

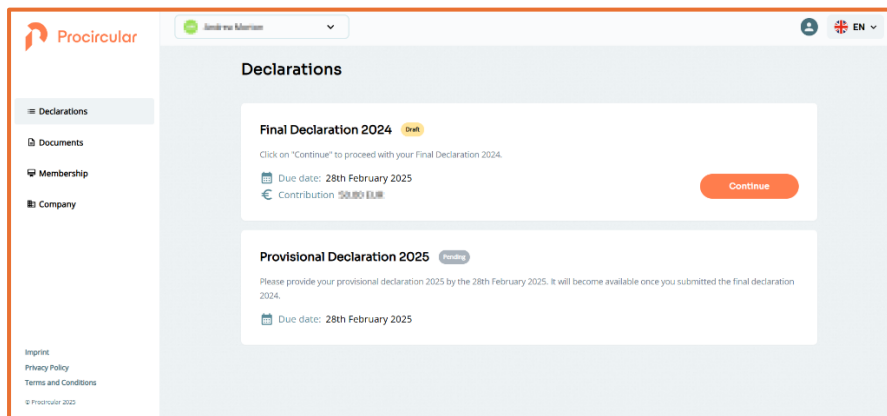
How does the portal for submitting the packaging report work in Procircular? - Group 1

This guide will inform you about the process of submitting the declaration in Procircular. Within the [Producer Portal](#), on the menu on the left, you will find a new section called: **Declarations**

The process consists of two phases:

1. Submission of the final declaration for 2024
2. Submission of the provisional declaration for 2025

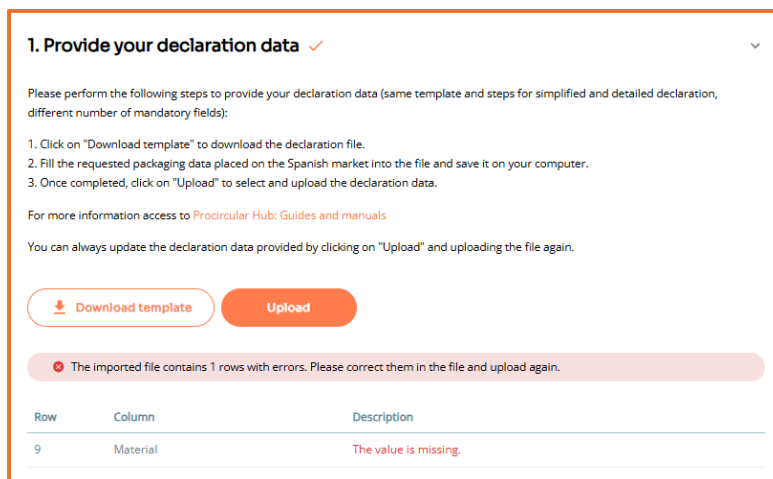
Submission of the final declaration for 2024



Step 1: Provide the details of your declaration

When you enter this section, you will see a screen where you will find the link to start the **2024 final declaration**. Clicking on "**Continue**" will open a screen where you can download the Excel template that you need to complete. From Procircular, you will receive your **2024 Provisional Declaration** in the new format.

Please update the template with the final information on the packaging placed on the market in 2024, so that your company can generate the **2024 final declaration**. When you upload the completed template with the required information, **the system will verify the file** and notify you if any errors are detected.



If there are any errors, the system will indicate them by row and column so that you can correct them and re-upload the file.

We have attached a link with the validations that the system performs to help you avoid errors. Click [here](#) to view the document.

Step 2: Review the results

The system will read the file and detail the contribution of household packaging for 2024. If you upload information on commercial/industrial packaging for 2025 in the same file, the system will not validate it, as only household packaging is included in the 2024 final declaration.

2. Review your results

This is the result of the contribution of the declaration. If you want to modify the data provided, go back to the previous step and upload a file again.

Stream	Quantity	Contribution ^{1 2}
Household	97,904.700 kg	46,095.07 EUR
Total	97,904.700 kg	46,095.07 EUR

¹The calculation is based on the tariffs as published on: <https://procircular.es/en/our-operation/>
²The total contribution does not include the EPR costs of reusable packaging, which will be paid later. After submitting the declaration, Procircular will analyze the declared information and contact the company to inform them whether the Type I or Type II reusable rate applies. Once the rate is confirmed, the billing for the corresponding amounts for reusable packaging will proceed.

i After submitting the final 2024 declaration, if the producer has memberships for other packaging streams for 2025, they will need to re-upload the template in the "2025 provisional declaration" section.

[Download results](#) [Save and close](#) [Next](#)

At this stage, you can also download the declaration details, including the **economic contribution**, in .CSV format, allowing you to review the declared costs per row.

It is important to know that you can return to the first step as many times as needed.

Click "Next" to proceed to the final step.

Step 3: Provide payment details and complete your declaration

3. Provide your payment details and complete your declaration

Total contribution
excl. tax **46,095.07 EUR**

SEPA mandate
 Bank transfer

You will receive an invoice with all relevant payment information.

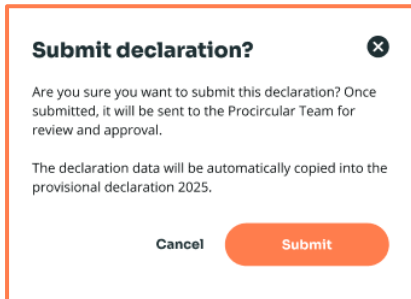
I confirm that I am authorized to submit this declaration on behalf of my company to PROCIRCULAR ENVASES SL. *

[Submit](#)

To conclude, in this third step, you will see the total contribution to PRO, and this is where you must provide your **payment details**. At this point, you will need to select the **payment**

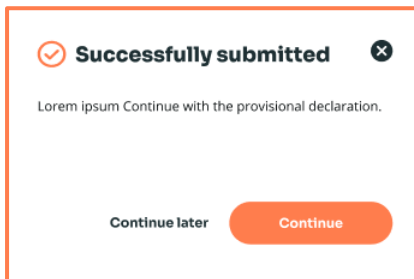
frequency (annual, quarterly, or monthly) as well as the **payment method** (SEPA or bank transfer).

Once this information has been completed, you can click **"Submit"**. It is important to note that **once the declaration has been submitted, it cannot be modified. Please ensure that all submitted information is correct before proceeding.**

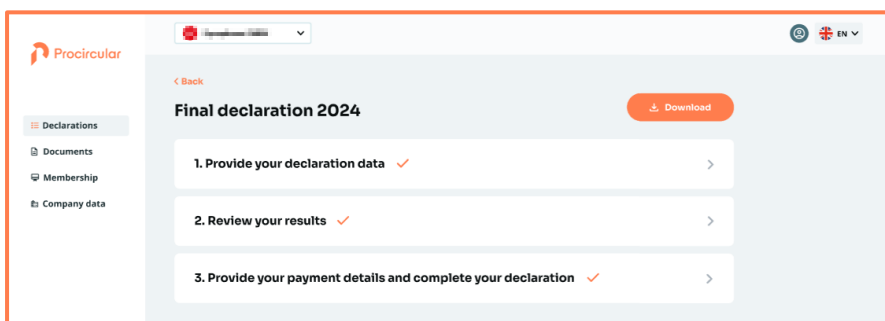


A confirmation notification will appear before submitting the declaration. Clicking **"Submit"** will send it to Procircular.

It is important to highlight that submitting the packaging declaration in **Procircular** does not require a **digital signature** beforehand.



After clicking **"Submit"**, you will see a confirmation message stating that the declaration has been successfully submitted. You can then click **"Continue"** to return to the **declaration menu** and review the submitted information.



Submission of the provisional declaration for 2025

Once the **final declaration for 2024** has been submitted, it will be necessary to confirm the **provisional declaration for 2025**.

In most cases, the **2024 final declaration** is used as the **2025 provisional declaration**. In this case, you will only need to add any missing **packaging flows (commercial/industrial)** and validate it.

The system we have designed allows companies to modify the **2025 provisional declaration** to accommodate changes, such as removing certain packaging formats from their portfolio or selling a specific business unit.


In these cases, you must download the **Excel file** corresponding to the **2024 final declaration**, make the necessary changes, and upload it again, following the same process as before.


If your company does not complete this final step, we will assume that the **2024 final declaration** will be used as the **2025 provisional declaration**.

Declarations

Final Declaration 2024 Submitted

Your declaration is waiting for review and approval by Procircular.


 Submission date: 13th February 2025


 Contribution: 749,100 €

[View](#)

Provisional Declaration 2025 Submitted

Your declaration is waiting for review and approval by Procircular.

 Submission date: 13th February 2025

 Contribution: 140,000 €

[View](#)

We are here to support you throughout this process. For any queries, please contact us via info@procircular.es, your account manager, or through our website: www.procircular.es

Best regards,
The Procircular Team