

# THE ABC FOR A PACKAGING COMPANY

[EESTIPANDIPAKEND.EE/EN/PACKAGING-COMPANY](http://EESTIPANDIPAKEND.EE/EN/PACKAGING-COMPANY)

## ACCESSION

The contract shall be signed digitally through the e-environment, where only the **front page** of the contract will be signed. The standard terms and annexes of the contract are not being signed separately but they are a part of the contract with Packaging Company and by signing the front page of the contract with Packaging Company, you also agree to the provisions in the **standard terms**, **annexes**, and the **handbook**.

### ACCESSION FEE

The invoice shall be received after signing the contract.

**Accession Fee** - 100 € + VAT

### E-ENVIRONMENT

After accession, **e-environment** offers to submit sales reports and registration applications. It is also possible to add new users, see invoices, and download mass and summary reports.

## REGISTERING A PACKAGING

1. For every product to be registered, an application shall be submitted via the **e-environment**.

2. In order to test the packaging, the physical samples of packaging shall be delivered to Eesti Pandipakend (hereinafter EPP) at Visase 18, Tallinn:

- 2 cans per product article;
- 3 plastic bottles per product article;
- 3 glass bottles per product.

Testing takes place once a week. Samples that have arrived by 2 PM on Wednesday will be included in the test of the current week. Samples that arrive later will be tested next week.

3. The results of the test will be sent on Friday by email.

### Packaging passes a test

If the **packaging** and the **barcode meet the requirements**, the packaging shall be in the register by Thursday next week. Packaging company shall be notified of the date the marketing authorization will come into force by email.

### Packaging does not pass a test

If the packaging or the bar code does not meet the standards. A bar code that does not meet the standards must be covered with a sticker. **Stickers** can be ordered via EPP.

4. **Registration Fee** per Packaging 52€ + VAT

### EPP DEPOSIT EMBLEM

1. A contractual client shall add a deposit emblem to the label of a registered product.

2. If the label of a registered product does not have a deposit emblem, a **sticker** depicting it must be put on the packaging. Only EPP releases stickers with Deposit Emblems.



## SALES REPORTS

Sales Reports shall be submitted via the **e-environment** by the 7th of each month. Sales reports must be submitted by the seventh day of every month.

**NB!** Sales Reports must contain the following data on packagings:

- quantities sold the previous month;
- packagings written off by the packaging company;
- packagings with a 'use by' date that has passed;
- packagings the packaging company has used for self-consumption;
- packagings the packaging company has used for advertising or as presents;

The sales report will be used to compile an invoice that shall be paid by the 20th day of every month.

A deposit (0.10€) and a **handling fee**, according to the EAN type and the packaging, shall be paid for every packaging listed in the report.



**EESTI  
PANDIPAKEND**  
ILUSAT HOMSET