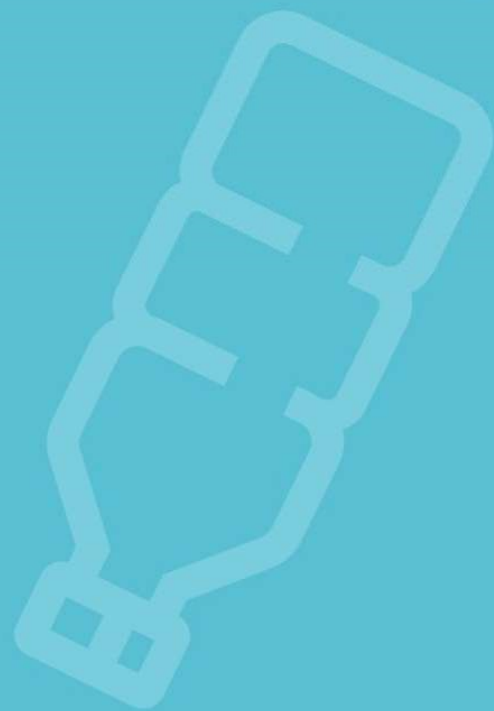


**SDR
PORTUGAL**



INSTRUCTIONS FOR SENDING SAMPLES



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1. Introduction

This document contains instructions for sending samples for testing to complete the packaging acceptance process at DRS.

As mentioned in [the "Packager's Manual"](#), the management and coordination of the shipment of samples for the purpose of verification and technical validation will be ensured under a contract with a third party, GS1 Portugal having been selected. This process includes the shipment of samples for testing by RVM suppliers.

The execution of these contracts is subject to confidentiality terms in order to safeguard aspects related to the companies' innovation strategy and data protection.

There is a commitment to a maximum response time by the entities involved in the packaging certification process:

- SDR Portugal/GS1 - pre-registration approval (change to "Send samples" status): **2 working days** from the date of registration;
- GS1/CTT - collection of samples: **2 working days** after the request for collection by the Packagers;
- CTT - delivery of samples: **1 working day** after collection;
- GS1 - validation of packaging data: **12 working days** after receipt of samples;
- RVM suppliers - RVM testing: **5 working days** from the date of receipt of samples;
- SDR Portugal/GS1 - completion of registration: **2 working days** after completion of verification, technical validation and testing.

In special circumstances, different response times may be temporarily set, duly communicated and justified to the Packers.

For a better understanding of this document, it is recommended that you consult the ["SDR Glossary"](#), available at [SDRPortugal.pt](#) , which contains the definition of technical terms, as well as acronyms and abbreviations used throughout the text.

2. Preparation and packaging of samples



All product references within the scope of the SDR that are on the national market must be registered on the SDR Portugal Portal.

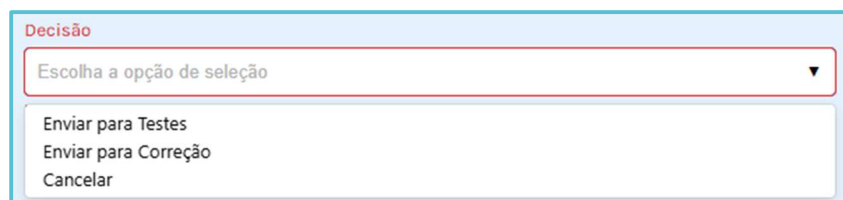
When registering products, packagers must fill in the form on the SDR Portugal Portal with the information required for packaging approval.

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The registration requirement also applies to products that are on the market in 2025 and will be discontinued, either due to non-compliance with SDR requirements (red list) or for commercial reasons. In these cases, samples will not be requested, as the registration will not be finalised.

The validation of registrations will be carried out by GS1 and may result in three options, which will be reflected in the registration status of each product on the Portal:



When the registration is validated, the status is changed to **"Send for Testing"** and an email will be sent with notification to prepare the samples in accordance with the **"Instructions for Sending Samples"**.

When errors are detected, the status is changed to **"Send for Correction,"** with an indication of the problem identified, which must be corrected by the Packager.

In the case of products that will not be integrated into the SDR (products to be discontinued), the status is changed to **"Cancel"**.

For each reference, the products to be registered in the SDR must be prepared in 5 sets of samples¹ with 3 copies of the packaging marketed for the domestic market, empty and including the label, secondary marking sticker, where applicable, cap or other components that make up the packaging as marketed, packaged and labelled as described in points 3 and 4.

Each sample consists of:

- 5 sets of 3 copies of the empty packaging, bottles or cans
- the packaging must be empty
- the packaging must be intact, uncrushed and undamaged
- bottles must have caps and labels in place²
- cans must be printed and have their lids²
- when the secondary marking option is used, the packaging must have a sticker label applied²
- packaging is identified by the barcode on the label; **no additional identification is required.**

¹ 1 copy for each of the 4 certified RVM suppliers + 1 copy for SDR Portugal/GS1

² In the case of new packaging, manual or temporary methods of attaching components (caps, labels, tags, etc.) are accepted.

Each sample must:

- be packed in an individual cardboard box. We recommend using standardised boxes provided by CTT³ or an equivalent solution:



Model and dimensions	Suggestion by type and packaging capacity
Box XS 220x175x60 mm	Bottles and cans < 0.3 litres
Box M 250x185x120 mm	Bottles and cans between 0.3 and 1 litre
Box L 335x250x120 mm	Bottles and cans between 1 and 2 litres
Box XL 500x320x165 mm	PET bottles ≥ 2 litres

3. Identification of Samples

For each product reference to be registered in the SDR, five sets of samples must be prepared, with three copies of the packaging to be sent, packed in individual cardboard boxes.

For shipping purposes, each **sample box** must be identified with the information provided in Annex 1. Official CTT document (Transport Guides) to be sent by GS1.

³ <https://www.ctt.pt/empresas/encomendas-e-correio/enviar/correio/caixas-e-saquetas>

4. Grouping of Samples



Whenever possible, Packers should optimise the shipment of samples by combining several product references that they wish to register. However, it is still necessary to individually package each sample with three copies of the packaging to be sent in a cardboard box.

For **the simultaneous shipment of several individual samples**, it is necessary to group the sample boxes into 5 volumes according to each recipient and identify them as per Annex 2.

5. Scheduling collection and Shipping



For shipping purposes, each **volume** must be identified with the official CTT document (Transport Guides) that will be sent by GS1.

When the volumes with the samples for shipment are ready, the collection should be scheduled by sending the request 48 hours in advance to:

GS1 Portugal /

SDR Portugal Records

Contacts: ~

Steve Henriques

Gleice Nebuya

Telephone: 21 752 07 40 / 934 927 471

Email: gleice@gs1pt.org

Email: s.henriques@gs1pt.org

You will need to attach the files with the completed shipping details, depending on whether it is a collection request for a single reference or for multiple references:

- Annex 1 – Shipping details for 5 boxes with individual samples
- Annex 2 – Shipping details for 5 volumes with several boxes of samples

The collection will be carried out by the CTT services on the agreed date. In response to the scheduling request, GS1 will send the CTT Transport Guides, which must be printed and affixed to the boxes.

If the samples are to be shipped from a sender abroad, the **Packer** may ship them directly to all recipients, but must inform GS1 and maintain communication through GS1 until confirmation of receipt of the samples by all recipients.

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6 Version history



Version	Date	Summary of changes made
0.4	07/07/2025	A framework has been included for the involvement of the third party responsible for validating the technical requirements of the packaging.
1.0	11/07/2025	Integration of various contributions including: reference to the validation stages and associated deadlines; clarification of the scope of the registration process for packaging that will be discontinued; removal of the indication for preparing samples from new packaging. Minor spelling and punctuation corrections.
1.1	22/07/2025	Minor corrections. Revision of the formatting of the annexes to make them easier to complete.
2.0	11/09/2025	Clarification on filling in transport forms and inclusion of the option from a foreign sender.

Annex 1 – Data for shipping boxes with individual samples

Sender information	Recipient Information
Company Name⁴ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: Set 1 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): (current), (new, if applicable) Weight: kg	GS1 Portugal / Registos SDR Portugal Contact: Steve Henriques Telephone: 21 752 07 40 / 934 927 471 Email: s.henriques@gs1pt.org Address: Estrada do Paço do Lumiar, Lumiar Campus, Building K3 1649-038 Lisbon
Company name⁴ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: Set 2 - Content Description SAMPLE ID No. (Barcode/GTIN/EAN): (current), (new, if applicable) Weight: kg	ENVIPCO PORTUGAL / Registos SDR Portugal Contact: Márcio Guerreiro Telephone: 933 270 118 Email: marcio.guerreiro@envipco.com Address: Parque Industrial do Batel Rua dos Jasmins 417 2890-189 Alcochete
Company name⁴ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: Set 3 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): (current), (new, if applicable) Weight: kg	RVM SYSTEMS PORTUGAL / Registos SDR Portugal Contact: Filipa Visse Telephone: 211 924 890 / 916 880 369 Email: filipa.visse@rvmsystems.com Address: Sintra/Estoril Business Centre Avenida Pedro Alvares Cabral nº 69, Warehouse E33 2710-144 Sintra
Company name⁴ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: Set 4 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): (current), (new, if applicable) Weight: kg	SIELAFF Portugal / Registos SDR Portugal Contact: João Graça Telephone: 910 021 924 Email: joao.graca@sielaff.pt Address: Av. Monte Penedo, nº. 64 4475-364, Maia
Company name⁴ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: Set 5 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): (current), (new, if applicable) Weight: kg	TOMRA Collection Portugal / Registos SDR Portugal Contact: João Pangas Telephone: 937 950 047 Email: joao.pangas@tomra.com Address: Rua Mira Parque, 1 2655-482 Ericeira

⁴ As registered on the SDR Portal

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Appendix 2 – Data for shipping packages containing multiple sample boxes

Sender Information	Recipient Information
<p>Company Name⁵ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town:</p> <p>Block 1 - Description of contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 # 4 # 5 # 6 #7 # 8 #9 #10 (...)</p> <p>TOTAL NUMBER OF GROUPED AMOTRAS: <u>Weight: kg</u></p>	<p>GS1 Portugal / Registos SDR Portugal Contact: Steve Henriques Telephone: 21 752 07 40 / 934 927 471 Email: s.henriques@gs1pt.org Address: Estrada do Paço do Lumiar, Campus do Lumiar, Edifício K3 1649-038 Lisbon</p>
<p>Company name⁵ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: XXXXXXXX</p> <p>Block 2 - Description of contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 # 4 # 5 # 6 #7 # 8 #9 #10 (...)</p> <p>TOTAL NUMBER OF GROUPED AMOTRAS: <u>Weight: kg</u></p>	<p>ENVIPCO PORTUGAL / Registos SDR Portugal Contact: Márcio Guerreiro Telephone: 933 270 118 Email: marcio.guerreiro@envipco.com Address: Parque Industrial do Batel Rua dos Jasmins 417 2890-189 Alcochete</p>

⁵ As registered on the SDR Portal**SDR Portugal**

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Sender Information	Recipient Information
Company name⁵ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: XXXXXXXX Block 3 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 # 4 #5 #6 # 7 # 8 #9 #10 (...) TOTAL NUMBER OF GROUPED AMOTRAS: <u>Weight: kg</u>	RVM SYSTEMS PORTUGAL / Registos SDR Portugal Contact: Filipa Visse Telephone: 211 924 890 / 916 880 369 Email: filipa.visse@rvmsystems.com Address: Sintra/Estoril Business Centre Avenida Pedro Alvares Cabral nº 69, Warehouse E33 2710-144 Sintra
Company name⁵ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: XXXXXXXX Block 4 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 # 4 # 5 # 6 #7 # 8 #9 #10 (...) TOTAL NUMBER OF GROUPED SAMPLES: <u>Weight: kg</u>	SIELAFF Portugal / Registos SDR Portugal Contact: João Graça Telephone: 910 021 924 Email: joao.graca@sielaff.pt Address: Av. Monte Penedo, nº. 64 4475-364, Maia

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Sender Information	Recipient Information
Company name⁵ Tax Identification Number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: Conjunto 5 Description of contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 # 4 # 5 # 6 #7 # 8 #9 #10 (...) TOTAL NUMBER OF GROUPED AMOTRAS: <u>Weight: kg</u>	TOMRA Collection Portugal / Registos SDR Portugal Contact: João Pangas Telephone: 937 950 047 Email: joao.pangas@tomra.com Address: Rua Mira Parque, 1 2655-482 Ericeira