



RECORDING & TRACING POLYMER CIRCULARITY

RecoTrace User Guide

for recyclers and converters

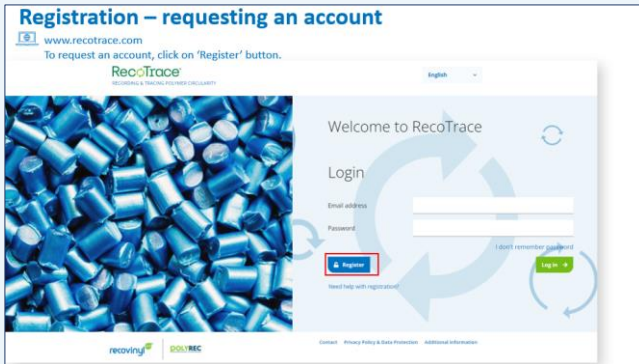
version 25/01/22

- RecoTrace works on all browsers. However, for optimal performance avoid using Internet Explorer.
- RecoTrace complies with the Circular Plastic Alliance (CPA) requirements for data collection.
- For the definitions of recycling, converting and waste, please refer to the CPA Methodology: https://ec.europa.eu/growth/industry/policy/circular-plastics-alliance_en
- You will encounter the word 'Europe' in some of the questions. Under the definitions of CPA, Europe is EU + UK.
- Building a secure, robust, well performant and user-friendly system is a continuous process. Therefore, the layout and contents of the forms presented in this guide might be a subject to change.

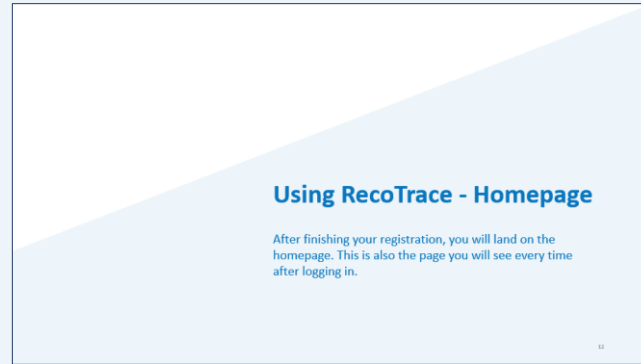
Contents

Click on the image to go directly to the section of interest.

Registration



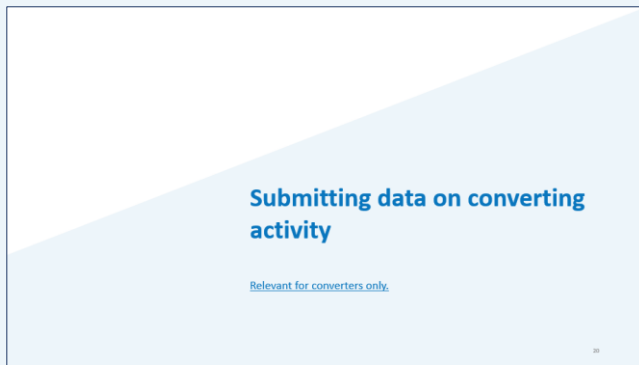
Homepage



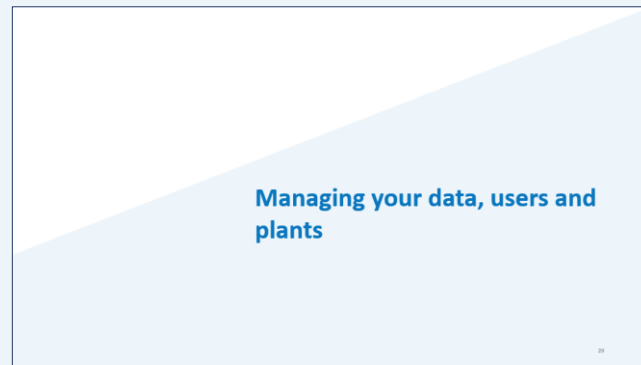
Recycling activity



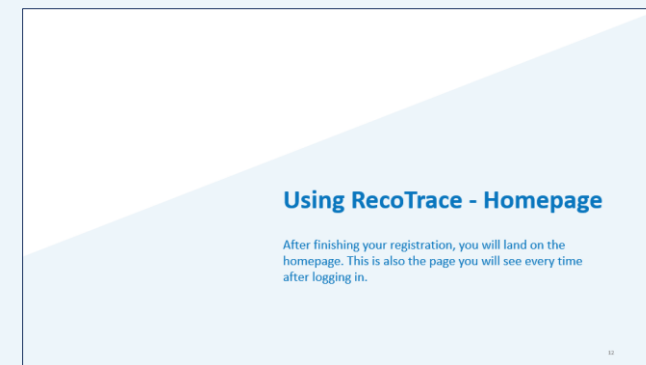
Converting activity



Managing your data and profile



Forgot your password?



Registration on RecoTrace

Registration – requesting an account



www.recotrace.com

To request an account, click on 'Register' button.

RecoTrace™

RECORDING & TRACING POLYMER CIRCULARITY

English



Welcome to RecoTrace



Login

Email address

Password

[I don't remember password](#)

 Register

Log in →

[Need help with registration?](#)

recoviny|^{plus}

POLYREC
Recording & Tracing Polymer Circularity

[Contact](#) [Privacy Policy & Data Protection](#) [Additional information](#)

Registration – requesting an account

Create account

Company (*)

Choose a role / activity (*)

Full name (*)

Email address (*)

Password (*)

Confirm password (*)

[← Login](#)

Select the appropriate role.
If you are a converter with a recycling plant or activity, select 'Converter with recycling'

Account is per user – physical person.
Here, enter your name and e-mail.

! After your registration is submitted, it might take a couple of days for it to be approved - we verify the identity of every applicant before approving an account.

Once your account has been approved, you will receive an e-mail.

You can then login to finish your registration.

**You will notice that some fields have to be filled in again (e.g. company information).
The information you filled in to request an account serves verification purposes only and
is not stored.**

That helps us to ensure safety of your data.

Registration – final steps



RECORDING & TRACING POLYMER CIRCULARITY

English ▾

▾

Company data

Country (*) ▾

VAT without country code and dots (*)

Company Name (*) (i)

Activity (*) ▾

Polymer(s) processed (*) ▾

Address (*)

Name of CEO

Email of CEO

Company Website

Select all polymers you process

Fill in your company details here

Company name and website can appear on the PolyREC and Recovynyl websites

I have read, fully understood and agree to the PolyREC's [terms and conditions](#)

Next →

Registration - adding more plants

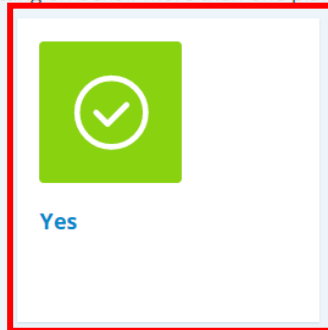
If you have more than one plant, you can add them immediately by responding 'Yes'. You can add more plants also after registration is complete.

If you have only one plant, select 'No'. Your company information will be used as a plant information.

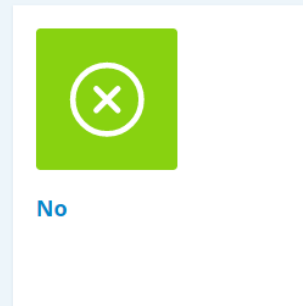
Hello

Please finish registration

Are you submitting on behalf more than one plant?

A white rectangular button with a red border. It features a green square icon with a white checkmark inside a white circle. Below the icon, the word "Yes" is written in blue text.

Yes

A white rectangular button. It features a green square icon with a white 'X' inside a white circle. Below the icon, the word "No" is written in blue text.

No

Registration - adding more plants II

Hello

Please finish registration

Register Plant

Name (*)

Coco

Choose a role / activity (*)

Recycling

Polymer(s) processed (*)

All items are selected.

Country (*)

Belgium

Address (*)

Rainbowland

Has same VAT number as company

Vat Number

0446891668

Capacities (i)

0

Add plant and create new +

Add plant and next →

- If you are a recycler, the only possible activity for your new plant is 'Recycling'.
- If you are a converter, your choices of activities for the new plant are:
Recycling,
Converting,
Recycling and Converting

To add this plant and continue with registration click this button

Registration – adding more users

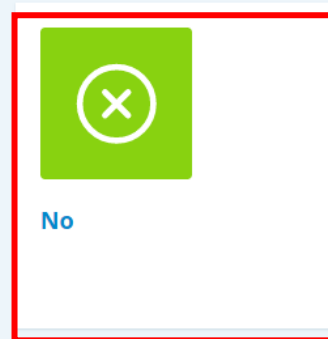
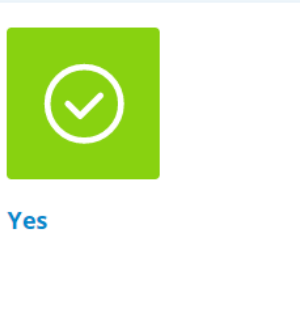
If you would like to add more users, you can do it at this or a later stage. Selecting 'No' at this stage will finalize your registration.

Please make sure to add new users from your account if you want them to be entering data on behalf of your company.

Hello

Please finish registration

Would you like to add an additional user to this account?



Using RecoTrace - Homepage

After finishing your registration, you will land on the homepage. This is also the page you will see every time after logging in.

Logging in and forgotten password

To login, enter your e-mail address and your password.

If you have forgotten your password, click on 'I don't remember password'.

If you have forgotten the e-mail you used to register, contact PolyREC to get it restored.



Welcome to RecoTrace



Login

Email address

Password

[I don't remember password](#)

 Register

Log in 

[Need help with registration?](#)

Homepage

What you see on the homepage depends on whether you are a recycler, a converter or a converter with a recycling activity.

Homepage for converters with recycling activity

The screenshot shows the RecoTrace user interface. At the top left is the RecoTrace logo with the tagline "RECORDING & TRACING POLYMER CIRCULARITY". To the right of the logo are two dropdown menus: "English" and "Barbara Cole". A help icon (question mark) is in the top right corner. The main content area features a welcome message "Welcome Barbara Cole" and five interactive cards arranged in two rows. The top row contains "Recycling Activity", "Converting Activity", and "Manage submitted data". The bottom row contains "Dashboards" and "Manage plant". The background is light blue with large, faint circular arrows. At the bottom, there are logos for "recoviny| plus" and "POLYREC", and a footer with links for "Contact", "Privacy Policy & Data Protection", and "Additional information".

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English Barbara Cole ?

Welcome Barbara Cole

- Recycling Activity
- Converting Activity
- Manage submitted data
- Dashboards
- Manage plant

recoviny| plus POLYREC

Contact Privacy Policy & Data Protection Additional information

Homepage - details



Welcome Barbara Cole



Recycling Activity



Converting Activity



Manage submitted data



Dashboards

2



Manage plant

3

1. Edit your account, add more users, change type of activity, etc.

2. Consult dashboards for a high level data overview.

! Dashboards become available within 14 days after your data registration.

3. Change plant(s) information through here

Submitting data on recycling activity

Although homepage for recyclers and converters looks different, when it comes to recycling activity, the type of information that must be submitted and the submission forms are the same.

Submitting data on recycling activity - input

The screenshot displays the RecoTrace user interface. At the top left is the logo for RecoTrace™, with the tagline "RECORDING & TRACING POLYMER CIRCULARITY". To the right of the logo are two dropdown menus: "English" and "Barbara Cole". A help icon (?) is located in the top right corner. Below the header, a welcome message reads "Welcome Barbara Cole". The main content area features five white tiles with green icons and text labels, arranged in two rows. The first row contains "Recycling Activity", "Converting Activity", and "Manage submitted data". The second row contains "Dashboards" and "Manage plant". The "Recycling Activity" tile is highlighted with a red border. The background of the dashboard is light blue with large, faint circular arrows. At the bottom of the page, there are logos for "recovinyl" and "POLYREC" on the left, and a footer with links for "Contact", "Privacy Policy & Data Protection", and "Additional information" on the right.

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English Barbara Cole ?

Welcome Barbara Cole

Recycling Activity

Converting Activity

Manage submitted data

Dashboards

Manage plant

recovinyl | POLYREC

Contact Privacy Policy & Data Protection Additional information

Submitting data on recycling activity - input

! Data submission is per plant, per country of origin and per waste origin (and/or) type.

Please note that output data has to be submitted as well.



English

Barbara Cole

Plant name (*) B Processing

Month Received (*) (i) 01/2022

Waste origin (*) Add New Waste Select...

Waste received from (*) Belgium

Total incoming waste (kg) (*)

Contamination 0 %

Input into the final recycling operation (kg) 0

Extra Information

Administration Number (i)

Cancel

Save and Add new Submission

Save

- If you are reporting monthly data, select the month you are reporting for.
- If you are reporting for a longer period of time in one go, date should correspond to the end of the reporting period.

For example, if you report in July for the first 6 months of the year, July has to be selected and total weight for all 6 months reported.

This dropdown will display previously selected waste origin(s) for this plant.

If this dropdown is empty or you would like to add new waste origin to the dropdown, click on 'Add New Waste' button and follow the steps.

Submitting data on recycling activity - output

! Data submission is per plant.

Please note that submitting output data, just like submitting input data, is a CPA requirement.



Homepage > Recycling Activity > Submit output data

Plant name (*)

B Processing

Date sold (recycler) / Date used in production (converter) (i)

01/2022

Polymer

PET

Net output recycled material to EU + UK (kg) (*) (i)

0

Net output recycled material exported non-EU (kg) (*) (i)

0

Extra Information

Administration Number (i)

Cancel

Save and Add new Submission

Save →

- If you are reporting monthly data, select the month you are reporting for.
- If you are reporting for a longer period of time in one go, date should correspond to the end of the reporting period.

For example, if you report in July for the first 6 months of the year, July has to be selected and total weight for all 6 months reported.

Submitting data on converting activity

Relevant for converters only.

Submitting data on recycling activity - input

The screenshot displays the RecoTrace web application interface. At the top left is the RecoTrace logo with the tagline "RECORDING & TRACING POLYMER CIRCULARITY". To the right of the logo are dropdown menus for "English" and "Barbara Cole", and a help icon. Below the header, a welcome message "Welcome Barbara Cole" is shown. The main content area features five white tiles with green icons and text labels: "Recycling Activity", "Converting Activity" (which is highlighted with a red rectangular border), "Manage submitted data", "Dashboards", and "Manage plant". The background is light blue with large, faint circular arrows. At the bottom, there are logos for "recovinyl" and "POLYREC", and a footer with links for "Contact", "Privacy Policy & Data Protection", and "Additional information".

Submitting data on converting activity - input



Homepage > Converting Activity

Select Submission type:



Submit input data



Submit output data

← Back

Submitting data on converting activity - input

! Data submission is per plant and per country of origin.

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English

Barbara Cole



Homepage > Converting Activity > Submit input data

Input into converting activity

Plant name (*)

B Processing

Date (*)

01/2022

Recycled plastic from (i)

Belgium

Polymer (*)

PET

Total recycled plastic (kg) (*) (i)

0

Cancel

Save and Add new Submission

Save

- If you are reporting monthly data, select the month you are reporting for.
- If you are reporting for a longer period of time in one go, month should correspond to the end of the reporting period.

For example, if you report in July for the first 6 months of the year, July has to be selected and total for all 6 months reported.

- Total recycled plastic (for the selected polymer, plant and country of origin) that you have bought/used.
- If you both buy recycled plastic and use internally recycled plastic, provide a sum of both here.

Submitting data on converting activity – imported recycled plastic

Relevant for converters only.

Submitting data on converting activity - input

! Data submission is per plant and per country of origin.

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English ▾ Barbara Cole ▾ ?

Homepage > Converting Activity > Submit input data

Input into converting activity

Plant name (*) B Processing ▾

Date (*) 01/2022

Recycled plastic from (i) Other ▾

Polymer (*) PET ▾

Total recycled plastic (kg) (*) (i) 0

Please check the box if recycled plastic is imported ("Other" is selected above) and some/all of it is made from European waste and you can demonstrate it during auditing.

Cancel Save and Add new Submission Save →

Select 'Other' if you import recycled plastic from outside Europe (EU + UK) and read carefully the next 2 pages.

Tick this box if some (or all) of your imported recycled plastic was made from European waste and you have a proof of that*. If not, proceed with saving your submission.

* For example, you import recycled plastic from a recycler in Turkey and you know that this recycler is buying and recycling European waste. If you have a document supporting this (a delivery note);²⁵ check the box.

Submitting data on converting activity (input) – if you import recycled plastic also from outside the EU+UK

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English ▾ Barbara Cole ▾ ?

Input into converting activity

Plant name (*) B Processing ▾

Date (*) 01/2022

Polymer (*) PET ▾

Total recycled plastic (kg) (*) (i) 0

Please check the box if recycled plastic is imported ("Other" is selected above) and some/all of it is made from European waste and you can demonstrate it during auditing.

Total imported recycled plastic made from European waste (kg) (*) (i) 0

Waste origin Select... ▾

Waste Type Pre-consumer Post-consumer

[Cancel](#) [Save and Add new Submission](#) [Save →](#)

Input the weight of recycled plastic made from European waste. Total weight of it can not be larger than the total imported.

Indicate country of origin and waste type.

Submitting data on converting activity - output



Homepage > Converting Activity

Select Submission type:



Submit input data



Submit output data

← Back

Submitting data on converting activity - output

! Data submission is per plant and per end application.

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English Barbara Cole ?

Homepage > Converting Activity > Submit output data

Output from converting activity

Plant name (*) Select... v

Date (*) 01/2022 ←

Polymer (*) Select... v

Used In (*) Add new product Select... v

Total weight of **recycled** plastic used (kg) 0

Estimated share of recycled plastic used in products exported to outside of EU, UK, Norway and Switzerland (%) 0 %

Estimated share recycled plastic used in products exported to Norway and Switzerland (%) 0 %

Cancel Save and Add new Submission Save →

- If you are reporting monthly data, select the month you are reporting for.
- If you are reporting for a longer period of time in one go, date should correspond to the end of the reporting period.

For example, if you report in July for the first 6 months of the year, July has to be selected and total weight for all 6 months reported.

Indicate end application (product) here

Indicate how much of a total was exported to countries outside of EU and others than UK, Norway and Switzerland (CPA requirement).

Indicate how much of a total was exported to Norway and Switzerland (VinylPlus requirement).

Managing your data, users and plants

Managing submitted data

RecoTrace™

RECORDING & TRACING POLYMER CIRCULARITY

English

Barbara Cole



Welcome Barbara Cole



Recycling Activity



Converting Activity



Manage submitted data



Dashboards



Manage plant

[Contact](#) [Privacy Policy & Data Protection](#) [Additional information](#)

Managing submitted data



Manage submitted data

Recycling Input Recycling Output

Add new submission

Assign End Applications

From: 01/2022 To: 02/2022 Company: B Processing

Polymer: All items are selected. Status: ALL STATUSES

Submission number ^	Reception date ^	Waste origin	Waste type ^	Waste received from	Plant Country	Net input	Status	Actions
6/2022	Jan 2022	PET - Bottles - Curbside (Post-consumer)	not-set			5188.48	PENDING	View submission Edit Remove

Per page limit

5

Filter the data displayed below by date, polymer, plant and status. Status refers to the auditing status of your data and will be 'pending' up till the moment your data is audited

You can view submissions, edit and remove them. You have one month from submission date to edit your data.

Managing plants



Welcome Barbara Cole



Recycling Activity



Converting Activity



Manage submitted data



Dashboards



Manage plant

Managing plants

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English ▾ Barbara Cole ▾ ?

Homepage > Manage plant

Manage plants

Search

Name Address Vat Number Country

Plant name ▾	Activity / role	Country ▾	Actions
B Processing	Recycling		<ul style="list-style-type: none">+ New SubmissionsManage submitted dataEditDelete plant

← Back

Add new +

You can add new submission, manage data submitted on behalf of that plant, edit plant information and delete plant.

These actions can also be done through your profile setting.

Managing your profile



Manage your profile

Revert impersonation

Welcome Barbara Cole



Recycling Activity



Converting Activity



Manage submitted data



Dashboards



Manage plant

Managing your profile



RECORDING & TRACING POLYMER CIRCULARITY

English ▾

Barbara Cole ▾



Username

Email address

[Click to change password](#)

Save →

Company Plants Users

Name (*)

Country (*)

Activity (*)

Address (*)

Vat number (*)

CEO name (i)

CEO email (i)

Company Website

You can change your company information, add or edit plant(s) and users.

Managing your profile – sector associations



Activity (*)

Address (*)

Vat number (*)

CEO name (i)

CEO email (i)

Company Website

Company name and website can appear on the PolyREC and Recovinyl websites

If you are a member of the following sector associations, please select (i)

All data can be shared with the selected sector association(s)

[← Back](#)

[Update →](#)

If your company is a member of a sector association and you would like to grant them access to see your data, select the relevant sector association and check the box below.

Managing your profile – adding users and assigning plants

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English Barbara Cole ?

Profile demo@recotrace.com

Username: Barbara Cole

Email address: demo@recotrace.com

Click to change password

Save →

Company Plants **Users**

Users

Add user +

Email	Name	Plant(s)	Company(ies) address(es)	Actions
demo@recotrace.com	Barbara Cole	all plants	all plants	Attach/Unattach plant(s)

← Back

It is possible to limit access of different users within your company to certain plants. To do that, select 'Attach/Unattach plant(s)'. By default, any new user gets access to all plants.



RECORDING & TRACING POLYMER CIRCULARITY

In case of questions, comments or feedback contact:

info@polyrec.eu