

Tyre Producer- Making a Tyre Submission

- To access the WEEE Blackbox website, type the following link into your internet browser: <https://www.prlblackbox.ie/>.
- The following screen should appear:

weebblackbox@deloitte.ie' and 'Phone: +353 1 417 2228'. At the bottom of the page, there are links for 'Security' and 'Privacy Policy', and a copyright notice: '©WEEE BlackBox 2005-2009'."/>

WEEE Blackbox Username

WEEE Blackbox Password

If you have any difficulties logging in please
Contact the BlackBox Services Team

Email: weebblackbox@deloitte.ie
Phone: +353 1 417 2228

Security [Privacy Policy](#) ©WEEE BlackBox 2005-2009

- Please enter your username and password into the textboxes highlighted above in red. Then click on the 'Sign In' button. If you wish to clear the text you have entered into either textbox, please click on the 'Clear' button.

Please note, if you have not already received your log-on details, please contact the WEEE Blackbox Helpdesk directly on +353-1-417-2228.

You will then be greeted by a **Summary Submission Page** shown in the screenshot below.

The Producer Register Limited

Submissions My Profile Help FAQ's Logout

Please note your 2017 application form is now available

The table below shows the product details for the month of Nov 17 on behalf of Company 2239

Status: Draft

Tyres		
Total Quantity, Weight & Total vEMC		
	Oct 17	Nov 17
Quantity	156	
Weight (kg)		
Total vEMC (€)	205	

Add New Product Copy Last Months Details Save as Draft Save as Complete

Delete	Period	Category	Sub Category	Total VeMC(€)	RMC Cost
--------	--------	----------	--------------	---------------	----------

The submission screen is used for submitting the category and quantity of tyres placed on the market by the producer for the reporting period in question.

The Summary Submission page contains the following buttons:



- The Summary Submission Page provides a breakdown of all Tyre sales data entered on the WEEE Blackbox.
- The WEEE submissions table, highlighted below in red, outlines cumulative total quantity of all Tyre products recorded on the Blackbox for a reporting month. The table will also highlight the total vEMCs (visible Environmental Management Costs)* of the Tyre products recorded on the Blackbox for a reporting month.

[*For a full explanation of vEMC's, please consult Section B3 of our FAQ's.]

Please note: the current status of your Tyre submission is set at "Draft", also highlighted below in red. The status of your Tyre submission must be set at "Complete" in order for your submission to have been entered successfully.

Status: Draft

Tyres		
Total Quantity, Weight & Total vEMC		
	Oct 17	Nov 17
Quantity	156	
Weight (kg)		
Total vEMC (€)	205	

Add New Product
Copy Last Months Details
Save as Draft
Save as Complete

Delete	Period	Category	Sub Category	Total VeMC(C)	RMC Cost
--------	--------	----------	--------------	---------------	----------

Adding an entry to the submissions table

To enter a product to your monthly WEEE submission click on the "◆ Add New Product" button, shown below.



Clicking on this button will display the data entry panel, see screenshot below:

The screenshot shows the 'Please Enter new details here' data entry panel. It includes the following fields and controls:

- Category:** A dropdown menu with '12 Passenger Car/ Van/ 4x4' selected.
- Sub Category:** A dropdown menu with '12 Passenger Car/ Van/ 4x4' selected.
- Retailer Id:** A text input field with a 'List of Retailers' link next to it.
- Quantity:** A text input field.
- Bulk Upload:** A section containing 'Browse...', 'Upload', and 'Template' buttons.
- Bottom:** 'Add' and 'Hide' buttons.

When entering WEEE product information on the WEEE Blackbox, four distinct pieces of information are required:

1. Category - select one of the six categories from the category dropdown box on the left hand side of the data entry screen.
2. Sub-Category - select the appropriate sub-category item from the Sub Category dropdown box also on the left hand side of the Data Entry screen. The contents of this dropdown are determined by the choice of category made above.
3. Retailer I.D. - select the appropriate retailer I.D from the list of retailers on the Repak website. Please note this is labelled as unique I.D on the Repak website which can be accessed via the hyperlink next to the retailer I.D submission box.
4. Quantity - Enter the quantity of the product sold

To add the submission to the product data table, click on the "Add" button.



A one line submission summary should then appear on the right-hand side of the screen in the product data table. Please see screenshot below:

WEEE
Blackbox

The Producer Register Limited

Submissions My Profile Help FAQ's Logout

Status: Draft

Tyres

Total Quantity, Weight & Total vEMC

	Oct 17	Nov 17
Quantity	156	10
Weight (kg)		
Total vEMC (€)	205	28

Add New Product

Copy Last Months Details

Save as Draft

Save as Complete

Delete	Period	Category	Sub Category	Retailer	Quantity	Total VeMC (€)	RMC Cost
Delete	01 October 2017 - Present	12	12	Philip White Tyres Ltd T/A PWT	<input type="text" value="10"/>	28.00	N/A

The submission summary should give a breakdown of the following information:

- Category
- Sub-Category
- Retailer
- Quantity
- Visible Environmental Management Cost (if applicable)
- Exception

Deleting an entry from the product data table

- The "Delete" button, shown below, is used to delete a record from the product data table

Delete	Period	Category	Sub Category	Retailer	Quantity	Total VeMC (€)	RMC Cost
Delete	01 October 2017 - Present	12	12	Philip White Tyres Ltd T/A PWT	10	28.00	N/A

Clicking on this button will cause the following warning message to appear:



If you wish to delete the selected entry, please select 'OK'. If you do not wish to delete the selected entry, please select 'Cancel'.

Copying Last Months Details

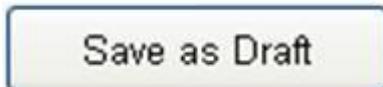
To copy all the details of last month's Tyre submission, click on the 'Copy Last Months Details' button shown below:



Selecting this button copies all the product details from the previous month into the product data table for the current month. The quantities and weights can then be manually edited as required for the current reporting month by clicking on the figure you wish to change. Please ignore this button if you are making a Tyres submission for the first time.

Saving your Submission as Draft

To save your Tyres submission as draft, click on the 'Save As Draft' button, shown below:



Clicking on this button will save all information in the product data table, leaving the product data table in "edit mode" so that changes can be made to a submission before sending the information to the WEEE Blackbox.

Finalising your monthly Submission as Complete

To save your Tyres submission as complete, please click on the 'Save As Complete' button, shown below.



Clicking on 'Save as Complete' saves all Tyre information in the product data table as a final submission for the month. The user will not be able to edit the data (or add new data) for this month after this button has been selected.

Please note: Producers who have not placed any Tyres on the market during a month must make a **zero submission** on the WEEE Blackbox by clicking '**Save as Complete**', so as to inform the WEEE Blackbox of a zero entry for the month.