Training material

EVE - Simple packaging data collection

May 2026

Table of contents

1. Brief Introduction....4
1.1. System Login....4
1.2. General user settings....5
1.3. The Dashboard....5
1.4. The Article Overview....6
1.5. Process Flow for Packaging Data Collection....7
1.6. Status and Processing Time....9
1.7. Help Page | Support....10
2. Country Selection....13
3. Packaging Data Collection....17
3.1. Attachments and Images....21
4. Complete data entry....25
4.1. Check data....25
4.2. Send data....26
5. Copy functions....29
5.1. Single copy function....29
5.2. Batch copy function....32
5.3. Copy within a sort order (variety copying)....35
6. Corrections and review center....38
6.1. Versioning....40

01

EVE Introduction

1. Brief Introduction

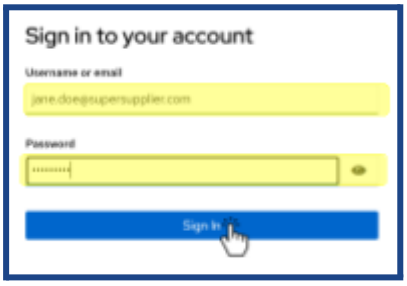
EVE (Simple Packaging Data Collection) is a new, system-based procedure of the Schwarz Group for the harmonisation and central administration of packaging data, replacing the previous manual data collection via Excel spreadsheets (IVA). This system-supported procedure serves the precise documentation of all packaging placed on the market to fulfil legal reporting obligations and ensures increased data quality and transparency. In the future, entry will take place directly via a user-friendly, central web interface, making processes more efficient and secure.

1.1. System Login

Contact is made via a system-generated e-mail with a request to log in. In the course of this, the password must be reset and reassigned. The link expires within 14 days. The respective e-mail address serves as the user name.

Step by Step instructions Login:

1. Enter username/email and password in the corresponding fields.
2. After the data has been entered, click "Sign In"



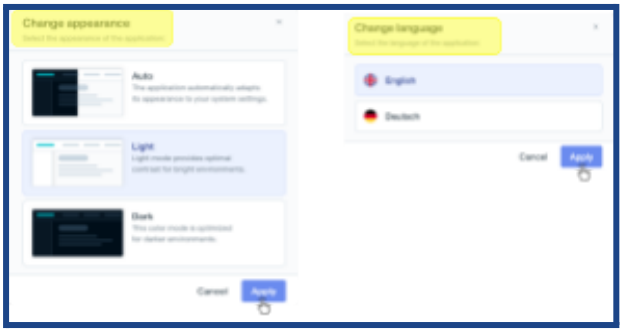
3. If you have forgotten your password, click "Forgot Password?" and follow the instructions



1.2. General user settings

To customize the appearance or language, the menu can be opened after successful login by clicking on the username in the upper right area. Selecting the corresponding submenu will open the available options. Logging out of the system is also done via this menu.

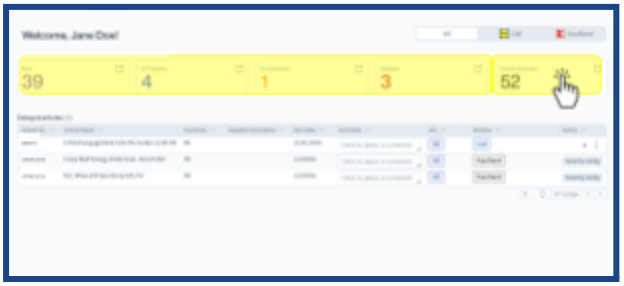




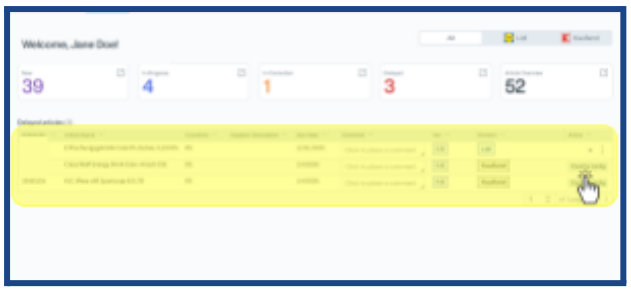
1.3. The Dashboard

The dashboard provides a compact overview of the number of articles in the respective processing status. The respective status tiles are used to jump directly to the correspondingly filtered article overview. The overdue items are always displayed at the bottom, as these are the most urgent. For users who receive requests from both Lidl and Kaufland, the view can be adjusted using the Division Filter in the upper right area.

By clicking on the marked buttons, the articles in the respective processing status can be viewed. Alternatively, the "Article Overview" button on the right side provides access to all articles across all statuses.



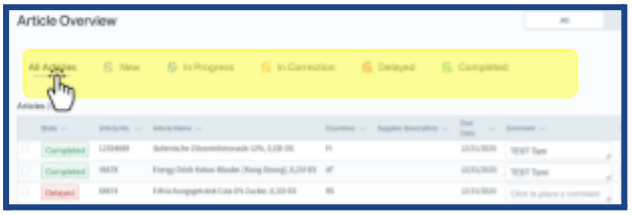
The overdue items are displayed under "Delayed Articles". Direct access to editing and data entry is possible via the “Country Selection” button or the arrow symbol.



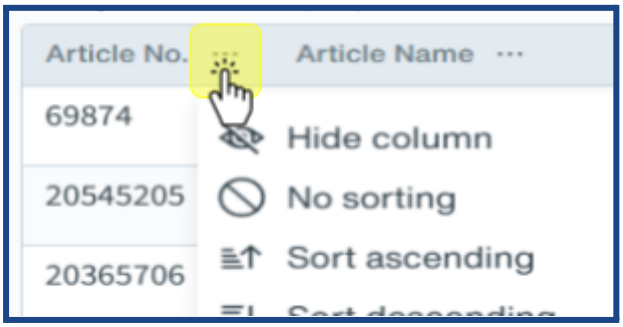
1.4. The Article Overview

The Article Overview lists all articles present in the system. To simplify editing, they can be filtered and sorted as desired. A note field also allows you to enter your own comments, e.g. on internal organization, division of work or notes for the editor. This information is not transmitted with the article and remains internal.

The table can be easily filtered for corresponding articles in the desired status using the status filters in the upper area.

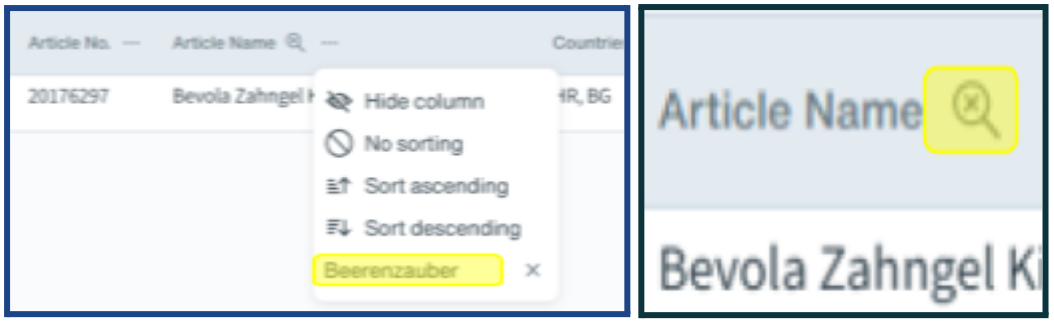


In the table, you can open a selection menu via the three-dot menu next to the respective column header. It contains the option of sorting the items within this column and/or searching for an entry. You can also hide individual columns for individual viewing.



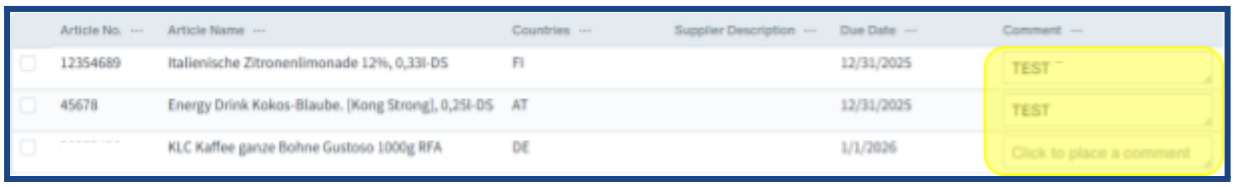


In the following example, a specific article is searched for by entering the article name in the corresponding search field.



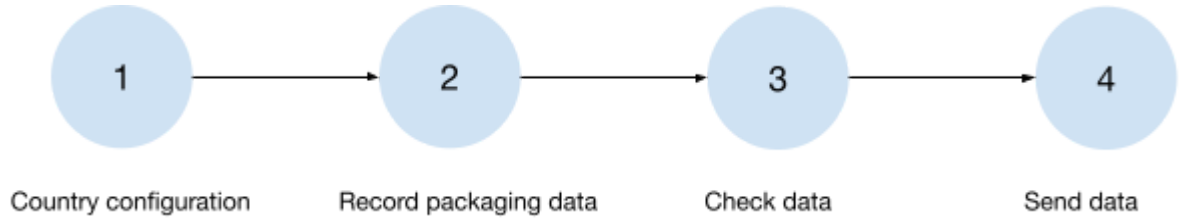
The applied filters can be reset at any time by clicking on the magnifying glass symbol with an "x".

The note field offers 120 characters for internal communication. The contents of the note field are not transferred when the finished article is transmitted or sent.



1.5. Process Flow for Packaging Data Collection

This chapter provides a brief explanation of the system process flow. The following chapters of the training material will deal with the individual steps and functions in detail.



1. Country Selection

Before being able to start to record the packaging data for an article, the Country Selection must first be carried out in the Article Overview in the system. The Country Selection determines which delivery countries use the same packaging for a particular item. There must be no difference in the sales, outer and transport packaging within a country group. Printing and layout are excluded, provided that the ink types used are identical and the application amounts are comparable. After applying the country selection, the article appears as a separate entry under the same article number for each country group created. This makes it possible to record the packaging data separately for each country group. Once a country group has been confirmed, subsequent changes are not possible.

2. Record Packaging Data

As soon as a country selection has been made, the detailed view of the article can be accessed. The packaging components can now be recorded for all three packaging levels (sales, outer and transport packaging). Components are created either via the article detail page or via the sidebar. Relevant attachments and certificates can also be uploaded here. Further relevant information can be recorded in the components themselves, which can be found in the sidebar under the respective category once they have been created. The recorded packaging data is essential for the calculation of license fees, the assessment of recyclability, and other legally relevant requirements.

3. Check Data

As soon as all mandatory fields for the components created in the levels have been filled in, the "Check Data" button becomes selectable. A short summary of the article then appears, broken down into the individual packaging levels, in which the data can be checked again for plausibility.

4. Send Data

If the data is correct and complete in all three levels, it can be transmitted and the creation can be completed. The "Send Data" step cannot be undone and the data within this completed article can no longer be edited. The "Cancel" button or the sidebar can be used to return to data entry in order to make any changes or additions.If changes or adjustments become necessary over time, the article can be released for editing again. The contact form can be used for questions or requests.

1.6. Status and Processing Time

Status

In the EVE system, the processing progress of each item is indicated by specific statuses. This enables prioritization and provides transparency during entry. The dashboard shows the number of articles in the respective status.



- New: Recently received requests.
- In Process: Requests for which processing has already begun.
- In Correction: Completed requests returned for correction by the Schwarz Group auditor due to errors or ambiguities
- Delayed: Urgent requests with a due date that has passed.

Processing Time

The standard processing time depends on the division and product group and can be found in the table below. At the start of the request, an e-mail is sent to the contact on file to inform them of the new request. If the processing deadline is exceeded, a daily reminder is sent by e-mail. If the article is not processed promptly, the internal escalation process is started.

Division	Product group	Standard processing time
Lidl	FOOD	16 Days
Lidl	NEAR FOOD	16 Days
Kaufland	FOOD	03 Days

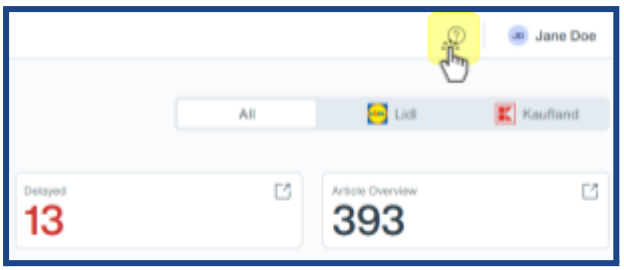
The due date in the article overview shows when a particular article changes to overdue status.



1.7. Help Page | Support

Further information, tips, and assistance are available on the support page. Video tutorials are also available for individual applications. An integrated contact form can be used to contact us with questions or to report problems.

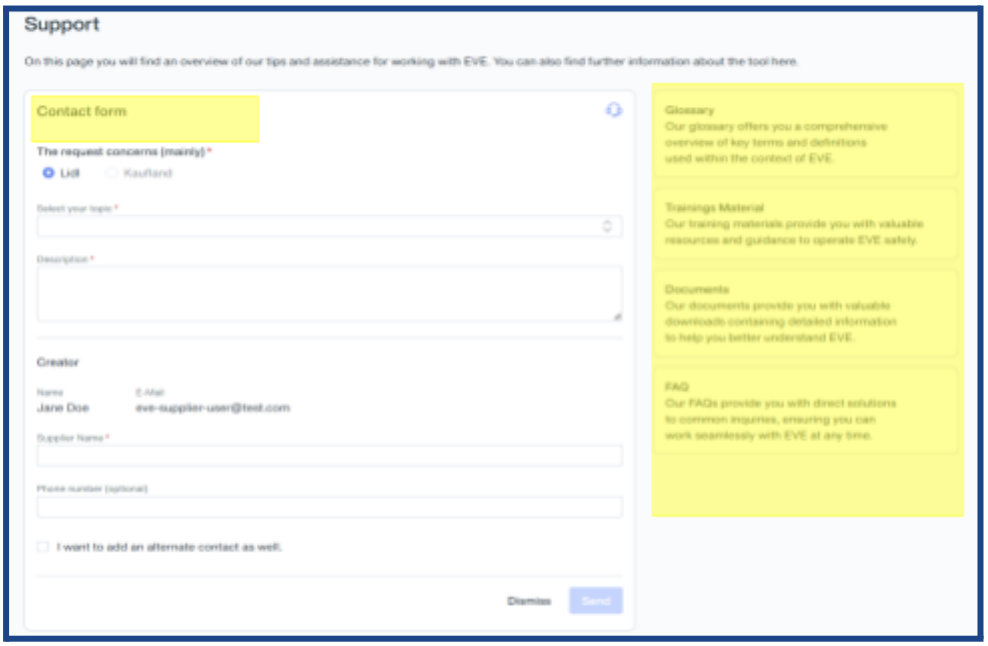
The support page can be accessed via the question mark symbol in the top right-hand corner.



Further documents, instructions and videos can be found under the various headings.

- The Glossary provides a comprehensive overview of all important terms and definitions in the context of EVE and packaging data.
- The Training Material offers instructions and tutorials on how to operate EVE.
- Further downloads with detailed information on the subject of packaging data and laws are available under Documents.
- The FAQ quickly and easily clarifies frequently asked questions.

If you have any further questions or problems, please use the contact form.



02

Country Selection

Form groups or record individually

2. Country Selection

Before starting to enter the packaging data for an item, the Country Selection must first be performed in the item overview in the system. The Country Selection determines which delivery countries use the "same" packaging (sales, outer and transport packaging) for a particular item. As soon as the Country Selection has been applied and, for example, two country groups have been created, this item is listed twice in the item overview – once for each country group. This allows the different packaging data to be entered separately for each of the two country groups. Once country groups have been defined, they cannot be modified and can only be changed again via a request in the support form or because new countries are added by the system.

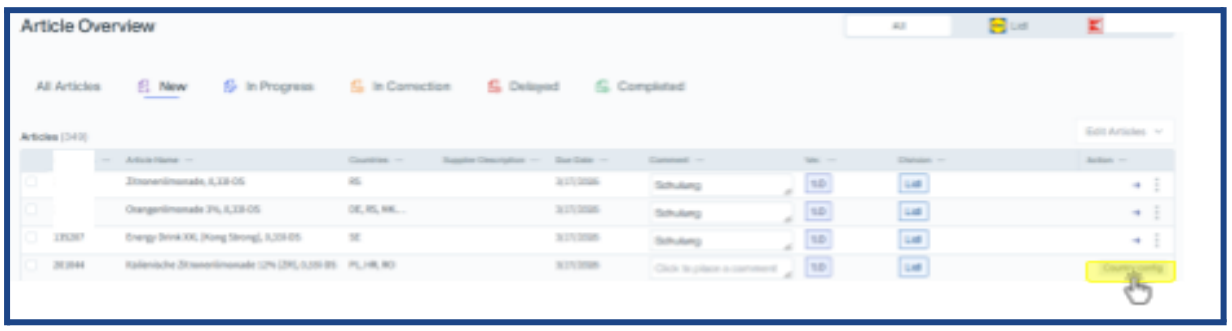
If these data fields differ in a delivery country, a new country selection is required

- Component types and number in the respective levels
- Dimensions
- Material composition
- Material weights
- Recyclate content
- Coloring of PET and glass components
- etc.

A complete list of the relevant data is available in the download area on the support page. Pure artwork/layout differences, such as printed languages, type designation or similar, which do not significantly change either the color system used or the order quantity, are not relevant to EVE. In case of doubt, it is advisable to separate the countries so that differences can be mapped later if necessary.

Step-by-Step guide to Country Selection:

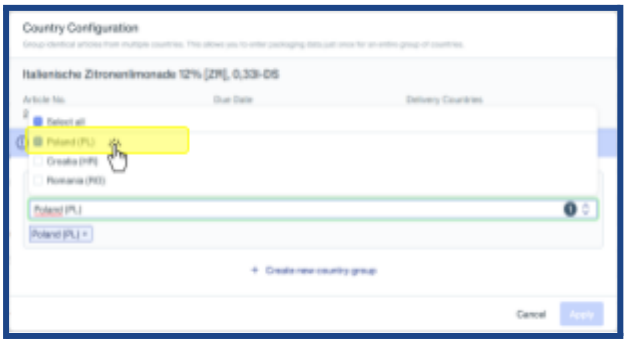
1. Click on Country selection to start the configuration.



2. In this example, there are two country groups, as recyclates are used for Poland.



3. Select countries for country group 1 – in this case Poland.



4. Select the second country group via "Create new country group".

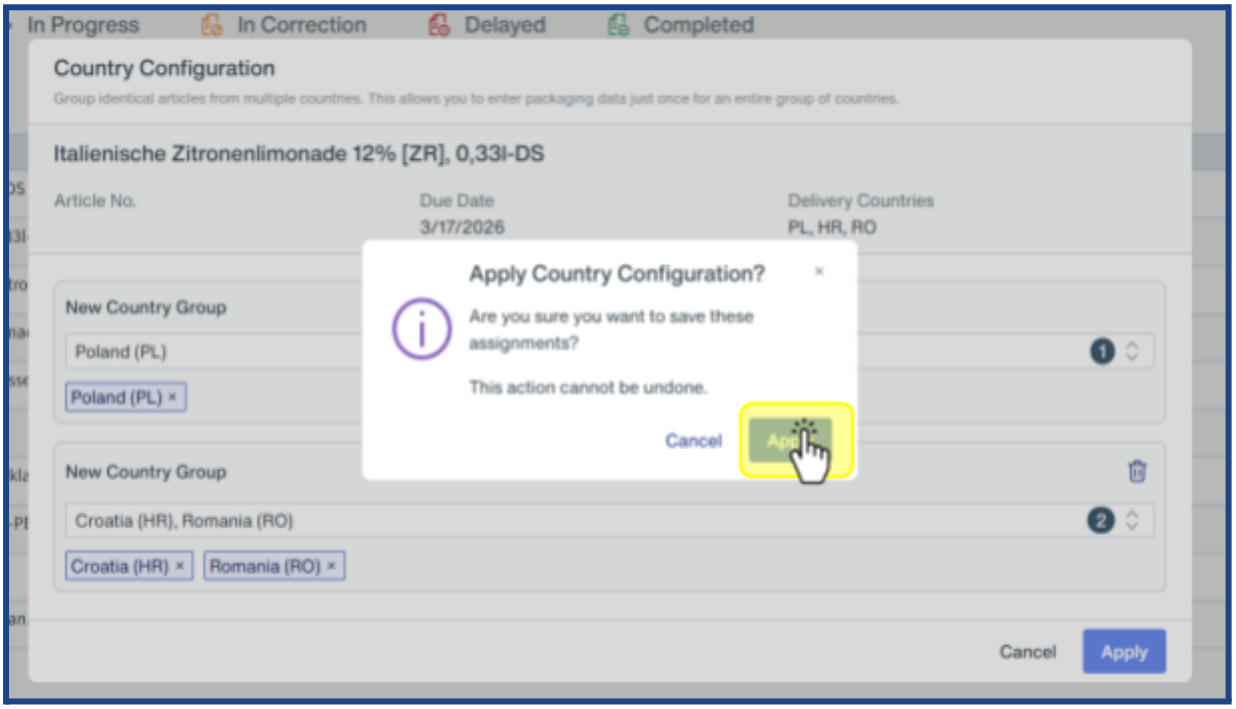


5. The countries still available for the second country grouü can be selected via “Select all”. Repeat the process for a 3rd or x-th country group. Complete and confirm the process via “Apply”.

   Important: All countries must be assigned to a group, otherwise the configuration cannot be completed. The button remains grayed out.



6. A message will appear as a reminder that the configuration cannot be undone independently. By confirming again via "Apply", the item data is created in the background for each country group and separate item variants appear in the system.



03

Packaging data collection

Detailed information per component

3. Packaging Data Collection

Once the country selection has been completed, the detailed view of an item becomes available in the item overview. The packaging components can now be entered for all three packaging levels (sales packaging, outer packaging and transport packaging). Components are created either via the item detail page or via the sidebar. Relevant attachments and certificates can also be uploaded here. Further relevant information is recorded in the components themselves, which can be found in the sidebar under the relevant category one they have been created. The recorded packaging data is essential for the calculation of license fees, the assessment of recyclability and other legally relevant requirements.

Step-by-step instructions for recording packaging data:

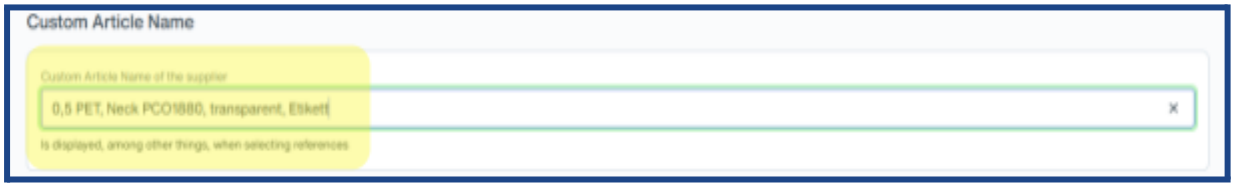
1. Navigate to the article via “Detailed view” (arrow under Action)



The “Item details” page serves as a central overview that contains all important item and logistics information to clearly identify the item. The item and logistics information cannot be changed. This comes from upstream purchasing systems. Incorrect data, discrepancies etc. can be reported via the contact form.

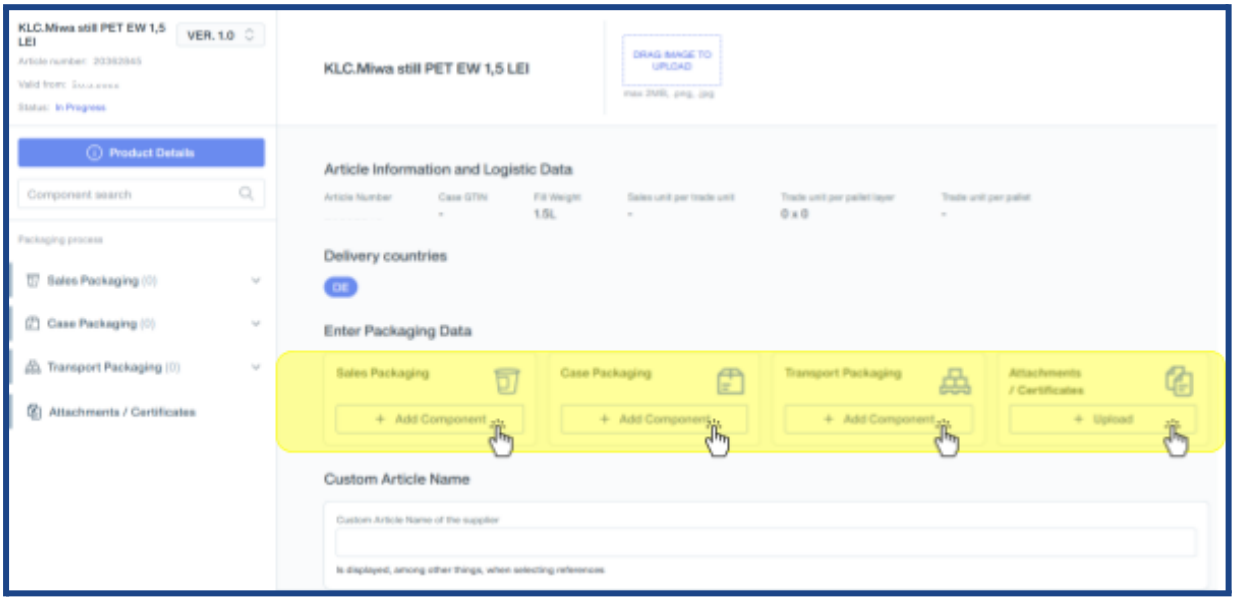


An independent (internal) article description can be optionally assigned.



2. Packaging data can be entered either directly via the item details page or via the side navigation bar. Regardless of the selected starting point, the process always leads to the same entry page

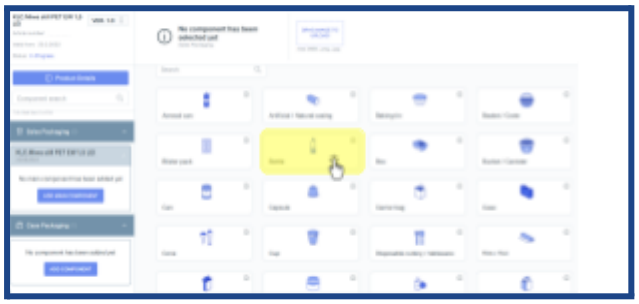
Entry via item details



Or Entry via sidebar

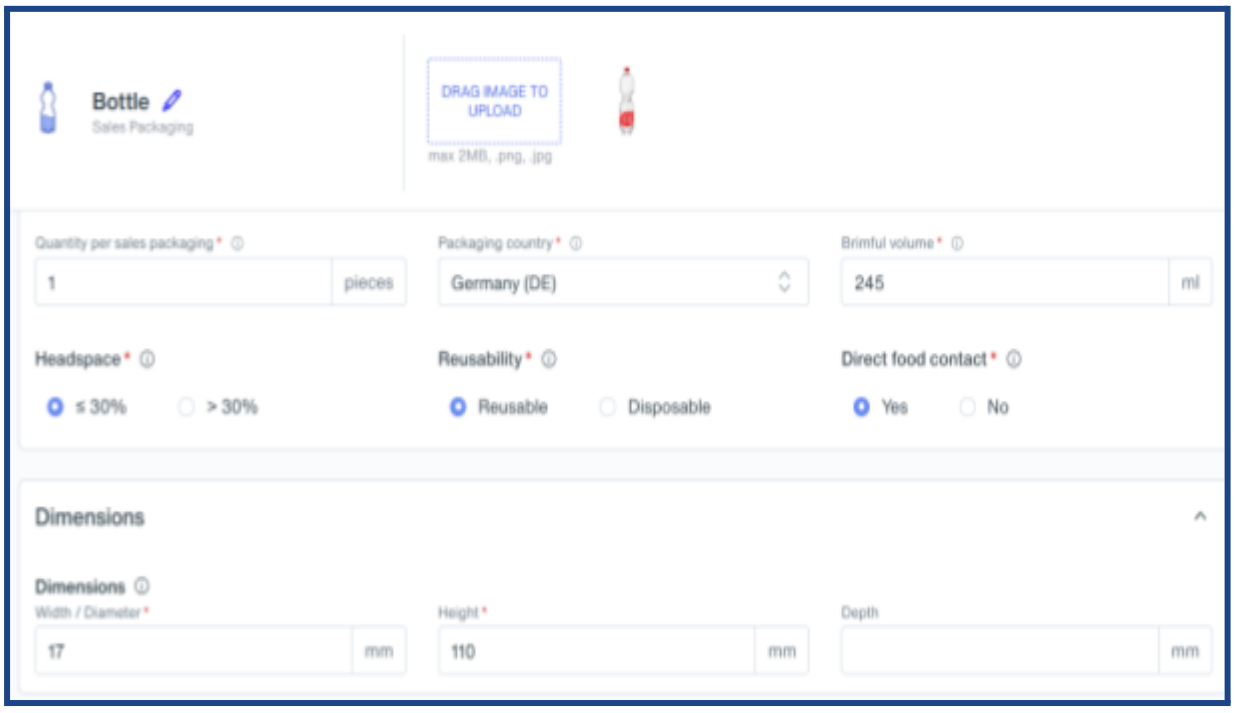


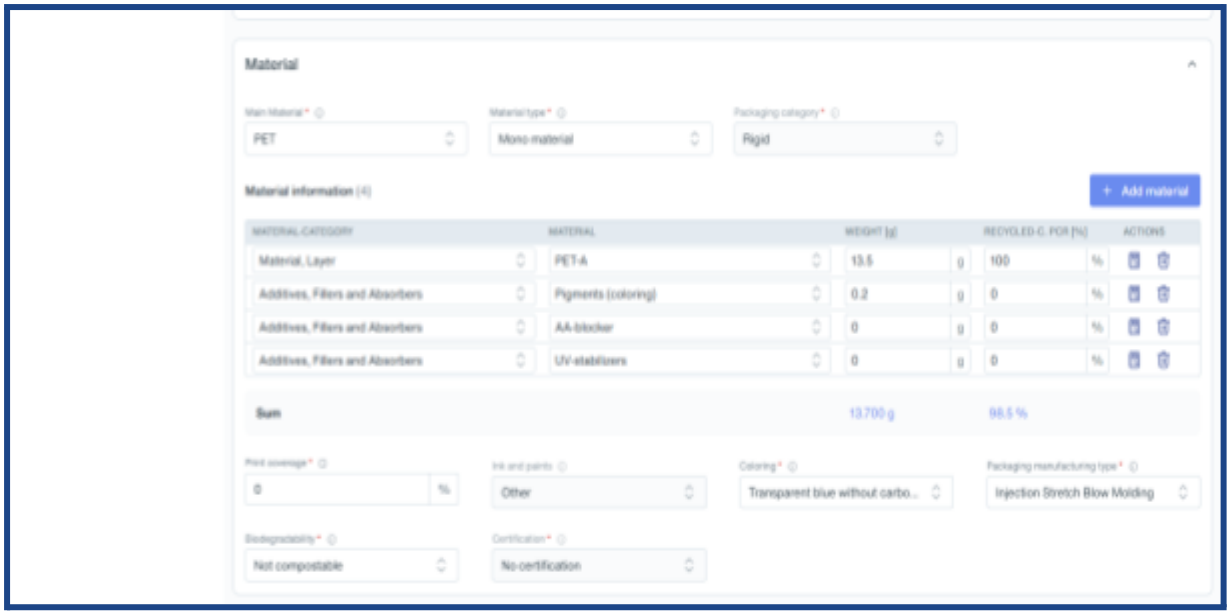
3. The first step is to create all relevant components of the sales packaging for the sample mineral water. The required components are a bottle, a lid and a label. We start here with the main component, the bottle, and the recording of all relevant information.



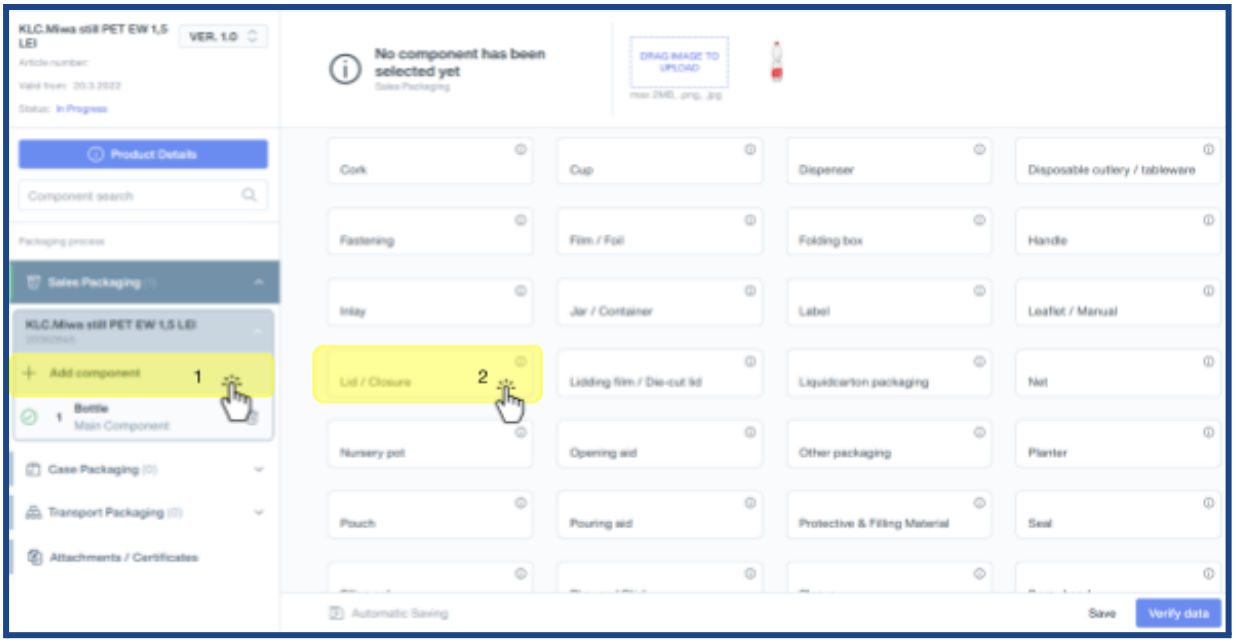
All relevant information must now be filled in. These are marked with a red star/asterisk as mandatory fields. The mandatory information varies from component to component and is mutually dependent. When listing materials, the specification should be reproduced as accurately as possible, even if individual components have no measurable influence on the weight (weight <0.001g)

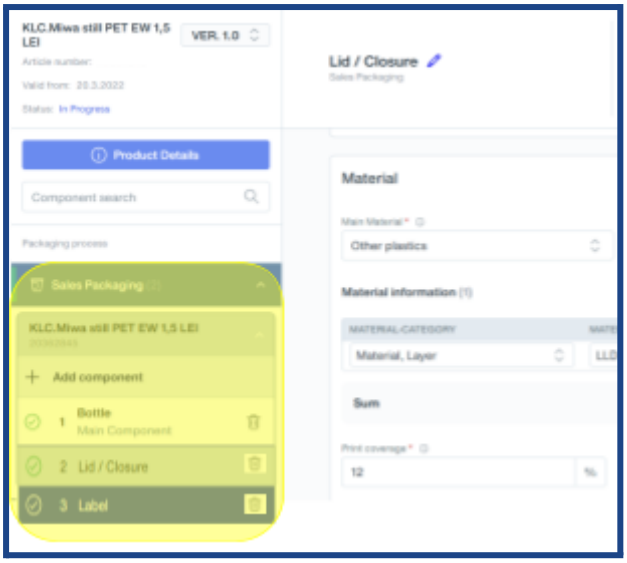
Example of a completed bottle component:





4. To start the data collection for the lid and the label, a lid must be added to the sales packaging level via "Create Component" and a label in a second run. Help for the correct selection can be found via the tooltip ("i" symbol). There is also further help on the support page and the FAQs.





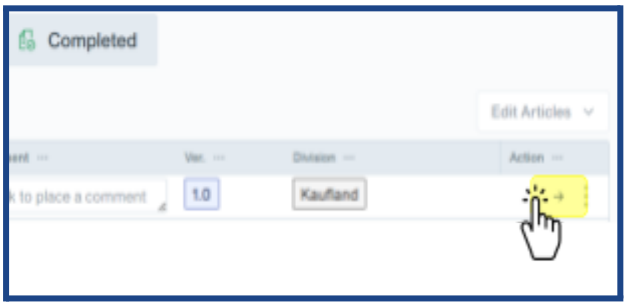
5. Once all the components for the sales packaging have been created, the same must be done for the outer and transport packaging. At these levels, all components are of equal value (no main components), but must also be linked together if necessary. If there is no packaging at a level (e.g., no outer packaging, as this is already covered by the sales packaging – “six-pack”), this level remains empty

3.1. Attachments and Images

Additional documents that are relevant for the entire packaging system, the individual packaging units or specific components can be optionally uploaded for the items. This includes, for example, further specification documents, declarations of conformity and proof of stored certifications. An example image should be added to each item to provide assistance in understanding the data entered, especially for complex packaging.

Step by Step instructions to add pictures:

1. First open the detail view of the item.



2. In the next step, an image is uploaded as an example. This is done either by clicking on the highlighted area and selecting the file or conveniently by dragging and dropping directly into the field provided.



3. In this use case, an image is uploaded using drag-and-drop.



Step by step instructions to add attachments:

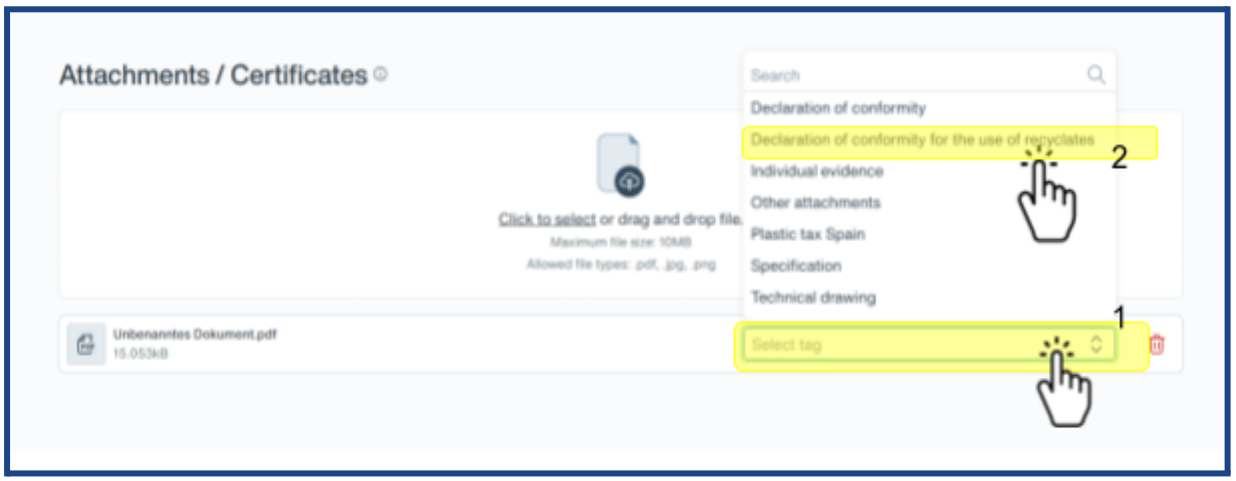
1. To add a certificate, first click on the highlighted area.



2. An attachment can then be added. This is done – similar to uploading images – either by dragging and dropping or by clicking on the highlighted area and manually selecting a document.



3. After the document has been added using one of the two methods, the document type must be defined. Clicking on the highlighted area opens a pop-up menu from which the corresponding category must be selected. The attachment is only fully uploaded and saved once the category has been selected.



04

Complete data entry

Check and submit data

4. Complete data entry

Once all components have been created at all levels and the required information has been entered, the request can be completed.

4.1. Check data

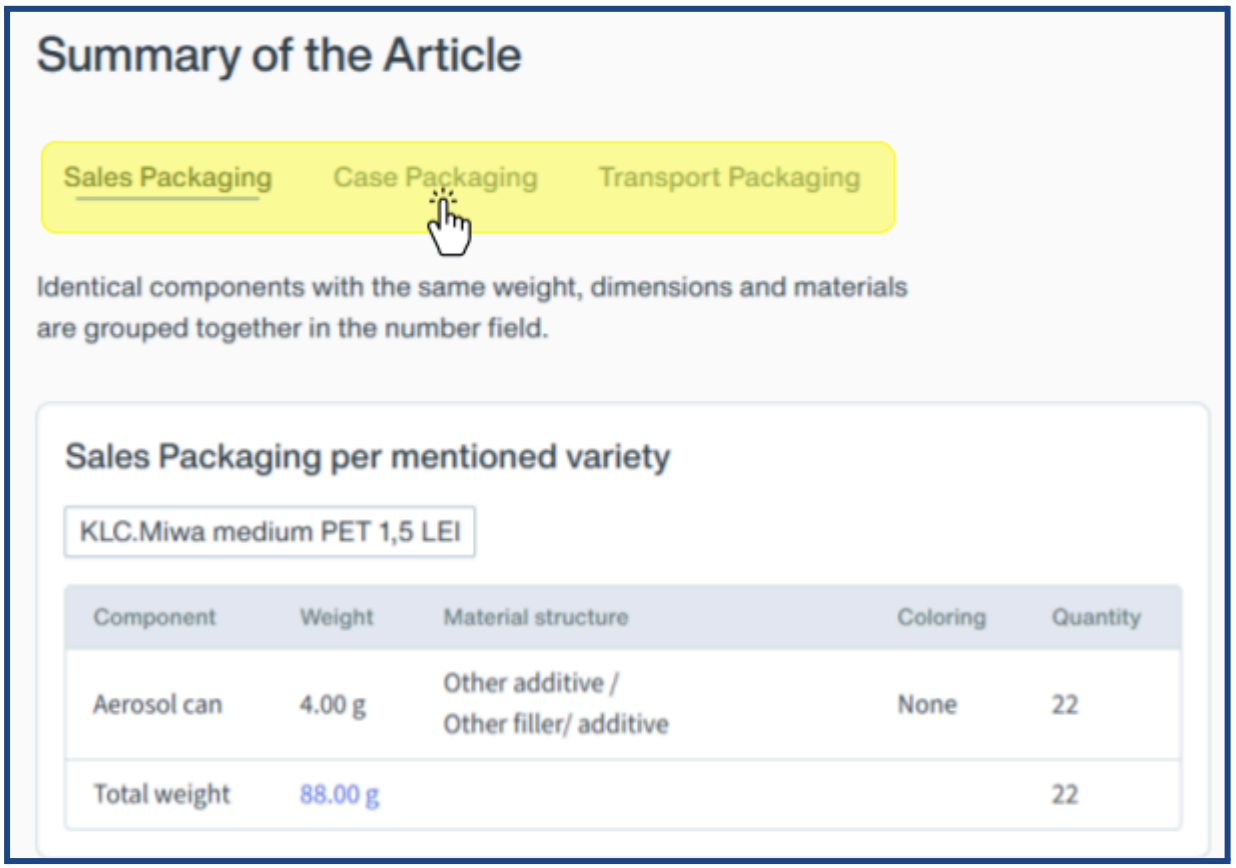
The packaging information can only be checked once all the required components have been completed. Detailed explanations on recording the packaging data can be found in the section Recording packaging data.

Step by Step instructions to Check Data:

1. Click on Verify Data to open a short summary of the recorded data.



2. By clicking on the different packaging levels, the respective summary of the stored data is displayed.

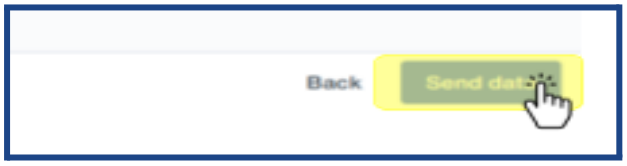


4.2. Send data

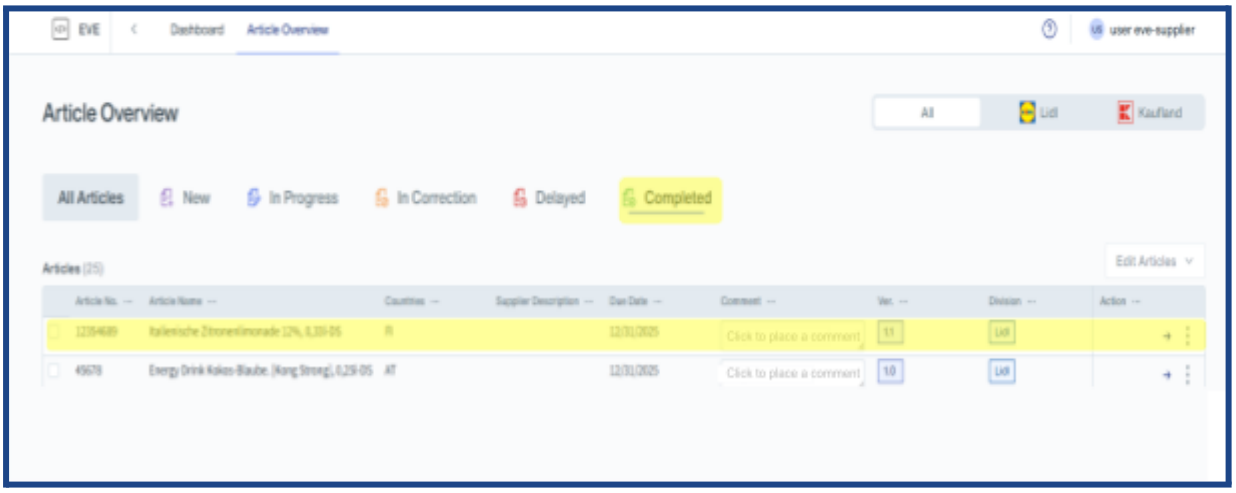
As soon as all data has been checked and no changes are to be made, the recorded packaging data can be sent and processing can be completed. The item then switches to read mode and can no longer be changed.

Step by Step instructions Send Data:

1. Click Send Data



2. Once the data has been sent, the item is moved to the “Completed” area. This completes the process so that no further processing is necessary or possible.



05

Copy functions

Single, Batch, Variety copy function

5. Copy functions

These functions enable the transfer of packaging data to other articles or types. Attachments and images of an item that has already been created can also be transferred with the single and batch copy functions. The aim is to minimize data entry effort by reusing existing information.

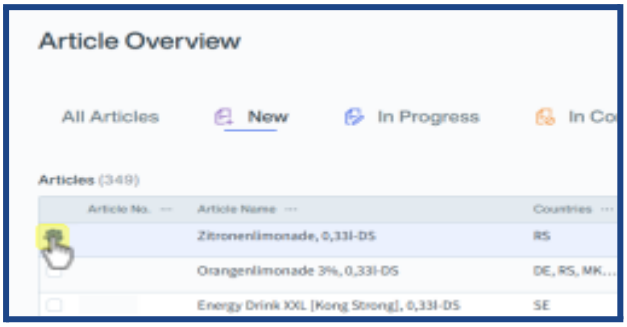
5.1. Single copy function

With the single copy function, data is transferred from a “source item” to a selected “target item”. This function is particularly suitable for articles that are to be further processed or slightly modified later, as well as articles that contain several varieties (e.g. flavors, packaging variants) in the sales packaging level. It is not possible to copy data from several source articles. The prerequisite for the copy function is the country selection of the target item. A source item can be selected from the list of completed articles.

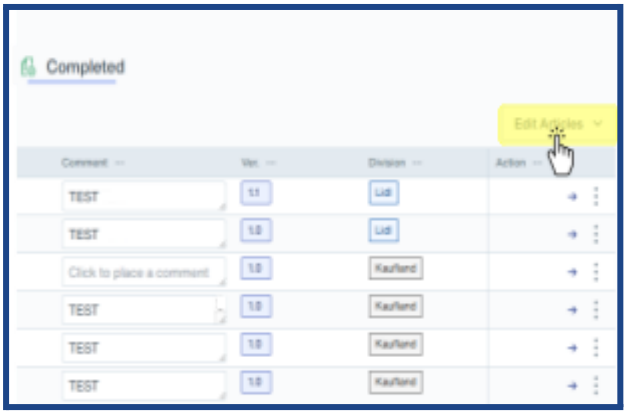
At the end of the copying process, you have the option of either sending the updated articles immediately or making them available for further manual processing.

Step-by-Step Single Copy Function Instructions:

1. Select the item to be maintained (target item) by clicking on the box



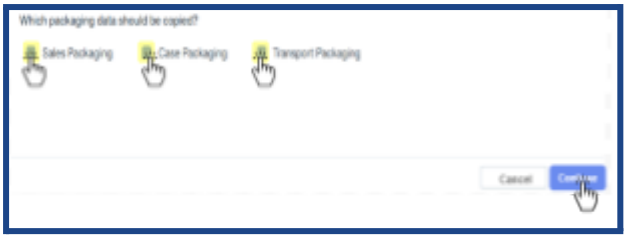
2. After the item has been selected, click "Edit Item" on the right



3. Select item from which the data is to be copied (Source Item)



4. Select which data is to be copied from the source item to the target item (the article to be maintained).



5. Click "Next

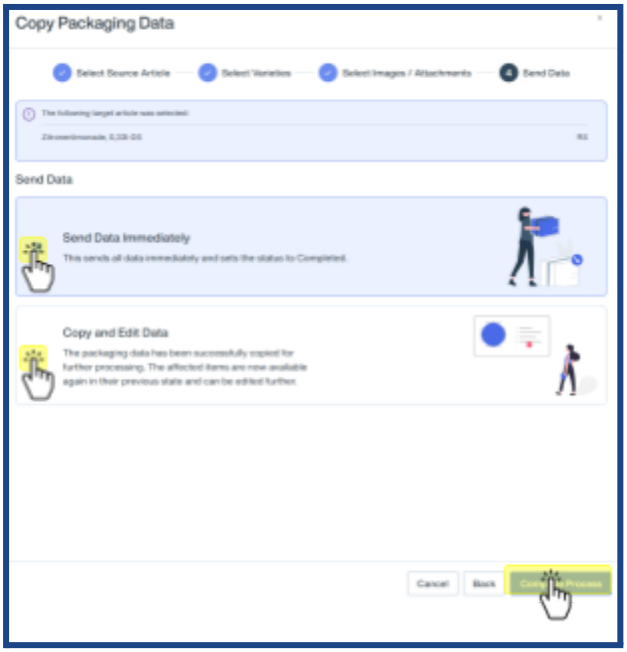
6. For each target variety, select the corresponding source variety



7. Optionally select images/attachments to be copied from the source item to the target item



8. Select whether the item should be sent directly or made available for further processing. After making your selection, complete the process by clicking the "Complete Process" button.



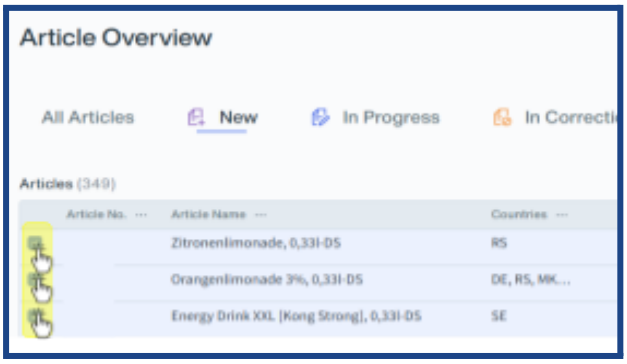
5.2. Batch copy function

With the batch copy function, data from a source item is transferred to several selected target items. This function is particularly suitable for items with the same packaging data. Packaging data from one or all levels as well as attachments and images can be copied. As with the single copy function,the prerequisite for this is the country selection. A source item can be selected from the list of completed items. There is a special feature here. If an item is selected in which there are different varieties in the sales packaging, only the first variety is taken into account for the copy function. Unlike the single copy function, no sort-specific assignment can be made here.

At the end of the copy process, you have the option of either sending the updated items immediately or making them available for further manual processing.

Step by Step instructions Batch Copy Function:

1. Select several items to be maintained by clicking on the boxes



2. After the items have been selected, click "Edit Item" on the right



3. Select the item from which the data is to be copied (source item)



4. Select from which levels the data from the source item should be copied to the target items (the items to be maintained)

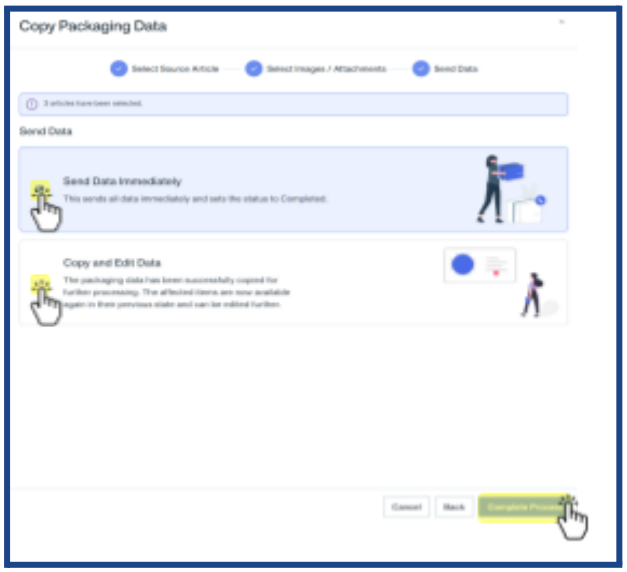
5. Click “Next”



6. Optionally select images/attachments to be copied from the source article to the target article



7. Select whether the items should be sent directly or be made available for further processing. Once you have made your selection, complete the process by clicking the "Complete Process" button.

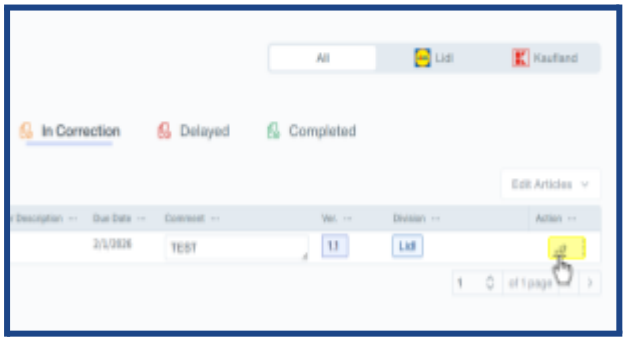


5.3. Copy within a sort order (variety copying)

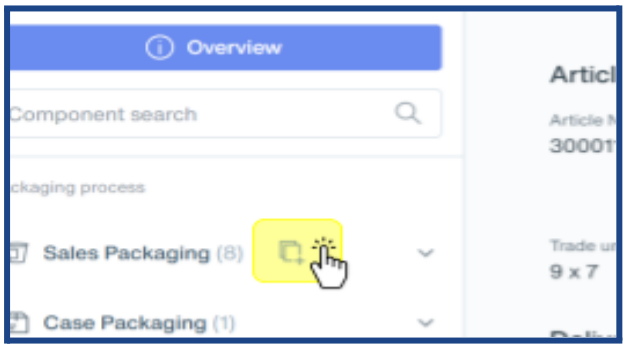
This function makes it possible to transfer the data of an already completely filled variety to all other varieties of the same article for articles with several variants (flavor, products, etc.). This process copies the information within the article structure so that multiple data entry for each individual variety is no longer necessary.

Step-by-Step instruction Copy within a sort order:

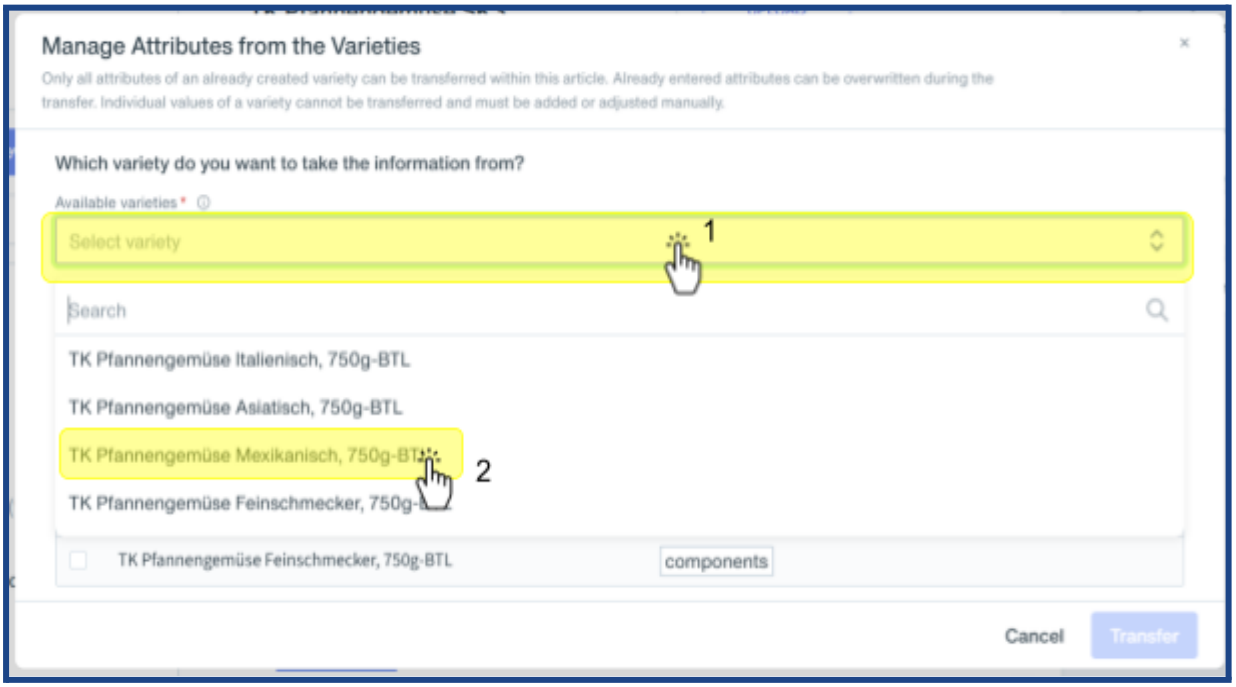
1. Click on the arrow symbol “Detailed view” for further details



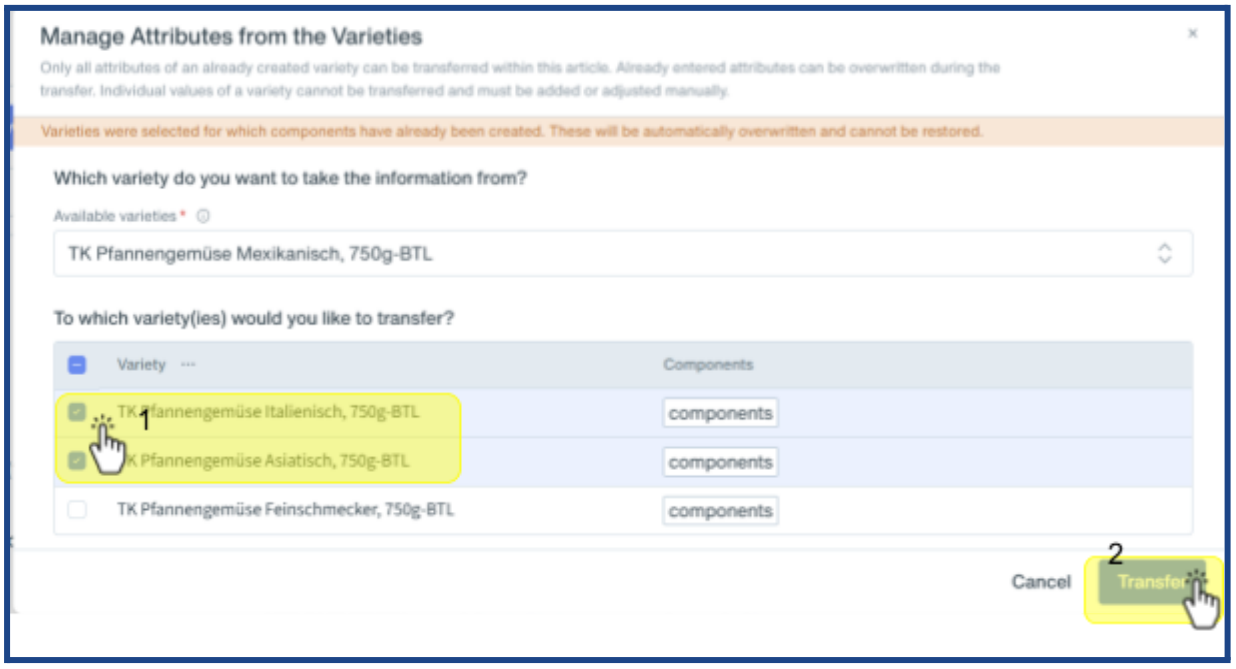
2. This function can only be used if the item in question has several types. In this case, the corresponding copy symbol is offered in the header of the sales packaging.



3. The next step is to select the source variety from which the data is to be transferred. Clicking on the corresponding field opens a drop-down menu that lists all available varieties. To illustrate this, the “Mexican” variety is selected in this example.



4. Finally, the target types to which the data is to be transferred must be selected by marking the corresponding checkboxes. The copying process is then started by clicking on the “Transfer” button, which transfers the data to the selected types.



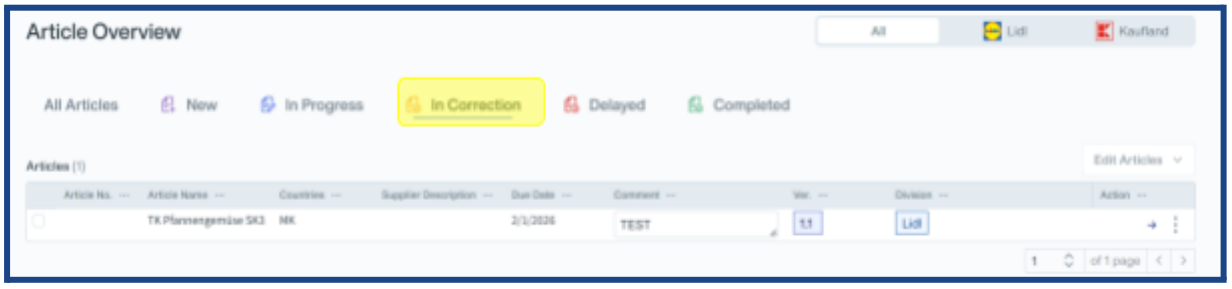
06

Correction Requests

Review Center

6. Corrections and review center

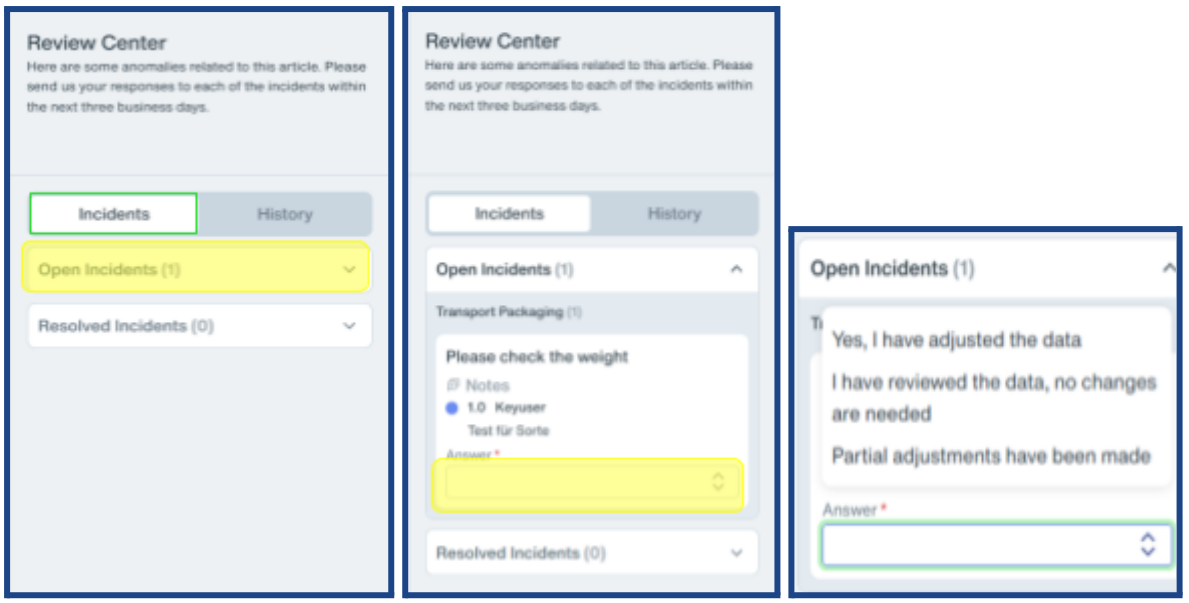
If a supposed error or other discrepancies are found after the data has been transferred by the EVE experts, this article will appear in the system for correction. See status description "In Correction".



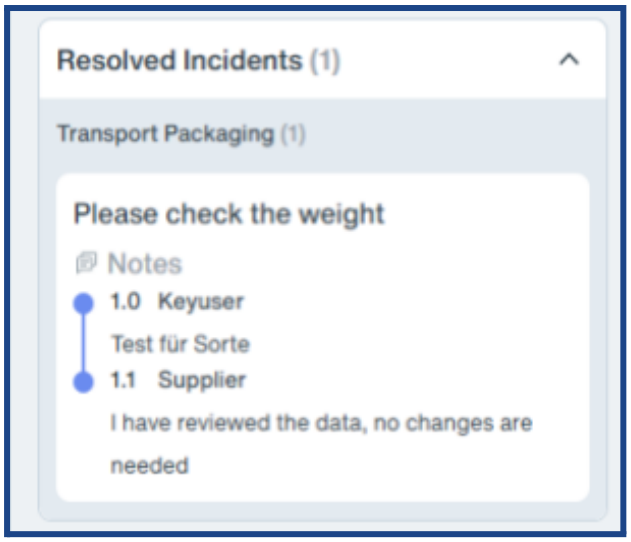
These articles need to be checked and revised if necessary. The comments on this can be found in the so-called "Review Center", which is located in the detailed view of an article.



Complaints or notifications that have led to a return are listed under “Incidents” in the review center. New notes with further information can be found under “Open Incidents”. After the packaging data has been checked again and, if necessary, changed accordingly, the incident must be closed. To do this, the appropriate response must be selected from a drop-down menu.



Once the response has been selected, the incident changes to the list of processed incidents



Before the data can be resent and finalized, all open incidents must be resolved in this way. For traceability purposes, a history is kept in the testing center, which can also be viewed over several versions.

6.1. Versioning

Versions are created to ensure traceability. In principle, the current version or the version to be edited is displayed when an item is opened. A new sub-version is created with each test run. Older versions can be opened via the version display in the sidebar. Changes can only be made to the latest, current version



If, for example, changes to the packaging make it necessary to update the transmitted information, this can be reported directly to the EVE team via the contact form. Alternatively, such changes are also be reported from projects or negotiations, so that new versions are made available in the system for processing.