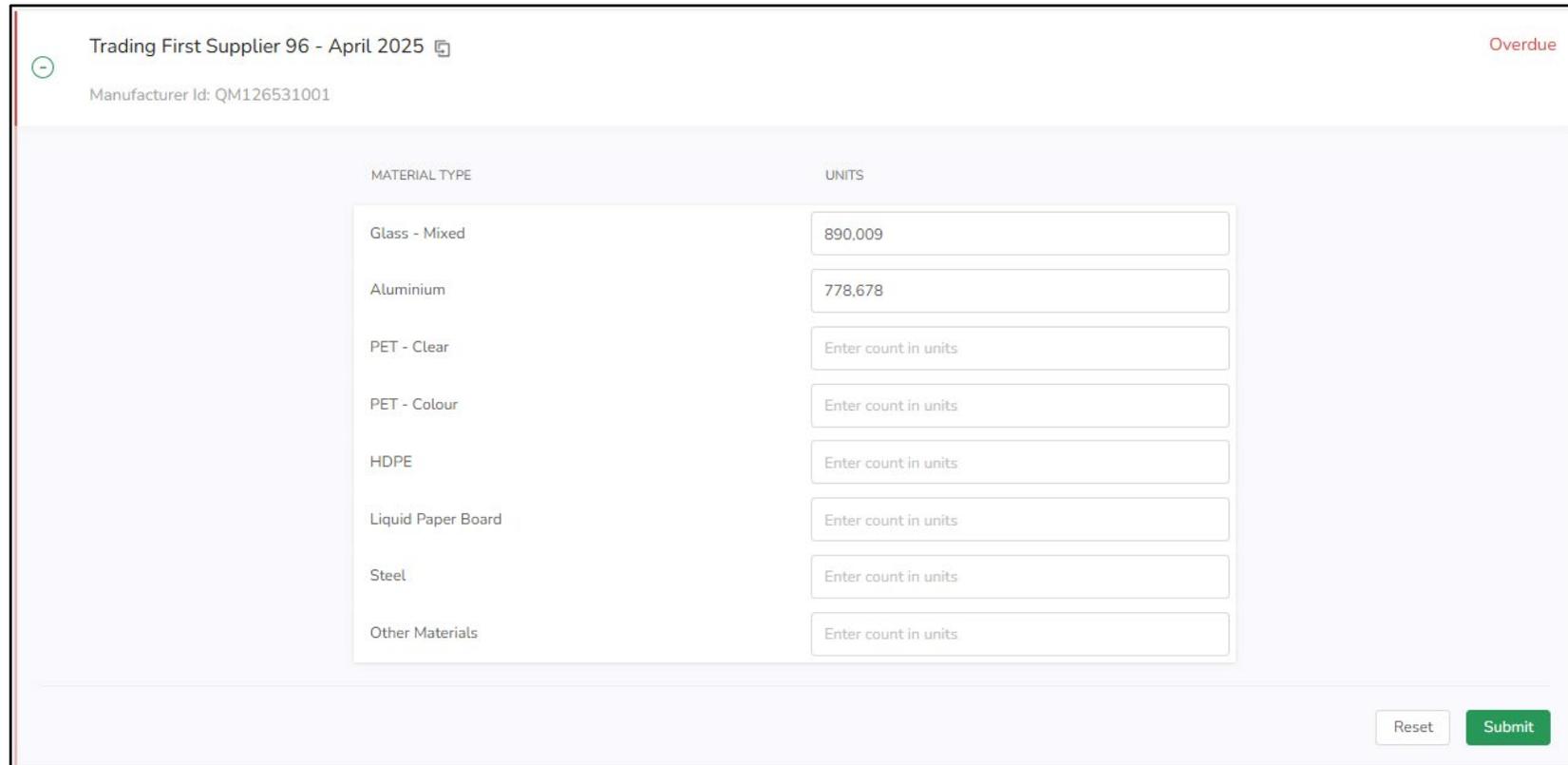
The screenshot shows a web interface for submitting data. At the top, it displays 'Trading First Supplier 96 - April 2025' with a close icon on the left and 'Overdue' in red on the right. Below this, the 'Manufacturer Id: QM126531001' is shown. The main area is a table with two columns: 'MATERIAL TYPE' and 'UNITS'. The table contains eight rows of material types, each with a corresponding input field for units. At the bottom right, there are 'Reset' and 'Submit' buttons.

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

Reset Submit

Single submission

You will need to provide in each field the volumes sold in the period. Please note that you can leave the units blank if none were sold. Click on **Submit** once you're done with the form. A **Reset** button is present in case you need to clear the form.



The screenshot shows a web form titled "Trading First Supplier 96 - April 2025" with a status indicator "Overdue" in red. Below the title is the "Manufacturer Id: QM126531001". The main form area contains a table with two columns: "MATERIAL TYPE" and "UNITS". The table has eight rows, each with a material type and a corresponding input field for units. The first two rows have pre-filled values: "Glass - Mixed" with "890,009" and "Aluminium" with "778,678". The remaining six rows have placeholder text "Enter count in units". At the bottom right of the form are two buttons: "Reset" and "Submit".

MATERIAL TYPE	UNITS
Glass - Mixed	890,009
Aluminium	778,678
PET - Clear	Enter count in units
PET - Colour	Enter count in units
HDPE	Enter count in units
Liquid Paper Board	Enter count in units
Steel	Enter count in units
Other Materials	Enter count in units

Single submission

A declaration statement is required for you to proceed. Click on OK if you agree. If not, you may cancel the action and contact your Scheme Operator to raise any queries.

Trading First Supplier 96 - April 2025 Overdue

Manufacturer Id: QM126531001

MATERIAL TYPE	UNITS
Glass - Mixed	890,009
Aluminium	778,678
PET - Clear	Enter count in units
PET - Colour	Enter count in units
HDPE	Enter count in units
Liquid Paper Board	Enter count in units
Steel	Enter count in units
Other Materials	Enter count in units

! This submission reflects the number of Beverage Products sold by Trading First Supplier 96 in QLD in the calendar month of April 2025.
I, bestfs56@cesteam.testinator.com, confirm and declare:

1. To the best of my knowledge this submission is true and correct;
2. I am duly authorised to make the submission on behalf of Trading First Supplier 96

Single submission

If the submission is successfully saved, the previously editable fields are then disabled, the aggregate of all containers will be displayed above, and the period will show a status of **Submitted**. A date below it will appear showing the last update.

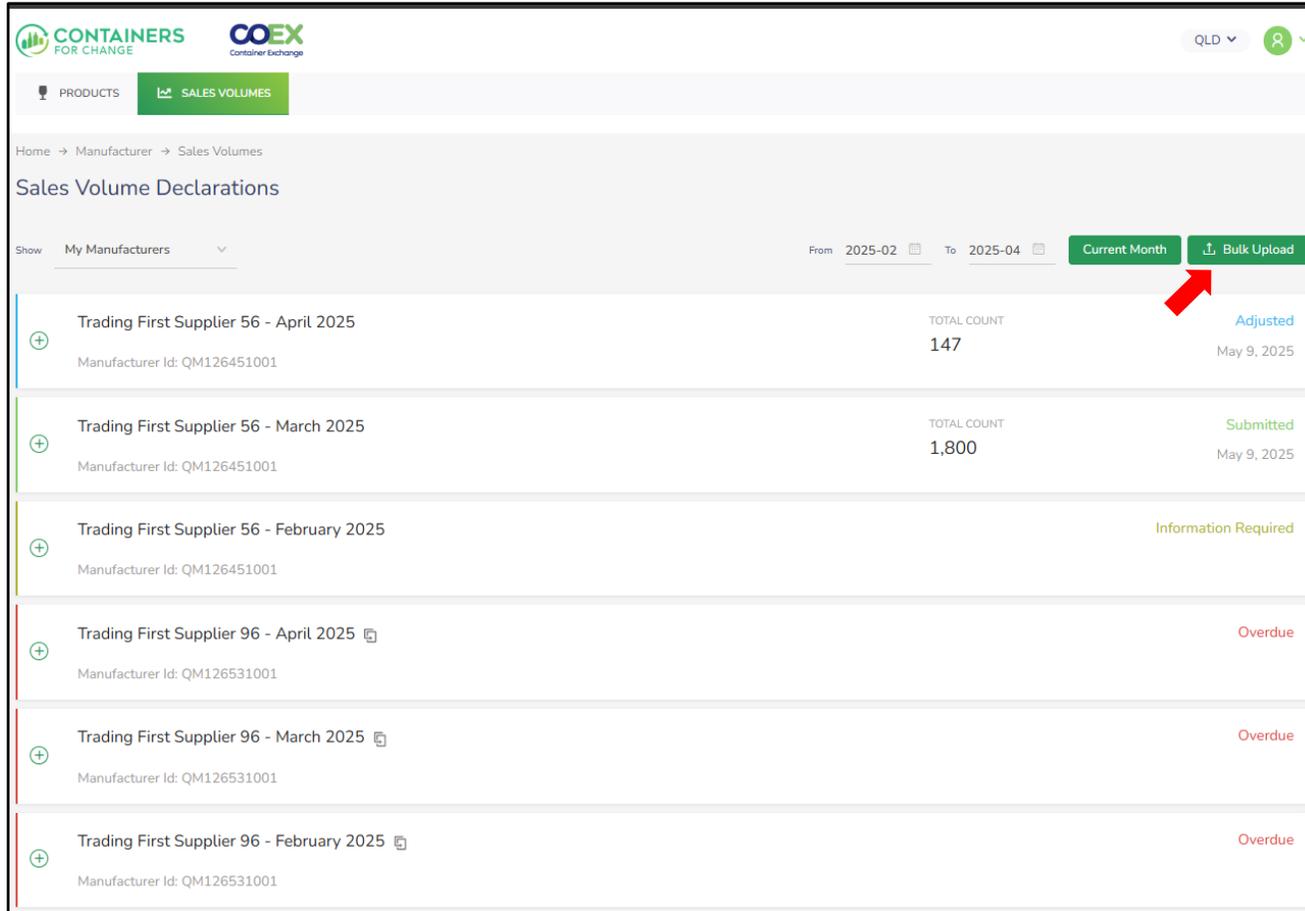
The screenshot displays a submission interface for 'Trading First Supplier 96 - April 2025'. The interface includes a manufacturer ID, a total count of 1,668,687 units, and a status of 'Submitted' dated May 9, 2025. Below this, a table lists material types and their corresponding units.

MATERIAL TYPE	UNITS
Glass - Mixed	890,009
Aluminium	778,678
PET - Clear	0
PET - Colour	0
HDPE	0
Liquid Paper Board	0
Steel	0
Other Materials	0

An 'Adjust' button is visible at the bottom right of the table area.

Bulk submission

A button to go into Bulk Upload for Sales Volumes is available on the upper right section of the Sales Volume Declarations page. Click on it to enter.



The screenshot displays the 'Sales Volume Declarations' page in the COEX system. The page header includes the 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange' logos, along with a 'QLD' dropdown and a user profile icon. The main navigation bar shows 'PRODUCTS' and 'SALES VOLUMES' tabs. Below the navigation, the breadcrumb trail reads 'Home → Manufacturer → Sales Volumes'. The page title is 'Sales Volume Declarations'. A filter section shows 'Show My Manufacturers' and date filters for 'From 2025-02' and 'To 2025-04'. Two buttons are present: 'Current Month' and 'Bulk Upload', with a red arrow pointing to the latter. The main content area is a table listing declarations for various suppliers and months, with columns for 'TOTAL COUNT' and status.

Supplier	Month	TOTAL COUNT	Status
Trading First Supplier 56	April 2025	147	Adjusted
Trading First Supplier 56	March 2025	1,800	Submitted
Trading First Supplier 56	February 2025		Information Required
Trading First Supplier 96	April 2025		Overdue
Trading First Supplier 96	March 2025		Overdue
Trading First Supplier 96	February 2025		Overdue

Bulk submission

A link to download the bulk upload template is available on the page. The template is in the form of a spreadsheet and has the instructions in it to fill and convert then upload back on this page.

Home → Manufacturer → Bulk Upload

Bulk Upload

Please upload a CSV file



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

Upload

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

Bulk submission

Each row will contain a Manufacturer Site ID and Period combination. It's also important to know and follow the period's format is MYYYY-MM e.g. M2025-02. The succeeding columns will contain, for each material type, the number of containers sold for that period. Similar to submitting on the portal, spaces will be treated as zeroes.

A	B	C	D	E	F	G	H	I	J
Manufacturer Id	Period	Glass - Mixed	Aluminium	PET - Clear	PET - Colour	HDPE	Liquid Paper Board	Steel	Other Materials
QM126531001	M2025-02	1000	2000	3000	4000	5000	6000	7000	8000

Once all submissions are provided, save the Application Form Template as CSV on your computer.

Bulk submission

To upload the CSV file, you may drag it into the upload box or click on the box to find and select the file. The chosen file will appear underneath the upload box for you to confirm before clicking on the **Upload** button.

The screenshot shows a web interface titled "Bulk Upload". At the top, it says "Please upload a CSV file". Below this is a large dashed box containing an upward-pointing arrow 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: "Need help with your CSV file? You can download our [pre-formatted template](#) and follow the instructions given to get the best results." Below the dashed box, a file named "SalesUploadTemplate.csv" is listed with a red arrow pointing to it. To the right of the file list is a green "Upload" button, also with a red arrow pointing to it.

Bulk submission

If the submission is successfully saved, the previously editable fields are then disabled and the aggregate of all containers will be displayed on the submission card. Finally, the period will show a status of **Submitted**.

The screenshot displays a submission card for 'Trading First Supplier 96 - February 2025'. The card shows a 'Submitted' status with a date of 'May 9, 2025' and a 'TOTAL COUNT' of '36,000'. Below this, a table lists material types and their corresponding units. An 'Adjust' button is visible at the bottom right of the table area.

MATERIAL TYPE	UNITS
Glass - Mixed	1,000
Aluminium	2,000
PET - Clear	3,000
PET - Colour	4,000
HDPE	5,000
Liquid Paper Board	6,000
Steel	7,000
Other Materials	8,000

Volume adjustments

In this section you will be shown how to adjust your sales volumes if needed post submission. This may happen in case you made some errors in submitting volumes.

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Adjustment

The adjustment button becomes available after you've submitted volumes for a period. It's located on the lower right-hand side of the period you've previously submitted for.

The screenshot displays a software interface with two main sections. The top section shows two entries for 'Trading First Supplier' for February 2025. The first entry, 'Trading First Supplier 56', has a status of 'Information Required'. The second entry, 'Trading First Supplier 96', has a status of 'Submitted' and a 'TOTAL COUNT' of 36,000 units, with a submission date of May 9, 2025. Below this is a table with two columns: 'MATERIAL TYPE' and 'UNITS'. The table lists various material types and their corresponding unit counts. At the bottom right of the interface, there is a green 'Adjust' button, which is highlighted by a red arrow.

MATERIAL TYPE	UNITS
Glass - Mixed	1,000
Aluminium	2,000
PET - Clear	3,000
PET - Colour	4,000
HDPE	5,000
Liquid Paper Board	6,000
Steel	7,000
Other Materials	8,000

Adjustment

Your previously submitted units are displayed. To make adjustments, enter the new values in the 'New Units' column. The 'Adjustment' column will automatically show the difference. Before submitting, select a reason for the adjustment from the dropdown, add any necessary comments, and attach supporting documents.

Trading First Supplier 96 - February 2025 TOTAL COUNT
36,000 Submitted
Manufacturer Id: QM126531001 May 9, 2025

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	1,000	<input type="text" value="1,000"/>	0
Aluminium	2,000	<input type="text" value="2,000"/>	0
PET - Clear	3,000	<input type="text" value="9,090"/>	6,090
PET - Colour	4,000	<input type="text" value="4,000"/>	0
HDPE	5,000	<input type="text" value="5,000"/>	0
Liquid Paper Board	6,000	<input type="text" value="5,680"/>	-320
Steel	7,000	<input type="text" value="7,000"/>	0
Other Materials	8,000	<input type="text" value="8,000"/>	0

Adjustment Reason:

Accepted file types: PDF, .png, .jpg, .jpeg
image (15).png

delayed reports

Adjustment

Once submitted, an Auditor will be notified of your adjustment request to which will be reviewed. You will be notified of the decision once it's provided.

Trading First Supplier 96 - February 2025 Pending Approval 

Manufacturer Id: QM126531001

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	1,000	1,000	0
Aluminium	2,000	2,000	0
PET - Clear	3,000	9,090	6,090
PET - Colour	4,000	4,000	0
HDPE	5,000	5,000	0
Liquid Paper Board	6,000	5,680	-320
Steel	7,000	7,000	0
Other Materials	8,000	8,000	0

Adjustment Reason: Supporting Documents:

Approver Comments:

< 1 >

FAQs

Portal Access

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Adjustments

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[My adjustment was approved. When can I see it reflect on my invoice?](#)

[My adjustment was rejected, what can I do next?](#)

[More information is required from my adjustment. What should I do?](#)

How can I gain access to sales volumes?

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?

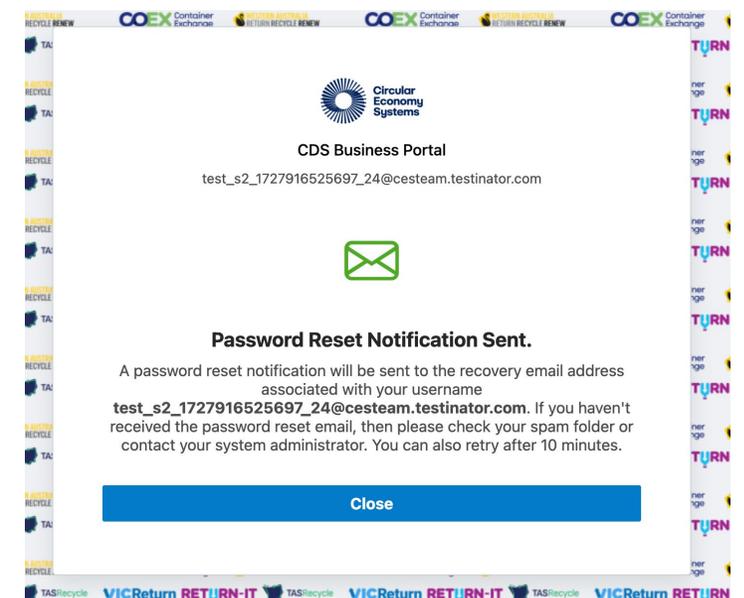
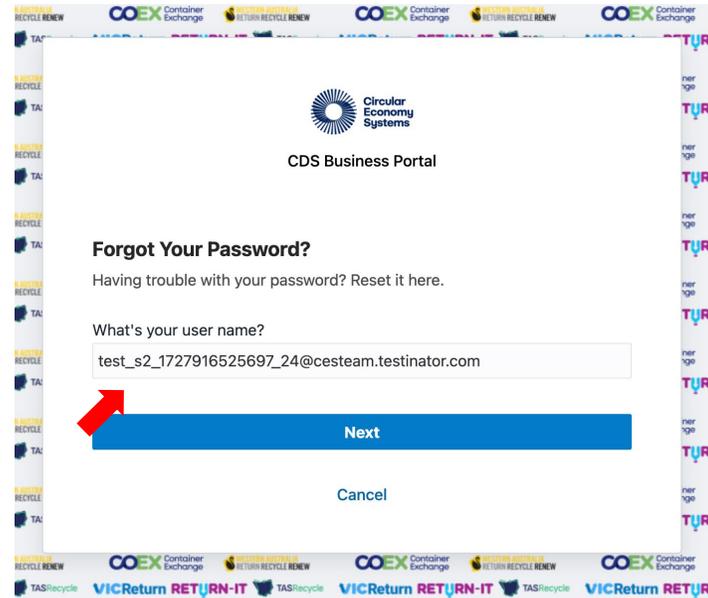
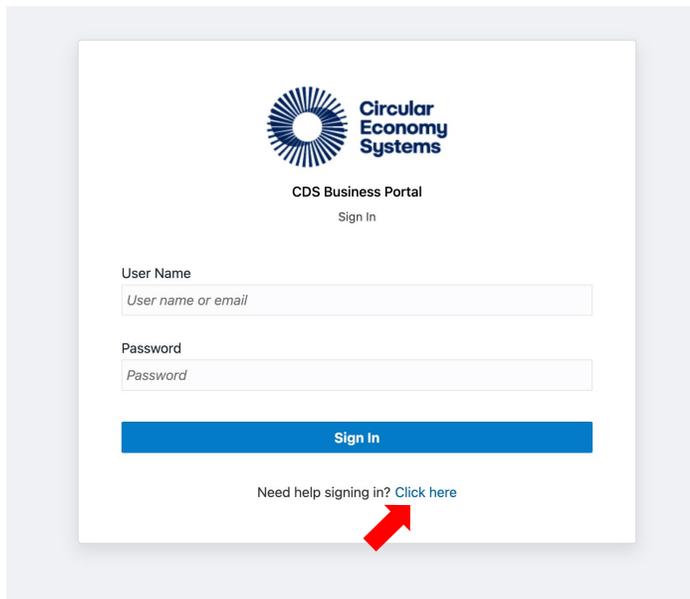
Before you do, please have a look at your spam or junk mail folder as it may have accidentally been moved there. You can also search the sender **Containers for Change** or the subject line **CDS Business Portal**. Otherwise, you may reach out to the contact centre at 13 42 42 to ask them to resend the email.

The welcome email has expired. How do I reset my password?

Please call 13 42 42 to lodge a request to resend the welcome email

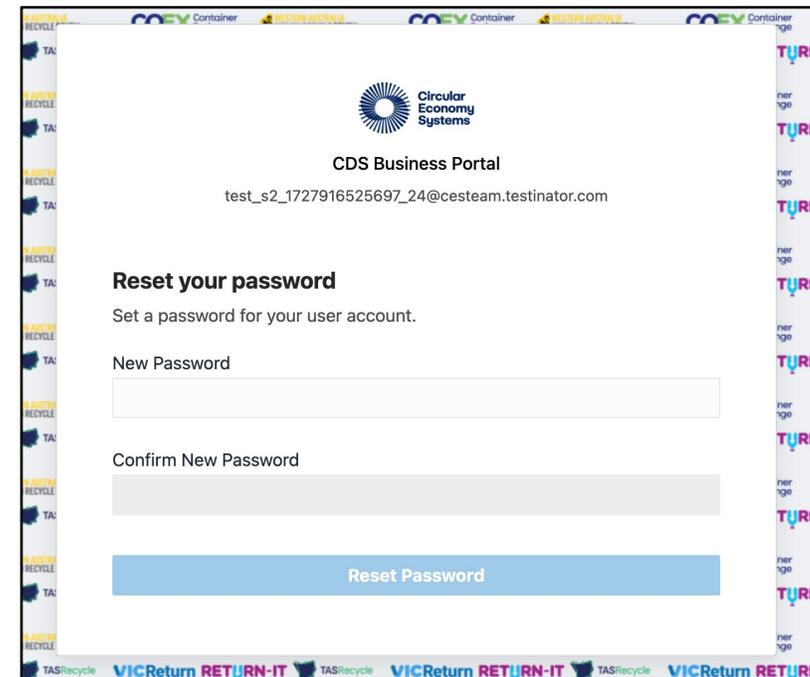
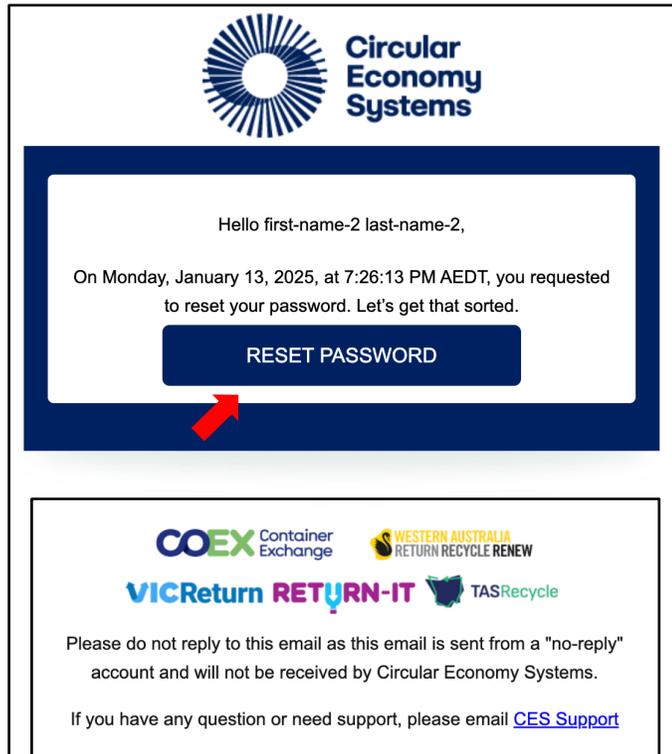
How do I reset my password?

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.



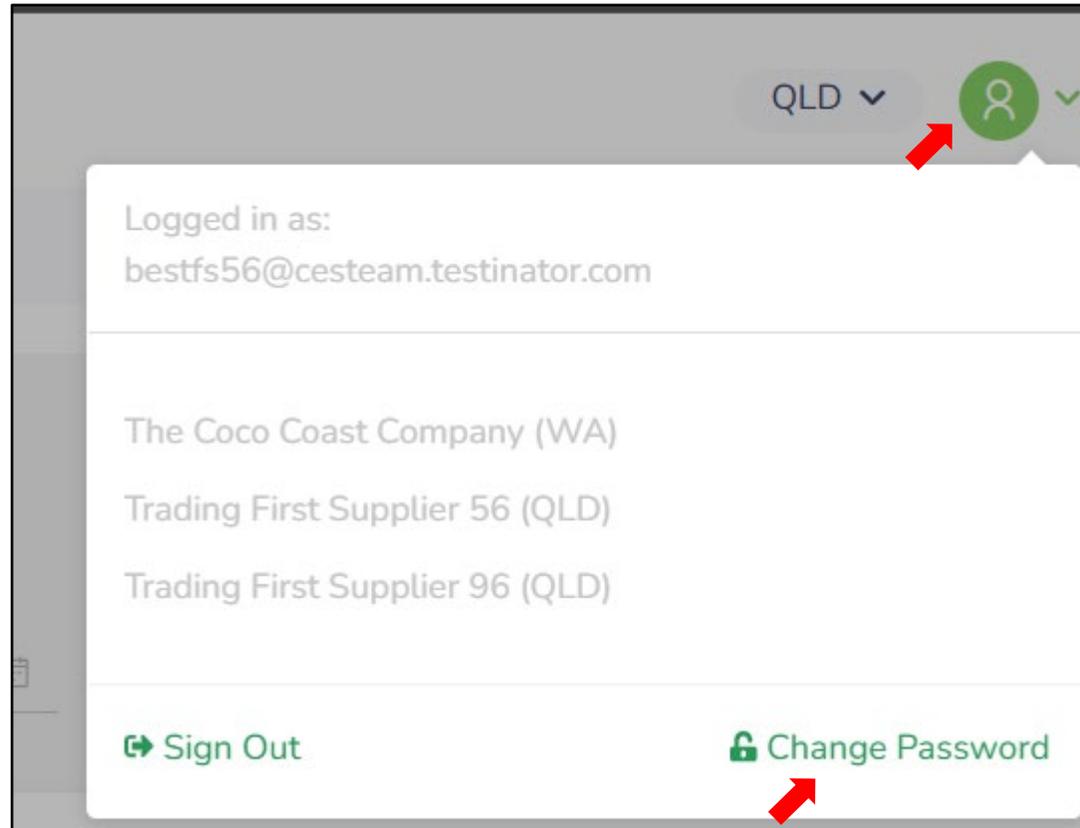
How do I reset my password?

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.



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.

Change Password

* Old Password
Enter Old Password

* New Password
New password

* Confirm Password
Confirm your password

Confirm Reset

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
***** ✓

Confirm Reset

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.

I've successfully logged in but don't see the portal

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 lodged.



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 Selector. The other is when you're in one Scheme, the Scheme Switcher should be visible beside your Profile on the top right.

The image displays two screenshots from the COEX (Container Exchange) product portal. The left screenshot shows a 'Scheme Selection' dialog box with the text 'Select the scheme you want to go to.' and two buttons labeled 'QLD' and 'WA'. A red arrow points to the 'QLD' button. The right screenshot shows the main interface of the 'CONTAINERS FOR CHANGE COEX Container Exchange' portal. In the top right corner, there is a user profile icon and a dropdown menu showing 'QLD'. A red arrow points to this dropdown menu. Below the navigation bar, there are tabs for 'All Applications', 'Registrations', 'Amendments', and 'Transfers'. There are also buttons for 'Transfer', 'Bulk Upload', and 'Register'. Below these are filters for 'Statuses' and 'More Filters', and buttons for 'Export CSV' and 'Export Excel'. At the bottom, there is a table header with columns: 'MANUFACTURER', 'PRODUCT NAME', 'BARCODE (EAN)', 'TYPE', 'SUBMITTED', 'STATUS', and 'ACTION(S)'.

When can I start submitting my sales volumes?

You may start submitting your volumes as soon as the month is over and you have the final volumes. For example, January is open as soon as February begins.

A period is overdue in status, what does this mean?

If volumes are not submitted by the due date (15th day of the next month), the Scheme Coordinator will issue your invoice based on an estimate. This will not impede you from submitting your volumes. Any questions should be raised to your Scheme Coordinator.

Where can I find the price for each material type?

The scheme pricing is found on the COEX website [here](#). If you're having difficulty in finding it, feel free to reach out through relevant support channels.

When will I be invoiced?

Please refer to the Container Recovery Agreement for more guidance. For any additional queries, please contact your Scheme Coordinator.

Can I nominate to change my invoicing frequency?

This is based on your annual sales. Please reach out to scheme coordinator with this enquiry.

The volumes on the invoice don't match what I expected.

This discrepancy could be due to a few reasons:

1. A past submission may have been missed resulting in a forecast calculation.
2. An adjustment to the unit count may have been applied. Please verify the volumes on the portal for this period.

If you find other potential causes, please contact your Scheme Coordinator for further investigation.

How do I read my invoice?

Invoice Components:

1. **Site Details:** Displays your site's identifying information.
2. **Invoice details:** A unique identifier for this invoice as well as date and referred Manufacturer Site Scheme ID.
3. **Invoice Items:** A detailed breakdown of charges, including:
 1. Each billing period.
 2. Material types within each period.
 3. Corresponding quantities and amounts.
 4. Unit price per material type for each month.

Item Descriptions:

The "Invoice Items" section will include descriptions specifying the nature of each charge. Here are the possible descriptions:

Scheme Contribution: Reflects the actual submission made by your site for the specified period.

Adjusted Scheme Contribution: Indicates, that an invoice was previously issued for this period based on an estimate, however now adjusted in-line with your actual overdue volume submission.

Scheme Contribution Estimate: Represents a forecasted calculation for the period.

Audit Adjustment: Indicates an approved adjustment applied to the material type and period

Tax Invoice / Adjustment Note



Bill To:
Trading First Supplier 56
178 McMohan St
Sydney NSW 2025

ABN:
coexbm56@gmail.com

Legal Entity Name: CONTAINER EXCHANGE (QLD) LIMITED
Address: Level 13, 295 Ann Street Brisbane QLD 4000
ABN: 90 622 570 209

Invoice Date: 24/04/25
Invoice Number: P101999999
Scheme ID: QM126451001

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Period Start Date	Period End Date	Description	Material	Qty	UOM	Scheme Price AUD (ex GST)	Line Amount AUD (ex GST)
01/03/25	31/03/25	Scheme Contribution Estimate for 01/03/2025 to 31/03/2025	Aluminium	692.00	Ea	0.1280	88.58
01/03/25	31/03/25	Scheme Contribution Estimate for 01/03/2025 to 31/03/2025	Glass - Mixed	0.00	Ea	0.1390	0.00
01/03/25	31/03/25	Scheme Contribution Estimate for 01/03/2025 to 31/03/2025	HDPE	0.00	Ea	0.1350	0.00
01/03/25	31/03/25	Scheme Contribution Estimate for 01/03/2025 to 31/03/2025	Liquid Paper Board	0.00	Ea	0.1390	0.00
01/03/25	31/03/25	Scheme Contribution Estimate for 01/03/2025 to 31/03/2025	Other Materials	0.00	Ea	0.1390	0.00
01/03/25	31/03/25	Scheme Contribution Estimate for 01/03/2025 to 31/03/2025	PET - Clear	0.00	Ea	0.1350	0.00
01/03/25	31/03/25	Scheme Contribution Estimate for 01/03/2025 to 31/03/2025	PET - Colour	0.00	Ea	0.1350	0.00
01/03/25	31/03/25	Scheme Contribution Estimate for 01/03/2025 to 31/03/2025	Steel	0.00	Ea	0.1390	0.00
Sub-total							88.58
GST							8.86
Total AUD (inc GST)							97.44

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Payment Terms: Payment of the transaction balance is due within 5 Business days of the Invoice issue date.
Pay To: BSB 014 002 Account 837898772 Account Name CONTAINER EXCHANGE (QLD) LIMITED
Payment Reference: P101999999

I see overdue periods prior to my joining; do I need to submit volumes for those periods?

Regardless of when your contract is executed, you may see open or overdue periods that begin from the scheme's commencement. Please contact your Scheme Coordinator for guidance.

The screenshot displays the 'Sales Volume Declarations' page in the COEX system. The interface includes a navigation bar with 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange' logos, a location dropdown set to 'QLD', and a user profile icon. Below the navigation, there are tabs for 'PRODUCTS' and 'SALES VOLUMES'. The breadcrumb trail shows 'Home -> Manufacturer -> Sales Volumes'. The main heading is 'Sales Volume Declarations'. A filter dropdown is set to 'My Manufacturers'. The date range is 'From 2024-01 To 2024-07', with buttons for 'Current Month' and 'Bulk Upload'. The data table lists four entries, all marked as 'Overdue':

Month	Status
Trading First Supplier 56 - July 2024 Manufacturer Id: QM126451001	Overdue
Trading First Supplier 56 - June 2024 Manufacturer Id: QM126451001	Overdue
Trading First Supplier 56 - May 2024 Manufacturer Id: QM126451001	Overdue
Trading First Supplier 56 - April 2024 Manufacturer Id: QM126451001	Overdue

Can I submit an adjustment for a previously invoiced period?

Yes, you may. Please find the previously submitted period by using the date selector or Manufacturer, if you are linked to more than one. Once found, expand the period and follow [these steps](#).



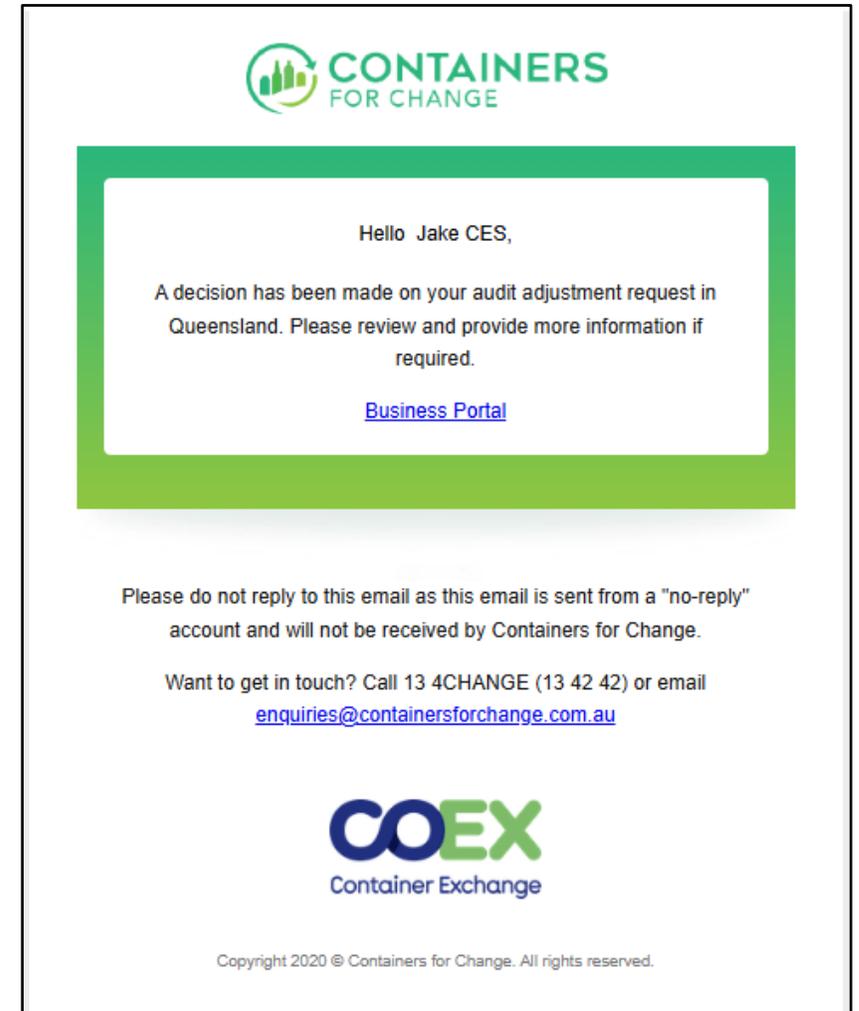
The screenshot shows a web interface for 'Sales Volume Declarations'. At the top, there is a breadcrumb trail: 'Home → Manufacturer → Sales Volumes'. Below this, the title 'Sales Volume Declarations' is displayed. On the left, there is a 'Show' button followed by a dropdown menu currently set to 'Trading First Supplier 56'. On the right, there is a date range selector with 'From' and 'To' labels, currently set to '2024-10' and '2024-12' respectively. To the right of the date selector are two green buttons: 'Current Month' and 'Bulk Upload'. Two red arrows point to the dropdown menu and the date selector, indicating the areas to be interacted with.

My adjustment was approved. When can I see it reflect on my invoice?

If the adjustment was approved before it crosses the middle of the month, then you will likely see it reflect in the succeeding invoice. If not, then you will need to wait for the next billing cycle before it's reflected.

My adjustment was rejected, what can I do next? (1)

The system will notify you through an email when a decision has been made on your sales volume adjustment



My adjustment was rejected, what can I do next?(2)

The system will revert the adjustment when it's been rejected by the Auditor. The status will show "Submitted". In this case, it will be best to contact your Scheme Coordinator and raise it with them.

Home → Manufacturer → Sales Volumes

Sales Volume Declarations

Show Trading First Supplier 56 From 2024-10 To 2024-10 Current Month Bulk Upload

Trading First Supplier 56 - October 2024 Pending Approval
Manufacturer Id: QM126451001

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	32,000	3,200	-28,800
Aluminium	9,000	19,000	10,000
PET - Clear	6,574	6,574	0
PET - Colour	0	0	0
HDPE	0	0	0
Liquid Paper Board	0	450	450
Steel	0	0	0
Other Materials	0	0	0

Adjustment Reason: Sales adjustments
Supporting Documents: None
Approver Comments:



Trading First Supplier 56 - October 2024 TOTAL COUNT 47,574 Submitted May 13, 2025
Manufacturer Id: QM126451001

MATERIAL TYPE	UNITS
Glass - Mixed	32,000
Aluminium	9,000
PET - Clear	6,574
PET - Colour	0
HDPE	0
Liquid Paper Board	0
Steel	0
Other Materials	0

Adjust

More information is required from my adjustment. What should I do?

In some cases, the Auditor may request for more information. This can be seen on the period card as Information Required. When expanded, you will see a comment from the Auditor that you'll need to fulfill. Please update the relevant commentary on your end and provide any pertinent documents as needed then resubmit.

Trading First Supplier 56 - February 2025 Information Required

Manufacturer Id: QM126451001

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	23	23	0
Aluminium	0	44	44
PET - Clear	0		0
PET - Colour	0		0
HDPE	32	32	0
Liquid Paper Board	0	44	44
Steel	0		0
Other Materials	0		0

Adjustment Reason: Clerical error

Supporting Documents: None Cancel Submit

Upload Documents

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

Sales Report.pdf

Approver Comments: Please provide more details. We need report confirming the sales



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Thank you!