



Reporting guidelines for EEE put on the market in the Czech Republic

1. Basic information
 - a. Please fill in the name of the company name, identification number, phone number, email and name of the contact person filling in the report
 - b. Identification number – please fill in only NUMBERS (no letters, e.g. HRB for German companies...)
2. Reporting period
 - a. The report shall be filled in quarterly.
 - b. The deadline is the last day of the month following the reporting quarter
 - c. The period is set automatically, it is impossible to change by the user
3. Reporting
 - a. Please fill in the amount of tons (0,001) and number of pieces in the group for which you have been registered in the List of Producers (the Group in the Annex 8 – Souhlas výrobce) in the column „own production“ or (and) „import“. The import is both import from EU as well as from the non-EU countries. In case of any change within the reporting groups, please contact us at polakova@retela.cz.
 - b. It is possible to fill in the “export” in case of exporting the products outside the Czech republic.
 - c. The amount for invoicing is calculated automatically.
 - d. The tons and pieces are required due to our annual report, which is processed by RETELA compliance-scheme for the producers each year.
 - e. Please note that it is necessary only numbers shall be filled in. Otherwise, please leave the columns empty. Do not fill in any marks (x, -, t or backspace...)
 - f. The minimum amount is 1kg (0,001t)
4. Saving the report
 - a. It is advisable to save the report prior sending (button under the list with groups)
5. Sending the report
 - a. Press the green „submit report“ button. The report shall be automatically sent for further processing. You shall receive an email note (in Czech) confirming receiving the report.
6. In case you have had 0 import/production during the period, please fill in the report as well! In such case, please fill in just the fading (company name, email, phone number).