



DECLARE YOUR PROFESSIONAL EEEE

June 2025 Version

SUMMARY

1. PREAMBLE	3
2. ACCESSING EXTRANET PRODUCER	3
3. LOG-IN	4
4. DECLARATION MENU	5
4.1 RECORDED DECLARATIONS	5
4.2 DECLARATION TO BE MADE	5
5. I DECLARE EEE – ELECTRICAL ET ELECTRONIC EQUIPMENTS	6
EQUIPMENT STATUS	6
PRODUCER STATUS	6
PRICE LIST CODE	6
CATEGORY	7
SH4 CODE (CUSTOMS CODE WITH 4 NUMBERS)	7
QUANTITY	7
TONNAGE	8
MODULATION CRITERIA	8
6. MANUAL DECLARATION	8
7. IMPORT DECLARATION	11
How do I declare these criteria in my .xlsx import file?	12
Import my .xlsx declaration file	12
8. UPLOAD A MODULATION SUPPORTING DOCUMENT	13
9. NULL STATEMENT	15

1. PREAMBLE

As a condition of their Ecologic membership, producers are under obligation to send Ecologic their declarations of equipment placed on the market of EEE (Electrical and Electronic Equipment)

Our declaration tool accessed via <https://producteur.ecologic-extranet.com>, is called the "Producers Extranet".

This guide sets out the steps you need to take when sending your declaration.

When making your declaration, you can either:

- Enter it manually, line by line
- Import it via an Excel file in « .xlsx » format

This tool also allows you to submit retroactive declarations for the place on the market of Electrical and Electronic Equipment.

When you register, Ecologic will inform you that the relevant retroactive periods are available. You will have **10 days from the opening of your account** to submit these declarations.

2. ACCESSING EXTRANET PRODUCER

Declarations must be submitted via the "Extranet Producer" which can be accessed:

- By clicking on the link <https://producteur.ecologic-extranet.com>
- From our website <http://www.ecologic-france.com>. Click on the "Menu" at the top left, in the "Professionals" column, click on the "Producers, marketers" menu, then click on the "Declare marketing" button.

3. LOG-IN

Each user has a username corresponding to his/her email address (which must be specified in the Producer Extranet) and a password.

When logging in for the first time, the tool will automatically ask you to update your password.

Welcome to the Extranet producer

Log in to your dedicated area and :

- Manage your account
- Submit your marketing declaration data
- Consult the details of your declarations and invoices
- Download your certificates of membership and declarations
- Access documentation (Declaration guide, price list, etc.)

CONNEXION

E-mail
E-mail

Password
.....

login

Forgot password ? [Reset my password](#)

First visit ?
This area is reserved for Ecologic producers member.
There are two ways to access it :

- Ask the contacts registered on the account to add you as a new contact
- Make a creation request to our Member Relations department

[Request access](#)

If you lose your password, click on “**Forgot your password?**”, an email will be sent to you automatically to reset your password. You will be asked for your membership code beginning with Mxxxx or Axxxx.

From the Producers Extranet, you can access various information related to your membership, such as company information, addresses and contacts, as well as different menus for declarations, invoicing and documentation.

You can update your account details directly in your personal space.

4. DECLARATION MENU

4.1 RECORDED DECLARATIONS

This menu contains the history of your declarations sent to Ecologic.

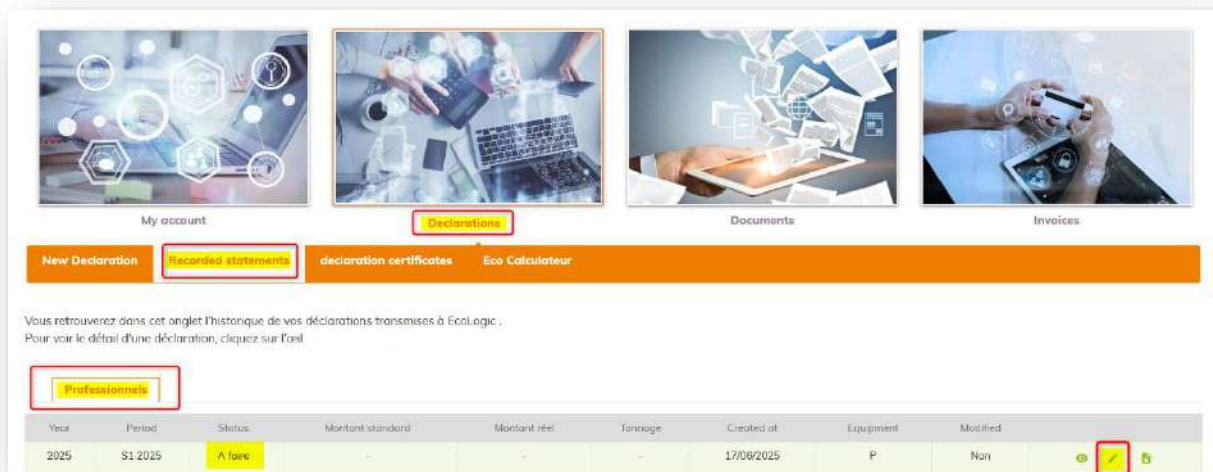
The declaration status informs you of the status of your declarations: “to do”, “completed”, “validated”. Once the status “completed” is entered, you can exit the application: the data you have declared has been taken into account.

You can view the details of your declarations by clicking on the eye icon and edit them by clicking on the pencil icon on the right-hand side of the page:



4.2 DECLARATION TO BE MADE

To enter your marketings data, click on the pencil icon to the right of the relevant declaration line:



The screenshot shows the 'Declarations' menu in the Ecologic application. The menu is highlighted in orange and contains the following items: 'New Declaration', 'Recorded statements', 'declaration certificates', and 'Eco Calculateur'. Below the menu, there is a text box that reads: 'Vous retrouverez dans cet onglet l'historique de vos déclarations transmises à Ecologic. Pour voir le détail d'une déclaration, cliquez sur l'œil'. Below this text, there is a table with the following columns: 'Year', 'Period', 'Status', 'Montant standard', 'Montant réel', 'Tonnage', 'Created at', 'Equipment', and 'Modified'. The table contains one row of data for the year 2025, period S1 2025, with a status of 'A faire'. The 'Modified' column contains an eye icon and a pencil icon, both of which are highlighted with a red box.

Year	Period	Status	Montant standard	Montant réel	Tonnage	Created at	Equipment	Modified
2025	S1 2025	A faire	-	-	-	17/08/2025	P	Non

You now have the option of completing your declaration either by manual entry or by importing an .xlsx file.

5. I DECLARE EEE – ELECTRICAL ET ELECTRONIC EQUIPMENTS

DETAILS OF DECLARATION FIELDS:

EQUIPMENT STATUS

Depending on the membership contract you have signed, you will have access to “Household” or “Professional” status. For declarations by import file, indicate “P” for “Professional” in the equipment status column.

PRODUCER STATUS

Under French regulations, the “**Producer**” is the first party to place the equipment on the French market. They may have different statuses:

Producer status	Description
FAB	<u>Manufacturer</u> : manufacturer selling products made in France under own brand
IMP	<u>Importer</u> : importing equipment from a country outside of EU
INT	<u>Third party introducer</u> : importing equipment from a country within the EU
DIS	<u>Distance seller</u> : direct sale of equipment to user from overseas
REV	<u>Reseller</u> : exclusively under own branding
PDM	<u>Marketplace</u> : Only if you have the marketplace status*
VAD	<u>Distance seller</u> : Seller via marketplaces

*for marketplaces that declare the data of third-party sellers - producers who are not members of an Eco Organization

PRICE LIST CODE

It is linked to Ecologic's current rates for the period in question. You can find the different rates in the “Documents” menu of your Extranet Producer account.

CATEGORY

It corresponds to the categories of Electrical and Electronic Equipment within the meaning of Decree No. 2014-928.

Category code	Description
Cat01	Temperature exchange equipment
Cat02	Screens, monitors and equipment containing screens having a surface greater than 100cm ²
Cat04	Large equipment
Cat05	Small equipment
Cat06	Small IT & Telecommunication equipment
Cat08	Cycles and motorized personal transport devices (EEE)

Ecologic is not approved for categories Cat03 Lamps and Cat07 Photovoltaic panels.

SH4 CODE (CUSTOMS CODE WITH 4 NUMBERS)

► **For specifically identified equipment:** a specific SH4 code is already predefined in our system.

- **When making a manual declaration,** this code will be suggested to you
- **When importing an .xlsx file,** if the customs code entered does not match the Category/Price list code/SH4 code combination set in the declaration tool, this will not prevent the file from being imported.

The customs code used in the declaration will be the one that is already active on SYDEREP and configured in our system

► **For equipment not explicitly mentioned:** a specific SH4 code list is already predefined in our system.

- **When making a manual declaration,** this code list will be provided (drop-down list).
- **When importing an .xlsx file,** if the entered customs code does not match the Category/Price list code/SH4 code combination configured in our tool, this will not prevent the file from being imported. The customs code used in the declaration will be the one that is already active on SYDEREP and configured in our system.

To consult the Category/Price list Code/SH4 Code **correspondence table** from your **Producer Extranet account:**

- Go to the “**Documents**” menu
- Open the “**Declarative documents**” tab
- The table is available in our “**2025 Price list Guide**” under the tab “**Cat_SH4 PRO combination**”

QUANTITY

It corresponds to the actual **number of devices placed on the market in France.**

To be taken into account, this quantity must be **strictly greater than zero and must correspond to whole numbers.**

TONNAGE

This represents the **total actual net weight** of the equipment declared, to be entered in **tons**.

Example: 1,500 EEE placed on the market with a net weight of 3 kg/unit, this gives:

$$1500 \times 3 \text{ kg} = 4500 \text{ kg} / 1000 = \mathbf{4.5 \text{ tons}}$$

Reminder: The **actual net weight** includes the equipment and its electrical accessories, **excluding batteries, packaging and instructions**.

MODULATION CRITERIA

What are the different modulation criteria?

You can find this information directly in your **producer Extranet account**:

- Go to the “**Documents**” menu
- Open the “**Declarative documents**” tab
- This information is available for download in the “**Technical Note on Eco-modulation for Professional Electrical and Electronic Equipment 2025**” document

6. MANUAL DECLARATION

1. Start by filling in the fields from left to right.

The “**Item description**” and “**Model number**” fields are not mandatory but filling them in will help you find your equipment more easily and link supporting documents to it in the event of changes.

2. Required fields to be completed:

- Equipment
- Producer status
- Price list code
- Category
- Customs code (SH4): codes are suggested (drop-down list) for **equipment not explicitly mentioned in the price list**
- Quantity
- Tonnage

3. Once the price list code has been entered:

The “**modulation criterion**” field is updated automatically once the price list code has been entered.

⚠ Important :

“**Not separable battery**” criterion: by default, the criterion is checked (penalty).

If the battery in your equipment is removable or if your equipment does not have a battery, remember to **uncheck this box**.

Criteria “**Availability of spare parts**” and “**Absence of BFR**” (bonuses)

➤ If the equipment **does not meet the modulation criteria (or one of them)**, **do not check anything and continue to complete** the line with the required information: “**Category**”, “**SH4**”, “**Quantity**” and “**Tonnage**”.

➤ If the equipment **meets one or more modulation criteria**, **tick the corresponding criteria** in the list provided and **continue to complete** the line with the required information: “**Category**”, “**SH4**”, “**Quantity**” and “**Tonnage**”.

Criterion “**Incorporation of recycled plastic materials (MPR)**”: contact us at declaration@ecologic-france.com for information on how to declare this.

4. Next, please indicate the corresponding **quantity** and **tonnage**

5. Add other equipment if necessary:

=> Click on “Add a line” to declare a new one.

=> Click on “Save” if your declaration is complete.

Please choose the desired declaration method for your declaration : 1er semestre PRO 2025 standard

Null statement Back

Manual statement Déclaration par import de fichier .xlsx

#	Article designation	Model number	Producer status	Price list code	Modulation criteria	sh4	Quantity	Tonnage
1.	Imprimante	IMM*50	FAB	P4PRPF0	<input type="checkbox"/> Durée Piece Det <input type="checkbox"/> RFB <input checked="" type="checkbox"/> Batterie Non séparable	8443	50	0,750000

Record + Add new line

RECORD MY DECLARATION

For each piece of equipment to be declared, you can add a line and **click on “Save”** when you are finished.

After clicking on “Save”, a summary of your declaration will appear. You can update the data by clicking on “Edit” or confirm the data by clicking on “Confirm registration”.

Please choose the desired declaration method for your declaration : 1er semestre PRO 2025 standard

Null statement Back

Manual statement Déclaration par import de fichier .xlsx

#	Article designation	Model number	Producer status	Price list code	Modulation criteria	sh4	Quantity	Tonnage
1.	Imprimante	IMM*50	FAB	P4PRPF0	<input type="checkbox"/> Durée Piece Det <input type="checkbox"/> RFB <input checked="" type="checkbox"/> Batterie Non séparable	8443	50	0,750000

Record + Add new line

Déclaration pour la période 1er semestre PRO 2025 standard

Below is a breakdown of your statement by activity and category. We invite you to verify the accuracy of this information and to publish your statement in case of an anomaly.

Recap of your statement

TYPE	CATEGORY	QUANTITY	Tonnage	Error
PRO	CAT4	50	0.750000	NON
TOTAL		50	0.750000	

Modify Confirms l'enregistrement

If you do not click on “Save” at this stage, your declaration will not be considered “Completed”. It will remain in “To do” status in your personal space.

Once you have saved your declaration, you will be able to **export it** in Excel format, and a **confirmation email** will also be sent to you.

Déclaration pour la période : La période : 1er semestre du 2025

Télécharger maintenant les justificatifs requis pour valider la modulation des équipements [Justificatif à importer](#)

Votre déclaration a bien été enregistrée. Vous recevrez prochainement une confirmation par email

La période : 1er semestre du 2025

N° Line	Equipment	Article designation	Model number	Producer	sh4	Price list code	Quantity	Tonnage	Amount	Montant modulé	Error
1	Professionnel	Imprimante	IMM*50	FAB	8443	P4PRPF01	50	0,750 t	90,00 €	150,00 €	Non

[Exporter votre déclaration](#) [Back](#)

7. IMPORT DECLARATION

With the modulation of the household eco-contribution, the import file has changed. It has new columns:

- Availability of spare parts
- Absence of Brominated Flame Retardants (BFR)
- Battery separability

⚠ **Important:** These fields are mandatory, regardless of whether your equipment is affected or not.

Download the file template to submit your declaration by importing an .xlsx file

To submit your declaration by importing an .xlsx file, click on “Declaration by importing an .xlsx file”, then on “Download the .xlsx template”.

Please choose the desired declaration method for your declaration : 1er semestre PRO 2025 standard

Buttons: Null statement, Back, Manual statement, Déclaration par import de fichier .xlsx

#	Article designation	Model number	Producer status	Price list code	Modulation criteria	sh4	Quantity	Tonnage
---	---------------------	--------------	-----------------	-----------------	---------------------	-----	----------	---------

Buttons: Record, Add new line

Please choose the desired declaration method for your declaration : 1er semestre PRO 2025 standard

Buttons: Null statement, Back, Manual statement, Déclaration par import de fichier .xlsx

message: declaration_file_import_xlsx

Download the import file template

location* Parcourir... Aucun fichier sélectionné.

Importer la déclaration

	A	B	C	D	E	F	G	H	I	J	K	
1	Code adhérent	Statut producteur	Désignation article	N de modèle	Code barème	SH4	Critère Durée	Pièce Det	Critère RFB	Critère séparabilité de la batterie	Quantité	Poids total en tonne
2	M1007	IMP			P5CJET01	3215	0	1	0	0	1000	1
3	M1007	INT			P5CJET01	3707	0	0	0	1	1000	1
4	M1007	DIS			P5CART01	3215	0	0	0	0	50	0,0015
5	M1007	DIS			P5CART01	3215	0	1	0	0	50	0,0015
6	M1007	IMP			P5CLAS01	3215	0	0	0	1	1000	1
7	M1007	IMP			P5CLAS01	3707	0	1	0	0	1000	1

This template corresponds to the format expected for your declaration. No specific name is required. Please ensure that you enter the information as indicated on the price list. Any variation (even minor) may prevent the data from being correctly processed during import.

👉 Each field is explained in detail above in the section entitled “Manual declaration”.

► Note: The “Item description” and “Model number” fields are not mandatory but filling them in will help you find your equipment more easily and associate supporting documents with it in the event of adjustments.

How do I declare these criteria in my .xlsx import file?

Before declaring, you must first check whether your equipment is eligible for modulation and identify the corresponding criterion.

⚠ Important: excepted the “Battery separability” criterion, proof must be imported for the adjustment criterion to be taken into account.

Availability of spare parts	Enter 1 in the “Spare parts availability” column if you can guarantee the availability of spare parts (see condition in the summary note on eco-modulation for professional users of electrical and electronic equipment). Enter 0 in the “Availability of spare parts” column if you cannot guarantee the availability of spare parts (see condition in the summary note on eco-modulation for professional EEE).
Absence of BFR (Brominated Flame Retardant) in plastic	Enter 1 in the column ‘No BFR in plastic’ if your equipment does not contain BFR in its plastics Enter 0 in the column ‘No BFR in plastic’ if your equipment contains BFR in its plastics
Battery separability	Enter 1 in the ‘Removable battery’ column if the battery is not removable Enter 0 in the ‘Removable battery’ column if the battery is removable or if your equipment does not contain a battery

Criterion “Incorporation of recycled plastic materials (MPR)”: contact us at declaration@ecologic-france.com for information on how to declare this.

Import my .xlsx declaration file

To import your declaration file, click on “Browse”, select your declaration file, then click on “Import declaration”. An automatic check of your data will be performed.

If a red summary appears, this means that there are inconsistencies and your declaration cannot be imported:



For each line and each column, the type of error will be specified. You can then correct your file and re-import it.

- If a green summary of your declaration appears without any errors, click on “Import” at the bottom of the declaration summary so that the lines are taken into account in the tool.



8. UPLOAD A MODULATION SUPPORTING DOCUMENT

Once your declaration has been submitted, the orange button " **Justificatif à importer** " becomes available (see below). This allows you to upload the necessary documents in order to benefit from the bonuses related to the modulation of your eco-contribution:

- Click on the « **Justificatif à importer** » button.

Déclaration pour la période : La période : 1er semestre du 2025

Télécharger maintenant les justificatifs requis pour valider la modulation des équipements

Justificatif à importer

Votre déclaration a bien été enregistrée. Vous recevrez prochainement une confirmation par email

La période : 1er semestre du 2025

N° Line	Equipment	Article designation	Model number	Producer	sh4	Price list code	Quantity	Tonnage	Amount	Montant modulé	Error
1	Professionnel	Imprimante	IMM*50	FAB	8443	P4PRPF01	50	0,750 t	90,00 €	135,00 €	Non

Exporter votre déclaration Back

- Drag the cursor on the table to the right to display the options.

Justificatifs de modulation

Period : 1er semestre PRO 2025 standard

User : M1007 - ADHERENT TEST

Back

category	Price list code	Modulation criteria	Quantity	Tonnage	Amount	Montant modulé	Justificatif	Justificatif à importer
CAT4	P4PRPF01	Durée Piece Det. RFB	50	0,750 t	90,00 €	135,00 €	Non connu	Parcourir... Aucun fichier sélectionné. <input type="checkbox"/> Durée Piece Det

Ajouter autre justificatif

Importer les justificatifs Cancel

- Tick up the criterion for which you wish to upload a supporting document.

Justificatifs de modulation

Period : 1er semestre PRO 2025 standard

User : M1007 - ADHERENT TEST

Back

category	Price list code	Modulation criteria	Quantity	Tonnage	Amount	Montant modulé	Justificatif	Justificatif à importer
CAT4	P4PRPF01	Durée Piece Det. RFB	50	0,750 t	90,00 €	135,00 €	Non connu	Parcourir... Aucun fichier sélectionné. <input checked="" type="checkbox"/> Durée Piece Det

Ajouter autre justificatif

Importer les justificatifs Cancel

- Click on « **Parcourir** » to select the required document from your computer.
Only the PDF format is accepted.

Justificatifs de modulation

Period : 1er semestre PRO 2025 standard Back

User : M1007 - ADHERENT TEST

tegory	Price list code	Modulation criteria	Quantity	Tonnage	Amount	Montant modulé	Justificatif	Justificatif à importer
CAT4	P4PRPF01	Durée Piece Det RFB	50	0,750 t	90,00 €	135,00 €	• Non connu :	<div style="border: 1px solid red; padding: 2px;">Parcourir...</div> Aucun fichier sélectionné. <input checked="" type="checkbox"/> Durée Piece Det <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;">Ajouter autre justificatif</div>

Importer les justificatifs
Cancel

👉 To upload **another document** :

- Click on « **Ajouter autre justificatif** » button

⚠️ **Important:** Make sure you tick the relevant criterion before each upload.

Justificatifs de modulation

Period : 1er semestre PRO 2025 standard Back

User : M1007 - ADHERENT TEST

tegory	Price list code	Modulation criteria	Quantity	Tonnage	Amount	Montant modulé	Justificatif	Justificatif à importer
CAT4	P4PRPF01	Durée Piece Det RFB	50	0,750 t	90,00 €	135,00 €	• Durée Piece Det : TEST justificatif déclaration Prod.docx	<div style="border: 1px solid red; padding: 2px;">Parcourir...</div> Aucun fichier sélectionné. <input type="checkbox"/> Durée Piece Det <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;">Ajouter autre justificatif</div>

Importer les justificatifs
Cancel

9. NULL STATEMENT

If you have not placed anything on the market during the half-year/year in question, you must submit a nil declaration. To enter the nil declaration, click on the “**Null statement**” button :

For the selected reporting period, the minimum annual charge in force is €200, VAT excluded.

Please choose the desired declaration method for your declaration : 1er semestre PRO 2025 standard

Null statement Back

Manual statement Déclaration par import de fichier .xlsx

#	Article designation	Model number	Producer status	Price list code	Modulation criteria	sh4	Quantity	Tonnage
---	---------------------	--------------	-----------------	-----------------	---------------------	-----	----------	---------

Record Add new line

And confirm your choice:

Déclaration pour la période 1er semestre PRO 2025 standard

Je confirme ne pas avoir mis d'équipements électriques et électroniques sur le marché pour la période mentionnée

Report Cancel

A line with a value of zero will be automatically recorded in your declaration list.

La déclaration nulle a correctement été réalisée.

Vous retrouverez dans cet angle l'historique de vos déclarations transmises à EcoLogic.
Pour voir le détail d'une déclaration, cliquez sur l'œil

Ménagers Professionnels Professionnels Dea Piles & Accumulateurs ASL ABJ

Year	Périod	Status	Montant standard	Montant réel	Tonnage	Created at	Equipment	Modified
2025	S1 2025	Réalisée	-	-	-	17/06/2025	P	Non

We hope that this guide will facilitate the submission of your marketings declaration to EcoLogic.

We remain at your disposal by telephone on 01 30 57 79 19 and by email at:
declaration@ecologic-france.com

For further information on the EEE, ASL and ABJth sectors, please visit our website:
www.ecologic-france.com