



DRS Reporting of Issued Products

User guide

January 2024



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1 OBLIGATION TO PROVIDE DATA

When a one-way product subject to a mandatory redemption fee is issued on the domestic market for the first time, First Marketer (manufacturer or importer) is required to pay a fee pursuant to 450/2023, (X. 4.) Government Decree. The redemption fee must be paid monthly, by the last day of the month following the month in question, to the concession company (MoHu).

Accordingly, First Marketer must report the quantities issued of the above products every month in the redemption system for products subject to a mandatory redemption fee (hereinafter: DRS).

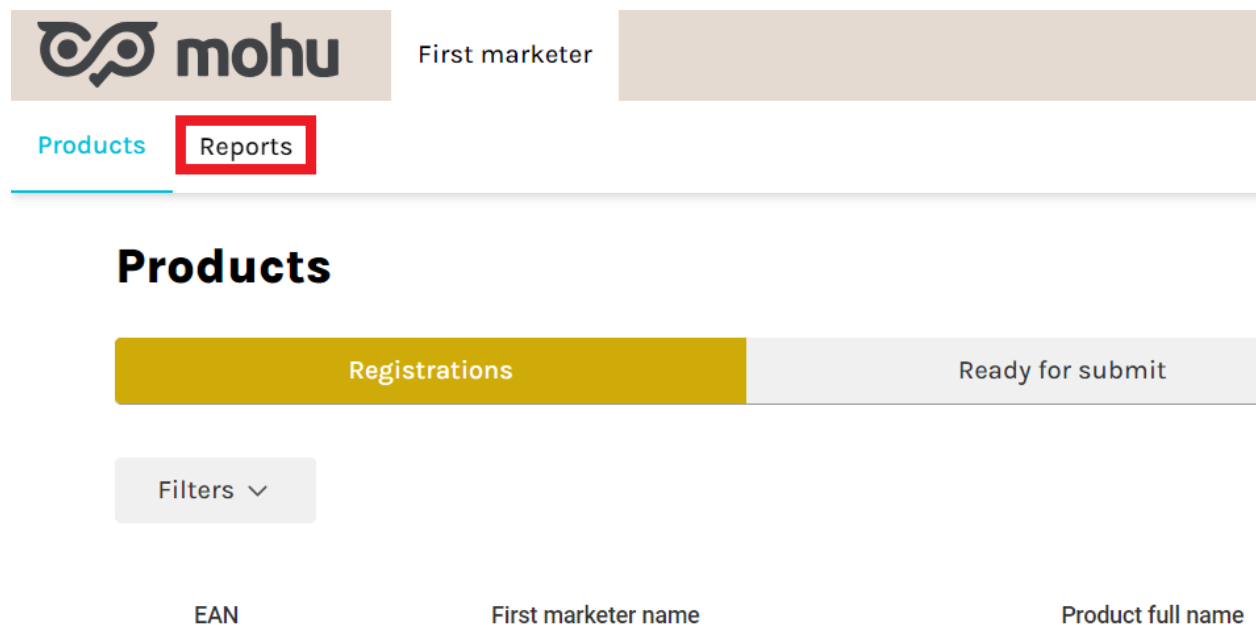
Data for the relevant month can be reported from 0:00 on the first day of the following month until 24:00 on the 15th calendar day of the month (hereinafter: reporting period).

2 ACCESSING THE DATA PROVISION INTERFACE

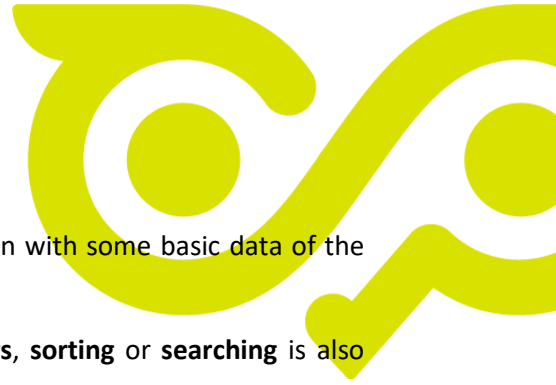
In order to access the data provision interface, one must have a valid Partner Portal (One Stop Shop, hereinafter: OSS) registration with the permission "first domestic marketer of a DRS product".

The DRS Product Registration tile is available to authorized users, and by clicking on it, the system navigates from the OSS to the DRS system. (The procedure for this is described in more detail in the DRS product registration system user guide.)

After entering DRS, a list of registered products is visible. To access the reporting interface, it is necessary to select the **Reports** button from the navigation header, which navigates to the **Reports** page.



The screenshot shows the Mohu DRS interface. At the top left is the Mohu logo. To its right, the text "First marketer" is displayed. Below the logo, there are two navigation buttons: "Products" and "Reports". The "Reports" button is highlighted with a red border. Below the navigation header, the word "Products" is displayed in a large, bold font. Underneath "Products", there are two buttons: "Registrations" (highlighted in yellow) and "Ready for submit" (grey). Below these buttons is a "Filters" button with a downward arrow. At the bottom of the screenshot, three column headers are visible: "EAN", "First marketer name", and "Product full name".



3 THE DATA PROVISION (REPORTING) INTERFACE

Entering the reporting interface, the list of submitted reports can be seen with some basic data of the report, as well as the option to download it.

Basic functions known from product registration, such as applying **filters**, **sorting** or **searching** is also available on this interface.

Reports

Filters ▾ Import report

Q Search ×

ID	First marketer name	Report type	Month	Year	Created at	Status	Price	Quantity	download
38	Kft.	Standard	1	2024	10.01.2024, 14:20	Draft			
37	Kft.	Standard	2	2024	10.01.2024, 14:03	Submitted	50000	1 000	

Here and on all other screens, the quantities are always in pieces, and the prices (which show the redemption fee) are in Hungarian forints.

By clicking the **Download icon** at the end of the row, the entire data content of any previous report can be saved to the directory selected by the user or opened directly.

Price	Quantity	download
50000	1 000	

The report's ID (first data of each row) will open its detailed data broken down by product.

Imported report detail

11-2023 • Modification

11.12.2023, 12:02 Submitted

[Teszt_4.csv](#)

First marketer	EAN	Reported quantity	Price
Kft.	4005906404569	2 345	117 250
Kft.	2023120400299	0	0
Kft.	2023120400282	0	0



The import attempts prior to the report for the given period can be found in the same place further down.

Import results

File	Import date	Status	Imported items
Teszt_3.csv	11.12.2023, 11:58	✓ Imported	-
Teszt_2.csv	11.12.2023, 11:55	✗ failed	-
Teszt_1.csv	11.12.2023, 11:54	✗ failed	-

4 SUBMITTING THE REPORT

4.1 INITIATING THE REPORT

You can start uploading a new report by clicking on the **Import report** button. This feature only works during the reporting period. (Viewing and downloading previous reports is possible at any time.)

Import report

×

Month	Year	Created at	Status	Price	Quantity	download
1	2024	10.01.2024, 14:20	Draft			↓
2	2024	10.01.2024, 14:03	Submitted	50000	1 000	↓

4.2 UPLOADING THE REPORT

To upload a report, it is necessary to set the reference period and type of the report, then find and upload the loading file. Only the previous month can be set as the reference period.

On the right side of the screen there are some help materials to help you create the import file. The **Upload Instructions** describe in detail how to fill out the template, and the **Template** is the one where the data must be input. The **Example** is just an illustration of how a loading file should be structured.

The structure of the report is simple: you only need to enter the product identifier and the number of units issued on the market, in as many rows as the number of products that have been issued.

You must upload a "Default" report as the first report for a given month.

If the user tries to upload a change, but there is no default (first, standard) report for the relevant month, the system indicates this with a floating error message.

Similarly, reporting attempts outside of the reporting period result in a floating error message.


Import report

1 Upload file **2** Review and submit

Month: Year:

Report type:

Click to upload report


empty.csv

Accepted files: CSV (max 10M)

Request failed:
The reporting period is not open. The report can be uploaded between the 1st and 15th day of the month and only for previous month. X
Please try again or contact support.

Resources and examples

- [Upload instructions](#)
- [Download example import file \(CSV\)](#)
- [Download template \(CSV\)](#)
- [Download last imported file \(CSV\)](#)

After uploading, click the **Continue** button.

The system checks whether the report only applies to non-reusable products that had Active status on at least one day of the relevant period, and whether the first marketer who submitted the report is connected to the product in the system, either as a first registrant or as a connected marketer.

Only 0 or a positive integer can be entered as the number of units distributed, the system does not accept values other than these.

If the report does not meet the verification requirements, the upload is unsuccessful. In the list, the value of the Status is "failed" and the value "-" is displayed for the imported items.

Import results

File	Import date	Status	Imported items
FM_report_deak_2023_12_11_v1_modif.csv	11.12.2023, 15:03	✗ failed	-

In the event of a failed import, clicking on the file name of the report opens the error list, where we can view the rows containing errors and the description of the errors.

Import result

File	Import date	Status	Issues
FM_report_deak_2023_12_11_v1_modif.csv	11.12.2023, 15:03	✗ Import failed	16 issues found

We are sorry but something went wrong while importing report from file. Fix issues and try again. If you need help reach out MOHU customer service.

Found issues

Line	Attribute	Reason
2	Ean	Field is empty.
2	Count	Field is empty.
2	Count	Field has wrong format.

(The error list can be retrieved at any time later from the list of submitted reports on the home screen by selecting the name of the imported file.)

After the corrections have been made, the file containing the report data can be uploaded again, and these steps can be repeated until there are no indicated errors in the report.

If DRS processes the data successfully, the system navigates to the summary screen, where the report can be viewed in **Draft** status.

- 1 Upload file
- 2 Review and submit**

01-2024 • Standard

10.01.2024, 14:20

Draft

[report.csv](#)

First marketer	EAN	Reported quantity	Price
etienne.hu Kft.	4005906404569	1 000	50 000
Reported in total		1 000 items	50 000 HUF

Records per page: 10 ▾



Page 1 of 1



Submit standard report

⬆ Upload another file

Please always check the data displayed here and make sure that all the data are correct, especially the total quantities (number of pieces and redemption fee)!

If the user finds an error in the report before submission, they can go back to the upload screen by clicking on the text **Upload another file**, where they can upload a corrected report.

If the uploaded data is correct, the report can be finalized by pressing the **Submit standard report** button.

1 Upload file 2 **Review and submit**

01-2024 • Standard 10.01.2024, 14:20 **Draft**

[report.csv](#)

First marketer	EAN	Reported quantity	Price
Kft.	4005906404569	1 000	50 000
Reported in total		1 000 items	50 000 HUF

Records per page: 10 ▾

Submit standard report [Upload another file](#) ✔ Report successfully uploaded ✕ < Page 1 of 1 >

The report, which has been successfully verified and submitted by the user, will be displayed as **Submitted**.

✕

Report type	Month	Year	Created at	Status	Price	Quantity	download
Standard	1	2024	10.01.2024, 14:20	Draft			↓
Standard	2	2024	10.01.2024, 14:03	Submitted	50000	1 000	↓

As long as the submission is not carried out by one of the manufacturer's users, the report remains in Draft status and is not taken into account by the MoHu in any way.

The submitted report appears on the home page of the **Reports** module, as it was previously described.

Only one default report can be uploaded for a given month, so any errors in the already submitted report can be corrected by submitting a modification report. If you try to upload a second default report, the system displays a floating error message.



4.3 MODIFYING THE REPORT

Modification of the (submitted) report is allowed within the reporting period. To do this, the entire report must be re-uploaded with the corrected values.


The upload is done in the same way as for the default report, but in the **Report Type** field, the value **Modification** must be selected.

Month

Year

Report type

Click to upload report



empty.csv

Accepted files: CSV (max 10MB)

The data uploaded at the time of modification completely overwrite the previous report, not only the values for the products in the data sheet are modified. (If the previous report for a product contained a number of units, but the last submitted report did not, then the system considers that the given product was not sold in the relevant month.)

The summary screen for a modification report is similar to the summary screen of the default report, but the changes are displayed for each product and also in the summary row, so the user can easily check whether the desired modifications are indeed included in the report.

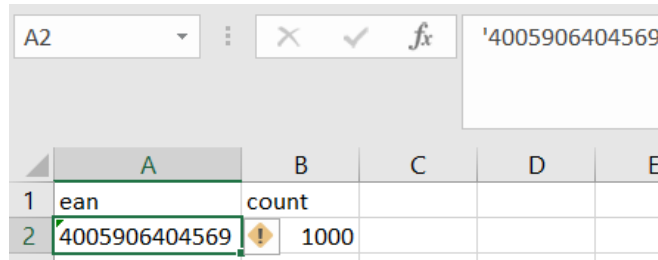
4017602700715	100 (0)	100	5 000 (0)	5 000
9002859050725	121 (+120)	1	6 050 (+6 000)	50
9002859056963	0 (0)	0	0 (0)	0
	221 elemek (+120)	11 050 HUF	11 050 HUF (+6 000)	11 050 HUF

The modified report is considered valid by MoHu if it is submitted by one of the manufacturer's users. If this is not done, the last report for the period with the status **Submitted** will be the basis of the settlement, the modification report remaining in the Draft status will not be taken into account.

In the event of a submitted modification, the previous reports for the relevant month become invalid: although they can still be viewed and downloaded, MoHu will not take those into account in any way.

5 FORMAT SETTINGS OF THE REPORT

When editing in Microsoft Excel and entering the European Article Number (EAN), it is **necessary to place an apostrophe in front of the EAN value** (Shift + 1 key combination), so that the Excel software interprets it as text (instead of scientific format). This solution may also be necessary in case of extremely large quantities (count).



	A	B	C	D	E
1	ean	count			
2	'4005906404569'	1000			

If the report is edited in a program that does not perform automatic format changes (e.g. Notepad), then this operation is not necessary.

It is recommended to use the template that can be downloaded from DRS, then a (simple) save of the file will save it in the correct format. If for any reason it is necessary to save the loading file with the **Save as** function, the correct format to use is **CSV UTF-8 (semicolon separated)**.

6 FREQUENTLY ASKED QUESTIONS

- **Do I need to give my users special rights to submit the report?**

Any user registered with the manufacturer can upload, submit and modify reports.

- **Are there any regulations regarding the names of uploaded reports?**

The system does not limit the names of the files that can be uploaded and provides them with their own identifier after uploading. However, it is advisable to use names that make it easier for the manufacturer's users to identify the files later.

- **How many times can the monthly report be modified?**

Changes can be made any number of times within the reporting period. MoHu takes into account the last submitted report for invoicing. Reports cannot be modified in the system after the reporting period.

- **Is it possible to manually correct some items on the user interface?**

Currently, the report can only be submitted or modified by uploading a complete report file. Only the result of the upload can be viewed on the user screen, and the successfully uploaded report can be submitted.

- **Why can't I enter the marketing quantity for a product that is not yet in Active status?**

Products with a mandatory redemption fee can only be issued on the market in Hungary after registration in the DRS system and approval by MoHu, the fact of approval is shown by switching to Active status in the system.

- **I would like to change my report, but I did not save the uploaded version. Do I need to collect all the data again?**

Previously uploaded reports remain in the system, so it is enough to download the previous file from DRS and then upload it again after making the changes.

- **How long does the DRS system store the reports?**

Currently, no time limit has been set in the system, so reports from any previous period can be viewed and downloaded.

- **Can another manufacturer get to know the quantities I have issued on the market?**

The quantities issued on the market are considered trade secret, therefore, in addition to the users of the given manufacturer, only MoHu users whose work requires this can view them.

- **What should I do if I did not sell any of a registered product in the relevant month?**

In this case, there is no need to submit a report for the given product, the manufacturer code (EAN) should not be included in the import file, for all such products the DRS system will automatically take into account a value of 0 for the month in question. An equivalent solution is to upload the report file by entering the value 0 in the number of pieces ('count') column in the corresponding EAN line.

In the event that the manufacturer already has at least one registered product, but for the month in question no product with a mandatory redemption fee was issued on the market, then for the sake of clarity, we recommend submitting a report that contains at least one EAN and 0 number of pieces. Based on this, MoHu will know that the manufacturer has not failed to provide data.

- **What should I do in case of a "Request Failed" error message?**

In some cases, the system rejects the upload of a file that has correct format (for example, if the same EAN appears more than once in the uploaded file). If the cause of the problem is not clear based on the error message, please contact MOHU customer service using the contact form on MOHU's website: <https://www.mohu.hu/kapcsolat>

- **Is it possible to extend the reporting period? Can I make up the missed report in the next reporting period?**

In the system, it is only possible to submit a report for the previous month within the reporting period. (For example, January data cannot be recorded in March.) By the fifth day of the second month following each quarter, MOHU compares the data of the monthly data provided by the Manufacturer and the quarterly data provided by the waste management authority in that quarter. If there is a discrepancy between these two, the data received from the authority will be the guide, and MOHU will make a corresponding correction and indicate it in the accounting receipt issued for the redemption fee by the 15th day of the second month following the quarter. If you missed the report for any reason, please

contact MOHU customer service using the contact form on the MOHU website:
<https://www.mohu.hu/kapcsolat>

- **Is it necessary to report the quantities of reusable ('refillable') products sold?**

No, the reporting obligation only applies to non-reusable ('one-way') products. The system does not accept reports on reusable products.

- **What should I do if I experience an error, have a question, or have a suggestion regarding the system?**

Please contact MOHU customer service using the contact form on MOHU's website:
<https://www.mohu.hu/kapcsolat>