

HOW TO UPDATE YOUR DATA IN BDO SYSTEM.

Remember , you have 30 days to update any details (e.g. business address, waste code, etc).



- 1.** To update your data, go to **www.bdo.mos.gov.pl** and log into the system.
- 2.** Find the tab **WNIOSKI** (forms) in the main menu, and click on the green button **+NOWY WNIOSEK** and select **NOWY WNIOSEK AKTUALIZACYJNY** (New Update Form).
- 3.** A new update form is now shown in tab **WNIOSKI ROBOCZE** (DRAFTS). Select **OPCJE** (OPTIONS) next to the form and press **EDYCJA** (EDIT).

Now , you can see the screen with the company details. You can edit them now.

Save it now with **ZAPISZ** and **PRZEJDZ DALEJ**.
- 4.** On the next screen there are the business places (**MPD**)shown . If you have more that one place of business, please select only the one which needs editing. Now select **OPCJE** (OPTIONS) and then **TABELE** (TABLES).

In section **XII (a waste provider)** click on **OPCJE** and **EDYCJA**. To add new codes click on the green tab **+DODAJ NOWE KODY ODPADÓW** (ADD NEW CODES OF WASTE).
- 5.** On the screen there are lists of waste codes. They are split into two groups and undergroups with full codes. Use the arrow on the left to choose a group for your waste and open undergroup to select the one for you.

Select two codes (02 03 04 – materials and products unable to intake or process, and 20 01 25 for eatable oils and fats).

Then save it with **ZAPISZ**,(also on each page under each section).

Now go back with **COFNIJ** – it takes you back to the screen with the business places (MPD). Here click **DALEJ** (NEXT).
- 6.** Send the form (click on **WYŚLIJ WNIOSEK**). Congratulation! Your form is up to date now.