



Premise Registration

Add Collection Details

Add Financial Details

Takeback Exemption  
Application

DRSI CLG  
(Trading as Re-turn)

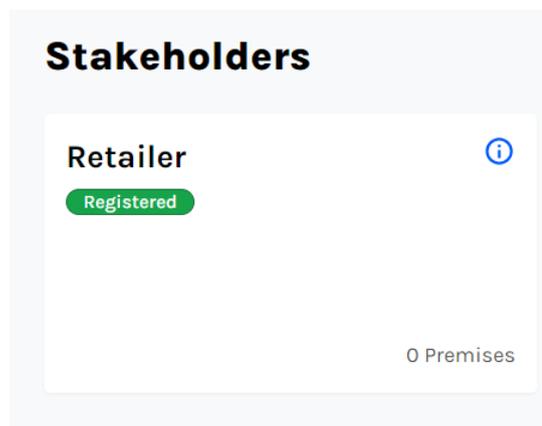


You are now a registered retailer with Re-turn. This guide is to aid you in the process of registering any premises that your company operates, adding collection details if you will be operating as a return point and applying for a take-back exemption.

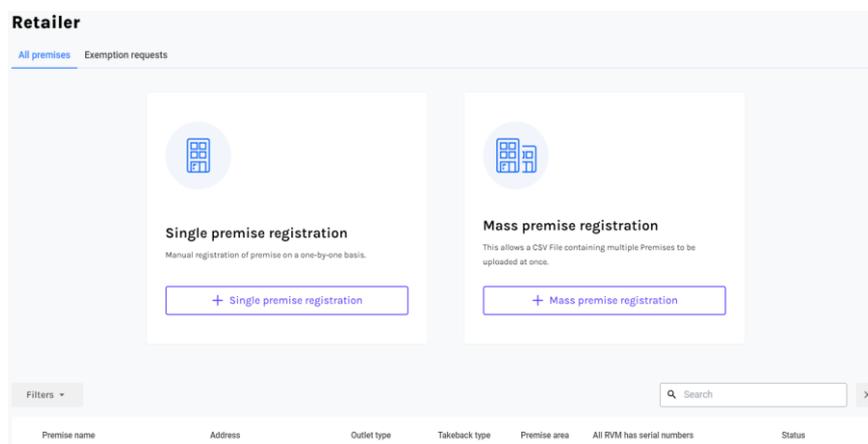
## Premise Registration

Once you are registered as a retailer, you can proceed to the premise registration section of the portal. You will be required to enter specific details of each premises you operate such as the store address, store size (m<sup>2</sup>), type of takeback service you intend to operate (you can select 'seeking exemption' at this point), opening hours and store contact information.

To find premise registration please click on the retailer stakeholder box in the stakeholder section.



You will then have the option to complete a 'Single premise registration' or a 'Mass premise registration' if you have multiple premises. Please note that for 'Mass premise registration' there is an instruction file available to download, as well as a sample document that provides an example of how to complete the upload.



You should complete the premises upload by providing all of the information required – It is important to select the correct type of Retail Outlet, as this information will be applied to exemption requests. You may also wish to add your opening hours and contact info for each store. While this is not mandatory information at this point, if the premises will be operating as a return point, then it will be required later when you add your collection details.

**Important Instructions Before Completing Retailer Registration**

**Accuracy matters:** Pay careful attention to spelling and typos while filling out the form. Accurate information ensures smooth processing.

**GDPR Compliance:** The details you provide will be used exclusively for business purposes and will not be shared. We adhere strictly to GDPR guidelines.

### Retailer Details

Company Name:

Retailer membership number:

### Premise

Premise name:

Retailer Premises Reference:  Optional

Retail Outlet Type:

Store area:  m<sup>2</sup>

Takeback type:

Exemption registration coming soon. Select 'Seeking exemption' if you're eligible for exemption.

### Address

Eircode:

Address Line 1:

Address Line 2:  Optional

County:

Town/City:

Latitude:

Longitude:

### Opening Hours

	From	To
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

### Store contact

First Name:

Last Name:

Email:

Phone Number:

Company Role:

Select the blue button to 'Review' your info. Ensuring all information is correct, select 'Create premise', or 'Go back' to amend information.

### Test Shop 10

#### Retailer Details

Company Name	Retailer membership number
Eanna Test Company 1	R000051

#### Premise

Premise name	Retailer Premises Reference
Test Shop 10	-
Retail Outlet Type	Store area
Supermarket	160
Takeback type	
Automated	

#### Location Address

Eircode	
D01F5P2	
Address Line 1	
Gpo Witness History	
Address Line 2	
General Post Office	
County	Town/City
Co. Dublin	Dublin 1
Latitude	Longitude
53.349333	-6.260659

#### Opening Hours

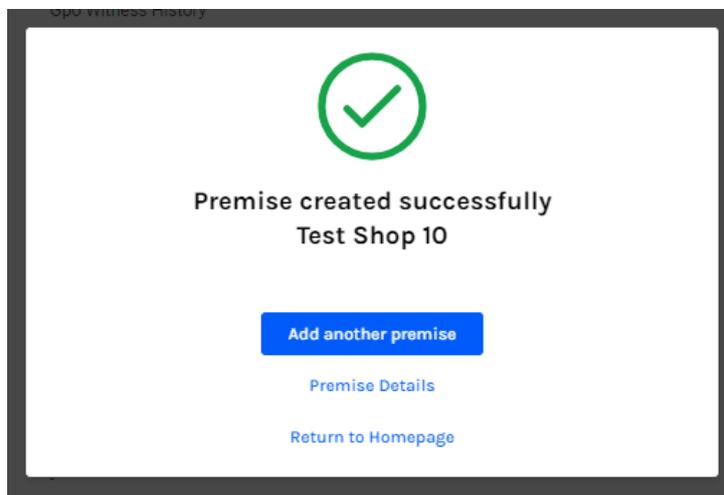
Monday	-
Tuesday	02:00 AM - 05:00 AM
Wednesday	-
Thursday	-
Friday	-
Saturday	-
Sunday	-

#### Store contact

First Name	Last Name
Test	Test
Company Role	Email
MD	test@test.ie
Phone Number	
0123456789	

Go back
Create premise

At this point, you can add information for another premises, view your premise details or return to the portal homepage. The status of your premise will be set to 'created' at this stage



# Add Collection Details

If you will be operating as a return point within the deposit return scheme, then you must submit collection details. After you have created your premises, you must enter the specific details for each premises such as requirements for site access and specific info relating to each takeback type (Automated/RVM or Manual).

To add collection details and send your premises for approval, click on your premise name which will be in blue under the 'Premise Name' heading, see red arrow.

**Retailer**

All premises Exemption requests

**Single premise registration**  
Manual registration of premises one by one by one basis.  
[+ Single premise registration](#)

**Mass premise registration**  
This allows a CSV File containing multiple Premises to be uploaded at once.  
[+ Mass premise registration](#)

Premise name	Address	Outlet type	Takeback type	Premise area	All RVM has serial numbers	Status
Test Shop 9	600 Wilkes History, Dublin 1, D01 F3P2	Convenience Store	Automated	234 m <sup>2</sup>	-	<a href="#">Default</a>
Test Shop 10	600 Wilkes History, Dublin 1, D01 F3P2	Supermarket	Automated	160 m <sup>2</sup>	-	<a href="#">Default</a>
Eanna Test Shop 6	Apartment 25, Dublin 8N, D08 V123	Supermarket	Manual	240 m <sup>2</sup>	No	<a href="#">Registered</a>
Eanna Test Shop 7	416 Orwell Park Drive, Dublin 8N, D08 V095	Supermarket	Manual	230 m <sup>2</sup>	No	<a href="#">Send for Approval</a>
Eanna Test Shop 8	1 Eagle Hill Avenue, Dublin 8N, D08 V091	Convenience Store	Automated	90 m <sup>2</sup>	Yes	<a href="#">Send for Approval</a>

This will open a page titled 'Premise Details', with all relevant information linked to that premises. To add collection details, you must click on the 'Edit' button in the top right hand corner of the page.

**Premise Details** [Edit](#)

**Test Shop 9** [Created](#)

**Retailer Details**

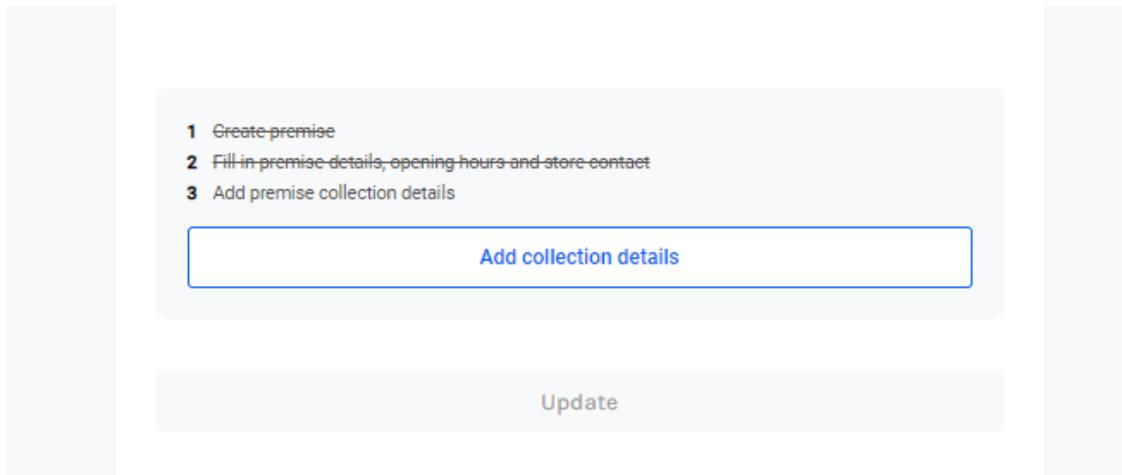
Company Name	Retailer membership number
Eanna Test Company 1	R000051

**Premise**

Premise name	Retailer Premises Reference
Test Shop 9	-
Retail Outlet Type	Store area
Convenience Store	234
Takeback type	
Automated	

**Location Address**

You must then scroll down to the bottom of the page where a checklist will appear, indicating whether you must complete premise details such as opening hours or store contact. If both lines 1 & 2 have a line through them as shown below then you can proceed to click '**Add collection details**'.

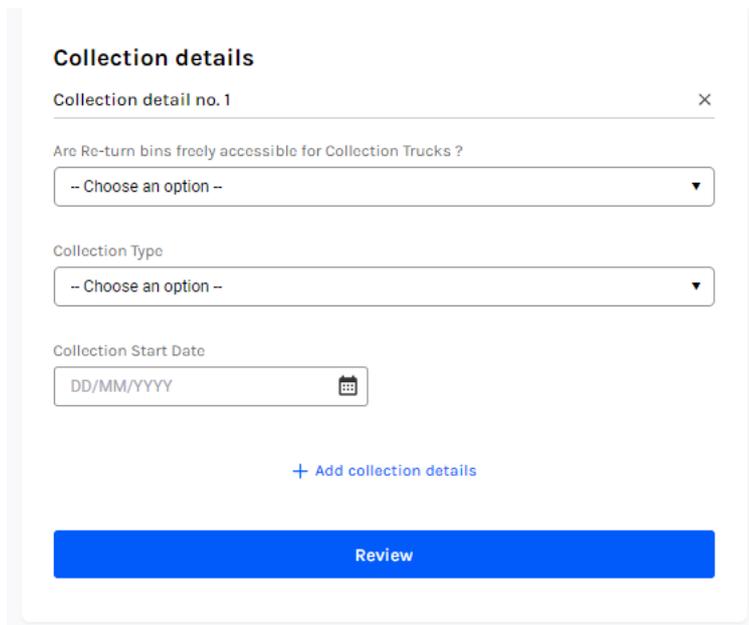


A checklist with three items:

- 1 Create premise
- 2 Fill in premise details, opening hours and store contact
- 3 Add premise collection details

Below the checklist is a blue button labeled "Add collection details". Below that is a grey button labeled "Update".

In this section please input necessary details relating to the collection for the premise such as access for trucks, the collection type (RVM or manual) and collection start date.



**Collection details**

Collection detail no. 1 ×

Are Re-turn bins freely accessible for Collection Trucks ?

-- Choose an option --

Collection Type

-- Choose an option --

Collection Start Date

DD/MM/YYYY 

[+ Add collection details](#)

**Review**

If you are opting to use an RVM for automated takeback then you must enter RVM details such as RVM supplier, RVM model and RVM serial number, if applicable. Please note, RVM Serial Number is required to receive any payments relating to your RVM. Please ensure this is updated prior to machine use.

### Collection details

Collection detail no. 1 ×

Are Re-turn bins freely accessible for Collection Trucks ?

Collection Type

RVM Supplier Name

RVM Machine Model

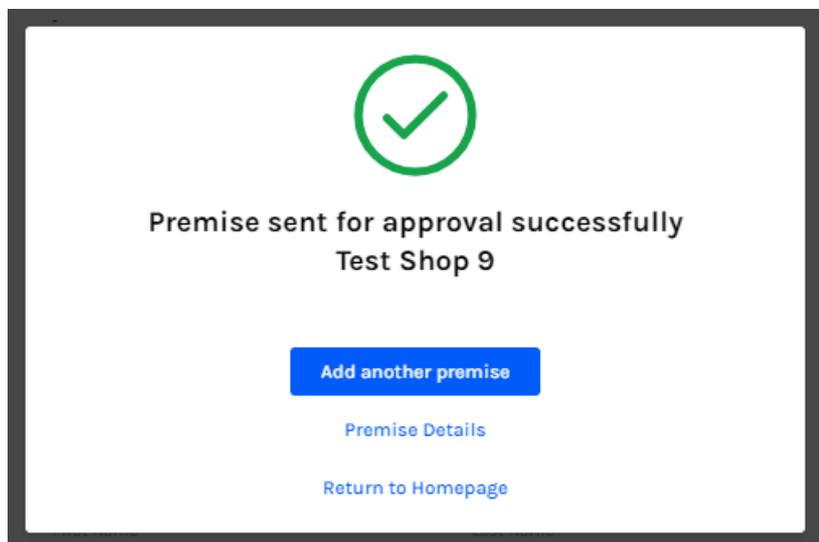
Do you know your RVM Serial Number?

Collection Start Date

[+ Add collection details](#)

[Review](#)

Please click the **'Review'** button to review all details on the next page. Please make sure all premise and collection details are correct and then hit **'Send for Approval'**. Once you have sent for approval you will see the below screen.



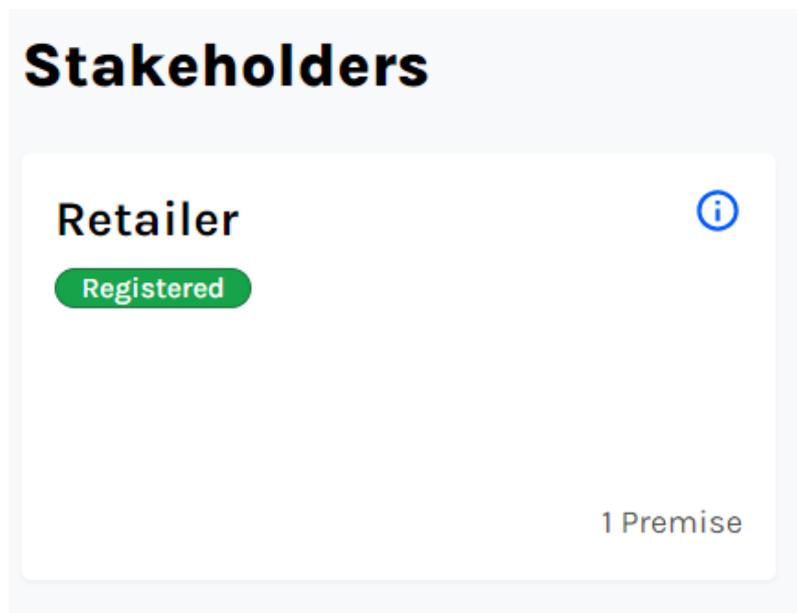
You now have the option to add another premise, view your premise details or return to the portal homepage. Navigate back to premises section, and your status will have changed to **'Sent for approval'**. At this point it will be reviewed by a member of Re-turn staff. If approved, your premises status will change to **'Registered'**. If not approved, your status will change to **'Sent for correction'**, and there will be feedback on changes and corrections that you may be required to make.

# Add Financial Details

Please note that financial details are only required for any retailer who will operate a takeback service in order to receive their monthly payment from Re-turn.

Please note that the status of your premise must be **'Registered'** before you can add your financial details.

To add financial details please navigate to the stakeholder section and click on the blue information symbol in your stakeholder box to access your retailer stakeholder information.



Please then scroll to the bottom of the page and select **'Fill financial details'**.

## Authorised Signatory

Authorised signatory no. 1

First Name

Eanna

Company Role

MD

Last Name

Burke

Email

eanna.burke@re-turn.ie

## Financial details

[Fill financial details](#)

Please enter all financial details and click **Review** at the bottom of the page.

**R000019**  
Retailer

### Finance Details

Invoice will be available on DRS portal  
I am aware that the Payment Invoice will be available on the Portal to view, download, and print

VAT Number  Contact email

### Bank Account

IBAN  BIC Number (Swift Code)

Account Holder's Full Name  Account Holder's Address

### Bank Details

Bank Name

Address Line 1  Town/City

### Invoices Address

Country

Postcode

Address Line 1

Address Line 2 Optional

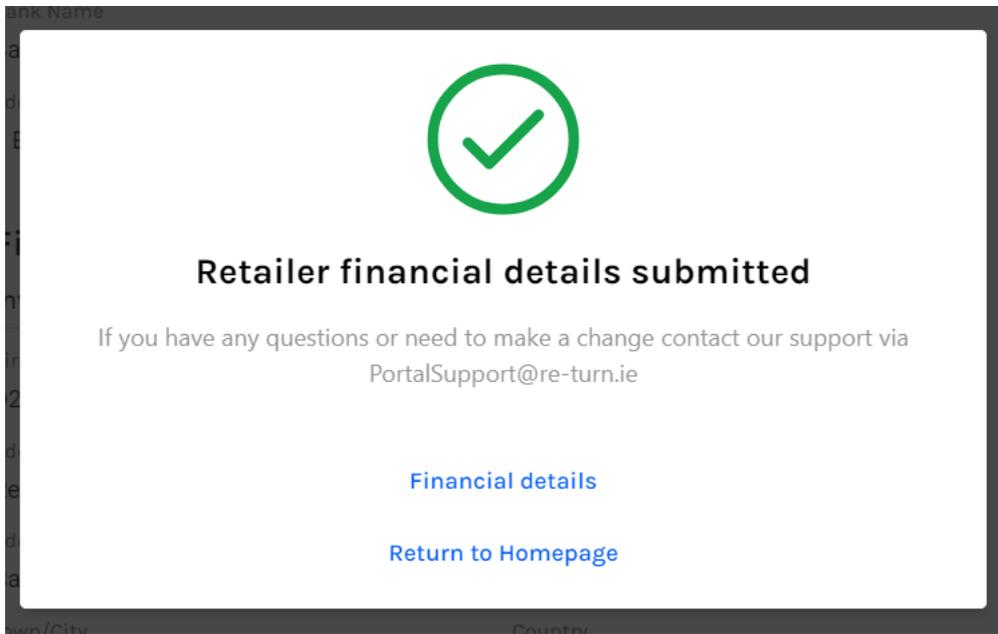
Town/City

[Review](#)

Please then review your financial details – **make sure to double check all information provided is correct.**

Once you are happy that the information provided is correct, please click **Submit**.

You will then be presented with the following screen informing you that your financial details have been successfully submitted.



The image shows a success confirmation screen with a white background and a dark grey border. At the top center is a green circular icon containing a white checkmark. Below the icon is the heading "Retailer financial details submitted" in bold black text. Underneath the heading is a paragraph of text: "If you have any questions or need to make a change contact our support via PortalSupport@re-turn.ie". At the bottom of the screen are two blue text links: "Financial details" and "Return to Homepage".

Link Name



## Retailer financial details submitted

If you have any questions or need to make a change contact our support via  
PortalSupport@re-turn.ie

[Financial details](#)

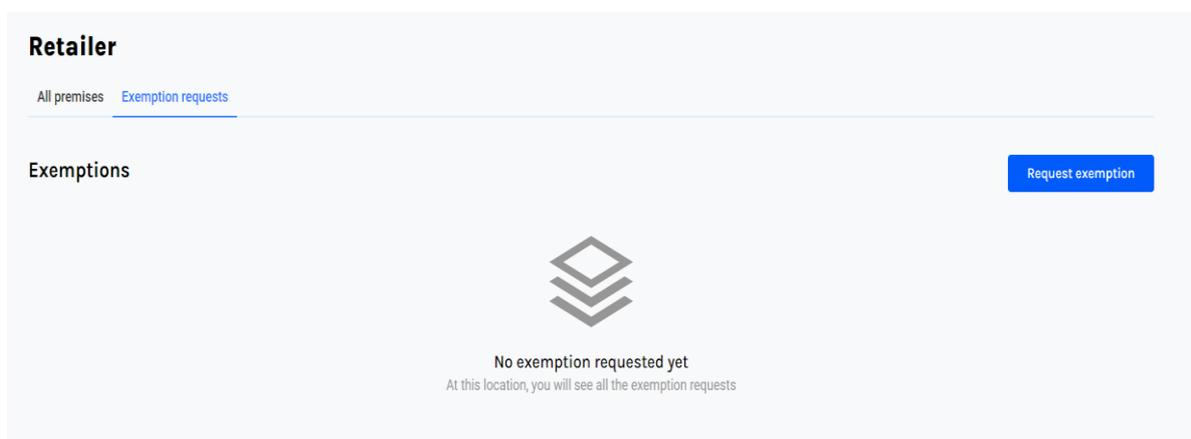
[Return to Homepage](#)

City Country

# Apply for a Takeback Exemption

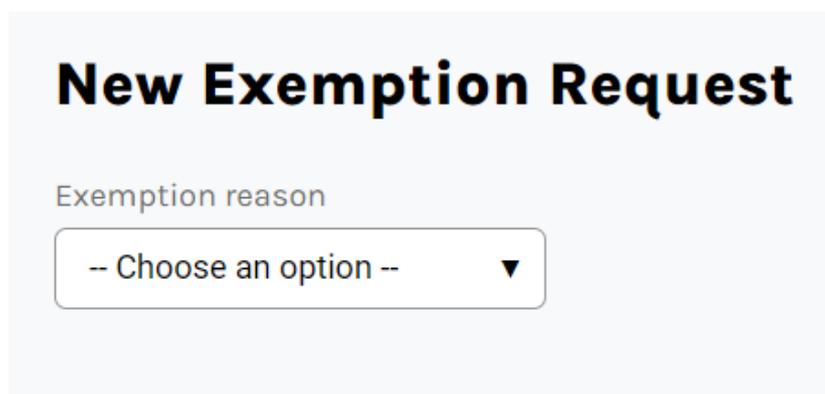
Before you can apply for a takeback exemption, you must first have created a premise. Please remember to select 'seeking exemption' in the 'Takeback Type' field in the premise registration. You should be able to see your premise listed with the status '**Created**'.

Once your premise has been created please click on the '**Exemption requests**' tab in the premise section. You must then click on the '**Request exemption**' button on the right hand side of the page.



The screenshot shows a user interface for a 'Retailer'. At the top, there are two tabs: 'All premises' and 'Exemption requests', with the latter being the active tab. Below the tabs, the word 'Exemptions' is displayed on the left, and a blue button labeled 'Request exemption' is on the right. In the center, there is a large, light gray icon consisting of three stacked, slightly offset squares. Below the icon, the text reads: 'No exemption requested yet' followed by a smaller line of text: 'At this location, you will see all the exemption requests'.

You will be able to request exemption for your premises by selecting an exemption reason from the drop down menu.



The screenshot shows a form titled 'New Exemption Request'. Below the title, there is a label 'Exemption reason' followed by a dropdown menu. The dropdown menu is currently open, showing the text '-- Choose an option --' and a small downward-pointing triangle icon on the right side.

Any premises eligible for exemption under the chosen exemption reason will appear. Select the premises by ticking the box beside the premise name and then click '**Send for Approval**' in the top right hand corner of the page.

### New Exemption Request

Exemption reason  
 Floor Size Send for Approval

Selected row Filters Search X

Premise name	Address	Outlet type	Premise area	All RVM has serial numbers	Status
<input checked="" type="checkbox"/> Test Shop 9	Gpo Witness History, Dublin 1, D01 F5P2	Convenience Store	234 m <sup>2</sup>	-	Created

You will then have the option to attach 'Exemption Supporting Documentation' and include a note for Re-turn to view. Please note these are both optional fields.



**1 premises selected for FloorSize exemption**

Exemption Supporting Documentation Optional



Accepted files: .pdf, .png, .jpg

Note

Cancel
Submit

You now have the option to add another premise, view your premise details or return to the portal homepage.

Navigate back to premises section, and your status will have changed to '**Sent for approval**'. At this point it will be reviewed by a member of Re-turn staff. If approved, your premises status will change to '**Registered**'. If not approved, your status will change to '**Sent for correction**', and there will be feedback on changes and corrections that you may be required to make.