



Guidance Document for Circol ELT Retailer Reporting

eQF 081 - Version 5

Date 12/01/2023

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Introduction

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

The aim of this document is to assist new users to 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 your will need the following:

1. Username and password supplied by Circol ELT
 2. Password can be reset by the member
 3. Number of new tyres supplied to you, by category, from each supplier within the reporting period
 4. Number of tyres sold by you, by category, to each customer (All 'General Public' sales can be reported under the same selection within each category) within the reporting period
 5. Number of waste tyres, by category, taken away by each waste collector within the reporting period.
-

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

Welcome email will have:

1. Username (your member number with an 'R' at the end, e.g. 1418R)
2. Password.

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.reltreailer.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. Enter username and password that were emailed to you.

Select 'I'm not a robot' and click 'Log in'.

Welcome to Circol ELT Reporting, Circol ELT's online returns facility
You can get a help document for this site [here](#)



Username I'm not a robot 
Password [Forgot Password? Click here](#)

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 needs to be amended you can click on Member Details on the grey toolbar towards the top of the screen to edit the relevant information



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

[HOME](#) [RETURNS](#) [PREVIOUS RETURNS](#) [MEMBER DETAILS](#) [PREMISES](#) [CONTACTS](#) [TERMS](#) [SECURITY](#) [LOGOUT](#) [HELP](#)

[Member Details](#)

Welcome to Circol ELT Reporting, Circol ELT's Online Returns facility
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 Unit G3, Block G Calmount Park Calmount Avenue	Telephone	014618600
		Email	
		Website	www.circoelt.ie
County	Dublin 12	Main Contact	Bill Collins
Country	Ireland	VAT Number	IE8242159K
Eircode	D12 Y050	Local Authority	Westmeath County Council

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 months due/overdue. Select whichever Return Month you would like to begin with – there is no required order for reporting.

The screenshot shows the Circol ELT Reporting website. At the top left is the Circol ELT logo. To the right, it says "Welcome to Circol ELT Reporting" and "Circol ELT's online data submission facility". Below this is a navigation menu with buttons for HOME, RETURNS (circled in red), PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, LOGOUT, and HELP. Below the menu is a button with a green arrow and the text "Enter Returns".

Below the navigation menu, the page displays a welcome message: "Welcome to Circol ELT Reporting, Circol ELT's Online Returns facility".

Underneath, there is a section titled "Your last submitted return was :" with the following details:

Period	June 2022
Date	Tuesday 16 August 2022

Below this, there is a section titled "Please select the return you want to complete from the following list" with a bulleted list of months from March 2018 to March 2020.

- March 2018
- April 2018
- May 2018
- June 2018
- July 2018
- August 2018
- September 2018
- October 2018
- November 2018
- December 2018
- January 2019
- February 2019
- April 2019
- May 2019
- June 2019
- July 2019
- September 2019
- November 2019
- December 2019
- February 2020
- March 2020

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 the 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 to, and it will be saved from session to session. It is important to select save in each section before moving on.

Please complete the steps below in sequence

1. Enter details of tyres purchased (Tick N/A if none) Tyres Purchased N/A

2. Enter details of tyres only fitted but not sold by you (Tick N/A if none) Tyres Fitted N/A

3. Enter details of tyres sold (Tick N/A if none) Tyres Sold N/A

4. Enter details of tyres collected (Tick N/A if none) Collections N/A

5. Review and Submit the details Review

6. Print the submission Print

As you work through the reporting lines they will change from Blue to Green as you progress. These must all be completed for the next line to become editable (blue). All lines above will be green by the time you reach the Review stage (which will be blue) and then within this section clicking submit to send the data to Circol ELT. You will then be able to print your return for your records.

Uploading data in bulk is faster and more efficient when you use the CSV function. Please check the CSV guidance documents for instructions.

Inputting Data

1. Tyres Purchased

This is where you will record the number of tyres supplied to your business in the given period. If you have more than one premises, you will need to report for the total amount (or that premises must login and submit their own records).

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

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

- Agricultural
- Construction
- Industrial
- Motorcycle
- Part Worn/ Used
- Passenger Car/ Van/ 4x4
- Rethreads
- Truck/ Bus

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Circol ELT's online data submission facility

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

Return Details Circol No.: 1418 Period: August 2022

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities purchased 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.

Main Category	Sub Category	Supplier	Quantity
Please Select	Please Select	Please Select	

Save

First Last

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

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

Select the appropriate Main Category before moving onto the Subcategory list.

Within each Main Category option there are specific Subcategories as seen in the second drop down list. This helps better define the type of tyres being supplied to you. Select the relevant Subcategory before moving on to the Supplier drop down list.

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Return Details Circol No.: 1418 Period: August 2022

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities purchased 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.

Main Category	Sub Category	Supplier	Quantity
Please Select	Please Select	Please Select	

Save

First Last

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

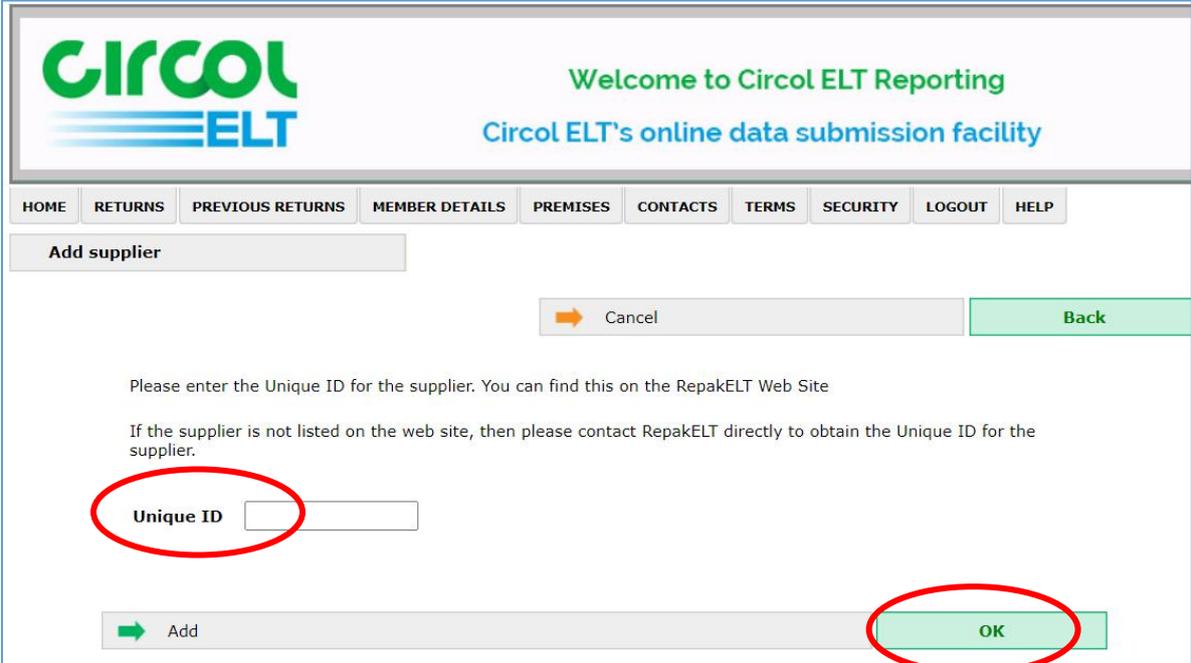
The third drop down list relates to Suppliers from whom you received tyres.

When reporting for the first time you will need to add the suppliers into this list. To do so, click Add Supplier towards the bottom right of the page. This Unique ID number can be found on the Members List, follow the link <https://Circoelt.ie/member-list/?operator=&county>. You will need to open a new web page to look up the Unique ID number on the members list as it cannot be searched for while logged into the returns. If your supplier is not listed, please contact info@Circoelt.ie.

Should you have more than one supplier you can return and add supplier as often as required. Once added, your suppliers will be listed for future reporting. If you have a number of suppliers and this supplier submission will take you a considerable amount of time you can get in touch with Circol ELT to upload the relevant suppliers to the Blackbox on your behalf.

Purchasing from self

If you are a Producer, then you will be required to report all ROI sourced tyres in the usual way. All imported tyres should be reported as bought from yourself, i.e. declare your own company as the supplier for all these imported tyres.



The screenshot shows the Circol ELT Reporting interface. At the top left is the Circol ELT logo. To the right, it says "Welcome to Circol ELT Reporting" and "Circol ELT's online data submission facility". Below this is a navigation menu with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, LOGOUT, and HELP. The main content area is titled "Add supplier". Below this title are two buttons: "Cancel" (with a right-pointing arrow) and "Back" (in green). The text below the buttons reads: "Please enter the Unique ID for the supplier. You can find this on the RepakELT Web Site" and "If the supplier is not listed on the web site, then please contact RepakELT directly to obtain the Unique ID for the supplier." There is a text input field labeled "Unique ID" which is circled in red. At the bottom of the form are two buttons: "Add" (with a right-pointing arrow) and "OK" (in green), both of which are circled in red.

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



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Return Details

Circol No.: 1418

Period: August 2022

Return to main menu

main menu

Proceed to next step

Next

Enter tyre quantities purchased 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.

Main Category	Sub Category	Supplier	Quantity	Save
Passenger Car/Ve	Passenger Car/Van/4x4	Test Supplier [4256164]	200	Save

First Last

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 you are happy 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 details of tyres only fitted but not sold by you.**



Welcome to Circol ELT Reporting
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HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY LOGOUT HELP

Return Details

Circol No.: 1418

Period: August 2022

Return to main menu

main menu

Proceed to next step

Next

Enter tyre quantities purchased 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.

Main Category	Sub Category	Supplier	Quantity	Save
Passenger Car/Ve	Passenger Car/Van/4x4	Test Supplier [4256164]	200	Save

First Last

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

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

Add Supplier

2. Tyres Fitted

The **Tyres Purchased** row has now turned green and the **Tyres Fitted** row has turned blue, therefore you may now select section 2 in the sequence and enter the data in this section.

Please complete the steps below in sequence

1. Enter details of tyres purchased (Tick N/A if none)	Tyres Purchased	N/A <input checked="" type="checkbox"/>
2. Enter details of tyres only fitted but not sold by you (Tick N/A if none)	Tyres Fitted	N/A <input type="checkbox"/>
3. Enter details of tyres sold (Tick N/A if none)	Tyres Sold	N/A <input type="checkbox"/>
4. Enter details of tyres collected (Tick N/A if none)	Collections	N/A <input type="checkbox"/>
5. Review and Submit the details	Review	
6. Print the submission	Print	

Tyres Fitted are tyres only fitted onto a vehicle but not sold by you. The vEMC charge is to be added to the cost of fitting. However, if the customer can supply evidence that the vEMC having been paid on the tyres you are fitting these tyres are not to be reported.



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Tyres Fitted Circol No.: 1418 Period: August 2022

Return to main menu main menu

Proceed to next step **Next**

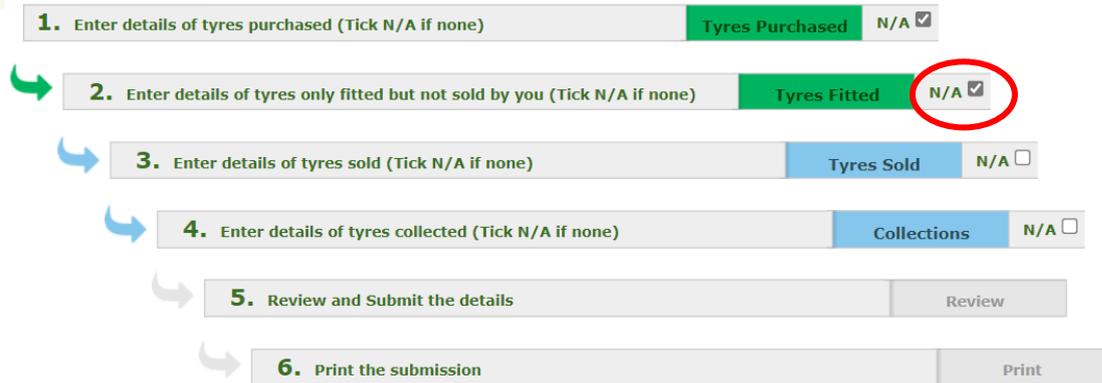
Enter details of tyres only fitted (not sold by you)
Please enter the number of tyres fitted where an individual brought tyres in to be fitted on their vehicle rather than having purchased them directly from you. The visible Environmental Management Cost (vEMC) must be charged on these tyres.

Main Category	Sub Category	Quantity	Save
Passenger Car/Ve	Passenger Car/Van/4x4	20	

When all relevant data is entered 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 tyres sold.**

If you do not have any fitted tyres, return to Main Menu. Beside the words 'Tyres Fitted' there is a non-applicable N/A button option. Be sure no data has been entered within this section as the N/A button will not be available to select.

Please complete the steps below in sequence



3. Tyres Sold

Members must report all tyres sold in each month. Within the Tyre Sold section there are Main Categories and specific Subcategories as seen in the second drop down list. Select the relevant Subcategory before moving on to the Customer drop down list.

Enter tyre quantities you sold or otherwise moved on in the period.
(If you sell tyres to trade customers then please identify those customer below).

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.

Main Category	Sub Category	Customer	Qty	
Passenger Car/Ve	Passenger Car/Van/4x4	Test Member [4260221]	200	Save

First Last

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

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

When reporting for the first time you can add your customer's Unique ID number onto this list. To do so click Add Customer towards the bottom right of the page. This will open a new page enter the Unique ID number of your customer before clicking 'OK'.

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

Add customer

Cancel Back

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

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

Unique ID

Add OK

This Unique ID number can be found on the Members List by following the link <https://Circoelt.ie/member-list/?operator=&county>. You will need to open a new web page to search the Unique ID number as it cannot be searched for while logged into the returns site.

Should you have more than one customer you can return to add customer as often as required. Once added, your customer will be listed for future reporting. If you have a number of customers and this customer submission will take you a considerable amount of time you can get in touch with Circol ELT to upload the relevant suppliers to the Blackbox on your behalf.

CIRCOL ELT

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

Return Details Circol No.: 1418 Period: August 2022

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities you sold or otherwise moved on in the period.
(If you sell tyres to trade customers then please identify those customer below).

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.

Main Category	Sub Category	Customer	Qty	
Passenger Car/Van/4x4	Passenger Car/Van/4x4	General Public	200	Change Delete
Please Select	Please Select	Please Select		Save

First 1 Last

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

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

Click on the relevant customer and then finally add the number of tyres you sold. Once this is complete, click Save to the right of the row. General Public and Export Sales are available for selection. Your data has now been recorded.

When all relevant data is entered added click on **Proceed to next step- Next** towards the top right of the page. This will bring you to the next section, **3. Enter the details of tyres collectd.**

4. Collections

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

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

Collection Details RepakELT No.: 1418 Period: August 2022

Return to main menu main menu

Enter tyre quantities collected from 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.

Main Category	Authorised Collector	Quantity
Passenger Car/Ve	Crossmore Transport Ltd (101)	200

Save

First Last

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

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

Again, select the appropriate Main Category of tyre type. Next, select waste 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 up a new screen where you can select from a drop-down menu before clicking 'Save & Continue'.

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Add To List

Cancel Back

Please select the Collector from the selection list below

Collector Crossmore Transport Ltd

Add Save & Continue

You will return to the Collection page.

When all the required data has been added, click Main Menu once more to return to the overview page.

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

➔ Collection Details RepakELT No.: 1418 Period: August 2022

➔ Return to main menu **main menu**

Enter tyre quantities collected from 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.

Main Category	Authorised Collector	Quantity		
Passenger Car/Van/4x4	Crossmore Transport Ltd (1011)	200	Change	Delete
Please Select	Please Select		Save	

First 1 Last

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

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

Submitting your return

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

1. Enter details of tyres purchased (Tick N/A if none) **Tyres Purchased** N/A

➔ 2. Enter details of tyres only fitted but not sold by you (Tick N/A if none) **Tyres Fitted** N/A

➔ 3. Enter details of tyres sold (Tick N/A if none) **Tyres Sold** N/A

➔ 4. Enter details of tyres collected (Tick N/A if none) **Collections** N/A

➔ 5. Review and Submit the details **Review**

➔ 6. Print the submission Print

After selecting Review the Return Summary is displayed. When you are certain you are finished click on Submit. The information is sent to Circol ELT.



Welcome to Circol ELT Reporting

Circol ELT's online data submission facility

HOME
RETURNS
PREVIOUS RETURNS
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➔ Review Return
Circol No.: 1418
Period: August 2022

➔ Submit this return
Submit

➔ Return to main menu
Main Menu

Return Summary

Member	Repak ELT Test Account
Returns Period	August 2022
Submitted By	Ryan
Telephone	
Email	
Quantity of Tyres Purchased	200
Quantity of Tyres Fitted	0
Quantity of Tyres Sold	200
Quantity of Tyres Collected	200
Return Notes	

Return Details

Tyres Purchased

Stock	Supplier	Quantity
Passenger Car/Van/4x4	Repak ELT Test Account	200

Tyres Fitted

No records for this period.

Tyres Sold

Stock	Destination	Quantity
Passenger Car/Van/4x4	General Public	200

Collections Details

Stock Category	Collector	Quantity
Passenger Car/Van/4x4		200

Your information has now become 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. After submitting there is an option to print the reporting.

