

A Guide to Submitting Annex VII forms via the National Packaging Waste Database (NPWD)

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Responsibilities

- The person responsible for arranging the shipment must complete the upload form for each shipment within 28 days of the waste being shipped
- A copy of the completed, signed form must accompany the waste throughout its journey
- The completed form must be kept on record for 3 years

Logging On

National Packaging Waste Database Login

To log in enter your **User Name**, **Password** and **PIN** in the boxes below and click **Log In**. If you are unsure of your User Name or Password please contact your administrator or the National Packaging Waste Database helpline.

This site requires a minimum of Internet Explorer 6 or Firefox 2. Parts of this site require Cookies and Javascript to be enabled in your browser.

To log in please enter your User Name and Password

User Name:

Password:

Character 1 of your PIN:

Character 6 of your PIN:

Forgotten your Password or PIN? [click here](#)

Having problems?

If you experience any problems or feel that any details listed on this site are incorrect please refer to our [Frequently Asked Questions](#), contact the National Packaging Waste Database helpline on support@npwd.org.uk or call 08700 506506.

Disclaimer of Liabilities

By using this website and the services which are made available from it you are agreeing to the [terms and conditions](#) and [privacy policy](#).

Data Protection Notice

The information provided will be processed by the Environment Agency, SEPA or NEA Northern Ireland (depending on which agency regulates your business) to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose information in connection with the following:

- offering/providing you with our literature/services relating to environmental matters
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, local authorities, emergency services, Defra) on environmental issues
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service
- responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows.

We may pass information on to our agents/representatives to do these things on our behalf.

•Click on the right to log in

•Enter User Name

•Enter Password

•Enter Pin Characters

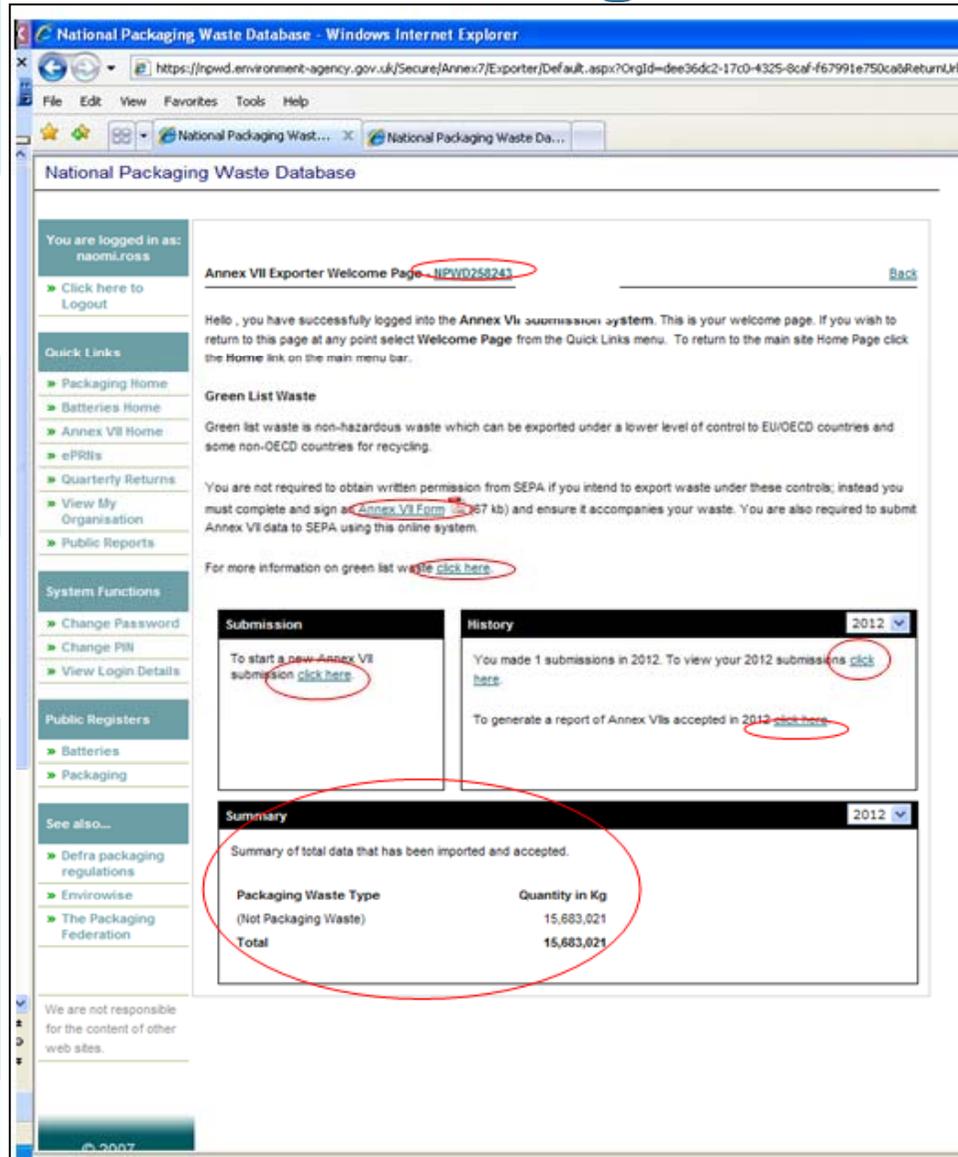
Problems?

Contact

support@npwd.org.uk

08708 506506

Welcome Page



The screenshot shows the National Packaging Waste Database website. The user is logged in as 'naomi.ross'. The page includes a navigation menu on the left with sections like 'Quick Links', 'System Functions', 'Public Registers', and 'See also...'. The main content area features a 'Welcome Page' message, a 'Green List Waste' section, and three data tables: 'Submission', 'History', and 'Summary'. Red circles highlight specific links and data points.

Submission	
To start a new Annex VII submission click here	

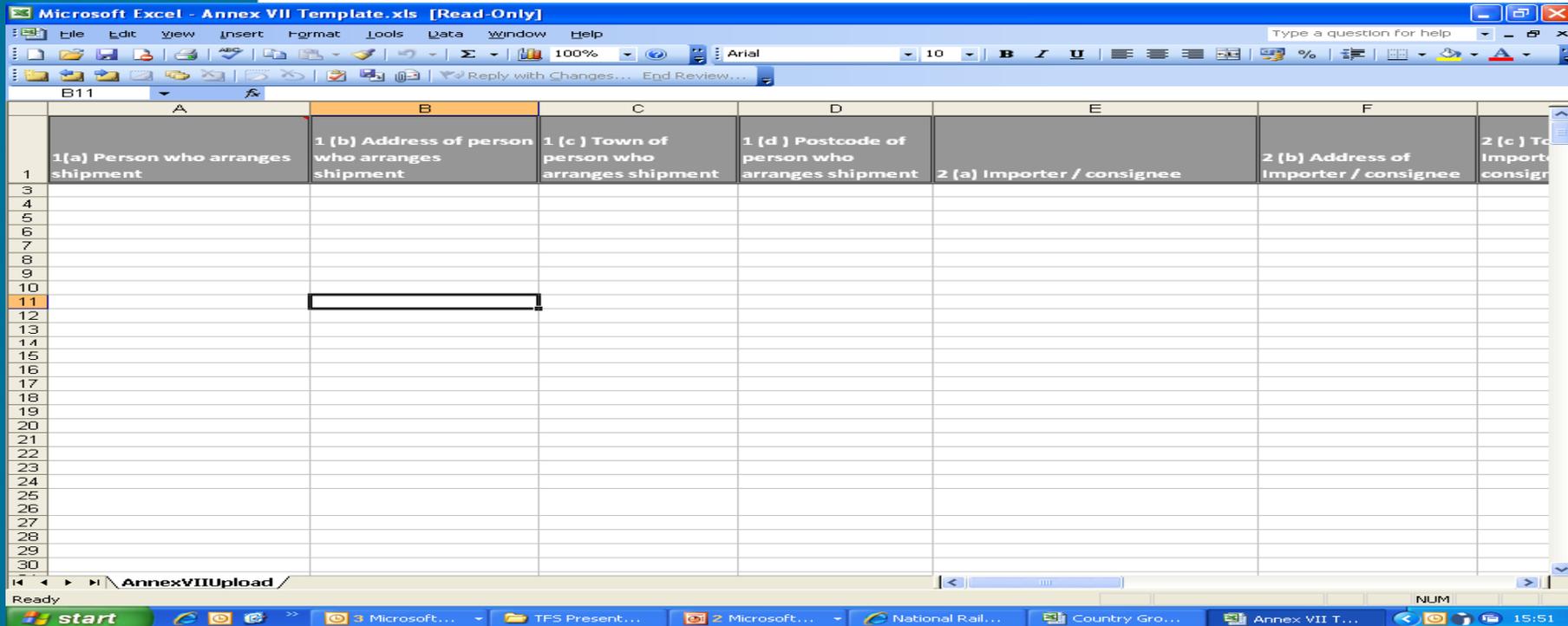
History	
You made 1 submissions in 2012. To view your 2012 submissions click here	
To generate a report of Annex VIIs accepted in 2012 click here	

Summary	
Summary of total data that has been imported and accepted.	
Packaging Waste Type	Quantity in Kg
(Not Packaging Waste)	15,683,021
Total	15,683,021

From here you can:

- View NPWD registration no.
- Download blank Annex VII forms
- Find out about Green List Waste
- Submit completed Annex VII upload forms
- View historical submissions
- Generate consolidated reports of your submissions
- View summaries of your total data imported & accepted

Excel upload template

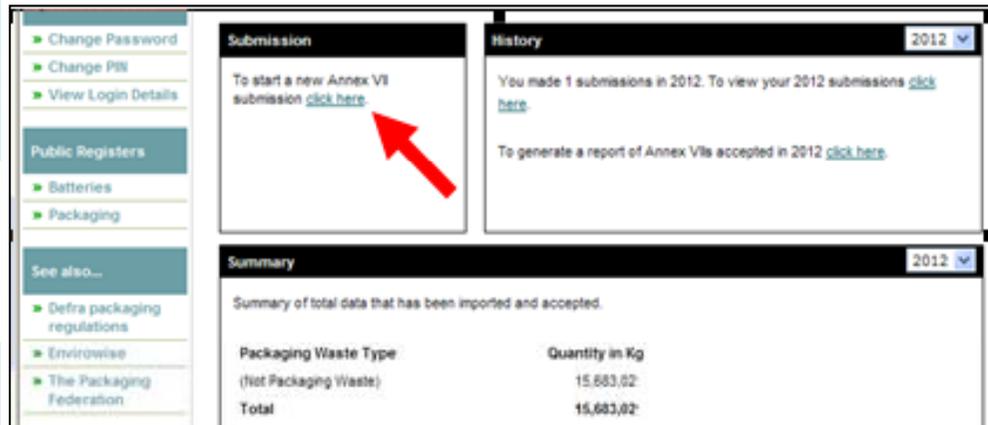


The screenshot shows a Microsoft Excel spreadsheet titled "Annex VII Template.xls [Read-Only]". The spreadsheet has a header row with the following columns:

	A	B	C	D	E	F	G
	1(a) Person who arranges shipment	1 (b) Address of person who arranges shipment	1 (c) Town of person who arranges shipment	1 (d) Postcode of person who arranges shipment	2 (a) Importer / consignee	2 (b) Address of Importer / consignee	2 (c) To Importer / consignee
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30							

The spreadsheet is displayed in a window titled "Microsoft Excel - Annex VII Template.xls [Read-Only]". The status bar at the bottom shows "Ready" and "NUM". The taskbar at the bottom of the screen shows the Start button and several open applications, including "Microsoft...", "TFS Present...", "National Rail...", "Country Gro...", and "Annex VII T...". The system clock shows "15:51".

Submitting your Annex VII Form



Submission

To start a new Annex VII submission [click here](#)

History 2012

You made 1 submissions in 2012. To view your 2012 submissions [click here](#)

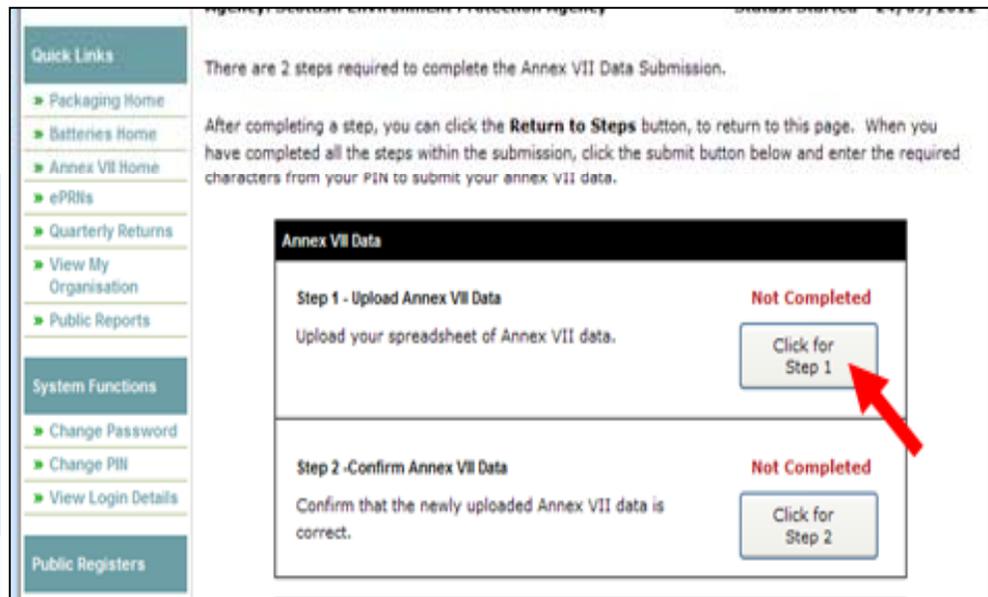
To generate a report of Annex VIIs accepted in 2012 [click here](#)

Summary 2012

Summary of total data that has been imported and accepted.

Packaging Waste Type (Not Packaging Waste)	Quantity in Kg
Total	15,683,02

- From home page, “Click Here” to start a new submission



There are 2 steps required to complete the Annex VII Data Submission.

After completing a step, you can click the **Return to Steps** button, to return to this page. When you have completed all the steps within the submission, click the submit button below and enter the required characters from your PIN to submit your annex VII data.

Annex VII Data

Step 1 - Upload Annex VII Data Not Completed

Upload your spreadsheet of Annex VII data.

Step 2 - Confirm Annex VII Data Not Completed

Confirm that the newly uploaded Annex VII data is correct.

- Press “Click for step 1” to be taken through to the spreadsheet upload page

Uploading your file

Upload your Annex VII data spreadsheet.

Step 1 - Upload Annex VII Spreadsheet File(s)

File Name	Uploaded At	Uploaded By
<input type="checkbox"/> Annex VII Template.xls	25/09/2012 14:41	Naomi Ross

To **upload a new file**, first click the 'Browse...' button, find the file on your local machine or network and finally click the 'Upload' button.

Please Note: You can only upload files with extensions XLS. The maximum supported file size is 20MB per file.

The files you have uploaded are currently being processed. Navigate to step two to see details.

I acknowledge the information on this form is correct to the best of my knowledge and belief.

- Click “browse” to attach your Annex VII Submission Excel Sheet
- Hit “upload”
- Acknowledge that the information submitted is correct to your knowledge
- Next step

Reviewing your Submission

Validate and Review your uploaded data.

Step 2.1 - Data Import

Validation has failed. Please review your errors below.

File Name	Status	
Annex VII Template.xls	Failed Validation	Details

Important: you must return to step one to correct these errors by uploading files

Step 2.2 - Review Annex VII Summary

A summary of the data you have uploaded is shown below:

No data has been uploaded

Step 2.3 - Review Accreditations to be Updated

The following accreditations will be updated:

No accreditations will be affected

Validation has failed. Please return to step one to correct the issues by uploading new files.

I acknowledge the information on this form is correct to the best of my knowledge and belief.

[<< Prev. Step](#) [Return to Steps](#) [Discard Changes](#)

- Any problems with submission will be highlighted here with a failure message.

- In this instance, click “details” for a PDF list of errors

- Update & save your spreadsheet

- Click “previous step”

Review your Data

Step 1 - Upload Annex VII Spreadsheet File(s) - [NPWD258243](#) [Back](#)

Upload your Annex VII data spreadsheet.

Step 1 - Upload Annex VII Spreadsheet File(s)

File Name	Uploaded At	Uploaded By
 Annex VII Template.xls	25/09/2012 14:41	Naomi Ross

To upload a new file, first click the "Browse..." button, find the file on your local machine or

Remove original document & upload your amended one following previous instructions

Validate and Review your uploaded data.

Step 2.1 - Data Import

Data import succeeded.

File Name	Status
Annex VII Template.xls	Validated

Step 2.2 - Review Annex VII Summary

A summary of the data you have uploaded is shown below:

Packaging Waste Type	Quantity in Kg
h	1
Total	1

Step 2.3 - Review Accreditations to be Updated

The following accreditations will be updated:

No accreditations will be affected

Please tick the box below to confirm that the data you have uploaded is correct. Waste recording will be updated when you submit.

I acknowledge the information on this form is correct to the best of my knowledge and belief.

If your document uploads successfully a Validation message will appear.

Review your data & amend if necessary

Once happy with your Annex VII Summary, acknowledge that your information is correct to your knowledge & click "Return to Steps"

Final Submission

Annex VII Data

Step 1 - Upload Annex VII Data Completed
25/09/2012

Upload your spreadsheet of Annex VII data. Click for Step 1

Step 2 - Confirm Annex VII Data Completed
25/09/2012

Confirm that the newly uploaded Annex VII data is correct. Click for Step 2

Submitting your Annex VII data

This Submission is **Started** .

Complete all steps

Complete all steps Before submitting your Annex VII data. To complete a step, enter the required data and check the 'I Acknowledge' checkbox at the bottom of that step's page.

Enter the following characters from your PIN.

Character 1 of your PIN:

Character 2 of your PIN:

Submit

- You are returned to the main submission page.

- Step 1 & 2 should now display completion messages.

- Enter your pin characters & hit “submit”

- A confirmation message will appear.

- You can review your submissions from your homepage.

Guidance

- Guidance produced with screen shots
- Will provided on request of login details

Questions?

Contact: Producer Compliance & Waste Shipment Unit

Phone: 01786 457700

Email: transfrontier@sepa.org.uk

