

## WEEE Black Box Annual Confirmation process

### Statutory 'Declaration of Compliance' for the Compliance period (January 1<sup>st</sup> 2011 – 31<sup>st</sup> December 2011)

As of today 17<sup>th</sup> January 2012, you will be able to print your **Annual Confirmation document**. This document will have to be signed by the responsible person and then this signed version should then be scanned and uploaded on the WEEE Black Box as a scanned PDF or j-peg. Please aim to do this by no later than **15<sup>th</sup> February 2012**. This procedure is described in more detail below.

#### Reviewing the declaration overview

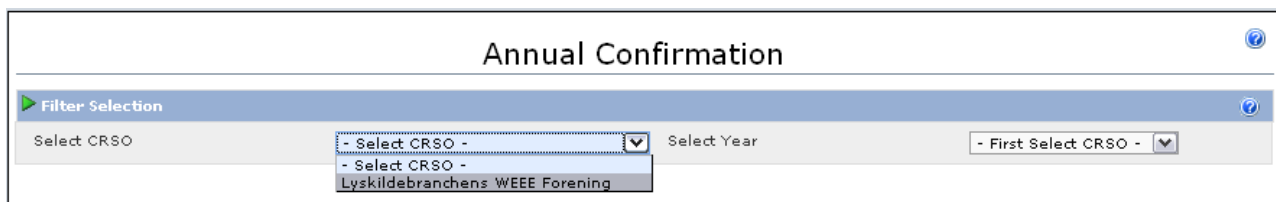
in order to assure that:

- declarations have been filed for all months;
- all declarations made are correct – if not, this is the moment to correct them and file re-submissions;

#### Generating the annual confirmation document

Click on **Declarations – Annual Confirmation**

Select the **CRSO > LARS GmbH** and the **calendar year > (2011)** for which you want to perform the annual confirmation process:



You will then be provided with the screen below where you will be able to review all information provided during the year. **By clicking on the Print Screen button, you will be able to print this report.**

## Annual Confirmation

**Filter Selection**

Select CRSO:  Select Year:

Annual Declaration Overview for			
Month	Quantity	Amount	Filed
April			✓
May			✓
June			✓
July			✓
August			✓
September			✓
October			✓
November			✓
December			✓

Annual Confirmation Document \*

\* Marked fields are required

## Have the printed report signed by a duly authorised person.

The printed [Annual confirmation document](#) will now have to be signed by an authorised person\* (who vouches for the accuracy of the data) and this signed document should then be **scanned and uploaded** using the available 'Browse' field enabling the document to be selected from the file search function in Windows.

\*According to the Regulations the persons authorised to sign are:

- (a) where the producer is an individual, that individual,
- (b) where the producer is a partnership, a partner,
- (c) where the producer is a body registered in Germany, a director of that body,
- (d) where the producer is a body that is not registered in Germany, the individual who has control or management of that body.

## Uploading the annual confirmation document

Click on the **Browse** button on the annual confirmation screen. **Select the scanned document and click on the Confirm button**

NB (This button is only made available if you have already [clicked on the Print Preview](#) button).

Annual Confirmation Document \*

Once you have clicked on the **Confirm** button, the calendar year referred to is considered as closed and changes will not be possible.

A copy of the Annual Confirmation is stored on your behalf on the portal for later retrieval as necessary.

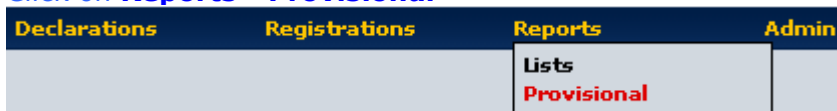
## Provisional POM data for 2012

### Automatic calculation of the next year provisional volumes

After the normal declaration period for the month of December has been closed, the provisionals for the next calendar year will automatically be calculated by the Black box based upon the actuals it has for the months of 2011. Each participant may review these calculated provisionals for the next calendar year.

### Review of the automatically calculated provisionals

Click on [Reports - Provisional](#)



This will show a report with the updated provisionals for 2011.

## Changing the provisional data for 2012

### Step 1: Requesting an update of provisional data

Click on [Admin – Request for changes](#):



You will be taken to the form below, where you have to indicate:

> [Request change for provisional declaration](#)

At this point a message is sent to the LARS CRSO Manager to OK the request to change.

### Change Request Overview

▶ Change of Provisional Declaration		
CRSO	Lyskildebranchens WEEE Forening	Request Change for Provisional Declaration
▶ Change of Participant Type		
CRSO	Lyskildebranchens WEEE Forening	Request to become an Exporter
▶ Request Annual Confirmation Change		
Select CRSO	- Select CRSO -	Request Annual Confirmation Change
Select Year	- First Select CRSO -	

### Step 2: Changing the provisional after the CRSO manager has approved your request to change the provisional

When the CRSO manager has approved your request, you will receive a notification in your [Start Page Inbox](#):

If you **click on the notification** and then on **'More information'**, you will be taken to the screen below where you can update the provisional declaration for your company.

### Provisional Declaration Update Form

Provisional Declaration

Month	Quantity	Remove
April	10	-
May	10	-
June	10	-
July	10	-
August	10	-
September	10	-
October	10	-
November	10	-
December	10	-
January	10	-
February	10	-
March	10	-

[Add Line](#)

Please note that you will only be able to update the provisional information for months after the current month i.e. for February 2012 onwards.