Manual for reporting through the new client portal RETIP operated by the collective scheme RETELA, s.r.o.

Contents:
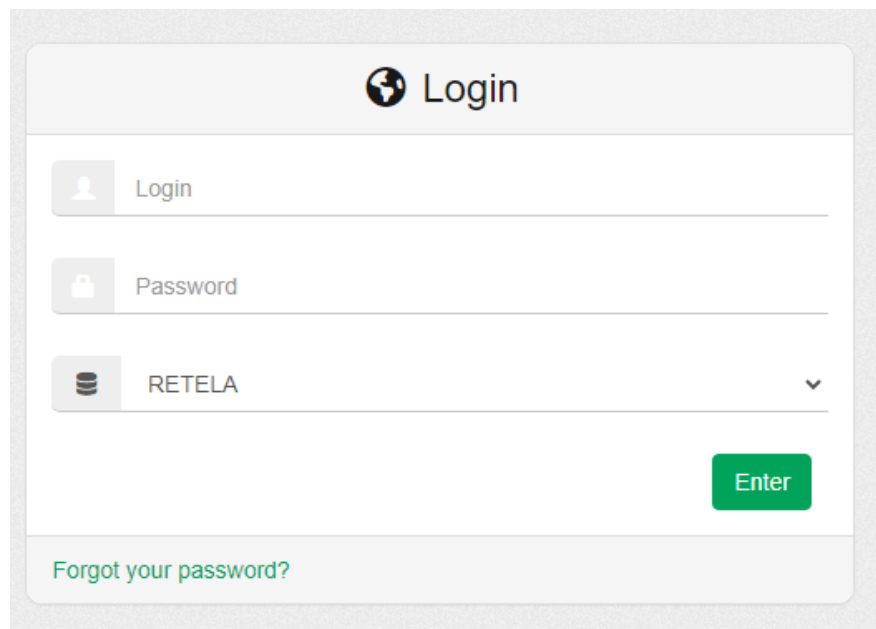
1) **Possibilities of the new portal RETIP**

- Submission of the EEE and BAT report
- View the history of the reports submitted via RETIP
- Downloading the invoices issued after launch of the new accounting system Helios (from 1 January 2024)
- Archive of the contractual documents, certificates
- Sharing of the important information, e.g. legislation, price lists, manuals

2) **Login**

1. The contact person will receive login details (name, password) by email.
2. These details must be entered on the login page available via the link provided in information email or via the website www.retela.cz/en – fill in report.
3. The password can be saved in the browser for future logins.

3) **Changing the password**

1. After logging in to the portal, the automatic password can be changed by an icon in the upper right corner (see below).
2. There are following conditions for sufficiently secure password: minimum 6 characters, minimum 1 capital letter, minimum 1 number, minimum 1 special character. These conditions are shown, if the chosen new password doesn´t meet the required parameters.
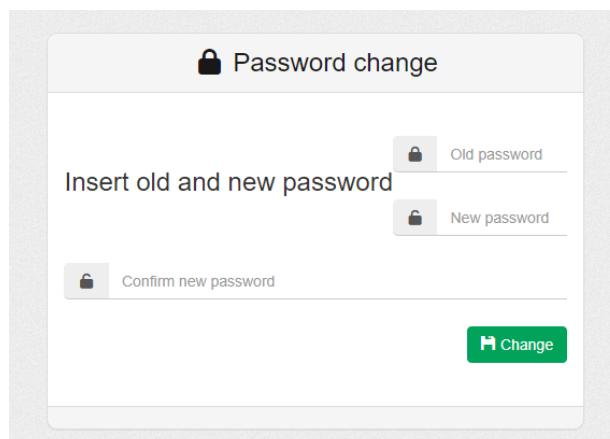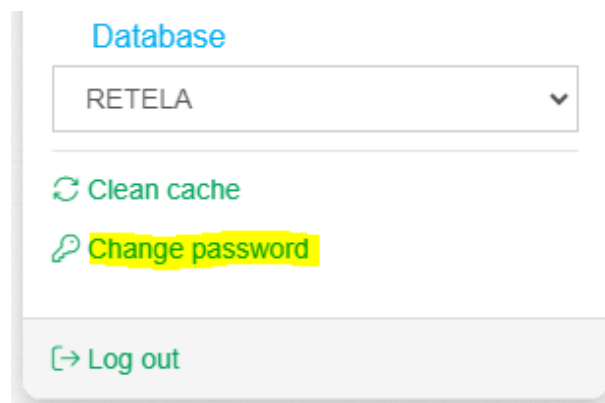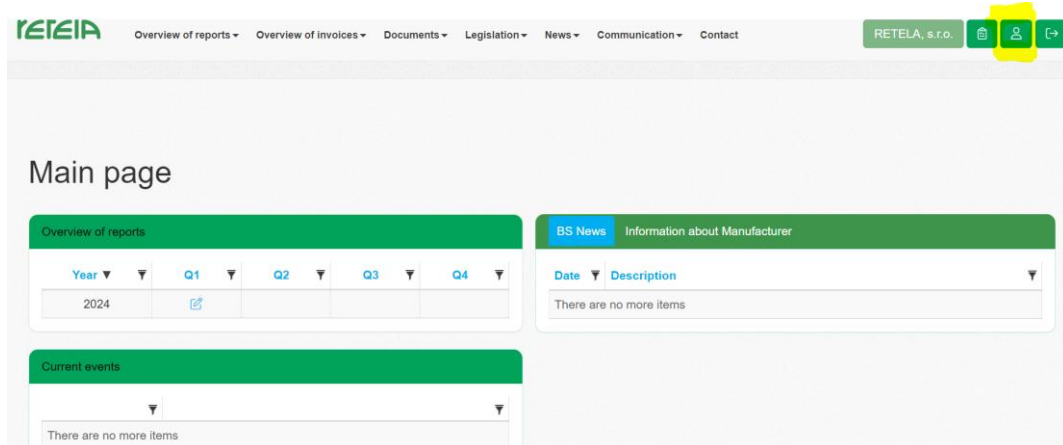
4) **Submission of the report**

1. Choose the icon of the newly generated report on the main page in the part "Overview of reports".
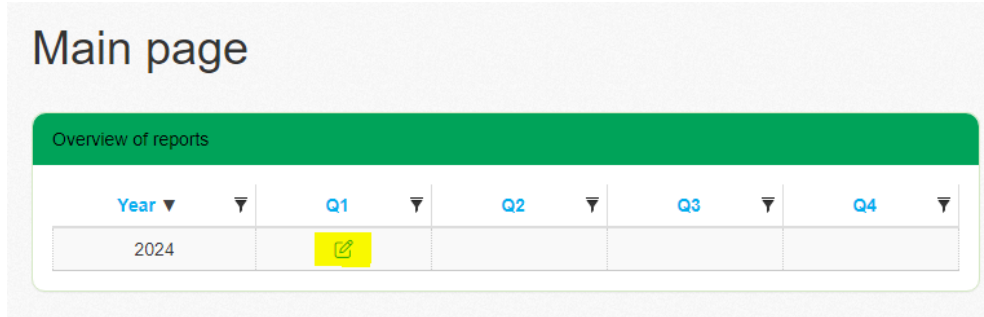
2. Choose the EEE report by double-click in the list with the summary information.
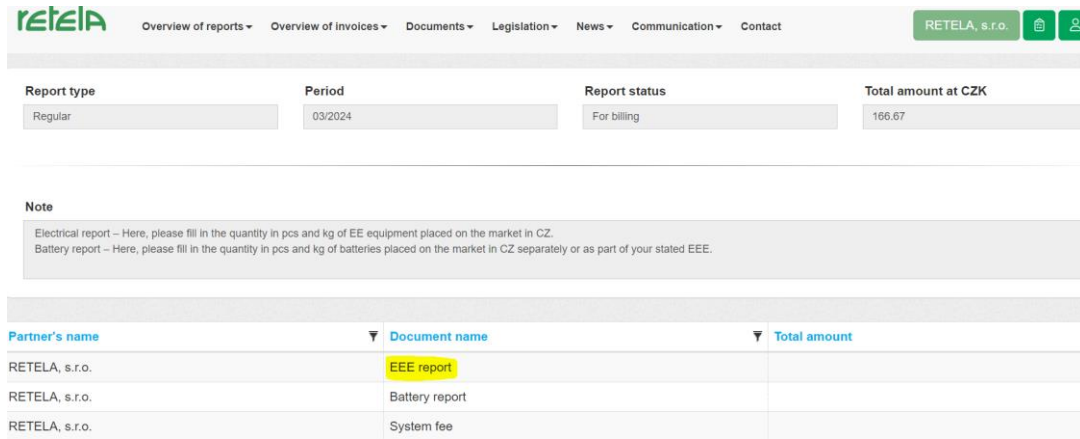
3. Fill in all necessary figures into the EEE report and press "save". Now the report is saved (in processing) and it can be completed anytime later. There are some automatic checks in this step, which can inform user about a possible mistake (it would appear above the report).
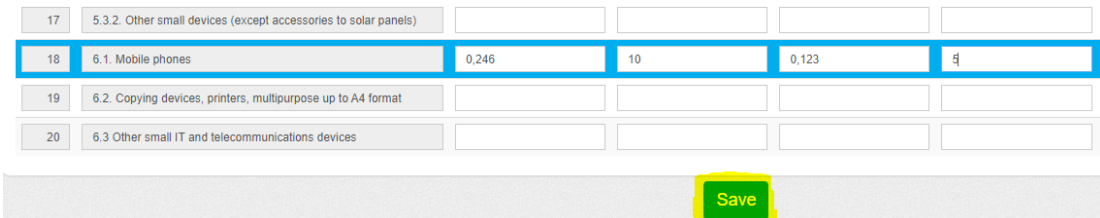
4. After saving, the system returns to the main report page, where the calculation is displayed.

Partner's name	Document name	Total amount
RETELA, s.r.o.	EEE report	369.00
RETELA, s.r.o.	Battery report	0.00
RETELA, s.r.o.	System fee	500.00

More detailed balance can be found when reopening the EEE report by double-click.

18	6.1. Mobile phones	0.246	10	0.123	5	t	0.123	5	369.00
19	6.2. Copying devices, printers, multipurpose up to A4 format					t	0.000	0	0.00
20	6.3 Other small IT and telecommunications devices					t	0.000	0	0.00

Save

5. If the client needs to report also batteries, then it is possible to fill in the battery report. The sheet for batteries is displayed automatically. If the client reports batteries without valid battery contract, the system notifies the client support with request to prepare the contractual documents.

Partner's name	Document name	Total amount
RETELA, s.r.o.	EEE report	369.00
RETELA, s.r.o.	Battery report	0.00
RETELA, s.r.o.	System fee	500.00

6. After saving, the summary calculation is shown on the main page. Then the whole report must be submitted by "Send" button. The confirmation about the submission is sent automatically to the contact email address. Although the report is already submitted, it is still open for whole reporting period and available for possible revision.

Dashboard / Overview of reports / Reports / Reports:

Send   Back

Report type	Period	Report status	Total amount at CZK
Regular	02/2024	Open	166.67

Note

The EEE report – please enter the amount of electrical equipment introduced to the market in the CR in tons, pieces.
Synoptic EEE data – please enter the manner in which the electrical and electronic equipment was introduced to the market import/production.
The battery statement – Please enter the number of batteries and accumulators introduced to the market in the Czech Republic either separately or as part of your stated electrical and electronic equipment.

Partner's name	Document name	Total amount

7. At the end of the reporting period (at the last working day of the reporting month), the report is automatically closed, and it is processed by client support (check and invoicing).

8. The client will receive an invoice based on the report.

5) <u>Correction of the report</u>

1. The report is still open within the whole reporting period, so any correction can be made by editing the current report after logging in to the portal.
2. For the correction after the end of the reporting period, please contact the client support (retela@retela.cz), that will provide more information about the corrective report.
3. The report can be returned for correction by the client support. In this case, the contact person will receive the email request to revise the report.

6) <u>Zero report</u>

1. The submission of the report is obligatory, even if the quantity placed on the market was zero in the given reported period.
2. After logging in to the portal, open the current report (see above the section Submission of the report) and only directly submit the unfilled report by "Send" button. The items in the report will be automatically considered as zero.

7) <u>Lost password, change of the contact person, more contact persons</u>

1. It is possible to request the new password on the login page.
2. For setting up the different contact person or more persons authorized for access to the company profile in the portal, please contact the client support (retela@retela.cz).

8) **Reporting by one person for several companies**

1. One person can report on behalf of more than one company via one login name and password, if it is authorized by the client support (retela@retela.cz) in the system.
2. After logging in to the portal, the profile of the first company automatically appears. The user can switch between the profiles of the companies by the icon in the upper right corner.
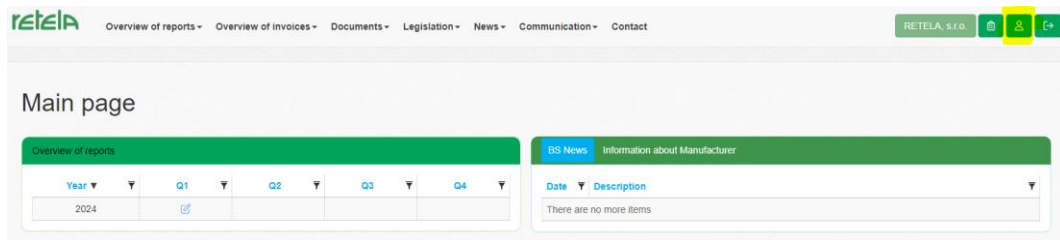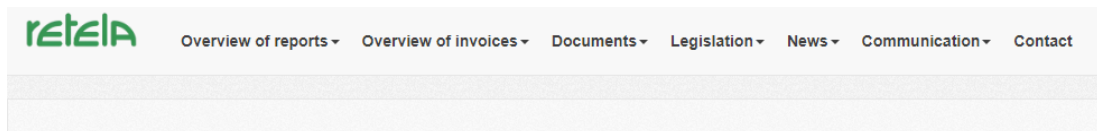

3. The change of the company profile is indicated by the change of the company name in the upper right corner.
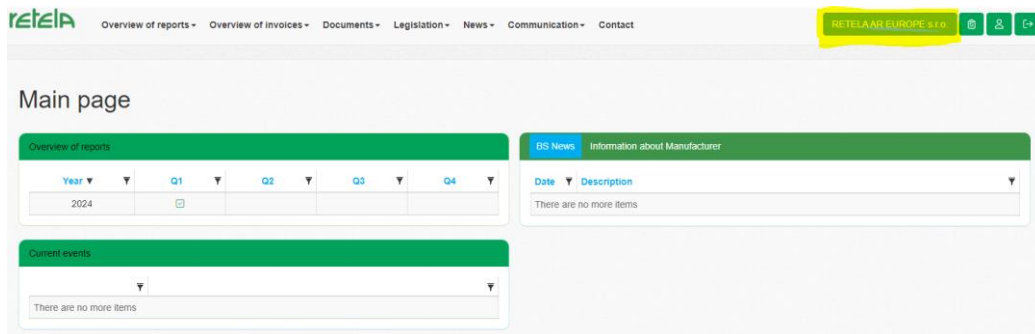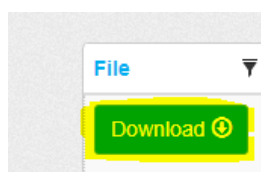

9) **Data sharing**

1. Users can read and download the data (contractual documents, invoices, reports) via menu in the top bar.
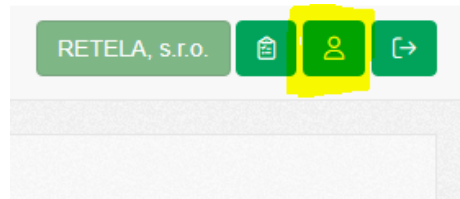

2. The archive will provide the possibility to download the documents by "Download" button.
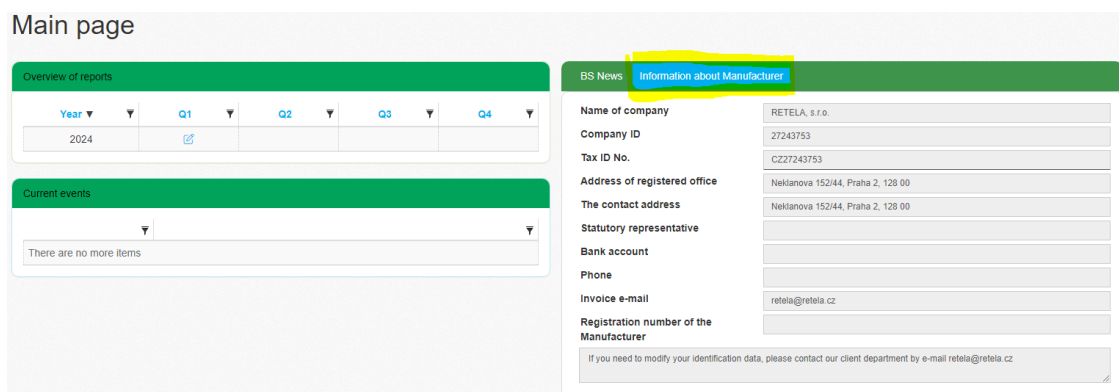
10)   Logout

To log out, use the icon in the upper right corner.

11)   Change of the company details, problems with login or working with the portal

1. The company details are placed on the main page of the portal RETIP. If an update is necessary, please contact the client support team (retela@retela.cz).

2. In case of problems with login, working with the portal, setting up the company profile etc. please contact the client support team (retela@retela.cz).

12)   General rules for EEE reporting (including reporting of the export)

1. The report must be submitted quarterly.
2. The deadline is the last working day of the month following the reported quarter.
3. The reported period is set automatically, it is not possible to change it by the user.
    4.   The amount must be filled in tons (e.g. 0,001) and number of pieces in the group, for which company has been registered in the List of Producers. The new item "put on market" includes former „own production" and „import". The "import" is both import from EU as well as from the non-EU countries.
5. It is possible to fill in the "export" in case of exporting the products outside the Czech Republic. Export is fundamentally reported in the period, when at least part of the filled amount is reported as an "Put on market" (or formerly "import" or "own production").
   Exceptionally it is possible to report "Export", if this EEE was imported in the previous one, two or maximum three quarters and for this amount the recycling fees were paid to CS Retela. This procedure cannot be used in case of changes in the Price List during this period. In extraordinary cases the exception can be confirmed by the statutory representative of Retela.
6. The amount for invoicing is calculated automatically.

7. The tons and pieces are required due to the obligatory Annual report to MoE, which is processed by RETELA compliance-scheme on behalf of the producers each year.
8. Please note that it is necessary only numbers and decimal point shall be filled in columns. The columns can be left empty in case of zero values.
9. The minimum amount is 1 kg (filled in as 0,001 (tons)).
10. Even zero report must be submitted, in this case the empty form is submitted and only system fee is invoiced.

13) General rules for BAT reporting (including reporting of the export)

1. The deadline, frequency and the functionality of the report for BAT is similar like in case of EEE.
2. On the contrary with EEE, batteries are reported in kilos and pieces. There is new item "put on market", which includes former item "own production" and "import" similarly like in case of EEE.
3. There is a new possibility to report exports of battery via standard BAT report (formerly it was solved individually with help of the client support). Rules for reporting of the exports of batteries are similar like for EEE.