



Guidance Document for Circol ELT ATF Reporting

eQF082 - Version 1.0

Date 01/10/2018

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Introduction

Welcome to Circol ELT's reference guide to completing your ATF reporting.

The aim of this document is to assist new users with setting up their log-in details for the Returns Blackbox and to aid all users in reporting their tyre data. If you have any questions that are not addressed within this document please get in touch with Circol ELT via the contact details below:

Circol ELT contact details:

- P: (01) 4618 600
 - E: info@Circoelt.ie
 - W: www.Circoelt.ie
-

Checklist

When reporting you will need the following:

1. Username and password supplied by Circol ELT
 2. PIN code to be created by the member
 3. The number of tyres arising from processed ELVs or bought by you if applicable
 4. The number of ELVs processed through to COD stage
 5. The number of tyres sold as part-worn tyres
 6. The number of waste tyres collected by your Authorised Waste Collector
-

Getting Started

Once a new member joins Circol ELT their Blackbox login details will be emailed within 2 days. Please email us at info@Circoelt.ie if you do not receive this information.

Email will include:

1. Username (your member number with an 'A', e.g. 1418A)
2. Password (6 character code which can contain both upper and lower case letter).

There will also be a link included which allows you to click directly from the email through to the Returns Blackbox login page. Alternatively, the login page can be accessed via a link at the top of our website (www.Circoelt.ie) or by typing the following address:

- <https://www.reltretailer.ie/Account/Login.aspx>
-

Logging in

Once the login page is displayed you will be asked to input your Username and Password. Remember, this password is case-sensitive. If you forget or misplace your password or PIN you can reset by clicking on **Forgot Password or PIN? Click here**. Please see Page 17 for further instruction on resetting.

Use the original email sent by Circol ELT containing the username and password, select and copy both the username and password and paste to the relevant fields on the login page. Once completed click 'Log In'.

Note: Your Password is different to your PIN code.

Please double-check that you are using the correct code if you are having trouble logging in.


PIN Code

Once logged in for the first time a 4 digit PIN code is it to be created. Once entered select Continue.

This PIN code is known only to the user so it is important to take note and keep it somewhere safe and accessible. Circol ELT have no record of your PIN. Should any difficulties arise we can reset it back to blank, so that you will be asked to re-create a new PIN code the next time you attempt to login.

Returning user

If you have already previously set up a PIN code the following page will appear. You must now enter 3 of the 4 original digits created.

REPAK**ELT**

End of life tyres

Welcome to RELT
RepakELT's online data submission facility


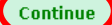
LOGOUT

Enter PIN

Please enter the selected digits from your four digit PIN

Digit 1 Digit 2 Digit 3


Clear

Home Screen

Once logged-in successfully you will be directed to the Returns Home Screen.

You will be presented with the main contact details of your company. Please review and if anything details need to be amended you can click on Member Details on the grey toolbar towards the top of the screen to edit the relevant information. For more information relating to the Member Details screen see the section on [page 15](#).

REPAK**ELT**

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Welcome to RELT
RepakELT's online data submission facility

HOMERETURNSPREVIOUS RETURNSMEMBER DETAILSPREMISESCONTACTSTERMSCHANGE PINSTOCKLOGOUTHELP

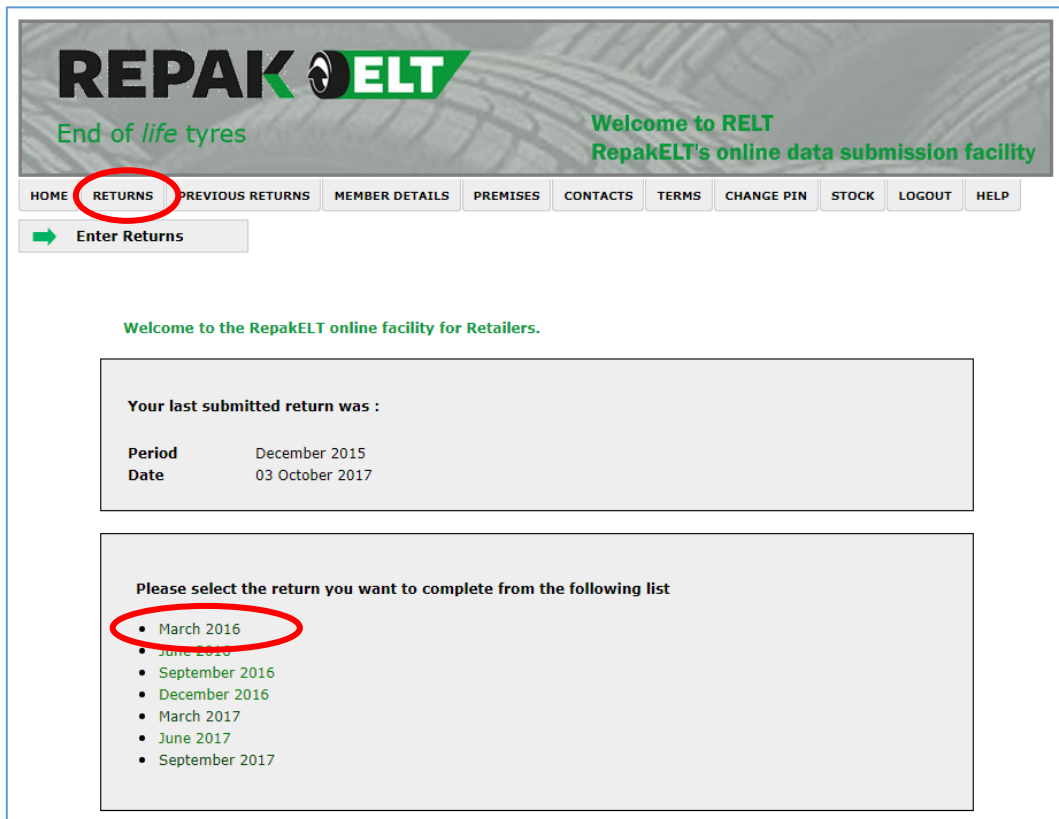
Member Details

Welcome to the RepakELT online facility for Retailers.
Please use the tabs to record returns and maintain your details.

| | | | |
|------------|------------------------|------------------|------------------|
| Name | Repak ELT Test Account | Repak No. | 1418 |
| Trading As | foobarbaz | Registration No. | foobarbaz |
| Address | foobarbaz | Telephone | foobarbaz |
| | foobarbaz | Email | info@repakelt.ie |
| | foobarbaz | Website | foobarbaz |
| | foobarbaz | Main Contact | Mark Gillick |
| County | Wexford | VAT Number | foobarbaz |
| Country | United States | Local Authority | Dublin City |
| Eircode | foobarbaz | | |

Returns

Once all of your contact details have been reviewed, click on Returns from the grey toolbar to begin entering the reporting data. You will be presented with a list of reporting returns due/ overdue. Select whichever Return Month you would like to begin with.



REPAKELT
End of life tyres

Welcome to RELT
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HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Enter Returns

Welcome to the RepakELT online facility for Retailers.

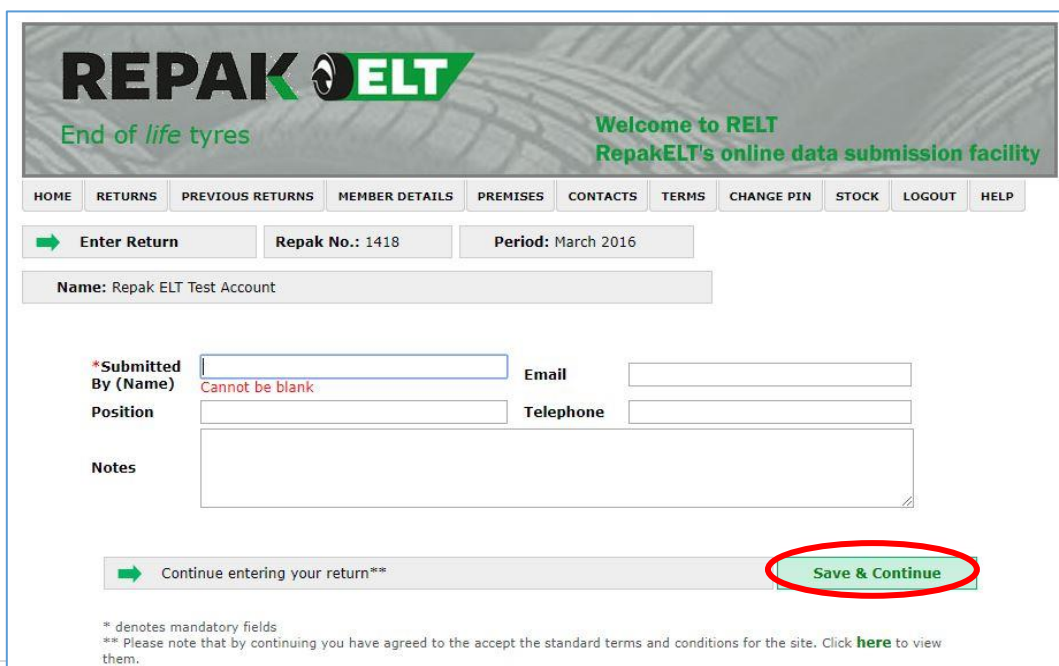
Your last submitted return was :

Period December 2015
Date 03 October 2017

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

- March 2016
- June 2016
- September 2016
- December 2016
- March 2017
- June 2017
- September 2017

The first details required relate to the person filling in the returns data. Here you are asked for some basic contact details in case there are any follow-up questions. The first text field *Submitted by (Name)) is the only field which is mandatory. You may fill out the rest of the fields as you deem appropriate. Once finished click 'Save & Continue towards the bottom right. This will bring you to the Main Menu.



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Welcome to RELT
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HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Enter Return Repak No.: 1418 Period: March 2016

Name: Repak ELT Test Account

*Submitted By (Name) Cannot be blank Email Telephone

Position

Notes

Continue entering your return** Save & Continue

* denotes mandatory fields
** Please note that by continuing you have agreed to the accept the standard terms and conditions for the site. Click [here](#) to view them.

Main Menu

Main Menu is where the main reporting data is inputted.

You will need to progress following the number sequence line by line before eventually clicking 'Review' and then 'Submit' at which point the data becomes read-only and is submitted to Circol ELT. Up until you click on 'Submit' you are able to go in and out of the information as you need to and it will be saved from session to session.

The screenshot shows the REPAK ELT Main Menu. At the top, there is a header with the REPAK ELT logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, and HELP. The main content area has a "Main Menu" button, a "Repak No.: 1418" field, and a "Period: October 2017" field. Below these is a "Name: Repak ELT Test Account" field. A message says "Please complete the steps below in sequence". A sequence of five steps is shown, each with a description and a button: 1. Enter the details of the Tyres In (Tyres In), 2. Enter the number of ELVs (ELVs), 3. Enter the details of the Tyres Out (Tyres Out), 4. Review and Submit the details (Review), and 5. Print the submission (Print). The buttons for steps 1, 2, and 3 are highlighted in blue.

As you work through the reporting lines they will change from Blue to Green as you progress. These must all be completed in order for the next line to become editable (blue). All lines above will be green by the time you reach the Review stage (which will be blue) and then with in this section clicking submit to send the data to Circol ELT. You will then be able to print your return for your records.

Inputting Data

1. Enter the details of the Tyres In

This is where you will record the amount of tyres taken in to your business in the given period. If you have more than one premises you will need to report for the total amount (or that premises will login and submit their own records).

The tyre information will need to be broken down by tyre category and the amount of tyres per category.

The Tyre Category drop down list contains all the following categories:

- Agricultural
- Construction
- Industrial
- Motorcycle
- Part Worn/ Used
- Passenger Car/ Van/ 4x4
- Retreads
- Truck/ Bus

Select the appropriate Tyre Category before moving onto the Source Category list.

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

Details of Tyres In Repak No.: 1418 Period: October 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities received by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

| Tyre Category | Type | Source | Quantity |
|---------------|------|---------------|----------|
| Please Select | | Please select | |

First Last

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here. Add Supplier

In the Source section, General Public has been saved within the drop down menu.

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

Details of Tyres In Repak No.: 1418 Period: October 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities received by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

| Tyre Category | Type | Source | Quantity |
|------------------|------|---------------|----------|
| Part Worn / Used | | Please select | |

First Last

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here. Add Supplier

Adding Supplier

The second drop down list titled Source relates to Suppliers from whom you received tyres.

When reporting for the first time you will need to add your suppliers into this list. To do so click Add Supplier towards the bottom right. This will open up a new screen where you will be able to enter the number of your supplier before clicking 'OK'.

This number can be found on the Members List by following this link <https://Circoelt.ie/member-list/?operator=&county>. You will need to open a new web page to look up the number on the members list as it cannot be searched while logged in to the returns site. If your supplier is not listed please contact info@Circoelt.ie.

Should you have more than one supplier you can go back in to 'Add Supplier' as often as required. Once added, your suppliers will always be listed for future reporting. If you have a lot of suppliers and think this might take you a considerable amount of time then you can get in touch with Circol ELT and we can upload the relevant Suppliers to the Blackbox on your behalf.

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HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Add supplier

Cancel Back

Please enter the unique member number for the supplier. You can find this on the RepakELT Web Site

If the supplier is not listed on the web site, then please contact RepakELT directly to obtain the number for the supplier.

Number

Add OK

Once your Suppliers have been uploaded they will become visible in the Supplier drop down list. Click on the relevant supplier and then finally add the number of tyres you were supplied from the business. Once this is complete, click Save to the right of the row. Your data has now been recorded.

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

Details of Tyres In Repak No.: 1418 Period: October 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities received by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

| Tyre Category | Type | Source | Quantity |
|----------------|------|----------------|----------|
| Part Worn Used | | General Public | 200 |

Save

First Last

Once all your data has been entered click on "Next"

Supplier not on the list? Add them here. Add Supplier

When you are happy that all the relevant data has been added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **2. Enter the number of ELVs**

2. Enter the number of ELVs

The inputs row has now turned green and the **ELV's** row has turned blue, therefore, you may now click and enter the data.

Enter the number of ELVs for the period and click Save.

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End of life tyres

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

ELVs Repak No.: 1418 Period: October 2017

Return to main menu main menu

Proceed to next step Next

Enter number of ELVs for the period

ELV Quantity

0 Save

When you are happy that all the relevant data has been added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **3. Enter the details of the Tyres Out**

3. Enter the details of the Tyres Out

In this section enter tyre quantities collected from you, or tyres sold by you, in the period.

Collections

Here you will enter the information relating to waste tyres collected by your waste collector from your premise. If you have more than one premises you will need to report for the total amount from all your premises.

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

Details of Tyres Out Repak No.: 1418 Period: October 2017

Return to main menu main menu

Enter tyre quantities collected from you, or tyres sold by you, in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation

Tyre Category Authorised Collector Quantity

Please Select Please Select

Save

Once all your data has been entered, click on "main menu"

Collector not on the list? Add them here. Add Collector

Again, select the appropriate Tyre Category. Then select Authorised Collector, finally, the number of tyres collected in that period.

When reporting for the first time you can add your waste collector into this list. To do so click Add Collector towards the bottom right. This will open up a new screen where you will be able to select from a drop down menu before clicking 'Save & Continue'.

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HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Add To List

Cancel Back

Please select the Collector from the selection list below

Collector Crossmore Transport Ltd

Add Save & Continue

Sales

Select the appropriate Tyre Category before moving onto the Authorised Collector drop down menu. **When logging sales this is also under the Authorised Collector heading. The word Sales is pre-saved.** Enter the quantity and click save.

When you are happy that all the relevant data has been added click on save. When all the required data has been inputted click Main Menu to return to this screen.

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

Details of Tyres Out Repak No.: 1418 Period: October 2017

Return to main menu main menu

Enter tyre quantities collected from you, or tyres sold by you, in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

| Tyre Category | Authorised Collector | Quantity | | |
|-----------------------|----------------------|----------|--------|--------|
| Part Worn / Used | Sales | 100 | Change | Delete |
| Passenger Car/Van/4x4 | Test (Test) | 100 | Change | Delete |
| Please Select | Please Select | | Save | |

First 1 Last

Once all your data has been entered, click on "main menu"

Collector not on the list? Add them here. Add Collector

4. Review and submit the details

At this stage you should have reported all the relevant information for your return. The first three lines should now all be green with Review in blue. Everything can still be edited at this point.

The screenshot shows the RepakELT online data submission facility interface. At the top, there is a header with the RepakELT logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, and HELP. Below the navigation bar, there are fields for "Main Menu", "Repak No.: 1418", and "Period: October 2017". Below these fields, there is a field for "Name: Repak ELT Test Account". Below the name field, there is a section titled "Please complete the steps below in sequence" with five numbered steps: 1. Enter the details of the Tyres In (Tyres In), 2. Enter the number of ELVs (ELVs), 3. Enter the details of the Tyres Out (Tyres Out), 4. Review and Submit the details (Review), and 5. Print the submission (Print). The "Review" button is highlighted in blue.

After selecting Review the Return Summary is displayed. When you are certain you are finished click on Submit. This is sent to Circol ELT. After submitting there is an option to print the reporting.

The screenshot shows the RepakELT online data submission facility interface after selecting "Review". The "Review Return" button is highlighted in green. Below the "Review Return" button, there are fields for "Repak No.: 1418" and "Period: October 2017". Below these fields, there are two buttons: "Submit this return" and "Return to main menu". The "Submit" button is circled in red. Below the buttons, there is a section titled "Return Summary" with the following details: Member: Repak ELT Test Account, Returns Period: October 2017, Submitted By: Jane, Contact Details: Tyres In: 200, ELVs: 100, Tyres Out: 200, Return Notes: [empty]. Below the "Return Summary" section, there is a section titled "Return Details" with two tables. The first table is "Details of Tyres In" with columns: Tyre Category, Source, and Quantity. The second table is "Details of Tyres Out" with columns: Tyre Category, Collector, and Quantity.

| Tyre Category | Source | Quantity |
|------------------|----------------|----------|
| Part Worn / Used | General Public | 200 |

| Tyre Category | Collector | Quantity |
|-----------------------|-------------|----------|
| Part Worn / Used | Sales | 100 |
| Passenger Car/Van/4x4 | Test (Test) | 100 |

Your information now becomes locked down and read-only. If you would like to view your return then click on Previous Returns in the grey toolbar. If you notice any errors you should email Circol ELT with information relating to the error and the correct information that should replace it.

Previous Returns

Previous returns will become available to view, click on this tab and all your historical reporting will be available below. You can click on whichever report you like and all associated data will be presented.

The screenshot shows the REPAK ELT website header with the logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". Below the header is a navigation bar with tabs: HOME, RETURNS, PREVIOUS RETURNS (highlighted with a red circle), MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, and HELP. Below the navigation bar is a button labeled "Previous Returns" with a green arrow icon.

The screenshot shows a box with the text "Please select the return you want to review from the following list". Below the text is a list of return dates: December 2015, March 2016, March 2017, and September 2017. The date "December 2015" is highlighted with a red circle.

Member Details

If there are any details which may require updating such as a change of Main Premises, a phone number/ email address, etc. you can edit this information.

The screenshot shows the REPAK ELT website header with the logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". Below the header is a navigation bar with tabs: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS (highlighted with a red circle), PREMISES, CONTACTS, TERMS, CHANGE PIN, UPLOAD, and LOGOUT. Below the navigation bar is a button labeled "Member Details" with a green arrow icon and a box labeled "Repak No.: 1418". Below the button is a form with the following fields: Name* (The Repak Tyre Company (TEST)), Trading As (Repak Tyres), Address* (Red Cow Interchange Estate, 1, Ballymount Road, Clondalkin), County (Dublin 22), Country* (Ireland), Eircode (D22 HW67), Registration No. (5555555), Telephone ((01) 4618600), Email (info@repakelt.ie), Website (www.repakelt.ie), VAT Number (IE1111111E), and Local Authority (South Dublin County Council). At the bottom of the form is a button labeled "Save" with a green arrow icon and a button labeled "Save" with a green circle around it. Below the form is a note: "* denotes mandatory fields".

Premises

If you need to change a premises in any way you can do so here. If the premises is no longer dealing in tyres or waste tyres then click on deactivate. If you have another premises a new premises then you can add it here.

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End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS **PREMISES** CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

➔ Premises Repak No.: 1418

This is a list of your premises. Use the controls below to change these details or add details for other premises.

| | Name | Address1 | Address2 | Address3 |
|---------------------------------|-------------|-----------------|----------|----------|
| Change Deactivate | Repak Tyres | Ballymount Road | | |

Add

File Upload

For any other information relating to your reporting, etc., you can add these documents here.

Simply click Upload and browse for the relevant file in order to upload it here.

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN **UPLOAD** LOGOUT

File Upload

Please select a file from your computer which you wish to upload to Repak.

Choose file No file chosen **Upload**