



# Guidance Document for Repak ELT ATF Reporting

eQF082 - Version 1.0

Date 01/10/2018

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## Introduction

Welcome to Repak ELT's reference guide to completing your ATF reporting.

The aim of this document is to assist new users with setting up their log-in details for the Returns Blackbox and to aid all users in reporting their tyre data. If you have any questions that are not addressed within this document please get in touch with Repak ELT via the contact details below:

### Repak ELT contact details:

- P: (01) 4618 600
  - E: [info@repakelt.ie](mailto:info@repakelt.ie)
  - W: [www.repakelt.ie](http://www.repakelt.ie)
- 

## Checklist

When reporting you will need the following:

1. Username and password supplied by Repak ELT
  2. PIN code to be created by the member
  3. The number of tyres arising from processed ELVs or bought by you if applicable
  4. The number of ELVs processed through to COD stage
  5. The number of tyres sold as part-worn tyres
  6. The number of waste tyres collected by your Authorised Waste Collector
- 

## Getting Started

Once a new member joins Repak ELT their Blackbox login details will be emailed within 2 days. Please email us at [info@repakelt.ie](mailto:info@repakelt.ie) if you do not receive this information.

Email will included:

1. Username (your member number with an 'A', e.g. 1418A)
2. Password (6 character code which can contains both upper and lower case letter).


There will also be a link included which allows you to click directly from the email through to the Returns Blackbox login page. Alternatively, the login page can be accessed via a link at the top of our website ([www.repakelt.ie](http://www.repakelt.ie)) or by typing the following address:

- <https://www.reltreailer.ie/Account/Login.aspx>
-

## Logging in

Once the login page is displayed you will be asked to input your Username and Password. Remember, this password is case-sensitive. If you forget or misplace your password or PIN you can reset by clicking on **Forgot Password or PIN? Click here**. Please see Page 17 for further instruction on resetting.

Use the original email sent by Repak ELT containing the username and password, select and copy both the username and password and paste to the relevant fields on the login page. Once completed click 'Log In'.



Welcome to RELT, Repak ELT's Online Returns facility  
You can get a help document for this site here

**REPAK ELT**

Username

Password  [Forgot Password or PIN? Click here](#)

**Log In**

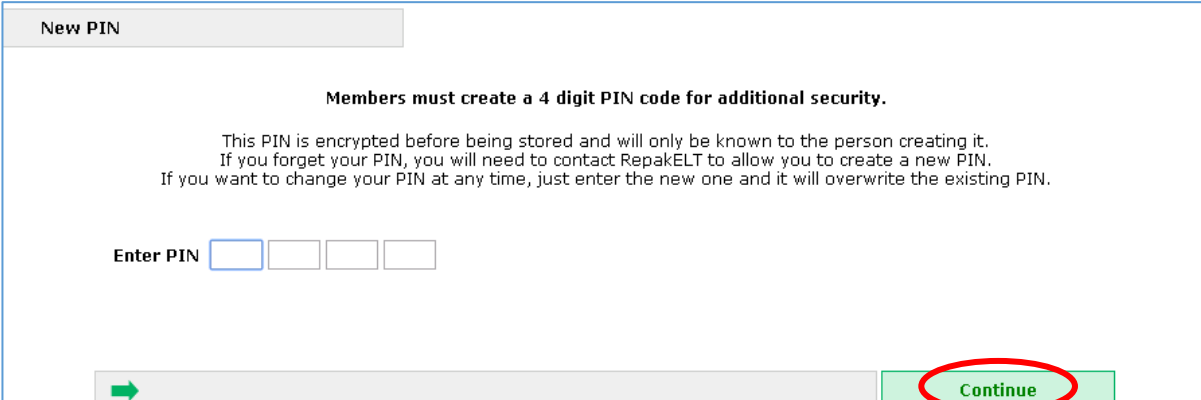
Please note you need a user name and password to enter this site.  
If you have not registered and wish to do so now, please log on to [RepakELT.ie](#).

**Note:** Your Password is different to your PIN code.

Please double-check that you are using the correct code if you are having trouble logging in.

## PIN Code

Once logged in for the first time a 4 digit PIN code is it to be created. Once entered select Continue.



New PIN

**Members must create a 4 digit PIN code for additional security.**

This PIN is encrypted before being stored and will only be known to the person creating it.  
If you forget your PIN, you will need to contact RepakELT to allow you to create a new PIN.  
If you want to change your PIN at any time, just enter the new one and it will overwrite the existing PIN.

Enter PIN

**Continue**

This PIN code is known only to the user so it is important to take note and keep it somewhere safe and accessible. Repak ELT have no record of your PIN. Should any difficulties arise we can reset it back to blank, so that you will be asked to re-create a new PIN code the next time you attempt to login.

## Returning user

If you have already previously set up a PIN code the following page will appear. You must now enter 3 of the 4 original digits created.

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

LOGOUT

Enter PIN

Please enter the selected digits from your four digit PIN

Digit 1 Digit 2 Digit 3

Clear

Continue

## Home Screen

Once logged-in successfully you will be directed to the Returns Home Screen.

You will be presented with the main contact details of your company. Please review and if anything details need to be amended you can click on Member Details on the grey toolbar towards the top of the screen to edit the relevant information. For more information relating to the Member Details screen see the section on [page 15](#).

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Member Details

Welcome to the RepakELT online facility for Retailers.  
Please use the tabs to record returns and maintain your details.

Name	Repak ELT Test Account	Repak No.	1418
Trading As	foobarbaz	Registration No.	foobarbaz
Address	foobarbaz	Telephone	foobarbaz
	foobarbaz	Email	info@repakelt.ie
	foobarbaz	Website	foobarbaz
County	Wexford	Main Contact	Mark Gillick
Country	United States	VAT Number	foobarbaz
Eircode	foobarbaz	Local Authority	Dublin City

## Returns

Once all of your contact details have been reviewed, click on Returns from the grey toolbar to begin entering the reporting data. You will be presented with a list of reporting returns due/ overdue. Select whichever Return Month you would like to begin with.

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Enter Returns

Welcome to the RepakELT online facility for Retailers.

Your last submitted return was :

Period December 2015  
Date 03 October 2017

Please select the return you want to complete from the following list

- March 2016
- June 2016
- September 2016
- December 2016
- March 2017
- June 2017
- September 2017

The first details required relate to the person filling in the returns data. Here you are asked for some basic contact details in case there are any follow-up questions. The first text field \*Submitted by (Name)) is the only field which is mandatory. You may fill out the rest of the fields as you deem appropriate. Once finished click 'Save & Continue towards the bottom right. This will bring you to the Main Menu.

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Enter Return Repak No.: 1418 Period: March 2016

Name: Repak ELT Test Account

\*Submitted By (Name)  Email   
Cannot be blank

Position  Telephone

Notes

Continue entering your return\*\* Save & Continue

\* denotes mandatory fields  
\*\* Please note that by continuing you have agreed to the accept the standard terms and conditions for the site. Click [here](#) to view them.

## Main Menu

Main Menu is where the main reporting data is inputted.

You will need to progress following the number sequence line by line before eventually clicking 'Review' and then 'Submit' at which point the data becomes read-only and is submitted to Repak ELT. Up until you click on 'Submit' you are able to go in and out of the information as you need to and it will be saved from session to session.

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

➔ Main Menu Repak No.: 1418 Period: October 2017

Name: Repak ELT Test Account

Please complete the steps below in sequence

1. Enter the details of the Tyres In **Tyres In**
2. Enter the number of ELVs **ELVs**
3. Enter the details of the Tyres Out **Tyres Out**
4. Review and Submit the details **Review**
5. Print the submission **Print**

As you work through the reporting lines they will change from Blue to Green as you progress. These must all be completed in order for the next line to become editable (blue). All lines above will be green by the time you reach the Review stage (which will be blue) and then with in this section clicking submit to send the data to Repak ELT. You will then be able to print your return for your records.

## Inputting Data

### 1. Enter the details of the Tyres In

This is where you will record the amount of tyres taken in to your business in the given period. If you have more than one premises you will need to report for the total amount (or that premises will login and submit their own records).

The tyre information will need to be broken down by tyre category and the amount of tyres per category.

The Tyre Category drop down list contains all the following categories:

- Agricultural
- Construction
- Industrial
- Motorcycle
- Part Worn/ Used
- Passenger Car/ Van/ 4x4
- Retreads
- Truck/ Bus

Select the appropriate Tyre Category before moving onto the Source Category list.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepaKELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

Details of Tyres In Repak No.: 1418 Period: October 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities received by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Type	Source	Quantity
Please Select		Please select	

First Last

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here. Add Supplier

In the Source section, General Public has been saved within the drop down menu.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepaKELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

Details of Tyres In Repak No.: 1418 Period: October 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities received by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Type	Source	Quantity
Part Worn / Used		Please select	

First Last

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here. Add Supplier



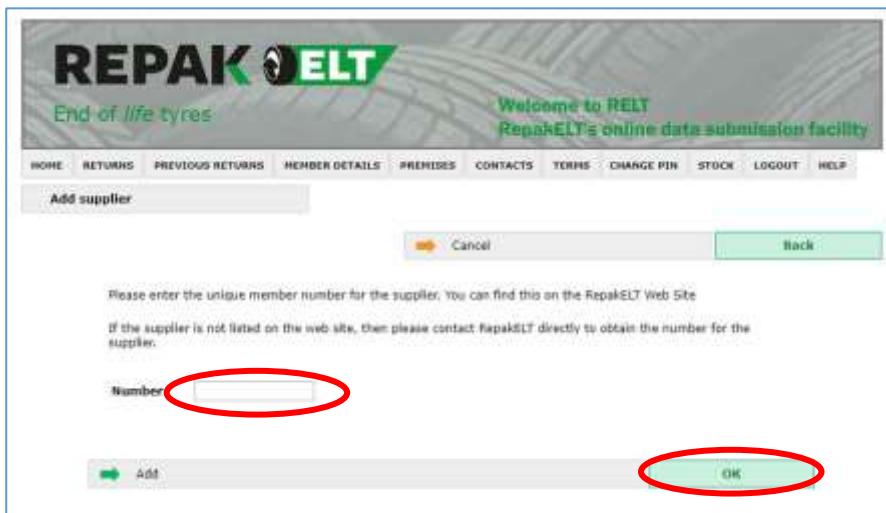
## Adding Supplier

The second drop down list titled Source relates to Suppliers from whom you received tyres.

When reporting for the first time you will need to add your suppliers into this list. To do so click Add Supplier towards the bottom right. This will open up a new screen where you will be able to enter the number of your supplier before clicking 'OK'.

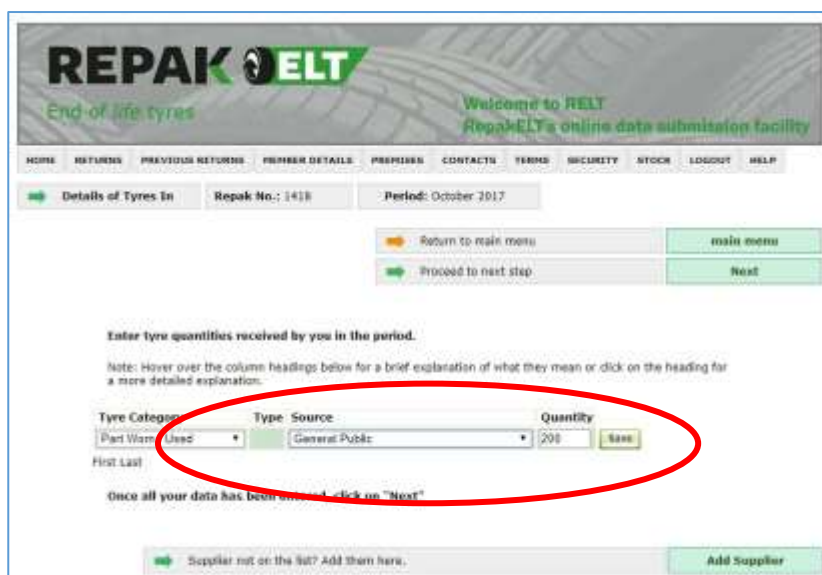
This number can be found on the Members List by following this link <https://repakelt.ie/member-list/?operator=&county>. You will need to open a new web page to look up the number on the members list as it cannot be searched while logged in to the returns site. If your supplier is not listed please contact [info@repakelt.ie](mailto:info@repakelt.ie).

Should you have more than one supplier you can go back in to 'Add Supplier' as often as required. Once added, your suppliers will always be listed for future reporting. If you have a lot of suppliers and think this might take you a considerable amount of time then you can get in touch with Repak ELT and we can upload the relevant Suppliers to the Blackbox on your behalf.



The screenshot shows the 'Add supplier' form. At the top, there is a navigation menu with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, HELP. Below the menu, the form title is 'Add supplier'. There are two buttons: 'Cancel' and 'Back'. The main text reads: 'Please enter the unique member number for the supplier. You can find this on the RepakELT Web Site. If the supplier is not listed on the web site, then please contact RepakELT directly to obtain the number for the supplier.' There is a text input field labeled 'Number' which is circled in red. At the bottom, there are two buttons: 'Add' and 'OK', with 'OK' also circled in red.

Once your Suppliers have been uploaded they will become visible in the Supplier drop down list. Click on the relevant supplier and then finally add the number of tyres you were supplied from the business. Once this is complete, click Save to the right of the row. Your data has now been recorded.



The screenshot shows the 'Details of Tyres In' form. At the top, there is a navigation menu with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, HELP. Below the menu, the form title is 'Details of Tyres In'. There are two buttons: 'Return to main menu' and 'Proceed to next step'. The main text reads: 'Enter tyre quantities received by you in the period. Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.' There is a table with three columns: 'Tyre Category', 'Type: Source', and 'Quantity'. The first row has 'Part Worn Used' in the first column, 'General Public' in the second column, and '200' in the third column. There is a 'Save' button to the right of the 'Quantity' column. The table is circled in red. Below the table, there is a note: 'Once all your data has been entered, click on "Next"'. At the bottom, there are two buttons: 'Supplier not on the list? Add them here.' and 'Add Supplier'.

When you are happy that all the relevant data has been added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **2. Enter the number of ELVs**

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

Details of Tyres In Repak No.: 1418 Period: October 2017

Return to main menu main menu  
Proceed to next step Next

Enter tyre quantities received by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Type	Source	Quantity		
Part Worn / Used	ELV	General Public	200	Change	Delete
Please Select		Please select		Save	

First | Last

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here. Add Supplier

## 2. Enter the number of ELVs

The inputs row has now turned green and the **ELV's** row has turned blue, therefore, you may now click and enter the data.

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

Main Menu Repak No.: 1418 Period: October 2017

Name: Repak ELT Test Account

Please complete the steps below in sequence

1. Enter the details of the Tyres In Tyres In
2. Enter the number of ELVs ELVs
3. Enter the details of the Tyres Out Tyres Out
4. Review and Submit the details Review
5. Print the submission Print

Enter the number of ELVs for the period and click Save.

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

ELVs Repak No.: 1418 Period: October 2017

Return to main menu main menu

Proceed to next step Next

Enter number of ELVs for the period

ELV Quantity  
0 Save

When you are happy that all the relevant data has been added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **3. Enter the details of the Tyres Out**

### 3. Enter the details of the Tyres Out

In this section enter tyre quantities collected from you, or tyres sold by you, in the period.

#### Collections

Here you will enter the information relating to waste tyres collected by your waste collector from your premise. If you have more than one premises you will need to report for the total amount from all your premises.

REPAK ELT  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

Details of Tyres Out Repak No.: 1418 Period: October 2017

Return to main menu main menu

Enter tyre quantities collected from you, or tyres sold by you, in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Authorised Collector	Quantity
Please Select	Please Select	

Save

Once all your data has been entered, click on "main menu"

Collector not on the list? Add them here. Add Collector

Again, select the appropriate Tyre Category. Then select Authorised Collector, finally, the number of tyres collected in that period.

When reporting for the first time you can add your waste collector into this list. To do so click Add Collector towards the bottom right. This will open up a new screen where you will be able to select from a drop down menu before clicking 'Save & Continue'.

REPAK ELT  
End of life tyres  
Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Add To List

Cancel Back

Please select the Collector from the selection list below

Collector Crossmore Transport Ltd

Add Save & Continue

## Sales

Select the appropriate Tyre Category before moving onto the Authorised Collector drop down menu. **When logging sales this is also under the Authorised Collector heading. The word Sales is pre-saved.** Enter the quantity and click save.

When you are happy that all the relevant data has been added click on save. When all the required data has been inputted click Main Menu to return to this screen.

REPAK ELT  
End of life tyres  
Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

Details of Tyres Out Repak No.: 1418 Period: October 2017

Return to main menu main menu

Enter tyre quantities collected from you, or tyres sold by you, in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Authorised Collector	Quantity		
Part Worn / Used	Sales	100	Change	Delete
Passenger Car/Van/4x4	Test (Test)	100	Change	Delete
Please Select	Please Select		Save	

First 1 Last

Once all your data has been entered, click on "main menu"

Collector not on the list? Add them here. Add Collector

## 4. Review and submit the details

At this stage you should have reported all the relevant information for your return. The first three lines should now all be green with Review in blue. Everything can still be edited at this point.

The screenshot shows the REPAK ELT online data submission facility interface. At the top, there is a navigation menu with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, HELP. Below the menu, there are fields for 'Main Menu', 'Repak No.: 1418', and 'Period: October 2017'. A 'Name: Repak ELT Test Account' field is also visible. The main content area is titled 'Please complete the steps below in sequence' and displays a 5-step process flow:

1. Enter the details of the Tyres In (Tyres In button)
2. Enter the number of ELVs (ELVs button)
3. Enter the details of the Tyres Out (Tyres Out button)
4. Review and Submit the details (Review button)
5. Print the submission (Print button)

After selecting Review the Return Summary is displayed. When you are certain you are finished click on Submit. This is sent to Repak ELT. After submitting there is an option to print the reporting.

The screenshot shows the REPAK ELT Return Summary page. At the top, there is a navigation menu with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, HELP. Below the menu, there are fields for 'Review Return', 'Repak No.: 1418', and 'Period: October 2017'. There are three buttons: 'Submit this return', 'Return to main menu', and 'Submit' (highlighted with a red circle). Below the buttons, there are two sections: 'Return Summary' and 'Return Details'.

**Return Summary**

Member:	Repak ELT Test Account
Return Period:	October 2017
Submitted by:	Jane
Contact Details:	
Tyres In:	100
ELVs:	100
Tyres Out:	100
Return Address:	

**Return Details**

**Details of Tyres In**

Type Category	Source	Quantity
Fast Move / Used	General Public	100

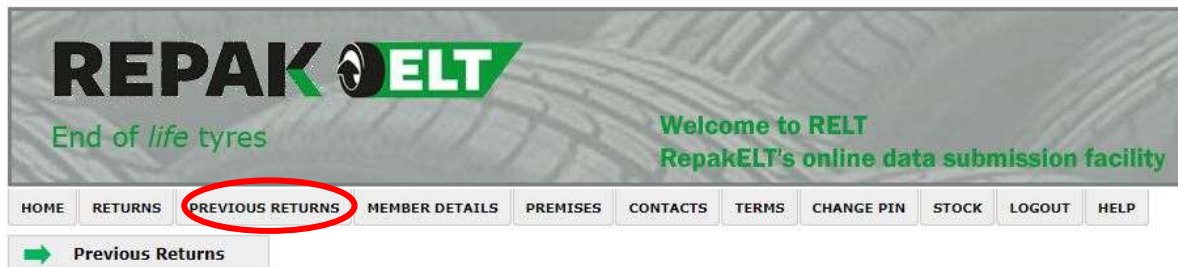
**Details of Tyres Out**

Type Category	Collector	Quantity
Fast Move / Used	Sales	100
Passenger Car/Van/MPV	Test / Test	100

Your information now becomes locked down and read-only. If you would like to view your return then click on Previous Returns in the grey toolbar. If you notice any errors you should email Repak ELT with information relating to the error and the correct information that should replace it.

## Previous Returns

Previous returns will become available to view, click on this tab and all your historical reporting will be available below. You can click on whichever report you like and all associated data will be presented.



**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS **PREVIOUS RETURNS** MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

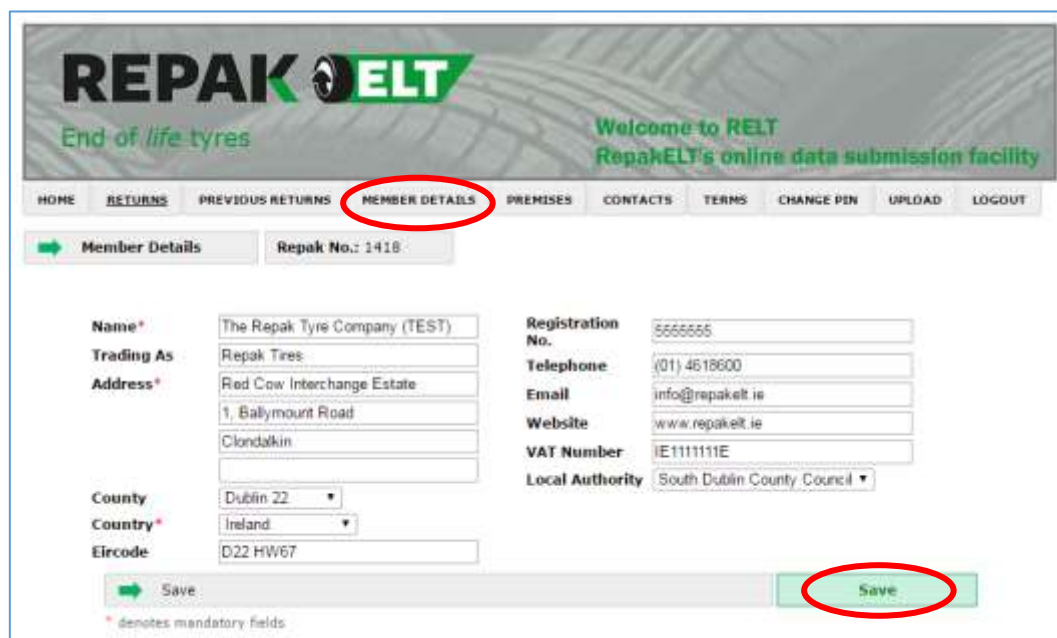
➔ Previous Returns

Please select the return you want to review from the following list

- December 2015
- March 2016
- March 2017
- September 2017

## Member Details

If there are any details which may require updating such as a change of Main Premises, a phone number/ email address, etc. you can edit this information.



**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS **MEMBER DETAILS** PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

➔ Member Details Repak No.: 1418

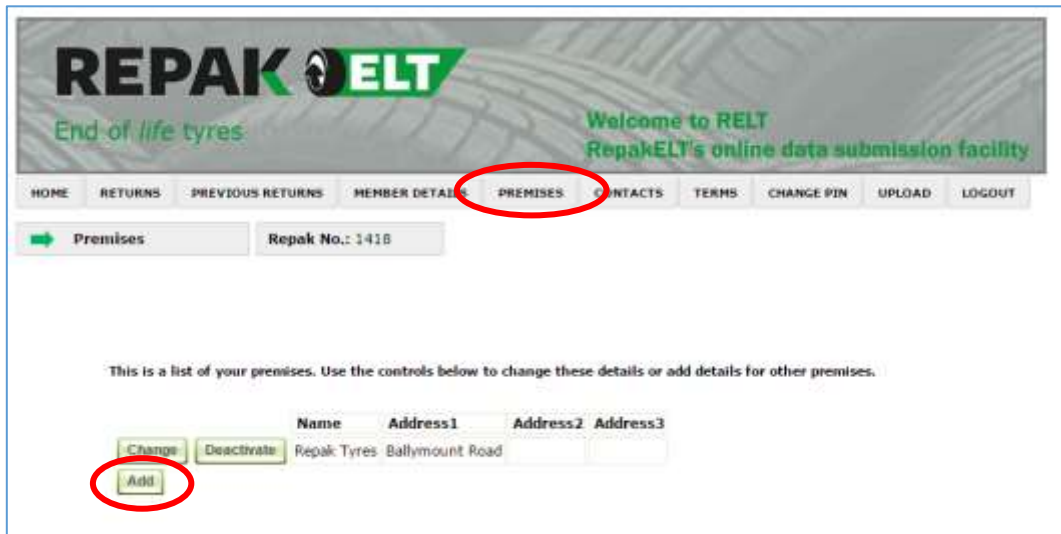
Name\* The Repak Tyre Company (TEST) Registration No. 5555555  
Trading As Repak Tyres Telephone (01) 4618600  
Address\* Red Cow Interchange Estate Email info@repakelt.ie  
1, Ballymount Road Website www.repakelt.ie  
Clondalkin VAT Number IE111111E  
County Dublin 22 Local Authority South Dublin County Council  
Country\* Ireland  
Eircode D22 HW67

➔ Save Save

\* denotes mandatory fields

## Premises

If you need to change a premises in any way you can do so here. If the premises is no longer dealing in tyres or waste tyres then click on deactivate. If you have another premises a new premises then you can add it here.



## File Upload

For any other information relating to your reporting, etc., you can add these documents here.

Simply click Upload and browse for the relevant file in order to upload it here.

