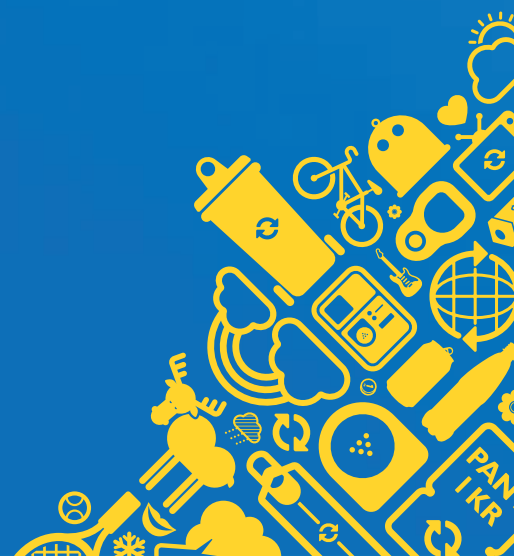




Customer Portal

My pages

Producer & Importer



Welcome to your new Customer Portal

We are pleased to present your new customer portal - My pages! The new portal is developed to make it easier for you to handle various matters related to your collaboration with us. On My pages you can, among other things, report sales, manage and register your articles, get an overview of paid and unpaid invoices and a lot more.

In this manual, we go through how to create a personal account and link it to your business. We also show the different functions and the information that is available and how you manage My pages.

Create account to My pages

1. Find My pages

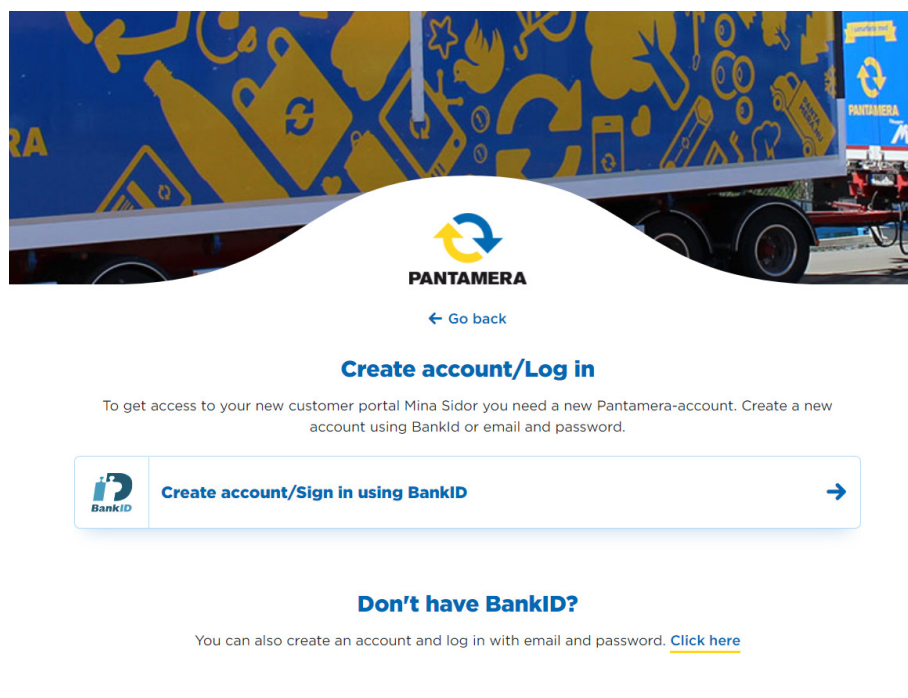
You will always find the button to 'My Pages' in the top right corner of our website. Click on the icon to get to the login page.

You can find My pages here.

The screenshot shows the top navigation bar of the Pantamera website. The logo 'PANTAMERA' is centered, with a circular arrow icon above it. To the right are links for 'English', 'Search', and 'My pages'. Below the logo is a horizontal menu with icons and labels: 'Private citizen', 'Company', 'Association', 'School & Youth', and 'About us'. The main content area has a blue background with the text 'Fast. Smooth. Easy.' and the 'Pantamera Express' logo in yellow. Below this, it says 'For those of you who want to deposit much at once. You can find it at recycling centers around the country. Welcome to try!' and features a yellow button labeled 'Pantamera Express near you'. On the right, there is an image of a 'Pantamera Express' recycling station with a sign that says 'TACK FÖR ATT DU PANTAR!' and instructions in Swedish.

2. Create account with BankID

In the next step, you create your account with BankID. If you do not have BankID, you can create an account by entering your e-mail address and password.




PANTAMERA

← Go back

Create account/Log in

To get access to your new customer portal Mina Sidor you need a new Pantamera-account. Create a new account using Bankid or email and password.

 **Create account/Sign in using BankID** →

Don't have BankID?

You can also create an account and log in with email and password. [Click here](#)

3. Select device and enter social security number

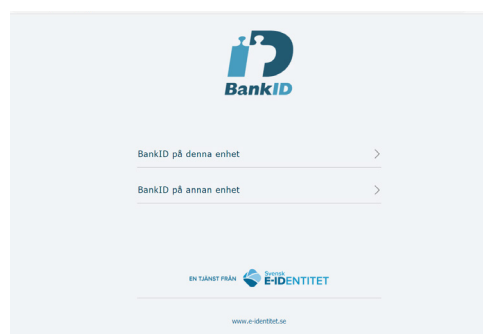
In the next step, select whether you want to start BankID on the device you are using or another device.


'BankID på samma enhet'

BankID is started on the device you are using. Verify yourself with your personal password.

'BankID på annan enhet'


You enter your social security number and click **'Verifiera'**. Then start BankID on the device you want to use. Verify yourself with your personal password.





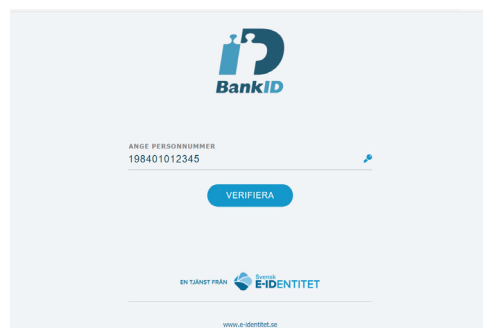
BankID på denna enhet >


BankID på annan enhet >

EN TÄNST FRÅN  E-IDENTITET

www.e-identitet.se


Choose where you want to start BankID.





ANGE PERSONNUMMER
198401012345 >

VERIFIERA

EN TÄNST FRÅN  E-IDENTITET

www.e-identitet.se

Enter social security number if you want to start BankID on another device.

4. Verify by e-mail

You will be directed to a page where you will be asked to verify yourself by entering your e-mail address. When you have entered your e-mail address and clicked on *Send verification code*, a code will be sent to your e-mail address. If you don't receive a code, check your junk mail or click *Send new code*. Enter the code in the field *Verification code* that appears. Click *Verify Code* and read Returnpack's privacy policy further down. Confirm that you have read the privacy policy by clicking the box and then click the button *Continue* to proceed.

1

Please provide the following details.

Verification is necessary. Please click Send button.

Email Address
panta@pantabrewery.com

Send verification code

Given Name
Panta

Surname
Pantamerasson

Confirm our user policies
 I have read Returnpack's [privacy policy](#)

Continue Cancel

2

Verify your email address

Thanks for verifying you: panta@pantabrewery.com-account!

Your code is: 337243

Sincerely,
Returnpack

3

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address
panta@pantabrewery.com

Verification code
337243

Verify code Send new code

5. Link account to existing business

Welcome to My pages. Here you can link your account to your business. New customers who have not previously connected their business to the deposit system can do this here. The account that is first connected to a business automatically becomes an administrator account for that business. That user can in turn invite other users and assign access levels to them as well as change their own.

Note that your name is now here, and that the button to log out has been added.

PANTAMERA

English Search Panta Log out

Private Citizen Company Association School & Youth About us

User:
Panta Pantamerasson Log out

You have now created your personal account with Returnpack. You have no business linked to this account yet. Here you can [register new business](#) to the deposit system or [link your account to existing business](#) with businesses that are already connected to the deposit system.

Register new business Link your account to existing business

Link your account to a business that is already connected to the deposit system.

Access levels:

Administrator - Have full access to all information and functions. Can change users access levels.

User - Have limited access to all information and functions. Can't change users access levels.

6. Enter information

To link your personal user account to your business, you need to enter your business' customer number and the PIN code you used to log in to the previous customer web. If you do not have access to the PIN code, enter the email address registered with us, and you will receive an email where you can easily complete the process. To link a Producer and Importer, enter the e-mail adress that is registered with us.

The screenshot shows a web form with two sections. The first section is titled "Link/connect business using customer number and password" and includes fields for "Customer number*" and "Password*" with an "Add" button. The second section is titled "Link/connect business with registered email address" and includes an "Email address*" field with a "Send mail" button. A blue oval highlights the second section, and a blue callout bubble points to it with the text "Enter the e-mail address that is registered with Pantamera." A yellow 'x' icon is in the top right corner of the form area.

Link/connect business using customer number and password

If you have previously logged in to the customer web using your customer number and password (information on the latest monthly report).

Customer number*

Password*

Add

Link/connect business with registered email address

If you have previously logged in to the customer web using a username or an email address. Enter the email address that you have previously registered with us, and you will receive a link to connect your business to your new account.

Email address*

Send mail

Enter the e-mail address that is registered with Pantamera.

7. Activate business

In the next step you activate your business to connect it to the new customer portal and get access to My pages.

The screenshot shows a user profile page with a white background and a light blue header. The user's name is "Panta Pantamerasson" and the user is logged out. Below the name is a card for "Panta Brewery" with the customer number "0123456". A yellow "Activate company" button is at the bottom right.

User:

Panta Pantamerasson

Log out ↗

Panta Brewery
Customer nr. 0123456

Activate company

Functions on My pages

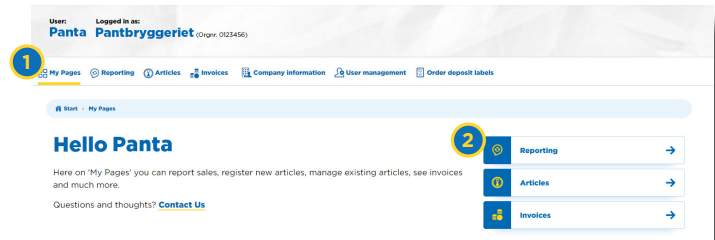
On *My pages*, you have all your services gathered in one place and can easily carry out your errands on your own, at any time of the day. You also have access to company and invoice information, as well as the ability to manage users and their access levels.

The screenshot shows the 'My Pages' dashboard for user 'Panta Pantbryggeriet' (Orgnr. 0123456). At the top, there is a navigation bar with seven numbered icons: 1. My Pages, 2. Reporting, 3. Articles, 4. Invoices, 5. Company information, 6. User management, and 7. Order deposit labels. Below the navigation bar, the main content area features a 'Hello Panta' greeting, a brief description of the 'My Pages' functionality, and a 'Contact Us' link. On the right side, there is a vertical menu with three items: 'Reporting', 'Articles', and 'Invoices', each with a right-pointing arrow.

- 1 My pages - Button to My pages' home page**
- 2 Reporting - Report sales of your articles**
- 3 Articles - See och manage your articles**
- 4 Invoices - See your invoices**
- 5 Company information - See company information and agreements, see, add and manage contact persons**
- 6 User management - See and manage users and their access levels**
- 7 Order deposit labels - Order deposit labels**

1. My pages

On the home page for My pages, all the different subpages are in a panel at the top of the page. Quick links are located on the right. Further down the page, you can see current news in the section *In focus*, as well as statistics on where your articles are deposited in Sweden.



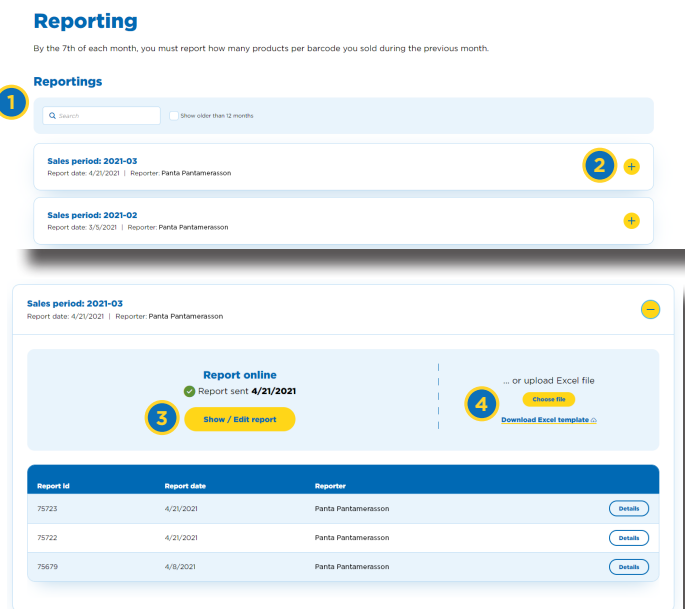
- 1 Panel with links
- 2 Quick links
- 3 In focus - Current news
- 4 Deposit statistics

2. Reporting

Under *Reporting*, you report the sales of all your articles during a specific sales period. You can also view and search for all your previous sales reports.

You can choose to report directly in the portal, or by uploading an Excel file. If you want to do the reporting in excel but do not have a template, you can download it here.

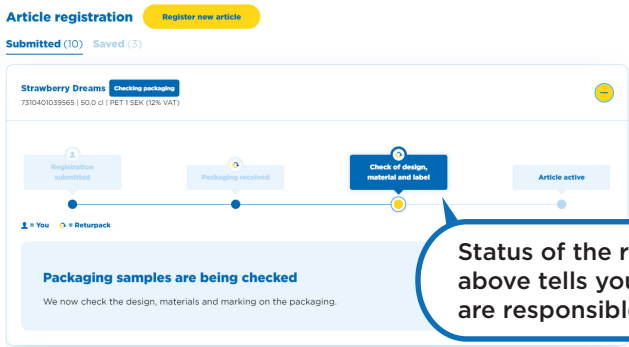
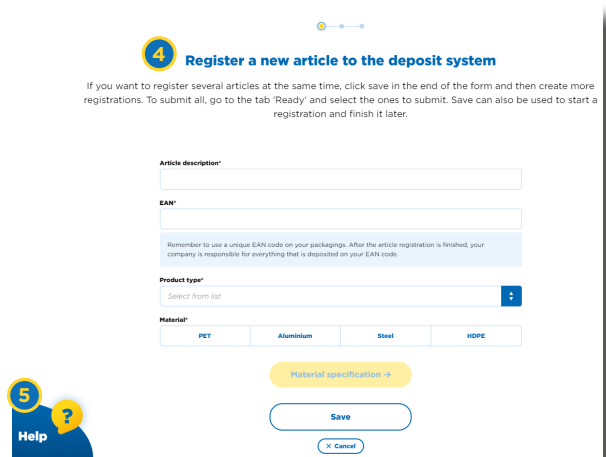
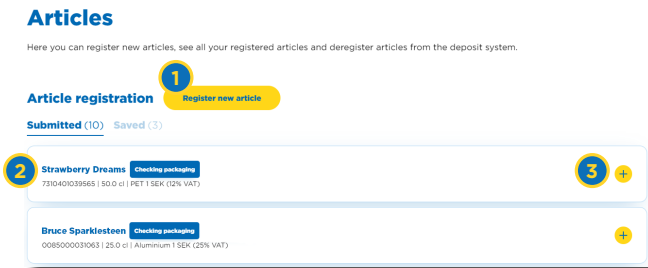
You can always edit any errors in a completed sales report.



- 1 Previous reportings
- 2 Open report
- 3 Report online
- 4 Upload Excel file/
download Excel template

3. Articles

Under *Articles*, you get an overview of your registered articles, as well as the articles that are under current article registration. Here you can easily register new articles and receive help with what information that needs to be entered. Further down the page you will see your registered articles and related information.



Status of the registration process. The icon above tells you whether you or Returnpack are responsible for that step in the process.

- 1 Register a new article
- 2 Article under registration
- 3 View info about article

- 4 Formula for registering new article
- 5 Help - Support guide for the page

4. Invoices

All your paid and unpaid invoices are gathered in one list. Here you can see the invoice date, invoice number and amount. You can also see the status of the invoice's payment status, and open the invoice in PDF format.

Invoices

Your invoices

1 Invoice date ↑	2 Invoice nr	3 Amount	4 Expire date	5 Paid	6 Open PDF
05/08/2020	32202268	40,334,201.00 SEK	21/08/2020	?	Open PDF
05/08/2020	33200983	32,242,406.00 SEK	21/08/2020	?	Open PDF
12/07/2020	32202141	240.00 SEK	27/07/2020	✓	Open PDF
05/07/2020	32201979	41,413,140.00 SEK	21/07/2020	✓	Open PDF

1 Invoice date

2 Invoice number

3 Invoice amount

4 Expire date

5 Payment status

6 Open invoice in PDF format

5. Company information

Here you will find your company information, your contact persons and your agreements. Under *Addresses* you can see and edit your company's different addresses. Under *Contact persons*, you can add and remove contacts who have access to My pages, and change each contact's information. Your company's agreement with Returpack, as well as other documents can be found under *Agreements*. You can download these documents in PDF format.

[Addresses](#) [Contact persons](#) [Agreements](#)

Organisation addresses

Panta Brewery

Address	Email	Street address	Zip code	City	1 Edit
Mailing address		Box 432	601 05	NORRKÖPING	Edit
Visitor address		Hanholmsvägen 67	601 05	NORRKÖPING	Edit
Delivery address					Edit
Invoice address		Box 432	601 05	NORRKÖPING	Edit
Invoice email address	invoice@pantabrewery.com				Edit

1 Change address information

Under *Company information* and *Contacts persons*, you can add contact persons to your business. You can choose from existing users and what they should be the contact person for, as well as enter their information. Click the *Add contact person* button at the bottom of the page.

Addresses **Contact persons** Agreements

Organisation contact info

Panta Brewery

Contact types	Email	Name	Mobile number	Phone number	3	4
Contract manager	panta@pantabrewery.com	Panta Pantamerasson	070-123 34 34		Edit	Delete
Product owner	burk@pantabrewery.com	Petra Burk			Edit	Delete
	bottle@pantabrewery.com	Johanna Bottlequist			Edit	Delete
Product owner	product@pantabrewery.com	Philip O'Product			Edit	Delete
	water@pantabrewery.com	Marie Liquidson	+46 23 123-34-56	0371-133 71	Edit	Delete

5 Add contact person

2 List of contact persons and their contact information

4 Delete contact person

3 Change contact information

5 Add contact person

Addresses **Contact persons** Agreements

JVB agreement

Agreement

Name	6	Signing date	7
Panta Brewery 5560796871.pdf		30/05/2017	Download
Appendix 1 - General terms.pdf			Download
Appendix 2 - Technical Specification and Marking Manual 2018-02-05.pdf			Download
Appendix 3 - Deposit and Fees.pdf			Download

6 Agreement

7 Download agreement

6. User management

Under *User management*, you can create new users and give them different access levels. As an Administrator, you can also remove and change the access level for users with lower access level. Further down the page is information on what is available for the different access levels.

Here you can view and add new users to access this account. Each user has a personal user account with a given access level that controls what it can see and do. Read more about the different access levels below.



Add new or change contact persons?

If you want to add new or change the company's contact persons, do so under 'Company Information and Contact persons'.

User

E-mail	Name	Access level ↓	
panta@pantabrewery.com	Panta Pantamerasson	Administrator	2 Remove
burk@pantabrewery.com	Petra Burk	Administrator	Remove
bottle@pantabrewery.com	Johanna Bottlequist	Administrator	

1 Create new user and assign access level

2 Remove user

7. Order deposit labels

If you need to order deposit labels to paste on your articles, you can do so under *Order deposit labels*. There are several different types of labels with price information. Select the type, enter quantity and delivery details to finish the order.

Order deposit labels

Variants and prices

Label Variant	Price per 1000 units (excluding VAT)
Deposit symbol	22.66 SEK
Deposit symbol and barcode	216.30 SEK
Deposit symbol, barcode and label text	267.80 SEK
Deposit symbol, barcode, ingredients and nutrition declaration	370.80 SEK

Do you have questions?

Don't worry! Contact avtal@returpack.se and we will help you.