

# WHAT'S NEW IN THE 2011-2012 PACKAGING DECLARATION FORM

## Declaración de Envases



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## **1 INFORMATION MAINTENANCE SCREENS (MANTENIMIENTO)**

### **1.1 Maintenance of Client Data “Mantenimiento \ Cliente” – Deletion of Declaration Signer Tab**


On the “Mantenimiento \ Clientes” screen (Client Information Maintenance), the tab containing the information on the Signer of the Declaration (Name, Post, Telephone no., Fax no. and E-mail) has been deleted.

Starting with Ecosoft 15, this information can only be maintained via the software application if the Traditional Delivery (paper) - “Envío Tradicional” mode is selected. If you opt to electronic delivery - “Envío Telemático”, the information from the last Signer of the Declaration reported to Ecoembes, and which corresponds to the holder of the Username, Password and Coordinate Card, will be copied from the Ecoembes database.

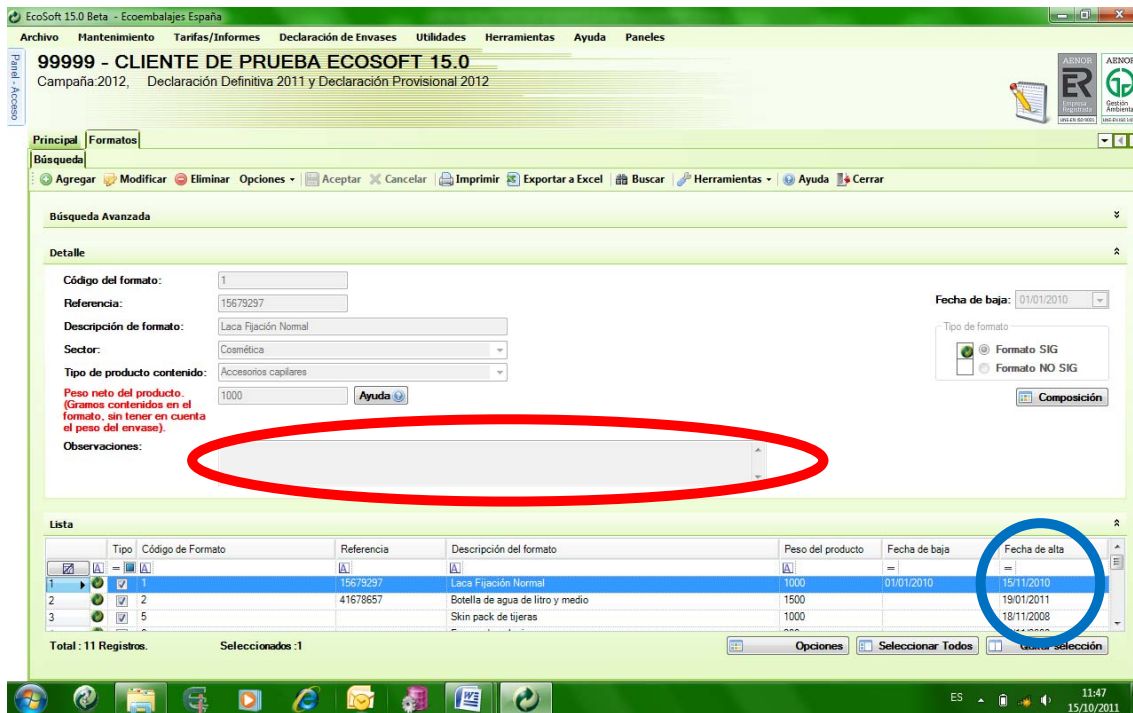
If the Signer of the Declaration is not the same as that shown on the Ecoembes database, the Username, Password and Coordinate Card provided will not be valid, and you must either contact Customer Service +34 (91 567 24 03 / 902 28 10 28) or, in the “Usuarios Registrados” (Registered Users) section of the Ecoembes website, select the option “Solicitar Usuario y Contraseña para Simplificada y Ecosoft” (Request Username and Password for Simplified and Ecosoft), after which you will be sent new Username, Password and Coordinate Card credentials for the new Signer of the Declaration.

For more information, see Chapter 3.2, Generating and Sending the Declaration.

### **1.2 Maintenance of Format Information “Mantenimiento \ Formatos” – New Observation and Date of format activation Fields**

The “Mantenimiento \ Formatos” screen (Maintenance of Format Information) features a new, voluntary “Observaciones”(Observations) field that lets you associate additional information at the format code - “Código del format” level, thus facilitating its internal use within the company. (  )

This alphanumeric field accepts a maximum of 250 characters. The information contained in this field is subject to the same processing as the remaining format information when the software is updated to new versions. This information can be migrated and is available in the updated database.

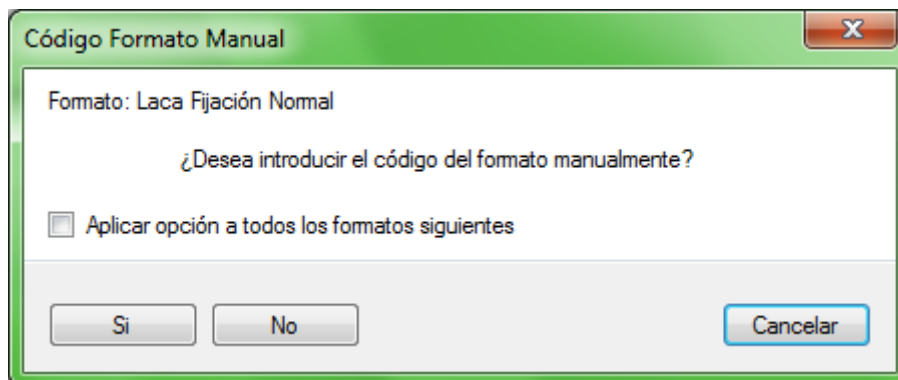


Additionally, the List Area now includes the field “Fecha de Alta” (Date of format activation) (○), which shows the date on which the format was created.

## 1.3 Maintenance of Format Information “Mantenimiento \ Formatos” – Copying Formats with and without Compositions

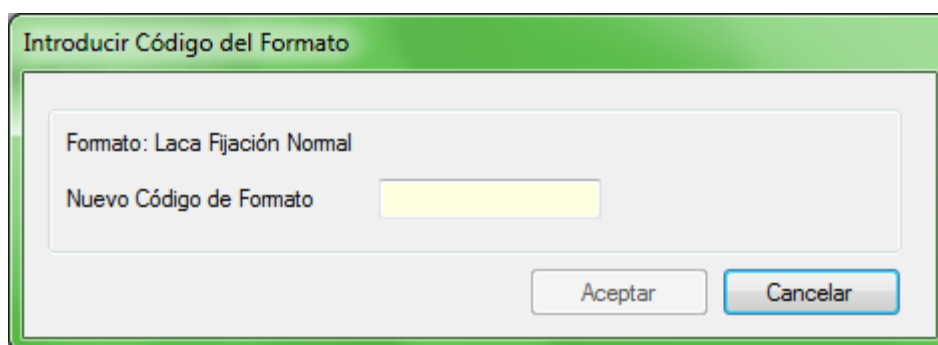
These copying options were already available in Ecosoft 14, though the format identification code - “Código del Formato” was automatically assigned by the system and could not be modified either during or after the copying process. The system assigned the new format the code that resulted from adding 1 to the highest code in use at the time.

In Ecosoft 15, when either the “Copiar Formato con composiciones” (Copy Format with compositions) or “Copiar Formato sin composiciones” (Copy Format without compositions) option is chosen, the application shows a message asking if you wish to assign an identification code to the new format manually. If checked “Aplicar opción a todos los formatos siguientes”, the system will apply the same numbering procedure to all of the formats that are copied from then on.



If you select “No” (No), the system will assign a code to the new format by adding 1 to the highest code in use at that time.

If you select “Si” (Yes), a screen will open asking you for the format code to be assigned to the new format.

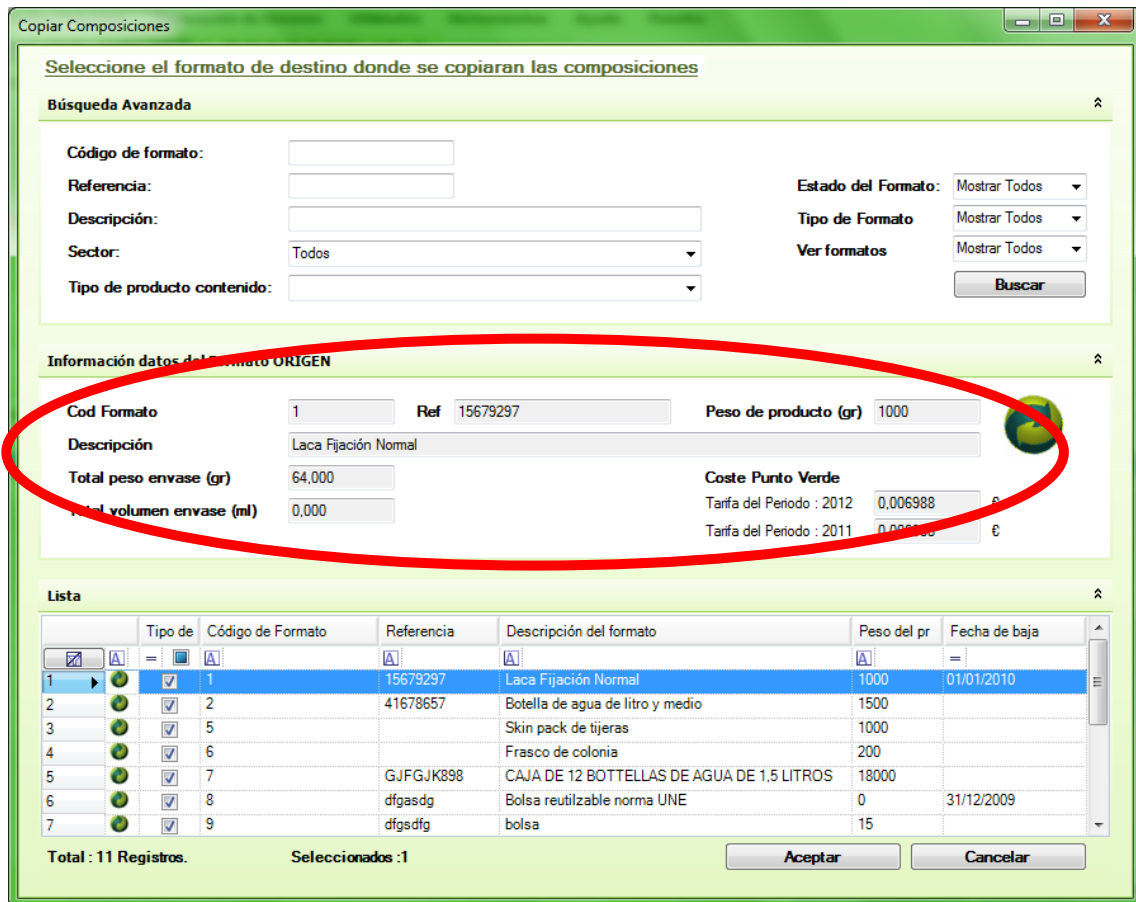


If you check the box “Aplicar opción a todos los formatos siguientes” (Apply option to all subsequent formats), the formats created from then on will be numbered sequentially from the format entered manually.

### **1.4 Maintenance of Format Information “Mantenimiento \ Formatos” – Copying compositions from one format to another**

Ecosoft 14 featured a new option in the Maintenance of Format Information screen that allowed the user to copy the compositions associated with a previously selected format to one or more existing formats.

This feature, with the same characteristics and functionality, is available in Ecosoft 15, though there is now a new information section on the screen where the destination format codes are selected called “Información datos Formato Origen” (Source Format Information), which facilitates tracing the action to be taken.



### 1.5 Maintenance of Composition Information “Mantenimiento \ Formatos \ Composición” – New “Plastic” subcategory

Until Ecosoft 14, the “Plastic” category was divided into the following subcategories:

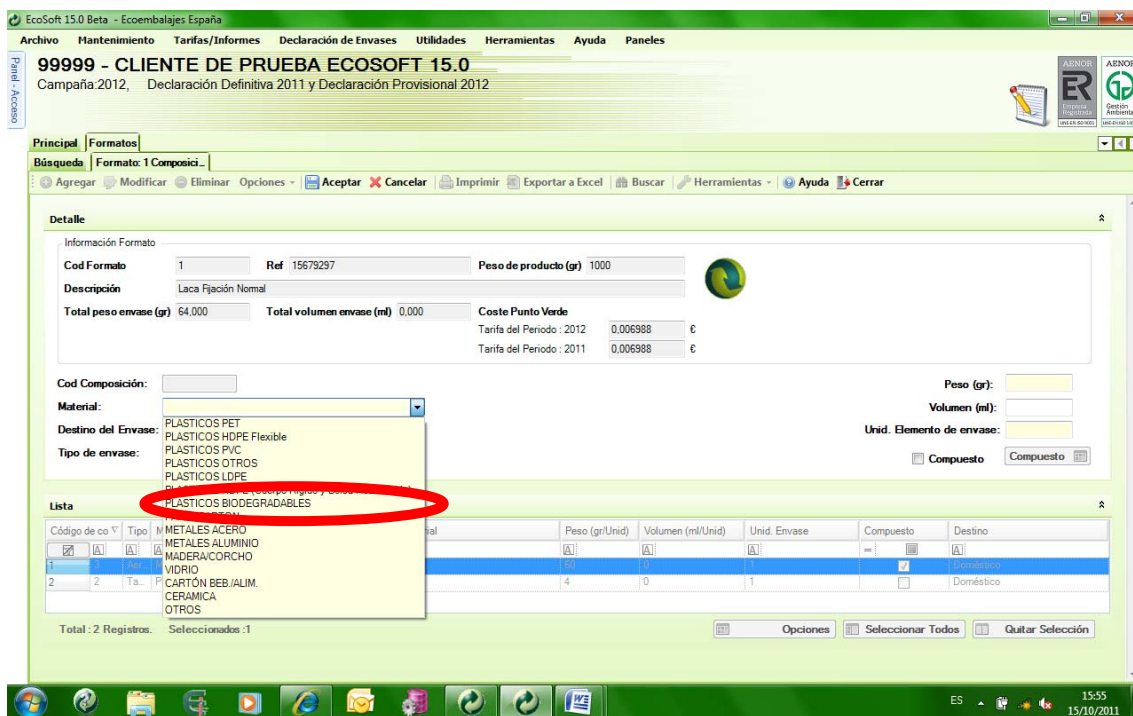
MATERIAL	SUBMATERIAL
PLASTICS	PET
	Flexible HDPE
	HDPE Rigid Body and Reusable Bag
	LDPE
	PVC
	OTHER

EcoSoft 15 incorporates a new subcategory of plastics called “Biodegradable”.

A **Biodegradable Plastic Container** is one that can be designated as organically recoverable through composting and biodegradation, in compliance with the requirements of the EN 13432 Standard on recoverable packaging and containers. Some examples of the plastics used to make this type of container are starch, PLA (polylactic acid) and other types of biodegradable polyesters and copolymers. Not included in this category, therefore, are containers made from plastics with oxo-degradable additives.

This new category was added to gather information on how much of this plastic type is in use in the domestic market, and is important as part of the Life Cycle Analysis that is being conducted to determine its recycling cost.

Thus, in the “Material” (Material) field on the “Mantenimiento \ Composición “ screen (Composition Maintenance), the new “material/submaterial” is shown as another valid and selectable option.



This new subcategory will only be visible on the Definitive 2011 / Provisional 2012 Declaration. The rate associated with it is 0.472 euros/kg, the same as the “Otros” (Other) category.

## 1.6 Maintenance of Composition Information “Mantenimiento \ Formatos \ Composición”– New Criterion for Calculating Green Dot Cost for Glass

In the Definitive 2011 / Provisional 2012 Declaration, a new criterion for the percentage of glass, approved by Ecovidrio in September 2010, will be applied, and consists of the addition of two factors, one based on the number of containers placed in the market (C1) and the other on the weight of said containers (C2).

$$\text{Contribution per Unit of Z Format Glass} = (C1) \times \text{No. of glass units} + (C2) \times \text{Kilos of glass}$$

$$\text{Total Contribution of Z Format Glass} = \text{Unit Contribution} \times \text{Sales}$$

where, C1= 0.0028 €/Unit and C2= 0.0197 €/Kg.

### Sample calculation based on new glass green dot fee criteria

Format1 → Pack of 2 glass yogurt containers

No. of units = 2

Weight of jar = 42 grs.

Sales Format 1 = 3,450 units

<b>Glass Unit Contribution Format 1</b>
$0.0028 \text{ €} \times 2 \text{ units} + 0.0197 \text{ €} \times (0.042 \text{ kg.} \times 2) = 0.007255 \text{ €}$
<b>Total Glass Contribution Format 1</b>
$0.07255 \text{ €} \times 3,450 = 25.03 \text{ €}$

In February 2012, those companies including glass in their declaration will finalize the amount reported on the Provisional 2011 Declaration, which was calculated applying the old contribution criterion based on volume.

As a result of the new criterion, starting with the Definitive 2011 Declaration the information entered in the “Volume” field will be provided for information purposes only and not be used to calculate the Green Dot Cost for Glass.

Despite this, for all periods prior to 2011 but in effect for the 2012 Campaign (Definitive 2008, 2009 and 2010), the previous glass contribution criterion based on volume will be applied.

**IMPORTANT:** Since the “Maestro Formatos” and “Maestro Composiciones” (Master table Format and Composition) list is the same for all of the periods in effect for the 2012 Campaign (Definitive 2008, 2009 and 2010 and Definitive 2011 / Provisional 2012), the “Volume” field is required to be filled in even on the Definitive 2011 and Provisional 2012 Declaration, even if this information is not used to calculate the glass contribution.

## 2 REPORTS “INFORMES”

In general, the detailed declaration reports, which can be generated based on specific search criteria (“Detalle de ventas” - sales, “Coste Unitario” - unit cost, “Formato SIG” - SIG format, “Formato NO SIG” - NO SIG format and “Desglose Compuestos” - breakdown of compound), the “Búsqueda Avanzada” (Advanced Search) drop down menu showing the various criteria will be shown already open.

Since these reports are not generated automatically when selected from the “Informes” menu (Reports menu), the user can define the search criteria to be used to generate them, which will have a direct bearing on the execution time.

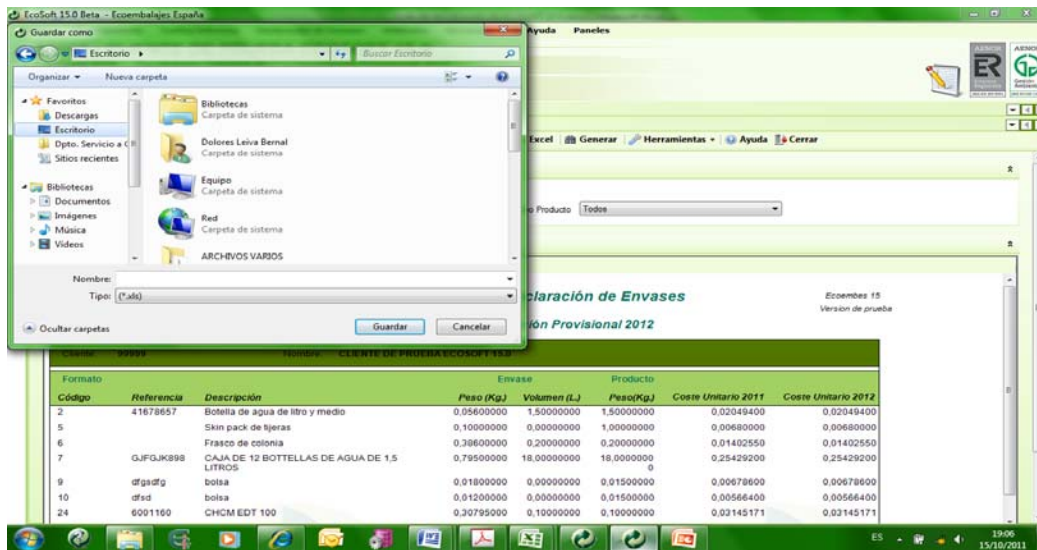
### 2.1 Unit Cost Report “Informe Coste Unitario”

This type of report includes the ability to export the information collected in the report into an Excel worksheet for easier use of the data. Once the report is generated, select the “Exportación Excel de Trabajo” (Export Excel worksheet) from the “Herramientas” (Tools) menu.



The system will then open an Explorer window so the user can browse to the file in which to store the information.

## NEW FEATURES OF PACKAGING DECLARATION 2011 - 2012



Opening this file will show an Excel worksheet without any display format. There will only be as many columns as there are data types in the report:

	A	B	C	D	E	F	G	H	I	J	K
	Cliente	Nombre	Cod.Formato	Referencia	Descripción	Peso Envase (Kg.)	Volumen (L.)	Peso Producto (Kg.)	Coste Unitario 2011	Coste Unitario 2012	
1	99999	CLIENTE DE PRUEB	2	41678657	Botella de agua de	0,056	1,5	1,5	0,020494	0,020494	
2	99999	CLIENTE DE PRUEB	5		Skin pack de tjer	0,1	0	1	0,0068	0,0068	
3	99999	CLIENTE DE PRUEB	6		Frasco de colonia	0,386	0,2	0,2	0,0140255	0,0140255	
4	99999	CLIENTE DE PRUEB	6	GJFGJK898	CAJA DE 12 BOTTE	0,795	18	18	0,254292	0,254292	
5	99999	CLIENTE DE PRUEB	7	dfgsdfg	bolsa	0,018	0	0,015	0,006786	0,006786	
6	99999	CLIENTE DE PRUEB	7	dfgsdfg	bolsa	0,012	0	0,015	0,005664	0,005664	
7	99999	CLIENTE DE PRUEB	10		bolsa	0,012	0	0,015	0,005664	0,005664	
8	99999	CLIENTE DE PRUEB	24	6001160	CHCM EDT 100	0,30795	0,1	0,1	0,03145171	0,03145171	
9	99999	CLIENTE DE PRUEB	25		Pack 2 tarros de vid	0,084	0,25	0,25	0,0072548	0,0072548	

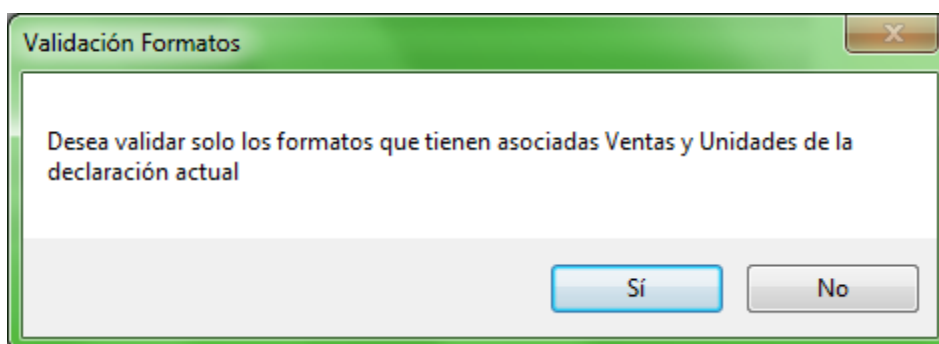
- Client (Client no.)
- Nombre (Business name)
- Cod. Formato (Format code)
- Referencia (Reference)
- Descripción (Description of Format)
- Peso Envase (kg.) (Packaging weight)
- Volumen (Packaging volume)
- Peso Producto (kg.) (Product weight)
- Coste Unitario 2011 (XXXX unit cost ,where XXXX is the period of the final report)
- Coste Unitario 2012 (YYYY unit cost ,where YYYY is the period of the provisional report)

## 3 PACKAGING DECLARATION “DECLARACIÓN DE ENVASES”

### 3.1 Validating the Declaration “Validar”

In Ecosoft 14, the process of validating the declaration, available in the “Declaración” menu (Declaration’s main menu), included the possibility of choosing between validating all of the existing formats or only those with NO SIG sales or units.

In that version, once in this option, when “Validar” (Validate) was clicked, the system showed a message asking whether you wanted to limit the validation process to only those formats that had NO SIG sales or units associated with them. If so, you had to press “Si” (Yes). If, on the other hand, the validation was to be applied to all of the formats regardless of whether or not they had NO SIG sales or units information, you had to press “No” (No).



This function is maintained in Ecosoft 15, but the way in which the scope of the validation is chosen is different.

Now, in the window that opens when the “Validar” (Validate) option is chosen in the main menu, a screen appears that shows the two execution possibilities in the lower left:

- “Solo con ventas y Unidades” (Formats with just Sales and Units (default option))
- “Todos los Formatos incluidos en la Declaración Actual” (All of the Formats included in the current Declaration)

By default, the validation is limited to those formats with NO SIG sales or units for the declaration period in effect. If you wish to extend the validation process to all of the formats, you must select the other option.

		Errores Críticos	Errores Leves:
Formatos:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composición	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compuesto:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventas:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Datos Lógicos:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Declaración:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cliente:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Formatos

Solo con Ventas y Unidades

Todos los Formatos incluidos en la Declaración Actual

Validar Datos Cancelar

The validation process includes new controls:

- Packaging/Material for the Dairy, Cereal, Juice, Hygiene Products and Alcoholic Beverages sectors.
- Kr/Kp for the following products: “Beers”, “Margarines and Vegetable Fats”, “Vinegars”, “Paints, Varnishes and Solvents”, and “Bleach, disinfectants, scrubbers and similar”.

## 3.2 Generating and Sending the Declaration “Generar y Enviar Declaración”

### 3.2.1 Traditional Delivery “Envío Tradicional”

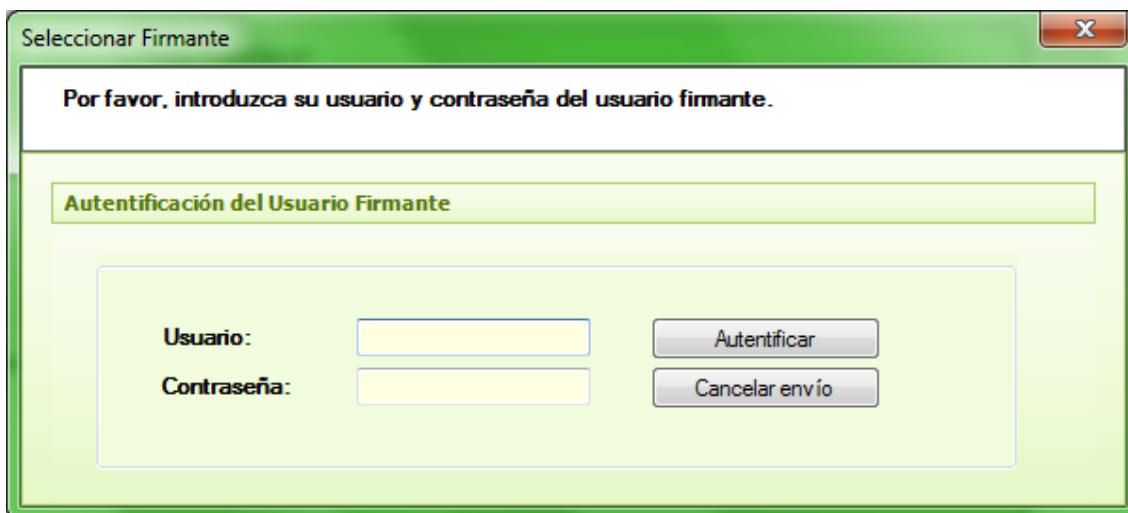
In Ecosoft 15, if “Envío Tradicional” (Traditional Delivery) is selected, the system shows a message asking if you wish to enter the data that Ecoembes has on file for the last Declaration’s Signer.

Envío Tradicional

¿Desea recuperar los datos del firmante que tiene Ecoembes?

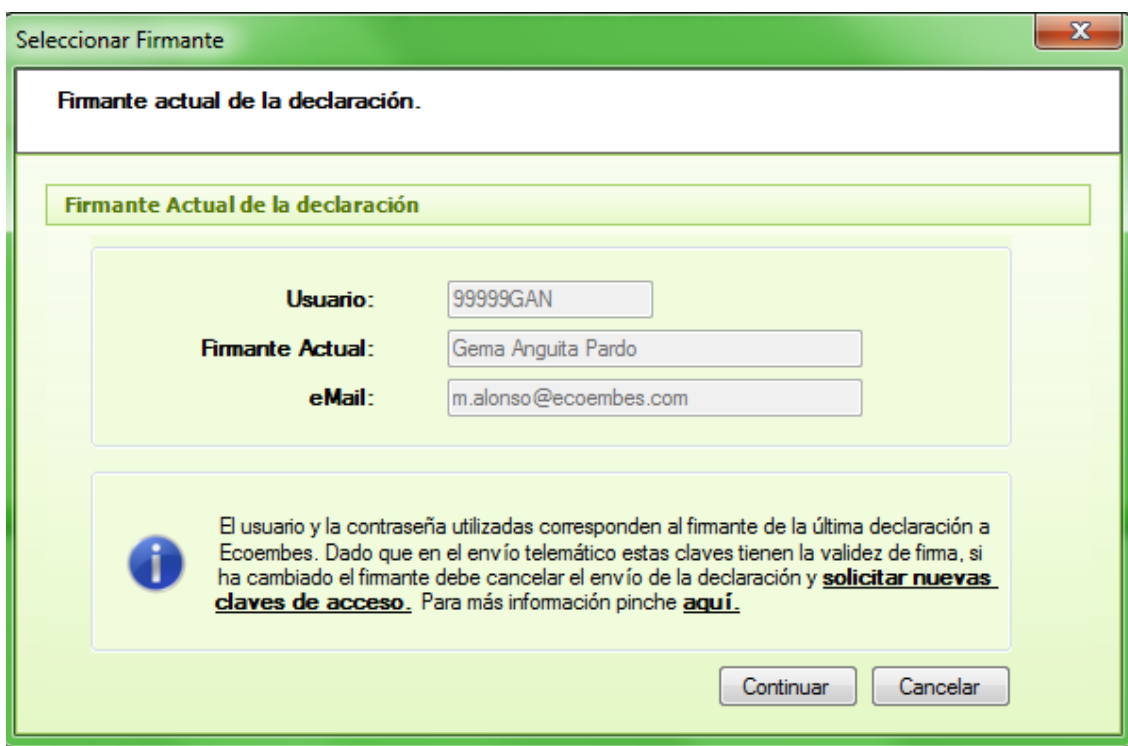
Sí No

If you select “Si” (Yes), the application will ask you to enter the Username and Password sent by Ecoembes and which identify the contact listed in the Ecoembes database as the last Signer of the Declaration reported by the member company.



The screenshot shows a dialog box titled "Seleccionar Firmante" with a close button (X) in the top right corner. The main text reads: "Por favor, introduzca su usuario y contraseña del usuario firmante." Below this is a section header "Autenticación del Usuario Firmante" in a light green box. The form contains two input fields: "Usuario:" and "Contraseña:". To the right of the "Usuario:" field is a button labeled "Autenticar". To the right of the "Contraseña:" field is a button labeled "Cancelar envío".

Once the system verifies the user and his/her authorization to send the declaration, it shows the Declaration Signer's information on file.



The screenshot shows the same dialog box "Seleccionar Firmante" with a close button (X) in the top right corner. The main text reads: "Firmante actual de la declaración." Below this is a section header "Firmante Actual de la declaración" in a light green box. The form displays the following information in three rows: "Usuario:" with the value "99999GAN", "Firmante Actual:" with the value "Gema Anguita Pardo", and "eMail:" with the value "m.alonso@ecoembes.com". Below the form is an information icon (i) followed by a message: "El usuario y la contraseña utilizadas corresponden al firmante de la última declaración a Ecoembes. Dado que en el envío telemático estas claves tienen la validez de firma, si ha cambiado el firmante debe cancelar el envío de la declaración y **solicitar nuevas claves de acceso**. Para más información pinche **aquí**." At the bottom right are two buttons: "Continuar" and "Cancelar".

If this information is correct, press “Continuar” (Continue) to proceed with the packaging declaration generation process. If it is not correct, click on “Cancelar” (Cancel) and initiate the process to change the signer by contacting Customer Service +34 (91 567 24 03 / 902 28 10 28), or by going into the “Usuarios registrados” (Registered Users) section in the Ecoembes website and selecting the option “Solicitar Usuario y Contraseña para Simplificada y Ecosoft” (Request Username and Password for Simplified and Ecosoft).

If “No” (No) is selected, the application will show a screen in which to enter the Declaration Signer’s information. This option should only be used if the holder of the Username, Password and Coordinate Card sent to the company has changed and a new contact is now responsible for signing the Declaration.

Seleccionar Firmante

Introduzca los apellidos y el nombre de la persona que firmará la declaración.

Introducir datos del Usuario Firmante

Nombre	José
1º Apellido	García
2º Apellido	López
Email del Firmante	jose.garcia@empresa.es

Guardar Cancelar

The first and last names entered in this screen will be shown on the “Hoja Resumen” (Summary Sheet) as the Signer of the Declaration.

Additionally, along with the e-mail address, they will be stored in the .zip file output by the declaration generation process. This .zip file, along with the original signed Summary Sheet, must be sent to Ecoembes.

When the contents of the .zip file are loaded into the Ecoembes database, the system will detect the change in the Signer of the Declaration and Ecoembes will send a new Username, Password and Coordinate Card.

### 3.2.2 Electronic Delivery “Envío Telemático”

When the option to “Generar y Enviar Declaración” (Generate and send Declaration) is selected in EcoSoft 15, the system does not directly validate the declaration as it did in EcoSoft 14. Instead, a screen appears requesting that the Declaration Signer’s username and password be entered.

At the start of the 2012 Declaration filing period, Ecoembes will send to all member companies the login information for the contact on file in the Ecoembes database as being the last Signer's Declaration. Once this information is entered, you must press the "Autenticar"(Authenticate) button in order for the system to access the contact data associated with said login information.

Seleccionar Firmante

Firmante actual de la declaración.

Firmante Actual de la declaración

Usuario: 99999GAN

Firmante Actual: Gema Anguita Pardo

eMail: m.alonso@ecoembes.com

El usuario y la contraseña utilizadas corresponden al firmante de la última declaración a Ecoembes. Dado que en el envío telemático estas claves tienen la validez de firma, si ha cambiado el firmante debe cancelar el envío de la declaración y solicitar nuevas claves de acceso. Para más información pinche aquí.

Continuar Cancelar

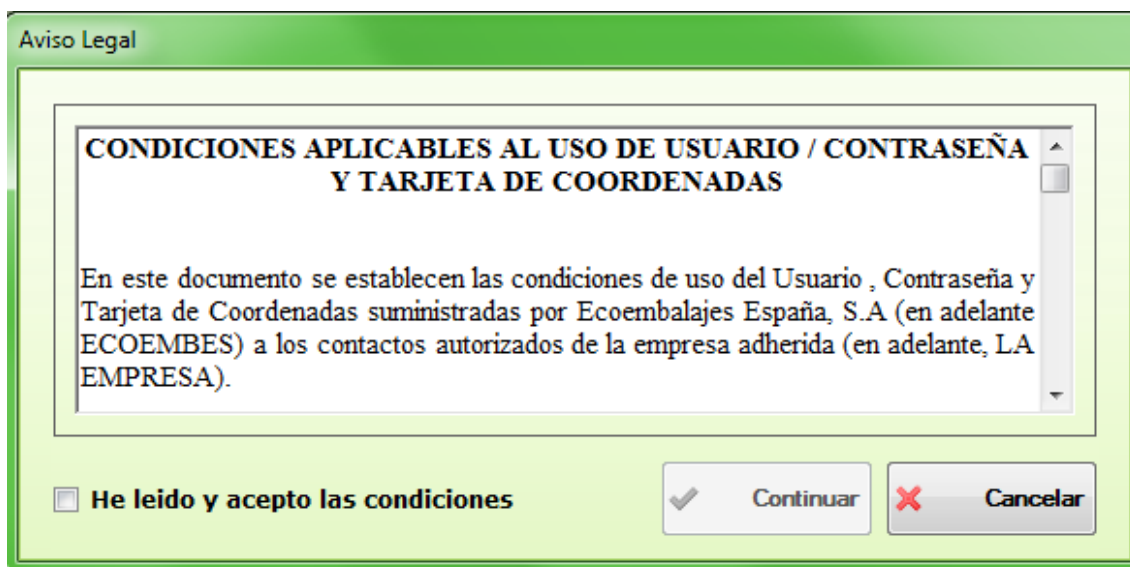
If this contact is no longer responsible for "signing" the Packaging Declaration, you must initiate the process to change the Signer by contacting Customer Service +34 (91 567 54 03 / 902 28 10 28) or by going into the "Usuarios registrados" (Registered Users) section in the Ecoembes website and selecting the option "Solicitar Usuario y Contraseña para Simplificada y Ecosoft" (Request Username and Password for Simplified and Ecosoft).

If the information recovered is correct and the contact shown is still responsible for signing the Packaging Declaration, press the "Continuar" (Continue) button to proceed with the Declaration Generation process. The application will then continue validating the declaration, showing a message if any minor and/or critical errors are found. These errors can be checked by viewing the associated Error Report.

If the system finds no, or only minor, errors, the process continues and shows the "Hoja Resumen" (Summary Sheet) for the Declaration, detailing the amount of the total Green Dot contribution and by material for each of the declaration periods.

Once the Summary Sheet is closed after it is printed or saved, the system will show a message where you can opt to include both the format description and reference in the .zip file to be sent to Ecoembes.

A window then appears showing the “Condiciones aplicables al uso de Usuario / Contraseña y Tarjeta de coordenadas” (Conditions applicable to the use of the Username, Password and Coordinate Card).



In order to continue with the declaration filing process, these conditions must be accepted by checking the “He leído y acepto las condiciones” (I have read and accept the conditions) box, which will enable the “Continuar” (Continue) button.

Next, since the Username and Password were previously entered, the system will ask you to enter the two coordinates in order to proceed with the declaration delivery process.

The system may, however, ask you to enter the Username and Password again if the connection is lost after this information is initially entered.

## 4 FUNTIONS. METHODS FOR MASSIVE DATA IMPORTATION INTO ECOSOFT. “UTILIDADES. MÉTODOS DE IMPORTACIÓN MASIVA DE DATOS”

### 4.1 Loading plain text files “Carga de Ficheros Planos”

The following changes have been made to the structure of the plain text files offered as an alternative for mass data entry:

- Header Record (SIG and Sales Format File, NO SIG Formats and Units File and Compositions and Compounds File)

- Record 07 on Signer Information was deleted
- The Address field went from 50 to 100 characters
  
- Records of the SIG and Sales Format File
  - A 250-character “Obsecciones” (Observations) field on the format has been added at the end of the SIG Format Definition record. The total length of record “10” is thus 403 characters.
  
- Records of the NO SIG Formats and Units File
  - A 250-character “Obsecciones” (Observations) field has been added at the end of the NO SIG Format Definition record. The total length of record “18” is thus 418 characters.

### 4.2 Importing Data “Importación de datos”

The following changes have been made to the structure of the .txt files that are offered as an alternative for mass data entry:

- @FORMATO
  - Includes a “Obsecciones” (Observations) field on the format with a maximum length of 250 characters. This field is not considered “critical”, and thus including it in the record detailing the required fields is voluntary.
  
- @COMPUESTO
  - Includes the “Código de Formato” (Format Code) field with a maximum length of 15 numerical characters. This field is considered “critical”, and thus must be included in the record detailing the required fields.

### **5 DELETION OF HISTORY OF DECLARATIONS SENT**

Ecosoft 14 included a feature that allowed users to download the database associated with any of the annual Packaging Declarations sent by the company to Ecoembes, as long as an internet connection was available on the equipment where the Packaging Declaration application was installed. During the 2011 Declaration filing period, member companies relied heavily on this feature, indicative of this feature's proper operation and its acceptance.

Installing a new version of Ecosoft does not require uninstalling previous versions, which can be used to access and consult the declarations generated in those versions.

Both of these facts have led Ecoembes to reconsider the need to continue offering the "Histórico de Declaraciones Entregadas" (History of Declarations Sent) section, which shows the declarations generated and sent since Ecosoft 12, as long as in the installation process of the various Ecosoft versions the "Actualización de la BD " (Update database) option was selected.

In the end, Ecoembes decided to delete this section since there are other features for accessing the database corresponding to old declarations, and since it allows for improved performance of the application.

### **6 OPTIONAL INSTALLATION OF HELP FILES**

In an effort to minimize the time needed to download the Ecosoft installation application, starting with this version you will be able to decide whether to download the installer with or without the Help files.

If you choose to install the Ecosoft program without help files, you can always access the online help on the Ecoembes website without having to install any additional files as long as the computer on which the application is installed has internet access.

### 7 MANUALLY UPDATING THE DATABASE

If, while installing Ecosoft 15 with the “Actualizar BD” (Update Database) option, the update is not completed successfully, a manual update is required.

To facilitate this process, a subdirectory called “BD para actualizar” (BD to update) is created in the application’s working directory (C:\Ecoembes\Ecoembes150\BD para actualizar).

