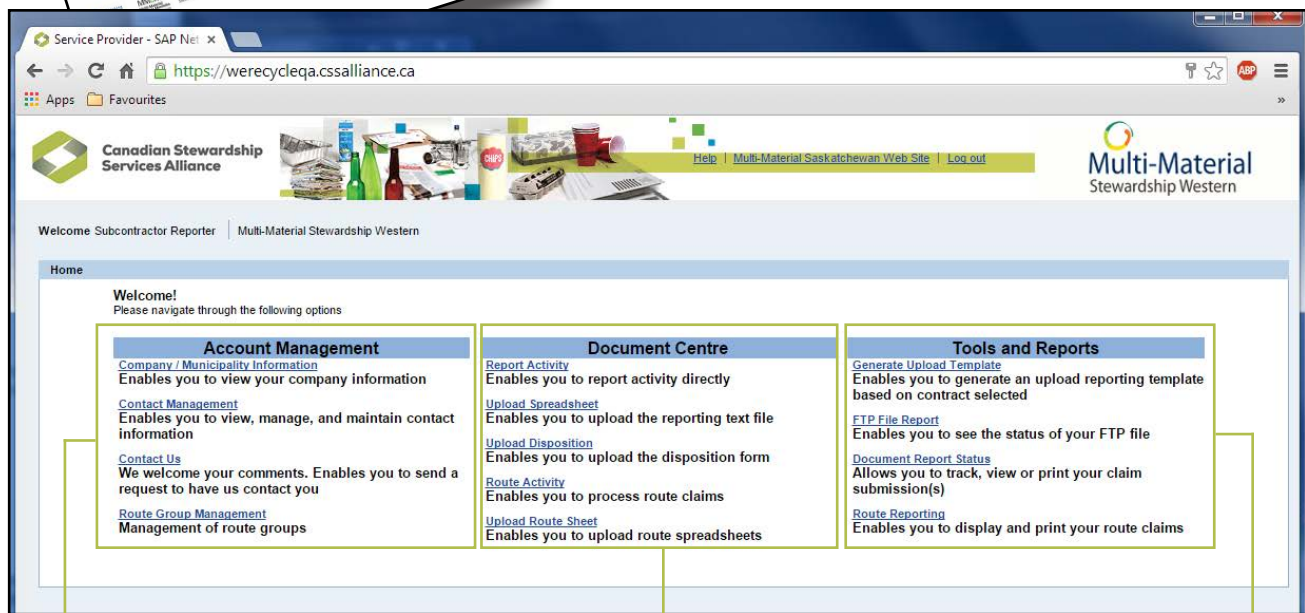


# MMSW Reporting Portal Tip Sheets



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.

The screenshot shows a web browser window with the URL <https://werecycleqa.cssalliance.ca>. The page header includes the Canadian Stewardship Services Alliance logo and the Multi-Material Stewardship Western logo. The main content area is titled 'CONTACT US' and features a 'Main Menu' button. Below the title, there is a 'Subject' field with the text 'Request for Information - Vendor Number 344966'. A large text area contains the following information: 'Subcontractor Reporter', 'Reporting Delegate', '715 Main Street', 'Humboldt', 'SK S0K 2A0'. At the bottom of the text area is a yellow 'Send' button.

## Contact Us

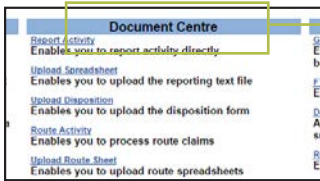
The **Contact Us** text field offers a place to ask any questions you may have. After you have typed a message above your name, click the yellow **Send** icon. The message will be delivered to the Supply Chain Program administrator who is best able to answer your question. A Confirmation window will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

The screenshot shows the 'Add another contact' form in the Service Provider portal. The form includes fields for 'User ID', 'First Name', 'Last Name', 'Job Title', 'Telephone', 'Ext', 'Fax', 'Ext', 'Email Address', 'Address 1', 'Address 2', 'Address 3', 'City', 'Country', 'Provincial/State', and 'Postal/Zip Code'. Below these fields is a 'Role' section with four checkboxes: 'Primary Contact' (checked), 'Secondary Contact', 'Accounting Contact', and 'Report Recipient'. At the bottom of the form are 'Save', 'Cancel', and 'Delete' buttons. A modal window titled 'Role' is overlaid on the right side of the form, showing the same four checkboxes and the 'Save', 'Cancel', and 'Delete' buttons.

## 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.



## 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.

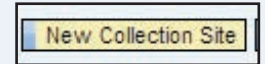
**4 Save Data** – Click the **Save Document** icon after you enter data. The Primary and Secondary Contacts, and identified Report Recipients, will all receive a Claim Summary by email.



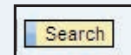
**Deletes** the line in orange.



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



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



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



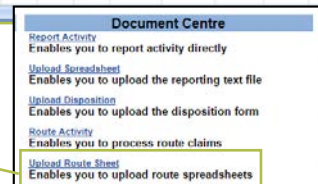
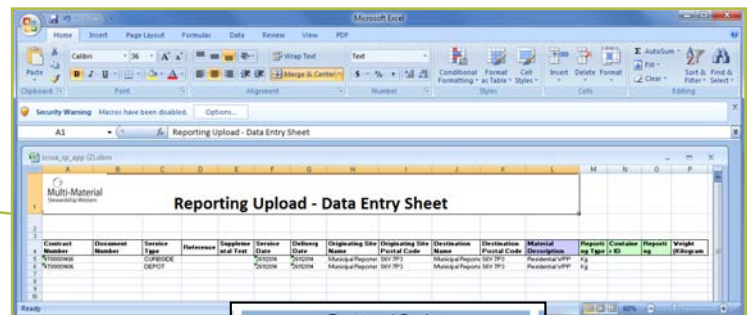
Click the **Previous**, **Main Menu**, or **Next** icons to move between the Main Menu, Enter Document, Document List, or Summary pages.

## 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.

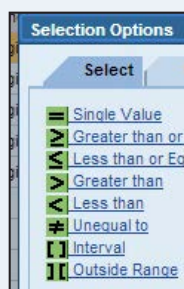
**2** Save the completed spreadsheet as a text file (.txt) before uploading data into the program portal. Select **Upload Spreadsheet** under the Document Centre, and follow the instructions to upload your completed spreadsheet.



## Advanced search options

**1** **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.

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

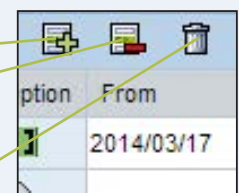


Click on a yellow arrow next to a date, status, or claim number to include more than one range in a search.

**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

## View data submitted through an FTP

[FTP File Report](#)  
Enables you to see the status of your FTP

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

**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.

**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.

Service Provider - SAP Net Wevercycleqa.cssalliance.ca

Apps Favourites

Canadian Stewardship Services Alliance

Multi-Material Saskatchewan Web Site Log out

Multi-Material Stewardship Western

Welcome Subcontractor Reporter Multi-Material Stewardship Western

Main Menu

Select options

Created on: 2014/11/20 To 2014/11/27


Status: To

Route Claim: To

Search

Document	Route Date	Vendor name	Status	Reference	Total HH Count	Total HH Weight	Total Excluded Cnt	Total Excluded Wgt	Claim Type
1138	2014/11/20	Reporting Delegate	Approved	SCALETCHET1	100	1000.000	10	100.000	Route Claim
1139	2014/11/20	Reporting Delegate	Approved	SHEETDEM1	115	1000.000	20	173.913	Route Claim
1140	2014/11/20	Reporting Delegate	Approved	SHEETDEM1	115	1000.000	20	173.913	Route Claim
1141	2014/11/20	Reporting Delegate	Approved	SHEETDEM2	30	1000.000	5	166.667	Route Claim
1142	2014/11/20	Reporting Delegate	Approved	SHEETDEM3	85	1000.000	20	235.294	Route Claim
1143	2014/11/20	Reporting Delegate	Approved	SHEETDEM2	30	1000.000	5	166.667	Route Claim
1144	2014/11/20	Reporting Delegate	Approved	SHEETDEM3	85	1000.000	20	235.294	Route Claim

Show Details Open claim as PDF Open list as PDF

		MULTIMATERIAL STEWARDSHIP WESTERN INC. 321 4th Avenue North, Lower Level SASKATOON SK S7K 2L8 CANADA		Page 1 of 1 2014/11/25 14:35:24																																																																																									
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<b>Vendor Address</b> Municipal Reporter 1054 Centre Avenue PRINCE ALBERT SK S6V 7P3		<b>Document Title</b> Internal Printout 1800027834 Approval Date 2014/11/21 Vendor Number 344980 Terms of payment Net due in 30 days																																																																																											
<table border="1"> <thead> <tr> <th>Item</th> <th>Document Number</th> <th>Ref.</th> <th>Material Description</th> <th>Reported Quantity</th> <th>UOM</th> <th>Weight (KG)</th> <th>Originating Site</th> <th>Destination Site</th> <th>Price/Unit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>00010</td> <td>Webinar01</td> <td></td> <td>Residential WPP</td> <td>1,000.0</td> <td>Kg</td> <td>745.64</td> <td>Municipal Reporter</td> <td>Destination Site</td> <td>0.10000/1 KG</td> <td>74.66</td> </tr> <tr> <td></td> <td></td> <td></td> <td>25.00 % NMF applied for a reduction of 250.00 Kg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>0.18 % IC&amp;I applied for a reduction of 1.37 Kg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>00020</td> <td>Webinar01</td> <td></td> <td>Residential WPP</td> <td>200.0</td> <td>Kg</td> <td>120.00</td> <td>Municipal Reporter</td> <td>Destination Site</td> <td>0.10000/1 KG</td> <td>12.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>25.00 % NMF applied for a reduction of 50.00 Kg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>20.00 % IC&amp;I applied for a reduction of 30.00 Kg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="11">           Total net value excl. tax. CAD 86.66         </td> </tr> </tbody> </table>						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	745.64	Municipal Reporter	Destination Site	0.10000/1 KG	74.66				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	0.10000/1 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 86.66										
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