



**Using the DORRIS Portal: Self Service
Distributor and Beverage
Manufacturer Reports**

Participant User Manual

**Department of Conservation |
Division of Recycling**



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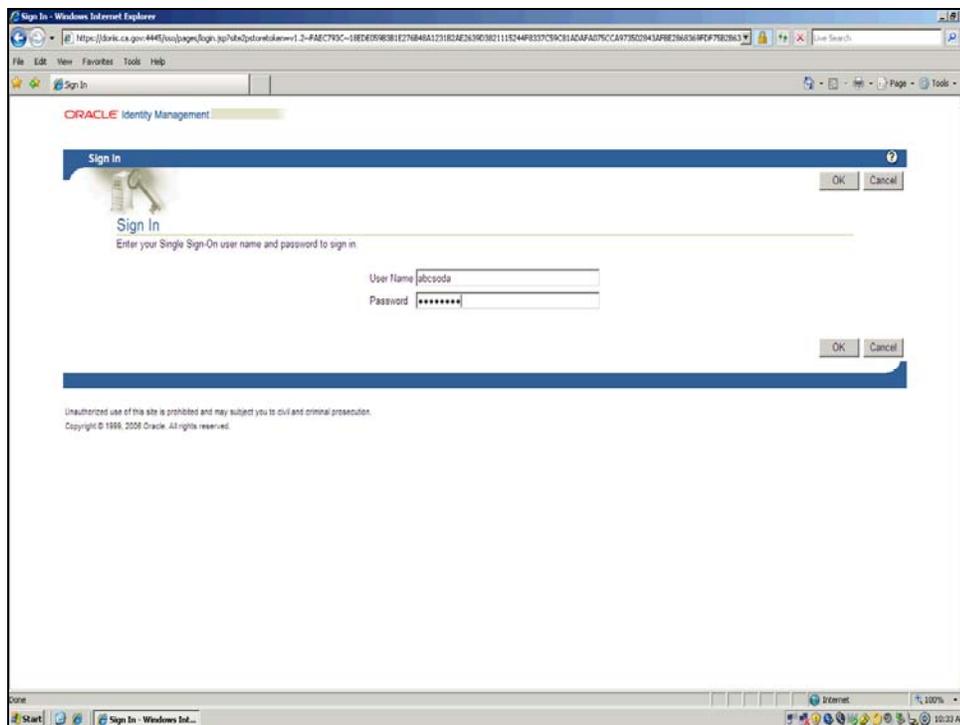
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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports

External Participant User Manual

Objective 1A: Reporting: Monthly and Annual Distributor Reporting and Payment of CRV

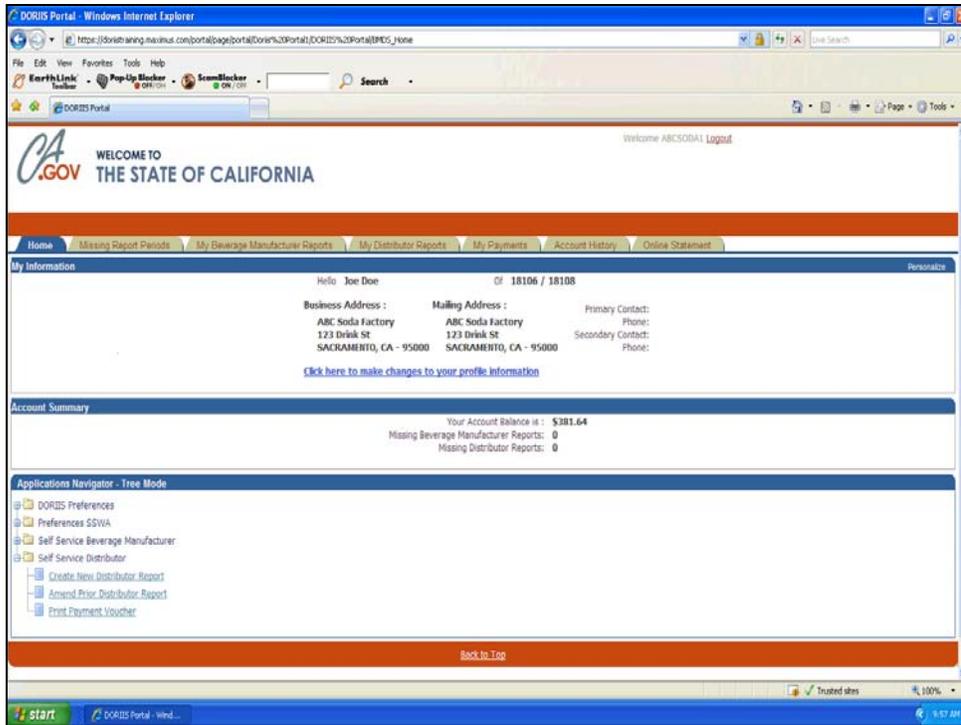
Procedure



Step	Action
1.	Enter User Name and Password . Click the OK button. 

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
2.	<p>Select your Self Service Distributor responsibility.</p> <p>Navigate to: Create New Distributor Report</p> <p>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</p> <p> Create New Distributor Report</p>

The screenshot shows the 'Self Service Distributor' interface in a web browser. The page title is 'DORIS Self Service Distributor'. The main content area is titled 'COMPLETED BY DS' and contains several input fields and dropdown menus. A 'Reporting Year' dropdown menu is open, showing a list of years from 2008 to 2000. Below this, there are sections for 'Under 24 Ounces Containers' and '24 Ounces and Larger Containers', each with a 'Container Type' dropdown and a table with columns for 'Container Count (A)', 'Rate (B)', and 'CRV (A)x(B)'. A 'Calculate' button is located below the tables. At the bottom, there is a 'Submission Date' field and a 'Submit' button. The browser's address bar shows a URL starting with 'https://siris.ca.gov/4447/DA_HTM_RP...'. The Windows taskbar at the bottom shows the Start button and several open applications, including 'DORIS Distributor Repu...'. The system tray shows the time as 10:26 AM on 12/17/2008.

Step	Action
3.	<p>The Self Service Distributor window will appear.</p> <p>Click on the Reporting Year dropdown button to select from a list of values.</p> <p>Select the reporting year.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Reporting Year</div>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: Choose Month To Last Day Of: Choose Month Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone: _____

Container Type	Container Count	Rate (R)	CRV (A)x(R)
Choose Material Type			

Under 24 Ounces Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			

Calculate

Total	0.00
Admin Fee	0.00
CRV Due (Total - Admin Fee)	0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Home Logout Preferences

Privacy Statement Copyright © 2006, Oracle. All rights reserved.

Step	Action
4.	<p>Click on the From First Day Of dropdown button to select from a list of values.</p> <p>Select the month.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> From First Day Of </div>

The screenshot shows the 'Self Service Distributor' portal in a Windows Internet Explorer browser. The page title is 'DORIS Self Service Distributor'. The main content area is titled 'COMPLETED BY DS' and contains several input fields and dropdown menus. A 'To Last Day Of' dropdown menu is open, showing a list of months from JAN to DEC. Below the form, there are sections for 'Under 24 Ounces Containers' and '24 Ounces and Larger Containers', each with a table for 'Container Type', 'Container Count (A)', 'Rate (B)', and 'CRV (A)x(B)'. A 'Calculate' button is present, followed by a summary of 'Total' and 'CRV Due (Total - Admin Fee)' both showing 0.00. At the bottom, there is a 'Submission Date' field set to 12/17/2008 and 'Submit' and 'Cancel' buttons.

Step	Action
5.	<p>Click on the To Last Day Of dropdown button to select from a list of values.</p> <p>Select the month.</p> <p>Special Note: The same month must be selected for both fields unless the account is approved for annual reporting.</p> <p>Only an account approved for annual reporting can be submitted for more than one month at a time (up to 12 months within the same calendar year).</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> To Last Day Of </div>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory Refillable Glass Container Sold or Transferred Count: 0
 Address: 123 Drink St Refillable OTHER Container Sold or Transferred Count: 0
 SACRAMENTO, CA 95000 Refillable Glass Container Returned Count: 0
 Contact: Joe Doe Refillable OTHER Container Returned Count: 0
 Phone: _____

Under 24 Ounces Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			
1 PETE under 24 oz			
2 HDPE under 24 oz			
3 PVC under 24 oz			
4 LDPE under 24 oz			
5 PP under 24 oz			
6 PS under 24 oz			
7 OTHER under 24 oz			
ALUMBIUM under 24 oz			
BI METAL under 24 oz			
GLASS under 24 oz			
Total			0.00
Admin Fee			0.00
CRV Due (Total - Admin Fee)			0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or bite payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report.

I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Home Logout Preferences

Submit Cancel

Step	Action
6.	<p>To Report Containers Under 24 Ounces:</p> <p>Click on the Container Type dropdown button to select the material type for Under 24 Ounces Containers.</p> <p>Select the material type.</p> <p>Container Type</p>

The screenshot shows a web browser window titled "DORIS Distributor Report - Data Entry Screen". The page has a blue header with the DORIS logo and "Self Service Distributor" text. Below the header, there are "Submit" and "Cancel" buttons. The main form area is titled "COMPLETED BY DS" and includes several sections:

- Reporting Period:** Reporting Year (2008), From First Day Of (NOV), To Last Day Of (NOV), and a checkbox for "Nothing to Report".
- Company Information:** Company Name (ABC Soda Factory), Address (123 Drink St, SACRAMENTO, CA 95000), Contact (Joe Doe), and Phone.
- Container Counts:** Four input fields for "Refillable Glass Container Sold or Transferred Count", "Refillable OTHER Container Sold or Transferred Count", "Refillable Glass Container Returned Count", and "Refillable OTHER Container Returned Count".
- Under 24 Ounces Containers:** A table with columns "Container Type", "Container Count (A)", "Rate (B)", and "CRV (A)x(B)". A row is shown for "ALUMINUM under 24 oz" with an "Add Under 24 Oz Containers Row" button below it.
- 24 Ounces and Larger Containers:** A table with columns "Container Type", "Container Count (A)", "Rate (B)", and "CRV (A)x(B)". A "Choose Material Type" dropdown is present, along with an "Add 24 Oz and Larger Containers Row" button.
- Summary:** A "Calculate" button followed by a table showing "Total", "Admin Fee", and "CRV Due (Total - Admin Fee)", all with values of 0.00.
- Disclaimer and Agreement:** A paragraph of text regarding interest and penalties, followed by a checkbox for "I Agree" and a "Submission Date" field (12/17/2008).

At the bottom of the form, there are "Submit" and "Cancel" buttons. The browser's taskbar at the bottom shows the Start button, several icons, and the system tray with the date and time (12:29 AM).

Step	Action
7.	Click in the Container Count (A) field to report the number of containers. Enter the container count.
8.	To report additional material types, click the Add Under 24 Oz Containers Row button. 

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Distributor Report - Data Entry Screen - Windows Internet Explorer

https://doris.ca.gov:4447/DA_HTM_RP.jsp?function_id=40134&rep_id=40637&rep_app_id=20003&security_group_id=0&lang_code=0&language=2&ED=4-82M48&Dwy=ALL359113M_A0Q2M0-11

DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory Refillable Glass Container Sold or Transferred Count: 0
 Address: 123 Drink St Refillable OTHER Container Sold or Transferred Count: 0
 SACRAMENTO, CA 95000 Refillable Glass Container Returned Count: 0
 Contact: Joe Doe Refillable OTHER Container Returned Count: 0
 Phone:

Under 24 Ounces Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
ALUMINUM under 24 oz	1000		
Choose Material Type			
Choose Material Type			
1 PETE under 24 oz			
2 HDPE under 24 oz			
3 PVC under 24 oz			
4 LDPE under 24 oz			
5 PP under 24 oz			
6 PS under 24 oz			
7 OTHER under 24 oz			
ALUMINUM under 24 oz			
BI METAL under 24 oz			
GLASS under 24 oz			
Total			0.00
Admin Fee			0.00
CRV Due (Total - Admin Fee)			0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Submit Cancel

Step	Action
9.	<p>A new row will appear.</p> <p>Click on the Container Type dropdown button to select the material type for Under 24 Ounces Containers.</p> <p>Special Note: Select a material type that is different from the previous ones selected.</p> <p>GLASS under 24 oz</p>

The screenshot shows the 'DORIIS Self Service Distributor' web application. The page title is 'DORIIS Self Service Distributor'. Below the header, there are navigation links for 'Home', 'Logout', and 'Preferences'. A 'Submit' button and a 'Cancel' button are visible in the top right corner.

The main form area is titled 'COMPLETED BY DS'. It includes a 'DS ID' field with the value '18108'. There are dropdown menus for 'Reporting Year' (2008), 'From First Day Of' (NOV), and 'To Last Day Of' (NOV). A checkbox labeled 'Nothing to Report' is present.

Below this, there are input fields for 'Company Name' (ABC Soda Factory), 'Address' (123 Drink St, SACRAMENTO, CA 95000), and 'Contact' (Joe Doe). To the right of these fields are four input fields for container counts: 'Refillable Glass Container Sold or Transferred Count', 'Refillable OTHER Container Sold or Transferred Count', 'Refillable Glass Container Returned Count', and 'Refillable OTHER Container Returned Count', all with a value of 0.

The form is divided into two sections: 'Under 24 Ounces Containers' and '24 Ounces and Larger Containers'. Each section has a table with columns for 'Container Type', 'Container Count (A)', 'Rate (B)', and 'CRV (A)x(B)'. The 'Under 24 Ounces Containers' section has a row for 'ALUMINUM under 24 oz' with a count of 1000 and a row for 'GLASS under 24 oz'. There is an 'Add Under 24 Oz Containers Row' button. The '24 Ounces and Larger Containers' section has a 'Choose Material Type' dropdown and an 'Add 24 Oz and Larger Containers Row' button.

At the bottom of the form, there is a 'Calculate' button and a summary table showing 'Total' (0.00), 'Admin Fee' (0.00), and 'CRV Due (Total - Admin Fee)' (0.00). A disclaimer text is present: 'Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.' There is a checkbox for 'I Agree' and a 'Submission Date' field with the value '12/17/2008'.

Step	Action
10.	<p>Click in the Container Count (A) field to report the number of containers.</p> <p>Enter the container count.</p> <p>Special Note: To enter additional container types, click the <i>Add Under 24 Oz Container Row</i> button and repeat this process as necessary for all material types to be reported.</p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory Refillable Glass Container Sold or Transferred Count: 0
 Address: 123 Drink St Refillable OTHER Container Sold or Transferred Count: 0
 SACRAMENTO, CA 95000 Refillable Glass Container Returned Count: 0
 Contact: Joe Doe Refillable OTHER Container Returned Count: 0
 Phone: _____

Under 24 Ounces Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
ALUMINUM under 24 oz	1000		
GLASS under 24 oz	1000		
Add Under 24 Oz Containers Row			

24 Ounces and Larger Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			
Choose Material Type			
1 PET 24 oz and larger			
2 HDPE 24 oz and larger			
3 PVC 24 oz and larger			
4 LDPE 24 oz and larger			
5 PP 24 oz and larger			
6 PS 24 oz and larger			
7 OTHER 24 oz and larger			
01 ALUMINUM 24 oz and larger			
02 METAL 24 oz and larger			
03 GLASS 24 oz and larger			
Total			0.00
Admin Fee			0.00
CRV Due (Total - Admin Fee)			0.00

the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. to five thousand dollars (\$5000) per day may be assessed for failure to report. and herein are true and correct to the best of my knowledge.

Submission Date: 12/17/2008

Submit Cancel

Step	Action
11.	<p>To Report Containers 24 Ounces and Larger:</p> <p>Click on the Container Type dropdown button to select the material type for 24 Ounces and Larger Containers.</p> <p>Select the material type.</p> <p>Container Type</p>

The screenshot shows the 'DORRIS Self Service Distributor' web application. The form is titled 'COMPLETED BY DS' and includes the following sections:

- Reporting Period:** Reporting Year (2008), From First Day Of (NOV), To Last Day Of (NOV), and a checkbox for 'Nothing to Report'.
- Company Information:** Company Name (ABC Soda Factory), Address (123 Drink St, SACRAMENTO, CA 95000), and Contact (Joe Doe).
- Container Counts:**
 - Under 24 Ounces Containers:** A table with columns 'Container Type', 'Container Count (A)', 'Rate (B)', and 'CRV (A)x(B)'. It lists 'ALUMINUM under 24 oz' and 'GLASS under 24 oz', both with a count of 1000.
 - 24 Ounces and Larger Containers:** A table with columns 'Container Type', 'Container Count (A)', 'Rate (B)', and 'CRV (A)x(B)'. It lists 'ALUMINUM 24 oz and larger'.
- Summary:** A 'Calculate' button followed by a table showing 'Total', 'Admin Fee', and 'CRV Due (Total - Admin Fee)', all with values of 0.00.
- Disclaimer:** A paragraph regarding interest rates and civil penalties.
- Submission:** A checkbox for 'I Agree' and a 'Submission Date' field (12/17/2008).

Step	Action
12.	<p>Click in the Container Count (A) field to report the number of containers.</p> <p>Enter the container count.</p>

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DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

** Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone: _____

Refillable Glass Container Sold or Transferred Count: 0
 Refillable OTHER Container Sold or Transferred Count: 0
 Refillable Glass Container Returned Count: 0
 Refillable OTHER Container Returned Count: 0

Under 24 Ounces Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
ALUMINUM under 24 oz	1000		
GLASS under 24 oz	1000		

[Add Under 24 Oz Containers Row](#)

24 Ounces and Larger Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
ALUMINUM 24 oz and larger	1000		

[Add 24 Oz and Larger Containers Row](#)

Calculate

Total: 0.00
 Admin Fee: 0.00
 CRV Due (Total - Admin Fee): 0.00

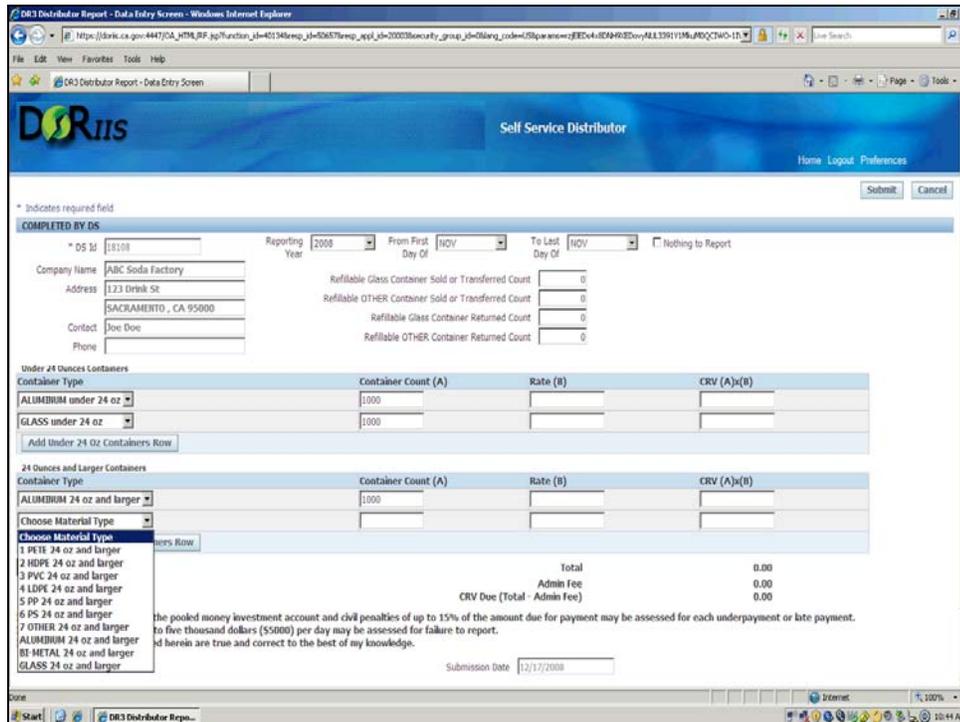
Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Submit Cancel

Step	Action
13.	To report additional material types, click the Add 24 Oz and Larger Containers Row button.

Add 24 Oz and Larger Containers Row



Step	Action
14.	<p>A new row will appear.</p> <p>Click on the Container Type dropdown button to select the material type for 24 Ounces and Larger Containers.</p> <p>Select the material type.</p> <p><i>Special Note: Select a material type that is different from the previous ones selected.</i></p> <p>Container Type</p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory Refillable Glass Container Sold or Transferred Count: 0
 Address: 123 Drink St Refillable OTHER Container Sold or Transferred Count: 0
 SACRAMENTO, CA 95000 Refillable Glass Container Returned Count: 0
 Contact: Joe Doe Refillable OTHER Container Returned Count: 0
 Phone:

Under 24 Ounces Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
ALUMINUM under 24 oz	1000		
GLASS under 24 oz	1000		
Add Under 24 Oz Containers Row			

24 Ounces and Larger Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
ALUMINUM 24 oz and larger	1000		
GLASS 24 oz and larger			
Add 24 Oz and Larger Containers Row			

Calculate

Total: 0.00
 Admin Fee: 0.00
 CRV Due (Total - Admin Fee): 0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 11/17/2008

Step	Action
15.	<p>Click in the Container Count (A) field.</p> <p>Enter the container count.</p> <p>Special Note: To enter additional container types, click the Add 24 Oz and Larger Containers Row button and repeat this process as necessary for all material types to be reported.</p>

COMPLETED BY DS

* DS ID: 18108 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone: _____

Refillable Glass Container Sold or Transferred Count: 0
 Refillable OTHER Container Sold or Transferred Count: 0
 Refillable Glass Container Returned Count: 0
 Refillable OTHER Container Returned Count: 0

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
ALUMINUM under 24 oz	1000	0.05	50
GLASS under 24 oz	1000	0.05	50

24 Ounces and Larger Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
ALUMINUM 24 oz and larger	1000	0.1	100
GLASS 24 oz and larger	1000	0.1	100

Calculate

Total: 300.00
 Admin Fee (Total * 1.50%): 4.50
 CRV Due (Total - Admin Fee): 295.50

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 11/17/2008

Step	Action
16.	Click the Calculate button to calculate the CRV. 
17.	Check the I Agree box indicating you agree with the terms and conditions listed. Special Note: This is a required field. 



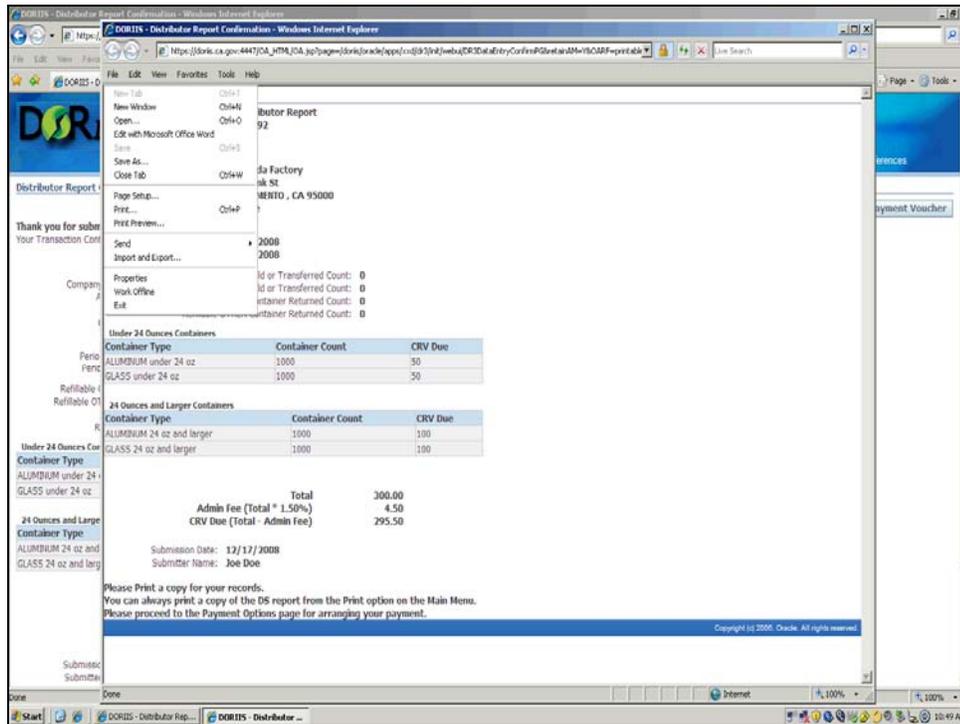
Step	Action
19.	<p>The Distributor Report Confirmation window will appear.</p> <p>Review the information.</p> <p>If the report information is not correct, click on the Edit Report button and repeat the previous steps.</p> <p>Click the Continue Submission button if the information is correct.</p> <p>Continue Submission</p>

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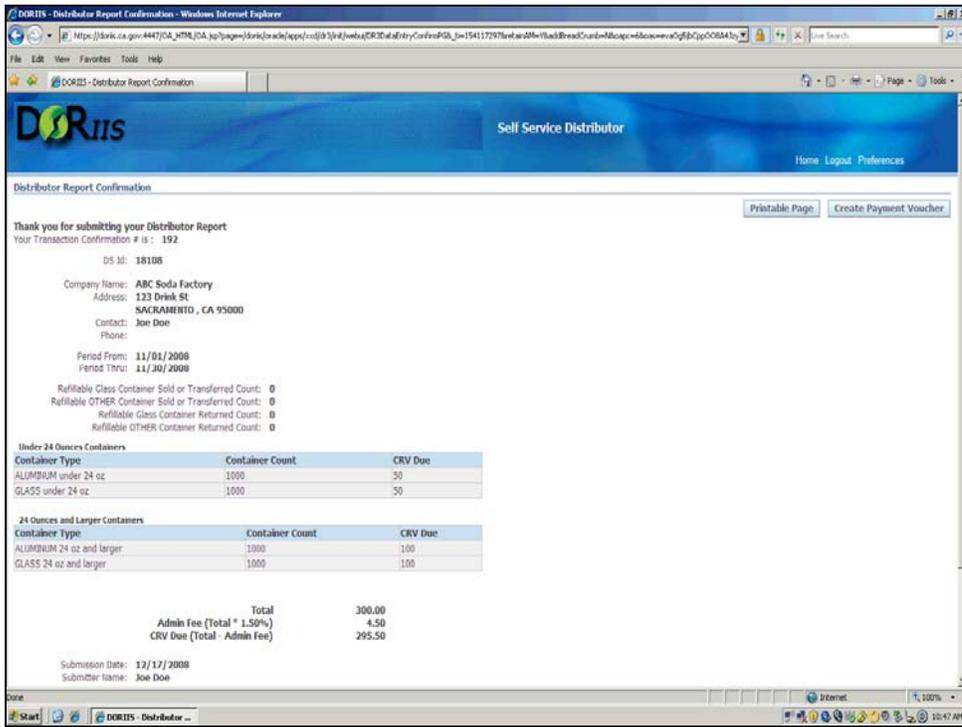
Step	Action
20.	<p>The Distributor Report Confirmation window will appear.</p> <p>Click the Printable Page button to print the report for your records.</p> <p>Printable Page</p>



Step	Action
21.	<p>The confirmation will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> <p>When printing is complete, click on the X button in the top right corner of the active window.</p> 

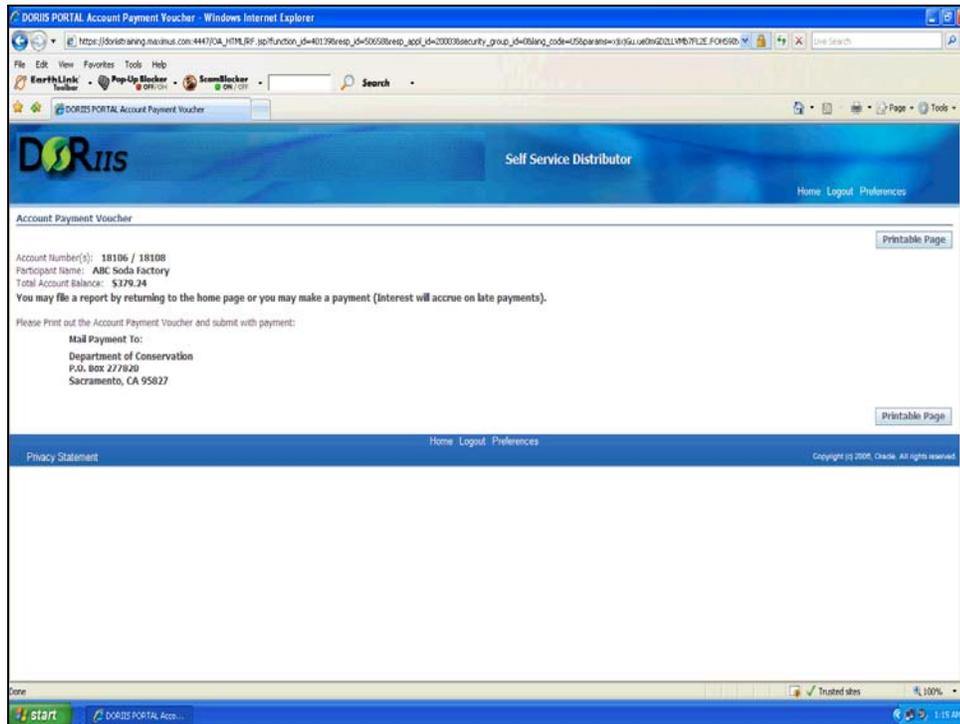
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Step	Action
22.	Click on the Logout link to logout of the system or to create a Payment Voucher , click on the Create Payment Voucher button.

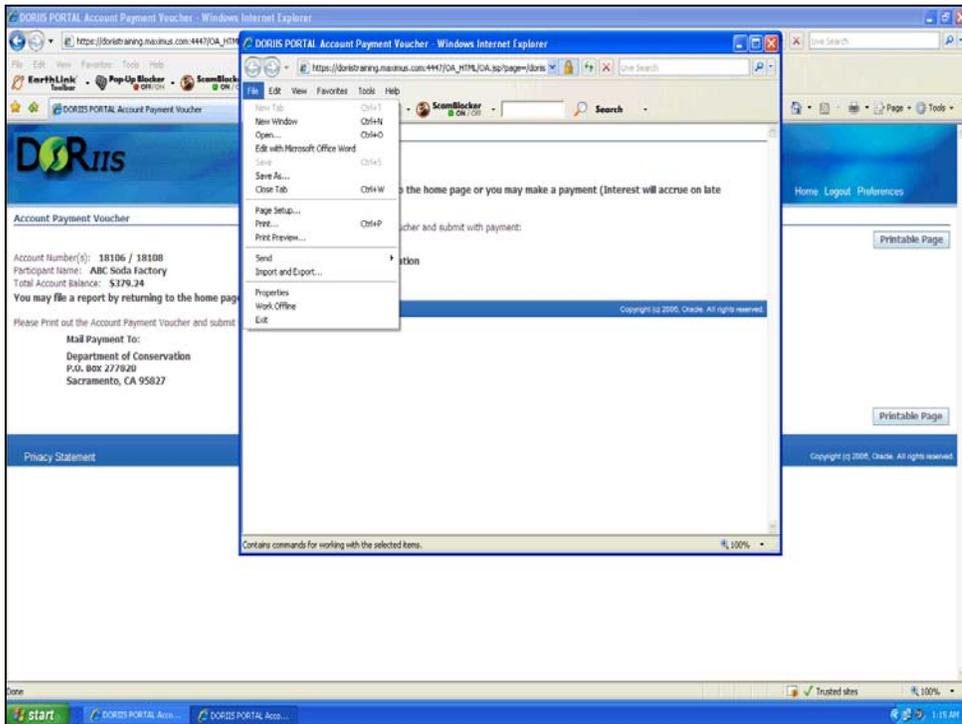
Create Payment Voucher



Step	Action
23.	<p>The Account Payment Voucher window will appear.</p> <p>To print the Account Payment Voucher, click on the Printable Page button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Printable Page</div>

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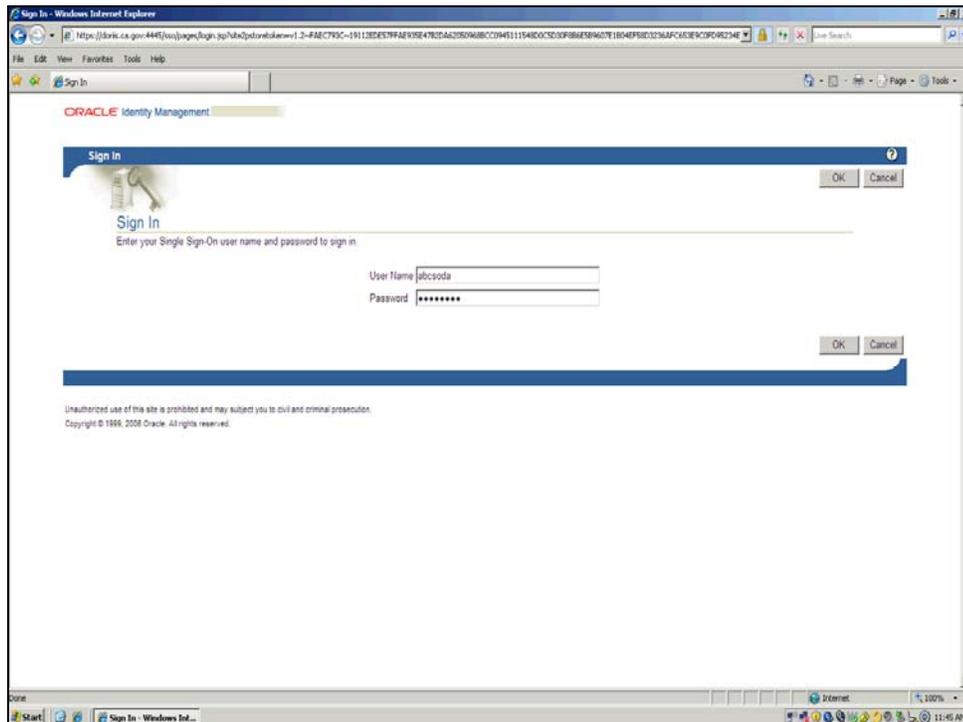
Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
24.	<p>The Account Payment Voucher will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> 
25.	<p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p>Special Note: Payment Vouchers can also be printed from the Home page by navigating to: <i>Print Payment Voucher</i> under the <i>Self Service Distributor</i> responsibility.</p> 
26.	<p>Click the Logout link to logout of the system.</p> 
27.	<p>End of Procedure.</p>

Objective 1B: Reporting: Nothing to Report (Distributor)

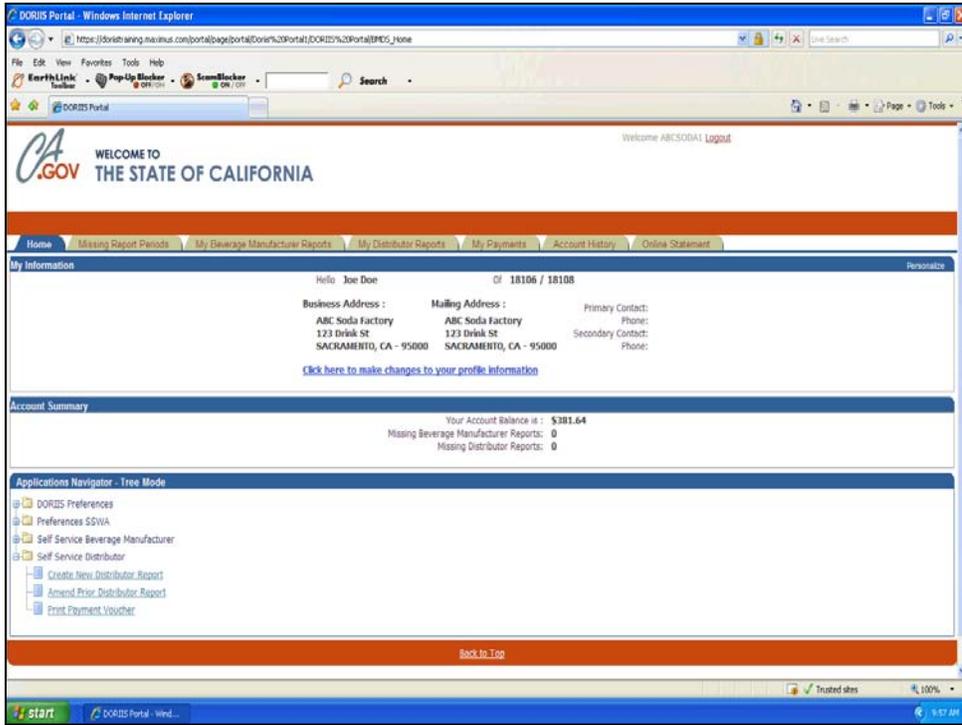
Procedure



Step	Action
1.	Enter User Name and Password . Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
2.	<p>Select your Self Service Distributor responsibility.</p> <p>Navigate to: Create New Distributor Report</p> <p>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</p> <p> Create New Distributor Report</p>

The screenshot shows the 'Self Service Distributor' interface in a web browser. The page title is 'DORIS Self Service Distributor'. Below the header, there are 'Submit' and 'Cancel' buttons. The main form area is titled 'COMPLETED BY DS' and contains several sections:

- Reporting Period:** Includes fields for 'Reporting Year' (with a dropdown menu showing years from 2008 to 2000), 'From First Day Of' (with a 'Choose Month' dropdown), and 'To Last Day Of' (with a 'Choose Month' dropdown). There is also a checkbox for 'Nothing to Report'.
- Company Information:** Fields for 'Company Name' (ABC Soda Factory), 'Address' (123 Drink St, SACRAMENTO, CA 95000), 'Contact' (Joe Doe), and 'Phone'.
- Under 24 Ounces Containers:** A table with columns 'Container Type', 'Container Count (A)', 'Rate (B)', and 'CRV (A)x(B)'. A 'Choose Material Type' dropdown is present.
- 24 Ounces and Larger Containers:** A similar table structure with the same columns and a 'Choose Material Type' dropdown.
- Summary:** A 'Calculate' button followed by a table showing 'Total', 'Admin Fee', and 'CRV Due (Total - Admin Fee)', all with values of 0.00.
- Disclaimer and Agreement:** A paragraph of text regarding interest and penalties, followed by a checkbox for 'I Agree' and a 'Submission Date' field (12/17/2008).

At the bottom of the page, there are 'Submit' and 'Cancel' buttons, a 'Privacy Statement' link, and a copyright notice for 2006.

Step	Action
3.	<p>The Self Service Distributor window will appear.</p> <p>Click on the Reporting Year dropdown button to select from a list of values.</p> <p>Select the reporting year.</p> 

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Distributor Report - Data Entry Screen - Windows Internet Explorer

https://doris.ca.gov:4447/DA_HTM_RP.jsp?function_id=40134&rep_id=40637&rep_app_id=20003&security_group_id=0&lang_code=US¶met2=EED44-8D4H48DwyALL3591Y1M_A0Q2M0-11...

File Edit View Favorites Tools Help

DORIIS Self Service Distributor Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: Choose Month To Last Day Of: Choose Month Nothing to Report

Company Name: ABC Soda Factory Refillable Glass Container: JAN Count: 0
 Address: 123 Drink St Refillable OTHER Container: FEB Count: 0
 SACRAMENTO, CA 95000 Refillable Glass: APR Count: 0
 Contact: Joe Doe Refillable OTHER: JUN Count: 0
 Phone: JUL Count: 0
 AUC
 SEP
 OCT
 NOV
 DEC

Under 24 Ounces Containers

Container Type	Container Count	Rate (R)	CRV (A)x(R)
Choose Material Type			

24 Ounces and Larger Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			

Calculate

Total	0.00
Admin Fee	0.00
CRV Due (Total - Admin Fee)	0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Home Logout Preferences

Privacy Statement Copyright © 2006 Oracle. All rights reserved.

Step	Action
4.	<p>Click on the From First Day Of dropdown button to select from a list of values.</p> <p>Select the month.</p> <p>From First Day Of</p>

Step	Action
5.	<p>Click on the To Last Day Of dropdown button to select from a list of values.</p> <p>Select the month.</p> <p>Special Note: The same month must be selected for both fields unless the account is approved for annual reporting.</p> <p>Only an account approved for annual reporting can be submitted for more than one month at a time (up to 12 months within the same calendar year).</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>To Last Day Of</p> </div>

User Manual

Using the DORIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIS Distributor Report - Data Entry Screen - Windows Internet Explorer

https://doris.ca.gov:4447/DA_HTM_RP.jsp?function_id=45134&rep_id=42637&rep_app_id=20003&security_group_id=0&lang_code=US¶m=ezEEDv4-BDM4R3DvryALL35R1Y1M_A0Q2M0-11

File Edit View Favorites Tools Help

DORIS Distributor Report - Data Entry Screen

DORIS Self Service Distributor Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: OCT To Last Day Of: OCT Nothing to Report

Company Name: ABC Soda Factory Refillable Glass Container Sold or Transferred Count: 0
 Address: 123 Drink St Refillable OTHER Container Sold or Transferred Count: 0
 SACRAMENTO, CA 95800 Refillable Glass Container Returned Count: 0
 Contact: Joe Doe Refillable OTHER Container Returned Count: 0
 Phone:

Under 24 Ounces Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			
Add Under 24 Oz Containers Row			

24 Ounces and Larger Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			
Add 24 Oz and Larger Containers Row			

Calculate

Total	0.00
Admin Fee	0.00
CRV Due (Total - Admin Fee)	0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report.
 I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Submit Cancel

Home Logout Preferences

Start DORIS Distributor Repo...

Step	Action
6.	Check the Nothing to Report box. <input checked="" type="checkbox"/> Nothing to Report

The screenshot shows the 'DORRIS Self Service Distributor' web application. The page title is 'DORRIS Self Service Distributor'. The main content area is a data entry form for a distributor report. The form includes the following sections:

- COMPLETED BY DS:**
 - DS ID: 18108
 - Reporting Year: 2008
 - From First Day Of: OCT
 - To Last Day Of: OCT
 - Nothing to Report:
- Company Information:**
 - Company Name: ABC Soda Factory
 - Address: 123 Drink St, SACRAMENTO, CA 95000
 - Contact: Joe Doe
 - Phone: [Empty]
- Container Counts:**
 - Refillable Glass Container Sold or Transferred Count: 0
 - Refillable OTHER Container Sold or Transferred Count: 0
 - Refillable Glass Container Returned Count: 0
 - Refillable OTHER Container Returned Count: 0
- Under 24 Ounces Containers:**

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			
- 24 Ounces and Larger Containers:**

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			
- Summary:**
 - Calculate: [Button]
 - Total: 0.00
 - Admin Fee: 0.00
 - CRV Due (Total - Admin Fee): 0.00
- Disclaimer and Agreement:**

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree

Submission Date: 12/17/2008

Step	Action
7.	<p>Check the I Agree box indicating you agree with the terms and conditions.</p> <p>Special Note: This is a required field.</p> <p><input checked="" type="checkbox"/> I Agree</p>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Distributor Report - Data Entry Screen - Windows Internet Explorer

https://doris.ca.gov:4447/DA_HTM_RP.asp?function_id=40134&rep_id=40637&rep_app_id=20003&security_group_id=0&lang_code=0&language=2&ED4=8D4H8EDdyA3359113M_A8Q2M0-11

DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: OCT To Last Day Of: OCT Nothing to Report

Company Name: ABC Soda Factory Refillable Glass Container Sold or Transferred Count: 0
 Address: 123 Drink St Refillable OTHER Container Sold or Transferred Count: 0
 SACRAMENTO, CA 95000 Refillable Glass Container Returned Count: 0
 Contact: Joe Doe Refillable OTHER Container Returned Count: 0
 Phone:

Under 24 Ounces Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			

24 Ounces and Larger Containers

Container Type	Container Count (A)	Rate (B)	CRV (A)x(B)
Choose Material Type			

Calculate

Total	0.00
Admin Fee	0.00
CRV Due (Total - Admin Fee)	0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

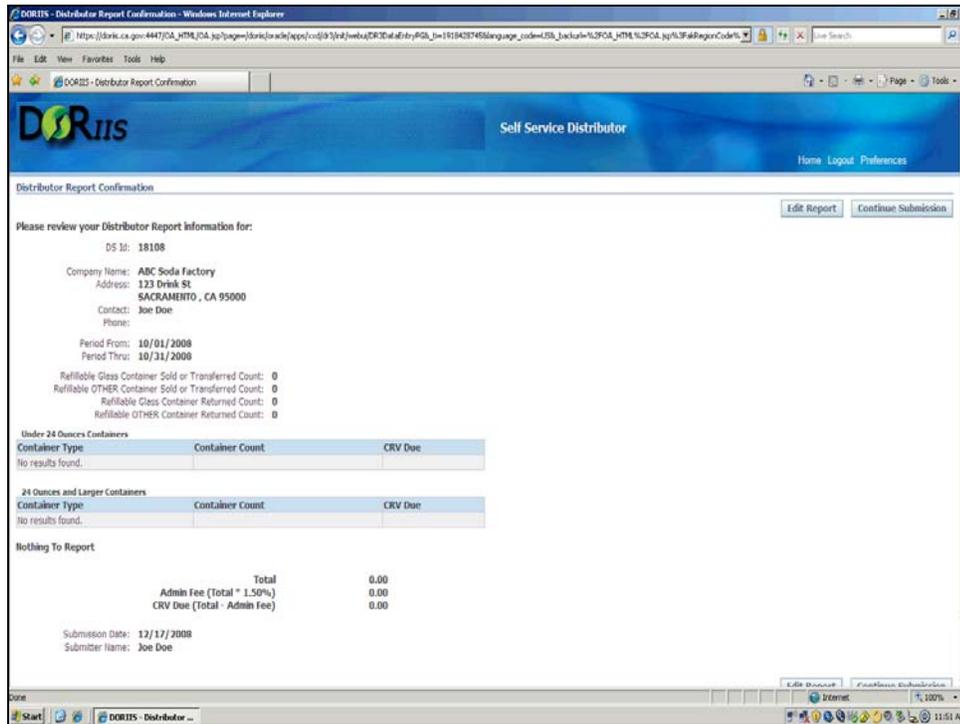
I Agree Submission Date: 12/17/2008

Submit Cancel

Privacy Statement Home Logout Preferences

Copyright © 2006, Oracle. All rights reserved.

Step	Action
8.	Click the Submit button to submit the report. 



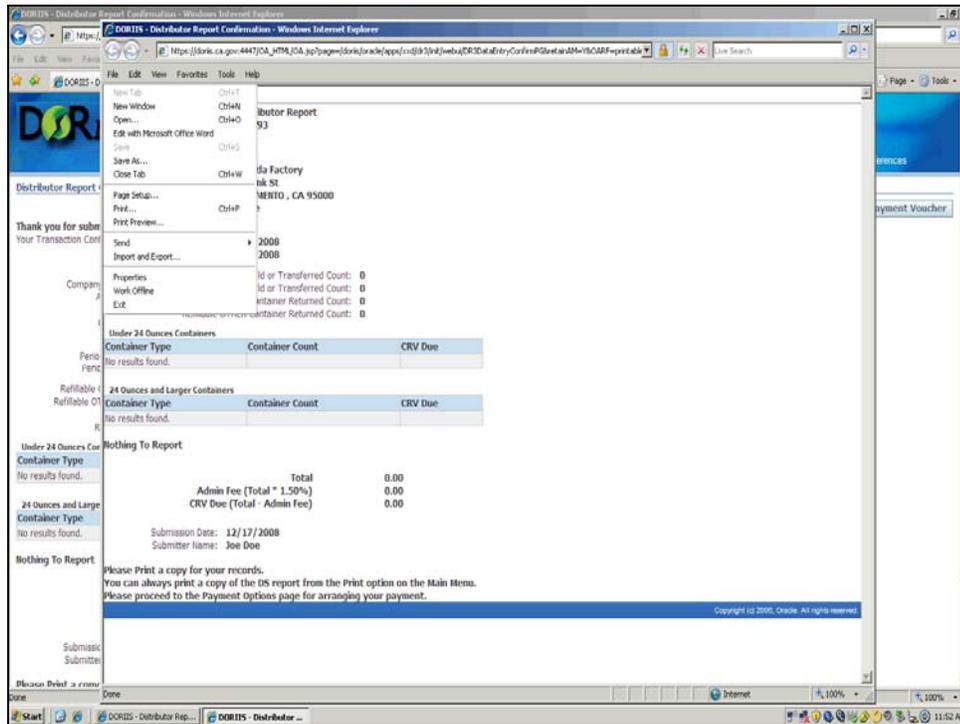
Step	Action
9.	<p>The Distributor Report Confirmation window will appear.</p> <p>Review the information.</p> <p>If the report information is not correct, click on the Edit Report button and repeat the previous steps.</p> <p>Click the Continue Submission button if the information is correct.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Continue Submission</div>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
10.	<p>The Distributor Report Confirmation window will appear.</p> <p>Click the Printable Page button to print the report for your records.</p> <p>Printable Page</p>



Step	Action
11.	<p>The confirmation will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> <p>When printing is complete, click on the X button in the top right corner of the active window.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Print...</div>

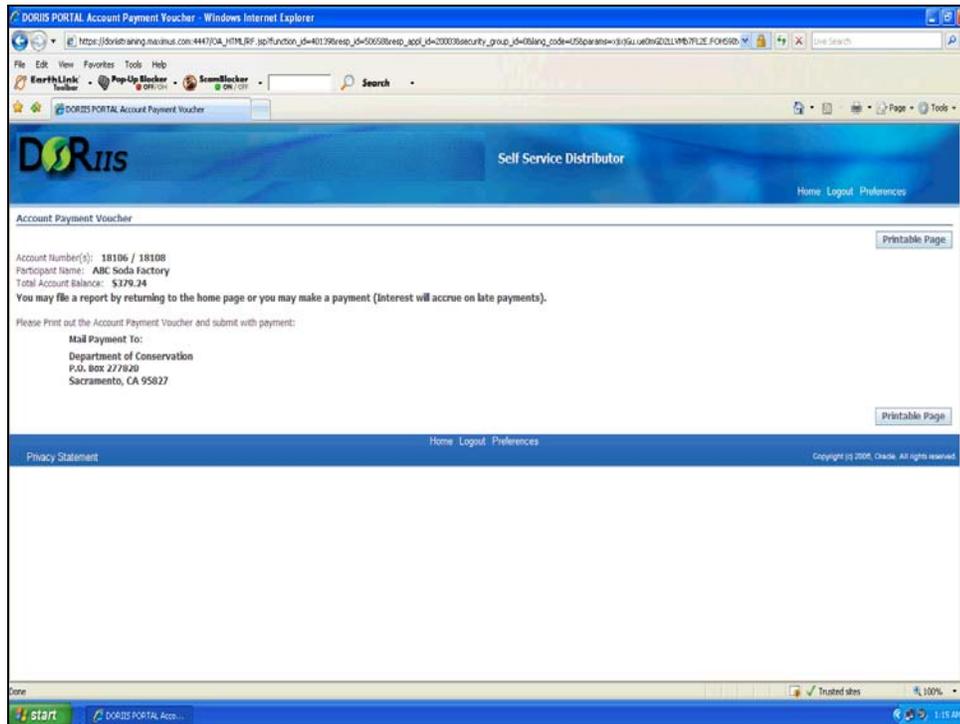
User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
12.	Click on the Logout link to logout of the system or to create a Payment Voucher , click on the Create Payment Voucher button.

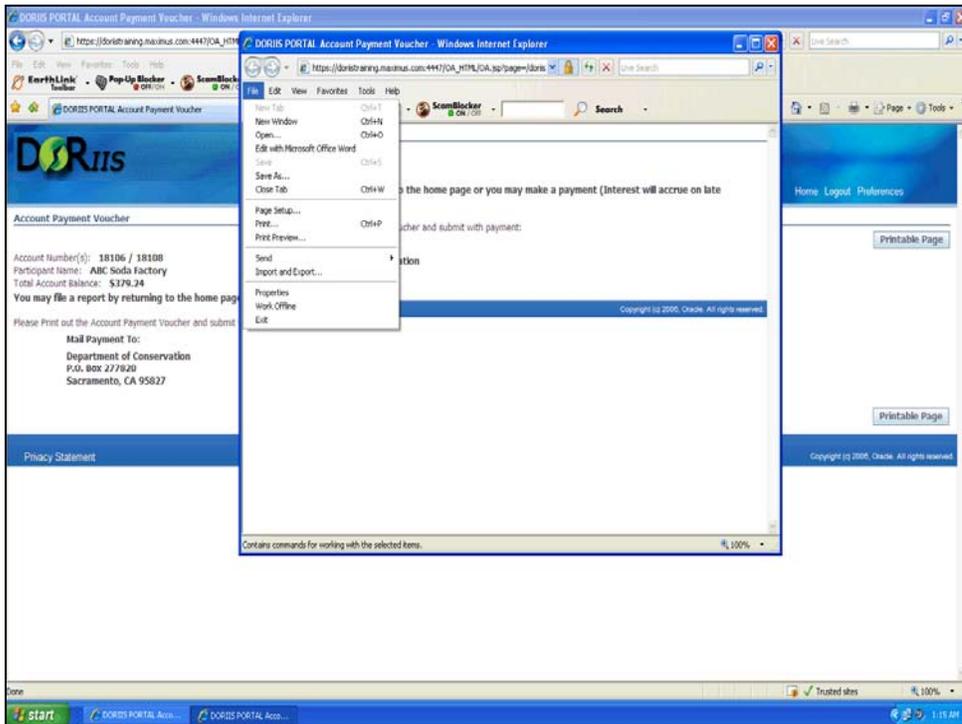
Create Payment Voucher



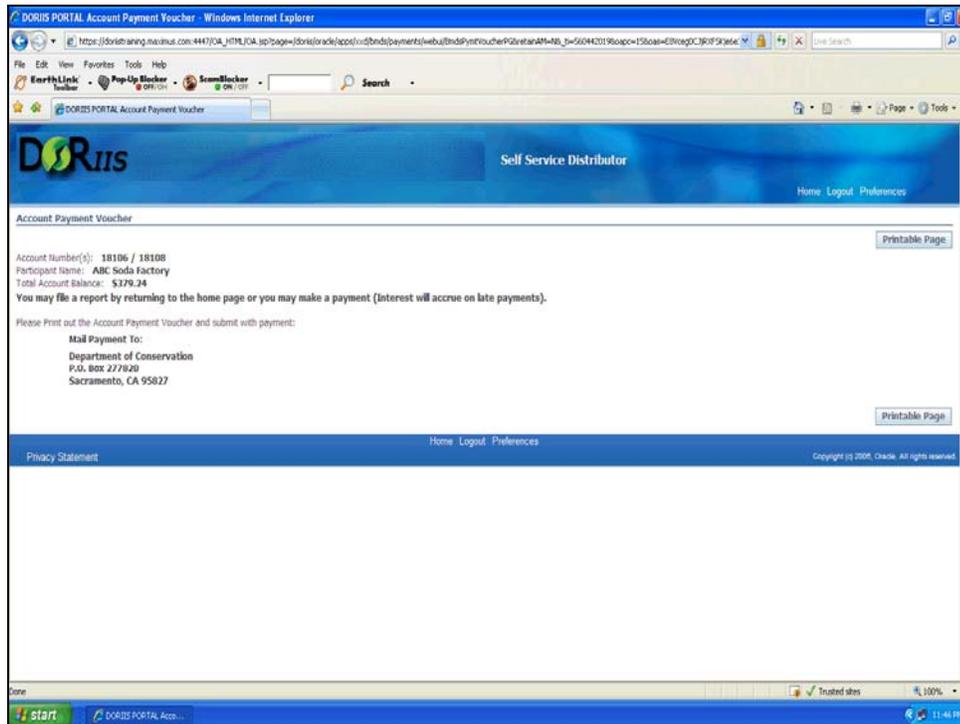
Step	Action
13.	<p>The Account Payment Voucher window will appear.</p> <p>To print the Account Payment Voucher, click on the Printable Page button.</p> <div data-bbox="467 1247 651 1281" style="border: 1px solid black; padding: 2px; display: inline-block;">Printable Page</div>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



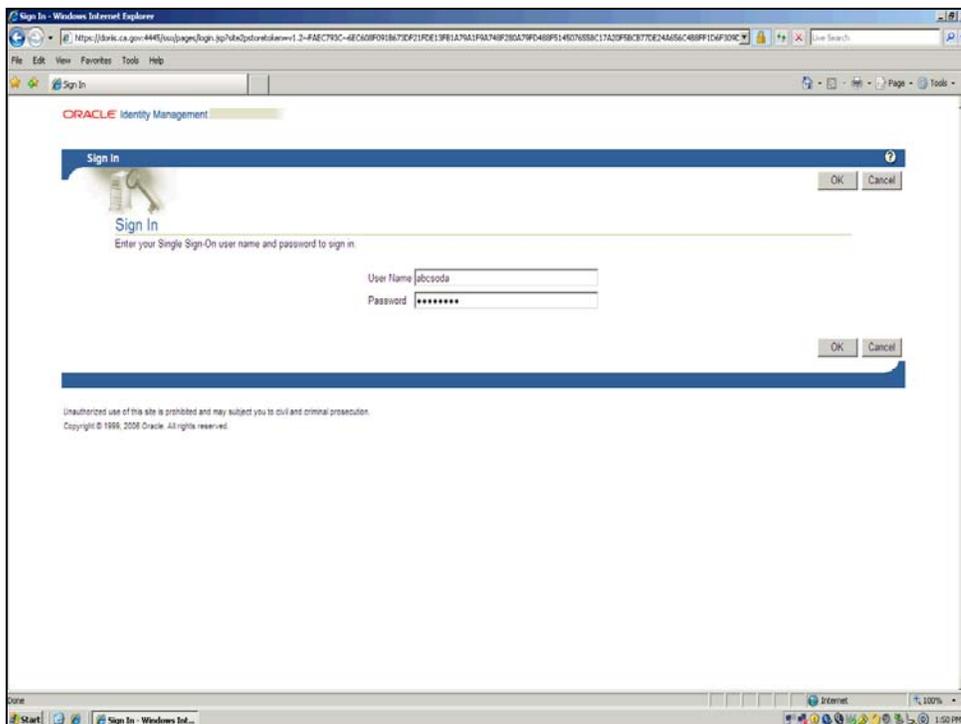
Step	Action
14.	<p>The Account Payment Voucher will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> 
15.	<p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p>Special Note: Payment Vouchers can also be printed from the Home page by navigating to: <i>Print Payment Voucher</i> under the <i>Self Service Distributor</i> responsibility.</p> 



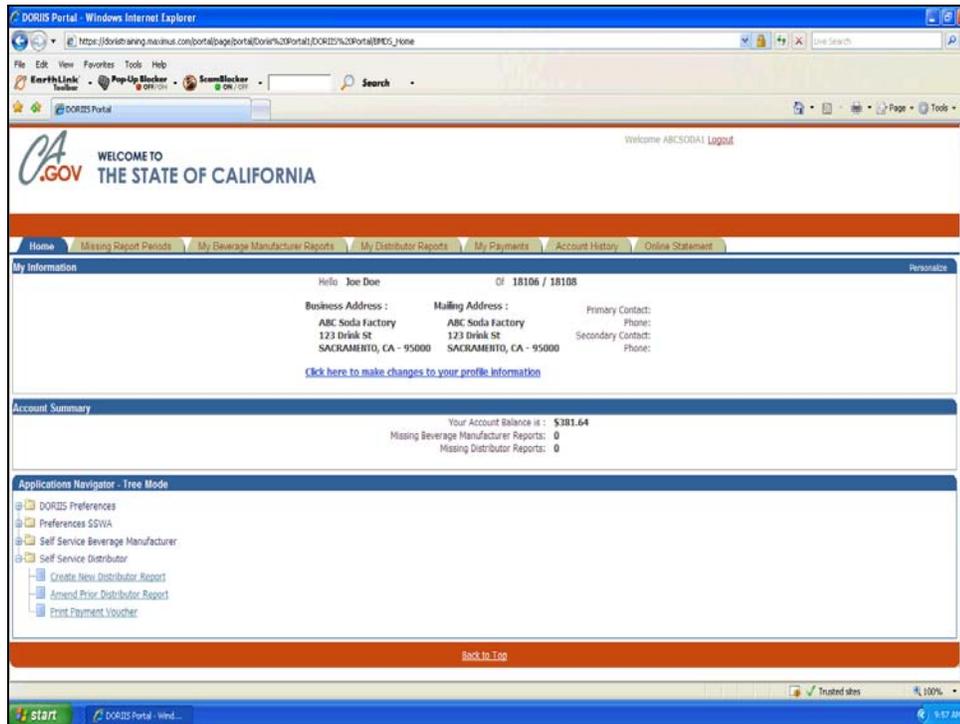
Step	Action
16.	Click the Logout link to logout of the system. Logout
17.	End of Procedure.

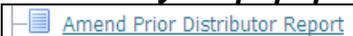
Objective 2A: Amending Reports: Distributor Report

Procedure



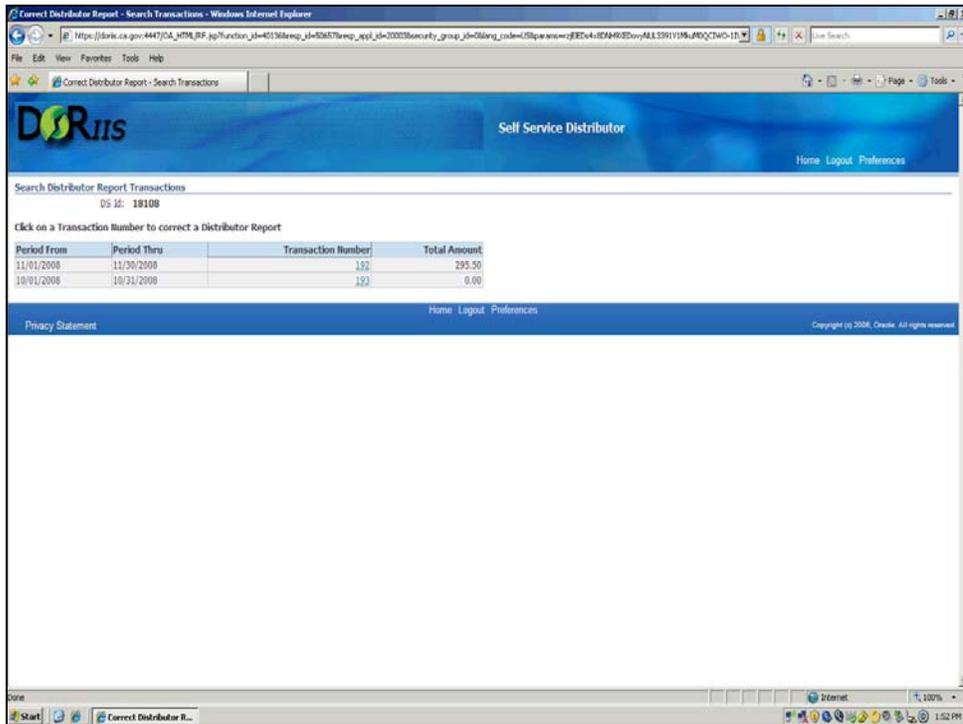
Step	Action
1.	Enter User Name and Password . Click the OK button. 



Step	Action
2.	<p>Select your Self Service Distributor responsibility.</p> <p>Navigate to: Amend Prior Distributor Report</p> <p>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</p> <p></p>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
3.	<p>The Search Distributor Report Transactions window will appear.</p> <p>Select the transaction number you wish to amend in the Transaction Number column.</p> <p>Transaction Number</p>

DORIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone: _____

Refillable Glass Container Sold or Transferred Count: 0
 Refillable OTHER Container Sold or Transferred Count: 0
 Refillable Glass Container Returned Count: 0
 Refillable OTHER Container Returned Count: 0

Under 24 Ounces Containers

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A) \times (B)
ALUMINUM under 24 oz	1,000	1,000	0	0.05	50
GLASS under 24 oz	1,000	1,000	0	0.05	50

Add Under 24 Oz Containers Row

24 Ounces and Larger Containers

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A) \times (B)
ALUMINUM 24 oz and larger	1,000	1,000	0	0.1	100
GLASS 24 oz and larger	1,000	1,000	0	0.1	100

Add 24 Oz and Larger Containers Row

Calculate

Total: 0.00
 Admin Fee: 0.00
 CRV Due (Total - Admin Fee): 0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

Step	Action
4.	<p>The Self Service Distributor window will appear and the selected report will be displayed.</p> <p>If you are changing the container count in the original submission, enter the revised container count in the New Container Count (A) field.</p> <p>New Container Count (A)</p>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

DS ID: 18108 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone: _____

Refillable Glass Container Sold or Transferred Count: 0
 Refillable OTHER Container Sold or Transferred Count: 0
 Refillable Glass Container Returned Count: 0
 Refillable OTHER Container Returned Count: 0

Under 24 Ounces Containers

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A):(B)
ALUMINUM under 24 oz	1,000	1,000	0	0.05	50
GLASS under 24 oz	1,000	1,000	0	0.05	50
Choose Material Type					
1 PETE under 24 oz					
2 HDPE under 24 oz					
3 PVC under 24 oz					
4 LDPE under 24 oz					
5 PP under 24 oz					
6 PS under 24 oz	1,000	1,000	0	0.1	100
7 OTHER under 24 oz	1,000	1,000	0	0.1	100
8 METAL under 24 oz					
GLASS under 24 oz					

Calculate

Total: 0.00
 Admin Fee: 0.00
 CRV Due (Total - Admin Fee): 0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report.

Step	Action
5.	<p>If you are adding container types under 24 ounces to the original submission, click on the Add Under 24 Oz Containers Row button.</p> <p>A new row will appear.</p> <p>Click on the Container Type dropdown button to select the material type from the list of values.</p> <p>Special Note: Select a material type that is different from the previous ones selected.</p> <p>Container Type</p>

The screenshot shows the 'DORIS Distributor Report - Data Entry Screen' in a Windows Internet Explorer browser. The page title is 'Self Service Distributor'. The form includes the following sections:

- COMPLETED BY DS:**
 - DS ID: 18108
 - Reporting Year: 2008
 - From First Day Of: NOV
 - To Last Day Of: NOV
 - Nothing to Report:
- Company Information:**
 - Company Name: ABC Soda Factory
 - Address: 123 Drink St, SACRAMENTO, CA 95000
 - Contact: Joe Doe
 - Phone: [Empty]
- Container Counts:**
 - Refillable Glass Container Sold or Transferred Count: 0
 - Refillable OTHER Container Sold or Transferred Count: 0
 - Refillable Glass Container Returned Count: 0
 - Refillable OTHER Container Returned Count: 0
- Under 24 Ounces Containers:**

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A) \times (B)
ALUMINIUM under 24 oz	1,000	1,000	0	0.05	50
GLASS under 24 oz	1,000	1,000	0	0.05	50
BI-METAL under 24 oz					
- 24 Ounces and Larger Containers:**

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A) \times (B)
ALUMINIUM 24 oz and larger	1,000	1,000	0	0.1	100
GLASS 24 oz and larger	1,000	1,000	0	0.1	100
- Summary:**
 - Total: 0.00
 - Admin Fee: 0.00
 - CRV Due (Total - Admin Fee): 0.00

At the bottom, there is a 'Calculate' button and a note: 'Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report.'

Step	Action
6.	<p>Enter the container count in the New Container Count (A) field.</p> <p>Repeat this process as necessary for each new material type to be added to the report.</p> <p>Special Note: Repeat this process for any material types being amended for containers that are 24 ounces and larger.</p>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



0073 Distributor Report - Data Entry Screen - Windows Internet Explorer

Reporting Year: 2008, From First Day Of: NOV, To Last Day Of: NOV, Nothing to Report

Company Name: ABC Soda Factory, Address: 123 Drink St, SACRAMENTO, CA 95000, Contact: Joe Doe

Refillable Glass Container Sold or Transferred Count: 0, Refillable OTHER Container Sold or Transferred Count: 0, Refillable Glass Container Returned Count: 0, Refillable OTHER Container Returned Count: 0

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A) x (B)
ALUMBIUM under 24 oz	1000	1000	0	0.05	50
GLASS under 24 oz	1000	1000	0	0.05	50
BI-METAL under 24 oz		500	500	0.05	25

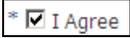
Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A) x (B)
ALUMBIUM 24 oz and larger	1000	1000	0	0.1	100
GLASS 24 oz and larger	1000	1000	0	0.1	100

Calculate: Total 325.00, Admin Fee (Total * 1.50%) 4.88, CRV Due (Total - Admin Fee) 320.12

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree, Submission Date: 12/17/2008

Submit, Cancel

Step	Action
7.	Click the Calculate button to calculate the CRV. 
8.	Check the I Agree box to indicate that you agree with the terms and conditions. Special Note: This is a required field. 

DORIS Distributor Report - Data Entry Screen - Windows Internet Explorer

Reporting Year: 2008, From First Day Of: NOV, To Last Day Of: NOV, Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St, SACRAMENTO, CA 95000
 Contact: Joe Doe

Refillable Glass Container Sold or Transferred Count: 0
 Refillable OTHER Container Sold or Transferred Count: 0
 Refillable Glass Container Returned Count: 0
 Refillable OTHER Container Returned Count: 0

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A) x (B)
ALUMINUM under 24 oz	1000	1000	0	0.05	50
GLASS under 24 oz	1000	1000	0	0.05	50
BI-METAL under 24 oz		500	500	0.05	25

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A) x (B)
ALUMINUM 24 oz and larger	1000	1000	0	0.1	100
GLASS 24 oz and larger	1000	1000	0	0.1	100

Calculate: Total 325.00
 Admin Fee (Total * 1.50%) 4.88
 CRV Due (Total - Admin Fee) 320.12

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

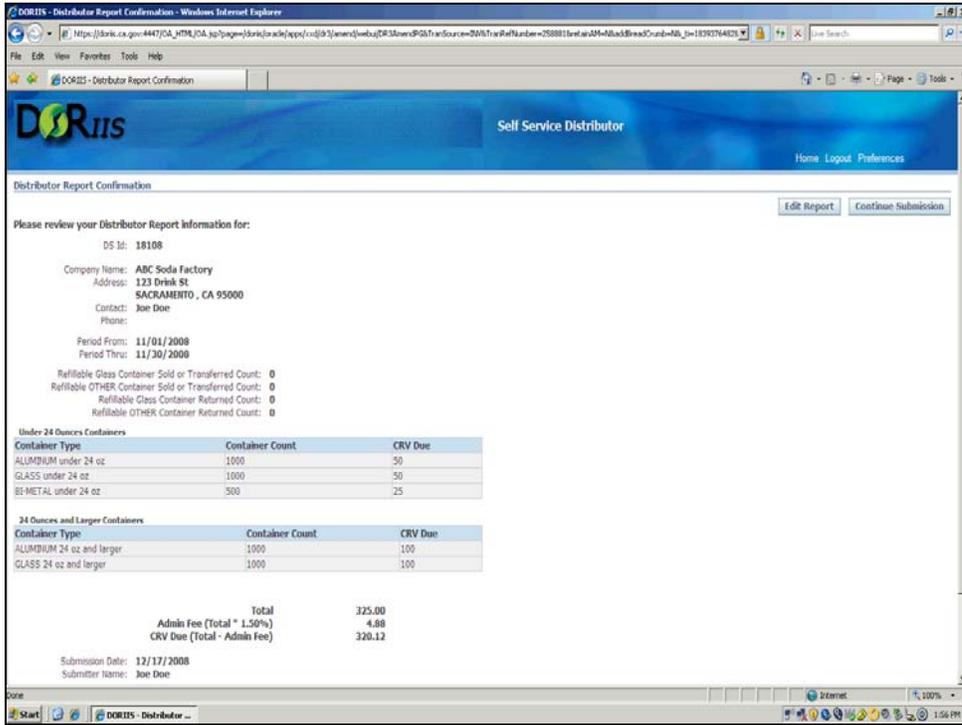
I Agree Submission Date: 12/17/2008

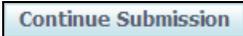
Submit Cancel

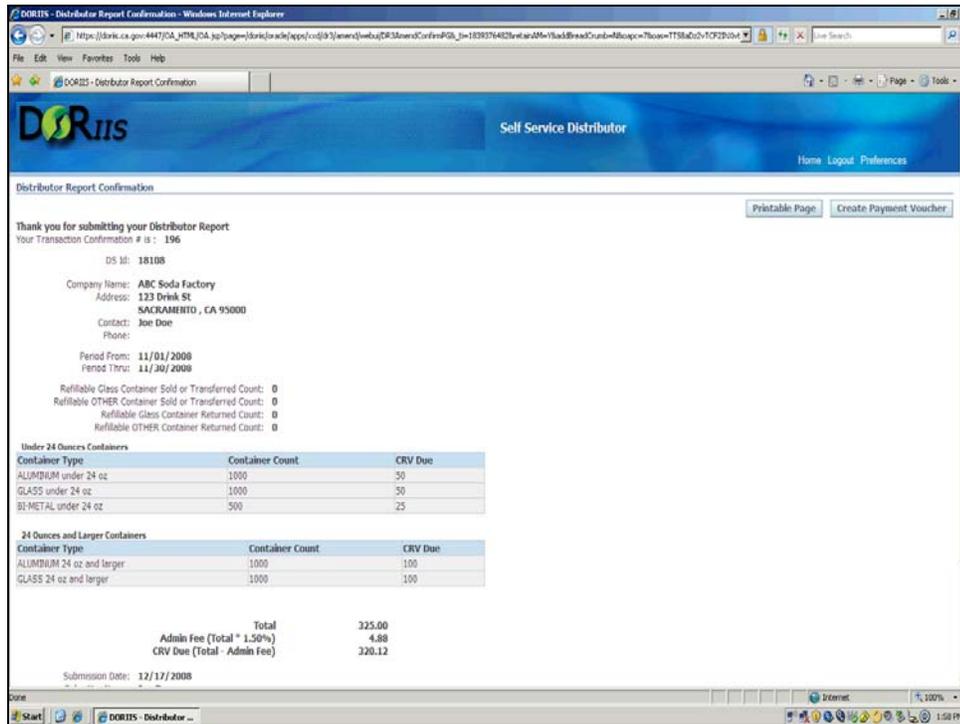
Step	Action
9.	Click the Submit button to submit the report. 

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



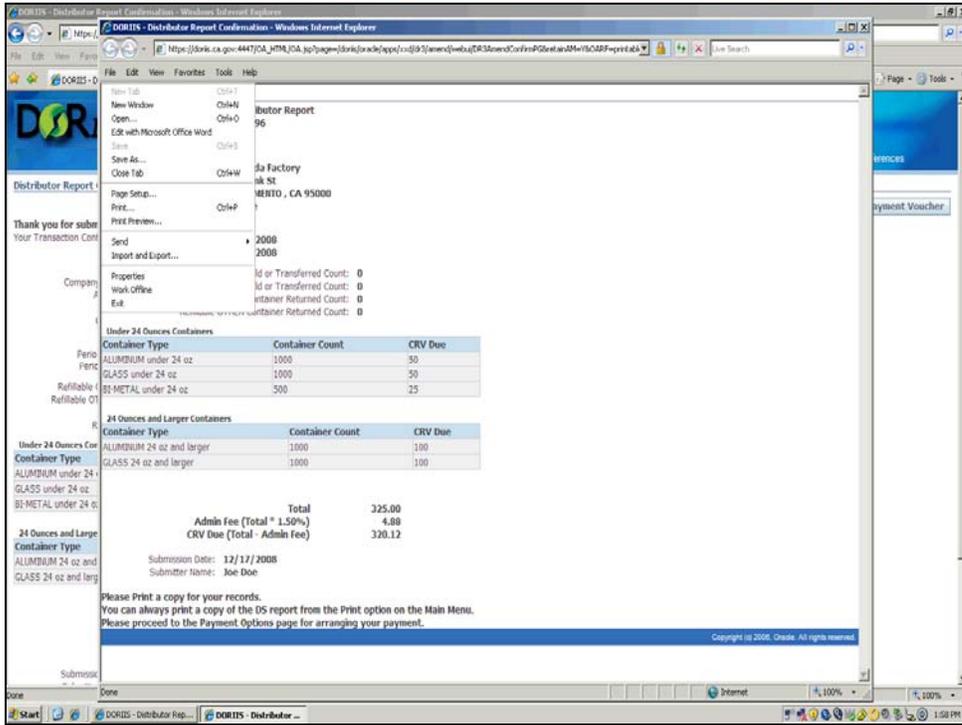
Step	Action
10.	<p>The Distributor Report Confirmation window will appear.</p> <p>Review the information.</p> <p>If the report information is not correct, click on the Edit Report button and repeat the previous steps.</p> <p>Click the Continue Submission button if the information is correct.</p> <p></p>



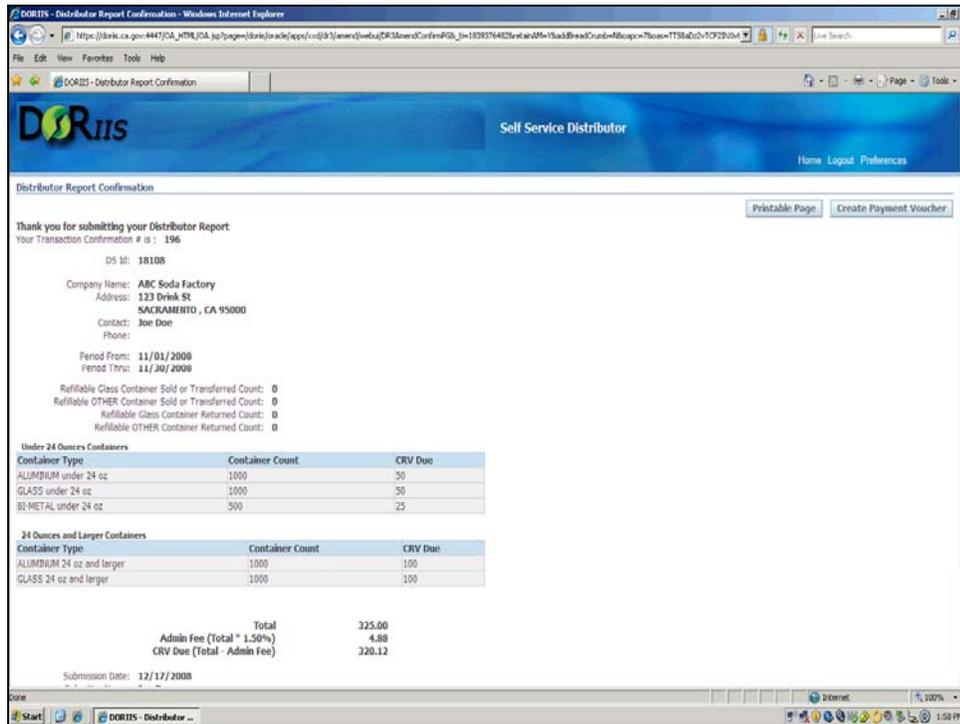
Step	Action
11.	<p>The Distributor Report Confirmation window will appear.</p> <p>Click the Printable Page button to print a report for your records.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Printable Page</div>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
12.	<p>The confirmation will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> <p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p><input type="button" value="Print..."/></p>

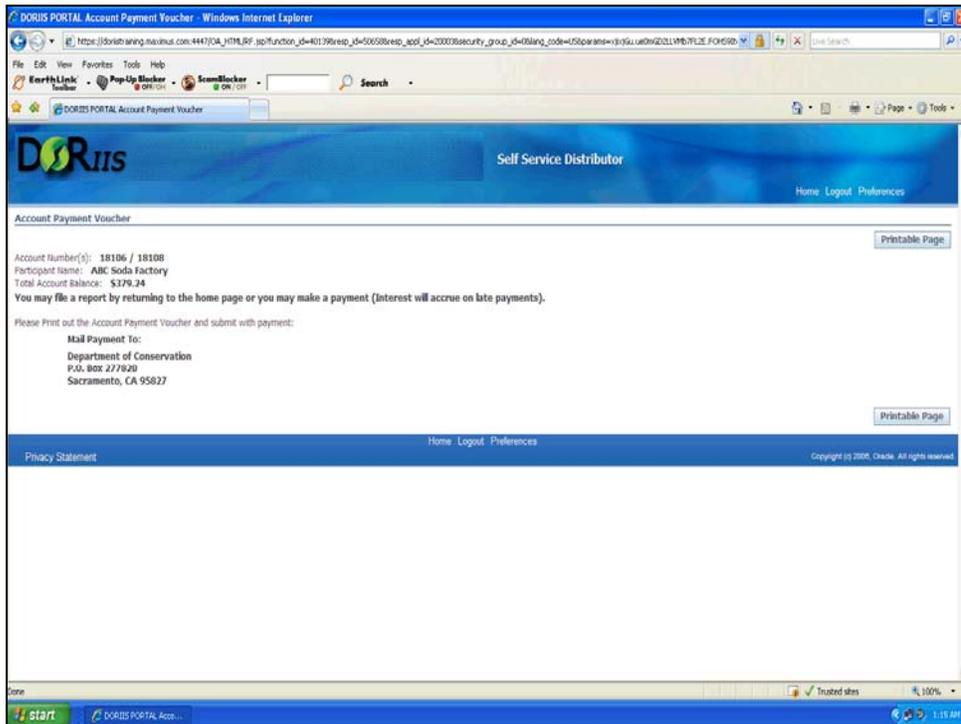


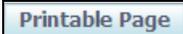
Step	Action
13.	Click on the Logout link to logout of the system or to create a Payment Voucher , click on the Create Payment Voucher button.

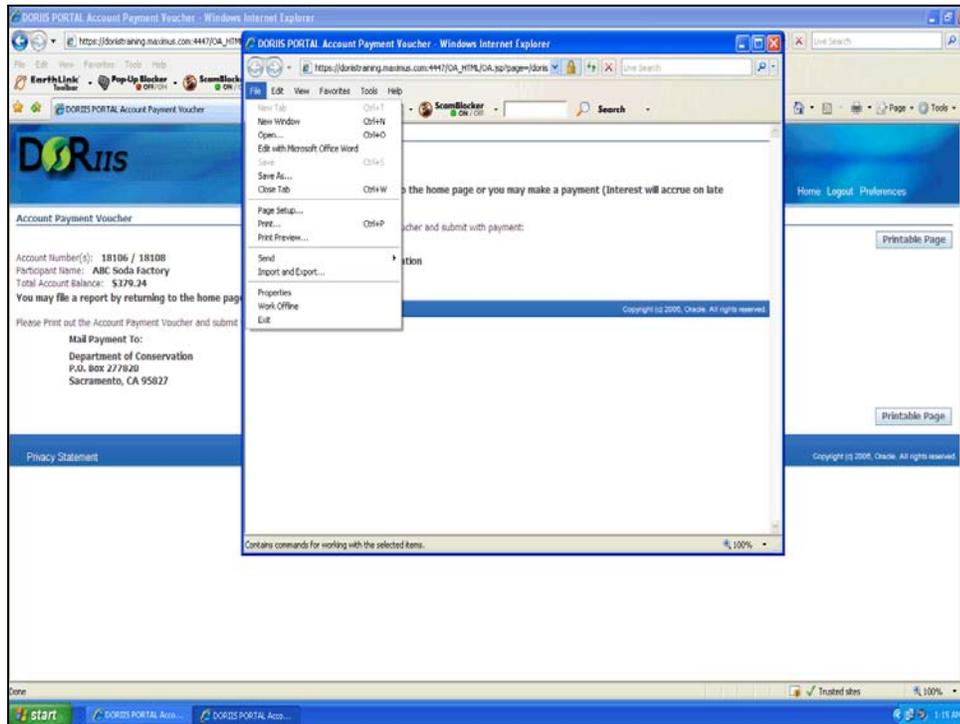
Create Payment Voucher

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



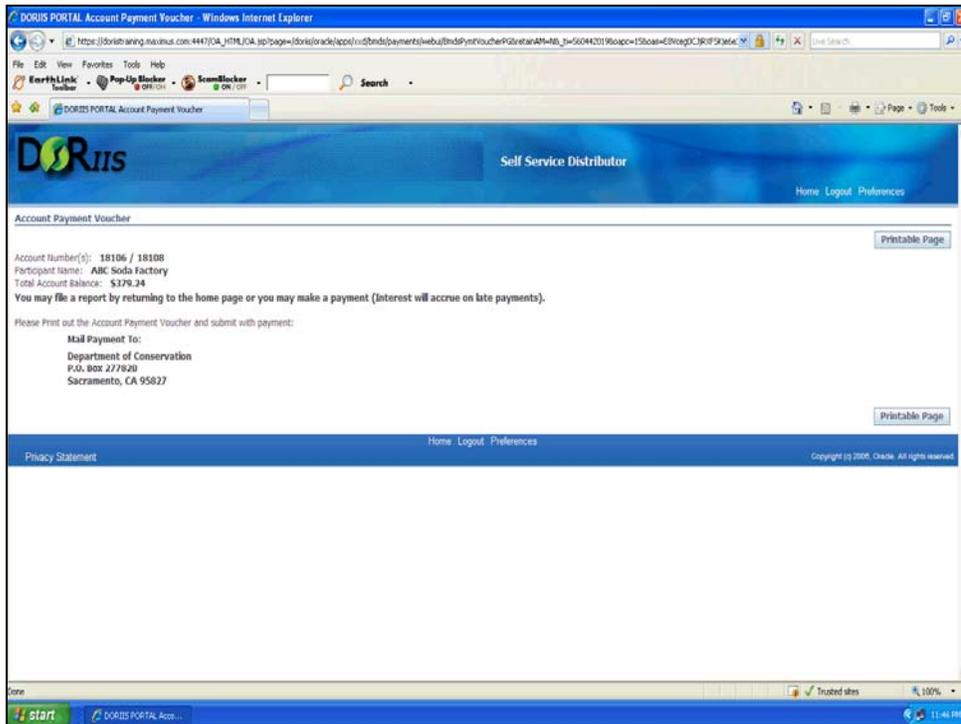
Step	Action
14.	<p>The Account Payment Voucher window will appear.</p> <p>To print the Account Payment Voucher, click on the Printable Page button.</p> <p></p>



Step	Action
15.	<p>The Account Payment Voucher will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> <p><input type="button" value="Print..."/></p>
16.	<p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p>Special Note: Payment Vouchers can also be printed from the Home page by navigating to: <i>Print Payment Voucher</i> under the <i>Self Service Distributor</i> responsibility.</p> <p><input type="button" value="X"/></p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports

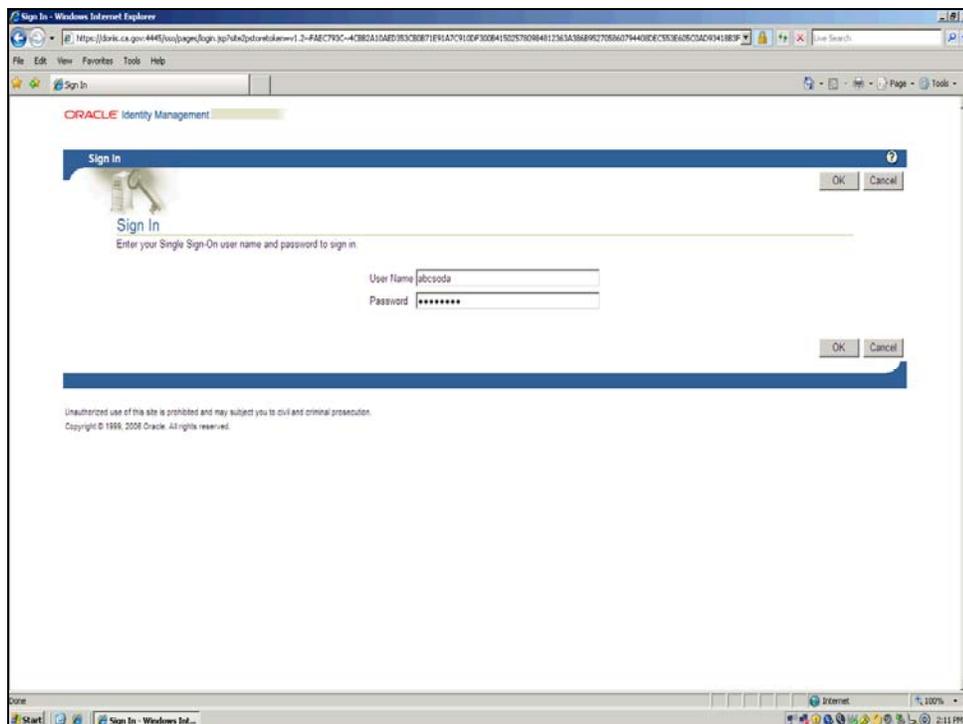


Step	Action
17.	Click the Logout link to logout of the system. Logout
18.	End of Procedure.

Objective 2B: Amending Reports: Correcting Nothing to Report to Reporting (Distributor)

Objective 2B: Amending Reports: Correcting Nothing to Report to Reporting (Distributor)

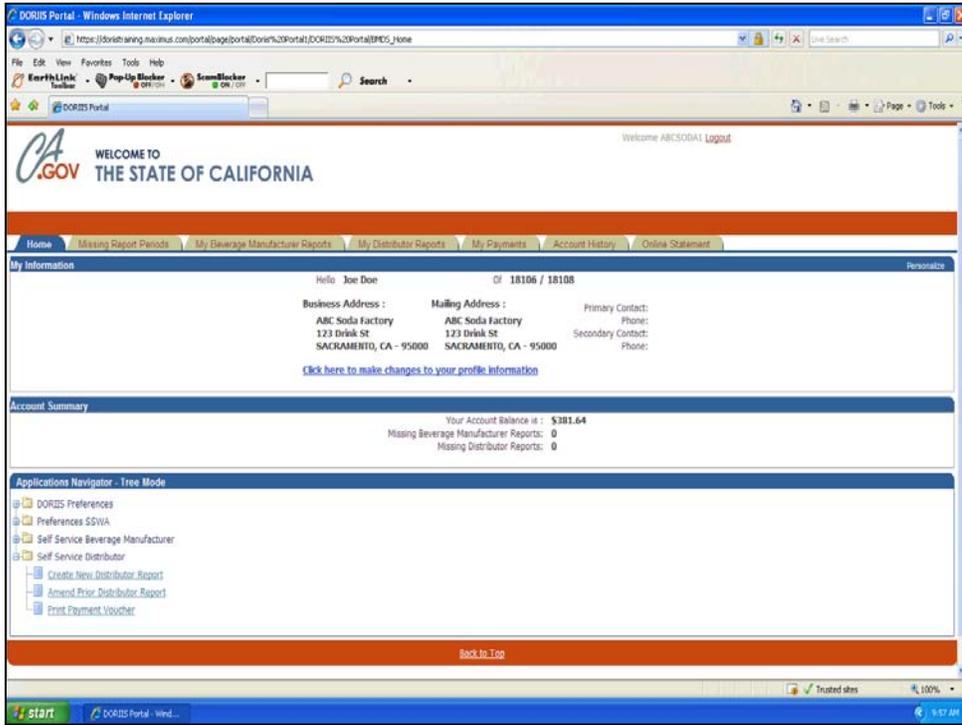
Procedure



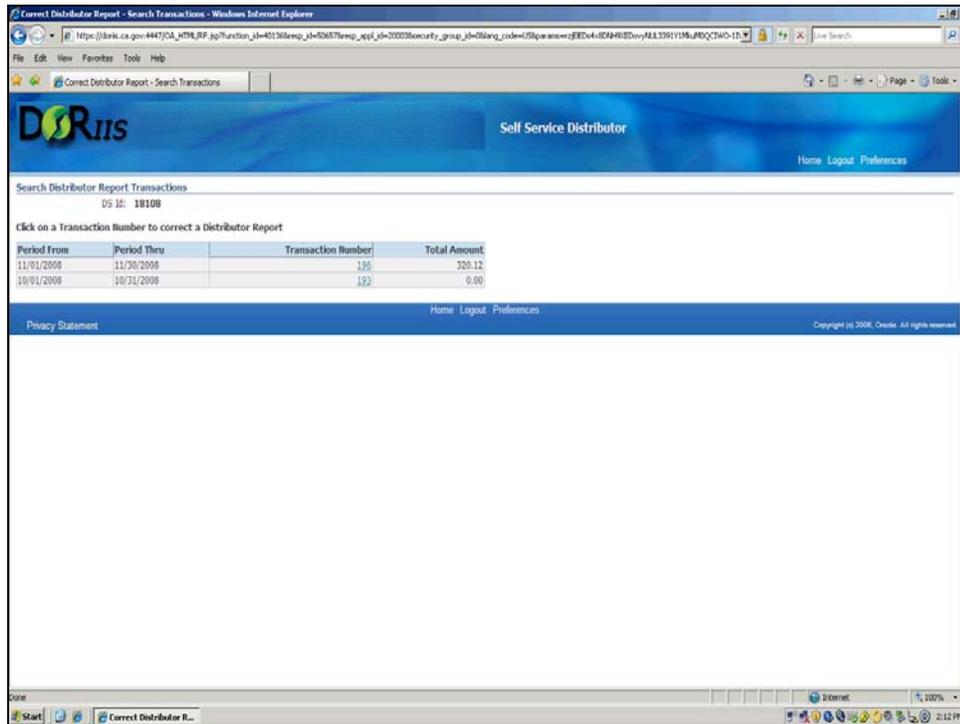
Step	Action
1.	Enter User Name and Password . Click the OK button. 

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
2.	<p>Select your Self Service Distributor responsibility.</p> <p>Navigate to: Amend Prior Distributor Report</p> <p>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</p> <p>Amend Prior Distributor Report</p>



Step	Action
3.	<p>The Search Distributor Report Transactions window will appear.</p> <p>Select the transaction number you wish to amend in the Transaction Number column.</p> <p>Transaction Number</p>

The screenshot shows a web browser window with the URL: https://sriw.ca.gov/4447/DA_HTML/DA.jsp?page=5&link=6&app=0&037&name=6&bu=CR-S&nav=PGM7&source=20037&refNumber=758822&retas=MM=4&as=ac&crumb=AB_0=322798966&... The page title is "DORIIS Self Service Distributor".

At the top right, there are links for "Home", "Logout", and "Preferences". Below the header, there are "Submit" and "Cancel" buttons.

The main form area is titled "COMPLETED BY DS". It includes fields for "DS ID" (18108), "Reporting Year" (2008), "From First Day Of" (OCT), and "To Last Day Of" (OCT). There is a checkbox for "Nothing to Report".

Below this, there are fields for "Company Name" (ABC Soda Factory), "Address" (123 Drink St, SACRAMENTO, CA 95000), and "Contact" (Joe Doe). To the right, there are four input fields for container counts: "Refillable Glass Container Sold or Transferred Count", "Refillable OTHER Container Sold or Transferred Count", "Refillable Glass Container Returned Count", and "Refillable OTHER Container Returned Count".

The main section is titled "Under 24 Ounces Containers". It features a table with columns: "Container Type", "Container Count", "New Container Count (A)", "Net Difference Container Count", "Rate (B)", and "CRV (A):(B)". A dropdown menu for "Container Type" is open, showing a list of material types: 1 PETE under 24 oz, 2 HDPE under 24 oz, 3 PVC under 24 oz, 4 LDPE under 24 oz, 5 PP under 24 oz, 6 PS under 24 oz, 7 OTHER under 24 oz, ALUMINUM under 24 oz, BI-METAL under 24 oz, and GLASS under 24 oz.

At the bottom of the table, there are summary rows: "Total" (0.00), "Admin Fee" (0.00), and "CRV Due (Total - Admin fee)" (0.00). Below the table, there is a disclaimer: "Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge." There is a checkbox for "I Agree" and a "Submission Date" field (12/17/2008).

Step	Action
5.	<p>Click on the Container Type dropdown button to select a material type from the list of values for containers under 24 ounces.</p> <p>Select a material type.</p> <p>Container Type</p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



DORIIS Distributor Report - Data Entry Screen - Windows Internet Explorer

https://doris.ca.gov/4447/DA_HTM_CA.jsp?page=1&ack=appjv0d097&sess=1&bu=DRIIS&PGM=1&source=20037&refNumber=255882&retasMM=4&asB=asC&sub=AB_1=32279896&...

DORIIS Self Service Distributor

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY DS

* DS ID: 18108 Reporting Year: 2008 From First Day Of: OCT To Last Day Of: OCT Nothing to Report

Company Name: ABC Soda Factory Refillable Glass Container Sold or Transferred Count: 0
 Address: 123 Drink St Refillable OTHER Container Sold or Transferred Count: 0
 SACRAMENTO, CA 95000 Refillable Glass Container Returned Count: 0
 Contact: Joe Doe Refillable OTHER Container Returned Count: 0
 Phone: _____

Under 24 Ounces Containers

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A):(B)
ALUMINUM under 24 oz					
<input type="button" value="Add Under 24 Oz Containers Row"/>					

24 Ounces and Larger Containers

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A):(B)
Choose Material Type					
<input type="button" value="Add 24 Oz and Larger Containers Row"/>					

Total 0.00
 Admin Fee 0.00
 CRV Due (Total - Admin fee) 0.00

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Submit Cancel

Step	Action
6.	<p>Enter the container count in the New Container Count (A) field.</p> <p>To add additional material types for containers under 24 ounces, click the Add Under 24 Oz Containers Rows button.</p> <p>Another row will appear.</p> <p>Repeat the steps for any additional materials types added.</p> <p>Repeat this procedure for any containers 24 ounces and larger by selecting the material type from the Container Type field under the 24 Ounces and Larger Containers header.</p>

The screenshot shows the 'DORIIS Self Service Distributor' web application. The page title is 'DORIIS Distributor Report - Data Entry Screen'. The header includes the DORIIS logo and navigation links for 'Home', 'Logout', and 'Preferences'. There are 'Submit' and 'Cancel' buttons in the top right.

The main form area is titled 'COMPLETED BY DS' and includes the following fields:

- DS ID: 18108
- Reporting Year: 2008
- From First Day Of: OCT
- To Last Day Of: OCT
- Nothing to Report:

Company Information:

- Company Name: ABC Soda Factory
- Address: 123 Drink St, SACRAMENTO, CA 95000
- Contact: Joe Doe
- Phone: [Empty]

Container Counts:

- Refillable Glass Container Sold or Transferred Count: 0
- Refillable OTHER Container Sold or Transferred Count: 0
- Refillable Glass Container Returned Count: 0
- Refillable OTHER Container Returned Count: 0

Under 24 Ounces Containers Table:

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A)x(B)
ALUMINUM under 24 oz		1000	1000	0.05	50

24 Ounces and Larger Containers Table:

Container Type	Container Count	New Container Count (A)	Net Difference Container Count	Rate (B)	CRV (A)x(B)
Choose Material Type					

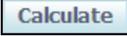
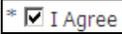
Summary:

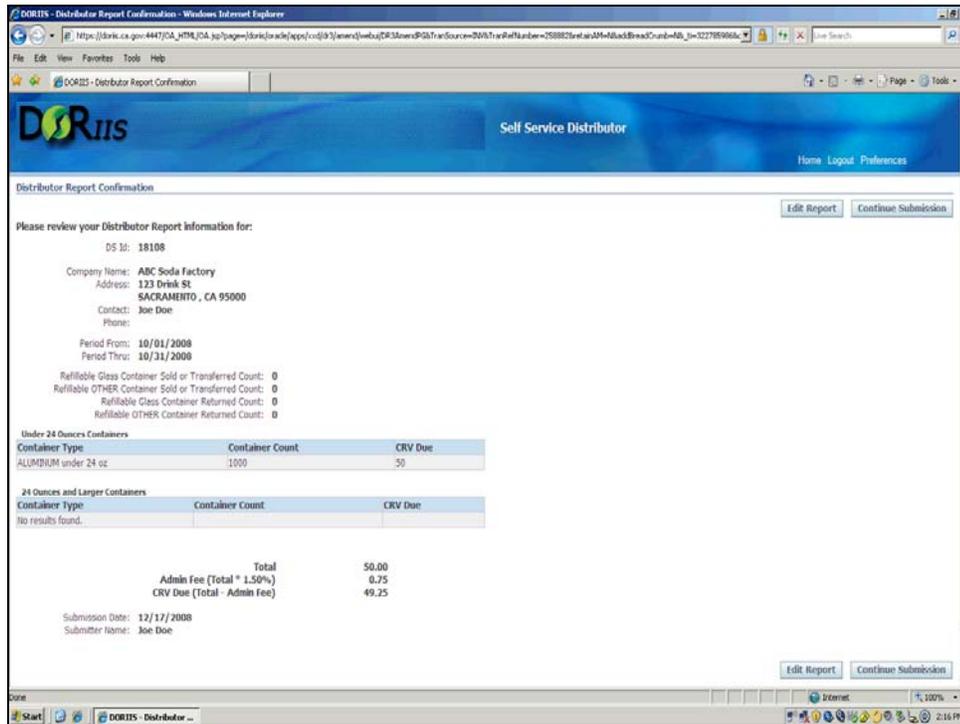
- Total: 50.00
- Admin Fee (Total * 1.50%): 0.75
- CRV Due (Total - Admin Fee): 49.25

Disclaimer: Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

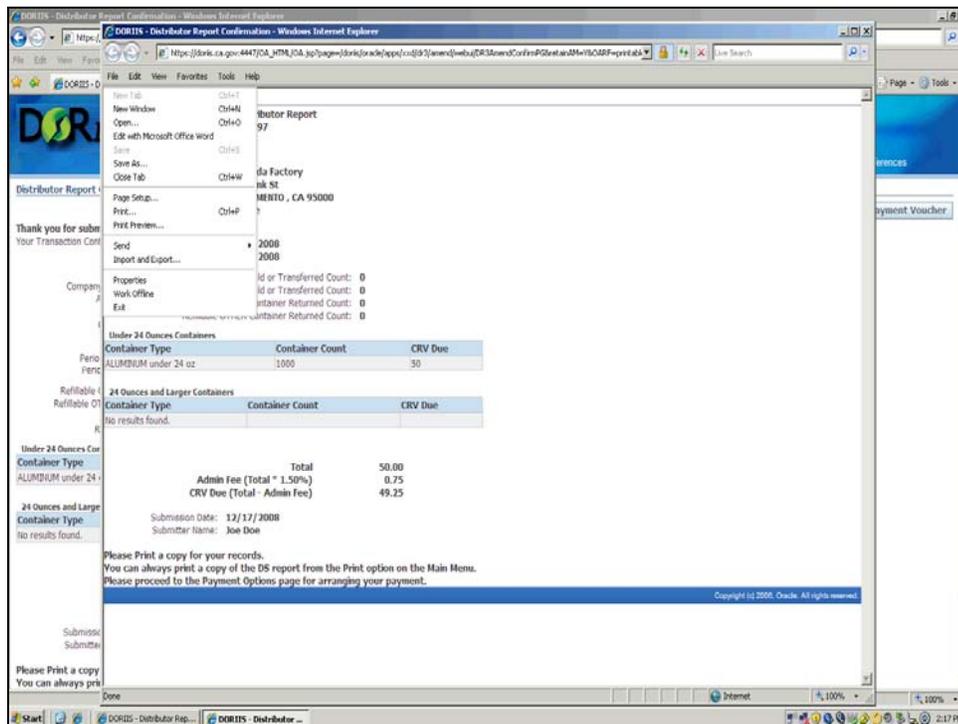
Agreement: I Agree

Submission Date: 12/17/2008

Step	Action
7.	Click the Calculate button to calculate the CRV. 
8.	Check the I Agree box to indicate you agree with the terms and conditions. Special Note: This is a required field. 



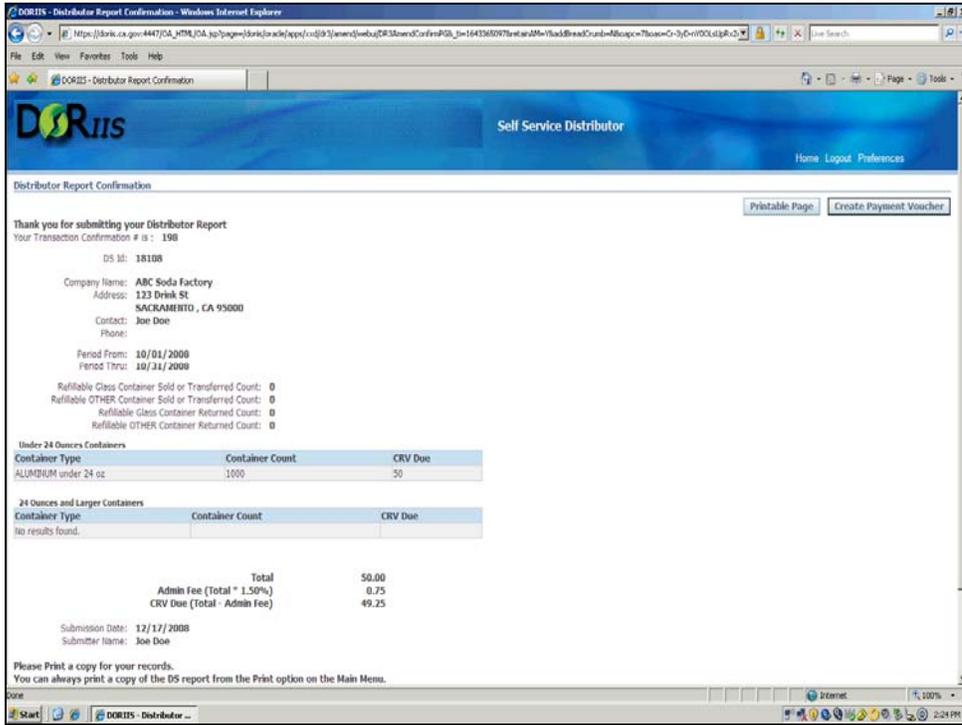
Step	Action
10.	<p>The Distributor Report Review window will appear.</p> <p>Review the information.</p> <p>If the information is not correct, click the Edit Report button and repeat the previous steps.</p> <p>Click the Continue Submission button if the information is correct.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Continue Submission</div>



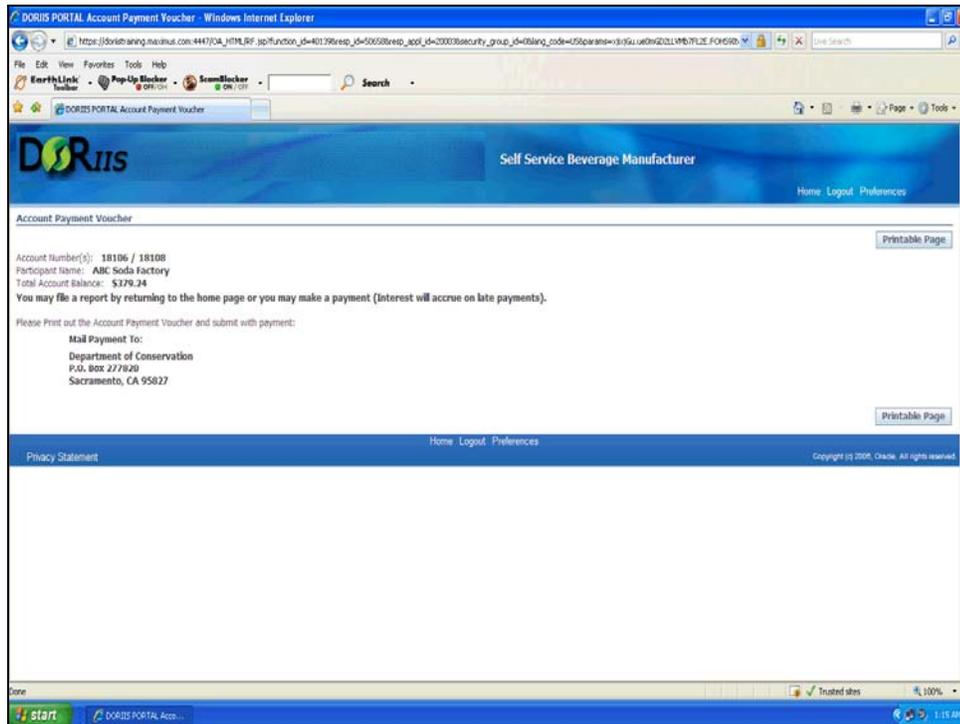
Step	Action
12.	<p>The confirmation will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> <p>When printing is complete, click on the X button in the top right corner of the active window.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Print...</div>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



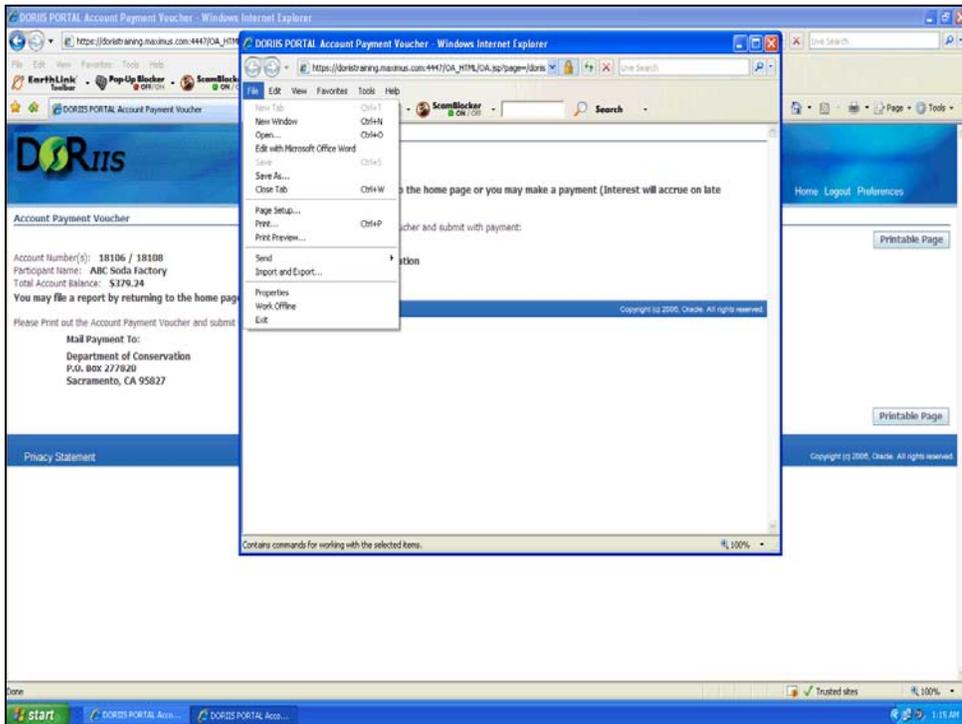
Step	Action
13.	Click on the Logout link to logout of the system or to create a Payment Voucher , click on the Create Payment Voucher button. 



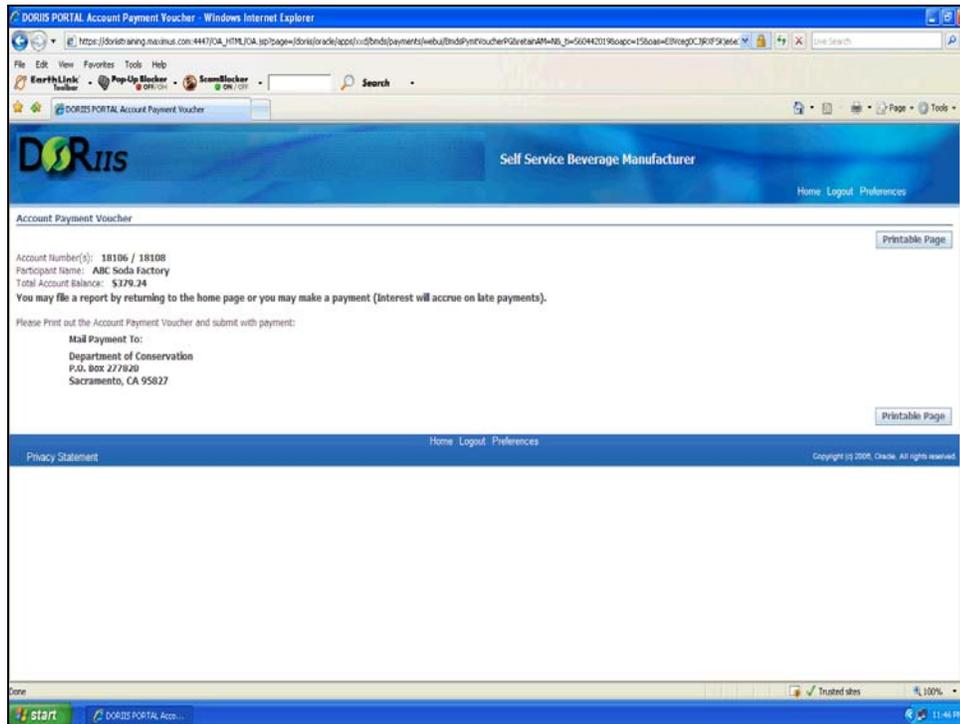
Step	Action
14.	<p>The Account Payment Voucher window will appear.</p> <p>To print the Account Payment Voucher, click on the Printable Page button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Printable Page</div>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



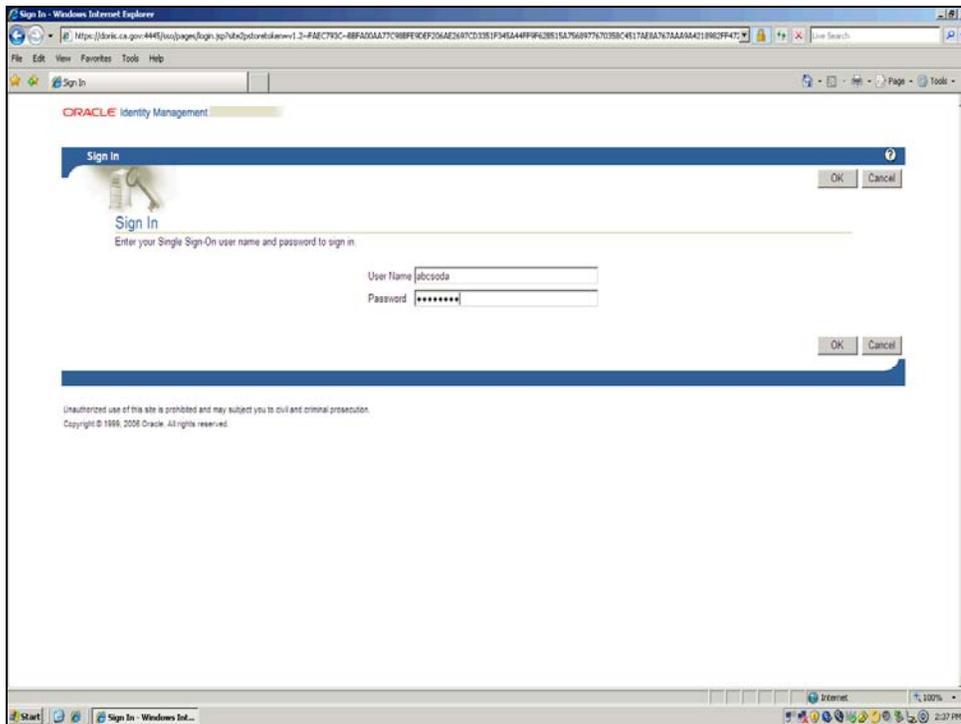
Step	Action
15.	<p>The Account Payment Voucher will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> 
16.	<p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p>Special Note: Payment Vouchers can also be printed from the Home page by navigating to: <i>Print Payment Voucher</i> under the <i>Self Service Distributor</i> responsibility.</p> 



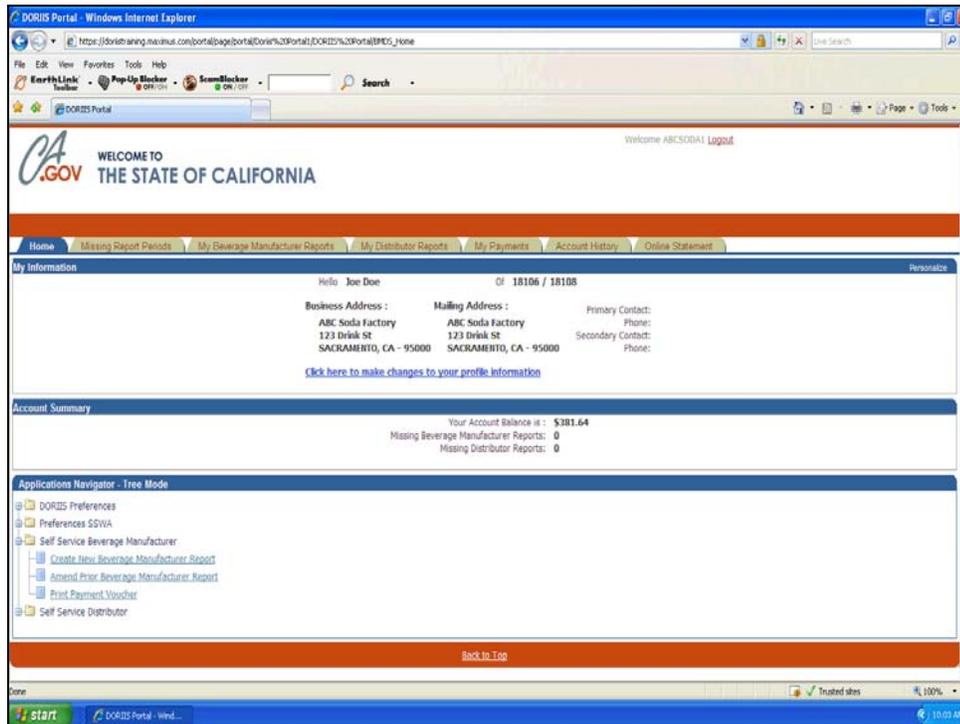
Step	Action
17.	Click the Logout link to logout of the system. Logout
18.	End of Procedure.

Objective 3A: Reporting: Monthly and Annual Manufacturer Reporting and Payment of Processing Fees

Procedure



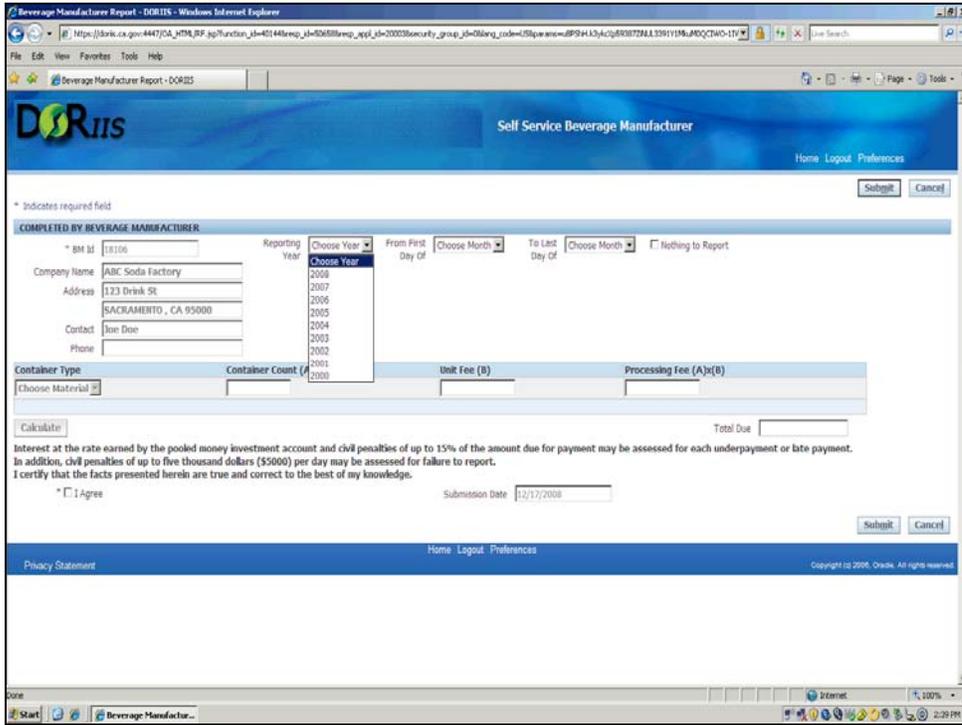
Step	Action
1.	Enter User Name and Password . Click the OK button. 



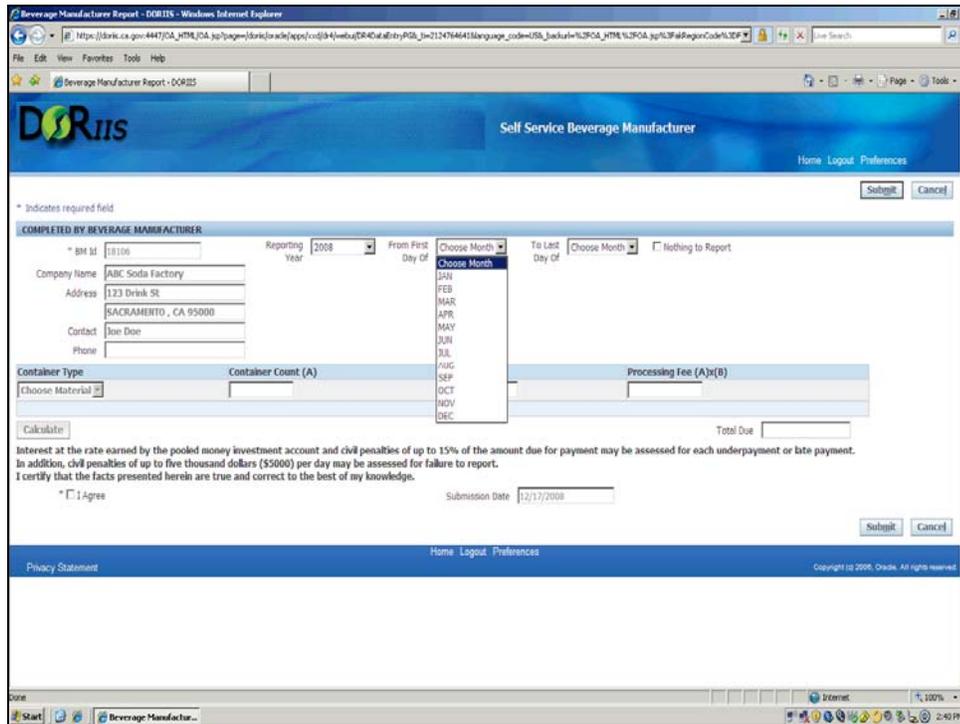
Step	Action
2.	<p>Select your Self Service Beverage Manufacturer responsibility.</p> <p>Navigate to: Create New Beverage Manufacturer Report</p> <p>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</p> <p></p>

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Using the DORIS Portal: Self Service Distributor and Beverage Manufacturer Reports



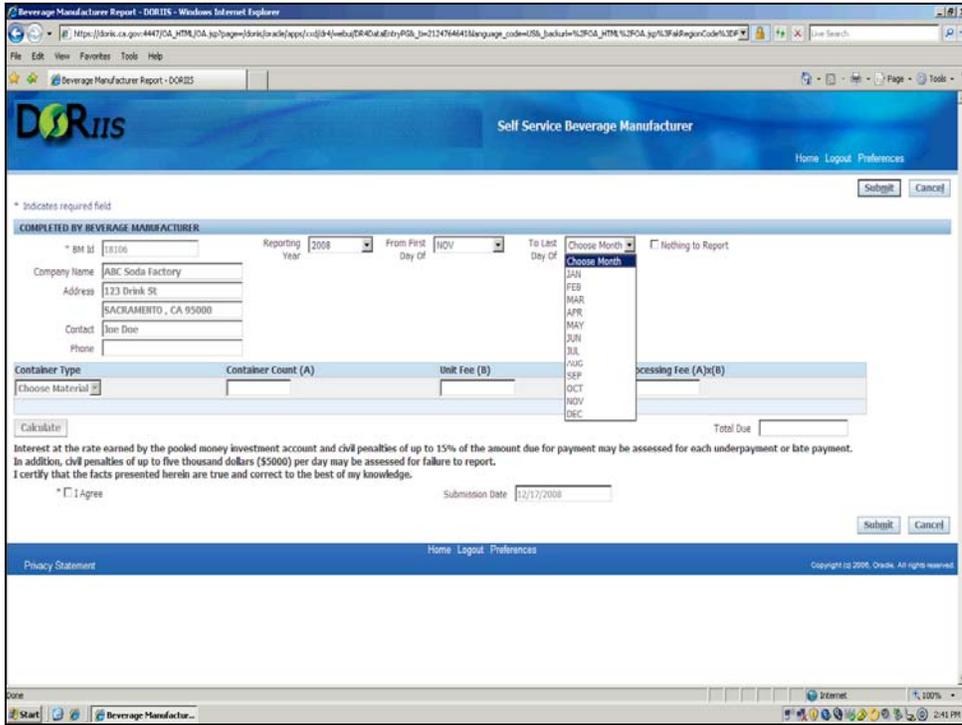
Step	Action
3.	<p>The Self Service Beverage Manufacturer window will appear.</p> <p>Click on the Reporting Year dropdown button to select from a list of values.</p> <p>Select the reporting year.</p> <div data-bbox="370 1318 488 1373" style="border: 1px solid black; padding: 2px; display: inline-block;">Reporting Year</div>



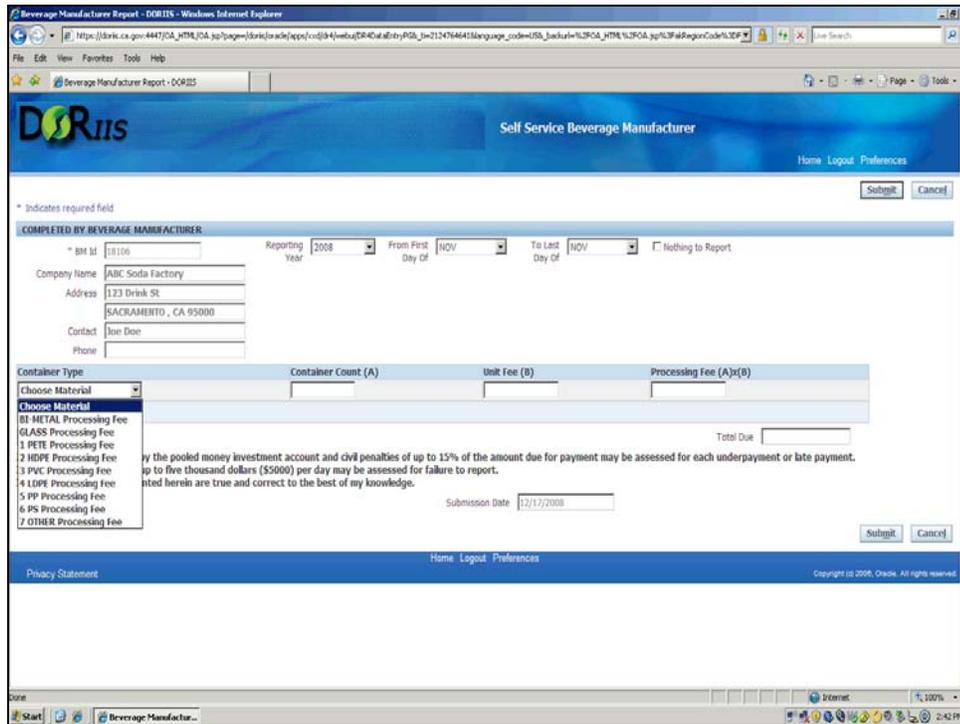
Step	Action
4.	<p>Click on the From First Day Of dropdown button to select from a list of values.</p> <p>Select the month.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <p style="margin: 0;">From First Day Of</p> </div>

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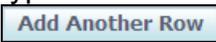
Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
5.	<p>Click on the To Last Day Of dropdown button to select from a list of values.</p> <p>Select the month.</p> <p>Special Note: The same month must be selected for both fields unless the account is approved for annual reporting.</p> <p>Only an account approved for annual reporting can be submitted for more than one month at a time (up to 12 months within the same calendar year).</p> <div data-bbox="370 1503 467 1560" style="border: 1px solid black; padding: 2px; display: inline-block;"> To Last Day Of </div>



Step	Action
6.	<p>Click in the Refillable Glass Container Sold or Transferred Count field.</p> <p>Enter refillable container information.</p> <p>Enter refillable information for remaining three fields for refillable containers sold or transferred and refillable containers returned.</p> <p>Special Note: If your company did not sell or transfer any refillables, or have refillable containers returned during the reporting month, enter zero for these items.</p>
7.	<p>Click on the Container Type dropdown button to select the material type from a list of values.</p> <p>Select the material type.</p> <p>Container Type</p>

Step	Action
9.	Click the Add Another Row button to report additional material types. 

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports

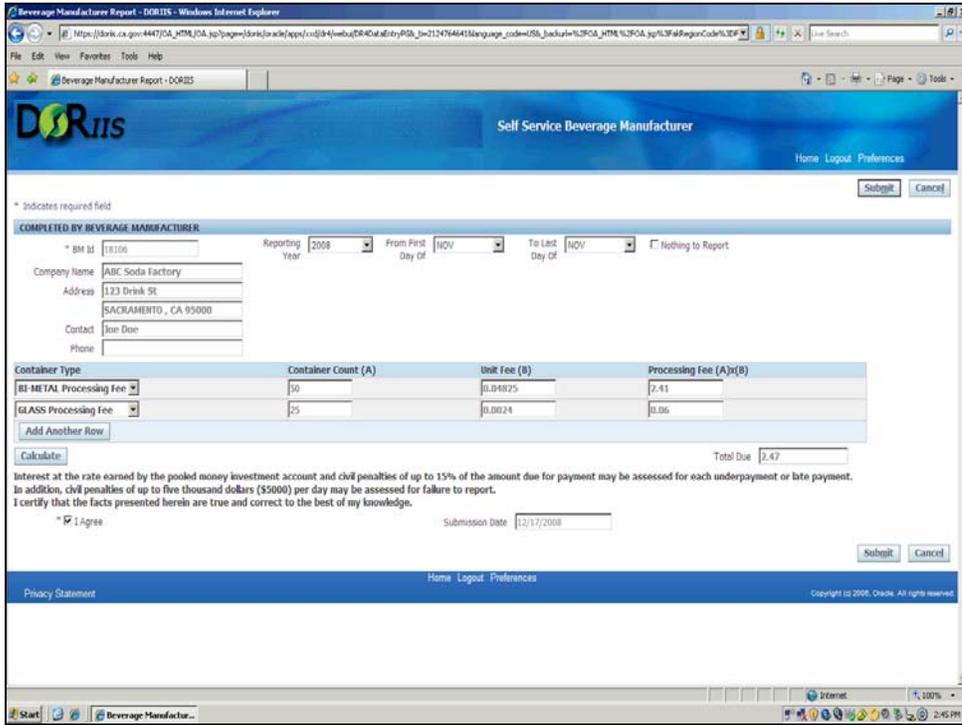


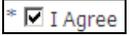
Step	Action
10.	<p>A new row will appear.</p> <p>Click on the Container Type dropdown button to select the material type from a list of values.</p> <p>Special Note: Select a material type that is different from the previous ones selected.</p> <p>Container Type</p>

Step	Action
11.	<p>Click in the Container Count (A) field.</p> <p>Enter the container count for the selected material type.</p> <p>Special Note: Repeat this process as necessary for all material types being reported.</p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
12.	Click the Calculate button to calculate the Processing Fee. 
13.	Check the I Agree box to indicate you agree with the terms and conditions. Special Note: This is a required field. 

COMPLETED BY BEVERAGE MANUFACTURER

BM ID: 18106 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone: _____

Container Type	Container Count (A)	Unit Fee (B)	Processing Fee (A)x(B)
BI-METAL Processing Fee	50	0.04825	2.41
GLASS Processing Fee	25	0.0024	0.06

Calculate Total Due: 2.47

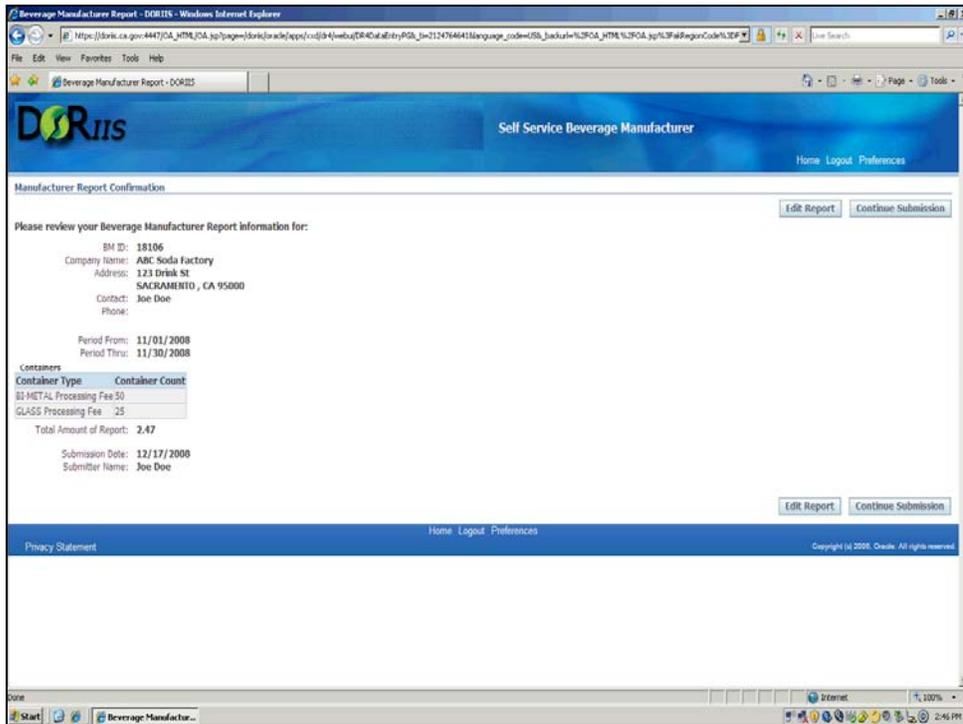
I Agree Submission Date: 12/17/2008

Submit Cancel

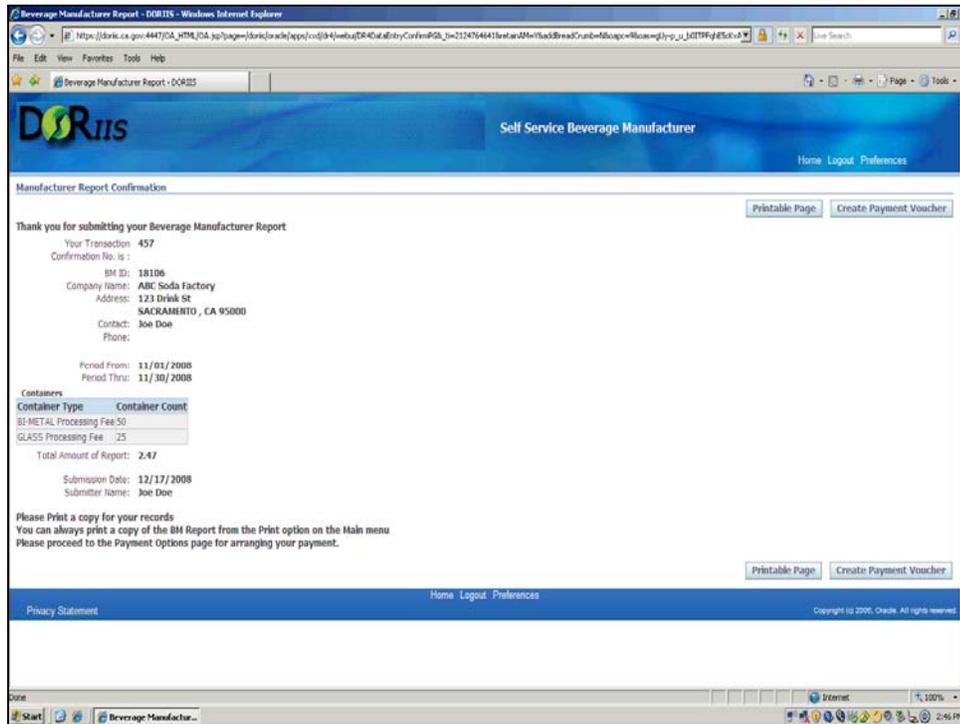
Step	Action
14.	Click the Submit button to submit the report. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Submit</div>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



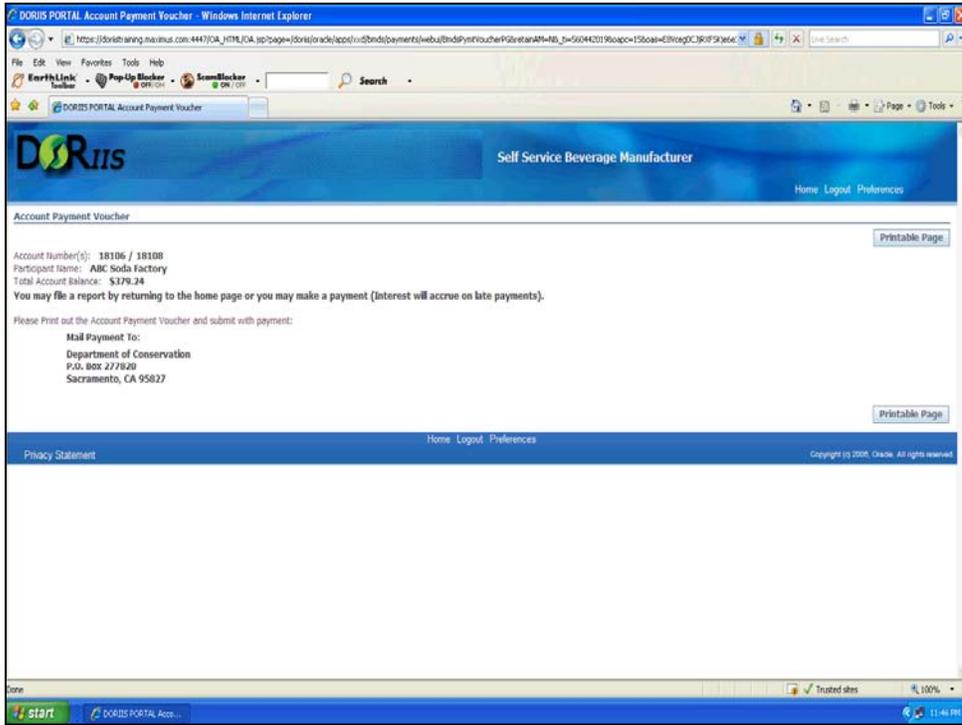
Step	Action
15.	<p>The Manufacturer Report Confirmation window will appear.</p> <p>Review the information.</p> <p>If the report is not correct, click on the Edit Report button and repeat the previous steps.</p> <p>Click the Continue Submission button.</p> <p></p>



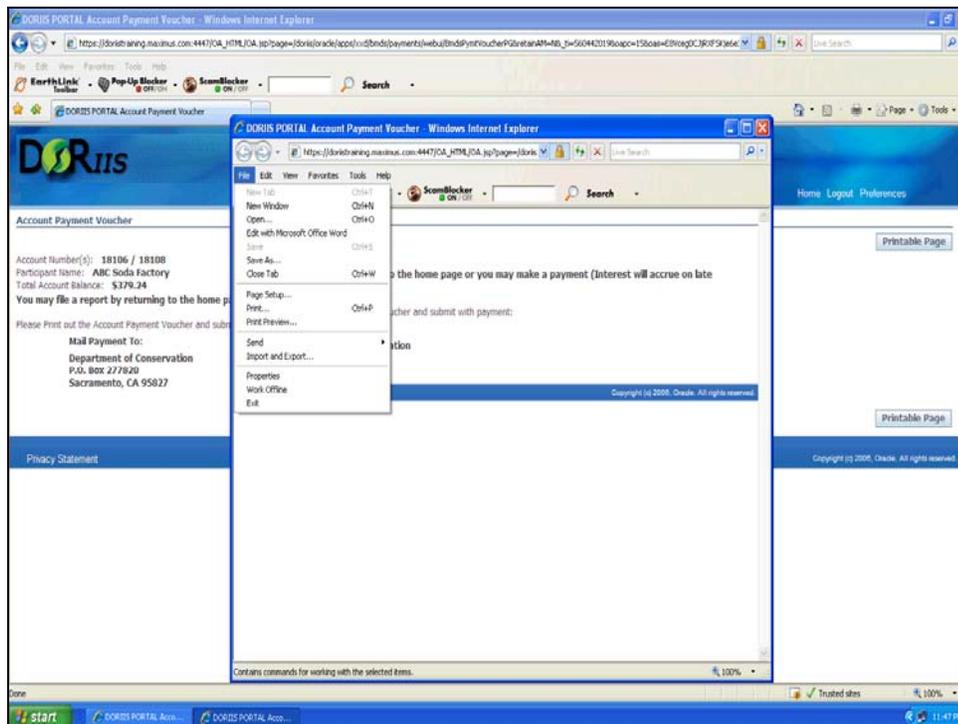
Step	Action
16.	<p>The Manufacturer Report Confirmation window will appear.</p> <p>Click the Printable Page button to print the report for your records.</p> <p>Click on the Logout link to logout of the system or to create a Payment Voucher, click on the Create Payment Voucher button.</p> <p></p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



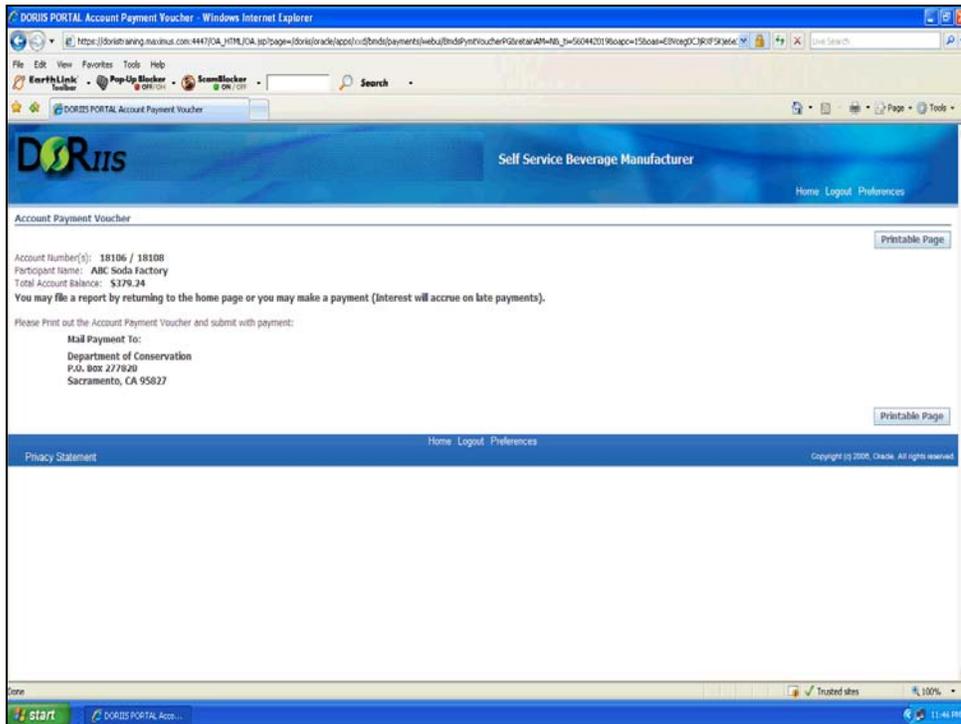
Step	Action
17.	<p>The Account Payment Voucher window will appear.</p> <p>To print the Account Payment Voucher, click on the Printable Page button.</p> 



Step	Action
18.	<p>The Account Payment Voucher will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> 
19.	<p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p>Special Note: Payment Vouchers can also be printed from the Home page by navigating to: <i>Print Payment Voucher</i> under the <i>Self Service Beverage Manufacturer</i> responsibility.</p> 

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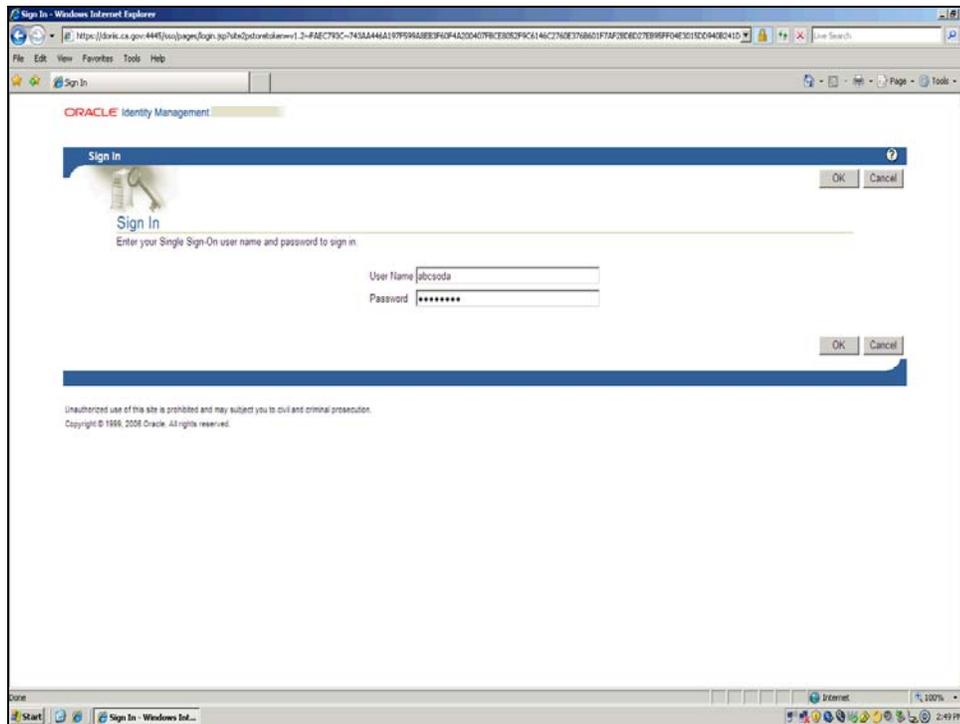
Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
20.	Click the Logout link to logout of the system. Logout
21.	End of Procedure.

Objective 3B: Reporting: Nothing to Report (Beverage Manufacturer)

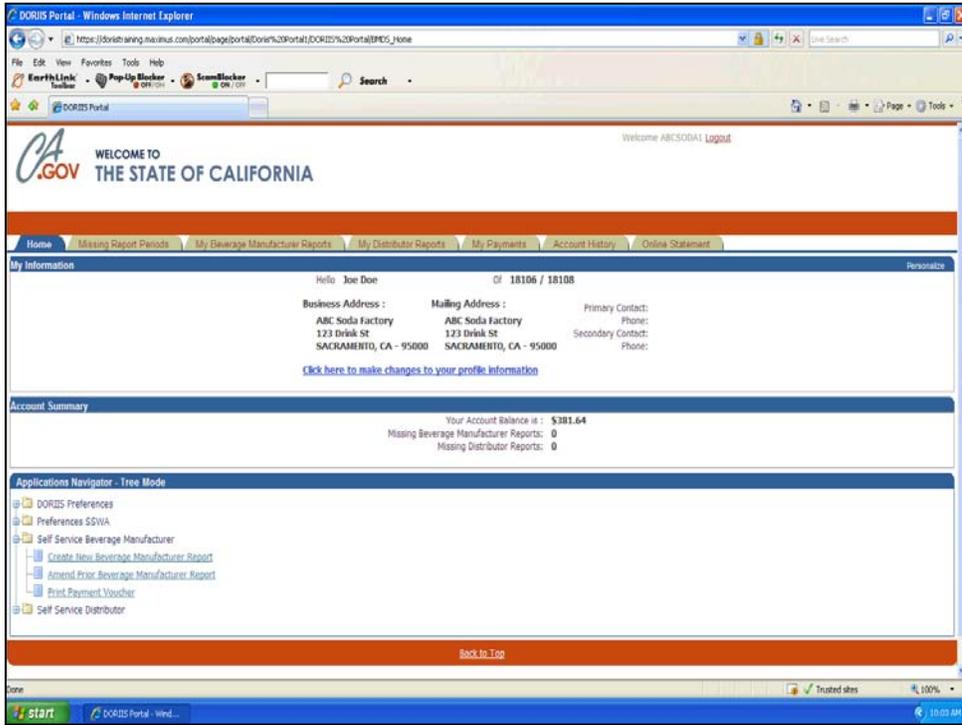
Procedure



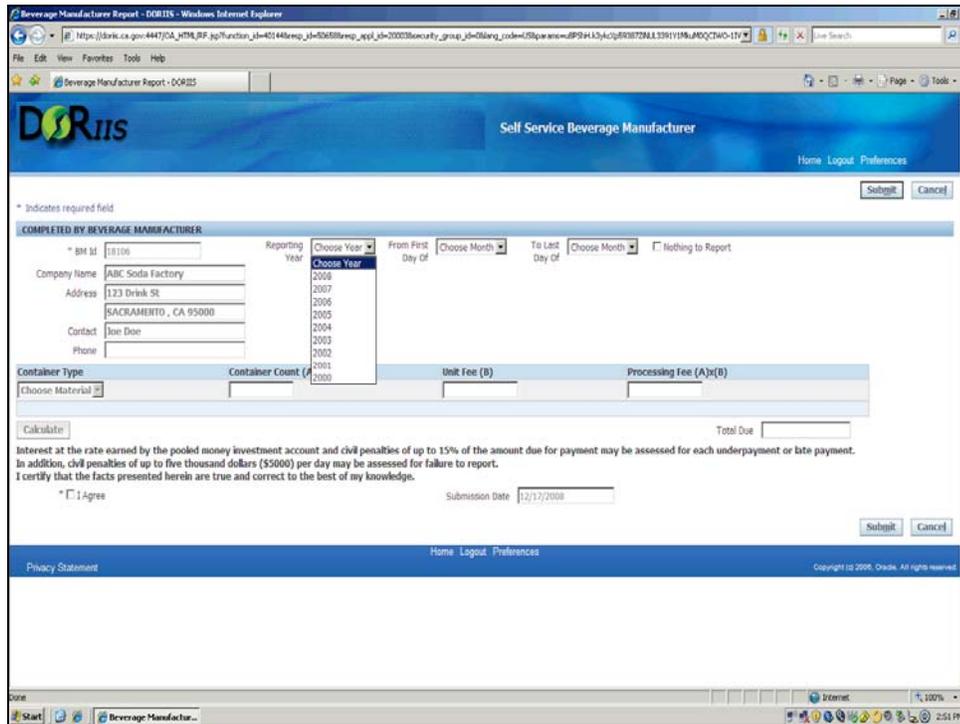
Step	Action
1.	Enter User Name and Password . Click the OK button. 

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



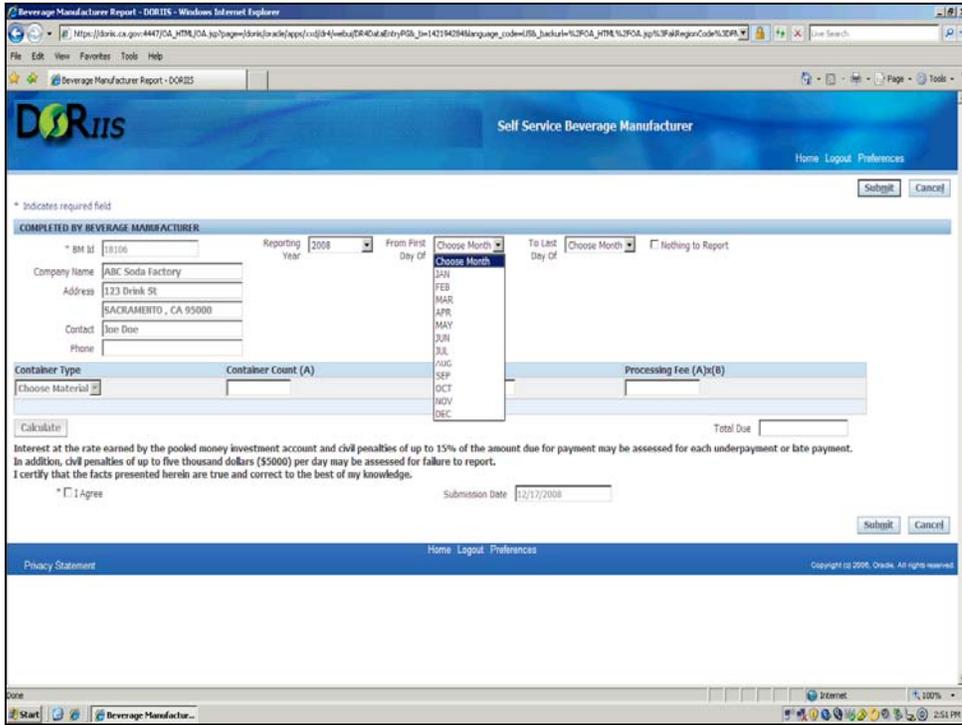
Step	Action
2.	<p>Select your Self Service Beverage Manufacturer responsibility.</p> <p>Navigate to: Create New Beverage Manufacturer Report</p> <p>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</p> <p>Create New Beverage Manufacturer Report</p>



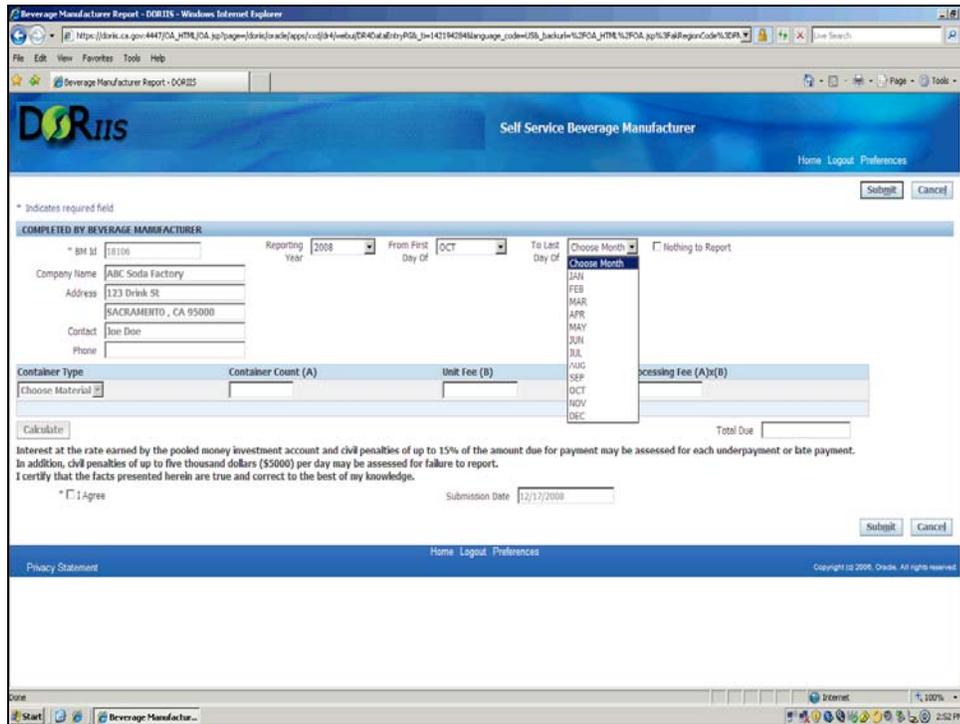
Step	Action
3.	<p>The Self Service Beverage Manufacturer window will appear.</p> <p>Click on the Reporting Year dropdown button to select from a list of values.</p> <p>Select the reporting year.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Reporting Year</div>

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Using the DORIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
4.	<p>Click on the From First Day Of dropdown button to select from a list of values.</p> <p>Select the month.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> From First Day Of </div>



Step	Action
5.	<p>Click on the To Last Day Of dropdown button to select from a list of values.</p> <p>Select the month.</p> <p>Special Note: The same month must be selected for both fields unless the account is approved for annual reporting.</p> <p>Only an account approved for annual reporting can be submitted for more than one month at a time (up to 12 months within the same calendar year).</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>To Last Day Of</p> </div>

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Using the DORIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
6.	Check the Nothing to Report box. <input checked="" type="checkbox"/> Nothing to Report
7.	Click in the Refillable Glass Container Sold or Transferred Count field. Enter refillable container information. Enter refillable information for remaining three fields for refillable containers sold or transferred and refillable containers returned. Special Note: If your company did not sell or transfer any refillables, or have refillable containers returned during the reporting month, enter zero for these items.

Step	Action
8.	<p>Check the I Agree box to indicate you agree with the terms and conditions.</p> <p>Special Note: This is a required field.</p> <p><input checked="" type="checkbox"/> I Agree</p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



COMPLETED BY BEVERAGE MANUFACTURER

* BML ID: 18106 Reporting Year: 2008 From First Day Of: OCT To Last Day Of: OCT Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone:

Container Type	Container Count (A)	Unit Fee (B)	Processing Fee (A)x(B)
Choose Material			

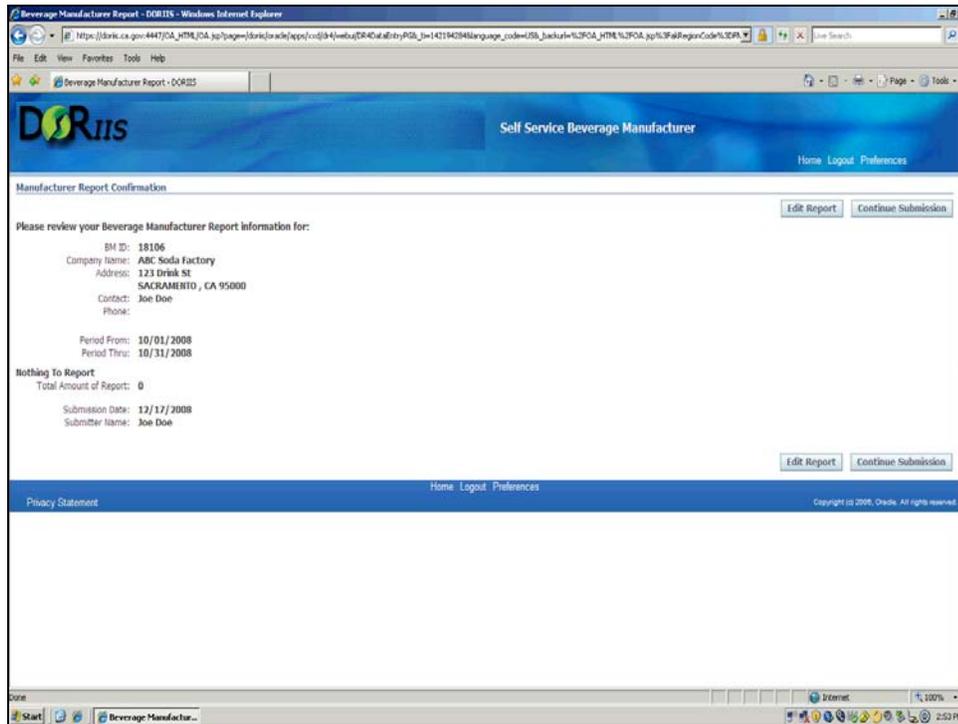
Calculate Total Due: 0

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Submit Cancel

Step	Action
9.	Click the Submit button to submit the report. 



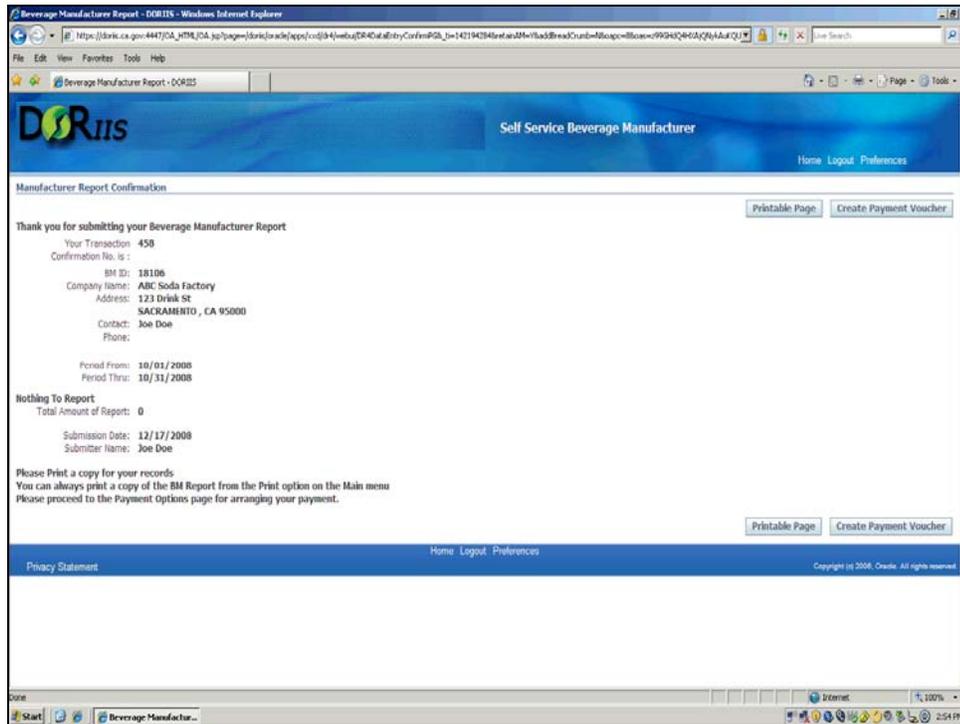
Step	Action
10.	<p>The Manufacturer Report Confirmation window will appear.</p> <p>Review the information.</p> <p>If the report is not correct, click the Edit Report button and repeat the previous steps.</p> <p>Click the Continue Submission button.</p> <div data-bbox="467 1394 711 1430" style="border: 1px solid black; padding: 2px; display: inline-block;">Continue Submission</div>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



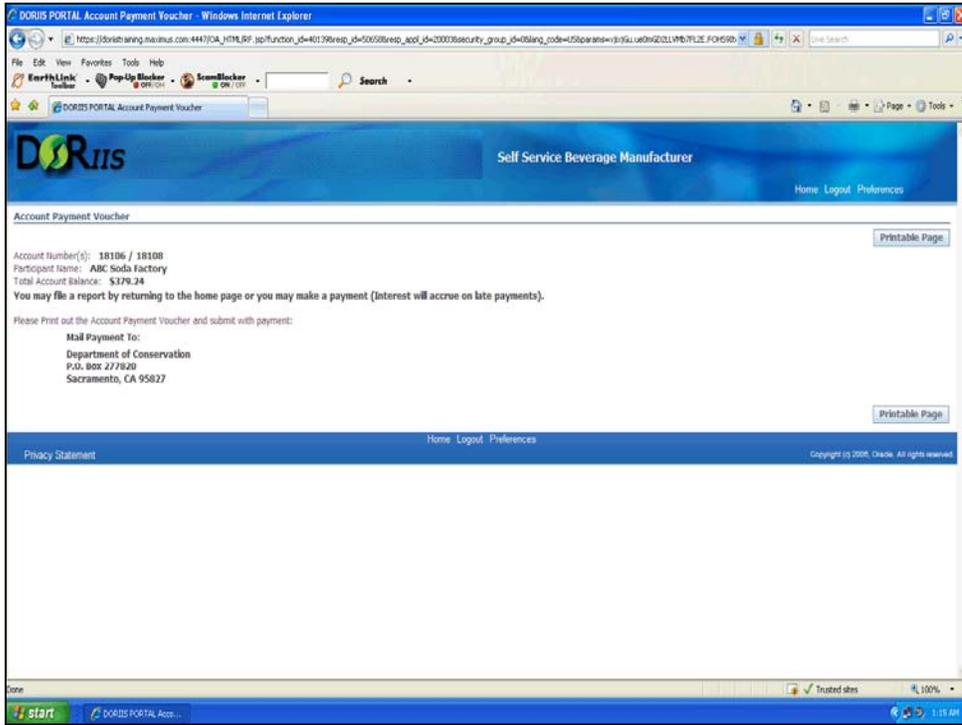
Step	Action
11.	<p>The Manufacturer Report Confirmation window will appear.</p> <p>Click the Printable Page button to print a report for your records.</p> <p>The confirmation will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> <p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p></p>



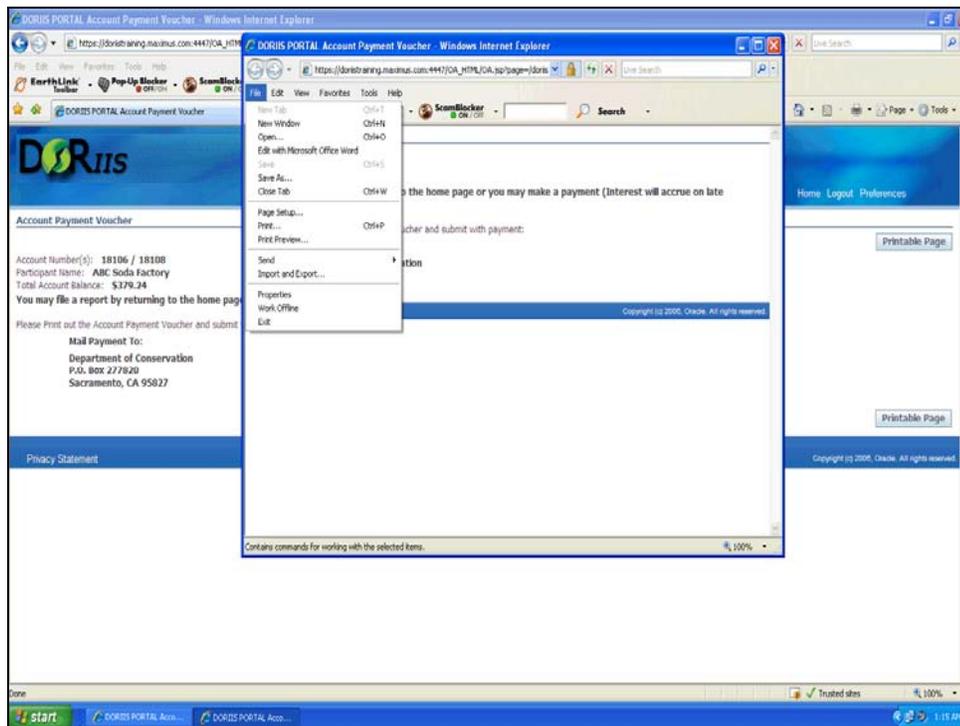
Step	Action
12.	Click on the Logout link to logout of the system or to create a Payment Voucher , click on the Create Payment Voucher button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> Create Payment Voucher </div>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



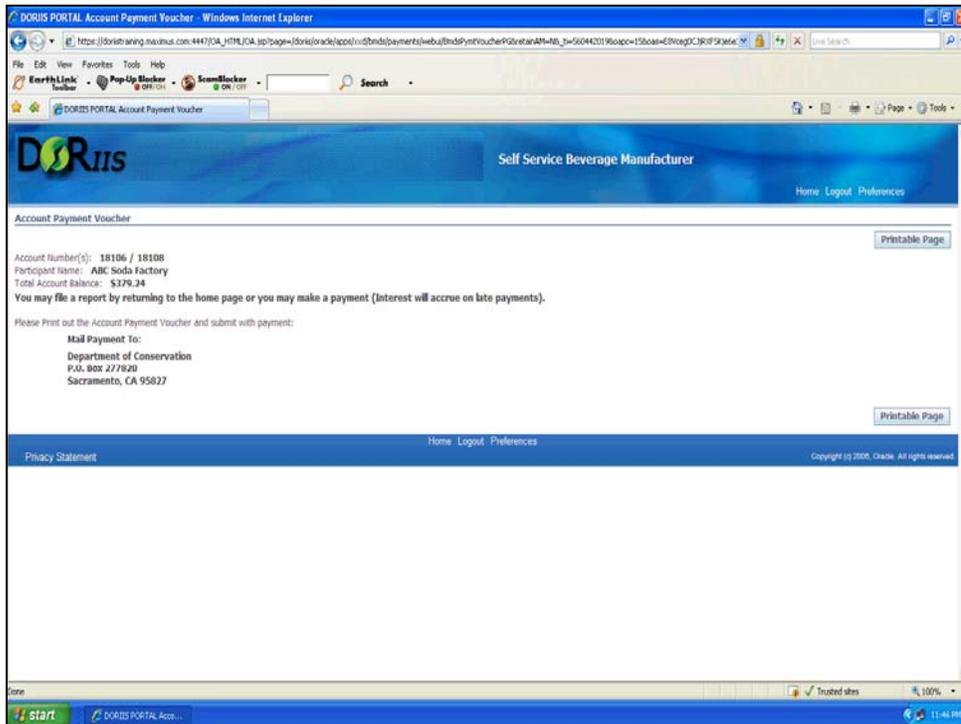
Step	Action
13.	<p>The Account Payment Voucher window will appear.</p> <p>To print the Account Payment Voucher, click on the Printable Page button.</p> <div data-bbox="370 1249 553 1285" style="border: 1px solid black; padding: 2px; display: inline-block;">Printable Page</div>



Step	Action
14.	<p>The Account Payment Voucher will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> 
15.	<p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p>Special Note: Payment Vouchers can also be printed from the Home page by navigating to: <i>Print Payment Voucher</i> under the <i>Self Service Beverage Manufacturer</i> responsibility.</p> 

User Manual

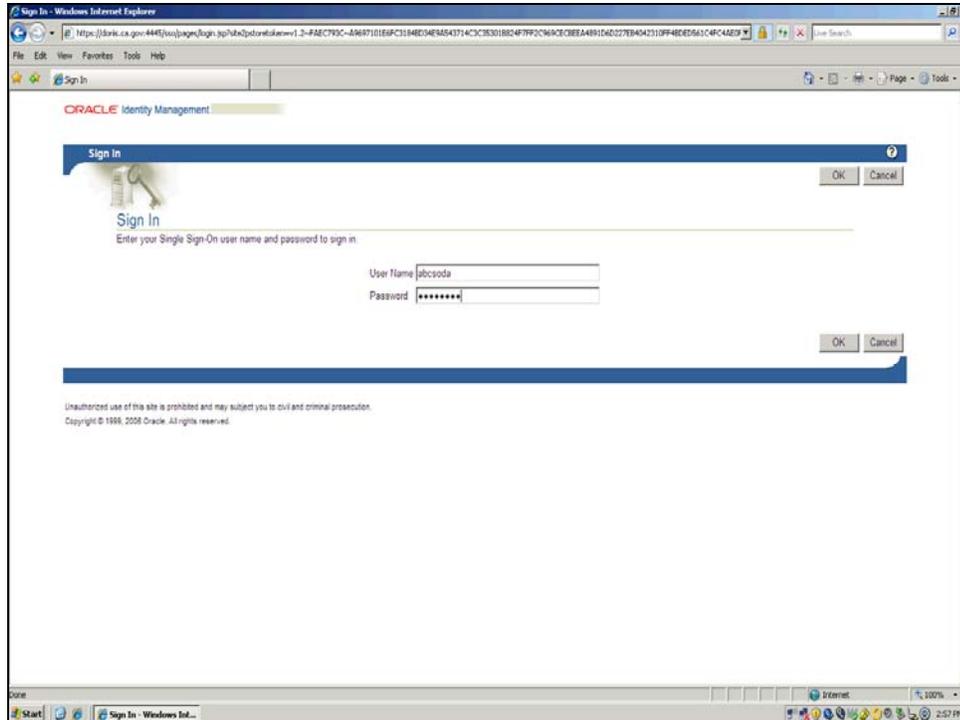
Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
16.	Click the Logout link to logout of the system. Logout
17.	End of Procedure.

Objective 4A: Amending Reports: Beverage Manufacturer Report

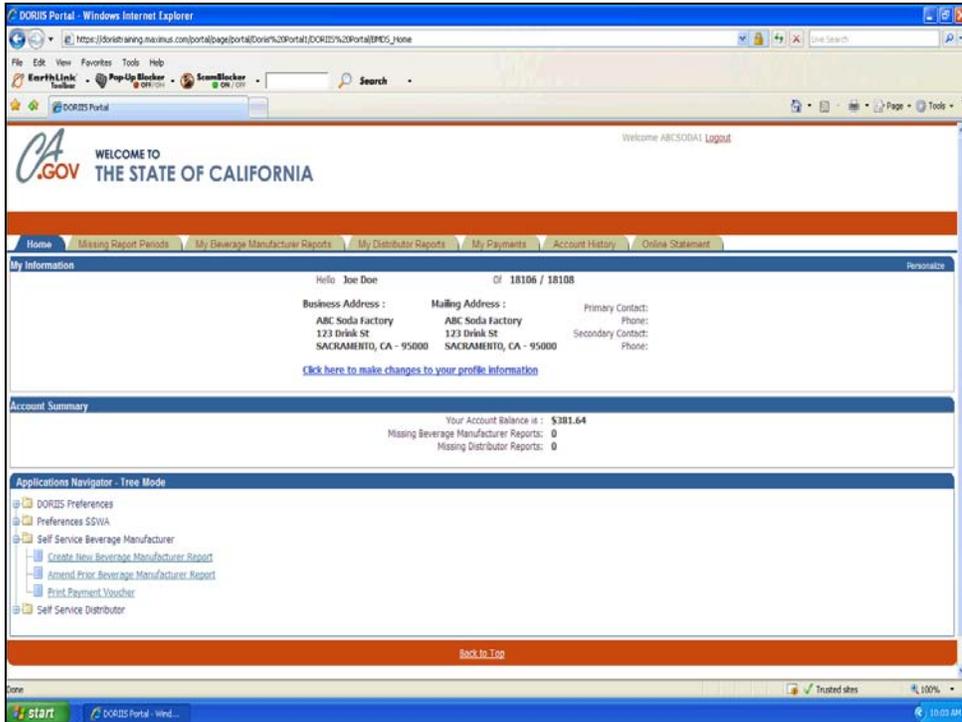
Procedure



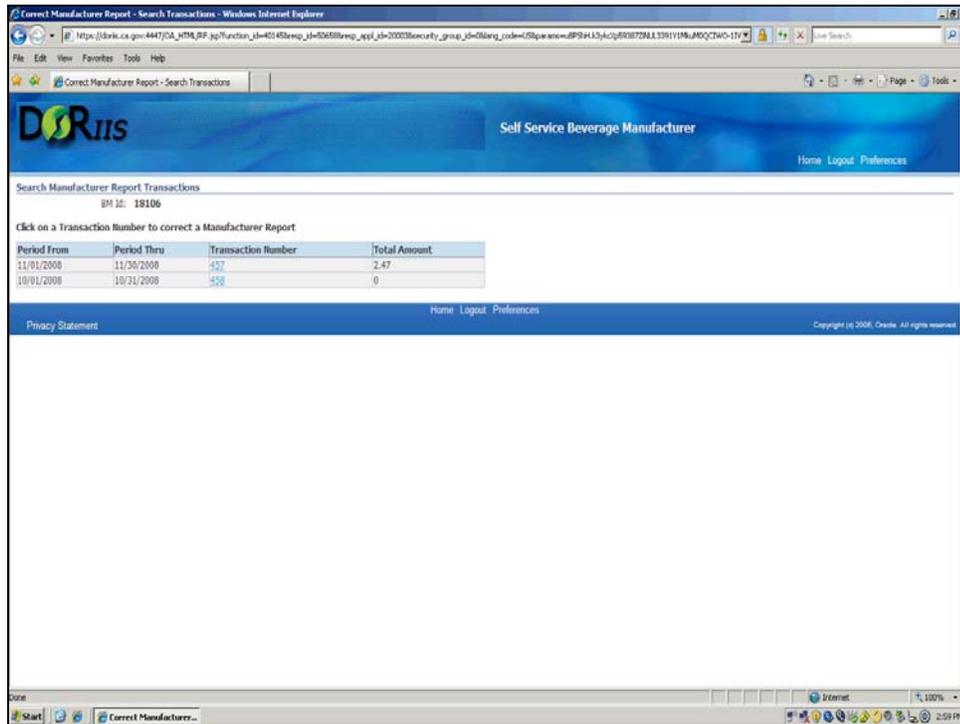
Step	Action
1.	Enter User Name and Password . Click the OK button. <div style="text-align: center; border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">OK</div>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
2.	<p>Select your Self Service Beverage Manufacturer responsibility.</p> <p>Navigate to: Amend Prior Beverage Manufacturer Report</p> <p>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</p> <p> Amend Prior Beverage Manufacturer Report</p>



Step	Action
3.	<p>The Search Manufacturer Report Transactions window will appear.</p> <p>Select the transaction number you wish to amend from the Transaction Number column.</p> <p>Transaction Number</p>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Manufacturer Report Amendment - Windows Internet Explorer

https://doris.ca.gov:4447/DORIS_HTM/CA.jsp?page=|doris|trade|app|v0|3-4|event|webuy|DR44newPDM|and|source=2003|trf|number=25987|totalas|MM=4|bas|bas|scub=4|b|_to=20758|220|_w

Manufacturer Report Amendment

DORIIS Self Service Beverage Manufacturer Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY BEVERAGE MANUFACTURER

BM Id: 18106 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory
Address: 123 Drink St
SACRAMENTO, CA 95000
Contact: Joe Doe
Phone:

Container Type	Original Container Count	Container Count (A)	Net Difference	Unit Fee (B)	Processing Fee (A)x(B)
BI METAL Processing Fee	50	50	0	0.04025	2.01
GLASS Processing Fee	25	25	0	0.0024	0.06

Add Another Row

Calculate Total Due: 2.47

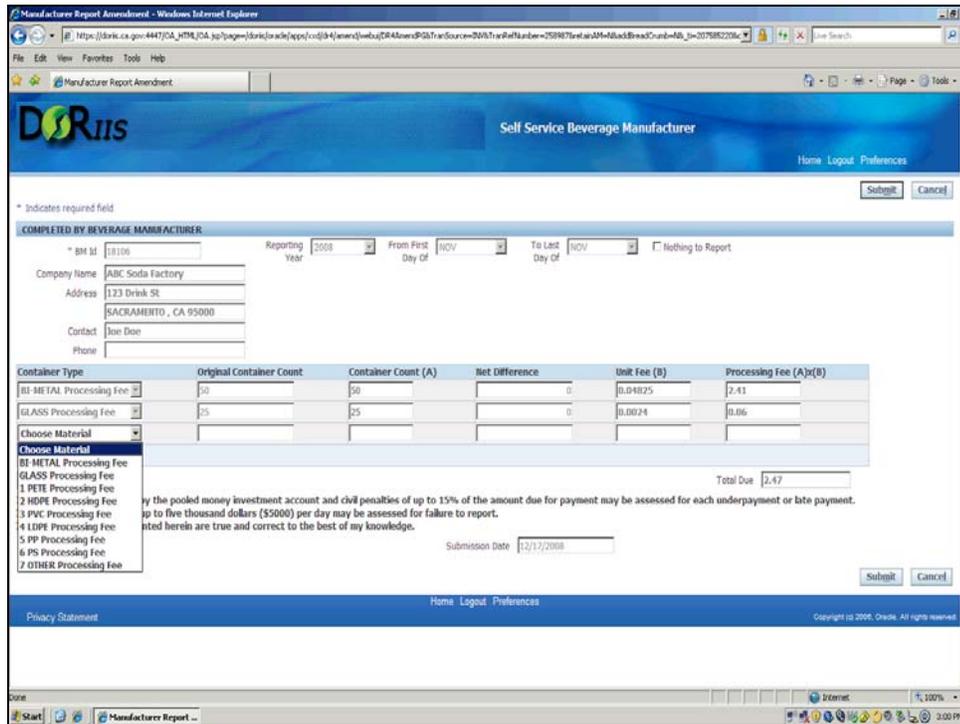
Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report.
I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Submit Cancel

Privacy Statement Home Logout Preferences Copyright © 2008, Oracle. All rights reserved.

Step	Action
4.	<p>The Self Beverage Manufacturer window will appear and the selected report will be displayed.</p> <p>If you are changing the original submission, enter the revised container count in the Container Count (A) field.</p> <p>Container Count (A)</p>



Step	Action
5.	<p>If you are adding containers to the original submission, click on the Add Another Row button.</p> <p>A new row will appear.</p> <p>Click on the Container Type dropdown button to select a material type from the list of values.</p> <p>Container Type</p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Manufacturer Report Amendment - Windows Internet Explorer

https://doris.ca.gov:4447/DAS_HTM_CSA.jsp?page=3&link=trade[app]/cd34/years[webuy/DAS/Trade/TradeSource=2008/TradeRefNumber=259877/TradeASID=48658/TradeSource=48658/TradeSource=2075882208...

Manufacturer Report Amendment

DORIIS Self Service Beverage Manufacturer

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY BEVERAGE MANUFACTURER

BM ID: 18106 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory
Address: 123 Drink St
SACRAMENTO, CA 95000
Contact: Joe Doe
Phone:

Container Type	Original Container Count	Container Count (A)	Net Difference	Unit Fee (B)	Processing Fee (A)x(B)
8.5 METAL Processing Fee	50	50	0	0.04025	2.41
GLASS Processing Fee	25	25	0	0.0024	0.06
1 PETE Processing Fee					

Add Another Row

Calculate Total Due: 2.47

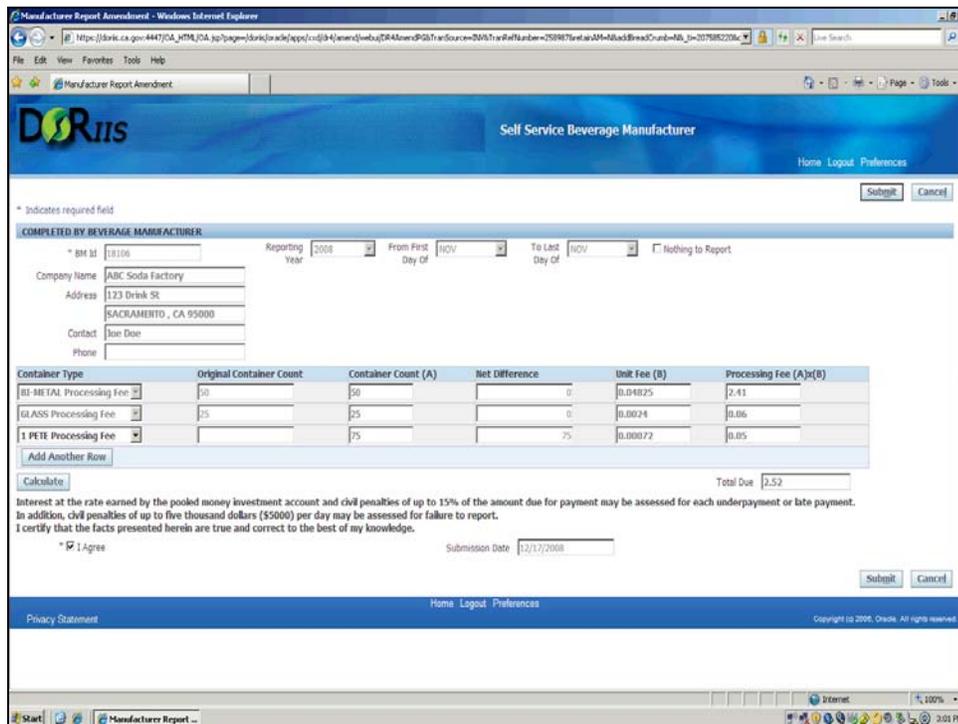
Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

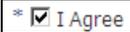
I Agree Submission Date: 12/17/2008

Submit Cancel

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Step	Action
6.	Enter the container count in the Container Count (A) field. Repeat this process as necessary for all material types that are being added to the report.



Step	Action
7.	Click the Calculate button to calculate the Processing Fee. 
8.	Check the I Agree box to indicate you agree with the terms and conditions. Special Note: This is a required field. 

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Manufacturer Report Amendment - Windows Internet Explorer

https://doris.ca.gov:4447/DAS_HTM_CSA.jsp?page=1&link=1&ad=1&pp=1&id=4&event=1&bu=DR4&newP&G=1&source=20037&refNumber=75987&testasMM=4&bas=es&Scrub=Ab_1=207588220&...

Manufacturer Report Amendment

DORIIS Self Service Beverage Manufacturer

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY BEVERAGE MANUFACTURER

BM Id: 18106 Reporting Year: 2008 From First Day Of: NOV To Last Day Of: NOV Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone:

Container Type	Original Container Count	Container Count (A)	Net Difference	Unit Fee (B)	Processing Fee (A)x(B)
8.5 METAL Processing Fee	50	50	0	0.04025	2.41
GLASS Processing Fee	25	25	0	0.0024	0.06
1 PETE Processing Fee		75	75	0.00072	0.05

Add Another Row

Calculate Total Due: 2.52

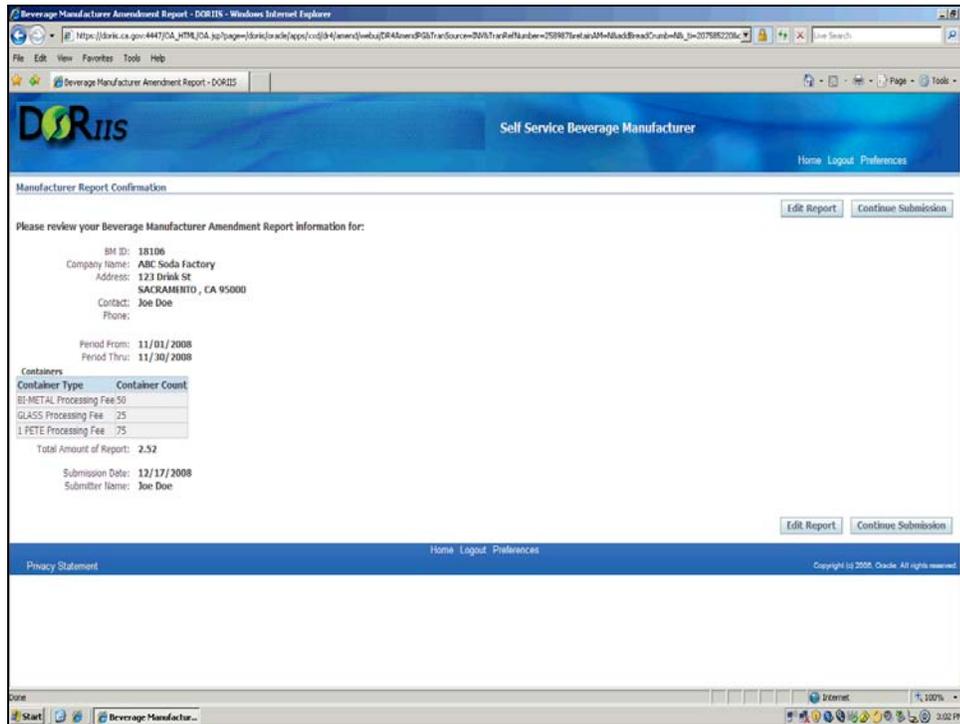
Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

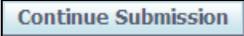
I Agree Submission Date: 12/17/2008

Submit Cancel

Privacy Statement Home Logout Preferences Copyright © 2005, Oracle. All rights reserved.

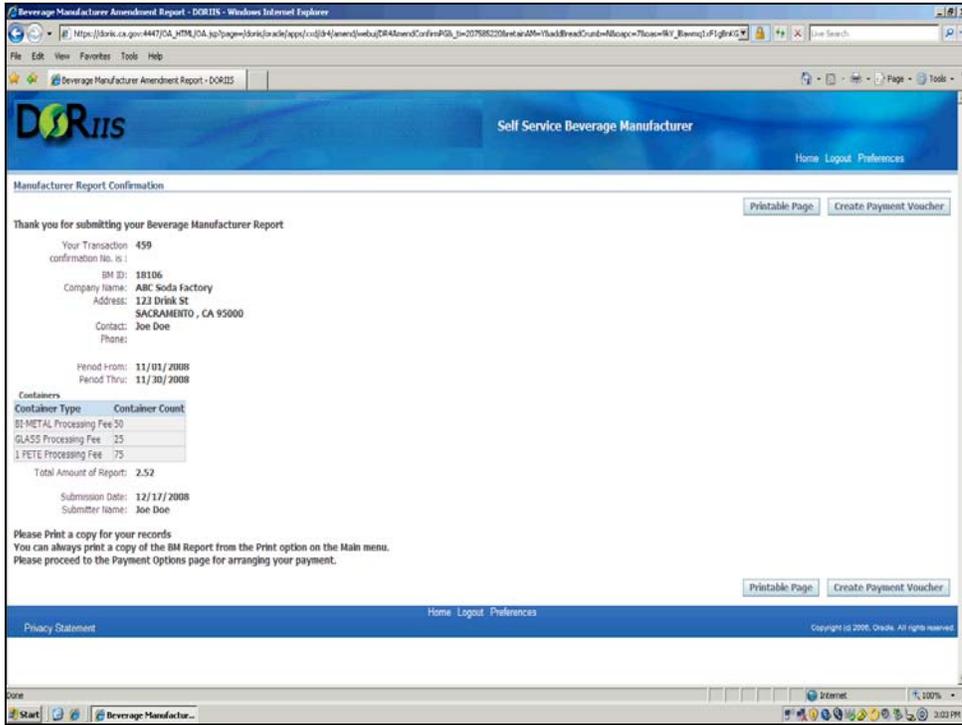
Step	Action
9.	Click the Submit button to submit the report. 



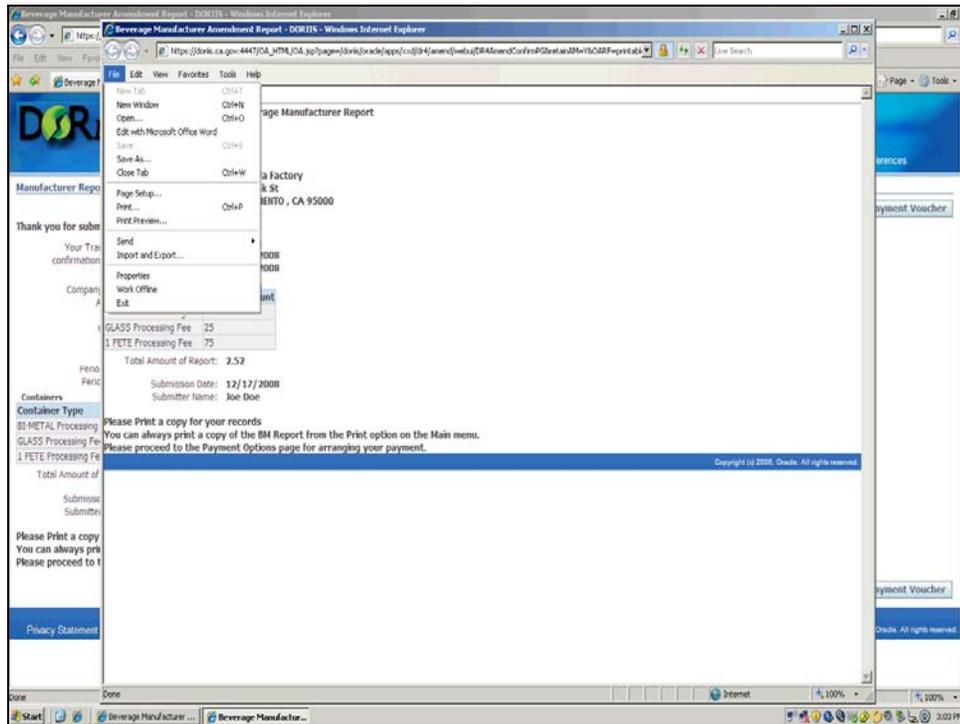
Step	Action
10.	<p>The Manufacturer Report Confirmation window will appear.</p> <p>Review the information.</p> <p>If the report is not correct, click the Edit Report button and repeat the previous steps.</p> <p>Click the Continue Submission button if the information is correct.</p> <p></p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



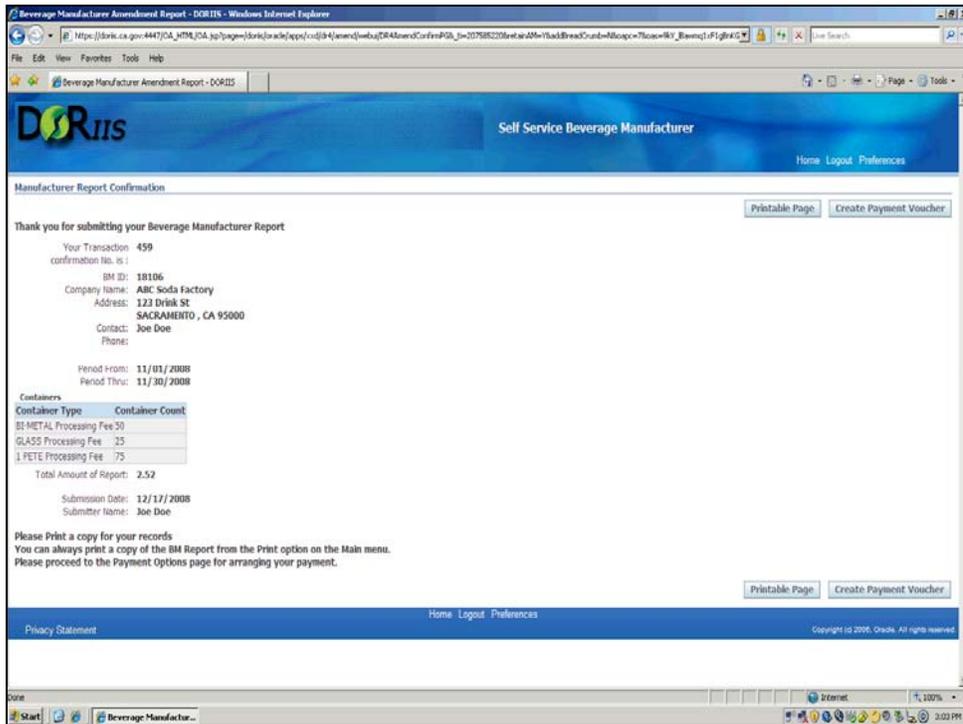
Step	Action
11.	<p>The Manufacturer Report Confirmation window will appear.</p> <p>Click the Printable Page button to print the report for your records.</p> <p></p>



Step	Action
12.	<p>The confirmation will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> <p>When printing is complete, click on the X button in the top right corner of the active window.</p> 

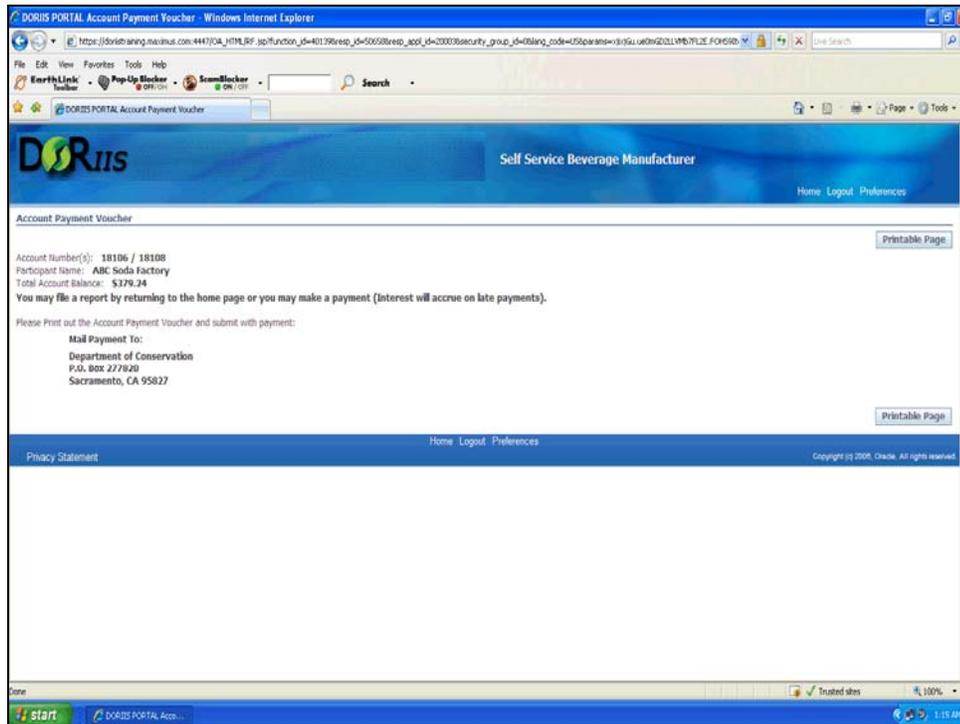
User Manual

Using the DORIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
13.	Click on the Logout link to logout of the system or to create a Payment Voucher , click on the Create Payment Voucher button.

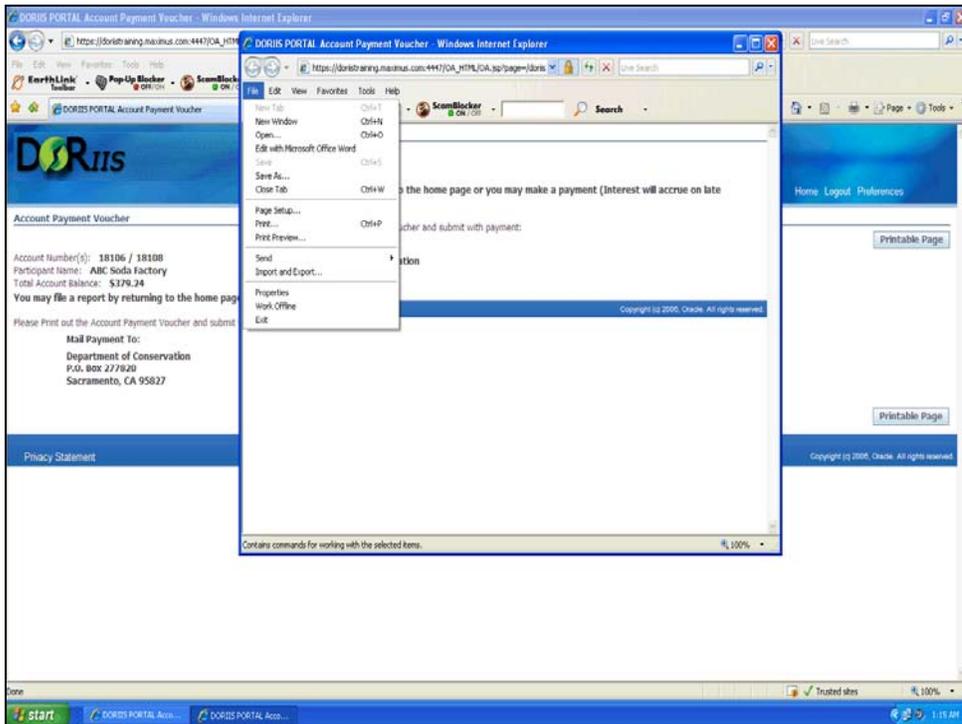




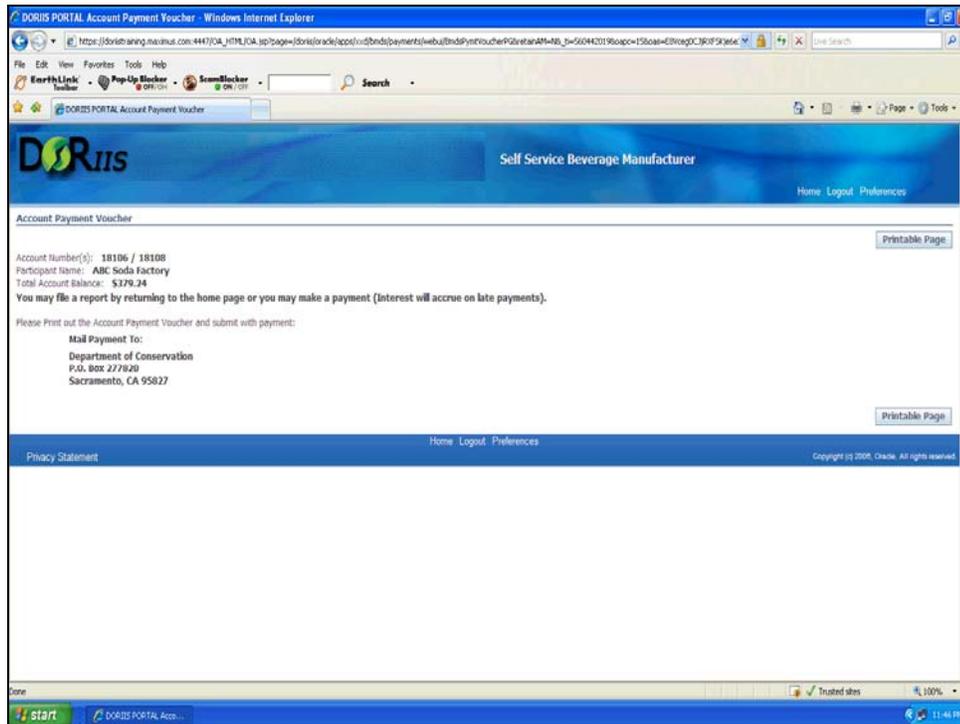
Step	Action
14.	<p>The Account Payment Voucher window will appear.</p> <p>To print the Account Payment Voucher, click on the Printable Page button.</p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



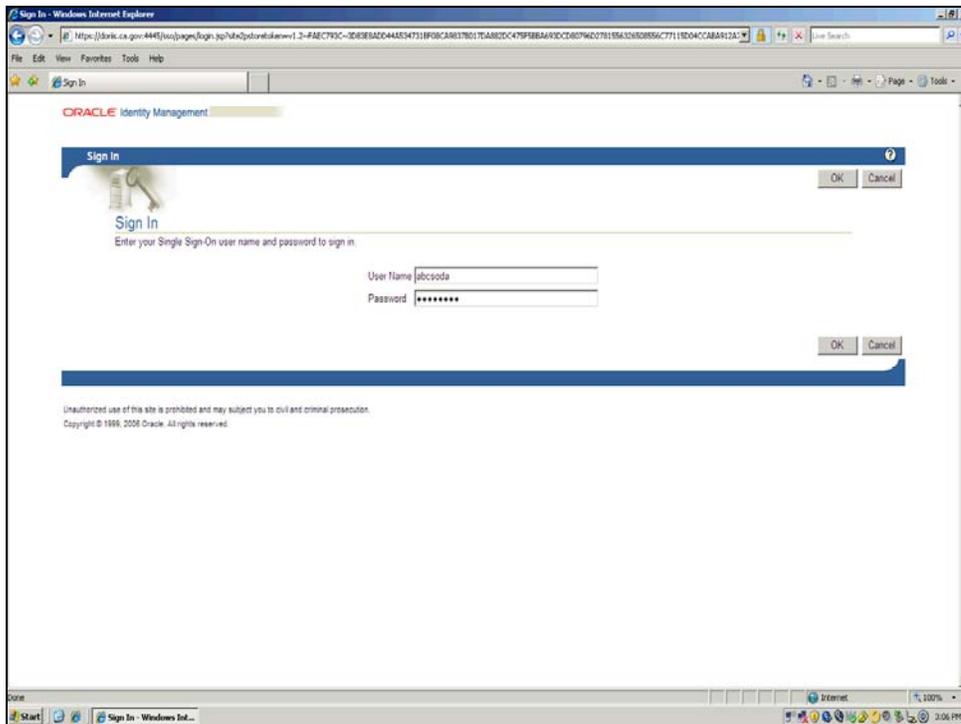
Step	Action
15.	The Account Payment Voucher will appear in a new browser. In the Menu bar, click on File and select Print .
16.	When printing is complete, click on the X button in the top right corner of the active window. Special Note: Payment Vouchers can also be printed from the Home page by navigating to: <i>Print Payment Voucher</i> under the <i>Self Service Beverage Manufacturer</i> responsibility. 



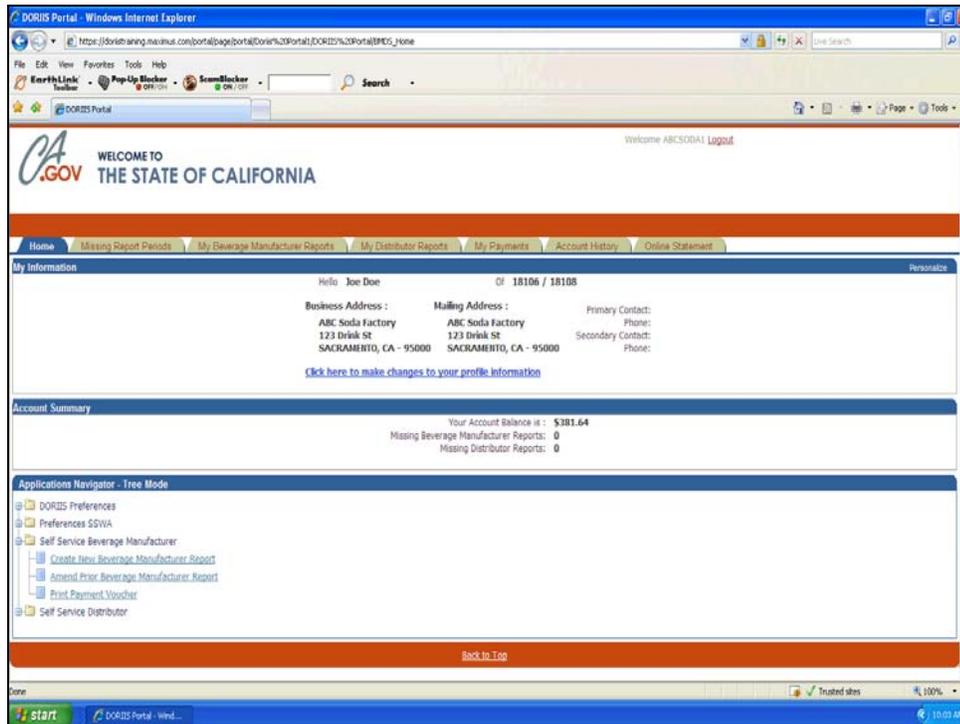
Step	Action
17.	Click the Logout link to logout of the system. Logout
18.	End of Procedure.

Objective 4B: Amending Reports: Correcting Nothing to Report to Reporting (Beverage Manufacturer)

Procedure



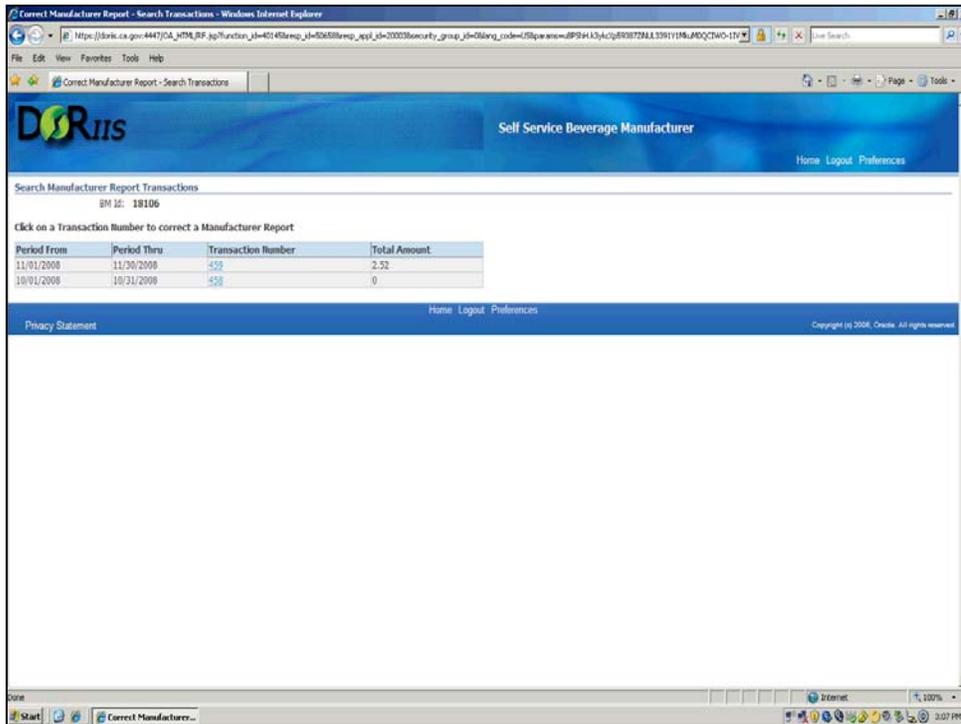
Step	Action
1.	Enter User Name and Password . Click the OK button. 



Step	Action
2.	<p>Select your Self Service Beverage Manufacturer responsibility.</p> <p>Navigate to: Amend Prior Beverage Manufacturer Report</p> <p>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</p> <p>Amend Prior Beverage Manufacturer Report</p>

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Using the DORIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Step	Action
3.	<p>The Search Manufacturer Report Transactions window will appear.</p> <p>Select the transaction number you wish to amend from the Transaction Number column.</p> <p>Transaction Number</p>

Manufacturer Report Amendment - Windows Internet Explorer

https://doris.ca.gov:4447/DAS_HTM_CDA.jsp?page=dmr&mode=app&v=0344&sessid=buDRA4&navPDMTr&source=2003Tr&RefNumber=25988&retas3M=4&bas3=ac&crub=AB_3=2120466763

Manufacturer Report Amendment

DORIS Self Service Beverage Manufacturer

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY BEVERAGE MANUFACTURER

BM ID Reporting Year From First Day Of To Last Day Of Nothing to Report

Company Name
 Address

 Contact
 Phone

Container Type	Original Container Count	Container Count (A)	Net Difference	Unit Fee (B)	Processing Fee (A)x(B)
No results found.					

Calculate Total Due \$

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date

Submit Cancel

Home Logout Preferences

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Step	Action
4.	The Self Service Beverage Manufacturer window will appear. Uncheck the Nothing to Report box. <input checked="" type="checkbox"/> Nothing to Report

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Manufacturer Report Amendment - Windows Internet Explorer

https://doris.ca.gov:4447/DA_HTM_CA.jsp?page=.../webui/DRAdmin/PGM7.../source=2003.../refNumber=259885.../asM=48.../asC=48.../asI=2120466976...

Manufacturer Report Amendment

DORIIS Self Service Beverage Manufacturer Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY BEVERAGE MANUFACTURER

IM Id: 18106 Reporting Year: 2008 From First Day Of: OCT To Last Day Of: OCT Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone:

Container Type	Original Container Count	Container Count (A)	Net Difference	Unit Fee (B)	Processing Fee (A)x(B)
No results found.					
Add Another Row					

Calculate Total Due: 0

Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report.

I certify that the facts presented herein are true and correct to the best of my knowledge.

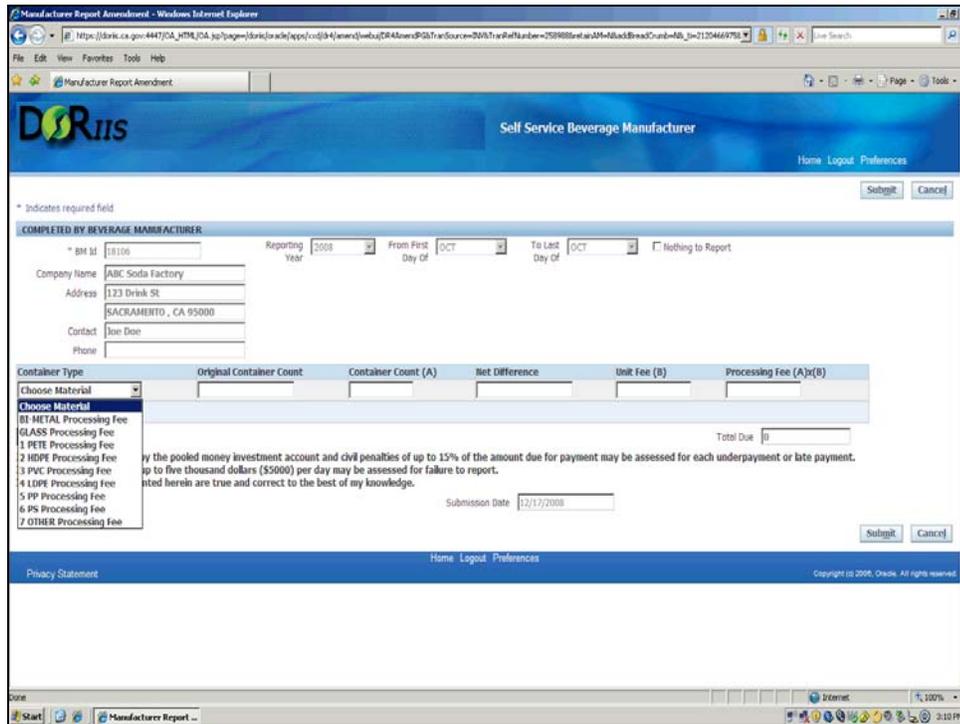
I Agree Submission Date: 12/17/2008

Submit Cancel

Home Logout Preferences

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Step	Action
5.	Click the Add Another Row button. 



Step	Action
6.	<p>A new row will appear.</p> <p>Click on the Container Type dropdown button to select the material type from a list of values.</p> <p>Container Type</p>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Manufacturer Report Amendment - Windows Internet Explorer

https://doris.ca.gov:4447/DA_HTML/CA.jsp?page=|srnk|srnk|app|v0|3-4|venc|wbu|DR4kencPDM|andSource=2003|trRefNumber=259885retasMM=48a5B=exdScrub=AB_je=2120466976|

Manufacturer Report Amendment

DORIIS Self Service Beverage Manufacturer

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY BEVERAGE MANUFACTURER

BM Id: 18106 Reporting Year: 2008 From First Day Of: OCT To Last Day Of: OCT Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone:

Container Type	Original Container Count	Container Count (A)	Net Difference	Unit Fee (B)	Processing Fee (A)x(B)
BI METAL Processing Fee					
Add Another Row					

Calculate Total Due: \$

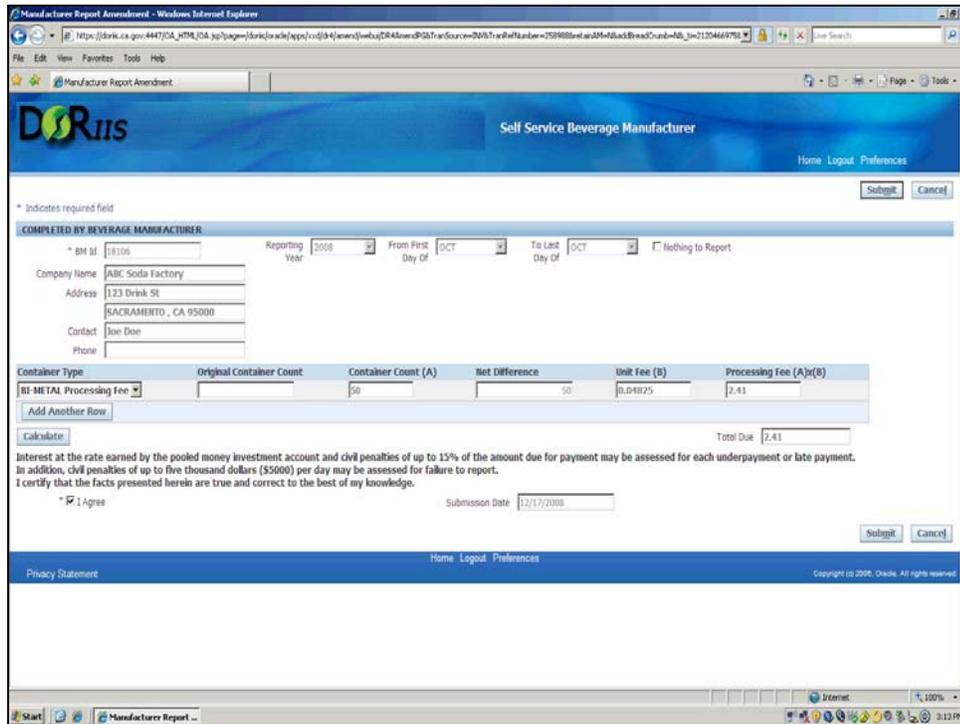
Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

I Agree Submission Date: 12/17/2008

Submit Cancel

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Step	Action
7.	Enter the container count in the Container Count (A) field. Repeat this process for all material types that will be reported.



Step	Action
8.	Click the Calculate button to calculate the Processing Fee. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Calculate</div>
9.	Check the I Agree box to indicate you agree with the terms and conditions. Special Note: This is a required field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">* I Agree</div>

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Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



Manufacturer Report Assessment - Windows Internet Explorer

https://doris.ca.gov:4447/DA_HTML/CA.jsp?page=1&ad=1&app=1&id=4&name=webuyDR4&newPGM?andSource=2003&trfRefNumber=25988&retasMM=4&bas&sc=ub=AB_0=2120466976

Manufacturer Report Assessment

DORIIS Self Service Beverage Manufacturer

Home Logout Preferences

Submit Cancel

* Indicates required field

COMPLETED BY BEVERAGE MANUFACTURER

* BM Id: 18106 Reporting Year: 2008 From First Day Of: OCT To Last Day Of: OCT Nothing to Report

Company Name: ABC Soda Factory
 Address: 123 Drink St
 SACRAMENTO, CA 95000
 Contact: Joe Doe
 Phone:

Container Type	Original Container Count	Container Count (A)	Net Difference	Unit Fee (B)	Processing Fee (A)x(B)
BI METAL Processing Fee		50	50	0.04025	2.41

Add Another Row

Calculate Total Due: 2.41

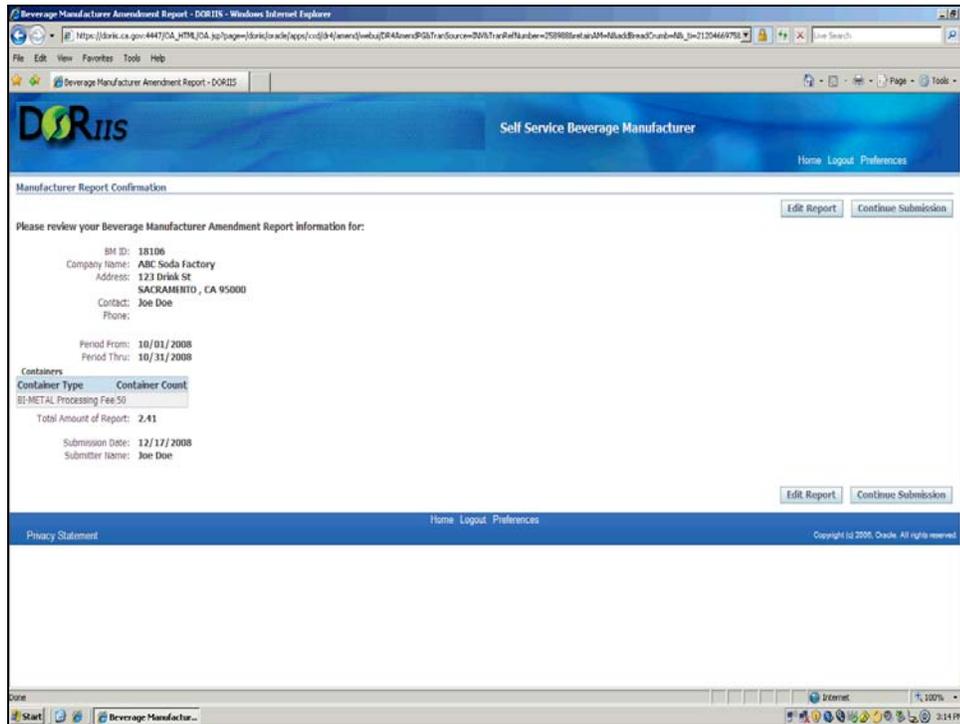
Interest at the rate earned by the pooled money investment account and civil penalties of up to 15% of the amount due for payment may be assessed for each underpayment or late payment. In addition, civil penalties of up to five thousand dollars (\$5000) per day may be assessed for failure to report. I certify that the facts presented herein are true and correct to the best of my knowledge.

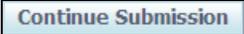
I Agree Submission Date: 12/17/2008

Submit Cancel

Privacy Statement Home Logout Preferences Copyright © 2005, Oracle. All rights reserved.

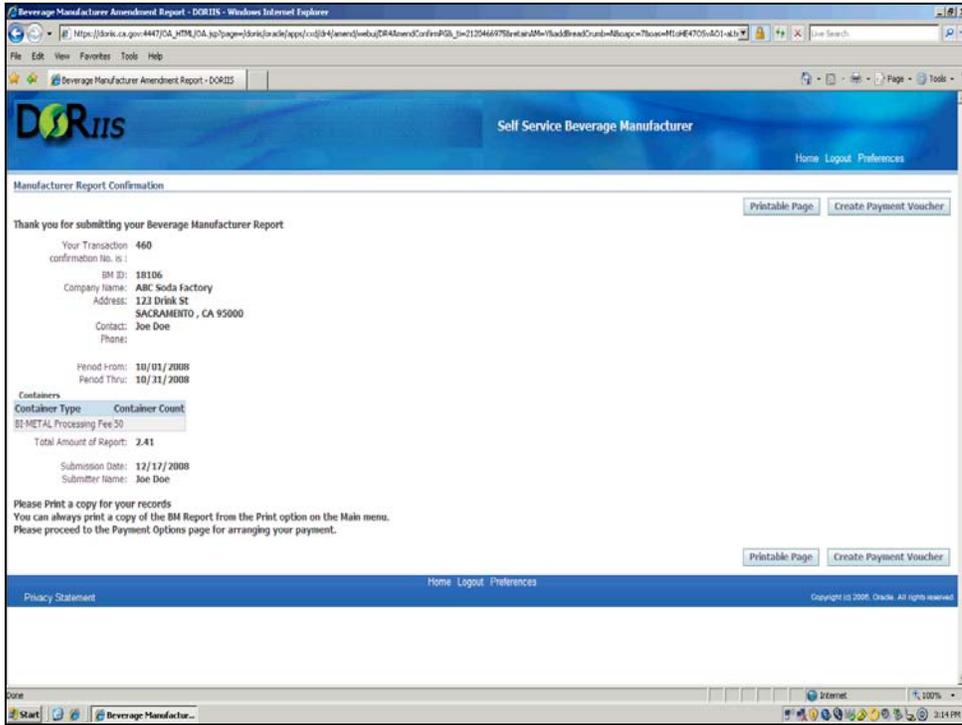
Step	Action
10.	Click the Submit button to submit the report. 



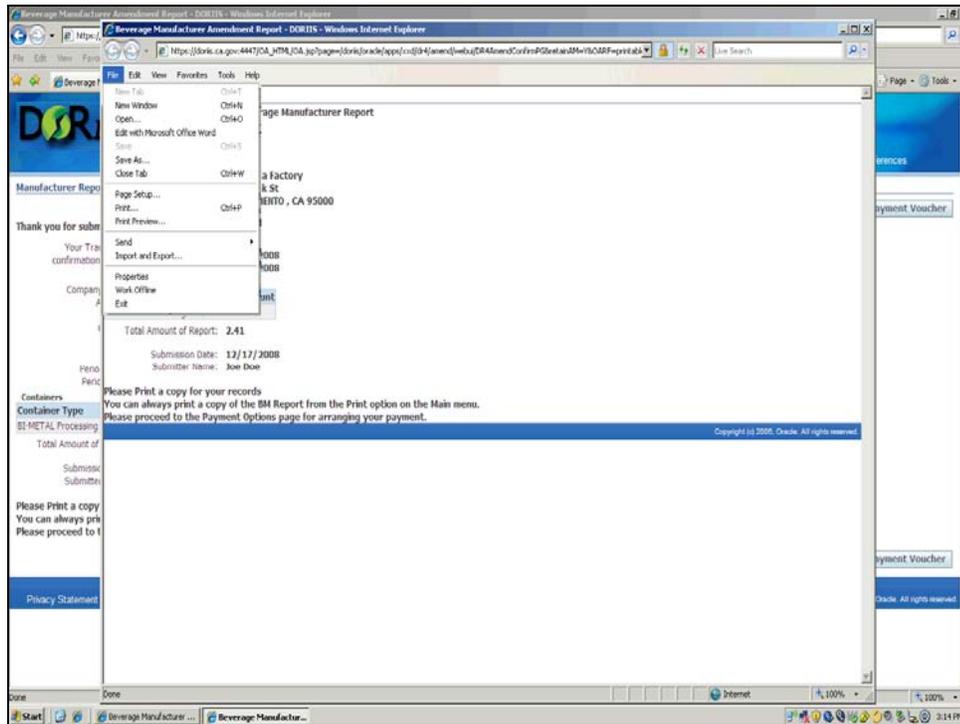
Step	Action
11.	<p>The Manufacturer Report Confirmation window will appear.</p> <p>Review the information.</p> <p>If the report is not correct, click the Edit Report button and repeat the previous steps.</p> <p>Click the Continue Submission button if the information is correct.</p> <p></p>

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Using the DORIS Portal: Self Service Distributor and Beverage Manufacturer Reports



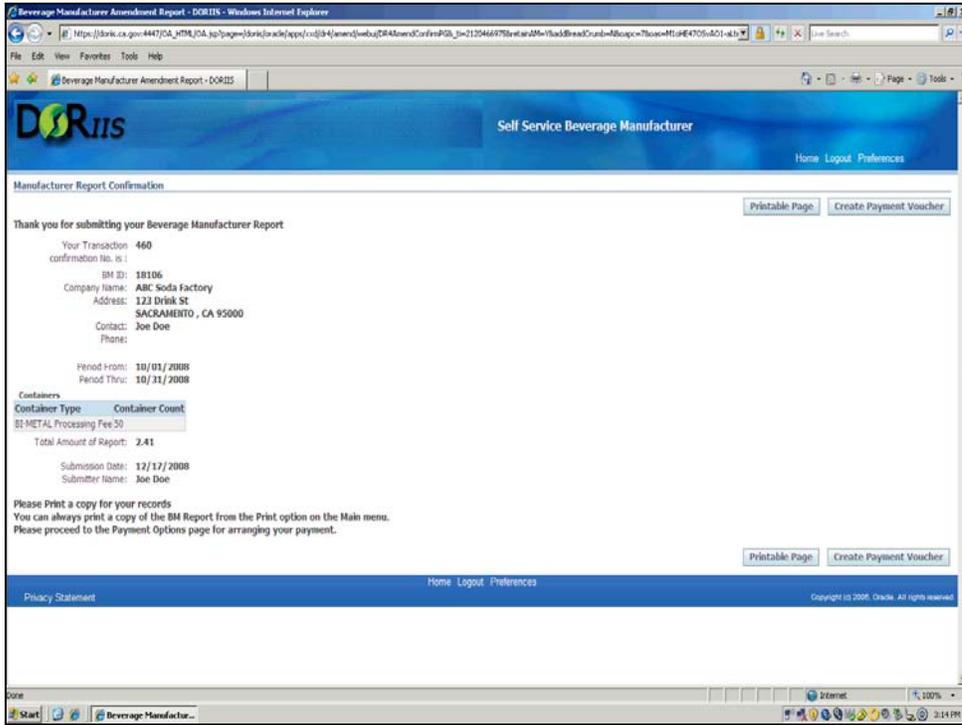
Step	Action
12.	<p>The Manufacturer Report Confirmation window will appear.</p> <p>Click the Printable Page button to print the report for your records.</p> <p>Printable Page</p>



Step	Action
13.	<p>The confirmation will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> <p>When printing is complete, click on the X button in the top right corner of the active window.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 20px;">Print...</div>

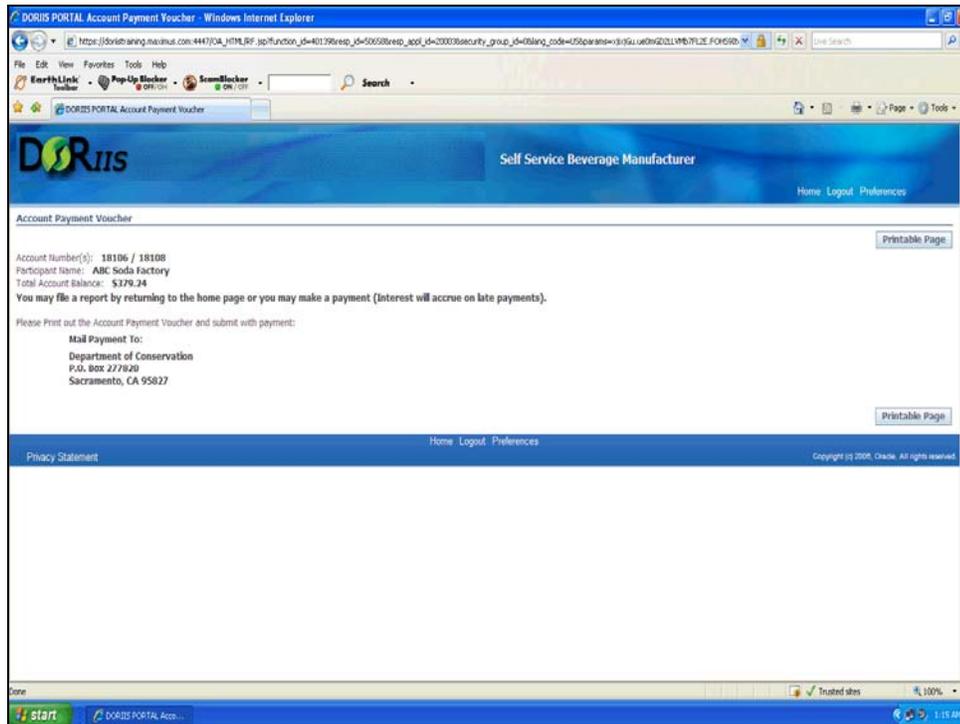
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Step	Action
14.	Click on the Logout link to logout of the system or to create a Payment Voucher , click on the Create Payment Voucher button.

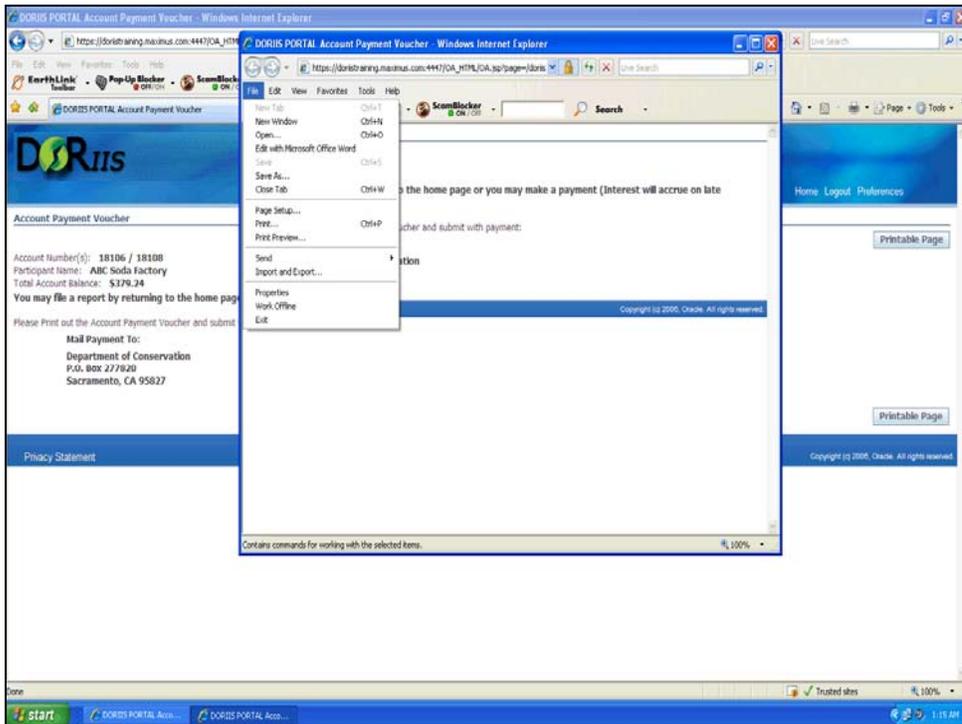
[Create Payment Voucher](#)



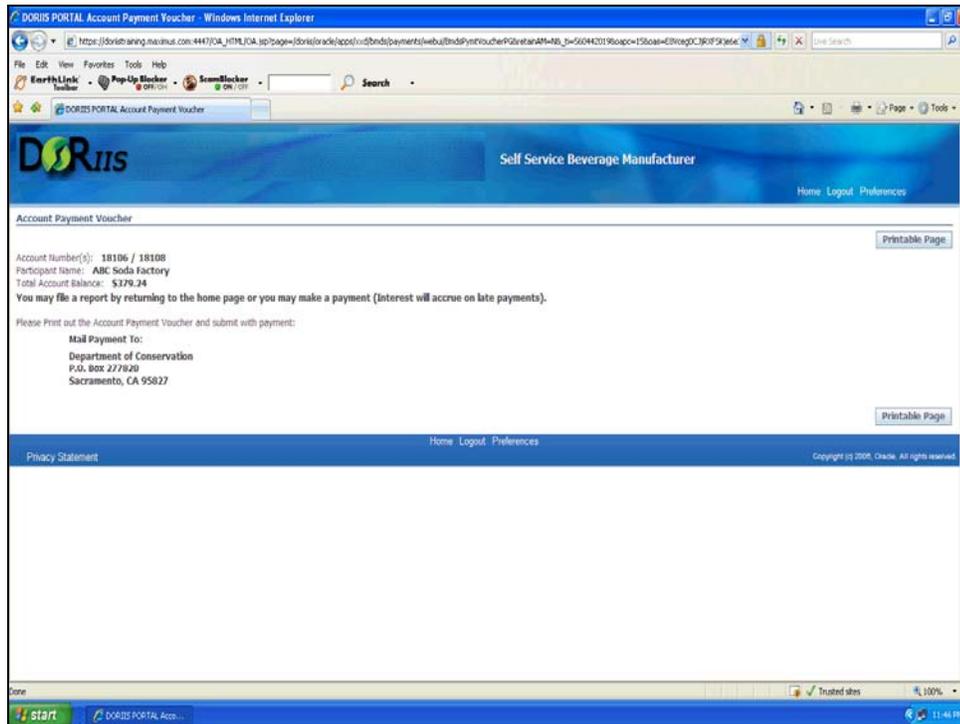
Step	Action
15.	<p>The Account Payment Voucher window will appear.</p> <p>To print the Account Payment Voucher, click on the Printable Page button.</p> <p></p>

User Manual

Using the DORIIS Portal: Self Service Distributor and Beverage Manufacturer Reports



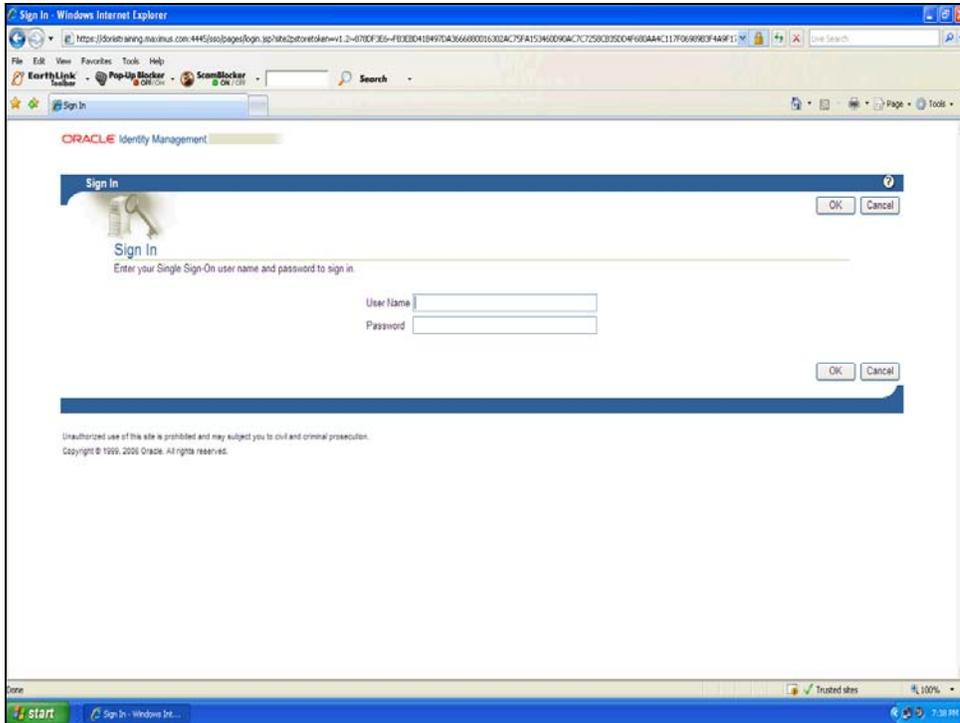
Step	Action
16.	<p>The Account Payment Voucher will appear in a new browser.</p> <p>In the Menu bar, click on File and select Print.</p> 
17.	<p>When printing is complete, click on the X button in the top right corner of the active window.</p> <p>Special Note: Payment Vouchers can also be printed from the Home page by navigating to: <i>Print Payment Voucher</i> under the <i>Self Service Beverage Manufacturer</i> responsibility.</p> 



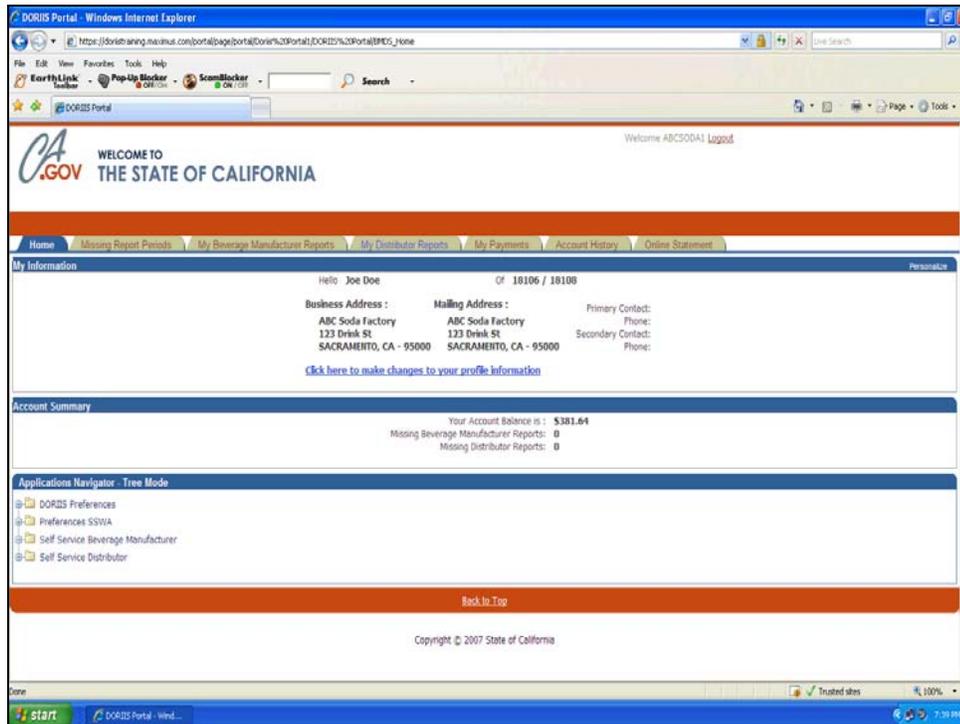
Step	Action
18.	Click the Logout link to logout of the system. 
19.	End of Procedure.

Objective 5: Viewing Portal Reports

Procedure



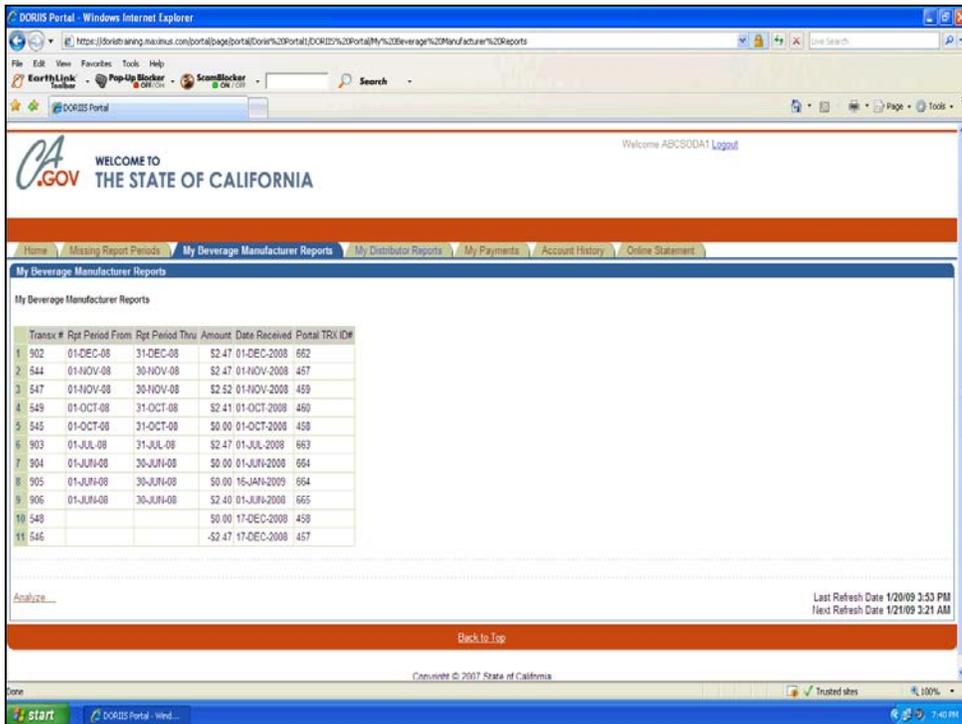
Step	Action
1.	Enter User Name and Password . Click the OK button. 



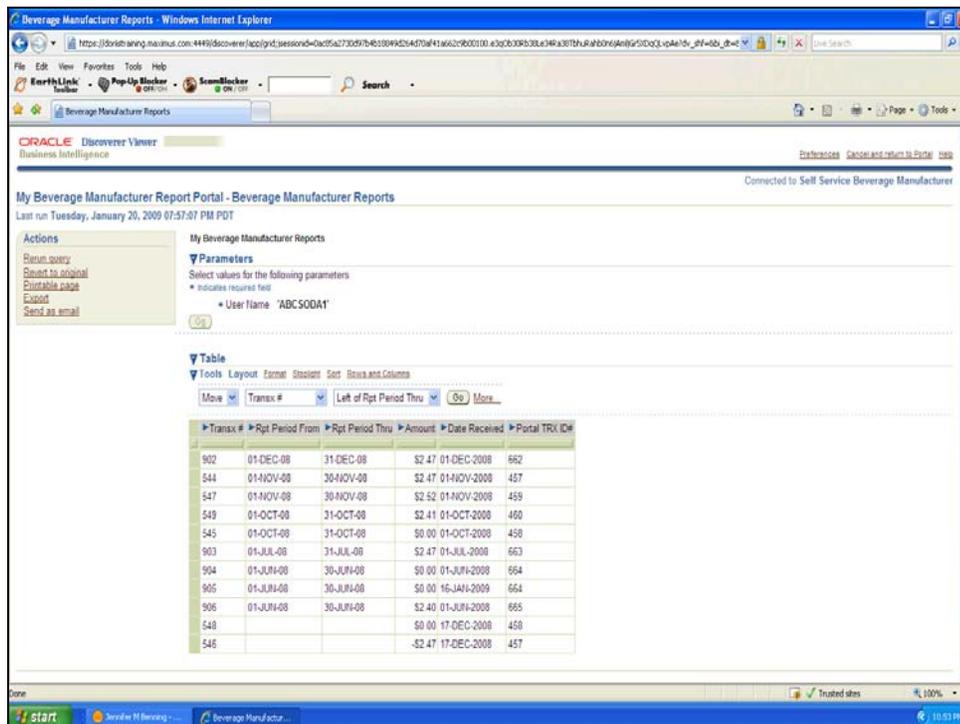
Step	Action
2.	<p>The reports are available by clicking on the Tabs at the top of the Home page.</p> <p>To View the My Beverage Manufacturer Reports:</p> <p>Click the My Beverage Manufacturer Reports tab.</p> <p style="text-align: center;">My Beverage Manufacturer Reports</p>

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Step	Action
3.	<p>The My Beverage Manufacturer Reports tab will open.</p> <p>The report will be displayed on this page.</p> <p>Special Note: In this view, a maximum of 12 rows are displayed.</p> <p>To view additional rows of data, export report data, print the report, or to analyze data, click the Analyze link.</p> <p>Analyze....</p>



Step	Action
4.	<p>The My Beverage Manufacturer Report Portal- Beverage Manufacturer Reports window will appear in the Discoverer Viewer.</p> <p>Under the Table header, there are Tools listed to assist in analyzing the data.</p> <p>To format the layout of the report, click the Layout link.</p> <p>Layout</p>

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My Beverage Manufacturer Report Portal - Beverage Manufacturer Reports

Last run Tuesday, January 20, 2009 07:57:07 PM PDT

Actions

- Run query
- Reset to original
- Printable page
- Export
- Send as email

Parameters

Select values for the following parameters

- * indicates required field
- * User Name 'ABC SODA'

Table

Tools Layout Format Styles Sort Expand Columns

Move Trans # Left of Rpt Period Thru More

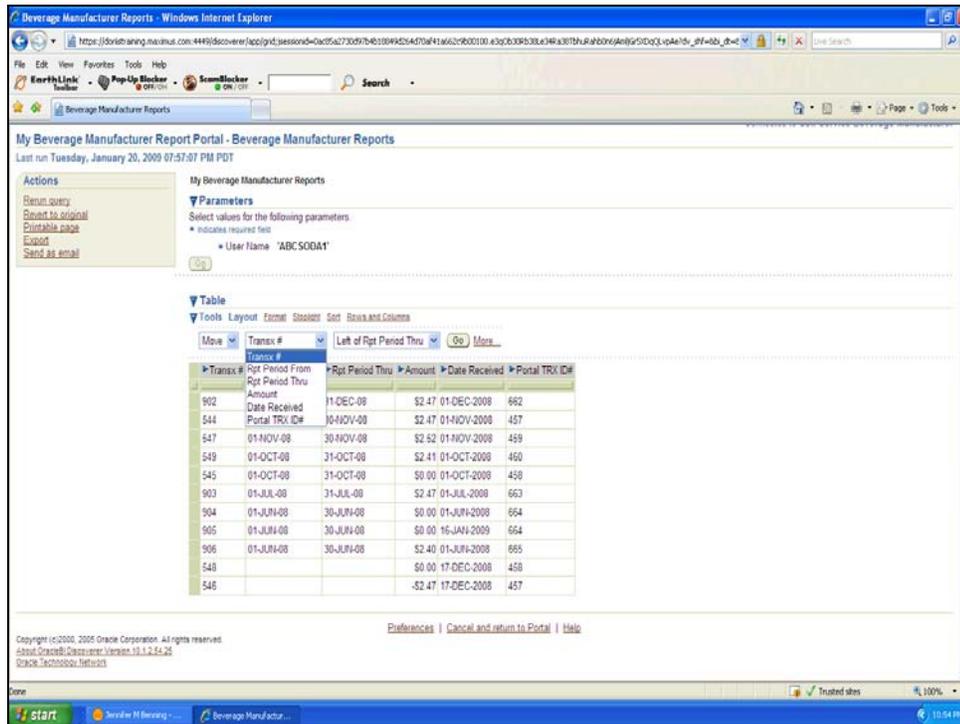
Swap #	Rpt Period From	Rpt Period Thru	Amount	Date Received	Portal TRX ID#
902	01-DEC-08	31-DEC-08	\$2.47	01-DEC-2008	662
544	01-NOV-08	30-NOV-08	\$2.47	01-NOV-2008	457
547	01-NOV-08	30-NOV-08	\$2.52	01-NOV-2008	459
549	01-OCT-08	31-OCT-08	\$2.41	01-OCT-2008	460
545	01-OCT-08	31-OCT-08	\$0.00	01-OCT-2008	458
903	01-JUL-08	31-JUL-08	\$2.47	01-JUL-2008	663
504	01-JUN-08	30-JUN-08	\$0.00	01-JUN-2008	664
505	01-JUN-08	30-JUN-08	\$0.00	16-JAN-2009	664
506	01-JUN-08	30-JUN-08	\$2.40	01-JUN-2008	665
548			\$0.00	17-DEC-2008	458
546			-\$2.47	17-DEC-2008	457

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 Oracle Technology Network

Preferences | Cancel and return to Portal | Help

Step	Action
5.	Click on the first dropdown button in the Layout menu to move or swap fields in the report.



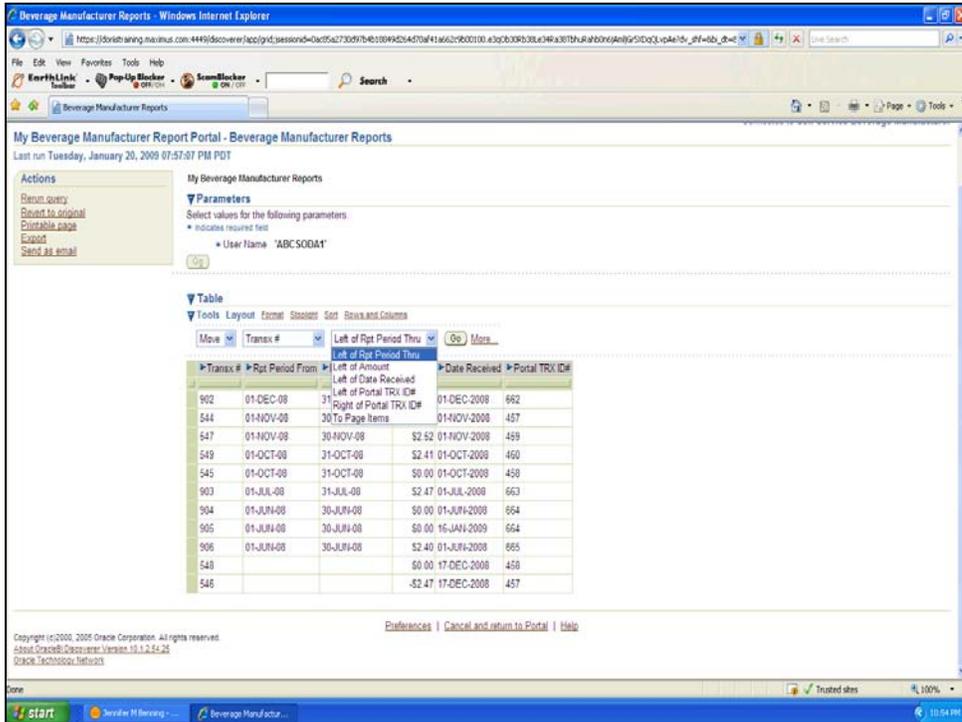


Step	Action
6.	Click on the second dropdown button in the Layout menu to select the field to move or swap in the report layout.

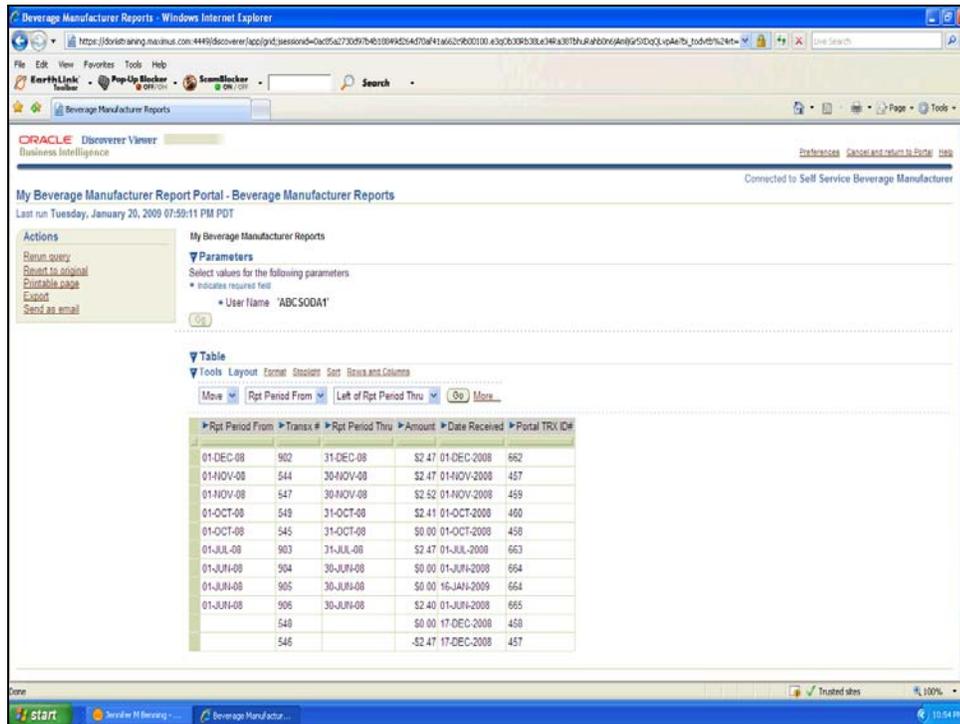


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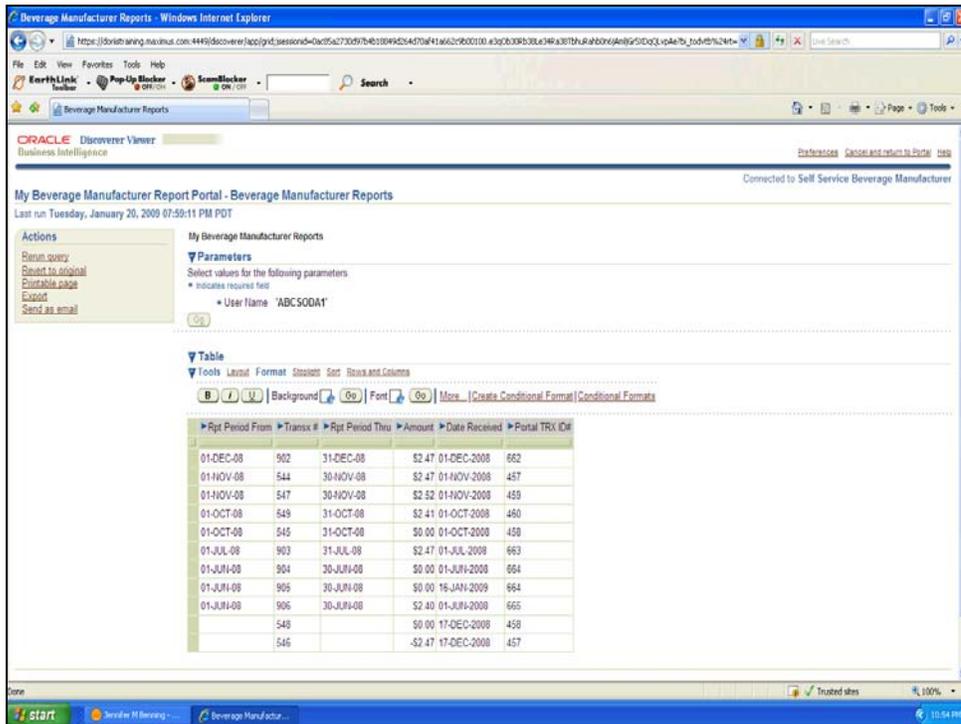
Step	Action
7.	<p>Click on the third dropdown button in the Layout menu to select the placement of the field being moved or swapped.</p> <p>Click the Go button to change the layout of the report based on the options selected.</p> <p><input type="button" value="Go"/></p>



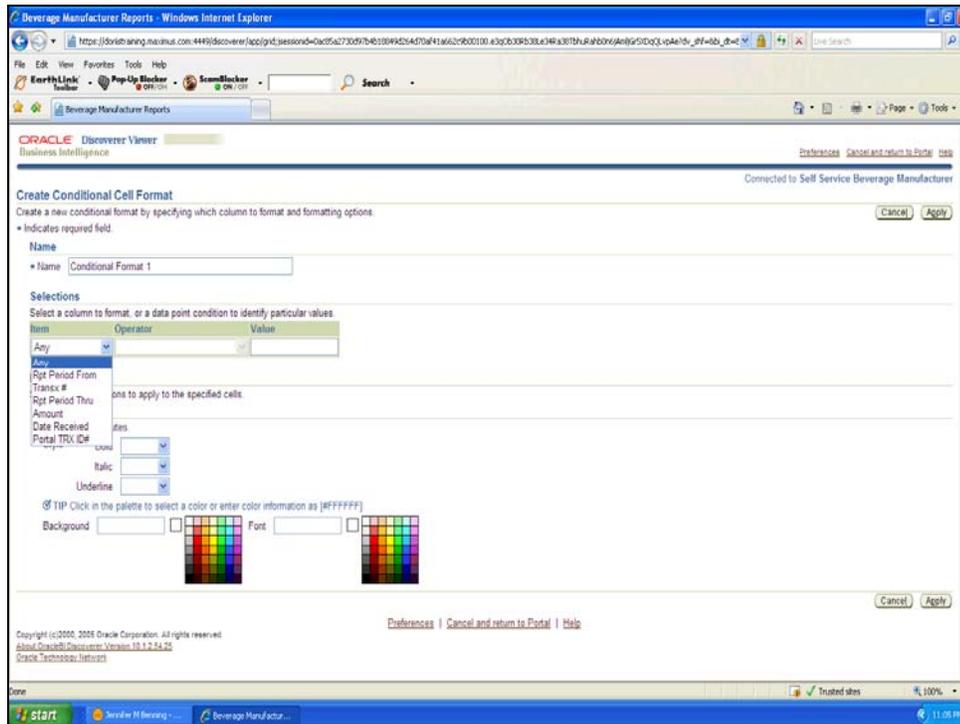
Step	Action
8.	To change the format of the report, click the Format link. Format

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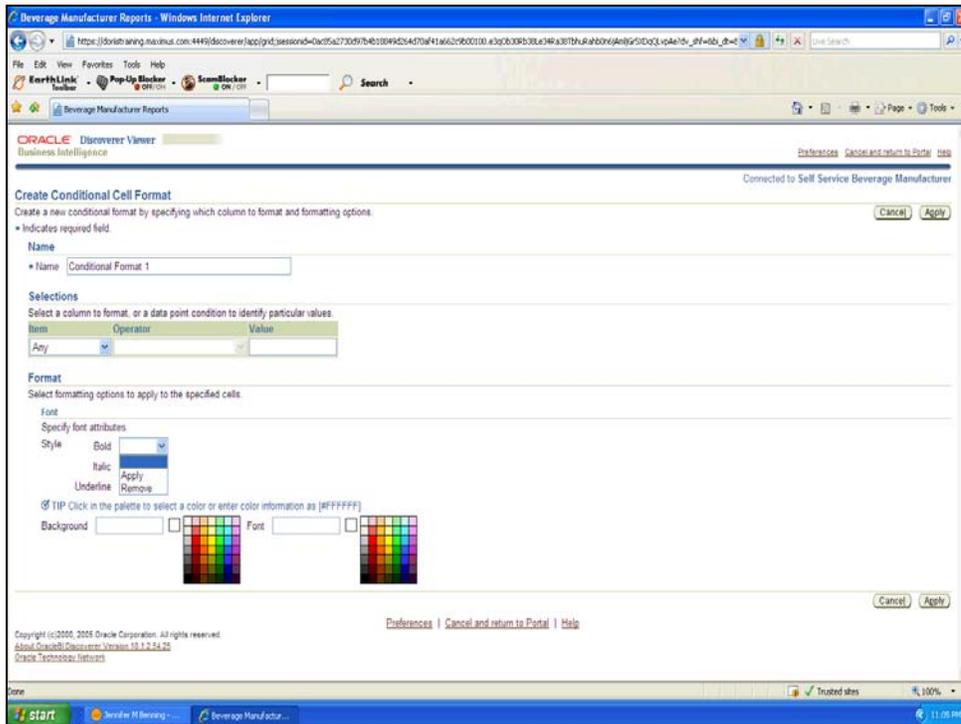
Step	Action
9.	<p>In the Menu bar, click on the formatting options you want to appear in the report.</p> <p>To create a format for the cells in the report, click the Create Conditional Format link.</p> <p>Create Conditional Format</p>



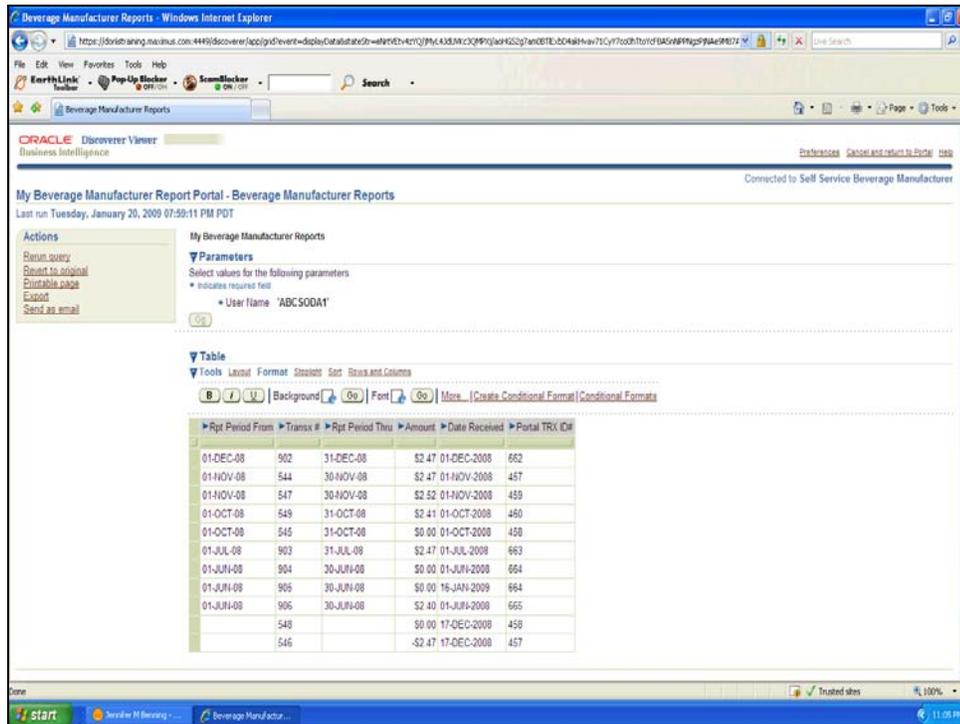
Step	Action
10.	<p>The Create Conditional Cell Format window will appear.</p> <p>Click on the dropdown buttons under the Selections and Format headers to select a format for the report cells.</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin-left: 20px; margin-top: 10px;"> ▼ </div>

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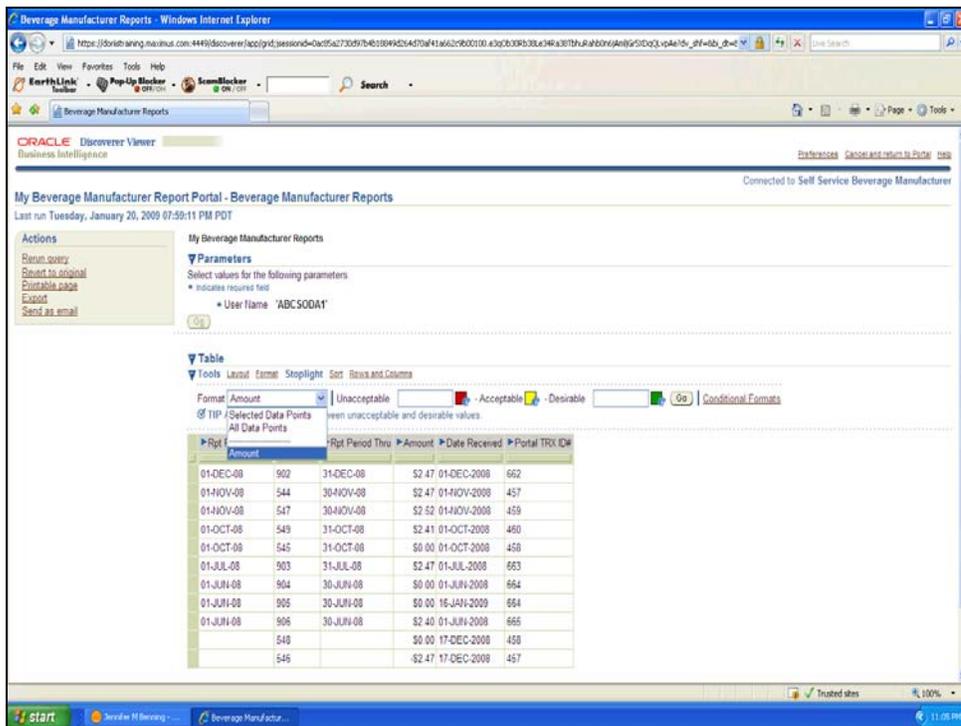
Step	Action
11.	Click the Apply button to apply any formatting changes selected. 

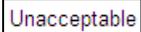


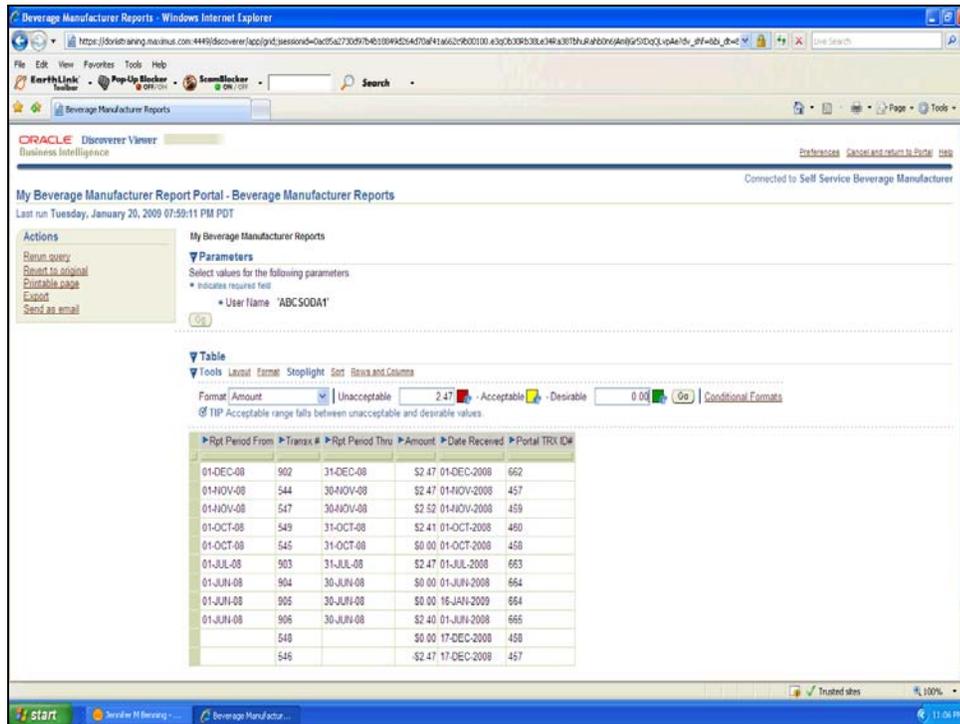
Step	Action
12.	<p>The My Beverage Manufacturer Report Portal- Beverage Manufacturer Reports window will reappear.</p> <p>Click the Stoplight link to format the report based on the values in the report.</p> <p>Stoplight</p>

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Step	Action
13.	Click the Format dropdown button to select from a list of values. 
14.	Select the data points that will be included in the formatting from the Format list of values. Click in the Unacceptable field to enter the threshold for unacceptable values in the report. 
15.	Click in the Desirable field to enter the threshold for desirable values in the report.



Step	Action
16.	Click the Go button to apply the formatting selected. 

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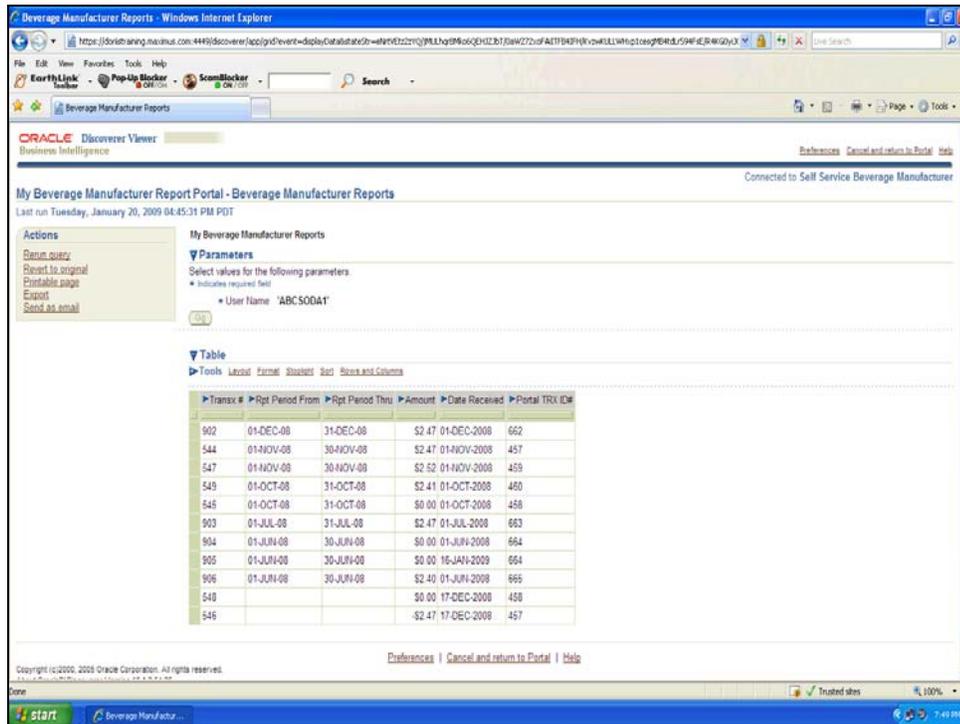


The screenshot shows the Oracle Discoverer Viewer interface. The main content area displays a report titled "My Beverage Manufacturer Report Portal - Beverage Manufacturer Reports". The report is a table with columns: Rpt Period From, Trans #, Rpt Period Thru, Amount, Date Recd, and Portal TRX ID#. The table data is as follows:

Rpt Period From	Trans #	Rpt Period Thru	Amount	Date Recd	Portal TRX ID#
01-DEC-08	902	31-DEC-08	662	01-DEC-2008	662
01-NOV-08	544	30-NOV-08	457	01-NOV-2008	457
01-NOV-08	547	30-NOV-08	459	01-NOV-2008	459
01-OCT-08	549	31-OCT-08	490	01-OCT-2008	490
01-OCT-08	545	31-OCT-08	458	01-OCT-2008	458
01-JUL-08	903	31-JUL-08	663	01-JUL-2008	663
01-JUN-08	904	30-JUN-08	664	01-JUN-2008	664
01-JUN-08	905	30-JUN-08	664	15-JUN-2008	664
01-JUN-08	906	30-JUN-08	665	01-JUN-2008	665
548			458	17-DEC-2008	458
546			457	17-DEC-2008	457

The interface also shows a "Parameters" section with "User Name: ABCSODAT" and a "Table" section with formatting options for the "Amount" column, including "Unacceptable" (2.47), "Acceptable" (0.00), and "Desirable" (0.00).

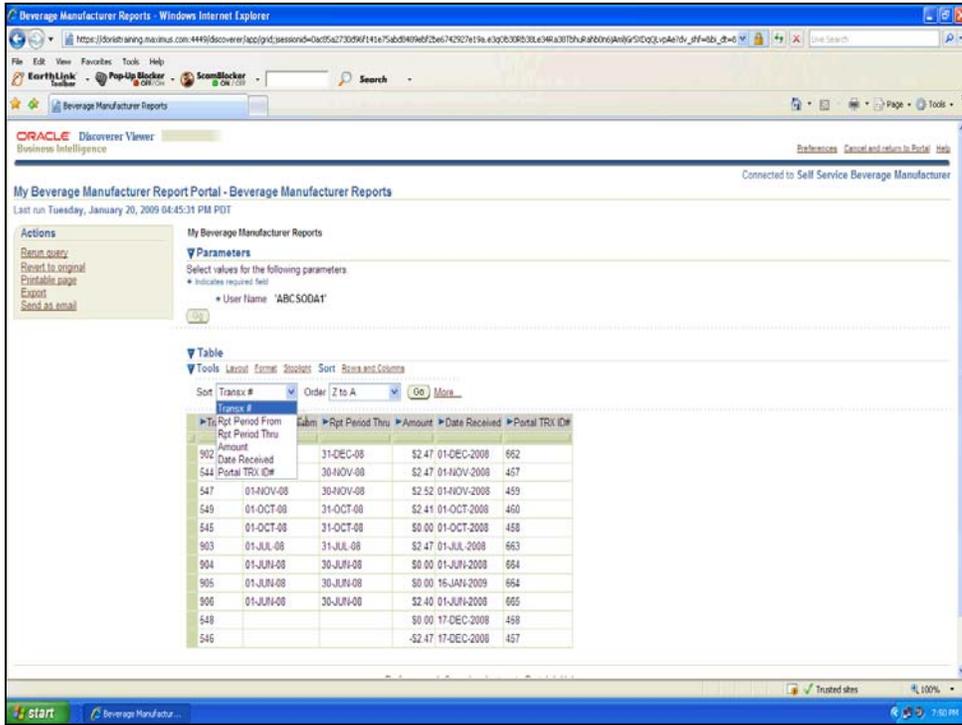
Step	Action
17.	The report will display the selected formatting.



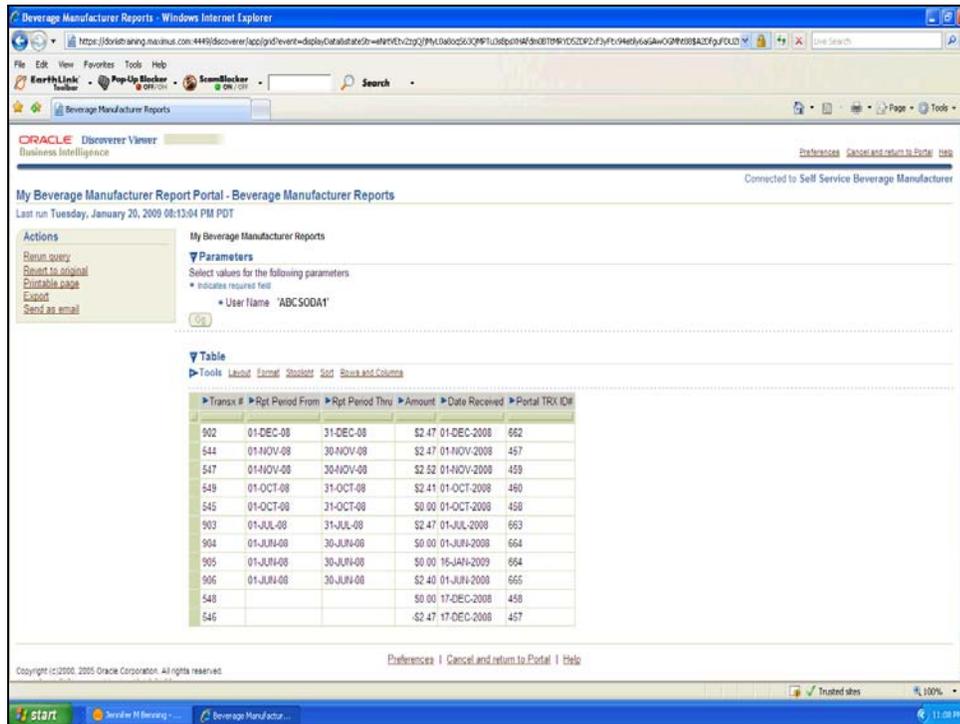
Step	Action
18.	<p>The My Beverage Manufacturer Report Portal- Beverage Manufacturer Reports window will appear.</p> <p>To sort the data in the report, click the Sort link.</p> <p>Sort</p>

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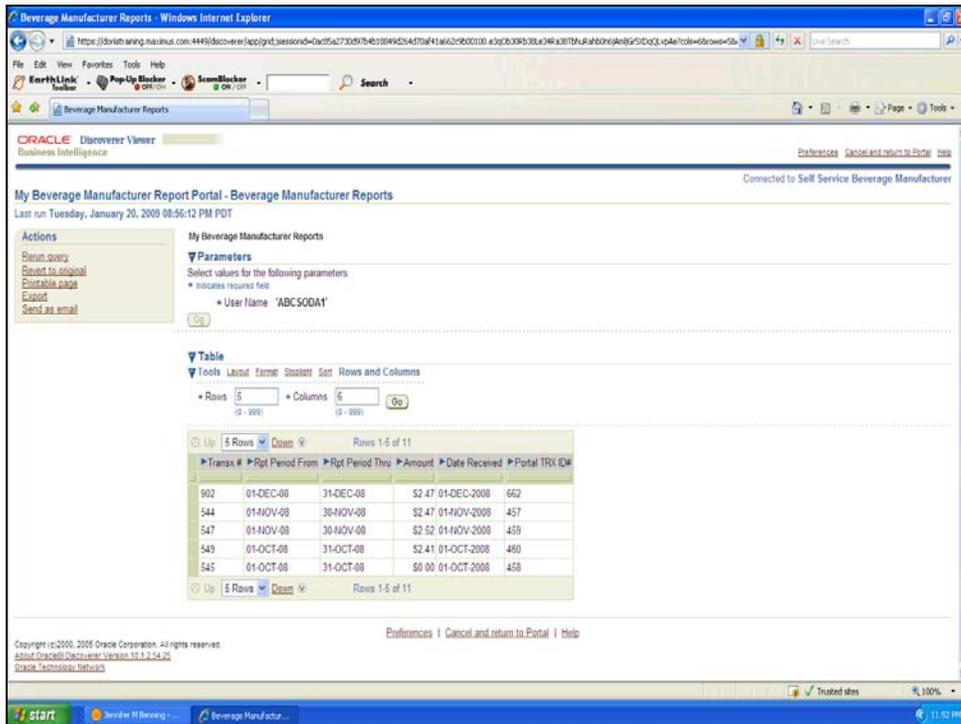
Step	Action
19.	Options for sorting the data will appear. Click on the Sort dropdown button. Select which field to sort the data by from the list of values in the Sort field. 
20.	Click the Order dropdown button to select how to order the data. 
21.	Click the Go button to apply the sorting options. 



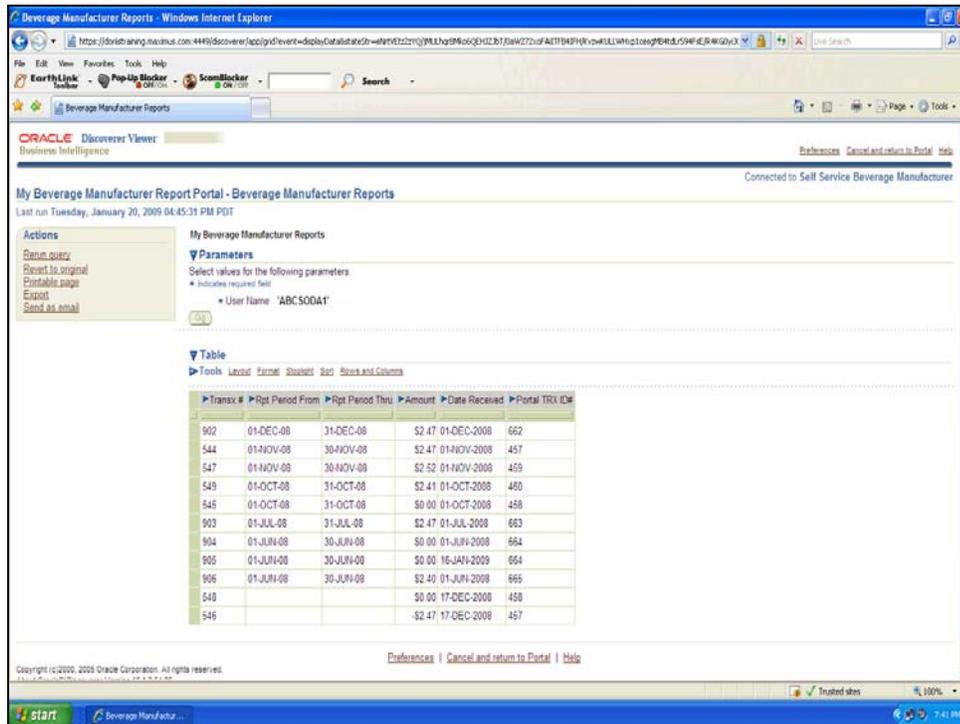
Step	Action
22.	Click the Rows and Columns link to select the number of rows and columns to view in the report. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Rows and Columns</div>

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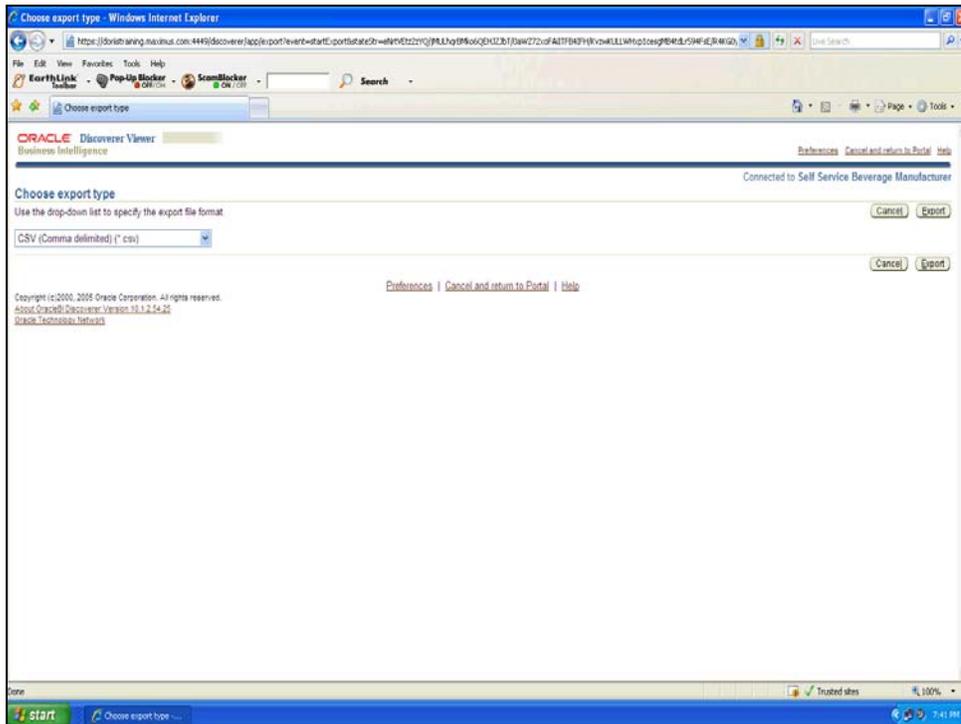
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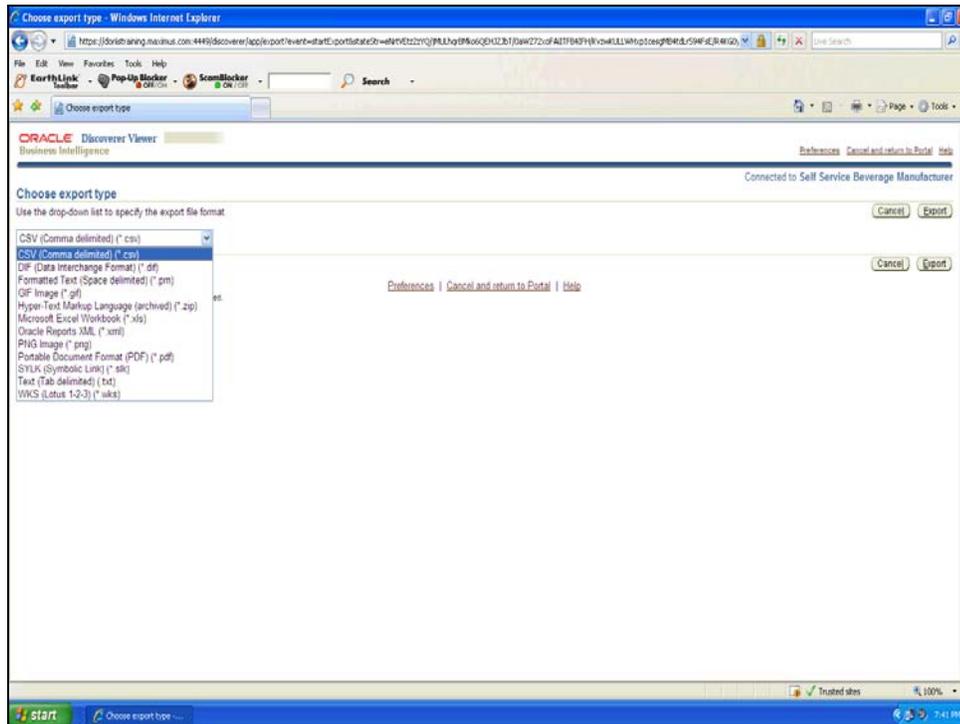
Step	Action
23.	<p>Click in the Rows field to enter the number of rows you want to include in the report.</p> <p>Click in the Columns field to enter the number of columns you want to include in the report.</p> <p>Click the Go button to apply the changes to the report.</p> <p></p>



Step	Action
24.	To export data, click the Export link in the Actions menu on the left side of the screen. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Export</div>



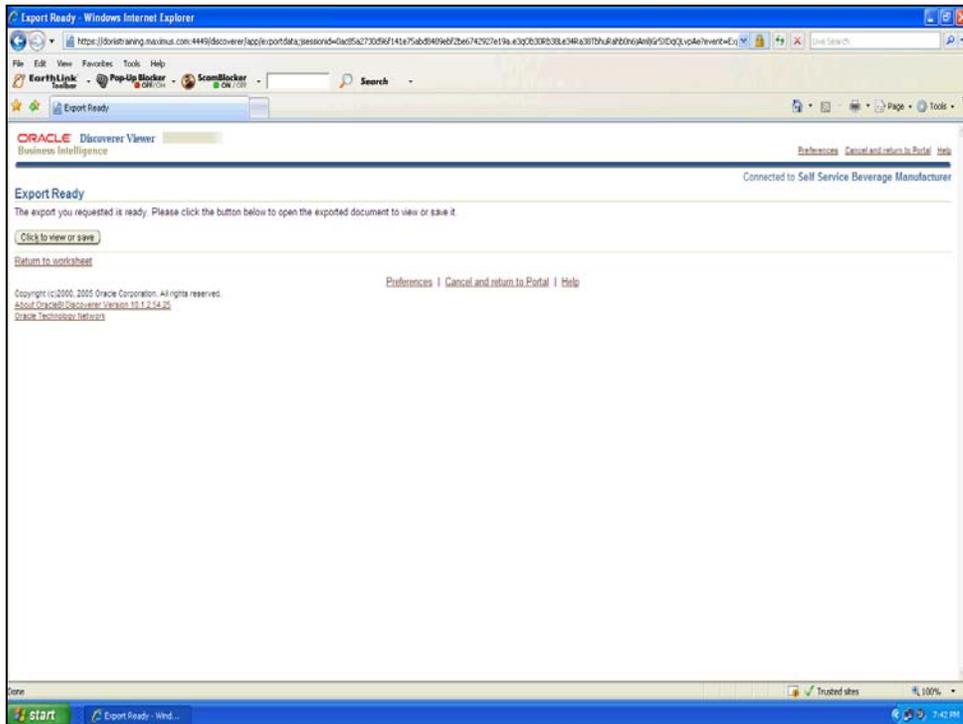
Step	Action
25.	<p>The Choose export type window will appear.</p> <p>Click on the Choose Export Type dropdown button to select the export type from a list of values.</p> 



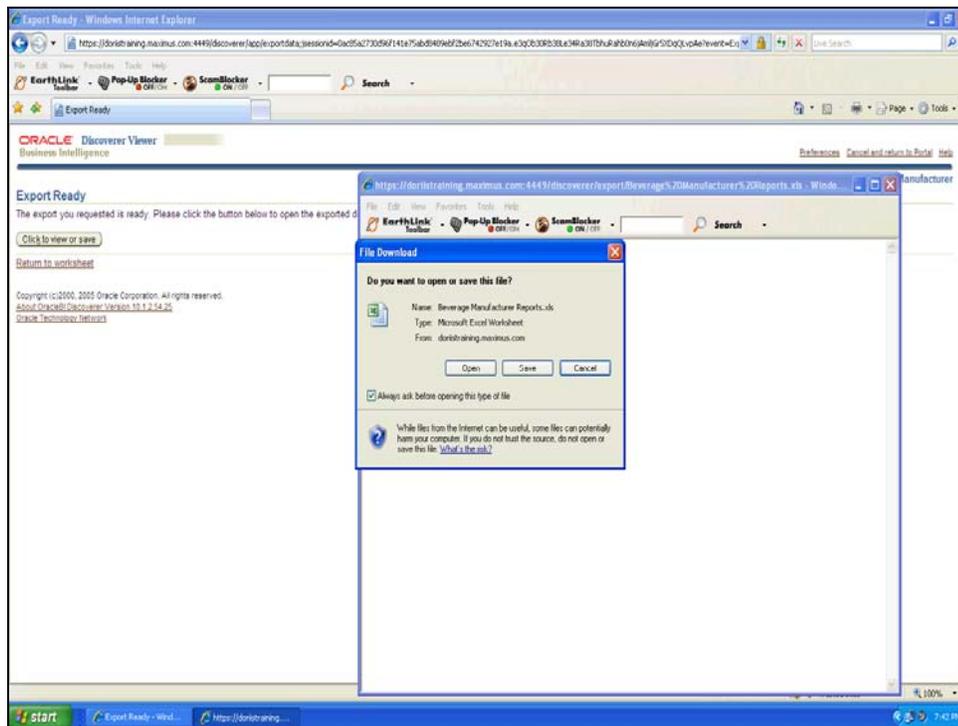
Step	Action
26.	Select the export type from the list of values in the Choose Export Type field. <input type="text" value="Microsoft Excel Workbook (*.xls)"/>
27.	Click the Export button. <input type="button" value="Export"/>

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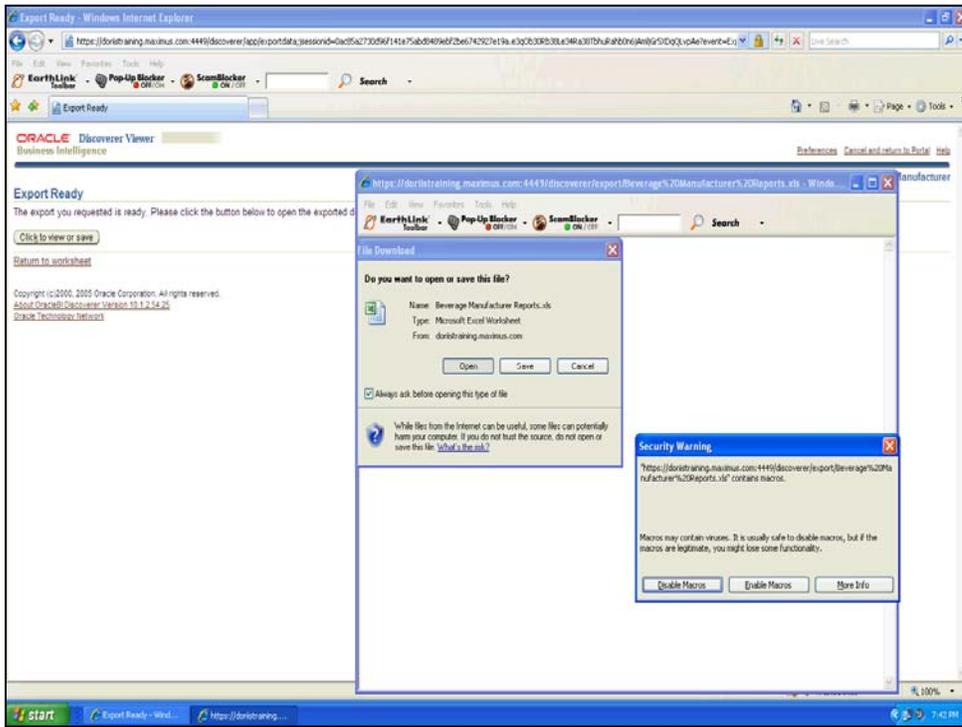
Step	Action
28.	<p>The Export Ready window will appear.</p> <p>Click the Click to view or save button to view or save the report.</p> 



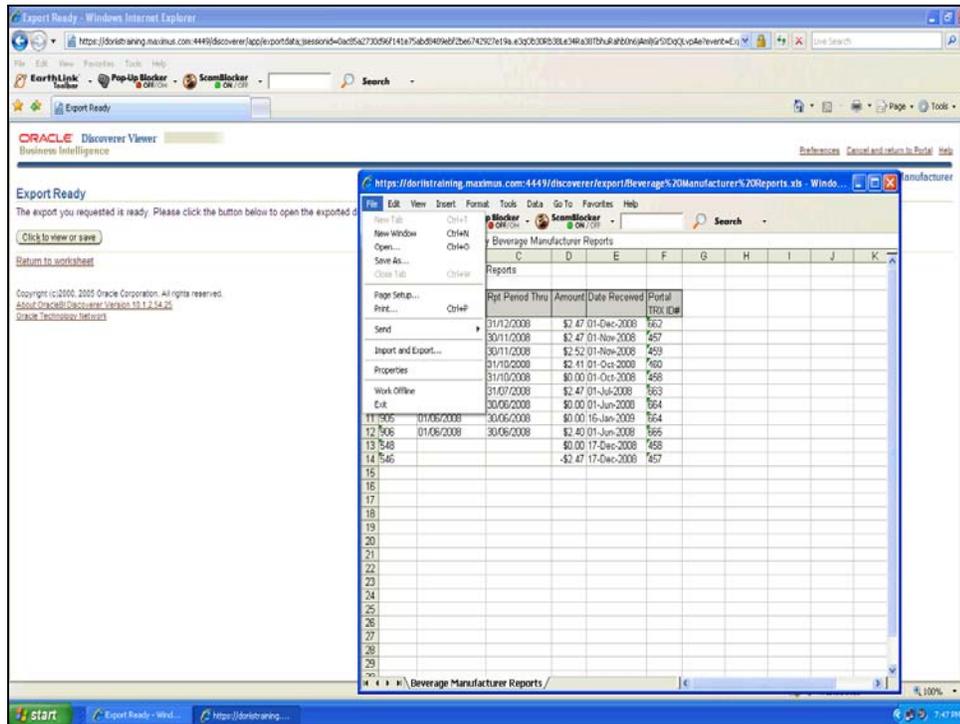
Step	Action
29.	<p>A new browser will open.</p> <p>A File Download box will appear asking you if you want to open or save this file.</p> <p>To view the report click the Open button or to save the report, click the Save button.</p> <div data-bbox="467 1360 592 1392" style="border: 1px solid black; padding: 2px; display: inline-block;">Open</div>

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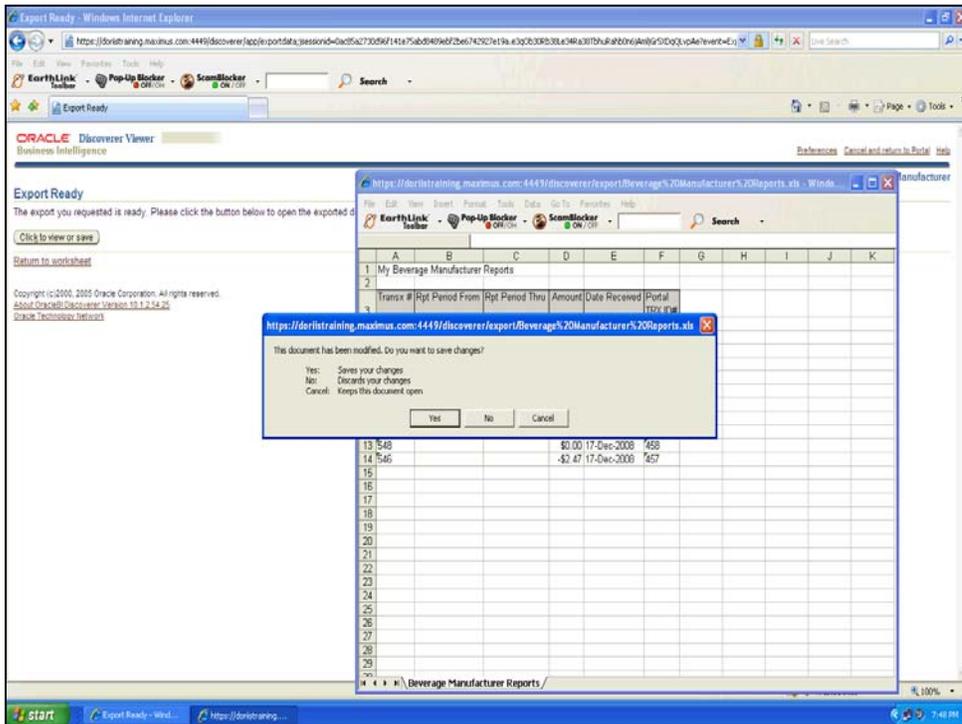
Step	Action
30.	<p>A Security Warning window may appear.</p> <p>Click the Enable Macros button.</p> <div data-bbox="370 1213 570 1251" style="border: 1px solid black; padding: 2px; display: inline-block;">Enable Macros</div>



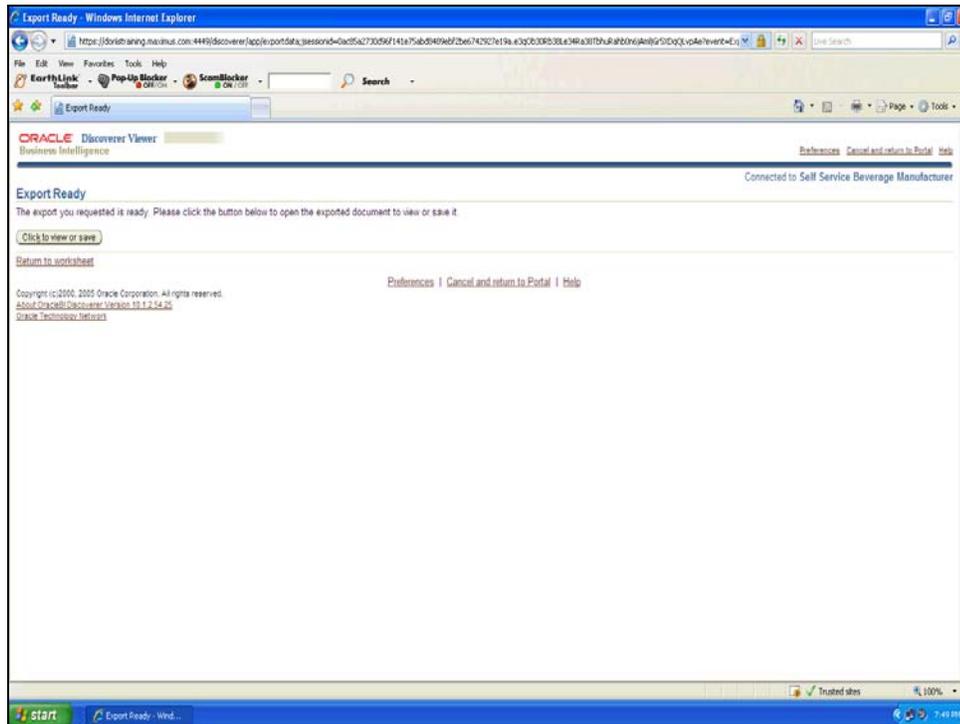
Step	Action
31.	<p>The report will open in the browser.</p> <p>To print the report, in the Menu bar, click on File and select Print.</p> <p><input type="text" value="Print..."/></p>
32.	<p>Click the X button in the top right corner of the active window to exit the report.</p> <p></p>

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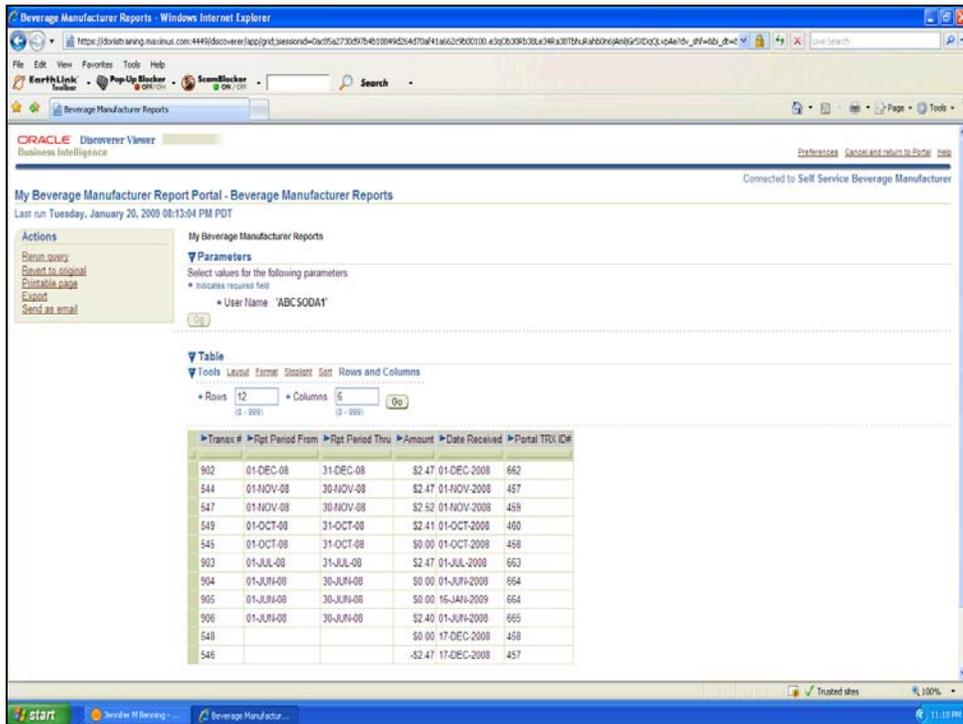
Step	Action
33.	<p>A dialog box will appear asking if you want to save changes.</p> <p>Click No button to continue exiting the report or click the Yes button to save the report.</p> <p><input type="button" value="No"/></p>

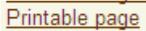


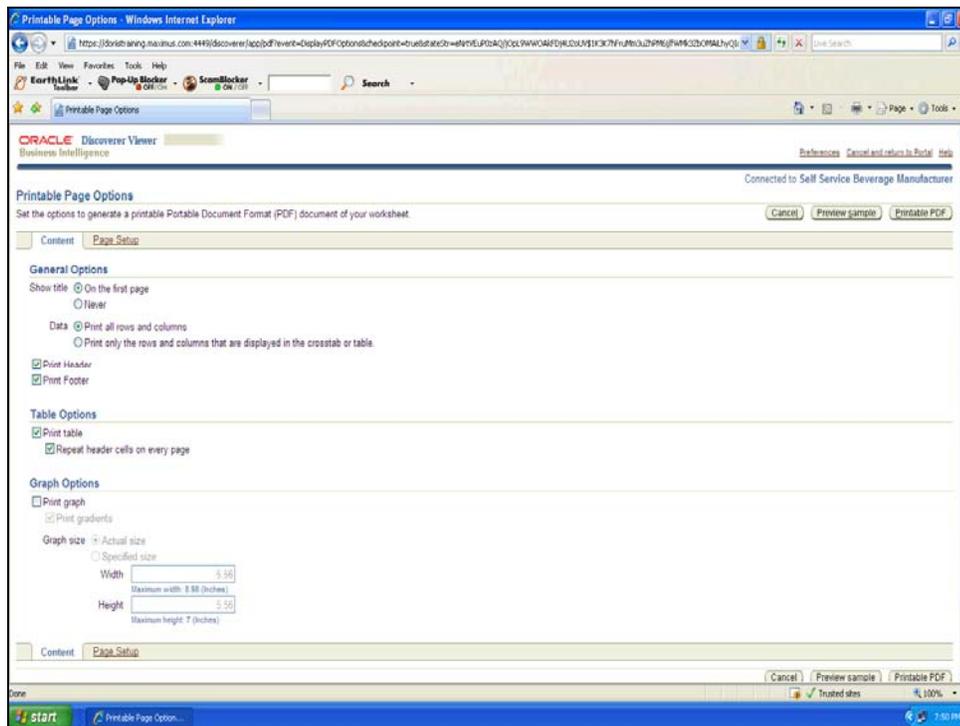
Step	Action
34.	<p>The Export Ready window will appear.</p> <p>Click the Return to worksheet link to return to the My Beverage Manufacturer Report Portal- Beverage Manufacturer Report.</p> <p>Return to worksheet</p>

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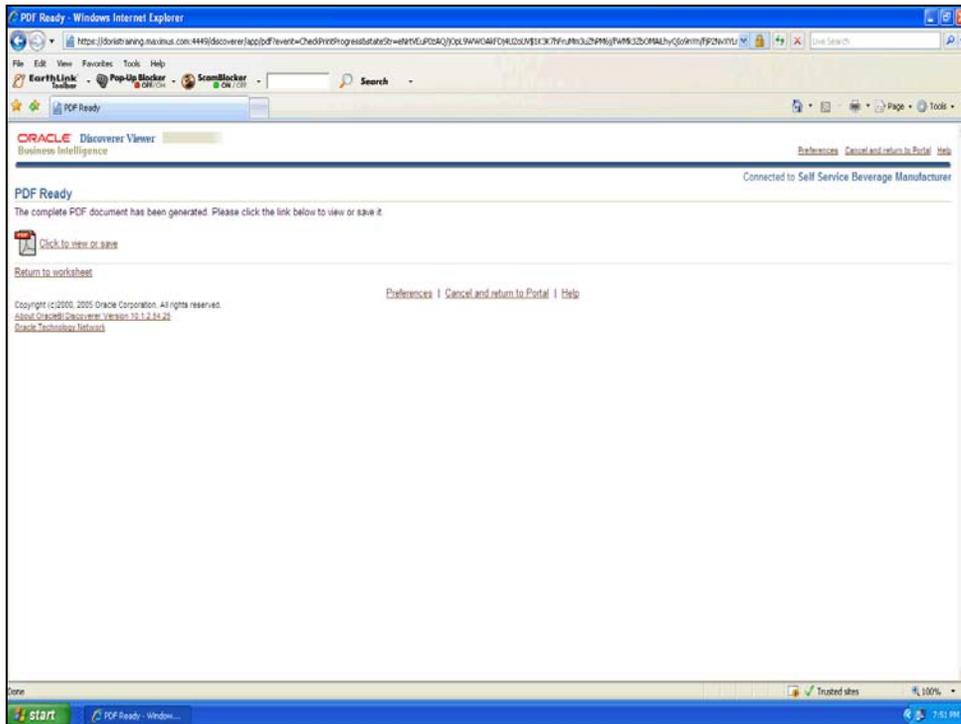
Step	Action
35.	To print the report from this view, click on the Printable page link in the Actions window. 



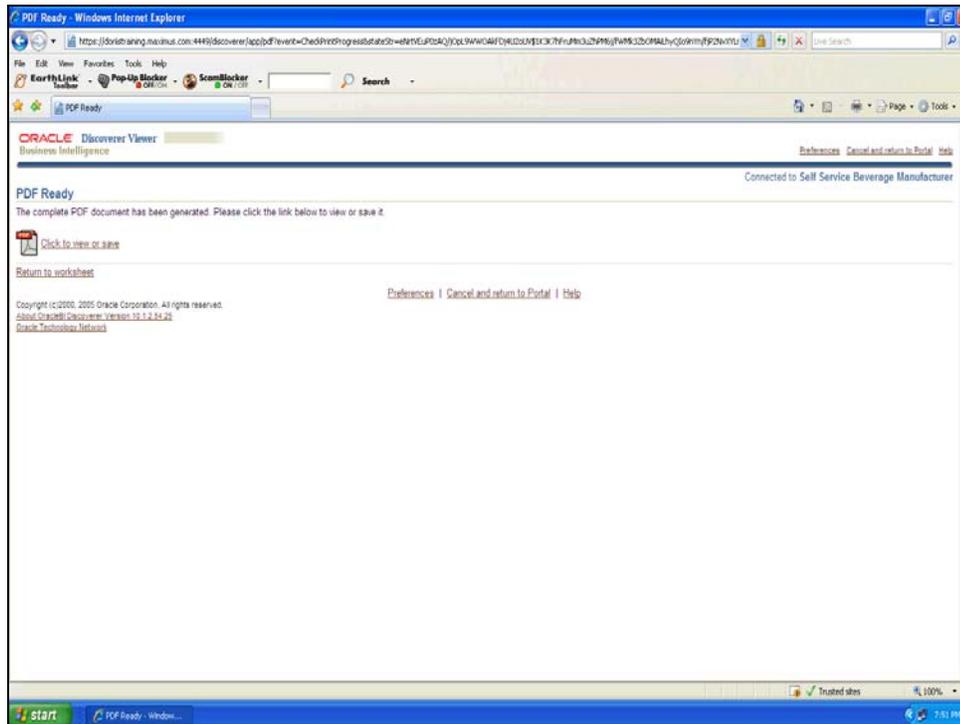
Step	Action
36.	<p>The Printable Page Options window will appear.</p> <p>Select printing options by clicking the button next to the options you want to select.</p> <p>To preview the report, click the Preview sample button.</p> <p>To print the report in a PDF format, click the Printable PDF button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Printable PDF</div>

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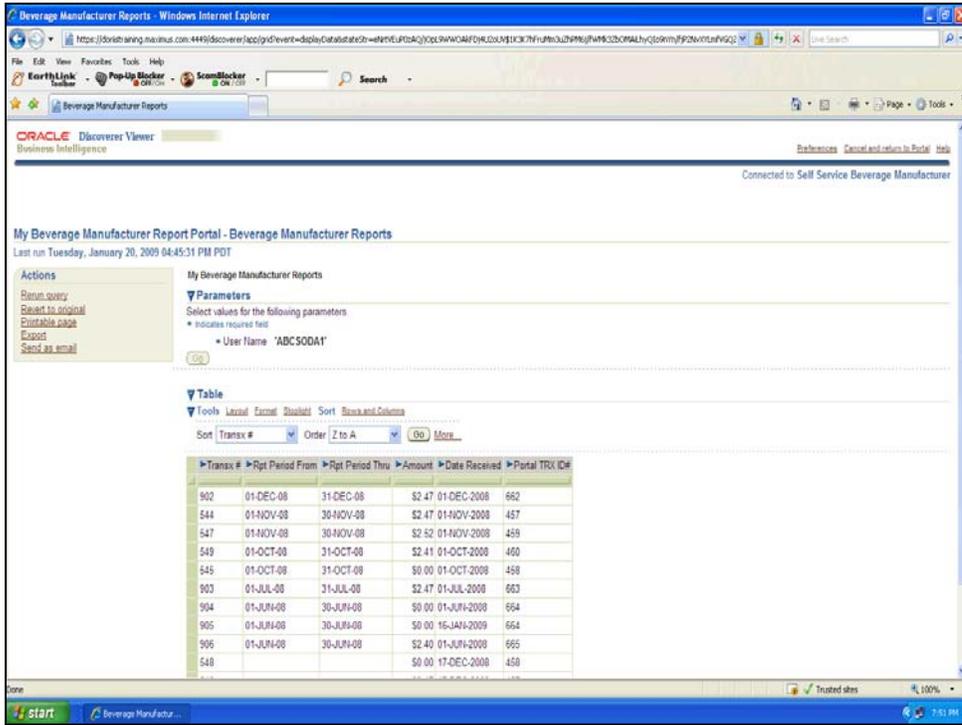
Step	Action
37.	<p>The PDF Ready window will appear.</p> <p>Click the Click to view or save to view and print the report or to save the report.</p> <p>Click to view or save</p>



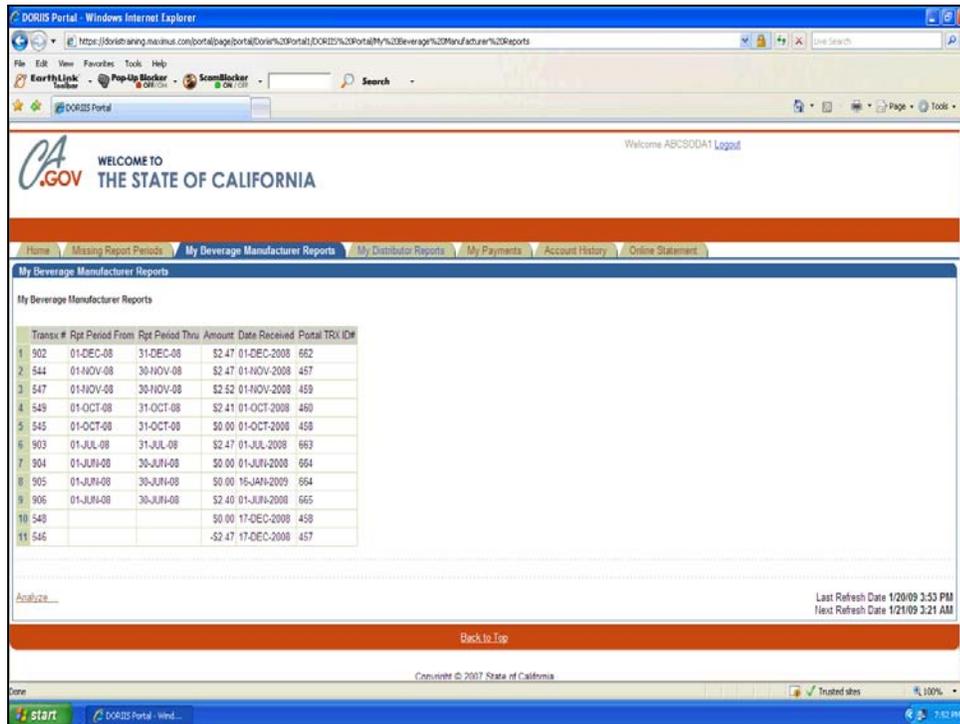
Step	Action
38.	To return to the My Beverage Manufacturer Report Portal- My Beverage Manufacturer Report window, click the Return to worksheet link. Return to worksheet

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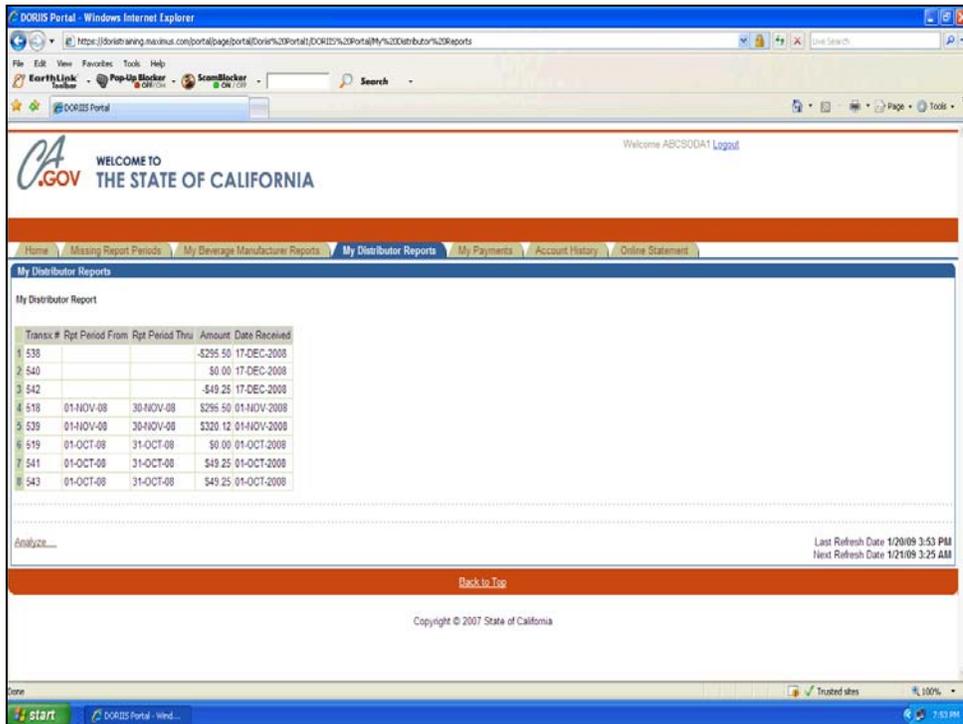
Step	Action
39.	To return to the portal, click the Cancel and return to Portal link. Cancel and return to Portal



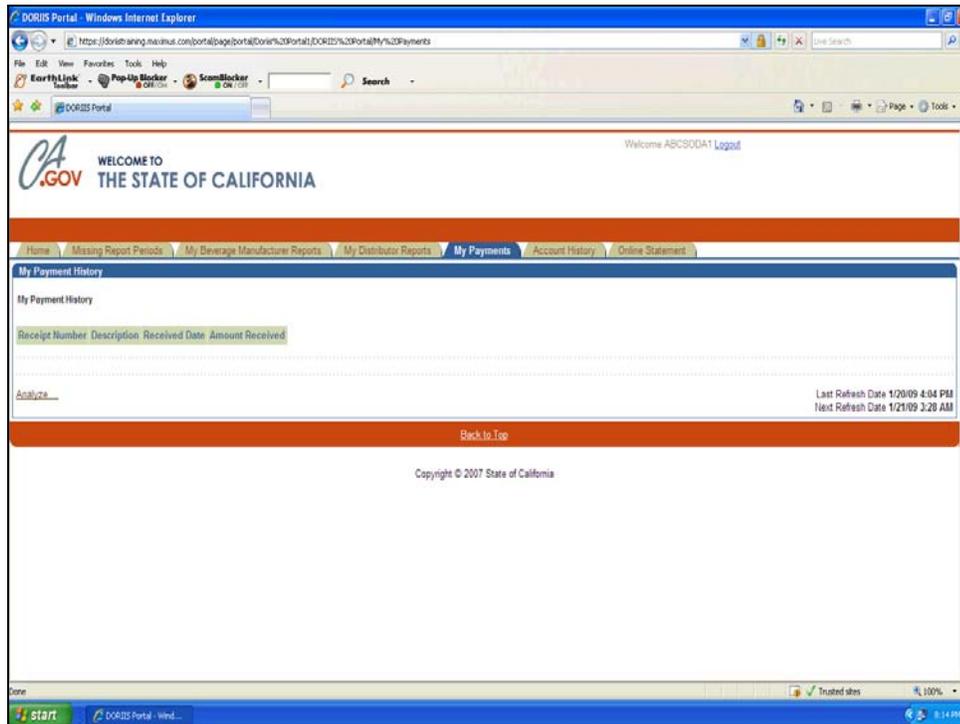
Step	Action
40.	Click the Home link to return to the Home page or click the Logout link to logout of the system. Logout

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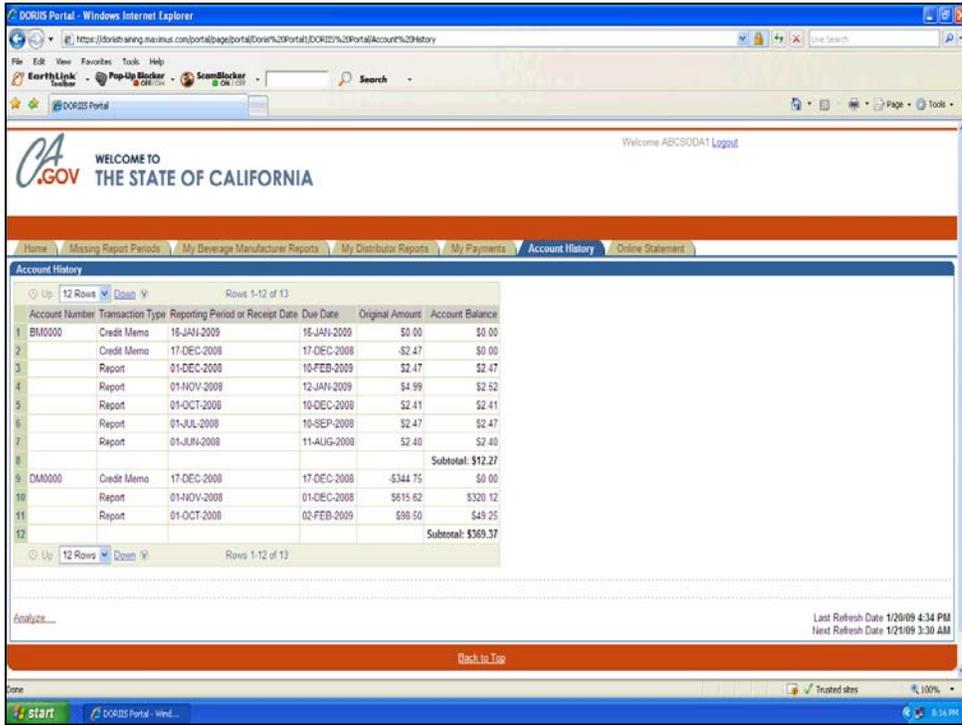
Step	Action
41.	<p>To View the My Distributor Reports:</p> <p>Click the My Distributor Reports link.</p> <p>My Distributor Reports</p>
42.	<p>The My Distributor Reports tab will open.</p> <p>Follow the steps listed in the previous section on viewing the My Beverage Manufacturer Reports to export, print, or analyze the data listed in the Distributor Report.</p>



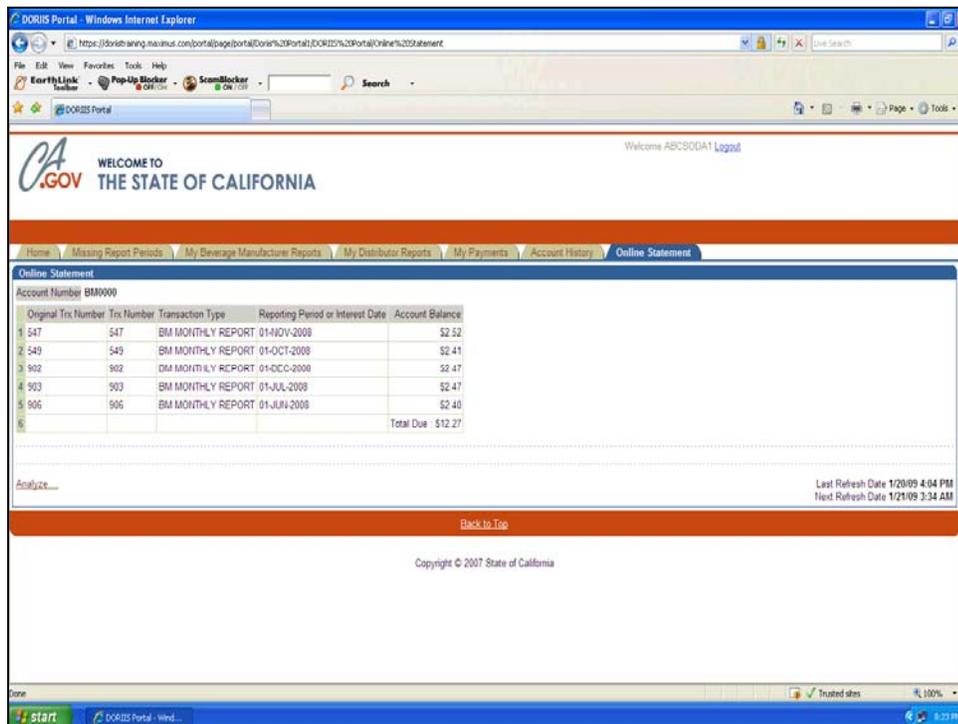
Step	Action
43.	<p>To View My Payments:</p> <p>Click the My Payments link.</p> <p>My Payments</p>
44.	<p>The My Payment History tab will open.</p> <p>Follow the steps listed in the previous section on viewing the My Beverage Manufacturer Reports to export, print, or analyze the data listed in the Payment History Report.</p> <p>My Payment History</p>

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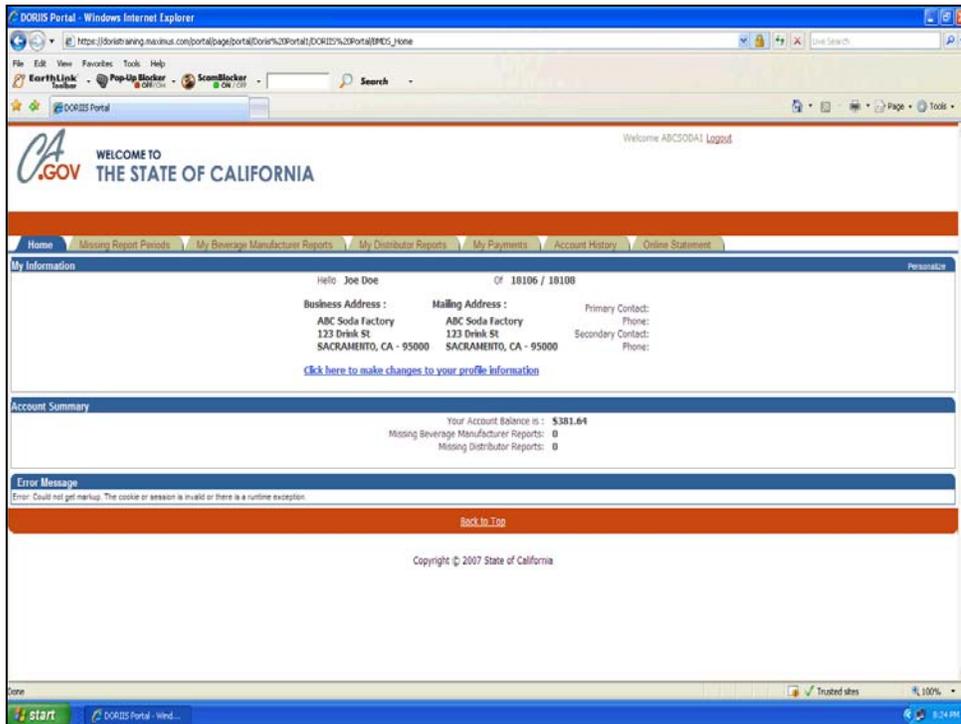
Step	Action
45.	<p>To View Account History:</p> <p>Click the Account History link.</p> <p>The Account History tab will open.</p> <p>Follow the steps listed in the previous section on viewing the My Beverage Manufacturer Reports to export, print, or analyze the data listed in the Payment History Report.</p> <p>Account History</p>



Step	Action
46.	<p>To View the Online Statement:</p> <p>Click the Online Statement link.</p> <p>Online Statement</p>
47.	<p>The Online Statement tab will open.</p> <p>Follow the steps listed in the previous section on viewing the My Beverage Manufacturer Reports to export, print, or analyze the data listed in the Payment History Report.</p> <p>Click the Home tab to return to the Home Page.</p> <p>Home</p>

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Step	Action
48.	Click the Logout link to logout of the system. <input type="button" value="Logout"/>
49.	End of Procedure.