

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.

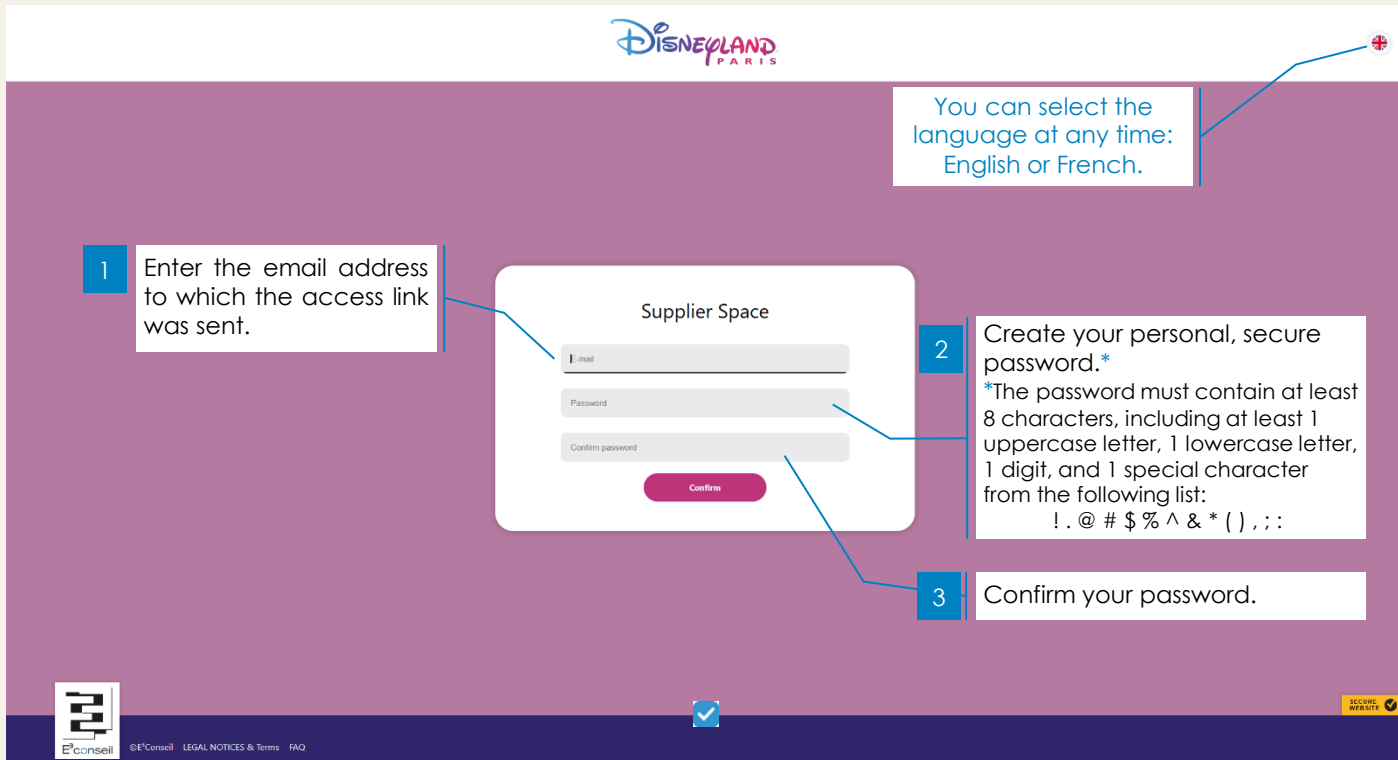
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How to Access the Portal.

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

First Login.



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.

Supplier Space

Email

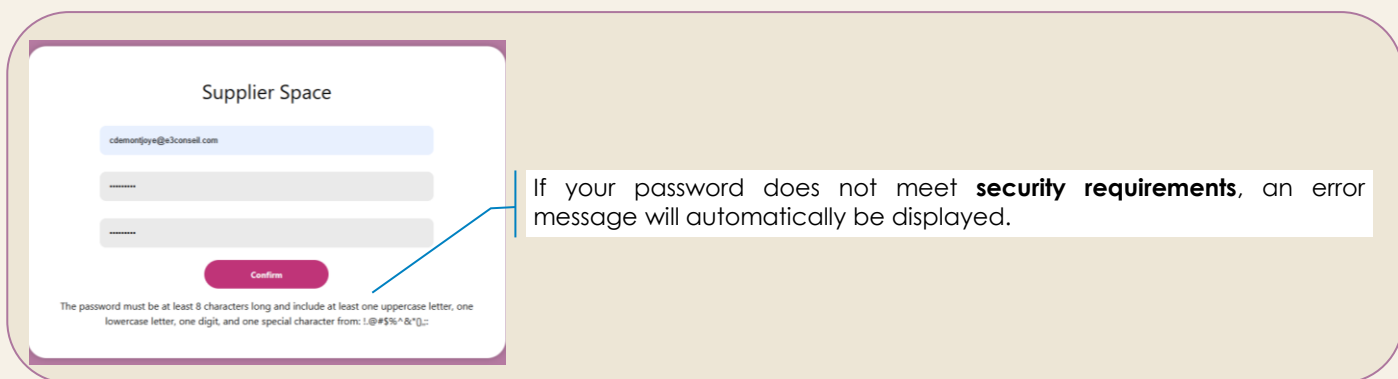
Password

Confirm password

Confirm

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SECURE



Supplier Space

cdemonjoye@e3conseil.com

.....

.....

Confirm

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 **Confirm** a pop-up displaying the Terms and Conditions of Use will appear on your screen:

Read the Terms and Conditions,

Tick the checkbox:

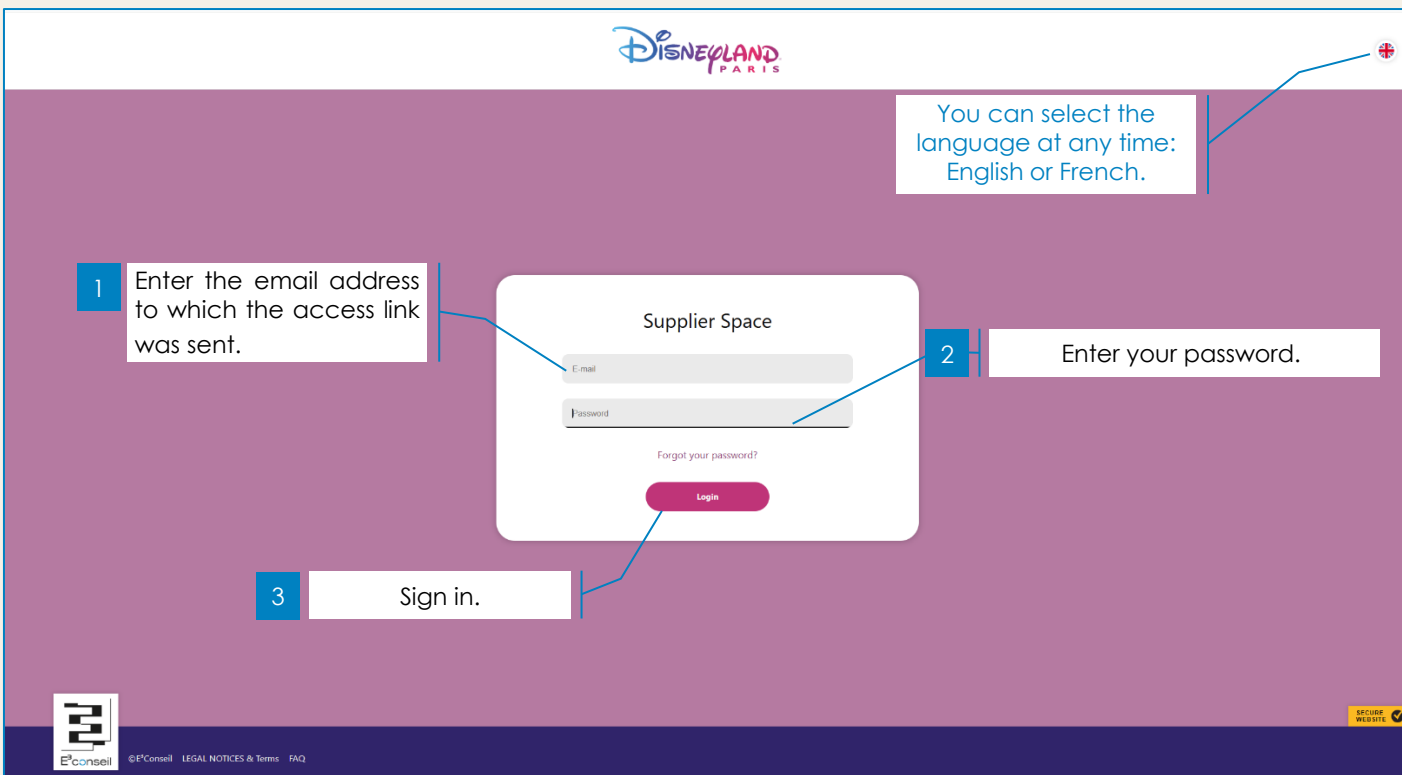
☒ I acknowledge that I have read and fully accept the present General Terms and Conditions.

Click **Connect** 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 <https://suppliers.e3conseil.com/>



The screenshot shows the 'Supplier Space' login interface. It includes a header with the Disneyland Paris logo and a language selection note. The main form has fields for 'E-mail' and 'Password', a 'Forgot your password?' link, and a 'Login' button. Numbered callouts provide the following instructions:

- 1** Enter the email address to which the access link was sent.
- 2** Enter your password.
- 3** Sign in.

Additional elements include a 'SECURE RESERVE' badge in the bottom right and a footer with the E3conseil logo and links to 'LEGAL NOTICES & Terms' and 'FAQ'.

If you have forgotten your password ► Click on the [Forgot your password?](#) Link.
 You will then instantly receive an email from the [support](#) team with the subject line:
 « E³ Conseil - DLP Portal Access / Password Reset ».
 Please keep the account recovery page open in your browser.
 Simply follow the instructions provided in this email to create new login credentials.

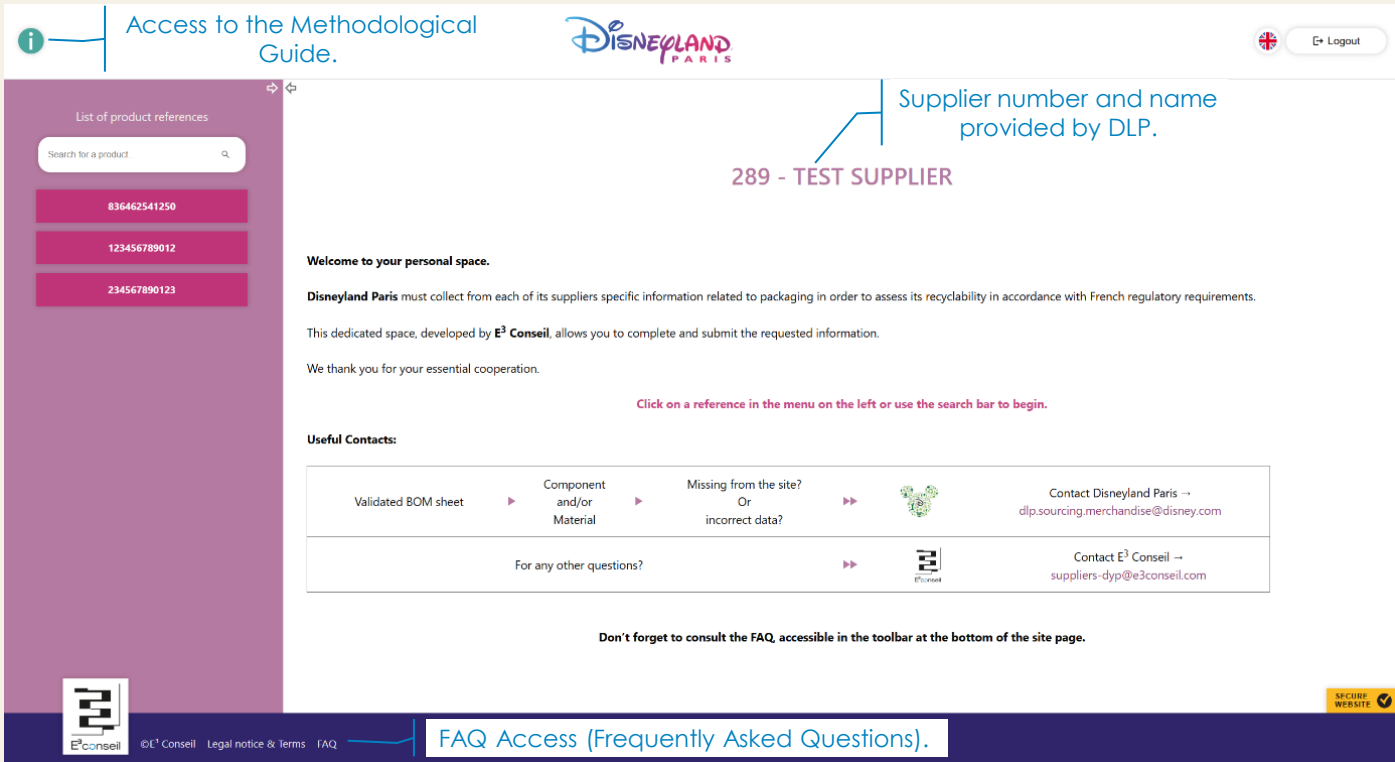
Useful Information Before Getting Started.

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.

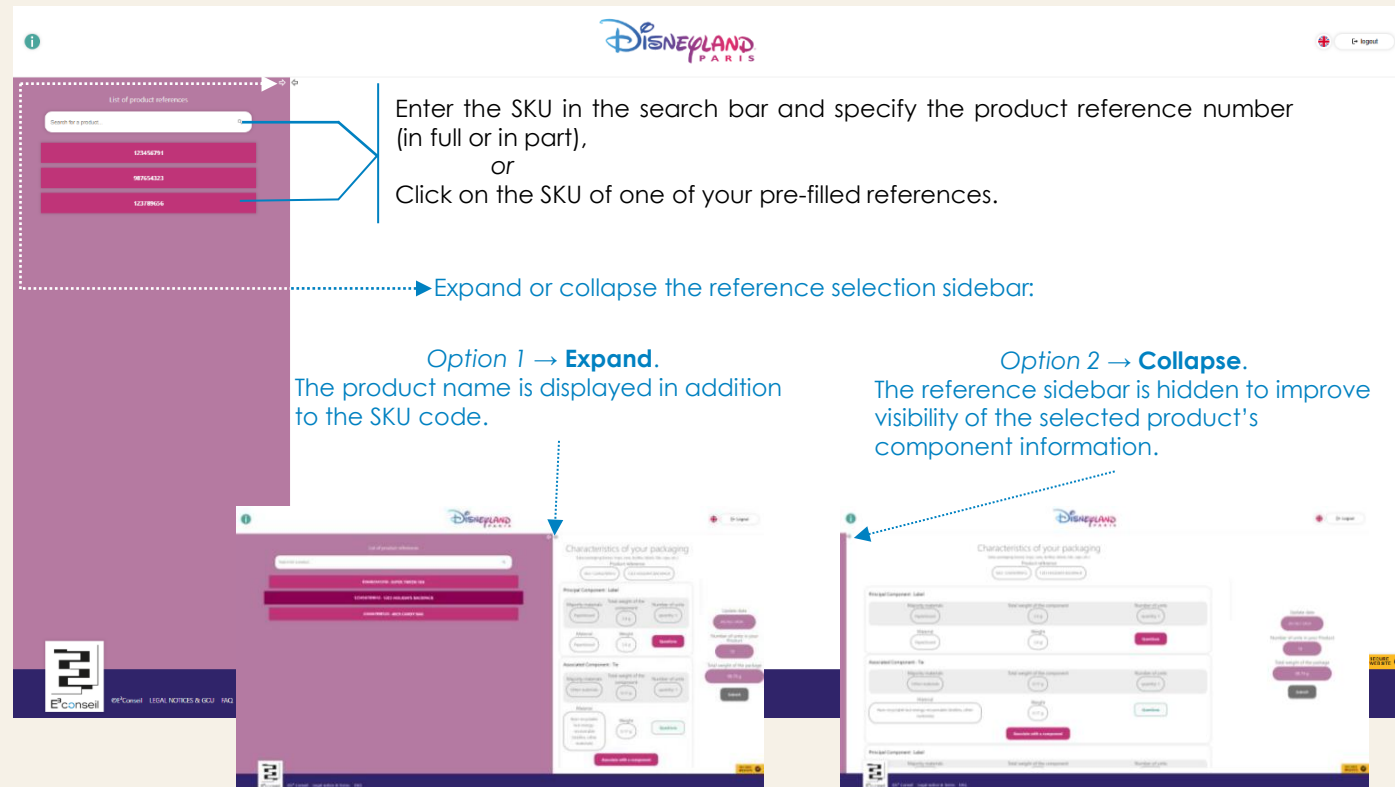
Useful Contacts:

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 E3 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.



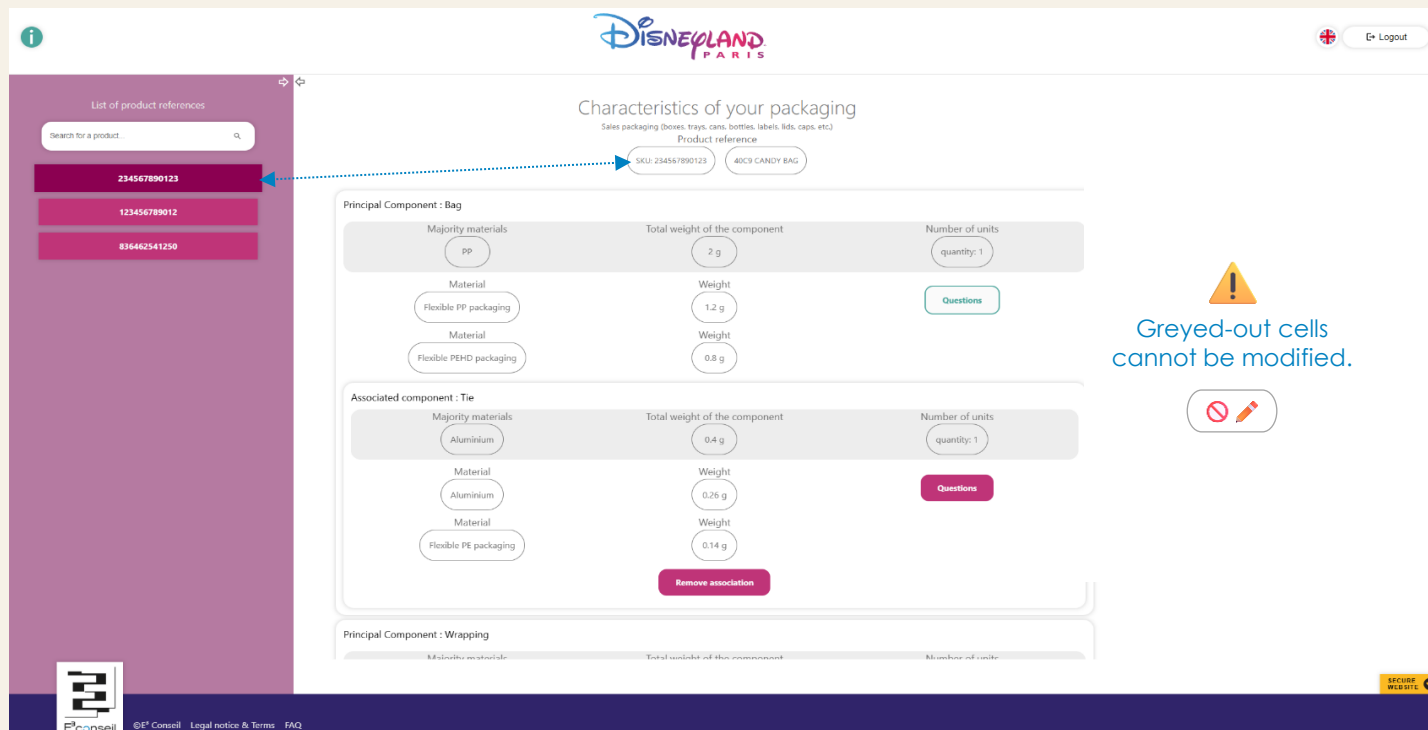
Enter the SKU in the search bar and specify the product reference number (in full or in part),
or
Click on the SKU of one of your pre-filled references.

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.



Characteristics of your packaging
Sales packaging (boxes, trays, cans, bottles, labels, lids, caps, etc.)

Product reference: 234567890123, 4039 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	

[Remove association](#)

Principal Component : Wrapping

[SECURE MERCHISE](#)

[G3 Conseil](#) [Legal notice & Terms](#) [FAQ](#)

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.

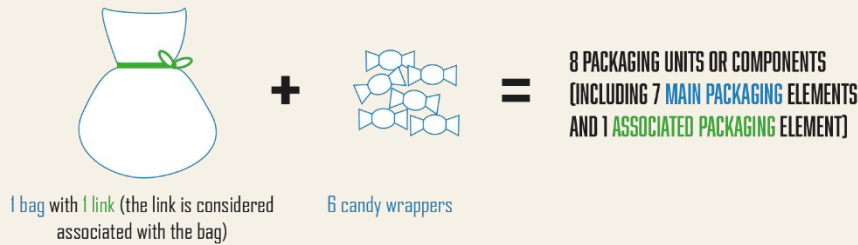
- σ A **main component** is a component that is **specifically sorted** (for example: a bottle, a box).
- σ **Associated elements** are packaging components linked to the main component that are **not systematically separated from it** during product consumption and/or at the sorting stage.

Components considered **associated** by default include:

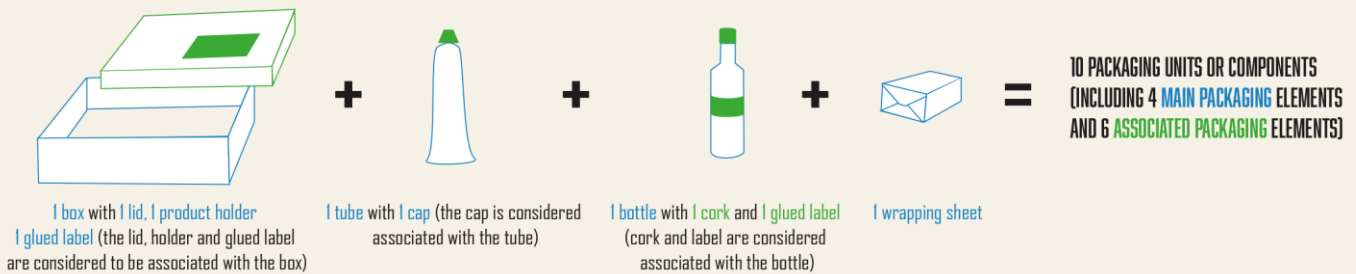
- σ Components that are mechanically linked to the main component, i.e. components that are glued, heat-sealed, laminated, screwed, fixed, etc. to the main component.
- σ When components are not mechanically linked (i.e. not glued, fixed, screwed, etc.), they are still considered associated if their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

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

1 Candy bag



2 Beauty products box



3 Tshirt



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


En-Login

Characteristics of your packaging

Sales packaging (Boxes, trays, cans, bottles, labels, lids, caps, etc.)

Product reference

9511 234567890123 40C9 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	Number of units
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	Number of units
PP	0.19 g	
Material	Weight	
Flexible PP packaging	0.14 g	
Material	Weight	
Aluminium	0.26 g	

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**



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Lists of main components				
Bag	Material pp	Weight 2 g	Number of units Qty: 1	Associate
Wrapping	Material pp	Weight 0.19 g	Number of units Qty: 40	Associate

2.c - Modify an association.


Logout

Characteristics of your packaging

Sales packaging (boxes, trays, cans, bottles, labels, lids, caps, etc.)

Product reference

3512 234567890123 ASCH CANDY BAG

Material	Weight
Flexible PP packaging	12 g
Material	Weight
Flexible PEHD packaging	0.8 g

Principal Component : Wrapping

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

Associated component : Tie

Majority materials	Total weight of the component
Aluminium	0.4 g
Material	Weight
Aluminium	0.25 g
Material	Weight
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**.

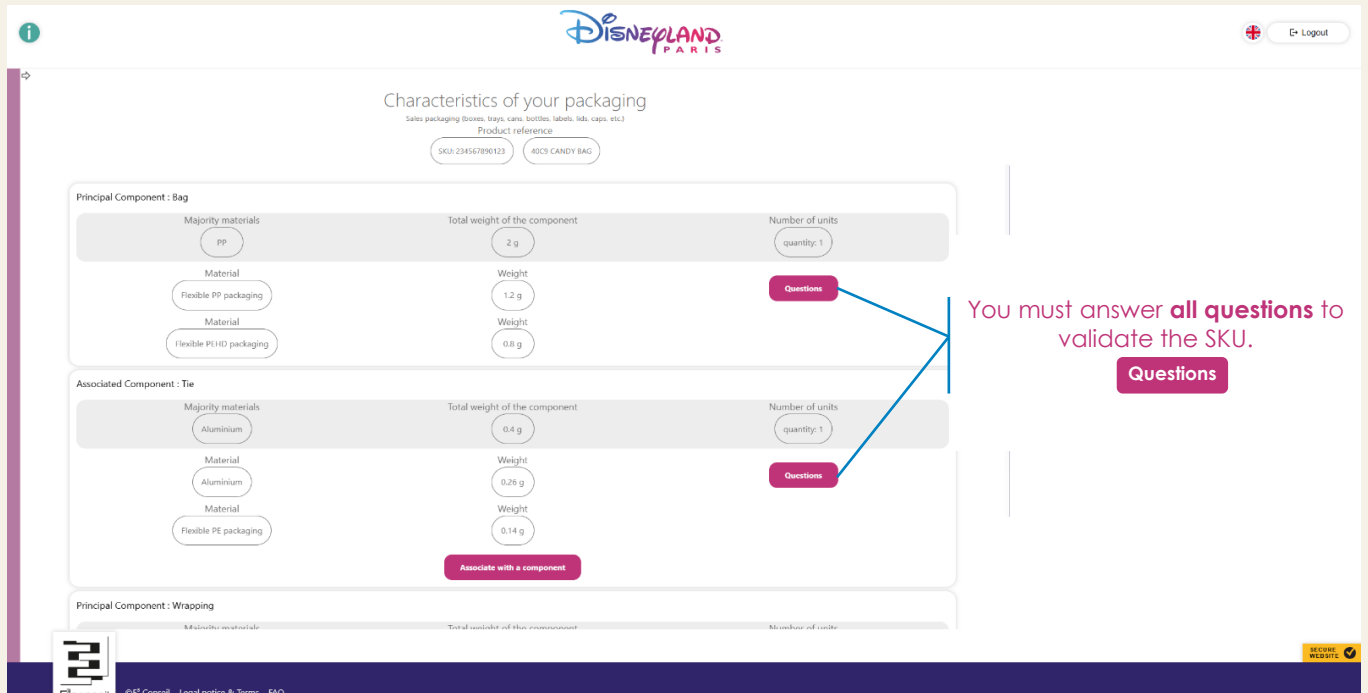
A dialog window opens ► Select the correct option ► Click the button **Associate**.

Lists of main components				
Bag	Material pp	Weight 2 g	Number of units Qty: 1	Associate
Wrapping	Material pp	Weight 0.19 g	Number of units 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 ABCS 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	

Principal Component : Wrapping

Associate with a component

Questions

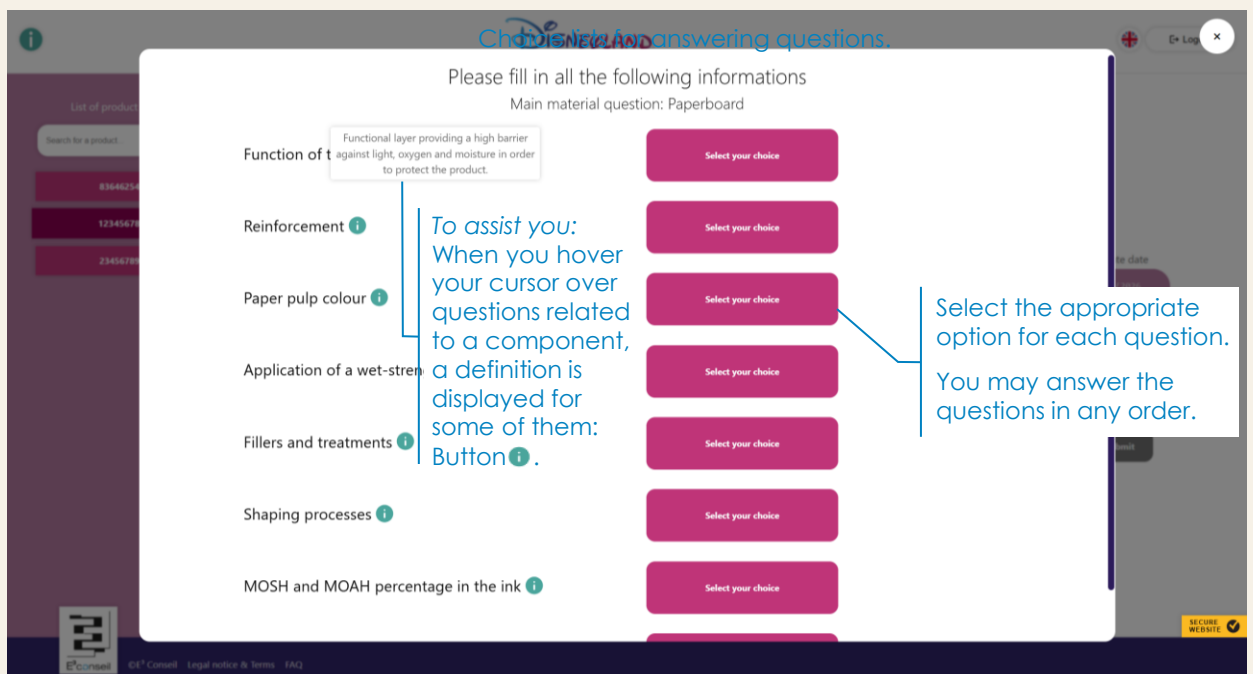
You must answer **all questions** to validate the SKU.

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

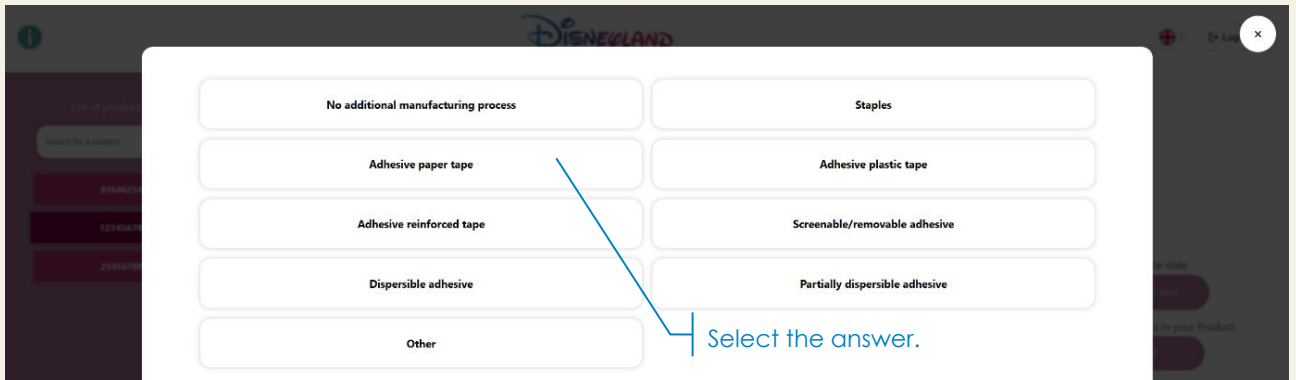
Question	Options
Function of t	Functional layer providing a high barrier against light, oxygen and moisture in order to protect the product.
Reinforcement	
Paper pulp colour	
Application of a wet-stre	
Fillers and treatments	
Shaping processes	
MOSH and MOAH percentage in the ink	

Questions

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

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.

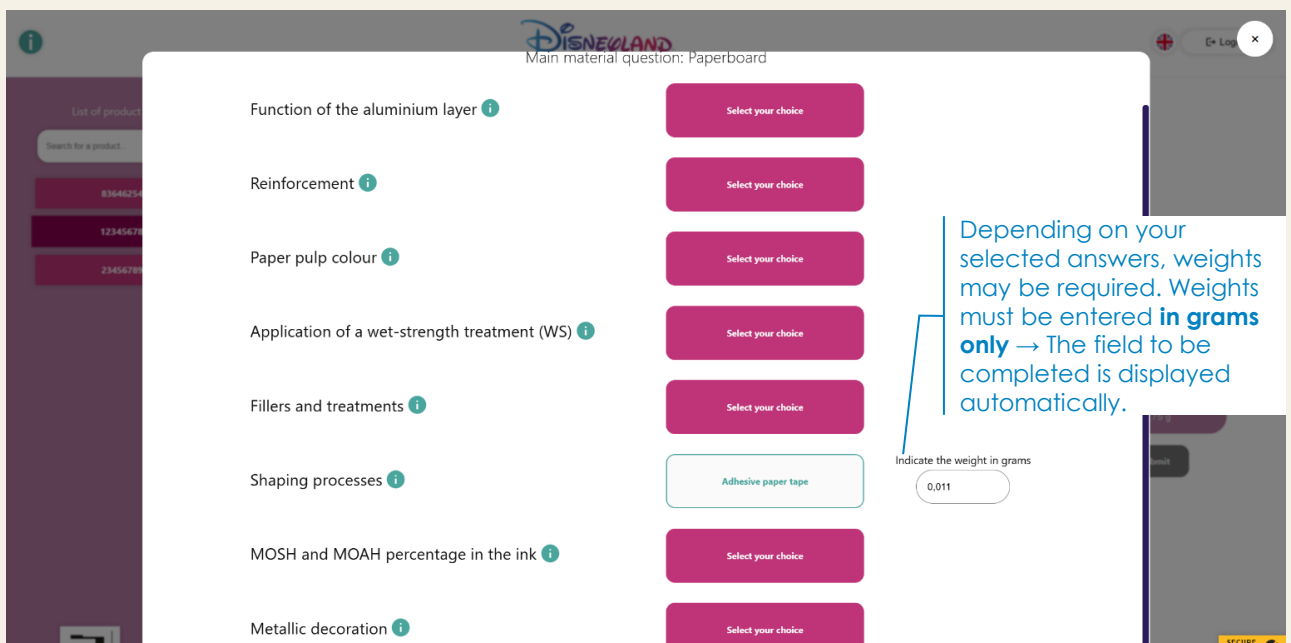


No additional manufacturing process	Staples
Adhesive paper tape	Adhesive plastic tape
Adhesive reinforced tape	Screenable/removable adhesive
Dispersible adhesive	Partially dispersible adhesive
Other	

Select the answer.

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

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



Main material question: Paperboard

Function of the aluminium layer *i* Select your choice

Reinforcement *i* Select your choice

Paper pulp colour *i* Select your choice

Application of a wet-strength treatment (WS) *i* Select your choice

Fillers and treatments *i* Select your choice

Shaping processes *i* Adhesive paper tape

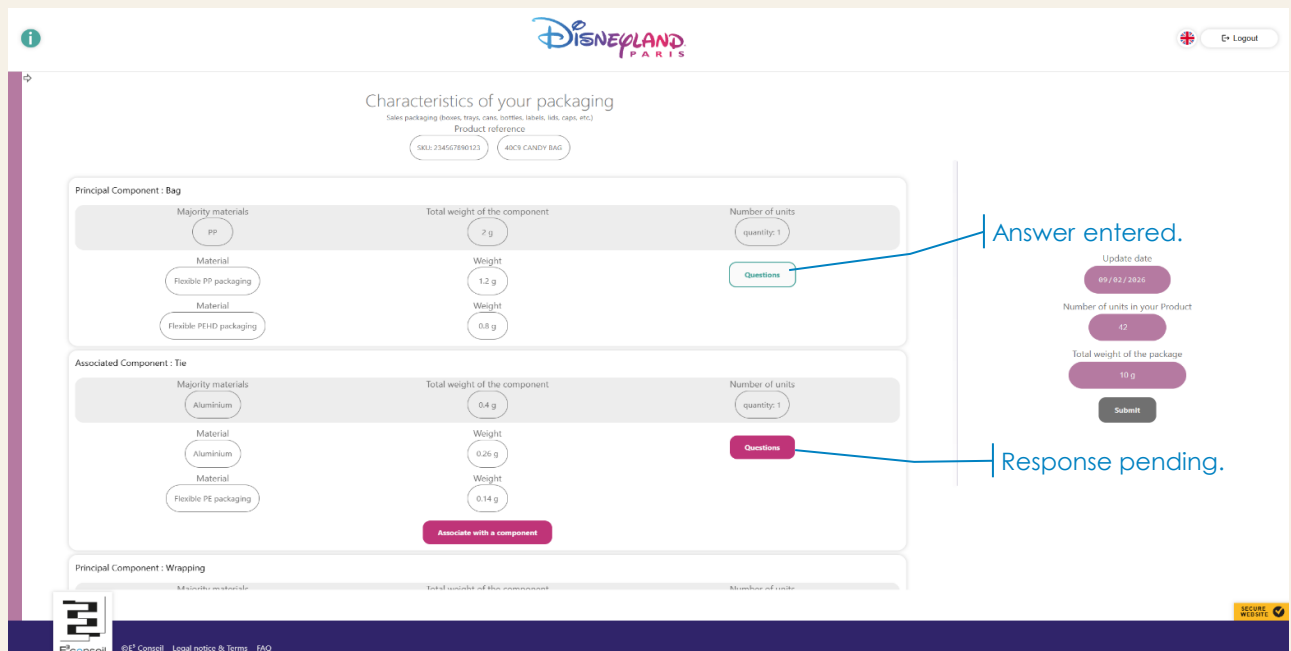
MOSH and MOAH percentage in the ink *i* Select your choice

Metallic decoration *i* Select your choice

Indicate the weight in grams: 0,011

Depending on your selected answers, weights may be required. Weights must be entered in grams only → The field to be completed is displayed automatically.

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



Characteristics of your packaging

(Save packaging (boxes, bags, cases, bottles, labels, rolls, bags, etc.))

Product reference: 000-234567890123 4000 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: 0.25 g	Questions
Material: Flexible PE packaging	Weight: 0.14 g	

Associate with a component

Principal Component : Wrapping

Update date: 09/02/2024

Number of units in your Product: 42

Total weight of the package: 10 g

Submit

Answer entered.

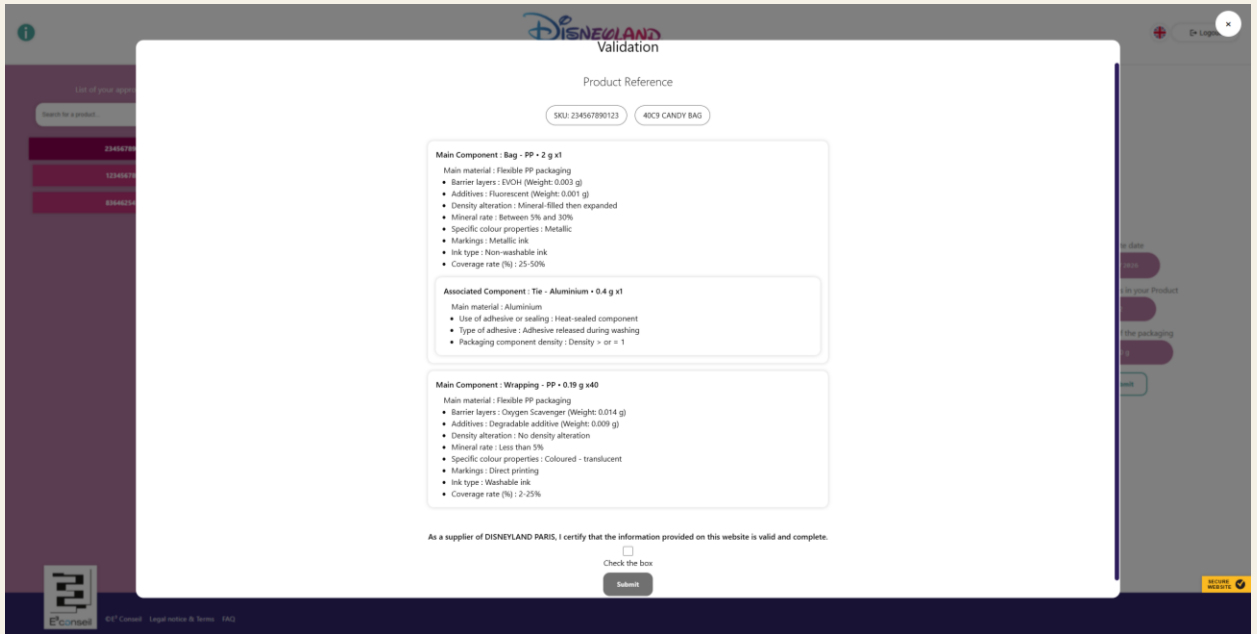
Response pending.

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.



Validation

Product Reference

SKI-234567890123 40C3 CANDY BAG

Main Component : Bag - PP - 2 g x1

Main material : Flexible PP packaging

- Barrier layers : EVOH (Weight: 0.003 g)
- Additives : Fluorescent (Weight: 0.001 g)
- Density alteration : Mineral-filled then expanded
- Mineral rate : Between 5% and 30%
- Specific colour properties : Metallic
- Markings : Metallic ink
- Ink type : Non-washable ink
- Coverage rate (%) : 25-50%

Associated Component : Tie - Aluminium - 0.4 g x1

Main material : Aluminium

- Use of adhesive or sealing : Heat-sealed component
- Type of adhesive : Adhesive released during washing
- Packaging component density : Density > or = 1

Main Component : Wrapping - PP - 0.19 g x40

Main material : Flexible PP packaging

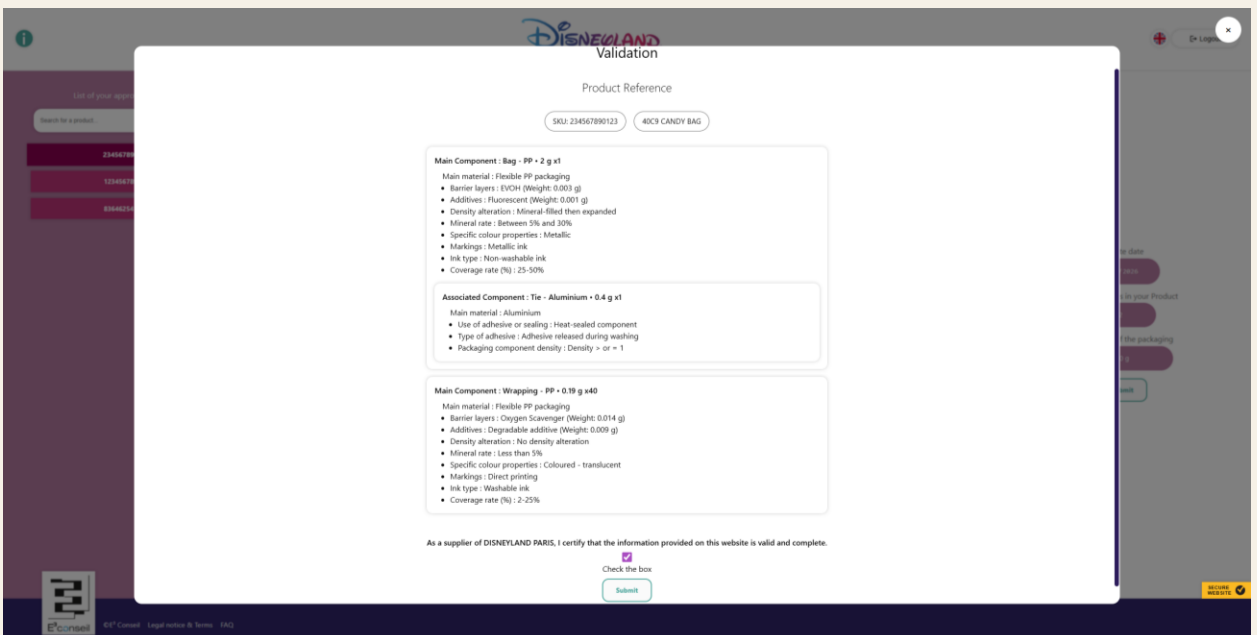
- Barrier layers : Oxygen Scavenger (Weight: 0.014 g)
- Additives : Degradable additive (Weight: 0.009 g)
- Density alteration : No density alteration
- Mineral rate : Less than 5%
- Specific colour properties : Coloured - translucent
- Markings : Direct printing
- Ink type : Washable ink
- Coverage rate (%) : 2-25%

As a supplier of DISNEYLAND PARIS, I certify that the information provided on this website is valid and complete.

☐ Check the box

Submit

- 2 Tick the **Submit** checkbox.



Validation

Product Reference

SKI-234567890123 40C3 CANDY BAG

Main Component : Bag - PP - 2 g x1

Main material : Flexible PP packaging

- Barrier layers : EVOH (Weight: 0.003 g)
- Additives : Fluorescent (Weight: 0.001 g)
- Density alteration : Mineral-filled then expanded
- Mineral rate : Between 5% and 30%
- Specific colour properties : Metallic
- Markings : Metallic ink
- Ink type : Non-washable ink
- Coverage rate (%) : 25-50%

Associated Component : Tie - Aluminium - 0.4 g x1

Main material : Aluminium

- Use of adhesive or sealing : Heat-sealed component
- Type of adhesive : Adhesive released during washing
- Packaging component density : Density > or = 1

Main Component : Wrapping - PP - 0.19 g x40

Main material : Flexible PP packaging

- Barrier layers : Oxygen Scavenger (Weight: 0.014 g)
- Additives : Degradable additive (Weight: 0.009 g)
- Density alteration : No density alteration
- Mineral rate : Less than 5%
- Specific colour properties : Coloured - translucent
- Markings : Direct printing
- Ink type : Washable ink
- Coverage rate (%) : 2-25%

As a supplier of DISNEYLAND PARIS, I certify that the information provided on this website is valid and complete.

☒ Check the box

Submit

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.

