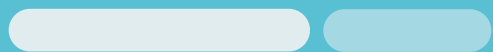
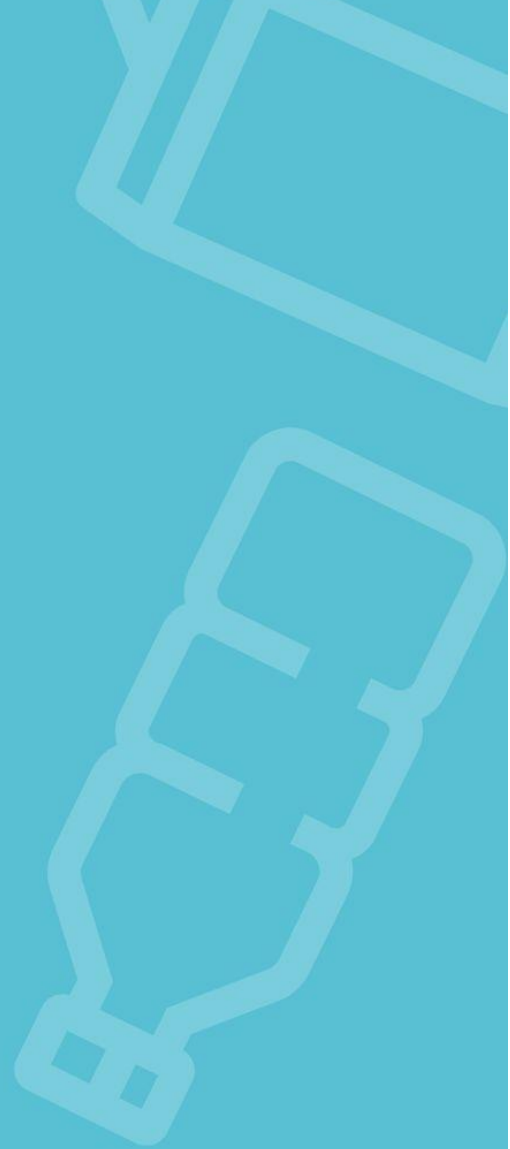


**SDR
PORTUGAL**



DRS TO TBS RETAILER MANAGER INTEGRATION & RETAILER APP

USER GUIDE

VERSION 2

ÍNDICE

Introduction.....	3
Prerequisites for Initial DRS Setup	3
Collection Point Manager to Retailer Manager Integration	5
Inviting Retailer App Users.....	6
Installing the SDR Collection Point App	7
Using the SDR Collection Point App.....	7
Reviewing Sealed Bags in Stock in the TBS Portal	8

Introduction

This guide explains how to integrate DRS user roles with TBS, including the assignment of Collection Point Managers as Retailer Managers, and how to invite and register Retailer App users. It also provides step-by-step instructions for installing and using the SDR Collection Point App, enabling users to manage package collections, bag registration, and inventory activities efficiently.

Prerequisites for Initial DRS Setup



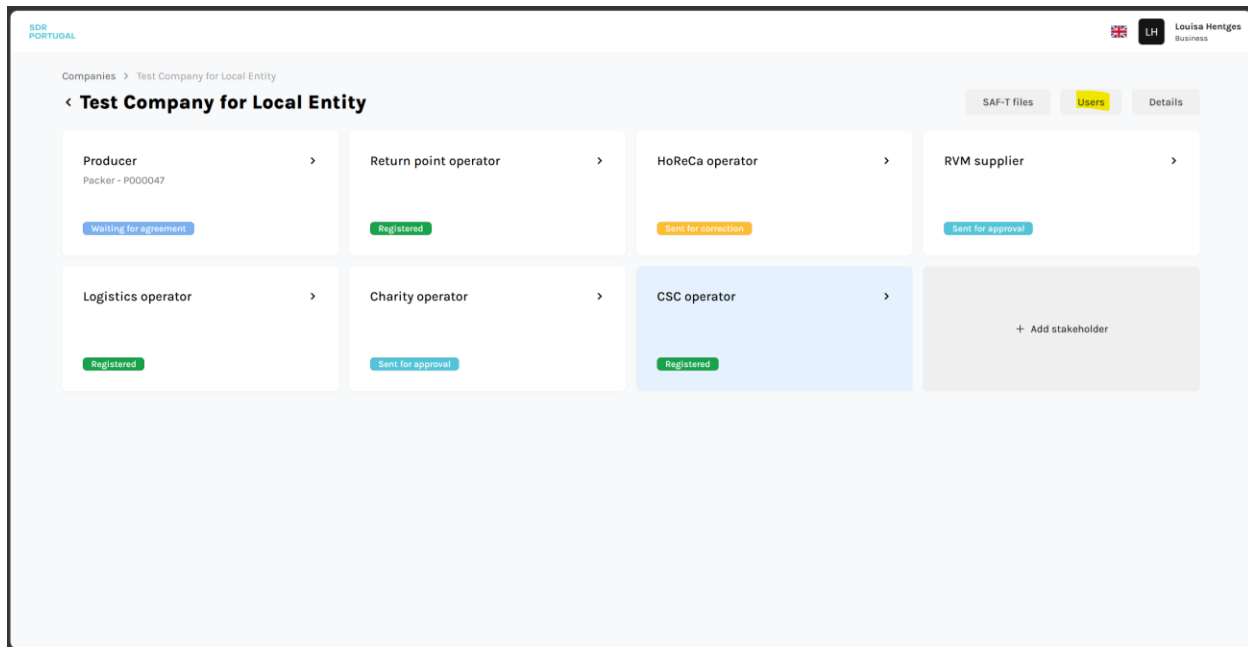
Before integrating users with TBS, ensure the following have been configured in the DRS portal:

1. Register the **Company**
2. Register the **Return Point Operator (RPO)** and required **Collection Point(s)**
 - a. Please note the following changes to the registration process for **Return Point Operators (RPOs)** and **Collection Points**:
 - i. At **Collection Point** level, the **Collection Point Type** can only be selected once the contract has been assigned.
 - b. At **RPO** level, contracts must now be selected **before** the registration is submitted for approval.
 - c. Once the registration has been approved, the selected contract will be automatically pre-populated.
 - d. There are now **four different RPO contract types** available for selection.
 - i. Please ensure the correct contract is selected during the setup process, as this will determine the options available in subsequent registration steps.

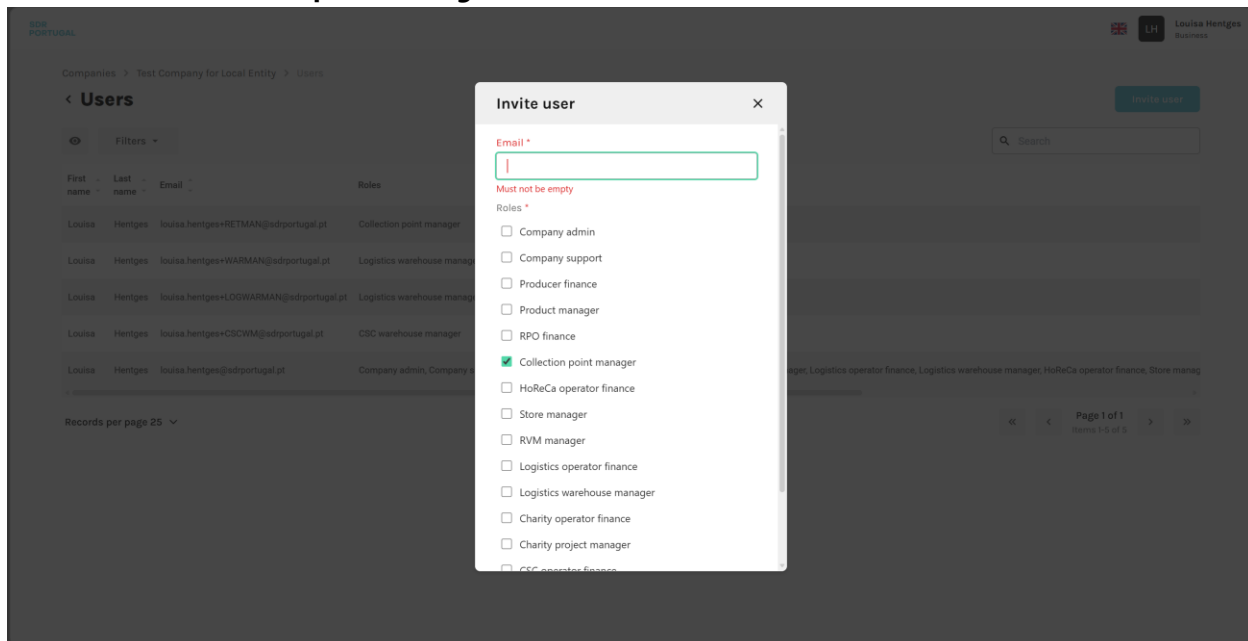
For detailed instructions on completing the registrations above, please refer to the ***“SDR Portugal Portal Guide for Registrations (V5.0) EN_20260303”***.

Once the above has been completed, follow the steps below to register the designated **Collection Point Manager (Retailer Manager in TBS)**:

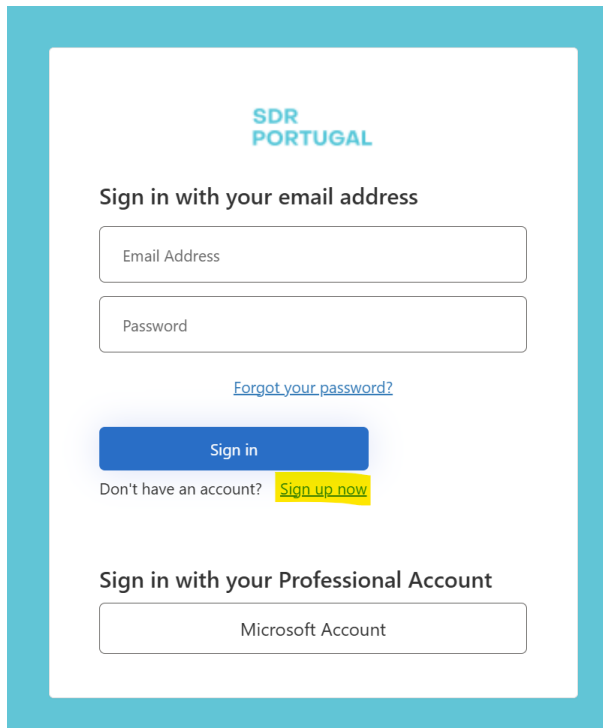
1. Login / Navigate to the **SDR Portugal** homepage within the DRS portal
2. Select your **Company**
3. Navigate to **Users**



4. Click **Invite users**
5. Enter the email address of the designated **Collection Point Manager (Retailer Manager in TBS)**
6. Select **Collection point manager**



7. **IMPORTANT – TBS currently does not support multiple roles per user**
 - a. Use a unique email address for each role, or an email alias (e.g. **louisa.hentges+RM@sdrportugal.pt**) if allowed by your company's email policy
8. The designated **Collection Point Manager** will receive an email invitation for **User Registration**
9. Click the link included in the invitation email <https://portal.drs.sdrportugal.pt/> to finalise the registration
10. Click **Sign up now**



SDR
PORTUGAL

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 Professional Account

Microsoft Account

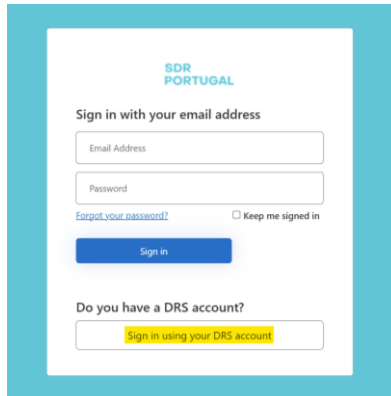
11. Enter the email address used in the invitation
12. Click **Send verification code**
13. Click **Continue**
14. Input received via email **Verification code**
15. Click **Verify** and then **Continue**
16. Finalise your **User Registration** by entering:
 - a. Name
 - b. Phone Number
 - c. Password
 - d. Accept GDPR Consent
17. Select **MFA Method**
 - a. **Microsoft Authenticator**
 - Scan QR code
 - b. **SMS**
 - Enter Country Code and Phone Number
18. Enter **Verification Code**
19. **User Registration** complete

Collection Point Manager to Retailer Manager Integration



To manage users and locations within TBS, the designated **Collection Point Manager** must first access the TBS portal using their existing DRS account. This ensures the user profile and permissions configured in DRS are correctly recognised within TBS.

1. Navigate to the TBS portal [Sign up or sign in](#)
 - a. **IMPORTANT** - Click **Sign in using your DRS account**



2. Enter **Collection point manager** credentials and click **Sign in**

Inviting Retailer App Users



The **Retailer Manager** can invite Retailer App users through the TBS portal by entering the user's details, assigning the **Retailer App User** role, and selecting the locations they can access. The invited user will then receive an email invitation to set their password, configure multi-factor authentication (MFA), and activate their account.

1. Navigate to **Settings**
2. Click **Invite new user**
3. Enter:
 - Name
 - Last Name
 - User's email
4. Click **Continue**
5. Select **Retailer app user**
6. Click **Continue**
7. Select the locations the user will have access to
8. Click **Invite user**
9. **Retailer app user** to navigate to your email account to access the invitation

10. Click the link to set your **User Details**
11. Enter your preferred password
12. Click **Continue**
13. Enter **Multi-factor authentication** details:
 - Country Code
 - Phone Number
14. Complete the verification process to activate your account

Installing the SDR Collection Point App



Once a Retailer App User has completed their account registration, they must download and install the SDR Collection Point app. The app can then be accessed using the registered email address and password to begin managing collection activities.

1. Once your account has been created, download the **SDR Collection Point** app to your device, either from **Apple** or **Google Play Store**, depending on your device
2. Open the app and sign in using your registered email address and password

Using the SDR Collection Point App



Option 1: Individual Package Scanning (Manual Collection)

- If you would like to scan each package before placing, it in a bag:
 1. Select **Start receiving**
 2. Scan each package individually
 3. Once all packages have been scanned, navigate to **Inventory**
 - a. Select **Close bag**
 4. Apply the appropriate seal to the bag and complete the process

Option 2: Bag Registration

- Once the bag is full and securely sealed, it must be registered in the application
 1. Go to the **Inventory** tab
 2. Select **Close bag**
 3. Scan the seal code applied to the bag
 4. Select **Bag content**

- a. Mixed (PET+Cans)
 - b. PET
 - c. Cans
5. Choose **Continue to summary**
6. Select **Continue transaction**
7. Choose **Confirm and submit**

Reviewing Sealed Bags in Stock in the TBS Portal



- Login to the TBS portal [Sign up or sign in](#)
 - **IMPORTANT** - Click **Sign in using your DRS account**
- Enter **Collection point manager** credentials and click **Sign in**
- Navigate to the **Stock** tab to view your sealed bags