Annex VII Submission Guide for Exporters

This guide provides step-by-step instructions on how to submit an Annex VII form prior to shipping green list waste.

The person responsible for arranging the shipment must complete the form for each shipment before moving the waste.

A copy of the completed, signed form must accompany the waste on its journey to the receiving facility in the country it is going to and copies of the completed form must be kept on record for three years. UK regulators may ask for copies of the forms you have completed for shipments already made.

When sending waste from Scotland, you can submit details of the export after you move the waste, via the National Packaging Waste Database (NPWD), instead of submitting a copy of the Annex VII form prior to shipment.

To obtain login details for NPWD prior to your first submission, or if you have any problems submitting your form, please contact SEPA's Producer Compliance and Waste Shipment Unit on Transfrontier@sepa.org.uk or 01786 457700.

Please note that SEPA has uploaded the data relating to any shipments you made in 2011 and 2012 on to NPWD for you. Due to a system limitation, shipments undertaken in 2011 have been recorded as having taken place on 1 January 2013. The system will be upgraded to ensure that the correct date is entered.
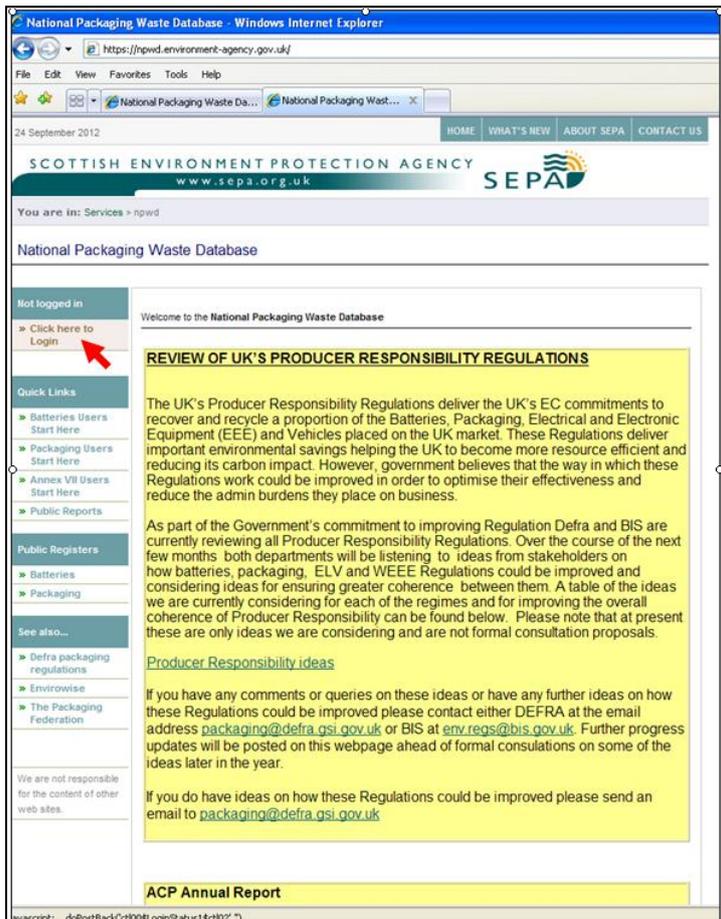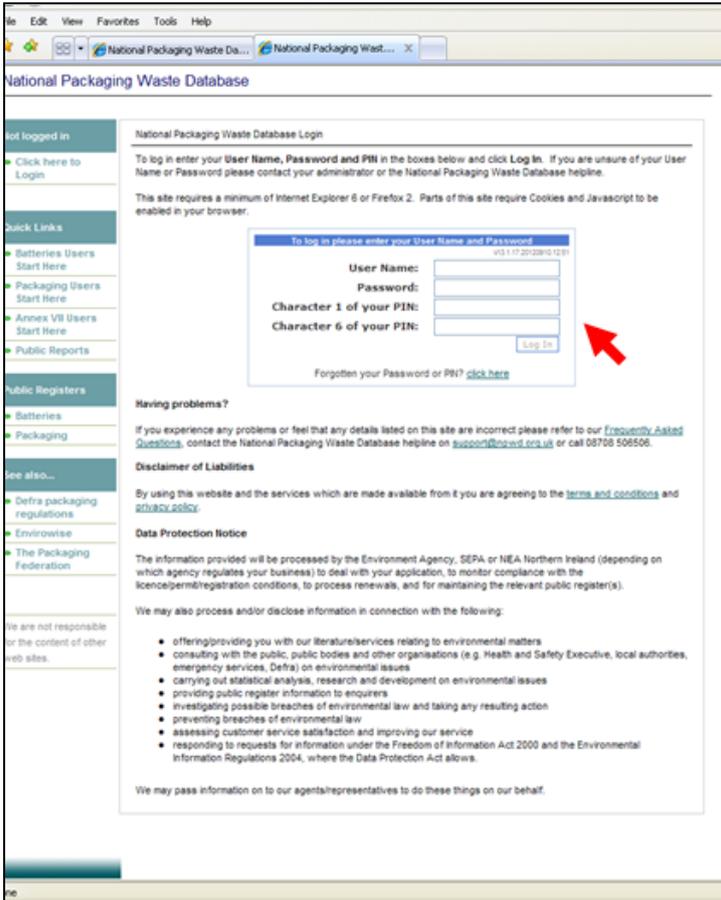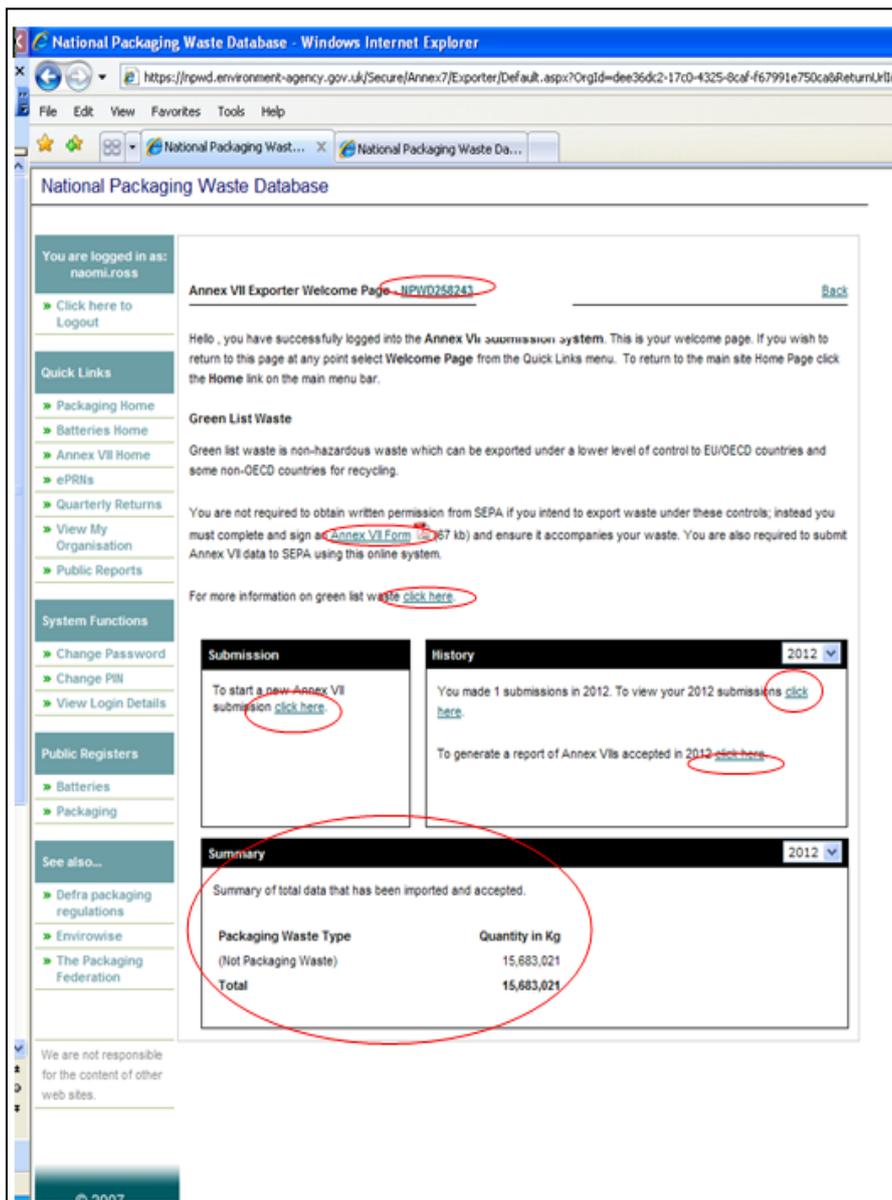
Logging On

Once you have your log in details from SEPA, go to the NPWD home page and hit "Click here to Login".

Your user name and password will be the same every time you log in. However two random characters from your pin will be selected each time.

If you have any problems logging on, you should contact the NPWD helpline using the details listed on the log in page.

From your welcome page, you can:

- **View your NPWD registration number**

- **download blank Annex VII forms**

- **Find out more about green list waste**

- **Submit completed Annex VII uploads**

- **View your historical submissions**

- **Generate a consolidated report of your submissions**

- **View a summary of the total data you have imported and accepted**

Submitting your Annex VII

From your home page, hit "click here" to start a new submission.

Press "click for Step 1" to be taken through to the spreadsheet upload page.

In this new screen, click "browse" and download your Annex VII Submission Excel Spreadsheet, which you have saved on your computer.

Hit "upload", and the file will appear on your screen, as per the picture to the side.

Now, tick the box asking for confirmation that you "acknowledge the information on this form is correct to the best of my knowledge and belief" then hit next step.

Validate and Review your uploaded data.

⚠ **Step 2.1 - Data Import**

Validation has failed. Please review your errors below.

File Name	Status	
Annex_VII_Template.xls	Failed Validation	Details

Important: you must return to step one to correct these errors by uploading new files

Step 2.2 - Review Annex VII Summary

A summary of the data you have uploaded is shown below:

No data has been uploaded

Step 2.3 - Review Accreditations to be Updated

The following accreditations will be updated:

No accreditations will be affected

Validation has failed. Please return to step one to correct the issues by uploading new files.

☐ I acknowledge the information on this form is correct to the best of my knowledge and belief.

[<< Prev. Step] [Return to Steps] [Discard Changes]

Step 1 - Upload Annex VII Spreadsheet File(s) - NPWD258243   Back

Upload your Annex VII data spreadsheet.

Step 1 - Upload Annex VII Spreadsheet File(s)

File Name	Uploaded At	Uploaded By
✕ Annex_VII_Template.xls	25/09/2012 14:41	Naomi Ross

[   ] [Browse...] [Upload]

To upload a new file, first click the 'Browse...' button, find the file on your local machine or

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Validate and Review your uploaded data.

Step 2.1 - Data Import

Data import succeeded.

File Name	Status
Annex_VII_Template.xls	Validated

Step 2.2 - Review Annex VII Summary

A summary of the data you have uploaded is shown below:

Packaging Waste Type	Quantity in Kg
h	1
Total	1

Step 2.3 - Review Accreditations to be Updated

The following accreditations will be updated:

No accreditations will be affected

Please tick the box below to confirm that the data you have uploaded is correct. Waste recording will be updated when you submit.

☐ I acknowledge the information on this form is correct to the best of my knowledge and belief.

[<< Prev. Step] [Return to Steps] [Discard Changes]

Reviewing your Submission

If there are any problems with your submission, a failure message will appear.

If this happens, click "details" for a PDF detailed list of errors.

Once you have updated and saved your spreadsheet to correct these errors, click "Previous Step".

On the previous page, remove the original spreadsheet by clicking on the red cross, then begin your upload again, following the above instructions.

If your document uploads successfully, a Validation message will appear, as on the left.

Review your data summary and, if necessary, go back and amend.

If you are happy with your Annex VII Summary, tick the box asking to "acknowledge that the information on this form is correct to the best of my knowledge and belief" and click "Return to Steps".

Annex VII Data

Step 1 - Upload Annex VII Data

Upload your spreadsheet of Annex VII data.

Completed
25/09/2012

Click for Step 1

Step 2 -Confirm Annex VII Data

Confirm that the newly uploaded Annex VII data is correct.

Completed
25/09/2012

Click for Step 2

Submitting your Annex VII data

This Submission is **Started** .

Complete all steps

Complete all steps Before submitting your Annex VII data. To complete a step, enter the required data and check the 'I Acknowledge' checkbox at the bottom of that step's page.

Enter the following characters from your PIN.

Character 1 of your PIN:

Character 2 of your PIN:

Submit

Final Submission

You should now be returned to the main submission page, and Step 1 and 2 should have green Completion messages above them. If not, go back and review your steps.

If both steps have been completed, enter the requested characters from your pin. This is the same pin used for logging in to NPWD.

Click Submit, and a Thank You message confirming your submission is complete will appear.

This completes your submission.

You can review your Annex VII submissions from your homepage, as detailed at the beginning of this guide.