



Guidance Document for Circol ELT CSV Reporting

eQF237 - Version 2.0

Date 16/02/2023

CSV File Return

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

Getting Started:

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

A	B	C	D	E	F
Member	Period	Activity Type	TyreType	UniqueID	Quantity

This is where the main reporting data is inputted.

Note: Please ensure each category correctly completed in order for the CSV file to upload successfully

Member:

Enter your four-digit Circol 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 monthly reporting period.

Activity Type:

There are four activity types:

- 1 = Purchases
- 2 = Fitted (Tyres bought elsewhere and your business fits to customers vehicle)
- 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 on the last page 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 submit 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@Circolet.ie.

2 = Fitted (Tyres bought elsewhere and your business fits to customer's vehicle)

For any tyres which you only fit for 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@Circolet.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 sold by you), 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 as shown below

File name:	CSV File Template
Save as type:	CSV (Comma delimited)

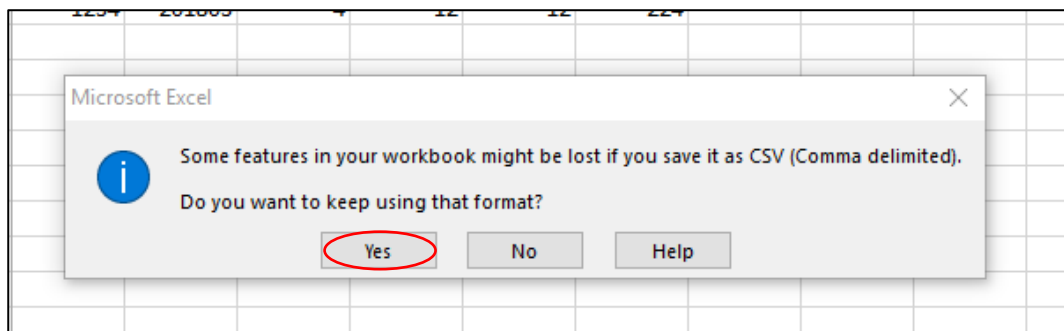
Note: Please ensure there are no extra columns or excess data as this may lead to issues with the successful submission of your file.

Example of a completed CSV File:

Member	Period	Activity Type	Tyre Type	Unique ID	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.

Welcome to Circol ELT Reporting, Circol ELT's Online Returns facility

Your last submitted return was :

Period	June 2022
Date	Tuesday 16 August 2022

Please select the return you want to complete from the following list

- September 2021
- October 2021
- November 2021
- May 2022
- July 2022
- August 2022



Alternatively, you can upload a return using a CSV file in the agreed format

Upload CSV

Click on 'Upload CSV' ...

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

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

Circol ELT will send an email to this address **info@circolelt.ie** 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 No file chosen

Email Address

Once file has been selected, click on upload:

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

Circol ELT will send an email to this address **info@circolelt.ie** 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 CSV File Template.csv

Email Address

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

The file Circol ELT CSV File.csv (0 KB) has been uploaded successfully.

Circol ELT will process this file to import your return.

If there are any issues with the file Circol ELT will contact you.

NOTE – The above message indicates that the file has been successfully sent to Circol ELT. If there are any issues with the data supplied in the CSV file, a member of Circol ELT Membership Team will be in contact with you so the file can be rectified and resubmitted.

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'