

Welcome to the ERA Service Provider Portal

This page of the ERA website provides a high-level overview of what guidance the EPR Regulations provide to WEE collection and recycling service provision. It also provides information and functional platforms for ERA-accredited Service Providers to engage with the ERA EPR Scheme.

Non-ERA Service Providers are welcome to request more detailed information on the ERA EPR Scheme, and on how they could be absorbed into the ERA supply chain.

There is no registration costs associated with the application to become an ERA Service Provider. ERA is charged with and is committed to promoting transformation in the WEEE sector and thus participation from small and medium sized SME's that are owned and/or operated by historically disadvantaged women, youth and people living with disabilities are welcome.

The page provides the links for:

1. The registration process to be followed to become an ERA-accredited Service Provider
2. Service Provision Administration, inclusive of
 - Uploading Recycling Certificates
 - Invoicing
 - Report Submissions of aggregated recycled data for Monthly or Quarterly reporting to DFFE toward PRO compliance.

The process of becoming an ERA Service Provider entails the following:

- i. Respond to the ERA 'Call for Proposals' - by completing the registration modules and uploading the necessary supporting documentation provided in the link below.
- ii. Allow ERA to conduct a due diligence exercise which includes both a physical site visit and desktop verification.
- iii. Sign a Service Provider Agreement with ERA.
- iv. Provide ERA with the necessary data required for the PRO to report effectively to DFFE.
- v. Utilise the ERA system for invoice submission.



1 Register as a Prospective Service Provider

There are 8 Modules (or screens) That need to be completed within the General Information section:

1. Company Details (with document uploads)
2. Contact Persons
3. Financial Information
4. Infrastructure Footprint
5. Personal spread
6. Document Uploads inclusive of specific certificates
7. Site information
8. Business Module and ProcessResponsibility Scheme or to your Individual Compliance Scheme.

2 Complete the Technical Questionnaire/s:

The technical questionnaires are designed to provide the ERA bid committee with an idea as to the footprint of the business, inherent competencies within the applicant business, the capacity constraints within the applicant business, the areas of specification within the applicant business, and the ability to the intro the ERA systems.

Based on the above, you are invited to consider completing the questionnaire for either:

- i. specific areas of expertise - by clicking on the salient link which will open up the necessary pop-up questionnaire, or
- ii. a combination of areas of expertise dependant on your business model, or
- iii. completing all the questionnaires.



3 Complete the Pricing Module

Importantly, as ERA NPC is a Producer-managed PRO, central to our onboarding process would be pricing. The completion of the pricing module (which will pop out post-completion of the Technical module/s) will be compulsory in allowing an adequate assessment of the prospective Service Provider.

4 Uploading Supporting Documentation and Compliance Certificates

Finally, to complete the process, and for ERA to gauge your fit for purpose, you would need to upload the necessary documentation which is prescribed in the Certification module.

Please note that failure to have the prescribed documentation does not automatically disqualify the prospective service provider as it is an indicator as to possible weakness in the business which ERA can work towards addressing with the applicant, should it be required and be deemed viable.



5 Uploading a short Motivation as to why ERA NPC should take you on as a Service Provider

The basis of this motivation - maximum 3 pages - should speak to your present competencies, company resources and future plans and may include reference lists and/or client base.

Service Providers: Data and Reporting Portal

1. Confirm your confidential username and unique password in the manner prescribed
2. Complete or upload your Monthly Aggregated Data Return sheet in the format that was mailed to ERA Service Providers
3. Upload individual ERA Producer Member invoices for work completed
4. Upload Recycling Certificates supporting individual invoices
5. Upload Summarised Invoice Totalling amount due to you.

