

VANA™

DANSK
EMBALLAGEANSVAR

A man with a beard, wearing a white hairnet and a green lab coat, stands with his arms crossed in front of a wall of green plastic crates. The crates are stacked and have a grid-like pattern with small holes. The background is a solid green color.

Guide Registration of company in VANA A/S

Version 1.0

Registration and reporting obligations 2024

From the period 1 April to 31 August 2024, companies covered by the producer responsibility for packaging in Denmark are obliged to:

1. **Register company (this guide)**
2. Report expected quantities of packaging made available in Denmark in 2024

Both registration and reporting are done in VANA's Member Portal, after which VANA handles the reporting to Dansk Producentansvar (DPA). The Member Portal opens on March 25.

This guide describes how to register your company in the Member Portal.

Guide to reporting packaging volumes can be found on our website, read more [here](#). You do not have to report quantities at the same time as registering a company.

In addition to registration and reporting, the company must carry out self-monitoring. Read more [here](#)

NOTE! Only companies with a CVR number can register in the Member Portal. For companies not established in Denmark, contact medlemsservice@VANA.dk for information about the registration process.

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Registration via VANA.dk

Your registration starts on VANA's website under become a member [here](#).

Both current and new members start the registration process here because this is our guarantee for having the correct and updated information on company and contact person.

info@vanna.dk'. At the bottom right of the form are two buttons: 'Back' and 'Proceed'." data-bbox="164 232 765 468"/>

What you need to have ready before you start

- Primary contact person: It is important that the contact person who will be the primary contact person for your producer responsibility is responsible for the establishment. (contact person may change afterwards, but must be done before registration of packaging quantities is submitted)
- MitID Erhverv: Registration requires validation with MitID Erhverv – both when you register in VANA and when your information needs to be confirmed with DPA. It does not have to be the contact person who has access to MitID Erhverv, but there must be someone available at registration who has access to MitID Erhverv. If you are a sole proprietorship, MitID Privat can be used.

Creation of company and contact person in the Member Portal

1. Company information

- CVR number: A check of the CVR number is made in the CVR register, which fills in available company information here. Any missing necessary information that cannot be found in the CVR register is filled in manually.
- Possible alternative billing address: The billing address will generally be the primary contact email address, unless other address is entered here. The billing address can also be changed in the Member Portal later.

- Above/below 8 tonnes: If the company expects to make less than 8 tonnes of packaging available on the Danish market in 2024, tick the box. Deposit-refund and reusable packaging is exempt.

Company information

CVR-no.
44710870

Company	Address
VANA A/S	Vesterbrogade 6
City	Zip code
København V	1620

The company's telephone number

45
▼ |
| ✕

The company's e-mail*

The company's e-mail*

The company's website*

The company's website*

If you want invoices from VANA sent to an e-mail other than your own, you can insert the e-mail here

If you want invoices from VANA sent to an e-mail other than your own, y...

Does the company expect to make less than 8,000 kg of packaging available in 2024? Read more [here](#)

2. Primary contact person

The primary contact person can invite and give authority to colleagues who need access to VANA's online Knowledge Universe (login to the website) and possibly also to report on behalf of the company in the Member Portal

Upon creation, the primary contact must accept:

- VANA's [Privacy Policy](#)
- VANAs [Terms and Conditions](#), incl. VANA's [Competition Compliance Guidelines](#) and VANA's [Code of Conduct](#).

After creation, a contract will be submitted, which must be signed by the authorized person in the company.

Contact person information

First name*

Last name*

E-mail*


Phone number

[I accept VANA's privacy policy*](#)

I confirm that the information provided is correct.*

I confirm that I have read and accepted VANA's terms and conditions and agree that we will receive a contract to be signed by an authorized representative.

After approving with MitID, the company and contact person is registered in VANA's Member Portal, where the setup process continues. Once the setup in VANA is finalized, the company and the provided information will be registered in DPA by VANA.

 [Confirm with MitID](#)

When information about the company and contact person has been filled in, the registration is completed with MitID Erhverv.

Contact person and MitID Erhverv holder do not have to be the same person.

NOTE! VANA will send invoice and contract no later than 1 May.

- 3. The creation is completed by following the instructions for creating a user profile and password for the Member Portal.**

Welcome to VANA A/S!

VANA submits your company registration and reported packaging quantities to DPA when the invoice has been paid and the contract has been signed.

Then you will receive a message from DPA to confirm the information VANA has reported on your behalf. In this connection, DPA will also charge their registration fee of DKK 1,000 (DKK 500, for companies already registered in DPA).



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