



OpSuite Sales Waste Data Management Guide

Extended Producer Responsibility (EPR) For Packaging Regulations

The EPR regulations are being introduced by the Government and will apply to all UK organisations that import or supply packaging.

To determine if these regulations apply to you, please visit the Government's website as below:

<https://www.gov.uk/guidance/extended-producer-responsibility-for-packaging-who-is-affected-and-what-to-do>

OpSuite Sales Waste Data Management Feature

This document provides a guide for the OpSuite Sales Waste Data Management feature, to assist in the recording of Extended Producer Responsibility (EPR) for packaging. OpSuite has the ability to record 50 material values against items. Values can be imported, edited, or manually added against items up to 8 decimal places.

You can report against each material using the Standard Sales Waste Report.

Prerequisites

Before you can begin using the Sales Waste Data Management feature, please ensure the below settings are enabled:

- 1) Enable Role Actions for the required users:
 - **EditItem** – Allows users to Edit an existing item
- 2) New Company Setup option for Material name entries (up to 50 materials can be listed)
 - Located under Company Settings > Items > Item Sales Waste
 - Add in the materials which require recording

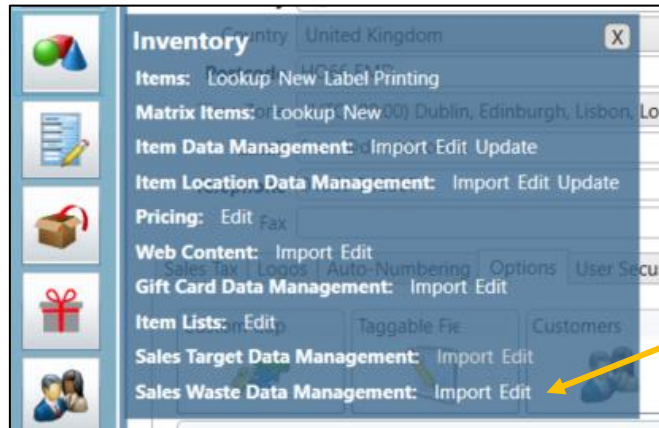
The screenshot shows the 'User Security Settings' tab in the OpSuite software. The 'Items' section is expanded, showing various settings for item management. The 'Item Sales Waste' section is visible, showing a list of materials. A yellow arrow points to the 'Material01' entry in the 'In Use' list.

Material	Display Name	Material	Display Name
0	Material01	Plastic	
1	Material02	Wood	
2	Material03	Aluminium	
3	Material06	Paper/Card	
4	Material05	Glass	
5	Material04	Steel	

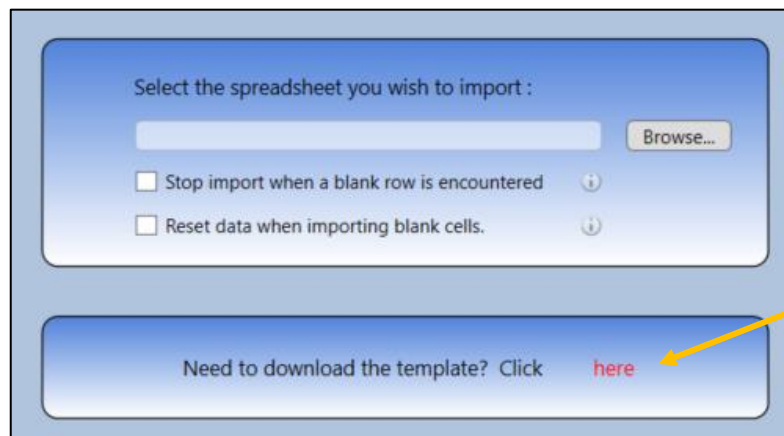
Using Sales Waste Data Management

Once the setup is complete, Sales Waste Data Management is ready to use.

- 1) Log into OpSuite and navigate to Inventory > Sales Waste Data Management, Import



- 2) Click to download the new import template for Sales Waste Data Management:



- 3) The headings in the excel document will need to be amended to reflect the Display Names which have been entered. For example, remove 'Material01' and replace with 'Plastic'

	A	B	C	D
	Sku	Plastic	Material50	

- 4) Enter the required Sku's, Barcodes or Alias to have the sales waste information assigned to the item. In the example below, the Sku Column is used and the Material column(s) set the weight of the material used in that item. The Weight value can be entered up to 8 decimal places

Material ID	Material Name	Display Name
0	Material01	Plastic
1	Material02	Wood
2	Material03	Aluminium
3	Material06	Paper
4	Material05	Glass
5	Material04	Steel

- For example:

Sku	Plastic	Wood	Aluminium	Paper	Glass	Steel
000382	0.002					
004717	0.001		0.52	0.001		
034300		6.078		0.0001		0.89
012882				0.0001	0.774	

- 5) When the import sheet is completed > save and close. Then navigate back to OpSuite > Inventory, Sales Waste Import

- 6) On the Column Chooser, select the 'Select All Available' option to select all available columns within the spreadsheet and map against the sku/barcode/alias, whichever has been entered in the spreadsheet.

- 7) Once completed, select the arrow at the bottom of the screen to import the spreadsheet into OpSuite



- 8) OpSuite will then validate the items and present them in green if okay to save. Any issues with the data will be flagged in red and the import status will be displayed as 'Invalid'

Item Sales Waste Data Import										
Import Status	Match Type	Product Code	Description	Plastic	Wood	Aluminium	Steel	Glass	Paper	
1 Valid	New	000382	Calathea Makoyana 12cm	0.002						
2 Valid	New	004717	Squirrel Proof Ground Feeding	0.001		0.52			0.001	
3 Valid	New	034300	Artisan Hanging Bird Table		6.078		0.89		0.0001	
4 Valid	New	012882	Dusky Greeny/Mauve Glass Bottle					0.774	0.0001	

- 9) Click 'Save' on the top right-hand side to save Sales Waste data against the items



- 10) OpSuite will then display that these changes have been saved

Import Status	Match Type	Save	Product Code	Description	Plastic	Wood	Aluminium	Steel	Glass	Paper
1 Saved	New	✓	000382	Calathea Makoyana 12cm	0.002					
2 Saved	New	✓	004717	Squirrel Proof Ground Feeding	0.001		0.52			0.001
3 Saved	New	✓	034300	Artisan Hanging Bird Table		6.078		0.89		0.0001
4 Saved	New	✓	012882	Dusky Greeny/Mauve Glass Bottle					0.774	0.0001

- 11) Navigate to an item record > Sales Waste tab

Sku 034300 Description Artisan Hanging Bird Table Ext Description Colour Ingredient Packaging Qty Avail 44 Qty On Order 0	Qty On Hand 44 Qty Alloc 0	Active ☒ Item Type Standard Department Birdcare Category Tables Default MSRP £0.00 Default Cost £21.47 Default Price (inc Tax) £59.99 Margin 57.053% ☐ Fixed Margin
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Item Info Suppliers Location Detail Associations Hierarchy History Label Default Messages Web Content Attributes Sales Summary Sales Waste

- 12) Here the Sales Waste details will now be recorded against the item and can be amended at any point if required.

Plastic	Wood 6.078	Aluminium	Paper 0.0001	Glass	Steel 0.89
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13) You can also add the Sales Waste to items on mass by using Sales Waste Data Management, Edit

- Using the filters on the left-hand side, search for the required items criteria and select apply
- OpSuite will then return the data and you can update the required items in the grid
- Once the data entered is validated, it will turn green
- Once completed > select save in the top right-hand corner to save changes

Item Sales Waste Edit										
Drag a column header here to group by that column										
	Skus	Description	Plastic	Wood	Aluminium	Steel	Glass	Paper		
1	003285	African Bead Xmas Dec	0.8765					0.00011		
2	003509	Small Bamboo Christmas D	0.8765					0.00011		
3	021238	Allium Blue Large			5.356797			0.00011		
4	021239	Allium Purple Large			5.356797			0.00011		
5	021240	Allium Purple Small			2.78678			0.00011		
6	021241	Ant			2.875211			0.00011		
7	021242	Ant Wall Mount						0.00011		
8	021243	Bamboo Chimes		3.75				0.00011		

14) OpSuite will present a green banner to state the items have been saved

Item Sales Waste Edit										
 Item Sales Waste Data Saved										
Drag a column header here to group by that column										
	Skus	Description	Plastic	Wood	Aluminium	Steel	Glass	Paper		

Sales Waste Reporting

- Using the Standard Sales Waste Report, you can filter on your required date range, sales waste columns and any location, department or category filtering.

Locations	1, 433, Aware151, Belper, Bol	Category	0-Song, 1-Asterales, 2-Badn	Supplier	151 PRODUCTS LTD, A & E L
Department	Admin, Aggregates, Antiqui	End Date	19/07/2023		
Start Date	01/05/2023	Item Sku			
Sales Waste Columns	Card, Plastic, Paper, Glass, P				

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OpSuite Testing (OOP) (Enterprise)
Sales Waste Report

Need Further Help?

Please contact the OpSuite support team on 01332 383231 or email opsuitesupport@davrich.co.uk