PONTES system

User guide

Dear Customers,

We are pleased to present a new reporting system for marketed packaging, tires, oils, equipment, batteries, and rechargeable batteries. The PONTES system, which is the successor to the CCR NET system, provides more intuitive and transparent report submission and editing.

This guide will provide comprehensive support in navigating the new system and guide users through PONTES' functions step by step.

To benefit from the system's functionalities and to submit a report, please firstly register as a user and log in to the system. Then verify in account settings if your company details are correct.

IMPORTANT CHANGE - in PONTES data should be reported in tons.

Please keep this change in mind every time you report - providing weight in tons ensures that your legal responsibilities are carried out correctly.
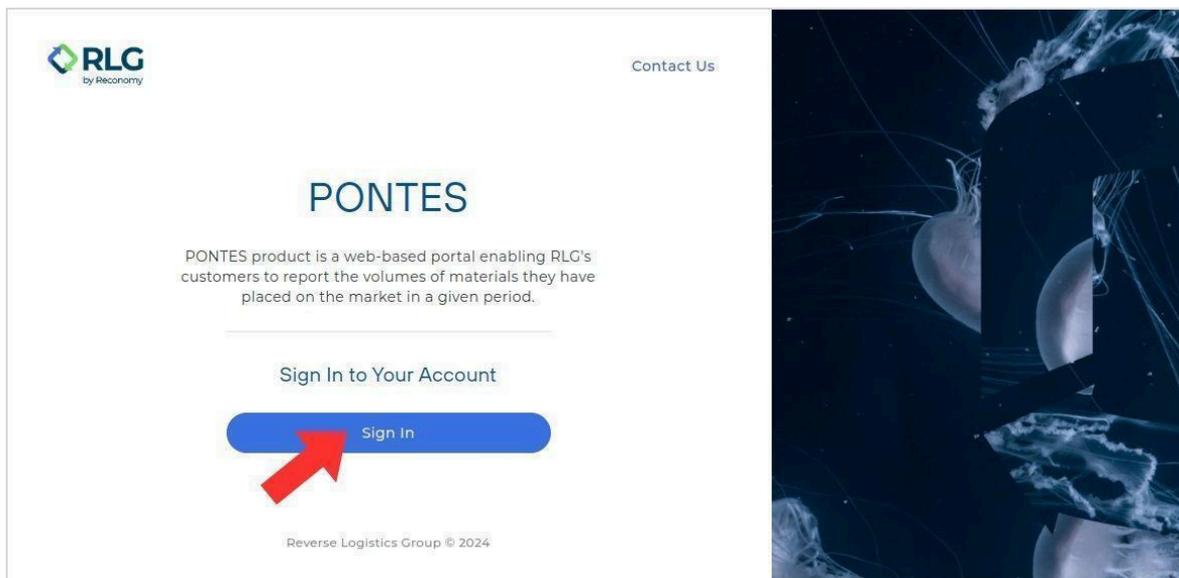
If additional questions arise, feel free to contact us.
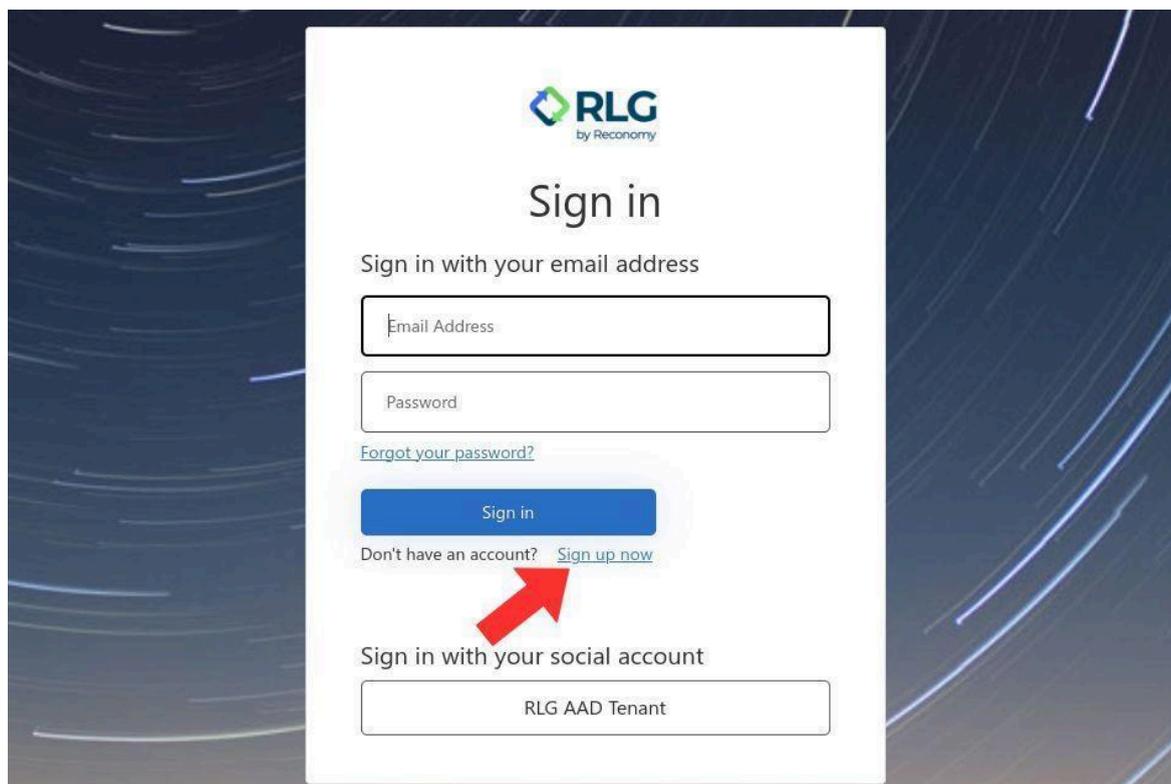
RLG team

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1. PONTES user registration

Step 1: If this is your first time using PONTES, please register with the system first. To do so, select the 'Sign In' option.
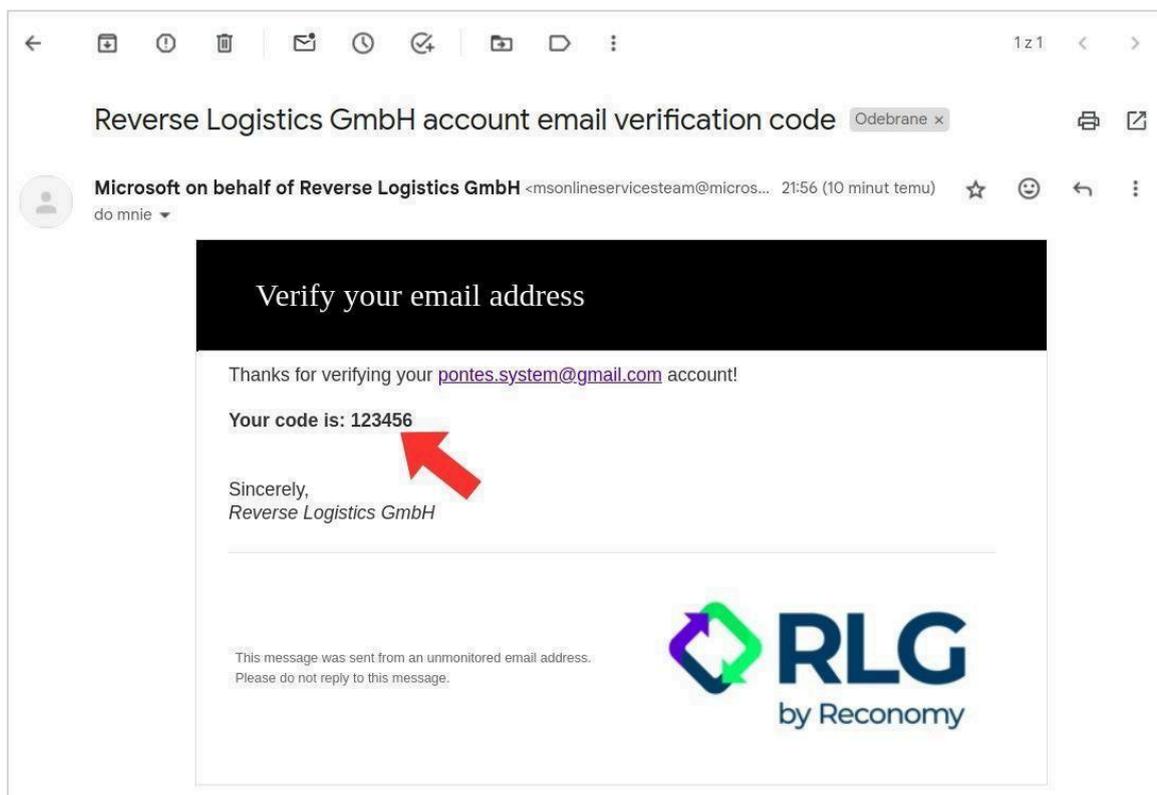

Step 2: Click on the 'Sign up now' link located under the 'Sign in' button.

Step 3: Enter an e-mail address in the 'E-mail Address' field and click on 'Send verification code' button.

Step 4: Then go to your mailbox and locate the e-mail with verification code.

Step 5: Enter the code in the 'Verification Code' field and click 'Verify code'. It can take up to 2 minutes for the verification e-mail to be delivered.

NOTE: If you do not receive a verification code, click on the 'Send new code' button.
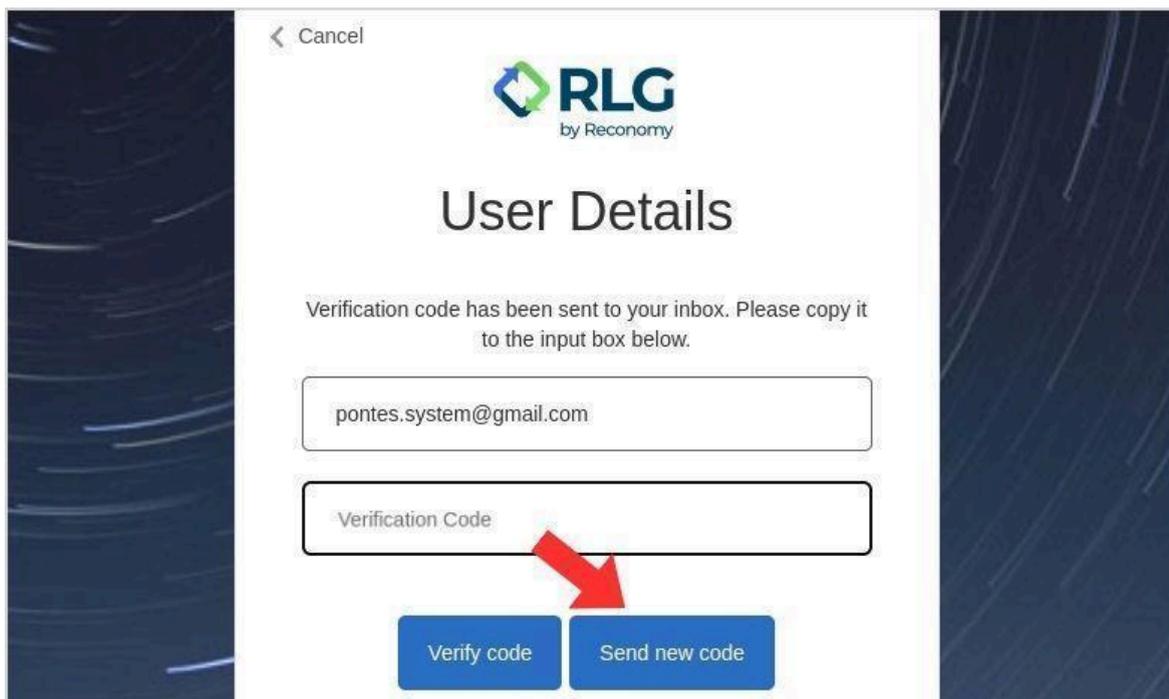
Step 6: After successfully verifying your e-mail address, enter your password in the 'New Password' field and confirm it by writing it again in the 'Confirm New Password' field.
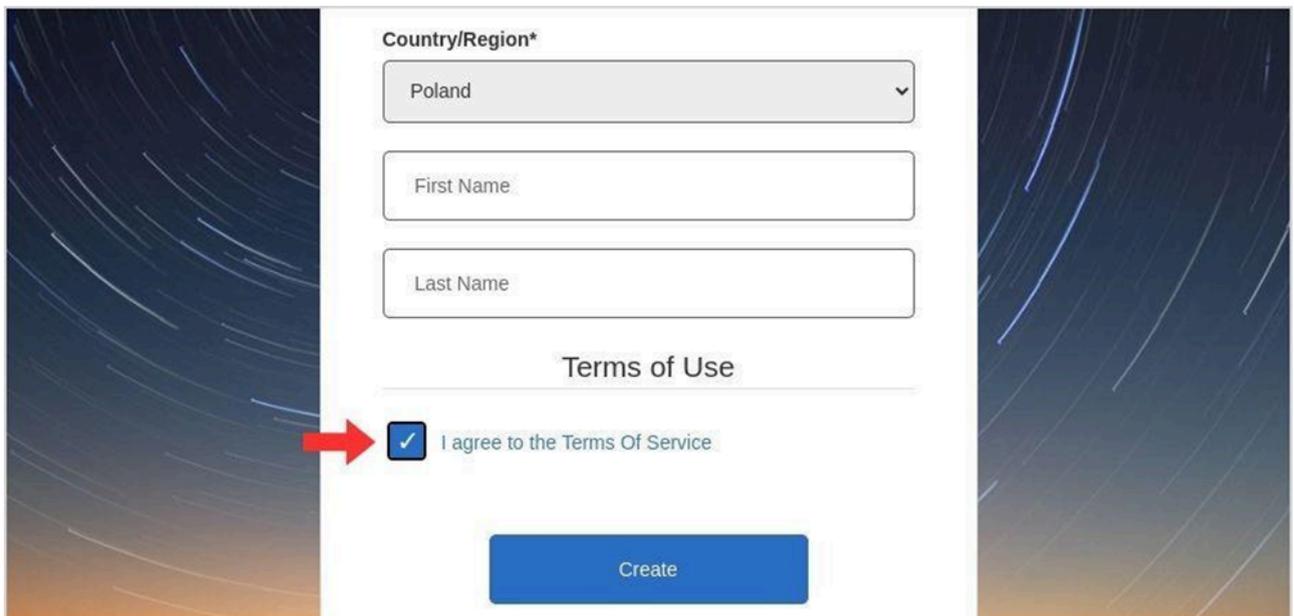

Step 7: Select 'Poland' from the drop-down list of countries, even if you represent a foreign company.

Step 8: Enter your data in the 'First Name' and 'Last Name' fields.

Step 9: Confirm your consent to use the system by checking the 'I agree to the Terms of Service' box.

Step 10: Click on the 'Create' button to register a user's account.

Step 11: If the registration was successful, the user will be automatically logged into the system. **Logout and then login again.** Check if the dashboard screen you now see, displays an orange rectangle with the words 'Registration Required!', as pictured below. If not, registration is complete, you can start using the system.

If you still see the orange rectangle, this means that the user has not been automatically assigned to a customer account. First, check that you have registered the e-mail address to which we sent the notification about the new system along with these instructions. If not, register the account again using the correct e-mail address. If, despite having registered the correct e-mail address, you still see the orange rectangle, please contact us via the contact form in the left-hand panel 'Support Center.
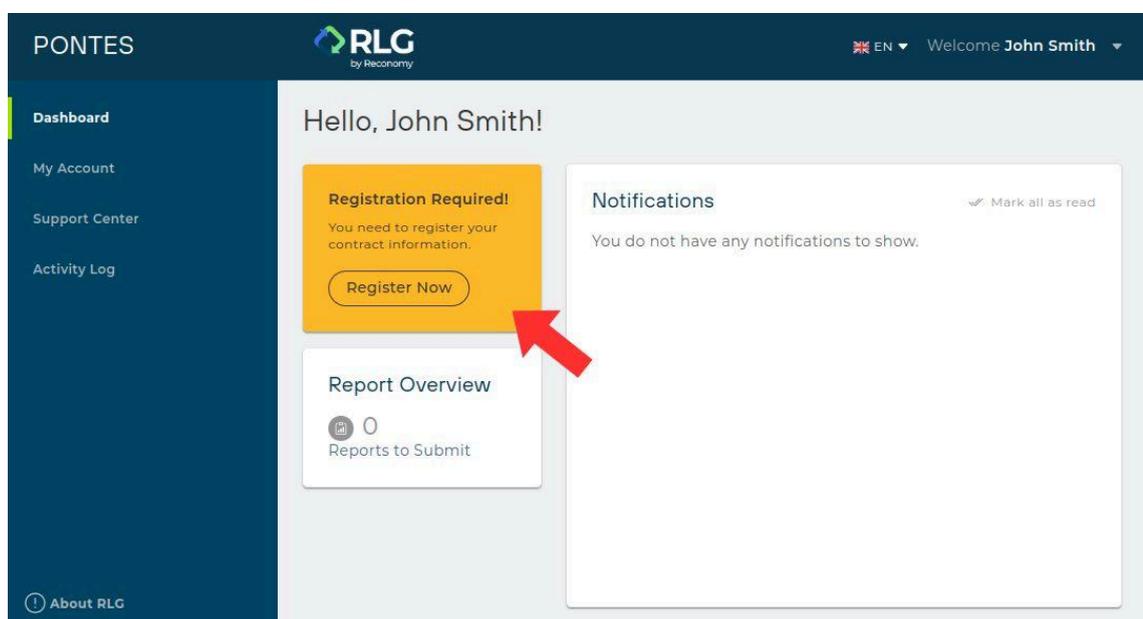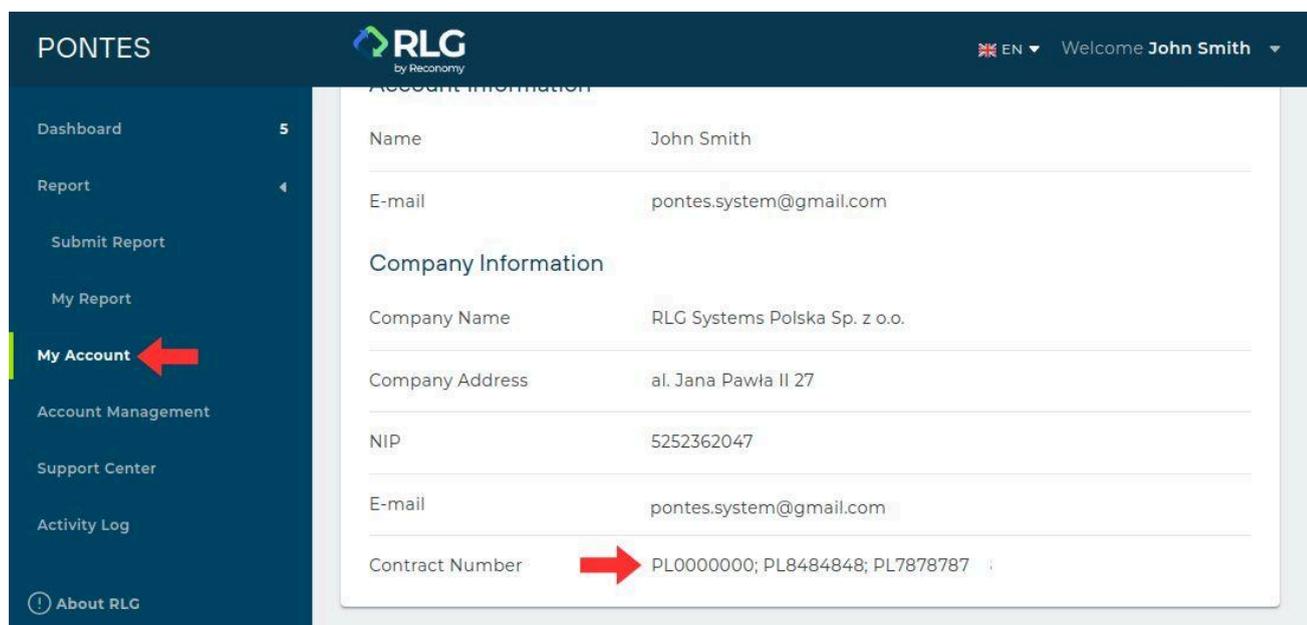
2. Registration of an additional user

NOTE: Registering an additional user may be required if the user was not automatically assigned to a customer account after initial registration. You will then need to provide the PONTES system with a unique Contract Number, which is available in the company's main user account.

Step 1: prepare the Contract Number. You will obtain it from the person who registered the main account associated with your company in the PONTES system. They can check the Contract Number by logging into the system, selecting 'My Account', and then 'Account Information' in the side menu. If there are several numbers, select any of them.
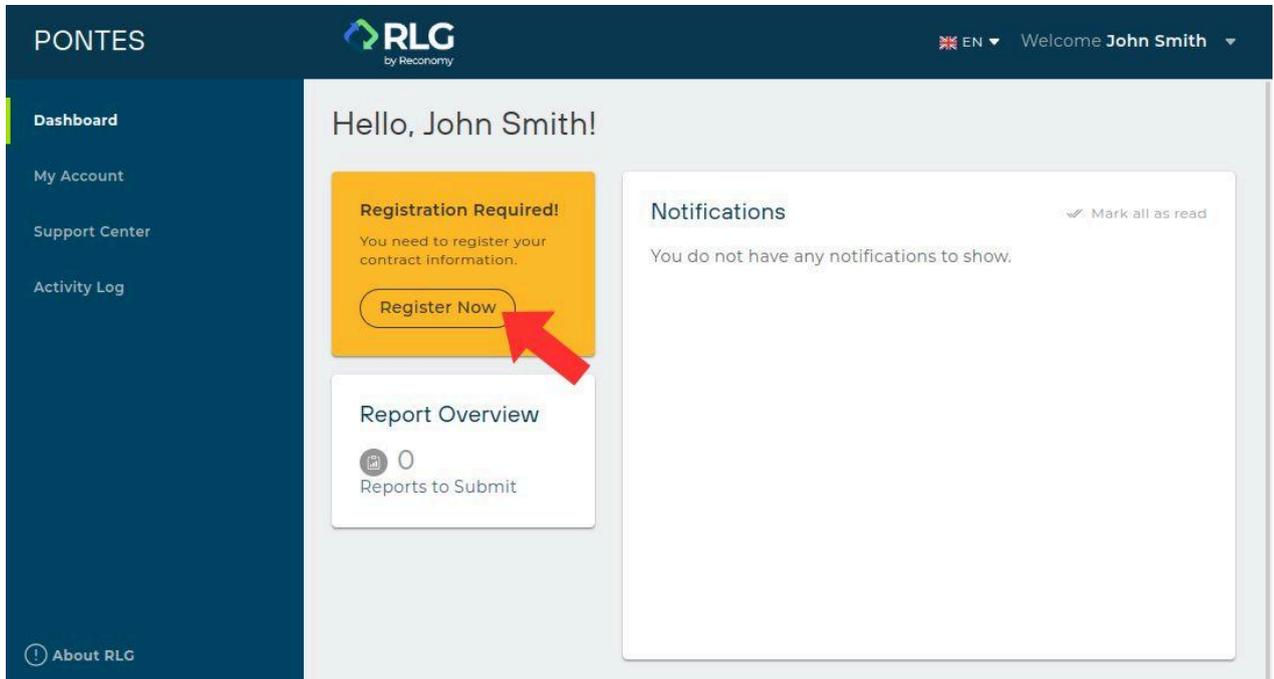

Step 2: Register a user (see ' 1. PONTES user registration').

After creating an account, the user will be redirected to the dashboard.

Step 3: Click the 'Register' option in the orange box.

The system will redirect you to 'My Account' page, where you need to update your Contract Number.

Step 4: Click on the 'Update' button.
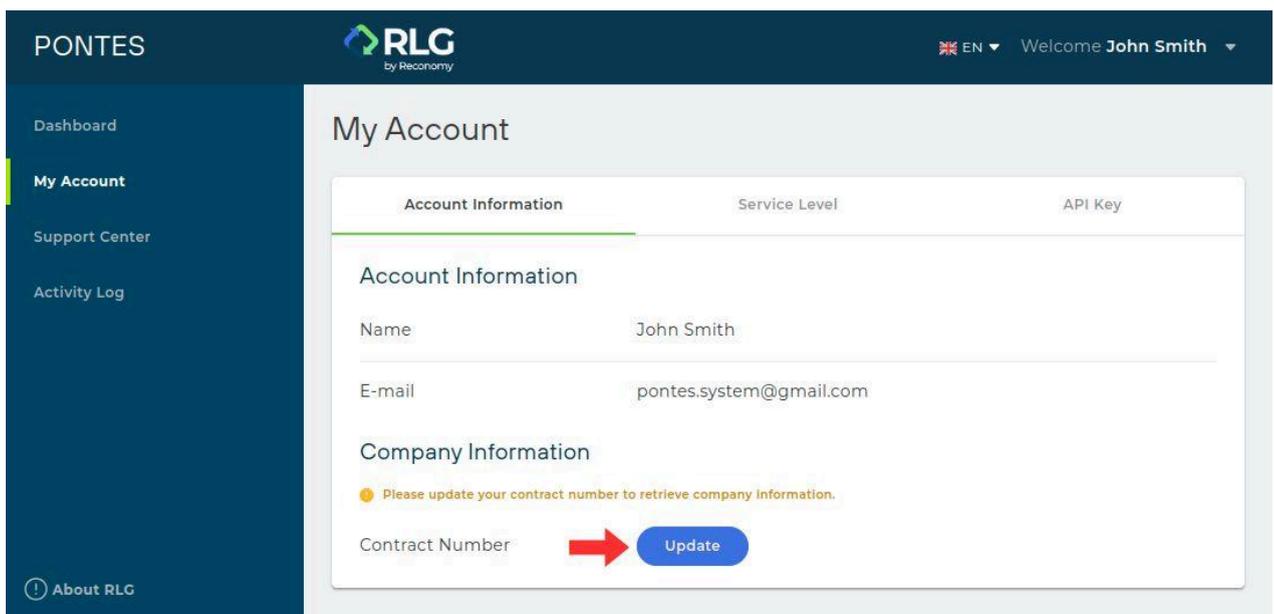
Step 5: Enter the Contract Number and select 'Update' to pair the account and download company information.
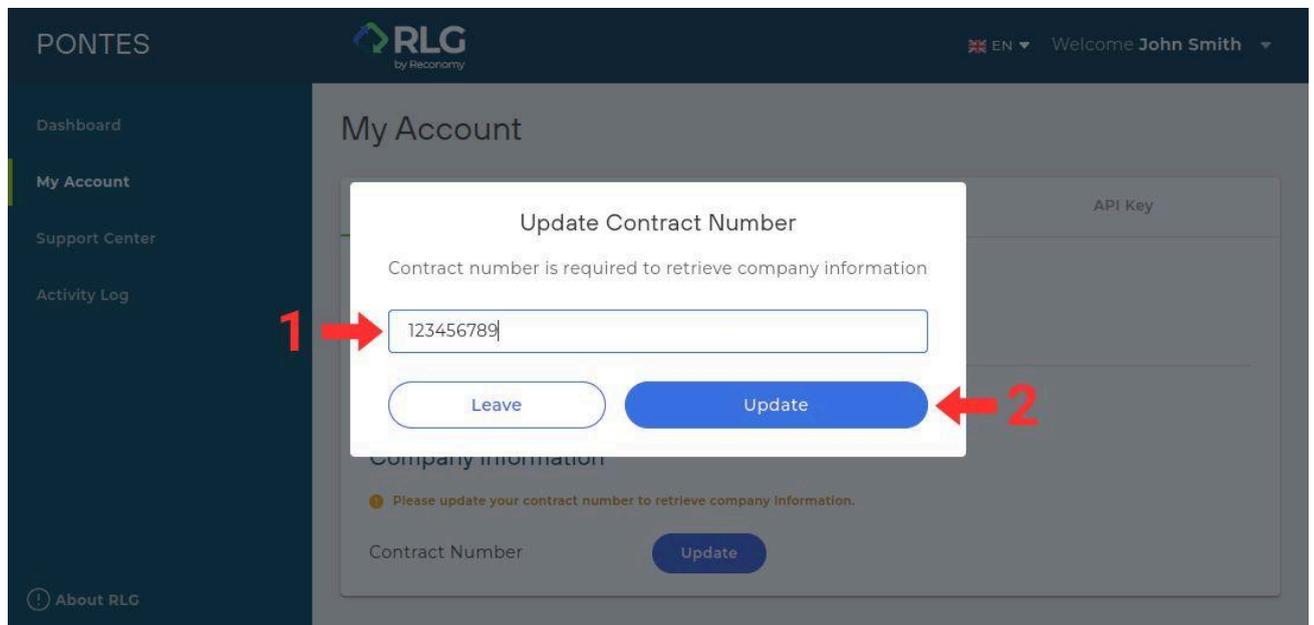
NOTE: After entering the Contract Number, check that the 'Company Information section has correct data. If not, contact us via the contact form available by clicking 'Support Center' in the side menu and entering the 'Contact Us' tab.

3. Logging in

After an extended period of inactivity, closing the window or clicking on the 'Logout' button, the user will be logged out of the system.

To log in again select the 'Sign In' button.
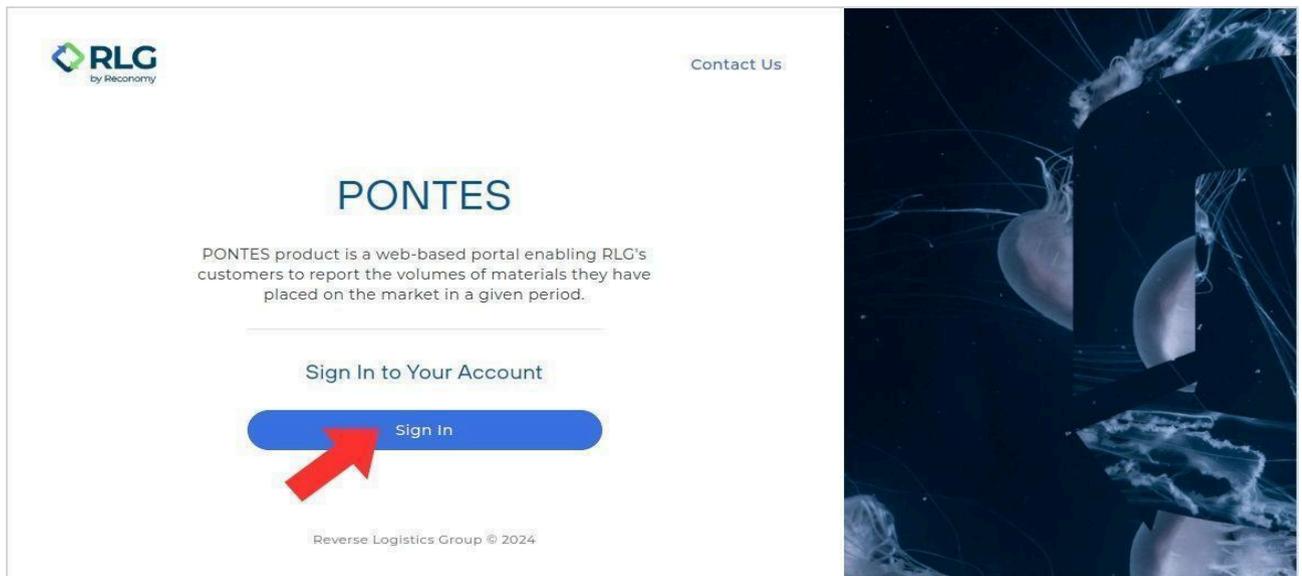
On the next screen, enter your login (e-mail address) and password set during registration. Then click on the 'Sign in' button.

4. Password recovery

If you forget or lose your user account password, follow the steps below to receive a one-time code that will allow you to set a new one.

Step 1: On the first screen, select the 'Sign In' option.
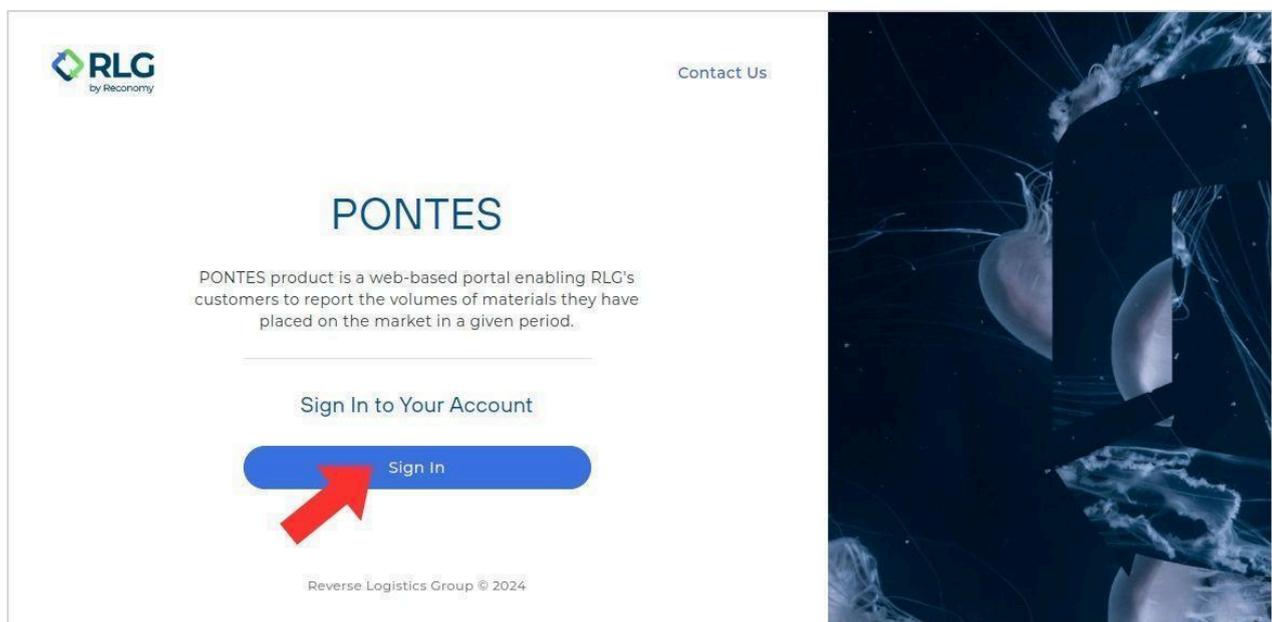
Step 2: In the login window, click on the 'Forgot your password?' link under the field where you enter your password.

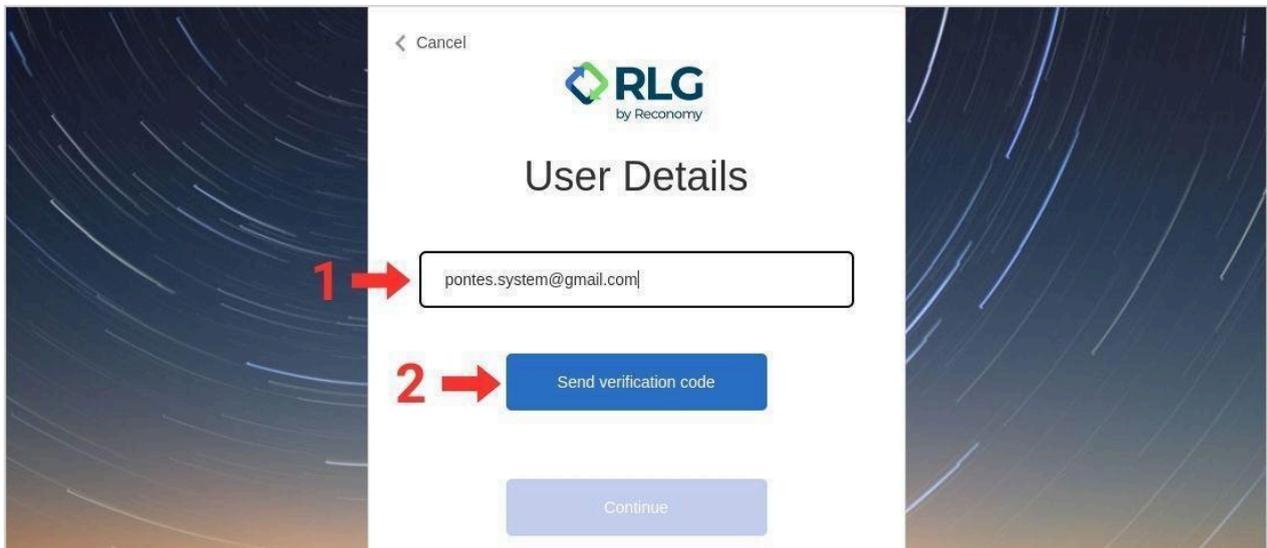Step 3: In the pop-up window, enter your e-mail address - the same one you entered when you registered with PONTES. Then click on 'Send verification code'.

Step 4: If you have entered a valid e-mail, registered in the PONTES system, you will see the message 'Verification code has been sent to your inbox. Please copy it to the input box below.' and the verification code will be delivered to your mailbox within 2 minutes.
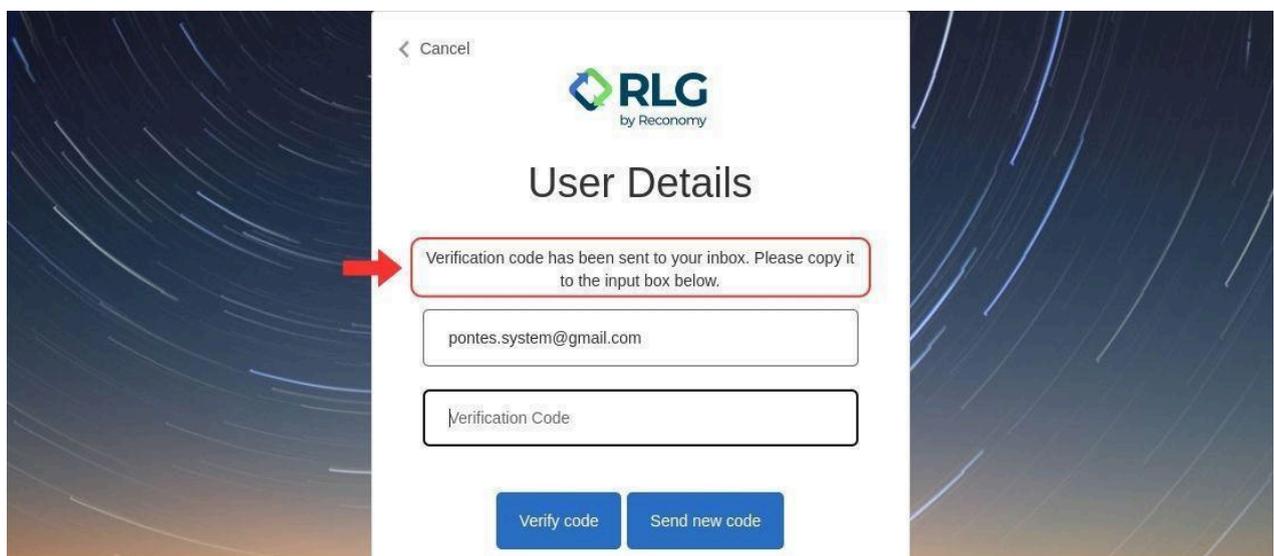
Note: if you have not received an e-mail with the verification code within a few minutes, click on the 'Send new code' button.
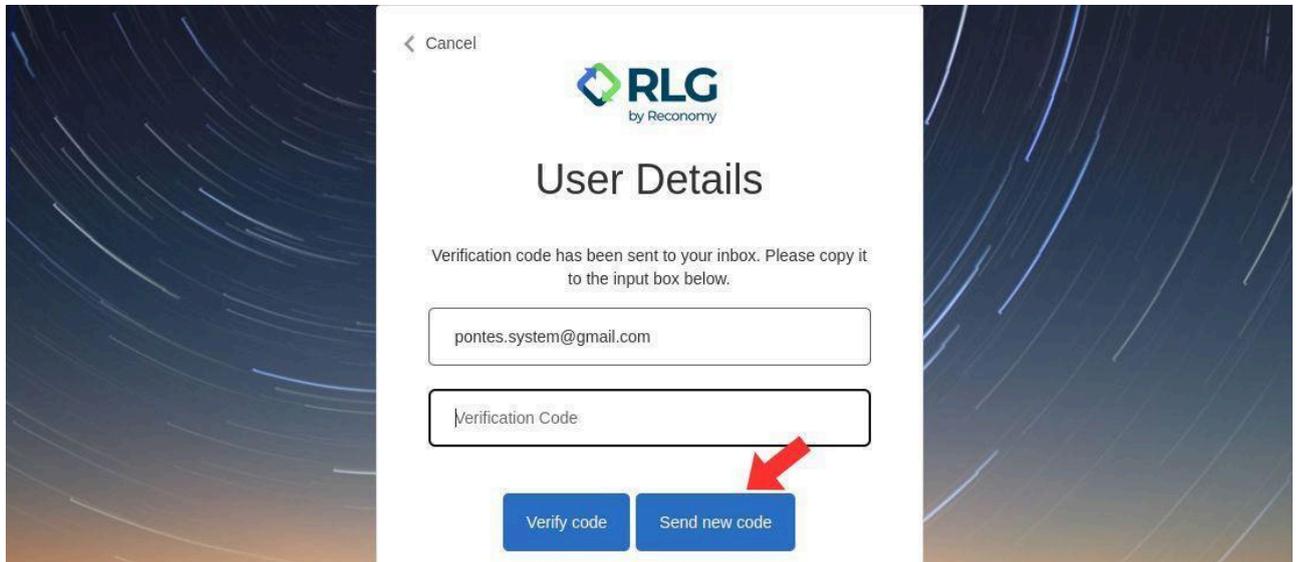
Step 5: Copy the code you have received and return to the PONTES system website.
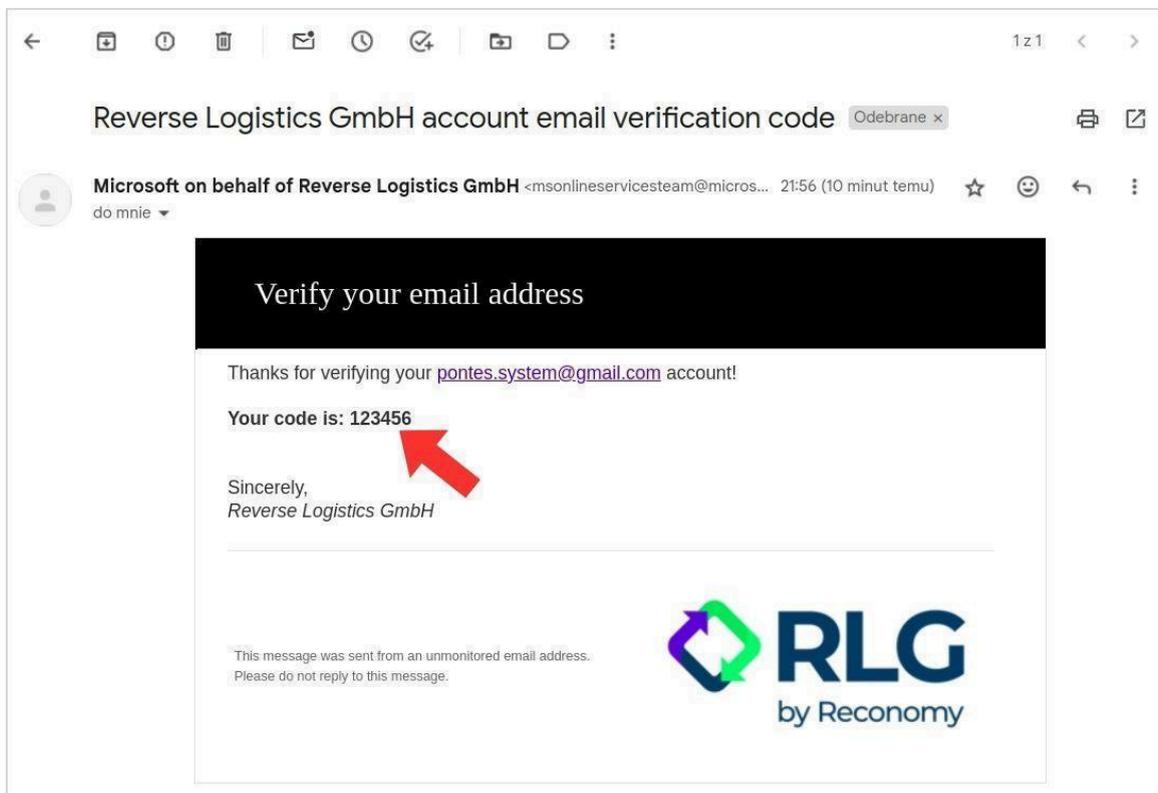
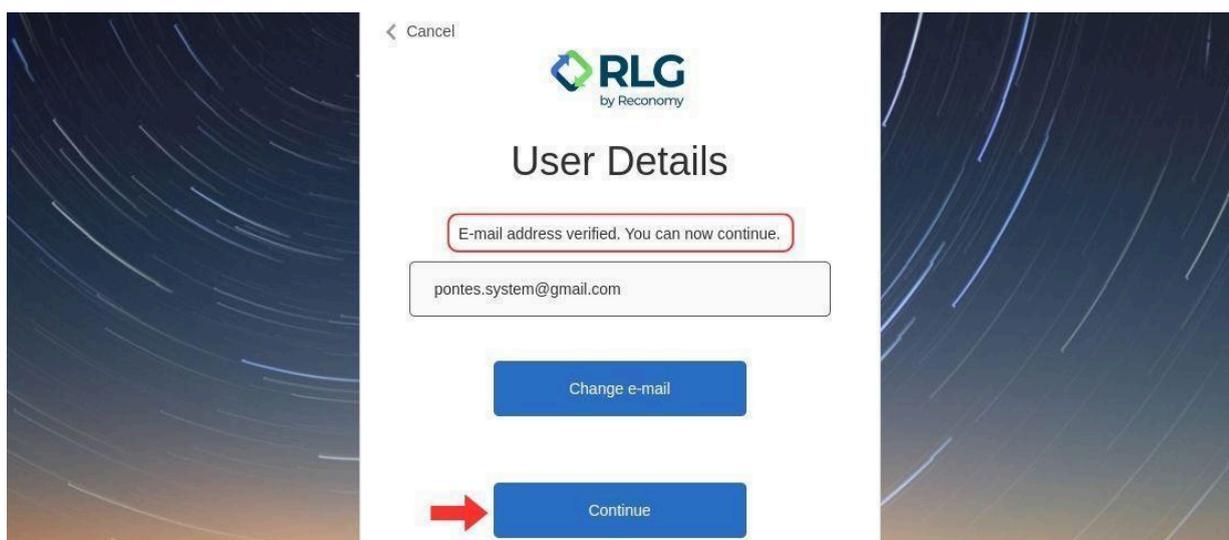Step 6: Enter your e-mail and verification code in the appropriate fields on the page. Then click on the 'Verify code' button.

Step 7: In the next window with the notification 'E-mail address verified. You can now continue.' choose 'Continue'.

Step 8: In the window that now appears, in the 'New Password' field, enter the password of your choice. Below, in the 'Confirm New Password' field, enter the same password again. Then click on the 'Continue' button.
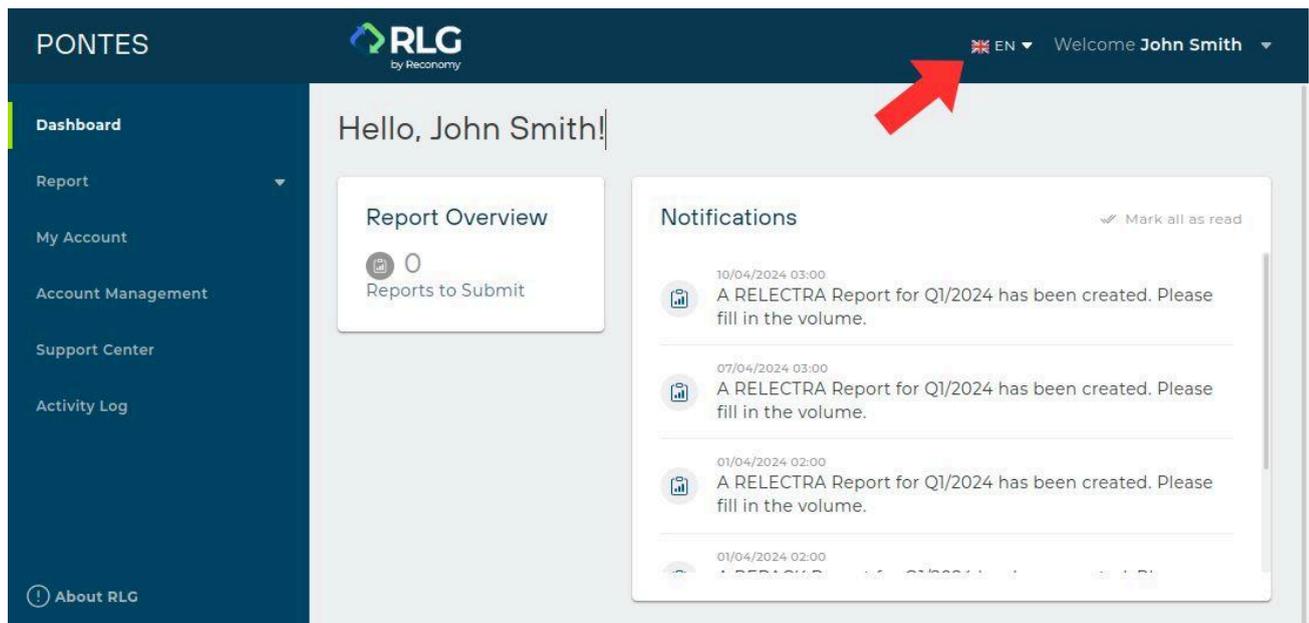

Step 9: Now you can log into your account with your new password.

5. Using PONTES

5.1. Language selection

To change the language of displayed text, click on the white triangle next to the flag and the two-letter language code. Choose a language from the drop-down menu.


5.2. User's account management

In the upper right corner you can see a greeting 'Welcome [Name]'.

When clicked, a drop-down menu with 3 items shows up:

User Details - here you can change the name displayed on your account.
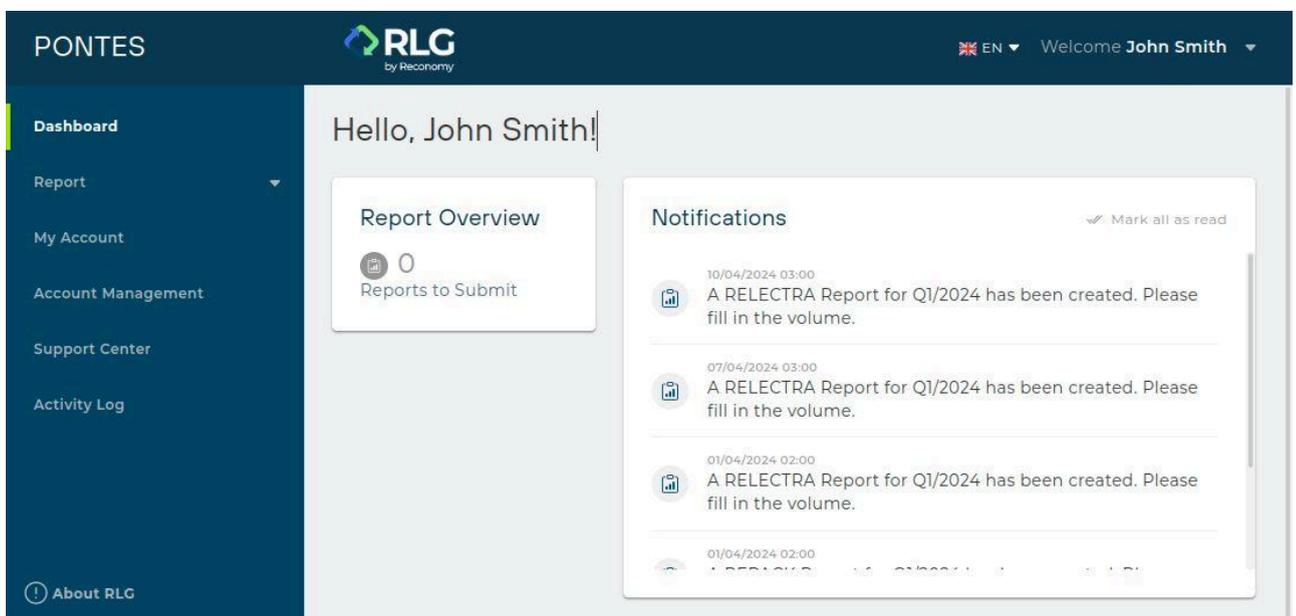
Password Reset - here you can change your password.

Logout - select to exit PONTES. If you don't log out, the system will automatically log you out after 30 minutes of inactivity.
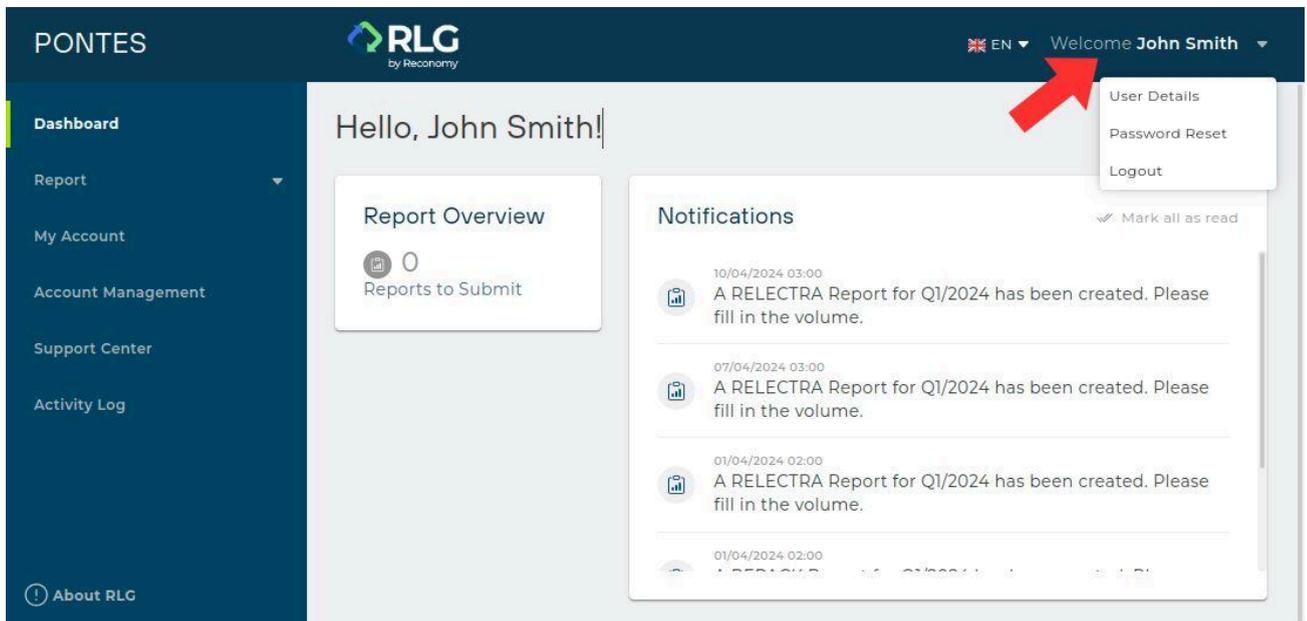
5.3. Dashboard

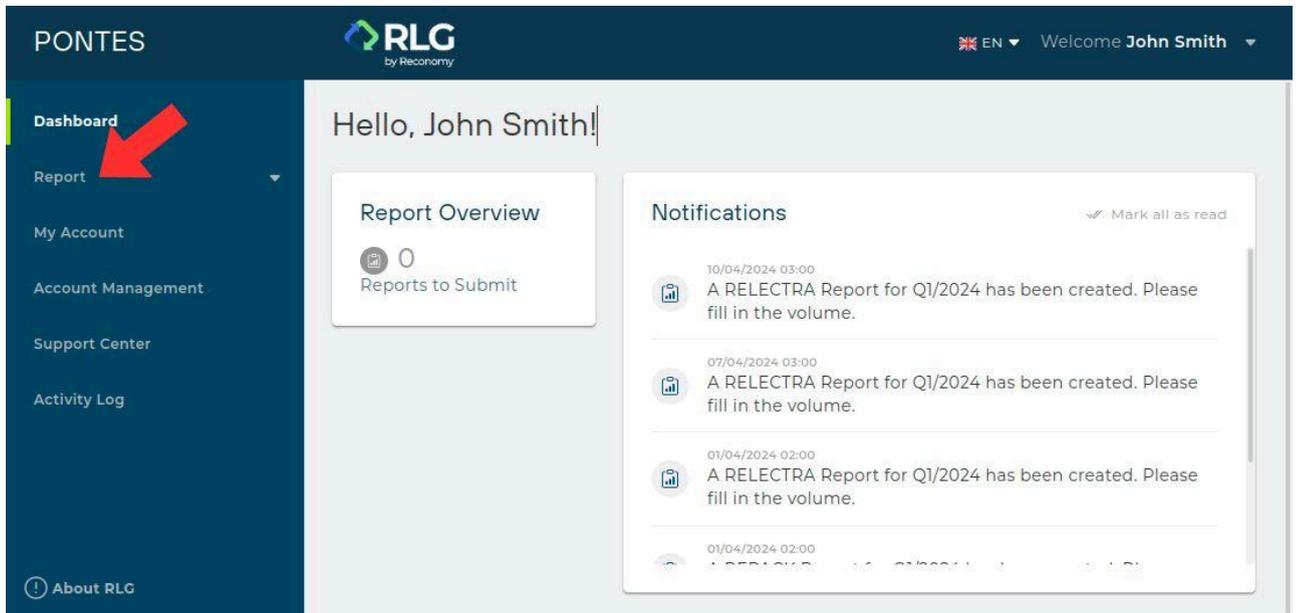Default dashboard after logging into the system:

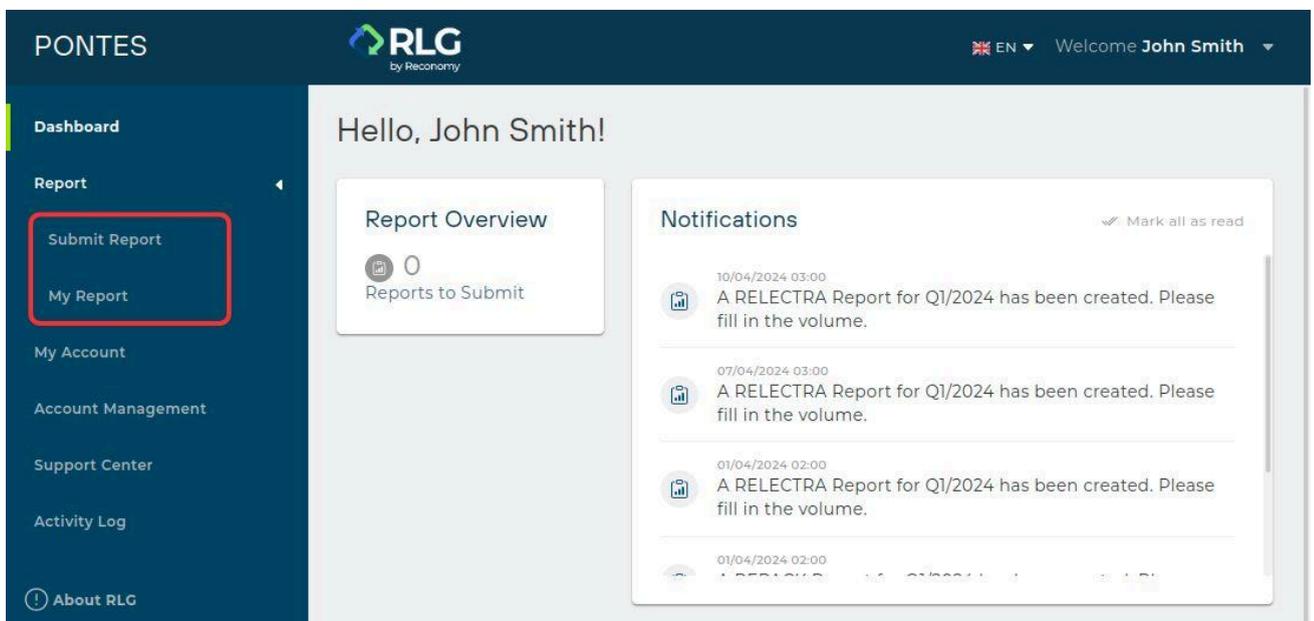**Report Overview** - information on reports to be submitted.

Notifications - this tab allows you to keep track of any important announcements and information.
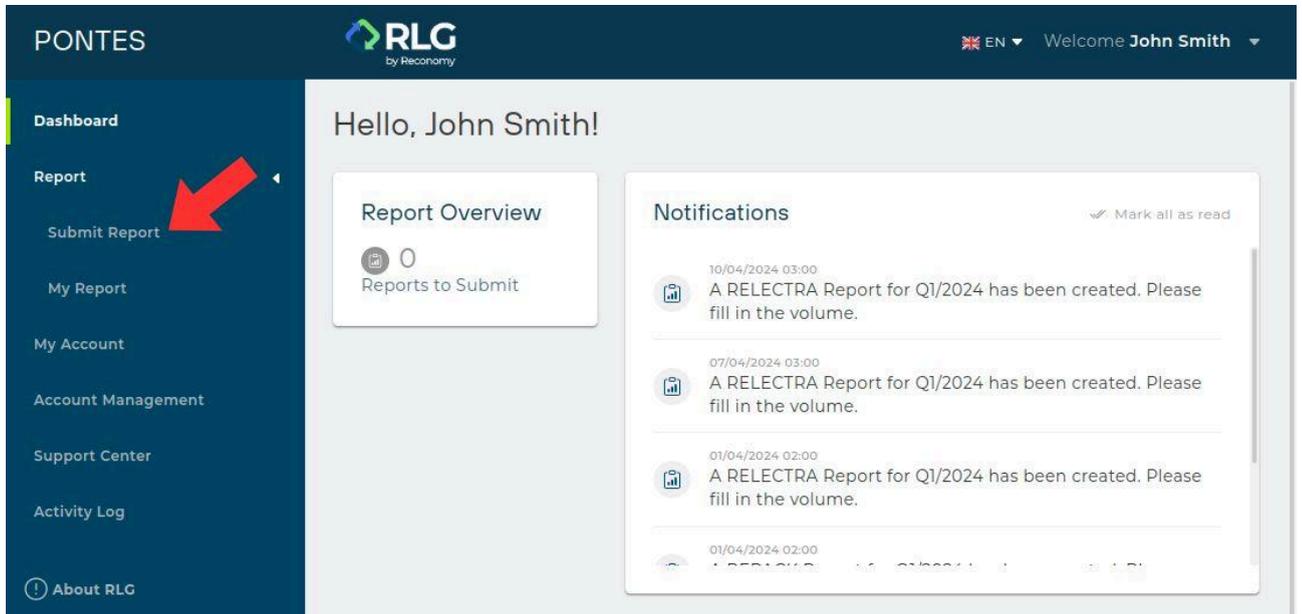
5.4. Report submission

Step 1: To submit a report, click on the 'Report' tab in the left side menu.

After clicking, two options become available: 'Submit Report' and 'My Report'.
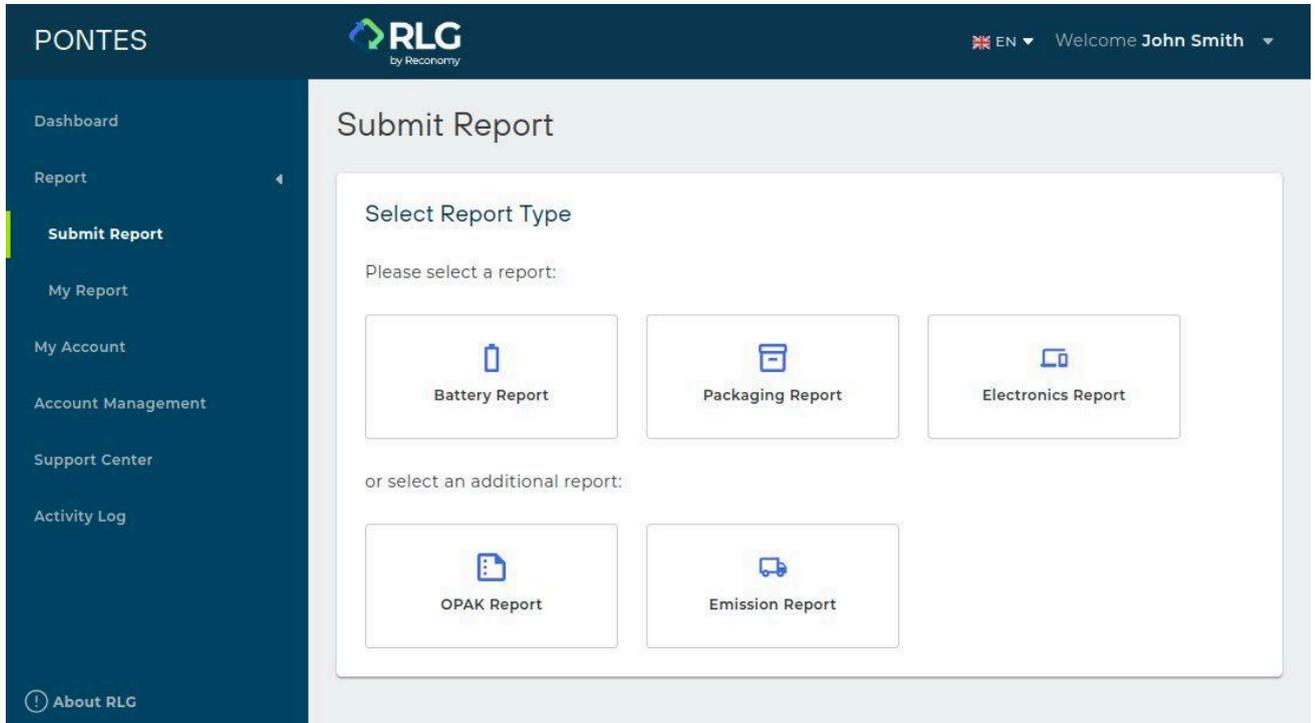
![RLG by Reconomy logo]

Step 2: Choose 'Submit Report' option.

Step 3: Select the type of report you want to send.

Available report types:

Battery Report - enter data in the appropriate group if you import batteries and/or rechargeable batteries from abroad, or produce batteries and/or rechargeable batteries, or outsource the production of batteries and/or rechargeable batteries to another company, but market them under your own trademark (e.g. logo). REMEMBER - specify the weight in tons. You must also provide data if the batteries and/or rechargeable batteries are part of an appliance or vehicle.
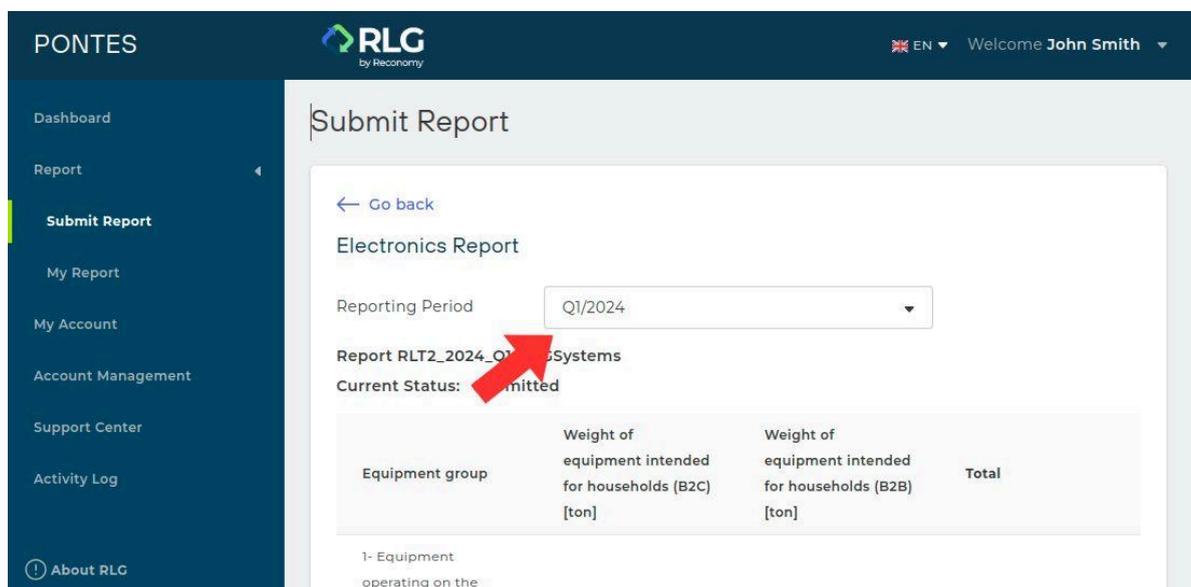
Packaging Report - enter data in the appropriate group if you import packaging with contents (product) from abroad or produce products and put them in packaging or outsource the production of packaged products to a company, but market them under your own trademark (e.g. logo), and if you import tires, oils, lubricants from abroad or produce tires, oils, lubricants or outsource the production of tires, oils, lubricants to another company, but market them under your own trademark (e.g. logo). REMEMBER - specify the weight in tons. You must also provide data if tires, oils, lubricants are part of a vehicle.

Electronics Report - enter data in the appropriate group if you import equipment from abroad or manufacture equipment or outsource the production of equipment to another company, but market it under your own trademark (e.g. logo). REMEMBER - specify the weight in tons.

OPAK Report - you can use our additional service (payable on request) and have us prepare a report on the weight of packaging produced (OPAK-1), the weight of EMPTY packaging imported from abroad (OPAK-2), and the weight of empty packaging or packaging with contents exported abroad (OPAK-3). REMEMBER - this type of reporting does not apply to situations where you are importing packaged goods from abroad.

Emission Report - you can use our additional service (paid on request) and have us prepare a report to KOBiZE and an emission report to the marshal's office. REMEMBER - this obligation applies, among others, to companies that use company cars (you only need one car to be obliged to report emissions).
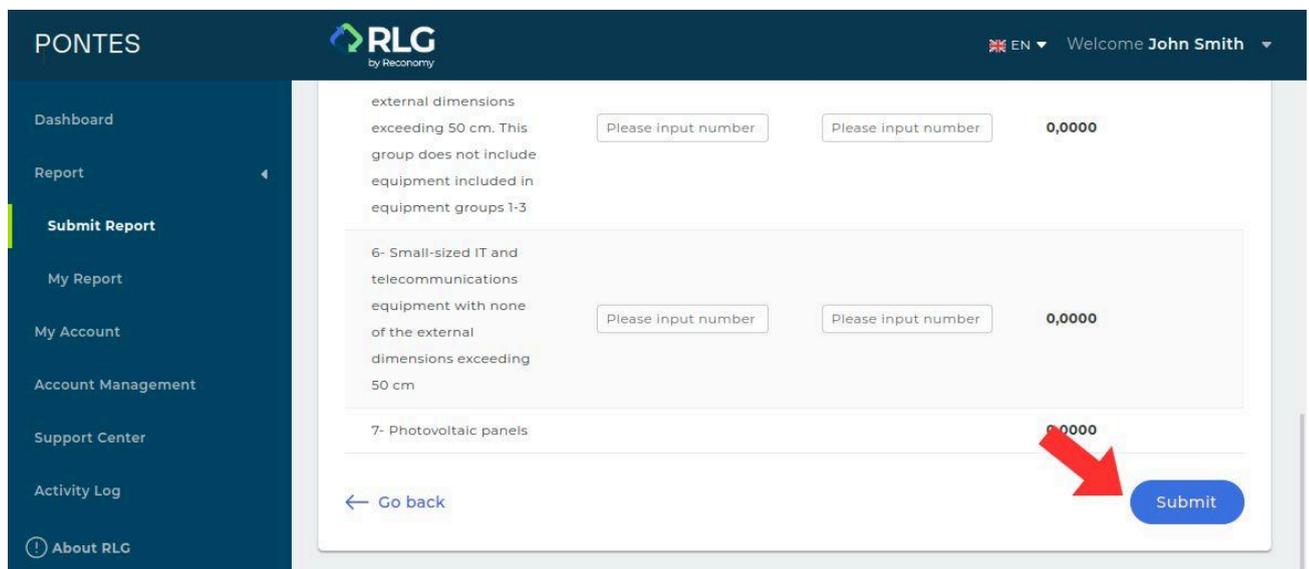
Step 4: Select the reporting period.

Step 5: Fill in the required data in the reporting form.

REMEMBER: the quantity should be reported <u>in tons</u>.

Equipment group	Weight of equipment intended for households (B2C) [ton]	Weight of equipment intended for households (B2B) [ton]	Total
1- Equipment operating on the principle of temperature exchange			0,0000
2- Screens, monitors and equipment containing screens larger than 100 cm²	Please input number	Please input number	0,0000
3- Lamps and light sources			0,0000
4- Large-sized equipment with any of the external dimensions exceeding 50 cm. This group does not include equipment included in	Please input number	Please input number	0,0000

Step 6: Click on the 'Submit' button.

PONTES				🇬🇧 EN ▾ Welcome **John Smith** ▾

Dashboard

Report ◄

Submit Report

My Report

My Account

Account Management

Support Center

Activity Log

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|			
external dimensions exceeding 50 cm. This group does not include equipment included in equipment groups 1-3	Please input number	Please input number	0,0000
6- Small-sized IT and telecommunications equipment with none of the external dimensions exceeding 50 cm	Please input number	Please input number	0,0000
7- Photovoltaic panels			0,0000

← Go back

Submit

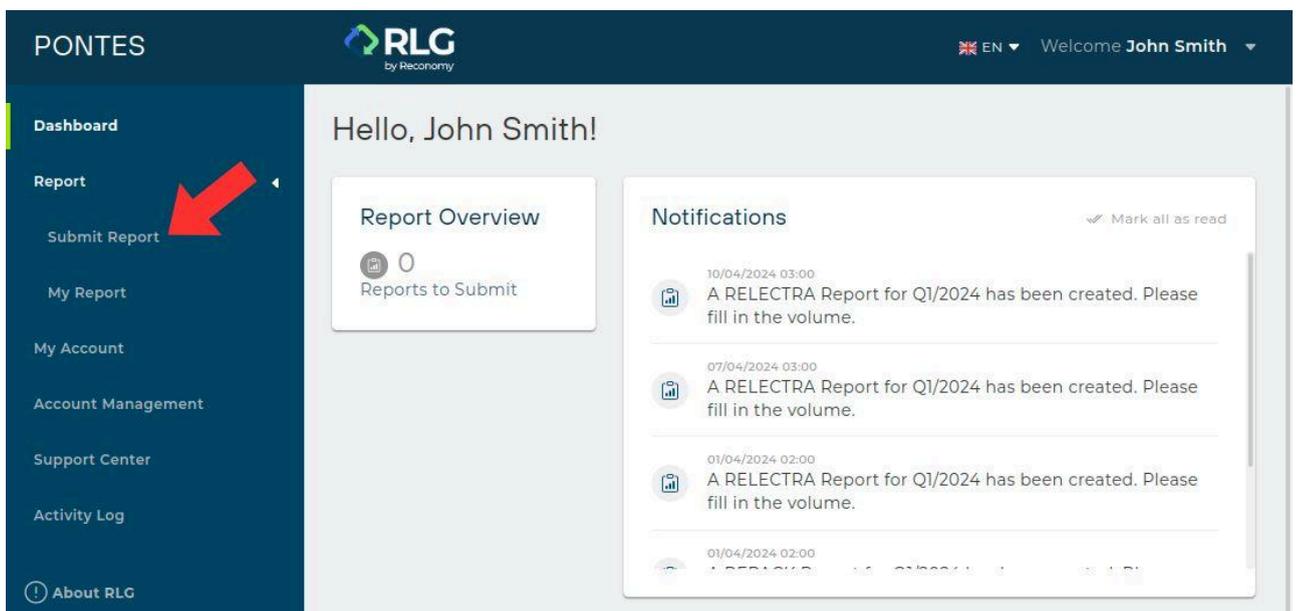Step 7: Confirm the report by clicking 'Save and Submit.'
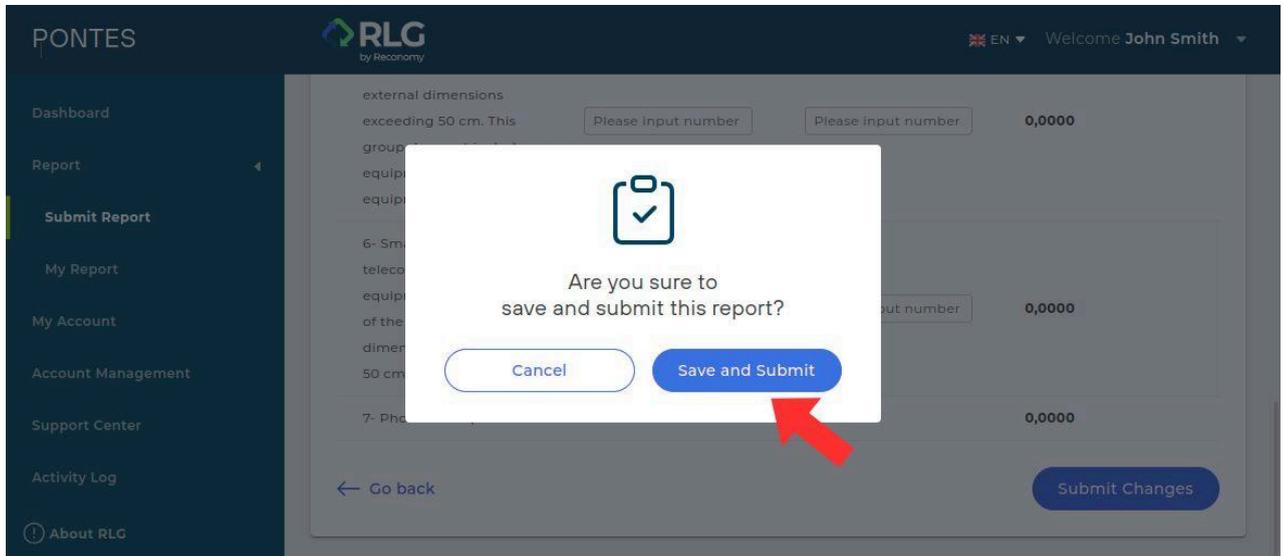
Step 8: A message 'Data updated!' should appear confirming that the report was successfully submitted.

NOTE: Once approved, the report will have a 'Draft' status for 24 hours. During this time it will be possible to modify the entered data freely and independently. After this time, the status of the report will change to 'Submitted' and any modifications will be possible only through 'Change Request'.
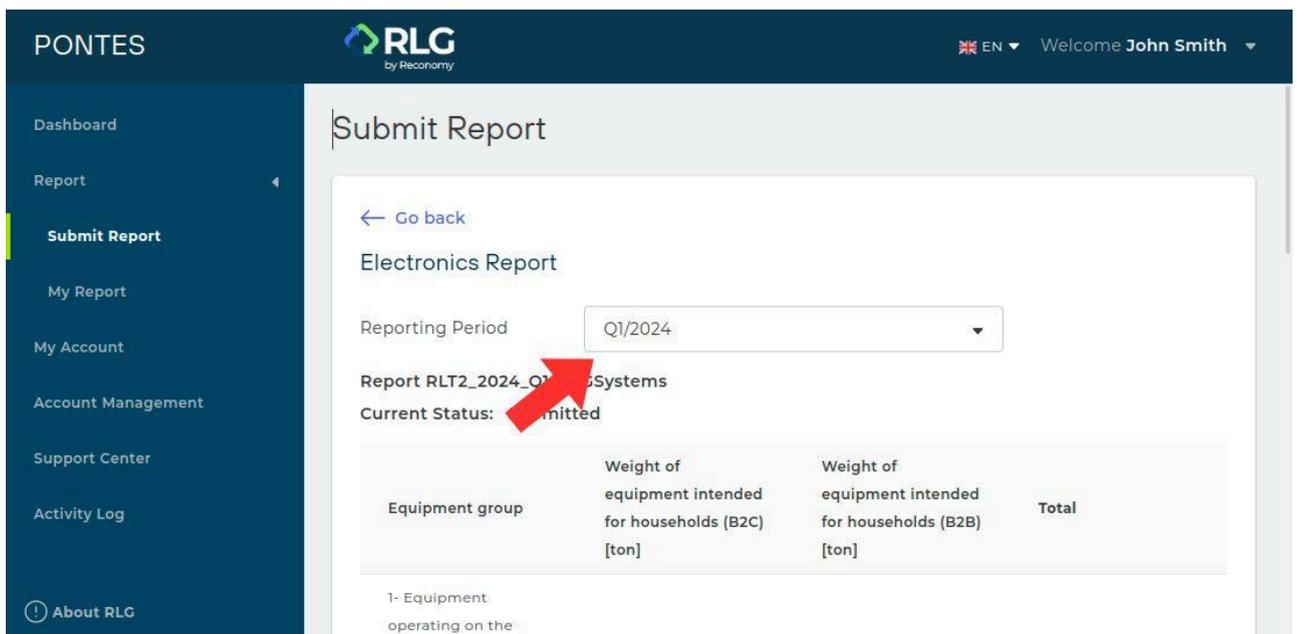
5.5. Report modification

Step 1: Go to the 'Submit Report' section.

Step 2: Select the type of report you want to modify by clicking on an appropriate button.
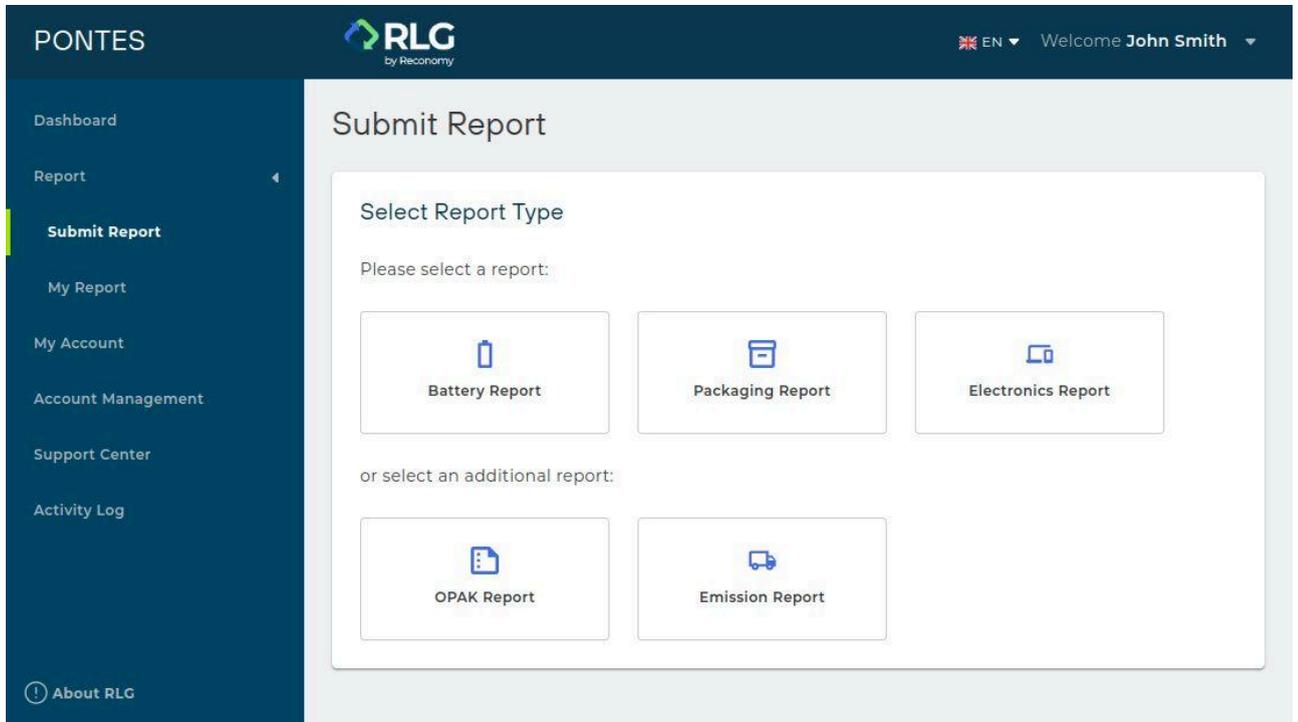
Step 3: Select the reporting period.

Step 4: Click on the 'Change Request' button.
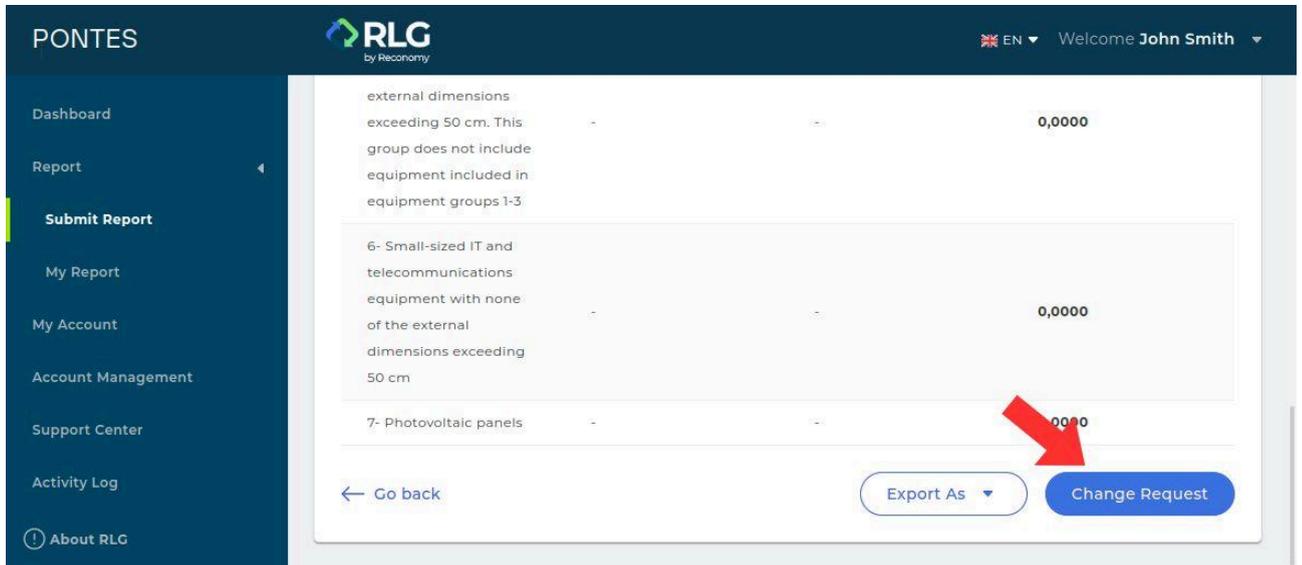
Step 5: Modify the necessary data in the reporting form.

Step 6: Click on the 'Submit Changes' button in the lower right corner.
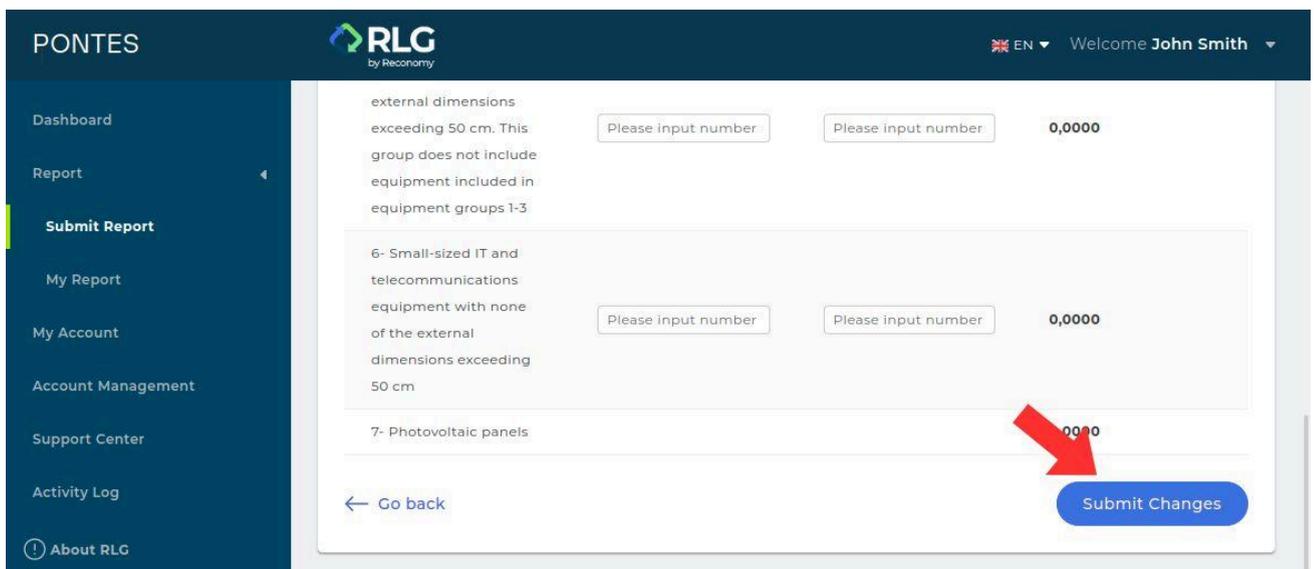
Step 7: In the window that appeared now, click on the 'Save and Submit' button. A message 'Data updated!' should appear confirming that the report was successfully submitted.
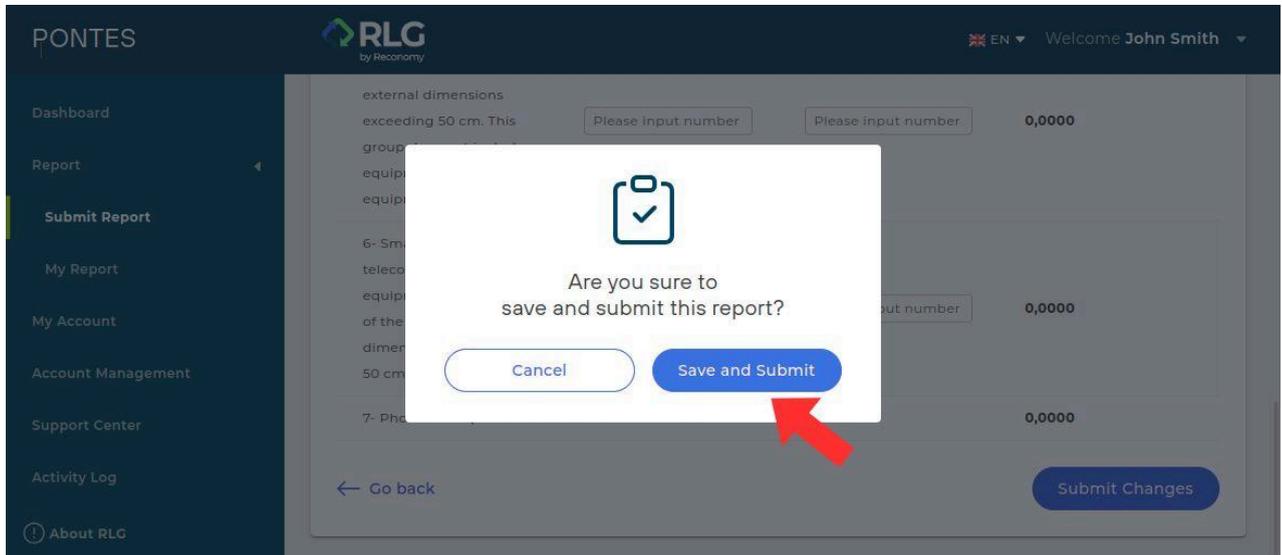
5.6. Viewing the reports created

Use this tab to check previously prepared reports.

By clicking on the 'Filter' option, you can search for the report you need using filters, such as: creation date, submission date, report type, status.

After selecting the desired filters, click on the 'Show results' button to filter.

To remove filtering, in the 'Filter' window, press 'Reset' and confirm with the 'Show results' button.
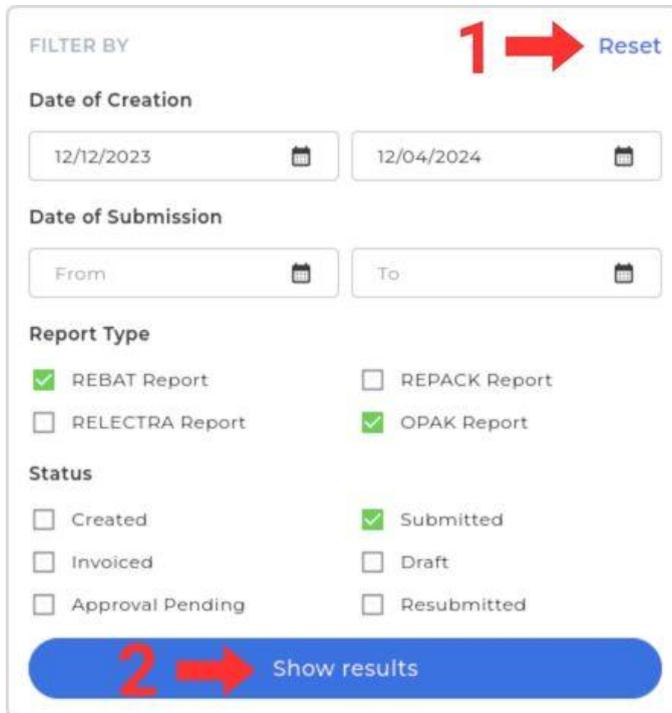
The 'Export as' option allows you to download a given report as a PDF or XLSX

(Microsoft Excel spreadsheet) file.

5.7. My account

Account Information - here you will find information about the account you are currently using: the details of the contact person and the company to which the account is assigned. You will also find the Contract Number needed to set up an additional PONTES user account.

Service Level - here you can check what services RLG provides under the signed contract.

API Key - here you will find the API key data. It allows external applications to connect to your company's profile in BDO.
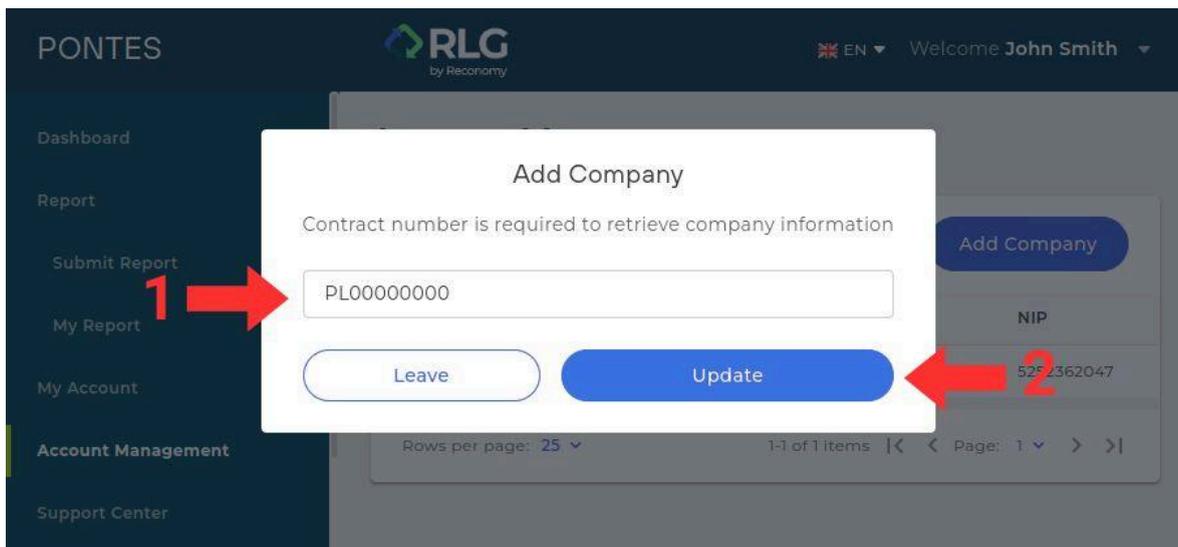
5.8. Account management

This is where you check your company details and you can also add another company for which you intend to generate reports by entering its Contract Number with RLG.

To assign another company to your account click on the 'Add Company' button.
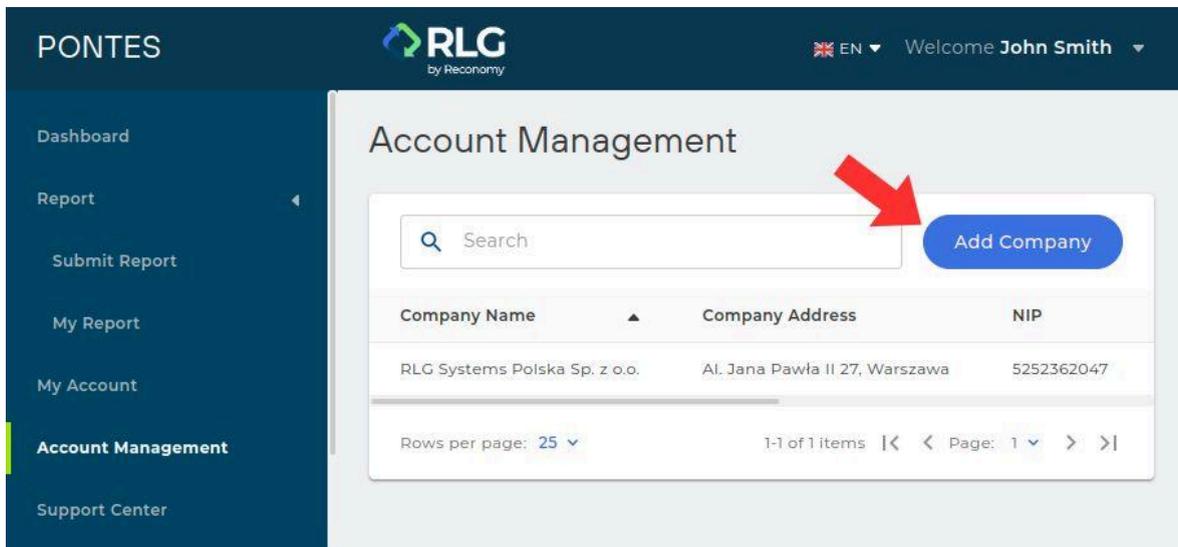
In the pop-up window, enter the Contract Number in the appropriate field and then choose 'Update'.


Now both companies should appear on the list. Check the correctness of the newly added company's details.

If you want to add more companies to your account, repeat the above steps for each of them separately.
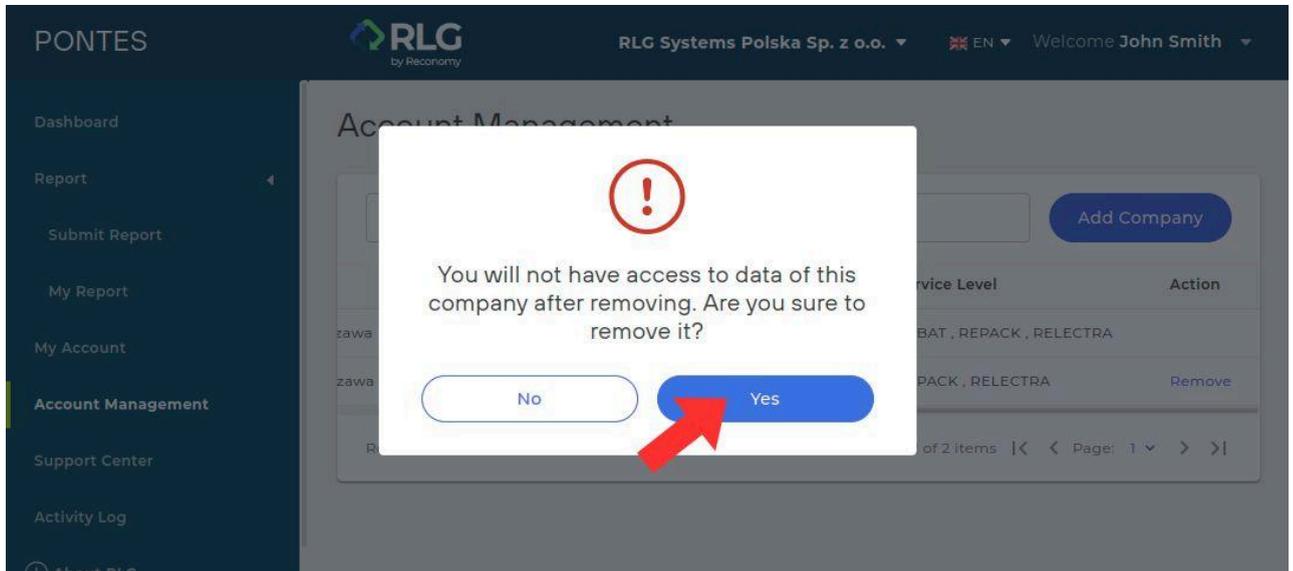
To switch between the companies assigned to your account, expand the menu on the top bar and select the name of the company in the menu.
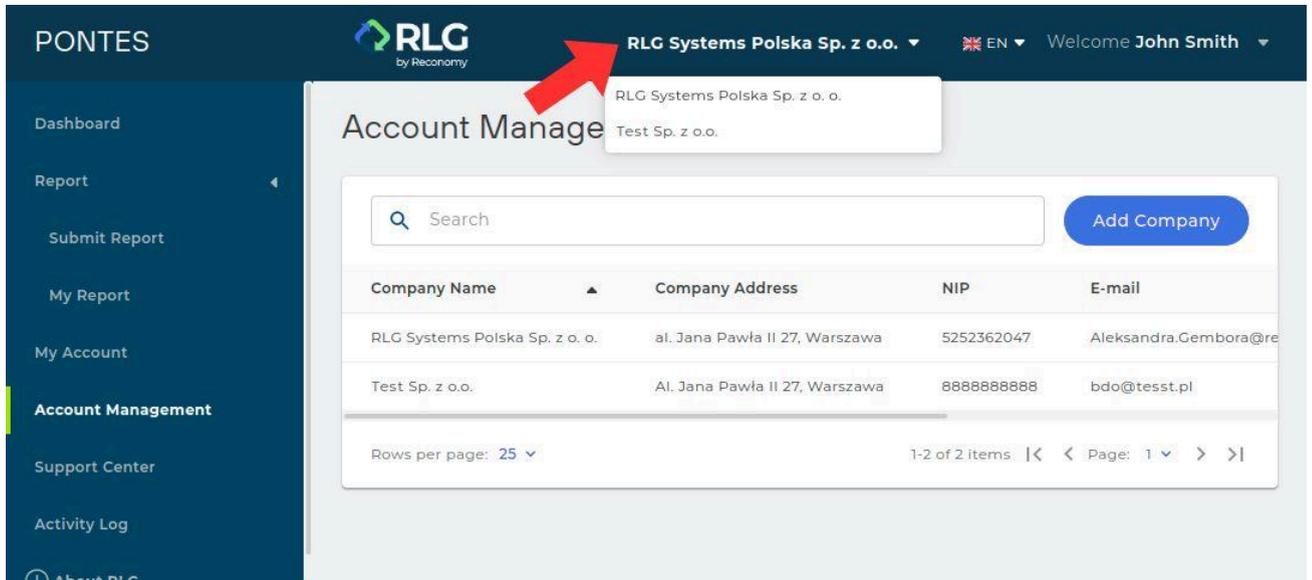
To remove a company link, go to the table of companies by pressing 'Account Management' in the side menu. Then, in the 'Action' column, choose 'Remove' next to the company you want to disconnect from your account.
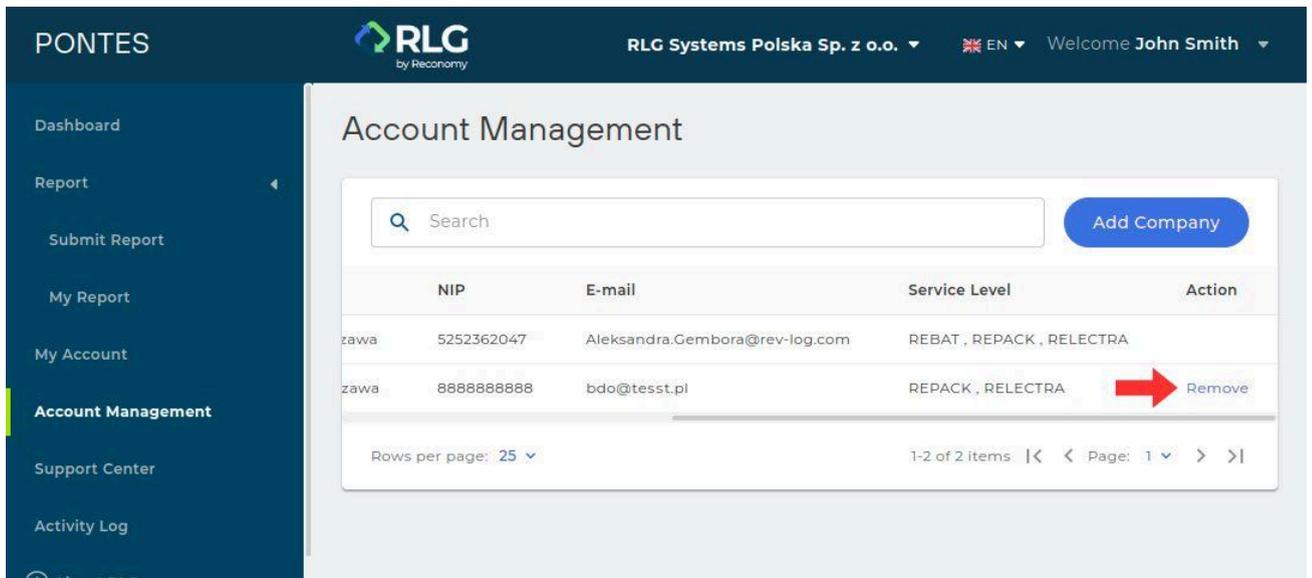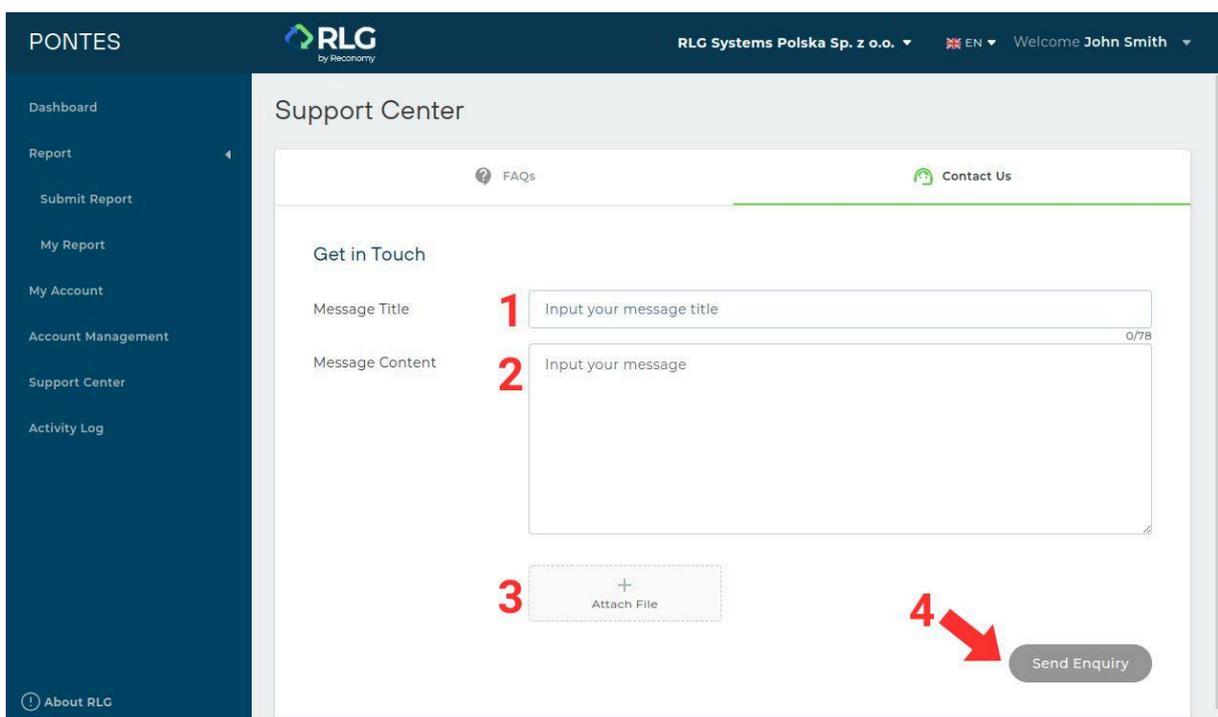
In the pop-up window, choose 'Yes'.

5.9. Support Center

FAQs - here you will find answers to the questions most frequently asked by our users.
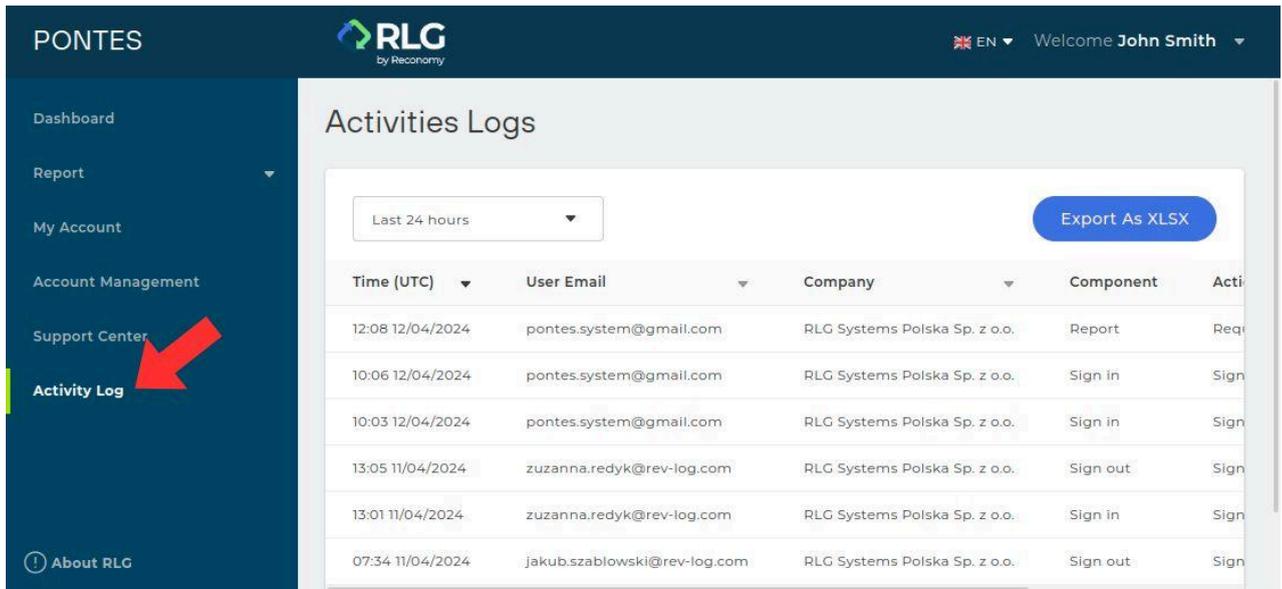
Contact Us - use this tab to get help.

To send a request, enter the title of the message and its content. Feel free to attach screenshots through 'Attach File' option. Finally, click on the 'Send Enquiry' button.

5.10. Activity log

Here you will find the login records. You can easily customise the visible date range by choosing between filters like: the last 24 hours, the last 7 or 30 days, or by selecting dates according to your needs. Data can be exported to XLSX.

5.11. About RLG

Learn more about Reverse Logistics Group by clicking on the tab located in the lower left corner of the screen. The data will appear in a pop-up window.