

**SDR
PORTUGAL**



SDR PORTUGAL PORTAL - INSTRUCTIONS FOR REGISTRATIONS

USER SUPPORT GUIDE

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SDR Portugal Portal - Instructions for Registrations - User Support Guide

Version 4.0 (19-08-2025)

Introduction

This document aims to provide guidelines for Packers (Producers, Distributors with own brands, Importers) and Authorised Representatives to register and interact on the SDR Portugal Portal.

This document presents the following features:

- User Registration
- Company Registration
- Registration of Entities Intervening in the SDR
- Product Registration
- RVM Registration
- Registration of Collection Points

We recommend that you participate in the demonstration sessions promoted by SDR Portugal or watch the recordings available. We hope you find these guidelines useful, but if you have any questions, our support team is available to help. For more information, visit us at sdrportugal.pt or contact us via email.

- embaladores@sdrportugal.pt
- recolha@sdrportugal.pt
- fornecedorRVM@sdrportugal.pt
- logistica@sdrportugal.pt

The SDR Portugal Portal is the name given to the SDR Information System, which provides support for the collection and communication of information relating to SDR processes, as well as all related interactions (registration of packers and authorised representatives, registration and approval of packaging, suppliers and decoded RVM models, registration and approval of collection points, invoicing, etc.).

To access the SDR Portugal Portal, you must have a valid registration, which will allow you to access the different modules, depending on each user's profile and authorisation levels.

Each entity, hereinafter referred to as the "Company", is identified by its Tax Identification Number and, as an SDR Intervening Entity, may perform one or more functions in SDR Portugal, namely:

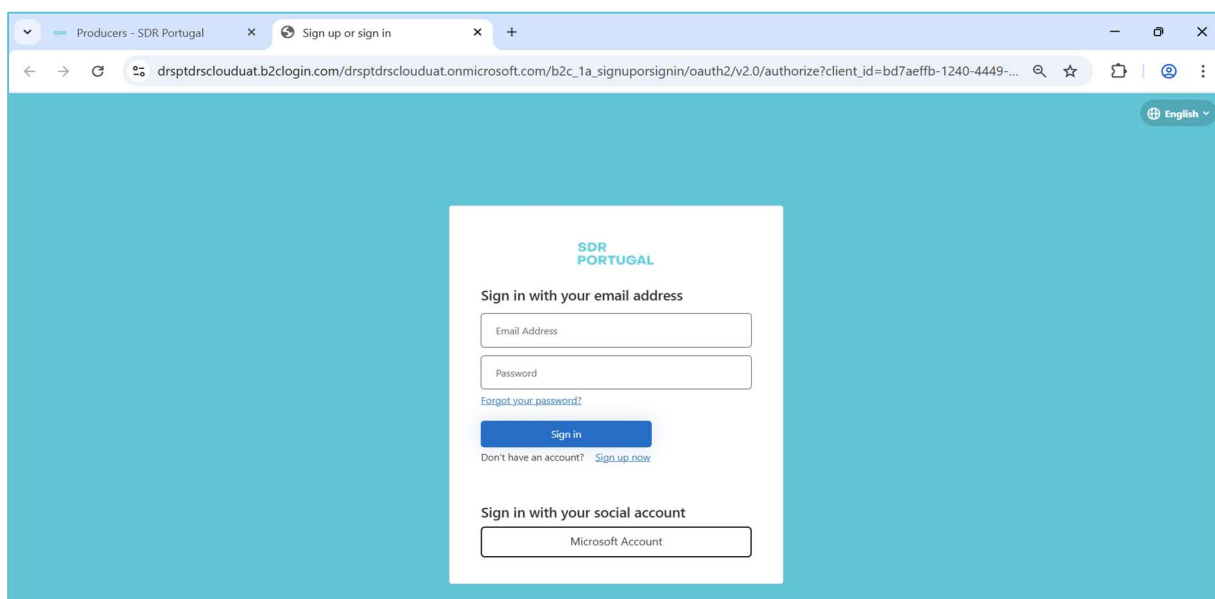
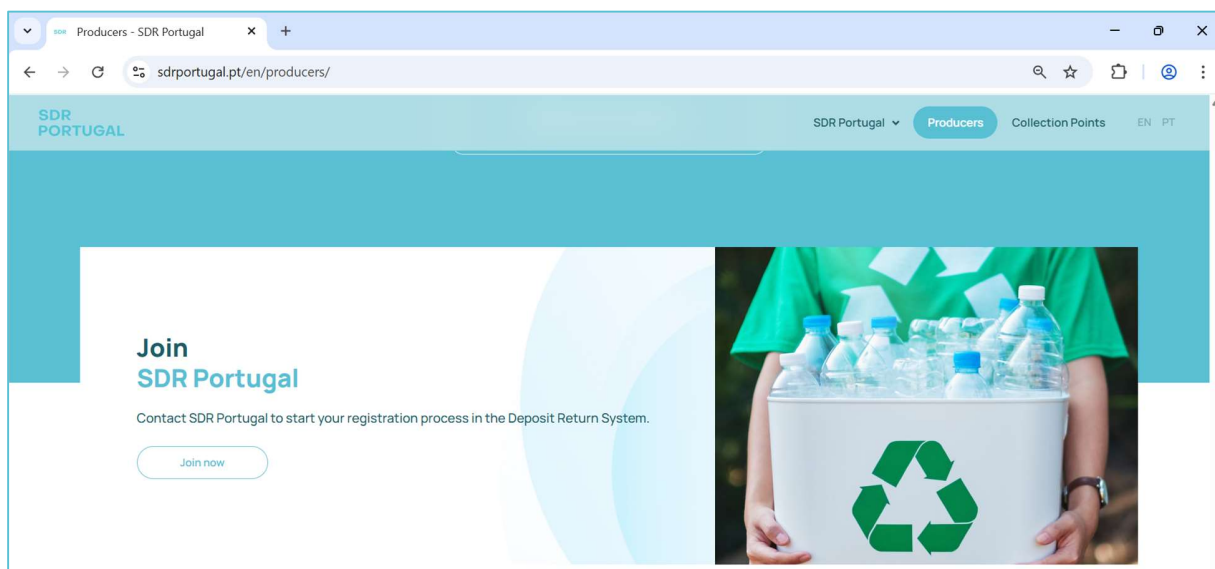
- Packer
- Authorised Representative
- RVM Supplier
- Collection Point Operator
- Logistics Operator
- Waste Management Operator

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A specific contract will be drawn up for each function that the Company performs in the operation of the SDR. In this regard, after entering the data and information necessary for the registration of each function, a draft of the specific contract to be drawn up between each Entity or Company and SDR Portugal will be made available, along with instructions for signing.

You can access the SDR Portugal Portal through the "Producers" area on the website sdrportugal.pt, under "Join SDR", by clicking on the **"I want to join"** button. You will then be redirected to the SDR Portugal Portal, where you can begin the registration process. You can pause the registration process and resume it at any time by accessing your account. The SDR Portugal Portal is available in Portuguese and English. You can select your preferred language at the beginning, but this can be changed at any time if you wish.



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1. Business User Registration

To log in to the SDR Portugal Portal, two options for initial user registration are displayed on the screen:

- (1) Log in with your email account
- (2) Log in with a social media account

It is recommended that the initial registration of the company be carried out by company's Key User.

It is also recommended that the initial registration be carried out on a computer, as this facilitates the implementation of the two-factor authentication required in the registration process.

Two-factor authentication is required for all future logins to the SDR Portugal Portal. Therefore, make sure you keep the authentication app (MSAutenticator) installed on your smartphone, as you will need it to log in in the future.

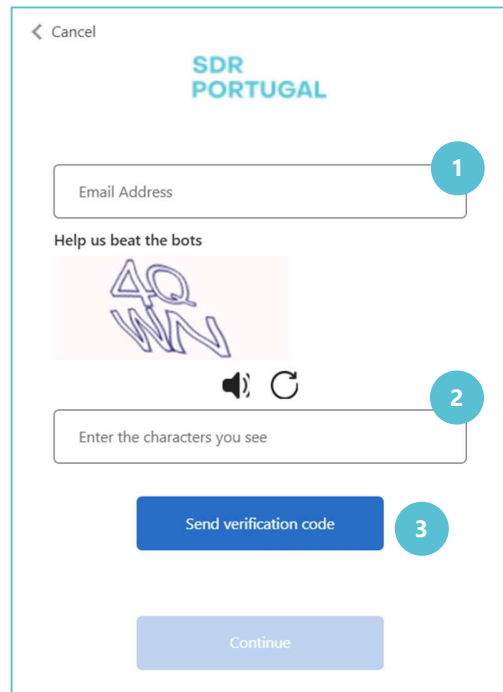
1.1 Business User Registration

User registration requires multi-factor authentication. To create a new account, click on the option **"Create an account now"** or, if you prefer, **"Log in with a social network account"**.

1. **Enter your email address** (the address must be valid for verification).
2. **Confirm the captcha**
3. Click on **"Send verification code"**.

The verification code will then be sent to the email address used during registration.

Check your inbox and, if necessary, check your spam folder.

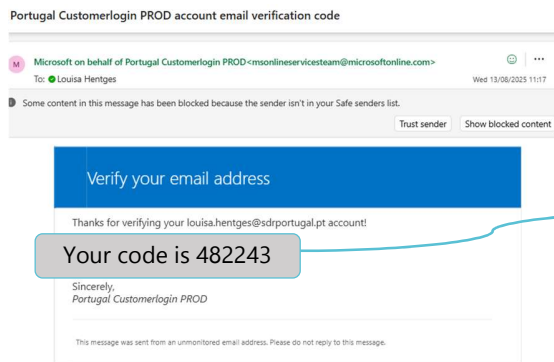


The screenshot shows the SDR Portugal registration interface. At the top, there is a 'Cancel' link and the 'SDR PORTUGAL' logo. The form consists of three main steps indicated by numbered circles: 1. An 'Email Address' input field. 2. A captcha section titled 'Help us beat the bots' showing a distorted image of the characters 'AQW' with a speaker icon and a refresh button. 3. A 'Send verification code' button. Below these steps is a 'Continue' button.

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4. Fill in the **verification code** you received by email (CTRL+C) and paste it into the verification field



5. Click on the **"Verify code"** button.
6. If you need a new code, simply click on **"Send new code"**.
7. After successful verification, click on the **"Continue"** button.

A screenshot of the SDR PORTUGAL verification code input screen. The screen shows the SDR PORTUGAL logo, a message "Verification code has been sent. Please copy it to the input box below.", and a text input field containing "482243". Below this is a CAPTCHA challenge "Help us beat the bots" with the text "PLKP GdRQ". There are buttons for "Verify code" (labeled 5), "Send new code" (labeled 6), and "Continue" (labeled 7). A "Success!" message is displayed above the "Verify code" button.

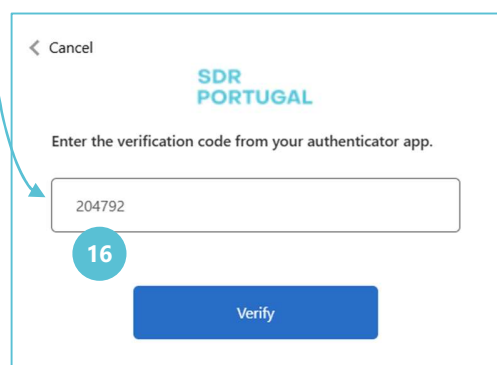
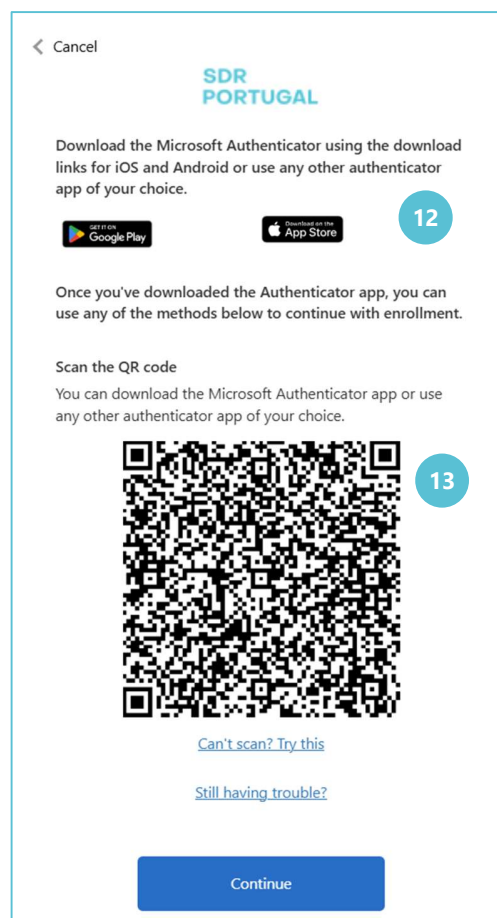
8. Fill out the **form**.
9. Check your email and fill in the other required fields.
10. Set a **secure password**.
11. Click **"Create"** after completing the form.

A screenshot of the SDR PORTUGAL registration form. The form includes fields for "Email Address" (labeled 9) with the value "lousia.hentges@sdrportugal.pt", a "New Password" field (labeled 10), and a "Confirm New Password" field. Below these fields is a checkbox for terms and conditions, and a "Create" button (labeled 11).

12. To continue with registration, you will need to use the **MSAuthenticator** app on your smartphone (if you do not have this app installed, download it to your smartphone).
13. Scan the **QR code** to create a new account in the MSAuthenticator mobile app.
14. Select your email account (username) in the MSAuthenticator app and **obtain the code for validation**.



15. To complete the registration, **enter the validation code** and click on the **"Verify"** button.
16. If the verification is successful, you will be redirected to the SDR Portugal Portal login page, where the list of companies is displayed.
17. Through this process, you will automatically be assigned the role of 'Administrator (Company)'. You can change this setting later and invite other users.



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1.2 Log in with an existing user account

To log in to the SDR Portugal Portal, multi-factor authentication is required, so you will need to use the **MSAuthenticator** app on your smartphone. To start a new session, enter your username and password and click on the "**Log in**" option or, if you prefer, click on the "Forgot your username?" option.

1. To log in to a new session, enter your username and password, then click on the "**Log in**" option.
2. Obtain **the validation code** from the **MSAuthenticator** app, enter it and click on the "**Verify**" button.
3. If the verification is successful, you will be redirected to the SDR Portugal Portal login page, where the list of companies is displayed.

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Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

Sign in with your social account

Microsoft Account

SDR PORTUGAL

Enter the verification code from your authenticator app.

902690

Verify

1.3 Functions and Access

1. Users with an "**Administrator (Company)**" profile can invite other users, by clicking "**Users**" tab and defining their respective profiles by clicking the "**Invite user**" button and selecting the required Operations roles.

Invite user

Email

Operations roles

- ☐ Operations administrator
- ☐ Operations company manager
- ☐ Operations support
- ☐ Operations product manager
- ☐ Operations producer finance
- ☐ Operations collection point manager
- ☐ Operations RPO finance
- ☐ Operations RVM manager

- To select the desired role, refer to the table below, which summarises the access rights assigned to the different roles available.

Portal SDR Portugal – Registo de Utilizadores

Company Roles Funções Utilizadores- Empresa	Company Empresa	Company users Utilizador (Empresa)	Producer Embalador	Producer Invoices Faturas (Embalador)	Product placement Registo de Vendas	Collector Operador do Ponto de Recolha	Collector Invoices Faturas (Ponto de Recolha)	RVM supplier Fornecedor de RVM	Product Produto	Coll. Point Ponto de Recolha	RVM model Modelo de RVM
Acessos/Parâmetros											
Company admin Adminstrador (Empresa)	C/E	C/E	C/E	R	R	C/E	R	C/E	R	R	R
Company support Suporte (Empresa)	R	R	R	N	N	R	N	R	R	R	R
Producer Finance Área Financeira (Embalador)	R	N	E	R	R	R	N	N	R	N	N
RPO Finance Área Financeira (Ponto de Recolha)	R	N	R	N	N	E	R	N	N	R	N
Product Manager Gestor de Produto	R	N	R	N	C/E	N	N	N	C/E	N	N
Collection point manager Gestor de Ponto de Recolha	R	N	N	N	N	R	N	N	N	C/E	N
RVM manager Gestor de RVM	R	N	N	N	N	N	N	R	N	N	C/E

Please refer to the below access definitions.



Access definition

Definições de acesso

A - Approve registration/invite

A - Aprovar registos/convites

E - Edit/Approve changes

E - Editar/Aprovar alterações

R - Read only

R - Apenas leitura

N - No access

N - Sem acesso

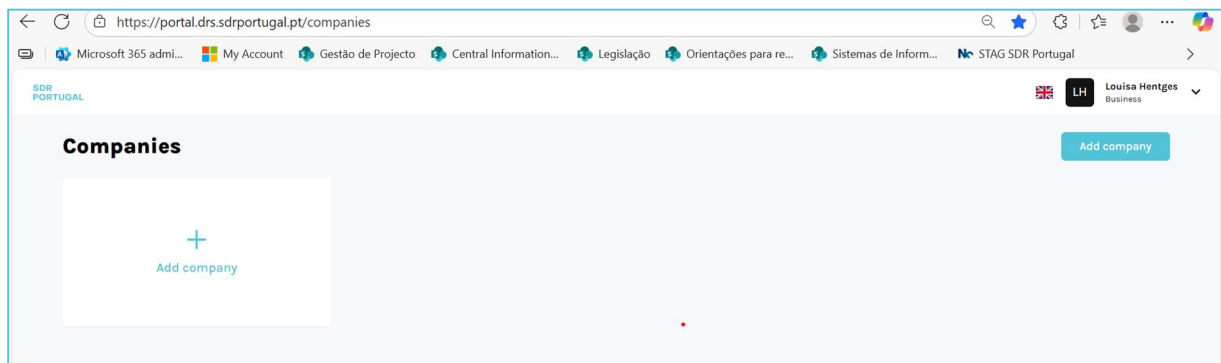
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2. Company Registration

After logging in to the SDR Portugal portal, you will be taken to your user account home page. When you log in for the first time, this page will be empty, and the system will give you the opportunity to register your company. This registration process must be carried out by the Company's designated key user, as essential information relating to the Company's general details and specific information relating to the SDR also will be requested.



2.1 Registration of a New Local or Foreign Company

To start registering a Company, click on **"Add company"**.

1. To create a registration for a Portuguese company or a company with representation in Portugal, select **"Local company"** and enter the **NIF number**.
2. To register a foreign company, select **"Foreign company"** and enter the **VAT number**.
3. Click on **"Continue"** to proceed with the company registration.

Company details

The Portuguese or Foreign Company?

☒ Local company

☐ Foreign company

NIF

500000000

Continue

Company details

The Portuguese or Foreign Company?

☐ Local company

☒ Foreign company

VAT

BE099999999XX

Continue

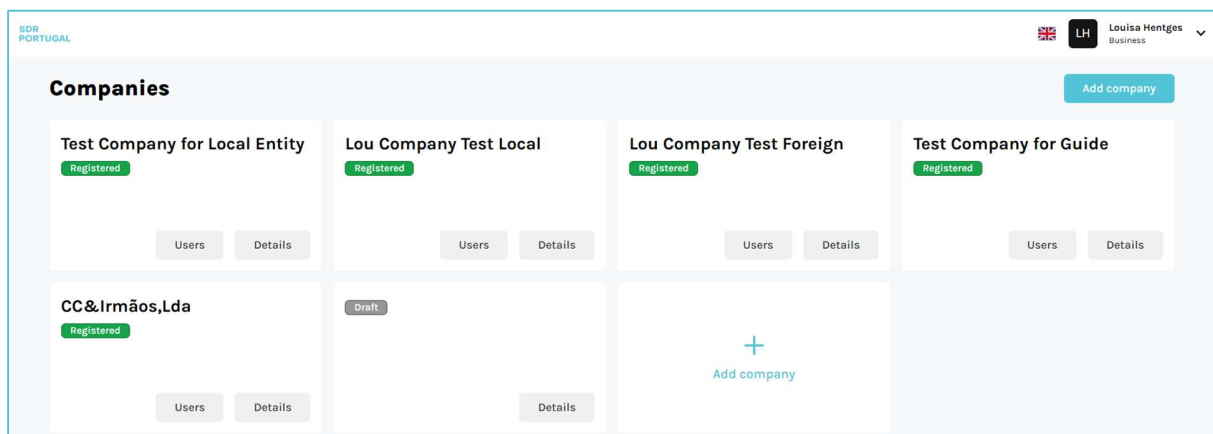
4. Next, fill in the form with the company details.
5. If the company is found in **VIES**¹, the name and address will be filled in automatically. Confirm and, if necessary, update the company information.
6. If the company cannot be found, you will need to fill in the information manually.
7. Click on the **"Review registration"** button to review the information you have entered before final submission.

8. After reviewing the company details, click on the **"Register Company"** button. This will change the company status to "Registered".
9. Finally, click on **"Done"**.
10. Once your company registration is complete, the status will change to "Registered", allowing you to continue with the registration process to create the SDR Intervening Entity profile(s).

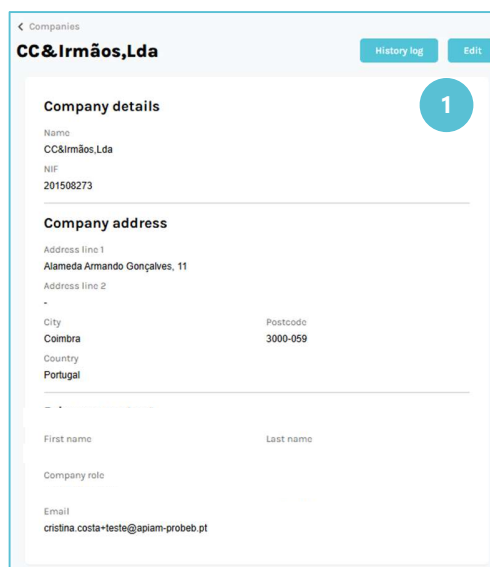
¹ VAT Information Exchange System (VIES)

2.2 Company Details Management

To change or complete the Company data, click on the **"Details"** button to open the selected Company, where you can check and edit the registered data.



1. To edit the Company details, click on **"Edit"**.



2. You can edit all fields that are not shaded.

Some fields require approval by SDR Portugal. Fields that do not require approval are updated immediately.

3. Click "**Save**" to save your changes. A pop-up window with information will appear.

You will receive an email message whenever you save changes.

Fields that require approval by SDR Portugal remain pending and the updated values will only be updated after approval.

Company details

VAT
300123123

Company name
Test Company for Guide

Company address

Address line 1
1 Test

Address line 2 (optional)

City
Test City

Postcode
1111-111

Country
Portugal

Primary contact

First name
Primary contact

Last name
Test

Company role
Test role

Phone
999000 123

Email
luisa.hentges@sdrportugal.pt

Save

4. Click on "**Done**".

Company updated

Your changes have been submitted and reflected immediately.

Done

5. You can check the data and the status of pending changes by clicking on the "**History log**" button.

Companies

CC&Irmãos,Lda

History log Edit

Company details

Name
CC&Irmãos,Lda

NIF
201506273

Company address

Address line 1
Alameda Armando Gonçalves, 11

Address line 2
-

City
Coimbra

Postcode
3000-059

Country
Portugal

Primary contact

First name
Cristina

Last name
Costa

Company role
Quality Manager

Phone
968405226

Email
cristina.costa+teste@apiam-probeb.pt

- By clicking on the **"History log"** button, you can view a detailed record of all changes, who made them and their status.

History log		
18.08.2025, 17:48:53		
Field	Old value	New value
Address line 1	1 Test	1 Test Street
Contact first name	Primary contact	First name test
Contact last name	Test	Last name test
06.08.2025, 14:09:37		
Field	Old value	New value
Status	Created	Registered

2.3 Invite Users to the Company

- Click on **"Users"** to open the overview of users for the selected company.
- Using the **"Invite User"** function, you can invite new members to your company on the SDR Portugal Portal.
- Input the **email address** of the user you wish to invite.
- Select the role(s)** you want to assign to the new user.

The selection of roles can be changed whenever necessary.

- Click on **"Invite"** to send an email notification to the new user with access to the area where they must complete the registration.

The new User will appear in the Company's user list as soon as they complete the registration process.

Test Company for Guide
Registered

Users
Details

Users			
First name	Last name	Email	Roles
Steve	Henriques	s.henriques@gs1pt.org	Product manager
Gleice	Nebuya	gleice@gs1pt.org	Product manager
Cristina	Costa	cristina.costa+PROD@sd Portugal.pt	Company admin, Company support, Producer finance, P
Cristina	Costa	cristina.costa+teste@apiam-probeb.pt	Company admin, Company support, Producer finance, Ri
Louisa	Hentges	louisa.hentges@sd Portugal.pt	Company admin, Product manager, RPO finance, Compa
Vitor	Aires	vitor.aires+stag@sd Portugal.pt	Company admin, Company support, Producer finance, Ri

Invite user

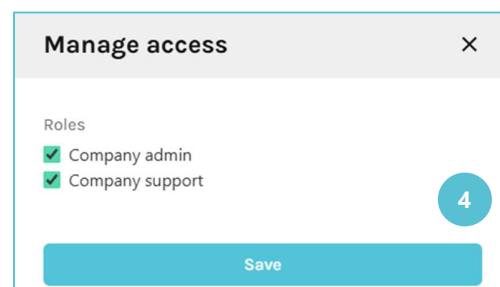
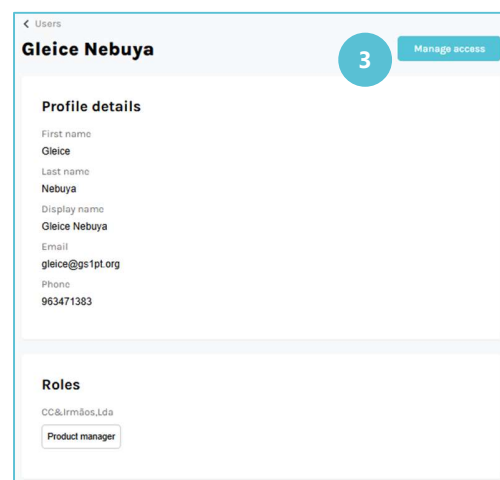
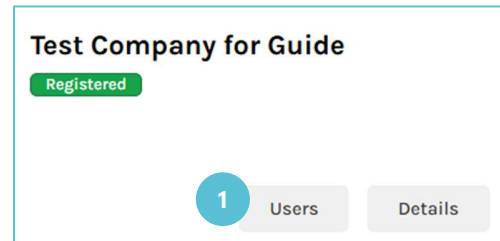
Email

Roles
☐ Company admin
☐ Company support

Invite

2.4 Access Management

1. Click on **"Users"** to open the overview of users for the selected company.
2. You can edit the roles/access of each user by clicking on their name.
3. Click on **"Manage Access"** to edit and change the user's functions.
4. Click on **"Save"**.

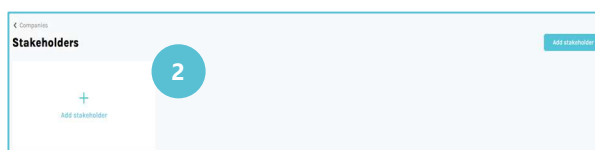


3. Stakeholders involved in the SDR

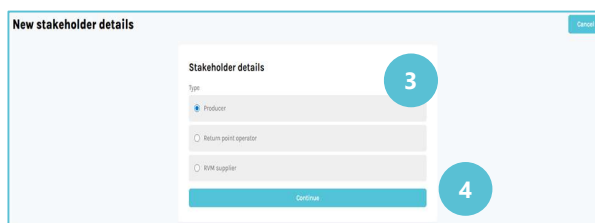
3.1 Registration of Packers

Once the Company has been created, you can register as an Intervening Entity in the SDR and define a new Packer profile.

1. Click on the Company Name to access the **"Stakeholders"** window.
2. To start registering a new Packer, click on **"Add stakeholder"**.
3. In the Entity type options, select **"Producer"**.
4. Click on **"Continue"** to proceed with the registration.

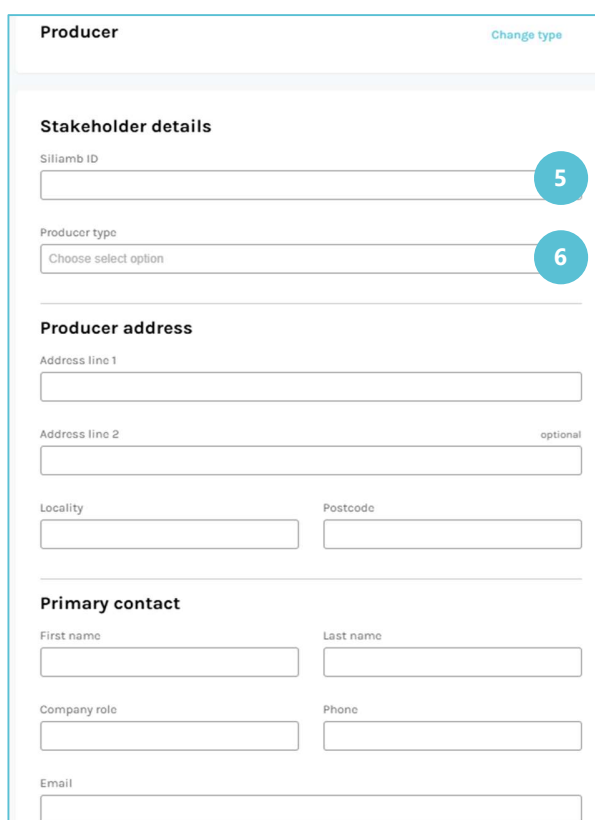


This screenshot shows the 'Stakeholders' window. At the top left, there is a back arrow and the text 'Companies'. Below this, the title 'Stakeholders' is displayed. In the center, there is a large light blue area with a green plus icon and the text '+ Add stakeholder'. A blue circle with the number '2' is placed over the '+ Add stakeholder' button. In the top right corner, there is a small blue button labeled 'Add stakeholder'.



This screenshot shows the 'New stakeholder details' window. At the top left, there is a back arrow and the text 'Companies'. Below this, the title 'New stakeholder details' is displayed. In the center, there is a form titled 'Stakeholder details'. The form has a 'Type' section with three radio button options: 'Producer' (selected), 'Return point operator', and 'RHK supplier'. A blue circle with the number '3' is placed over the 'Producer' radio button. Below the radio buttons is a blue button labeled 'Continue'. A blue circle with the number '4' is placed over the 'Continue' button. In the top right corner, there is a small blue button labeled 'Cancel'.

5. Fill in the **Producer (Packer) Registration Number from SIRER (Integrated Environmental Licensing System) (SILIAMB ID)**.
6. Select the type of Packer ("Packer" or "Authorised Representative")



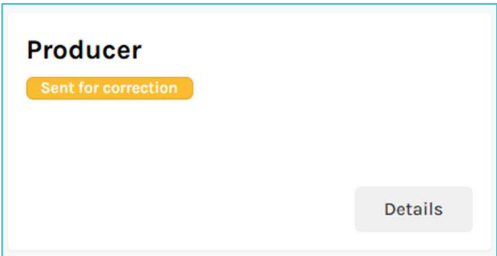
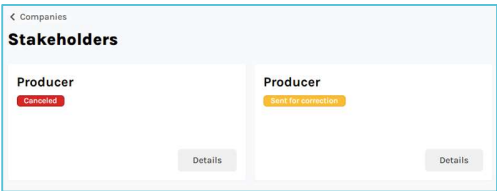
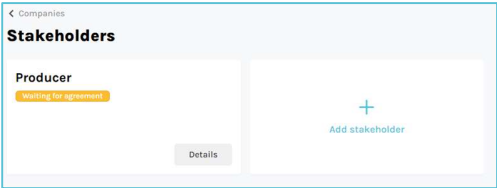
This screenshot shows the 'Producer' registration form. At the top left, there is a back arrow and the text 'Companies'. Below this, the title 'Producer' is displayed. In the top right corner, there is a small blue button labeled 'Change type'. The form is divided into several sections. The first section is 'Stakeholder details', which contains a text input field for 'Siliamb ID' (marked with a blue circle with the number '5') and a dropdown menu for 'Producer type' with the option 'Choose select option' (marked with a blue circle with the number '6'). The second section is 'Producer address', which contains text input fields for 'Address line 1', 'Address line 2' (marked as optional), 'Locality', and 'Postcode'. The third section is 'Primary contact', which contains text input fields for 'First name', 'Last name', 'Company role', 'Phone', and 'Email'.

7. In the area relating to **Membership agreement**, fill in the fields indicated with the name(s) of the Signatories with powers to represent the Packer. All Signatories indicated must sign the agreement.

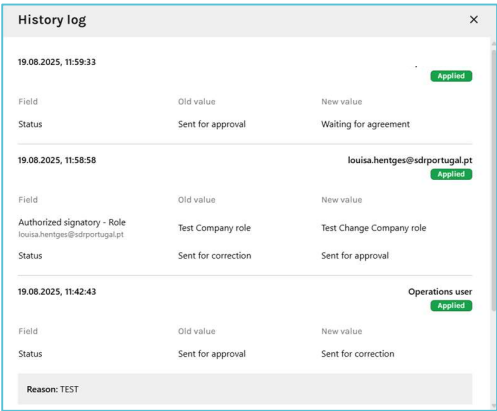
8. Fill in the financial details relating to the Producer.
9. Click on the **"Review and Continue"** button to review the information you have entered before final approval or click on "Save as draft" to complete the registration later.
10. If the verification is successful, you can then submit the Packer registration request for approval by clicking on the **"Send for approval"** button.

11. Click on **"Done"**.
12. In the **"Stakeholders"** window, a **new block** will appear with the status **"Sent for approval"**.
13. When SDR Portugal approves the registration, the status will change to **"Waiting for agreement"**.
14. The registration can also be cancelled, for the given reason.
15. If any information is incorrect or missing, SDR Portugal will send the Packer's registration for correction, which will change the Packer's status to **"Sent for correction"**.

- 16. You can view the information about why the correction is needed in the notification sent by email and via the **"Details"** button, which allows you to access the Packer's information.
- 17. Click on the **"Edit"** button to make the necessary changes and, when finished, use the **"Send for approval"** button. The registration status will change to **"Sent for approval"**.
- 18. SDR Portugal will review the changes and potentially change the registration status to **"Awaiting Agreement"**. From that moment on, the Packer can start the Product Registration.



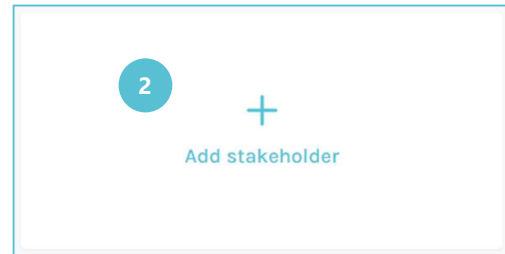
- 19. In the **"History log"** you can view a detailed record of all changes, who made them and their status.



3.1 Registration of RVM Suppliers

Once the Company has been created, you can register additional stakeholders in the SDR and define a new RVM Supplier profile.

1. Click on the Company Name to access the **"Stakeholder"** window.
2. To start registering a new **RVM supplier**, click on **"Add stakeholder"**.
3. In the Stakeholder Type options, select **"RVM supplier"**.
4. Click on **"Continue"** to proceed with the registration.
5. Complete the RVM supplier details, by inputting the brand name of the supplier that will be visible and clear for Retailers while registering the collection point(s).
6. Once all data is inputted, click on **"Review and continue"**.
7. Click on **"Send for approval"**.
8. The registration remains in the **"Sent for approval"** status until approved by SDR Portugal, after which it changes to **"Registered"** status.

A screenshot of the 'Stakeholder details' form. It has a 'Type' section with three radio button options: 'Producer', 'Return point operator', and 'RVM supplier'. The 'RVM supplier' option is selected and highlighted with a blue circle containing the number '3'. At the bottom right, there is a blue button labeled 'Continue' with a blue circle containing the number '4' next to it.A screenshot of the 'RVM supplier' registration form. The title 'RVM supplier' is at the top right with a 'Change type' link. Below it is a section 'Stakeholder details' with a 'Name' field containing 'Test RVM Supplier'. A note below the field says 'Enter the brand name of the supplier that will be visible and clear for Retailers while registering collection point.' and there is a checked checkbox 'RVM supplier address is the same as company address'. Below this is the 'RVM supplier address' section with 'Address line 1' containing '1 Test Street' and 'Address line 2' (optional) empty. The 'City' field contains 'Test City' and the 'Postcode' field contains '1111-111'. The 'Country' dropdown is set to 'Portugal'. Below this is the 'Primary contact' section with 'First name' (First name test), 'Last name' (Last name test), 'Company role' (Test Company role), 'Phone' (999543123), and 'Email' (lousa.hentges@sdrportugal.pt). At the bottom are two buttons: 'Review and continue' and 'Save'.

3.2 Registration of Return Point (Collection Point) Operator

Once the Company has been created, you can register additional stakeholders in the SDR and define a new Return Point Operator profile.

1. Click on the Company name to access the **"Stakeholder"** window.
2. To start registering a new **Return Point Operator**, click on **" + Add stakeholder"**.
3. In the Stakeholder Type options, select **"Return Point Operator"**.
4. Click on **"Continue"** to proceed with the registration.
5. Complete the **"Return Point Operator"** details

The screenshot displays the SDR Portugal Portal interface for registering a Return Point Operator. It is divided into three main sections, each with a numbered step indicator:

- Step 2:** A modal window titled "Add stakeholder" with a large blue plus icon and the text "Add stakeholder".
- Step 3:** A "Stakeholder details" form with three radio button options: "Producer", "Return point operator" (selected), and "RVM supplier". A blue "Continue" button is at the bottom right.
- Step 4:** A "Return point operator" form with a "Change type" link. It includes sections for:
 - Stakeholder details:** A checkbox for "Return point operator address is the same as company address".
 - Return point operator address:** Fields for "Address line 1", "Address line 2" (optional), "City", and "Postcode".
 - Primary contact:** Fields for "First name", "Last name", "Company role", "Phone", and "Email".
 - Membership agreement:** A blue box with an information icon and text: "Name the signatories required to guarantee legal representation. Please take into consideration that all authorized signatories must sign the contract. At least one name has to be filled."

At the bottom, a "Sent for approval" modal indicates that the registration is submitted for DRS team review and will be updated via email. A "Done" button is present.

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4. Products Registration

Packers are required to register and approve products covered by the SDR, and have two options for doing so:

- Single product registration, which allows the registration of one new product at a time;
- Mass product registration, which allows you to upload a list of new products at once using a ".csv" file ("CSV file").

The information to be provided is intended to characterise the packaging in terms of the SDR acceptance requirements in accordance with the Technical Specifications defined by SDR Portugal.

In the first registration phase, packaging that does not yet fully comply with this set of questions cannot be registered, as it cannot be accepted in the SDR.

Only product registrations with packaging that falls within **the Green List**  **Aceite** or the **Yellow List**  **Aceite condicionalmente** will be accepted. You cannot register packaging from **the Red List**  **Não Aceite** as this packaging cannot be accepted in the SDR.

Some questions, which require a single answer, aim to record the result of the assessment to be carried out for each product by the respective packager:

- Does the barcode comply with the technical marking specifications?
- Was the New SDR Code not used on the market **before 02/03/2025**? ²
- Does this packaging comply with the technical specifications regarding shape and dimensions?
- Does this label cover less than 2/3 of the surface?
- Do the inks used on the self-adhesive labels comply with the EuPIA exclusion policy?
- Is the "Return" symbol printed on the packaging in accordance with the technical specifications? ³
- Do the inks for labels comply with the EuPIA exclusion policy?
- Does the product contain less than 25% milk ingredients?

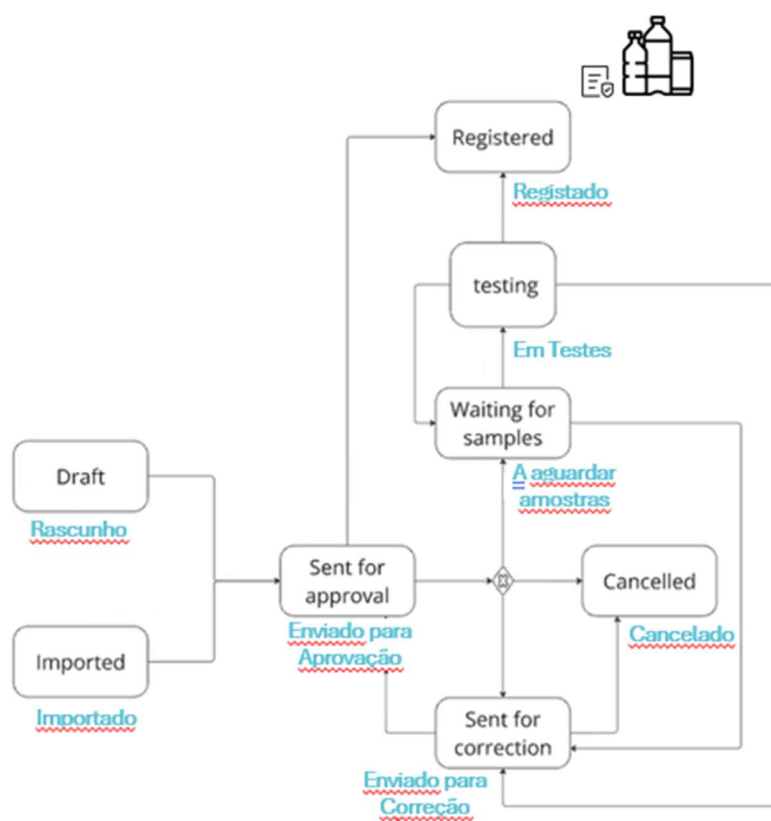
Developments are underway that will enable the completion of the product registration process, as well as the registration of Red List packaging. All associated changes will be disclosed in due course.

² Mandatory question only during the finalisation stage of registration.

³ Mandatory question only during the finalisation stage of registration.

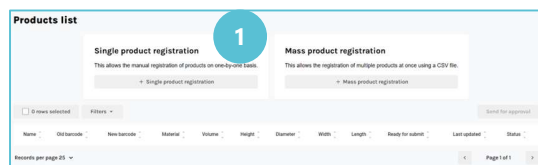
In point 4.3, the Data Dictionary is available to support product registration, which provides information on the description of each data field, the format, whether it is mandatory to fill it in and the permitted response options. When filling in the CSV file, only use the abbreviations for the permitted response values in each field, as shown in the last column "Allowed Values - Mass Product Import (CSV File)".

During the registration process, the status associated with each product registration is updated according to the different stages. Whenever the status of a product is updated, users registered as Product Managers receive an email notification.



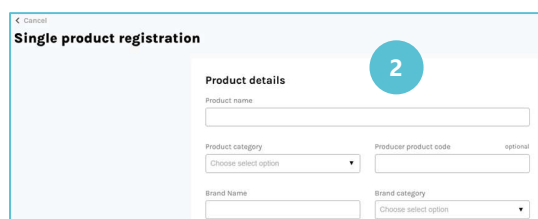
4.1 Single Product Registration

1. Click on **"Single product registration"** to begin.



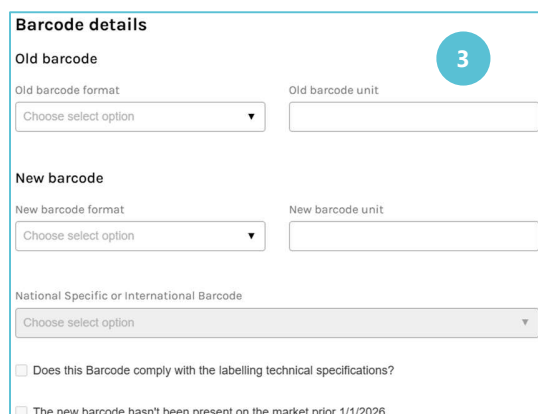
The screenshot shows the 'Products list' page. On the left, there is a 'Single product registration' button with a blue circle and the number 1. On the right, there is a 'Mass product registration' button. Below these buttons, there is a table with columns: Name, Old barcode, New barcode, Material, Volume, Height, Diameter, Width, Length, Ready for submit, Last updated, and Status. At the bottom, there is a 'Records per page 25' dropdown and a 'Page 1 of 1' indicator.

2. Input the **"Product details"**.



The screenshot shows the 'Single product registration' form. The 'Product details' section is highlighted with a blue circle and the number 2. It includes fields for 'Product name', 'Product category' (with a dropdown menu), 'Producer product code' (optional), 'Brand Name', and 'Brand category' (with a dropdown menu).

3. Input the current **"Barcode details"** (pre-SDR code).
4. Input the **"Container details"**, **"Label details"** and **"Product details"** into the relating fields, with the data relating to the packaging, including data relating to caps, labels or other components.



The screenshot shows the 'Barcode details' form. The 'Old barcode' and 'New barcode' sections are highlighted with a blue circle and the number 3. It includes fields for 'Old barcode format' (dropdown), 'Old barcode unit' (text), 'New barcode format' (dropdown), and 'New barcode unit' (text). There is also a 'National Specific or International Barcode' dropdown and two checkboxes: 'Does this Barcode comply with the labelling technical specifications?' and 'The new barcode hasn't been present on the market prior 1/1/2026'.

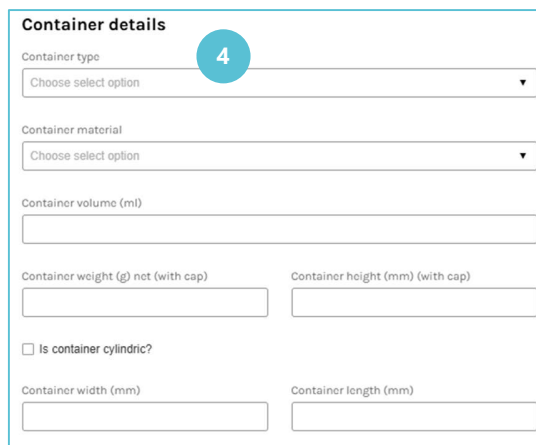
5. Some questions are only visible depending on the answers given. For example, if you tick the questions:

"Is container cylindric?"

"Does this container comply with shape and dimensions technical specifications?"

"Is the Logo 'VOLTA' printed on container according with the technical specifications?"

"Does the product contains less than 25% of dairy ingredients?"



The screenshot shows the 'Container details' form. The 'Container type' and 'Container material' sections are highlighted with a blue circle and the number 4. It includes fields for 'Container type' (dropdown), 'Container material' (dropdown), 'Container volume (ml)' (text), 'Container weight (g) net (with cap)' (text), 'Container height (mm) (with cap)' (text), 'Is container cylindric?' (checkbox), 'Container width (mm)' (text), and 'Container length (mm)' (text).

6. For mandatory questions that aim to record the result of the assessment carried out for each product by the respective Packer, you must confirm your answers in the respective tick boxes. **You cannot continue with the product registration if the answer to each of these questions is not compliant.**
7. When you have finished filling in the form, click on the **"Review and continue"** button to review the information you have entered before submitting the product for approval.
8. You can also choose to **"Save as draft"** to complete the registration later. To do this, you must fill in at least the "product name".
9. If the check does not indicate any errors, you can then **"Send for approval"**. The status of the product will change to **"Sent for approval"**.
10. Click on **"Done"**.

Container details

4

Container type

Choose select option

Container material

Choose select option

Container volume (ml)

Container weight (g) net (with cap)

Container height (mm) (with cap)

☐ Is container cylindric?

Container width (mm)

Container length (mm)

☐ Does this container comply with shape and dimensions technical specifications?

☐ Is the Logo 'VOLTA' printed on container according with the technical specifications?

Label details

☐ Will product use sticker for secondary labelling, overlaying the original label?

Product details

☐ Does the product contains less than 25% of dairy ingredients?

Recyclability category of the packaging

Choose select option

20000 Product Nr. Units

7

Review and continue

Save as draft

11. In the window showing the **Products List**, you can see a new product line with the status **"Sent for approval"**.
12. If, after analysing the information submitted, SDR Portugal finds that some data needs to be changed or completed, the product will be **"Sent for correction"** and the registration status will be changed.

Products list

Single product registration

This allows the manual registration of products on one-by-one basis.

+ Single product registration

Mass product registration

This allows the registration of multiple products at once using a CSV file.

+ Mass product registration

0 rows selected

Filters

Name	Old barcode	New barcode	Material	Volume	Height	Diameter	Width	Length	Ready for submit	Last updated	Status
Test Product	8888888	1234567890123	PET	500	200	50	90			19.04.2025	Update

Products list

Single product registration

This allows the manual registration of products on one-by-one basis.

+ Single product registration

Mass product registration

This allows the registration of multiple products at once using a CSV file.

+ Mass product registration

0 rows selected

Filters

Name	Old barcode	New barcode	Material	Volume	Height	Diameter	Width	Length	Ready for submit	Last updated	Status
Cola Line 500ml	21907802	72507999	Aluminium	500	88	79				19.04.2025	Go to registration
Cola Line 500ml	23007498	72507999	Aluminium	500	96	79	98			19.04.2025	Go to registration
Pir Cola 500ml		13330020	Aluminium	500	99	86	83			19.04.2025	Go to registration
SDR drink	96385074		PET	500	90	100	150			19.04.2025	Go to registration
Yeastle the second	96385072		PET	500	120	50	150			19.04.2025	Go to registration
Yeastle	96385073		PET	500	120	50	150			19.04.2025	Go to registration

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13. You can view the information about the reason for the correction in the notification sent by email and via the **"Details"** button, which allows you to access the Product information.
14. Click on the **"Edit"** button to make the necessary changes and, when finished, you can resubmit for approval.
15. The registration status will be changed back to **"Sent for approval"**.
16. SDR Portugal will review the registration and, if there are no errors in the information provided, the status will be updated to **"Waiting for samples"** in due course.
17. You will then receive a notification with **instructions on how to prepare and send the samples** required for packaging approval.
18. Once you have completed the registration of a product, you can replicate the data entered to facilitate the registration of similar products without having to fill in all the fields again. To do this, select the product you want to copy and open the file with the registered data. Use the **"Copy product"** function to create a replica.
19. You will need to fill in the **name of the new product** and the **barcode details for the new copy** to save the information.
20. You can edit the data and make any necessary changes.
21. When you are finished, you should review and submit the new product for approval. A new line will be created in the Product List.

Product details Waiting for samples

Product ID P000027-000001	
Product name Test Product	
Product category Mineral and spring waters and other packaged waters	Producer product code -
Brand Name Test Brand	Brand category Branded

Product details History log Copy product

18

Product ID P000027-000001	
Product name Test Product	
Product category Mineral and spring waters and other packaged waters	Producer product code -
Brand Name Test Brand	Brand category Branded

Product details

Product name

Product category
Mineral and spring waters and ... X

Producer product code optional

Brand Name
Test Brand

Brand category
Branded X

Barcode details

Old barcode

Old barcode format
Choose select option

Old barcode unit

New barcode

New barcode format
Choose select option

New barcode unit

4.2 Mass Product Registration Upload

Packers who have many products to register can use the **"Mass Product Registration"** function, which allows multiple products to be uploaded simultaneously. The *"CSV template"* file will be available for download when you access this area.

Please note the following information:

- Only one file can be uploaded at a time
- **Follow the formatting and values allowed** in the Data Dictionary (see 4.3)
- If an error occurs, a message will be displayed informing the user of the error
- The file can then be corrected and resubmitted
- If the file is correct, the products are displayed on the portal with the status **"Imported"**. You can check the imported data and make changes before submitting for approval.
- If a product already exists in the database, it will not be uploaded again
- SDR Portugal checks the data for approval. This check may result in:
 - a) The product is pre-approved and moves to the **"Awaiting samples"** status
 - b) The product is returned for correction and moves to the status **"Sent for correction"**
 - c) The product is rejected – and the product registration is cancelled and moves to the status **"Cancelled"**

In any case, the user will be notified of the status of the product registration.

4.3 How to fill in the CSV file

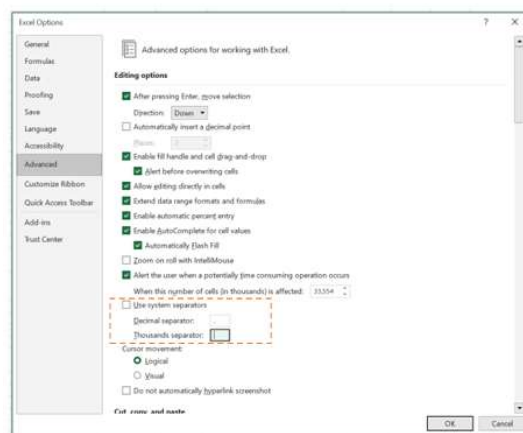
- **Adjust the file properties**

The fields are separated by semicolons ";".

Use a full stop as the decimal separator.

Do not use thousand separators.

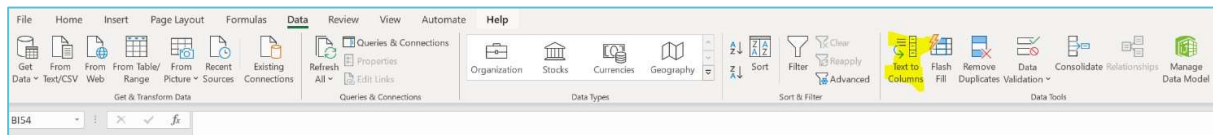
For example, enter "1000" and not "1,000".



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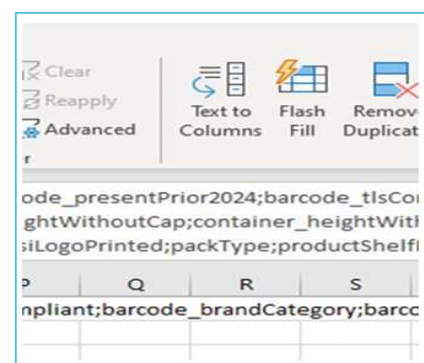
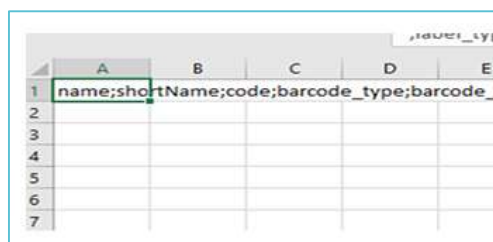
- For the best experience, use the "Text to columns" tool⁴.



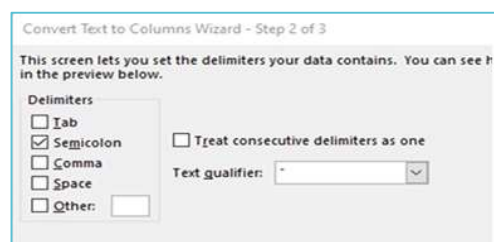
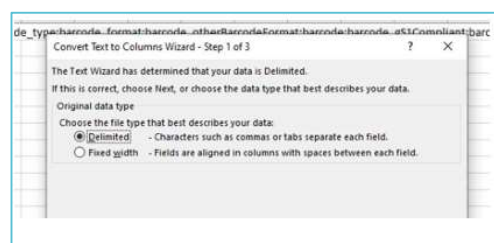
• Open and fill in the CSV file

Convert the CSV template into an Excel spreadsheet:

- Select the "DATA" tab and then the "Text to Columns" option (below).
- Upload the CSV template via the Mass Product Registration screen (below) and make sure that cell A1 is selected.

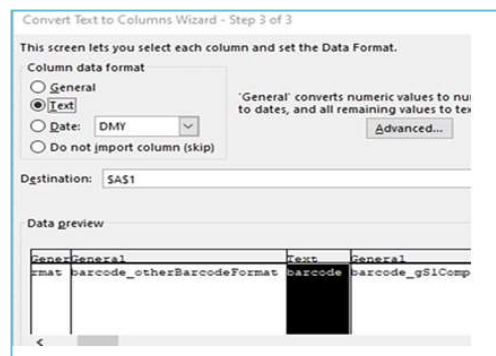


- Make sure Delimited in Step 1 is selected (below) and click "Next".
- Make sure that only the semicolon is selected in step 2 (above).



⁴ MORE INFORMATION: <https://support.microsoft.com/en-us/office/split-text-into-different-columns-with-the-convert-text-to-columns-wizard-30b14928-5550-41f5-97ca-7a3e9c363ed7>

- e) Select the Barcode column and change the format from General to Text.

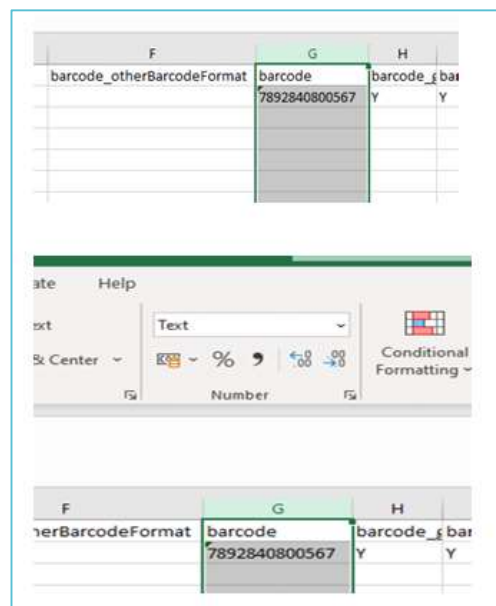


- f) The spreadsheet should look like this (below).

	A	B	C	D	E	F	G	H
1	name	shortNam	code	barcode_t	barcode_f	barcode_c	barcode	barcode
2								
3								
4								
5								
6								
7								

- g) Select the G - Barcode column and check that the format is Text.

This means that the barcodes entered in it are displayed in full and not converted to a number like this "3.632621 +12".



- h) Add your products (below step 3). Make sure you meet the requirements listed in the table on pages 10 to 14.

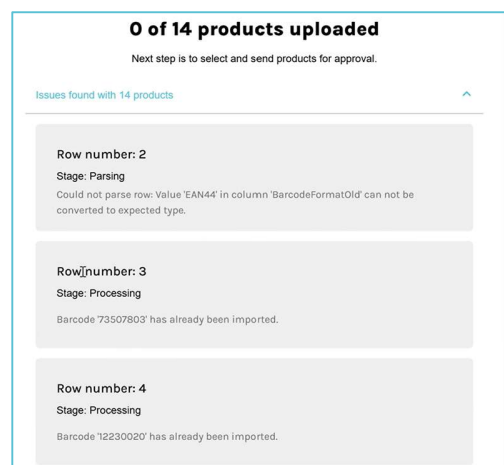
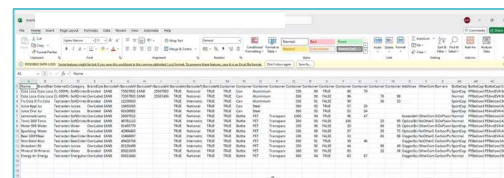
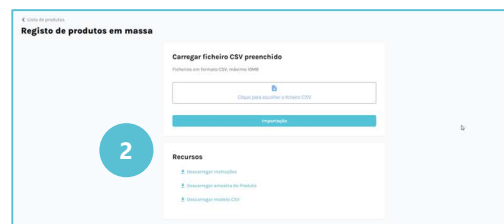
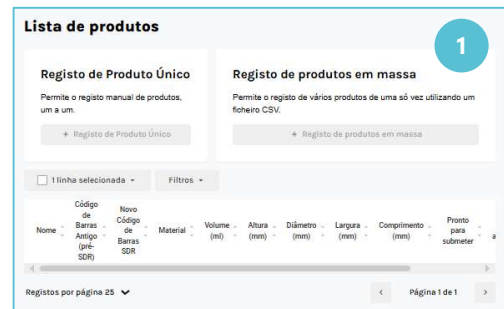
	A	B	C	D	E	F	G	H	I
1	name	shortNam	code	barcode_t	barcode_f	barcode_c	barcode	barcode_g	barcode_j
2	Lemonade	Lemonade		Internatio	UPC		118797785Y	Y	
3									
4									
5									
6									
7									

- i) When you are finished, save the file as a CSV file (below). Save as a CSV UTF-8 file (Comma delimited) (*.csv).



4.4 Mass Product Registration

1. Click on **"Mass product registration"** to start.
2. **Download the "CSV template" file** using the button provided.
3. You can also download the "CSV sample" file, which provides an example of how to fill in the form.
4. After filling in the CSV file (according to the formats and values allowed in the Data Dictionary (see 4.3)), upload it to the Portal.
5. You will receive an email with the import results once the file has been uploaded. The email will indicate whether the upload was successful or provide details about any errors.
6. If problems arise during import, they will be indicated under **"Issues found with (#) products"**. You can click on the button to open and view all related information.
7. You can view specific details about the lines containing errors.
8. You can re-upload the CSV file after correcting all issues.
9. It is not necessary to remove products that have already been imported, as these will be ignored.
10. To continue, click on **"Done"**.



- | | | | | | | | | | | |
|----|---------------------------|----------|---------|----------|-----|----|-----|------------|----------------------|----------------------|
| 1 | Yakima 3000 | 2300760 | 7300760 | Aluminum | 300 | 50 | 76 | N/A | 16-08-2023 | View |
| 2 | Yakima 3000 | 2301740 | 7300760 | Aluminum | 300 | 50 | 76 | N/A | 16-08-2023 | View |
| 3 | John Deere 3000 | 1400004 | 3000 | Steel | 300 | 51 | 20 | N/A | 16-08-2023 | View |
| 4 | John Deere 3000 | 0001992 | 3000 | Steel | 300 | 51 | 24 | N/A | 16-08-2023 | View |
| 5 | Lynxride 1000 XL | 3000710 | PE7 | 1000 | 50 | 47 | N/A | 16-08-2023 | View | |
| 6 | Texas 3000 | 4676113 | PE7 | 300 | 100 | 23 | 85 | N/A | 16-08-2023 | View |
| 7 | Water 3000 | 54145776 | PE7 | 300 | 20 | 48 | 35 | N/A | 16-08-2023 | View |
| 8 | Spreading Machine 445 XL | 4204463 | PE7 | 300 | 37 | 20 | 73 | N/A | 16-08-2023 | View |
| 9 | Boat 3000 | 1564897 | PE7 | 300 | 31 | 45 | 96 | N/A | 16-08-2023 | View |
| 10 | New all-terrain Boat 3000 | 4645274 | PE7 | 300 | 30 | 46 | N/A | 16-08-2023 | View | |
| 11 | Shredding Lynxride 3000 | 8373494 | PE7 | 300 | 44 | 58 | 49 | N/A | 16-08-2023 | View |
| 12 | Motor Boat 1000 XL | 8325839 | PE7 | 300 | 81 | 31 | 38 | N/A | 16-08-2023 | View |
| 13 | John Deere 3000 | 8325140 | PE7 | 300 | 63 | 47 | N/A | 16-08-2023 | View | |

1. After preliminary verification of the data of the products submitted for approval, SDR Portugal's Product Verification Services (provided by GS1) record the decision by selecting one of the three options:

Review

Decision

Choose select option

Send for testing

Send for correction

Cancel

- ## Samples instructions

 [samples_instructions.pdf](#)

Samples review

Decision

Choose select option

▼

Start testing

Send for correction

Review

Decision

Send for correction

X ▼

Reason

Confirm

4. When a product is **"Testing"**, it is also accessible to the Product Verifiers of the RVM Suppliers, allowing them to record the results of the tests performed:

- **'Tested'** option to confirm acceptance of packaging at the RVM;
- **'Test failed'** option, when it is found that the packaging received has problems for acceptance at the RVM, with the reason being recorded.

5. This step is only completed when all RVM Suppliers have recorded the results of the tests carried out (this information is not available to Packers).

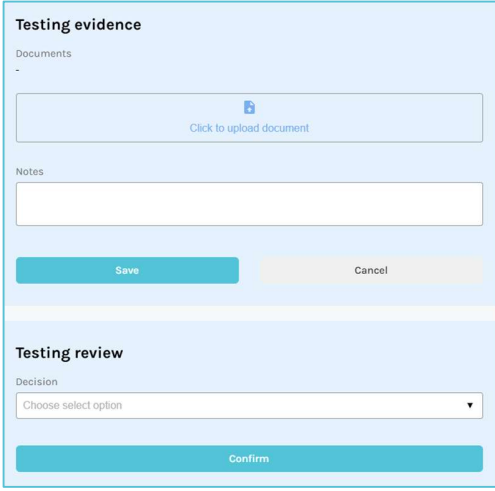
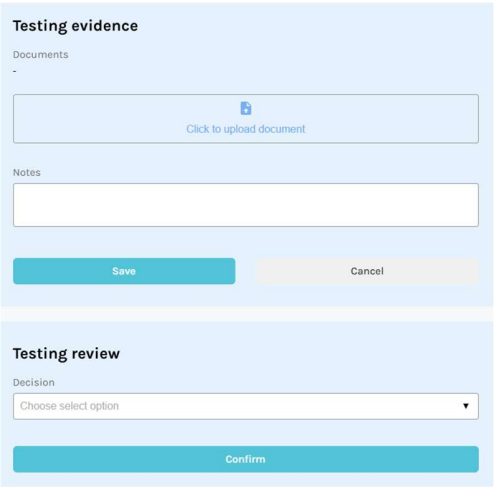
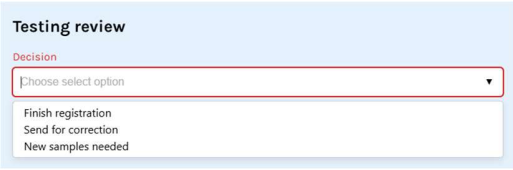
6. It is the responsibility of SDR Portugal's Product Verification Services to complete the verification of the registered products, including the barcode, Volta symbol and data for each product, and to record the decision by selecting one of the three options:

- **"Finish registration"** the status of the product is changed to **"Registered"**; and the product is added to the database of accepted products in the SDR;
- **"Send for correction"** the status of the product is changed to **"Sent for correction"**, requiring intervention by the Product Manager of the respective Packer;
- **"New samples needed"** the status of the product is changed to **"Waiting for samples"** and the respective packer must arrange for new samples to be sent.

7. Recyclability audits will also be carried out in due course to assess the classification of packaging in accordance with SDR requirements:

- **Green List**  Aceite
- **Yellow List**  Aceite condicionalmente
- **Red List**  Não Aceite

The audits will be carried out in conjunction with the packers and will be based on technical information relating to packaging materials and components.

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4.6 Product Registration Data Dictionary

Order Ordem	Field name Designação	Description Descrição	Condition ⁵ Condição	Rules Regras	Allowed Values Valores Permitidos	Values Mass Product Import (CSV File) Valores Importação em massa (ficheiro CSV)
1	Name Nome	'Product name ex. Cola-Loca Lemon Nome do Produto ex. Cola-Loca Limão	M	cannot be space only não pode ter só espaços	Text (max lenght 100) Texto (nº max. caracteres 100)	(text/texto)
2	Brand name Designação da Marca	Name of the trademark used (ex. Cola-Loca) Designação da marca comercial usada (ex. Cola-Loca)	M	cannot be space only não pode ter só espaços	Text (max lenght 100) Texto (nº max. caracteres 100)	(text/texto)
3	Producer Product Code Código do Produto (Embalador)	Code used by Packer Código usado pelo Embalador	O	cannot be space only não pode ter só espaços	Text (max lenght 50) Texto (nº max. caracteres 50)	(text/texto)
4	Category Categoria	Product category according with DRS Licence Categoria do Produto de acordo com o âmbito do SDR	M	mandatory completion preenchimento obrigatório	a) Mineral and spring waters and other packaged waters; a) Águas minerais e de nascente ou outras águas embaladas; b) Juices and nectars, and fruit and vegetable mixes; b) Sumos e néctares e mixes de frutas e vegetais; c) Concentrates for dilution; c) Concentrados para diluição; d) Soft drinks, including tea, coffee and herbal drinks; d) Refrigerantes, incluindo bebidas à base de chá, café e tisanas; e) Energy and isotonic drinks; e) Bebidas energéticas e isotónicas; f) Beer, cider, sangria and alcoholic mixes. f) Cerveja, sidra, sangria e mixes alcoólicos.	Water Juices Concentrates SoftDrinks EnergyIsotonicDrinks BeerCiderSangriaAlcoholMix
5	Brand category Categoria da Marca	Identification of the type of brand Identificação do tipo de marca	M	mandatory completion preenchimento obrigatório	Branded Marca do Produtor Own-Label Marca Própria (Distribuição)	Branded OwnLabel
6	New barcode format Formato do Novo Código SDR	Identification of the barcode format (GS1 standard) Identificação do formato do código de barras (norma GS1)	C	predefined values, must be filled in prior status registered, optional in all previous statuses valores pré-definidos, deve ser preenchido antes do registo do estatuto, facultativo em todos os estados anteriores	"EAN-8","EAN-13","UPC-A","UPC-E"	EAN8 EAN13 UPCA UPCE

⁵ M – Mandatory / Obrigatório; O – Optional / Opcional; C – Conditional Mandatory / Obrigatório Condicional

Order Ordem	Field name Designação	Description Descrição	Condition ⁵ Condição	Rules Regras	Allowed Values Valores Permitidos	Values Mass Product Import (CSV File) Valores Importação em massa (ficheiro CSV)
7	New Barcode Unit Novo Código SDR	Article number represented by barcode Número do artigo representado pelo código de barras	C	digits only, must be filled in prior status registered. optional in all previous statuses apenas dígitos, deve ser preenchido no estado anterior registado, facultativo em todos os estados anteriores	Number Número	(number/número)
8	Old Barcode format Formato do Código Antigo (pré-SDR)	Identification of the barcode format (GS1 standard) Identificação do formato do código de barras (norma GS1)	C	predefined values, mandatory if new barcode is not known, optional if new value is filled in valores predefinidos, obrigatórios se o novo código de barras não for conhecido, facultativos se o novo valor for preenchido	"EAN-8", "EAN-13", "UPC-A", "UPC-E"	EAN8 EAN13 UPCA UPCE Other
9	Old barcode Unit Código Antigo pré-SDR	Article number represented in the old barcode (pre DRS) Número do artigo representados no código de barras antigo (pré SDR)	C	digits only, mandatory if new barcode is not known, optional if new value is filled in apenas dígitos, obrigatório se o novo código de barras não for conhecido, facultativo se o novo valor for preenchido	Number Número	(number/número)
10	Does this Barcode comply with the labelling technical specifications? O código de barras cumpre as especificações técnicas de marcação?	Confirmation of this Barcode compliance with the labelling technical specifications? Confirmação de que o código de barras cumpre as especificações técnicas de marcação.	C	predefined values, conditional mandatory - if new Barcode is filled valores predefinidos, condicional obrigatório - se o novo Código de Barras for preenchido	True Verdadeiro	True
11	National Specific or International Barcode Código Nacional/Específico ou Código Internacional/Partilhado	Identification of the type of barcode Identificação do tipo de código de barras	C	predefined values, conditional mandatory - if new Barcode is filled valores predefinidos, condicional obrigatório - se o novo Código de Barras for preenchido	National Specific Nacional Específico International Shared Internacional Partilhado	National International
12	The new barcode hasn't been present on the market prior 02/03/2026 O novo código de barras não foi usado no mercado antes de 02/03/2026	Confirmation that the new barcode hasn't been present on the market prior 02/03/2026 Confirmação de que o novo código de barras não foi usado no mercado antes de 02/03/2026	C	predefined values, conditional mandatory - if new Barcode is filled to proceed user must confirm that "YES" valores predefinidos, condicional obrigatório - se o novo Código de Barras for preenchido o utilizador deve confirmar que "SIM"	True Verdadeiro	True
13	Does this container comply with shape and dimensions technical specifications?	Confirmation that this container comply with shape and dimensions technical specifications	M	predefined values, to proceed user must confirm that "YES" valores predefinidos, para prosseguir o utilizador deve confirmar que "SIM"	True Verdadeiro	True

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Order Ordem	Field name Designação	Description Descrição	Condition ⁵ Condição	Rules Regras	Allowed Values Valores Permitidos	Values Mass Product Import (CSV File) Valores Importação em massa (ficheiro CSV)
	Esta embalagem cumpre as especificações técnicas relativas à forma e às dimensões?	Confirmação de que a embalagem cumpre as especificações técnicas relativas à forma e às dimensões				
14	Container type Tipo de Embalagem	Identification of the type of container Identificação do tipo de embalagem	M	predefined values valores predefinidos	Bottle/Can Garrafa/Lata	Bottle Can
15	Container material Material da Embalagem	Identification of the container material body Identificação do material do corpo da embalagem	M	predefined values valores predefinidos	if "Can" => options: "Aluminium", "Steel" se "Lata" => opções "Alumínio", "Aço" if "Bottle" => options: "PET" se "Garrafa" => opções "PET"	Aluminium Steel PET
16	Container color Cor da Embalagem	Identification of the container color Identificação da cor da embalagem	C	predefined values, conditionally mandatory if container type = "bottle" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "garrafa"	"Transparent Clear PET" "PET Transparente incolor" "Transparent Light Blue PET", "PET Transparente azul claro" "Transparent Green PET" "PET Transparente verde" "Transparent - Other colours PET" "PET Transparente outras cores"	TransparentClear TransparentLightBlue TransparentGreen TransparentOther
17	Container Volume (ml) Volume da Embalagem (ml)	Package contents volume Volume do conteúdo da embalagem	M	Value with whole digits only Valor apenas com dígitos inteiros	Number (x<3000) Número (x<3000)	(number/número)
18	Container weight (g) (with cap) Peso da embalagem (incluindo tampa) (g)	Container weight (g) (with cap) Peso da embalagem (g) (com tampa)	M	Value with whole digits only Valor apenas com dígitos inteiros	Number (6<x<=100) Número (6<x<=100)	(number/número)
19	Is container cylindric? A embalagem é cilíndrica?	Confirmation of the container shape Confirmação da forma da embalagem	M	predefined values valores predefinidos	True/False Verdadeiro/Falso	True False
20	Container Height (mm) (with cap) Altura da Embalagem (incluindo tampa) (mm)	Container Height (mm) (with cap) Altura da Embalagem (mm) (com tampa)	M	Value with whole digits only Valor apenas com dígitos inteiros	Number (10<x<=400) Número (10<x<=400)	(number/número)
21	Container Diameter (mm) Diâmetro da Embalagem (mm)	Container Diameter (maximum) (mm) Diâmetro (máximo) da Embalagem (mm)	M	Value with whole digits only, If cylindric = YES - 10<value<200 Valor apenas com dígitos inteiros, se cilíndrico = SIM - 10<valor<200	Number Número	(number/número)
22	Container width (mm) Largura da Embalagem (mm)	Container width (maximum) (mm) Largura (máxima) da Embalagem (mm)	M	Value with whole digits only, If cylindric = YES - 10<value<200	Number Número	(number/número)

Order Ordem	Field name Designação	Description Descrição	Condition ⁵ Condição	Rules Regras	Allowed Values Valores Permitidos	Values Mass Product Import (CSV File) Valores Importação em massa (ficheiro CSV)
				Valor apenas com dígitos inteiros, se cilíndrico = SIM - 10<valor<201		
23	Container length (mm) Comprimento da Embalagem (mm)	Container length (maximum) (mm) Comprimento (máximo) da Embalagem (mm)	M	Value with whole digits only, If cylindric = YES - 10<value<200 Valor apenas com dígitos inteiros, se cilíndrico = SIM - 10<valor<202	Number Número	(number/número)
24	Additives Aditivos	Identification of the presence of additives in the material of the container body Identificação da presença de aditivos no material do corpo da embalagem	C	predefined values, conditionally mandatory if container material = PET valores predefinidos, condicionalmente obrigatórios se o material do contentor = PET	"UV stabilizers" "Estabilizadores de UV" "Acetaldehyde (AA) blockers" "Bloqueadores de acetaldéido" "Optical brighteners" "Branqueadores óticos" "Oxygen scavengers" "Sequestrantes de oxigénio" "Other" "Outros" "No additives" "Sem aditivos"	UVStabilizers AcetaldehydeBlockers OpticalBrighteners OxygenScavengers Other NoAdditives
25	Other components - PET bottles Outros componentes - garrafas PET	Identification of the presence of other components in the container body Identificação da presença de outros componentes no corpo da embalagem	C	predefined values, conditionally mandatory if container type = bottle and container material = PET valores predefinidos, condicionalmente obrigatórios se o tipo de recipiente = garrafa e o material do recipiente = PET	"No other components" "Sem outros componentes" "Other component materials with density <1 g/cm ³ " "Outros materiais componentes com densidade <1 g/cm ³ "	NoOtherComponents OtherComponentsBellow1

Order Ordem	Field name Designação	Description Descrição	Condition ⁵ Condição	Rules Regras	Allowed Values Valores Permitidos	Values Mass Product Import (CSV File) Valores Importação em massa (ficheiro CSV)
26	Barriers Barreiras	Identification the presence of material barriers in the container body Identificação da presença de materiais barreira no corpo da embalagem	C	predefined values, conditionally mandatory if and container material = "PET" and If container color = "Transparent Clear PET" or "Transparent Ligth Blue PET" valores predefinidos, condicionalmente obrigatórios se e material do contentor = "PET" e se a cor do recipiente = "PET transparente" ou "PET azul claro transparente" ----- predefined values, conditionally mandatory if container material = "PET" and Container color = "Transparent Green PET" container color = "Transparent - other colours PET" valores predefinidos, condicionalmente obrigatórios se o material do recipiente = "PET" e se a cor da embalagem = "PET Transparente Verde" cor do recipiente = "PET Transparente - outras cores"	"SiOx plasma-coating" "Revestimento/Plasma de SiOx" "Carbon plasma-coating" "Revestimento/Plasma de Carbono" "PTN alloy" "Liga de PTN" "PA-MXD6 multilayer with <5wt% PA-MXD6 and no tie layers" "PA-MXD6 multicamadas com <5% (em peso) e sem camadas de ligação" "PGA multilayer" "PGA multicamada" "No barriers" "Sem material barreira" ----- "SiOx plasma-coating" "Revestimento-Plasma de SiOx" "Carbon plasma-coating" "Revestimento/Plasma de carbono" "PTN alloy" "Liga de PTN" "PA-MXD6 multilayer with <6wt% PA-MXD6 and no tie layers" "PA-MXD6 multicamadas com <6% (em peso) e sem camadas de ligação" "PGA multilayer" "PGA multicamadas" "EVOH multilayer with <3wt%" and no tie layers" "EVOH Multicamadas com <3% (em peso) e sem camadas de ligação" "No barriers" "Sem material barreira"	SiOxPlasma CarbonPlasma PTNAlloy PAMXD6MultilayerBellow5wt PGAMultilayer PAMXD6MultilayerBellow6wt EVOHMultilayerBellow3wt NoBarrier
27	Type of Closure/Cap - PET Bottles Tipo de fecho/tampa - Garrafas PET	Identification of type of Closure/Cap - PET Bottles Identificação do tipo de fecho/tampa - Garrafas PET	C	predefined values, conditionally mandatory if container type = bottle and container material = "PET" valores predefinidos, condicionalmente obrigatórios se o tipo de recipiente = garrafa e o material do recipiente = "PET"	"sport cap" "normal"	Normal SportCap
28	Closure/Cap Material - PET Bottles Material do fecho/tampa - Garrafas PET	Material closure/Cap Material identification - PET Bottles Identificação do material do fecho/tampa - Garrafas PET	C	predefined values, conditionally mandatory if container type = "bottle" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "garrafa"	"PP (<1g/cm3)" "PE (<1g/cm3)"	PPBellow1 PEBellow1

Order Ordem	Field name Designação	Description Descrição	Condition ⁵ Condição	Rules Regras	Allowed Values Valores Permitidos	Values Mass Product Import (CSV File) Valores Importação em massa (ficheiro CSV)
29	Closure/Cap Liner – PER Bottles Selo de fecho/tampa	Identification of Closure/Cap Liner Identificação de sistema de Fecho/Revestimento da tampa	C	predefined values, conditionally mandatory if container type = bottle and container material = "PET" valores predefinidos, condicionalmente obrigatórios se o tipo de recipiente = garrafa e o material do recipiente = "PET"	"PE (<1g/cm3)" "PP (<1g/cm3)" "PE+EVA (<1g/cm3)" "TPO (<1g/cm3)" "TPS <0,95g/cm3)"	PEBellow1 PPBellow1 PEAndEVABellow1 TPOBellow1 TPSBellow095 NoLiner
30	Can body material Material do corpo da lata	Identification of can body material Identificação do material do corpo da lata	C	predefined values, conditionally mandatory if container type = "can" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "can"	100% Aluminium foil 100% liga de Alumínio 100% Steel foil 100% liga de Aço Aluminium foil with up to 5% (w/w) mixture of other metals Liga de alumínio com uma mistura de outros metais até 5% (em peso) Steel foil with up to 5% (w/w) mixture of other metals Liga de aço com uma mistura de outros metais até 5% (em peso)	Aluminium Steel AluminiumMixture5 SteelMixture5
31	Why was the secondary marking solution adopted? Por que razão foi adotada a solução de marcação secundária?	Justify why was the secondary marking solution adopted Justificação da razão para adoção da solução de marcação secundária	C	predefined values, conditionally mandatory if stickers = "Yes" valores predefinidos, condicionalmente obrigatórios se os autocolantes = "Sim"	"- same barcode as original label (sticker used for barcode format correction and/or Volta symbol and/or mandatory information for national consumers)", "- o mesmo código de barras do rótulo original (autocolante utilizado para correção do formato do código de barras e/ou símbolo Volta e/ou informações obrigatórias para os consumidores nacionais)", "- new national specific barcode (different original) "- novo código de barras nacional específico (diferente do original)	SameEAN NewNationalEANS DR
32	Type of Closure/Cap - Cans Tipo de fecho/tampa - Latas	Identification of type of Closure/Cap - Cans Identificação do tipo de fecho/tampa - Latas	C	predefined values, conditionally mandatory if container type = "can" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "can"	"normal" "normal" "resealable cap" "tampa com fecho de "abrir-e-fechar"	Normal ResealableCap
33	Material of Closure/Cap - Cans Material de fecho/tampa - Latas	Identification of material of Closure/Cap - Cans Identificação do material de fecho/tampa - Latas	C	predefined values, conditionally mandatory if container type = "can" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "can"	"Same metal as can body" "O mesmo metal que o corpo da lata" "Metal different from the body" "Metal diferente do corpo" "Plastic (except PVC)" "Plástico (exceto PVC)"	SameMetalAsBody DifferentFromBody PlasticNoPVC
34	Gas Capsule Cápsula de gás	Gas Capsule presence Presença de Cápsula de gás	C	predefined values, conditionally mandatory if container type = "can" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "can"	True/False Verdadeiro/Falso	True False

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35	Aluminium Foil Cover Tampa com película de alumínio	Aluminium Foil Cover Presence Presença de cobertura com película de alumínio	C	predefined values, conditionally mandatory if container type = "can" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "can"	True/False Verdadeiro/Falso	True False
36	Plastic Foil Cover Tampa com película de plástico	Plastic Foil Cover presence Presença de cobertura com película de plástico	C	predefined values, conditionally mandatory if container type = "can" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "can"	True/False Verdadeiro/Falso	True False
37	Has Label? Tem Rótulo?	Label presence Presença de rótulo	C	predefined values, conditionally mandatory if container type = "bottle" valores predefinidos, condicionalmente obrigatórios se o tipo de contentor = "garrafa"	True/False Verdadeiro/Falso	True False
38	Label Material Material do rótulo	Identification of label Material Identificação do material do rótulo	C	predefined values, conditionally mandatory for bottles and container material = "PET" and HasLabel="Yes" valores predefinidos, condicionalmente obrigatórios para garrafas e material do recipiente = "PET" e HasLabel="Yes"	"PE (<1g/cm3)" "PP (<1g/cm3)" "OPP (<1g/cm3)" "PET foam (<0,95g/cm3)" "EPS (<0,95g/cm3)" "Lightly metallized (<0,95g/cm3)" "Ligeiramente metalizado (<0,95g/cm3)" "Paper (without fiberloss)" "Papel /sem fiberloss)"	PEBellow1 PPBellow1 OPPBellow1 PETFoamBellow095 EPSBellow095 LightlyMetallizedBellow095 PaperWithoutFiberLoss
39	Label adhesive/glue type Tipo de adesivo/cola para rótulos	Identification of label adhesive/glue type Identificação de adesivo/cola para rótulos	C	predefined values, conditionally mandatory for bottles and container material = "PET" and HasLabel="Yes" valores predefinidos, condicionalmente obrigatórios para garrafas e material do recipiente = "PET" e HasLabel="Yes"	"alkali/water non-soluble and releasable at 60-80°C" "não solúvel em meio alcalino ou água e destacável a 70-90°C" "alkali/water non-soluble and releasable at 60-80°C" "não solúvel em meio alcalino ou água e destacável a 70-90°C"	ReleasableFrom60To80 ReleasableFrom70To90 Other (falta incluir)
40	Does this label cover less than 2/3 surface? Este rótulo cobre menos de 2/3 da superfície?	Label size Tamanho do rótulo	C	predefined values, conditionally mandatory for bottles and container material = "PET" and HasLabel="Yes", to proceed user must confirm that "YES" valores predefinidos, condicionalmente obrigatórios para garrafas e material do recipiente = "PET" e HasLabel="Yes", para prosseguir o utilizador deve confirmar que "SIM"	True Verdadeiro	True

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41	Will product use sticker for secondary labelling, overlaying the original label? Esta embalagem irá utilizar etiqueta autocolante para rotulagem secundária, sobrepondo-se ao rótulo original?	Confirmation of sticker utilization Confirmação do uso de etiqueta autocolante	C	predefined values valores predefinidos	True/False Verdadeiro/Falso	True False
42	Sticker Material Material da etiqueta autocolante	Identification of sticker Material Identificação do material da etiqueta autocolante	C	predefined values, conditionally mandatory if product uses sticker = "YES" valores predefinidos, condicionalmente obrigatórios se o produto utilizar autocolante = "SIM"	"PE (<1g/cm3)" "PP (<1g/cm3)" "OPP (<1g/cm3)" "PET foam (<0,95g/cm3)" "EPS (<0,95g/cm3)" "Lightly metallized (<0,95g/cm3)" "Ligeiramente metalizado (<0,95g/cm3)" "Paper (without fiberloss)" "Papel /sem fiberloss)"	PEBellow1 PPBellow1 OPPBellow1 PETFoamBellow095 EPSBellow095 LightlyMetallizedBellow095 PaperWithoutFiberLoss
43	Sticker Adhesive Adesivo/cola da etiqueta autocolante	Identification of sticker Adhesive Identificação do tipo de cola da etiqueta autocolante	C	predefined values, conditionally mandatory if product uses sticker = "YES" valores predefinidos, condicionalmente obrigatórios se o produto utilizar autocolante = "SIM"	"alkali/water non-soluble and releasable at 60-80°C" "não solúvel em meio alcalino ou água e destacável a 70-90°C" "alkali/water non-soluble and releasable at 60-80°C" "não solúvel em meio alcalino ou água e destacável a 70-90°C"	AlkaliNonSoluble60To80 AlkaliNonSoluble70To90 Other (falta incluir)
44	Sticker Layout Tipo de etiqueta autocolante	Identification of sticker Layout Identificação do tipo de etiqueta autocolante	C	predefined values, if stickers =Yes;"Type 1", " Type 2" valores predefinidos, se autocolantes =Sim; "Etiqueta Autocolante Tipo 1", "Etiqueta Autocolante Tipo 2"	Type 1 Etiqueta Autocolante Tipo 1 Type 2 Etiqueta Autocolante Tipo 2	Type1 Type2
45	Sticker inks comply with the EuPIA exclusion policy As tintas das etiquetas autocolantes cumprem a política de exclusão da EuPIA	Confirmation of sticker inks compliance with the EuPIA exclusion policy Confirmação de que as tintas para as etiquetas autocolantes cumprem a política de exclusão da EuPIA	C	predefined values, conditionally mandatory if product uses sticker = "YES", to proceed user must confirm that "YES" valores predefinidos, condicionalmente obrigatórios se o produto utilizar autocolante = "SIM, para prosseguir o utilizador deve confirmar que "SIM"	True Verdadeiro	True

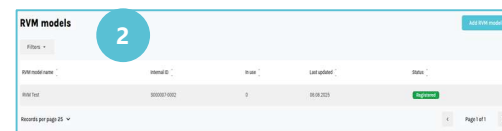
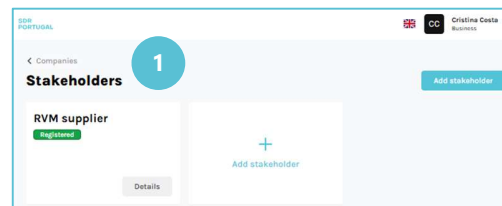
Order Ordem	Field name Designação	Description Descrição	Condition ⁵ Condição	Rules Regras	Allowed Values Valores Permitidos	Values Mass Product Import (CSV File) Valores Importação em massa (ficheiro CSV)
46	Is the Logo "Volta" printed on container according with the technical specifications? O símbolo "Volta" está impresso na embalagem de acordo com as especificações técnicas?	Confirmation that the Logo "Volta" printed on container according with the technical specifications Confirmação de que o símbolo "Volta" está impresso na embalagem de acordo com as especificações técnicas	C	predefined values, conditional mandatory - if new BC is filled, to proceed user must confirm that "YES" valores predefinidos, condicional obrigatório - se o novo código de barras for preenchido, para prosseguir o utilizador deve confirmar que "SIM"	True Verdadeiro	True
47	Label inks comply with the EuPIA exclusion policy As tintas para etiquetas cumprem a política de exclusão da EuPIA	Confirmation of label inks compliance with the EuPIA exclusion policy Confirmação de que as tintas para etiquetas cumprem a política de exclusão da EuPIA	C	predefined values, optionally mandatory for bottles and container material = "PET" and HasLabel="Yes", to proceed user must confirm that "YES" valores predefinidos, adicionalmente obrigatórios para garrafas e material do recipiente = "PET" e HasLabel="Yes", para prosseguir o utilizador deve confirmar que "SIM"	True Verdadeiro	True
48	Recyclability category of the packaging Categoria de reciclabilidade da embalagem (de acordo com Especificações Técnicas)	Identification of the recyclability category of the packaging according to the criteria defined in the Technical Specifications. Identificação da categoria de reciclabilidade da embalagem de acordo com os critérios definidos nas Especificações Técnicas.	M	predefined values valores predefinidos	"DRS accepted container" (green list) "Embalagem aceite pelo SDR" (lista verde) "DRS conditionally accepted container" (yellow list) "Embalagem aceite condicionalmente pelo SDR" (lista amarela)	GreenList YellowList
49	% of recycled content Conteúdo reciclado (%)	Identification of the recycled content in the packaging body material Identificação do conteúdo de reciclado no material do corpo da embalagem.	C	If PET Bottle, 0<=value<=100 Se Garrafa PET, 0<=valor<=100	Number (%) Número (%)	(%)
50	2024 Product Number units Nº de unidades colocadas no mercado em 2024	Last year Product Nr. Units Nº de Unidades colocadas no mercado nacional em 2024	M	0<=value<=1000000000 0<=valor<=1000000000	Number Número	(number/número)
51	Does the product contains less than 25% of dairy ingredients? O produto contém menos de 25% de ingredientes lácteos?	Confirmation that the product contains less than 25% of dairy ingredients Confirmação de que o produto contém menos de 25% de ingredientes lácteos	M	predefined values , to proceed user must confirm that "YES" valores predefinidos, para prosseguir o utilizador deve confirmar que "SIM"	True Verdadeiro	True

5. RVMs Registration

Once the RVM Supplier profile registration has been approved, the form for registering RVM models previously certified by SDR Portugal will become available.

5.1 Registration of RVM Models

1. Enter the **"RVM Supplier"** area by clicking on the block that appears in the window.
2. Open a new form by clicking on the **"Add RVM model"** button.
3. Fill in the **details of the RVM template to be registered**.
4. To complete the registration of certified RVM models, you must upload the documents relating to the verification of compliance with the SDR specifications:
 - Checklist for certification of RVM models, completed
 - Technical brochure with summary of the most relevant data
 - Drawings to support the layout of the vinyl decoration on the machines
 - User Manual (PT)
 - EC Declaration of Conformity
 - Maintenance plan
 - Accessibility requirements.



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6. Collection Point Register

Collection Point Operators are required to register and approve the collection points covered by the SDR.

Establishments with a continuous display and sales area of more than 50 m² and less than 400 m² may request exemption from the obligation to receive SDR packaging when the following requirements are met:

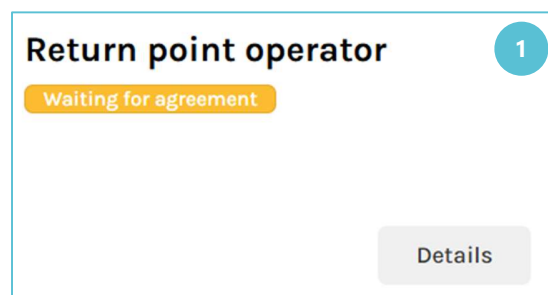
- they can prove that they lack the conditions to receive packaging, assessed based on the unavailability of an area for storing packaging of at least 2 m²;
- if there is a sufficient minimum density of collection points in the vicinity of the premises, assessed as at least one active collection point within a radius of 500 m.

For phase 1 of the collection point registration, it is only possible to "Save as Draft". Subsequently, after approval of the draft contract to be established with the Collection Points, you can edit the saved drafts and complete the registration.

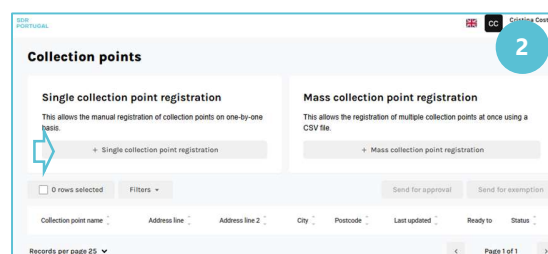
Point 6.4 provides the Data Dictionary to support the registration of collection points, which contains information on the description of each data field, the format, whether it is mandatory to fill it in and the permitted response options. To fill in the "CSV file", you must only use the response values allowed in each field, as shown in the last column "Allowed Values - Mass Product Import (CSV File)".

6.1 Single Collection Point Registration

1. Click on **"Return point operator"** to begin.



2. Select **"Register a single collection point"**.



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- Fill in the necessary information to register the collection point.

Collection point detail

Collection point name

Collection point type

Choose select option ▼

Store area

Bags storage area

GLN code optional

Collection point reference optional

Address

Address line 1

Address line 2 optional

Postcode City

- Fill in the address.
- The longitude and latitude will be filled in automatically.
- Alternatively, you can identify the exact location of the collection point using the interactive map.

Address

Address line 1

Address line 2 optional

Postcode City

Latitude Longitude

- Fill in the opening hours and, if different, the logistics hours for the different days of the week.

Opening hours

Monday

Add opening hours

Tuesday

Add opening hours

Wednesday

Add opening hours

Thursday

Add opening hours

Friday

Add opening hours

Saturday

Add opening hours

Sunday

Add opening hours

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Logistics hours 7

☐ Are opening hours same as logistics hours?

Monday
Add logistics hours

Tuesday
Add logistics hours

Wednesday
Add logistics hours

Thursday
Add logistics hours

Friday
Add logistics hours

Saturday
Add logistics hours

Sunday
Add logistics hours

8. In the next step, select the type of registration you want:

- **"Registration with collection data"** to continue registering the Collection Point, completing the necessary information.
- **"Registration with exemption"** even if you want to apply for an exemption, you must first pre-register the Collection Point detail. Once you have done this, you can then request an exemption from the obligatory packaging collection.

Collection detail 8

Registration type

☐ Registration with collection detail

☐ Registration with exemption

Review and continue Save

9. To continue with the registration, you must indicate the collection option to be assigned to the Collection Point:

- Manual
- Automatic (with RVM)
- Automatic (with mobile RVM)

Collection detail 9

Registration type

☒ Registration with collection detail

☐ Registration with exemption

1. Collection detail

Collection type

Choose select option

Manual
RVM
Mobile RVM

Add collection detail

Review and continue Save

10. Continue to fill in the data relating to the conditions for collection:

- RVM supplier
- RVM model
- RVM serial number
- Option for separation of materials or mixing of PET and cans
- Capacity of bags to be used, 500 or 1000 litres

11. To complete the form, fill in the details relating to the start of the procedure and, where applicable, the end of the procedure with the collection data recorded previously. Please note that:

- The **start date** must be the day on which the collection point will start collecting SDR packaging returned by consumers.
- The **end date** is optional and should only be filled in if you wish to change the packaging collection conditions or to request exemption from the Collection Point operation.

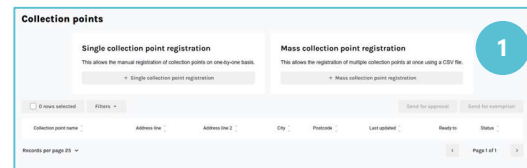
12. To complete the registration, click on the **"Review and Continue"** button.

13. After checking the information you have entered, click on **"Save"**.

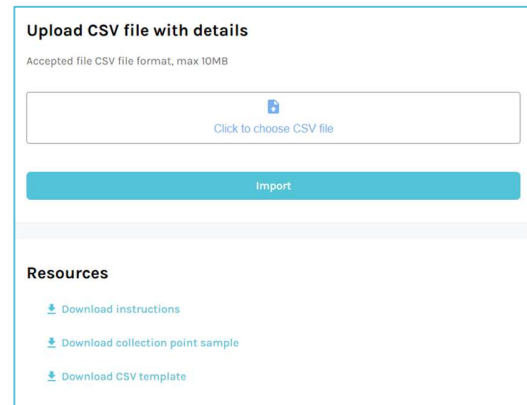
14. After checking the information entered, click on **"Send for Approval"** and then on **"Confirm"**.

6.2 Mass Collection Point Registration

1. Select **"Mass registration of collection points"**.



2. Download the CSV template file, as well as the auxiliary files with instructions and examples of collection points.



6.2 How to fill in the CSV file

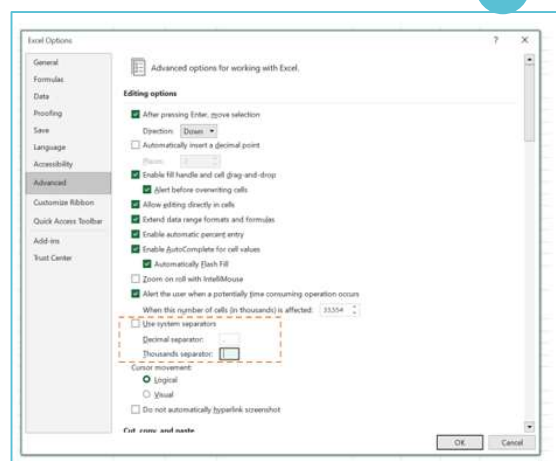
- **Adjust the file properties**

The fields are separated by semicolons ";".

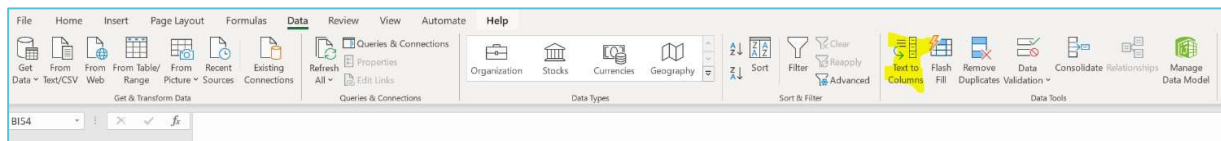
Use a full stop as the decimal separator.

Do not use thousand separators.

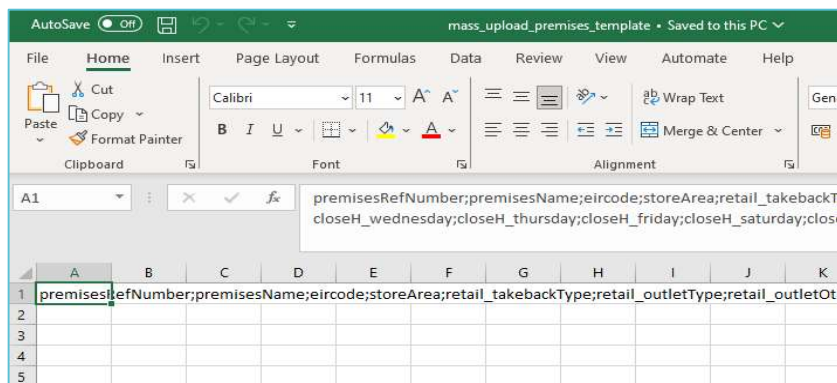
For example, enter "1000" and not "1,000".



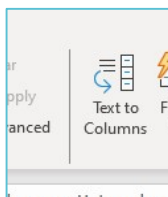
- For the best experience, use the "Text to columns" tool⁶.



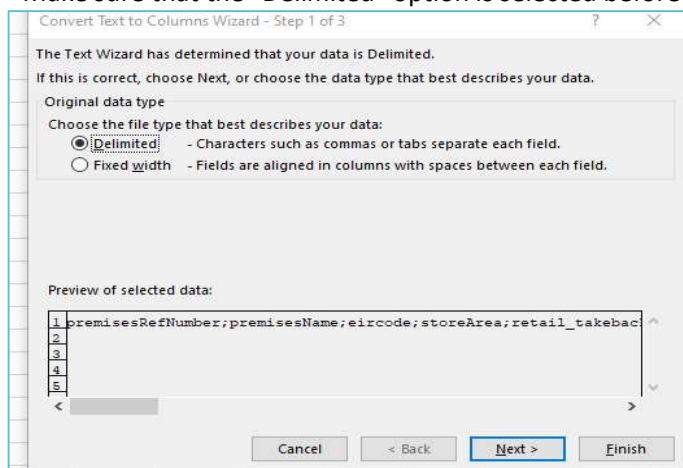
- Convert the CSV template into an Excel spreadsheet using the following process:
 - Make sure that cell A1 is selected.



- Select the "DATA" tab, then the "Text to Columns" option:

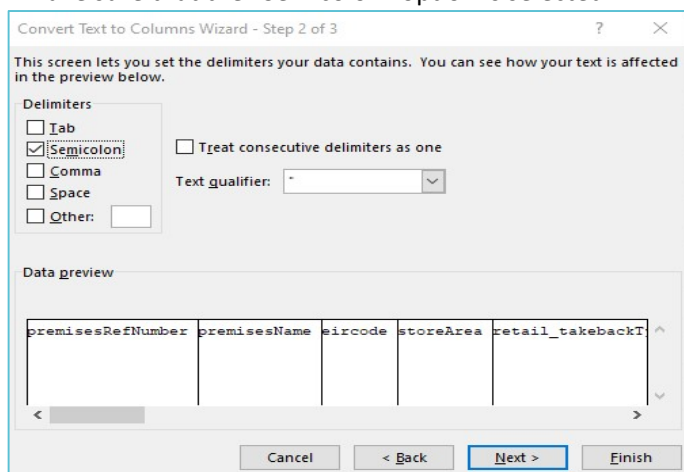


- Make sure that the "Delimited" option is selected before proceeding.

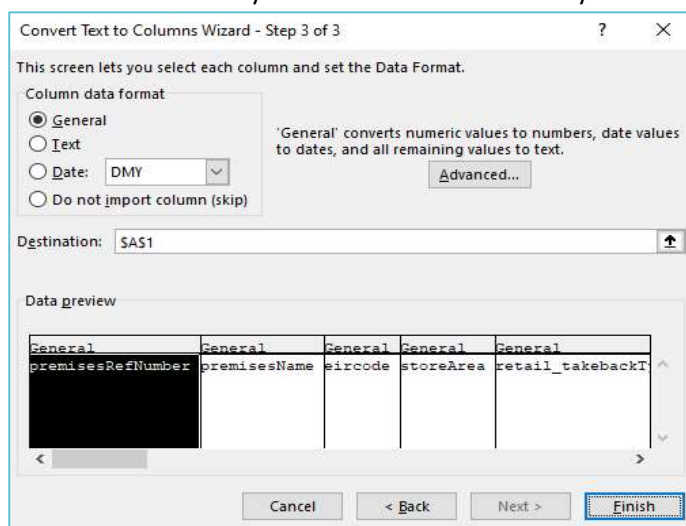


⁶ MORE INFORMATION: <https://support.microsoft.com/en-us/office/split-text-into-different-columns-with-the-convert-text-to-columns-wizard-30b14928-5550-41f5-97ca-7a3e9c363ed7>

- d. Make sure that the "Semicolon" option is selected



- e. Click on "Finish" and you should see the necessary fields in separate columns



	A	B	C	D	E	F	
1	premisesRefNumber	premisesName	eircode	storeArea	retail_takebackType	retail_outletType	ret
2							
3							

- f. Now you can enter the collection point data and save it as a CSV UTF-8 file (comma-delimited) and then upload it to the Portal.

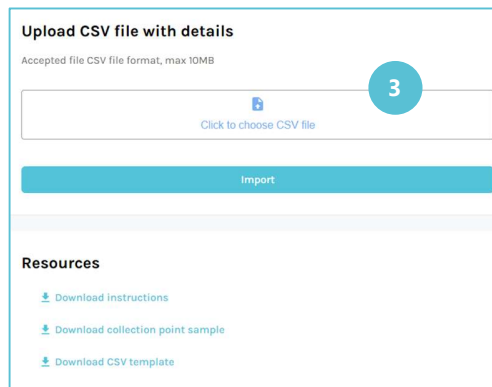


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6.4 Mass Collection Point Registration

1. Once you have prepared the CSV file with the collection point data, import the file into the Portal.



Upload CSV file with details

Accepted file CSV file format, max 10MB

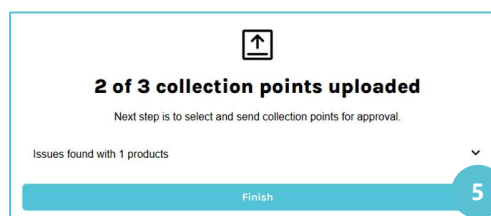
Click to choose CSV file

Import

Resources

- Download instructions
- Download collection point sample
- Download CSV template

2. You will see a message with the result of the mass data upload. You can open it to see the detailed information. At the same time, you will receive an email notification.
3. Click the "Finish" button to complete the process. The list of successfully imported collection points will be available, with the status **"Imported"** indicated:

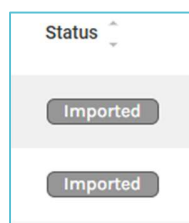


2 of 3 collection points uploaded

Next step is to select and send collection points for approval.

Issues found with 1 products

Finish

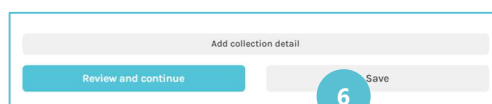


Status

Imported

Imported

4. You can edit each imported collection point individually and make changes, saving as **"Draft"**, and you can **"Review and Continue"** to check for errors before **"Submit for Approval"** and then **"Confirm"**.
5. Or, you can choose to **"Send for Approval"** multiple collection points at once by selecting the respective lines.



Add collection detail

Review and continue

Save

6.5 Exemption Request

1. You can request exemption for a collection point either from the single collection point record or from the list of collection points.
2. Through the "**Single collection point registration**", after registering the preliminary data, you must select the "**Registration with Exemption**" option.
3. Alternatively, you can access the list of collection points, select the line of the collection point to be exempted and use the "**Send for Exemption**" button to register the reason for exemption **and then click "Confirm"**.
4. This information will then be assessed by SDR Portugal.
5. The exemption request must be submitted together with supporting documents confirming and certifying that the exemption criteria have been met and allowing for their assessment by SDR Portugal.

Collection detail

Registration type

☐ Registration with collection detail

☒ Registration with exemption

Exemption reason

Floor size

Exemption note

[Review and continue](#) [Save](#)

Collection points

Single collection point registration

Mass collection point registration

Collection point name	Address line	Address line 2	City	Postcode	Last updated	Ready to
☐ Pólo Duas Oliveiras de Frades	Rua Nossa Senhora dos Milagres Lugar De Frades		Oliveira de Frades	3640-111	11.08.2025	Send for approval, Send for exemption
☒ Luf Sever do Vouga	R. Associação Pró-Castelo Deferente Integrado 1		Sever do Vouga	3740-115	11.08.2025	Send for exemption with floor si

Records per page 25

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Send for exemption

Exemption reason

Floor size

Exemption note

Storage area below 2 s.m.

[Confirm](#)

Exemption

Exemption reason

Floor size

Exemption note

TEST

[Send for exemption](#) [Back to edit details](#)

6.6 Collection Point Registration Data Dictionary

Order	Label	Attribute	Description	Condition	Rules	Max. length	Allowed values
1	Name			Y		1	free text
2	Type of collection point			Yes			Retailer Public Horeca Events
3	External reference			N		10	free text
4	Storage area	Storage area (m ²)		Y		5	Numeric Only whole numbers, no decimals
5	BagsStorageArea	Point of sale type		Y		5	Numeric Only whole numbers, no decimals
6	Latitude			Y			Numeric <-90,90>
7	Longitude			Y			Numeric <-180,180>
8	AddressLine1			Y		1	free text
9	Address			N		10	free text
13	Postal			S	Valid Portuguese postcode XXXX-XXX	8	Numeric
14	GLN			N		13	free text
15	Monday Opening hours	Opening hours on Mondays		Y			
16	Tuesdays Opening hours	Opening hours on Tuesdays		Y			
17	Wednesday Opening hours	Opening and closing time on Wednesday		Y			

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18	Thursday Opening hours	Opening hours on Thursday		Y			
19	Opening hours on Fridays	Opening hours on Fridays		Yes			
2	Opening hours on Saturdays	Opening hours and closing times on Saturday		Y			
21	Opening hours on Sundays	Opening hours on Sundays		Yes			
2	Monday Logistics hours	Opening hours on Mondays		Yes			
2	Tuesday Logistics Hours	Opening hours on Tuesdays		Y			
24	Wednesday Logistics Opening hours	Opening and closing time Wednesdays		Y			
25	Thursday Logistics Hours	Opening hours on Thursday		Yes			
26	Friday Logistics Opening hours	Opening hours on Friday		Yes			
2	Saturday Logistics Opening hours	Saturday opening hours		Yes			
2	Sunday Logistics Opening hours	Sunday opening hours		Yes			
29	Collection details 1 Type of collection			Y			Manual Rvm MobileRvm
30	Collection details 1 RvmModelCode			Y	only if the collection type is rvm		Numeric
31	Collection details 1 RvmSerial number			Yes	only if the collection type is rvm		Numeric
32	Collection details 1 Start date			Yes	only if the collection type is rvm		Numeric date(e.g. "2026-01-01")

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33	Collection details1End date			N	only if the collection type is rvm		Numeric date(e.g."2026-01-01")
34	Collection details1Mixed containers			Y	only if the collection type is rvm		Y N
35	Collection details1May be bags			Yes	only if the collection type is rvm		500 10
36	Collection details1Pet bags			Y	only if the collection type is rvm		50 100
37	Collection details1Mixed bags			Y	only if the collection type is rvm		50 100
38	Collection details2Collection type			Y			Manual Rvm MobileRvm
39	Collection details2RvmModelCode			Y	only if the collection type is rvm		Numeric
40	Collection details 2 Rvm Serial number			Yes	only if the collection type is rvm		Numeric
41	Collection details 2 Start date			Yes	only if the collection type is rvm		Numeric date(e.g."2026-01-01")
42	Collection details2End date			N	only if the collection type is rvm		Numeric date(e.g."2026-01-01")
43	Collection details2Mixed containers			Y	only if the collection type is rvm		Y N
44	Collection details2May be bags			Yes	only if the collection type is rvm		50 100
45	Collection details2Pet bags			Y	only if the collection type is rvm		50 100

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46	Collection details2Mixed bags			Y	only if the collection type is rvm		50 100
4	Collection details3Collection type			Y			Manual Rvm MobileRvm
48	Collection details3RvmModelCode			Y	only if the collection type is rvm		Numeric
49	Collection details3RvmSerial number			Yes	only if the collection type is rvm		Numeric
50	Collection details3Start date			Yes	only if the collection type is rvm		Numeric date(e.g. "2026-01-01")
51	Collection details3End date			N	only if the collection type is rvm		Numeric date(e.g. "2026-01-01")
52	Collection details3Mixed containers			Y	only if the collection type is rvm		Y N
53	Collection details3Can be bags			Yes	only if the collection type is rvm		50 100
54	Collection details3Pet bags			Y	only if the collection type is rvm		50 10
55	Collection details3Mixed bags			Y	only if the collection type is rvm		500 10

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Order	Label	Attribute	Description	Mandatory	Rules	Maximum length	Allowed Values
1	Name			Y		10	free text
2	Collection Point Type			Y			Retailer Public Horeca Events
3	External Reference			N		10	free text
4	Storage Area	Store Area (M2)		Y		5	Numeric Whole numbers only, no decimal places
5	Bags Storage Area	Retail Outlet Type		Y		5	Numeric Whole numbers only, no decimal places

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Version history

Version	Date	Summary of changes made
2.0	14/07/2025	The point " 1.3 Functions and Access " has been added. Corrections to point " 4.3 Product Registration Data Dictionary ": " <u>Package weight</u> (including lid) (g)", minimum limit 6 g instead of 10 g; "Permitted values - Mass import (CSV file)", <u>Barriers</u> use "NoBarrier" instead of "NoBarriers", <u>PET Bottle Colour</u> use "TransparentLightBlue" instead of "TransparentLigthtBlue".
3.0	07/08/2025	Addition of new points relating to the registration of RVM Suppliers, Registration of Test Results and Registration of PdR Operators (3.2, 3.3, 5 and 6)
4.0	19/08/2025	Review of points relating to the registration of RVM Suppliers, Registration of Test Results and Registration of PdR Operators (3.2, 3.3, 4.3, 5 and 6). Instructions for CSV files (4.4 and 6.2).

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