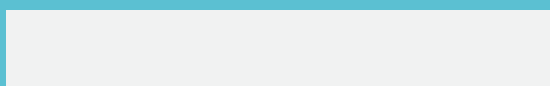


**SDR
PORTUGAL**



**INSTRUCTIONS FOR
SENDING SAMPLES**



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1. Introduction

This document sets out the instructions for sending samples for the tests required to complete the packaging acceptance process at SDR.

As stated in [the “Packer’s Manual”](#), the management and coordination of sample shipments for the purpose of technical verification and validation will be carried out under a contract with a third party, GS1 Portugal having been selected for this purpose. 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 relating to companies’ innovation strategies and data protection.

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

- [SDR Portugal/GS1](#) – pre-registration approval (change to ‘Send samples’ status): **1 working day** from the date of registration;
- [GS1/CTT](#) – collection of samples: **2 working days** following the collection request by the packers;
- [CTT](#) – delivery of samples: **1 working day** after collection;
- [GS1](#) – validation of packaging data: **3 working days** after receipt of samples;
- [RVM suppliers – RVM testing](#): **3 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 cases, clarifications and/or the submission of new samples may be required; in such circumstances, the deadlines will be reset once the necessary additional information or corrections have been provided.

For a better understanding of this document, we recommend consulting [the “SDR Glossary”](#), available at [SDRPortugal.pt](#), which contains definitions of technical terms, as well as abbreviations and acronyms used throughout the text.



2. Preparation 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.

During the product registration process, packagers must complete the form on the SDR Portugal Portal with the data required for the approval of the packaging.

The validation of registrations may result in 4 options, which will be reflected in the registration status of each product listed on the Portal:

The screenshot shows a dropdown menu titled "Rever" with the label "Decisão *". The menu is open, showing the text "Escolha a opção de seleção" and a list of four options: "Dispensar teste", "Enviar para Testes", "Enviar para Correção", and "Cancelar".

- When a product is presented in packaging from the same family (or similar packaging) as already approved products, SDR Portugal may choose to “Waive testing” for the new products, exempting them from the testing requirement. In such cases, the new product is subject to **a simplified procedure for product approval based on similar products**, moving directly to the “Registered” status, based on approval by association with a similar product previously tested and approved.
- Once the registration has been validated, the status changes to “Send for Testing” and an email will be sent notifying you to prepare the samples in accordance with the “Instructions for Sending Samples”.
- When errors are detected, the status changes to “Send for Correction”, indicating the problem identified, which must be rectified by the Packer.
- In the case of products that will not be included in the SDR (products to be discontinued), the status is changed to “Cancel”.

3. Packaging and Identification of Samples

For each product reference to be registered in the SDR, 5 sets of samples¹ must be prepared, comprising 2 copies of the packaging marketed for the domestic market, empty and including the label, secondary marking sticker where applicable, cap or other components that form part of the packaging as it is marketed, packed and labelled as described in points 4 and 5.

Each sample consists of:

- 5 sets containing 2 examples of the empty packaging, bottles or cans
- the packaging must be empty
- the packaging must be intact, uncompressed and undamaged
- the bottles must have caps and labels in place²
- the cans must be printed and have a lid²
- when the secondary marking option is used, the containers must have a sticker applied²
- Packaging is identified by the barcode on the respective label; **no additional identification is required**.

From this date onwards, only samples corresponding to packaging intended for the domestic market will be accepted, i.e. those duly marked with the GTIN code and the Volta symbol. If labels are used, they must be correctly affixed.

Each sample must be packed in an individual box or bag; we recommend using the standardised boxes provided, such as those supplied by CTT³ or an equivalent solution:

For each product reference to be registered in the SDR, 5 sets of samples must be prepared, each containing 2 copies of the packaging to be sent, packed in individual cardboard boxes.

For dispatch purposes, each **sample box** must be labelled with the details set out in Annex 1.

The relevant consignment note will be sent by GS1 at a later date.



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 (lids, labels, tags, etc.) are accepted

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

SDR Portugal

Packer's Manual – Instructions for Sending Samples
on 3.0 (07/04/2026)

4. Grouping of Samples



Wherever possible, packers should optimise the dispatch of samples by combining several product references they wish to register. However, each sample must still be packed individually, with two copies of the packaging to be sent in a cardboard box.

In the case of the simultaneous registration of several products with packaging from the same family, it will only be necessary to send samples of one of the references to be approved. The remaining references will subsequently be approved using the simplified procedure for product approval based on similar products.

For the purposes of **the simultaneous dispatch of several individual samples**, the sample boxes must be grouped into 5 volumes according to each recipient and identified as per Annex 2.

5. Collection Scheduling and Dispatch



For dispatch purposes, each **consignment** must be identified with the consignment note to be sent by GS1.

Once the volumes containing the samples for dispatch are ready, a collection appointment must be requested by sending the request 48 hours in advance to:

GS1 Portugal / SDR Portugal Records	
Telephone: 21 752 07 40	
Steve Henriques Email: s.henriques@gs1pt.org	Gleice Nebuya Email: gleice@gs1pt.org

You will need to attach the files containing the completed dispatch details, depending on whether the collection request is for a single item or for multiple items:

- Appendix 1 – Shipping details for 5 boxes containing individual samples
- Annex 2 – Shipping details for 5 parcels containing multiple boxes of samples

Collection will be carried out by the transport services contracted by GS1 (e.g. CTT) on the agreed date. In response to the collection request, GS1 will send the CTT Waybills, which must be printed and affixed to the boxes.

If the Packer wishes to dispatch the samples from a sender abroad, they may send them directly to all recipients, but must inform GS1 and maintain communication via GS1 until receipt of the samples by all recipients has been confirmed.

6 Version history



Version	Date	Summary of changes made
0.4	07/07/2025	A framework has been included regarding the involvement of the third party responsible for validating the technical requirements of the packaging.
1.0	11/07/2025	Incorporation of various contributions, including: reference to the validation stages and associated deadlines; clarification of the scope of the registration process for packaging to be discontinued; removal of the instruction to prepare 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 how to complete transport forms and inclusion of the option for consignors from abroad.
3.0	07/04/2026	Simplified process for "Packaging Family", reduction to 2 replicas per sample. Update of contact details.

Appendix 1 – Data for dispatching boxes containing individual samples

Sender's details	Recipient Information
<p>Company Name⁴ VAT No.: Name of contact person for collection: Telephone: Collection address: Postcode: - Town/City: Set 1 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): Weight: kg</p>	<p>GS1 Portugal / SDR Portugal Records Contact: Steve Henriques/Gleice Nebuya Telephone: 21 752 07 40 / 934 927 471 / 963 471 383 Email: s.henriques@gs1pt.org or gleice@gs1pt.org Address: Estrada do Paço do Lumiar, Lumiar Campus, Building K3 1649-038 Lisbon</p>
<p>Company Name⁴ Tax ID: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town/City: Set 2 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): Weight: kg</p>	<p>ENVIPCO PORTUGAL / SDR Portugal Records 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>
<p>Company Name⁴ VAT number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town/City: Set 3 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): Weight: kg</p>	<p>RVM SYSTEMS PORTUGAL / SDR Records Portugal Contact: Nicolas Cimbolini Telephone: 211 924 890 / 913 749 591 Email: nicolas.cimbolini@rvmsystems.com Address: Sintra/Estoril Business Centre Avenida Pedro Alvares Cabral 69, Warehouse E33 2710-144 Sintra</p>
<p>Company Name⁴ VAT number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town/City: Set 4 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): Weight: kg</p>	<p>SIELAFF Portugal / SDR Portugal Records Contact: João Graça Telephone: 910 021 924 Email: joao.graca@sielaff.pt Address: Av. Monte Penedo, no. 64 4475-364, Maia</p>
<p>Company Name⁴ VAT number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town/City: Set 5 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): Weight: kg</p>	<p>TOMRA Collection Portugal / SDR Records Portugal Contact: João Pangas Telephone: 937 950 047 Email: joao.pangas@tomra.com Address: Rua Mira Parque, 1 2655-482 Ericeira</p>

⁴ As registered on the SDR Portal

Appendix 2 – Details for dispatching consignments containing multiple sample boxes

Sender's details	Recipient Information
<p>Company Name⁵ VAT No.: 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 (...)</p> <p>TOTAL NUMBER OF SAMPLES GROUPED: <u>Weight: kg</u></p>	<p>GS1 Portugal / SDR Portugal Records Contact: Steve Henriques/Gleice Nebuya 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</p>
<p>Company Name⁵ Tax ID: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: XXXXXXXX</p> <p>Set 2 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 (...)</p> <p>TOTAL NUMBER OF SAMPLES GROUPED: <u>Weight: kg</u></p>	<p>ENVIPCO PORTUGAL / SDR Portugal Records Contact: Márcio Guerreiro Telephone: 933 270 118 Email: marcio.guerreiro@envipco.com Address: Batel Industrial Estate Rua dos Jasmins 417 2890-189 Alcochete</p>

⁵ As registered on the SDR Portal

Sender's details	Recipient Information
<p>Company Name⁵ VAT number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: XXXXXXXX</p> <p>Set 3 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 (...)</p> <p>TOTAL NUMBER OF SAMPLES GROUPED: <u>Weight: kg</u></p>	<p>RVM SYSTEMS PORTUGAL / SDR Portugal Records Contact: Nicolas Cimbolini Telephone: 211 924 890 / 913 749 591 Email: nicolas.cimbolini@rvmsystems.com Address: Sintra/Estoril Business Centre Avenida Pedro Alvares Cabral 69, Warehouse E33 2710-144 Sintra</p>
<p>Company Name⁵ VAT number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town: XXXXXXXX</p> <p>Block 4 - Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 (...)</p> <p>TOTAL NUMBER OF SAMPLES GROUPED: <u>Weight: kg</u></p>	<p>SIELAFF Portugal / SDR Portugal Records Contact: João Graça Telephone: 910 021 924 Email: joao.graca@sielaff.pt Address: Av. Monte Penedo, no. 64 4475-364, Maia</p>
<p>Company Name⁵ VAT number: Contact Name for Collection: Telephone: Collection Address: Postcode: - Town:</p> <p>Block 5 Description of Contents SAMPLE ID No. (Barcode/GTIN/EAN): # 1 # 2 # 3 (...)</p> <p>TOTAL NUMBER OF SAMPLES GROUPED: <u>Weight: kg</u></p>	<p>TOMRA Collection Portugal / SDR Portugal Records Contact: João Pangas Telephone: 937 950 047 Email: joao.pangas@tomra.com Address: Rua Mira Parque, 1 2655-482 Ericeira</p>