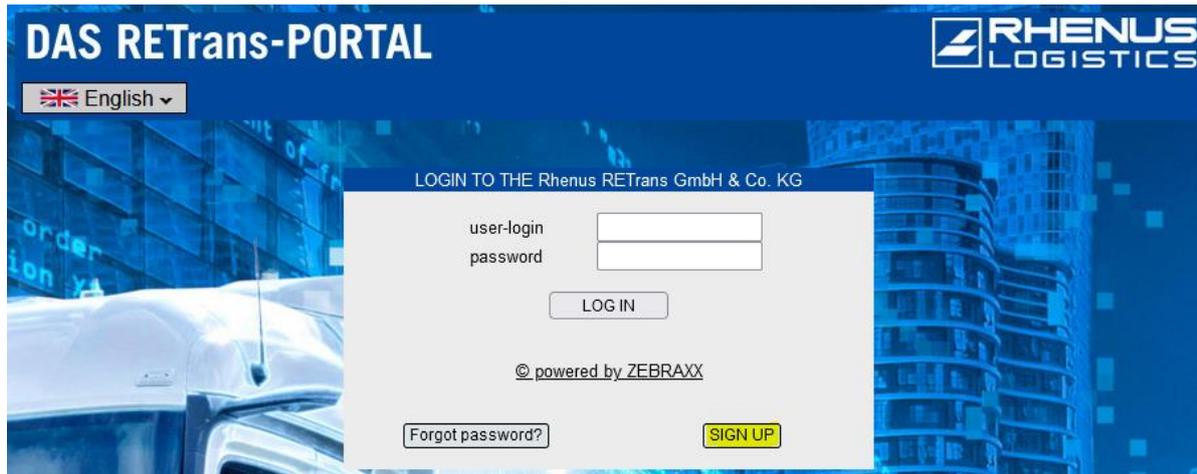
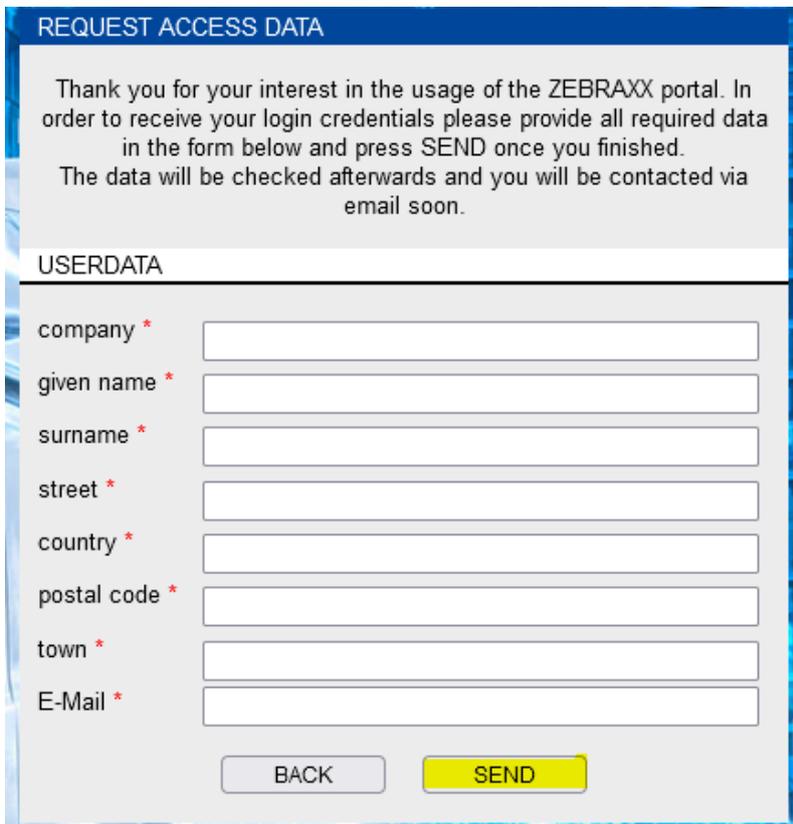


How to register for the Rhenus RETrans portal

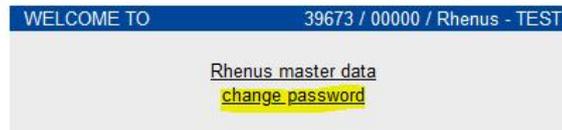
1. Please click on the "SIGN UP" button at the bottom right of the portal home page.



2. Next you need to fill in the registration form. **Please enter an e-mail address to which several employees of your company have access.** After completing it by clicking the "SEND" button, you will receive your access data by e-mail.



- Once you have changed your password, you can now officially log in to the portal with your log-in data and get to the start page.



- Next, click on the menu item "Rhenus master data".



- Now please fill in all the boxes in the "Contact details" tab. **Please enter an e-mail address to which several employees of your company have access.**

Master data - V1.24

4252 - Test - 47119 Duisburg ...

Contact details | Additional information | Disposal company | Contact persons | Attachments | Declaration of obligation

Company: Different Billing Address?

The official company name according to the commercial register (company register) must be entered

Managing Director:

Street / no.:

Country / Zip / City:

Telephone:

E-Mail:

Web:

Sales Tax-ID:

Company:

Street / no.:

Country / Zip / City:

Investment of Rhenus Group?

- In the tab "Additional information" we will ask you detailed questions about your permits and the type of transports you are allowed to perform. If you place the mouse on the underlined terms, additional info will be displayed.

Master data - V1.24

4252 - Test - 47119 Duisburg ...

Contact details | Additional information | Disposal company | Contact persons | Attachments | Declaration of obligation

Can you transport **dangerous goods** in accordance with ADR?

Are you allowed to transport shipments in accordance with **GMP + B4** or **QS Standard**?

Registration Number:

Are you allowed to transport **waste in Germany**?

Are you allowed to transport **waste outside of Germany**?

German carrier number:

Do you hire **third-party agents** to transport our waste?

Is the authority notified about your activity as stated in **§ 53 KrWG**?

Is a transportation permit pursuant to **§ 54 of the German Waste Management Act** and **§ 9 of the Notification and Authorisation Procedures** available?

Can you use the **electronic waste verification procedure**?

- Can you carry transports with GMP+B4¹ or QS permit²?
- Do you have a waste disposal permit, § 53 KrWG³?
- Do you have a waste disposal permit § 54 KrWG⁴ and §9 ABfAEV?

7. After that you must answer us if you are Efb⁵ certified. If not, we need the coverage amounts of your insurances. **If you have chosen "Yes" for the Efb certificate, you must always send a scan of the § 53 KrWG document (mandatory item) as an attachment.**

Master data - V1.24

4252 - Test - 47119 Duisburg ...

Contact details | Additional information | Disposal company | Contact persons | Attachments | Declaration of obligation

Are you certified as a **disposal company (Efb)** for transporting and collecting waste?

Insurance per insured event (pursuant to **§ 6 of the German Waste Management Ordinance**)?

Business liability: Insured sum in €

Environmental liability: Insured sum in €

Environmental damage: Insured sum in €

Vehicle liability: Insured sum in €

8. If you continue now, the tab "Contact persons" will open. Here you must name the responsible Transport Manager. Other contact persons are optional. **If you clicked "YES" in the tab "Additional information" on: "Are you allowed to transport waste in Germany?", the "person responsible for transporting waste" must be indicated, if different from the contact person given earlier (mandatory).**

¹ **GMP+B4:** Quality certificate for taking over transports in the feed sector

² **QS Standard:** Quality certificate for the acceptance of transports in the food sector

³ **§ 53 KrWG:** Permission to collect, transport, handle and broker non-hazardous waste in Germany in accordance with § 53 of the Closed Substance Cycle Waste Management Act (Kreislaufwirtschaftsgesetz)

⁴ **§ 54 KrWG:** Permission to collect, transport, handle and broker hazardous waste in Germany in accordance with § 54 of the Closed Substance Cycle Waste Management Act (Kreislaufwirtschaftsgesetz)

⁵ **Efb:** Specialist disposal company (Entsorgungsfachbetrieb)

Master data - V1.24

4252 - Test - 47119 Duisburg ...

Contact details | Additional information | Disposal company | Contact persons | Attachments | Declaration of obligation

No contact persons have been registered yet

Here you can create and edit **contact persons**:

Position:

Name:

Telephone:

E-mail:

The data entry is finished in "Declaration of obligation"

9. In the next tab "Attachments", you must upload your permit attachments incl. validities and insurances. These can be selected via the drop-down box "File type". Letterhead, insurance license, property damage liability insurance, § 53 license, EU license or national permit according to GüKG are minimum requirements. The remaining documents depend on the information you enter in the Additional information tab.

- **EU license file type:** If you do not have an EU license, send a national license in accordance with GüKG
- **File type National license according to GüKG:** First of all, always send us the EU license, if you do not have one, send us the national license according to GüKG
- **File type Goods liability insurance:** Goods liability insurance can also be called transport liability insurance, carrier liability insurance, freight forwarder liability insurance or forwarding and logistics policy

Contact details | Additional information | Disposal company | Contact persons | Attachments | Declaration of obligation

	Letterhead		Created: 23.03.2023 11:14
	Insurance Certificate according to § 6 of the German Waste ...	Valid: 01.01.2023 - 01.01.2025	Created: 21.07.2023 14:29
	Cargo liability	Valid: 28.04.2023 - 27.04.2024	Created: 28.04.2023 14:57
	Official notification pursuant to § 53 of the German Waste M...	Valid by: 01.01.2018	Created: 21.07.2023 14:30
	EU Licence	Valid: 01.01.2018 - 01.01.2028	Created: 21.07.2023 14:51

Here you can create, view and delete **attachments**:

Filetype:

File: No file chosen

Valid from / to:

10. Then read through our declaration of commitment once and check the information for correctness and completeness. To open the declaration of commitment, click on the PDF icon. **If the declaration of obligation does not open, please check the pop-up window settings of your Internet browser.**

Master data - V1.24

4252 - Test GmbH - 47119 Duisburg ...

Contact details | Additional information | Disposal company | Contact persons | Attachments | Declaration of obligation

Dear Sir or Madam,

thank you for your interest in becoming a carrier for Rhenus. Due to various legal regulations and as a waste disposal company, we need to convince us in advance that you meet the requirements for this activity. For this purpose, we ask you to confirm the **declaration of obligation**.

The data is integrated into the PDF document based on the information you provided. Furthermore, all documents that you have provided in the master data entry are integrated into the declaration of obligation. Please check the document for completeness.

3 steps left...

▶ **Show declaration of obligation** 

Yes, I, the Transport Manager **Mrs. Test Test**, have reviewed the declaration of obligation and certify that all information is correct and the provided information is true.

ACCEPT AND SAVE

11. Now the traffic manager has to confirm the verification and the approval of your commitment.

2 steps left...

▶ Yes, I, the Transport Manager **Mrs. Test Test**, have reviewed the declaration of obligation and certify that all information is correct and the provided information is true.

ACCEPT AND SAVE

12. Finally, click on the button "Accept and save". You now have successfully registered, and your account will be activated by a Rhenus employee.

Thank you for your registration!

It may happen that your registration is rejected for certain reasons. Reasons for this may include:

- *Expired licenses/invalid licenses*
- *Missing disclosures*
- *Other*

In this case, we will immediately contact you so that we can optimally complete your registration.