

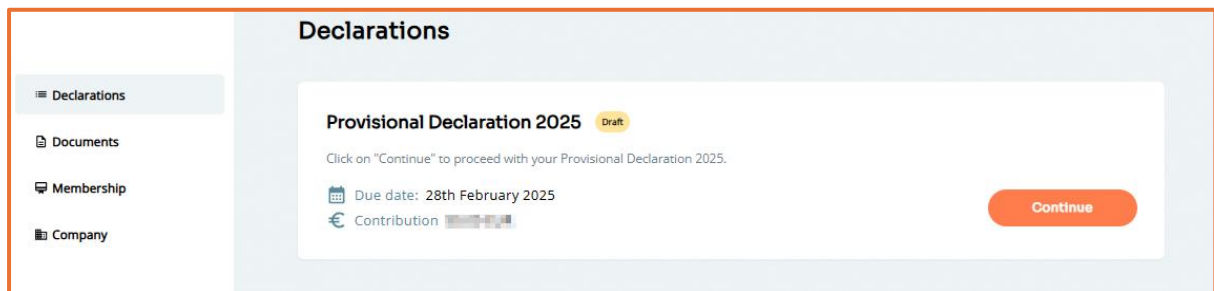
How does the portal for submitting the packaging declaration work in Procircular? - Group 3

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 provisional declaration for 2025

Once you enter this section, you will see this screen where you will find the link to start the **provisional 2025 declaration**

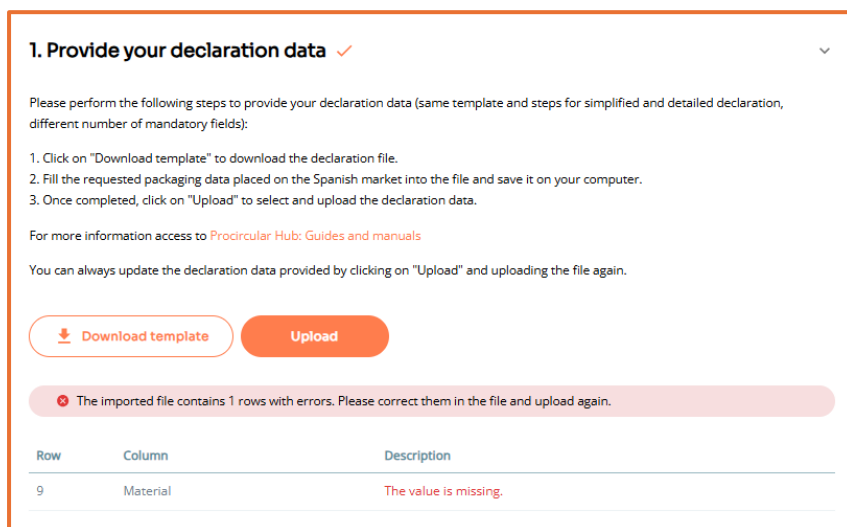
This group will have 3 steps to complete their provisional 2025 declaration:



Step 1: Provide the data for your declaration

By clicking "Continue" this screen will open, where you can download the Excel template that you will need to fill in. It is important to use the version you download to ensure compatibility with the portal when you upload it.

Please complete the template with the packaging information that your company placed on the market in 2024. This information will serve as a base, and in February 2026, it will be corrected with the actual data. When you upload the completed template with the requested information, the system will verify the file and notify you if there are any errors in the information.

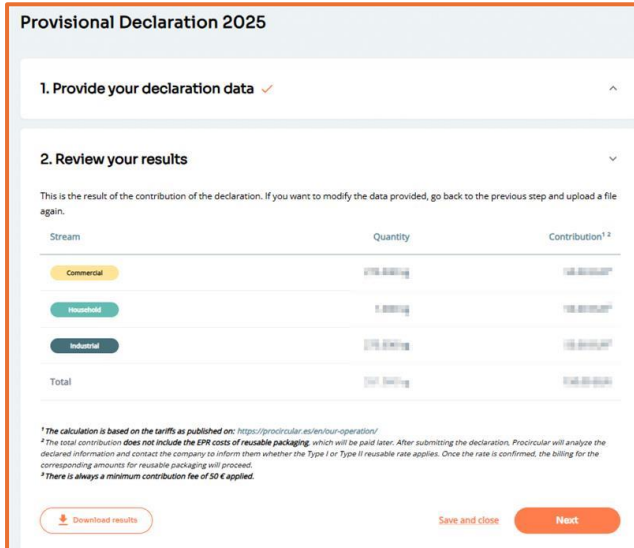


If an error is found, the system will indicate it by row and column, allowing the producer to fix it and re-upload the file.

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 your results

The system will read the file and provide the contribution per packaging flow adhered to the SCRAP.



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.

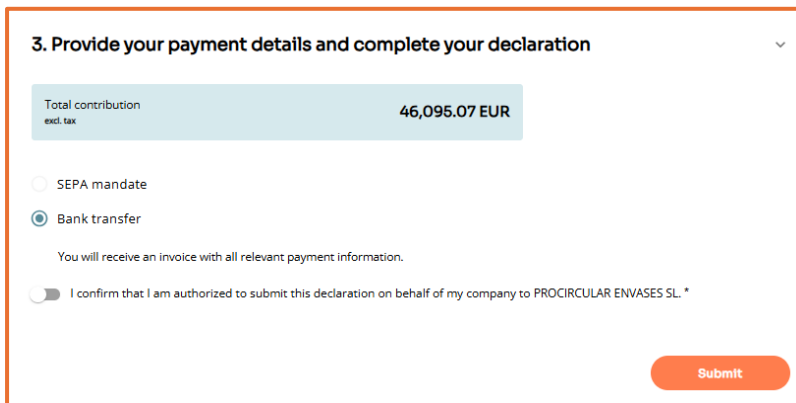
Stream	Quantity	Contribution ¹ ²
Commercial	1776.000 kg	148.800,00€
Household	1.000 kg	108.000,00€
Industrial	1776.000 kg	148.800,00€
Total	4552.000 kg	405.600,00€

¹ The calculation is based on the tariffs as published on: <https://procircular.es/en/our-operations/>.
² The 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.
³ There is always a minimum contribution fee of 50€ applied.

Download results Save and close Next

In this step, you will also be able to download the declaration details with the financial contribution in .CSV format to assess the cost per declared row.

It is important to know that you can return to the first step as many times as needed. Click “Next” to continue to the final step.



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

Step 3: Provide payment details and complete your declaration

To finish, in this third step, you will see the total contribution to the SCRAP and where you need to **provide your payment details**. At this point, you will need to choose the payment frequency: annual, quarterly, or monthly, as well as the **payment method**, SEPA or bank transfer.

Once this information is completed, you can click “Submit.” **It is important to note that once you submit the declaration, you will not be able to go back, so please make sure the submitted information is correct.**

Submit declaration? ✕

Are you sure you want to submit this declaration? Once submitted, it will be sent to the Procircular Team for review and approval.

The declaration data will be automatically copied into the provisional declaration 2025.

Cancel

Submit

You will receive this confirmation notification to submit the declaration. By clicking "Submit," it will be sent to Procircular.

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

✔ Successfully submitted ✕

Lorem ipsum Continue with the provisional declaration.

Continue later

Continue

When you click "Submit," you will see this message confirming that it was successfully sent, and you can 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, your account manager, or through our website: www.procircular.es

**Best regards,
The Procircular Team**