

Exporter

Exporter 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 Exporter joining the scheme and signing in for the first time, or you 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

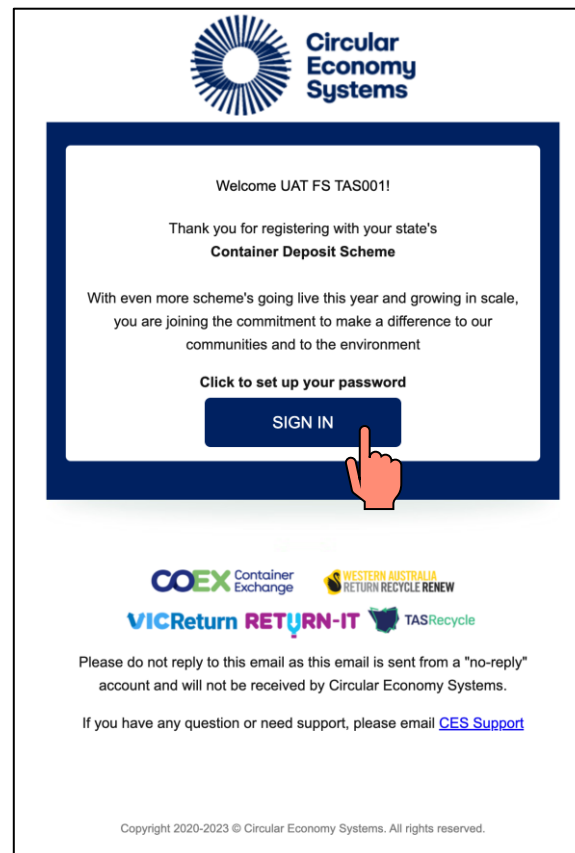
If you have been nominated by your employer to use the CDS Business Portal, you will receive a **‘Welcome’ email** from Containers for Change.

 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.



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



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

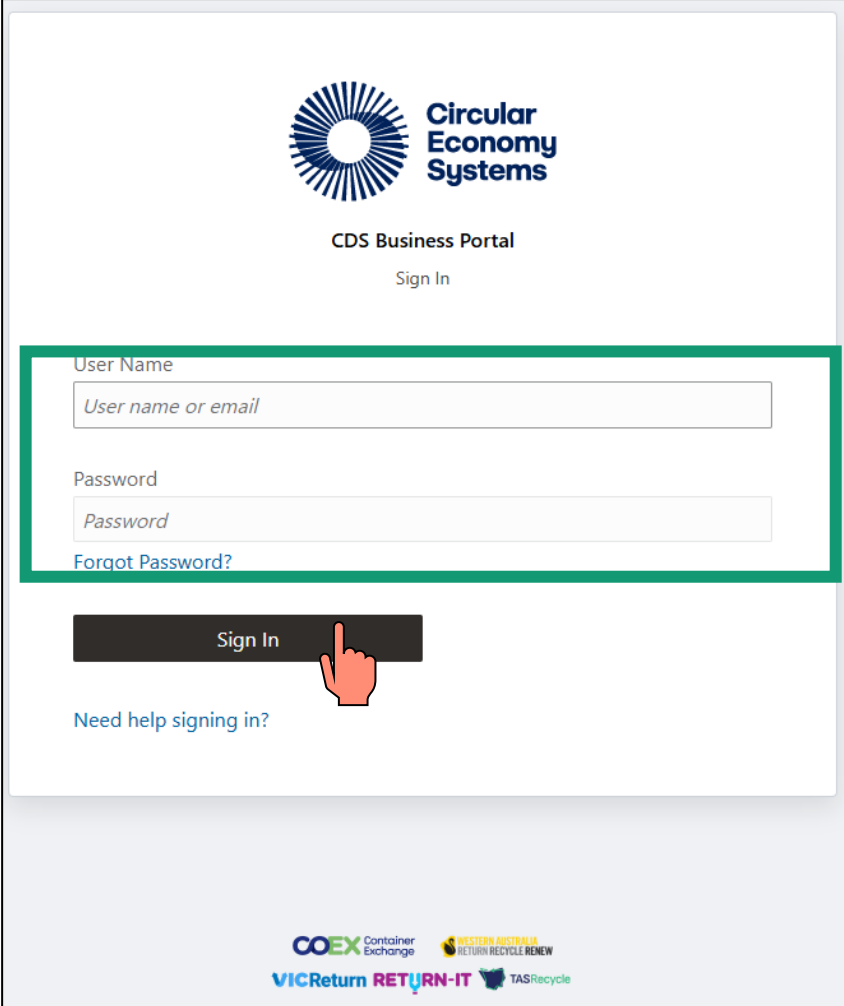
Sign In

The link to the portal to submit exporter volumes 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.

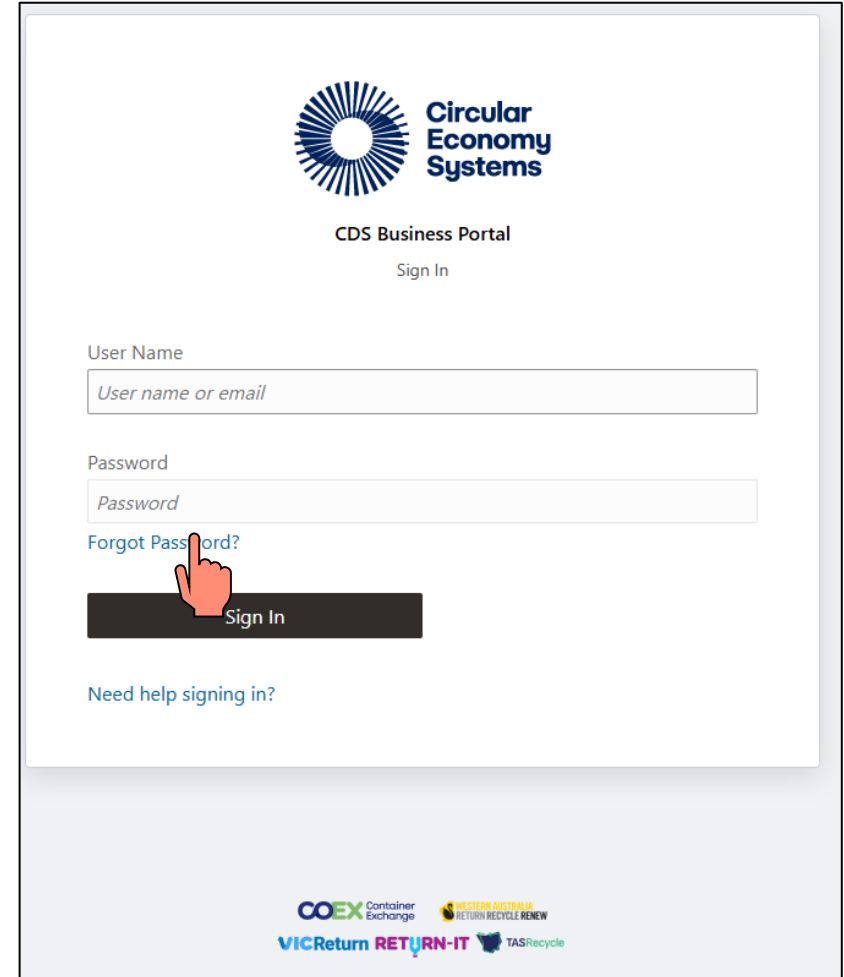
Enter these and click **Sign In**.



The screenshot shows the 'CDS Business Portal' sign-in interface. At the top, the 'Circular Economy Systems' logo is displayed next to the text 'CDS Business Portal' and a 'Sign In' link. Below this, a green-bordered box contains the login fields: 'User Name' with a placeholder 'User name or email', 'Password' with a placeholder 'Password', and a 'Forgot Password?' link. A dark 'Sign In' button is positioned below the fields, with a hand icon pointing to it. A link for 'Need help signing in?' is located below the button. The footer of the page features logos for 'COEX Container Exchange', 'WESTERN AUSTRALIA RETURN RECYCLE RENEW', 'VICReturn', 'RETURN-IT', and 'TASRecycle'.

Sign In

If you forget your sign in details, or see an error, click **“Forgot Password?”** to request a password reset.



 **Circular
Economy
Systems**

CDS Business Portal
Sign In

User Name

Password

[Forgot Password?](#)

 **Sign In**

[Need help signing in?](#)



Exported Volumes 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 Exported Volumes page.

1. **Status filter** – selecting one or more of these statuses will enable/disable as filters.
2. **Date selector** – this allows you to choose among available month-year periods to manage volumes.
3. **Current month button** – allows you to jump to the latest open period.
4. **Bulk upload switch** – brings you to the bulk upload page or back.
5. **Period card** – Shows an overview of each period's submission, if any, status, and last modification date.
6. **Page selector** – Displays the number of available pages depending on the chosen period length.

The screenshot displays the 'EXPORTED VOLUMES' section of the COEX Container Exchange interface. At the top, there are logos for 'CONTAINERS FOR CHANGE' and 'COEX Container Exchange'. A green button labeled 'EXPORTED VOLUMES' is visible. Below the header, a breadcrumb trail reads 'Home → Exporter → Exported Volumes'. The main title is 'Exported Volume Declarations'. A date range selector shows 'From 2025-07' to 'To 2025-12', with a 'Current Month' button. A 'Bulk upload switch' is located in the top right corner. A status filter bar (labeled 1) includes options: Open, Submitted, Overdue, Adjusted, Pending Approval, Rejected, and Information Required. The main table lists monthly export volume declarations for 'Coex Exporter PVT_220620' with 'Exporter Id: QX10003006'. The first row (December-2025) shows a 'TOTAL COUNT' of 1,650 and a status of 'Submitted' (labeled 2). The subsequent rows (November-2025, October-2025, September-2025, and August-2025) are marked as 'Overdue' (labeled 5). A 'Current Month' button is also present (labeled 3). At the bottom right, a page selector shows '1' (labeled 6). A user profile icon is in the top right corner (labeled 4).

Month	Status	Count	Last Modified
Coex Exporter PVT_220620 - December-2025	Submitted	1,650	January 27, 2026
Coex Exporter PVT_220620 - November-2025	Overdue		
Coex Exporter PVT_220620 - October-2025	Overdue		
Coex Exporter PVT_220620 - September-2025	Overdue		
Coex Exporter PVT_220620 - August-2025	Overdue		

Volume submission

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

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

[Single](#)[Bulk Upload](#)[Back to Contents](#)

Single submission

The expanded period card will reveal information on that period. It will display the message saying no exported volumes have been saved yet if nothing is present. Click on the **Add Entry** button below to start your submission.



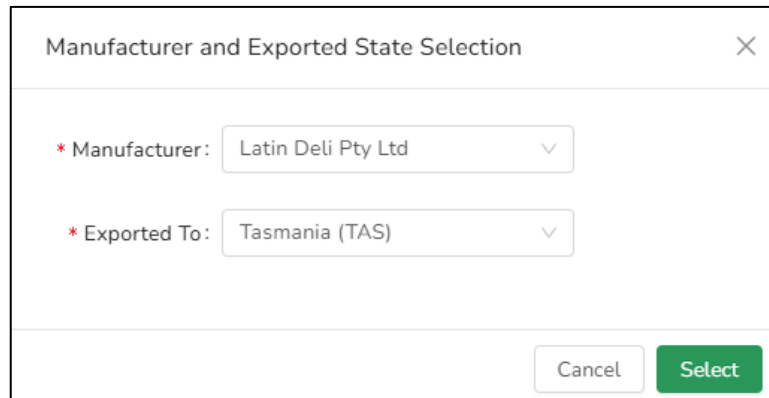
Coex Exporter PVT_220620 - November-2025 Open

Exporter Id: QX10003006

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

+ Add Entry

You will be asked to select a manufacturer you're exporting for as well as a state you're exporting to. Select the appropriate combination for and then click on **Select**.



Manufacturer and Exported State Selection

* Manufacturer: Latin Deli Pty Ltd

* Exported To: Tasmania (TAS)

Cancel Select

Single submission

You will now see your chosen manufacturer and state as a collapsible card and the available material types and corresponding unit fields for you to provide your volumes in. Please review your exports prior to submission as you won't be able to add new exports after.

Coex Exporter PVT_220620 - November-2025

Exporter Id: QX10003006

Open

Latin Deli Pty Ltd

Exported To: Tasmania (TAS)

MATERIAL TYPE	UNITS
Glass - Mixed	Enter count in units
Aluminium	Enter count in units
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

+ Add Entry

Save Save & Submit

Single submission

You can also add another manufacturer and state combination should you need to by clicking on the Add Entry button.

Coex Exporter PVT_220620 - November-2025

Open

Exporter Id: QX10003006

Latin Deli Pty Ltd

Exported To: Tasmania (TAS)

MATERIAL TYPE	UNITS
Glass - Mixed	Enter count in units
Aluminium	Enter count in units
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

+ Add Entry

SaveSave & Submit

Manufacturer and Exported State Selection

* Manufacturer:

Big Ben's Beer Bottling

* Exported To:

EXPORTS

Cancel

Select

Single submission

Proceed to input the volumes you have for each Manufacturer and State as well as the containers for each listed material type. Providing no number on any of the units will be treated as zero.

Click on Save if you wish to come back later or Save & Submit to submit the volumes to the Scheme.

Coex Exporter PVT_220620 - November-2025 Open

Exporter Id: QX10003006

Latin Deli Pty Ltd Exported To: Tasmania (TAS)

MATERIAL TYPE	UNITS
Glass - Mixed	130,009
Aluminium	82,038
PET - Clear	23,890
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

Big Ben's Beer Bottling Exported To: EXPORTS

MATERIAL TYPE	UNITS
Glass - Mixed	2,890
Aluminium	1,500
PET - Clear	2,121
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

[+ Add Entry](#)

[Save](#) [Save & Submit](#)

Single submission

Once submitted, the aggregated containers will be displayed on the card as well as the status Submitted. You may expand the period card along with its related Manufacturer and exported state combination cards to see your submitted volumes.

Coex Exporter PVT_220620 - November-2025

TOTAL COUNT

Submitted

242,448

February 9, 2026

Exporter Id: QX10003006

Big Ben's Beer Bottling

Exported To: EXPORTS

MATERIAL TYPE	UNITS
Glass - Mixed	2,890
Aluminium	1,500
PET - Clear	2,121
PET - Colour	0
HDPE	0
Liquid Paper Board	0
Steel	0
Other Materials	0

Latin Deli Pty Ltd

Exported To: Tasmania (TAS)

MATERIAL TYPE	UNITS
Glass - Mixed	130,009
Aluminium	82,038
PET - Clear	23,890
PET - Colour	0
HDPE	0
Liquid Paper Board	0
Steel	0
Other Materials	0

Adjust

Bulk submission

Click on the switch found at the top of the Exported Volumes page to go to the bulk upload page.

CONTAINERS FOR CHANGE COEX Container Exchange

EXPORTED VOLUMES

Home → Exporter → Exported Volumes

Exported Volume Declarations

Single ☐ Bulk ☒

Coex Exporter PVT_220620 From 2025-07 To 2025-10 Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

+	Coex Exporter PVT_220620 - October-2025 Exporter Id: QX10003006	Overdue
+	Coex Exporter PVT_220620 - September-2025 Exporter Id: QX10003006	Overdue
+	Coex Exporter PVT_220620 - August-2025 Exporter Id: QX10003006	Overdue
+	Coex Exporter PVT_220620 - July-2025 Exporter Id: QX10003006	Overdue

Bulk submission

Click on the pre-formatted template link found on the page to download the latest version of the template.

Home → Exporter → Exported Volumes

Exported Volume Declarations

Single ☒ Bulk

Upload Exporter Volumes



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

The template will look as below. The columns resemble the available information required when submitting via the portal with the addition of the Exporter ID. Each row is a submission that corresponds to the Exporter ID, Manufacturer ID, Exported state, and Period combination.

The Instructions sheet on the template will show you how to provide the information. Save the file in CSV UTF-8 format to proceed with the upload.

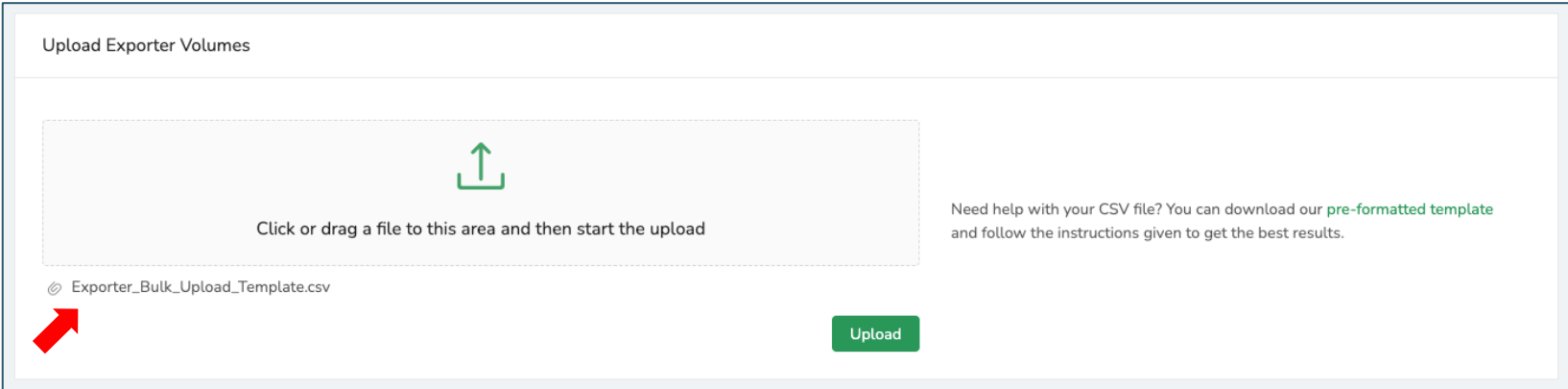
Exporter Id	Manufacturer	Exported To	Period	Glass - Mixed	Aluminium	PET - Clear	PET - Colour	HDPE	Liquid Paper Board	Steel	Other Materials
QX10003006	QM133194001	NSW	2025-10	12098	22090		18908				
QX10003006	QM133194001	VIC	2025-10			1800		45000			9209

Bulk submission

Once back on the portal, click on the upload box and find your file or drag the file into it to select it for upload.

Note:

Upon successfully uploading through this method, the system will automatically submit the claim for the periods found in the file. Hence, it is recommended to add all your exported volumes in a single upload file for a given month



Upload Exporter Volumes

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

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

📎 Exporter_Bulk_Upload_Template.csv

Upload

Bulk submission

You will see the submission when the upload is successful.

Coex Exporter PVT_220620 - October-2025

Exporter Id: QX10003006

TOTAL COUNT
109,105

Submitted
February 11, 2026

PRO Managed CRP 20251114001
Exported To: New South Wales (NSW)

MATERIAL TYPE	UNITS
Glass - Mixed	12,098
Aluminium	22,090
PET - Clear	0
PET - Colour	18,908
HDPE	0
Liquid Paper Board	0
Steel	0
Other Materials	0

PRO Managed CRP 20251114001
Exported To: Victoria (VIC)

MATERIAL TYPE	UNITS
Glass - Mixed	0
Aluminium	0
PET - Clear	1,800
PET - Colour	0
HDPE	45,000
Liquid Paper Board	0
Steel	0
Other Materials	9,209

Adjust

Bulk submission - Errors

When errors in the upload file exist, the portal will identify them and present it. Some examples are listed below
The records in the upload file can be corrected and uploaded again.

Upload Exporter Volumes


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

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

 Exporter_Bulk_Upload_Template (2).csv

Upload

✖ 2 export volumes could not be uploaded due to errors

Line No: 22 error(s)

- 'Manufacturer' QM133194001 is Invalid or does not exist
- The period is not valid. Please enter using the format YYYY-MM.

Line No: 32 error(s)

- 'Manufacturer' QM133194001 is Invalid or does not exist
- The period is not valid. Please enter using the format YYYY-MM.

✖ 2 export volumes could not be uploaded due to errors

Line No: 21 error(s)

- 'Exporter Id' QX10003006 already has a volume declaration for period 2025-09.

Line No: 31 error(s)

- 'Exporter Id' QX10003006 already has a volume declaration for period 2025-09.

Bulk submission – Records with partial errors

- When the portal identifies an upload file with a combination of valid and error prone records, it will continue to upload all valid records.
- The result will be presented as shown in the image
- The partial upload will lead to the exported volumes for the relevant period to be submitted.
- You can choose to adjust the volumes and correct them manually. However, you will not have the option of entering volumes related to a manufacturer not already in the list. If this happens, please lodge a service desk ticket.

The screenshot displays the 'Upload Exporter Volumes' interface. At the top, there is a header 'Upload Exporter Volumes'. Below it, a large dashed box contains a green upload icon and the text 'Click or drag a file to this area and then start the upload'. To the right of this box, a message states: '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 upload area, a file named 'Exporter_Bulk_Upload_Template (2).csv' is listed with an 'Upload' button. A green success message bar indicates '1 export volumes uploaded successfully'. Below that, a red error message bar states '1 export volumes could not be uploaded due to errors'. A detailed error view for 'Line No: 3' shows '1 error(s)' and the message: 'The period is not valid. Please enter using the format YYYY-MM.'

Volume adjustment

In this section you will be shown how to adjust exported volumes. This may be the case when you want to update your submissions.

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Adjustment

The adjustment button is available on any submitted period. Expand the period to see it on the lower right corner.

Exported Volume Declarations

Single ☐ Bulk ☐

Coex Exporter PVT_220620

From 2025-10 To 2025-11

Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

⊖

Coex Exporter PVT_220620 - November-2025

Exporter Id: QX10003006

TOTAL COUNT

242,448

Submitted

February 9, 2026

Big Ben's Beer Bottling

Exported To: EXPORTS

⌵

Latin Deli Pty Ltd

Exported To: Tasmania (TAS)

⌵

Adjust

Adjustment

Clicking it will open the period for adjustment. Each material type in each section will have new column for you to input the updated volumes.

At the bottom will be a space to choose an adjustment reason and to provide a commentary as well as supporting documentation you'd like to share to the Auditor.

Click on **Submit** once you're satisfied with the changes.

Coex Exporter PVT_220620 - November-2025

TOTAL COUNT
242,448

Submitted
February 9, 2026

Exporter Id: QX10003006

Big Ben's Beer Bottling

Exported To: EXPORTS

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	2,890	28,900	26,010
Aluminium	1,500	500	-1,000
PET - Clear	2,121	3,121	1,000
PET - Colour	0	0	0
HDPE	0	0	0
Liquid Paper Board	0	0	0
Steel	0	25	25
Other Materials	0	0	0

Latin Deli Pty Ltd

Exported To: Tasmania (TAS)

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	130,009	130,009	0
Aluminium	82,038	2,038	-80,000
PET - Clear	23,890	23,890	0
PET - Colour	0	0	0
HDPE	0	0	0
Liquid Paper Board	0	0	0
Steel	0	0	0
Other Materials	0	0	0

Adjustment Reason:
Clerical error

Upload Documents

Accepted file types: PDF, png, jpg, jpeg

Enter comments

Cancel

Submit

Adjustment

The adjustment has now been submitted.

The Auditor will review the presented adjustment and provide a decision. An accepted adjustment will reflect on the next billing cycle.

If additional exports are needed in your adjustment, please contact your Scheme Coordinator.

Coex Exporter PVT_220620 - November-2025

Exporter Id: QX10003006

Pending Approval
February 9, 2026

Big Ben's Beer Bottling

Exported To: EXPORTS

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	2,890	28,900	26,010
Aluminium	1,500	500	-1,000
PET - Clear	2,121	3,121	1,000
PET - Colour	0		0
HDPE	0		0
Liquid Paper Board	0		0
Steel	0	25	25
Other Materials	0		0

Latin Deli Pty Ltd

Exported To: Tasmania (TAS)

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	130,009	130,009	0
Aluminium	82,038	2,038	-80,000
PET - Clear	23,890	23,890	0
PET - Colour	0		0
HDPE	0		0
Liquid Paper Board	0		0
Steel	0		0
Other Materials	0		0

Adjustment Reason:

Clerical error

adjustment from reconciliation

Supporting Documents:

Proof.jpg

Approver Comments:

FAQs

Portal Access

[How can I gain access to submit my Exported Volumes?](#)

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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 submit my Exported 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 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

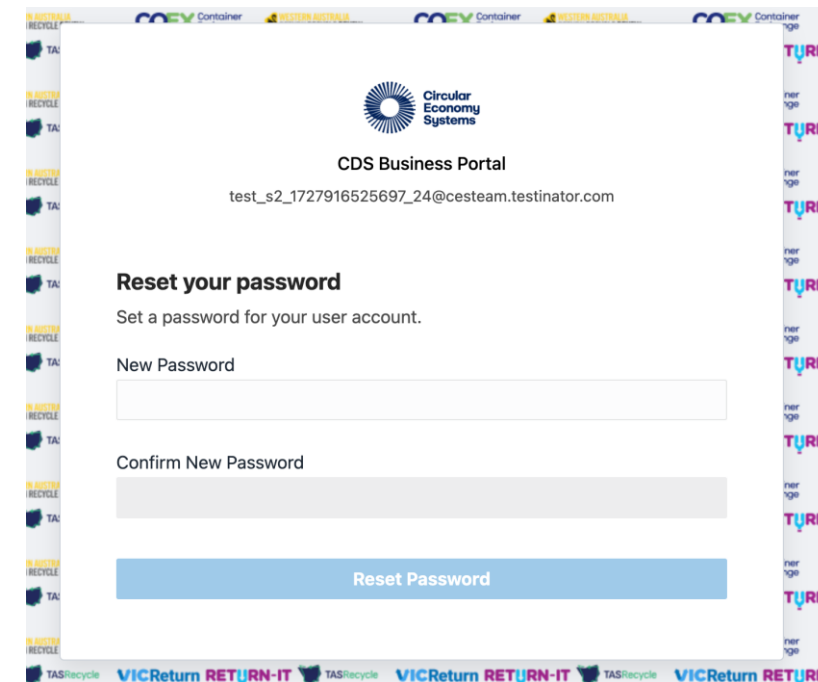
How do I reset my password?

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.



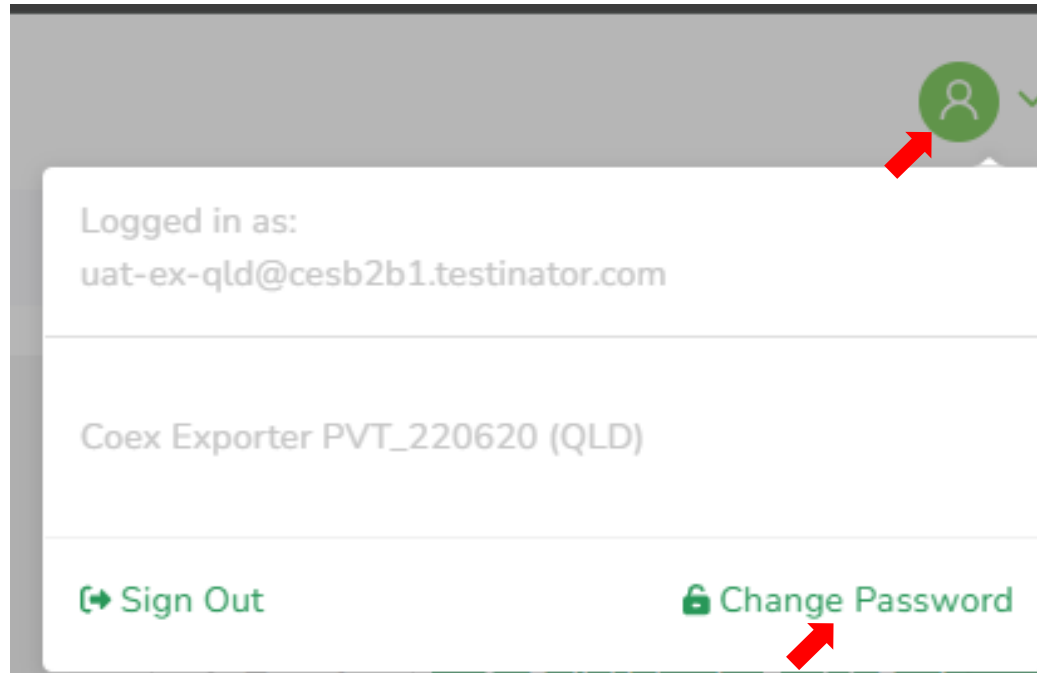
Please do not reply to this email as this email is sent from a "no-reply" account and will not be received by Circular Economy Systems.

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.

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.

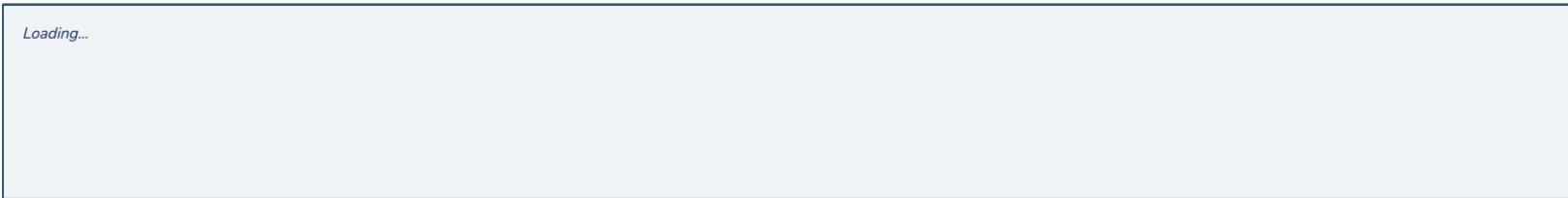
The password must have at least 1 lowercase characters.

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 filed.



When can I start submitting my Exported Volumes?

You may start submitting your volumes as soon as the new month arrives. From there, you can access the submission from the Exported Volumes page.

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

This means that it's now past the point where you're expected to submit your monthly exported volumes. The Scheme Coordinator may have already started invoicing exporters. Your submission or adjustment for this overdue period will reflect on the following billing cycle.

Where can I find the price for each material type?

The scheme pricing is usually found on your Scheme Coordinator's website. If you're having difficulty in finding it, feel free to reach out through relevant support channels.

Can I nominate to change my invoicing frequency?

No. The billing cycle is set at a monthly interval. Should you have any adjustments, feel free to submit them as necessary, with all the relevant information to support it. Those that are accepted will be calculated accordingly on the next cycle.

How do I read my invoice?

On the right is a sample of an invoice you may receive after your exports have been processed. It will have the following components:

1. Payor details
2. Payee details
3. Invoice number and date
4. Rebate breakdown – includes the periods generated for each material type, quantity, and resulting calculations.

Tax Invoice/Adjustment Note/Internal Sales Memo**

Bill To:
CONTAINER EXCHANGE (QLD) LIMITED
Level 13, 295 Ann Street Brisbane QLD 4000

From: Coex Exporter PVT_220620
ABN: 99999999999
Scheme ID: QX10003006
Level 17, 100 Creek Street,
Brisbane,
QLD 4000
Email: ap.contact@exporter.com

ABN: 90 622 570 209

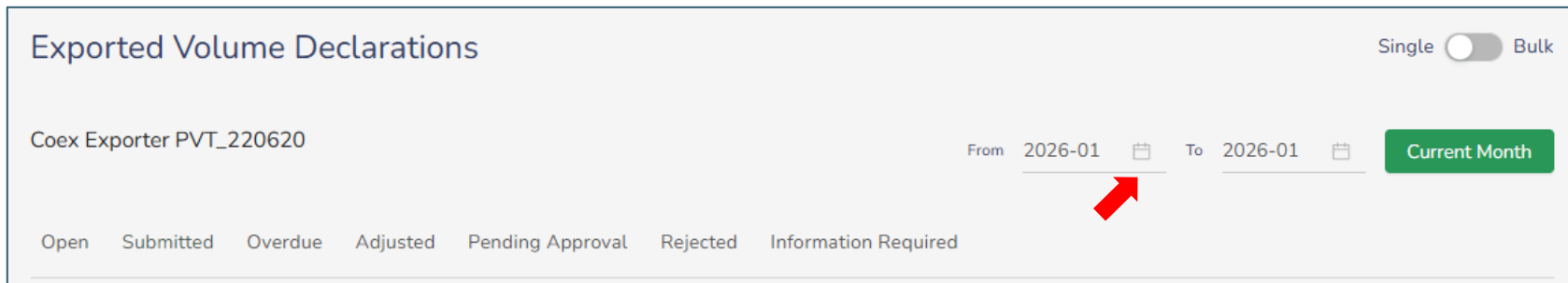
Invoice Date: 18/12/25
Invoice Number: P100111192

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Period Start Date	Period End Date	Description	Material	Qty	UOM	Unit Price AUD (ex GST)	Line Amount AUD (ex GST)
01/11/25	30/11/25	EXPORT_REBATE	Other Materials	4,126.00	Ea	0.1390	573.51
01/11/25	30/11/25	EXPORT_REBATE	PET - Clear	931,935.00	Ea	0.1350	125,811.23
01/11/25	30/11/25	EXPORT_REBATE	PET - Colour	34,328.00	Ea	0.1350	4,634.28
01/11/25	30/11/25	EXPORT_REBATE	Steel	5,832.00	Ea	0.1390	810.65
01/11/25	30/11/25	EXPORT_REBATE	Aluminium	3,137,330.00	Ea	0.1280	401,578.24
01/11/25	30/11/25	EXPORT_REBATE	Glass - Mixed	930,534.00	Ea	0.1390	129,344.23
01/11/25	30/11/25	EXPORT_REBATE	HDPE	140,264.00	Ea	0.1350	18,935.64
01/11/25	30/11/25	EXPORT_REBATE	Liquid Paper Board	373,641.00	Ea	0.1390	51,936.10
Sub-total							733,623.88
GST							73,362.39
Total AUD (inc GST)							806,986.27

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 supplier, if you are linked to more than one. Once found, expand the period and follow [these steps](#).



Exported Volume Declarations

Single ☐ Bulk

Coex Exporter PVT_220620

From 2026-01 To 2026-01 Current Month

Open Submitted Overdue Adjusted Pending Approval Rejected Information Required

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

If an adjustment is approved before the middle of the month, it will typically appear on the next invoice. Otherwise, it will be reflected in the following billing cycle.

My adjustment was rejected, what can I do next?

You will see the adjustment rejected on the portal. From here, you may reach out to your Scheme Coordinator to discuss and eventually resubmit, if agreed.

Coex Exporter PVT_220620 - November-2025
Exporter Id: QX10003006

Pending Approval
February 9, 2026

Big Ben's Beer Bottling
Exported To: EXPORTS

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	2,890	28,900	26,010
Aluminium	1,500	500	-1,000
PET - Clear	2,121	3,121	1,000
PET - Colour	0		0
HDPE	0		0
Liquid Paper Board	0		0
Steel	0	25	25
Other Materials	0		0

Latin Deli Pty Ltd
Exported To: Tasmania (TAS)

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	130,009	130,009	0
Aluminium	82,038	2,038	-80,000
PET - Clear	23,890	23,890	0
PET - Colour	0		0
HDPE	0		0
Liquid Paper Board	0		0
Steel	0		0
Other Materials	0		0

Adjustment Reason:
Clinical error
adjustment from reconciliation

Supporting Documents:
• Proof.jpg

Approver Comments:

➡

Coex Exporter PVT_220620 - November-2025
Exporter Id: QX10003006

Rejected
February 11, 2026

Big Ben's Beer Bottling
Exported To: EXPORTS

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	2,890	28,900	26,010
Aluminium	1,500	500	-1,000
PET - Clear	2,121	3,121	1,000
PET - Colour	0		0
HDPE	0		0
Liquid Paper Board	0		0
Steel	0	25	25
Other Materials	0		0

Latin Deli Pty Ltd
Exported To: Tasmania (TAS)

MATERIAL TYPE	CURRENT UNITS	NEW UNITS	ADJUSTMENT
Glass - Mixed	130,009	130,009	0
Aluminium	82,038	2,038	-80,000
PET - Clear	23,890	23,890	0
PET - Colour	0		0
HDPE	0		0
Liquid Paper Board	0		0
Steel	0		0
Other Materials	0		0

Adjustment Reason:
Clinical error
adjustment from reconciliation

Supporting Documents:
• Proof.jpg

Approver Comments:
Values outside of acceptable range

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.

Coex Exporter PVT_220620 - November-2025

Exporter Id: QX10003006

Information Required

February 11, 2026

Big Ben's Beer Bottling
Exported To: EXPORTS

Latin Deli Pty Ltd
Exported To: Tasmania (TAS)

Adjustment Reason:
Clerical error
Reconciliation changes

Supporting Documents:
• Proof.jpg
Upload Documents
Accepted file types: PDF, .png, .jpg, .jpeg

Cancel Submit

Approver Comments:
Require more details to substantiate changes



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Systems®**

Thank you!