

Customer Guideline

Monthly WEEE Reporting for Stiftung ear

Purpose: To comply with the German Electrical and Electronic Equipment Act (ElektroG), we require monthly sales data for all electrical products placed on the German market. This data is mandatory for timely and accurate reporting to Stiftung ear.

What You Must Report Each Month

1. **Reporting Month:** Specify the exact calendar month and year (e.g., *July 2026*).
2. **Brand Name:** The exact brand name as officially registered with Stiftung ear.
3. **Device Category:** The specific registered equipment type/category.
4. **Total Weight (kg):** The net total weight in kilograms of electrical equipment first placed on the German market during the reporting month.
5. **Indirect Exports:** If applicable, report products originally intended for Germany but subsequently exported out of the country.
6. **Corrections:** Any necessary adjustments or retroactive updates relating to previous months.

What is "Placed on the German Market"?

It is vital to properly classify transactions to avoid under-reporting or duplicate reporting. Please follow these boundaries:

✓ What to INCLUDE

- Products sold for the first time in Germany.
- Sales to German distributors, business customers (B2B), or end consumers (B2C).
- Products delivered into German fulfillment centers (e.g., Amazon FBA, local third-party logistics).

✗ What to EXCLUDE

- Products sold directly to customers outside Germany.
- Internal warehouse movements or transfers between inventory storage facilities.
- Products that have already been declared in previous reporting months.

Reporting Deadline to Complico:

Please send your monthly data by the **5th calendar day** of each following month. This allows our compliance team sufficient time to validate, process, and submit the official declaration within the legal deadlines.

Required File Format

Please submit your records in **Excel (.xlsx)** or **CSV** format containing the following structured columns:

Column Name	Description / Expected Content	Example Value
Product	Name or SKU description of the item	Smart LED Desk Lamp v2
Brand	Registered brand name with Stiftung ear	ComplicoTech
Device Category	The specific registered equipment type	Small Equipment (Category 5)
Quantity	Number of physical units first sold/dispatched	1,200
Total Weight (kg)	Net total weight of all units in kilograms	540.00
Reporting Month	The targeted compliance month	July 2026

Need Assistance?

If you are unsure how to correctly classify a product, calculate the net weight, or structure your export records, please reach out to us. Contact **Complico Consulting GmbH** before submitting your report to prevent submission errors or legal discrepancies.