



The screenshot displays the user interface for the Extended Producer Responsibility (EPR) system. At the top, a green banner features a row of ten circular icons representing various environmental and industrial sectors. Below this, the main heading reads "EXTENDED PRODUCER RESPONSIBILITY (EPR) End User Manual".

The interface includes a navigation sidebar on the left with the following menu items: Home, Who should Register?, How to Register?, Search Registrations, and Audit Reports. The main content area is titled "Welcome to The Department of Forestry, Fisheries and the Environment, Extended Producer Responsibility (EPR) System." and contains the following text:

The EPR system provides a means for producers and Producer Responsibility Organisations (PROs) of identified products to apply for registration and submission of prescribed reports in terms of the Regulations regarding extended producer responsibility (2020), as amended. After successful registration, the producer or PRO is issued with a unique registration number. This registration number must be used to login and provide required information to the Department.

To determine whether you or your company needs to register, go to [Who should register](#).

For assistance on how to register, go to [How to register](#).

Existing registrations can be found by [Searching registrations](#).

On the right side of the main content area, there is a "User Login" section with the following fields and options:

- User name:
- Password:
- Forgot Password? [Link](#)
- Login:

At the bottom of the page, a footer reads: "South Africa Waste Information Centre (SAWIC) - Department of Forestry, Fisheries & the Environment".

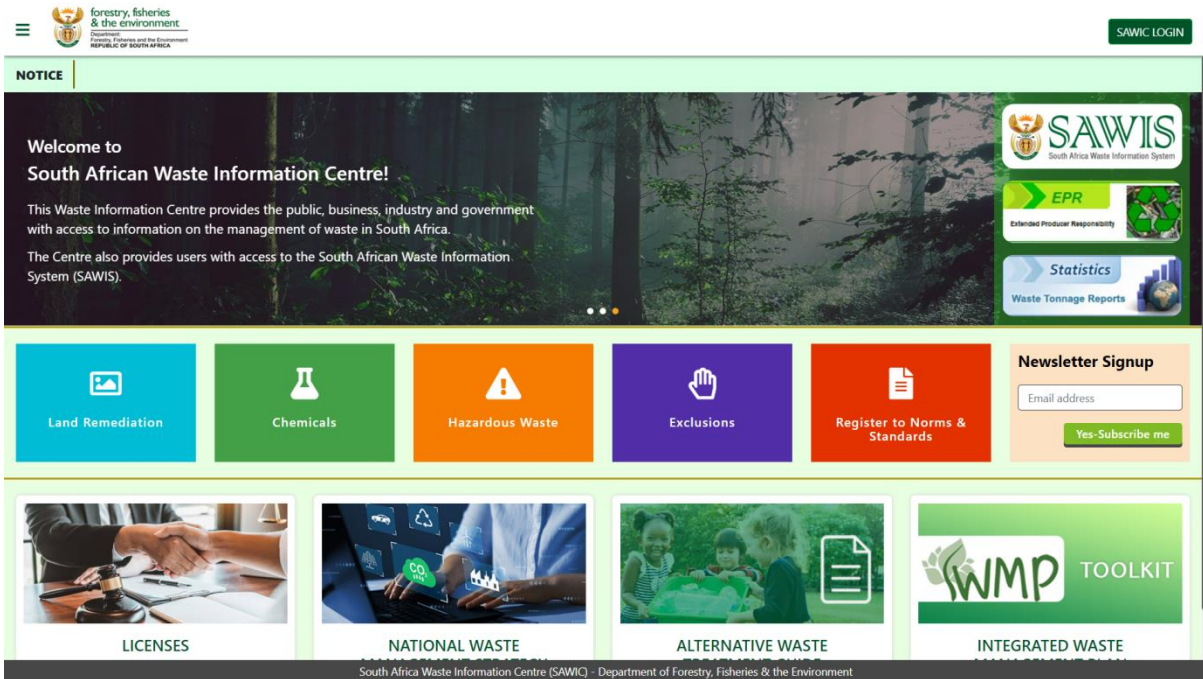
Document Purpose: This document serves as a reference guide of how the user will use a new EPR system for Registration and Reporting processes.

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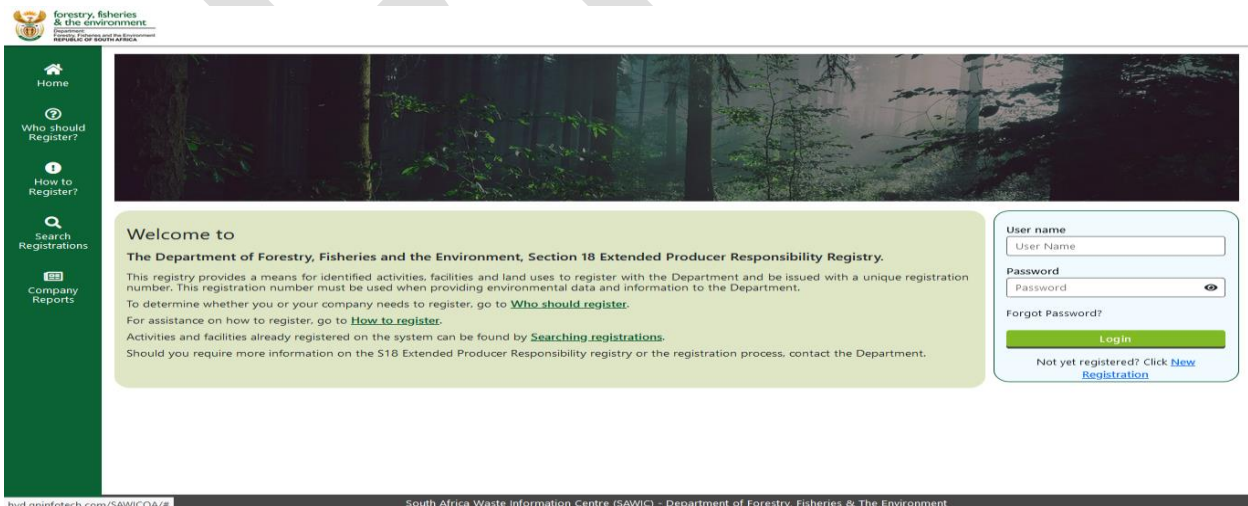
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1 Launching the EPR Application

User can launch the **EPR** application by invoking any of the trending browsers currently available and key-in the **application URL** provided. Application recognizes the user request and launches the home page in the requested web directory.



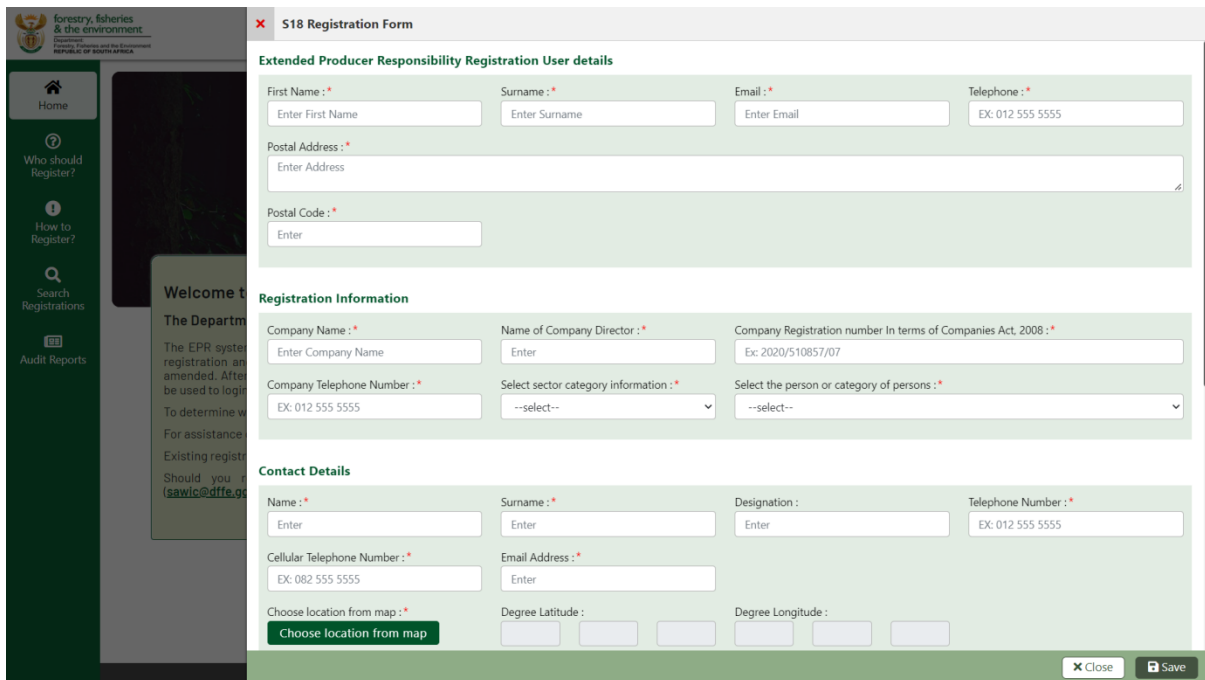
By clicking on EPR Icon from the home screen, user will be redirected to Login section as shown in below screen.



Once the user enters his credentials and clicks on **Login** button, system verifies the user credentials. If the credentials are authenticated, the user will be able to login to system and redirects the User to the welcome page of EPR system. User will have access to varied menus and submenus based on the user roles and permissions defined on system functionalities set by administrator of the system.

1.2 PRO Registration

By Clicking on New Registration link in user login screen will be redirecting to EPR registration form as per screen 1.2



S18 Registration Form

Extended Producer Responsibility Registration User details

First Name : * Surname : * Email : * Telephone : *
 Postal Address : *
 Postal Code : *

Registration Information

Company Name : * Name of Company Director : * Company Registration number In terms of Companies Act, 2008 : *
 Company Telephone Number : * Select sector category information : * Select the person or category of persons : *

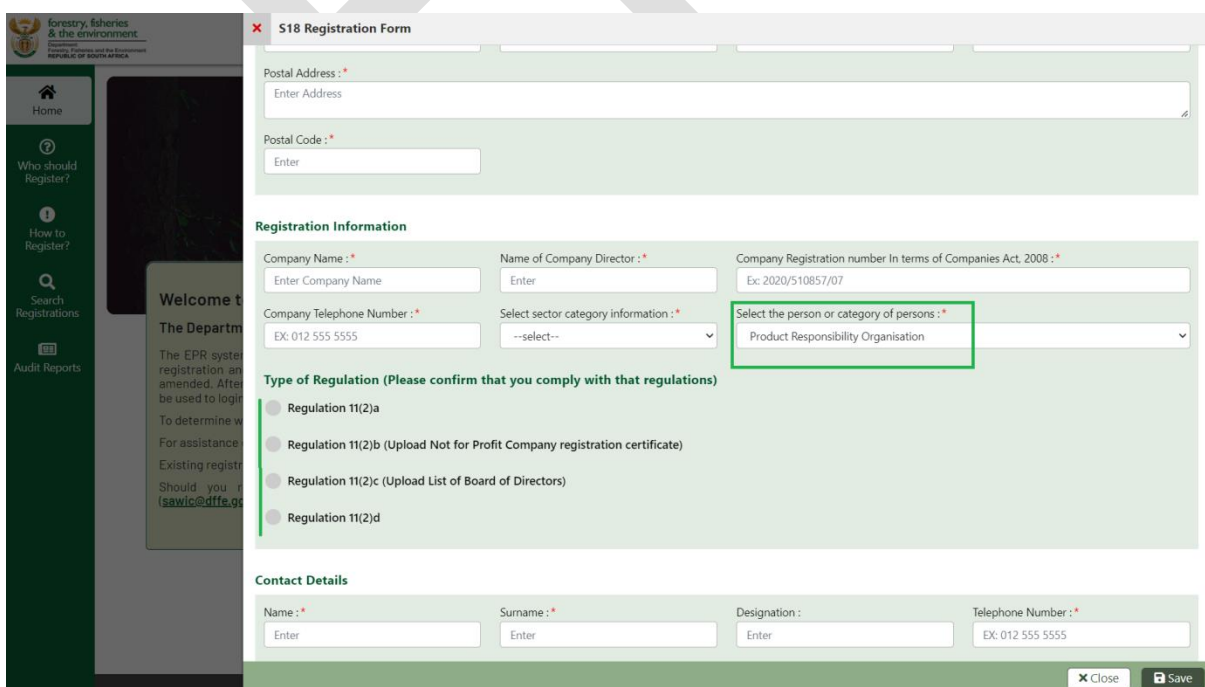
Contact Details

Name : * Surname : * Designation : Telephone Number : *
 Cellular Telephone Number : * Email Address : *
 Choose location from map : * Degree Latitude : Degree Longitude :

Screen 1.2

Enter / Select required details to create PRO user

“Select the person or category of persons” dropdown option should be selected as “Producer Responsibility Organization” then select required type of regulations and click on save button



S18 Registration Form

Postal Address : *
Postal Code : *

Registration Information

Company Name : * Name of Company Director : * Company Registration number In terms of Companies Act, 2008 : *
 Company Telephone Number : * Select sector category information : * **Select the person or category of persons : ***

Type of Regulation (Please confirm that you comply with that regulations)

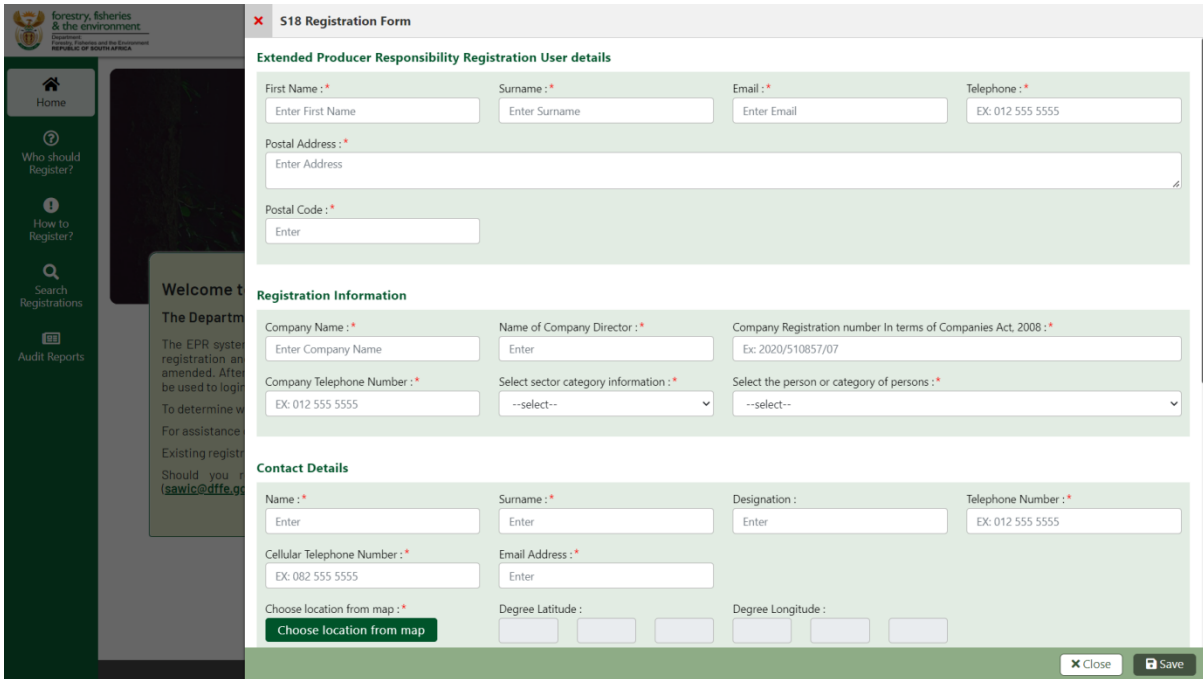
Regulation 11(2)a
 Regulation 11(2)b (Upload Not for Profit Company registration certificate)
 Regulation 11(2)c (Upload List of Board of Directors)
 Regulation 11(2)d

Contact Details

Name : * Surname : * Designation : Telephone Number : *

1.3 Producer Registration

By Clicking on New Registration link in user login screen will be redirecting to EPR registration form as per screen 1.3



S18 Registration Form

Extended Producer Responsibility Registration User details

First Name: * Surname: * Email: * Telephone: *
 Postal Address: *
 Postal Code: *

Registration Information

Company Name: * Name of Company Director: * Company Registration number In terms of Companies Act, 2008: *
 Company Telephone Number: * Select sector category information: * Select the person or category of persons: *

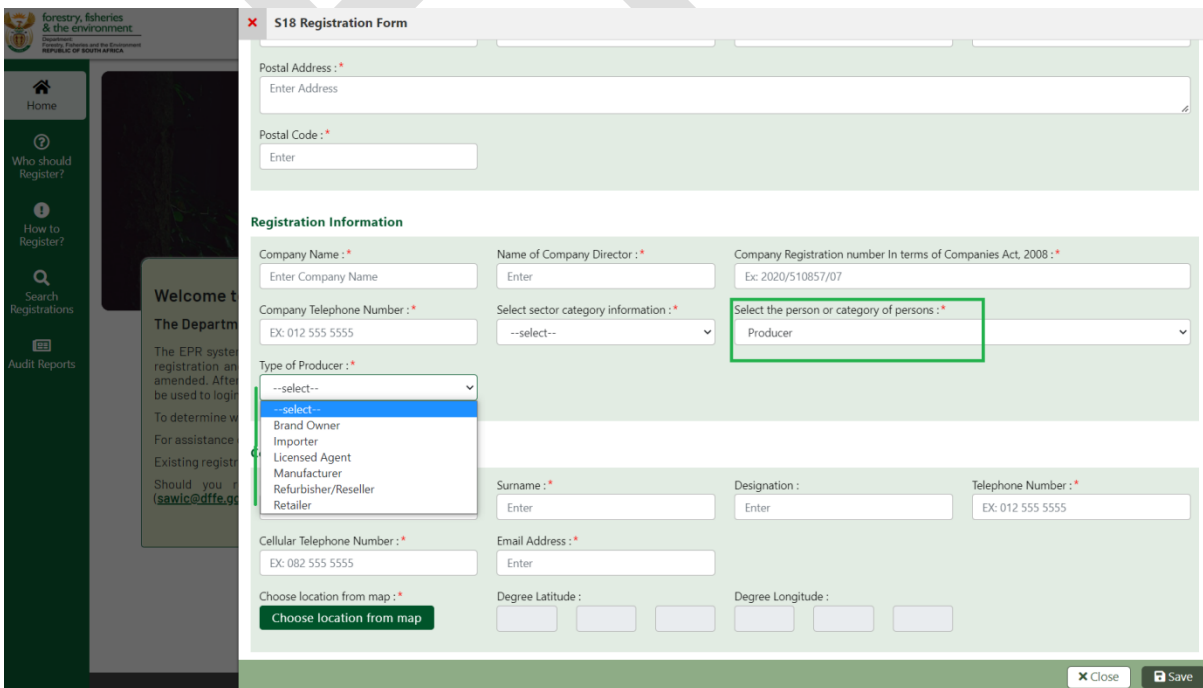
Contact Details

Name: * Surname: * Designation: Telephone Number: *
 Cellular Telephone Number: * Email Address: *
 Choose location from map: * Degree Latitude: Degree Longitude:

Screen 1.3

Enter / Select required details to create Producer user

“Select the person or category of persons” dropdown option should be selected as “Producer” then select required type of producers and click on save button.



S18 Registration Form

Postal Address: *
Postal Code: *

Registration Information

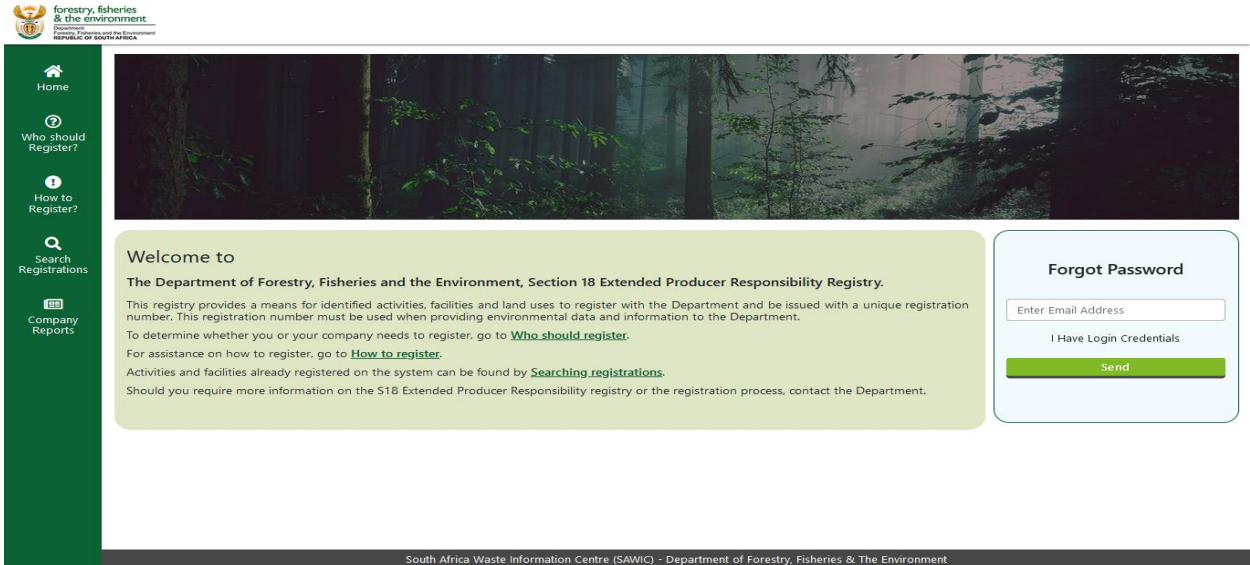
Company Name: * Name of Company Director: * Company Registration number In terms of Companies Act, 2008: *
 Company Telephone Number: * Select sector category information: * **Select the person or category of persons: ***
 Type of Producer: *

- select--
- Brand Owner
- Importer
- Licensed Agent
- Manufacturer
- Refurbisher/Reseller
- Retailer

Surname: * Designation: Telephone Number: *
 Cellular Telephone Number: * Email Address: *
 Choose location from map: * Degree Latitude: Degree Longitude:

1.4 Forgot Password

By clicking on **Forgot Password** link from login screen, user will be redirected to forgot password screen as shown in below screenshot:



Screen 1.4

User needs to provide the Email Address and click on **Send** button; System will send new password information through an Email.

2. Settings

2.1 Profile [Menu Item: Settings->Profile]

Profile Description: Profile Screen allows user to View or Update profile details such as First name, Surname, Email and Cell number as per screen shown in the 2.1

Functional Flow:

- User can change his/her First name, Surname and Cell Number.
- Email text field should be disable
- User can click on **Update** button to update the profile details.



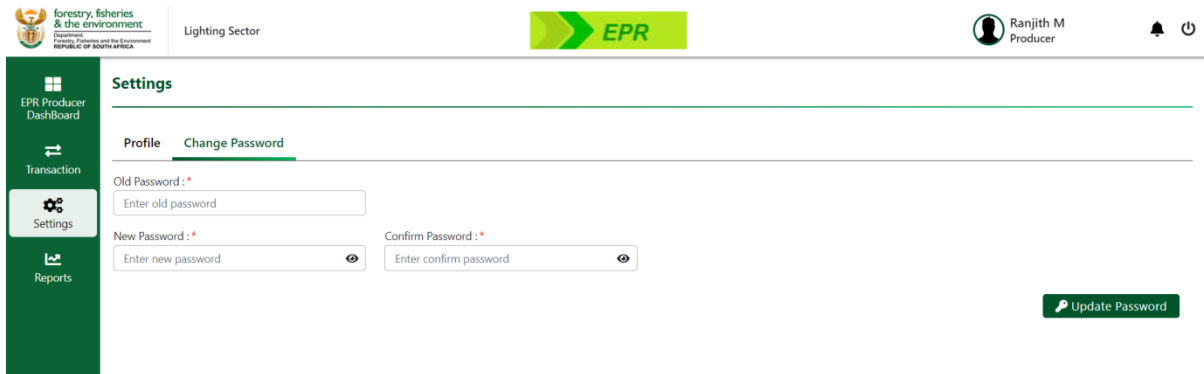
Screen 2.1

2.2 Change Password [Menu Item: Settings->Change Password]

Change Password Description: Change Password screen allows user to change the old password. As shown in the screen 2.2

Functional Flow:

- User can change his/her old password by using Change Password screen.
- User must provide his/her old password.
- User must provide confirm password same as new password.
- User can click on **Update** button to change the password.



Screen 2.2

3. PRO Role

3.1 Request to Confirm Subscription [Menu Item: Transaction ->Request to Confirm Subscription]

Request to Confirm Subscription: Request to confirm subscription screen allows user to link /delink the producers.

Link users:

Basic Flow:

System will display list of producers who are linked to PRO of that sector.

User can search the producers who are linked to the sector by providing Company Name, Company Director, Company registration number and Registration number.

User can View list of records as per his/her search criteria.

User can view list of records in Page wise or sort wise.

User can download the records through export to excel option

MANCOSA

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Department: Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

Paper and Packaging Sector

EPR

kavya hello PRO

Temporary Products

Request To Confirm Subscription

Link Users Linked Users Pending Users Delinked / Rejected Products

Search

EXPORT TO EXCEL

Company Name	EPR Registration Number	Producer Type	Action
Sumith Recyclers	19/7/5/P/M/20220712/036	Manufacturer	Request to link
MA Pvt. Ltd.	19/7/5/P/R/20220712/035	Retailer	Request to link
RS Recyclers	19/7/5/P/R/20220712/034	Retailer	Request to link
Ramya Pvt. Ltd.	19/7/5/P/M/20220712/033	Manufacturer	Request to link
SN Pvt. Ltd.	19/7/5/P/L/20220712/032	Licensed Agent	Request to link
Sunitha	19/7/5/P/I/20220712/031	Importer	Request to link
Sunitha Recyclers	19/7/5/P/I/20220712/030	Importer	Request to link
Pallavi Recyclers	19/7/5/P/B/20220712/029	Brand Owner	Request to link
Jayasree Company Paper	19/7/5/P/L/20220705/025	Licensed Agent	Request to link
kavya Company paper	19/7/5/P/M/20220705/022	Manufacturer	Request to link

10 items per page 1 - 10 of 17 items

Screen 3.1

3.1.1 Link Producers

Description: User clicks on **Request to Link**; system prompts a confirmation message to link the producers as shown in screen 9.1.1. User can click on **view** link to view company registration information.

forestry, fisheries & the environment
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REPUBLIC OF SOUTH AFRICA

Electrical and Electronic Equipment Sector

Charlize PR PRO

Request To Confirm Subscription

Link Users Linked Users Pending or Rejected or Delinked Users

Your about to link producer, Do you want to continue?

YES NO

EXPORT TO EXCEL

Company Name	Company Director	Company Registration Number	Registration Number	Link	View
Oliver Thomas Company	Director	1998/738828/28	19/7/6/E/M/20220425/004	Request to link	→

10 items per page 1 - 1 of 1 items

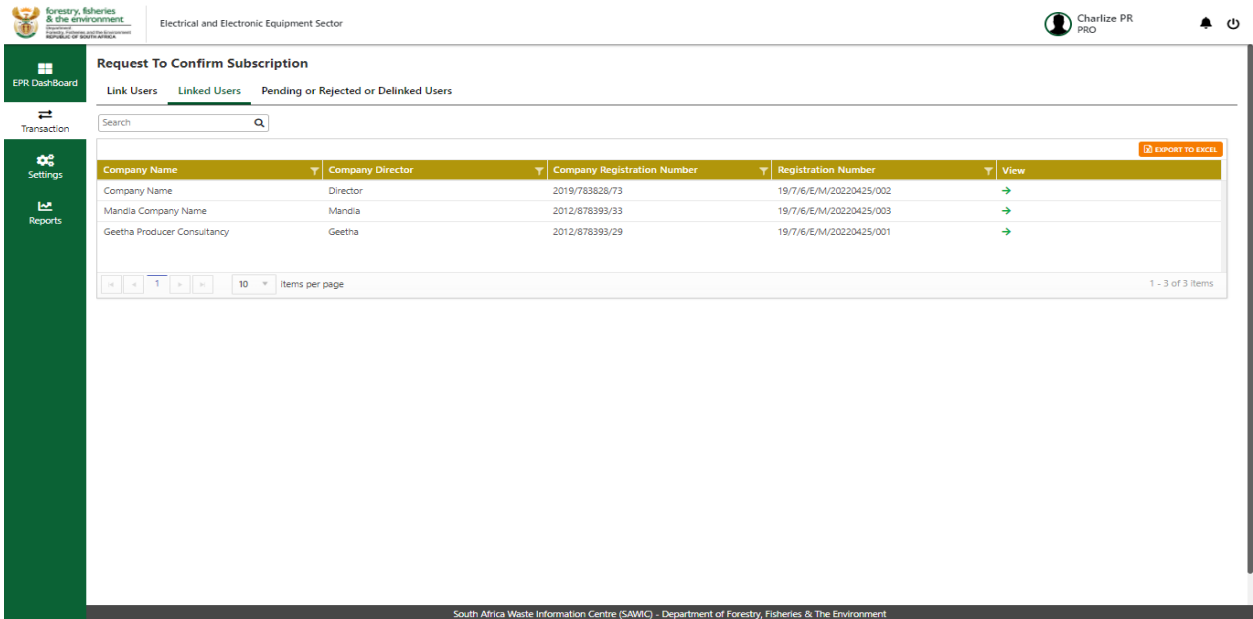
South Africa Waste Information Centre (SAWIC) - Department of Forestry, Fisheries & The Environment

Screen 3.1.1

By clicking on **Yes** button in the confirmation message from screen 3.1.1, System will send a request link to producers for Accept/ Reject the subscription.

Linked Users

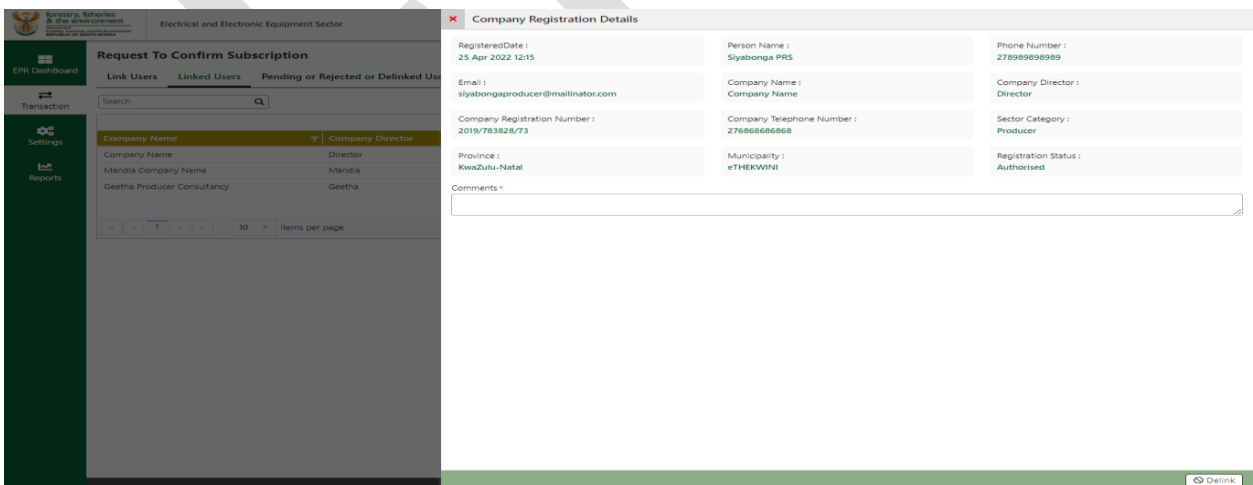
Description: User clicks on **linked users** tab; system will show a list of producers who are accepted the subscription as shown in screen 3.1.1(a).



Screen 3.1.1(a)

View /Delink producers

Description: User clicks on **View** link, to navigate to the company registration information screen as shown in screen 3.1.1(b). User needs to enter the comments and click on Delink button to delink the producers.

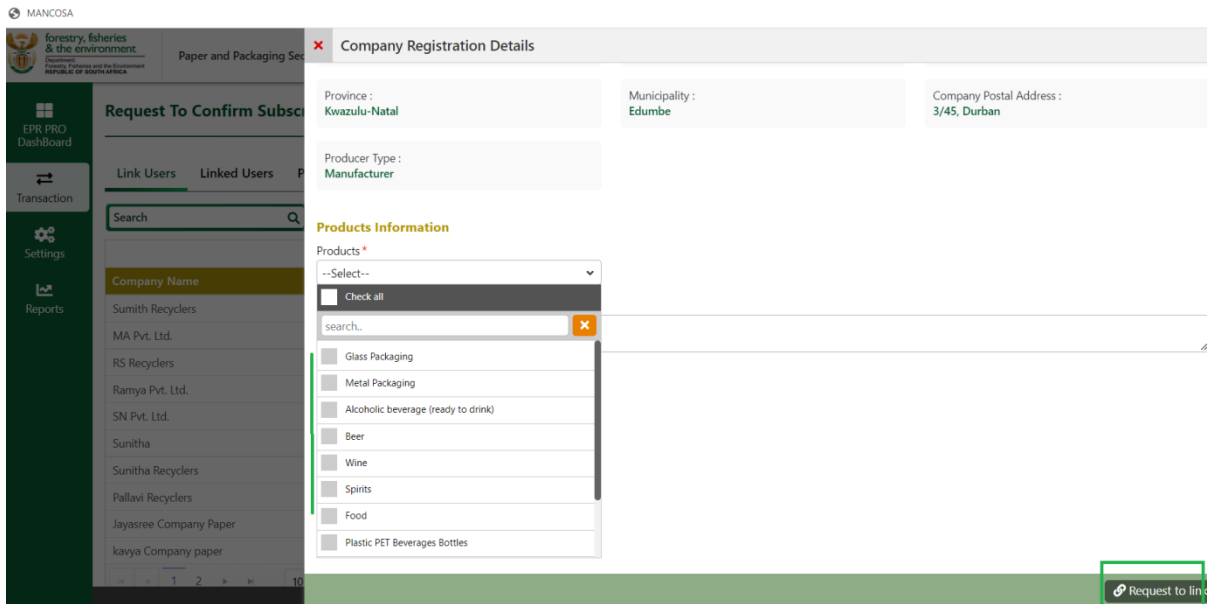


Screen 3.1.1(b)

3.1.2 Temporary Products

To add any temporary products, PRO needs to click on Request to link icon to select products as per the screen 9.1 action columns.

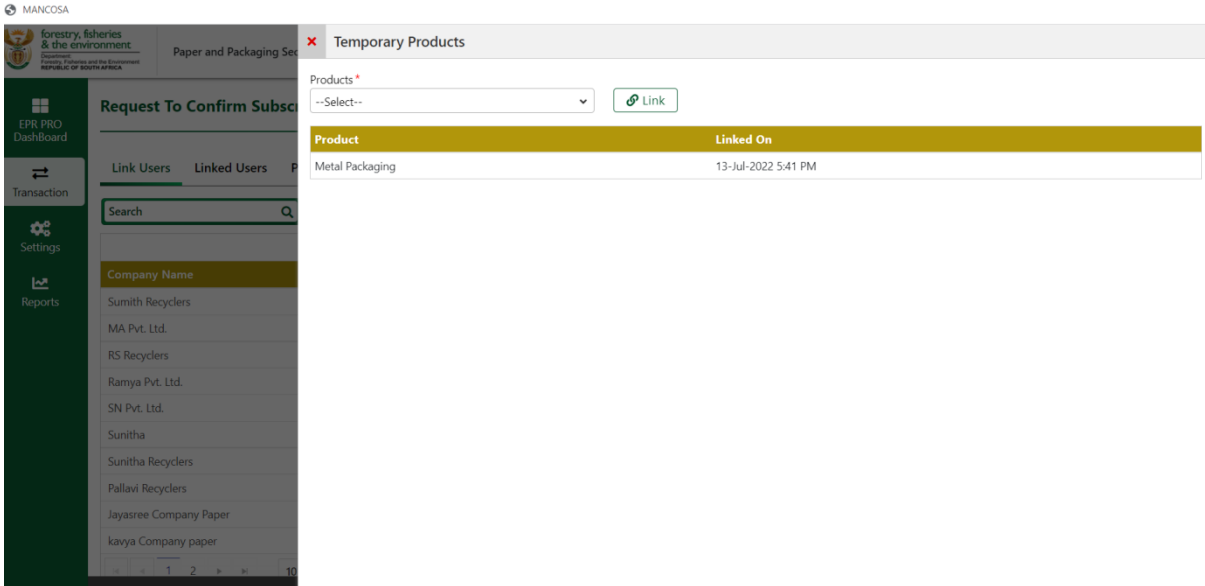
Under product information, the User will select the products as per the requirement and then click on request to link button to request the product as per the requirement as shown in below screen:



Screen 3.1.2

The “Temporary Products” functionality will help any User to assign the products by himself on behalf of other producers in the form of temporary products.

By clicking on transaction button as per the screen 9.1, the user will be redirected to the temporary products link screen as per below figure 9.1.2(a)

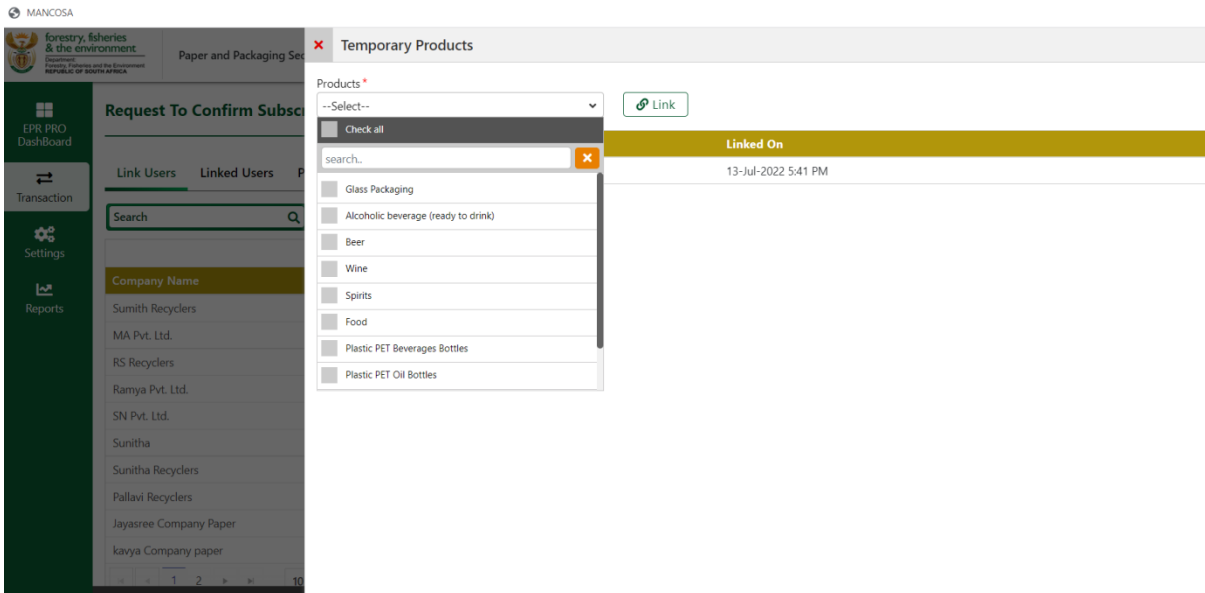


Screen 3.1.2(a)

User needs to select product by clicking on products dropdown.

User will click on link button as per below screen.

After this process linked product will be displayed in the grid as shown below:



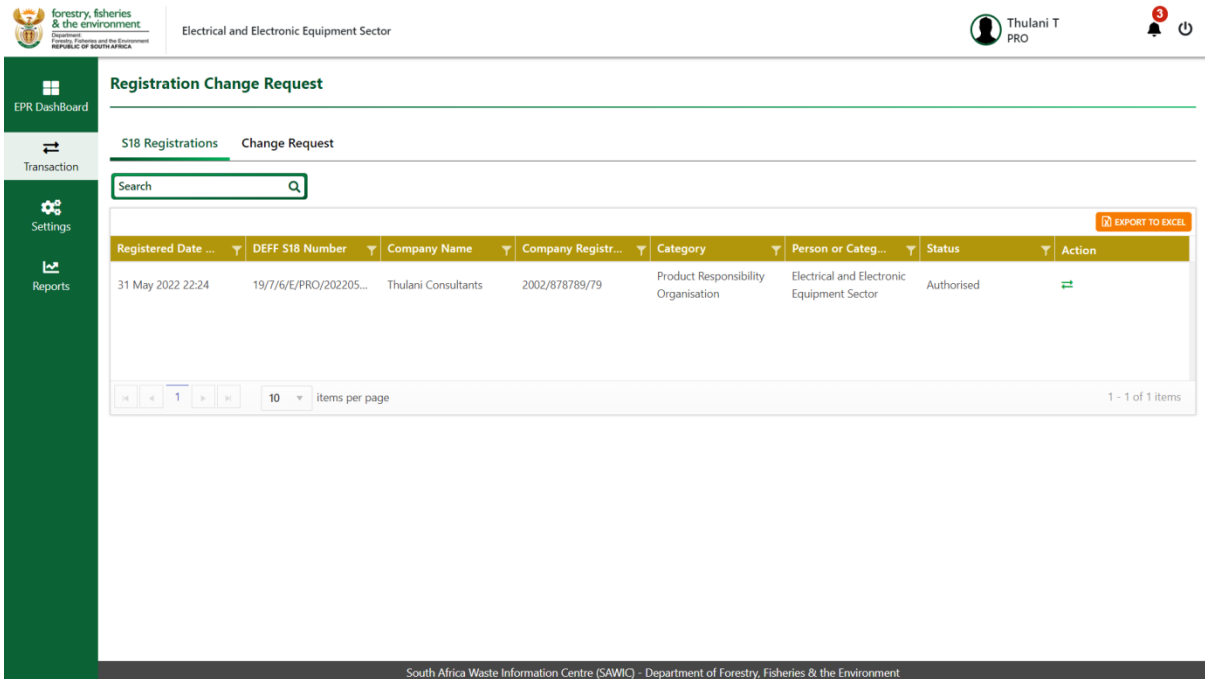
Screen 3.1.2 (b)

3.2 Registration Change Request [Menu Item: Transaction ->Registration Change Request]

User can view S18 registrations details through quick search filter by entering the text such as Registration date and time, DEFF S18 Number, Company name, Category, Persons or category of persons and Status.

User can view list of records in Page wise or sort wise.

User can download the records through export to excel option



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Electrical and Electronic Equipment Sector

Thulani T PRO

Registration Change Request

S18 Registrations Change Request

Search

EXPORT TO EXCEL

Registered Date ...	DEFF S18 Number	Company Name	Company Registr...	Category	Person or Categ...	Status	Action
31 May 2022 22:24	19/7/6/E/PRO/202205...	Thulani Consultants	2002/878789/79	Product Responsibility Organisation	Electrical and Electronic Equipment Sector	Authorised	↔

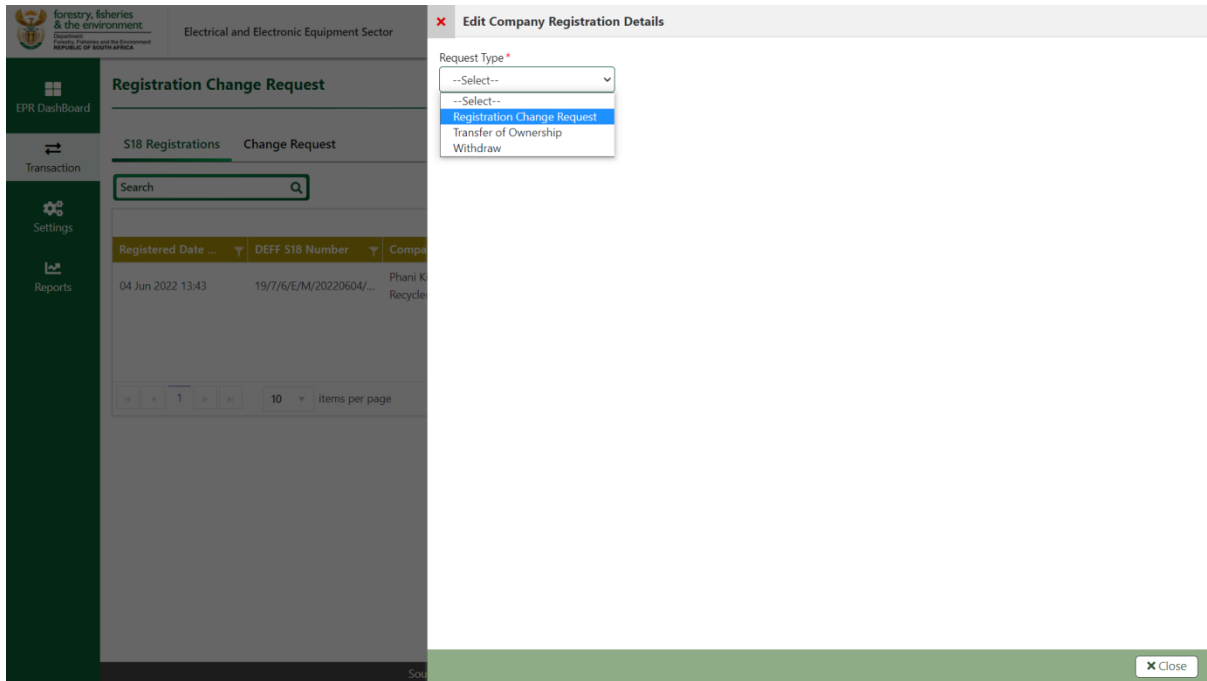
10 items per page 1 - 1 of 1 items

South Africa Waste Information Centre (SAWIC) - Department of Forestry, Fisheries & the Environment

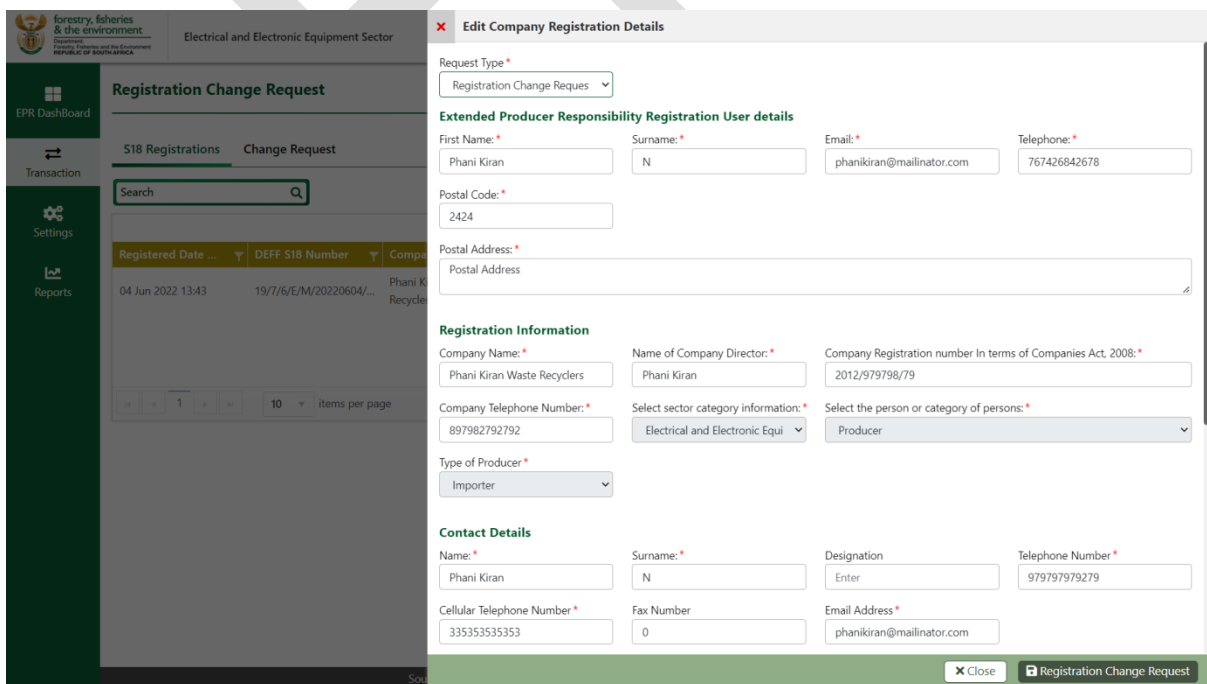
Screen 3.2

3.2.1 Company Registration details with request type as Registration Change Request

User needs to click on action icon as per screen 9.2 to navigate to edit company registration details. User needs to select request type as “Registration Change Request” to update the required details as per below details and click on Registration change request button.



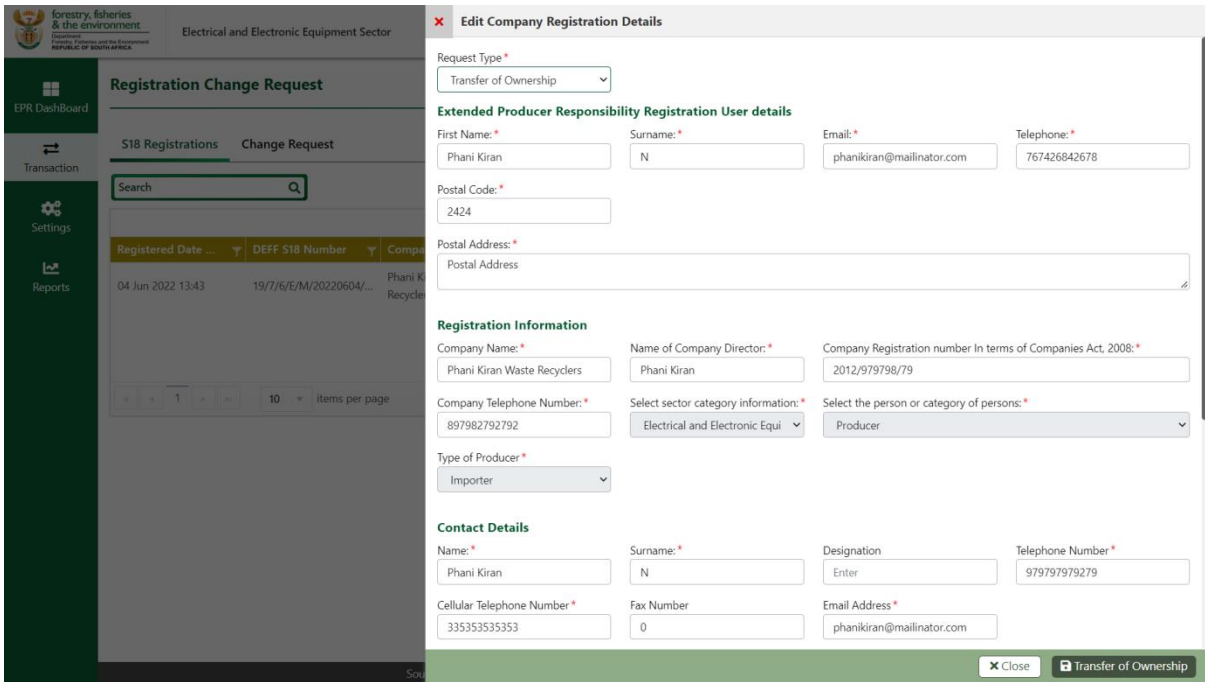
Screen 3.2.1 (a)



Screen 3.2.1 (b)

3.2.2 Company Registration details with request type as Transfer of ownership

User needs to click on action icon as per screen 9.2 to navigate to edit company registration details, User needs to select request type as “Transfer of ownership” and update the required details as shown below and click on Transfer of ownership button.

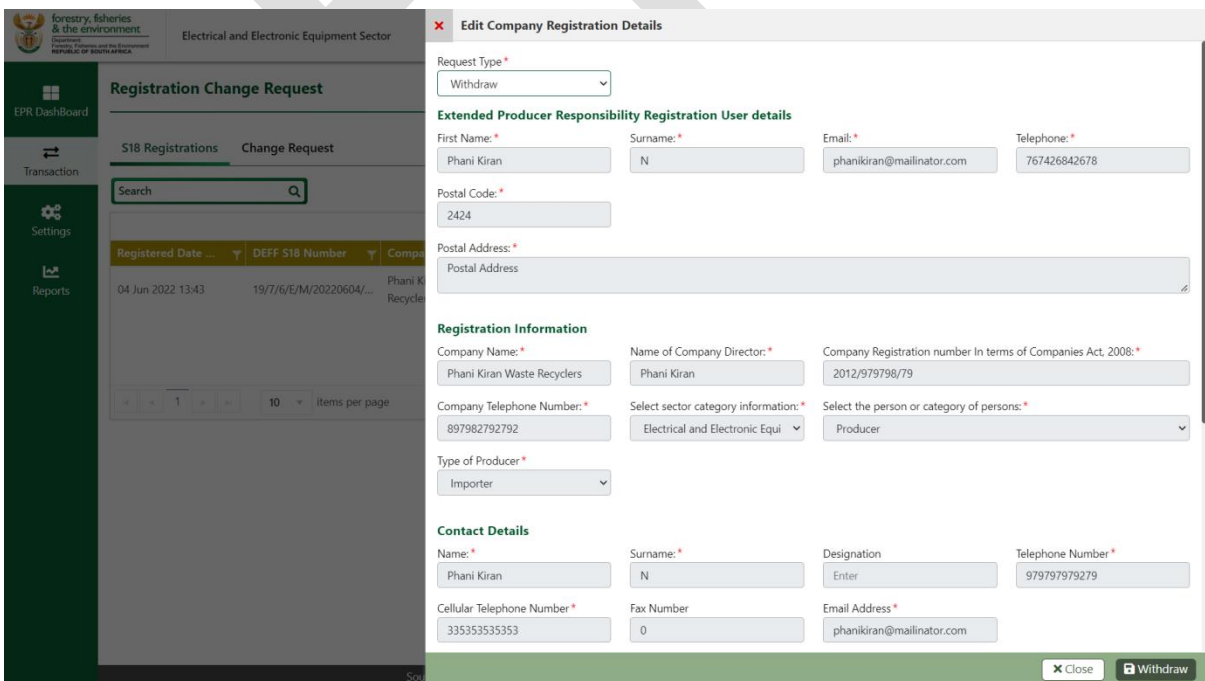


The screenshot shows the 'Edit Company Registration Details' form. The 'Request Type' dropdown is set to 'Transfer of Ownership'. The form includes sections for 'Extended Producer Responsibility Registration User details', 'Registration Information', and 'Contact Details'. The 'Request Type' dropdown is set to 'Transfer of Ownership'. The 'Extended Producer Responsibility Registration User details' section includes fields for First Name (Phani Kiran), Surname (N), Email (phanikiran@mailinator.com), and Telephone (767426842678). The 'Registration Information' section includes Company Name (Phani Kiran Waste Recyclers), Name of Company Director (Phani Kiran), Company Registration number (2012/979798/79), Company Telephone Number (897982792792), Select sector category information (Electrical and Electronic Equi), and Select the person or category of persons (Producer). The 'Contact Details' section includes Name (Phani Kiran), Surname (N), Designation (Enter), Telephone Number (979797979279), Cellular Telephone Number (335353535353), Fax Number (0), and Email Address (phanikiran@mailinator.com). A 'Transfer of Ownership' button is visible at the bottom right.

Screen 3.2.2

3.2.3 Company Registration details with request type as Withdraw

User needs to click on action icon as per screen 9.2 to navigate to edit company registration details. User needs to select request type as “Withdraw” and update the required details as shown below and then click on Withdraw button.



The screenshot shows the 'Edit Company Registration Details' form. The 'Request Type' dropdown is set to 'Withdraw'. The form includes sections for 'Extended Producer Responsibility Registration User details', 'Registration Information', and 'Contact Details'. The 'Request Type' dropdown is set to 'Withdraw'. The 'Extended Producer Responsibility Registration User details' section includes fields for First Name (Phani Kiran), Surname (N), Email (phanikiran@mailinator.com), and Telephone (767426842678). The 'Registration Information' section includes Company Name (Phani Kiran Waste Recyclers), Name of Company Director (Phani Kiran), Company Registration number (2012/979798/79), Company Telephone Number (897982792792), Select sector category information (Electrical and Electronic Equi), and Select the person or category of persons (Producer). The 'Contact Details' section includes Name (Phani Kiran), Surname (N), Designation (Enter), Telephone Number (979797979279), Cellular Telephone Number (335353535353), Fax Number (0), and Email Address (phanikiran@mailinator.com). A 'Withdraw' button is visible at the bottom right.

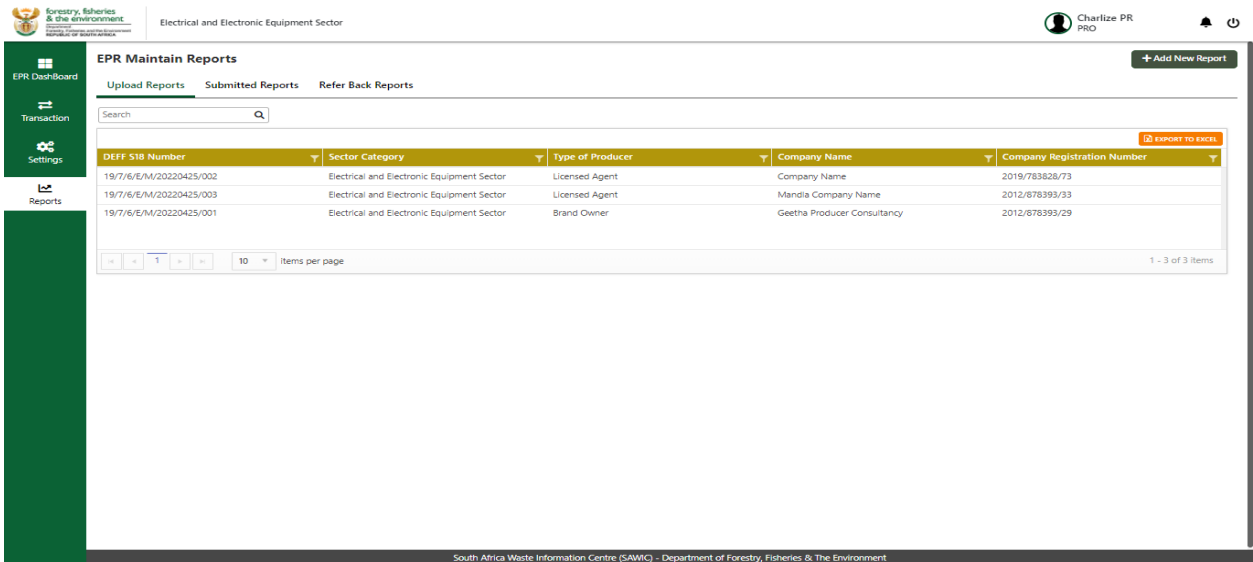
Screen 3.2.3

3.3 EPR Maintain Reports [Menu Item: Reports->EPR Maintain Reports]

User can view the company/ Producer details through quick search filter by entering text such as DEFF S18 Number, Sector Category, Type of Producer, Company Name and Company Registration Number.

User can view list of records in Page wise or sort wise.

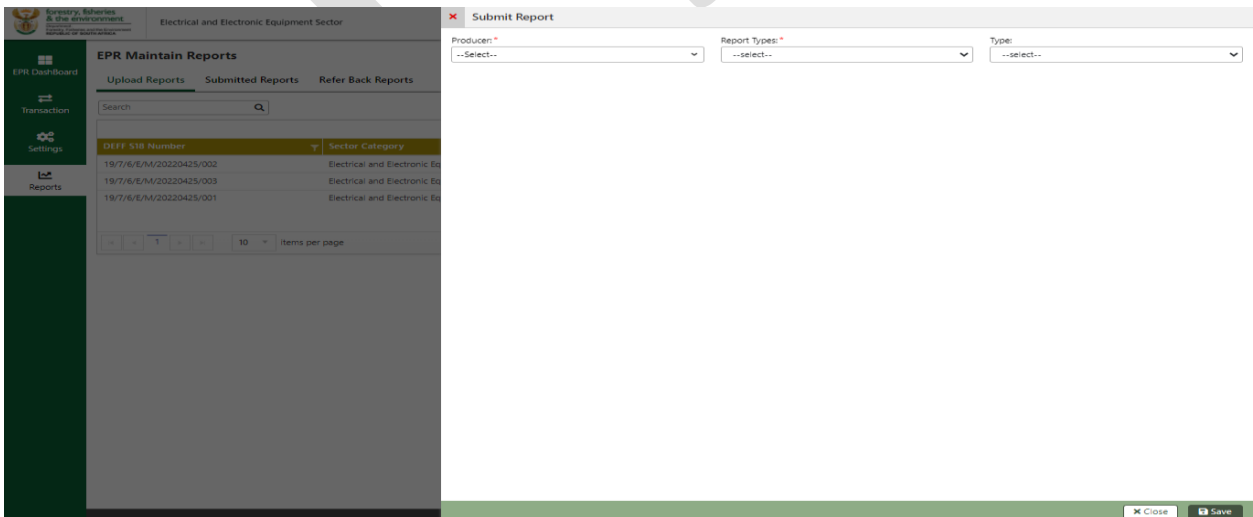
User can download the records through export to excel option



Screen 3.3

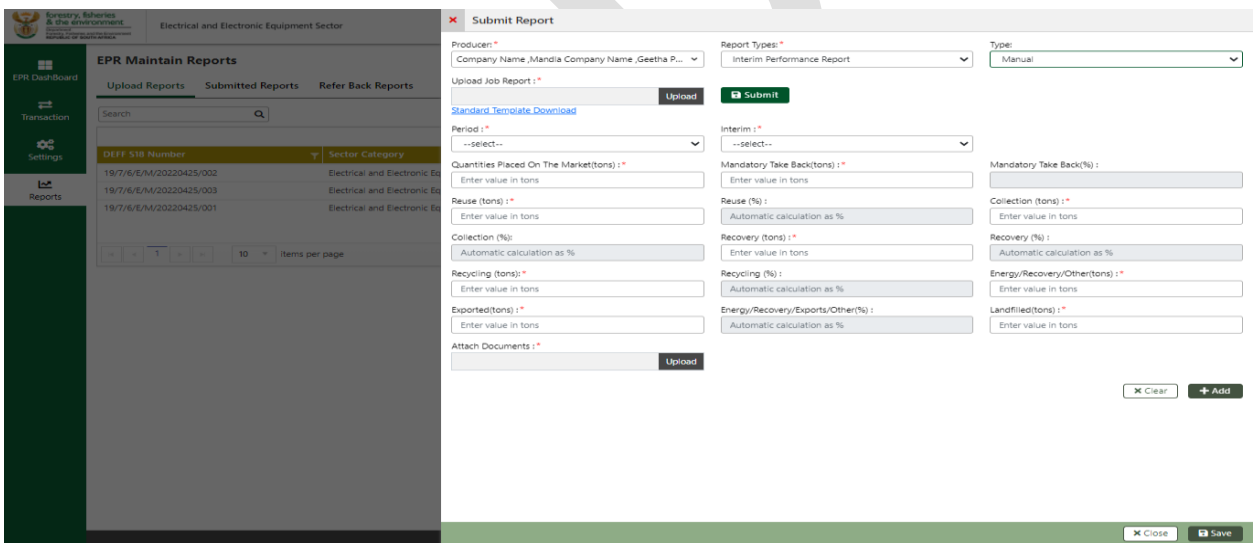
3.3 (a) Upload Reports

User can click on **Add New Report** button in order to navigate to submit report screen as shown below 9.3 (a)



Screen 3.3 (a)

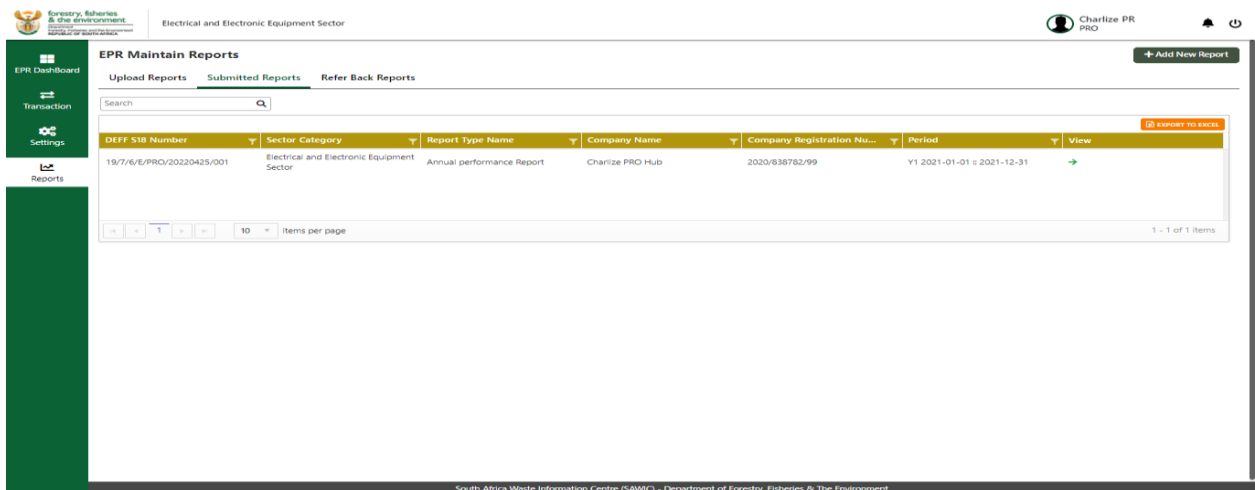
1. User needs to select the producer (s).
2. User needs to select Report Type.
3. If the user selects the report type as 'Annual Audit Report or Annual Financial Plan and budget Report' then the system allows uploading of report.
4. If the user selects report type as Interim Performance Report or Annual Performance Report, then the system allows the user to submit the report by uploading or through manual process. In the manual type of reporting process, the user needs to fill the data as shown in the screen 9.2 (b).
5. If the user enters the value in the report, it will calculate the percentages as per the gazette targets.
 - a. If the given value matches the percentage given in the gazette targets, then the value will be highlighted in green color.
 - b. If the given value does not match the percentage given in the gazette targets, then the value will be highlighted in red color.
6. Finally, user needs to click on **save** button to submit the report and system sends the report to Report Manager.



Screen 3.3(b)

3.3 (b) Submitted Reports

By clicking on Submitted Reports tab, the User can view the submitted reports as shown in the screen 9.2 (b).



Screen 3.2 (b)

3.3 (c) Refer back Reports

By clicking on Refer Back Reports tab, the user can view the refer-back reports. User can view Report details through quick search filter by entering text such as DEFF S18 Number, Sector Category, Report Type, Company Name and Company Registration Number.

User can view list of records in Page wise or sort wise.

User can download the records through export to excel option

4. Producers Role

4.1 PRO and Producer Subscription [Menu Item: Transaction -> PRO and Producer Subscription]

PRO and Producer Subscription: PRO and Producer Subscription screen allows the User to subscribe for PRO or PRO requests and submitting the reports.

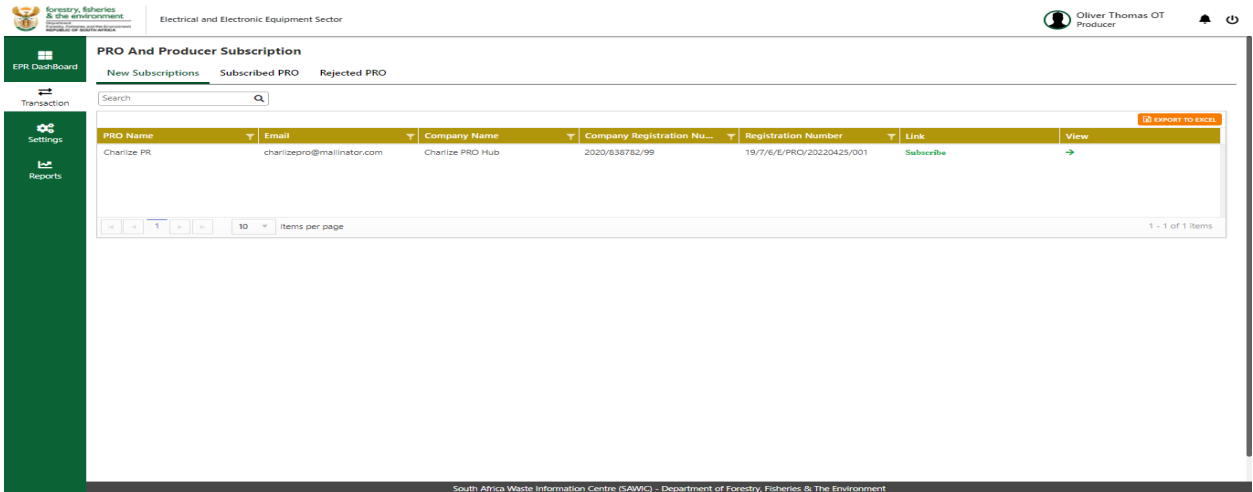
New Subscriptions:

Basic Flow:

1. System will display list of subscribed requests.
2. User can search the subscription requests by providing PRO Name, Email, Company Name, Company registration number and Registration number.
3. User can view list of records as per his/her search criteria.

User can view list of records in Page wise or sort wise.

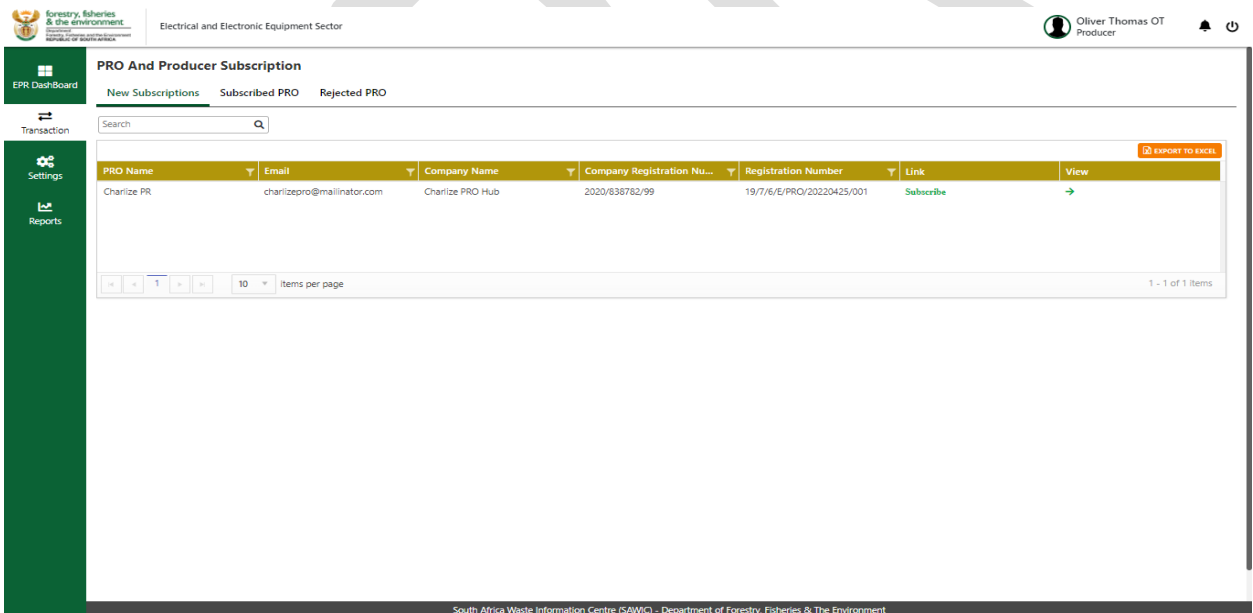
User can download the records through export to excel option



Screen 4.1

4.1.1 Subscribe

Description: User clicks on **Subscribe** link; the system prompts a confirmation message to link the PRO as shown in screen 4.1.1. User can click on **view** link to view company registration information.

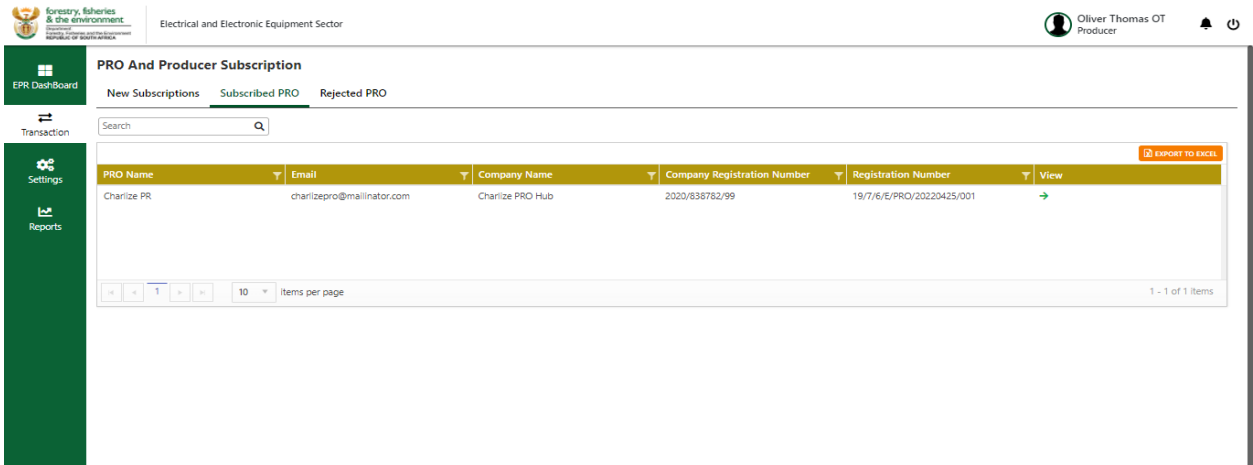


Screen 4.1.1

By clicking on Yes button in the confirmation message from screen 10.1.1, System links the producer to PRO.

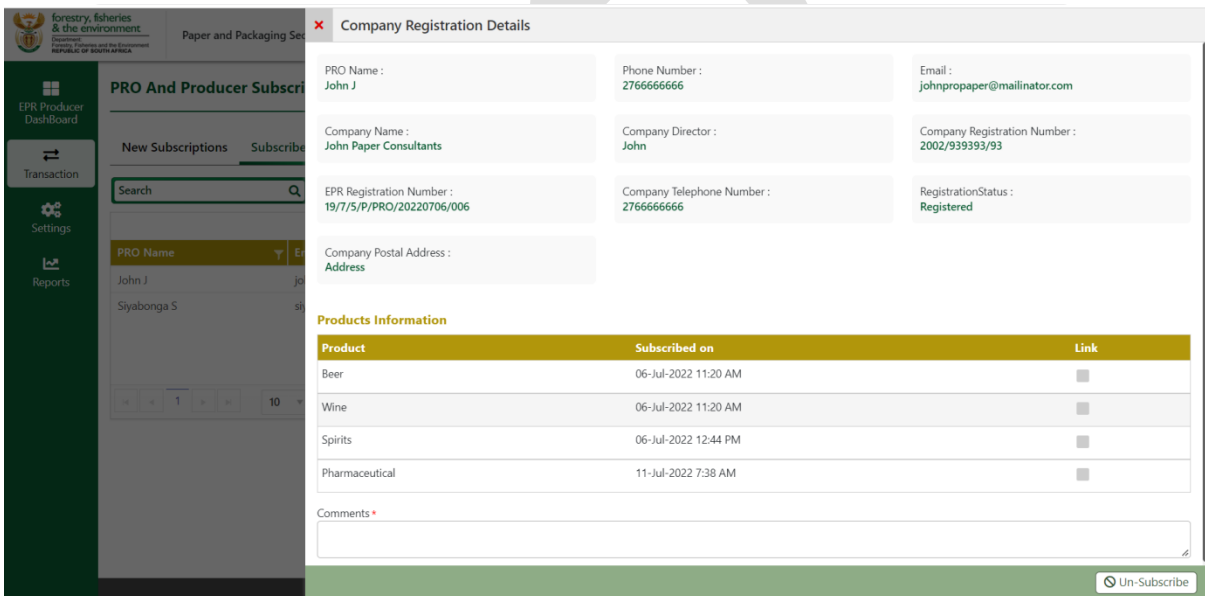
Subscribed PRO

Description: User clicks on **subscribed PRO** tab; system will show a list of accepted subscriptions as shown in screen 4.1.2. By clicking on View link, the user can view the company registration information.



Screen 4.1.2

Producer can subscribe or unsubscribe as per the requirement in below screen:



Screen 4.1.2(a)

Rejected PRO

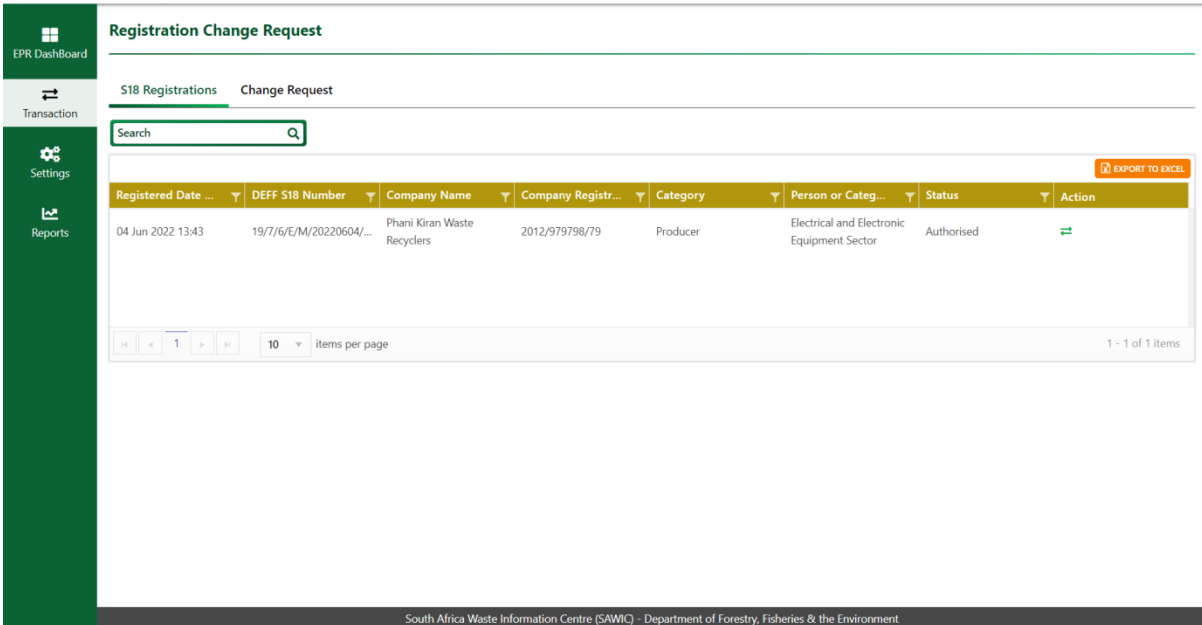
Description: User clicks on **Rejected PRO** tab; system will show a list of rejected subscriptions.

4.2 Registration Change Request [Menu Item: Transaction ->Registration Change Request]

User can view S18 registrations details through quick search filter by entering text such as Registration date and time, DEFF S18 Number, Company name, Category, Persons or category of persons and Status.

User can view list of records in Page wise or sort wise.


User can download the records through export to excel option.



Registration Change Request

S18 Registrations Change Request

Search

Registered Date ...	DEFF S18 Number	Company Name	Company Registr...	Category	Person or Categ...	Status	Action
04 Jun 2022 13:43	19/7/6/E/M/20220604/...	Phani Kiran Waste Recyclers	2012/979798/79	Producer	Electrical and Electronic Equipment Sector	Authorised	

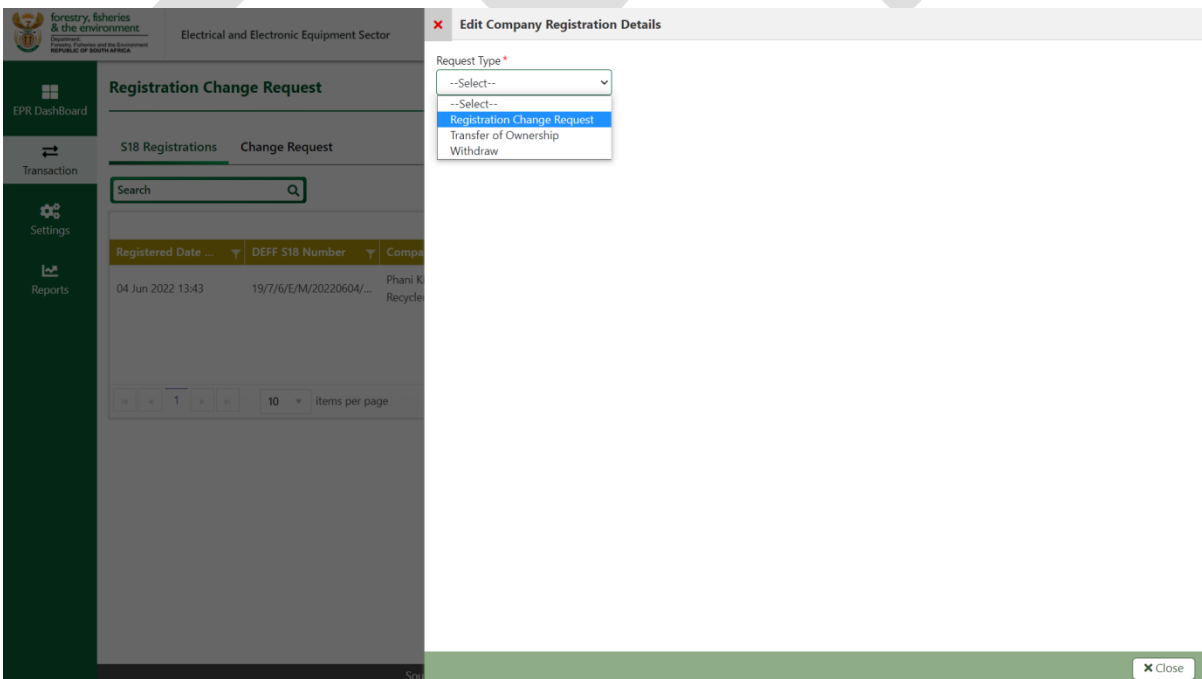
10 items per page 1 - 1 of 1 items

South Africa Waste Information Centre (SAWIC) - Department of Forestry, Fisheries & the Environment

Screen 4.2

4.2.1 Company Registration details with request type as Registration Change Request

User needs to click on action icon as per screen 4.2 to navigate to edit company registration details, User needs to select request type as “Registration Change Request” and update the required details as shown below and then click on Registration change request button.



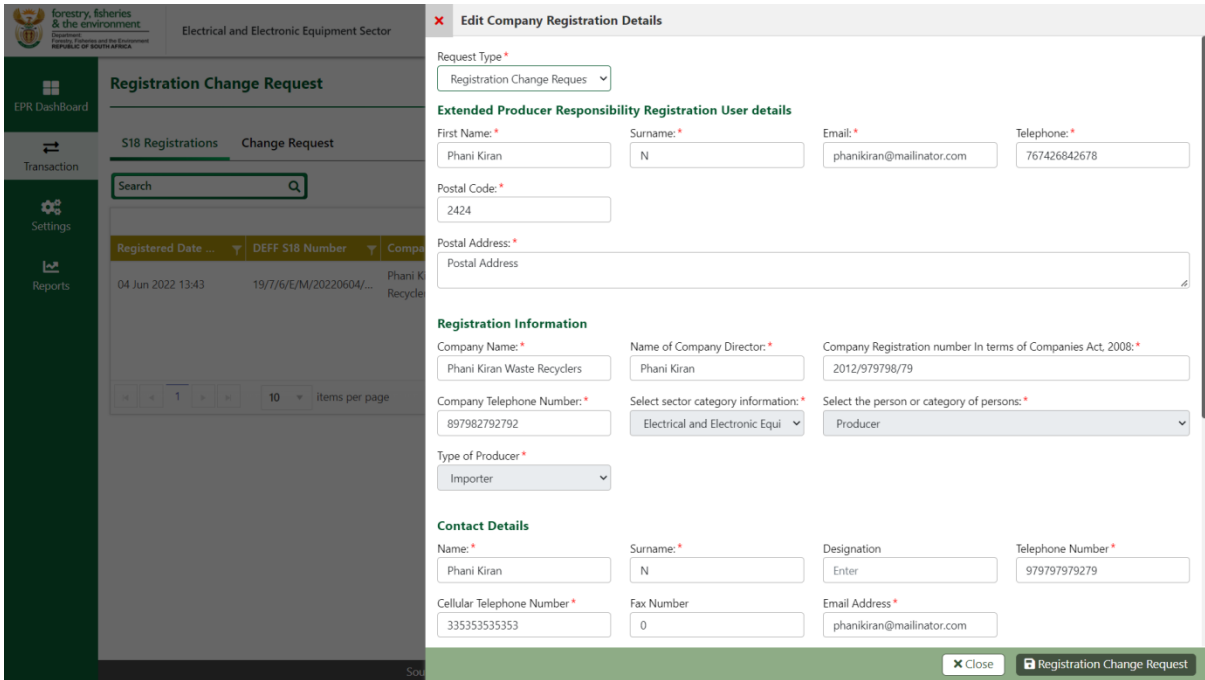
Edit Company Registration Details

Request Type *

- Select--
- Registration Change Request
- Transfer of Ownership
- Withdraw

Close

Screen 4.2.1 (a)



Electrical and Electronic Equipment Sector

Registration Change Request

Request Type: Registration Change Request

Extended Producer Responsibility Registration User details

First Name: Phani Kiran | Surname: N | Email: phanikiran@mailinator.com | Telephone: 767426842678

Postal Code: 2424

Postal Address: Postal Address

Registration Information

Company Name: Phani Kiran Waste Recyclers | Name of Company Director: Phani Kiran | Company Registration number In terms of Companies Act, 2008: 2012/979798/79

Company Telephone Number: 897982792792 | Select sector category information: Electrical and Electronic Equi | Select the person or category of persons: Producer

Type of Producer: Importer

Contact Details

Name: Phani Kiran | Surname: N | Designation: Enter | Telephone Number: 979797979279

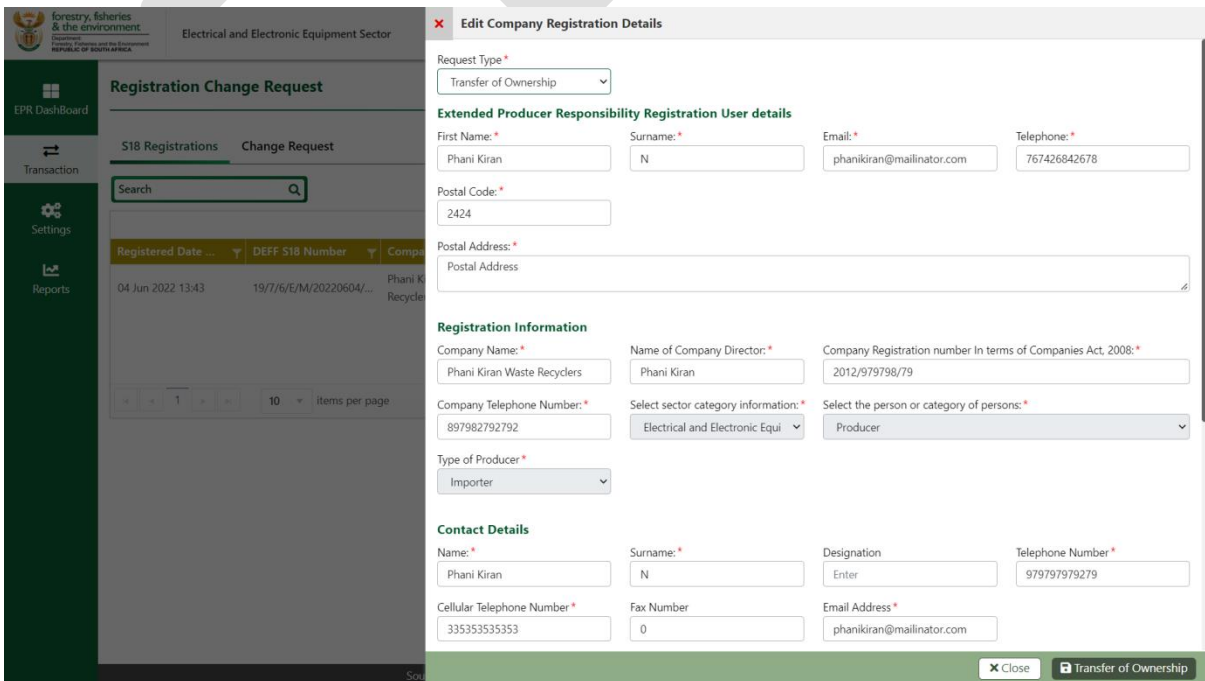
Cellular Telephone Number: 335353535353 | Fax Number: 0 | Email Address: phanikiran@mailinator.com

Close | Registration Change Request

Screen 4.2.1 (b)

4.2.2 Company Registration details with request type as Transfer of ownership

User needs to click on action icon as per screen 4.2 to navigate to edit company registration details, User needs to select request type as “Transfer of ownership” and update the required details as shown below details and then click on Transfer of ownership button.



Electrical and Electronic Equipment Sector

Registration Change Request

Request Type: Transfer of Ownership

Extended Producer Responsibility Registration User details

First Name: Phani Kiran | Surname: N | Email: phanikiran@mailinator.com | Telephone: 767426842678

Postal Code: 2424

Postal Address: Postal Address

Registration Information

Company Name: Phani Kiran Waste Recyclers | Name of Company Director: Phani Kiran | Company Registration number In terms of Companies Act, 2008: 2012/979798/79

Company Telephone Number: 897982792792 | Select sector category information: Electrical and Electronic Equi | Select the person or category of persons: Producer

Type of Producer: Importer

Contact Details

Name: Phani Kiran | Surname: N | Designation: Enter | Telephone Number: 979797979279

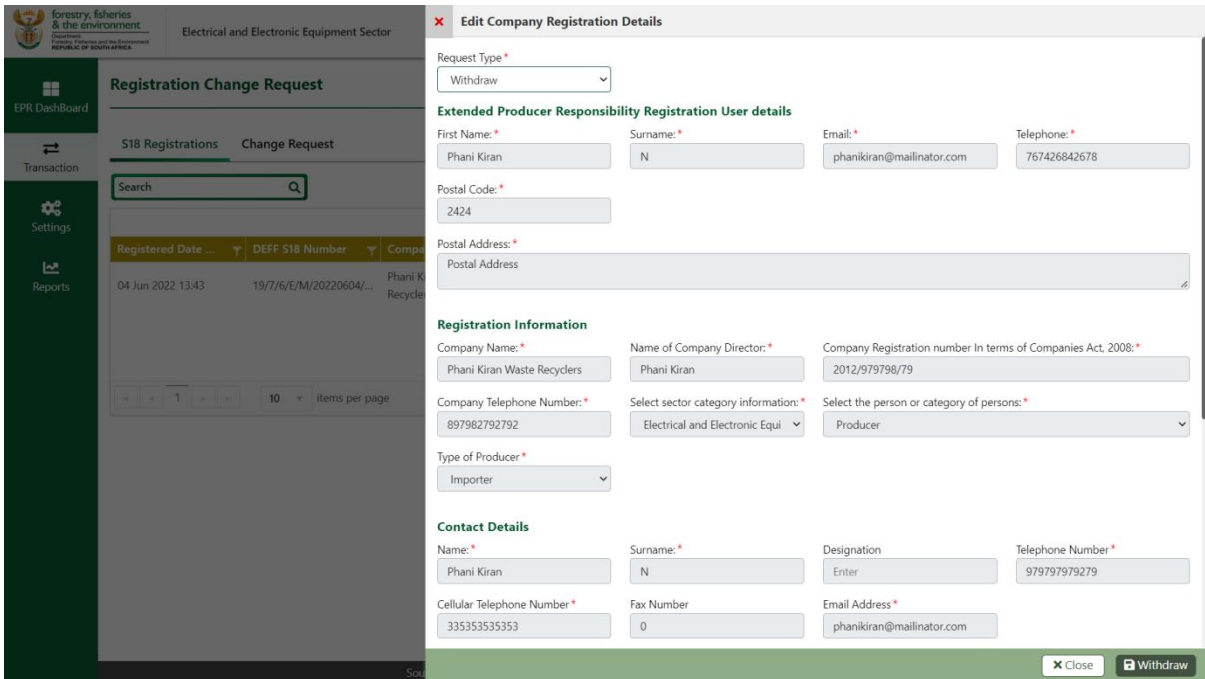
Cellular Telephone Number: 335353535353 | Fax Number: 0 | Email Address: phanikiran@mailinator.com

Close | Transfer of Ownership

Screen 4.2.2

4.2.3 Company Registration details with request type as Withdraw

User needs to click on action icon as per screen 4.2 to navigate to edit company registration details, User needs to select request type as “Withdraw” and update the required details as shown below details and then click on Withdraw button.



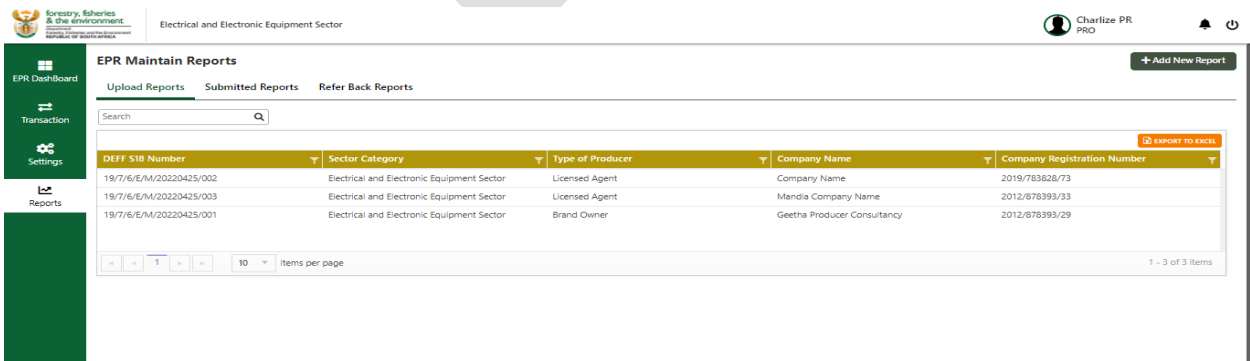
Screen 4.2.3

4.3 EPR Maintain Reports [Menu Item: Reports->EPR Maintain Reports]

User can view the company/ Producer details through quick search filter by entering text such as DEFF S18 Number, Sector Category, Type of Producer, Company Name and Company Registration Number.

User can view list of records in Page wise or sort wise.

User can download the records through export to excel option.

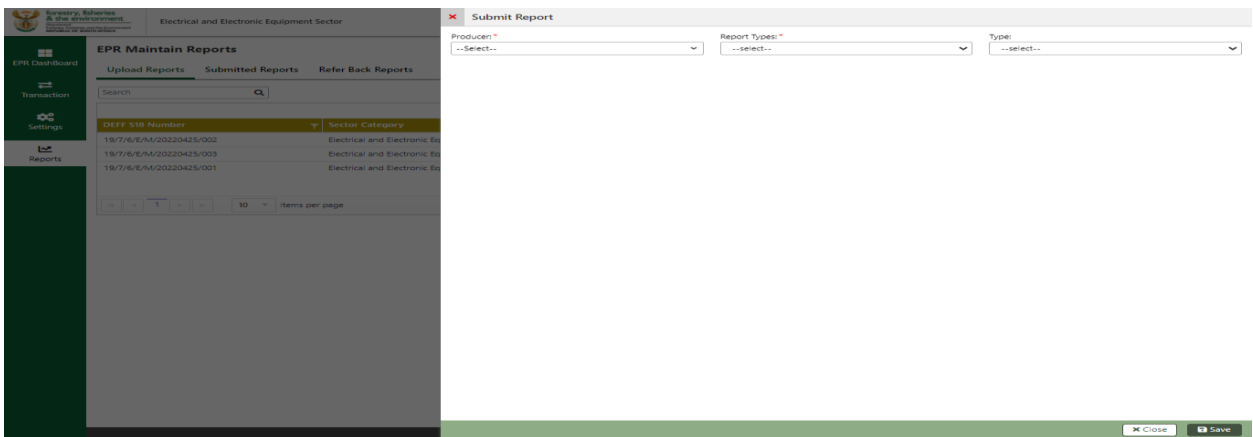


DEFF S18 Number	Sector Category	Type of Producer	Company Name	Company Registration Number
19/7/6/E/M/20220425/002	Electrical and Electronic Equipment Sector	Licensed Agent	Company Name	2019/783828/73
19/7/6/E/M/20220425/003	Electrical and Electronic Equipment Sector	Licensed Agent	Mandia Company Name	2012/878393/33
19/7/6/E/M/20220425/001	Electrical and Electronic Equipment Sector	Brand Owner	Geetha Producer Consultancy	2012/878393/29

Screen 4.3

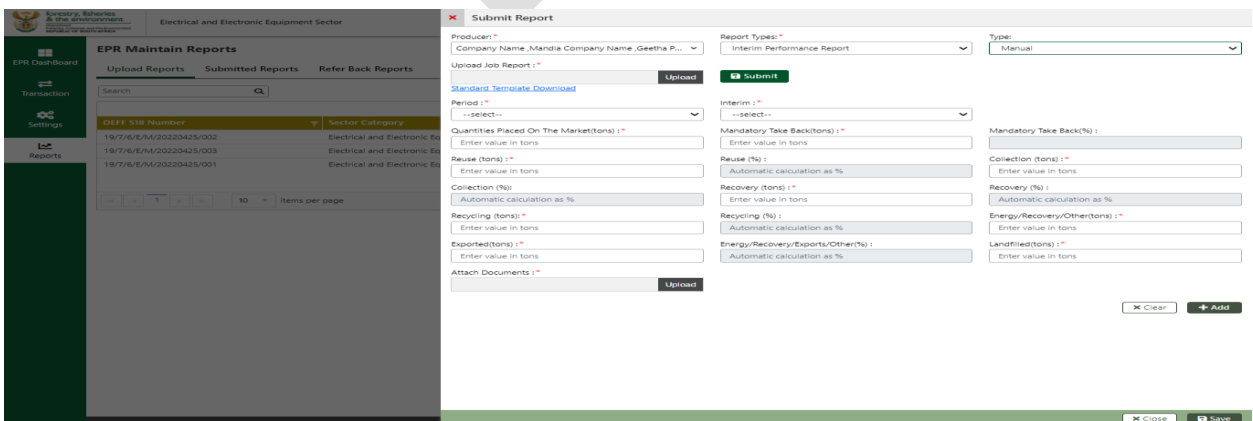
4.3 (a) Upload Reports

User can click on **Add New Report** button, to navigate to the submit report screen as shown below 4.2(a)



Screen 4.3 (a)

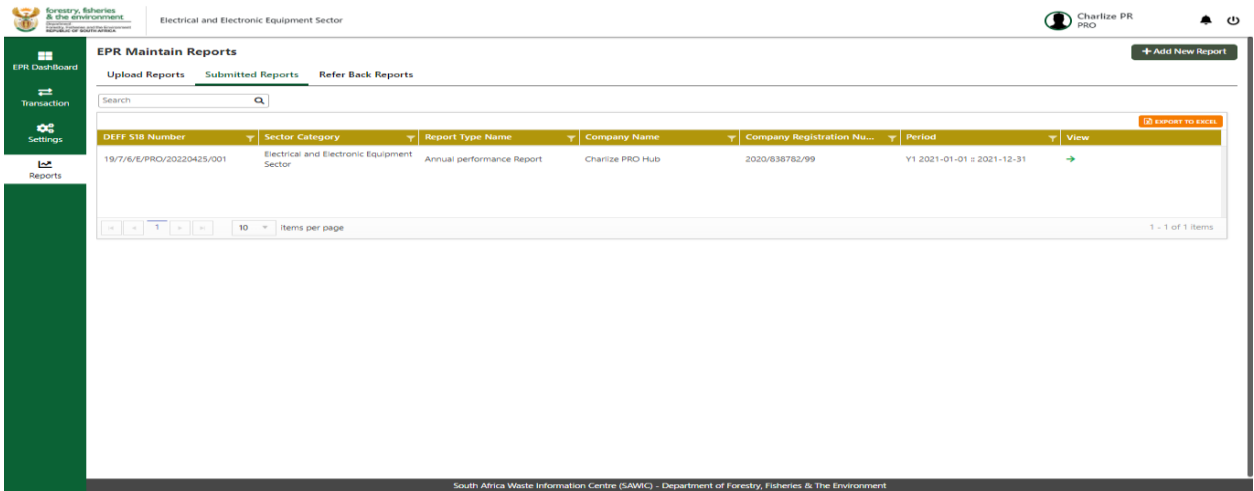
1. User needs to select the producer (s).
2. User needs to select Report Type.
3. If the user selects report type as 'Annual Audit Report or Annual Financial Plan and budget Report', then the system allows uploading of report.
4. If the user selects report type as Interim Performance Report or Annual Performance Report, then the system allows the user to submit the report by uploading or through manual reporting process. In this manual type of reporting process, user needs to fill the data as shown in the screen 10.3(b).
5. If the user enters the value in the report, it will calculate the percentages as per the gazette targets.
 - a. If the given value matches the percentage given in the gazette targets, then the value will be highlighted in green color.
 - b. If the given value does not match the percentage given in the gazette targets, then the value will be highlighted in red color.
6. Finally, user needs to click on **save** button to submit the report and system sends the report to Report Manager.
7. If the producer has been linked with PRO, then the system will not allow the Producer to submit the report. 7.If the producer is not linked with any PRO, then the producer can submit the report by clicking on Add New Report button.



Screen 4.3(a)

4.3 (b) Submitted Reports

By clicking on Submitted Reports tab, the user can view the submitted reports as shown in the screen 4.2(b).



Screen 4.3 (b)

4.3 (c) Refer back Reports

By clicking on Refer Back Reports tab, the user can view the refer-back reports. User can view Report details through quick search filter by entering text such as DEFF S18 Number, Sector Category, Report Type, Company Name and Company Registration Number.

User can view list of records in Page wise or sort wise.

User can download the records through export to excel option.