



**STEP 1**  
Have you taken back waste of electrical and electronic equipment (WEEE), including warranty cases, in the past year?

**YES**  
You have taken back WEEE from customers in the past year.

How did you dispose of the WEEE?

**100%** via Recupel:  
- Collection requested through Recupel's logistic platform  
- Disposal via recycling park, or

Click on «through Recupel»

Through Recupel

Confirm

~~Not only via Recupel but~~ **also or only** via:

- Waste collector (including certified charter operator)
- Export
- Domestic (re)sales
- Donation
- Own decommissioning
- Return to headquarters abroad
- Return to supplier/producer
- Disposal via second hand store

Click on «Not through Recupel»

Not through Recupel

Submit WEEE Report

**NO**  
You have not taken back any WEEE in the past year.

Click on « No WEEE received »

No WEEE received

Confirm



STEP 2:  
What and  
how much?

Here the  
volumes of  
WEEE you took  
back should be  
entered by  
product  
category.

Make a distinction for the destination of the WEEE between "disposal for RECYCLING" and "disposal for REUSE".

|                                                                         | Recycling                                                 |                                                        | Reuse                                                  |                                                        |
|-------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
|                                                                         | Household                                                 | Professional                                           | Household                                              | Professional                                           |
| 1 - Temperature exchange equipment                                      | <input type="text"/> Kg<br><input type="text"/> Pieces    | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces |
| 2 - Screens, monitors, and equipment with screens > 100 cm <sup>2</sup> | <input type="text"/> 50 Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces |
| 3 - Lamps                                                               | <input type="text"/> Kg<br><input type="text"/> Pieces    | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces |
| 4 - Large equipment (external dimension > 50 cm)                        | <input type="text"/> Kg<br><input type="text"/> Pieces    | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces |
| 5 - Small equipment (external dimension < 50 cm)                        | <input type="text"/> Kg<br><input type="text"/> Pieces    | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces |
| 6 - Small ICT equipment (external dimension < 50 cm)                    | <input type="text"/> Kg<br><input type="text"/> Pieces    | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces | <input type="text"/> Kg<br><input type="text"/> Pieces |

Save & Previous step

Save

Save & Next step

Was the WEEE Household or Professional? Professional: that can only be found in a professional environment. PCs/laptops/printers can also be found in homes, they are Household appliances (see also our appliance list [Appliance list – Recupel](#))



STEP 3:  
Recycling:  
where to?

Here you confirm where you have sent your WEEE for recycling.

This cycle can be repeated several times for different destinations until the entire volume is allocated to the relevant operators.

Add new destination

Recognized Recupel Recycler

Add destination

Official Recycler - Recupel

Select your recycler

AA Ijzerland, De Hoger Keer 1 - 2160 Wommelgem

Please add categories here which were delivered to/picked up by this destination. After adding, you can specify the quantities (in kg); please mind the nature of the WEEE (household or professional equipment).

Select and add category

2 - Screens, monitors, and equipment with screens > 100 cm²

Add

2 - Screens, monitors, and equipment with screens > 100 cm²

Household

Kg

Professional

Kg

Add new destination

Other operator

Add destination

Destination

Country \*

Company registration number \*

Company name \*

Street \*

Street 2

Number \*Box

Zip code \*Town/City \*

Add the fractions of which WEEE were transported to this destination. Afterwards, you can add the quantities (in kg) of each fraction which were transported.

2 - Screens, monitors, and equipment with screens > 100 cm²

Household

Kg

Professional

Kg

1 - Click on "Add destination"

2 - Choose from the dropdown menu among the Recognized Recupel Recyclers.

3 - Click on "Add" after choosing a destination and the product category. Now you can fill in the weight that you sent to this destination.

4 - Is the destination not in the dropdown menu? Then choose "Other operator" and fill in all the requested information.

5 - Do you want to add another destination? Click on "Add destination".



#### STEP 4: Reuse: where to?

Here you confirm where you have sent your WEEE for reuse.

This cycle can be repeated several times for different destinations until the entire volume is allocated to the relevant operators.

**Careful!** With reuse centers we mean all organisations that prepare devices for reuse. This can be through **refurbishing**, **second-hand sales** on the Belgian market or via **export**, **donations** to schools/charities, **dismantling** for recovery of parts, etc. The reuse centre can also be a **company**, its **parent company** or **headquarters**.

#### Add new destination

Recognized Recupel Recycler

Add destination

1 - Click on "Add destination"

#### Official Recycler - Recupel

Select your recycler

AA Ijzerland, De Hoger Keer 1 - 2160 Wommelgem

Please add categories here which were delivered to/picked up by this destination. After adding, you can specify the quantities (in kg); please mind the nature of the WEEE (household or professional equipment).

Select and add category

2 - Screens, monitors, and equipment with screens > 100 cm<sup>2</sup>

Add

2 - Choose from the dropdown menu among the Recognized Recupel Recyclers.

3 - Click on "Add" after choosing a destination and the product category. Now you can fill in the weight that you sent to this destination.

#### 2 - Screens, monitors, and equipment with screens > 100 cm<sup>2</sup>

Household

Kg

Professional

Kg

#### Add new destination

Other operator

Add destination

4 - Is the destination not in the dropdown menu? Then choose "Other operator" and fill in all the requested information.

#### Destination

Country \*

Company registration number \*

Company name \*

Street \*

Street 2

Number \*

Box

Zip code \*

Town/City \*

Add the fractions of which WEEE were transported to this destination. Afterwards, you can add the quantities (in kg) of each fraction which were transported.

5 - Do you want to add another destination? Click on "Add destination".

#### 2 - Screens, monitors, and equipment with screens > 100 cm<sup>2</sup>

Household

Kg

Professional

Kg



STEP 5:  
Recycling  
results

For each product category for which you indicated "Other operator" (not from the list of Recupel official recyclers), the recycling results should be given here.

The sum of Useful application, Incineration without energy recovery and Landfill must equal 100%.

It must also be confirmed that the legal requirements were met

WEEE Report

Step 4 - Processing results

You indicated that part of the WEEE returned had been processed outside the Recupel network. It is important here that the legally required processing results have been achieved. Please confirm that the results below have been achieved and correct them if applicable.

|    | Category | Recycling | Useful application<br>(including recycling) | Incineration without<br>energy recovery | Deposit |
|----|----------|-----------|---------------------------------------------|-----------------------------------------|---------|
| HH | WEEE1    | 80 %      | 85 %                                        | 5 %                                     | 10 %    |

☐ I confirm that the legally required processing results have been achieved and keep the supporting documents available for this.

Save & Previous step

Save

Save & Next step

Recyclage: % converted  
to new materials.



Useful application  
(including recycling): %  
that was converted to  
new raw materials,  
incinerated with energy  
recovery or given  
another beneficial use





STEP 6:  
Adding  
attachments

In step 6, you can add attachments to your WEEE report if you wish.

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+ Select file

⬆ Start upload



Save & Previous step

Save

Save & Next step



STEP 7:  
Submit  
report

In step 7, you will get an overview of your WEEE report. You can either submit it, or temporarily store it in its preliminary form.

|           |    | Household | Professional | Total |
|-----------|----|-----------|--------------|-------|
| Recycling | Kg | 50        | 0            | 50    |
| Reuse     | Kg | 0         | 0            | 0     |

Save & Previous step

Save current state

Submit