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 <u>Transfrontier@sepa.org.uk</u> 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.

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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.

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Quick Links	return to this page at any point select Welcome Page from the Quick Links menu. To return to the main site Home Page click the Home link on the main menu bar.
Packaging Home	
» Batteries Home	Green List Waste
Annex VII Home	Green list waste is non-hazardous waste which can be exported under a lower level of control to EU/OECD countries and
> ePRNs	some non-occur counties for recycling.
Quarterly Returns	You are not required to obtain written permission from SEPA if you intend to export waste under these controls; instead you
Organisation	must complete and sign a Annex VI Form 1067 kb) and ensure it accompanies your waste. You are also required to submit Annex VII data to SEPA using this online system.
» Public Reports	Printiple an opping to operate and grand and an operation.
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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.

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	Step 2.2 - Review Annex VII Summary
	A summary of the data you have uploaded is snown below:
	Step 2.3 - Review Accreditations to be Undated
	The following accreditations will be updated:
	No accreditations will be affected
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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".

	ad Annex VII Data	Completed
Upload your	spreadsheet of Annex VII data.	Click for Step 1
Step 2 -Confi	rm Annex VII Data	Completed
Confirm that correct.	t the newly uploaded Annex VII data is	Click for Step 2
enter the reg	uired data and check the 'I Acknowledg Ige.	e' checkbox at the bottom
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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.