



Varefakta Packaging Guide for Suppliers

Version 1
September 2025.

Introduction

This guide is for you as a supplier working with Varefakta Packaging – our digital platform that makes it easy to deliver packaging data to your customer. The platform has been developed to ensure that companies can comply with the requirements of the Extended Producer Responsibility for both packaging and single-use plastic products.

As a supplier, you play a key role in this process by providing the correct information about packaging. You can enter the data directly into the platform's online form or by using the Excel templates provided.

How to use this guide

This step-by-step manual shows you how to:

- register the products you supply
- enter or import packaging data using templates
- complete packaging specifications
- handle environmental grading and provide information required for single-use plastics.



Registration



Data Collection



Validation



Download & Calculation



Reporting

Video guides:

You can also watch our video guides, which are placed on the front page of our system Varefakta Packaging.

Our aim is simple:

We want to make it as easy as possible for you to deliver the necessary packaging data – while ensuring that the information is correct and meets all requirements.

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Key Terms – Quick Guide for Suppliers

Term	Meaning
Product as packaging	The product itself counts as packaging (e.g., a flowerpot sold without extra wrapping). If marked, it is included in the company's total packaging amounts.
Primary packaging	The packaging directly around the product (e.g., yogurt cup, bottle).
Secondary packaging	Packaging that groups several primary packs (e.g., box with 6 yogurt cups).
Tertiary packaging	Transport packaging used for distribution (e.g., pallet, large transport box).
Own packaging	Packaging the company itself is responsible for. Entered manually in the system.
Household waste %	Share of the packaging expected to end up as household waste.
Commercial waste %	Share of the packaging expected to end up as commercial/industrial waste.
Supplier	The company delivering the product or the packaging data.
GTIN/EAN/EPD	Barcode or product ID (optional, not always required).
Custom ID 1/2	Free fields for your own product IDs.
Product status	Red = data missing, Yellow = in progress, Green = submitted/locked.
Main component	Main part of the packaging (largest or heaviest piece).
Part component	Smaller part of the packaging (e.g., label, cap) linked to a main component.
Fraction	Material type (e.g., paper, plastic, glass).
Sorting	Waste handling for the packaging (e.g., recycling, residual waste).
Single use plastic	Mark if the packaging part is covered by the Single-Use Plastics Directive.
Environmental grading	Eco-assessment of packaging (materials, design, recyclability).
Unlock	Function to reopen a submitted form so you can correct data.
Excel import template	Excel file used to enter and upload product/packaging data.
Helper tab	Example sheet in the Excel file showing how to fill in correctly.
Supplier ID / Product ID	Unique IDs created by the system to link suppliers, products, and data.
Pending (URL list)	Products where packaging data is missing or still being filled in.

Term	Meaning
Submitted (URL list)	Products where data has been submitted (green status).
Validation	System check to ensure data is correct and complete.
Typical errors	- Red fields = missing data
	- Wrong values = drop-down used incorrectly (case-sensitive)
	- Formulas/dragging cells in Excel = not allowed, only copy-paste works.
Export data	Function to download/export reports from the system.

Supplier quick guide: Excel Import Template

This guide explains how to fill in the Excel import file for submitting packaging data to Varefakta Packaging. You will receive this file from your customer, containing one or more products that require specification.

Step 1: Understand the Excel Layout

The Excel import file contains:

- Product names and IDs
- A column for each packaging type: e.g. Primary and Secondary packaging
- Fields to specify packaging components

Only fill out fields that are white. Greyed-out fields are not relevant.

Step 2: Specify Primary Packaging

For each product:

- Identify the primary packaging (e.g., a cardboard box with plastic window and label)
- Use the dropdown to select the correct packaging part (e.g., 'box')
- Enter the weight of the component in grams
- Define the main fraction (e.g., cardboard, soft plastic)
- Choose how it should be sorted (e.g., recycling stream, residual waste)
- State whether the component is a main component or a part component

Step 3: Handling Part Components and Labels

For part components like labels:

- If they cannot be easily separated from the main packaging, mark them as 'part components'
- Select the appropriate 'component relation' (e.g., attached to the box or lid)
- Indicate if the part is placed on the box or lid
- Specify the material and sorting info just like with other components

Step 4: Identify Single-Use Plastic Products

If any component is considered a single-use plastic product:

- Mark it as true
- Choose the correct category from the list
- For some categories, you may be asked for extra details (e.g., number of units bundled together)

Step 5: Fill in Secondary Packaging (if applicable)

If the product includes secondary packaging (e.g., multipack):

- Identify the packaging type (e.g., box)
- Specify the weight and main fraction
- Choose the correct sorting method

- State how many primary packages are grouped in one secondary unit

Step 6: Save and Submit the Excel File

Once all relevant data is filled in:

- Save the Excel file
- Send it back to your customer for import into the Varefakta Packaging platform

Supplier quick guide: Entering Packaging Data Directly in Varefakta Packaging

This guide explains how to fill in the packaging specification form directly in the Varefakta Packaging online platform.

Step 1: Access the Platform

You will receive an Excel file from your customer listing all the products they have purchased from you. This file contains:

- Product names
- Product numbers (Barcodes and/or customer-specific numbers)
- A unique URL link that directs you to the online platform

Click on the provided link to begin filling in the packaging data for each product.

Step 2: Fill in Primary Packaging

Once the page opens, you'll be guided to a digital form for that specific product.

Start with the **primary packaging** (e.g., a cardboard box with a plastic lid and label). For each component:

- Search for the packaging part (e.g., 'box')
- Indicate whether the part is a **main** or **part** component
- For main components specify the **main fraction** (e.g. soft plastic, cardboard etc.)
- Choose the appropriate **sorting category** (e.g., recyclable or residual waste)
- Indicate if the component is a **single-use plastic product** and if so, select the correct category

Step 3: Part Components

For parts like a **label**:

- Repeat the same process as with the main component
- For e.g. labels, consider if they can be separated from the packaging (if not, then it is a part component)
- Specify its relation to another part **component relation** (e.g., the label is attached to a box)

Step 4: Fill in Secondary Packaging

Once primary packaging is complete, continue to the **secondary packaging** (e.g., multipacks).

You will need to:

- Describe the packaging (e.g., cardboard box)
- State the main fraction and sorting category
- Indicate how many primary packages are grouped into one secondary unit

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Step 5: Submit the Specification

After entering all packaging data, press ****Submit****.

Note: Once submitted, the specification cannot be edited.

If any details change later, you must inform your customer directly.

Supplier quick guide: Filling Out Environmental Design Form

This guide walks you through how to fill in information related to Environmental Grading for packaging components in the Varefakta Packaging platform.

Step 1: Access the Environmental Grading Sheet

Once you've submitted your list of packaging specifications, you will receive an Excel file. This includes:

- A list of your submitted products
- Links to design forms for submitted products

Look for the 'Submitted' sheet/tab in the Excel file. In this sheet, you'll see all the packaging parts that require Environmental Grading.

Step 2: Open the Design Form

Each row in the sheet contains a link. Click on the link in the relevant row to open the design form for that packaging part.

The link directs you to the specific product in the Varefakta Packaging platform.

Step 3: Fill Out the Environmental Grading Form

You will be taken to a page where you'll see:

- The specifications submitted
- A set of questions related to environmental grading

Click the plus (+) icon next to the component to begin answering.

You will need to provide details such as:

- Primary and secondary packaging materials
- Surface treatments
- Material composition
- Whether the product includes integrated components

You'll answer questions like:

- Does the component contain fiber-based materials?
- Are any additives used (e.g., PFAS)?
- Is the surface treated (e.g., with wax or film)?

Answer with 'Yes', 'No', or 'Don't know' as appropriate.

Step 4: Confirm Documentation Availability

Before submitting your form, you must confirm that you can provide documentation to support your answers.

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Without confirmation, the form cannot be submitted.

Step 5: Review and Edit (If Needed)

Once submitted, your responses are saved, and the status in the system will update.

You can always go back and edit the grading form later if needed – for example, if your design changes or if more information becomes available.

Notes for Different Packaging Types

- Different packaging materials (e.g., Soft plastic, cardboard, aluminum) trigger different sets of questions.
- Be thorough and consistent across components.
- Always ensure that all responses are documented and verifiable.

If you have any questions or need clarification, don't hesitate to reach out to Varefakta support. The Environmental Grading form is an important part of ensuring compliance with sustainability requirements and transparency in packaging declarations.