



Procircular Packaging Declaration Dictionary

Below is a table that includes the **titles of each declaration column**, accompanied by a **brief description of the expected content** in each case. Also, the third column specifies for whom it is mandatory to complete said field.

Procircular will use a single template for all declarations, whether simplified (less than 15 tonnes) or detailed (more than 15 tonnes), and for the three packaging flows: household, commercial, and industrial.

This template is designed with color-coded columns:

- **ORANGE:** Mandatory for all producers (simplified and detailed).
- **AQUA GREEN:** Mandatory for detailed declarations (<15 tonnes).
- **LIGHT GREEN:** Mandatory if applicable.
- **BROWN:** Mandatory for reusable packaging.
- **PINK:** Optional, depending on the producer's needs.

| Column Title | Content Description | Mandatory |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Tax ID (NIF) | Tax identification number of the Product Producer. | Optional |
| Item Reference (grouping packaging formats) | Unique numerical or alphanumeric code that identifies the packaging format of a given product. It can be related to the format indicator of other PROs to which the Product Producer was subscribed. Example: If you wish to declare a pack of bottles, you must write the reference in this field for all lines: for the bottle, the cap, the label, and the film. | Mandatory >15 tonnes |
| Additional item information (EAN, SKU, etc.) | Unique numerical code that identifies each of the components making up a format. | Optional |
| Item Description | Brief description of the product and sales format. Example: Pack of 6 cartons. | Optional |

| Column Title | Content Description | Mandatory |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Tax ID (NIF) | Tax identification number of the Product Producer. | Optional |
| Type of Product Contained | Description of the product, classified based on a "Product Type" Master. Select from the dropdown options. | Mandatory > 15 tonnes |
| Flow | Flow to which the packaging element belongs. Can be: household, Commercial, or Industrial. | Mandatory |
| Type of Use | How the packaging element is used: Single-use or Reusable. We must consider that when reusable packaging is available, there may be elements accompanying the main packaging that are not reusable. Example: returnable glass bottle will have an aluminum, plastic, or steel cap that is not returnable because the cap is single-use. | Mandatory |
| Packaging Function | Primary: when the product content cannot be modified without opening or modifying this packaging. Example: bottle, cap... Secondary: designed to form a grouping of several primary packages. Example: cardboard box to contain 6 bottles Tertiary: designed to facilitate the handling and transport of one or more packaging units. Example: shrink film for pallet | Mandatory > 15 tonnes |
| Packaging Type | Description of the packaging element. See PROCIRCULAR declaration excel tab: "Packaging Type". Select from the dropdown options. | Mandatory |
| Weight or Volume of product contained in the packaging (ml or g) | Weight in grams or milliliters of the product contained by the packaging element. When there are several packaging elements in a format, it will be filled in ALL lines. Example 1: The product weight will be 1l for the cap, bottle, and label line. Example 2: A pack of 6 liter bottles, the weight will be 6l for all lines equally, for the cap, bottle, and label. | Mandatory > 15 tonnes |
| Packaging Weight (g) | Weight in grams of the packaging element. | Mandatory |
| Packaging Units per format | Number of units of that packaging element contained in a composition. | If applicable |
| Total Sales of the Format (units) | Total sales for that reference expressed in units. | Mandatory |

| Column Title | Content Description | Mandatory |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| HORECA Sales | Of the total sales, those intended for the HORECA channel. | If applicable |
| Auto-Import Sales (C/I) (units) | Of the total sales, those acquired by the product producer, originating from a producer outside the national territory and used for the production process of the acquiring producer. | If applicable |
| Material | Material of the packaging element. See PROCIRCULAR master: "Materials". Select from the dropdown options. | Mandatory |
| Grouping of lines composing a Multimaterial packaging | This field defines whether the material of the packaging element is composed of one or more materials. See PROCIRCULAR declaration excel tab: "Nomenclature". There you will find the different options that will then affect the tariff and eco-modulation. Example: it can be monomaterial or multimaterial with EVOH >=5% | If applicable |
| Recycled Material Content (%) | Amount of recycled material in the packaging element, as a % of the total weight of the packaging element. | If applicable |
| Color | To avoid penalty on plastic material, please select the color of the packaging. Select from the dropdown options. | If applicable |
| Hazardousness | Option to choose between Yes/No. When the contained product has hazardous, unsanitary, or environmentally damaging characteristics as classified under LER code 150110 and 150111. | Mandatory for Commercial and Industrial |
| Replenishment of Stock | Number of reusable packages acquired during the year to replace losses for that year or to increase sales. | Only for reusable packaging |
| Shelf life (months) | Number of months that, on average, the packaging element is fit for use. | Only for reusable packaging |
| Cycles per Year (Rotations) | Number of times a package, within one year, is refilled, distributed, collected, and cleaned for reuse. | Only for reusable packaging |

| Column Title | Content Description | Mandatory |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Total Stock (units) | Number of reusable packages available to the producer. | If applicable, reusable |
| Number of new replacement packages (not reconditioned) refill packs | Here you must indicate, from the stock replenishment, which units have been acquired as newly manufactured, not from reconditioning. Number of new reusable packages acquired during the year, to replace losses for that year or to increase sales. | If applicable, reusable |
| Comments | This field is free for notes; Procircular will not take this information into account. | If applicable |

 **Declaration submission deadline: February 28th**

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

Sincerely,

Procircular Team

