

Methodological Guide ► Steps to follow.

Goal of the portal.

To provide the characteristics of each packaging component of the products delivered to Disneyland Paris, in order to assess their recyclability.

Context.

French law⁽¹⁾ requires companies to provide consumers with information relating to **the qualities and characteristics of the products and packaging** they place on the market, as well as their recyclability.

To comply with this requirement, **Disneyland Paris** must collect this information from each supplier and has appointed our firm, **E³ Conseil** – an expert in Extended Producer Responsibility (EPR), eco-contributions and waste reduction – to gather this data via a dedicated portal relating to **the packaging** of products delivered by its suppliers.

Thank you for your essential collaboration.

Each Disneyland Paris supplier has a secure personal workspace.
Access security and data protection have been verified and approved by an independent certification body, ensuring reliable and compliant use of the portal.

⁽¹⁾ Anti-Waste and Circular Economy Law, February 10, 2020.

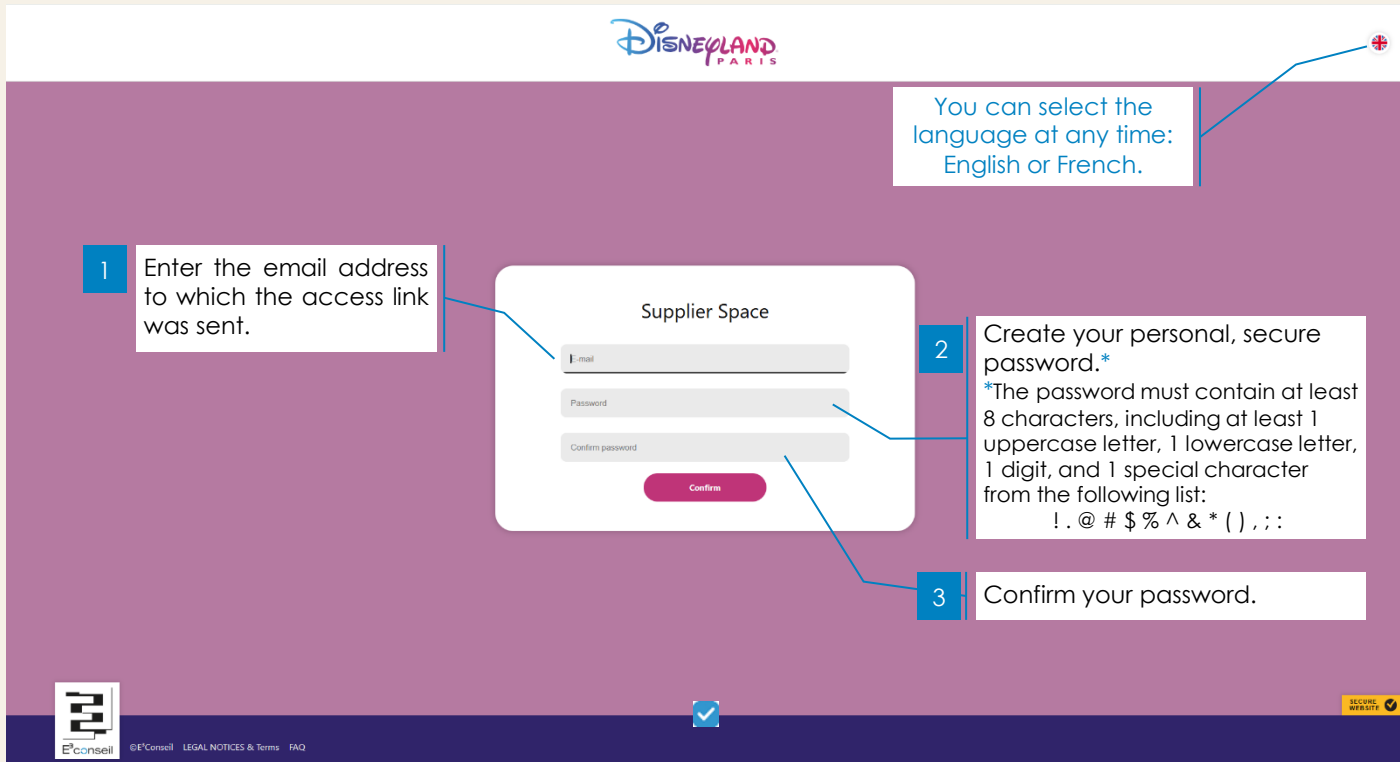
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How to Access the Portal.

You will automatically receive an email from [suppliersDYP](#) containing the information required to access the portal's login page..

First Login.




Supplier Space


1 Enter the email address to which the access link was sent.

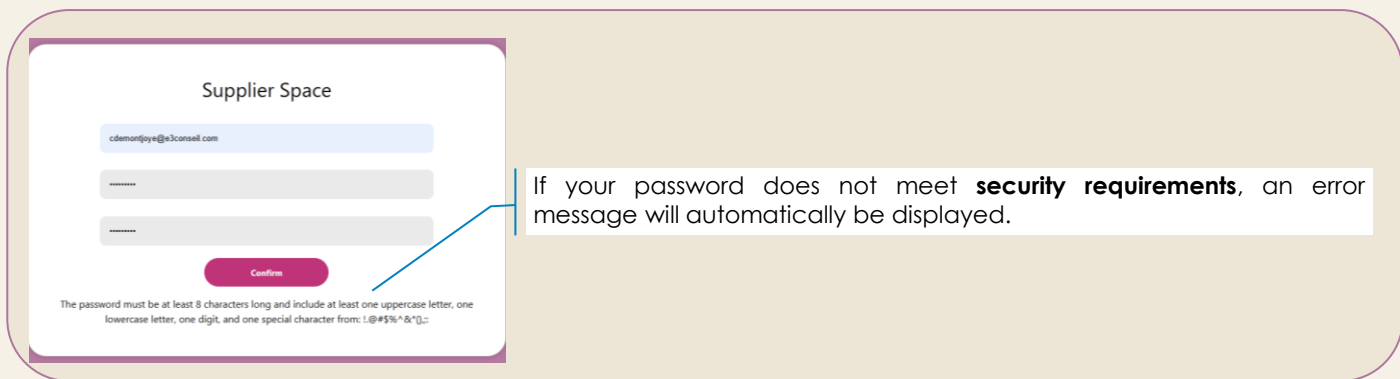
2 Create your personal, secure password.*
*The password must contain at least 8 characters, including at least 1 uppercase letter, 1 lowercase letter, 1 digit, and 1 special character from the following list:
! . @ # \$ % ^ & * () , ; :

3 Confirm your password.

You can select the language at any time: English or French.


SECURE WEBSITE

 ©E3conseil LEGAL NOTICES & Terms FAQ



Supplier Space

cdemonjoye@e3conseil.com

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The password must be at least 8 characters long and include at least one uppercase letter, one lowercase letter, one digit, and one special character from: !@#%&*"()_~

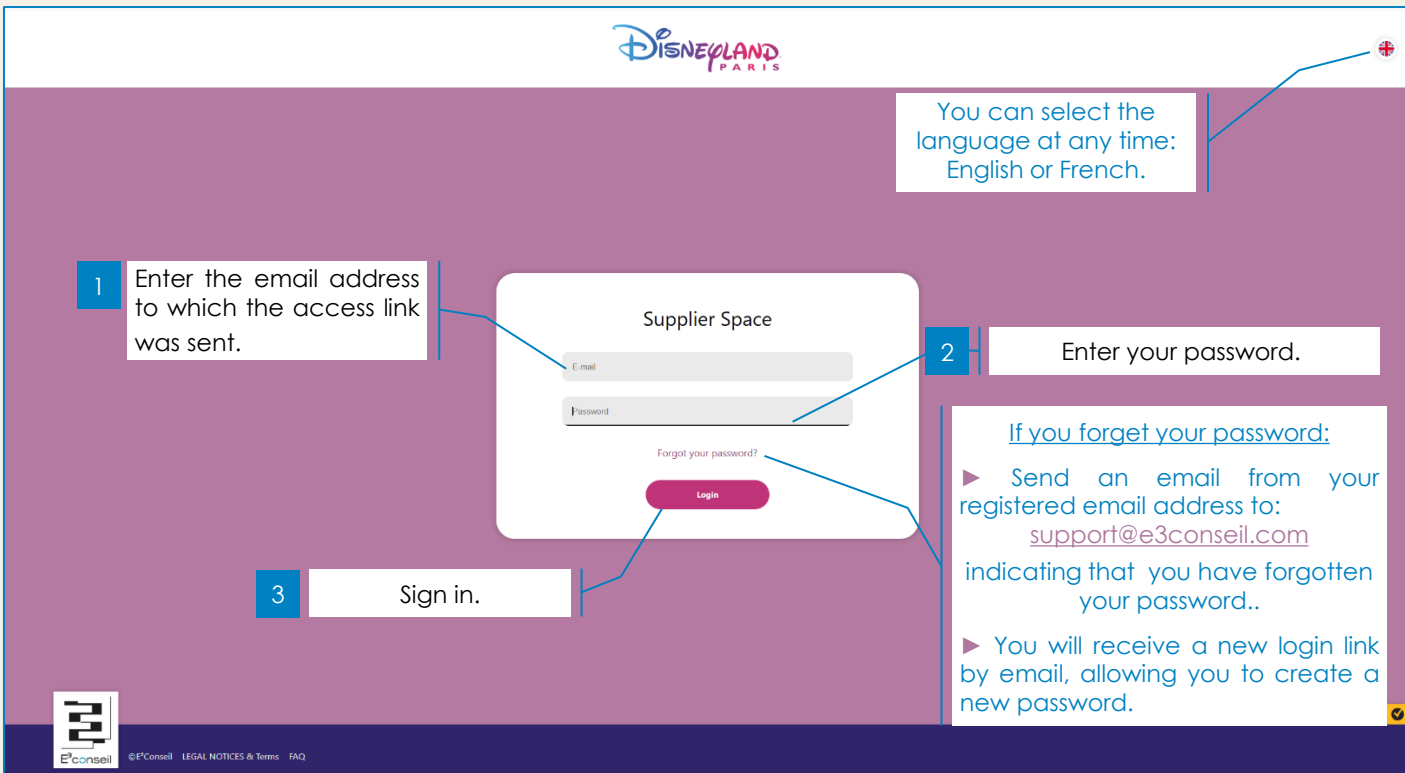
If your password does not meet **security requirements**, an error message will automatically be displayed.

When you click the button a pop-up displaying the Terms and Conditions of Use will appear on your screen:

- Read the Terms and Conditions,
- Tick the checkbox:

I acknowledge that I have read and fully accept the present General Terms and Conditions.
- Click to access your personal workspace.

A **new tab** will automatically open, displaying this **methodological guide** to help you use the portal. To **switch** between the portal and the guide, simply click on the **desired tab** in your browser.

Subsequent Logins: Login page suppliers@e3conseil.com

The screenshot shows the 'Supplier Space' login interface. It features a central white box with the title 'Supplier Space' and three input fields: 'E-mail', 'Password', and a 'Forgot your password?' link. A red 'Login' button is positioned below the password field. Three numbered callouts are present: 1. Points to the 'E-mail' field with the text 'Enter the email address to which the access link was sent.' 2. Points to the 'Password' field with the text 'Enter your password.' 3. Points to the 'Login' button with the text 'Sign in.'

Additional text boxes provide further instructions:

- Top right: 'You can select the language at any time: English or French.'
- Bottom right: 'If you forget your password: Send an email from your registered email address to: support@e3conseil.com indicating that you have forgotten your password.. You will receive a new login link by email, allowing you to create a new password.'

Useful Information Before Getting Started.**GOOD TO KNOW.**

To answer the questions, you will need:

- Technical specification sheets for your packaging, provided by the manufacturer,
- Any documentation relating to the characteristics of the materials used in your packaging (type of plastic, paper, glass, etc.), including specific material treatments (barrier layers, varnishes, types of inks used, etc.).

Homepage.

Access to the Methodological Guide.

Supplier number and name provided by DLP.

289 - TEST SUPPLIER

Welcome to your personal space.

Disneyland Paris must collect from each of its suppliers specific information related to packaging in order to assess its recyclability in accordance with French regulatory requirements.

This dedicated space, developed by E³ Conseil, allows you to complete and submit the requested information.

We thank you for your essential cooperation.

Click on a reference in the menu on the left or use the search bar to begin.

Useful Contacts:

Validated BOM sheet	▶	Component and/or Material	▶	Missing from the site? Or incorrect data?	▶▶		Contact Disneyland Paris → dlp.sourcing.merchandise@disney.com
For any other questions?					▶▶		Contact E ³ Conseil → suppliers-dyp@e3conseil.com

Don't forget to consult the FAQ, accessible in the toolbar at the bottom of the site page.

FAQ Access (Frequently Asked Questions).

Step 1 – Selection and Consultation of SKUs.

Enter the SKU in the search bar and specify the product reference number (in full or in part),
or
Click on the SKU of one of your pre-filled references.

Expand or collapse the reference selection sidebar:

Option 1 → Expand.
The product name is displayed in addition to the SKU code.

Option 2 → Collapse.
The reference sidebar is hidden to improve visibility of the selected product's component information.

Once the reference has been selected, the characteristics of your product are displayed.

The screenshot shows the 'Characteristics of your packaging' page. On the left, there is a sidebar with a search bar and a list of product references: 234567890123, 123456789012, and 836462541250. The main content area displays details for a 'Principal Component : Bag' and an 'Associated component : Tie'. The 'Bag' component has three rows of materials: PP (2g), Flexible PP packaging (1.2g), and Flexible PEHD packaging (0.8g). The 'Tie' component has three rows of materials: Aluminium (0.4g), Aluminium (0.26g), and Flexible PE packaging (0.14g). A warning icon and text state: 'Greyed-out cells cannot be modified.' A 'Remove association' button is visible at the bottom of the 'Tie' component section.

You cannot add SKUs or modify packaging components such as materials: these fields are automatically populated based on the data provided to Disneyland Paris and recorded in the BOM (Bill Of Materials) or other documents (FORM, IDS, etc.).

If a component or material is missing from the page, or if any information is incorrect, please contact your designated contact at Disneyland Paris : dlp.sourcing.merchandise@disney.com.

Step 2 – Main Component | Associated Component Associations.

To enable recyclability calculations, you must associate the different components of each package. Each component is already identified on the portal as either “main” or “associated”. Associated components must be linked to their corresponding main component.

2.a - To help you, here are the definitions to distinguish the types of elements, followed by examples.

Main Component | Associated Component.

- A **main component** is a component that is **specifically sorted** (for example: a bottle, a box).
- **Associated elements** are packaging components linked to the main component that are **not systematically separated from it** during product consumption and/or at the sorting stage.

Components considered **associated** by default include:

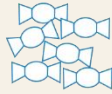
- Components that are mechanically linked to the main component, i.e. components that are glued, heat-sealed, laminated, screwed, fixed, etc. to the main component.
- When components are not mechanically linked (i.e. not glued, fixed, screwed, etc.), they are still considered associated if their separation is not required during product consumption.

i To help you identify main | associated packaging components ▶ 3 examples are provided below.

1 Candy bag



+



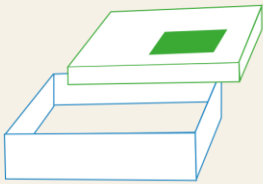
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8 PACKAGING UNITS OR COMPONENTS
(INCLUDING **7 MAIN PACKAGING ELEMENTS**
AND **1 ASSOCIATED PACKAGING ELEMENT**)

1 bag with 1 link (the link is considered associated with the bag)

6 candy wrappers

2 Beauty products box



+



+



+



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10 PACKAGING UNITS OR COMPONENTS
(INCLUDING **4 MAIN PACKAGING ELEMENTS**
AND **6 ASSOCIATED PACKAGING ELEMENTS**)

1 box with 1 lid, 1 product holder
1 glued label (the lid, holder and glued label are considered to be associated with the box)

1 tube with 1 cap (the cap is considered associated with the tube)

1 bottle with 1 cork and 1 glued label (cork and label are considered associated with the bottle)

1 wrapping sheet

3 Tshirt



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2 PACKAGING UNITS OR COMPONENTS
(INCLUDING **1 MAIN PACKAGING ELEMENT**
AND **1 ASSOCIATED PACKAGING ELEMENT**)

1 Label attached to the product with 1 link (the link is considered associated with the label)

2.b - Link an Associated Component with a Main Component.

Characteristics of your packaging
Sales packaging (Boxes, trays, cans, bottles, labels, lids, caps, etc.)
Product reference: 5K3 234567890123 4K39 CANDY BAG

Principal Component : Bag

Majority materials	Total weight of the component	Number of units
PP	2 g	(...)
Material	Weight	
Flexible PP packaging	1.2 g	
Material	Weight	
Flexible PEHD packaging	0.8 g	

Associated Component : Tie

Majority materials	Total weight of the component
Aluminium	0.4 g
Material	Weight
Flexible PE packaging	0.14 g
Material	Weight
Aluminium	0.26 g

Associate with a component

Principal Component : Wrapping

Majority materials	Total weight of the component	Quantity or other
PP	0.19 g	quantity: 40

Each associated component must be linked to its corresponding main component. In this example (the bag of candies), the tie must be associated with the bag. To create an association:
▶ Click the relevant button: **Associate with a component**
▶ A new window opens. Click the button on the line corresponding to the relevant main component: **Associate**

Lists of main components

	Material	Weight	Number of units	
Bag	PP	2 g	Qty: 1	Associate
Wrapping	PP	0.19 g	Qty: 40	Associate

2.c - Modify an association.

Logout

List of product references

- 23456789123
- 12345678912
- 836462541250

Characteristics of your packaging

Sales packaging: boxes, trays, cans, bottles, labels, lids, caps, etc.
Product reference: 3032_234567890123_456789 CANOY BAG

Material	Weight
Flexible PP packaging	1.2 g
Flexible PEHD packaging	0.8 g

Principal Component : Wrapping

Majority materials	Total weight of the component
PP	0.19 g
Flexible PP packaging	0.19 g

Associated component : Tie

Majority materials	Total weight of the component
Aluminium	0.4 g
Aluminium	0.25 g
Flexible PE packaging	0.14 g

Remove association

Send the technical data sheet

If there is an **error in the association** between the main component and the associated component, you must correct it.

In this example, if you have mistakenly associated the tie with the wrapping instead of the bag:
→ Click the button **Remove association**.

→ The associated component is displayed separately again.

Click the button **Associate with a component**.

A dialog window opens ▶ Select the correct option ▶ Click the button **Associate**.

Lists of main components

	Material	Weight	Number of units	
Bag	PP	2 g	Qty: 1	Associate
Wrapping	PP	0.19 g	Qty: 40	Associate

Step 3 - Complete Missing Information.

Identify the mandatory fields to be completed, which are visually highlighted for each packaging component

→ **Questions** .

Characteristics of your packaging
Sales packaging (boxes, trays, cans, bottles, labels, lids, caps, etc.)
Product reference
SKU: 234567890123 49CS CANDY BAG

Principal Component : Bag

Majority materials	Total weight of the component	Number of units
PP	2 g	quantity: 1
Material Flexible PP packaging	Weight 1.2 g	Questions
Material Flexible PEHD packaging	Weight 0.8 g	

Associated Component : Tie

Majority materials	Total weight of the component	Number of units
Aluminium	0.4 g	quantity: 1
Material Aluminium	Weight 0.26 g	Questions
Material Flexible PE packaging	Weight 0.14 g	

Associate with a component

Principal Component : Wrapping

You must answer **all questions** to validate the SKU.
Questions

3.a – Lists of Options for Answering Questions.

Please ensure you have the **technical specification sheets** or any relevant documentation relating to the **characteristics of the materials** used in your packaging components.

Questions Data must be entered:

- From a predefined list of options, or
- Via free text entry: weights.

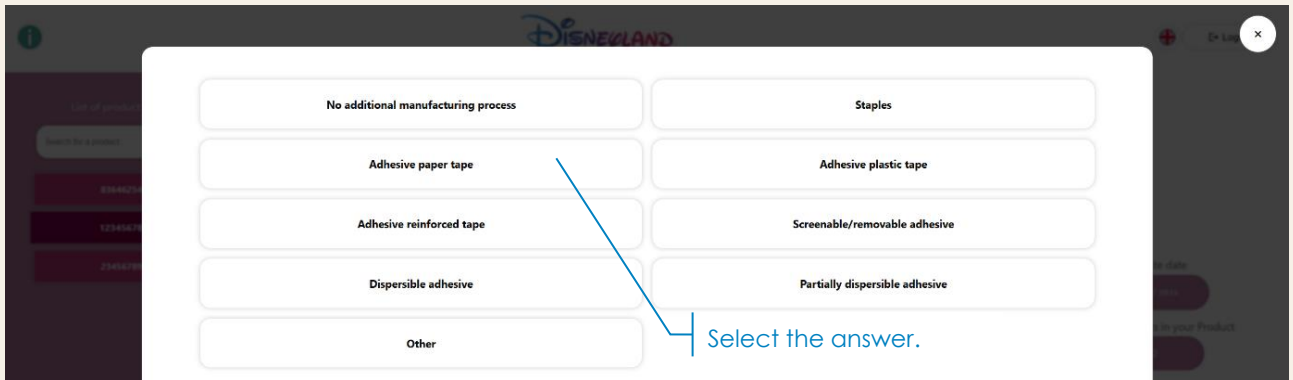
Please fill in all the following informations
Main material question: Paperboard

Function of t	Functional layer providing a high barrier against light, oxygen and moisture in order to protect the product.	Select your choice
Reinforcement		Select your choice
Paper pulp colour		Select your choice
Application of a wet-stre		Select your choice
Fillers and treatments		Select your choice
Shaping processes		Select your choice
MOSH and MOAH percentage in the ink		Select your choice

To assist you: When you hover over questions related to a component, a definition is displayed for some of them: Button **i**.

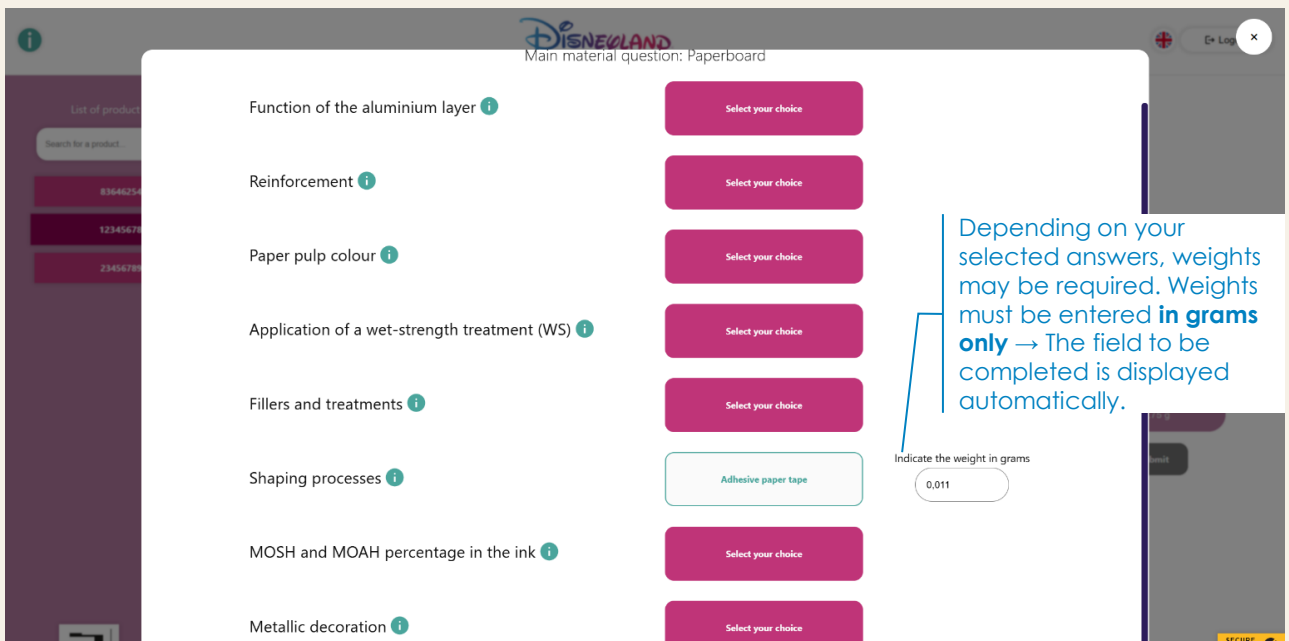
Select the appropriate option for each question.
You may answer the questions in any order.

A new window opens, displaying the available options for each item.

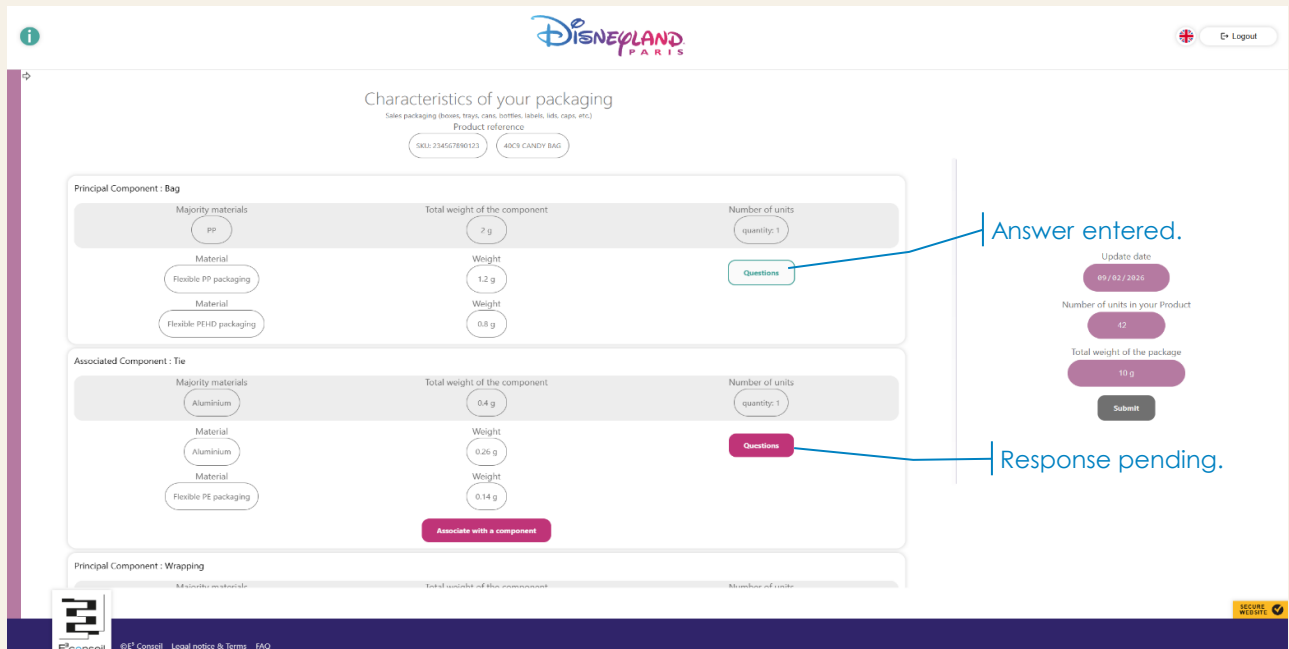


Once you have made your selection, it is automatically displayed in green.

All data must be **accurate** and **precise**.



When a question has been answered, the visual indicator turns green → **Questions**.



**Your entries are automatically saved.
You may modify them until the SKU has been validated.**

Send Technical Data Sheets for Complex Materials.

Technical data sheets must be sent for each **complex material** → **defined as a material made up of at least two different materials assembled in an inseparable manner.**

Example 1: Laminated paper = paper + plastic film.

Example 2 : Food carton packaging (e.g. Tetra Pak) = cardboard + plastic + aluminium.

By clicking on the link [Send the technical data sheet](#) an automatic email is generated. The recipients, subject line and email body are pre-filled → You simply need to attach the relevant technical data sheets.

Technical data sheets must be sent in a **single email per SKU.**

Accepted format: **PDF** - Maximum file size: **5 MB.**

! For single-material components, technical data sheets must not be sent.

Step 4 – Validation: Verification and Certification of Declared Data.

Validation is blocked until all mandatory data has been entered.

Once you have completed all required information, you must validate the reference.

Click the button [Submit](#) which is now displayed in green.

The screenshot shows the 'Disneyland Paris' supplier portal interface. On the left, there's a sidebar with 'List of your approved Products' and a search bar. The main area is titled 'Characteristics of your packaging' and shows details for a product with reference '000 2488786103'. It lists three components: 'Bag', 'Tie', and 'Wrapping'. Each component has a table of materials and their weights. For example, the 'Bag' component has materials like 'PE' (2g), 'Flexible PP packaging' (1.2g), and 'Flexible PVC packaging' (0.8g). A 'Submit' button is highlighted in green at the bottom right of the component details.

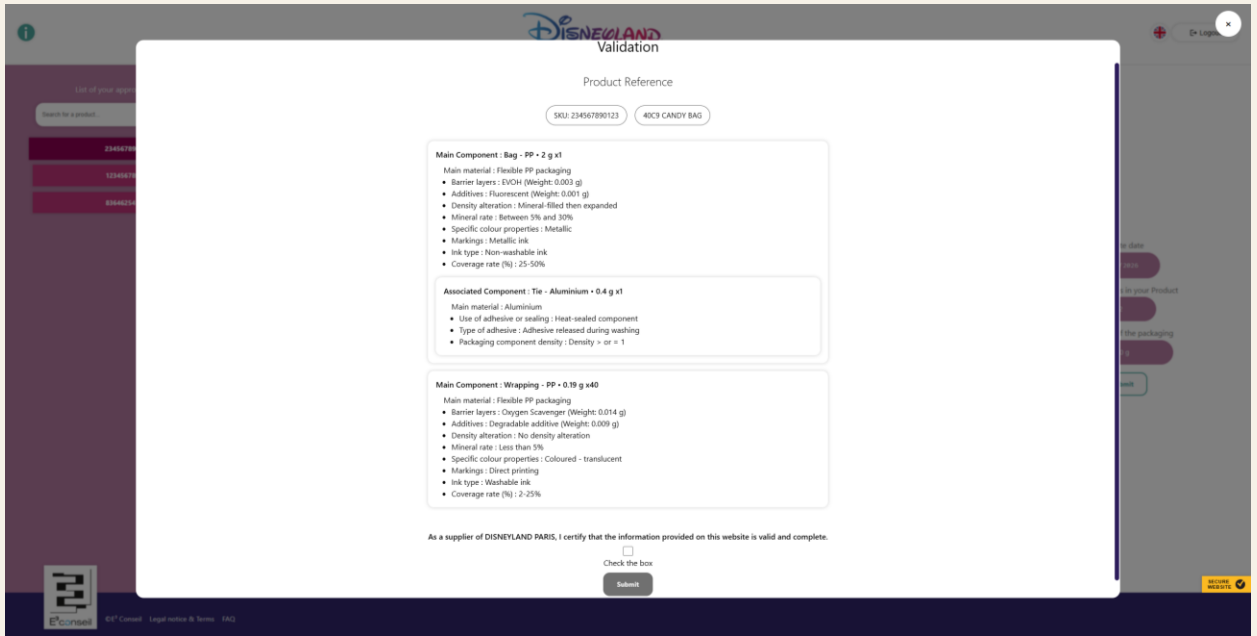
A new window opens displaying a summary of all recorded data.

Before certifying your record:

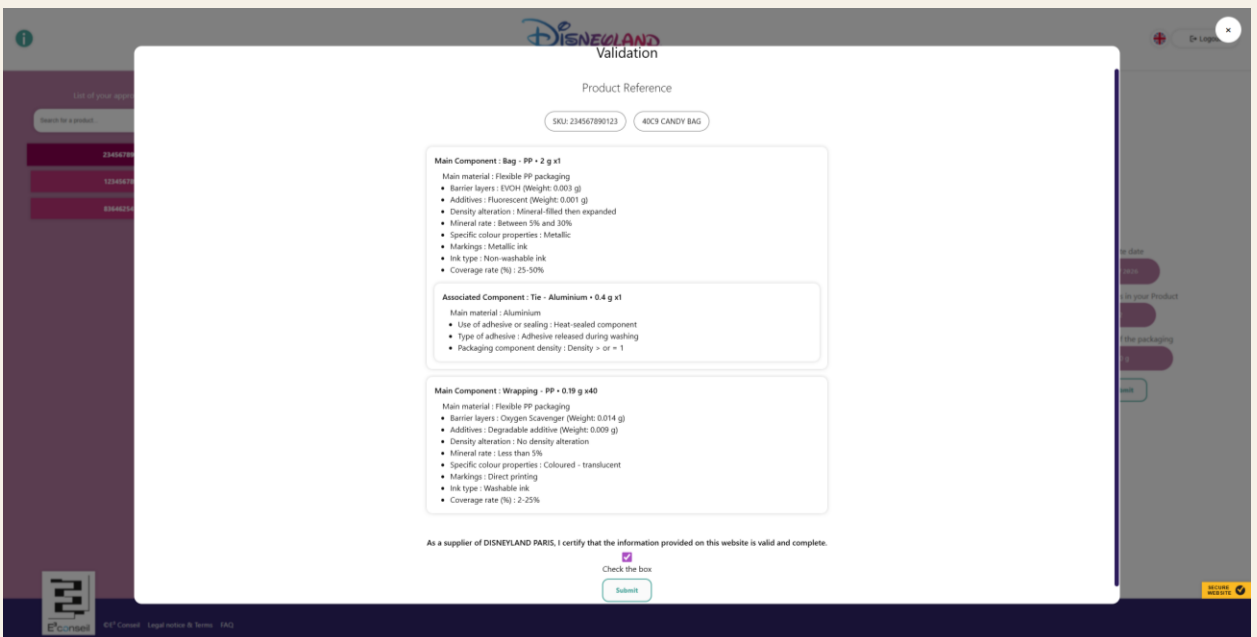
- Check the **total number** of product units,
- Verify the **total calculated weight** and the **entered data**.

After verification:


- 1 Tick the **Certification** checkbox to confirm that the information entered is accurate and reflects reality.



- 2 Tick the **Submit** checkbox.



No record can be validated without this final confirmation.

 **Good to Know.**

- ➔ Once a reference has been completed and validated, it is automatically removed from the portal,
 - ➔ Only references with remaining information to be completed are displayed on the portal.
-
- ➔ If data relating to a SKU changes, it will reappear on the portal once updated and validated by DLP,
 - ➔ If a reference is new, it will appear on the portal once it has been validated by DLP.

 **Best Practices.**

- ➔ Always verify the accuracy of the information entered,
- ➔ Prioritise precision and consistency of data to avoid calculation errors,
- ➔ In case of doubt, refer to technical packaging documentation or contact the manufacturer.

 **Useful Contacts.**



- ➔ Email management: to ensure proper processing, **no email should be sent simultaneously to Disneyland Paris and E³ Conseil** (except for technical data sheets relating to complex materials).

Have a question? → Please refer first to the [FAQ](#) available in the portal's footer.

