

Green Gear Alliance

Guide to Collection & Return Logistics

This document contains two guides:

- Guide for Dealers
- Guide for End Users

Contact

info@greengearalliance.eu

PART 1

Guide for Dealers

This guide is intended for dealers of PPE (personal protective equipment, including workwear and safety footwear). As a dealer, you purchase PPE from producers and sell it to end users. Using the GGA dashboard, you can organise the collection and return logistics for your customers (end users).

Step 1 – Create an Account

Go to www.greengearalliance.eu/register and create an account using your organisation's email address.

1. Enter your email address and create a password.
2. Select the option: "I am doing this as a dealer on behalf of my customers."
3. Fill in your company details.
4. Your account has been created and you will be taken to the dealer environment.

Tip: Already have an account from the old dashboard? It has been automatically migrated. Not received a confirmation email? Send a message to info@greengearalliance.eu.

Step 2 – Add Colleagues

You don't need everyone to register individually. As a dealer, you can invite colleagues via the dashboard:

5. Go to the dealer environment.
6. Click on "Users" and add a colleague using their email address.
7. The colleague will receive an invitation email and can log in straight away.

Step 3 – Add Customers (End Users)

In the dealer environment, you can manage all your customers (end users):

8. Go to the partner page in the dashboard.
9. Click "Add Customer" and fill in the details (name, address, contact person).
10. Set permissions per customer, for example:
 - Log in and place orders themselves
 - Submit returns themselves
 - View the dashboard
11. Choose whether GGA invoices costs directly to the customer or via you as the dealer.
12. Does your customer have multiple locations? Add locations per customer.

Tip: GGA recommends taking shared responsibility for the collection process together with your customers.

Step 4 – Order Collection Materials

Order collection materials for your customers via the dashboard. We work with so-called prepaid collection methods. Prices include delivery, pickup, recycling and impact reporting. There are two options:

Small locations – MiniBag + Display Box

- Display Box: one-off (stays on location)
- MiniBag: max. 18 kg | order per 5 units

The Display Box is always ordered together with a MiniBag.

Large locations – BigBag + BigBag Holder

- BigBag Holder: one-off (stays on location)
- BigBag: max. 180 kg | always place on a pallet

The BigBag Holder is always ordered together with a BigBag. Orders are placed via the dashboard.

Current prices can be found in the dashboard.

Customized collection options

Do you have your own collection methods or would you like to deliver larger volumes (>500kg)? Then request a customized collection. For this, we apply rates based on the kilograms delivered, which we invoice afterwards. Email info@greengearalliance.eu to submit a request.

Step 5 – Submit a Return

Is the collection bag full? Submit the return via the dashboard:

13. Log in to the dashboard.
14. Go to partner and the location for which you want to submit the return.
15. Click “Submit Return” and select the active collection.
16. Confirm the submission.
17. DHL will collect the shipment on the next working day. You will receive a confirmation email.

Make sure the bag is ready for the driver. BigBags must always be placed on a pallet. DisplayBox and BigBag holder should always stay on location. A full pallet can be swapped with an empty pallet with the DHL driver.

Step 6 – View Results

After your collection has been processed, the dashboard is updated. Go to “Impact” in your dashboard to view per customer or per branch:

- How many kg has been collected
- Water savings, CO2 reduction and social return

This data can be used for customer reports or internal purposes.

What do we collect in the Collection Bag?

GGA collects: workwear, safety footwear and PPE – all brands, including brands that are not yet participating in the foundation.

Do NOT include:

- Chemically contaminated products
- Heavily soiled products
- Wet products
- Textile scraps
- Gass-, carbon- or pressure cartridges

Items with company logos are processed confidentially.

Questions or Special Requests?

Send an email to info@greengearalliance.eu or visit the knowledge base at <https://www.greengearalliance.eu/materials>.

For large-scale requests (outside the prepaid system), please contact us at info@greengearalliance.eu.

PART 2

Guide for End Users

This guide is intended for end users of PPE: the organisations where employees wear workwear, safety footwear and other PPE. Think of companies such as a municipality, a logistics company or an industrial business.

Using the GGA dashboard, you can manage the collection and return logistics of used PPE yourself.

Does your organisation work with a dealer? Then you can also arrange the collection through your dealer. Contact your regular PPE supplier for more information.

Step 1 – Create an Account

Go to www.greengearalliance.eu/register and create an account.

1. Enter your email address and create a password.
2. Select the option: “I am doing this for my own organisation (end user).”
3. Fill in your company details.
4. Your account is ready and you will be taken to your own environment.

Tip: Already have an account from the old dashboard? It has been automatically migrated. Forgotten your password? Use the “Forgot Password” button on the login page. Still having trouble? Email info@greengearalliance.eu.

Step 2 – Add Colleagues (Optional)

Would you like to give colleagues access to the dashboard?

5. Go to “Users” in the dashboard.
6. Add a colleague using their email address.
7. The colleague will receive an invitation email.

Step 3 – Add Branches (Optional)

Do you have multiple locations? Add these as branches in the dashboard so you can track the collection per location and manage actions per site.

Step 4 – Order Collection Materials

Order the right collection materials for your location(s) via the dashboard. This is a one-off order:

Small location – MiniBag + Display Box

- Display Box: one-off (stays on location, e.g. in the canteen or changing room)
- MiniBag: order per 5 units

The Display Box is always ordered together with a MiniBag.

Large location – BigBag + BigBag Holder

- BigBag Holder: one-off (stays on location)
- BigBag: max. 180 kg | always place on a pallet

The BigBag Holder is always ordered together with a BigBag.

Current prices can be found in the dashboard.

Customized collection options

Do you have your own collection methods or would you like to deliver larger volumes (>500kg)? Then request a customized collection. For this, we apply rates based on the kilograms delivered, which we invoice afterwards. Email info@greengearalliance.eu to submit a request.

Step 5 – Start Collecting

Place the collection bag in a fixed, accessible location (e.g. changing room or warehouse). Employees can deposit their used workwear, safety footwear and PPE here.

What can go in:

- Workwear, safety footwear and PPE – all brands
- Items with company logos are processed confidentially

What may NOT go in:

- Chemically contaminated products
- Heavily soiled products
- Wet products
- Textile scraps
- Gass-, carbon- or pressure cartridges

Step 6 – Submit a Return

Is the collection bag full? Submit the return via the dashboard:

8. Log in to the dashboard at www.greengearalliance.eu.
9. Go to the relevant location.

10. Click “Submit Return” and select the active collection.
11. Confirm the submission.
12. DHL will collect the shipment on the next working day. You will receive a confirmation email.

Make sure the bag is ready for the driver. BigBags must always be placed on a pallet. DisplayBox and BigBag holder should always stay on location. A full pallet can be swapped with an empty pallet with the DHL driver.

Step 7 – View Your Results

After your collection has been processed, your dashboard is updated. In the “Impact Monitor” you can see:

- How many kg has been collected (per location or in total)
- Your impact: water savings, CO2 reduction, energy savings and social return

This data is useful for internal reports, sustainability documents or communication to employees.

Questions?

Send an email to info@greengearalliance.eu or visit the knowledge base at www.greengearalliance.eu.

Does your organisation work with a dealer? Then you can also arrange the collection through your dealer. Contact your regular PPE supplier for more information.