

## Anleitung „Hinzufügen einer B2B-Verpackungsart im LUCID-Verpackungsregister“

1. Loggen Sie sich mit Ihren Login-Daten auf <https://lucid.verpackungsregister.org/login> ein.

### Welcome to the LUCID Packaging Register!

#### Would you like to register?

If you are the first party to place packaging filled with goods on the German market on a commercial basis, you are required to register with the LUCID Packaging Register. If you are a producer and have not yet registered with the LUCID Packaging Register, you can start your registration here. Registering is free of charge. The Verpackungsgesetz (Packaging Act) uses the collective term 'producer(s)' to refer to initial distributors under obligation: manufacturers, retailers, importers, online retailers and mail order companies as well as other distributors and initial distributors. They are required to register. Further information about the term 'producer' can be found here.

For packaging subject to system participation, you must fulfil your system participation obligations and submit data reports on your packaging volumes. You can find more information here. You generally fulfil your system participation obligations by entering into a system participation agreement or by purchasing pre-participated service packaging.

#### Have you already registered?

Producers who have already registered can log in here and enter, for example, details about the packaging and brand names as well as change other registration information or submit volume reports about packaging subject to system participation.

#### Have you lost access?

Use your recovery contacts to restore access and start a login transfer here if you no longer have access to your login.

More information can be found on our Website.


**Producers...**

... provide packaging filled with goods in Germany (e.g. producers, importers, online or mail order retailers, distributors of service packaging). They register here in the LUCID Packaging Register!

**Login** >

**Launch registration process** >


**Auditors...**

... carry out audits in accordance with the Verpackungsgesetz (German Packaging Act)!

**Login** >

**Launch registration process** >


**Automatic data reconciliation...**

... is for those who want to check the producer's register of producers by tax numbers (companies, organisations, associations and others)!

**Login** >

**Request login** >


**Appointed third parties**  
...
 

... can submit declarations of completeness for producers!

**Login** >

**Request login** >

2. Klicken Sie auf Ihrem Dashboard unter „Details about the packaging“ auf „Edit“:

Registration number  
DE4769656194352  
Company name  
Testname2  
Registration status:  
Registered

Last Login:  
09.05.2022  
Registration date:  
09.05.2022  
Last profile update:  
09.05.2022


**Master data**

Edit master data, change login, close registration

**Edit** >


**Details about the packaging**

Edit details about your company's packaging

**Edit** >


**Brand names**

Edit brand names

**Edit** >


**Authorised representative**

Appoint and edit an authorised representative

**Edit** >


**Data report**

Submit data report

**Edit** >


**Declaration of completeness**

Edit declaration of completeness

**Edit** >


**Documents**

Download documents

**Download** >



5. Machen Sie außerdem unter „Packaging not subject to system participation“ noch ein „Häkchen“ bei einer der beiden *oder* bei beiden nachstehend gezeigten Verpackungsarten:

- Transportverpackungen (Transport packaging)

☒ **Transport packaging** from 1 July 2022

This selection applies to people who deliver goods in transport packaging, for example on single-use pallets, to retailers via a forwarding agent or their own freight operators. Transport packaging typically does not accumulate with final consumers and instead remains with retailers. It is therefore not the same as shipment packaging, which typically accumulates as waste with private consumers. Retailers are the sector of the economy that sell the goods onwards in the form in which they were received (e.g., individually) without processing them further.

Transport packaging is often used to bundle multiple sales units into one transport unit. Transport packaging does not include any packaging for sales units (one-piece packaging, multi-piece packaging), even if they also provide protection during transport.

Only single-use transport packaging is included for this purpose. For reusable transport packaging (for example reusable pallets), 'Reusable packaging' should be selected.



*Zum Beispiel: Einweg-Holzpaletten, Kartons, Umschnürungsbänder, Einweg-Trays aus Karton und Kunststoff, Einweg-Blumeneimer.*

und/oder:

- Wiederverwendbare und Mehrweg-Verpackungen (Reusable packaging)  
HINWEIS: Diese Verpackungen müssen folgende drei Kriterien erfüllen:
  1. Die Verpackungen sind dafür vorgesehen, mehrmals für den gleichen Zweck benutzt zu werden.
  2. Die tatsächliche Rücknahme und Wiederverwendung wird über eine geeignete Logistikplanung ermöglicht.
  3. Die Rückgabe und Wiederverwendung wird gefördert, zum Beispiel durch das Erheben einer Kautions/eines Pfands.

Kreuzen Sie dieses Fach nur an, wenn alle drei Kriterien erfüllt sind.

☒ **Reusable packaging** from 1 July 2022

Anyone who places reusable packaging filled with goods on the German market should make this selection. Pursuant to section 3 (3) VerpackG, reusable packaging is packaging that is intended

1. to be used multiple times for the same purpose, and its
2. actual return and reuse is facilitated by suitable logistics and
3. encouraged by an appropriate incentive system – usually a deposit.

All three of the criteria listed must be met, including a suitable incentive system. Even the fact that an article of packaging can – or is – used multiple times does not make it reusable packaging.



*Beispiel: Mehrweg-Verpackungen wie Blumeneimer, Blumenkartons, Pflanzentrays und Pflanzentöpfe, die von Royal FloraHolland gemanagt werden.*

6. Geben Sie im nächsten Schritt die Markennamen an. Die Markennamen Ihrer lizenzpflichtigen Verpackungen (B2C-Verkaufsverpackungen) sollten hier bereits eingetragen sein. Sie müssen also nur noch die Markennamen für die nicht-lizenzpflichtigen Verpackungen (B2B-Transportverpackungen) eingeben. Klicken Sie dazu auf „Add brand name“.

### Edit brand names

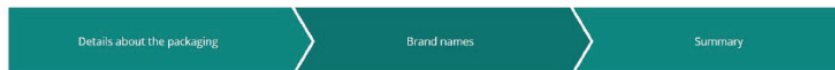
Please enter the brand names you use to place packaging filled with goods on the German market for the first time as a producer / initial distributor. Information about producer status can be found [here](#).

You can see the previous information in the list. Depending on the details about the packaging, the allocation changes or must be adjusted by you. At least one brand name must be assigned to each packaging category.

'Brand name' means the word(s) on the packaging that set it apart from other brands. The brand names need to be categorised by packaging subject to system participation and packaging that is not subject to system participation. If you do not use any brand names to identify your packaging, enter your company name.

Please only enter your umbrella brands that you are responsible for as a producer. The brand names of trading goods sourced from within Germany that you simply resell should not be listed. Please do not enter any sub-brands; the names of the umbrella brands suffice. Please also **do not** enter:

- type designations, article specifications, model descriptions (e.g. headphones A10, headphones A15)
- quantities (e.g. 50g, 100g)
- product descriptions (e.g. headphones, lubricating oils).



[Next](#) >

| Brand name  | Packaging subject to system participation | Packaging not subject to system participation <small>from 1 July 2022</small> | Actions |
|-------------|-------------------------------------------|-------------------------------------------------------------------------------|---------|
| Brandname 1 | ✓                                         | —                                                                             |         |
| Brandname 2 | ✓                                         | ✓                                                                             |         |
| Brandname 3 | —                                         | ✓                                                                             |         |

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[Add brand name](#)

### Information

The Packaging Act obliges you to state the brand names of the products. If a product has an upper brand and additional sub-brands (so-called sub-brands), it is sufficient to state the upper brand. In addition, sub-brands can be entered.

7. Das LUCID-Verpackungsregister hat die Markennamen in vier Kategorien unterteilt:

- 1) Geben Sie unter „Own brands packaging“ Ihren eigenen Markennamen an, wenn dieser auf Ihren Verpackungen steht.

## Guidance on entering brand names

Here you can find information about entering brand names for own brands, third-party brands, unbranded packaging, shipment or service packaging.

### Own brands packaging

List **own brands/retailer brands** that identify your packaging filled with goods that you as a **producer** place on the German market for the first time.

This does not include only own brands for which you own the trademark. It applies to all the own brands you use to place packaging on the German market as an initial distributor.

**Example:** The company 'Die Haferkeks Bäckerei' manufactures shortbread biscuits under the name 'Shorties' and oatmeal biscuits under the name 'Oaties'. The brand 'Die Haferkeks Bäckerei' appears on the packaging. As such, the brand name 'Die Haferkeks Bäckerei' should be listed.



2) Geben Sie unter „Third-party brands packaging“ den Markennamen der Transportverpackung an, auf der ein Markenname eines Dritten steht, zum Beispiel:

Pflanzentrays der Marken Normpack oder Sivepo, oder Mehrweg-Kartons mit Royal FloraHolland-Logo.

#### Third-party brands packaging

You only need to list third-party brands if you are the producer / initial distributor responsible for the packaging (for example as the importer of goods to Germany).

Under no circumstances should you list the brand names for the third-party goods / retail packaging that you sourced from wholesalers or producers in Germany if you are a downstream seller. You are not responsible for that; the wholesaler or producer is.

**Example:** The Masterimport company imports packaged goods from abroad into Germany and registers in the LUCID Packaging Register accordingly. The brand names of that packaging must be listed.



3) Unter „Shipping, service and other packaging without brand names“ können Sie den Namen Ihres Betriebs eingeben, wenn auf Ihren Verpackungen keine Marken angegeben sind.

#### Shipping, service and other packaging without brand names

For your unbranded packaging, enter your company name under 'brand names'.

**Example:** A company sends packaged goods in neutral shipment packaging without any identifiable brand name. The company name should be listed. Do not list the name of the manufacturer of the empty packaging material.

If no brand name is printed on the service packaging and you have transferred system participation to an upstream distributor for the unfilled packaging (for example the supplier or wholesaler), provide the company name of the upstream distributor as the brand name.



4) Die letzte Kategorie „Shipment packaging with brand names“ ist nur für Webshops vorgesehen, die direkt an den deutschen Endverbraucher liefern.

#### Shipment packaging with brand names

For shipment packaging, 'brand name' refers to the words that are on the shipment packaging that distinguish the service (the shipping) from other shipping service providers.

If a brand name is visible on your shipment packaging, please list that name. **Do not** enter the brand name or any other description of the manufacturer of the packaging material being used. If you use unbranded shipment packaging, please register the name of your mail order company / company name.

**Example:** 'Haferkeks' company sends packaged goods to final consumers in shipment packaging that has their own company name printed on it. The company name 'Haferkeks' should be listed.



8. Wenn alle Markennamen eingegeben wurden, kommen Sie auf die Seite „Summary“. Hier können Sie alle eingegebenen Daten kontrollieren und ggf. berichtigen, indem Sie „Edit“ anklicken:

## Summary

Here is a summary of your entries. Please check before submitting whether your entries are complete and correct.



### Details about the packaging

[Edit >](#)

#### Packaging subject to system participation

☐ Retail, grouped and shipment packaging that typically accumulates as waste with private final consumers / comparable sources of waste generation after use, and service packaging ⓘ

from 1 July 2022

☒ Exclusively pre-participated service packaging ⓘ

#### Packaging not subject to system participation

from 1 July 2022

☒ Single-use beverage packaging subject to deposit ⓘ

from 1 July 2022

☐ Packaging that does NOT typically accumulate as waste with private final consumers ⓘ

from 1 July 2022

☐ Retail packaging for hazardous contents ⓘ

from 1 July 2022

☒ Transport packaging ⓘ

from 1 July 2022

☐ Retail and grouped packaging for which system participation is excluded due to system incompatibility pursuant to section 7 (5) VerpackG ⓘ

from 1 July 2022

☐ Reusable packaging ⓘ

### Brand names

[Edit >](#)

| Brand name ⓘ | Status ⓘ  | Packaging subject to system participation ⓘ | from 1 July 2022<br>Packaging not subject to system participation ⓘ |
|--------------|-----------|---------------------------------------------|---------------------------------------------------------------------|
| Brandname 1  | Unchanged | ✓                                           | —                                                                   |
| Brandname 2  | Unchanged | ✓                                           | ✓                                                                   |
| Brandname 3  | Unchanged | —                                           | ✓                                                                   |
| Brandname 4  | New       | ✓                                           | —                                                                   |

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9. Weiter unten auf der „Summary“-Seite finden Sie die Überschrift „Statements“. Kreuzen Sie hier das zweite Kästchen an, womit Sie erklären, die Daten wahrheitsgemäß eingegeben zu haben. Klicken Sie dann auf „Submit change registration“, um die Daten zu speichern.

*In Fach 1 können Sie angeben, dass Sie nur Serviceverpackungen mit Lizenz auf den deutschen Markt exportieren. Für die Anlieferer von Royal FloraHolland trifft das nicht zu.*

Je nach den Verpackungsarten, die Sie registriert haben, werden Ihnen eventuell noch weitere Optionen angezeigt, die bestätigt werden müssen. Kreuzen Sie dort an, was für Sie zutreffend ist.

## Statements

from 1 July 2022

- ☐ I exclusively place service packaging with pre-participation on the German market. \*
- ☐ I hereby declare that the data I have provided in the application are true (§ 9 section 2 number 7 VerpackG). \*

← Back

Submit change registration →

10. Bei erfolgreicher Registrierung wird das nachfolgende Fenster angezeigt. Klicken Sie auf „OK“:

...e-participation on the German market. \*

...ad

Edit details about the packaging

Your changes have been successfully saved. Please note our e-mail(s).

Ok

11. Eine Bestätigung der Registrierung erhalten Sie an die von Ihnen angegebene E-Mail-Adresse. Die Registrierung ist nun erfolgreich abgeschlossen:

### First-time registration under section 9 VerpackG on 01/07/2022 (change to packaging details)

Dear Mr Testname,

You changed the details about packaging not subject to system participation and/or exclusively pre-participated service packaging under the planned registration number DE4769656194352. You will receive confirmation on 01/07/2022 by administrative act about your registration with the changed details about your packaging if your entries still indicate that you place that packaging on the German market.

Please do not reply to the e-mail address from which this message was sent; it is used for automated e-mail sending only. For contact information, see our website.

Yours sincerely,

Stiftung  
**Zentrale Stelle**  
VERPACKUNGSREGISTER

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www.verpackungsregister.org

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Nr. Stiftungsverzeichnis: 16 (085)