

# Customer Reporting Portal Manual Landbell

March 2021

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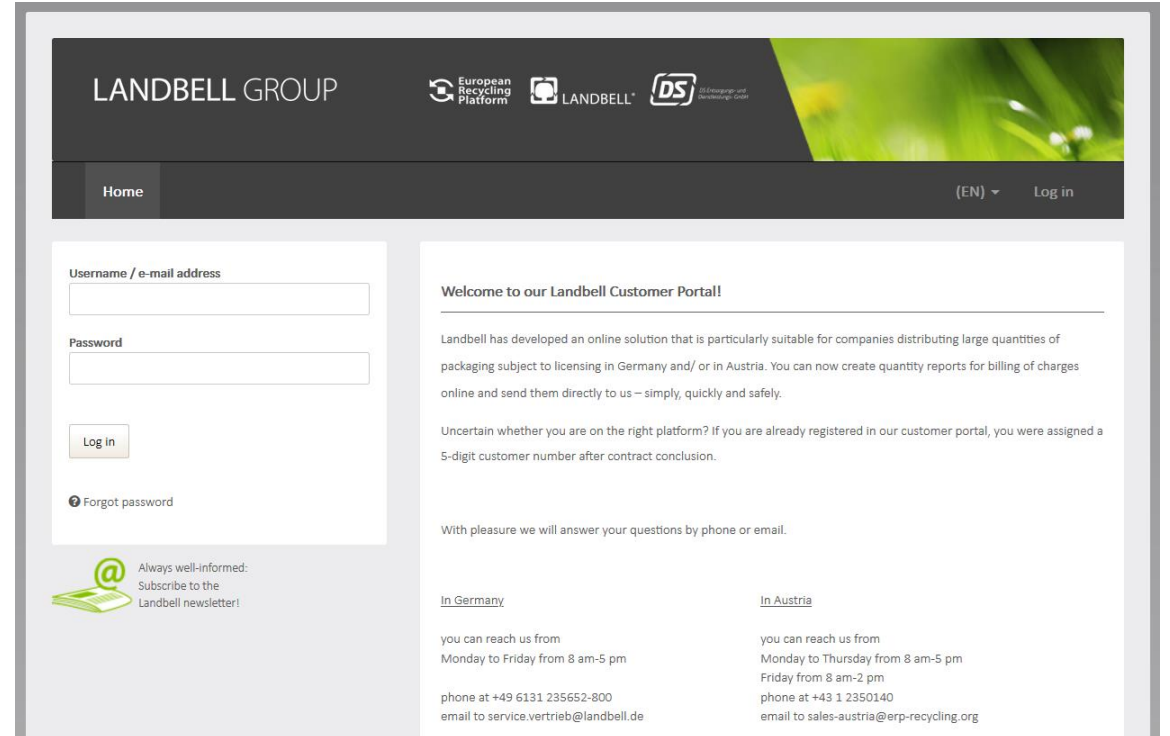
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# 1 General / Login

- **Login via** <https://kunden.landbell.de/portal/en>
  - Please make sure that you are in the right **portal!** (not to be confused with <http://easyshop.landbell.de/>)
- **User name/ e-mail address:**  
sent to you by e-mail
- **Password:**  
sent to you by e-mail
- **Safety:** The protection of your data is guaranteed by encrypted transmission via an SSL connection and your individual password
- **General terms and conditions:** you can find our T&Cs under <https://kunden.landbell.de/portal/en/web/meldeportal/agb>



The screenshot shows the Landbell Group Customer Portal login page. The header includes the Landbell Group logo, the European Recycling Platform logo, and the DS logo. The main content area is divided into two columns. The left column contains a login form with fields for 'Username / e-mail address' and 'Password', a 'Log in' button, and a 'Forgot password' link. Below the form is a newsletter subscription section with an '@' icon and the text 'Always well-informed: Subscribe to the Landbell newsletter!'. The right column contains a 'Welcome to our Landbell Customer Portal!' message, followed by a paragraph explaining the portal's purpose, a note about customer numbers, and contact information for Germany and Austria. The contact information for Germany includes a phone number (+49 6131 235652-800) and an email address (service.vertrieb@landbell.de). The contact information for Austria includes a phone number (+43 1 2350140) and an email address (sales-austria@erp-recycling.org).

# 1 General / Login

If you login for the **first time**, you will be asked, for safety reasons, to change your login name under "My settings".

You are still using your initial login name!  
For security reasons we recommend that you change it in this area [My settings](#) .

**INFO:** Your deposited e-mail address can not be saved as login name. But you can login at any time with your e-mail address instead of using your login/user name.

LANDBELL GROUP

European Recycling Platform LANDBELL DS

(EN) Sign Out

My Landbell

Customer:  
Fritz GmbH

Packaging type:  
Sales packaging Landbell AG national

Customer number:  
0000051060

Registration number:

Your Contact

Tel.:  
Fax:

Master records

Packaging materials  
Packaging

You are still using your initial login name!  
For security reasons we recommend that you change it in this area [My settings](#) .

Settings ?

Login name: \*  Save

Change password

Old: \*

New: \*

Repeat: \*

Save Reset

# 1 General / Login

You will always find the menu on the left side of your window. It consists of three areas:

## 1. My Landbell:

Overview of your stored data such as customer number, registration number, your Landbell contact person

## 2. Reports:

All actions such as planned quantity report, annual quantity report etc. have to be executed in this section

## 3. Administration:

You can change your data such as your login name or your password

The screenshot shows a three-column menu structure. The first column (green background) contains 'My Landbell' with sub-items: 'Customer: Fritz GmbH', 'Packaging type: Sales packaging Landbell AG national', 'Customer number: 0000051060', 'Registration number:', and 'Your Contact' with 'Tel.:' and 'Fax:'. The second column (blue background) contains 'Reports' with sub-items: 'Class level' (Report/quantity reduction, Year-end report), 'Planned Quantities' (Submission of planned quantities, Submitted reports of planned quantities), and another 'Reports' section (Report history, Class evaluation). The third column (yellow background) contains 'Administration' with 'My settings'.

<b>My Landbell</b>	<b>Reports</b>	<b>Administration</b>
<b>Customer:</b> Fritz GmbH	<b>Class level</b> Report/quantity reduction Year-end report	My settings
<b>Packaging type:</b> Sales packaging Landbell AG national	<b>Planned Quantities</b> Submission of planned quantities Submitted reports of planned quantities	
<b>Customer number:</b> 0000051060	<b>Reports</b> Report history Class evaluation	
<b>Registration number:</b>		
<b>Your Contact</b>		
Tel.:		
Fax:		

## 2 My Landbell

- **Customer:** Your company name
- **Packaging type:** Packaging denomination according to your current contract
- **Customer number:** Your Landbell customer number
- **Registration number:** Your LUCID registration number
- **Your contact:** Your Landbell contact person

### My Landbell

#### Customer:

Fritz GmbH

#### Packaging type:

Sales packaging Landbell AG national

#### Customer number:

0000051060

#### Registration number:

#### Your Contact

Tel.:

Fax:

# 3 Reports

## 3.1 Class level:

- Report / quantity reduction: submission or correction of your monthly/quarterly reports
- Year-end report: final submission of the packaging quantities actually placed on the market in the contract year

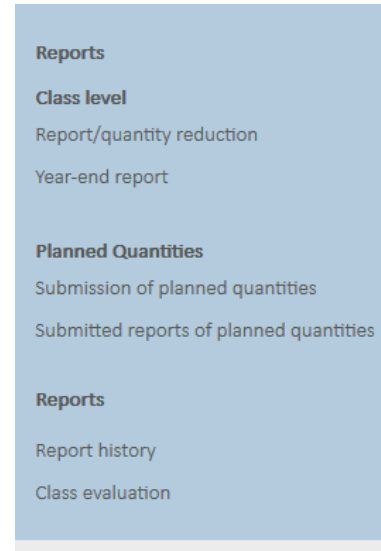
## 3.2 Planned Quantities:

- Submission of planned quantities: report planned quantities for a contract year
- Submitted reports of planned quantities: view the reported planned quantities (archive)

## 3.3 Reports:

- Reports history: view all reports
- Class evaluation: evaluation by material type

## 3.4 Collective reporter

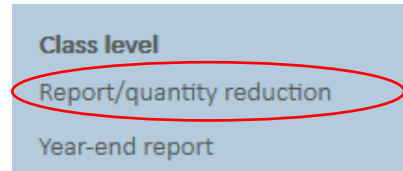


If you choose the English language to report your packaging quantities, please note that Landbell and LUCID use **the British numbers formatting** (1 000 kg = **1,000.000** kg).

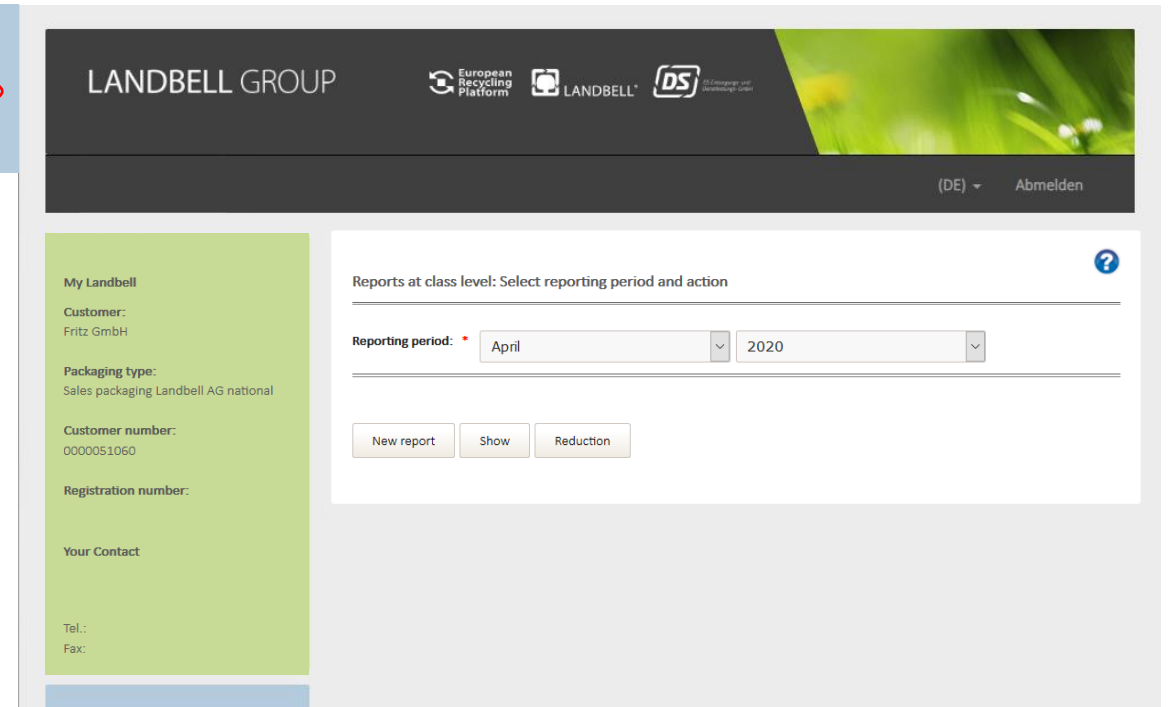
# 3 Reports

## 3.1 Reports of material types

### (1/5) Report:



Please select the **reporting period and the year** (both dropdowns) for which you want to submit the report. In the example on the right you can see the possibility of monthly reporting. The dropdown under "reporting period" shows the four quarters that can be selected for quarterly reporting.





# 3 Reports

## 3.1 Reports of material types

### (2/5) Report:

You can use the buttons to choose **which action** you want to execute:

- Via "**New report**" you can submit a quantity report or if needed further reports (late/supplementary reports in a period)
- Via "**Show**" you can see the submitted reports
- Via "**Reduction**" you can adjust the submitted reports downwards

The screenshot displays the 'Reports at class level: Select reporting period and action' interface. It features a 'Reporting period' section with dropdown menus for 'April' and '2020'. Below this are three buttons: 'New report', 'Show', and 'Reduction'. The second part of the screenshot shows a 'Report for April 2020' table with columns for 'Class' and 'Quantity (in kg)'. The table lists various material classes with a quantity of 0 for each.

Class ▲	Quantity (in kg)
Glass	0
Paper/cardboard/paperboard	0
Ferrous metals	0
Aluminium	0
Plastics	0
Beverage carton pack.	0
Other composite packaging	0
Other materials	0

# 3 Reports

## 3.1 Reports of material types

### (3/5) Report:

Via "**New Report**" you can enter the quantities per material type in kg with 3 decimal places. Please note that your report must correspond exactly incl. the 3 decimal places with the report to the packaging register LUCID.

Click on "**Next**" to complete your report

- With the button "**Zero report**" you submit a „zero“ report for the selected period
- With the button "**Reset**" you delete your entries

**INFO:** A report must always be submitted for the contractually agreed reporting period – if necessary also a zero report.

The screenshot displays a web interface for reporting. At the top, it says "Reports at class level: Select reporting period and action" with a help icon. Below this, there are two dropdown menus for "Reporting period:" set to "April" and "2020". Underneath are three buttons: "New report" (highlighted), "Show", and "Reduction".

The second part of the interface is titled "Report for April 2020" with another help icon. It contains a table with two columns: "Class" and "Quantity (in kg)".

Class	Quantity (in kg)
Glass	0
Paper/cardboard/paperboard	0
Ferrous metals	0
Aluminium	0
Plastics	0
Beverage carton pack.	0
Other composite packaging	0
Other materials	0

At the bottom of the table are three buttons: "Next", "Zero report", and "Reset".

# 3 Reports

## 3.1 Reports of material types

### (4/5) Report:

You can add a **comment** to each report which will be visible in the invoice.

- If, e.g., an individual **PO number** should appear on the invoice, please insert it in the comment.
- Via the button **"Report"** you submit your report.

Reports at class level: Select reporting period and action

Reporting period: April 2020

Material number	Quantity (in kg)	Euro/kg	Net value (Euro)
Glass	456.000	0.07000	31.92
Paper/cardboard/paperboard	456.000	0.16500	75.24
Ferrous metals	456.000	0.64000	291.84
Aluminium	456.000	0.70000	319.20
Plastics	456.000	1.20000	547.20
Beverage carton pack.	54.000	0.72000	38.88
Other composite packaging	54.000	0.92000	49.68
Other materials	565.000	0.09500	53.68
Total:			1,407.64

Customer note: YER

Report Cancel

Plastics 0

Beverage carton pack. 0

Other composite packaging 0

Other materials 0

# 3 Reports

## 3.1 Reports of material types

### (5/5) Report:

After the report has been saved, the report is displayed permanently (also as a PDF file) in the corresponding reporting period.

By scrolling down, all previous reports for this period are displayed here.

The screenshot displays the 'My Landbell' customer profile on the left and the report generation interface on the right. The profile includes customer details like 'Fritz GmbH' and 'Packaging Landbell GmbH national'. The report interface allows selecting a reporting period (February 2020) and offers actions like 'New report', 'Show', and 'Reduction'. Below, a 'Quantity report' is shown for order number 0000151708, created on 17.03.2020. A table lists the reported quantity for 'Plastics' as 14,648.000 kg.

Description	Reported quantity	Quantity unit
Plastics	14,648.000	kg

# 3 Reports

## 3.1 Reports of material types

### View your reports:

If you want to **view the reports of a reporting period**, select "Report / quantity reduction", then the required reporting period in the drop-down menu and click on "**Show**". You can see the previous reports (quantity reductions / cancellations are displayed with a colored background).

The screenshot displays the reporting portal interface. On the left, a navigation menu is shown with 'Report/quantity reduction' highlighted in a red oval. The main content area is divided into two sections. The top section, titled 'Reports at class level: Select reporting period and action', includes a success message, a reporting period dropdown set to 'February' and '2020', and buttons for 'New report', 'Show', and 'Reduction'. The bottom section, titled 'Quantity report', shows details for order number 0000151708 and a table of reported quantities. Below this, a 'Quantity reduction' section shows details for order number 0060048717 and a table of reduced quantities.

Description	Reported quantity	Quantity unit
Plastics	14,648.000	kg

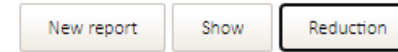
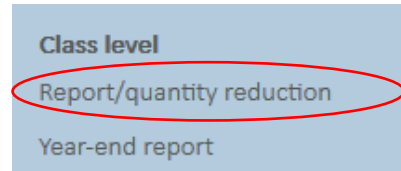
Description	Reduced quantity	Quantity unit
Plastics	10,000.000	kg



# 3 Reports

## 3.1 Reports of material types

### Quantity reduction:



You can correct your report (quantity reduction) via **"Reduce subset"** or cancel the total quantity via **"Cancel total"**

- If you reduce a partial quantity, you reduce the existing report by this entered amount. You will receive a credit voucher for this amount.
- If you cancel the total quantity, you cancel the entire report for the selected reporting period.
- Please note that after a total cancellation you have to re-enter the report for the relevant period. Any number of reports can be made in a period. You will only receive once, as soon as a period has already been called up, a notification.



Quantity report ?

Order number: 0000151708  
Customer note:  
Created on: 17.03.2020 15:19

⊖ Reduce subset ⊘ Cancel total 

Description	Reported quantity	Quantity unit
Plastics	14,648.000	kg

# 3 Reports

## 3.1 Reports of material types

### (1/4) Year-end report:

- Class level
- Report/quantity reduction
- Year-end report**

Please select the **year** for which you want to submit the year-end report.

- Via the button **"New report"** you can submit a new report and via the button **"Show"** you can display your reports.

Year-end report at class level: Select year and action ?

---



i Thank you for submitting your data. We will check it and contact you as soon as possible.

2019

---

Year-end report ?

Customer note: YER  
Created on: 10.06.2020 10:15

 save as CSV  Save as PDF

Class	Description	Reported quantity	Quantity unit
3-02-000	Glass	456	kg
3-01-000	Paper/cardboard/paperboard	456	kg
3-04-140	Ferrous metals	456	kg
3-04-141	Aluminium	456	kg
3-04-300	Plastics	456	kg
3-04-201	Beverage carton pack.	054	kg
3-04-202	Other composite packaging	054	kg
3-03-000	Other materials	565	kg

# 3 Reports

## 3.1 Reports of material types

### (2/4) Year-end report:

Via "**New report**" you get access to this view.

- Enter the total of the contractual packaging brought into circulation in Germany in the selected contract year per material type (in kg with 3 decimal places). Please note that your report must exactly match your report to the LUCID packaging register (even the decimal places).
- The red text is always there for information, even if you have not yet submitted an annual report.
- The following view can be reached via the "**Next**" button.

My Landbell  
Customer:  
Fritz GmbH

Packaging type:  
Sales packaging Landbell AG national

Customer number:  
000051060

Registration number:

Your Contact

Tel.:

Fax:

Select customer

Master records

Packaging materials

Packaging

Items

Import master records

Reports

Class level

Report/quantity reduction

Year-end report

Item level

Year-end report at class level: Select year and action

2019 [v] [New report] [Show]

Year-end report for the year 2019

Please note that a new year-end report replaces a year-end report which has already been submitted for this year!

Class	Quantity (in kg)
Glass	456.000
Paper/cardboard/paperboard	456.000
Ferrous metals	456.000
Aluminium	456.000
Plastics	456.000
Beverage carton pack.	54.000
Other composite packaging	54.000
Other materials	565

[Next] [Reset]

# 3 Reports

## 3.1 Reports of material types

### (3/4) Year-end report:

You can add a **customer note** to your year-end report before you complete the report by clicking on **"Report"**.

- If, e.g., an individual **PO number** should appear on the invoice, please insert it in the comment.

Material number ^	Quantity (in kg) ↕	Euro/kg ↕	Net value (Euro) ↕
Glass	456.000	0.07000	31.92
Paper/cardboard/paperboard	456.000	0.16500	75.24
Ferrous metals	456.000	0.64000	291.84
Aluminium	456.000	0.70000	319.20
Plastics	456.000	1.20000	547.20
Beverage carton pack.	54.000	0.72000	38.88
Other composite packaging	54.000	0.92000	49.68
Other materials	565.000	0.09500	53.68
Total:			1,407.64

Customer note:

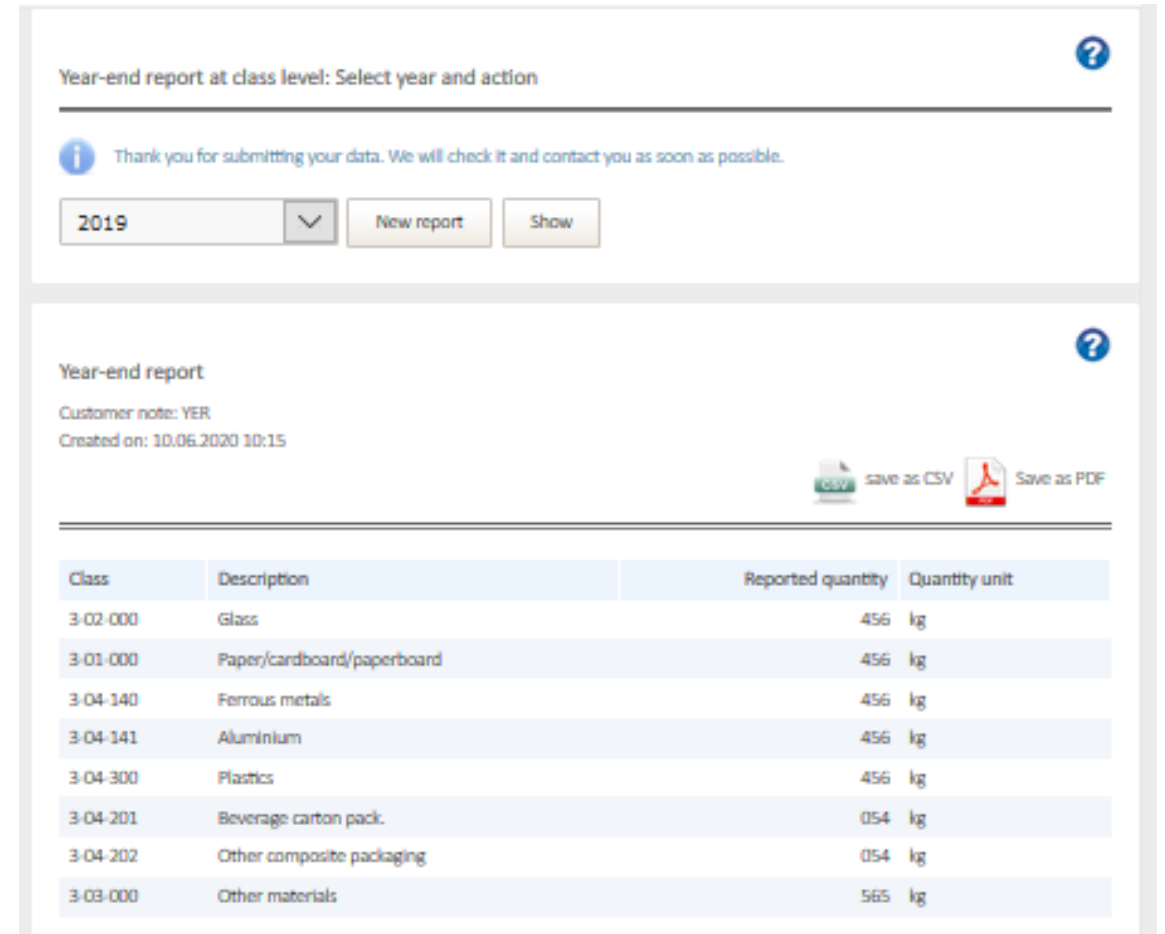
**INFO:** If you need to correct the year-end report, please get in touch with your responsible contact person (green box).

# 3 Reports

## 3.1 Reports of material types

### (4/4) Year-end report:

After submission of the year-end report, the blue text appears and the report is displayed again (also as a PDF file).



The screenshot displays the 'Year-end report' interface. At the top, it says 'Year-end report at class level: Select year and action' with a help icon. Below this is a message: 'Thank you for submitting your data. We will check it and contact you as soon as possible.' There is a dropdown menu set to '2019' and buttons for 'New report' and 'Show'. The main section is titled 'Year-end report' and includes a customer note 'YER' and a creation timestamp '10.06.2020 10:15'. There are icons for 'save as CSV' and 'Save as PDF'. A table below shows the reported quantities for various material classes.

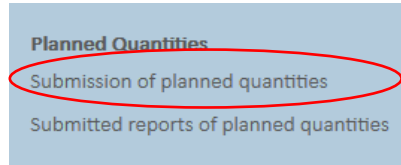
Class	Description	Reported quantity	Quantity unit
3-02-000	Glass	456	kg
3-01-000	Paper/cardboard/paperboard	456	kg
3-04-140	Ferrous metals	456	kg
3-04-141	Aluminium	456	kg
3-04-300	Plastics	456	kg
3-04-201	Beverage carton pack.	054	kg
3-04-202	Other composite packaging	054	kg
3-03-000	Other materials	565	kg



# 3 Reports

## 3.2 Planned Quantities

### Submission of planned quantities:



### Select "Submission of planned quantities":

- Select the year for which you want to report the planned quantity.
- The red text is a standard entry and appears independently of any annual planned quantity submission.
- Report the planned quantities per material type in kg with 3 decimal places. Please note that your report must exactly match your report to the LUCID packaging register (even the decimal places).
- The submission of the planned quantity is confirmed by the blue info text after clicking the "Confirm quantity" button.

Packaging subject to participation (according to §7(1) Packaging Act (VerpackG)) for the year

Year: \* 2020

**i** Thank you! Your data has been saved.  
The planned quantities have been filed under 'Planned Quantities' - 'Submitted Reports of Planned Quantities'. Please check your entry.

Please note that each new report of your planned quantities always replaces the latest planned quantity report which has been submitted to us for the current year.

Even if new planned quantities are submitted, the agreements of the contract concluded between you and us apply independently and unrestrictedly.

Class ^	Quantity (in kg)
Glass	0
Paper/cardboard/paperboard	0
Ferrous metals	0
Aluminium	0
Plastics	0
Beverage carton pack.	0
Other composite packaging	0
Other materials	0

Reset Confirm quantity

# 3 Reports

## 3.2 Planned Quantities

### Submitted reports of planned quantities:

- Planned Quantities
- Submission of planned quantities
- Submitted reports of planned quantities

You can use the button "**Submitted reports of planned quantities**" to view all the planned quantities submitted, divided per year with a time stamp.

#### Overview of your previous information about planned packaging subject to participation

Contract year ▼

2019

##### Planned annual quantities in kg

Created on: 10.06.2020 10:23

Glass	5.000	kg
Paper/cardboard/paperboard	5.000	kg
Ferrous metals	5.000	kg
Aluminium	5.000	kg
Plastics	5.000	kg
Beverage carton pack.	5.000	kg
Other composite packaging	5.000	kg
Other materials	5.000	kg

##### Planned annual quantities in kg

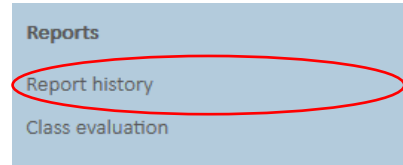
Created on: 10.06.2020 10:22

Glass	123.000	kg
Paper/cardboard/paperboard	123.000	kg
Ferrous metals	123.000	kg
Aluminium	123.000	kg
Plastics	123.000	kg
Beverage carton pack.	123.000	kg
Other composite packaging	123.000.000	kg
Other materials	123.000	kg

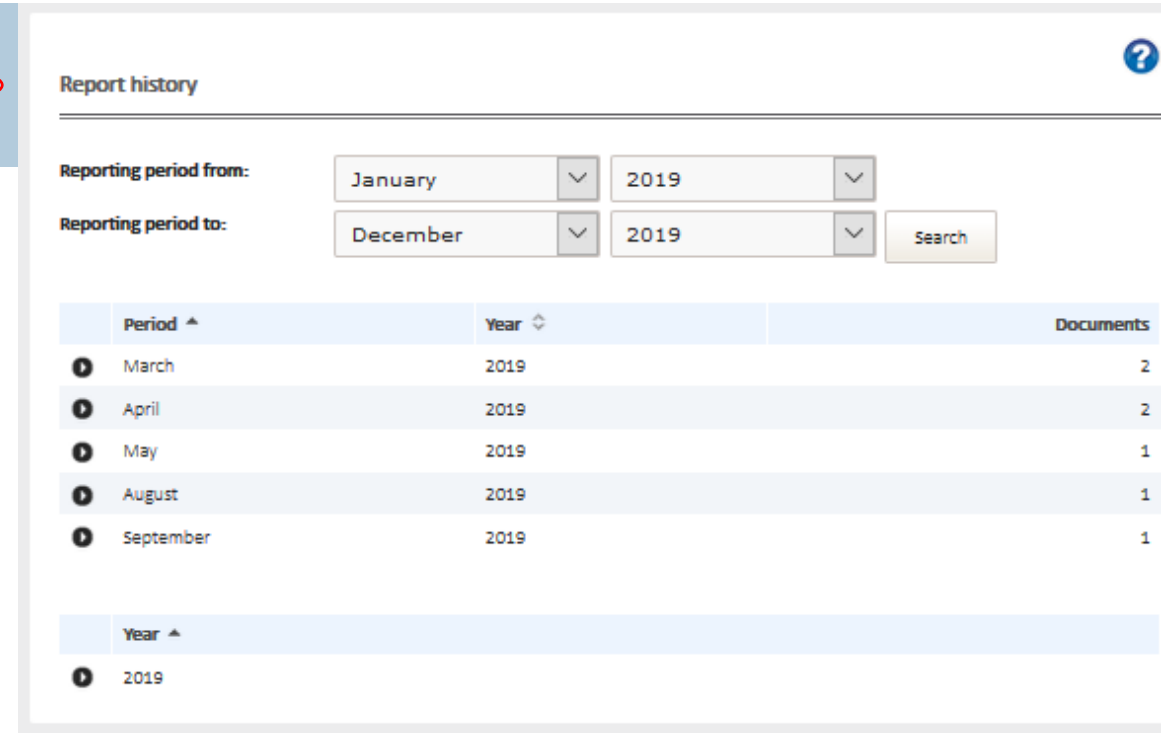
# 3 Reports

## 3.3 Evaluations

### Report history (view of all reports):



Select the reporting period for which you want to see the reporting history and click on **"Search"**.



The screenshot shows the 'Report history' page. At the top right is a help icon. Below the title are two rows of dropdown menus for 'Reporting period from:' (January, 2019) and 'Reporting period to:' (December, 2019), followed by a 'Search' button. Below this is a table with columns 'Period', 'Year', and 'Documents'. The table lists data for 2019: March (2 documents), April (2 documents), May (1 document), August (1 document), and September (1 document). At the bottom, there is a 'Year' dropdown menu with 2019 selected.

Period	Year	Documents
March	2019	2
April	2019	2
May	2019	1
August	2019	1
September	2019	1

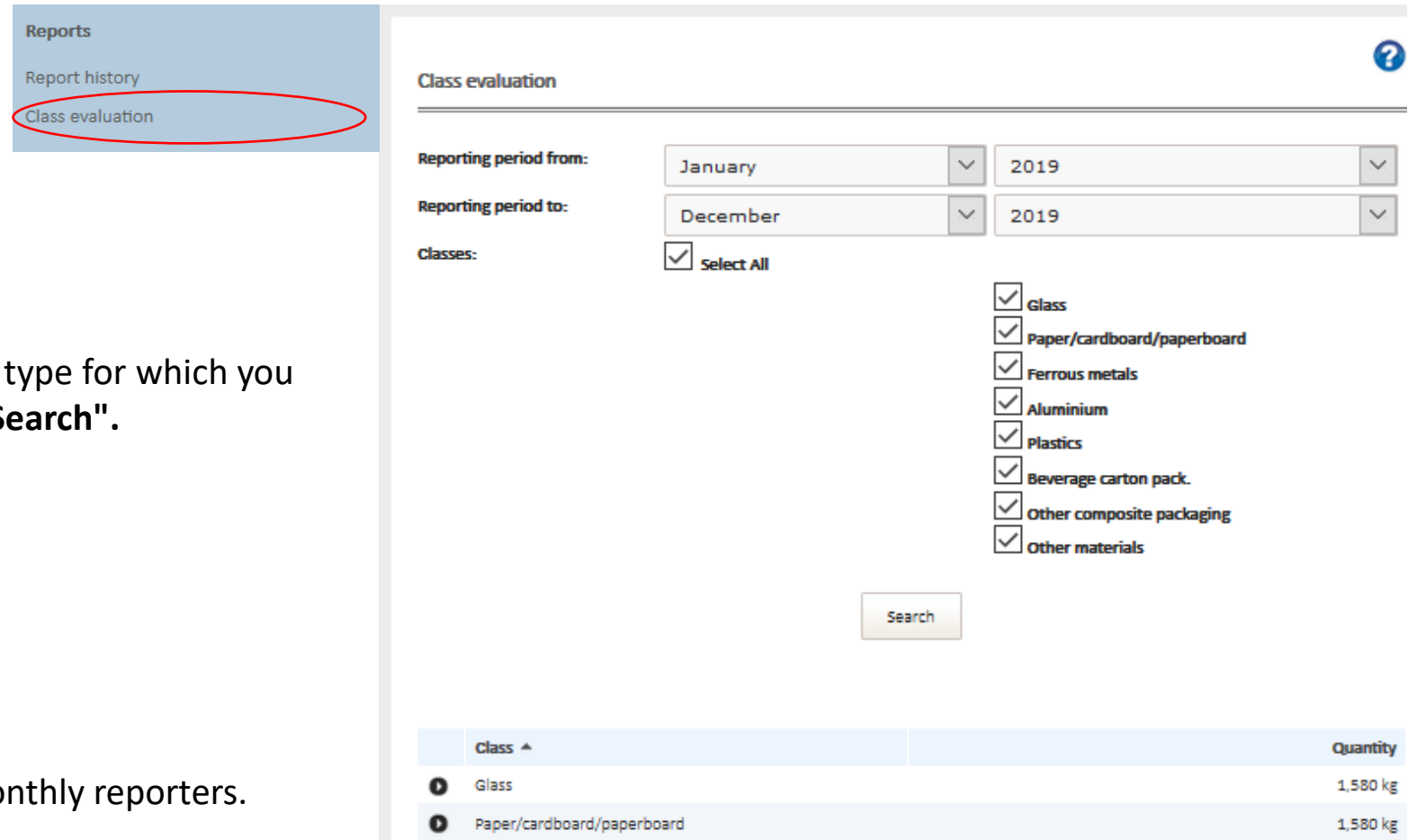
Year
2019

**INFO:** The evaluations are only visible for monthly reporters.

# 3 Reports

## 3.3 Evaluations

### Class evaluation (evaluation per material type):



Reports

- Report history
- Class evaluation

Class evaluation

Reporting period from: January 2019

Reporting period to: December 2019

Classes:

- Select All
- Glass
- Paper/cardboard/paperboard
- Ferrous metals
- Aluminium
- Plastics
- Beverage carton pack.
- Other composite packaging
- Other materials

Search

Class	Quantity
Glass	1,580 kg
Paper/cardboard/paperboard	1,580 kg

Select the reporting period and the material type for which you want to carry out the analysis and click on "**Search**".

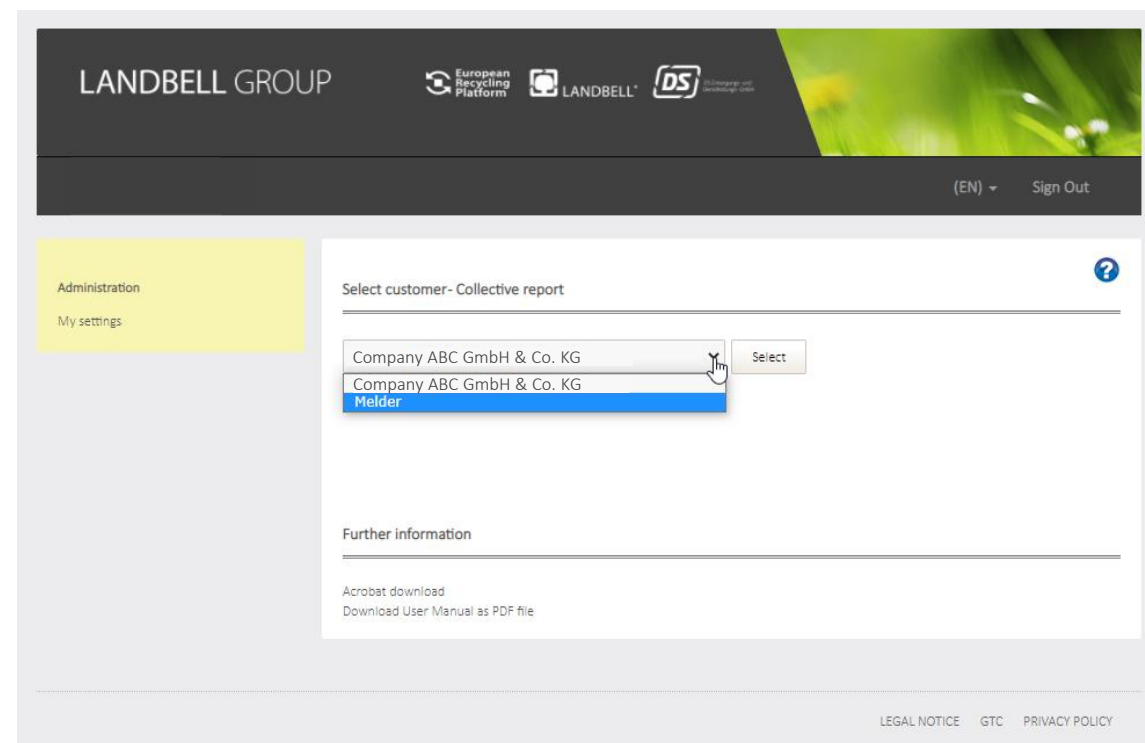
**INFO:** The evaluations are only visible for monthly reporters.

# 3 Reports

## 3.4 Collective reporter

### (1/2) Reporting on behalf of several companies:

If you have been informed by your contact person that you have been registered as a “collective reporter” for several companies, you can select - after logging in - the companies for which you want to execute a report by using the drop-down menu.





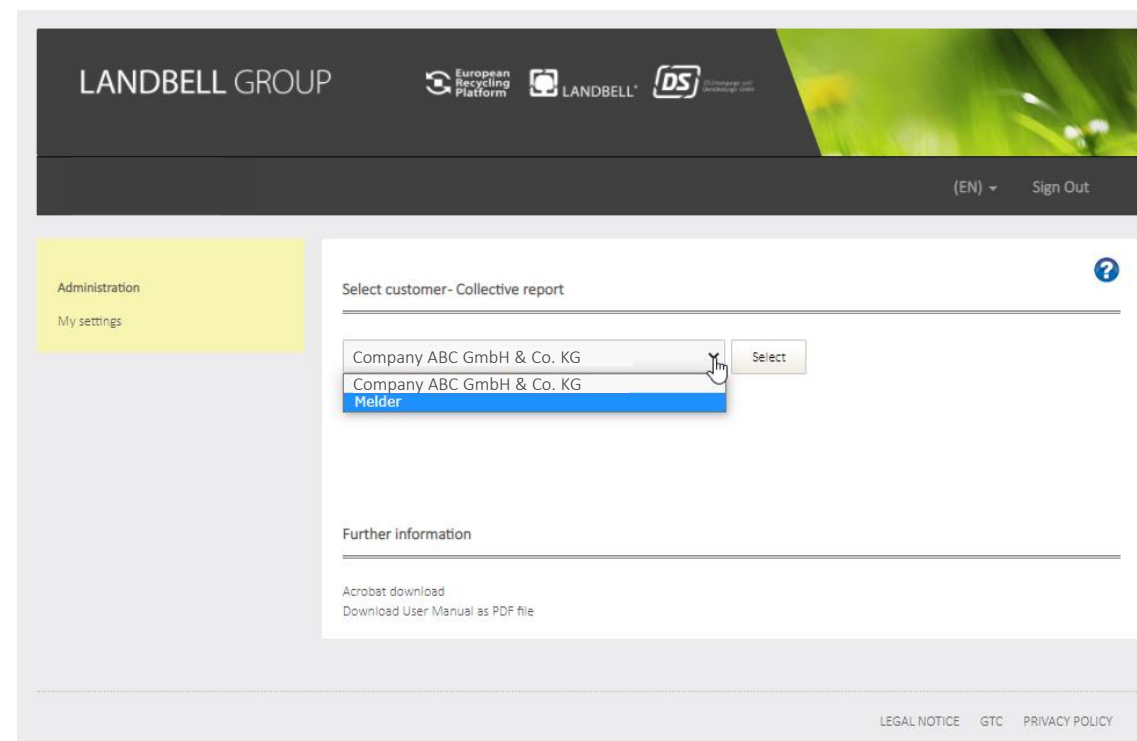
# 3 Reports

## 3.4 Collective reporter

### (2/2) Reporting on behalf of several companies:

Select the company for which you want to carry out the action (report / report planned quantities) and click on **"Select"**.

You can then carry out the actions as described on pages 8 to 23.



# 4 Administration

**My settings:** change user name and login

- **Login name:** Enter your individual user name
- **Change password:** Please change your password here

**INFO:** Your registered email address cannot be saved as a login name. However, you can log in at any time with your e-mail address instead of your login / user name.

The screenshot displays the 'Administration' menu with 'My settings' selected. The main content area is divided into two columns. The left column, titled 'My Landbell', contains the following information: Customer: Fritz GmbH; Packaging type: Packaging Landbell GmbH national; Customer number: 0000050380; Registration number: (empty); Your Contact: (empty); Tel.: (empty); Fax: (empty). The right column, titled 'Settings', contains a 'Login name' field with a 'Save' button, and a 'Change password' section with 'Old:', 'New:', and 'Repeat:' fields, each with a corresponding input field and a 'Save' button. A 'Reset' button is also present at the bottom of the 'Change password' section. The top navigation bar includes the 'LANDBELL GROUP' logo, the 'European Recycling Platform' logo, the 'LANDBELL' logo, and the 'DS' logo. The top right corner shows '(EN)' and 'Sign Out'.

# 5 Error messages

## Error message when correcting the report:

If you want to use the quantity reduction to reduce a higher quantity than specified in the report, you will see this error message.

→ You cannot reduce more than you previously reported.

The screenshot displays the Customer Reporting Portal interface. On the left is a navigation menu with sections: 'My Landbell' (Customer: Fritz GmbH, Packaging type: Packaging Landbell GmbH national, Customer number: 0000050380, Registration number: [blank], Your Contact: [blank]), 'Reports' (Class level: Report/quantity reduction, Year-end report), 'Planned Quantities' (Submission of planned quantities, Submitted reports of planned quantities), and 'Reports' (Report history, Class evaluation).

The main content area is divided into two sections. The top section, 'Reports at class level: Select reporting period and action', features a red error message: 'The class X-04-300 Kunststoffe can only be reduced by 5,000 kg.' Below this, the 'Reporting period' is set to 'January' for the year '2020'. Buttons for 'New report', 'Show', and 'Reduction' are visible.

The bottom section, 'Quantity report', shows details for Order number: 153029, Customer note: PO-Nummer o.s., and Created on: 21.04.2020 08:55. A 'Reduce subset' button is present. Below this is a table with the following data:

Description	Reported quantity	Quantity unit
Plastics	2,000,000	kg

Below the table is a 'Quantity reduction' section with details: Order number: 0060048380, Customer note: Teilmengenreduktion Januar, and Created on: 21.04.2020 09:00. This section contains another table:

Description	Reduced quantity	Quantity unit
Plastics	1,000,000	kg

# 5 Error messages

## Error message when submitting the planned quantities:

If you want to submit a planned quantity for material type that is not part of the contract, this error message appears and the planned quantity cannot be saved / submitted.

→ Please get in touch with your contact person indicating the material type and quantity (per year). Your contact person will take care of the inclusion of the material type in the contract and inform you as soon as the planned quantities with all desired material types can be submitted.

The screenshot shows a web application interface for submitting planned quantities. On the left is a green sidebar with user information and navigation links. The main content area is white and contains a title, a year selector, an error message, a note, and a table of material classes with quantity input fields. At the bottom right are 'Reset' and 'Confirm quantity' buttons.

**My Landbell**  
Customer: Fritz GmbH  
Packaging type: Packaging Landbell GmbH national  
Customer number: 0000050380  
Registration number:

**Your Contact**  
Tel.:  
Fax:

**Reports**  
Class level  
Report/quantity reduction  
Year-end report

**Planned Quantities**  
Submission of planned quantities  
Submitted reports of planned quantities

**Reports**  
Report history  
Class evaluation

Packaging subject to participation (according to §7(1) Packaging Act (VerpackG)) for the year

Year: 2020

**Material Paper/cardboard/paperboard not in contract**

Please note that each new report of your planned quantities always replaces the latest planned quantity report which has been submitted to us for the current year.

Even if new planned quantities are submitted, the agreements of the contract concluded between you and us apply independently and unrestrictedly.

Class	Quantity (in kg)
Glass	0.000
Paper/cardboard/paperboard	10,000.000
Ferrous metals	0.000
Aluminium	0.000
Plastics	10,000.000
Beverage carton pack.	0.000
Other composite packaging	0.000
Other materials	0.000

Reset Confirm quantity



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