

Welcome to the Repak Packaging Data Capture System

Checklist

Please read the Checklist to give you some background information relating to Major Producer obligation and what may be involved in setting up a packaging recording system.

Main Menu

There are 3 methods in this workbook that you may find useful when setting up a system and calculating your tonnage information. The first is straight forward - it multiplies units by packaging weights associated with individual products. The second multiplies units by packaging weights associated with groups and the third multiplies units purchased by pack weight. Once you know what information is available, you can decide which method to use.

General

Units

You are obligated when you place packaging on the market therefore, obligation is often based on sales figures. However you can calculate packaging tonnes on production figures or purchase figures rather than sales figures if that information is more accurate.

Sales figures

- Split your sales figures into ROI sales and export sales.
- You need to know the origin of packaging placed on the ROI market.
- Follow the paper trail: When deciding who your suppliers and customers are, follow the VAT trail. E.g. if goods are delivered from Germany but you are invoiced from an Irish sales office, it is Irish sourced. If you are invoiced from Germany, it is imported.

Production figures / Purchases

- A split of how much is sold to ROI and how much is exported will be required.
- Process waste is not considered to be packaging and should be deducted.

Packaging weights

Record the weights of the packaging in grammes. They will later be converted to metric tonnes, as required for form completion. (There are 1,000,000 grammes in a tonne.)

The packaging weights should be recorded separately for each material type.

Note what sales unit you use. The packaging weight should be for that sales unit. E.g. If you sell 48 tubes of cream in large cardboard boxes with 50 boxes per pallet, your sales units may be number of tubes sold or number of boxes sold or number of pallets sold.

Sales units	Tube weight (Primary)	Box weight (Secondary)	Pallet weight (Tertiary)
Tube sales	Weight of 1 tube	Weight of box / 48 (no. of tubes per box)	Weight of pallet / 2400 (no. of tubes per pallet)
Box sales	Weight of tube x 48 (number of tubes per box)	Weight of 1 box	Weight of pallet / 50 (no. of boxes per pallet)
Pallet sales	Weight of tube x 2400 (no. of tubes per pallet)	Weight of box x 50 (no. of boxes per pallet)	Weight of 1 pallet

1. You have weights for individual products.

On the “Weights” sheet enter the product number and description of your full list of products in the first 2 columns. In the 3rd column select supplier type – ROI for Irish supplier and F for Foreign supplier.

Enter the weights you have in grammes in the appropriate column as primary (sales packaging), secondary (combines a number of sales units together) or tertiary (transport packaging) and the material type (paper, glass, alum, steel, plastic, plastic bottles, wood, comp A, comp B, other).

E.g. your product is sold in a metal tube in a blister pack in large cardboard boxes on pallets with shrink wrap. The metal tube would be entered as primary steel, the blister pack would have the cardboard backing entered as primary paper and the plastic blister would be entered as primary plastic. The outer cardboard box would be entered as secondary paper. The pallet would be entered as tertiary wood and the shrink wrap would be entered as tertiary plastic.

It is probably best to copy and paste your full list of products into the first two columns of the weights sheet and assign a supplier to each one. Then, as you get the packaging weights, you can enter them in in grammes.

On the “Sales” sheet enter your full list of product numbers¹ in the first column. Enter the total ROI sales units for each product number in the 2nd column and the total export sales for each product in the 3rd column.

It is possible to copy and paste this information in. To do this, paste all the details of all your sales on a blank Excel sheet and delete the columns you don’t need leaving just the product numbers and sales units split into ROI sales and exports. These 3 columns can then be pasted into the Repak Data Capture System.

Once all sales information and as much weights information as possible is entered, click on Step 1. This checks that you have included all product numbers on both the sales and weights sheet. An error message will appear if this is not the case. You should amend this before proceeding. (To amend, check the numbers in the first column of both the sales and weights sheet and identify any that are missing from the other sheet.) Once the 2 columns are the same, click on step 2. This asks you to copy the formulae in hidden cells. This step is only necessary if you have more than 100 products.

Step 3 will check your coverage. Repak requires a minimum of 80% coverage. This means that you have accurate packaging weights for at least 80% of your units. It is probable that you will need packaging weights for a lot less than 80% of your product lines to achieve this – if you can get the packaging weights for the top sellers. Applying Paretos Principle or the 80-20 Rule, 20% of product lines will give 80% of total units. To find the products that will give you a minimum of 80% coverage, use the coverage sheet, or click ‘coverage’ when it appears after clicking step 3.

If you have achieved 80% coverage, click back and finished. This brings you to the outputs sheet which summarises the extrapolated tonnes the total packaging you handle, based on the information you have input. At training, you will learn where to put these on the return.

¹ Product number is the unique identifier of each product – probably a barcode.

2. You are grouping products with similar packaging.

The most important step when using this method is to correctly categorise each item into the most suitable group – and to have enough groups to reflect your product diversity.

The group weight used should be representative of all items in the group but should take appropriate account of packaging on top sellers.

On the “Group Weights” sheet enter the group number and description of your full list of groups in the first 2 columns.

Enter the weights you have in grammes in the appropriate column as primary (sales packaging), secondary (combines a number of sales units together) or tertiary (transport packaging) and the material type (paper, glass, alum, steel, plastic, plastic bottles, wood, comp A, comp B, other). Ideally, you should have a representative weight for all groups.

E.g. products in a group are sold in a metal tube in a blister pack in large cardboard boxes on pallets with shrink wrap. The metal tube would be entered as primary steel, the blister pack would have the cardboard backing entered as primary paper and the plastic blister would be entered as primary plastic. The outer cardboard box would be entered as secondary paper. The pallet would be entered as tertiary wood and the shrink wrap would be entered as tertiary plastic.

On the “Group Sales” enter the product number and description of your full list of products in the first 2 columns. Enter the total ROI sales units for each product number in the 3rd column and the total export sales for each product in the 4th column. Choose the supplier type for each product in the 5th column and assign a group number in the 6th column. The group number must be one of the group numbers from the Group Weights sheet.

It is possible to copy and paste this information in. To do this, paste all the details of all your sales on a blank Excel sheet and delete the columns you don't need leaving just the product numbers, descriptions and sales units split into ROI sales and exports. These 4 columns can then be pasted into the Repak Data Capture System.

(Repak requires a minimum of 80% coverage. The coverage achieved is calculated in cell H4. This means that you have accurate packaging weights for at least 80% of your units. It is probable that you will need packaging weights for a lot less than 80% of your product lines to achieve this – if you can get the packaging weights for the top sellers. Applying Pareto's Principle or the 80-20 Rule, 20% of product lines will give 80% of total units.)

Once all sales information and as much weights information as possible is entered, click finished. This brings you to the outputs sheet which summarises in tonnes the total packaging you handle, extrapolated to cover items in groups with no coverage, based on the information you have input. At training, you will learn where to put these on the return form.

3. Purchases

The purchases sheet is quite straight forward. Simply list all the packaging you purchase in the first column. For each type, enter the material type in the 2nd column and the supplier in the 3rd column. The weight in grammes of a unit goes in the 4th column and the number of units purchased is recorded in the 5th column. If any of this packaging is used on exports, report the percentage in the ‘% Exported’ column.

Once this is all filled in, click finished to bring you to the outputs sheet which summarises in tonnes the total packaging you purchased, based on the information you have input. At training, you will learn where to put these on the return form.

4. Product is packaging

The product is packaging sheet is quite straight forward. Simply list all the packaging you sell as a product in the first column. For each type, enter the material type in the 2nd column and the supplier in the 3rd column. The weight in grammes of a unit goes in the 4th column and the number of units sold is recorded in the 5th column. If any of this packaging product is exported, report the percentage in the ‘% Exported’ column.

Once this is all filled in, click finished to bring you to the outputs sheet which summarises in tonnes the total packaging product you sell, based on the information you have input. At training, you will learn where to put these on the return form.