



Producer Registration Checklist

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Here is a list of information that you may wish to look out and have ready prior to starting the producer registration process. If you do not have all this information straight away, do not worry. You can still start your application and can save and return at any time.

Creating Your Account

- You will use your e-mail address to create your account – you will have to verify this via a link that will be e-mailed to you.
- If you already have a log on for CSL's website – use the e-mail address and password that you currently use.

Your Eligibility

- You will have to tell us what type of producer you are, have a think about whether you are a brand owner or importer.
- We will ask who you sell your products to, have a think about who your customers are.

Organisation Details

- How is your organisation structured? We will ask if you are a sole trader, partnership, Limited Company or LLP, Local Authority or a Charity or Trust.
- If you are a Limited Company or LLP we will require your Companies House registration number. For a charity we will ask for your charity registration number.
- You will be asked if your business turnover is over £85,000. This is your total business turnover and not just your sales in Scotland. We may ask for evidence of this if your turnover is less than £85,000.
- Your VAT number.
- You will be asked to select your accounting timetable from the options of monthly, 4-4-5, 4-5-4 or 13x4. If applicable, we will ask for the start date of your next 5 week period or 53rd week.
- If you trade under a different name to the registered business name, this will be required.

Producer Address

- Your business's registered address.
- The business's trading address, if different to the registered address.

Business Contacts

- You can assign 4 contacts for your organisation, including a main contact and an approver (the same person can have both of these roles). You will be asked to provide their name, date of birth (this is a requirement from SEPA), contact telephone number and email address, as well as their position within the organisation.
- Contacts will receive an email from us asking them to verify their email address and inviting them to access the producer registration application.

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Producer Agreement

- The Producer Agreement is available to view on our website, as well as on the producer registration portal. You may wish to review it prior to starting your application.

Registering Your Products

- If you are using the product file upload template to provide your product information, the guide to complete this can be found [here](#).
- You will be asked if your packaging identifies you as the producer. Please check if all your packaging, some of your packaging or none of the packaging identifies you.
- The information you will need for both product file upload or manual input is:
 - The EAN/GTIN or barcode number
 - The type of drink it is, i.e. soft drink, wine, spirit
 - A long description for each product – as a suggestion this could be: Brand_Product_Product Type_Volume e.g. CSL_Fizz_Can_330ml. The long product description must not be more than 50 characters long
 - A short product description for each product – this is for display on RVMs and receipts and should be no more than 12 characters
 - The type of barcode for each product between EAN-13 format and EAN-8 format. Note that these must be GS1 compliant
 - The type of packaging for each product between bottle or can
 - Whether each product has a DRS logo, description or no DRS identifier
 - Whether you are the producer or importer for each product
 - The VAT rate of each product
 - Whether you as the producer are identified on the packaging either by name and address, a brand or trademark, or no identification. If by brand, the brand name will be required. If the address detailed on the packaging differs from those already provided, you will be asked to provide the address on the packaging
 - For each product you must provide the EAN category, this lets us know if each product will only be sold in Scotland, sold UK-wide, has a new barcode, or will retain the current barcode when the scheme goes live. Descriptions of the EAN options are explained below
 - The material each product is made from; steel, aluminium, glass or polyethylene terephthalate (PET)
 - The colour of the packaging
 - Weight, height, width and volume of each container
 - The annual forecasted sale by product. The forecast is for the number of individual scheme articles that will be put on the market in Scotland, so multipack items should be reported by number of containers, not number of packs.

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EAN definitions

- **UK Wide New:** A new SKU that will be used on products sold throughout the UK.
- **UK Wide New with OEAN:** A new SKU that will be used on products sold throughout the UK that replaces an existing SKU.
- **UK Wide Retained:** An existing SKU that will be used on products sold throughout the UK
- **Scottish Only New:** A new SKU to be sold only in Scotland.
- **Scottish Only New with OEAN:** A new SKU to be sold only in Scotland that replaces an existing SKU.
- **Scottish Only Retained:** An existing SKU that will be used on products sold only in Scotland.
- **OEAN:** An old SKU that will be replaced by a new one.

Payment Details

- To pay your SEPA registration fee, you will require a credit or debit card.



Thank You