



CIRCULARITY SCOTLAND LTD
PRODUCT,(SCHEME ARTICLE), FILE UPLOAD
SPECIFICATION

Version history:

Version	Date	Author	Summary of changes made
1.0	30/09/2022	CSL IT	First Release
1.1	07/10/2022	CSL IT	Correction to Volumes size. Removal of Height, Weight, Length rules – CSL requires the actual measurement that reflects the product container. Note, CSL will still apply internal validation rules to catch any input exceptions.
1.2	08/12/2022	CSL IT	Product Spec change – Change to “VatRate” attribute – List Value order codes – See Yellow highlight Change to “PrimaryMaterialPackaging” List Value order codes – See Yellow highlight Note, code lists in the Excel template [Product File Upload Template 30092022 V1.0] already reflect the order changes above.

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Abbreviations & Definitions

Term	Definition
CSV	Comma Separated Value
CSL	Circularity Scotland Ltd
CSL Web Portal	The Producer self service area accessed from the CSL Website
DRS	Deposit Return Scheme
EAN	European Article Number
GTIN	Global Trade Item Number
Product	Product including Container information, referred to as Scheme Article for the DRS
Scheme Article	<ul style="list-style-type: none">• A drink (regardless of whether sold alone or as a unit in a multipack)• Contained and sold in single use packaging that is made wholly or mainly from PET plastic, glass, steel or aluminium• Sealed and containing at least 50 ml and no more than 3 litres of liquid• First available to be marketed, donated, offered for sale or sold by the producer, on or after the Deposit Return Scheme start date, in Scotland
UI	User interface

1 Product File Upload Specification

The purpose of this document is to describe the file format and required data to allow a Producer to bulk upload their products, (aka Scheme Articles), when registering with CSL via the registration web portal.

The file upload interface has been designed to support producers that need to register a large quantity of products.

Post registration it is expected producers will use the Register New and Edit Product screens on the CSL Web Portal, rather than the file upload process, to add any new products and/or update existing product records.

1.1 File Upload Process:

- The file can only be uploaded via Web Portal Product UI. This UI is accessed during the Producer Registration process on the CSL Web Portal.
- A producer can upload all products in a single file or choose to spread products across multiple files. Only one file can be loaded at a time. If an EAN already exists in the Web Portal Database then the existing data will be overwritten.
- If an error occurs, the Web Portal will display the error message(s) to allow the file errors to be corrected and resubmitted.
- Maximum file size 5 MB.
- Deleting a Product – a product can only be deleted via the Web Portal UI
- Updating a Product – a product can be updated via the Web Portal UI or via the product file. If via the file, all data for that existing product will be overwritten.

1.2 File Error Handling:

- The File upload logic will perform validation at the file level and row (product) level. It will return an error message if validation fails.
- File Level
 - File format is incorrect
- Row Level - Product level error messages
 - Row [n]
 - EAN[x] not a valid SchemeArticleID / EAN
 - Field[x] format/data type incorrect
 - Field[x] missing value
 - Field[x] incorrect value
 - Field[x] incorrect length

n = row number

x = field within a row, can be the same field or different fields

1.3 File Format

- The file must be in Comma Separated Value (CSV) format
- Field separator must be “,” (comma)
- UTF-8 encoding must be used.
- CRLF is defined as a line break.
- If a field has a comma the contents must be surrounded by inverted commas.
- If a field is empty no value is required
- Dates should be in the following format: dd/MM/yyyy e.g. 16/08/2023

2 File Data Attributes

Attribute	Attribute Notes	Type	Mandatory	Max Length	List Values / Rules
SchemeArticleID	Unique identifier for the product e.g. Barcode. CSL require GS1 identifiers to be used. EAN-13, EAN-8	Numeric	Y	14	
BarcodeType	Identifies the type of barcode on the container	Numeric	Y	1	1 = EAN-13 Format 2 = EAN-8 Format 3 = CSL propriety format – exceptions basis
ProductNameLong	Product Description guidelines, this should be max 50 characters [Brand] CSL [Product] FIZZ Lite [Product Type] Can [Volume] 330ml	Alphanumeric	Y	50	
ProductNameShort	You should give your product a short hand name that can be used, for example, on consumer facing vouchers created by Reverse Vending Machines, e.g. Fizz Lite Cn	Alphanumeric	Y	12	
ProducerOwnershipType	Importer / Owner - Select One	Numeric	Y	1	List Values: 1 = Producer 2 = Importer

ProductCategory	Category to identify the contents of the product. E.g. Water, Soda, Alcohol. Select one	Numeric	Y	1	List Values: 1 = Water 2 = Soft drink 3 = Energy Drink 4 = Wine 5 = Spirit 6 = Cider 7 = Beer 8 = Dairy 9 = Other Alcohol - e.g. Flavoured Alcohol
VatRate	Product VAT Rate - Select one	Numeric	Y	1	List Values: 1 = Standard Rate 2 = Reduced Rate 3 = Zero Rated
SchemelIdentifier	Does the container have a DRS logo, description, another method to identify it as a scheme article or none select one	Numeric	Y	1	List Values: 1 = Logo 2 = Description 3 = Other 4 = None
ProductIdentification	What is included on the product to enable a Consumer to identify the producer	Numeric	Y	1	List Values: 1 = Our registered name or address 2 = One of our brands or trademarks 3 = Nothing
Brandname	Brand name is required only if 'Brand or trademark' selected in "Producer Id On Article"	Alphanumeric	Conditional	50	Required if ProductIdentification) = 2
BrandAddress	Brand address is required only if 'Brand or trademark' selected in "Producer Id On Article"	Alphanumeric	Conditional	65	Required if ProductIdentification) = 2
EANCategory	Identifies whether the product is available in Scotland only or UK wide and whether the SKU has been introduced for DRS (new) or whether it was being used prior to DRS (retained). EANs used prior to a new EAN being introduced (Old EANs) should be registered to facilitate the collection of pre scheme material in RVMs to prevent	Numeric	Y	1	1 = UK Wide New 2 = UK Wide New with OEAN 3 = UK Wide Retained 4 = Scottish Only New 5 = Scottish Only New with OEAN 6 = Scottish Only Retained 7 = OEAN

	littering at these sites. Select one				
PackageType	Denotes the container type - e.g. Bottle, Can. Select one	Numeric	Y	1	1 = Bottle 2 = Can
PrimaryPackagingMaterial	Material type of the Container - Glass, PET, Aluminium, Steel. Select one	Numeric	Y	1	1 = Glass 2 = Polyethylene terephthalate (PET) 3 = Aluminium 4 = Steel
Weight	Weight (g) of the container without liquid measured in grams.	Numeric	Y		
Height	Height (mm) of the container including cap	Numeric	Y		
Width	Width (mm) of the Container	Numeric	Y		
Colour	Packaging material colour. This mainly used for sorting of glass material. Please provide the closest colour to match the container. Select one.	Numeric	Y	1	1 = Clear 2 = Blue 3 = Green 4 = Red 5 = Brown 6 = Purple 7 = Jazz / Mixed 8 = Other
Volume	Volume (ml) of the Product. Valid size between 50 ml to 3 Litre. Must be in Millilitre	Numeric	Y		Min >= 50 ml Max <= 3000ml
StartDate	The date the scheme packaging becomes active in the DRS system. If blank, default date will be 16th August 2023	Date	N	10	Date : dd/MM/yyyy e.g. 16/08/2023
ForecastYear	The year the annual forecast relates to	Numeric	Y	4	E.g. 2023

AnnualForecast	The forecasted quantity of the product to be sold in a full year. Where a new EAN is being introduced the annual volume should represent the total of the new EAN and the old EAN that it is replacing. In all instances it should represent 12 months expected sales. It represents the number of individual articles and not the number of sales units (e.g. cans not multipacks).	Numeric	Conditional	12	Forecast is not required if EANCategory = 7. If EANCategory is 2 or 5, the annual forecast must include OEAN + NEAN
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3 File Upload Template

An excel template has been provided to populate for the upload to the Web Portal.

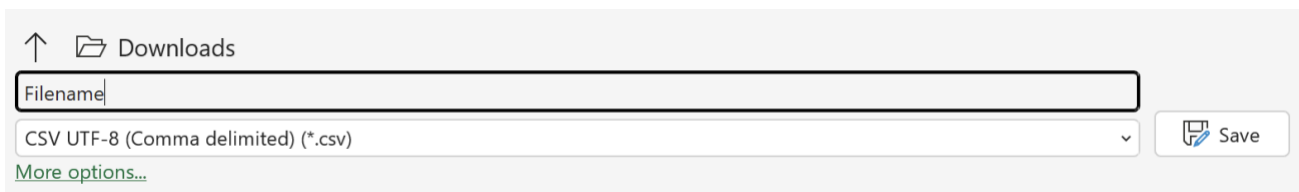
File name: ProductFileUploadTemplate1.0.xlsx

The file contains two tabs:

- [Template]: Populate with product / scheme article data for upload
- [ListOptionCodes]: Reference table to manually look-up the code value for a specific data attribute

3.1 Exporting the excel template to CSV format

Ensure the template tab is the **active sheet** then Select File Save As, select Folder location, then File Format as CSV (UTF-8)



Warning message – Select the ok Button, to save the active sheet.

