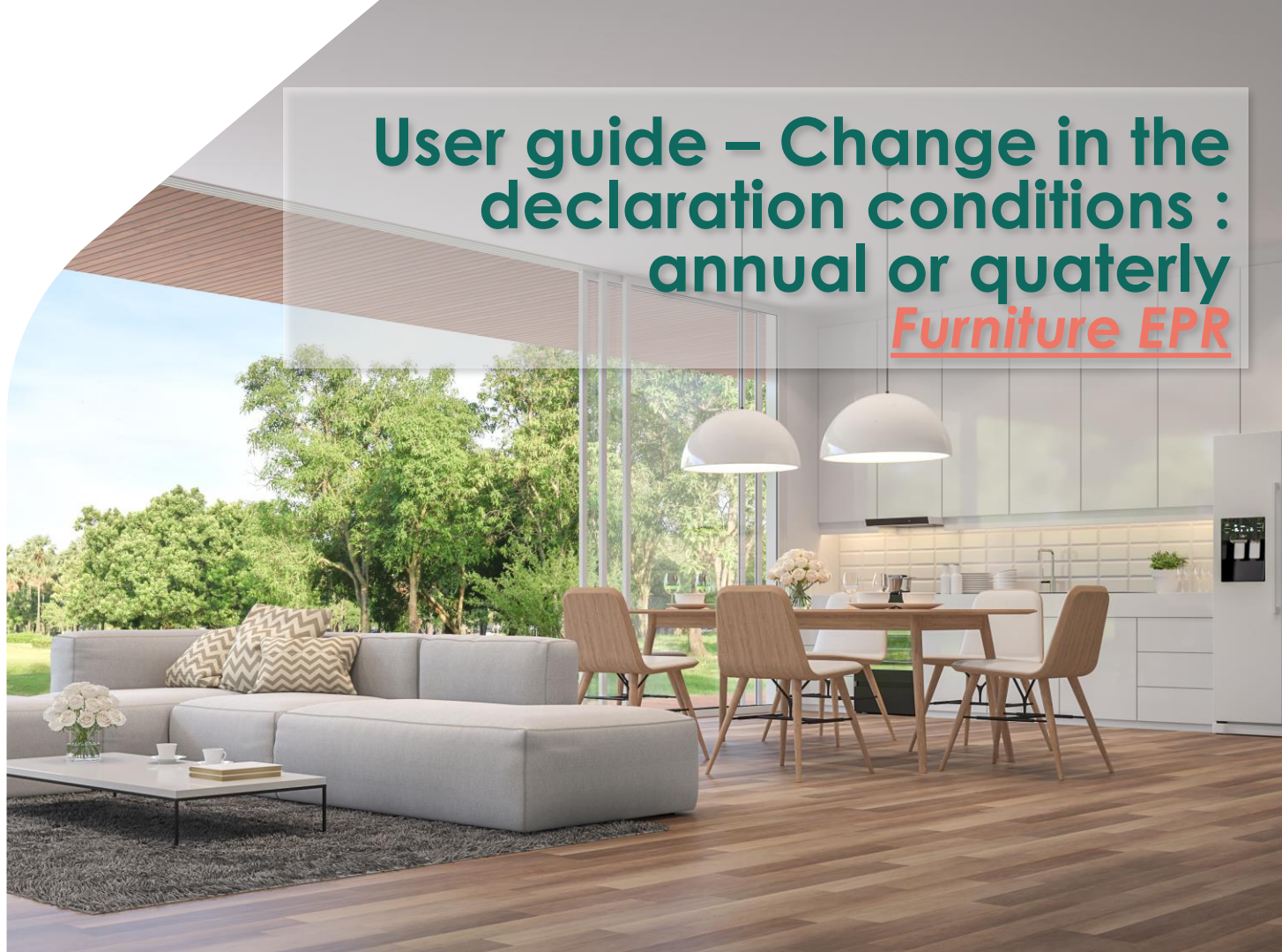




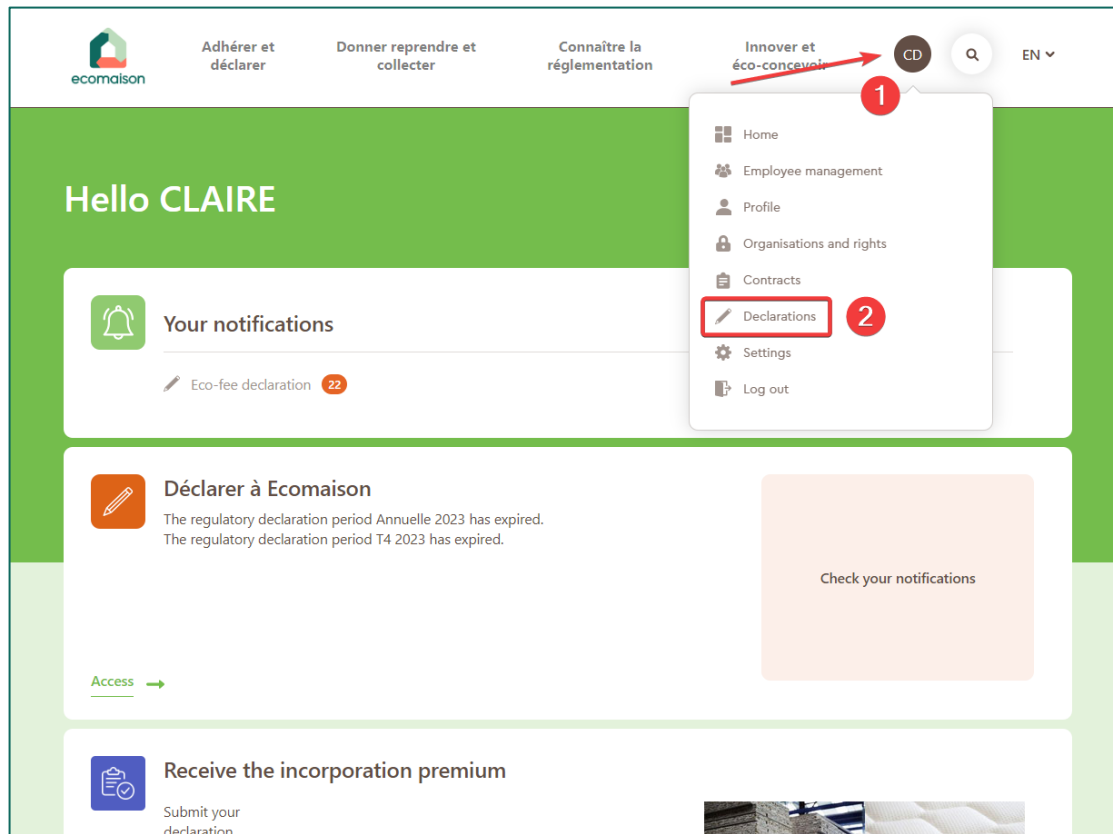
# User guide – Change in the declaration conditions : annual or quarterly Furniture EPR



# How to select the declaration procedures?

Sign in to your user account.

1. On the homepage, click on your **icon profile** to display the menu.
2. Select « **Declarations** »



The screenshot displays the Ecomaison user interface. At the top, there are navigation links: "Adhérer et déclarer", "Donner reprendre et collecter", "Connaître la réglementation", and "Innover et éco-concevoir". A red arrow points to the "CD" profile icon in the top right corner, labeled with a red circle containing the number "1". Below the profile icon, a dropdown menu is visible, with the "Declarations" option highlighted by a red box and labeled with a red circle containing the number "2". The main content area shows a greeting "Hello CLAIRE", a "Your notifications" section with an "Eco-fee declaration" notification, a "Déclarer à Ecomaison" section with a message about expired regulatory declaration periods, and a "Receive the incorporation premium" section.

# How to select the declaration procedures?

1. If you manage multiple companies, make sure to select the correct account in the dropdown list

2. In the « **declaration procedures: éléments d'ameublement** » section, select « **manage** »

The screenshot displays the ecomaison user interface. At the top, there is a navigation bar with the ecomaison logo and several menu items: "Adhérer et déclarer", "Donner reprendre et collecter", "Connaître la réglementation", and "Innover et éco-concevoir". A search icon and "EN" are also present. Below the navigation bar, the account number "Account no. 0156931" is shown. A red arrow points to a dropdown menu labeled "ADDA HOME DECO SL" with a red circle containing the number "1". The dropdown menu lists "All organisations" and includes "ADDA HOME DECO SL", "AUCHAN E-COMMERCE FRANCE", "AUCHAN HYPERMARCHÉ SAS", and "COMEPLAST CARPACO". Below the dropdown, there is a section titled "Déclaration(s) to be processed: Éléments d'a". Underneath, there is a card for "Annuelle 2023" with a status of "A saisir" and a "Declare" button. A red circle with the number "1" is next to the "Declare" button. Below this, there are two cards. The first card is titled "Déclaration procedures: Éléments d'ameublement" and has a red circle with the number "1" and a "Manage" button with a red circle containing the number "2". A red arrow points to the "Manage" button. The second card is titled "Payment method: Éléments d'ameublement" and has a red circle with the number "1" and a "Manage" button with a red arrow pointing to it.

# How to select the declaration procedures?

ecomaison Adhérer et déclarer Donner reprendre et collecter Connaître la réglementation Innover et éco-concevoir CD Q EN ▼

Channel:  
Eléments d'ameublement

1 Please enter your declaration procedures for 2024

Procedure for the year:  
2024

Indicate your marketing of products subject to eco-fees within the scope of Eco-mobilier:

- Vous vendez plus de 15 tonnes
- Vous vendez moins de 15 tonnes et plus de 1,000 unités avec un poids unitaire supérieur ou égal à 2 kg
- Vous vendez moins de 15 tonnes et moins de 1,000 unités avec un poids unitaire supérieur ou égal à 2 kg

1. « Channel » → « Eléments d'ameublement »

2. « Procedure for the year » → select « 2024 »

3. Select the appropriate option according to your marketed tonnage:

- If marketing is **over 15 tons** → Quarterly declaration
- If marketing is **under 15 tons and more than 1,000 units of 2kgs each** → Quarterly declaration
- If marketing is **under 15 tons and less than 1,000 units of 2 kgs each** → Annual declaration

# How to select the declaration procedures?

Situation applicable from January 1, 2024

Condition of declarations	Marketing under 15 tons <u>AND</u> units below 2 kg	Marketing under 15 tons <u>AND</u> units over 2 kg		Marketing over 15 tons
The simplified scale	Yes	Yes up to 1,000 units	No from 1,001 units or more	No
Conditions of declaration	Annual	Annual	Quarterly	Quarterly
Type of declaration	Simplified declaration per 10 units <u>or</u> use standard unit code		Use standard unit code	

## How to select the declaration procedures?



Declaration schedule:

déclaration trimestrielle

Save

4

The declaration schedule will adapt automatically.

### 4. Save

**Caution :** if the declaration is validated, the **declaration schedule can no longer be modified**. You have to wait until the next declaration period opens.



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**Thank you**



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**Need further help?**

Write to us at [contact@ecomaison.com](mailto:contact@ecomaison.com)