



elrepo

User Manual

Content

Contact Information

1. Producer Responsibility Reporting at Elrepo
2. Login without a password

2.1 Having trouble logging in?

2.2 Are you reporting for more than one company?

3. User Access Management

3.1 Adding a new user and removing access rights

4. Reporting

4.1 Entering data

4.2 Nothing to report – company must submit a zero report

4.3 Correcting a report

5. Company Information

5.1 Adding an invoice reference

5.2 Terminating the agreement



Contact Information

	Member Support	Producer Services
Producer Responsibility	Electrical and Electronic Equipment	Batteries
Email	membersupport@elker.fi	info@recser.fi
Producer responsibility organization	Elker Ltd. (SELT Assoc., ICT- Producers Co-operative-TY, Flip Assoc.)	Recser Ltd. and Akkukierrätys Pb Oy

1 Producer Responsibility Reporting at Elrepo

In Elrepo, companies report the quantity of products placed on the Finnish market. The products to be reported are: electrical and electronic equipment, batteries and accumulators, and automotive and industrial lead-acid batteries. Reporting is done separately for Mainland Finland and Åland. Reporting follows an annual schedule, after which each company has one month to submit its report. If the company neglects the reporting obligation, the producer organization has the right to impose a late fee (€150 per delayed report).

Note!

Dot and comma

When entering reporting data, both a dot and a comma work as decimal separators. In Finland, for example, 100,00 kg / 100.00 kg both mean one hundred kilograms.

Net weight

Only the *net weight* of the product is reported in Elrepo: for example, the net weight of electrical and electronic equipment without packaging and any possible battery.

Navigation

Navigation in Elrepo is done using the browser's forward and back buttons or by clicking the headings at the top of the screen.



2 Login Without a Password

The login link to Elrepo <https://elrepo.elker.fi> can be found on the website of your producer organization.

Log in by entering your email address in the designated field. You will receive a login link within five minutes, provided you have access rights. No password is required for logging in.

2.1 Having Trouble Logging in?

If you don't receive the login link:

1. Ensure you are using the same email address that you used in the previous reporting system.
2. Check your spam folder. The login link is sent from: elrepo@elker.fi
3. Ask a colleague (who has access to Elrepo) to check and add access rights for you.

If you still do not receive the link, submit a support request using [this provided form](#). Your access will be checked and confirmed by email.

2.2 Are you reporting for more than one company?

If you report on behalf of multiple companies, select a company after logging in. You can switch companies either from this page or through the dropdown menu at the top of the screen.

If you are a **consultant** reporting on behalf of companies, your consulting company must first be established in Elrepo. Contact Member Support / Producer Services if your consulting company is not yet added.



3 User Access Management

A company must have at least one primary user, and a primary user cannot be removed unless another exists. User rights can be defined per agreement. For example, one person may report batteries, while another reports electrical and electronic equipment. One may have multiple roles, such as reporter and financial administrator.

Primary user

- Can add and remove primary users, reporters, and finance users
- Can remove another primary user, but at least one primary user must always remain
- Can appoint another user as primary user
- Can view and update company information and billing details
- Can view and update company agreements
- Can report and correct submitted reports
- Can notify the termination of the agreement

Reporter

- Can report and correct submitted reports
- Can view company information and billing details
- Can view company agreements

Finance

- Can view reports
- Can view company information and update billing details
- Can view company agreements

3.1 Adding a New User and Removing Access Rights

The company's primary user has the right to add and remove users. Go to **Contacts** and select **"Add contact"**. Fill in the required information and select the contracts to grant reporting permission to. For example, if different people report batteries and electrical equipment, you can assign access rights accordingly. Save the information.

You may leave the field **"Account valid until"** blank.

When you want to terminate a user's access rights, enter a date in the **"Account valid until"** field and save the information.



4 Reporting

Reporting follows an annual schedule. Quantities of products put on the market in Mainland Finland and Åland must be reported separately.

When entering reporting data, both a dot and a comma work as decimal separators. In Finland, for example, 100,00 kg / 100.00 kg both mean one hundred kilograms.

Elrepo automatically saves data, but **the form must always be submitted** for the report to be considered completed.

Previously submitted reports can be found under **“Reported forms”**.

4.1 Entering Data

1. Select the reporting form on the front page.

- The top section displays forms that have not yet been submitted.
- The report status indicates whether the reporting has been started.
- Ensure you are reporting for the correct period and **“Open Reporting”**

2. Enter the data.

- Every field must contain a number. If **no** products have been put on the market, enter zero.
- To speed up reporting, the **“Fill blanks with zeros”** button fills the fields of the selected product category with zeros (except for fields where a number has already been entered).
- In the reporting view, only the product categories that the company has registered for under **“Contract details”** are active. If the company needs to report products in an inactive (greyed-out) category, tick the box next to the heading: **“I want to report products in this category.”**
- Elrepo may request a comment if a figure differs significantly from previous reports or is unusually large. Please provide an explanation in the designated field.



3. Go to Summary.

- Once the reporting has been completed, click **“Go to Summary”**.
- Review the summary and the total €.
- If corrections are needed, click **“Go back”** and enter the required information.

4. Add invoice reference in the field **“Additional information for the invoice”** or select **“No additional information for the invoice”**.

5. Remember to submit the report!

- The report must be submitted. **Only submitted form is considered officially reported.**

6. Order a summary by email after submitting the report.

- If you would like to receive or send someone a link to summary, select email address and click **“Send summary”**. This cannot be done retrospectively.

4.2 Nothing to report - company must submit a zero report

If the company has nothing to report, a zero report must still be submitted by filling all fields with zeros and sending the form. Only submitted form is considered officially reported.

4.3 Correcting a report

The report can be corrected afterwards. On the right-hand side of the front page, below the reporting forms, select **“Reported forms”**.

- Choose the report, scroll to the bottom of the page and select **“Edit report”**.
- Make corrections and review summary
- Add invoice reference in the field **“Additional information for the invoice”** or select **“No additional information for the invoice”**
- **Submit report**
- If you would like to receive or send someone a link to summary, select email address and click **“Send summary”**. This cannot be done retrospectively.

A corrected report fully replaces the previous one, and the system automatically generates a correction invoice and a new invoice.



5 Company Information

Company information can be updated under **Company details**. Only primary user can make updates. Remember to save. If the business ID / VAT-number changes, contact Member Support / Producer Services.

Producer responsibility agreements can be viewed and updated under **Contract Details**.

5.1 Adding an Invoice Reference

The company can set invoice references:

Permanent billing reference applies to all invoices sent by producer organization/authorized representative. Set up at **Company details** → **Billing information** → **Invoice Reference**.

Agreement-specific invoicing reference applies to agreement. Set up at **Contract Details** → **Invoice Reference**

Report-specific invoicing reference applies to report. Set up at the **summary** before submittin the report.

5.2 Terminating the Agreement

If the company wishes to terminate its agreement (with the producer organization or authorized representative), it is done in **Contract details** → **Terminate contract**. Termination dates are: **31 March, 30 June, 30 September, or 31 December**. Member Support / Producer Services will process the termination, request required signatures, and confirm the termination.

