



# Year-end report – How to do this?

## Step 1

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

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 01/2024 - 12/2024 (open) - Due by: 31.03.2025

Voucher no. ?

Report type new sales report

Please select "Y 01/2024 – 12/2024"

The year-end report is a new sales report

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

Supplementation of additional materials

Paper/paperboard/cardboard

Plastics

Cancel Continue

Please enter the total packaging quantities for each material category for 2024 and choose "Continue"

### Step 3

**Sales report wizard - Enter quantities** ✕

**Invoice address**

VAT Reg. no.

Customer no

Period **J 01/2024 - 12/2024 - Due by: 31.03.2025**

Your voucher no n.v.

This report is a new sales report

**Total amount**

Net amount		EUR
Vat ( 19,00 %)		EUR
Gross amount		EUR

Material	Quantity (kg)	Price (€/kg)	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 2025
- Store other quantities as estimated annual quantity for the calendar year 2025 (after transmission of the report)
- No adjustment of estimated annual quantity for 2025

**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 back Voucher Cancel

Please transmit your year-end report

Transmit

Please select an option for entering your estimated annual quantity for 2025

→

→

### 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](#) **LUCID** In your LUCID dashboard, the button "volume report" will then be available.

Close