NEW BRAND OWNER CONTAINER REGISTRATION AND SALES REPORTING MANUAL

Encorp Pacific (Canada)

March 2024

1. ## Complete and sign the Stewardship Agency Appointment Agreement

   Step one has been completed. To be fully in compliance, please start working on Step 2 & Step 3 that are detailly described in this guide.

2. ## Register Your Containers/Brands

   In Step 2, register each of your containers/brands for the ready-to-drink beverages you sell in British Columbia.

3. ## Report Your Sales

   In Step 3, report all sales of ready-to-drink beverages shipped and sold into British Columbia, detailing the types of containers and quantities.

Step 2: Register Your Containers/Brands

2.1 Go to the Return-It registration online platform, following this link
https://brandregistry.return-it.ca/.

2.2 Enter your company information.
- ✓ *Company name* (Registered with Return-It)
- ✓ *Registrant ID* (It can be found in the confirmation email, sent to you when the Appointment Agreement has been signed by both parties; it also can be requested by email brandregistry@returnit.ca)
- ✓ *Contact Person's First Name*
- ✓ *Contact Person's Last Name*
- ✓ *Email*
- ✓ *Phone*

Once you are done, press **"Next"** to continue.

2.3   In the new window, enter the container's information. To do so click on **"Add New Entry"**.

The below information will be required for each container:

- ✓ UPC Code
- ✓ Brand Name
- ✓ Start Selling Date
- ✓ Product Type* *(please check page 6 for additional information)*
- ✓ Flavour
- ✓ Material* *(please check page 6 for additional information)*
- ✓ Volume *(Must be entered in mL. For example 1.5 L = 1500mL)*

UPC Code *

044670012826

Unit UPC, not case UPC. Please include the leading digit and check digit of the UPC. No space no hyphen between digits.

☐ **Click this box if your container does not have a UPC code printed on its label**

1. If the container is sold in multiple containers case, provide **UPC** printed **on the container**, **not on the case**.

2. All digits should be entered (including leading and checking digits)

Brand Name *

Coca-Cola

Product Type *

Soft Drink   ✖ 🔍

Material *

Aluminum   ✖ 🔍

Start Selling Date *

7/22/2021   📅

Flavour *

Diet Coke

Volume in mL *

330

Next

Attention!

<div style="border: 2px solid green;">

*Product Type

Beverage containers that have MILK or MILK SUBSTITUTE as #1 ingredient should be registered as "Milk" or "Plant-Based Alternatives" relatively.

Example: Homo Milk, Almond Milk, Chocolate Milk etc.

Beverage containers that contain milk or milk substitute, but not as the #1 ingredient should be registered under suitable category but not "Milk" or "Plant-Based Alternatives".

Example: Milk tea – "Tea", Ice Latte – "Coffee" etc.

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*Material

For Material type "Drink Box" & "Gable Top" please provide picture of the material symbol on the container.

ⓘ To identify if container should be registered as Drink Box or Gable Top, please refer to explanation below.

Drink Box	**Gable Top**
Aseptic "drink boxes". Identifiable by their aluminum-coated interior. These products are laminated together with paper, plastic, and aluminum liners.	Coated "gable top" drink cartons are made out of paper and plastic. The name Gable Top comes from the fold at the top which looks like a gable end of a house.

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Once you are satisfied with the information entered, click **"Next"**.

2.4 Add Images.

Note: Only ONE picture can be submitted per "Image Type".

To submit additional pictures, please use different image types.

Add Images

To finalize this product registration, you **are required to** upload **legible** images of the container, clearly showing all of the following information:

- brand's name
- flavour
- size
- ingredients list
- unit UPC code (not case lot UPC code)
- manufacturer/distributor information

Add Images

Image Type ↑

Back of the container	⌄
Front of the container	⌄
UPC code	⌄

Submit

ⓘ Make sure you upload a picture of the **front of the container** as it will be published on our website, and a picture of the **back of container.** (Clearly displaying UPC, ingredient list, manufacture information). You can also upload the PDF of the label (as it will have all the required information). Once you done – click **"Submit"**.

Please note that submissions with missing or blurry pictures won't be approved.

★ *Once you click on* *"Submit"*, *the system will bring you back to the main registration page. You will find here a recap of your first container registration. Please note that you can register multiple containers per submission. To do so click on* *"Add New Entry"* *for each new container.*

Last Step:

When you are done with all your container entries, click on **"Submit"** to send your request to Return-It. Please note that if you omit to click on this **"Submit"** button, you will lose the entered data.

2.5 Reception of a submission reception.

🕐 Pending Status

As soon as you submit your new container registration request, you will receive an automatic confirmation from **brandregistry@returnit.ca** for your submission, as per below example.

Please note this email is NOT a confirmation of the registration of your containers in the Return-It system. It is ONLY a confirmation of the reception of your submission. If you do not receive such email, it means that you have not finalized your submission.

As soon as we receive your submission request, the Return-It team will check the information submitted.

2.6 Registration confirmation

✓ **Approved Status**

Once your registration request has been approved by the Return-It team, you will receive a second email from brandregistry@returnit.ca, as per the below screenshot.

This is to formally confirm the registration of your containers and their activation in our system. You will find their registration IDs in the first column.

Return-It - Brand Registry Ltd. Registration confirmation – SUB-2429

BR Brand Registry
To ○ Brand Registry
4:19 PM

To: Liza Bobanova, Brand Registry Ltd.

Thank you for the registration of your ready-to-drink beverage container(s).
This message is the confirmation that the following product(s) has/have been saved and fully activated into our system:

Registration ID	Brand Name	Flavour	Product Type	Material	Volume in ml	UPC	Start Selling Date
530857	Coca-Cola	Diet Coke	Soft Drink	Aluminum	330	044670012826	7/22/2021

Please check this information.
If something is incorrect, please contact brandregistry@returnit.ca

Sincerely,
Encorp Pacific (Canada)

100- 4259 Canada Way, Burnaby BC, V5G 4Y2
Tel: 1-800-330-9767

If you do not receive this second email from Return-It after 48 hours, please contact brandregistry@returnit.ca to enquire.

For any question or if you have any issues, please reach out to BRAND REGISTRY.

Email: brandregistry@returnit.ca
Tel: 604-473-2419
100- 4259 Canada Way, Burnaby BC, V5G 4Y2

Step 3: Report Your Sales

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Reports and Payments are due the 7th of each month.

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Note:

➢ Sales of product are required to be reported using Encorp's online reporting system. Once the Appointment Agreement is signed and received by Encorp, you will be provided with your secure username and password to have access to the Encorp Pacific online sales reporting platform.

➢ Brand owners must report all sales of ready to drink beverages sold and shipped into British Columbia, detailing the types of containers and quantities.

➢ All sales of beverages registered with Encorp Pacific (Canada) must be reported on a monthly basis.

➢ A zero report needs to be filed in case of no container sales recorded in a reporting period.

➢ The sales should only include product sold into the province of British Columbia.

➢ All payments have to be made via electronic transfer (EFT) or using a bill payment option (Encorp Return-It) available through your financial institution*.

➢ It is essential to report and remit all beverage containers sold in British Columbia (whether through online sales, distributors, retailers, or direct sales) to Return-It, unless there exists a signed agreement with Return-It or with some of your customers specifying otherwise.

*In case if you can't make a payment using the EFT or the Bill Pay, please contact **bcorrigan@returnit.ca** to arrange other payment option.

3.1 Please go to the Return-It website to access the sales reporting portal **https://www.return-it.ca/.**

3.2 Click on "Log in" At the top right of the window, then select **"Brand Owner".**
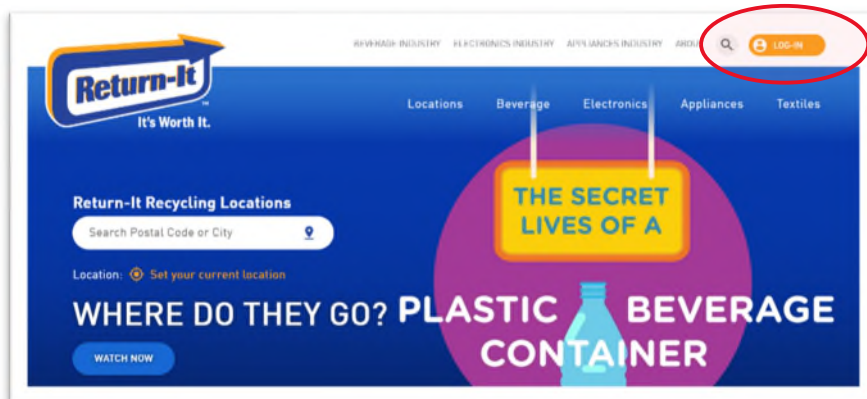
3.3 Enter your credentials (You should have received those by email from our accounting department when your company has been registered with Encorp)

*If you don't have login and password or if you are experiencing issues while logging in, please send email to bcorrigan@returnit.ca.

3.4 On the Brand Owner's Homepage click on **"Report Sales".**
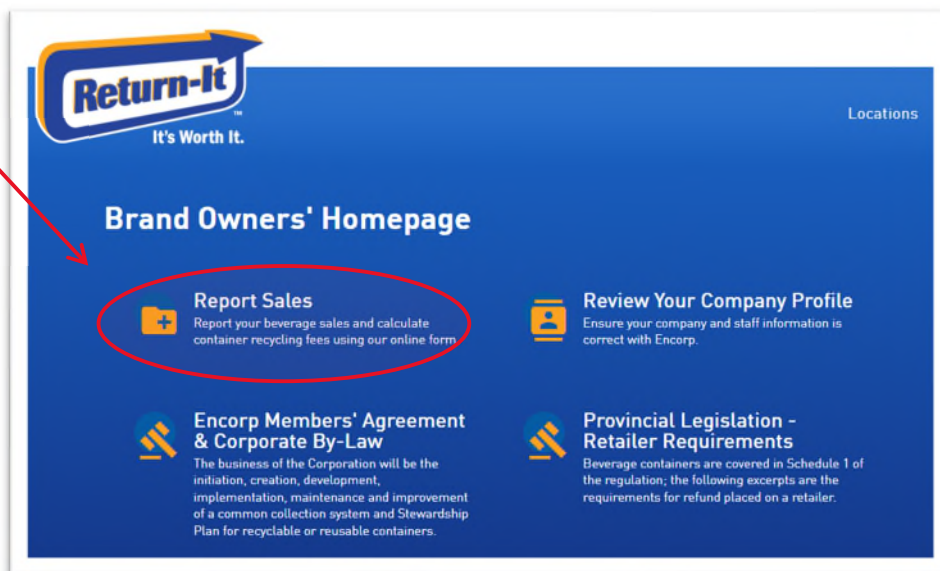
*Note: All sales of ready-to drink beverage containers must be **reported** on a **monthly** basis, including Milk and Milk Substitutes. A zero report needs to be filed in case of no container sales recorded in a reporting period.*

3.5 On Identification step fill out all fields.

3.6 Please note that the unit sold report is divided into th...

1 - Non-Alcohol Beverage Containers (all ready-to-drink beverage containers, except milk and plant-based milk substitute containers)

2 - Milk and Milk Substitute Containers (all dairy containers, where milk or plant-based milk substitute is 1st ingredient)

3 - Refillable Milk and Milk Substitute Containers

In this section report all Ready-to - Drink Beverages sold in BC, excluding Milk or Milk Substitutes.
Beverage containers that consist of milk, but milk is not listed as the #1 ingredient should be registered as "Non-Alcoholic Beverage Containers". Example: Milk tea, Coffee etc.

Part 2 - Milk and Milk Substitute Containers

Milk Plastic (1st ingredient)	Size	Deposit	CRF	Units Sold	
Milk Plastic (1st ingredient)	0 - 1L	10.0¢	5.0¢		0
Milk Plastic (1st ingredient)	over 1L	10.0¢	9.0¢		0

Milk Drink Box (1st ingredient)	Size	Deposit	CRF	Units Sold	
Milk Drink Box (1st ingredient)	All Sizes	10.0¢	2.0¢		0

Milk Gable Top (1st ingredient)	Size	Deposit	CRF	Units Sold	
Milk Gable Top (1st ingredient)	All Sizes	10.0¢	6.0¢		0

Milk and Milk Substitute Containers includes:
- Pure Milk (Cow milk, Goat milk, Buffalo Milk etc.)
- Plant-Based Alternatives (Almond Milk, Coconut Milk etc.)
- Beverages where is milk or milk substitute **is the first ingredient** (Strawberry Milk, Chocolate Milkshake, Chocolate Almond Milk etc.)

Part 3 - Refillable Milk and Milk Substitute Containers

Refillable Glass – Milk (1st ingredient)	Size	Units Sold	Units Recovered
Refillable Glass – Milk	All Sizes	0	0

CALCULATE...

This section is only for Refillable Dairy containers

If you are not sure in which category your products should be reported, you can request **brandregistry@returnit.ca** to send you the list of products registered under your company with the product category (as on the example below).

Product Registration - Confirmation

The following products have been registered with Encorp Pacific (Canada) as participating in the Stewardship Plan administered by Encorp Pac (Canada) on your behalf. Please confirm the descriptions, flavours, sizes, container information and UPC Number.

Product Name	Flavour	Container Type	Product Type	UPC	Sales Start	Sales End	Reg. Requested	Reg. Approved
ALMOND BREEZE	ORIGINAL	1.89 L Drink Box, Nonrefillable	Plant-Based Alternatives	041570054314	2/1/2022		11/29/2021	11/29/2021
ALMOND BREEZE	UNSWEETENED VANILLA	240 mL Drink Box, Nonrefillable	Plant-Based Alternatives	041570500309	2/1/2022		11/29/2021	11/29/2021
ALMOND BREEZE	VANILLA	1.89 L Drink Box, Nonrefillable	Plant-Based Alternatives	041570057957	2/1/2022		11/29/2021	11/29/2021
ALMOND BREEZE	VANILLA	1.89 L Gable Top, Nonrefillable	Plant-Based Alternatives	041570109151	2/1/2022		11/29/2021	11/29/2021
ALMOND BREEZE	VANILLA UNSWT	1.89 L Gable Top, Nonrefillable	Plant-Based Alternatives	041570109168	2/1/2022		11/29/2021	11/29/2021
Arthurs	Mango Plus	325 mL PET, Nonrefillable	Juice	627097042012	5/5/2008		5/5/2008	5/5/2008
Arthurs	Mango Plus	900 mL PET, Nonrefillable	Juice	627097041015	5/6/2008		5/6/2008	5/6/2008

As a reminder:

Report section	Product Type
Part 1	Coffee
	Tea
	De-alc. Beer
	Energy Drink
	Juice
	Water
	Soft Drink
	Other
Part 2	Milk
	Plant Based Alternatives
Part 3	Refillable_ Milk
	Refillable_ Plant Based Alternatives

> **A zero report needs to be filled in case of no container sales recorded in a reporting period.**

ⓘ Please note that you should report all active containers registered with Return-it.
ⓘ All containers reported should be registered.

3.7 When you are done with your entry click **"Calculate"**. Received calculations save/print for your own records and then submit for the entry to come over to our system.

3.8 Pay calculated amount.

All payments have to be made via electronic transfer (ETF) or using a bill payment option (Encorp Return-It) available through your financial institution.

If you pay by Check please send to the following:
ENCORP PACIFIC (CANADA)
#100, 4259 Canada Way
Burnaby, BC
V5G 4Y2

EFT (Electronic Funds Transfer: Please find below the bank details.
Bank Name & Address:
Royal Bank of Canada
4370 Kingsway
Burnaby, BC, V5H 4G9

Account Information:
Bank ID #: 003
Transit #: 00320
Account #: 1099837
Currency: Canadian Dollar
Account Name: Encorp Pacific (Canada)
Swift Code: ROYCCAT2

For additional information on reporting and payment procedures, please contact Bev Corrigan:

Email: bcorrigan@returnit.ca
Tel: 604-473-2432
100- 4259 Canada Way, Burnaby BC, V5G 4Y2