

## How does the portal for submitting the packaging declaration work in Procircular? - Group 2

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**

### Submission of the 2025 Provisional Declaration

Before we begin, we would like to clarify that if your company belongs to **Group 2**, it is likely that the final declaration for your household packaging is still registered with your previous SCRAP. At Procircular, we are developing a converter for users who need to upload their household packaging declaration in a different format.

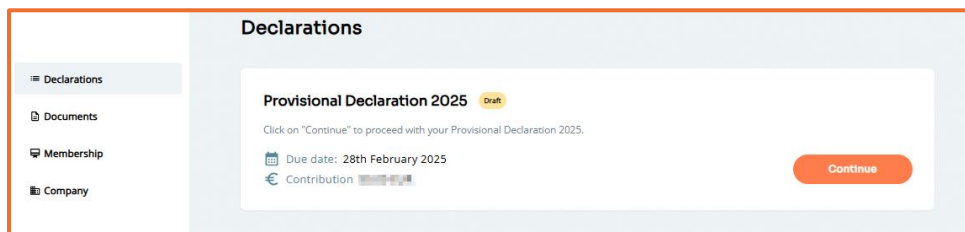
When you enter this section, you will see a screen with a link to start your **2025 provisional declaration**.

This group will go through **four steps** to complete their **2025 provisional declaration**:

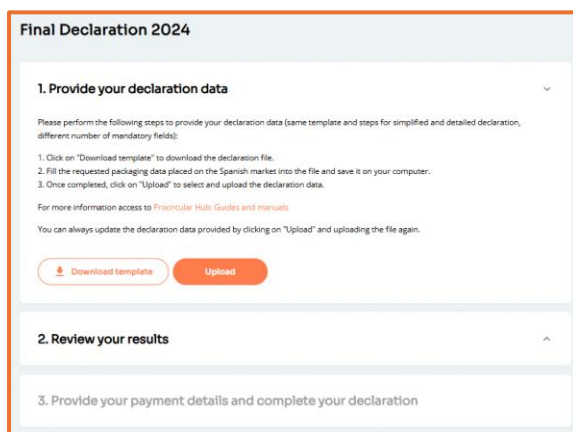
**Step 1:** (Available from mid-February) Convert Household Packaging Declaration from Ecoembes

If your declaration is in the format used by your previous SCRAP, you will find a button to upload that file, and the system will convert it into the Procircular format.

We have attached a guide to help you download the details of the declaration submitted to your previous SCRAP.



**Step 2:** (This section is already available for other packaging types: commercial and industrial) By clicking on "**Continue**", this screen will open, allowing you to download the **Excel template** that you must complete. It is essential that you use the downloaded version to ensure compatibility with the portal when uploading it.



Please **complete the Procircular template** with your commercial and industrial packaging data. When you upload the completed template with the required information, the system will verify the file and notify you if any errors are found.

**1. Provide your declaration data** ✓

Please perform the following steps to provide your declaration data (same template and steps for simplified and detailed declaration, different number of mandatory fields):

1. Click on "Download template" to download the declaration file.
2. Fill the requested packaging data placed on the Spanish market into the file and save it on your computer.
3. Once completed, click on "Upload" to select and upload the declaration data.

For more information access to [Procircular Hub: Guides and manuals](#)

You can always update the declaration data provided by clicking on "Upload" and uploading the file again.

Download template
Upload

❗ The imported file contains 1 rows with errors. Please correct them in the file and upload again.

Row	Column	Description
9	Material	The value is missing.

If any errors are detected, the system will indicate them by **row and column**, allowing you to 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 3: Review Your Results

The system reads the file and details the contribution per packaging flow registered with the PRO.

**Provisional Declaration 2025**

**1. Provide your declaration data** ✓

**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 <sup>1</sup>
Commercial	178.880 kg	148.880,00€
Household	1.880 kg	158.880,00€
Industrial	278.880 kg	158.880,00€
<b>Total</b>	<b>459.640 kg</b>	<b>466.640,00€</b>

<sup>1</sup> The calculation is based on the tariffs as published on: <https://procircular.es/sector-operativo/>

<sup>2</sup> The total contribution does not include the PIR 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 amount for reusable packaging will proceed.

<sup>3</sup> There is always a minimum contribution fee of 50 € applied.

Download results
Save and close
Next

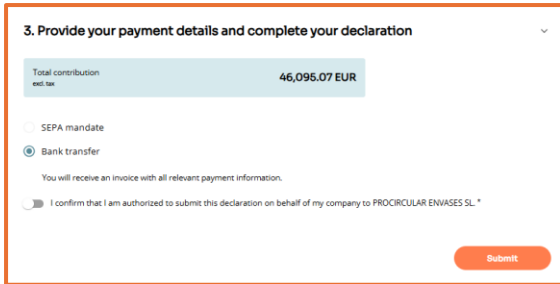
At this stage, you can download the declaration details, including the economic contribution, in .CSV format to assess the declared cost per row.

*[Here](#) you can find a manual to help you convert the .CSV file to Excel for easier reading.*

**It is important to note that you can go back to Step 1 as many times as needed.**

Click "Next" to proceed to the final step.

## Step 4: Provide Payment Details and Complete Your Declaration

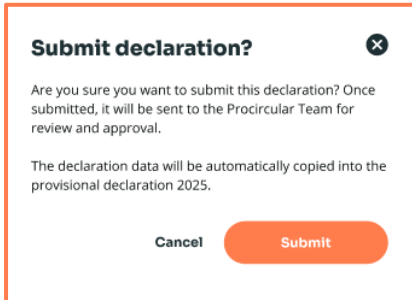


The screenshot shows a form titled "3. Provide your payment details and complete your declaration". At the top, it displays "Total contribution est. tax" as "46,095.07 EUR". Below this, there are two radio button options: "SEPA mandate" (unselected) and "Bank transfer" (selected). A note states, "You will receive an invoice with all relevant payment information." At the bottom, there is a checkbox for "I confirm that I am authorized to submit this declaration on behalf of my company to PROCIRCULAR ENVIASES SL." which is also unselected. A "Submit" button is located at the bottom right of the form.

In this last step, you will be able to view the **total contribution to SCRAP** and will need to provide **payment details**. At this point, you must choose: The **payment frequency**: Annual, quarterly, or monthly and the **payment method**: SEPA or bank transfer.

Once this information is completed, you can click "**Submit**".

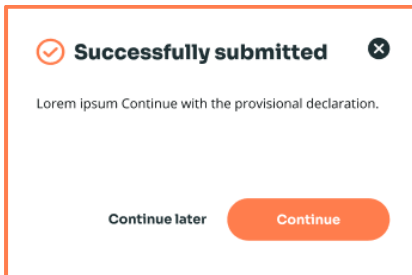
**Please note: Once the declaration is submitted, it cannot be modified, so please ensure that all the information provided is correct before submission.**



The screenshot shows a confirmation dialog titled "Submit declaration?". The text asks, "Are you sure you want to submit this declaration? Once submitted, it will be sent to the Procircular Team for review and approval." Below this, it states, "The declaration data will be automatically copied into the provisional declaration 2025." At the bottom, there are two buttons: "Cancel" and "Submit".

A confirmation notification will appear before sending the declaration. Once you click "**Submit**", it will be sent to **Procircular**.

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



The screenshot shows a confirmation message titled "Successfully submitted". The text says, "Lorem ipsum Continue with the provisional declaration." At the bottom, there are two buttons: "Continue later" and "Continue".

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

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

**Best regards,  
The Procircular Team**