



# Year-end report – How to do this?

## Step 1

Please submit your year-end sales report ( ? further information)!

Newsletter      Events      Your Online-Label

Overview of due sales reports

New sales report

Please select the button "New sales report"

## Step 2

Sales report wizard - Enter quantities

Report

Period: Y 01/2023 - 12/2023 (open) - Due by: 31.03.2024

Voucher no. ?

Report type: new sales report

English number format (thousands separator with a comma, decimal format with a dot)  
Errors may occur, when using copy/paste.

Paper/paperboard/cardboard

Plastics

Supplementation of additional materials

Cancel      Continue

Please select "Y 01/2023 – 12/2023"

The year-end report is a new sales report

Please enter the total packaging quantities for each material category for 2023 and choose "Continue"

### Step 3

**Sales report wizard - Enter quantities** ✕

**Invoice address**

VAT Reg. no.

Customer no

Period **J 01/2023 - 12/2023 - Due by: 31.03.2024**

Your voucher no n.v.

This report is a new sales report

**Total amount**

Net amount	EUR
Vat ( 0,00 %)	EUR
Gross amount	EUR

Material	Quantity	Price	Total amount
Paper/paperboard/cardboard			
Plastics			
Subtotal	-	-	

The amount shown here refers to the quantity you entered. Please note that amounts booked during the year and a contractually agreed minimum fee - if applicable - will be considered later in the invoice.

**Change quantities**

Store the quantities of the year-end sales report as estimated annual quantity for the calendar year 2024

Store other quantities as estimated annual quantity for the calendar year 2024 (after transmission of the report)

No adjustment of estimated annual quantity for 2024

**Note:** For payment modalities, please refer to the final settlement document, which you will receive afterwards.

**Legally binding declaration**

Herewith I/we confirm vis-à-vis Der Grüne Punkt - Duales System Deutschland GmbH the completeness and correctness of the aforementioned particulars in a legally binding form. The contractual provisions continue to apply.

Go backVoucherCancelTransmit

Please transmit your year-end report

→

Please select an option for entering your estimated annual quantity for 2024

### Step 4

**Thank you!** ✕

**The report has been transmitted**

**Attention**

Please submit the quantities just reported to us, if not yet done, in the same way at the Central Packaging Register! Please log in to the LUCID-Login.

[➔ Zum Verpackungsregister](#) In your LUCID dashboard, the button "volume report" will then be available.

Close