

Manual MyOPEN 2.0

Table of Contents

1. Account
 - 1.1. Logging in
 - 1.2. Logging out
 - 1.3. Company details
 - 1.4. Contracts
 - 1.5. Service points
 - 1.6. Contacts
 - 1.6.1. Edit a contact person
 - 1.6.2. Add a contact person
 - 1.6.3. Roles of contact persons
 - 1.7. Addresses
 - 1.7.1. Edit an address
 - 1.7.2. Add an address
 - 1.8. Account management by Consultant/Compliance Agency

2. Reporting
 - 2.1. Logging in
 - 2.2. Logging out
 - 2.3. Starting a statement
 - 2.4. Filling in a statement
 - 2.4.1. Step 1: Check details
 - 2.4.1.1. Changing details
 - 2.4.2. Step 2: Fill in statement
 - 2.4.2.1. Filling in manually
 - 2.4.2.2. Uploading an Excel file
 - 2.4.2.2.1. Formatting the Excel file
 - 2.4.3. Step 3: Check statement
 - 2.5. Zero statement
 - 2.6. Simplified statement
 - 2.7. Correcting a statement
 - 2.8. Invoicing
 - 2.9. Export statement
 - 2.10. Reporting as a Compliance Agency or Consultant

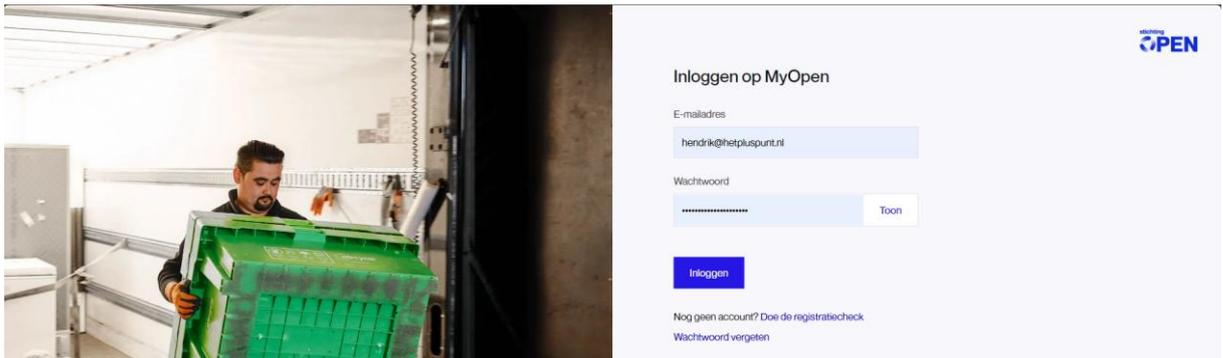
3. Contacting Stichting OPEN



1. Account

1.1. Logging in

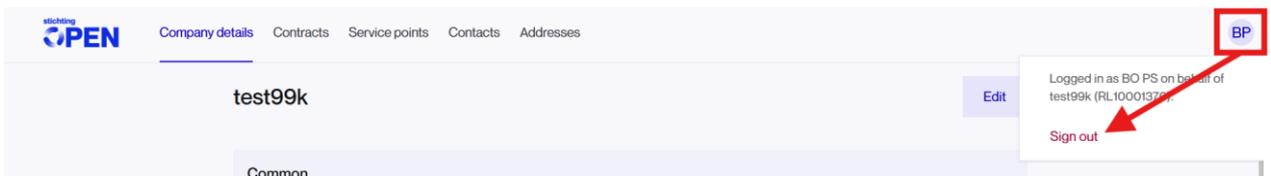
To log in to your [MyOPEN 2.0 account](#), go to <https://account.stichting-open.org/> and enter your e-mail address and password. If you have forgotten your password, click on the blue text [Wachtwoord vergeten](#) (= Forgot password) and enter your e-mail address to receive a new invitation by e-mail to register a new password.



Once you have successfully logged in, you will be taken to the page with all the company details for your account. At the top of the page you will see the different tabs for your account. The tabs you see may differ depending on your organisation's role in [Stichting OPEN](#). Should your page be in Dutch please refresh the page. If it remains in Dutch you might need to change the settings of your account: see 1.6 [Contacts](#)

1.2. Logging out

To log out of your account, click on your initials that appear at the top right of the screen. In the window that appears, click [Sign out](#).



1.3. Company details

The [Company details](#) tab allows you to view the company details. If your contact person (also) has the role of Admin (see 1.6 [Contacts](#)), you can also change the company details if necessary. If you want to change the details, click on the top right button [Edit](#).



stichting **OPEN** Company details Contracts Service points Contacts Addresses

test99k Edit

Common Name	test99k	Chamber of commerce number	90006623
Phone number	31612345678	Website (Optioneel)	
		Language	NL

All the fields will turn white and you will be able to change them. Once the changes have been made, click on the **Save** button to finalise them. To cancel the changes, click on the **Cancel** button.

stichting **OPEN** Company details Contracts Service points Contacts Addresses

test99k **Save** **Cancel**

Common Name	test99k	Chamber of commerce number	90006623
Phone number	31612345678	Website (Optioneel)	
		Language	NL

If you save changes and not all mandatory fields are filled in, you will receive the message *Company details could not be updated* and the mandatory fields will have a red frame with additional information.

stichting **OPEN** Company details Contracts Service points Contacts Addresses

test99k **Save** **Cancel**

Common Name	test99k	Chamber of commerce number	90006623
Phone number	31612345678	Website (Optioneel)	
		Language	NL
[foreignparticipant]	No		

Financial

IBAN	Bic/Swift code	Vat number (Optioneel)

IBAN is not valid ⚠

✖ Company details could not be updated ✖



These mandatory fields must be filled in correctly before the details can be saved.

Please note: The Chamber of Commerce number **cannot** be changed. Please [contact Stichting OPEN](#).

1.4. Contracts

Depending on the nature of your organisation's collaboration with Stichting OPEN, arrangements may be set out in one or more agreements. These can be found under the [Contracts](#) tab.

Temporary information: Due to a bug in the system, you may not be able to see all agreements. We are working hard to resolve this issue.

From this overview, you can download active agreements in PDF format. To do this, click on the arrow icon behind the relevant agreement. The download will start automatically.

Name	Start date	End date	Status	
Waste-Management Fee Agreement(WMFA) EEE	1 Jan 2025	-	Active	

It is also possible in this overview to sign a contract, if a signature is required for the contract; this will activate any underlying agreements in the system. Please notice the status of the contract: if a contract is in effect, the status will be *Active*.

To sign a contract, please click on the button [Sign](#); this will open a pop-up window with a check mark. After checking the mark, please click on the button [Confirm](#) to finalize the agreement and activate the contract.

Name	Start date	End date	Status	
Deelnemersovereenkomst exportteruggave Stichting OPEN	5 Mar 2025	-	Created	Sign
Waste-Management Fee Agreement (WMFA)Batteries	24 Dec 2024	-	Active	

Sign contract [X]

By clicking on the check mark you agree with the contract.

I confirm I have read the contract and wish to sign it.

[Confirm](#) [Cancel](#)



Please note! To initiate a new contract that is not yet available in your overview, [contact Stichting OPEN](#).

1.5. Service points

Temporary information: This information is not yet active and will be activated once the migration of our Operations Department has taken place.

1.6. Contacts

The [Contacts](#) tab is used to manage the users who have access to the account. In this overview, existing users can be managed and new users can be added by the contact person with the *Admin* role. A contact person without the *Admin* role can only edit their own data (except the role(s)). If there is no contact person with the *Admin* role, please [contact Stichting OPEN](#).

Name	Email	Phone	Roles	[service_point]	Language
BOPS	deelnemerszak...@g-open.org	31797600630	Producer batteries + 1 more	-	English

1.6.1. Edit a contact person

To edit an existing contact, first click on the three dots that appear after the contact or click on the [name](#). Click [Edit](#).

Name	Email	Phone	Roles	[service_point]	Language
BOPS	deelnemerszak...@g-open.org	31797600630	Producer batteries + 1 more	-	English

On the details page, all input fields can be changed directly. To save changes, click the [Save](#) button. To cancel changes, click the [Cancel](#) button.



If you save changes and not all mandatory fields are filled in, you will receive the message *Contact details could not be updated* and the mandatory fields will have a red frame with additional information.

These mandatory fields must then be filled in correctly before the data can be saved.

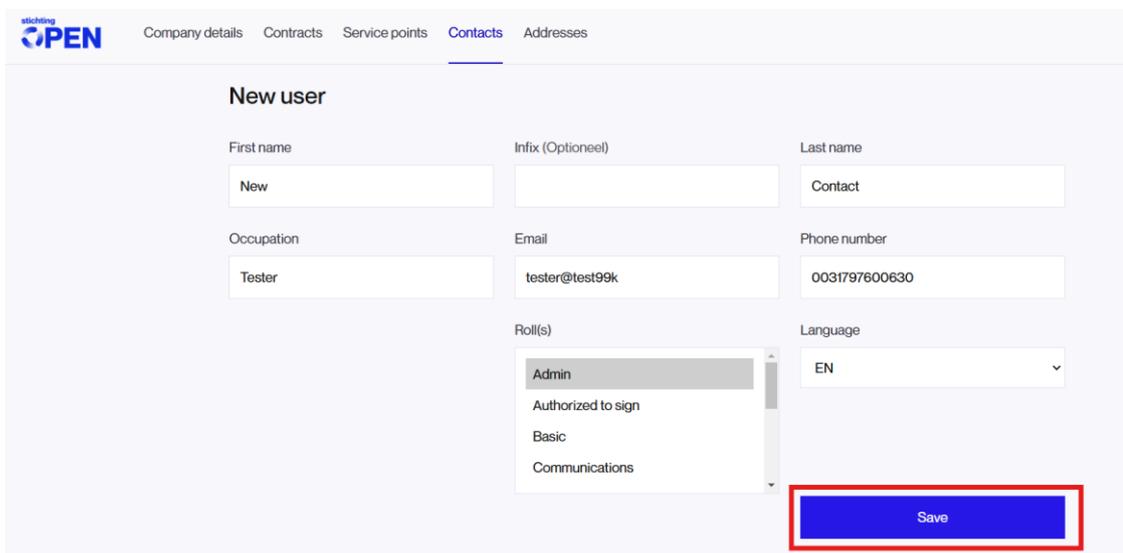
Note! As a contact is defined by the associated email address, it is not possible to change the email address. In this case, you must add a new contact.

1.6.2. Add a contact person

Adding a new contact to your account is also done from the Contacts page. To do this, click on the [+ Add contact](#) button.



This will bring up a new screen where you can fill in all the details. Once all the details have been entered, click the **Save** button to make the new contact permanent. An invitation to register their own password will immediately be sent to the new contact's email address. The new contact will also immediately appear in the contact list.



1.6.3. Roles of contact persons

Contacts can have different roles within an account. Because some data may be sensitive to share with other colleagues, it is possible to split the permissions in your account by assigning roles to different contacts.

The role(s) a contact has determines what they can and cannot do in the account:

- Admin: contact has all account permissions.
- Financial producer devices: contact for invoicing in relation to statements of electr(on)ical appliances and/or lamps placed on the market.
- Financial producer batteries: contact for invoicing in relation to statements of batteries and/or (e-bike) accumulators placed on the market.
- Producer devices: contact responsible for making statements for electr(on)ical appliances and/or lamps placed on the market.
- Producer batteries: contact responsible for making battery statements for batteries and/or (e-bike) accumulators placed on the market.
- Authorized to sign: contact person authorised to approve an agreement.

Note! Roles that are not relevant to report a statement are not considered here.



1.7. Addresses

The Addresses tab provides an overview of the different addresses within an organisation. In this overview, the different addresses can be managed by the contact person with the *Admin* role.

Street	Zip code	Type
Test Street 48	75001, Paris, FR	Main address, Mailing, Billing

Within each account, there must always be a **Main address**, a **Mailing address**, and a **Billing address**. The same address can be used for all three purposes, or it can be different for each purpose. You can see which address is used for which purpose in the overview.

1.7.1. Edit an address

To edit an address, click on the three dots that appear after the address. This will bring up a menu of options, including [Edit](#). Clicking this will open a new screen where you can make changes to the address.

Street	Zip code	Type
Test Street 48	75001, Paris, FR	Main address, Mailing, Billing

- Edit
- ✓ Billing
- ✓ Mailing
- ✓ Main address
- Verwijderen

1.7.2. Add an address

To create a new address, click the [+ Add Address](#) button on the overview page. The new screen will allow you to fill in the details.

Street	Zip code	Type
Test Street 48	75001, Paris, FR	Main address, Mailing, Billing

To finalise your entry, click the [Save](#) button. To cancel your entry, click the [Cancel](#) button.



Adres wijzigen

Staat: Lijnbaansgracht Nummer: 190 Toewoeging (Optioneel): H

Postcode: 1016XA Stad: Amsterdam Land: Nederland

Annuleren Opslaan

Please note: If you are using the collection service as an e-waste collector, you will also find the addresses of the Service Points in this Overview. In this case, a Service Point number (SPxxxxxxxxx) will appear under the type of address in the map.

Temporary information: This information is not yet active and will be activated once the migration of our Operations Department has taken place.

1.8. Account management by Consultant/Compliance Agency

If you are registered with Stichting OPEN to make statements for batter(e)ies, electr(on)ical appliances and/or lamps placed on the market for your customers, your account is referred to as a **Compliance Agency**. This means that you manage the accounts of several companies, as these accounts are linked to yours.

If you are logged in as a Compliance Agency, you will see which companies are linked to your account on your dashboard, and you can easily start working with one of them by clicking on its name. You will immediately see the company details for that organisation, including all relevant tabs.

stichting OPEN

RecycleMe GmbH
RL00041637

Companies Settings Contacts

Name	Code	Address
Eglo Online GmbH	RL10001132	Heiligkreuz 22 6136 PILL
Pre-test2	RL10001362	Magistratenlaan 4 5223 MD 's-Hertogenbosch
MyOpen Demo	RL10001363	Magistratenlaan 4 5223 MD 's-Hertogenbosch

Items per page: 10 1 - 3 of 3 items shown 1 of 1 pages



stichling OPEN [Eglo Online GmbH](#) [Company details](#) [Contracts](#) [Service points](#) [Contacts](#) [Addresses](#) [To reporting portal](#)

Eglo Online GmbH [Edit](#)

Common		
Name	Chamber of commerce number	
Eglo Online GmbH	571809	
Phone number	Website (Optioneel)	Language
+43 5242 6996 214		EN
[foreignparticipant]		
B2C		
Financial		
IBAN	Bic/Swift code	Vat number (Optioneel)
		ATU77698056

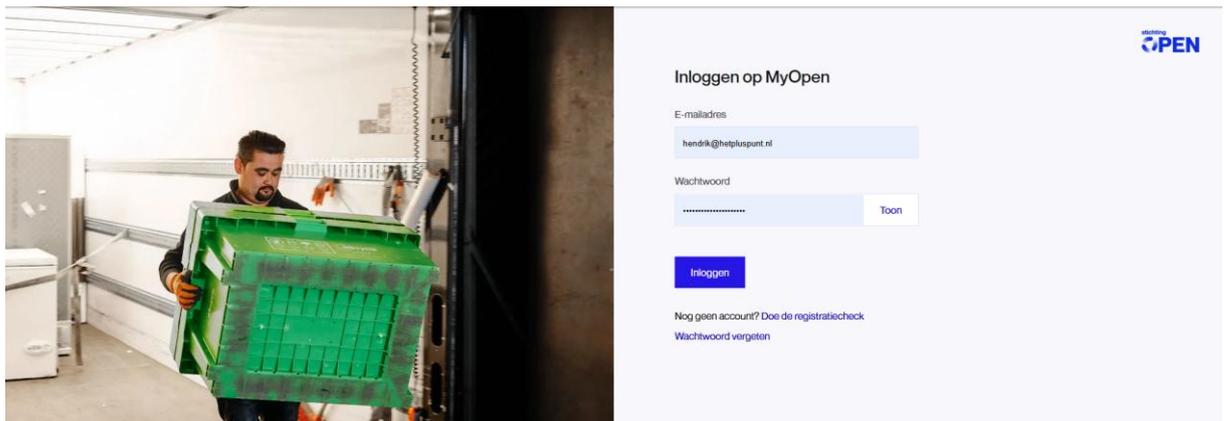
The [Edit](#) button allows you to edit the company details. To finalise your entry, click the [Save](#) button. To cancel your entry, click the [Cancel](#) button.



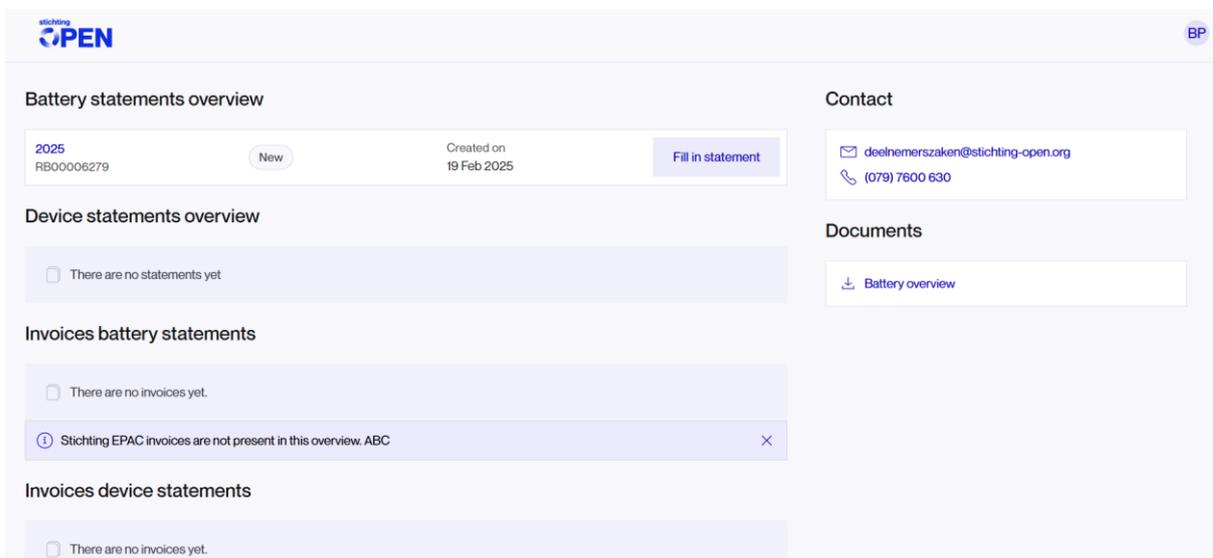
2. Reporting

2.1. Logging in

To log in to the reporting portal **MyOPEN 2.0**, go to <https://reporting.stichting-open.org/> and enter your e-mail address and password. If you have forgotten your password, click on the blue text **Wachtwoord vergeten** (= Forgot password) and enter your e-mail address to receive a new invitation by e-mail to register a new password.



Once logged in, you will immediately see all your statements and invoices in an overview page. From here you can start or resume the statements.



2.2. Logging out

To log out, click on your initials that appear at the top right of the screen. In the screen that appears, click **Sign out**.



stichting OPEN

Battery statements overview

2025 RB00006279	New	Created on 19 Feb 2025	Fill in statement
--------------------	-----	---------------------------	-------------------

Device statements overview

Contact

deelnemerszaken@st
(079) 7600 630

Logged in as BO PS on behalf of Pierre sas (RL10001355)

Account settings

Sign out

BP

Documents

2.3. Starting a statement

The overview page lists all [statements](#), with the most recent at the top. The status of each statement is shown so you know which statement is at which stage.

Select the statement you want to complete by clicking the [Fill in statement](#) button behind the relevant statement.

stichting OPEN

Battery statements overview

2025 RB00006279	New	Created on 19 Feb 2025	Fill in statement
--------------------	-----	---------------------------	-------------------

2.4. Filling in a statement

2.4.1. Step 1: Check details

The first step in submitting a statement is to check the details of the company for which you are submitting a statement.

stichting OPEN Back to dashboard

1. Check details 2. Fill in statement 3. Check statement

Check details

RB00006279 - 2025

Please check if below details are correct. If this is not the case, you can change them in your settings. [Change details](#)

Company name Pierre sas	Contacts pierre@pierre.fr, deelnemerszaken@stichting-open.or	Business activities Producer / importer Batteries
General address rue des arbres 134, 69100 Lyon	Postal address rue des arbres 134, 69100 Lyon	Invoice address rue des arbres 134, 69100 Lyon
IBAN NL 27 INGB 0675740916	BIC/Swift INGB NL 2A	VAT number FR15419365630

Confirm details

If the company details are correct, click the button at the bottom right: [Confirm details](#). This will take you to the next step. See 2.4.2. [Step 2: Fill in statement](#).



2.4.1.1. Changing details

If the company details are different, they should be corrected.

To do this, click on the blue [Change details](#) text at the top right of the company details. You will then be taken to the account environment in a new tab in your browser, where you can change the details.

stichting OPEN Back to dashboard

1. Check details 2. Fill in statement 3. Check statement

Check details

RB00006279 - 2025

ⓘ Please check if below details are correct. If this is not the case, you can change them in your settings. [Change details](#)

Company name	Contacts	Business activities
Pierre sas	pierre@pierre.fr, deelnemerszaken@stichting-open.nl	Producer / importer Batteries
General address	Postal address	Invoice address
rue des arbres 134, 69100 Lyon	rue des arbres 134, 69100 Lyon	rue des arbres 134, 69100 Lyon
IBAN	BIC/Swift	VAT number
NL 27 INGB 0675740916	INGB NL 2A	FR15419365630

[Confirm details](#)

Temporary information: If you only have the *Battery Producer* role as a contact, it is not possible to change the company details. This can be solved in several ways:

1. If your organisation has a contact person with the **Admin** role, that person can change the company details or that person can add the **Admin** role to your email address. See [1.6 Contacts](#).
2. [Contact Stichting OPEN](#).

stichting OPEN Company details Contracts Service points Contacts Addresses

Pierre sas

[Edit](#)

Common

Name: Pierre sas Chamber of commerce number: [empty]

Phone number: 33623487911 Website (Optioneel): [empty] Language: NL

[foreignparticipant]: B2CAndB2B

Financial

IBAN: [empty] Bic/Swift code: [empty] Vat number (Optioneel): [empty]

If you want to change the details, click on the top right button: [Edit](#).

See [1.3 Company Details](#)



2.4.2. Step 2: Fill in statement

After confirming the company details, you will be taken to the page where the statement can be filled in. This can be done in several ways:

- Filling in manually
- Uploading an Excel file

2.4.2.1. Filling in manually

To start filling in manually, click on the [+ Add a new line](#) button

A new screen will open and you can search the battery nomenclature for the correct nomenclature code(s) to add to the statement.

There are different ways of finding the correct nomenclature codes:

- Search by [Keyword](#)
- Filter on [Chemical system](#)



- Filter on **Sub type**
- Search by **weight** (in grams)

Add batterie(s) ✕

Keyword: Search by battery-code, n

Chemical system:

Sub type:

Weight (gram):

Alkaline manganese
Button cell (chemical type unknown)
Lithium
Lithium Tithionyl-chloride
Rechargeable lead
Rechargeable

Start search
Enter a search to find batteries.

By specifying the search you get to the correct nomenclature codes. You can then tick the appropriate nomenclature codes so that you can add several to the statement at once. Once you have ticked a nomenclature code, you can start a new search and the codes you have already ticked will remain.

To actually add your selected codes to the statement, click the **Add** button. The button also shows how many codes will be added to the statement at once.



Add batterie(s)

Keyword: Search by battery-code, n
Chemical system: Lithium
Sub type:
Weight (gram): 95
Reset filters

Portable Separate Included Not button cell Non-Rechargeable

	Nomenclature code / IEC code	Tags	Weight (range)
<input checked="" type="checkbox"/>	Lithium A106010010 - D - Single cell	Portable Separate Not button cell Non-Rechargeable	80 - 100 g
<input type="checkbox"/>	Lithium A206035110 - Packs	Portable Separate Not button cell Non-Rechargeable	90 - 100 g
<input checked="" type="checkbox"/>	Lithium B106010010 - D - Single cell	Portable Included Not button cell Non-Rechargeable	80 - 100 g
<input type="checkbox"/>	Lithium B206035110 - Packs	Portable Included Not button cell Non-Rechargeable	90 - 100 g

Cancel Add (2)

When you click **Add**, the search screen disappears and you see the statement with the nomenclature codes you have ticked. Next, enter the numbers for each code in the **Amount** column.

Enter the quantity of the relevant nomenclature code that your organisation was the first to place on the Dutch market. The portal will automatically calculate the cost. The amount will then appear in the **Total** column.

1. Check details 2. Fill in statement 3. Check statement

Fill in statement

RB00006279 - 2025

+ Add a new line Declare a zero statement Upload an excel

Show article codes

Type	Amount	Weight per piece	Tariff	Total
B106010010 Lithium - Portable - Single cell		90 g	€ 0.162 / Item	€ 0
A106010010 Lithium - Portable - Single cell		90 g	€ 0.162 / Item	€ 0
A115010010 Lithium Thionyl-chloride - Industrial - Single cell		93 g	€ 0.492 / Item	€ 0
A115010030 Lithium Thionyl-chloride - Industrial - Single cell		18 g	€ 0.10 / Item	€ 0



1. Check details 2. Fill in statement 3. Check statement

Fill in statement
RB00006279 - 2025

+ Add a new line Declare a zero statement Upload an excel

Show article codes ⓘ

Type	Amount	Weight per piece	Tariff	Total	
B106010010 Lithium - Portable - Single cell	153	90 g	€ 0.162 / Item	€ 24.79	×
A106010010 Lithium - Portable - Single cell	56984	90 g	€ 0.162 / Item	€ 9,231.41	×
A115010010 Lithium Thionyl-chloride - Industrial - Single cell	67	93 g	€ 0.492 / Item	€ 32.96	×
A115010030 Lithium Thionyl-chloride - Industrial - Single cell	9945	18 g	€ 0.10 / Item	€ 994.50	×

For a number of batteries and accumulators, you must also add the **weight** manually. This applies to e-bike accumulators and industrial batteries with the sub type energy storage.

2.4.2.2. Uploading an Excel file

Instead of manually selecting nomenclature codes, it is possible to upload the statement in its entirety. This is done by first filling in all the required data in an Excel file and then uploading this file via the **Reporting** statement portal. See 2.4.2.2.1. **Formatting the Excel file**.

The Excel file can be added by clicking on the **Upload an Excel** button. Once this has been done, the Excel file can be selected using the **Toevoegen** (= Add) button. Once the correct file has been found, click on the **Upload** button.

Note! If you are using incognito/private mode in your browser, this may cause errors when processing the upload.

1. Check details 2. Fill in statement 3. Check statement

Fill in statement
RB00006279 - 2025

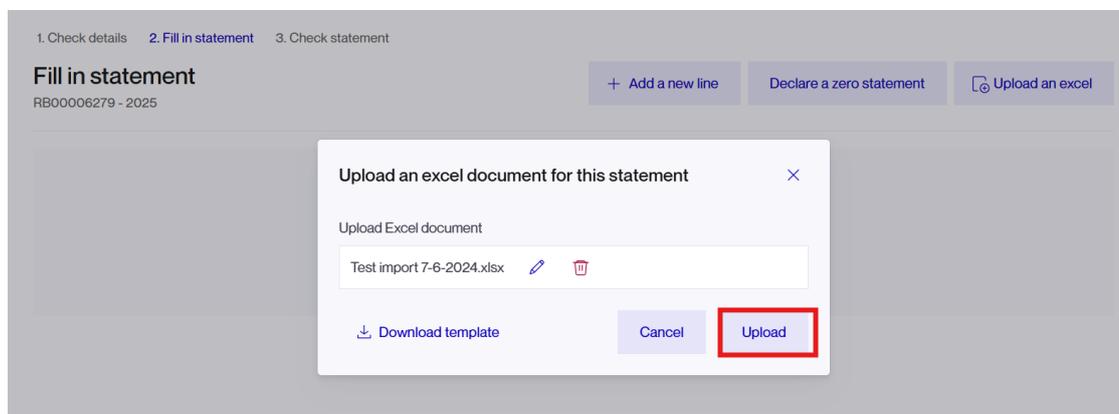
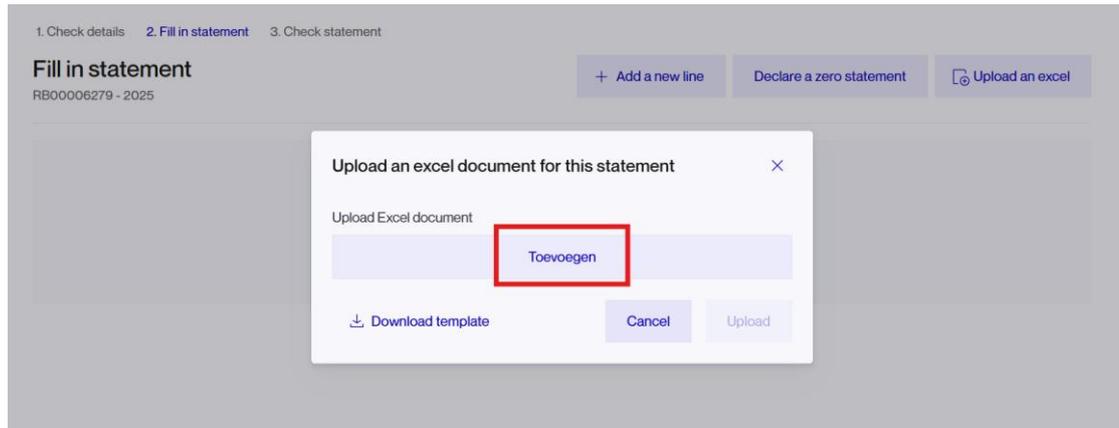
+ Add a new line Declare a zero statement Upload an excel

Upload an excel document for this statement

Upload Excel document

Toevoegen

Download template Cancel Upload



2.4.2.2.1. Formatting the Excel file

The Excel file must be formatted in a specific way so that the system can translate the data in the document into a real statement. In the upload screen, you can download a sample file ([Download template](#)) so that you know exactly what data to put in which column.

Below is an example of the layout of the Excel file:

	A	B	C	D	E	F
1	ArtCode	Syscode	QtyArt	QtyBatPer	Usage	Gram
2	VW1234	B102010020	50	1	P	0
3	VW5678	A102040150	33	2	P	0
4	Alkaline AA batterij los	A102010030	800	1	I	0
5	E-bike type 2	BEBIKE	10	1	I	2600
6	Losse e-bike accu type 3	AEBIKE	20	1	I	3400
7	Lithium Thionyl Chloride	A115020090	65	1	P	0

Notes on the Excel document:

- **ArtCode**: The unique reference to the item/your administration (optional)
- **Syscode**: The nomenclature code
- **QtyArt**: The number of articles that your company has put on the NL market first
- **QtyBatPerArt**: The number of batteries per article
- **Usage**: If it is industrial (I) or portable (P)
- **Gram**: The weight per battery/accumulator in grams - this only applies to e-bike batteries and industrial batteries with sub type Energy Storage.



More detailed information can be found in the Overview batteries on [Producenten Extern.](#)

2.4.3. Step 3: Check statement

Once all the correct nomenclature codes have been found and the correct numbers have been entered, you can proceed to the next step. To do this, use the button at the bottom right: [Save and check](#).

1. Check details 2. Fill in statement 3. Check statement

Fill in statement

RB00006279 - 2025

+ Add a new line Declare a zero statement Upload an excel

Show article codes ⓘ

Type	Amount	Weight per piece	Tariff	Total	
A106010030 Lithium - Portable - Single cell	150	15 g	€ 0.033 / Item	€ 4.95	×
A106010665 Lithium - Portable - Button	6879	1.40 g	€ 0.008 / Item	€ 55.03	×
A102010040 Alkaline manganese - Portable - Alkaline	25	10 g	€ 0.025 / Item	€ 0.63	×
BEBIKELP Rechargeable lithiumPolymer - Industrial - EBike	66	2850 g	€ 0.00108 / gram	€ 203.15	×

← Previous **Save and check**

You will then see a summary of your statement, including the financial data and associated costs. This step allows you to check the data one last time.

It is possible to add a [purchase order number](#) to the statement - this is optional.

Note! At this stage, you may need to scroll down the page to check all the details.

If all the details are correct, you can finalise your statement by submitting it. To do this, click the blue button at the bottom right: [Submit statement](#).

1. Check details 2. Fill in statement 3. Check statement

Check statement

RB00006279 - 2025

Subtotal	€ 203.15	€ 60.61	€ 263.76
Already charged advance	€ 0	€ 0	€ 0
Total amount yet to be invoiced	€ 203.15	€ 60.61	€ 263.76

PO-number (Optioneel) ⓘ

PO 123789 d.d. 20-2-2025

Type	Amount	Weight	Tariff	Total
A106010030 Lithium - Portable - Single cell	150	15 g	€ 0.033 / Item	€ 4.95

← Previous **Submit statement**



You will be asked to **confirm** that you have entered the correct information. However, if something is wrong, you can always easily go back into the statement process during each step to make changes.

Confirm submit statement [X]

Have you included in this declaration all batteries, accumulators and/or e-bike accumulators which you placed on the Dutch market during this reporting period after you purchased them outside the Netherlands?

Have you used the correct chemical system and weight of the batteries as a basis to arrive at the correct nomenclature code (battery code from Stichting OPEN)?

I hereby declare on behalf of my company that the declared weights, quantities and chemical systems have been filled in truthfully and that this is an accurate representation of what has been placed on the Dutch market by my company as a producer/importer

After submitting the statement it cannot be changed anymore.

Cancel **Confirm**

Once you have clicked the **Confirm** button, the final statement is submitted to Stichting OPEN. You will receive a confirmation email.

2.5. Zero Statement

If your organisation did not place any products on the Dutch market as first during the last statement period, you should submit a **zero statement**. A **zero statement** is a statement that contains no products.

To submit a zero statement, click the **Declare a zero statement** button. You will immediately see the totals, i.e. 0. If you have previously been charged an advance for the period for which you are submitting a zero statement, this will be settled.

1. Check details 2. **Fill in statement** 3. Check statement

Fill in statement
RB00006279 - 2025

+ Add a new line **Declare a zero statement** Upload an excel



1. Check details 2. Fill in statement 3. Check statement

Check statement

RB00006279 - 2025

Company: Pierre sas, RL10001355
IBAN: [REDACTED]
Invoice e-mail address(es): [REDACTED]@stichting-open.org

Price breakdown per foundation	Total
Subtotal	€ 0
Already charged advance	€ 0
Total amount yet to be invoiced	€ 0

PO-number (Optioneel) ⓘ

← Previous Submit statement

You must provide the reason for the zero statement before you can submit the statement. This is a mandatory field. You can add a PO-number if wanted. This is optional.

1. Check details 2. Fill in statement 3. Check statement

Check statement

RB00006279 - 2025

PO-number (Optioneel) ⓘ

Please provide the reason you are reporting a zero statement.

0/2000

No items to report

← Previous Submit statement

As with a regular statement, a zero statement must be confirmed. You need to tick both boxes and then you can click [Confirm](#).

Confirm submit statement

Have you included all batteries, accumulators, and/or bicycle accumulators that you purchased outside the Netherlands and subsequently placed on the Dutch market during this reporting period in this statement?

I hereby declare on behalf of my company that the declared quantities have been filled in truthfully and that this is an accurate representation of what has been placed on the Dutch market by my company as a producer/importer.

After submitting the statement it cannot be changed anymore.

Cancel Confirm



2.6. Simplified statement

If you are eligible to submit a simplified statement, you will see the button [Do simplified statement](#) in step 2. Fill in statement.

1. Check details 2. Fill in statement 3. Check statement

Fill in statement
RB00003277 - 2024

+ Add a new line Declare a zero statement **Do simplified statement** Upload an excel

No lines have been added yet.

+ Add a new line **Do simplified statement** Upload an excel

Once confirmed, all you need to do is enter the number of units of individual batteries and/or included batteries. Then click on [Save and check](#).

See 2.4.3. [Step 3: Check statement](#)

1. Check details 2. Fill in statement 3. Check statement

Fill in statement
RB00003277 - 2024

Do regular statement

This is a simplified statement. If you want to declare a regular statement, press "Do regular statement".

Type	Amount	Tariff	Total
Individual batteries		€ 0.033 / Item	€ 0
Included batteries		€ 0.033 / Item	€ 0

← Previous **Save and check**

2.7. Correcting a statement

There are times when an error might show up in a statement, or you might want to correct a statement due to a return of (products with) batteries. If you need to change something on a statement that has already been invoiced, you must submit a [correction statement](#). As soon as a statement has the status [Invoiced](#), it can be corrected.

To correct a statement, first open the details page for the statement by clicking the [View statement](#) button. As well as downloading the statement the Details page allows you to correct it using the [Correct statement](#) button.



Battery statements overview

2025 RB00005855	New	Created on 19 Feb 2025	Fill in statement
2024 RB00003277	Invoiced	Created on 1 Jan 2025	View statement

Statement has been submitted Invoiced

RB00000040 - Q3 2024

Correct statement Download statement

When you correct a statement, you will always be asked for the **reason**. You must give the reason before a correction can be made. **Note!** A correction statement is not required for export refunds. For export refunds please check the Frequently Asked Questions on [Producenten Extern](#).

Reason for correction

Is the reason an export refund?

Yes No

What is the reason for the correction?

Cancel Start correction

Correcting a statement follows the same procedure as a regular statement; first check your own data, then enter the items and quantities, and finally confirm the data. See 2.4 [Filling in a Statement](#).

In step 2. Fill in statement, you will see all the originally entered battery codes and quantities. If you need to adjust a quantity, overwrite the originally entered quantity (which is incorrect) with the correct quantity. For example: if you initially entered 15 of a certain battery code, but it should have been 18, you overwrite the original 15 with the correct number, i.e., 18. If you entered an incorrect battery code, add a new line by clicking 'Add a new line' with the correct battery code and quantity, and then remove the line with the incorrect battery code by clicking the red cross at the end of the line.

After submitting the correction statement, it is not immediately final; a Stichting OPEN employee must assess the correction statement, and the reason given, before the correction statement is invoiced.



Statement submitted

Statement RB00006329 was successfully submitted.



Correction "RB00006329" has been submitted successfully. Your correction will be reviewed by Stichting Open. You will receive an email when this has happened.



In the overview of your dashboard it will show as *Waiting for approval*.

Battery statements overview

Q3 2024 - Correction
RB00006329

Waiting for appro...

Created on
21 Feb 2025

View statement

2.8. Invoicing

Invoicing takes place automatically upon submission of the statement. Invoices are sent by email to the email address listed in the Company details (see 1.3 [Company Details](#)) and to all relevant contacts.

Invoices following statements are also displayed on the Reporting [Dashboard](#). To [download](#) any of these statements, click on the download icon next to the relevant statement.

Invoices battery statements

VFB20000081 Recycling fee Q3 2024	Total € -487,995.60	Open	PRO Stichting Open Batterijen	
VF53000016 Recycling fee Q3 2024	Total € 883.76	Open	PRO Stichting Epac	

2.9. Export Statement

To submit an export statement, an active export agreement is required. Please refer to section [1.4. Contracts](#) for more information.

Filling out the export statement largely works in the same way as a regular statement. For more information, refer to section [2.4. Filling in a statement](#). An additional step in the export statement is [3. Upload documents](#). Depending on the type of export statement and the total amount, you will upload the corresponding documents here.



1. Check details 2. Fill in statement 3. Upload documents 4. Check statement

Upload documents

RB00006355 - 2024 - STO.STATEMENT.EXPORT.LABEL_SUFFIX

In this step, upload the required declarations and invoices for your statement. A management declaration is mandatory for every statement. For statements exceeding €50,000, you also need to upload an accountant's declaration. Optionally, you can add import and export invoices to your statement.

Download model declarations
[↓ Model management declaration batteries export](#)

All uploaded documents

No documents are attached to this statement yet.

Upload your documents

Upload a management statement here

Upload an accountant's statement here, if applicable

Upload import- and export invoices relevant to this statement here. Dit is optioneel.

After the upload you can click [Save and check](#). Please refer to [2.4.3. Step 3: Check statement](#) to check your statement.

Once approved by Stichting OPEN, the corresponding credit invoice will be created.

General information about the export statement can be found in the *Frequently Asked Questions_MyOPEN 2.0* on [Producenten Extern](#).

2.10. Reporting as a Compliance Agency or Consultant

After you logged in as Consultant you can click the house logo to go to your dashboard. In your dashboard you will find an overview of all the [companies](#) which are linked to your account. Select the company for which you want to report the battery statement.



stichting OPEN

RecycleMe GmbH
RL00041637

Companies Settings Contacts

Name	Code	Address
Eglo Online GmbH	RL10001132	Heiligkreuz 22 6136 PILL
Pre-test2	RL10001362	Magistratenlaan 4 5223 MD 's-Hertogenbosch
MyOpen Demo	RL10001363	Magistratenlaan 4 5223 MD 's-Hertogenbosch

Items per page: 10 1 - 3 of 3 items shown 1 of 1 pages

Once you are in the Account of the selected company you can click [To reporting portal](#). You can complete and submit the statement here. See 2.4. [Filling in a statement](#).

stichting OPEN

Eglo Online GmbH

Company details Contracts Service points Contacts Addresses

[To reporting portal](#) BP

Eglo Online GmbH Edit

Common	Chamber of commerce number
Name Eglo Online GmbH	571809

3. Contacting Stichting OPEN

If you have any questions about this manual, you can always contact the **Producer Services** Department. You can call +31 (0)79 7600 630 or e-mail deelnemerszaken@stichting-open.org (PS batteries) producenten@stichting-open.org (PS Electrical Appliances & Lamps).