



Note: You must outline the correct applicable sub-categories, e.g. 13.1, 13.2, 15.11, 15.12, etc.

Unique ID:

1 = Purchases

When entering a supplier (*Activity Type = 1*) you will need their 'Unique ID'.

This Unique ID number can be found on the [Members List](#) on our website.

Note: You will need to open a new web page to look up the Unique ID number on the Member's list as it cannot be searched for while logged into the reporting portal.

If your supplier is not listed, please contact info@repakelt.ie.

2 = Fitted (but bought elsewhere):

For any tyres which you only fit (but were bought elsewhere by the customer) there is no unique ID available, and so, this unique ID field will be left blank.

Note: If you have zero tyres in this category then this activity type may be omitted from your reporting.

3 = Sales

When entering sales to a trade customer (B2B) you will find their unique id number on the [Members List](#) as shown above. Again, If your customer is not listed, please contact info@repakelt.ie.

For any tyres which you may sell to the General Public (B2C) please use the Unique ID '5961344'.

Any tyres that may be sold as Export Sales should simply use the generic code '2'.

4 = Collections

Please enter the code for your collector who takes your waste tyres.

This is in the format of 'xxxx', (e.g. **1011,1012**) and can be obtained from the [Collectors List](#) on our website.

Quantity:

Enter number of tyres Purchased, Fitted (not supplied), Sold or Collected, e.g. **405**

Saving the report file:

Once all the above steps have been completed we should have a fully completed file. Save this file in .CSV format.

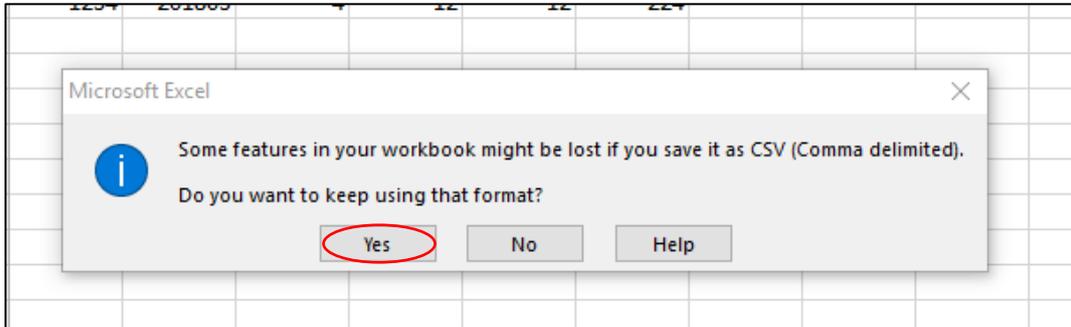
Note: Please ensure there are no extra columns or excess data as this may lead to issues with the successful submission of your file.

Example of a completed CSV File:

Member	Period	Activity Type	TyreType	UniqueID	Quantity
1418	201801	1	12	815123	405
1418	201801	1	12	1234167	321
1418	201801	1	14	2145332	22
1418	201801	2	12		32
1418	201801	3	12	5961344	640
1418	201801	3	12	2	40
1418	201801	3	12	923665	16

1418	201801	4	12	1011	430
1418	201801	4	12	1012	224

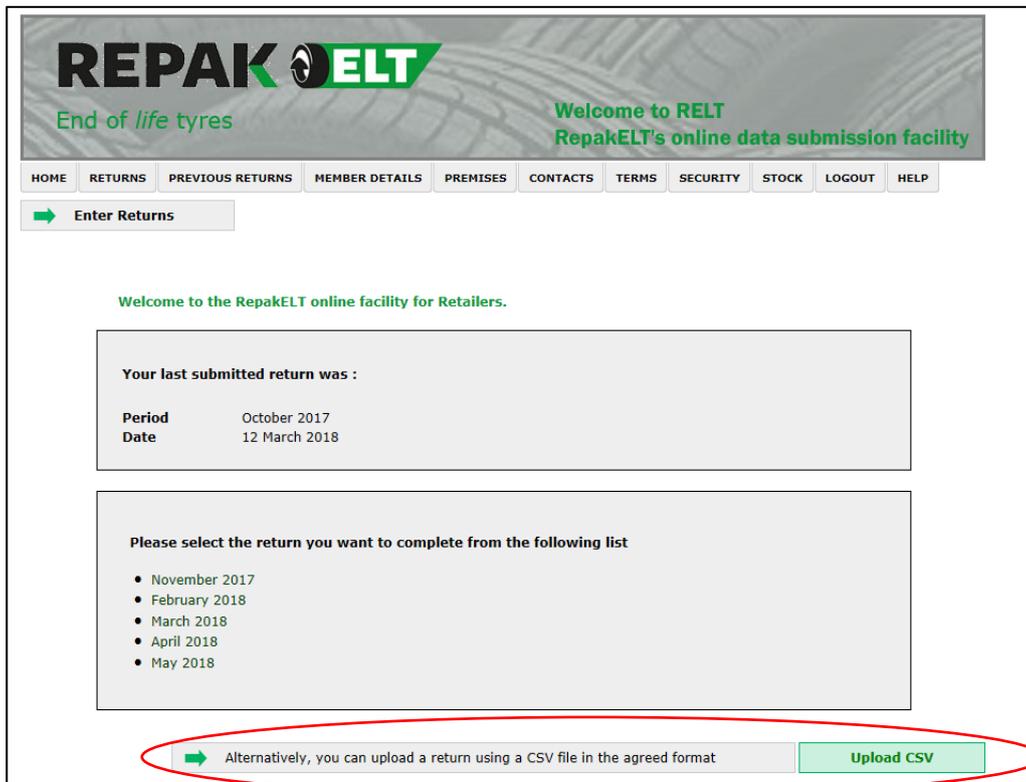
When you click 'Save As', the below message will appear. Click on 'Yes'.
 (It is important that there is no formatting in the CSV file in order for the file to upload successfully.)



Uploading your .CSV file:

When clicking on the 'Returns' tab you will be presented with a list of reporting returns which are due/overdue.

Directly below, at the bottom of the page, you will have an alternative option to upload your .CSV file.



Click on 'Upload CSV' ...

Select your CSV file with the details of your returns from your computer by clicking on the browse button:

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

File Upload

Please select a CSV file from your computer which contains the details of your return.

Repak will send an email to this address when the uploaded file is processed.

If you would like the email to be sent to an additional email address, please enter it below.

When ready to upload, click the Upload button.

File **Browse...**

Email Address **Upload**

Once file has been selected, click on upload:

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

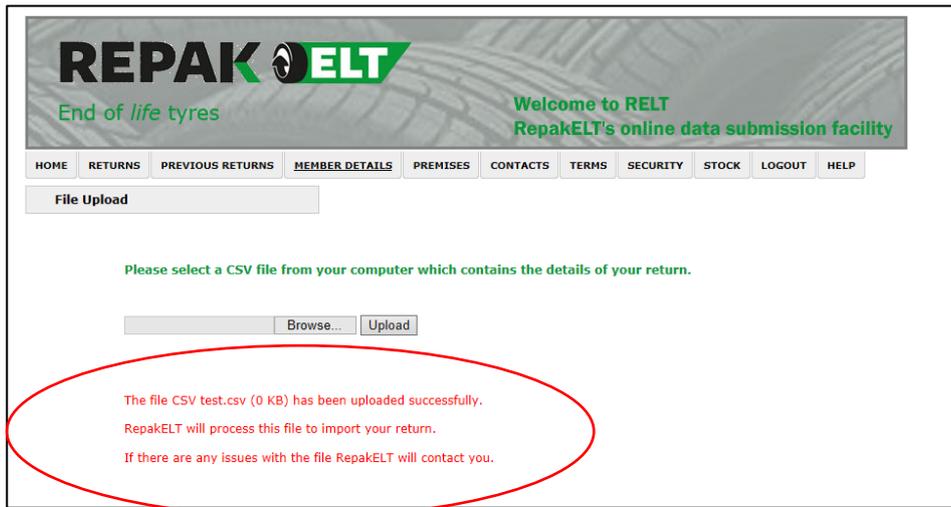
HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

File Upload

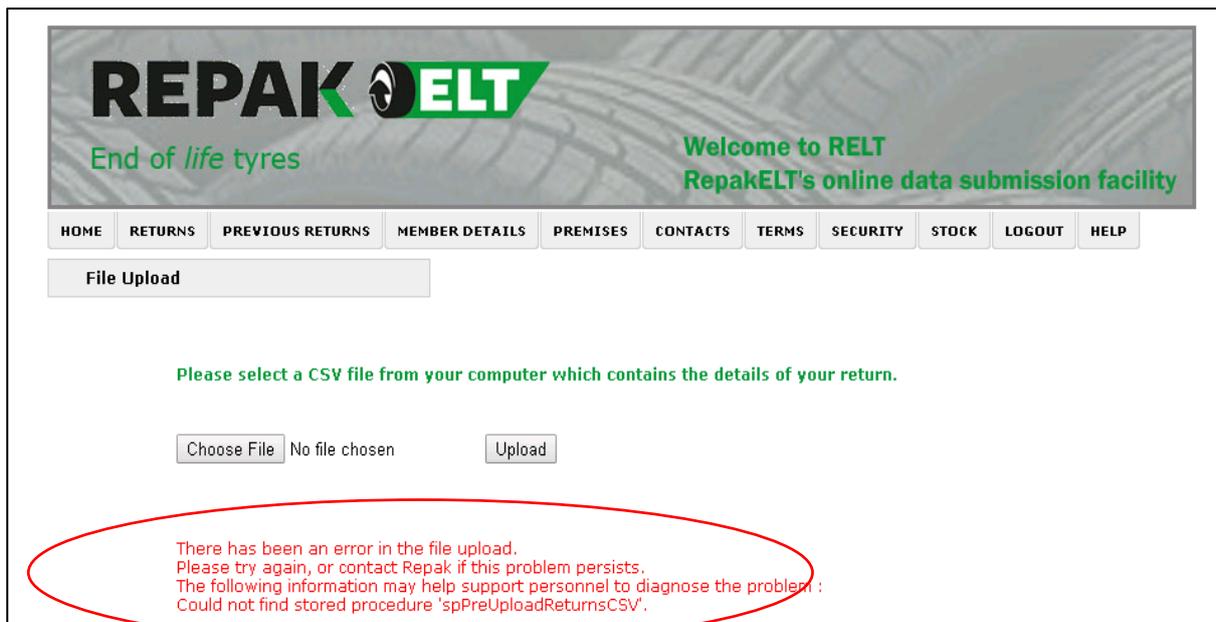
Please select a CSV file from your computer which contains the details of your return.

C:\Users\cmcgoldrick\Desktop **Browse...** **Upload**

The following message will appear when you have successfully uploaded your CSV file:



The following error message will appear if your upload was unsuccessful.



Check that all data in the CSV file has been entered correctly and retry upload.

If the problem persists then please contact a member of the Repak ELT team for assistance on (01) 4618 600.

Appendix A

Tyre Types:

Code	Tyre Type
12	Passenger Car/Van/4x4
13.1	Truck/Bus - Light Commercial
13.2	Truck/Bus - Heavy
	Part Worn/Used Agri Tyres
	Part Worn/Used Car Tyres
	Retreads - Truck/Bus
14	Motorcycle Tyres
15.1	Agri Implement 0-5kgs
15.10	Agri Tractor 41-110kgs (24/26/28/30' Tractor Tyres)
15.11	Agri Tractor 111-150kgs (34' Tractor Tyre)
15.12	Agri Tractor 151-250kgs (38' Tractor Tyres)
15.13	Agri Tractor 251-400kgs (42' Tractor Tyres)
15.14	Agri Tractor 401+kgs
15.2	Agri Implement 6-20kgs
15.3	Agri Implement 20.1-40kgs
15.4	Agri Implement 41-70kgs
15.5	Agri Implement 71-110kgs
15.6	Agri Implement 111-150kgs
15.7	Agri Implement 151-200kgs
15.8	Agri Implement 201-400kgs
15.9	Agri Tractor 10-40kgs (Front Wheel 2WD Tractor)
16.1	Construction 0-100kgs (EM 17.5 R25 Dump Truck)
16.2	Construction 100-300kgs (EM 23.5 R25 Dump Truck)
16.3	Construction 301-400kgs (EM 26.5 R25 Dump Truck)
16.4	Construction 401-500kgs (EM 29.5 R25 Dump Truck)
16.5	Construction 501-600kgs (Earthmover 2400-R35)
16.6	Construction 601-900kgs (Earthmover 45-65-R45)
16.7	Construction 901kgs
17.1	Industrial Pneumatic 21' - 25'
17.1	Industrial Solid 0 < 8'
17.2	Industrial Solid 8' <=12'
17.3	Industrial Solid 15' - 16'
17.4	Industrial Solid 20'
17.5	Industrial Solid 21' < 25'
17.6	Industrial Pneumatic 0 < 8'
17.7	Industrial Pneumatic 8' <= 12'
17.8	Industrial Pneumatic 15' - 16'
17.9	Industrial Pneumatic 20'