



INSTRUCTIONS REGARDING
Registration of
products/containers in the
Packaging Registry
FOR PRODUCERS

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Evidence Review

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Evidence Review

✓ March 28, 2025

- **Chapter 5.** Product Field Table , row 22.

Expected date of placing on the market must to be in format correct
[DD/MM/YYYY]

- **Chapter 3. Product registration process**

[Please note that container measurement fields can be completed with or without decimals. To avoid errors, we recommend inserting the same number of decimals for all fields, even '0.00' if no decimals are required.]

✓ May 31, 2024

- **Chapter 3. Product registration process**

- [Once the products have been submitted for approval, you must send an Excel database to **produse@returosgr.ro** (exported from the entity/entities issuing barcodes in EAN-13/EAN-8 symbology, based on the **SR ISO/IEC 15420:2013** standard). This database must contain the barcodes submitted for approval.]

1. Scope

The purpose of this document is to provide **advice** for producers who register SGR products in the **RetuRO Register** for their SGR packaging.

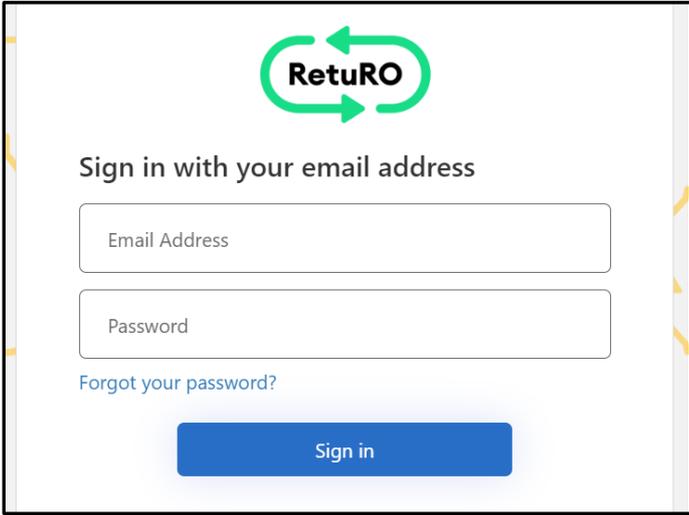
You can choose to **manually record products one by one** or **bulk upload them** using our CSV template. By using the template, you can add multiple products to the file before registration and upload them all at once.

This document provides step-by-step instructions for both product registration options, as well as a **detailed table of required fields** for reference.

2. Log in

To start **the** packaging registration, you must first **log in** to your **RetuRO manufacturer account**.

Please **enter** your registered email address and password to log in. If you **have** forgotten your password, select "**Forgot Password**" and you will receive an email with instructions to reset your password and log in successfully.



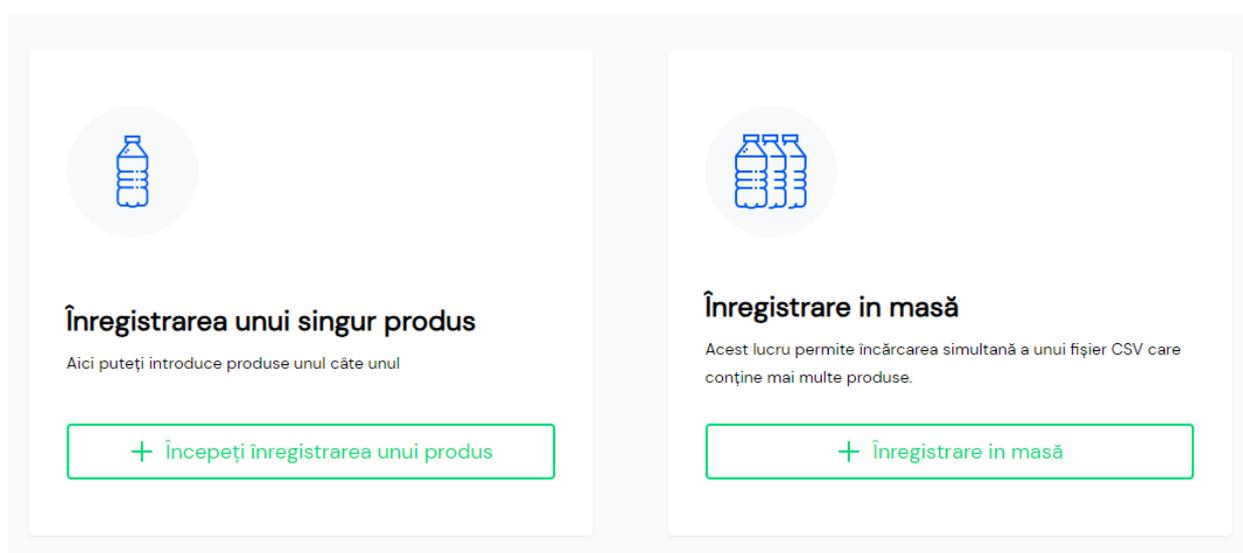
The image shows a screenshot of the RetuRO login interface. At the top center is the RetuRO logo, which consists of the word "RetuRO" in a bold, black, sans-serif font, enclosed within a green circular arrow icon. Below the logo, the text "Sign in with your email address" is displayed. There are two input fields: the first is labeled "Email Address" and the second is labeled "Password". Below the password field, there is a blue link that says "Forgot your password?". At the bottom of the form is a blue button with the text "Sign in" in white.

3. Packaging registration process

Once you are successfully connected, you can start the registration process. You have two registration options:

1. Single Product/Packaging Registration – This option allows you to manually register products one by one.

2. Bulk Product Registration – This option allows you to download our CSV template, add multiple products, and upload all products at once in CSV format.

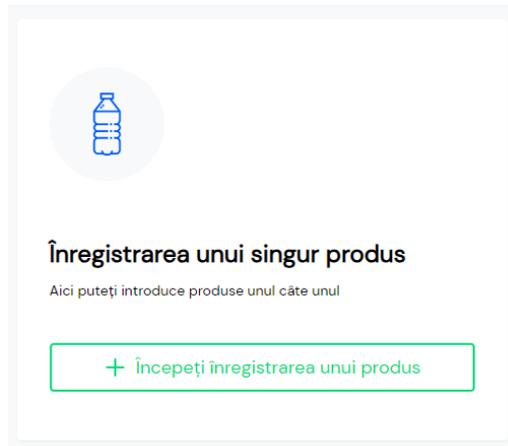


You can register some products using the Bulk Product Registration option and add others using the Single Product Registration option. Manufacturers may prefer the Bulk Upload option before going live, as they have multiple products to register at once, and then switch to the Single Product Registration option to add new products after going live.

It is entirely up to you to choose the method that works best for you and your company.

3.1 Single product registration

This section provides details for a single product registration. This method allows products to be detailed in the web form, one by one.



Once you start the Single Product Registration, you will see a number of required fields that need to be filled in. In Section 5 of this document, you will find a detailed table of product fields. This table includes details for each required field and will help you complete the registration for your container and product type.

Product details
Product Name

Barcode details
Barcode Format

Unit Barcode

I confirm the packaging information provided here is correct.

Container details
Container Material

Container Type
 bottle
 can

bottle
 can

Measurements
All values must be rounded up or down to the nearest whole number

Volume (ml) ml Container Weight (g) g

Width (mm) mm Height (mm) mm

Label Details

Other information
Liquid Type

Expected Date Of Placement On Market

Container Dimensions: Please note that container measurement fields can be completed with or without decimals. To avoid errors, we recommend inserting the same number of decimals for all fields, even '0.00' if no decimals are required.

If you enter data that requires correction, you will see a **red** error message . You must correct all errors before you can submit the product for approval.

The screenshot shows a registration form with the following elements:

- Container Type:** Radio buttons for 'Bottle' and 'Can'. 'Can' is selected.
- Measurements:** A section with the instruction 'All values must be rounded up or down to the nearest whole number'.
- Volume (ml):** Input field containing '5000' with a red border and error message 'must be in range from 100 to 3000'.
- Container Weight (g):** Input field with a red border and error message 'is required'.
- Width (mm):** Input field with a red border and error message 'is required'.
- Height (mm):** Input field with a red border and error message 'is required'.

"A single product's registration data can be saved for later modification or review by clicking 'Save as Draft'. Once all required fields have been completed, you can select 'Submit for Approval'. Please ensure that you review all the information provided to confirm its accuracy before submitting the product for approval. Special attention should be given to the barcode and the fields where measurements are entered. Once a product has been submitted for approval, it cannot be modified or edited.

The image shows two buttons side-by-side:

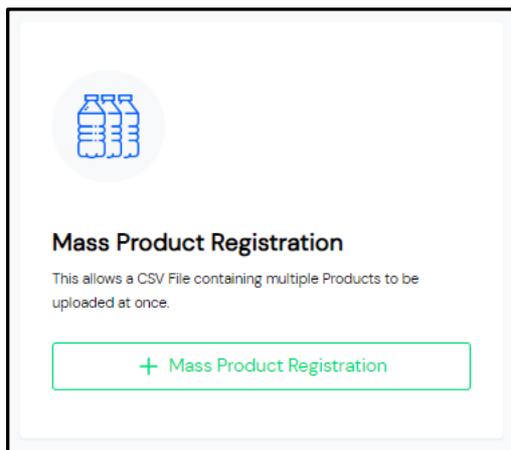
- Save as Draft:** A button with a yellow border and yellow text.
- Send for Approval:** A solid yellow button with white text.

Once the product has been sent, RetuRO will analyze and choose one of the following:

- **Approve** : This means your product has been successfully added to the SGR Packaging Registry.
- **Cancel** : This means that your product has not been approved. The reason for the cancellation will be sent to you via email.
- **Submitted for correction** - This means that something needs to be corrected before your product can be approved. You will receive an email describing the issue and will have the opportunity to edit the product and resubmit it for approval.

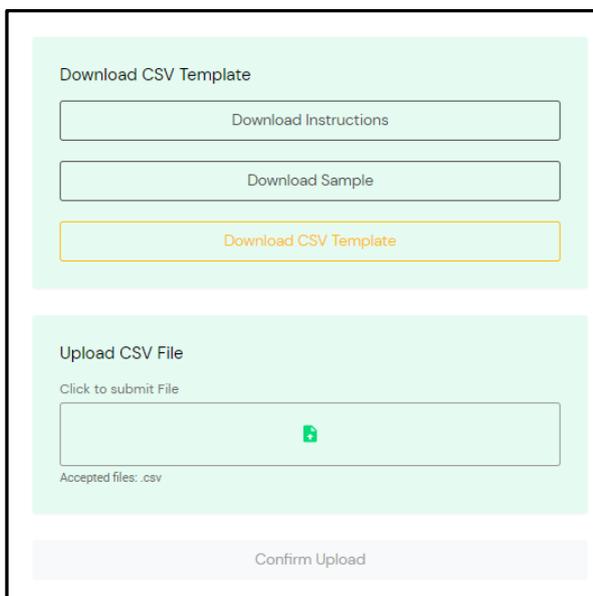
3.2 Mass product registration

This section provides details on bulk product registration. This method allows you to download our CSV template, add multiple products, and upload them all at once in CSV format.



Once you start Bulk Product Registration, you will be able to access 3 useful documents that will help you upload your products for registration.

- Bulk upload instructions
- Mass loading sample
- CSV bulk upload template



Loading Instructions in Table

This document includes detailed instructions for completing and loading a CSV file. We recommend that you download and read this document before adding products to the CSV file. The instructions include full details about the required fields and how to enter the correct details for each product.

If you are already familiar with working with CSV files, you know that even a small mistake, such as a missing comma (,) or an extra period (.), can cause errors. By carefully following these instructions, you will avoid errors and unnecessary confusion.

Please note that there may be multiple tabs at the bottom of this document. Be sure to review each tab.

Loading Example in Table

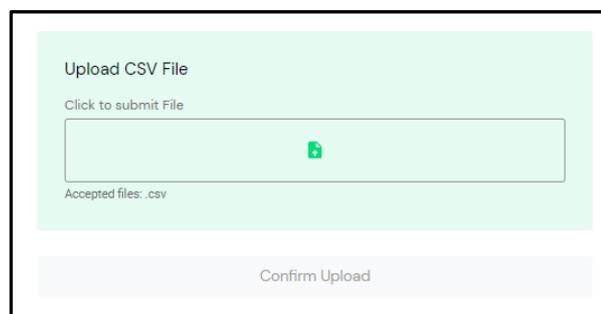
This document contains an example of a CSV upload file in table format. You can use this file as a useful reference when adding products to the CSV upload table.

CSV Upload Template in Table

This CSV template is provided for you to download, "save as," and enter your product data. Once you have added all products and completed all the fields, save the file, and you'll be ready for loading.

Note important - Please note that container measurement fields can be completed with or without decimals. To avoid errors, we recommend inserting the same number of decimals for all fields, even '0.00' if no decimals are required.

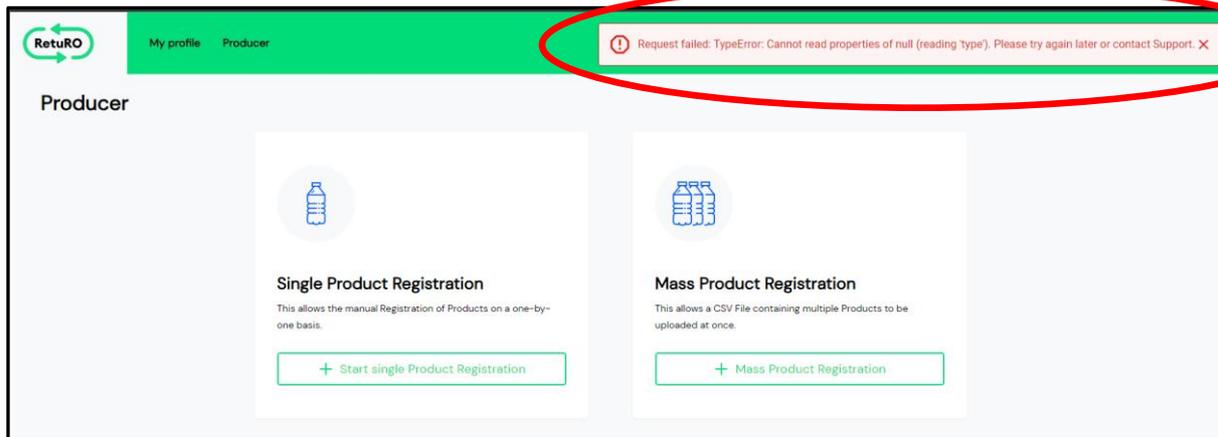
To load the CSV file, click to send the file in the 'Submit File' box, then select 'Confirm Upload' (Confirm loading).



If the file is in an incorrect format, you will see a **red** error message in the top right corner of the screen. This is most likely due to the fact that the document is not in the required CSV format (see the following illustration).

If the file is successfully loaded, you will see a **green** confirmation message in the top right corner of the screen.

INSTRUCTIONS FOR PACKAGING REGISTRATION



Confirming that your file was successfully uploaded **does not mean that** it is error-free. It simply confirms that your file was uploaded to the system.

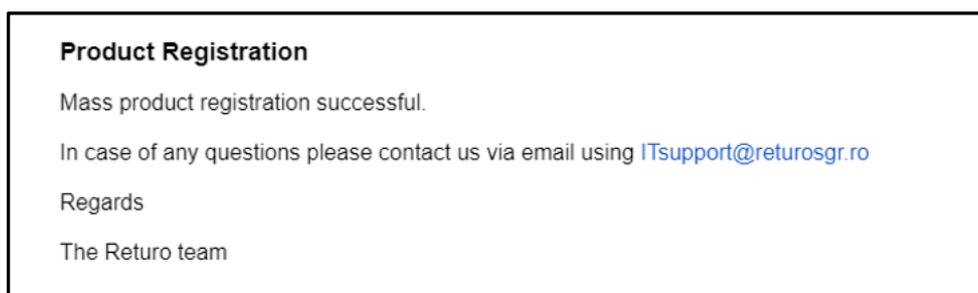
You will receive an email after you upload your file. This email will indicate whether your products were successfully uploaded or not.

Successful confirmation email - If all the fields in the CSV are filled incorrectly, you will receive an email confirming the mass registration of the product. At this point, you should move on to the next step - Submit the product for approval.

Failed Registration Email - If any field in the CSV contains errors, you will receive an email informing you that the bulk product registration failed. The email will provide details about the error. Please correct all errors and re-upload the CSV.

Please note - the CSV file may contain several errors that are not included in the first email you receive. Please continue to correct the errors as per the details in the emails and re-upload until you receive the confirmation email informing you that the bulk product registration has been successfully completed.

Example of a successful confirmation email:



Examples of failed registration emails:

Product Registration

Mass product registration failed.

Please see errors below.

Error found on line 2: Product with barcode [REDACTED] already exists. For one producer barcodes need to be unique per product. Error found on line 3: Product with barcode [REDACTED] already exists. For one producer barcodes need to be unique per product. Error found on line 4: Product with barcode [REDACTED] already exists. For one producer barcodes need to be unique per product. Error found on line 5: Product with barcode [REDACTED] already exists. For one producer barcodes need to be unique per product.

In case of any questions please contact us via email using ITsupport@returosgro.ro

Regards
The Returo team

Product Registration

Mass product registration failed.

Please see errors below.

Error found on line 2: Missing mandatory entry: container_type

In case of any questions please contact us via email using ITsupport@returosgro.ro

Regards
The Returo team

Once the products have been successfully uploaded, they will be available in the 'Products' tab on the Manufacturer page in the registration portal.

Important: Don't forget to submit them for approval!

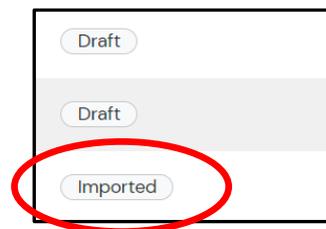
Please note that all products uploaded via CSV are set to 'Imported' status, and an action to 'Submit for Approval' is required. RetuRO will not review products for approval until they have been submitted.

INSTRUCTIONS FOR PACKAGING REGISTRATION

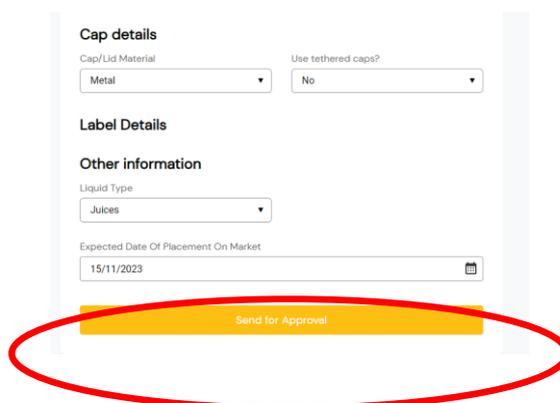
Once the bulk upload of products is complete, you need to submit each product for approval. You will find the full list of products in the 'Products' tab on the Manufacturer page in the registration portal.



Please check the status of all products. All products listed as "Imported" require action and must be submitted for approval.



To submit your uploaded products for approval, click on the product name to display its details. Scroll down until you see the "Submit for Approval" option.



Please make sure to submit all "imported" products for approval. RetuRO will not review or approve the product until it is submitted for approval.

Once the products have been submitted for approval, you must send an Excel database to **produse@returogr.ro** (exported from the entity/entities issuing barcodes in EAN-13/EAN-8 symbology, based on the **SR ISO/IEC 15420:2013** standard). This database must contain the barcodes submitted for approval.

RetuRO will review the submission and choose one of the following options for each product:

- Approved:** This means your product has been successfully added to the SGR Packaging Register.
- Cancelled:** This means your product has not been approved. The reason for cancellation will be sent to you via email.
- Sent for Correction:** This means that some adjustments are required before the product can be approved. You will receive an email describing the issue, allowing you to edit the product and resubmit it for approval.

4. Tracking Registration Status

You can **follow up** on the **registration status** of your packaging and the approval status of all products in the **Products** tab on the Manufacturer page within the registration portal. Please **review** the list of possible statuses along with their descriptions below.

Draft

Project - When recording products using the Unique Product Registration option, a product can be saved in "Draft" status before being submitted for approval. A draft product can be modified.

Imported

Imported - When recording products using the Mass Product Registration option (in the product table), the products are automatically saved with the status "Imported". Each product must be edited individually before it can be "Sent for approval".

Sent for Approval

Submitted for approval - the status 'Sent for approval' means that the product was sent to RetuRO for review and approval.

Sent for Correction

Submitted for correction - the status 'Sent for correction' means that the product has been reviewed by RetuRO, and necessary corrections must be made before the product can be approved. You will receive an email describing the problem, and you will have the ability to edit the product and send it back for approval.

Registered

Registered - the status 'Registered' means that the product has been successfully approved and added to the SGR Packaging Register. A confirmation email will be automatically generated, confirming that the product has been registered

Cancelled

Cancelled - the status 'Cancelled' means that the product was not approved. The reason for the cancellation will be sent to you by email..



5. Product Fields Table

	Bulk upload CSV column	Field name	Description
1	C	Product name	Commercial product name
2	D	Barcode format	8 digits or 13 digits
3	It is	Barcode	Unique SGR barcode number
4	F	Confirm that the container details are correct	one option accepted "YES"
5	G	Container material	Aluminum , Steel , Pet, Glass
6	H	Container type	Bottle /One box (
7	and	Container barriers	DISPLAYS only for PET PET transparent/Green/ Blue /Brown/ Other
8	J	Container barrier type	Only displayed for single-layer/multilayer PET
9	K	Container volume (ml)	number whole , >=100ml and <=3000ml
10	IT	Container color	Show only for PET PET transparent/Green/Blue/Brown/Other
11	M	Container weight (g)	integer, >0 and <2,000g
12	N	Lid weight (g)	Shows only for Whole number bottles, >0 and < 50g
13	A	Tank height without lid/wallpaper (mm)	Shows only for Bottle integer, >100mm and < 1000 mm
14	P	Container height with lid/wallpaper (mm)	Shows only for Bottle integer, >100mm and < 1000 mm
15	Q	Container width (mm)	integer, >20 mm and < 1000 mm
16	R	Lid/cap material	Shows only for Bottle PP/PE/ALU/Metal/Other plastic
17	S	Do you use Tethered Caps?	Bottle only shows YES/NO
18	T	Label type	Shows only for Bottle Corp partial/total
19	U	Label material	Shows only for Bottle Metal foil/OPS/PS/PLA/OPP/PP/PE/Paper/ PET/PVC/Other (specify)
20	V	Material label if "Other"	Shows only for Bottle was selected above "other", specify type
21	W	Liquid type	Beer , beer mixes , drink mixes alcoholic beverages , cider , other beverages fermented , juices , nectars , drinks soft drinks , mineral waters and drinking water of any kind food , wines and SPIRIT
22	X	Expected market launch date	DD/MM/YYYY

yourself Please saddle remember :

Many from FIELDS present in the table above will display only for a specific type of material or container. You will not always be asked saddle complete all FIELDS DISPLAY in field table for products . This table is MEANT saddle OFFER only information ADDITIONAL and guidelines . The CSV is filled out in the language English according to " mass_upload_instructions " which you download from the " Register" section Packaging " section " Loading in the mass " .