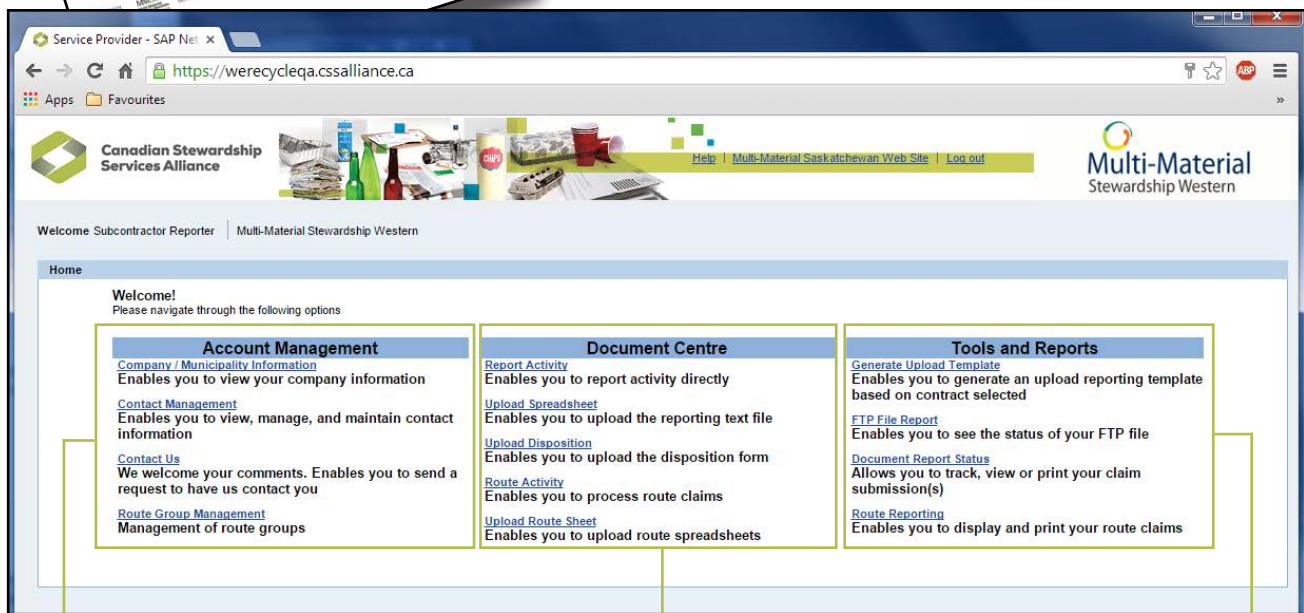


MMSW Reporting Portal Tip Sheets



A **User ID** and **Password** to access this portal is supplied by Multi-Material Stewardship Western (MMSW). Users can include municipalities or a Regional Waste Authority (RWA) acting on behalf of member municipalities.



1 Account Management Centre – Click [Company/Municipality Information](#) to review information about your company or municipal program. Click [Contact Management](#) to manage the roles of individual contacts. Click [Contact Us](#) to speak to someone at Multi-Material Stewardship Western.

2 Document Centre – Click [Report Activity](#) to enter activity data directly, [Upload Spreadsheet](#) to upload the data generated from a pre-formatted spreadsheet, or [Upload Disposition](#) to enter data using an online disposition form.

3 Tools and Reports Centre – Generate an [Upload Template](#) to enter data using Microsoft Excel, review the status of an [FTP File Report](#), or view and print a claim summary through [Document Report Status](#).

Account Management
 Company / Municipality Information
 Enables you to view your company information

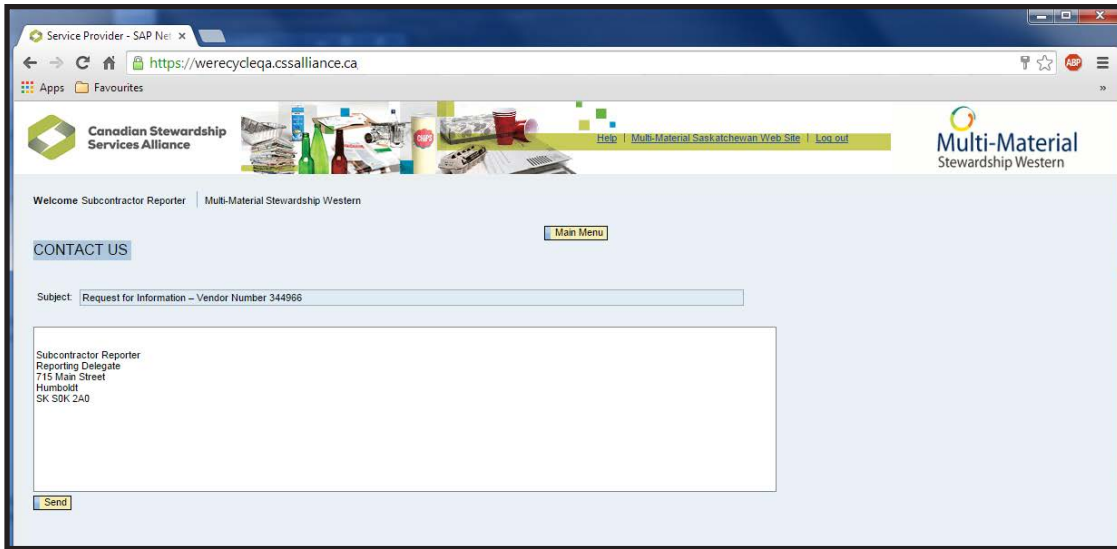
Contact Management
 Enables you to view, manage, and maintain contact information

Contact Us
 We welcome your comments. Enables you to send a request to have us contact you

Route Group Management
 Management of route groups

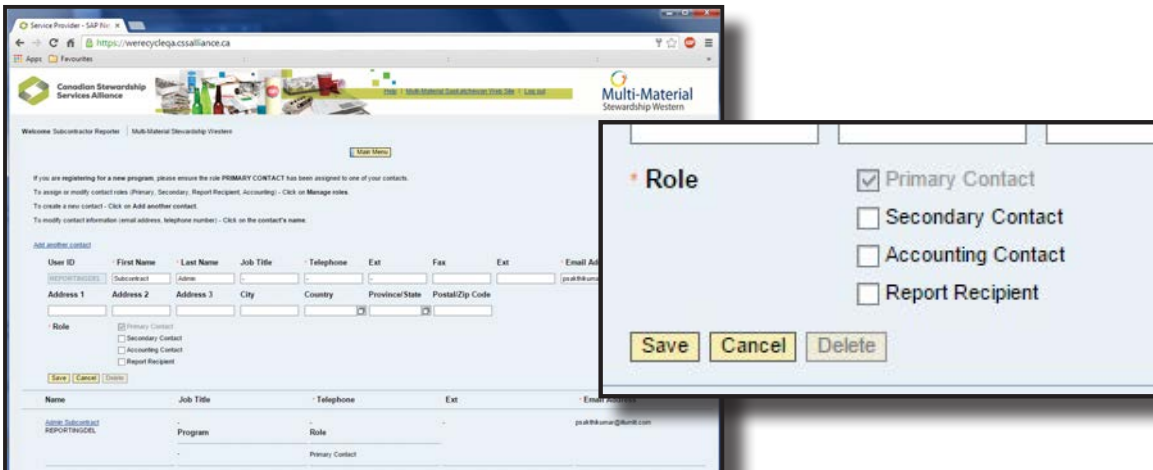
Manage your account

The **Account Management Centre** is where you review company or municipal program information, manage and maintain company or municipal program contacts, or contact Supply Chain Program administrators with any questions you have.



Contact Us

The **Contact Us** text field offers a place to ask any questions you may have. After you have typed a message above your name, click the yellow **Send** icon. The message will be delivered to the Supply Chain Program administrator who is best able to answer your question. A Confirmation window will appear when the message is delivered. Click the **OK** icon to close the Confirmation window.



Contact Management

If you are a **Primary Contact** and want to change someone's contact information, click the person's **name**. Enter new information in the white text fields. Assign a role to this contact person by checking the appropriate box.

A **Primary Contact** can review account status, submit reports, and manage the roles of other users. A **Secondary Contact** can review account status and submit reports. The **Billing Contact** is responsible for accounts payable or receivable and can review the account status. A **Report Recipient** receives reports submitted by other users, but cannot submit reports or data. Pre-populated company information matches the information in your funding agreement.

Document Centre

- Report Activity**
Enables you to report activity directly
- Upload Spreadsheet**
Enables you to upload the reporting text file
- Upload Disposition**
Enables you to upload the disposition form
- Route Activity**
Enables you to process route claims
- Upload Route Sheet**
Enables you to upload route spreadsheets

Enter data

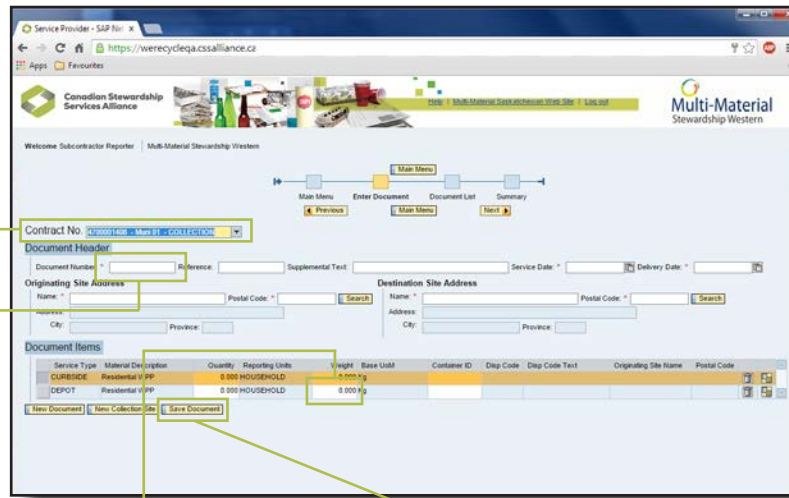
The **Document Centre** is where you can enter activity data, upload a pre-formatted spreadsheet, and upload a disposition form. Save data frequently. If you do not enter new data for 20 minutes, unsaved changes will be lost!


1 Select a Contract Number – Use the dropdown menu to select the contract for which you are reporting.


2 Enter Information – Click a white text field to enter information. Text fields marked with * must be completed. Blue text fields are automatically filled.

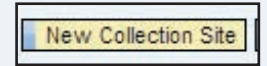
3 Report Data – Click a white cell to enter the quantity, date, or other data for identified material. Blue cells are filled automatically.

4 Save Data – Click the **Save Document** icon after you enter data. The Primary and Secondary Contacts, and identified Report Recipients, will all receive a Claim Summary by email.

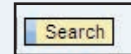


 **Deletes** the line in orange.

 **Duplicates** the line in orange, but not its data.

 **New Collection Site**

Opens a report for a **New Collection Site**.

 **Search**

To search a list of available postal codes or names, enter * in the white text field and click the **Search** icon.



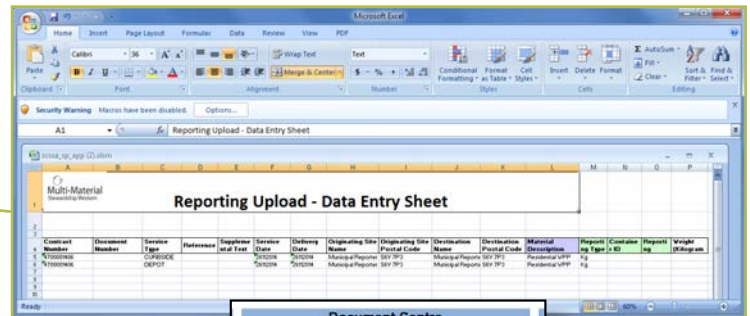
Click the **Previous**, **Main Menu**, or **Next** icons to move between the Main Menu, Enter Document, Document List, or Summary pages.

Upload claim data using a spreadsheet

Program data can be reported using Microsoft Excel spreadsheets rather than using the portal's online forms.

1 Click **Generate Upload Template** under the **Tools and Reports** Centre. Use the **Select Contract** dropdown menu to generate the newest version of that contract's Upload Spreadsheet. Sample data will show how a column's data must be entered.


2 Save the completed spreadsheet as a text file (.txt) before uploading data into the program portal. Select **Upload Spreadsheet** under the Document Centre, and follow the instructions to upload your completed spreadsheet.




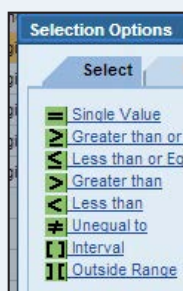
Document Centre


- Report Activity**
Enables you to report activity directly
- Upload Spreadsheet**
Enables you to upload the reporting text file
- Upload Disposition**
Enables you to upload the disposition form
- Route Activity**
Enables you to process route claims
- Upload Route Sheet**
Enables you to upload route spreadsheets

Advanced search options

 **Advanced Search Options** make it possible to define search parameters. Click a grey Diamond icon or a green Parameter icon to show the available options.

 **Select a date** using a monthly calendar.

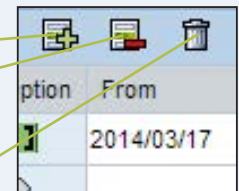


Click on a yellow arrow  next to a date, status, or claim number to include more than one range in a search.

Add a line

Delete a line

Delete an entire section



Tools and Reports

- Generate Upload Template**
Enables you to generate an upload reporting template based on contract selected
- FTP File Report**
Enables you to see the status of your FTP file
- Document Report Status**
Allows you to track, view or print your claim submission(s)
- Route Reporting**
Enables you to display and print your route claims

Access tools and reports

The **Tools and Reports Centre** is where you download a reporting spreadsheet that can be completed offline, view the status of FTP data, or view and print claim details.

View data submitted through an FTP

High-volume users of this portal can supply information through an FTP (File Transfer Protocol) interface. This data is saved as a secure file located in the cloud, and then automatically downloaded by Multi-Material Stewardship Western. File details can be viewed by selecting **FTP File Report**.

template based on contract

FTP File Report
Enables you to see the status of your FTP

Document Report

Track, view or print submitted claims

Click **Document Report Status** to search for specific reports or to view a report's current status.

1 Search for a completed report – Searches can include a date range, identified status, or range of claim numbers. Click the **Search** icon once range data is entered.

2 Click on a document to review – Selected documents will be highlighted in orange.

3 View the document – View a selected document's data online by clicking the **Show Details** icon. You can also download a .pdf copy of an individual claim or an entire list.

The screenshot shows a web browser window with the URL https://wecycleqa.cssalliance.ca. The page header includes the Canadian Stewardship Services Alliance logo and the Multi-Material Stewardship Western logo. A navigation bar contains 'Welcome Subcontractor Reporter | Multi-Material Stewardship Western' and a 'Main Menu' button. Below the navigation bar is a 'Select options' section with search criteria: 'Created on: 2014/11/20 To: 2014/11/27', 'Status: [dropdown]', and 'Route Claim: [dropdown]'. A 'Search' button is located below these fields. The main content area is a table with columns: Document, Route Date, Vendor name, Status, Reference, Total HH Count, Total HH Weight, Total Excluded Cnt, Total Excluded Wgt, and Claim Type. The table contains several rows of data, with the first row (Document 1139) highlighted in orange. Below the table are buttons for 'Show Details', 'Open claim as PDF', and 'Open list as PDF'.

Status Definitions

Not yet approved: The Service Provider Reporting team is reviewing the claim.

Claim approved: The claim has been reviewed and approved by the Service Provider Reporting team. A purchase order has been generated and issued.

Payment in process: The Finance Department is reviewing the purchase order and invoice.

Payment processed: The Finance Department has processed the invoice. Funds have been transferred electronically, or a cheque has been issued.

MULTIMATERIAL STEWARDSHIP WESTERN INC.
321 4th Avenue North, Lower Level
SASKATOON SK 7K 2L8
CANADA

Page 1 of 1
2014/11/25 14:35:24

Claim Summary

Billing Address
MULTI-MATERIAL STEWARDSHIP WESTERN INC.
321 4th Avenue North, Lower Level
SASKATOON SK 7K 2L8

Vendor Address
Municipal Reporter
1084 Central Avenue
PRINCE ALBERT SK S6V 7P3

Document Title
Internal Printout 1800027834
Approval Date 2014/11/21
Vendor Number 344980
Terms of payment Net due in 30 days

Item	Document Number	Ref.	Material Description	Reported Quantity	UOM	Weight (KG)	Originating Site	Destination Site	Price/Unit	Amount
00010	Webinar01		Residential WPP	1,000.0	Kg	748.64	Municipal Reporter	Destination Site	0.100000/1 KG	74.86
			25.00 % NMF applied for a reduction of 250.00 Kg							
			0.18 % IC&I applied for a reduction of 1.37 Kg							
00020	Webinar01		Residential WPP	200.0	Kg	120.00	Municipal Reporter	Destination Site	0.100000/1 KG	12.00
			25.00 % NMF applied for a reduction of 50.00 Kg							
			20.00 % IC&I applied for a reduction of 30.00 Kg							
Total net value excl. tax, CAD										86.86

