



Guidance Document for Circol ELT ATF Reporting

eQF082 - Version 2.0

Date 13/03/2022

Contents

Introduction.....	3
Checklist	3
Getting Started	3
Logging in.....	4
Home Screen	4
Returns	5
Main Menu.....	6
1. Enter the details of Tyres In	6
2. Enter the number of ELVs	9
3. Enter the details of the Tyres Out.....	11
4. Review and submit the details	12
Previous Returns.....	13
Member Details.....	14
Premises	14

Introduction

Welcome to Circol ELT's reference guide to completing your ATF reporting.

The aim of this document is to assist new users with setting up their log-in details for the Returns Blackbox and to aid all users in reporting their tyre data. If you have any questions that are not addressed within this document. Please get in touch with Circol ELT via the contact details below:

Circol ELT contact details:

- P: (01) 4618 600
 - E: info@circoelt.ie
 - W: www.circoelt.ie
-

Checklist

When reporting you will need the following:

1. Username and password supplied by Circol ELT
 2. The number of tyres arising from processed ELVs or bought by you if applicable
 3. The number of ELVs processed through to COD stage
 4. The number of tyres sold as part-worn tyres
 5. The number of waste tyres collected by your Authorised Waste Collector
 6. Your COD information for the month
-

Getting Started

Once a new member joins Circol ELT their Blackbox login details will be emailed within 5 days. Please email us at info@circoelt.ie if you do not receive this information.

Email will include:

1. Username (your member number with an 'A', e.g. 1418A)
2. Password (Minimum 8 character code which must contain both upper and lower case letters, a numeral and a special character, EG: *, @, \$).

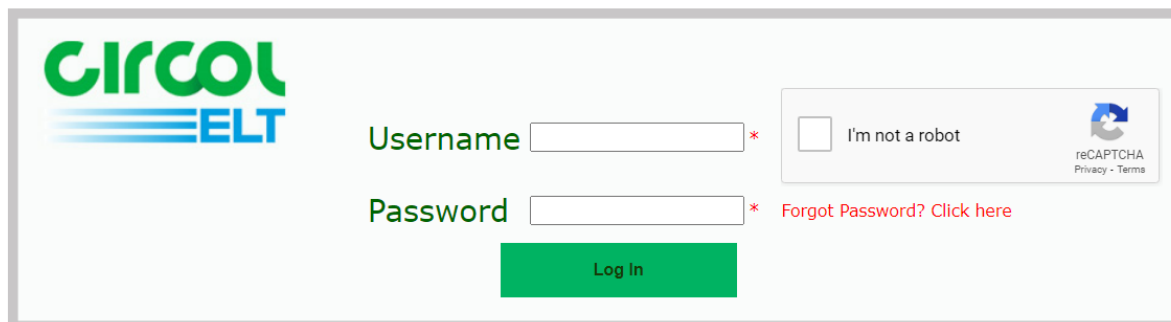
There will also be a link included which allows you to click directly from the email through to the Returns Blackbox login page. Alternatively, the login page can be accessed via a link at the top of our website (www.circoelt.ie) or by typing the following address:

- <https://www.reltretailer.ie/Account/Login.aspx>
-

Logging in

Once the login page is displayed you will be asked to input your Username and Password. Remember, this password is case-sensitive. If you forget or misplace your password you can reset by clicking on “**Forgot Password? Click here**”.

Use the original email sent by Circol ELT containing the username and password, select and copy both the username and password and paste to the relevant fields on the login page. Once completed click ‘Log In’.



CIRCOL
ELT

Username *

Password * [Forgot Password? Click here](#)

I'm not a robot

reCAPTCHA
Privacy - Terms

Log In

Please note you need a user name and password to enter this site.
If you have not registered and wish to do so now, please log on to [CircolELT.ie](#).

Home Screen

Once logged-in successfully you will be directed to the Returns Home Screen.

You will be presented with the main contact details of your company. Please review and if anything details need to be amended you can click on Member Details on the grey toolbar towards the top of the screen to edit the relevant information. For more information relating to the Member Details screen see the section on [page 14](#).

Welcome to Circol ELT's online facility for retailers.

Please use the tabs to record returns and maintain your details.

Name	Circol ELT Test Account	Circol No.	1418
Trading As	Circol ELT	Registration No.	565567
Address	The Link Business Centre	Telephone	014618600
	Unit G3, Block G	Email	info@circolelt.ie
	Calmount Park	Website	www.circolelt.ie
	Calmount Avenue	Main Contact	Bill Collins
County	Dublin 12	VAT Number	IE8242159K
Country	Ireland	Local Authority	Dublin City Council
Eircode	D12 Y050		

Returns

Once all your contact details have been reviewed, click on Returns from the grey toolbar to begin entering the reporting data. You will be presented with a list of reporting returns due/ overdue. Select whichever Return Month you would like to begin with.

CIRCOL ELT

Welcome to Circol ELT Reporting
Circol ELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY LOGOUT HELP

Enter Returns

Welcome to Circol ELT Reporting, Circol ELT's Online Returns facility

Your last submitted return was :

Period January 2022
Date Tuesday 14 June 2022

Please select the return you want to complete from the following list

- September 2021
- October 2021
- November 2021
- December 2021
- February 2022
- March 2022
- April 2022
- May 2022
- June 2022
- July 2022
- August 2022

The first details required relate to the person filling in the returns data. Here you are asked for some basic contact details in case there are any follow-up questions. The first text field *Submitted by (Name) is the only field which is mandatory. You may fill out the rest of the fields as you deem appropriate. Once finished click 'Save & Continue towards the bottom right. This will bring you to the Main Menu.

CIRCOL ELT

Welcome to Circol ELT Reporting
Circol ELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY LOGOUT HELP

Enter Return Circol No.: 1418 Period: August 2022

Name: Circol ELT Test Account

*Submitted By (Name) Email
Cannot be blank

Position Telephone

Notes

Continue entering your return** Save & Continue

** denotes mandatory fields
** Please note that by continuing you have agreed to accept the standard terms and conditions for the site. Click [here](#) to view them.

Main Menu

Main Menu is where the main reporting data is inputted.

You will need to progress following the number sequence line by line before eventually clicking 'Review' and then 'Submit' at which point the data becomes read-only and is submitted to Circol ELT. Up until you click on 'Submit' you are able to go in and out of the information as you need and it will be saved from session to session.

The screenshot shows the Circol ELT Reporting Main Menu. At the top, there is a navigation bar with the Circol ELT logo and the text "Welcome to Circol ELT Reporting" and "Circol ELT's online data submission facility". Below this is a menu bar with options: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, LOGOUT, HELP. The main content area shows a "Main Menu" button, "Circol No.: 1418", and "Period: September 2021". Below this is a "Name: Circol ELT Test Account" field. A message says "Please complete the steps below in sequence". There are five steps: 1. Enter the details of the tyres taken in or purchased by your business (tick N/A if none) - Tyres In N/A (highlighted with a red circle); 2. Enter the number of ELVs processed through to COD stage (tick N/A if none) - ELVs N/A ; 3. Enter the details of tyres collected or sold by your business (tick N/A if none) - Tyres Out N/A ; 4. Review and Submit the details - Review; 5. Print the submission - Print. Arrows indicate the sequence from step 1 to 2, 2 to 3, 3 to 4, and 4 to 5.

As each section is submitted with your figures and saved it will turn from blue to green meaning you can go onto the next step. Each step must be green before you click the Review button and then submit your report.

Inputting Data

1. Enter the details of Tyres In

This is where you will record the number of tyres taken in by your business in the given period. If you have more than one premises you will need to report for the total amount for all premises on the main account.

The tyre information will need to be broken down by tyre category and the number of tyres per category.

The Tyre Category drop down list contains all the following categories:

- Agricultural
- Construction
- Industrial
- Motorcycle
- Part Worn/ Used – **Not to be chosen for car tyres in this section**
- Passenger Car/ Van/ 4x4 – **To be chosen for tyres in if car tyres**
- Retreads
- Truck/ Bus

Select the appropriate Tyre Category before moving onto the Source Category list

Circol ELT Welcome to Circol ELT Reporting
Circol ELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY LOGOUT HELP

Details of Tyres In Circol No.: 1418 Period: September 2021

Return to main menu main menu
Proceed to next step Next

Enter tyre quantities received by you in the period.

If you did buy tyres, you need to add the supplier you bought them from.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Type	Source	Quantity
Please Select		Please select	

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here using their Unique ID. Add Supplier

Adding Supplier

The second drop down list titled Source relates to Suppliers from whom you received tyres.

Enter tyre quantities received by you in the period.

If you did buy tyres, you need to add the supplier you bought them from.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Type	Source	Quantity
Passenger Car/Van/4x4		Please select	
Please Select		Please select	

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here using their Unique ID. Add Supplier

When reporting for the first time you will need to add your suppliers into this list. To do so click Add Supplier towards the bottom right. This will open a new screen where you will be able to enter the number of your supplier before clicking 'OK'.

This number can be found on the Members List by following this link <https://Circoelt.ie/member-list/?operator=&county>. You will need to open a new web page to look up the number on the members list as it cannot be searched while logged in to the returns site. If your supplier is not listed, please contact info@Circoelt.ie.

Should you have more than one supplier you can go back in to 'Add Supplier' as often as required. Once added, your suppliers will always be listed for future reporting. If you have a lot of suppliers and think this might take you

a considerable amount of time then you can get in touch with Circol ELT and we can upload the relevant Suppliers to the Blackbox on your behalf.

CIRCOL ELT Welcome to Circol ELT Reporting
Circol ELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY LOGOUT HELP

Add supplier

Cancel Back

Please enter the Unique ID for the supplier. You can find this on the RepakELT Web Site

If the supplier is not listed on the web site, then please contact RepakELT directly to obtain the Unique ID for the supplier.

Unique ID

Add OK

Once your Suppliers have been uploaded, they will become visible in the Source drop down list. Click on the relevant supplier and then finally add the number of tyres you were supplied from the business. Once this is complete, click Save to the right of the row. Your data has now been recorded.

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities received by you in the period.

If you did buy tyres, you need to add the supplier you bought them from.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Type	Source	Quantity	
Passenger Car/Van/4x4		General Public	200	Save Cancel
Please Select		Please select		Save

First 1 Last

Once all your data has been entered, click on "Next"

When you are happy that all the relevant data has been added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **2. Enter the number of ELVs**

2. Enter the number of ELVs

Enter the number of ELVs for the period and click Save.

The screenshot shows the Circol ELT Reporting interface. At the top, there is a navigation menu with options: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, LOGOUT, and HELP. Below the navigation menu, there is a section for 'ELVs' with a 'Circol No.: 1418' and 'Period: August 2022'. There are two buttons: 'Return to main menu' and 'Proceed to next step'. The 'Proceed to next step' button is circled in red. Below this, there is a form titled 'Enter the number of ELV's processed by you in the period to COD stage'. The form has a label 'ELV Quantity' and a text input field containing '0'. A 'Save' button is next to the input field. Below the form, there is a link 'Upload Documents'.

Next step is to upload the COD, click on upload document. This information can be retrieved from the Shannon website where your COD information is stored. You can do a date search of the month you require and export the file as an excel sheet. This can then be saved on your desktop and uploaded into the return.

The screenshot shows the Circol ELT Reporting interface, similar to the previous one. The 'Next' button is no longer circled. The 'Upload Documents' button is circled in red. The rest of the interface is the same as in the previous screenshot.

Select the COD file and upload.

The screenshot shows the Circol ELT Reporting interface. At the top, there is a navigation menu with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, LOGOUT, and HELP. Below the menu, there is a 'File Upload' button, a 'Circol ELT No.: 1418' field, and a 'Period: August 2022' field. The main content area displays 'Period : August 2022' and 'No previous uploads for this period'. Instructions state: 'To Upload a new file, use the browse button below to locate the file on your computer. You can also enter a label for the file you are uploading, to help you later identify the file. When ready to upload, click the Upload button.' A red circle highlights the 'Choose File' button and the 'No file chosen' text. Below this, there is a 'Label' input field and an 'Upload' button. At the bottom, there are 'Back to details' and 'Back' buttons.

The following text will appear indicating the file has been uploaded. There is also an option to View or Delete the file.

The screenshot shows the Circol ELT Reporting interface after a successful upload. The navigation menu is the same. The 'File Upload' button is highlighted with a green arrow. The 'Circol ELT No.: 1418' field and 'Period: September 2021' field are visible. The main content area displays 'Period : September 2021' and 'Files previously uploaded for this period'. A table lists the uploaded file:

Document	Label	Time Uploaded	
Member 1418 CODs numbers.jpg		29/11/2022 15:04	View Delete

A red circle highlights the 'View Delete' link. Below the table, a red oval highlights the message: 'The file Member 1418 CODs numbers.jpg (785 KB) has been uploaded successfully.' Instructions for uploading a new file are repeated. At the bottom, there are 'Back to details' and 'Back' buttons, with the 'Back' button highlighted by a red circle.

When you are happy that all the relevant data has been added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **3. Enter the details of the Tyres Out**

3. Enter the details of the Tyres Out

In this section enter tyre quantities collected from you, or tyres sold by you, in the period.

Collections

Here you will enter the information relating to waste tyres collected by your waste collector from your premise. If you have more than one premises you will need to report for the total amount from all your premises.

The screenshot shows the 'Details of Tyres Out' page in the Circol ELT Reporting system. The page header includes the Circol ELT logo and the text 'Welcome to Circol ELT Reporting' and 'Circol ELT's online data submission facility'. A navigation menu is visible at the top. The main content area contains a form for entering tyre collection data. The form includes a 'Tyre Category' dropdown menu, a 'Final Destination' dropdown menu, and a 'Quantity' input field. Below the form, there is a 'Save' button. The 'Add Collector' button is circled in red.

Again, select the appropriate Tyre Category. Tyres being collected are to be entered in as passenger car/van/4x4. Then select Authorised Collector, finally, the number of tyres collected in that period.

When reporting for the first time you can add your waste collector into this list. To do so click Add Collector towards the bottom right. This will open a new screen where you will be able to select from a drop-down menu before clicking 'Save & Continue'.

The screenshot shows the 'Add To List' page in the Circol ELT Reporting system. The page header includes the Circol ELT logo and the text 'Welcome to Circol ELT Reporting' and 'Circol ELT's online data submission facility'. A navigation menu is visible at the top. The main content area contains a form for adding a collector. The form includes a 'Collector' dropdown menu and an 'Add' button. The 'Collector' dropdown menu is circled in red, and the 'Save & Continue' button is also circled in red.

Sales

When logging sales this is also under the Final Destination heading. Tyre category to be selected for sales is Part Worn/Used. The word Sales is pre-saved. Enter the quantity and click save.

When you are happy that all the relevant data has been added click on save. When all the required data has been inputted click Main Menu to return to this screen.

CIRCOL ELT Welcome to Circol ELT Reporting
Circol ELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY LOGOUT HELP

Details of Tyres Out Circol No.: 1418 Period: August 2022

Return to main menu **main menu**

Enter tyre quantities collected from you, or tyres sold by you, in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Tyre Category	Final Destination	Quantity		
Part Worn / Used	Sales	100	Change	Delete
Passenger Car/Van/4x4	Crossmore Transport Ltd	100	Change	Delete
Please Select	Please Select		Save	

First 1 Last

Once all your data has been entered, click on "main menu"

If the destination party to whom the tyres have gone is not on the list, add them here. This can either be a Collector or a Tyre Outlet/Facility. Add using one of the buttons below.

Collector not on the list? Add them here. Add Collector

Tyre Outlet/Facility not on the list? Add them here. Add Tyre Outlet/Facility

4. Review and submit the details

At this stage you should have reported all the relevant information for your return. The first three lines should now all be green with Review in blue. Everything can still be edited at this point.

CIRCOL ELT Welcome to Circol ELT Reporting
Circol ELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY LOGOUT HELP

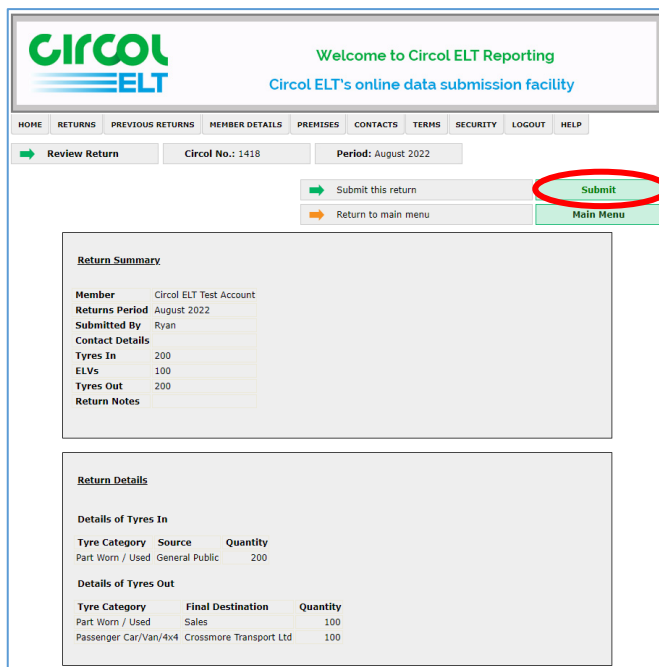
Main Menu Circol No.: 1418 Period: August 2022

Name: Circol ELT Test Account

Please complete the steps below in sequence

1. Enter the details of the tyres taken in or purchased by your business (tick N/A if none) Tyres In N/A
2. Enter the number of ELVs processed through to COD stage (tick N/A if none) ELVs N/A
3. Enter the details of tyres collected or sold by your business (tick N/A if none) Tyres Out N/A
4. Review and Submit the details **Review**
5. Print the submission Print

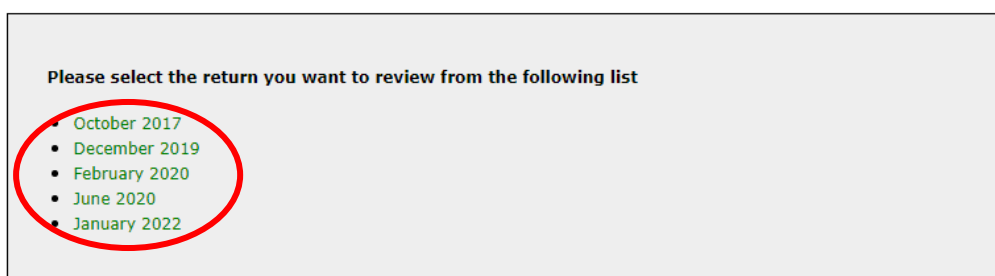
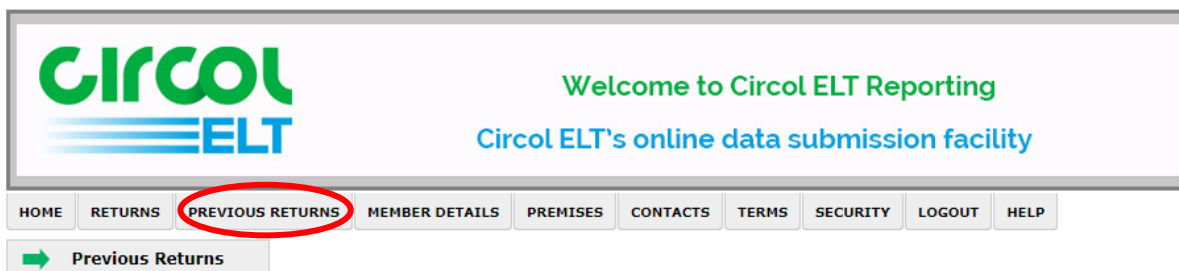
After selecting Review the Return Summary is displayed. Please take the time to review your figures to ensure they are correct. Once satisfied that figures are correct click on submit in the top right-hand corner. This is sent to Circol ELT. After submitting there is an option to print the reporting.



Your information now becomes locked down and read-only. If you would like to view your return, click on Previous Returns in the grey toolbar. If you notice any errors, you should email Circol ELT with information relating to the error and the correct information that should replace it.

Previous Returns

Previous returns will become available to view, click on this tab and all your historical reporting will be available below. You can click on any report and all associated data will be presented.



Member Details

If there are any details which may require updating such as a change of Main Premises, a phone number/ email address, etc. you can edit this information.

HOME RETURNS PREVIOUS RETURNS **MEMBER DETAILS** PREMISES CONTACTS TERMS SECURITY LOGOUT HELP

➔ Member Details Circol No.: 1418

Name	Circol ELT Test Account	Registration No.	<input type="text" value="565567"/>
Trading As	<input type="text" value="Circol ELT"/>	Telephone	<input type="text" value="014618600"/>
Address*	<input type="text" value="The Link Business Centre"/>	Email	<input type="text" value="info@circolelt.ie"/>
	<input type="text" value="Unit G3, Block G"/>	Website	<input type="text" value="www.circolelt.ie"/>
	<input type="text" value="Calmount Park"/>	VAT Number	<input type="text" value="IE8242159K"/>
	<input type="text" value="Calmount Avenue"/>	Local Authority	<input type="text" value="Dublin City Council"/>
County	<input type="text" value="Dublin 12"/>		
Country*	<input type="text" value="Ireland"/>		
Eircode	<input type="text" value="D12 Y050"/>		

➔ Save **Save**

* denotes mandatory fields

Premises

If you wish to add or amend premises, please send an email to info@circolelt.ie