

CSV File Return

This guidance document is intended to help members report to Repak ELT using a .CSV file upload. If you still have any questions after reading through this document please call the Repak ELT team on (01) 4618 600 or email us at <u>info@repakelt.ie</u> and we will help with any queries.

Getting Started:

Open the 'Blank CSV template' file – please request this from Repak ELT if you do not already have it.

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	Member	Period	Activity Type	TyreType	UniqueID	Quantity	

This is where the main reporting data is inputted.

Note: You will need to fill in each category correctly in order for the CSV file to upload successfully.

Member:

Enter your four digit Repak ELT member number for each line of your report, e.g. **1418**

Period:

Enter the month you are reporting for in the following format 'yyyymm', e.g. **201801** *Note:* You will require a separate file for each reporting period.

Activity Type:

There are four activity types:

- 1 = Purchases
- 2 = Fitted (but bought elsewhere)
- 3 = Sales
- **4** = Collections

Choose the relevant activity which you wish to report, e.g. 1

Tyre Type:

Choose your tyre type from the full list provided in Appendix A at the end of this document. Example: For '*Passenger Car/Van/4x4*' tyres enter **12**

14	Motorcycle Tyres
	Part Worn/Used Agri Tyres
	Part Worn/Used Car Tyres
12	Passenger Car/Van/4x4
	Retreads - Truck/Bus
13.2	Truck/Bus - Heavy
13.1	Truck/Bus - Light Commercial



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 <u>Members List</u> on our website.

<u>Note:</u> 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 <u>info@repakelt.ie</u>.

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 <u>Members</u> <u>List</u> as shown above. Again, If your customer is not listed, please contact <u>info@repakelt.ie</u>.

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 <u>Collectors List</u> 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.)

Microsoft Excel × Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format? Yes No Help	12.34	201003	4 12	12	224			
Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format?	licros	oft Excel						×
Yes No Help	1	Some featu Do you war	res in your workbool nt to keep using that	c might be los format?	st if you sav	e it as CSV	(Comma deli	imited).
			Yes	No	Help			

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.

RE	TURNS PREVIOU	JS RETURNS	MEMBER DETAILS	PREMISES	CONTACTS	TERMS	SECURITY	STOCK	LOGOUT	HELP
Ente	r Returns									
2.100										
	Welcome to th	e RepakEL	r online facility for	Retailers.						
	Your last sub	mitted retu	rn was :							
	Period	October 2	2017							
	Date	12 March	2018							
	Please selec	t the return	you want to comp	olete from ti	ne following	list				
	November	2017								
	February 2	018								
	 March 201 	8								
	April 2018									

Click on 'Upload CSV' ...



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

End of life tyres					Welcome to RELT RepakELT's online data submission f						
юме	RETURNS	PREVIOUS RETURNS	MEMBER DETAILS	PREMISES	CONTACTS	TERMS	SECURITY	STOCK	LOGOUT	HELP	
File	Upload										
	Plea	ise select a CSV file f	from your comput	er which co	ntains the de	etails of y	our return.				
	Plea Rep: If yo	use select a CSV file f ak will send an email to ru would like the email	from your comput o this address when to be sent to an add	er which con the uploaded ditional email	ntains the de I file is proces address, plea	e tails of y sed. ase enter i	o ur return. t below.				

Once file has been selected, click on 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.

F	REI nd of <i>lif</i>	PAK (Welcome to RELT RepakELT's online data submission fac						
ME	RETURNS	PREVIOUS RETURNS	MEMBER DETAILS	PREMISES	CONTACTS	TERMS	SECURITY	STOCK	LOGOUT	HELP
	Die	ace colort a CSV file (from your compute	er which cont	tains the det	ails of un	ur return			
	Ch	oose File No file chose	en Uploa	r which con	tanis the det	ans or yo	iar retarii.			
	Thei Plea The	re has been an error i ase try again, or conta following information	n the file upload. ct Repak if this prot may help support p	olem persists personnel to (diagnose the	problem	:			

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.



Tyre Types:

<u> </u>	
Code	Туге Туре
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'