

How Compliance Schemes should submit data to the National Packaging Waste Database

Packaging compliance schemes must use an electronic template – the Scheme Data Template - to upload their scheme data into NPWD. The template is similar to the one that has been used for a number of years and can be obtained from the Agencies. There are a number of important issues to be aware of when using the data template:

- **No changes should be made to the layout of the Scheme Data Template - this may prevent the upload of data into NPWD.**
- **Schemes should also not paste data into any of the four shaded fields in the Targets worksheet detailing members' obligations as this can overwrite formulas in the template. You may however paste text or data into the template, the creation of any empty rows or gaps as a result of pasting in data or information should not cause any problems in the data upload process.**
- **You may if you wish insert extra worksheets to assist in the process of inserting or pasting information into the data template, but please delete these when you are ready to upload the data into NPWD.**

Completing and uploading the template

On the initial submission of the template it should be completed as directed by the relevant column headings. Please refer to the comments at the head of each column for guidance and the table on page 3 of this guidance note.

Resubmissions of members' data or details

When you come to make any further submissions of the template once it has been accepted for registration, it is important that you enter "Resubmission Data" (where there is a change in members' data) or "Resubmission Other" (where there is a change to members' details), in Column A in the Registration worksheet against the member for whom there is a change. NPWD will look for this cue in Column A and the amended information will be extracted into the system and form the new registration information for that scheme member.

The former information for that company will be retained in the system but will no longer be “live”.

You should continue to submit a covering letter and cheque (where applicable) outlining the reasons and background to any resubmission by post. You can also scan these documents and upload them at the same times as additional supporting documentation with your resubmitted data template. You should also print off a copy of the Summary worksheet (which should be signed by an authorised person) and enclose it with the covering letter.

The decision by the Agencies that only changes in obligation will trigger a resubmission fee or a late joiner’s fee still applies. Changes to a scheme member’s contact details will not trigger a resubmission fee.

Members joining and leaving your scheme

If a company joins your scheme the addition of a new scheme reference number in the relevant column in the Registration worksheet will trigger the creation of a new entry on the system for that member. You should also enter this information in the Joiners worksheet and enter “New Member” in Column A in the Registration worksheet.

If a scheme member leaves you should enter their details in the Leavers worksheet and delete any entries for the former member from the other worksheets.

What do I do if I need further help?

For technical queries about the scheme data upload, how to use NPWD and for reporting problems phone Solution7 on 01865 784 650.

For business and regulatory queries call: -

In England and Wales: 08708 506 506

In Scotland: 01786 457700

In Northern Ireland: 028 90 546 408



guidance note

Worksheet	Column	How to Complete the Worksheet
Summary	N/A	The summary sheet must be printed, signed by an authorised person (e.g. for a company registered in Great Britain, a director or company secretary of that company), and submitted to the relevant Agency.
Summary	Cells B5 to B12	The number entered should be for the registration year, including the number of leavers and joiners. Any resubmissions in a registration year should be aggregated.
Summary	Cells C5 to C9	Enter the fee relevant to the submission only. Do not aggregate submissions through the year.
Registration	A	Must only be completed for resubmissions after registration & include details relevant only to the resubmission date as stated on the summary worksheet. Put: "Resubmission Data" against the member for whom there is a change in data; "Resubmission Other" against the member for whom there is a change in details, e.g. address, contact name; "New Member" against the member who has joined the scheme.
Registration	D	Complete using the pick list. Entry must be "Sole Trader", "Partnership", or "Individual Company" and nothing else.
Registration	E	Complete using the pick list. Entry must be "N/A" (use where there is no member company subtype), "Subsidiary Co" (use where the registered member is a subsidiary company), or "Holding Co" (use where the registered member is a holding company), and nothing else. If the entry is "Holding Co", full details of the subsidiaries belonging to the holding company who are obligated must be entered in the "Subsidiaries" worksheet.
Registration	R	Complete using the pick list. Please note the SIC codes change in January 2008, therefore they will be different for 2008 registration.
Registration	S	Complete using the pick list.
Registration	T	The turnover must be entered for each member (not just small producers). The format is number of millions to 2 decimal places.
Registration	U	Complete using the pick list. If the entry is "Y", full details of the licensee(s), tentent(s), franchisee(s) must be entered in the "Licencees Tenants Franchisees" worksheet for each member.
Registration	V	Complete using the pick list. If the entry is "Y", columns W and X must be completed.
Registration	Y to AE	Complete using the pick list where one is present. More than one calculation method may be used by a member.
Targets	C to H, M to EB	Use whole numbers only.
Targets	N to EB	Ensure the data from the tables in the member's data form is provided for each member.
Leavers	B	Entries should be for the registration year only, and should be aggregated through the registration year.
Joiners	B	Entries should be for the registration year only, and should be aggregated through the registration year.