USING THE DORIIS PORTAL – SELF SERVICE PROCESSORS AND RECYCLERS

Participant User Manual

Department of Conservation
Division of Recycling

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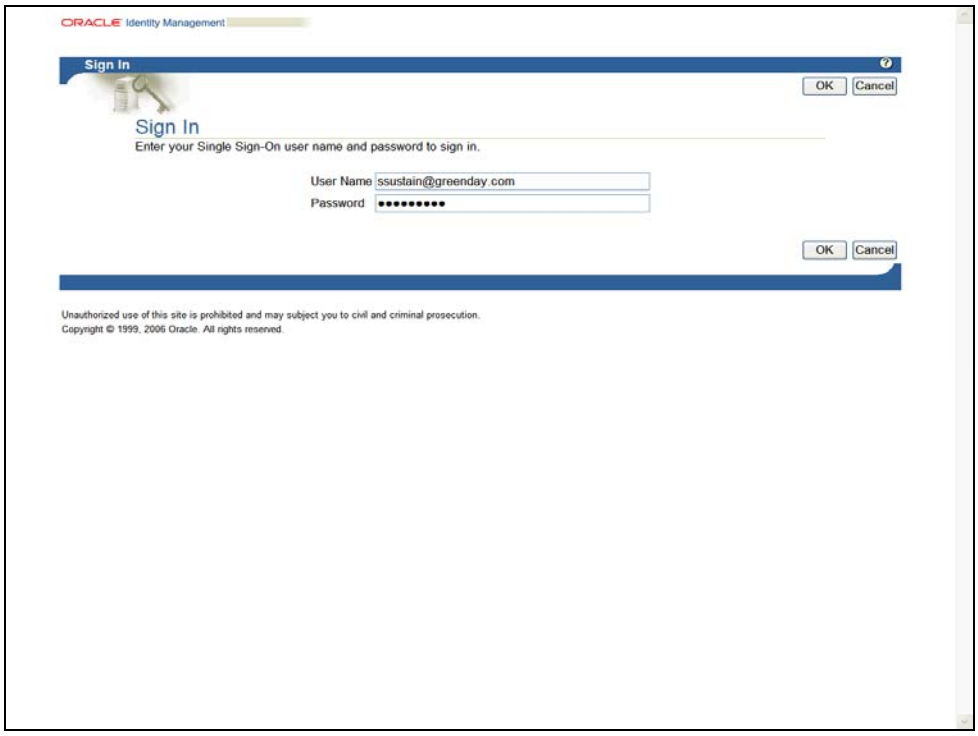
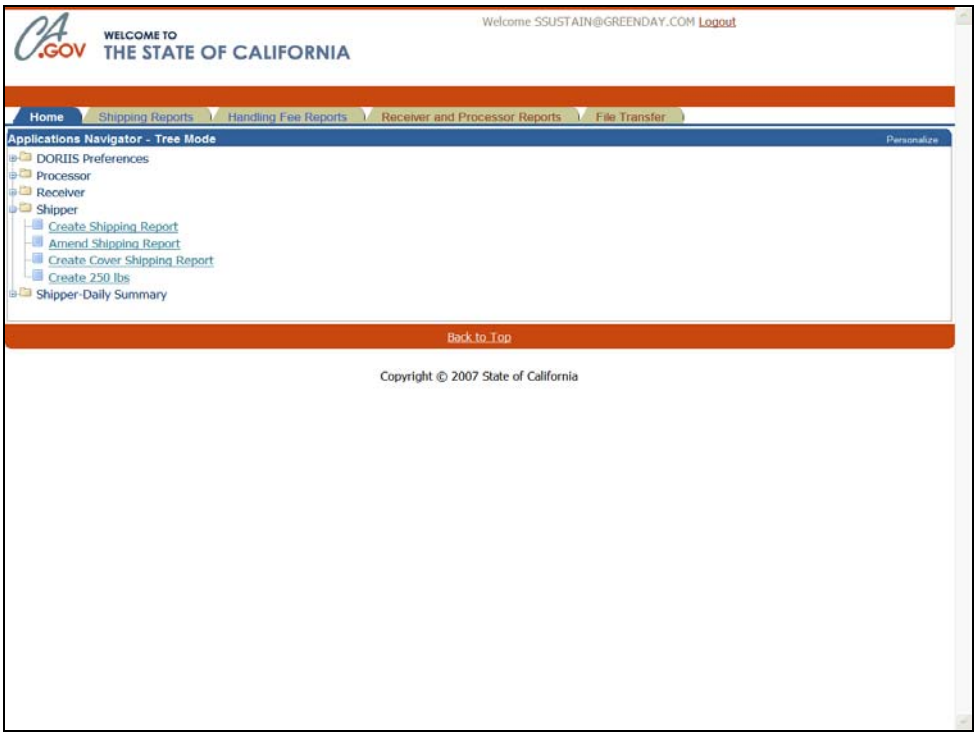
Using the DORIIS Portal: Processors & Recyclers

Objective 1a: Creating a Shipping Report - Total Refund Value

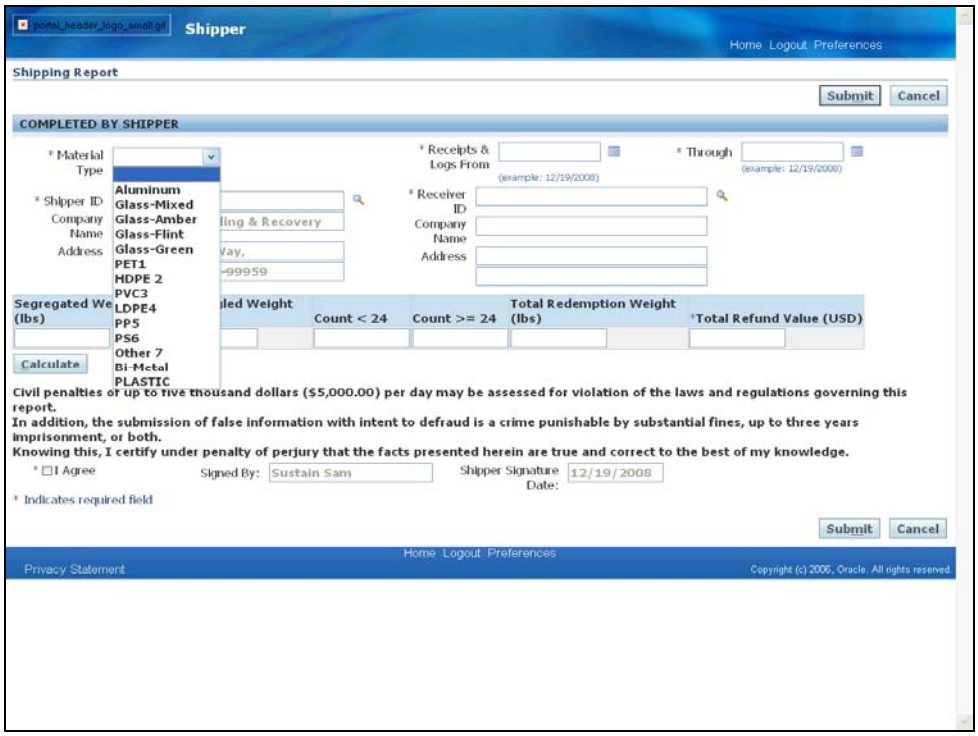
Procedure



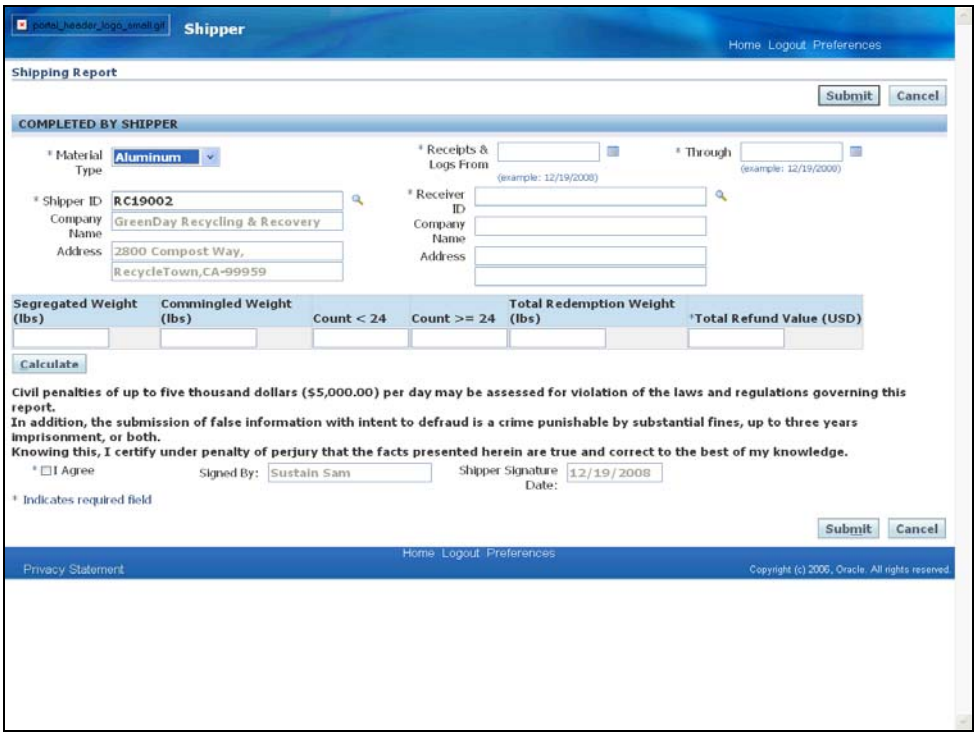
Step	Action
1.	Enter your **User Name** and **Password**. Click the **OK** button. OK



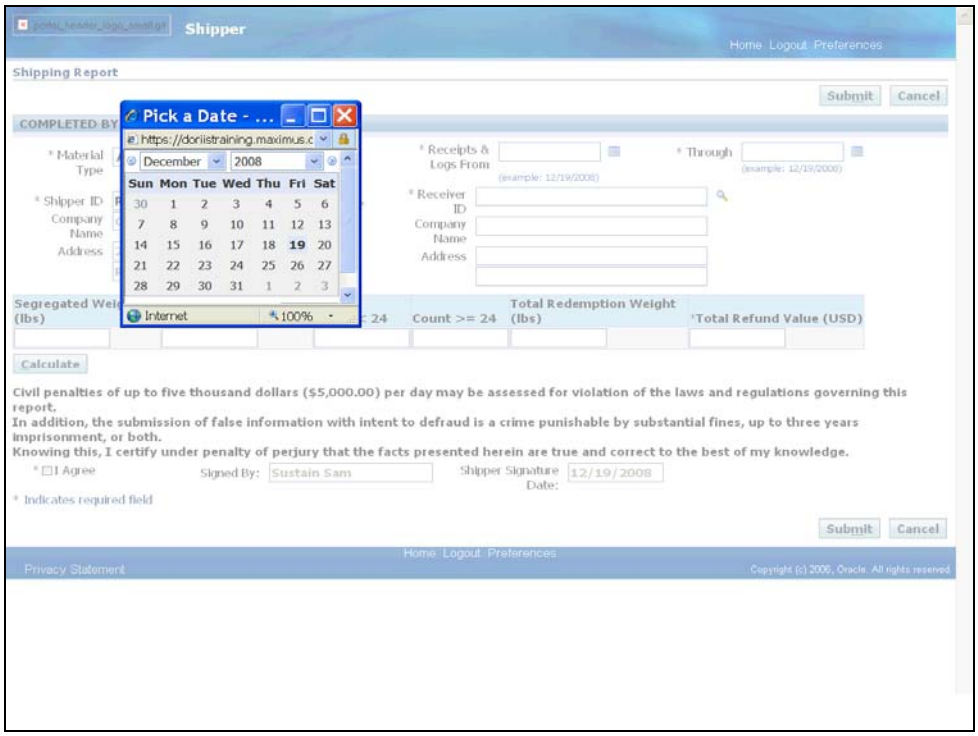
Step	Action
2.	Select the **Shipper** responsibility. Navigate to: Create Shipping Report ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Create Shipping Report



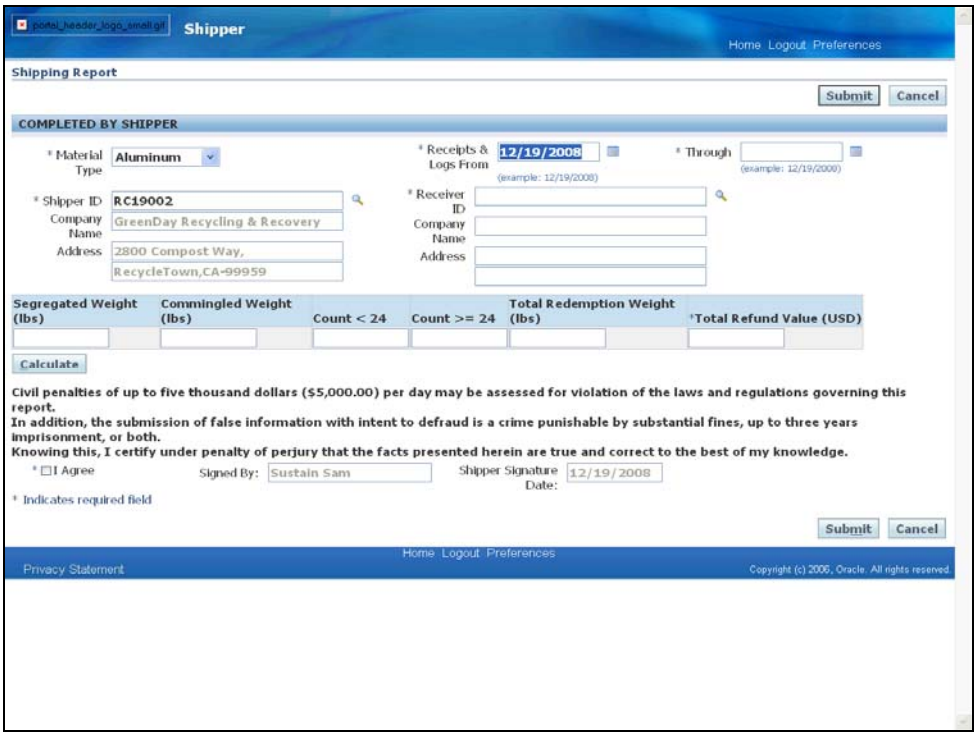
Step	Action
3.	The Shipping Report browser window will appear. Select the type of material that will be shipped by clicking the **Material Type** dropdown list. * Material Type



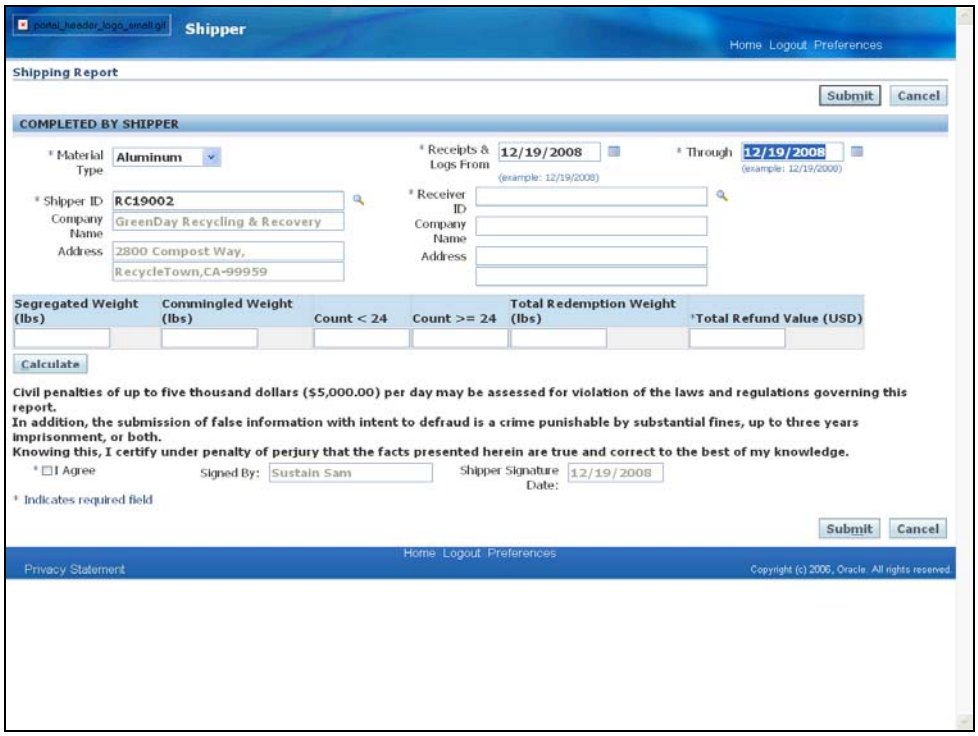
Step	Action
4.	Click in the **Receipts & Logs From** field to enter the From date or select a date using the **Receipts & Logs From** calendar button. ***Special Note: Date fields can be typed in and the tab key can be clicked to navigate to the next field. The sample date format is below each date field as a reference.*** * Receipts & Logs From
5.	To select a date from the calendar, click the **Receipts & Logs From** calendar button.



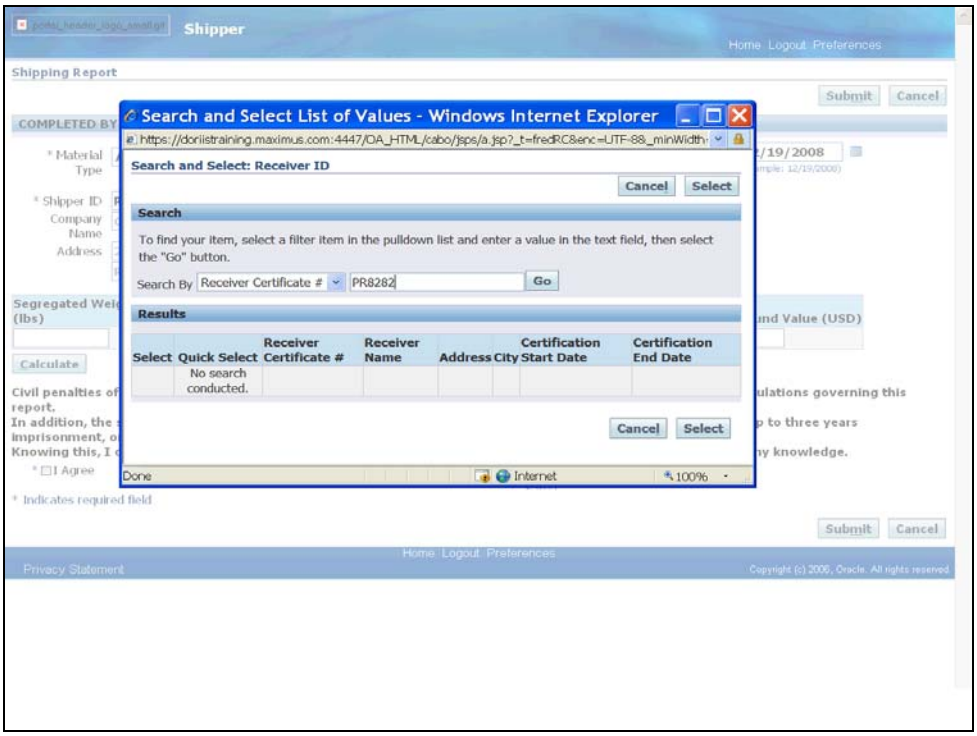
Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. **Pick a Date**



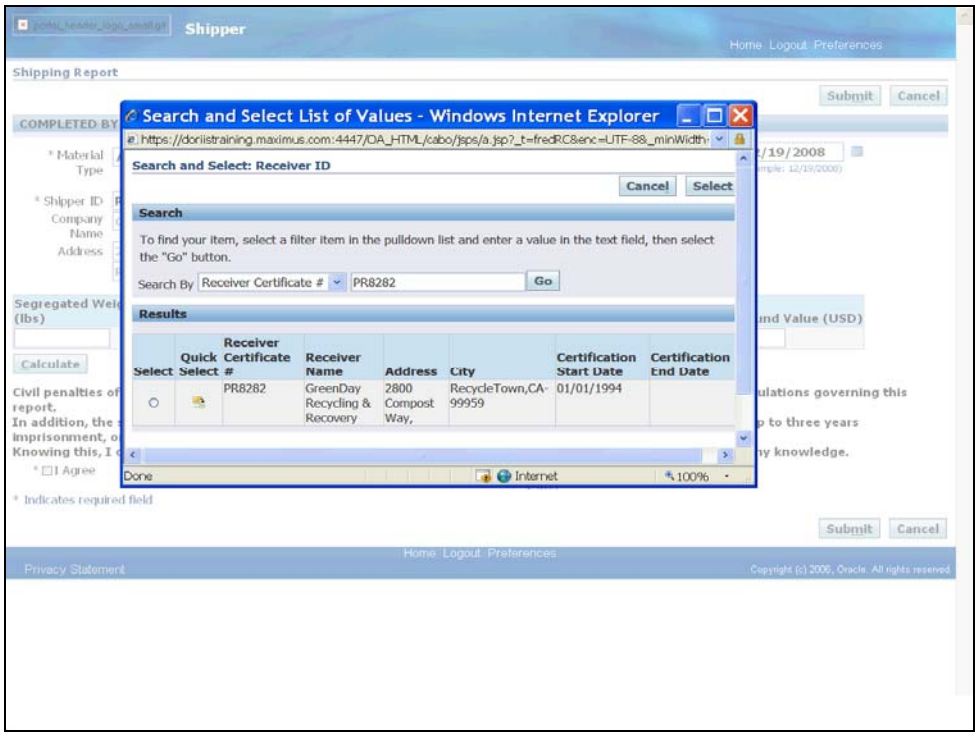
Step	Action
7.	The Shipping Report window will again appear with the **Receipts & Logs From** date now populated. Click in the **Through** field and enter the Through date or select a date using the **Through** calendar button. * Through
8.	Click the **Through** button to choose a date from a calendar.
9.	The Calendar window will appear. Choose the appropriate Through date by selecting the date. Pick a Date



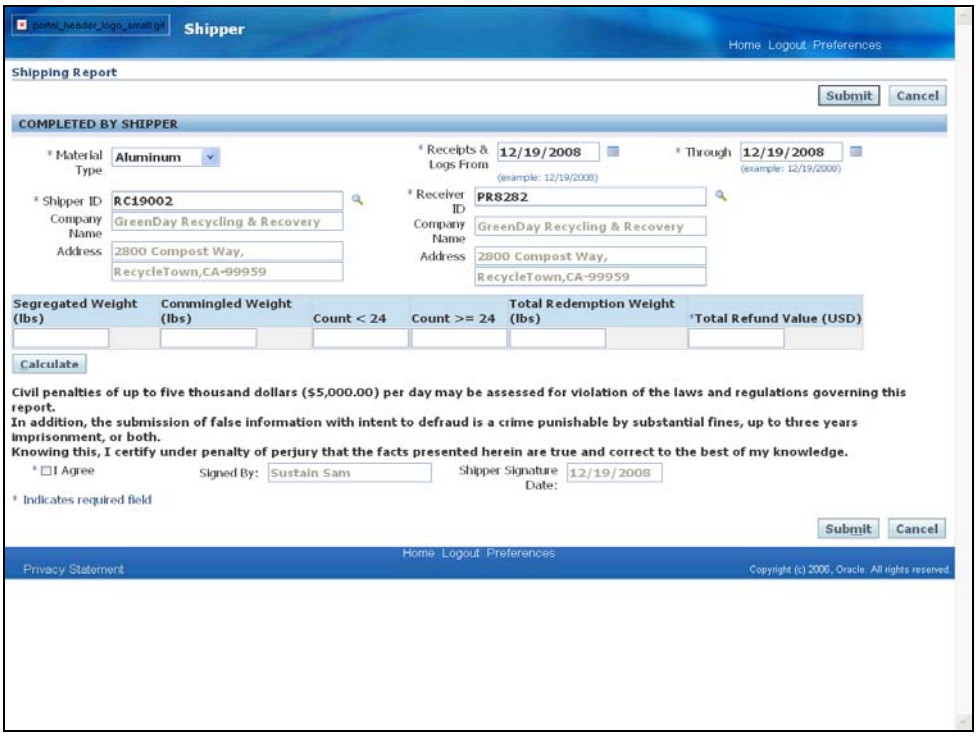
Step	Action
10.	The Shipping Report window will again appear with the **Through** date now populated. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to select the appropriate Shipper ID# by using the Search icon, or enter in the appropriate certification number.*** Designate who the receiver of the shipment will be by clicking in the **Receiver ID** field. * Receiver ID
11.	Enter the Receiver ID if known or click the **Receiver ID** search button to select from a list of receivers.



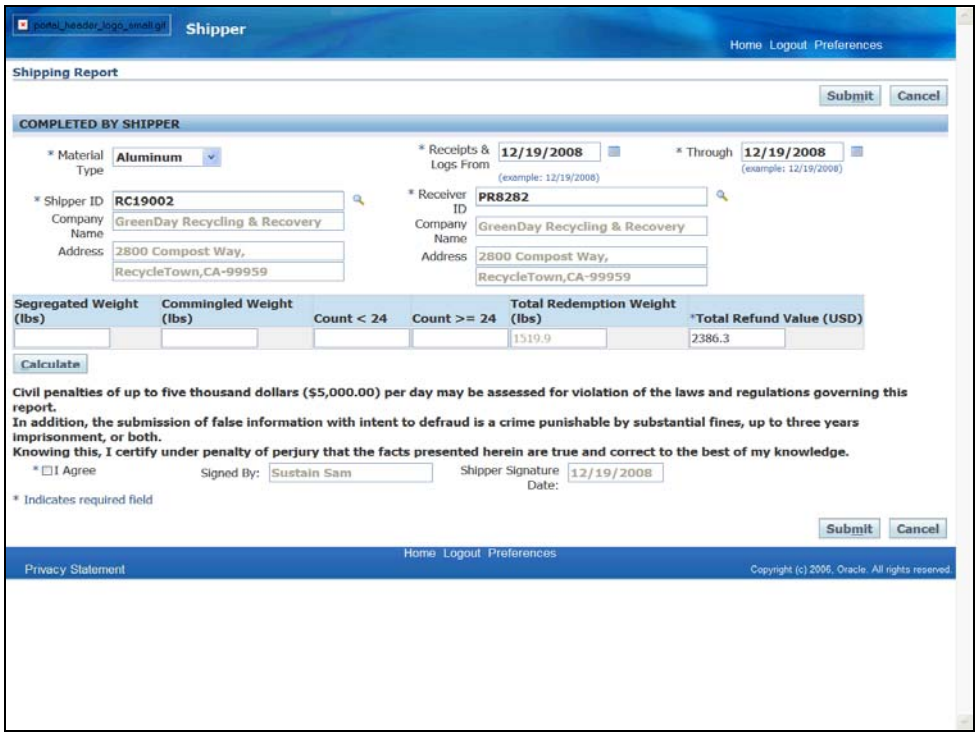
Step	Action
12.	The Search and Select: Receiver ID window will appear. Enter the Receiver Certification Number or a partial value to limit the list of the party that will receive the shipment. Click the **Go** button. Go



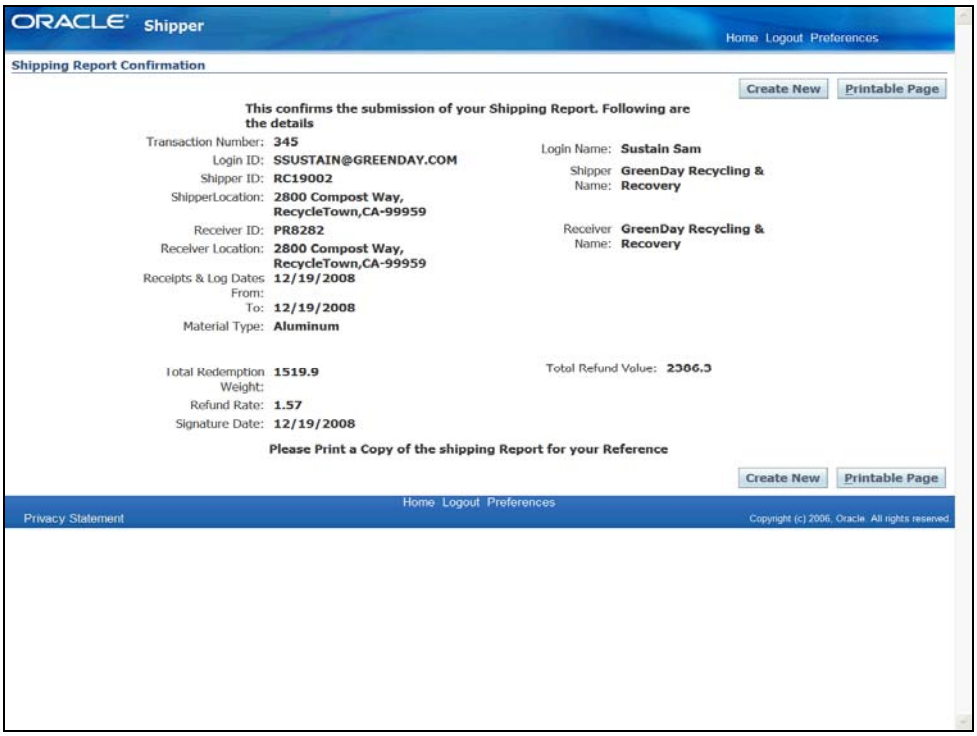
Step	Action
13.	The search will return the receiver associated with the certification number. Click the **Quick Select** button.



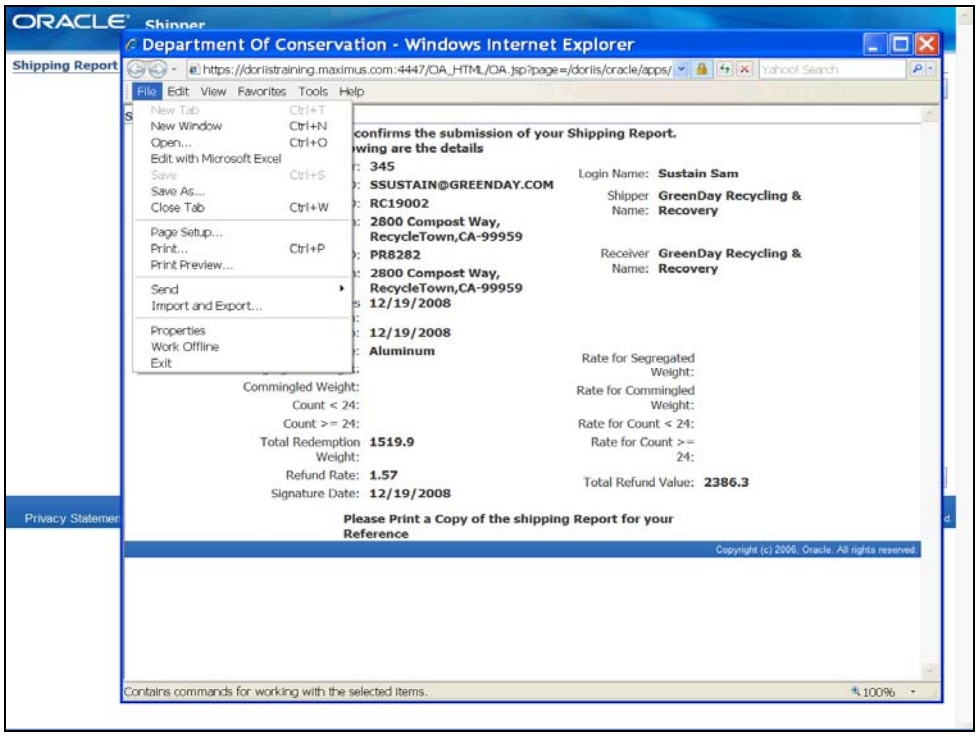
Step	Action
14.	The Shipping Report window will again appear with the Receiver ID, Company Name and Address populated based on the search. Click in the **Total Refund Value (USD)** field. Enter the Total Refund amount of the shipment. *Total Refund Value (USD)
15.	Click the **Calculate** button. Calculate



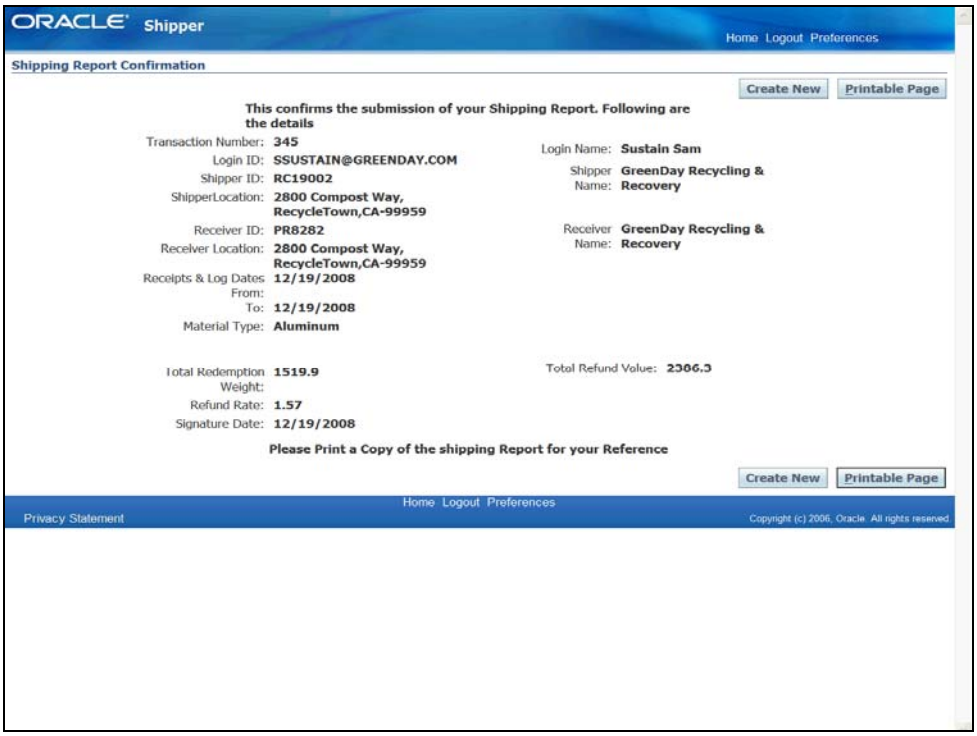
Step	Action
16.	Verify that the **Total Redemption Weight (lbs)** field has calculated correctly based on the Total Redemption Value just entered. Click the **I Agree** checkbox option to agree to the terms and conditions of filing the Shipping Report. ☐ I Agree
17.	Click the **Submit** button to submit the report. **Submit**



Step	Action
18.	A Shipping Report Confirmation screen will now appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



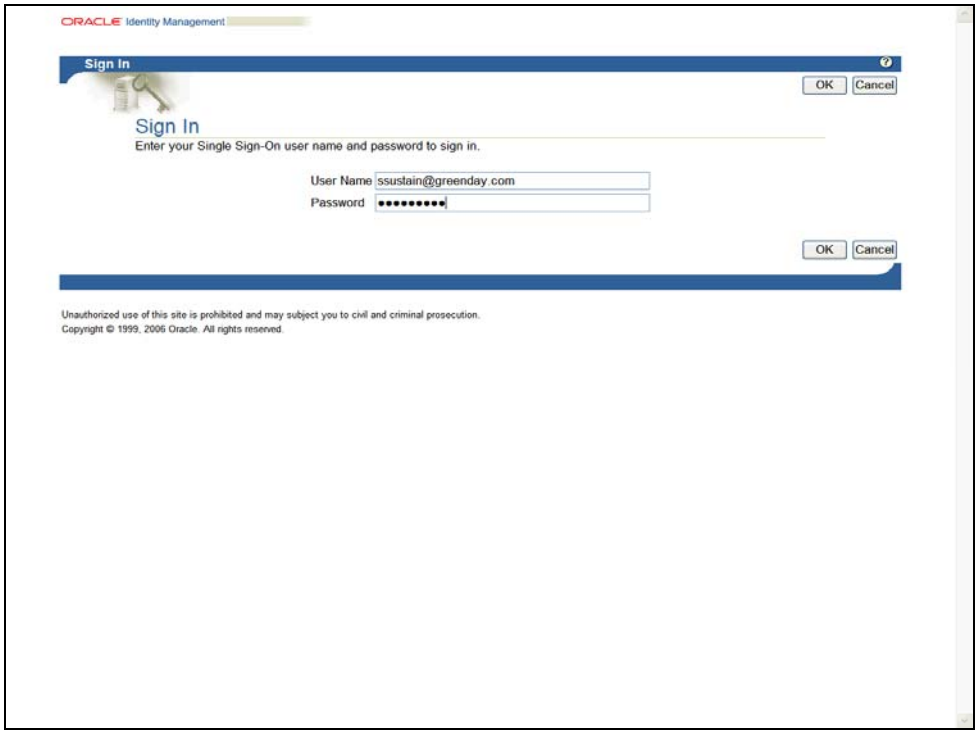
Step	Action
19.	Once the printable version of the confirmation page appears, select **File** from the menu bar then select **Print**. Print... Ctrl+P



Step	Action
20.	To exit DORIIS, click the **Logout** button from the upper menu bar. Click the **Logout** link. Logout
21.	**End of Procedure.**

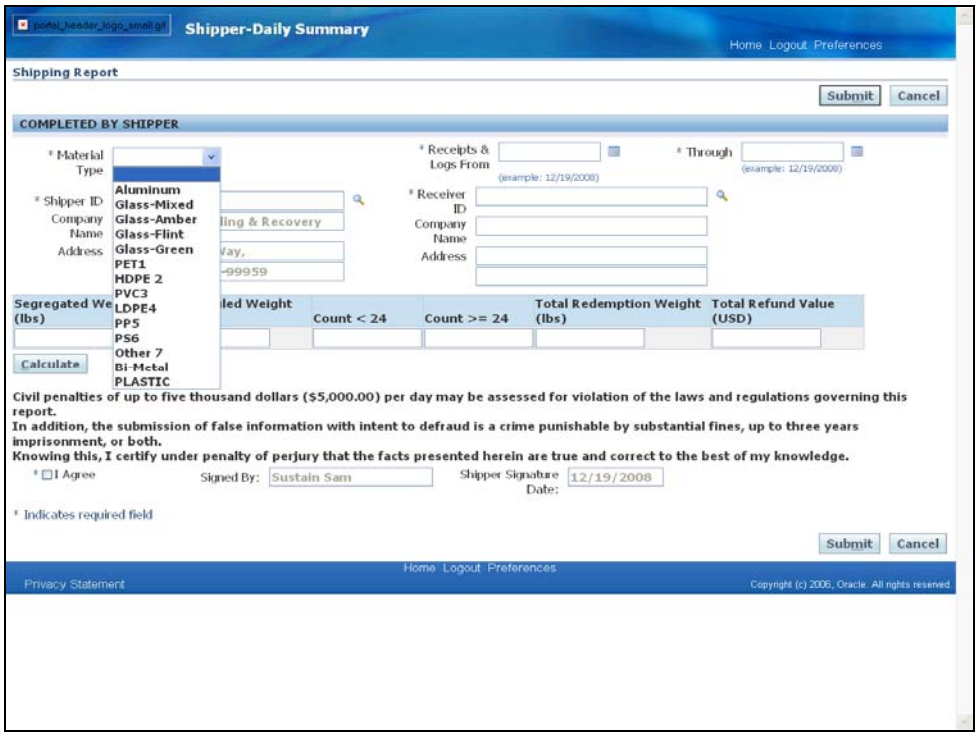
Objective 1b: Creating a Shipping Report - Daily Summary

Procedure

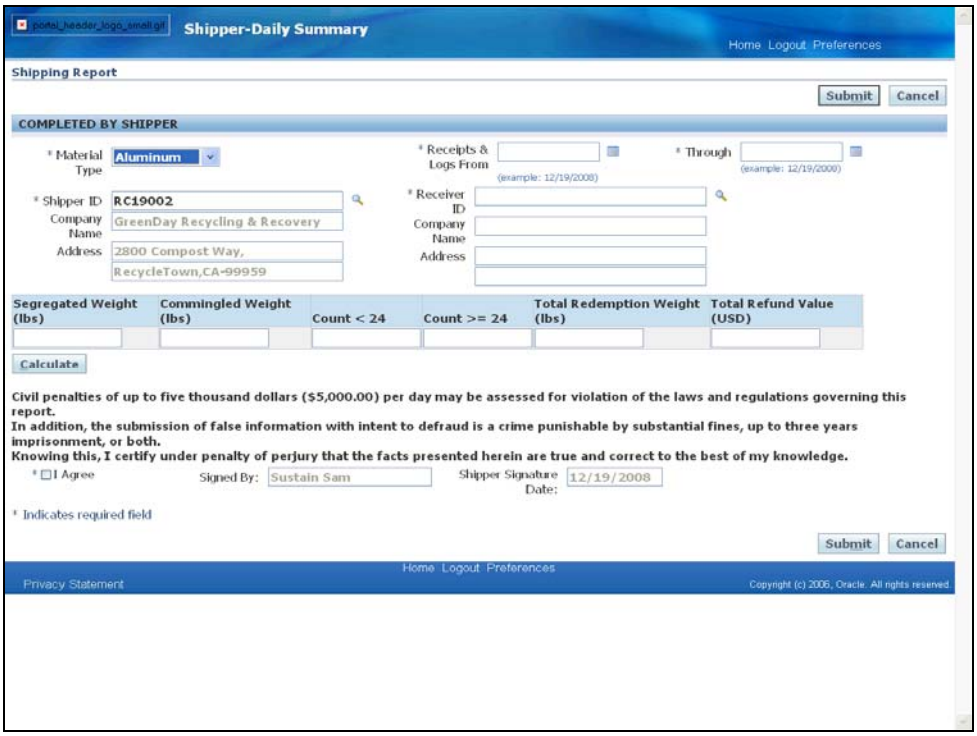


Step	Action
1.	Enter your **User Name** and **Password**. Click the **OK** button. OK

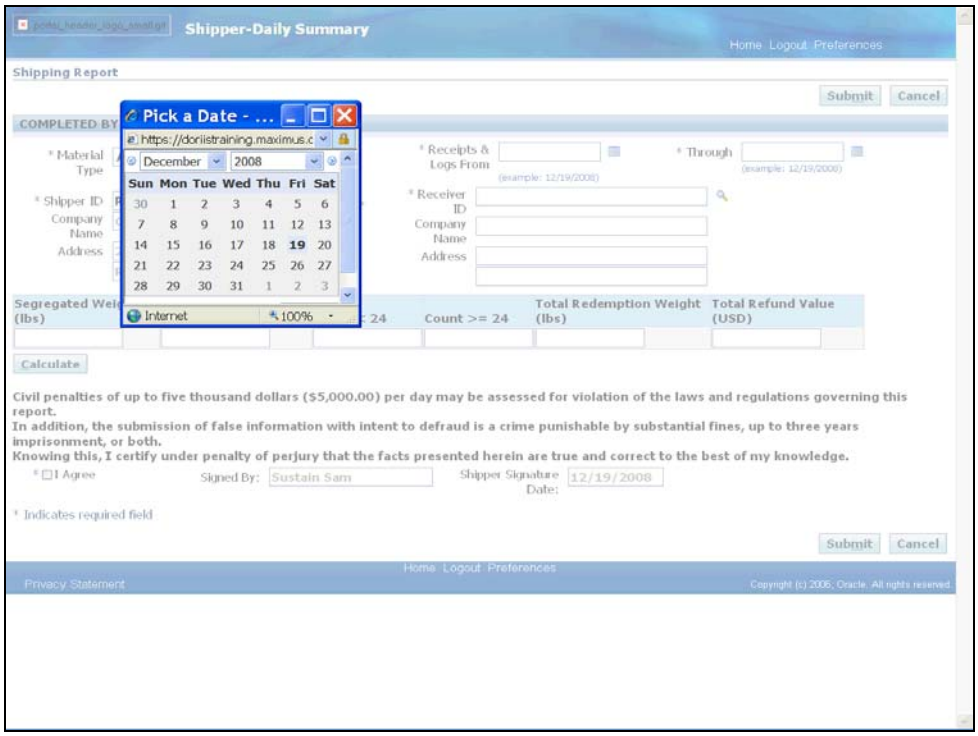
Step	Action
2.	Select the **Shipper-Daily Summary** responsibility. Navigate to: Create Shipping Report-Daily Summary ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Create Shiping Report - Daily Summary



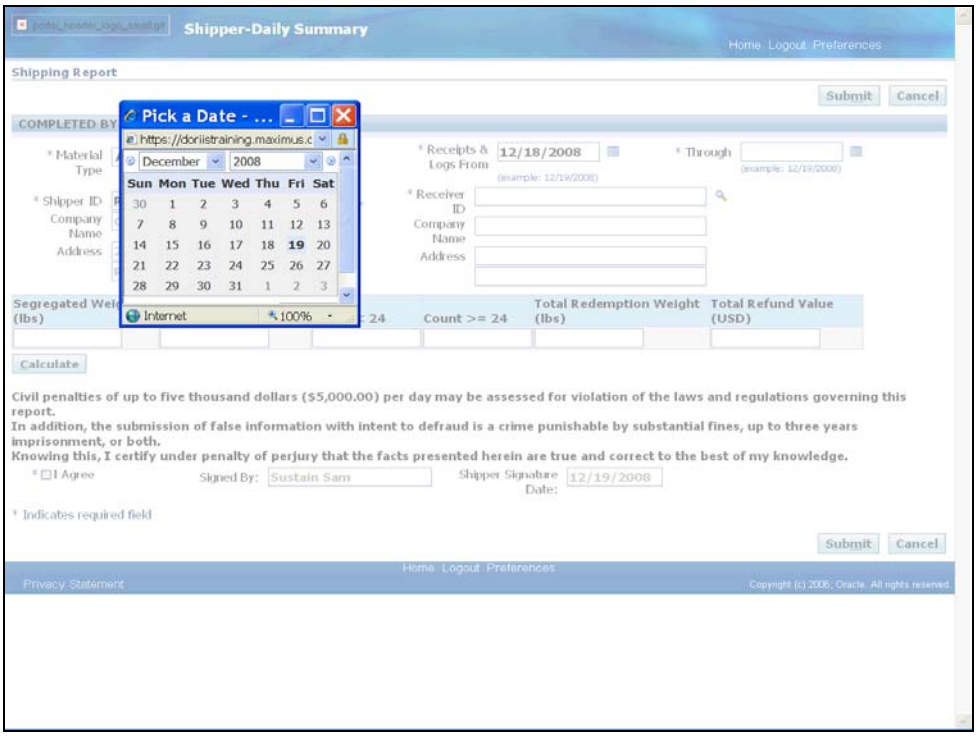
Step	Action
3.	The Shipping Report browser window will appear. Select the type of material that will be shipped by clicking the **Material Type** dropdown list. * Material Type



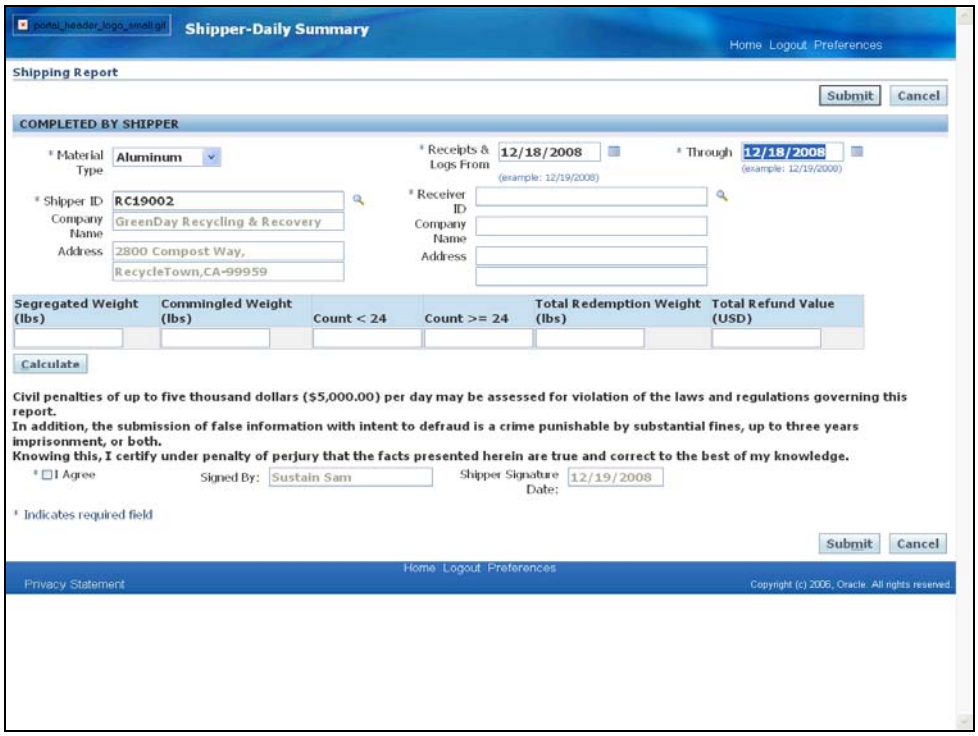
Step	Action
4.	Click in the **Receipts & Logs From** field and enter the From date. ***Special Note: Dates fields can be typed in and the tab key can be clicked to navigate to the next field. The sample date format is below each date field as a reference.*** * Receipts & Logs From
5.	Click the **Receipts & Logs From** button to choose a date from a calendar.



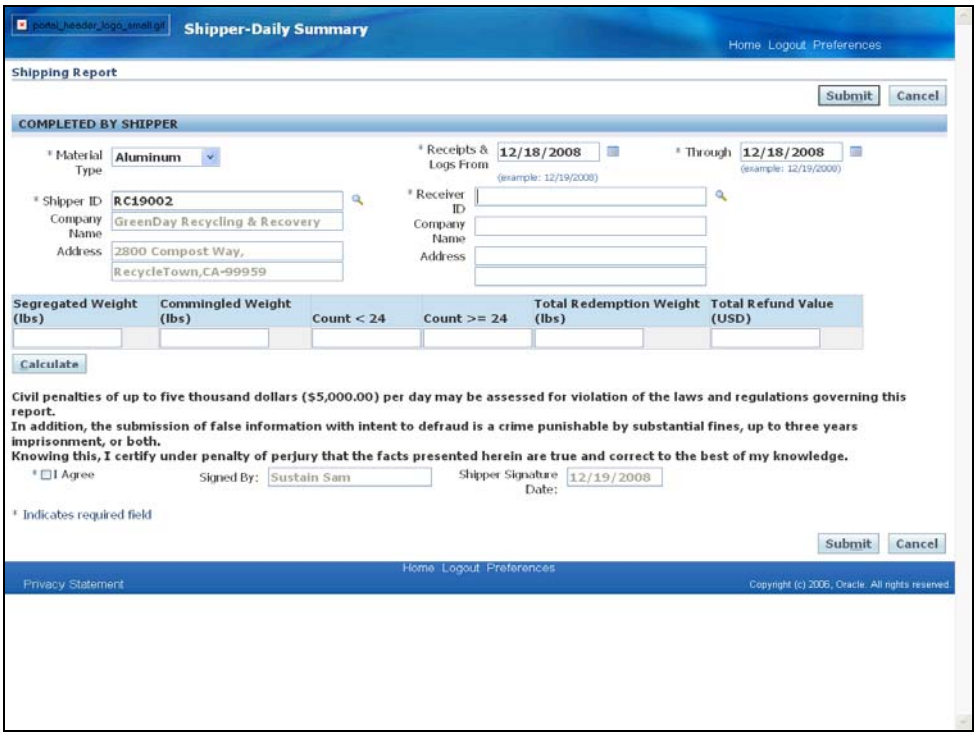
Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. **Pick a Date**
7.	The Shipping Report window will again appear with the **Receipts & Logs From** date now populated. Click in the **Through** field and enter the Through date. * Through
8.	Click the **Through** button to choose a date from a calendar.



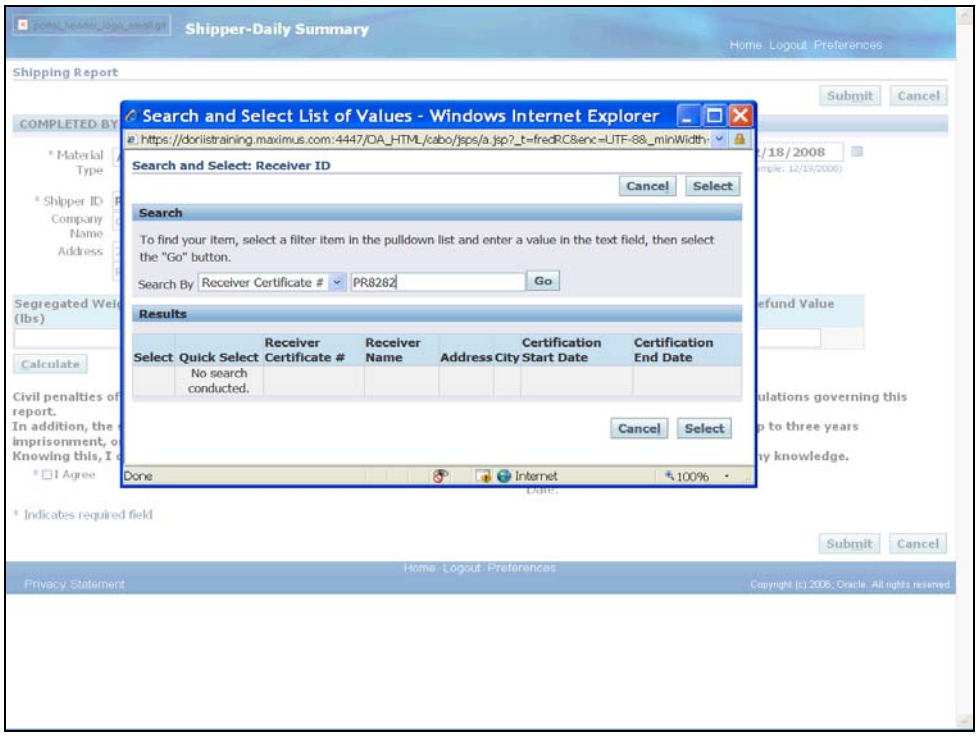
Step	Action
9.	The Calendar window will appear. Choose the appropriate Through date by selecting the date. **Pick a Date**



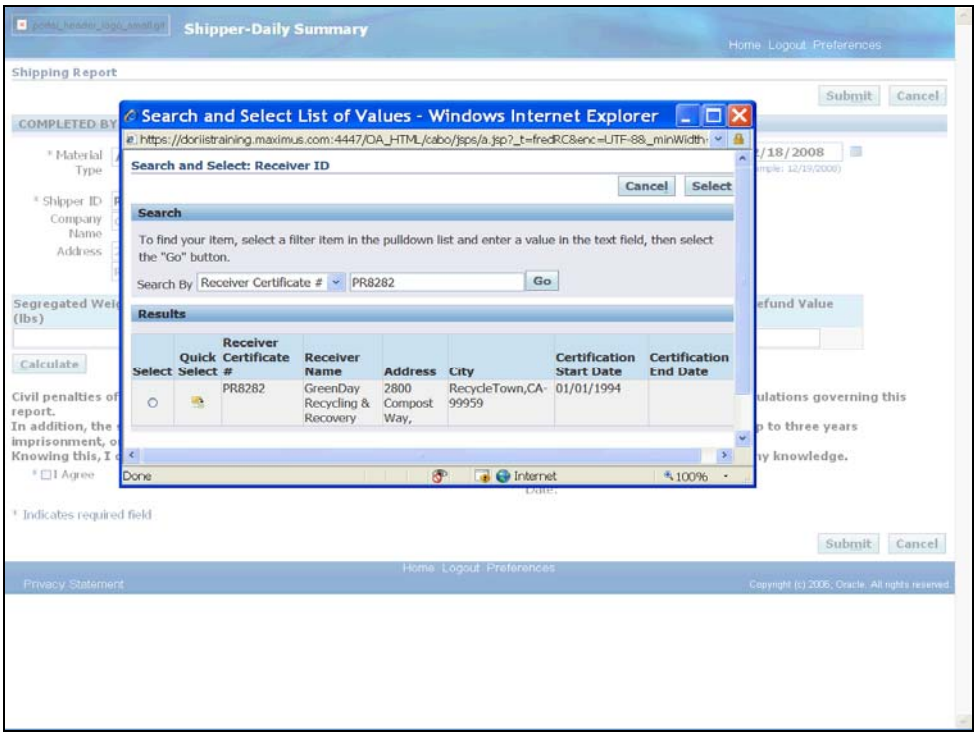
Step	Action
10.	The Shipping Report window will again appear with the **Through** date now populated. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to select the appropriate Shipper ID# by using the Search icon, or enter in the appropriate certification number.*** Designate who the receiver of the shipment will be by clicking in the **Receiver ID** field. * Receiver ID



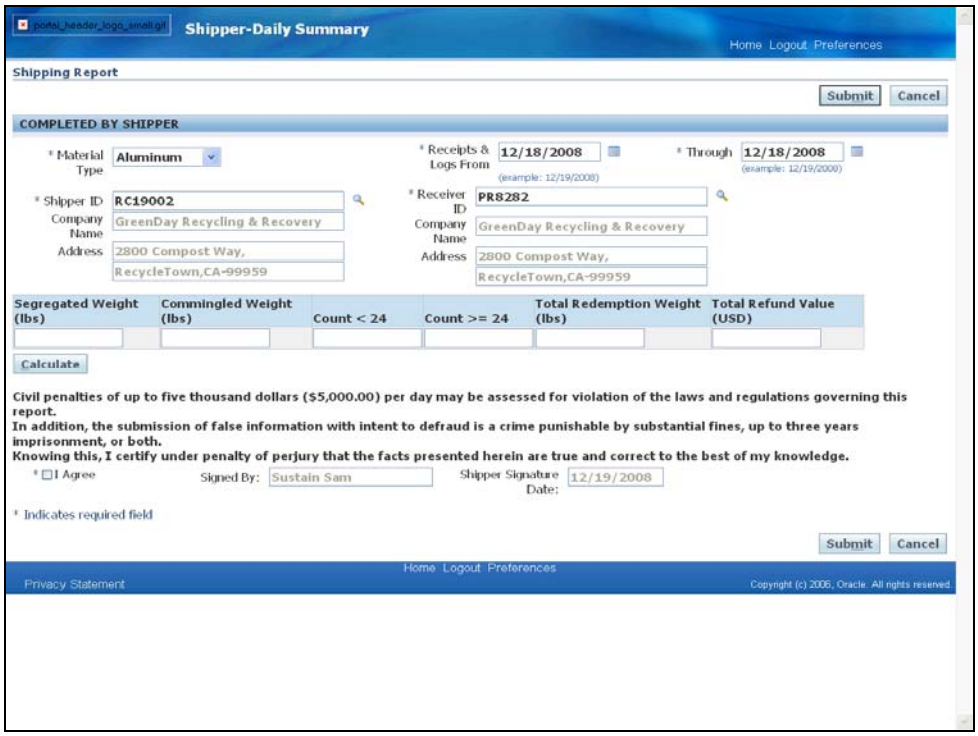
Step	Action
11.	Enter the Receiver ID if known or click the **Receiver ID** search button to select from a list of receivers.



Step	Action
12.	The Search and Select: Receiver ID window will appear. Enter the Receiver Certificate Number or a partial value to limit the list of the party that will receive the shipment. Click the **Go** button. Go

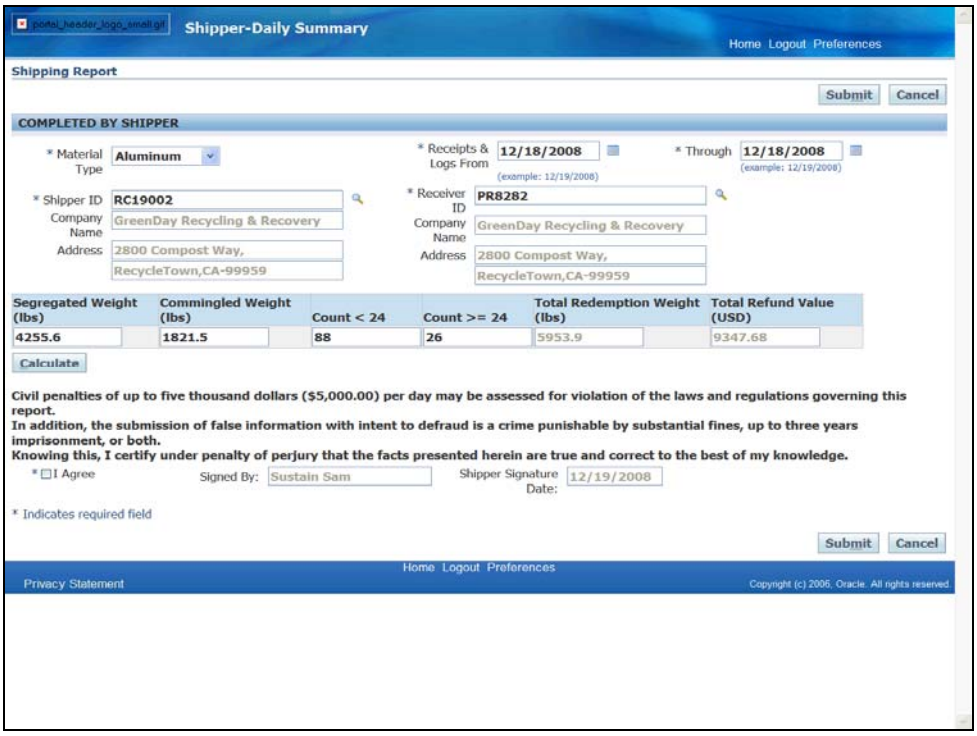


Step	Action
13.	The search will return the receiver associated with the certificate number. Click the **Quick Select** button.

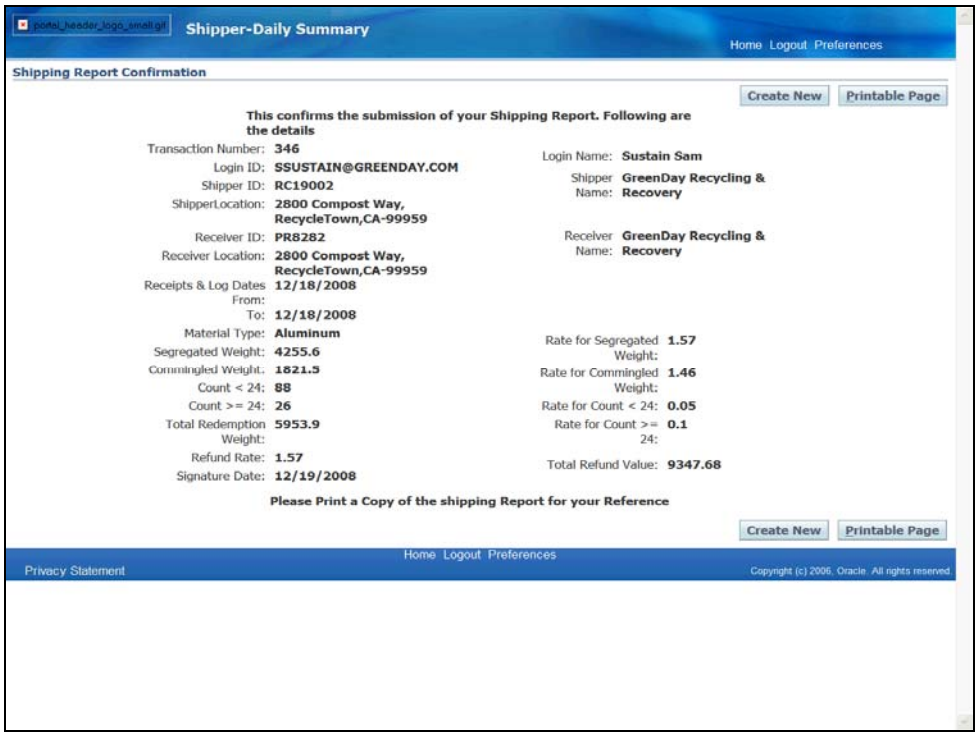


Step	Action
14.	The Shipping Report window will again appear with the Receiver ID, Company Name and Address populated based on the search. Click in the **Segregated Weight (lbs)** field. Enter the total weight for shipment that has been segregated and weighed by material type. Segregated Weight (lbs)
15.	Click in the **Commingled Weight (lbs)** field. Enter the total weight for shipment that is commingled and weighed. Commingled Weight (lbs)
16.	Click in the **Count <24** field. Enter the number of containers less than 24oz. that are included in the shipment as counted. Count < 24

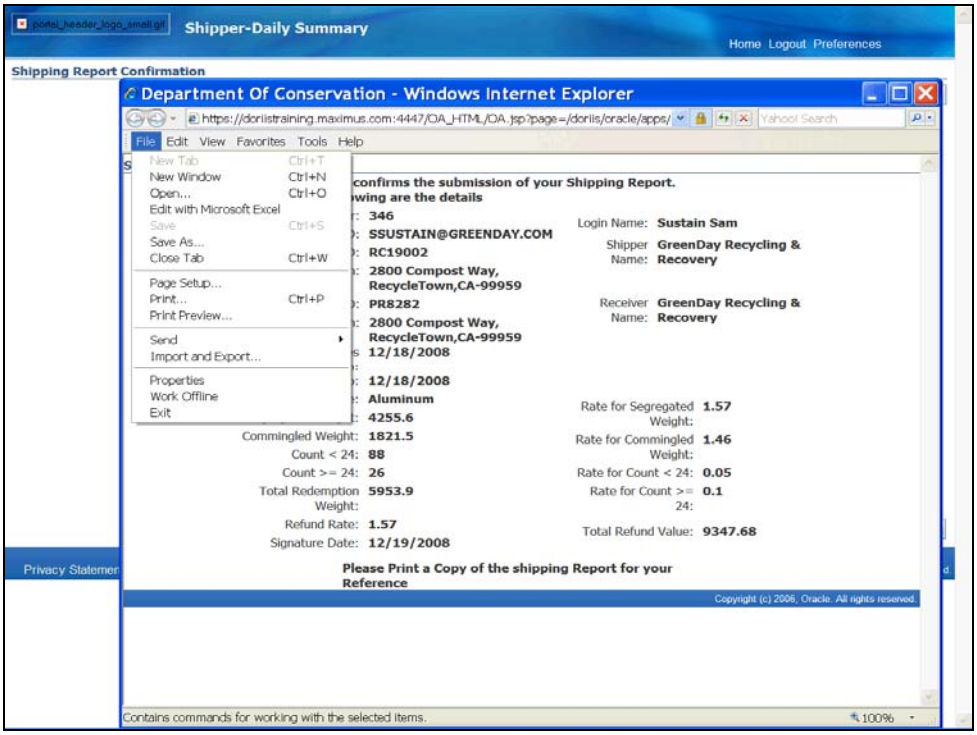
Step	Action
17.	Click in the **Count >=24** field. Enter the number of containers greater than or equal to 24oz. that are included in the shipment as counted. Count >= 24
18.	Click the **Calculate** button. ***Special Note: Only one of the four daily summary fields in the previous steps has to be entered in order to perform the calculation.*** Calculate



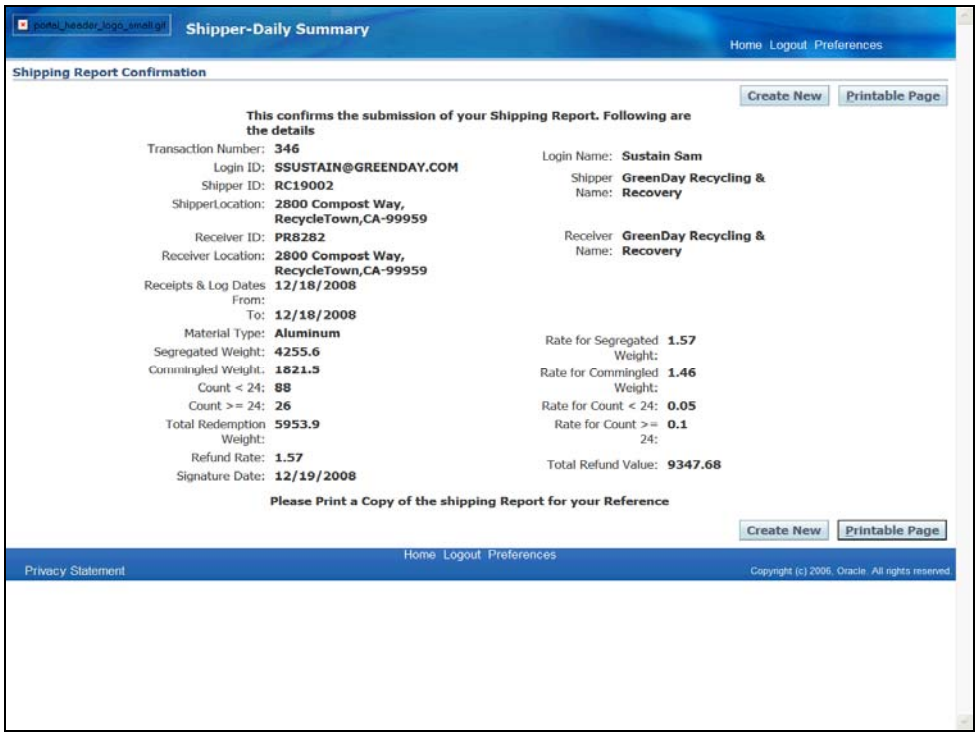
Step	Action
19.	Verify that the **Total Redemption Weight (lbs)** and **Total Refund Value (USD)** fields have calculated correctly based on the daily summary entries. Click the **I Agree** checkbox option to agree to the terms and conditions of filing the Shipping Report. ☐ I Agree
20.	Click the **Submit** button to submit the report. Submit



Step	Action
21.	A Shipping Report Confirmation screen will now appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



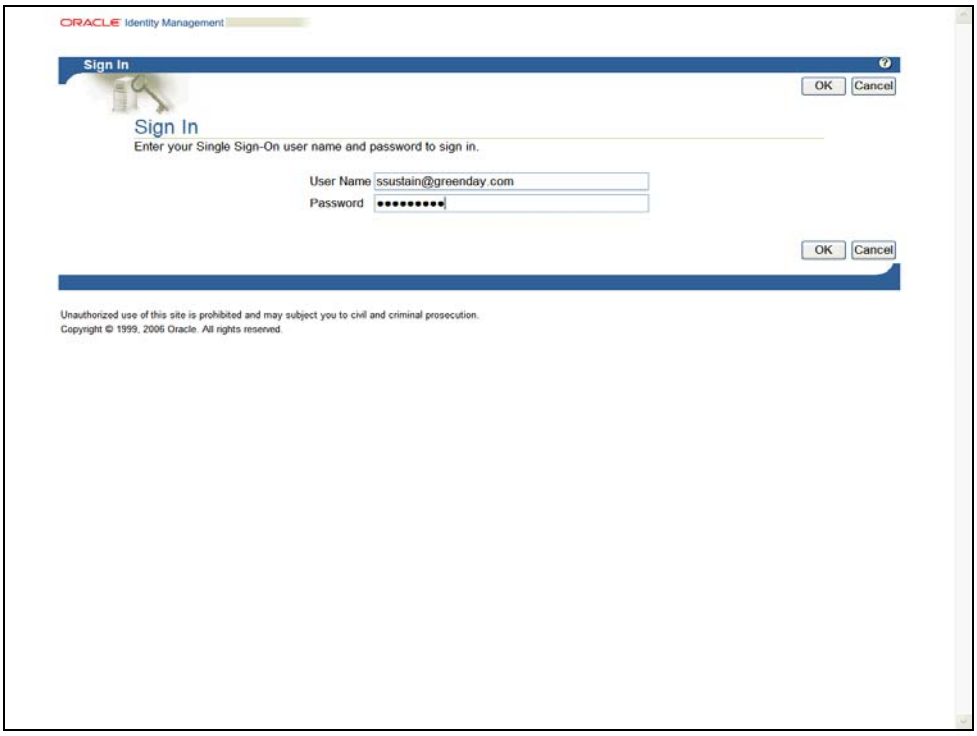
Step	Action
22.	Once the printable version of the confirmation page appears, select **File** from the Menu bar then select **Print**. Print... Ctrl+P



Step	Action
23.	To exit DORIIS, click the **Logout** button from the upper menu bar. Logout
24.	**End of Procedure.**

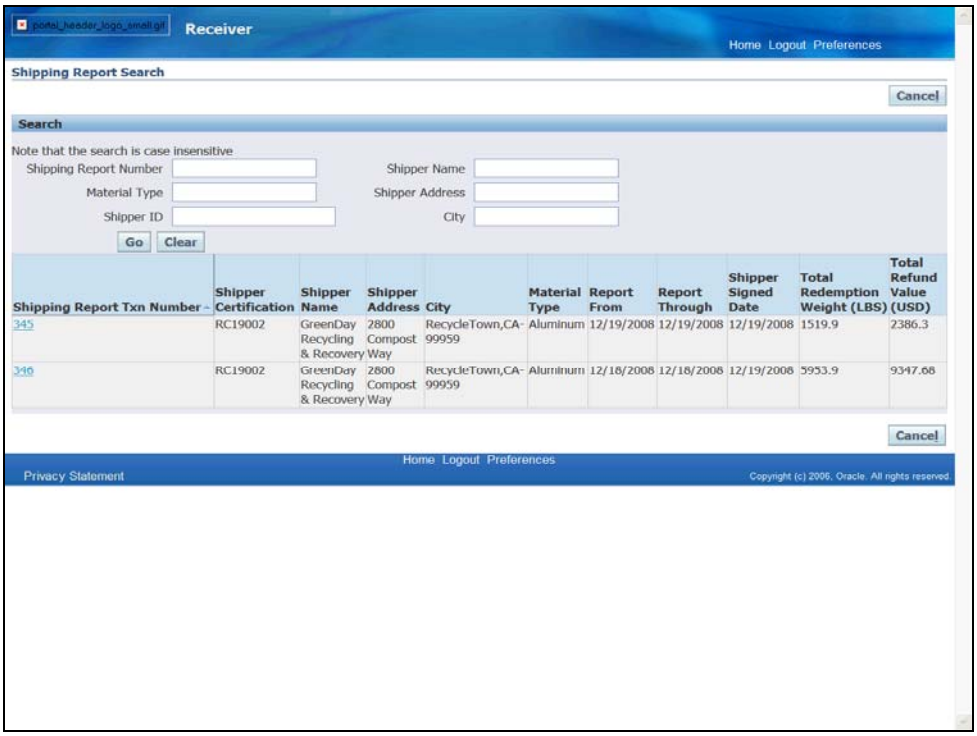
Objective 2a: Retrieve/Receive Shipping Report - Total Refund Value

Procedure

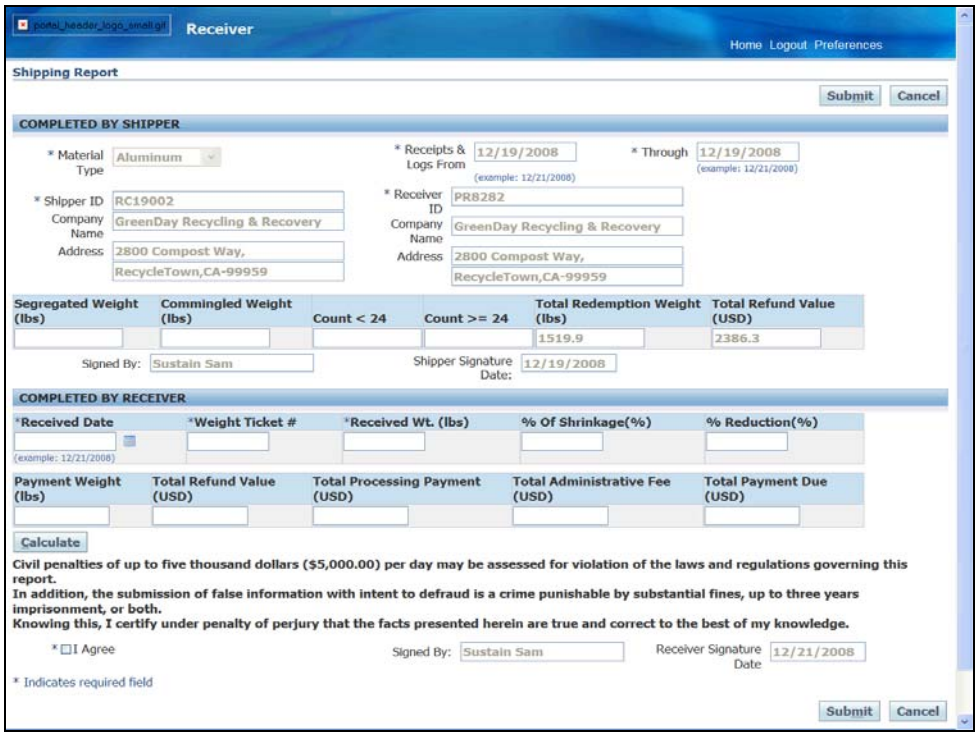


Step	Action
1.	Enter your **User Name** and **Password**. Click the **OK** button. OK

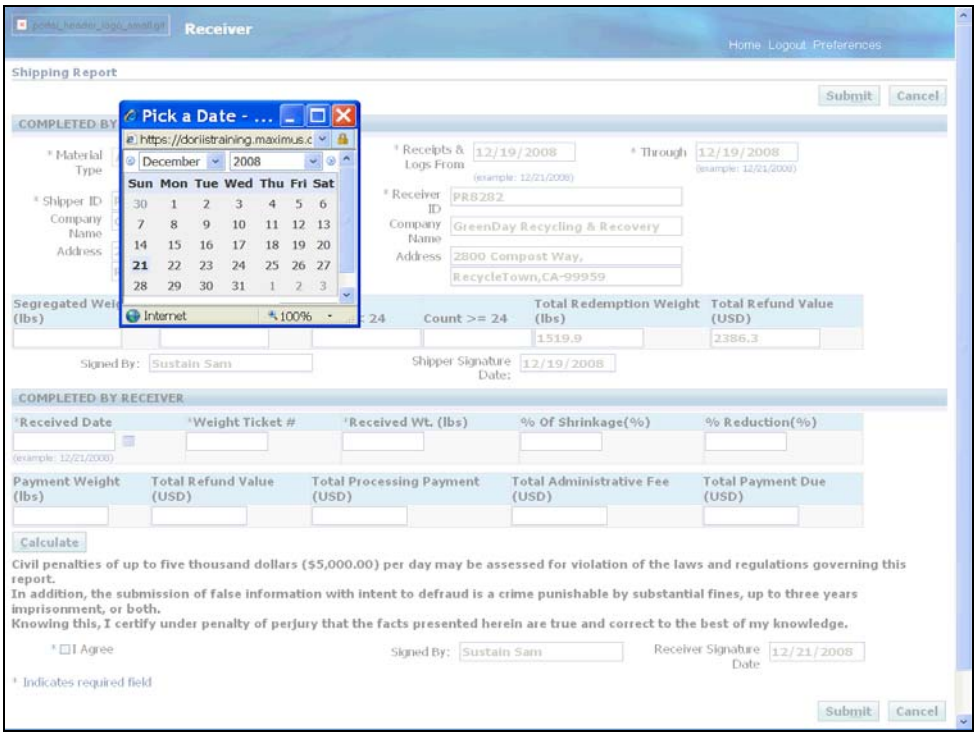
Step	Action
2.	Select the **Receiver** responsibility. Navigate to: Retrieve Shipping Report ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Retrieve Shipping Report



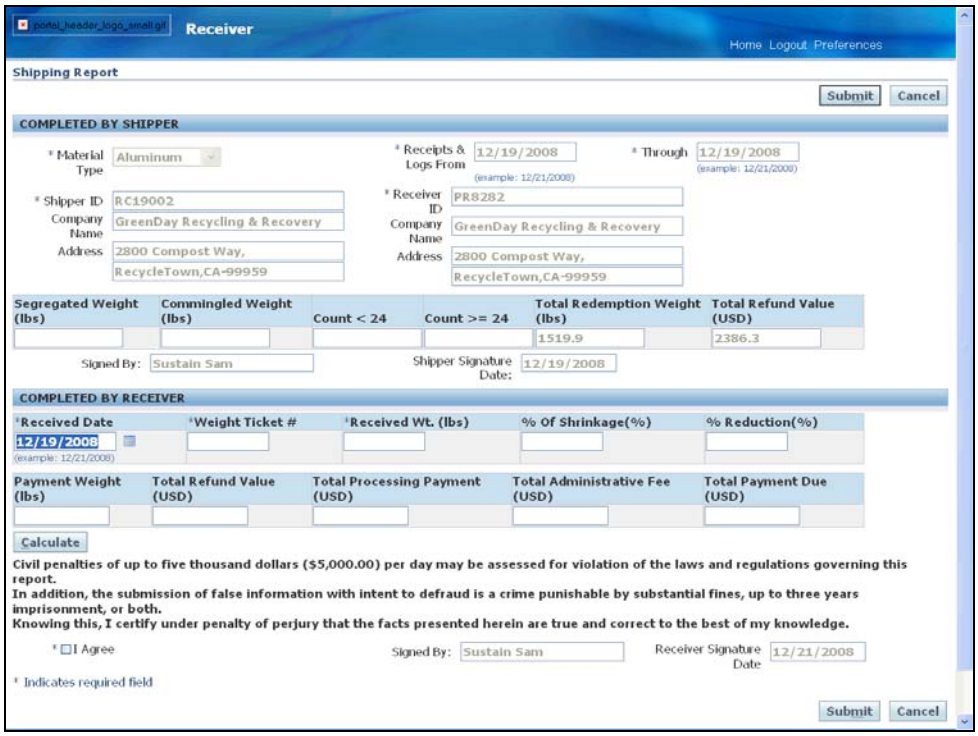
Step	Action
3.	The Shipping Report Search screen will appear. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to find the Shipment based on any of the Search criteria in the Search region and clicking the Go button.*** Select the Shipping Report for the shipment that will be received by clicking the Shipping Report Number in the **Shipping Report Txn Number** column. **Shipping Report Txn Number**



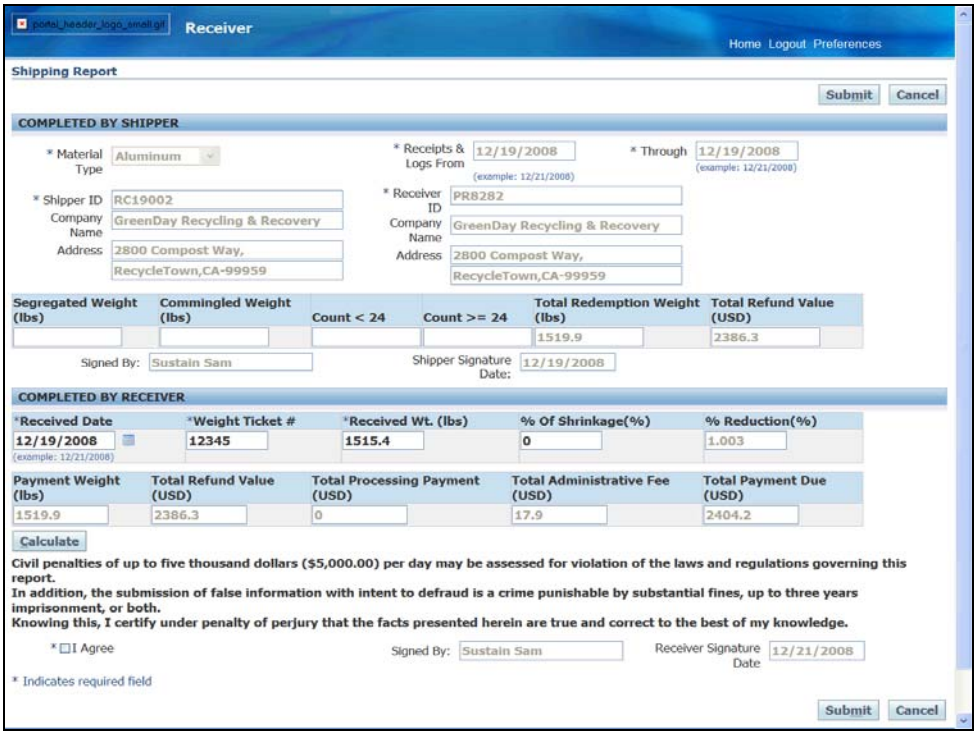
Step	Action
4.	The Shipping Report screen will appear with the upper section completed with the information prepared by the shipper. Click in the **Received Date** field and enter the received date or select the date using the calendar button. This date should match the same date as the Weight Ticket Number. *Received Date
5.	To select a date from a calendar, click the calendar button.



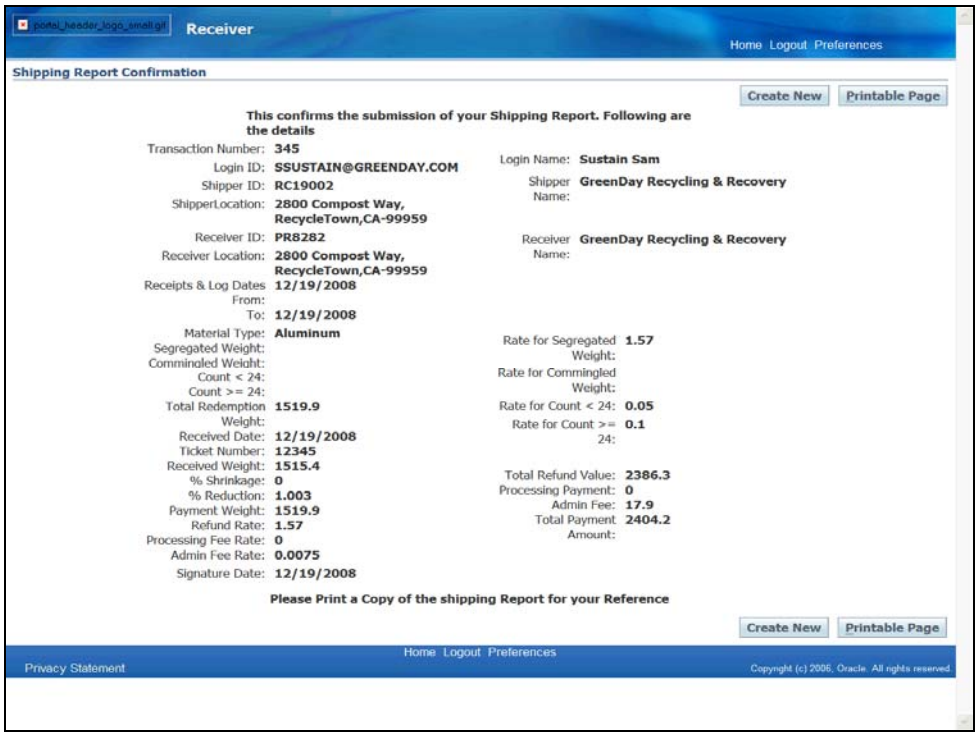
Step	Action
6.	The Calendar window will appear. Choose the appropriate Received date by selecting the date. **Pick a Date**



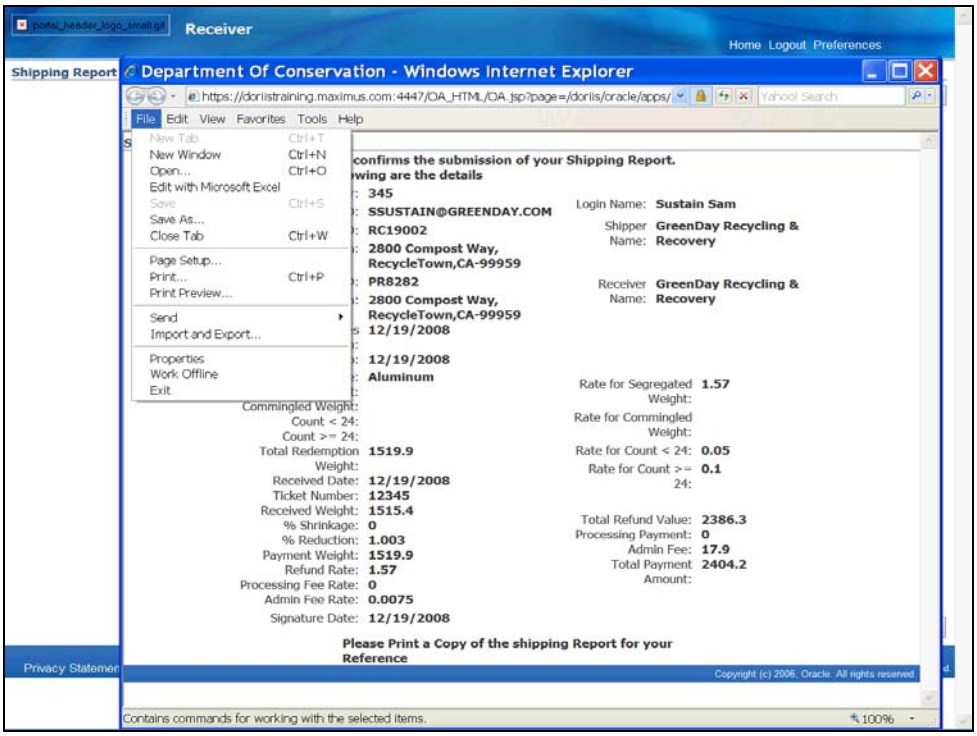
Step	Action
7.	The Shipping Report screen will again appear with the **Received** date now populated. Click in the **Weight Ticket #** field and enter the weight ticket number from the truck scale. *Weight Ticket #
8.	Click in the **Received Weight (LBS)** field and enter the total received weight of the shipment. *Received Wt. (lbs)
9.	Click in the **% of Shrinkage** field. Enter the percent of shrinkage if any. This is the reduction of redemption weight due to contamination of empty beverage containers by dirt, moisture, or other foreign substances. This factor is determined by the receiving recycling center's inspection of the load. % Of Shrinkage(%)
10.	Click the **Calculate** button. Calculate



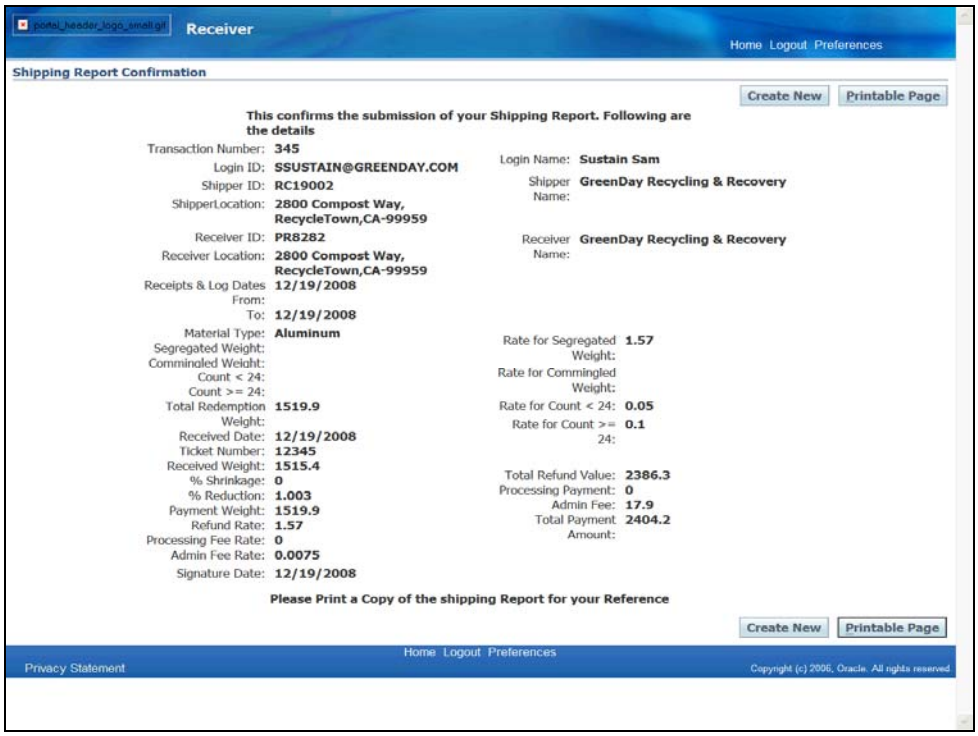
Step	Action
11.	Upon calculating, the remaining fields will populate based on the information provided. Click the **I Agree** checkbox option to agree to the terms and conditions of filing the Shipping Report. * ☐ I Agree
12.	Click the **Submit** button to submit the report. Submit



Step	Action
13.	A Shipping Report Confirmation screen will now appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



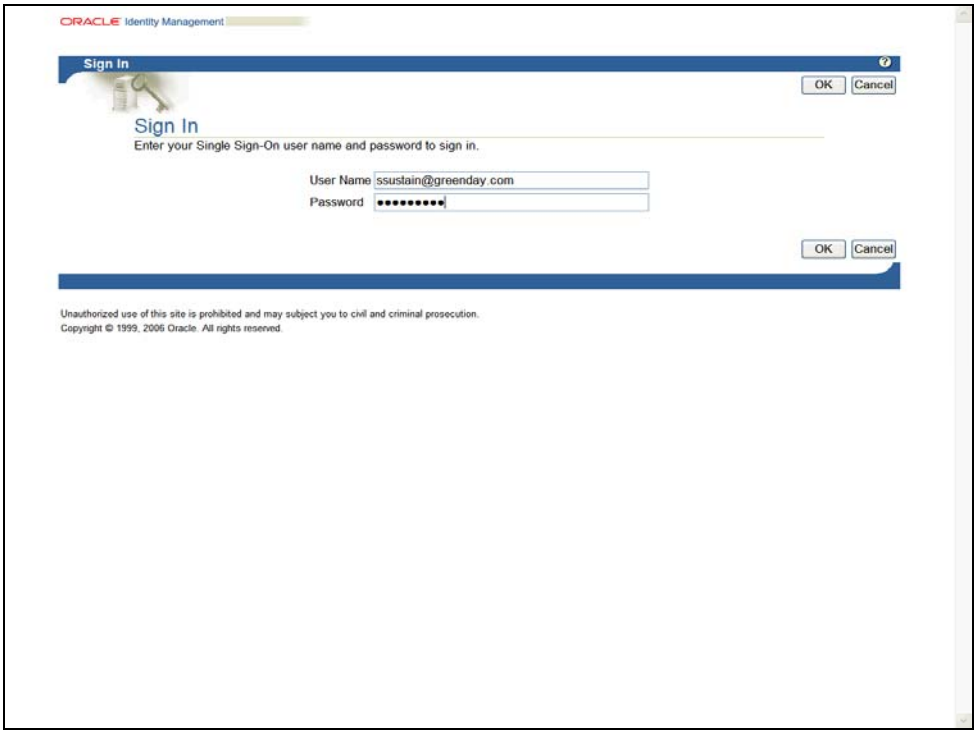
Step	Action
14.	Once the printable version of the confirmation page appears, select **File** from the Menu bar then select **Print**. Print... Ctrl+P



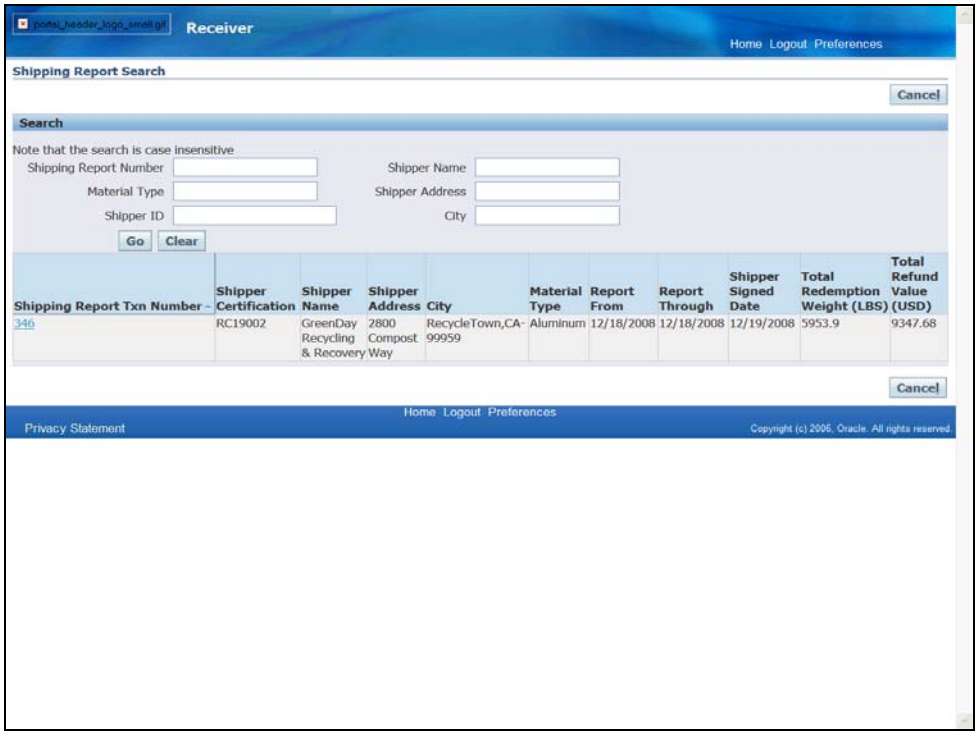
Step	Action
15.	To exit DORIIS, click the **Logout** button from the upper Menu bar. Logout
16.	**End of Procedure.**

Objective 2b: Retrieve/Receive Shipping Report - Daily Summary

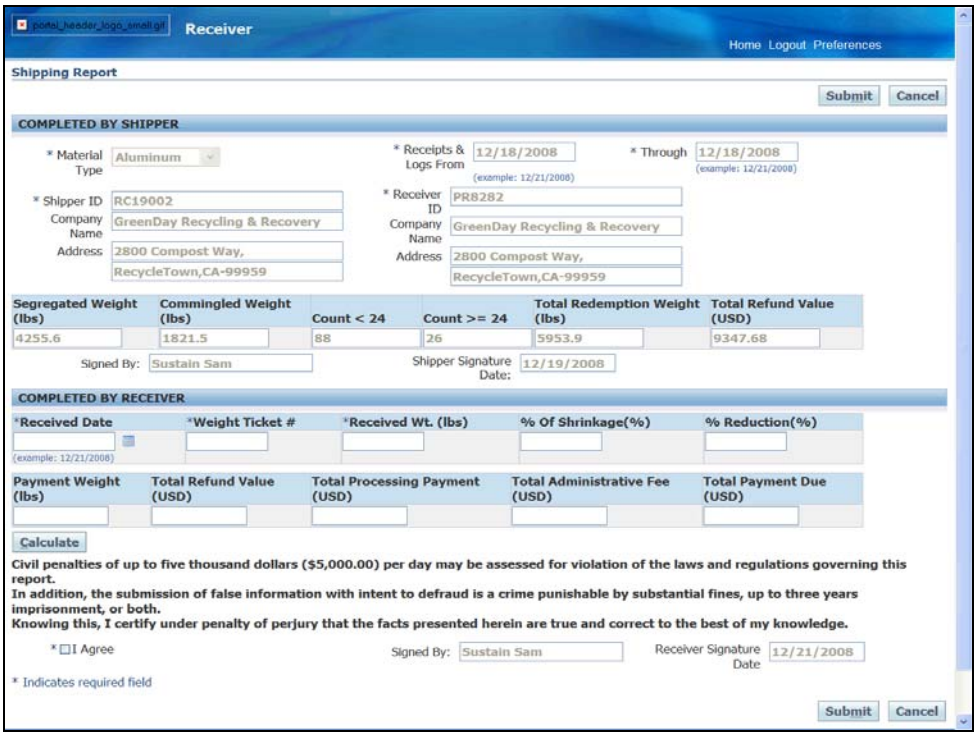
Procedure



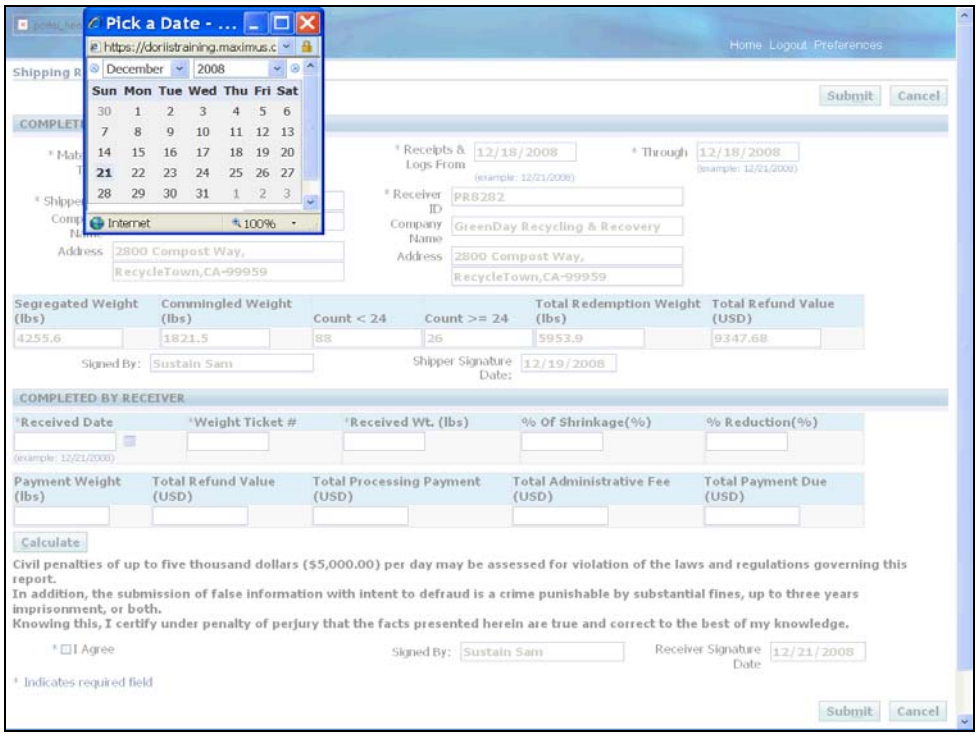
Step	Action
1.	Enter your **User Name** and **Password**. Click the **OK** button. OK
2.	Select the **Receiver** responsibility. Navigate to: Retrieve Shipping Report ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Retrieve Shipping Report



Step	Action
3.	The Shipping Report Search screen will appear. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to find the Shipment based on any of the Search criteria in the Search region and clicking the Go button.*** Select the Shipping Report for the shipment that will be received by clicking the Shipping Report Number in the **Shipping Report Txn Number** column. 346

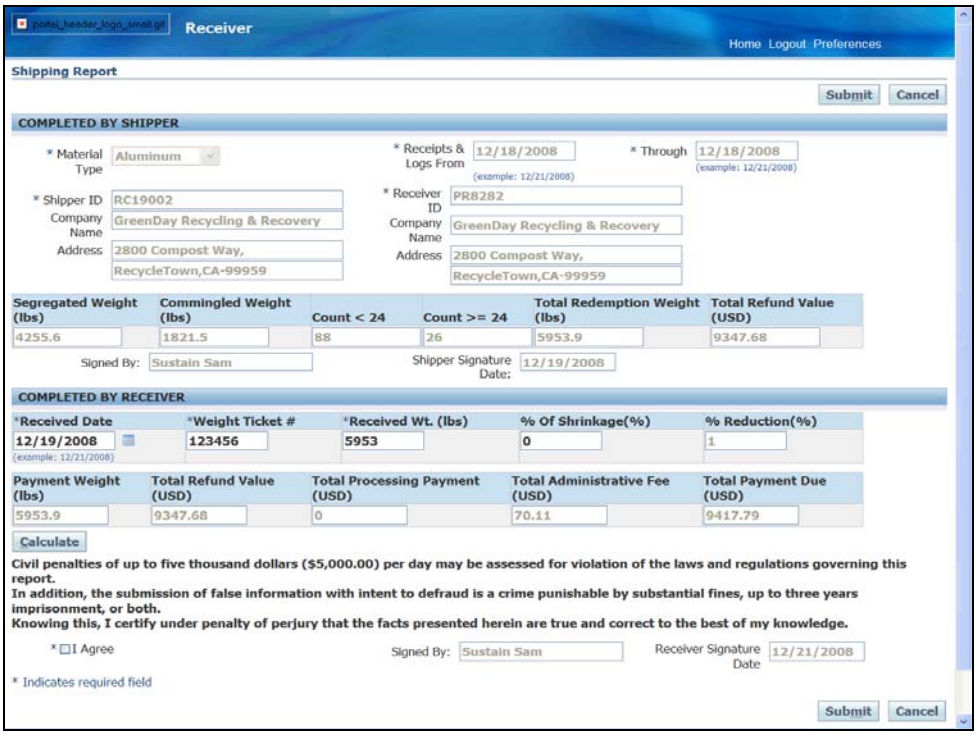


Step	Action
4.	The Shipping Report screen will appear with the upper section completed with the information prepared by the shipper. Click in the **Received Date** field and enter the received date or select a date using the calendar button. This date should match the same date as the Weight Ticket Number. *Received Date
5.	To select a date from a calendar, click the **Calendar** button.

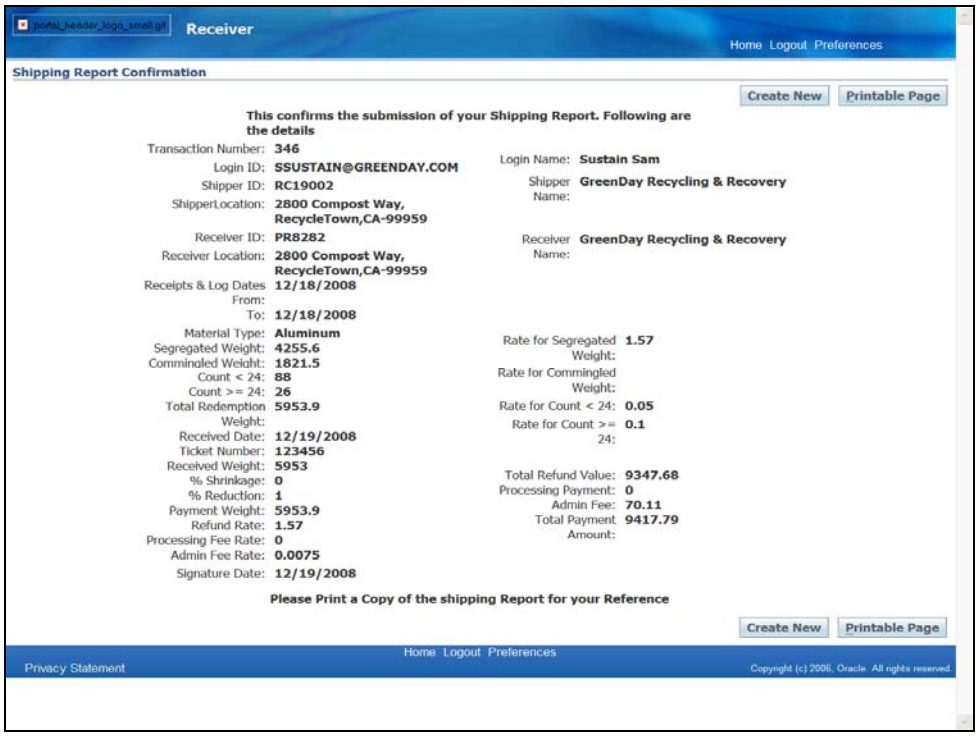


Step	Action
6.	The Calendar window will appear. Choose the appropriate Received date by selecting the date. **Pick a Date**
7.	The Shipping Report screen will again appear with the **Received** date now populated. Click in the **Weight Ticket #** field and enter the weight ticket number from the truck scale. ***Weight Ticket #**
8.	Click in the **Received Weight (LBS)** field and enter the total received weight of the shipment. ***Received Wt. (lbs)**
9.	Click in the **% of Shrinkage** field. Enter the percent of shrinkage if any. This is the reduction of redemption weight due to contamination of empty beverage containers by dirt, moisture, or other foreign substances. This factor is determined by the receiving recycling center's inspection of the load.

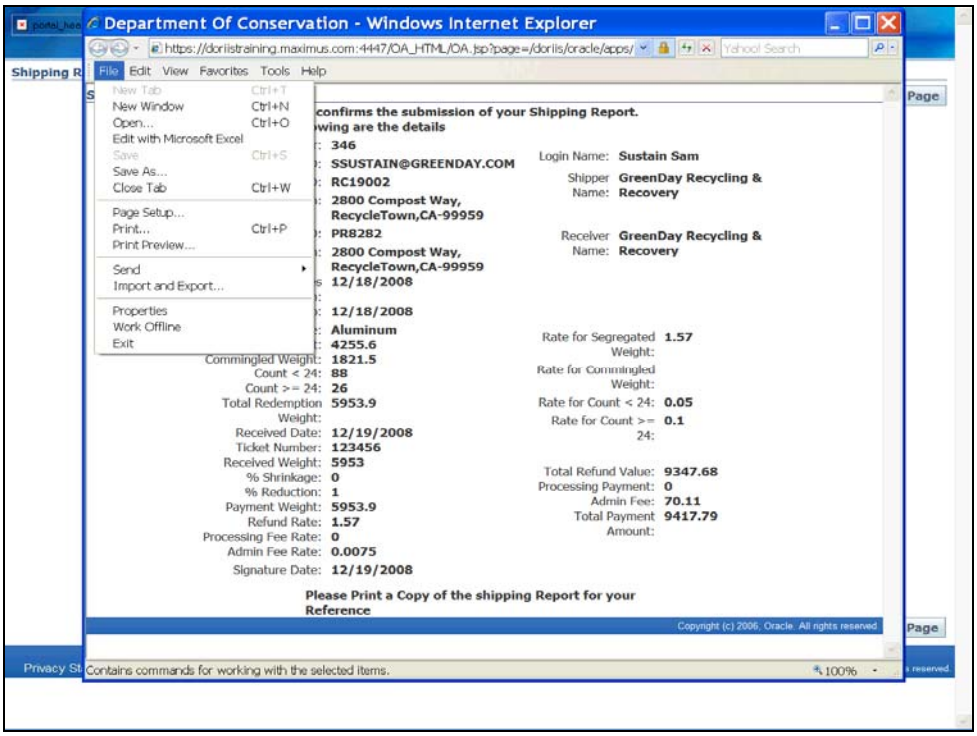
Step	Action
10.	Click the **Calculate** button. Calculate



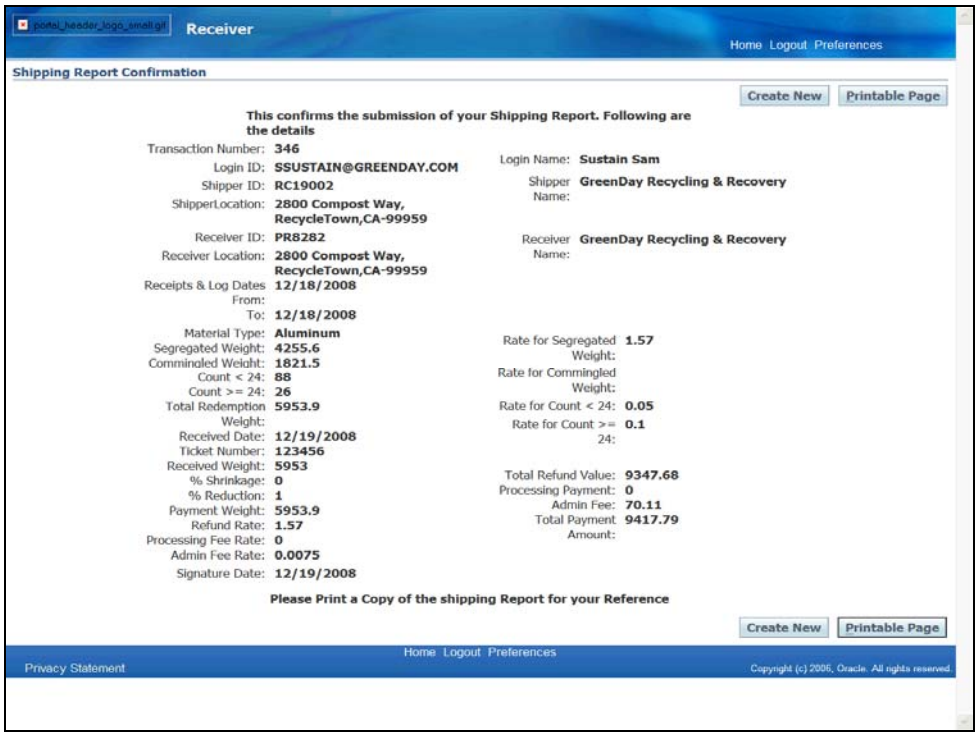
Step	Action
11.	Upon calculating, the remaining fields will populate based on the information provided. Click the **I Agree** checkbox option to agree to the terms and conditions of filing the Shipping Report. * ☐ I Agree
12.	Click the **Submit** button to submit the report. Submit



Step	Action
13.	A Shipping Report Confirmation screen will now appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



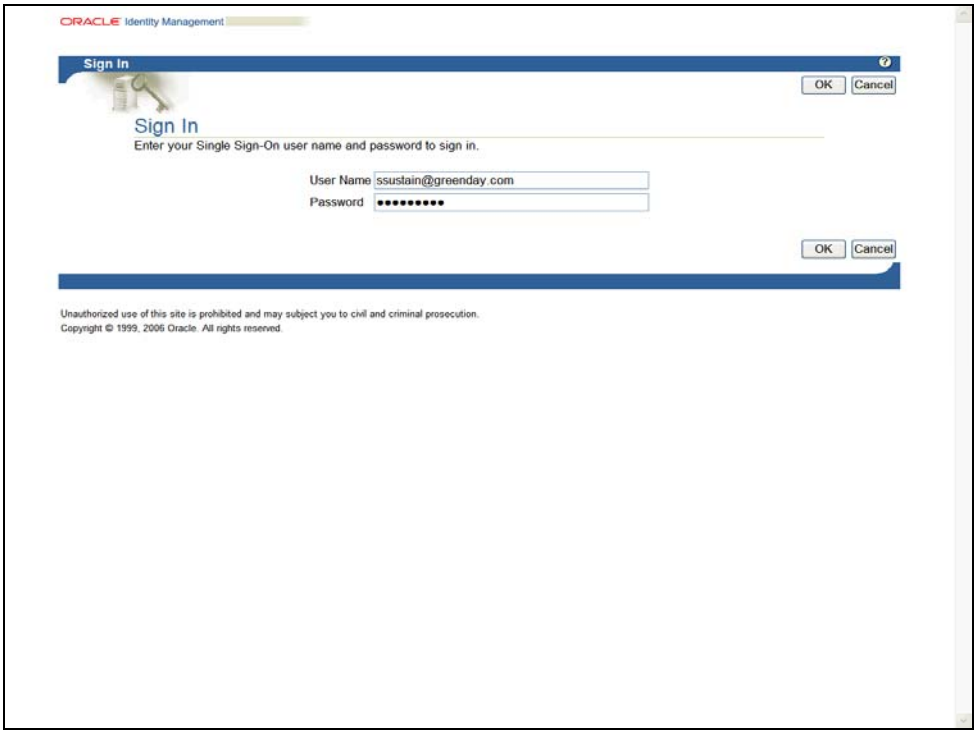
Step	Action
14.	Once the printable version of the confirmation page appears, select **File** from the menu bar then select **Print**. Print... Ctrl+P



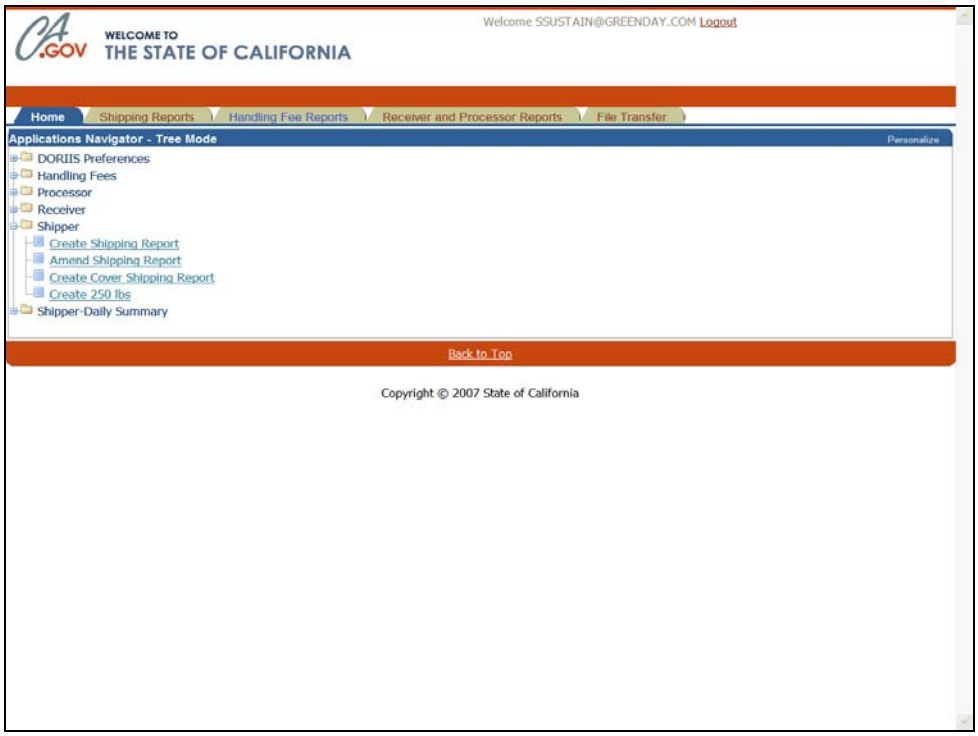
Step	Action
15.	To exit DORIIS, click the **Logout** button from the upper menu bar. Logout
16.	**End of Procedure.**

Objective 3a: Create Cover Shipping Report -Total Refund Value

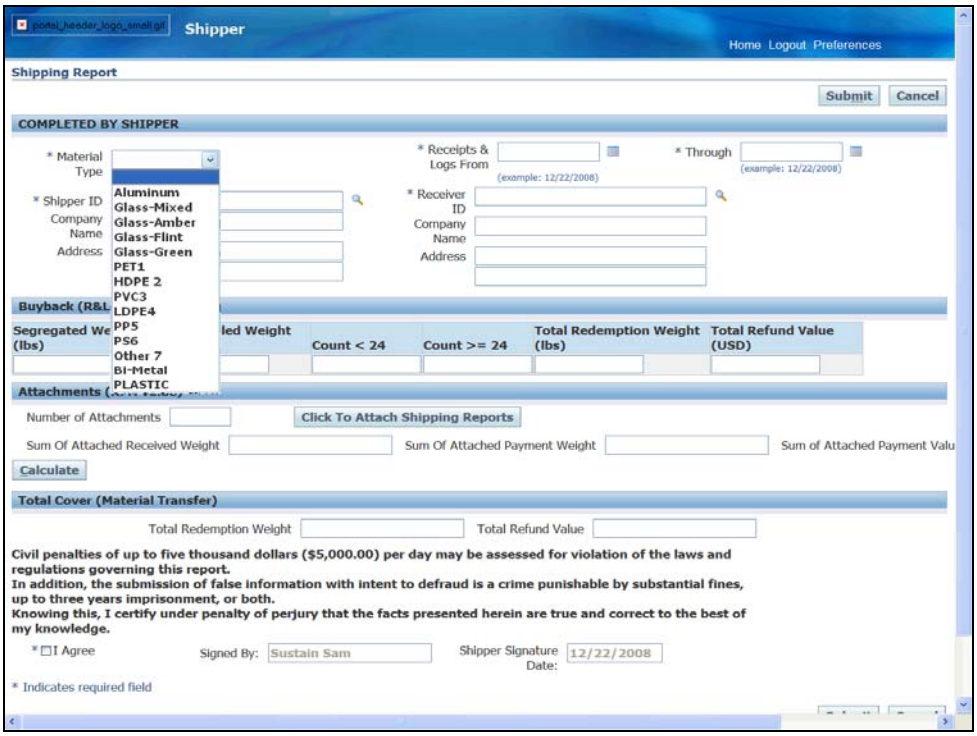
Procedure



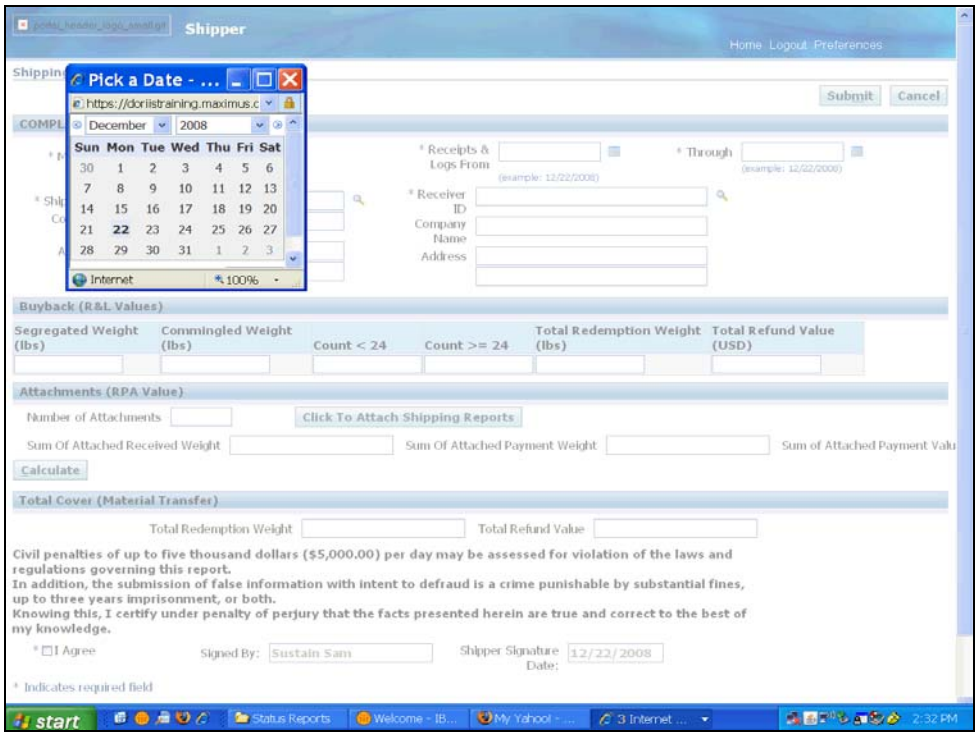
Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK



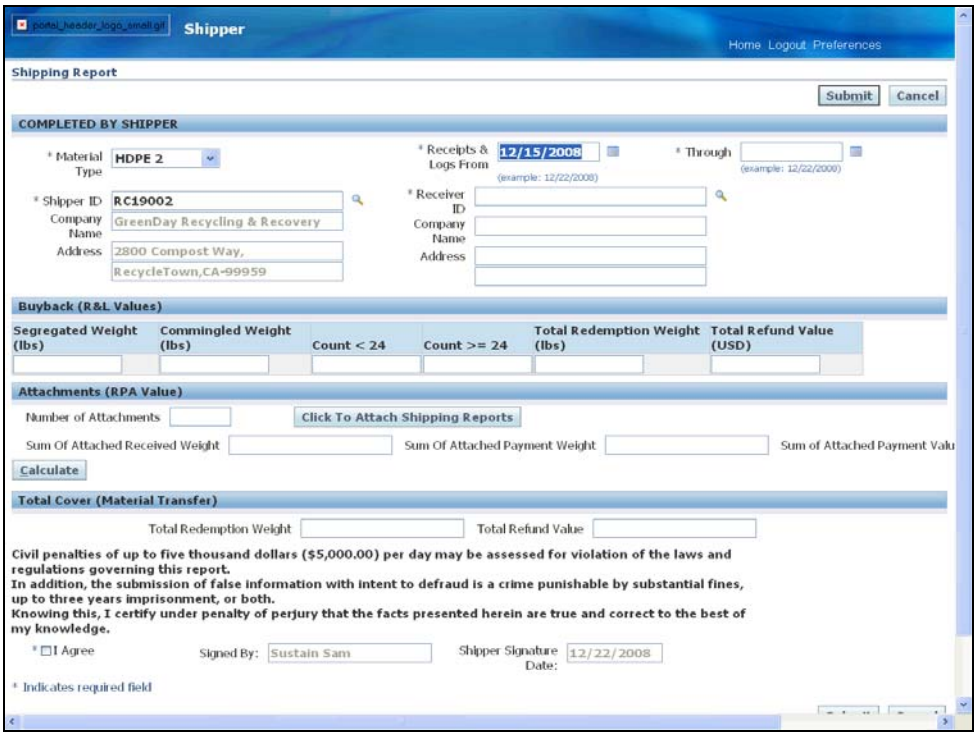
Step	Action
2.	Select the **Shipper** responsibility. Navigate to: Create Cover Shipping Report ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Create Cover Shipping Report



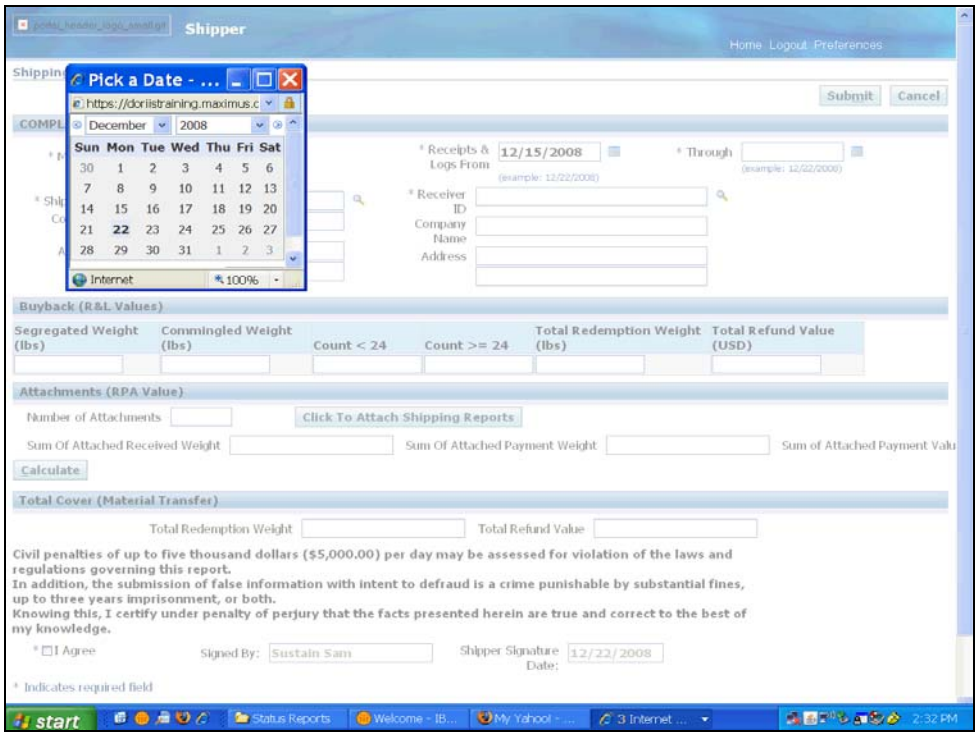
Step	Action
3.	The Shipping Report browser window will appear. Select the type of material that will be shipped by clicking the **Material Type** dropdown list. * Material Type
4.	Click in the **Receipts & Logs From** field and enter the From date or pick a date using the **Receipts & Logs From** calendar button. ***Special Note: Date fields can be typed in and the tab key can be clicked to navigate to the next field. The sample date format is below each date field as a reference.*** * Receipts & Logs From
5.	Click the **Receipts & Logs From** button to choose a date from a calendar.



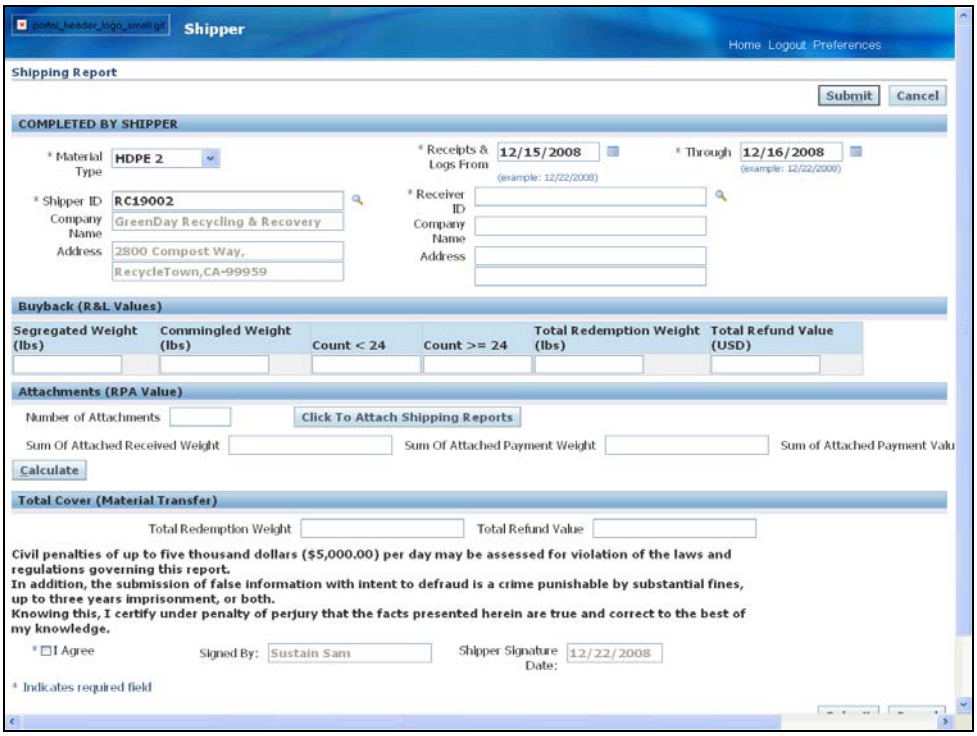
Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. **Pick a Date**



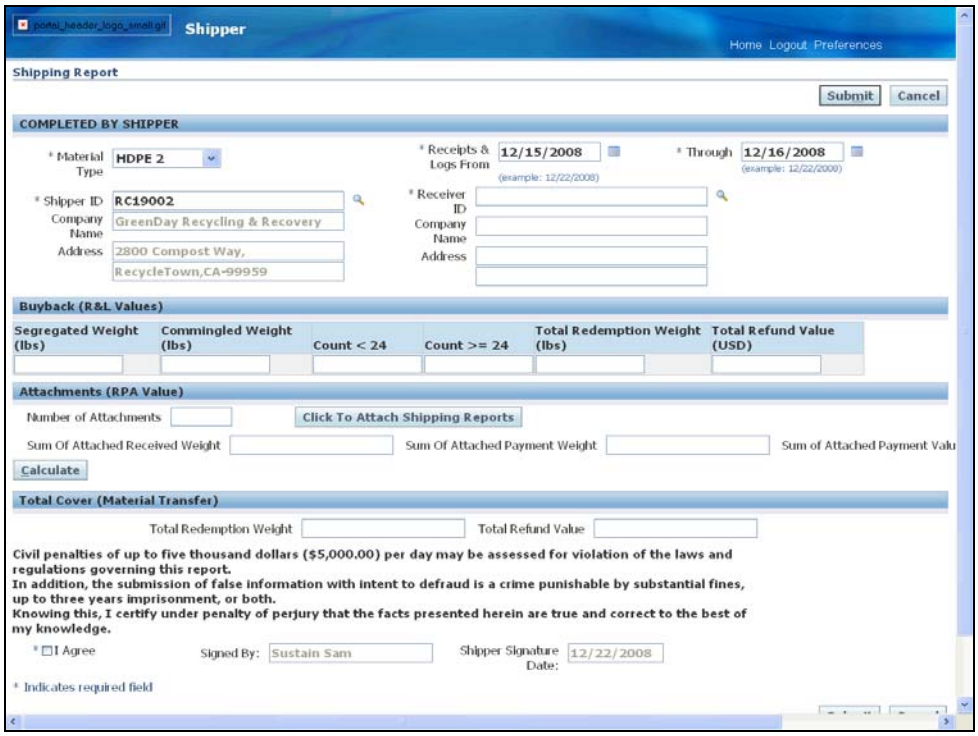
Step	Action
7.	The Shipping Report window will again appear with the **Receipts & Logs From** date now populated. Click in the **Through** field and enter the Through date or pick a date using the **Through** calendar button. * Through
8.	Click the **Through** button to choose a date from a calendar.



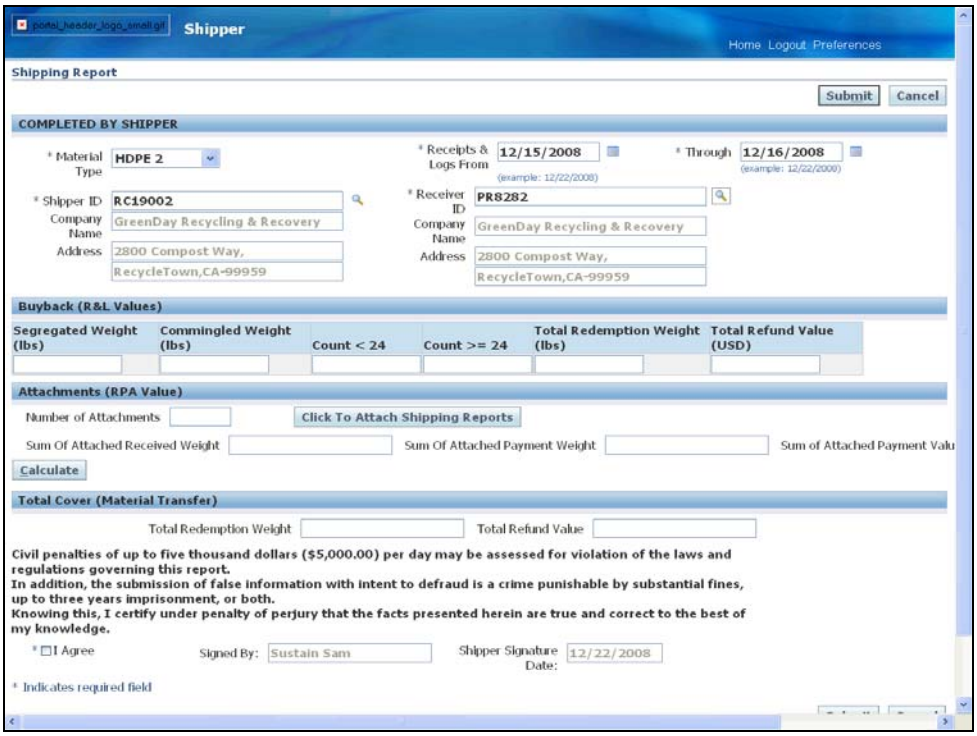
Step	Action
9.	The Calendar window will appear. Choose the appropriate Through date by selecting the date. **Pick a Date**



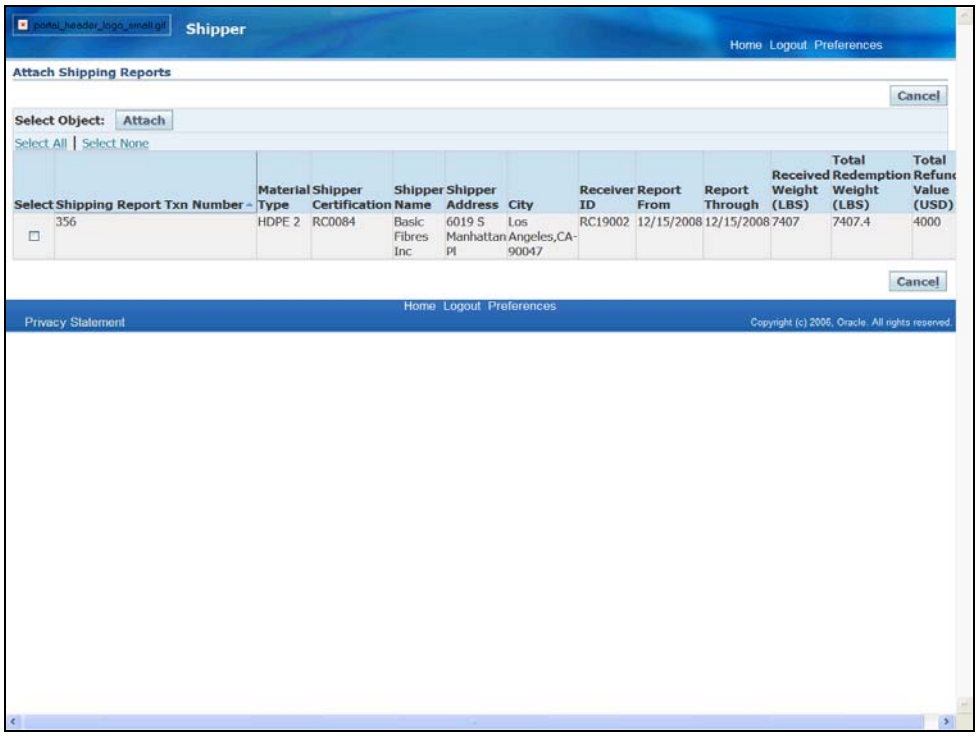
Step	Action
10.	The Shipping Report window will again appear with the **Through** date now populated. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to select the appropriate Shipper ID# by using the Search icon, or enter in the appropriate certification number.*** Designate who the receiver of the shipment will be by clicking in the **Receiver ID** field. * Receiver ID



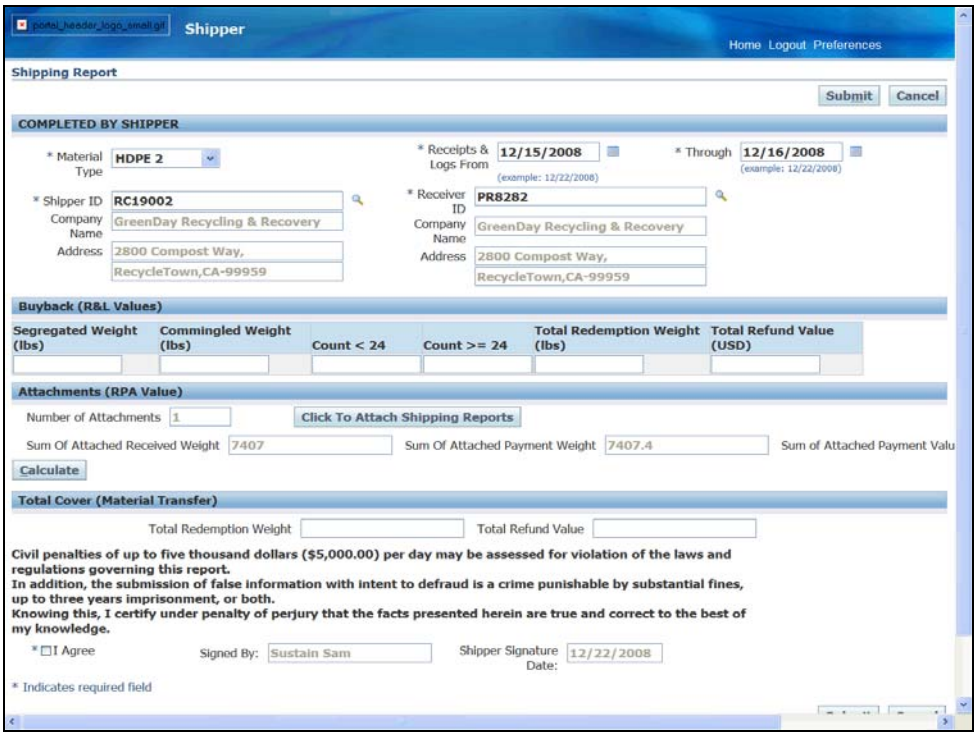
Step	Action
11.	Enter the Receiver ID if known or click the **Receiver ID** search button to select from a list of receivers.
12.	Press the **[Tab]** key to populate the **Company Name** and **Address** fields.



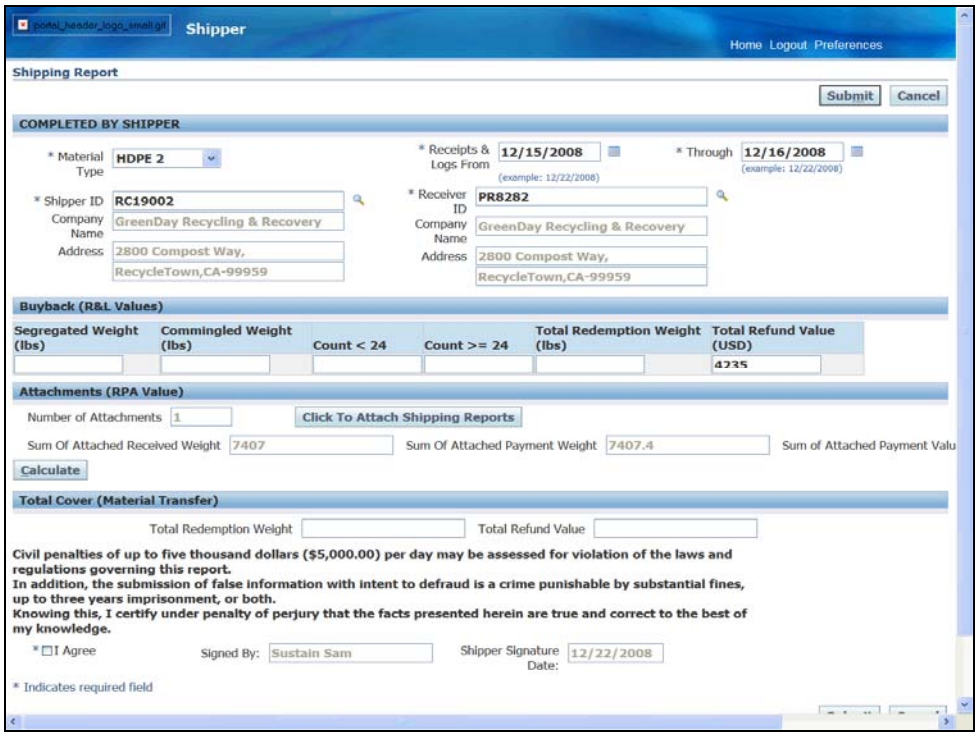
Step	Action
13.	To attach underlying shipping reports to the cover shipping report, click the **Click To Attach Shipping Reports** button.



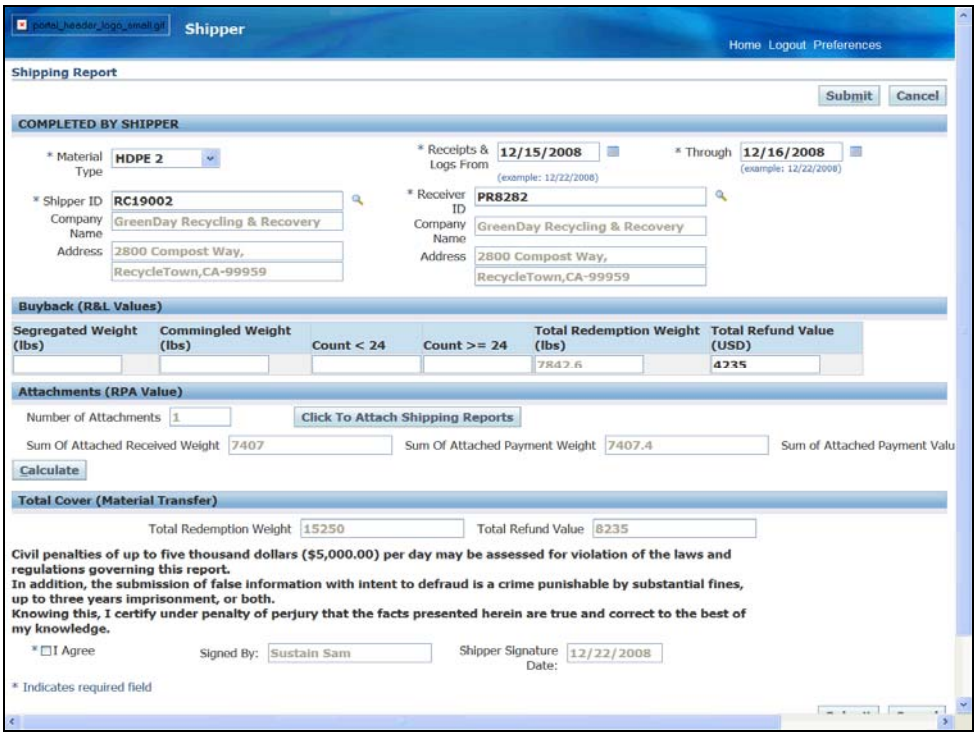
Step	Action
14.	The Attach Shipping Reports screen will appear. The system will automatically filter the list based on the Material Type and From and Through dates selected in the previous screens. Choose which shipping reports to attach (multiple selections is allowed) by clicking the checkbox in the **Select** column. ☐
15.	Click the **Attach** button. Attach



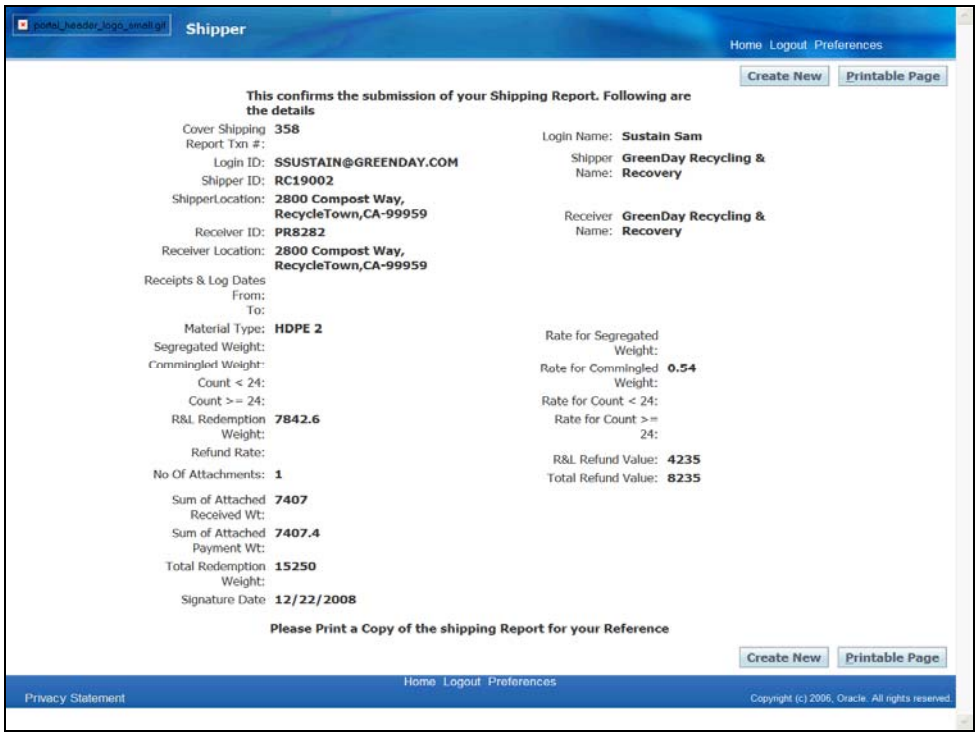
Step	Action
16.	The Shipping Report window will again appear with the Attachments (RPA Value) region calculated and populated based on the shipping reports selected in the previous screen. To enter the additional shipment information for the cover Shipping Report, click in the **Total Refund Value (USD)** field. ***Special Note: Total Refund Value field is not mandatory. The field can be left blank if there is no other weight information to report.*** Enter the Total Refund amount of the shipment. **Total Refund Value (USD)**



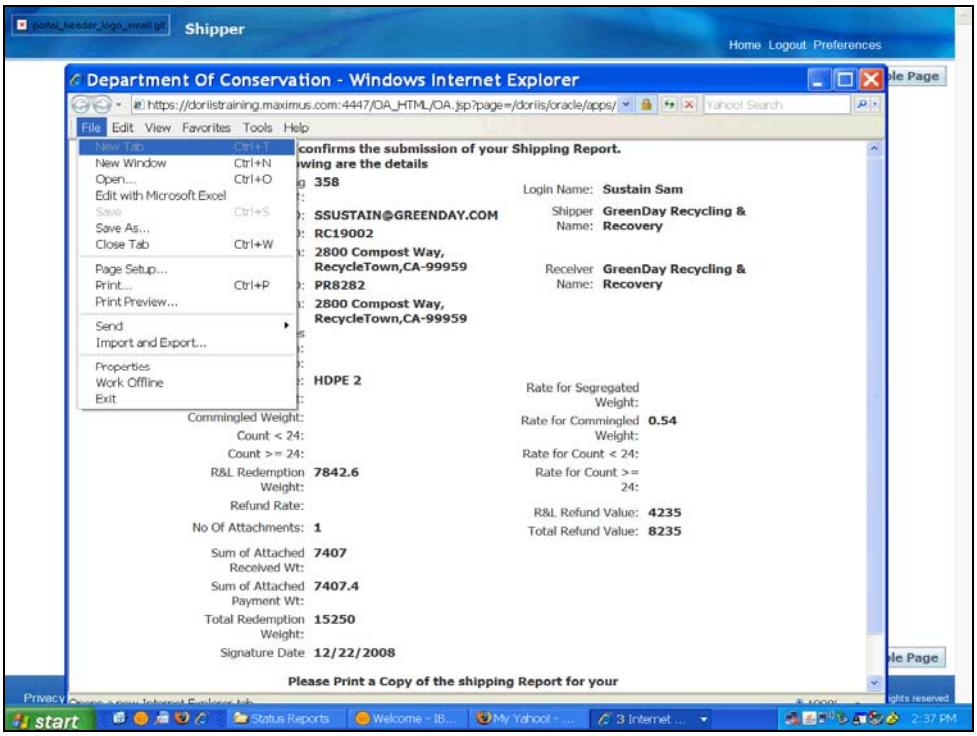
Step	Action
17.	Click the **Calculate** button. Calculate



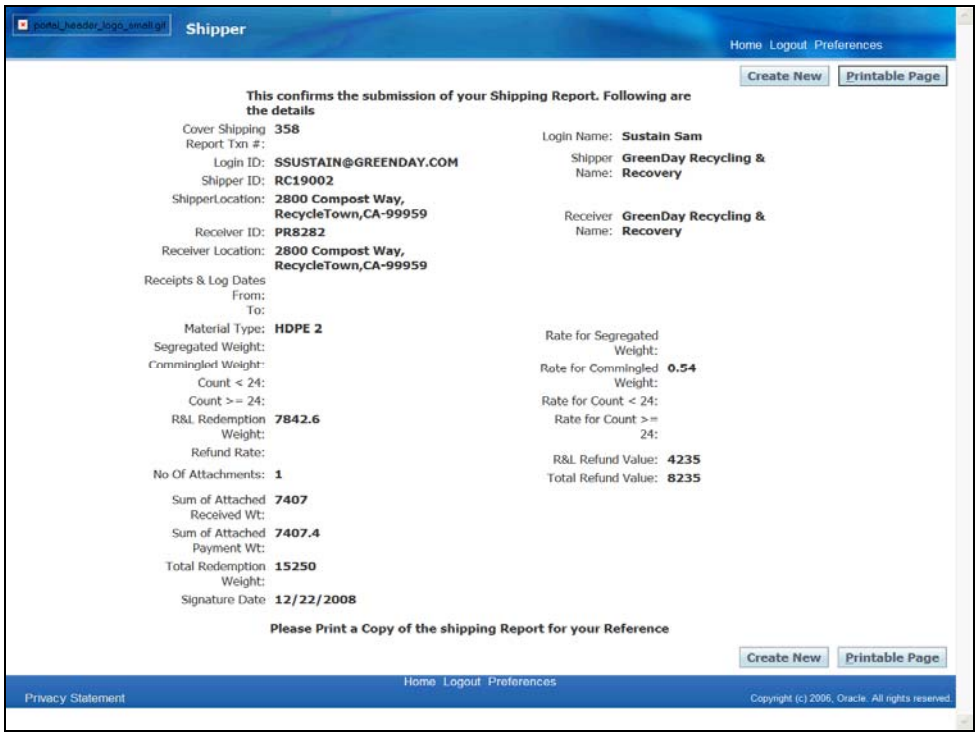
Step	Action
18.	The Total Cover (Material Transfer) region will populate the Total Redemption Weight and Total Refund Value for the entire Cover Shipping Report and the underlying Shipping Report(s). Click the **I Agree** option. * ☐ I Agree
19.	Click the **Submit** button. Submit



Step	Action
20.	A Shipping Report Confirmation screen will now appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



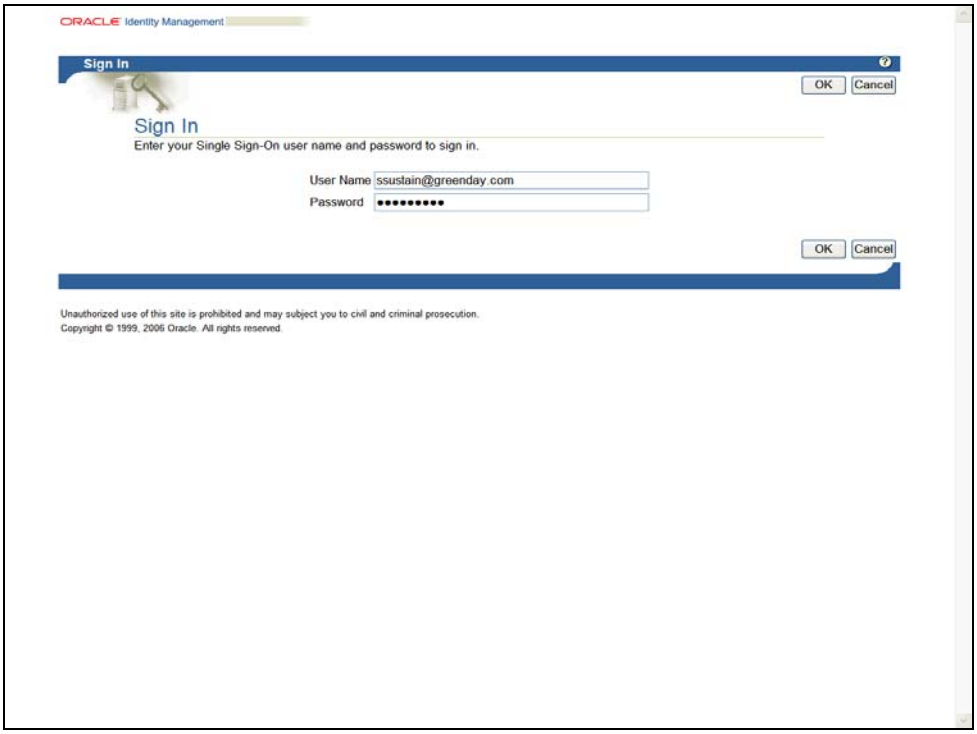
Step	Action
21.	Once the printable version of the confirmation page appears, select **File** from the menu bar then select **Print**. Print... Ctrl+P
22.	Click the **X** button to close the confirmation screen.



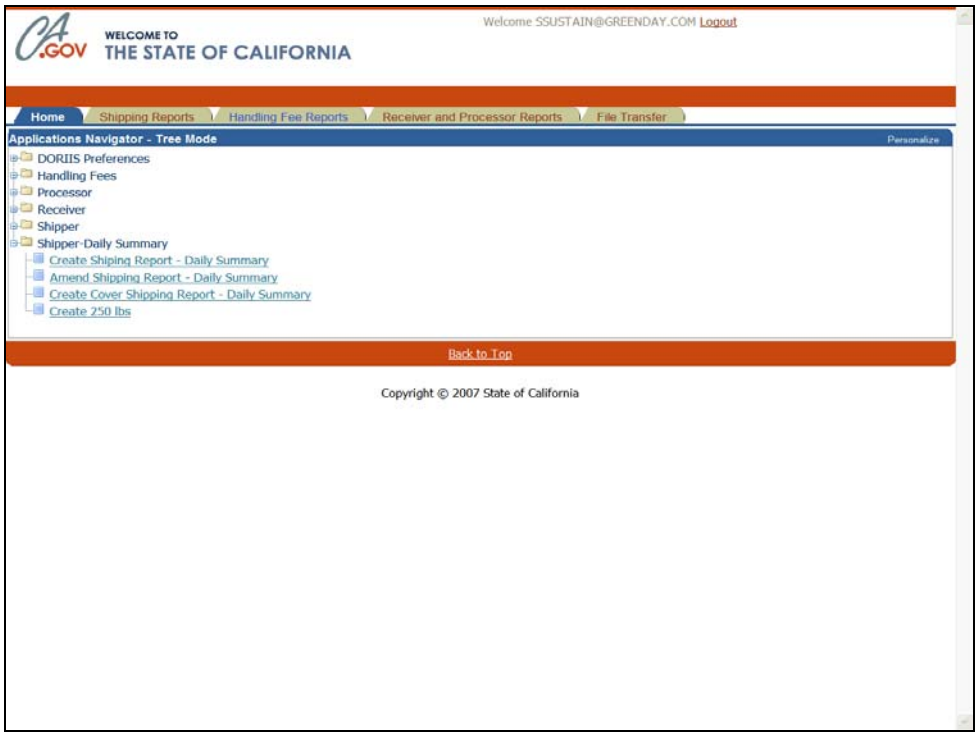
Step	Action
23.	To exit DORIIS, click the **Logout** button from the upper menu bar. Logout
24.	**End of Procedure.**

Objective 3b: Create Cover Shipping Report - Daily Summary

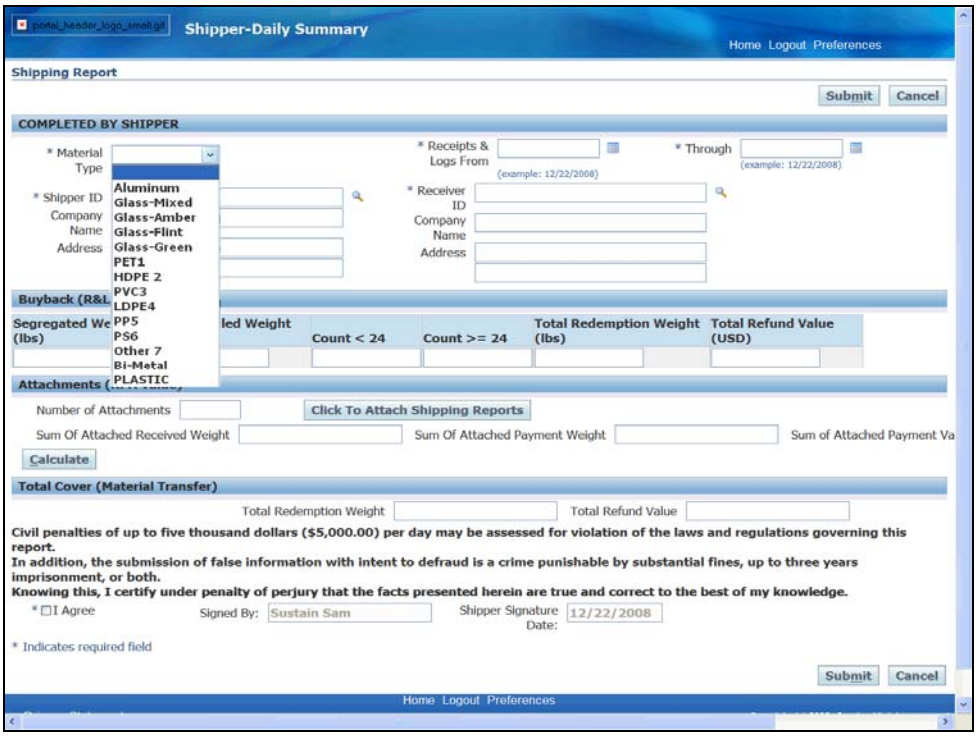
Procedure



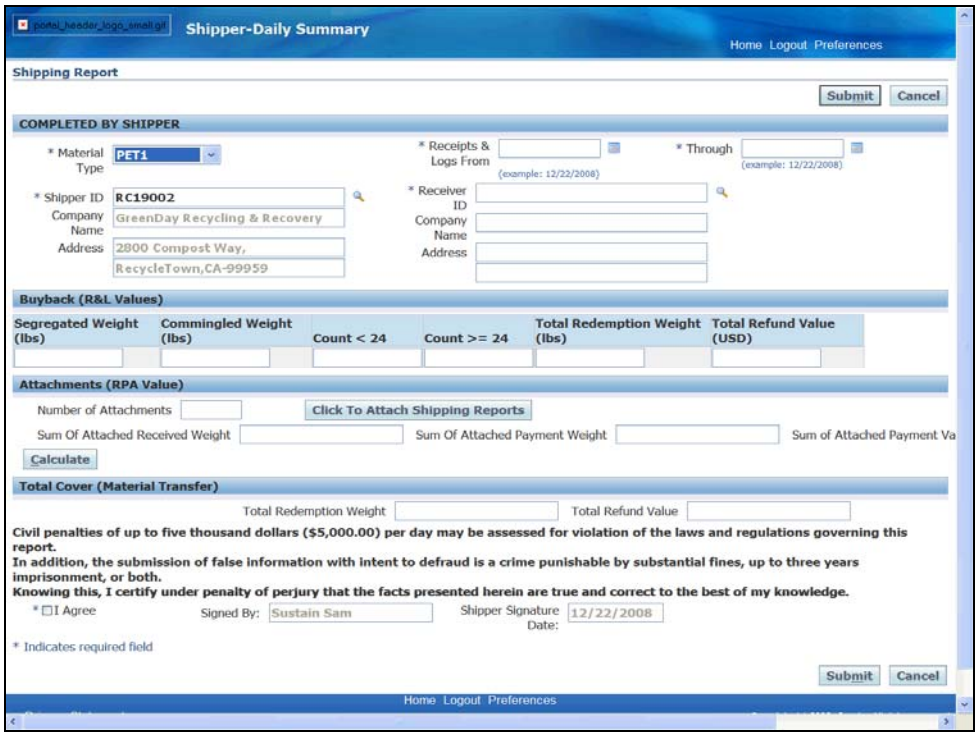
Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK



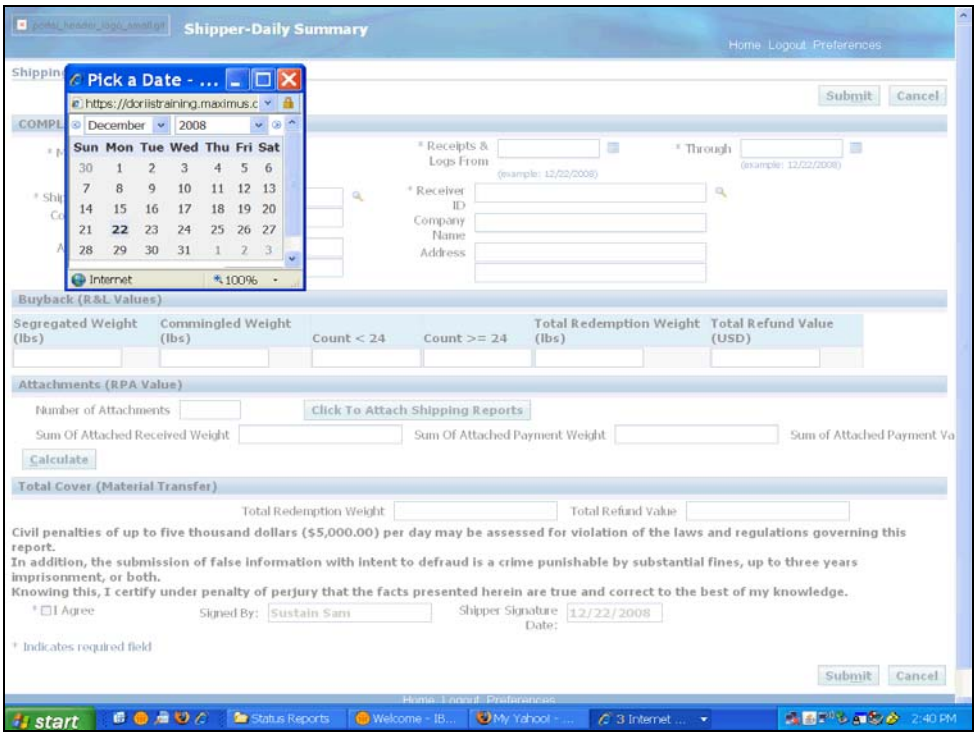
Step	Action
2.	Select the **Shipper-Daily Summary** responsibility. Navigate to: Create Cover Shipping Report - Daily Summary ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.***



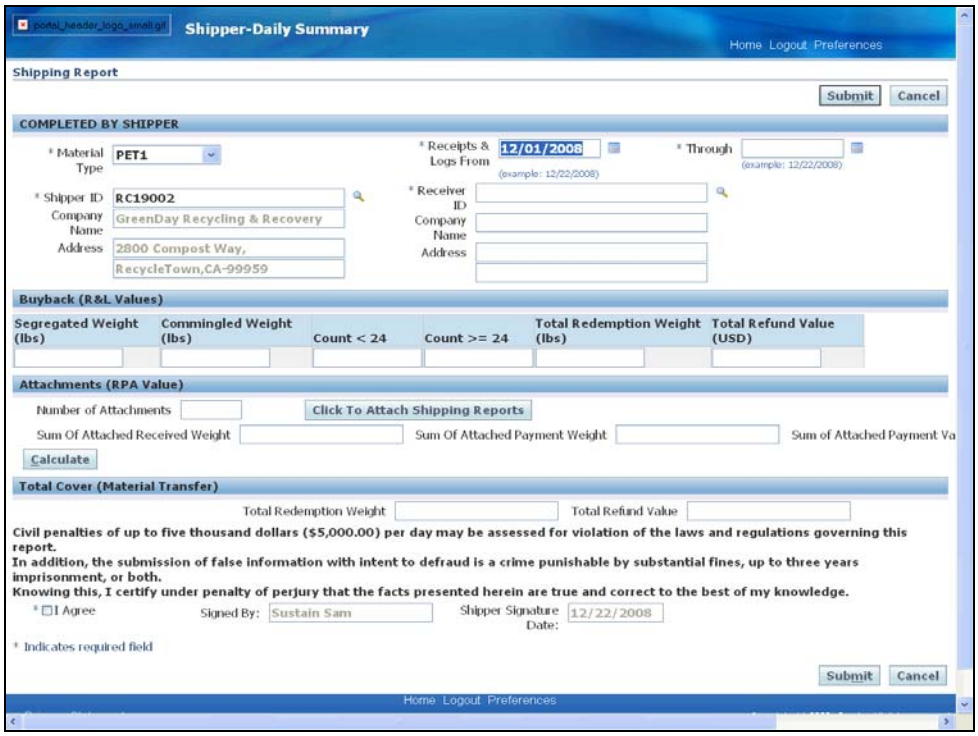
Step	Action
3.	The Shipping Report browser window will appear. Select the type of material that will be shipped by clicking the **Material Type** dropdown list. * Material Type



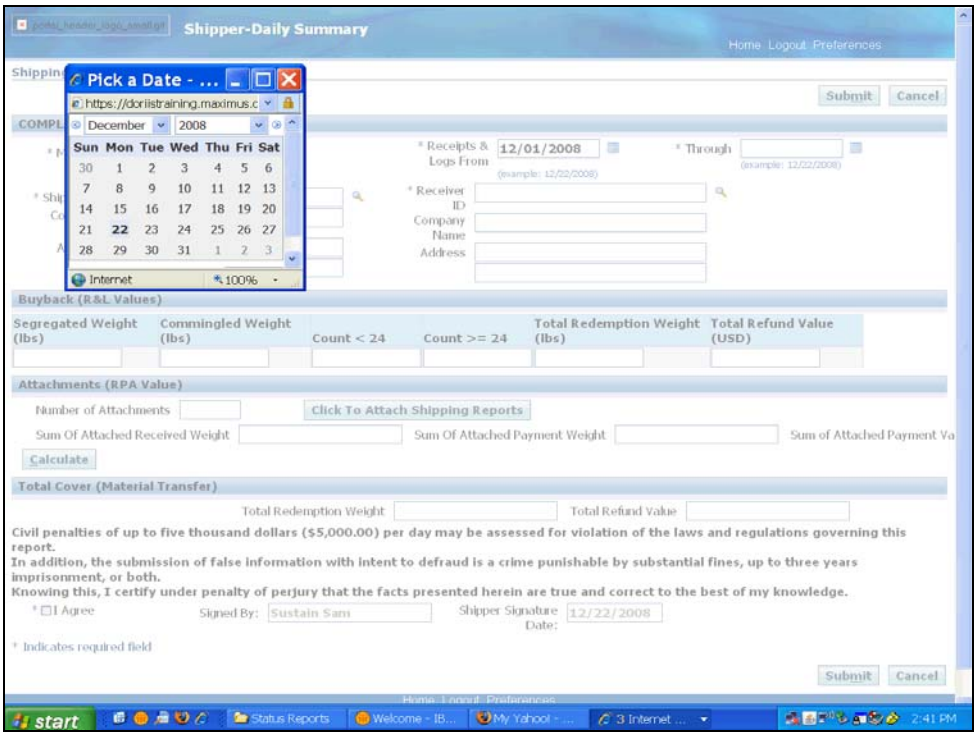
Step	Action
4.	Click in the **Receipts & Logs From** field to enter the From date or select a date using the **Receipts & Logs From** calendar button. * Receipts & Logs From
5.	Click the **Receipts & Logs From** button to choose a date from a calendar.



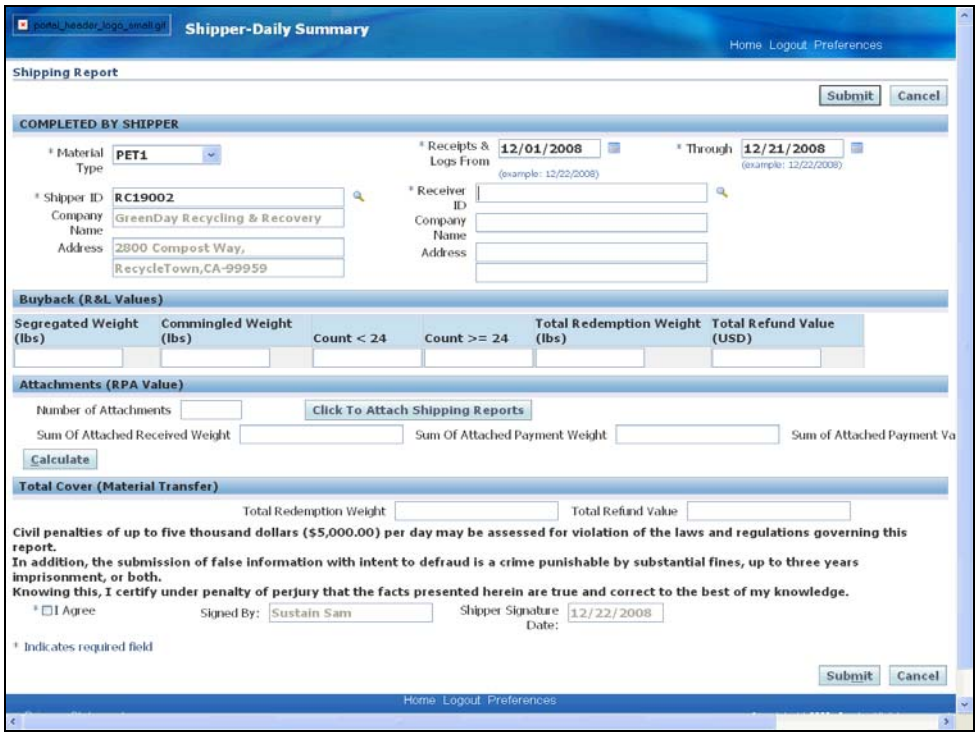
Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. **Pick a Date**



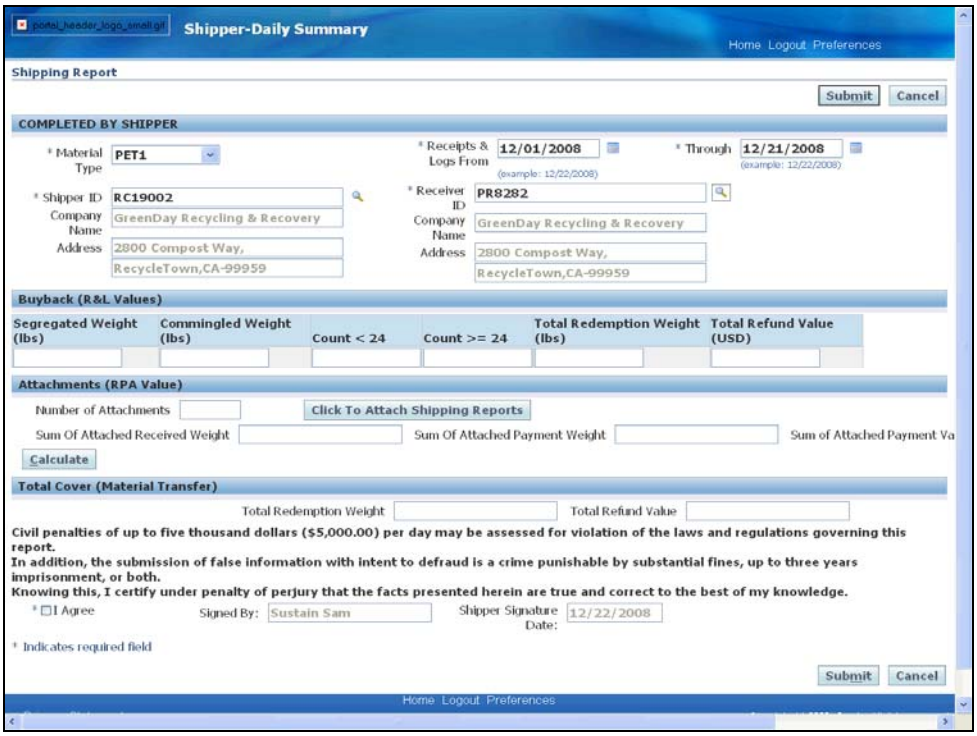
Step	Action
7.	The Shipping Report window will again appear with the **Receipts & Logs From** date now populated. Click in the **Through** field and enter the Through date. * Through
8.	Click the **Through** button to choose a date from a calendar.



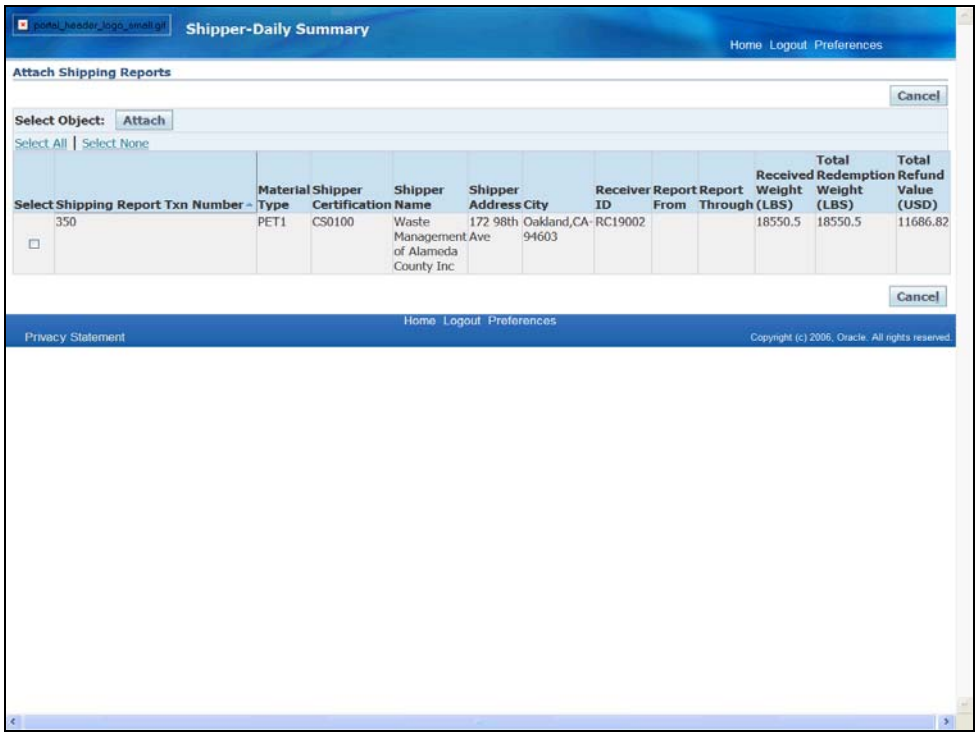
Step	Action
9.	The Calendar window will appear. Choose the appropriate Through date by selecting the date. **Pick a Date**



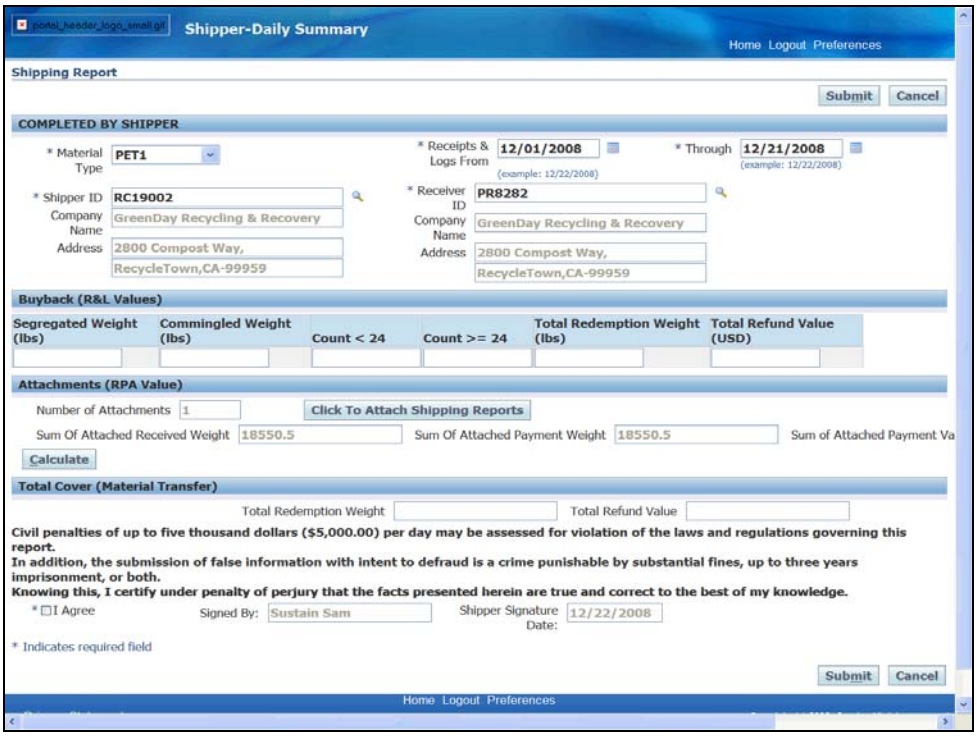
Step	Action
10.	The Shipping Report window will again appear with the **Through** date now populated. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to select the appropriate Shipper ID# by using the Search icon, or enter in the appropriate certification number.*** Designate who the receiver of the shipment will be by clicking in the **Receiver ID** field.
11.	Enter the Receiver ID if known or click the **Receiver ID** search button to select from a list of receivers. Press the **[Tab]** key to populate the **Company Name** and **Address** fields based on the Receiver ID.



Step	Action
12.	To attach underlying shipping reports to the cover shipping report, click the **Click To Attach Shipping Reports** button.

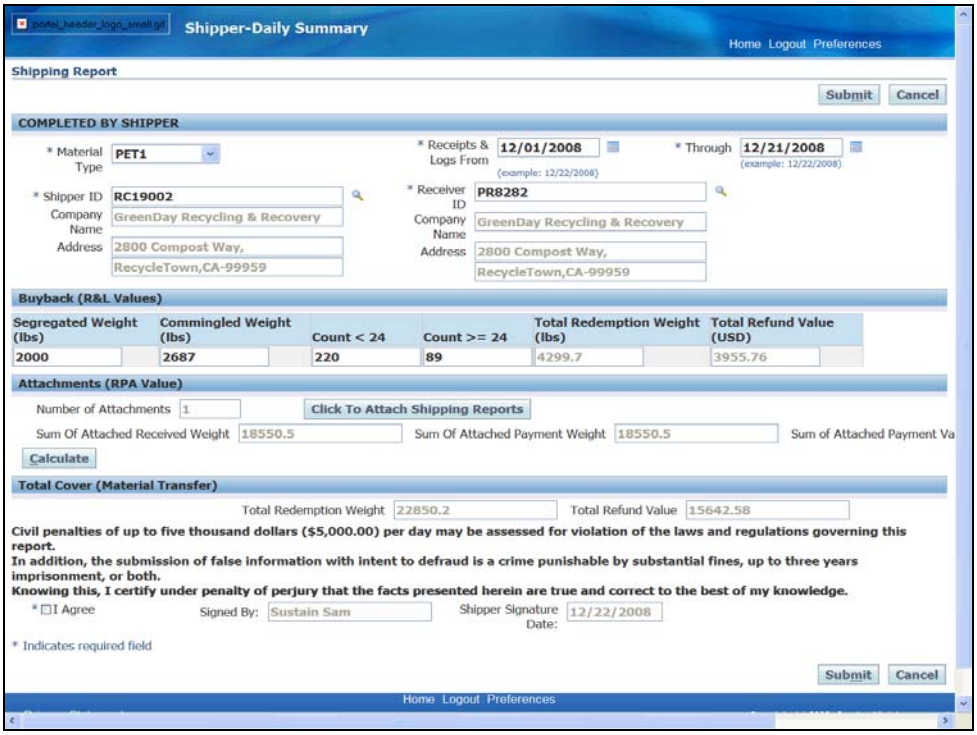


Step	Action
13.	The Attach Shipping Reports screen will appear. The system will automatically filter the list based on the Material Type and From and Through dates selected in the previous screens. Choose which shipping reports to attach (multiple selections is allowed) by clicking the checkbox in the **Select** column. ☐
14.	Click the **Attach** button. Attach

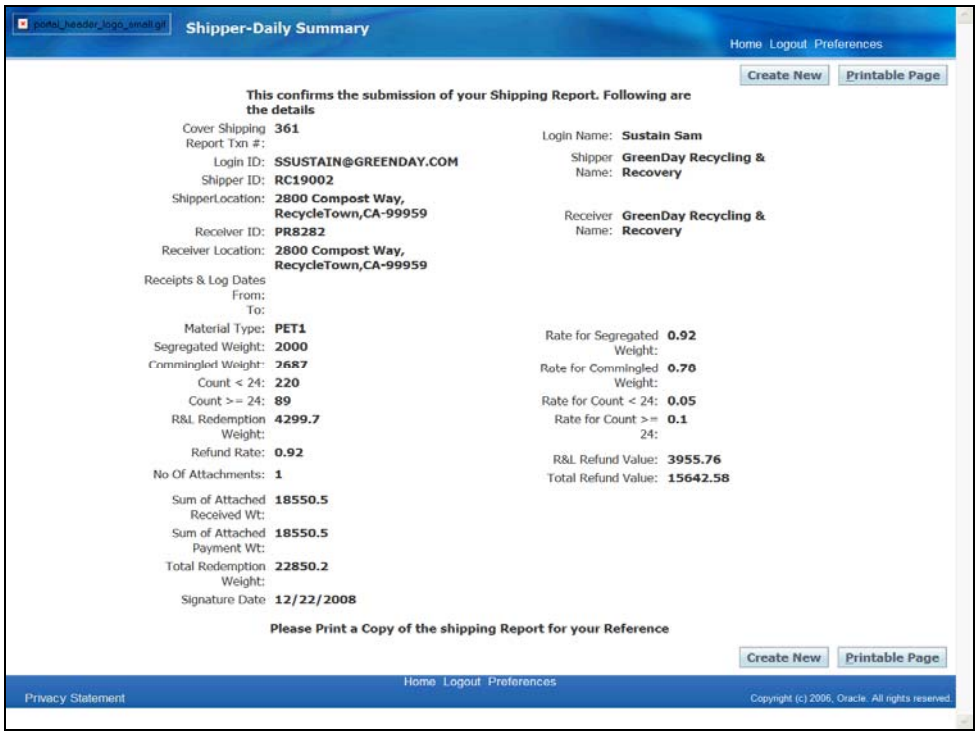


Step	Action
15.	The Shipping Report window will again appear with the Attachments (RPA Value) region calculated and populated based on the shipping reports selected in the previous screen. To enter the additional shipment information for the cover Shipping Report, click in the **Segregate Value (lbs)** field. ***Special Note: The Buyback (R&L Values) region is not mandatory. The fields can be left blank if there is no other weight information to report.*** Enter the total weight for shipment that has been segregated and weighed by material type. **Segregated Weight (lbs)**
16.	Click in the **Commingled Weight (lbs)** field. Enter the total weight for shipment that is commingled and weighed.

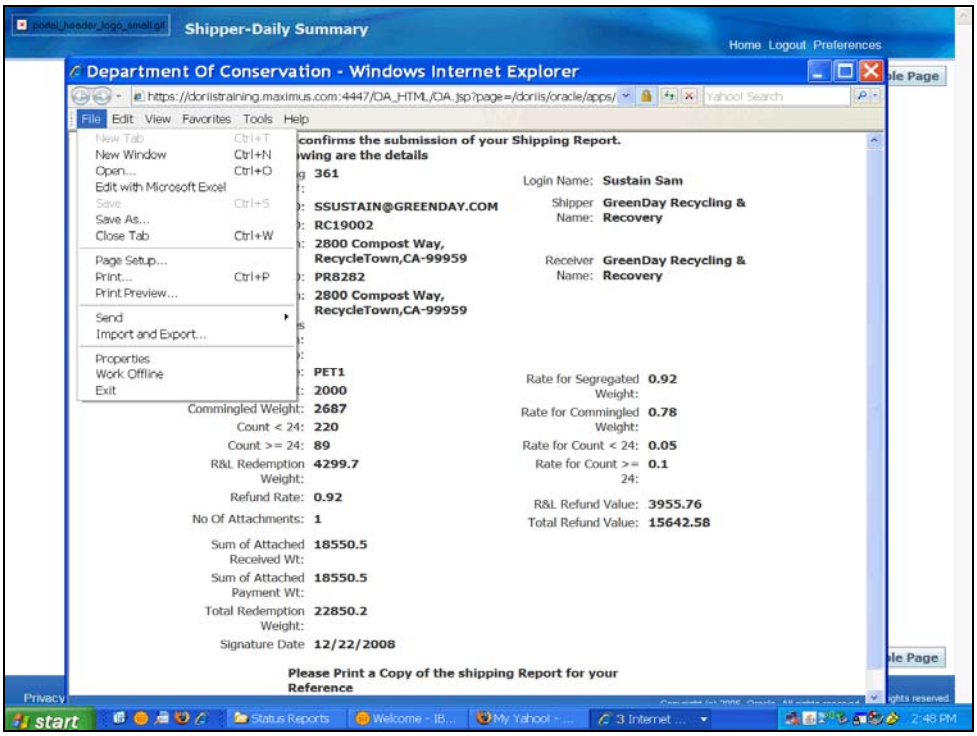
Step	Action
17.	Click in the **Count <24** field. Enter the number of containers less than 24oz. that are included in the shipment as counted. Count < 24
18.	Click in the **Count >=24** field. Enter the number of containers greater than or equal to 24oz. that are included in the shipment as counted. Count >= 24
19.	Click the **Calculate** button. Calculate



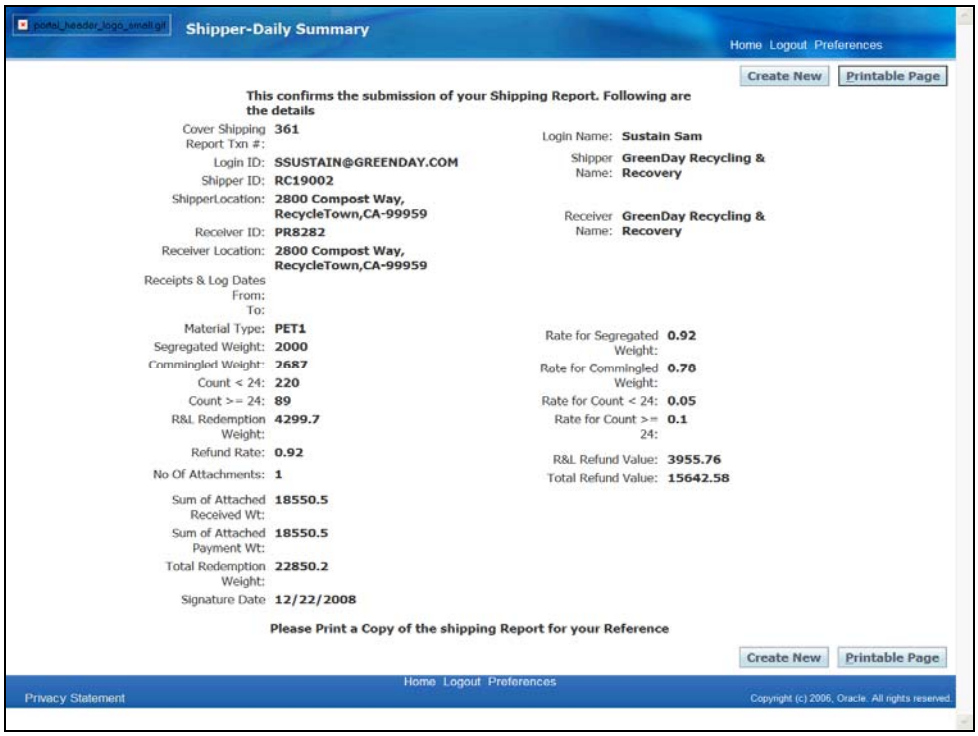
Step	Action
20.	Verify that the **Total Redemption Weight (lbs)** and **Total Refund Value (USD)** fields have calculated correctly based on the daily summary entries. Click the **I Agree** checkbox option to agree to the terms and conditions of filing the Shipping Report. * ☐ I Agree
21.	Click the **Submit** button to submit the report. Submit



Step	Action
22.	A Shipping Report Confirmation screen will now appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



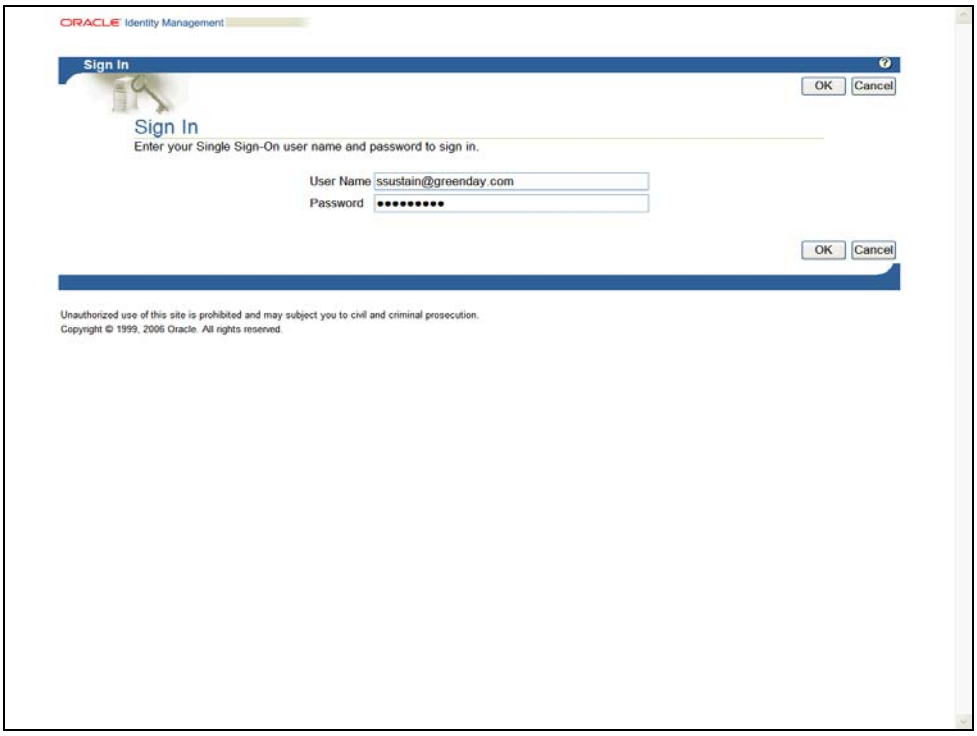
Step	Action
23.	Once the printable version of the confirmation page appears, select **File** from the menu bar then select **Print**. Print... Ctrl+P



Step	Action
24.	To exit DORIIS, click the **Logout** button from the upper Menu bar. Logout
25.	**End of Procedure.**

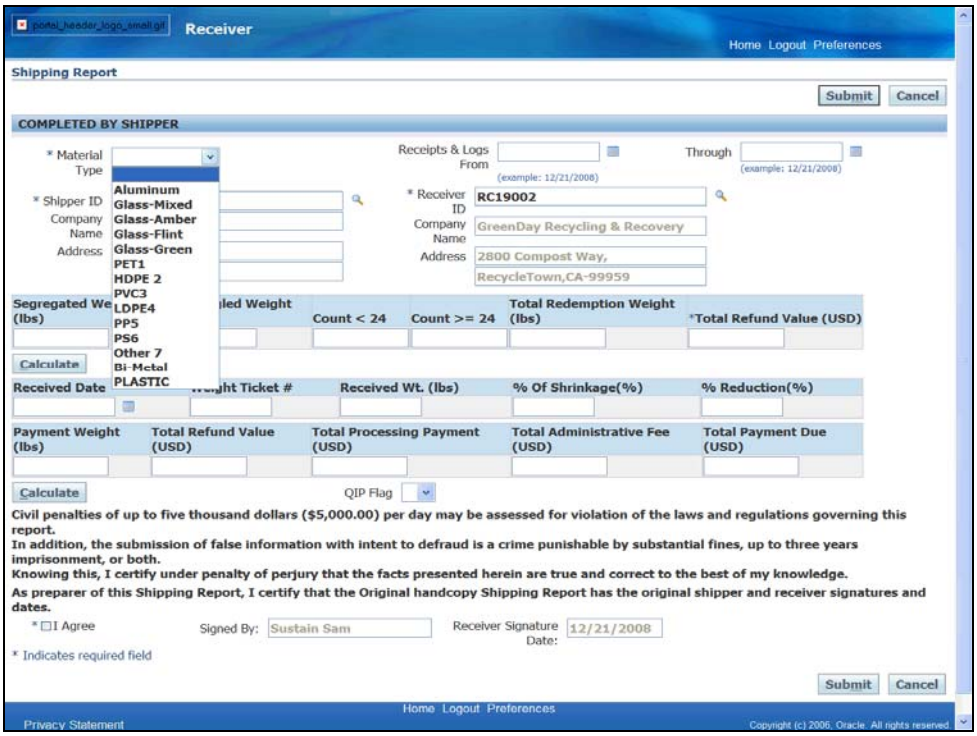
Objective 4a: Create a Shipping Report on Behalf of Another - Total Refund Value

Procedure

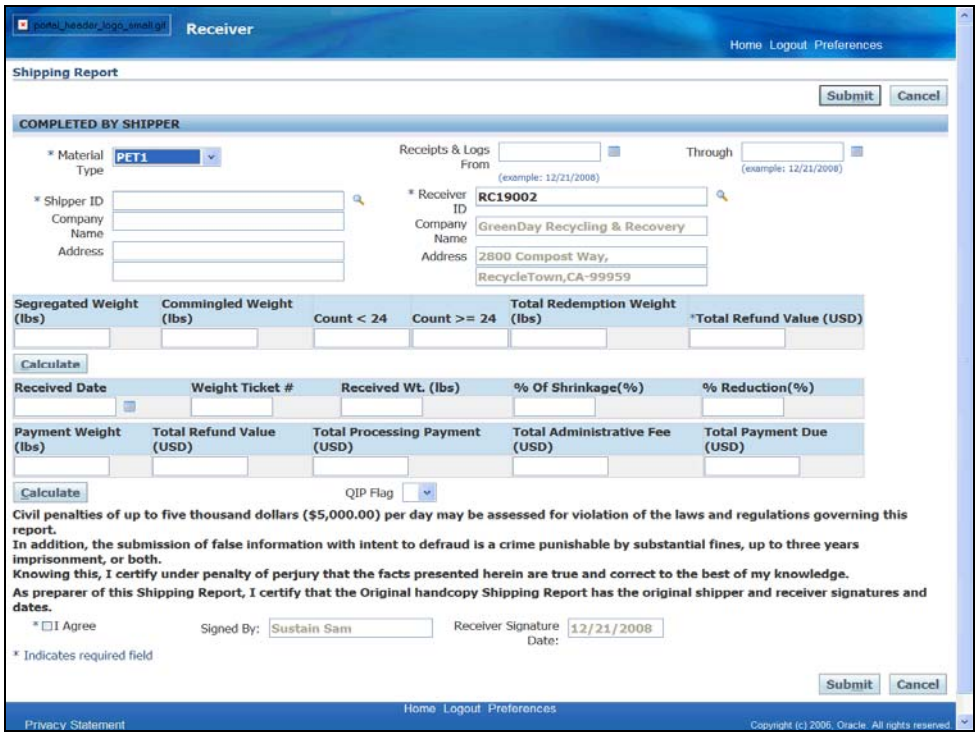


Step	Action
1.	Enter your **User Name** and **Password**. Click the **OK** button. OK

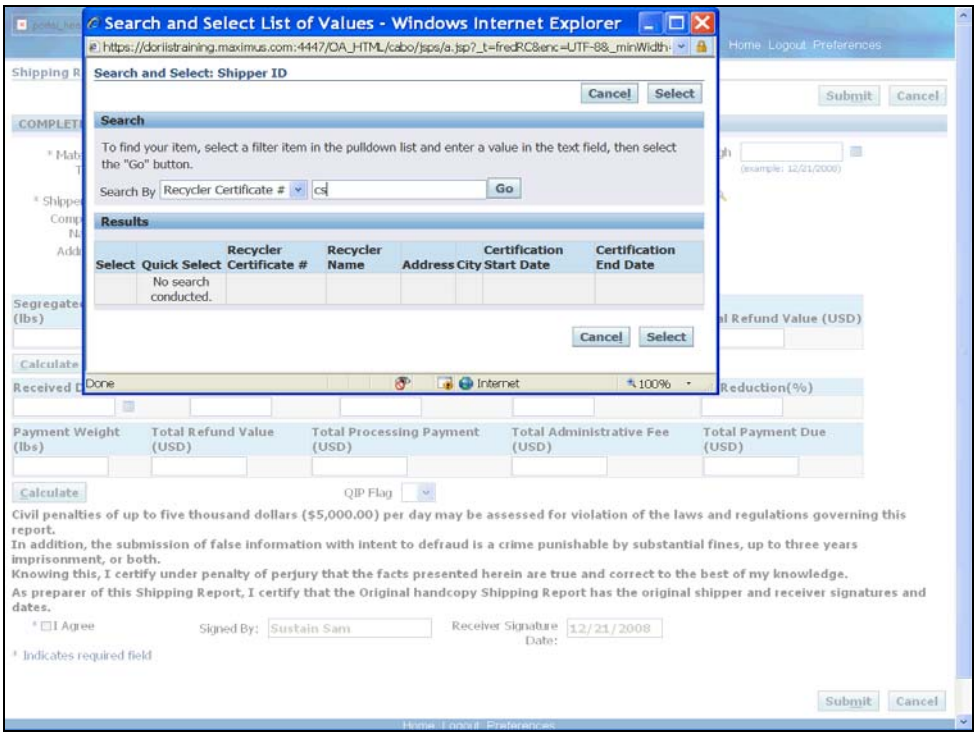
Step	Action
2.	Select the **Receiver** responsibility. Navigate to: Create Shipping Report on behalf of RC, CS, CP, SP ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.***



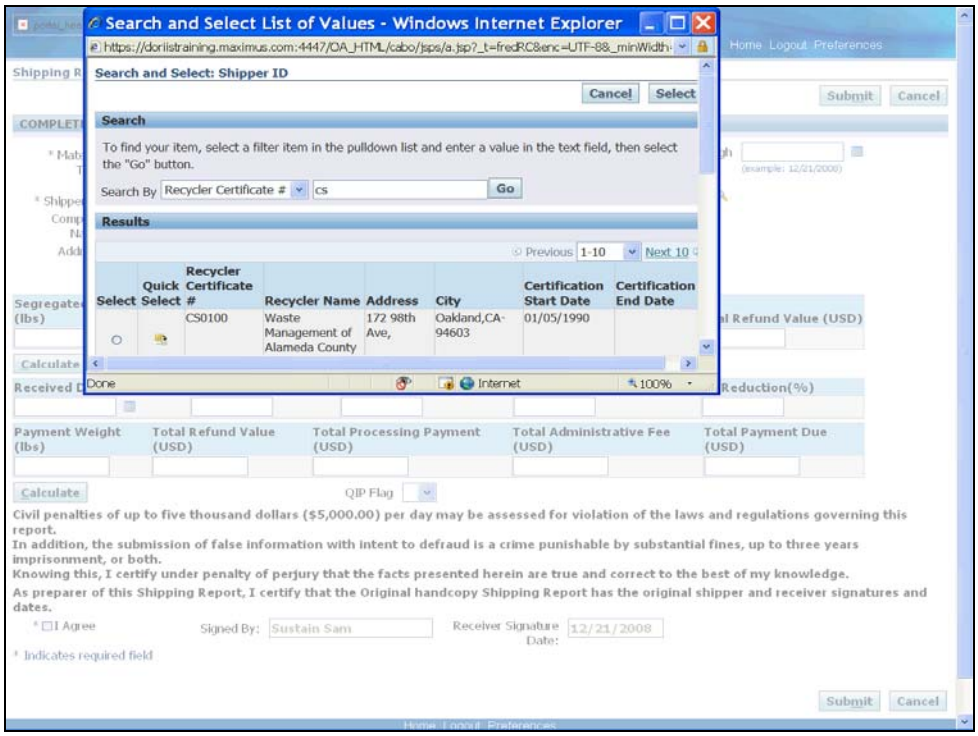
Step	Action
3.	The Shipping Report browser window will appear. Select the type of material that will be shipped by clicking the **Material Type** dropdown list. * Material Type



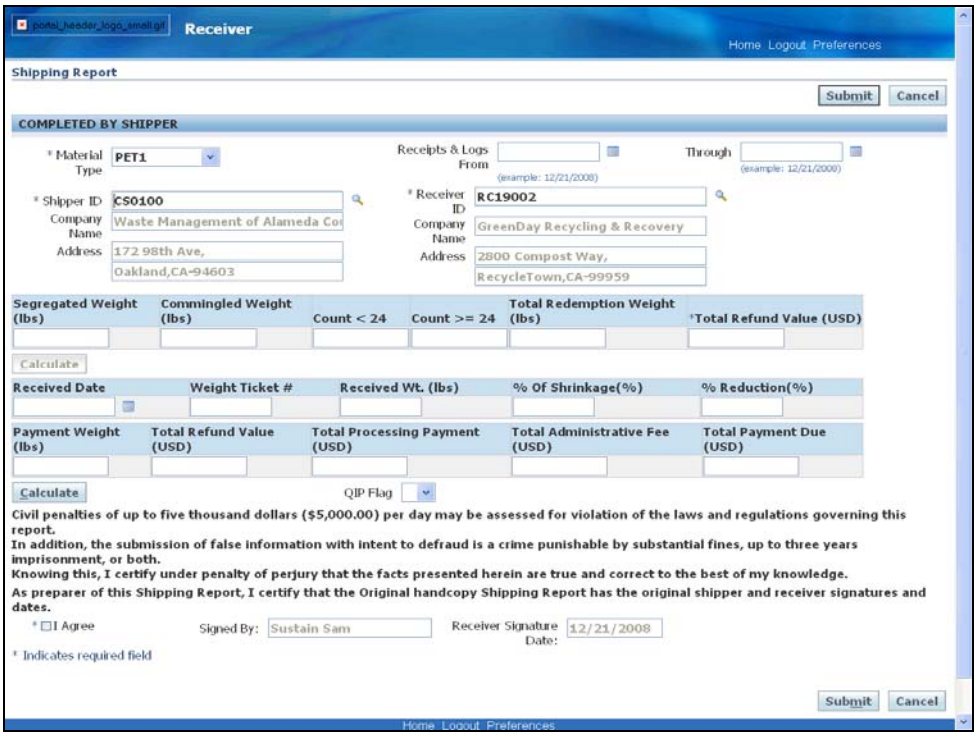
Step	Action
4.	Designate who the shipper (recycling center that the report is being filed on behalf of) of the shipment will be by clicking in the **Shipper ID** field. * Shipper ID
5.	Enter the Shipper ID if known or click the **Shipper ID** search button to select from a list of shippers.



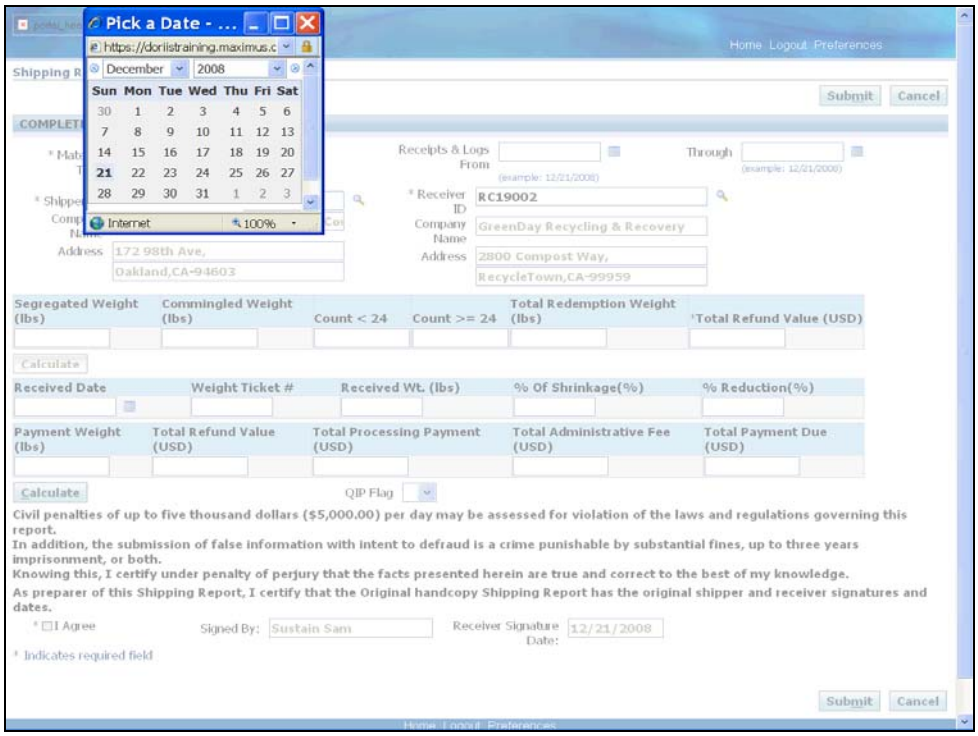
Step	Action
6.	The Search and Select: Shipper ID window will appear. Enter the Shipper Certificate Number of the party that is shipping the material. Click the **Go** button. Go



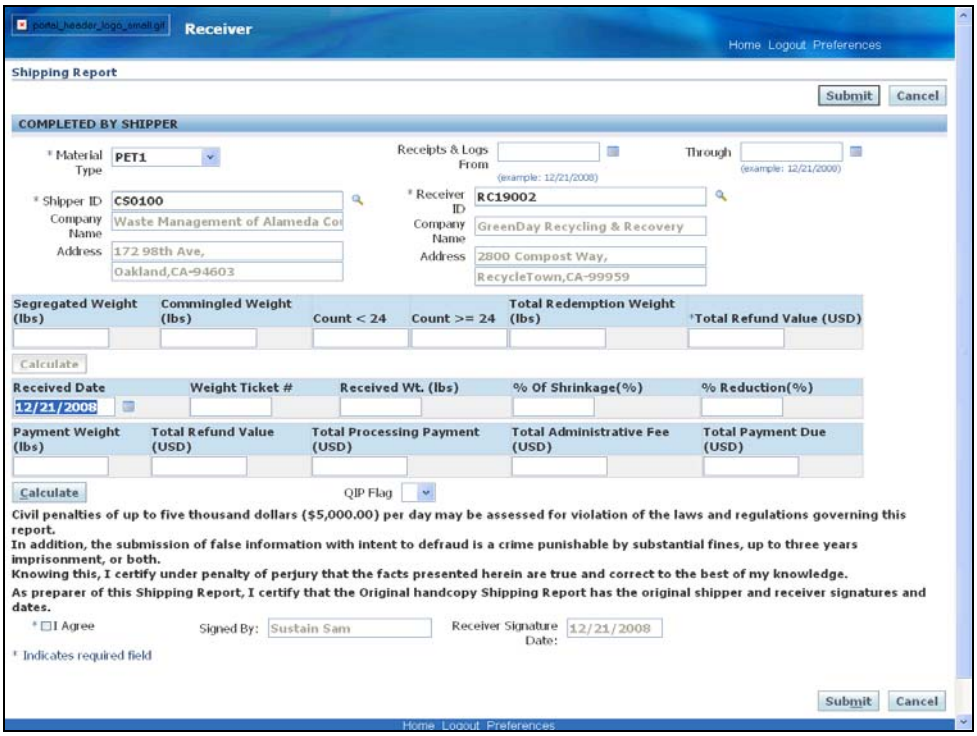
Step	Action
7.	The search will return the shipper associated with the certification number. Click the **Quick Select** button.



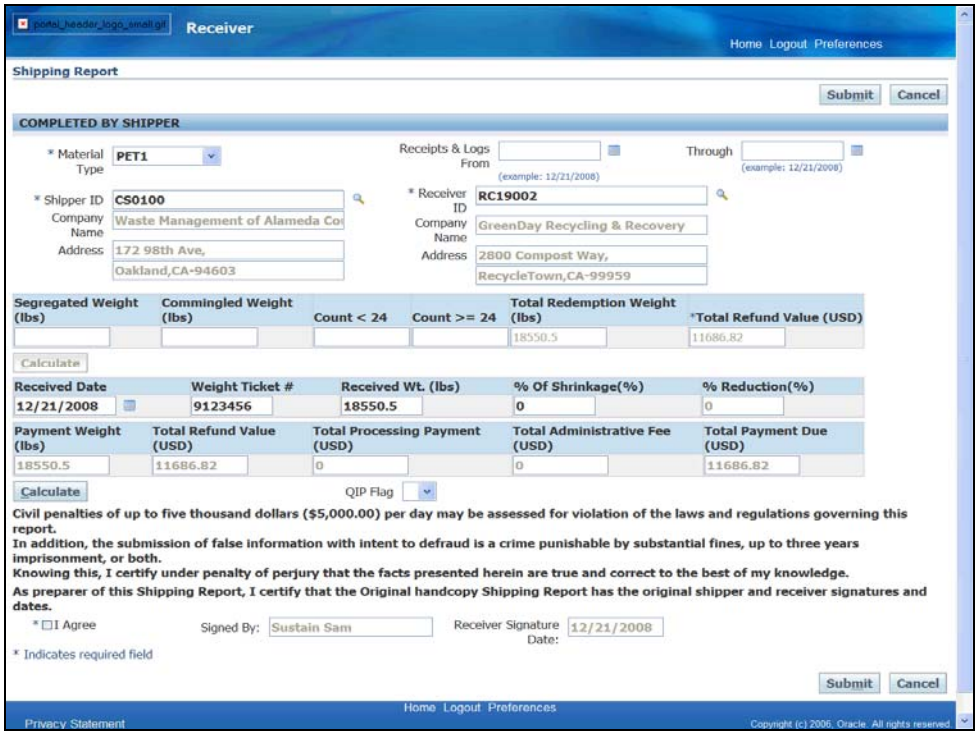
Step	Action
8.	The Shipping Report screen will appear with the upper section completed with the information prepared by the shipper. Click in the **Received Date** field and enter the received date. This date should match the same date as the Weight Ticket Number. Received Date
9.	To select a date from a calendar, click the **Calendar** button.



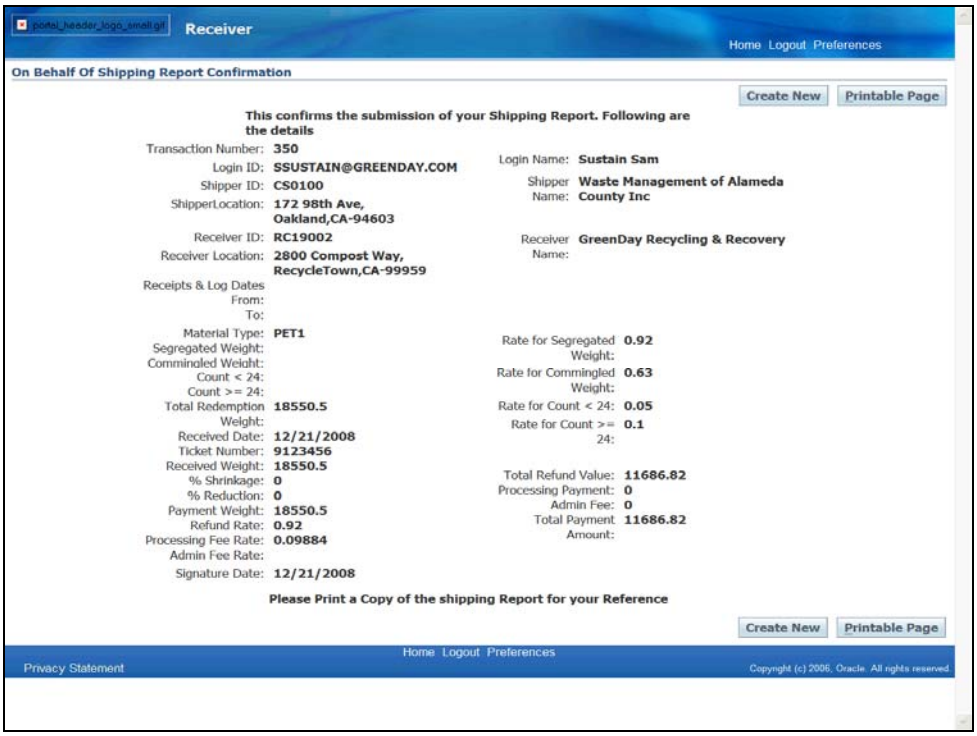
Step	Action
10.	The Calendar window will appear. Choose the appropriate Received date by selecting the date. **Pick a Date**



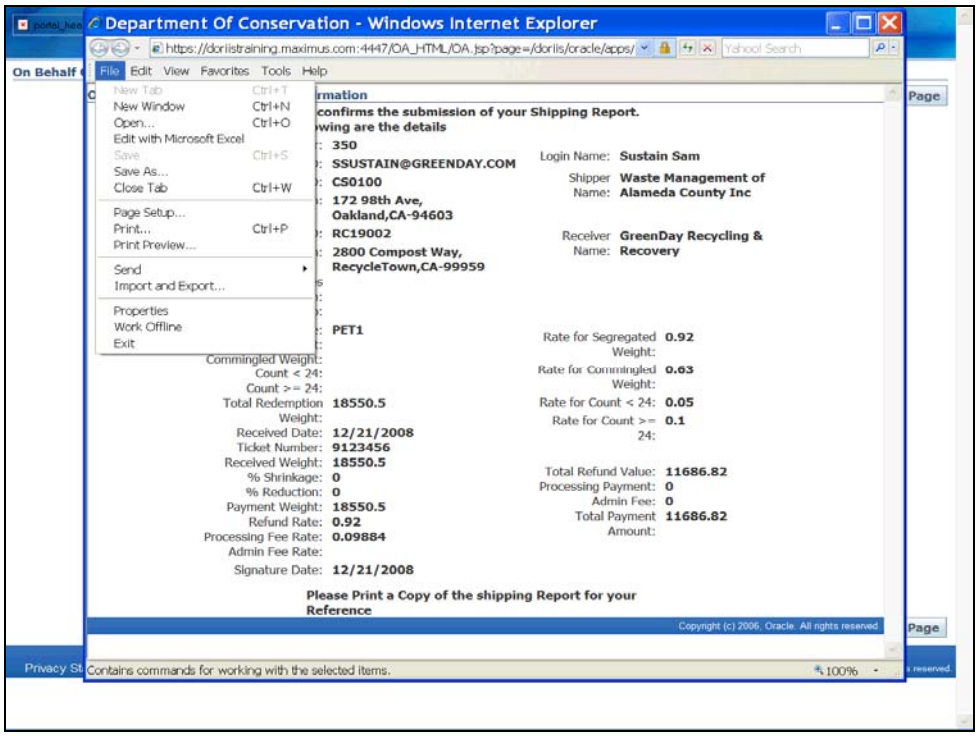
Step	Action
11.	The Shipping Report screen will again appear with the **Received** date now populated. Click in the **Weight Ticket #** field and enter the weight ticket number from the truck scale. Weight Ticket #
12.	Click in the **Received Weight (LBS)** field and enter the total received weight of the shipment. Received Wt. (lbs)
13.	Click in the **% of Shrinkage** field. Enter the percent of shrinkage if any. This is the reduction of redemption weight due to contamination of empty beverage containers by dirt, moisture, or other foreign substances. This factor is determined by the receiving recycling center's inspection of the load. % Of Shrinkage(%)
14.	Click the **Calculate** button. Calculate



Step	Action
15.	Upon calculating, the remaining fields will populate based on the information provided in addition the Total Refund Value will populate as if it were originally completed by the shipper. Click the **I Agree** checkbox option to agree to the terms and conditions of filing the Shipping Report. * ☐ I Agree
16.	Click the **Submit** button. Submit



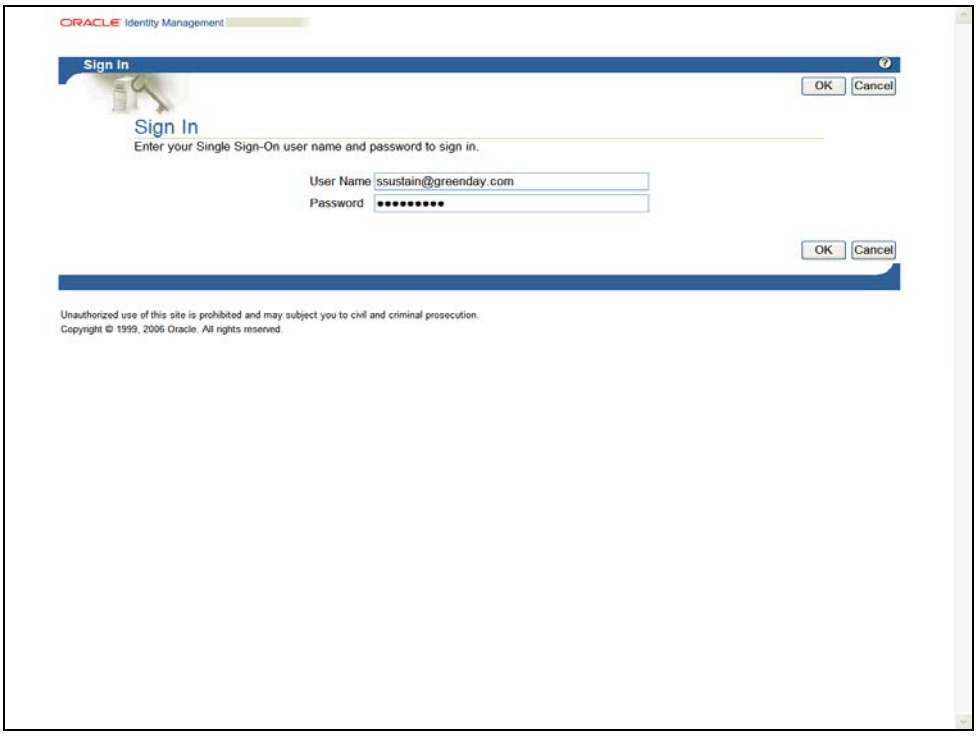
Step	Action
17.	A Shipping Report Confirmation screen will now appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



Step	Action
18.	Once the printable version of the confirmation page appears, select **File** from the menu bar then select **Print**. Print... Ctrl+P
19.	To exit DORIIS, click the **Logout** button from the upper Menu bar. Logout
20.	**End of Procedure.**

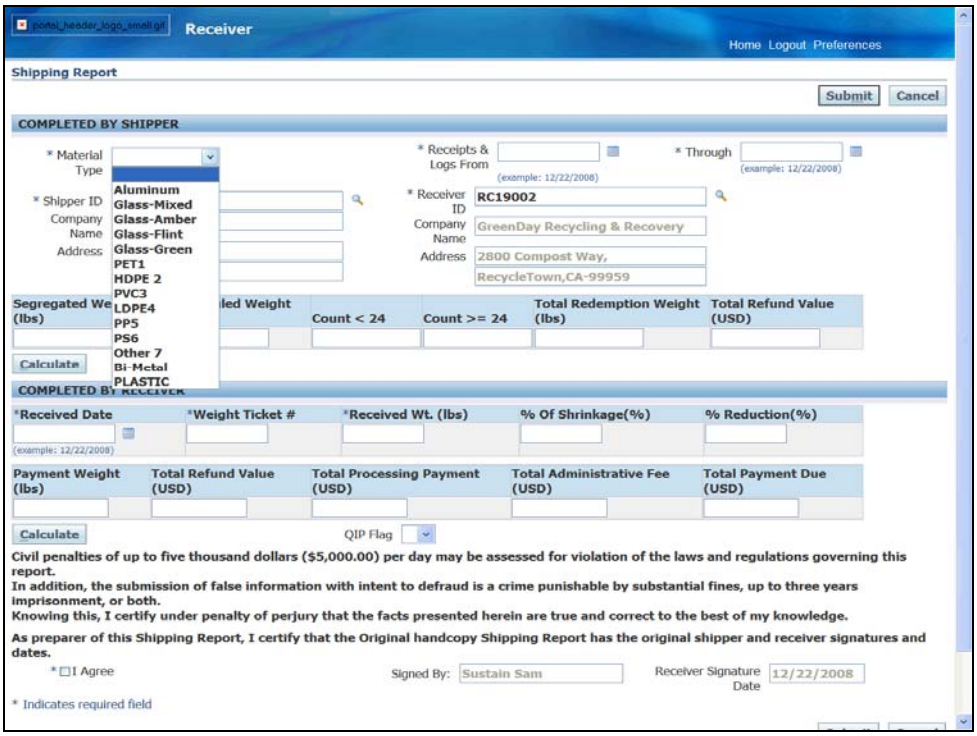
Objective 4b: Create a Shipping Report on Behalf of Another - Daily Summary

Procedure

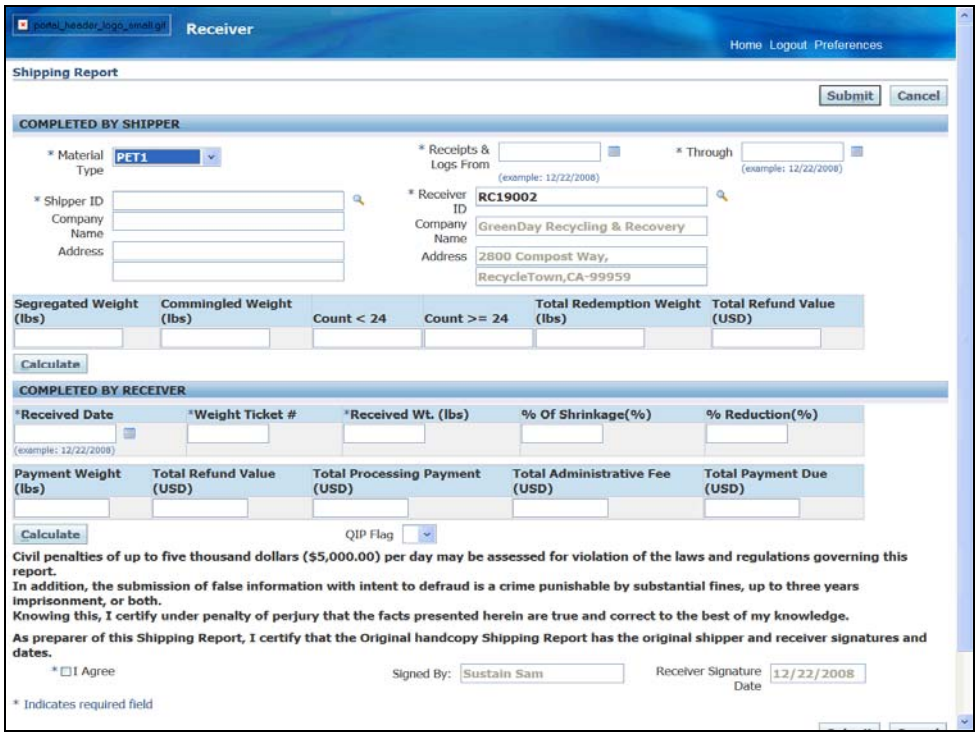


Step	Action
1.	Enter your **User Name** and **Password**. Click the **OK** button. OK

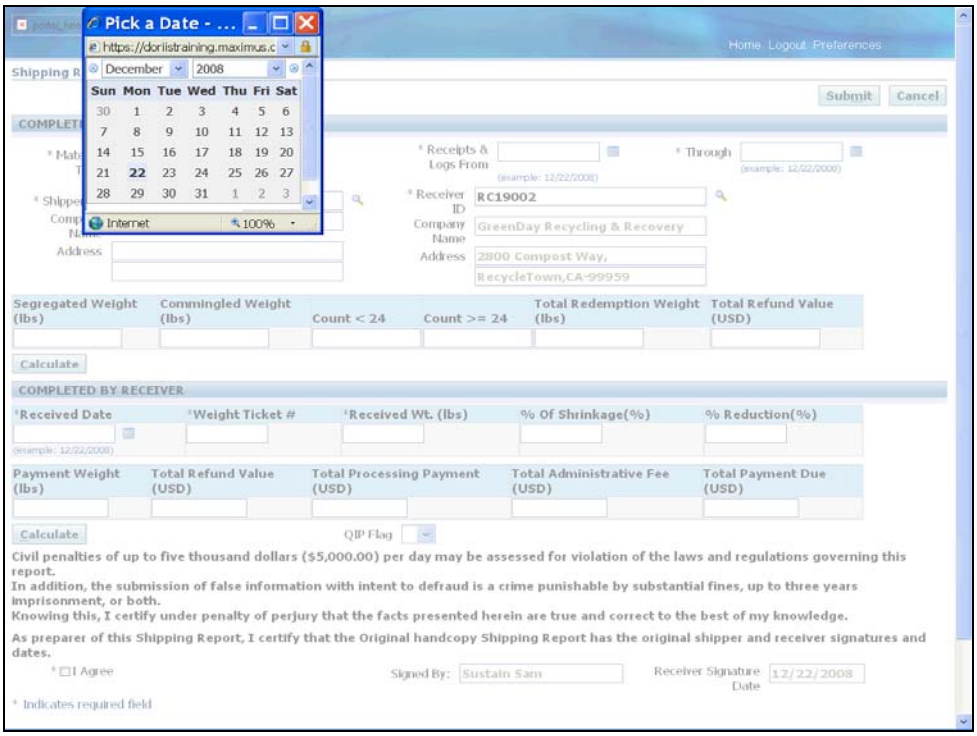
Step	Action
2.	Select the **Receiver** responsibility. Navigate to: Create Shipping Report on behalf of RC - Daily Summary ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.***



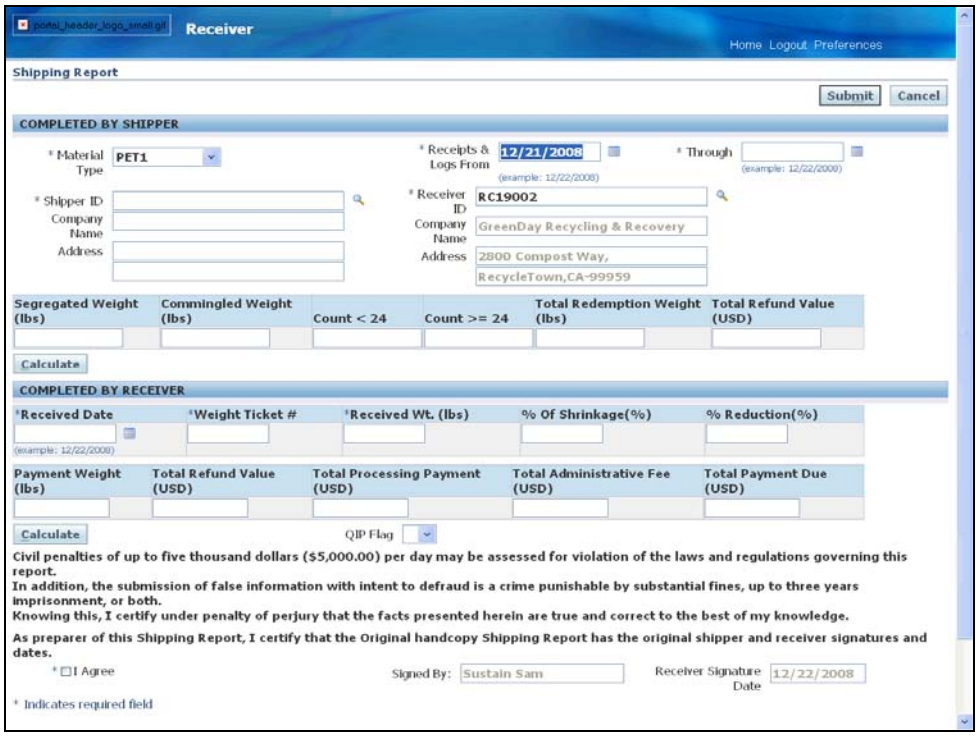
Step	Action
3.	The Shipping Report browser window will appear. Select the type of material that will be shipped by clicking the **Material Type** dropdown list. * Material Type



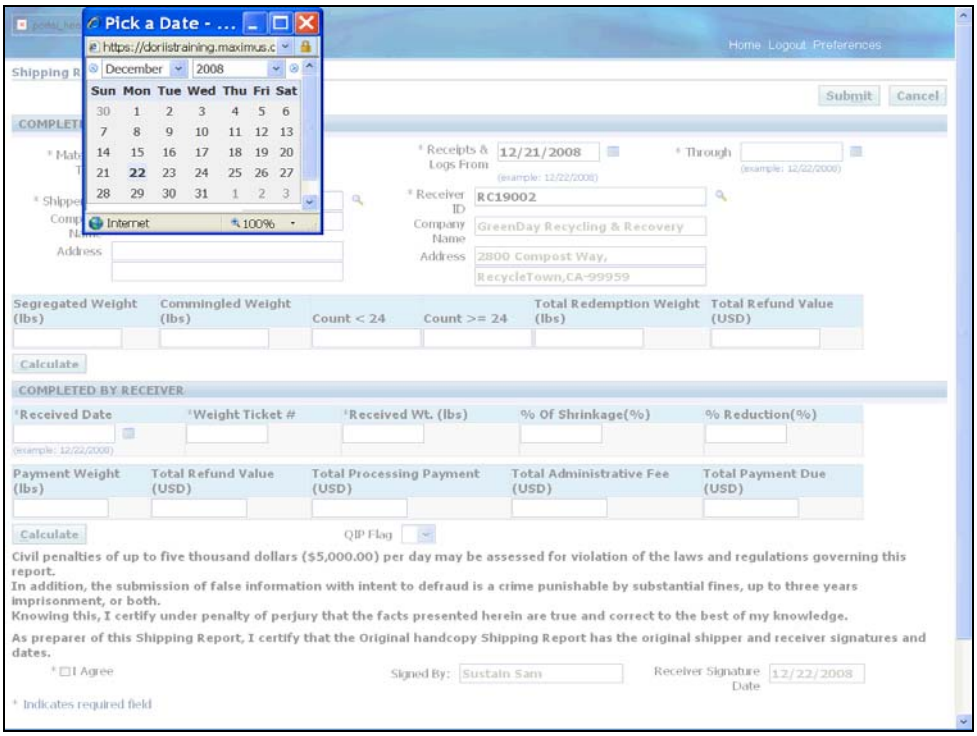
Step	Action
4.	Click in the **Receipts & Logs From** field and enter the From date. * Receipts & Logs From
5.	Click the **Receipts & Logs From** button to choose a date from a calendar.



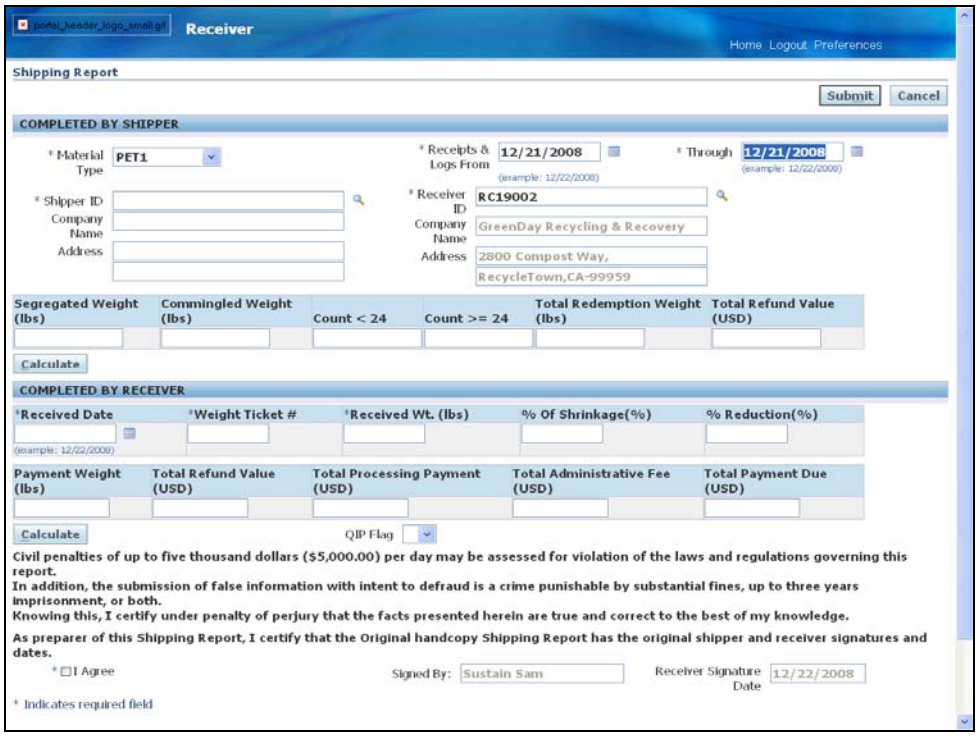
Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. **Pick a Date**



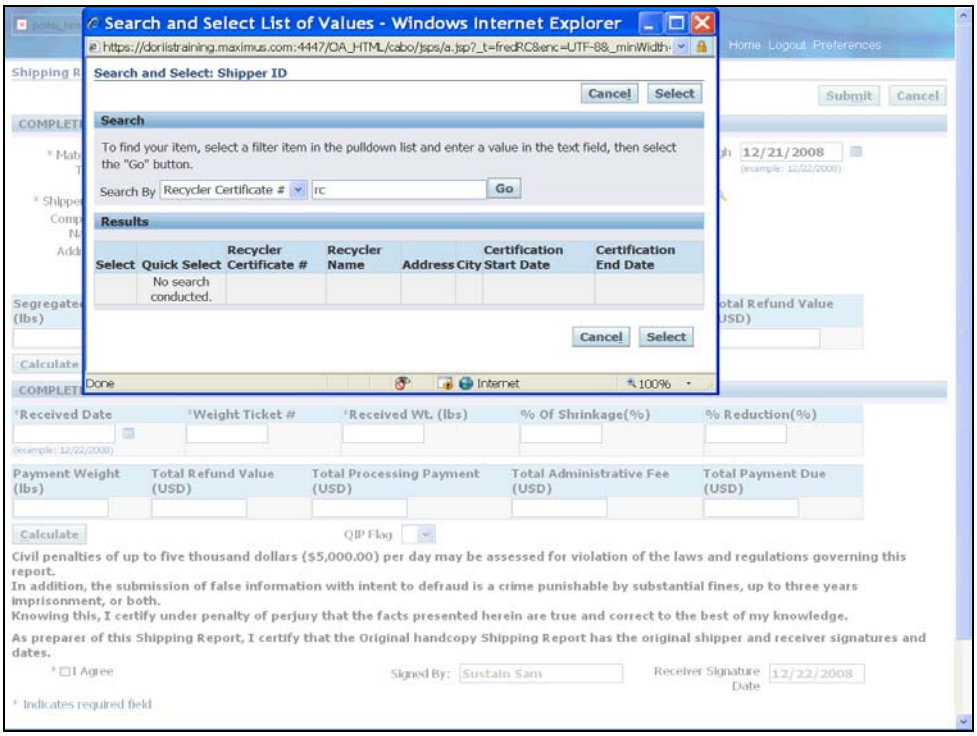
Step	Action
7.	The Shipping Report window will again appear with the **Receipts & Logs From** date now populated. Click in the **Through** field and enter the Through date. * Through
8.	Click the **Through** button to choose a date from a calendar.



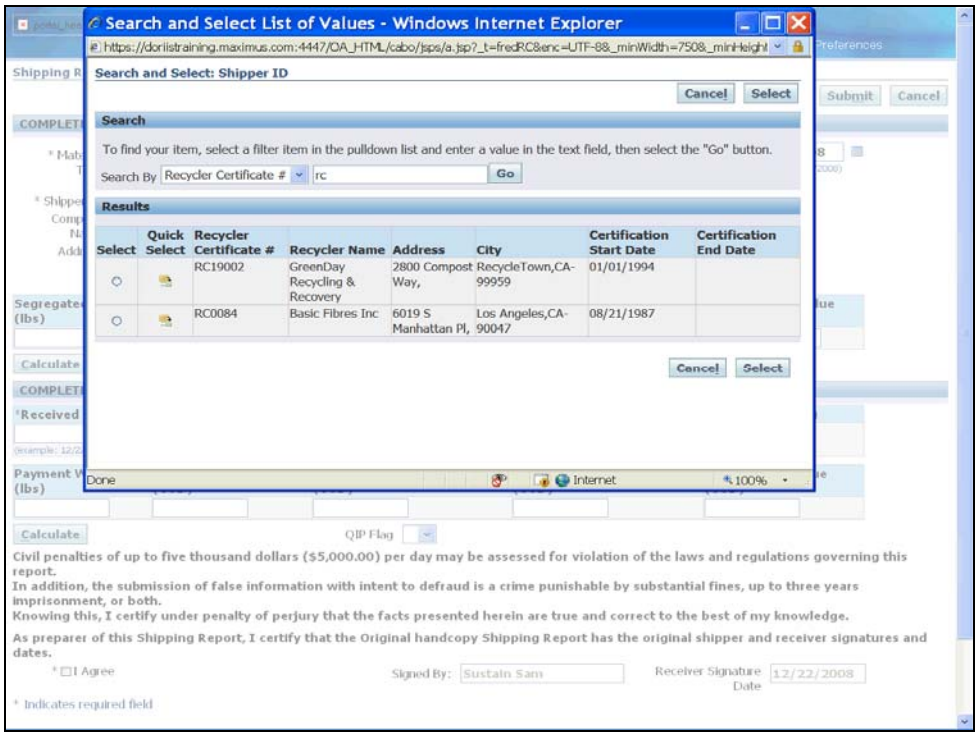
Step	Action
9.	The Calendar window will appear. Choose the appropriate Through date by selecting the date. **Pick a Date**



Step	Action
10.	Designate who the shipper (recycling center that the report is being filed on behalf of) will be by clicking in the **Shipper ID** field. * Shipper ID
11.	Enter the Shipper ID if known or click the **Shipper ID** search button to select from a list of shippers.

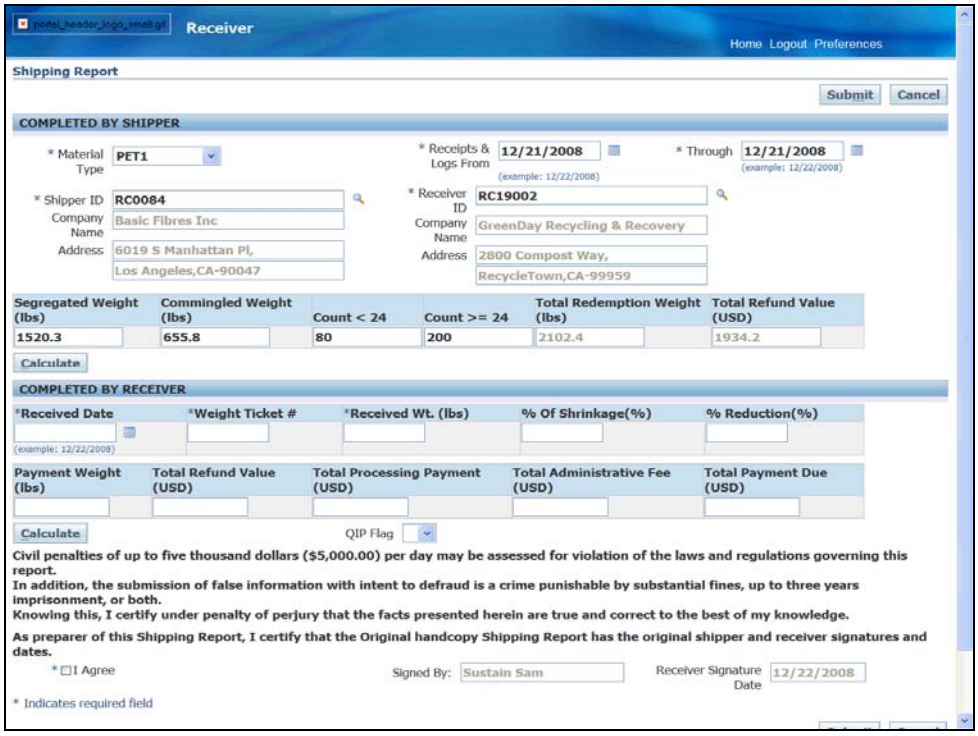


Step	Action
12.	The Search and Select: Shipper ID window will appear. Enter the Shipper Certificate Number of the party that is shipping the material. Click the **Go** button. Go

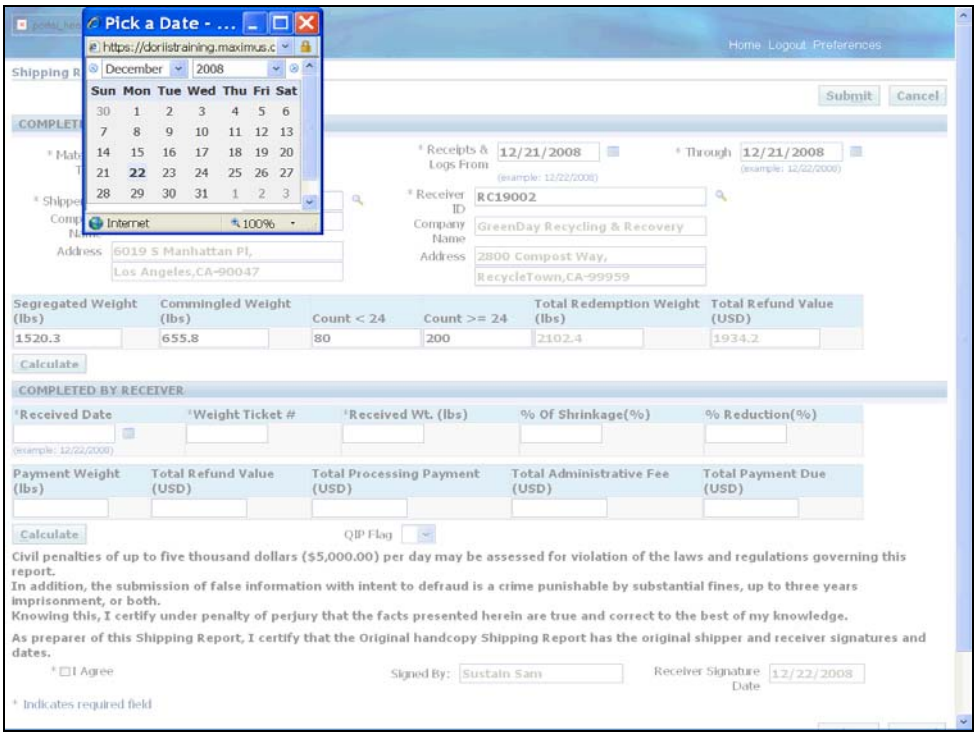


Step	Action
13.	The search will return the shipper associated with the certification number. Click the **Quick Select** button.
14.	The Shipping Report window will again appear with the Shipper ID, Company Name and Address populated based on the search. Click in the **Segregated Weight (lbs)** field. Enter the total weight for shipment that has been segregated and weighed by material type. Segregated Weight (lbs)
15.	Click in the **Commingled Weight (lbs)** field. Enter the total weight for shipment that is commingled and weighed. Commingled Weight (lbs)

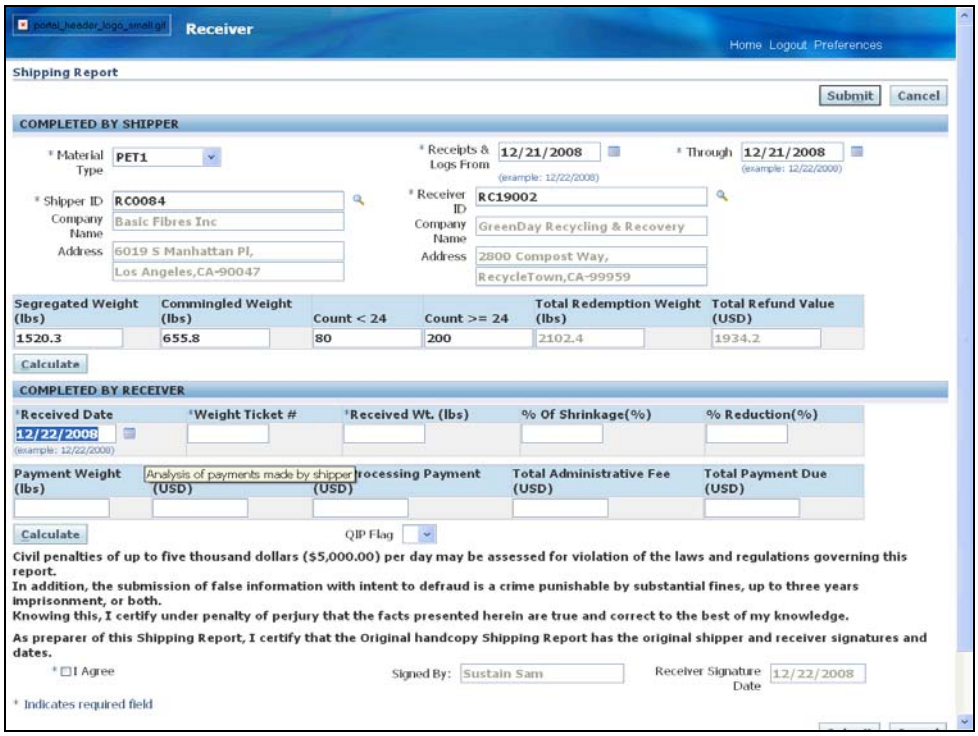
Step	Action
16.	Click in the **Count <24** field. Enter the number of containers less than 24oz. that are included in the shipment as counted. Count < 24
17.	Click in the **Count >=24** field. Enter the number of containers greater than or equal to 24oz. that are included in the shipment as counted. Count >= 24
18.	Click the **Calculate** button. Calculate



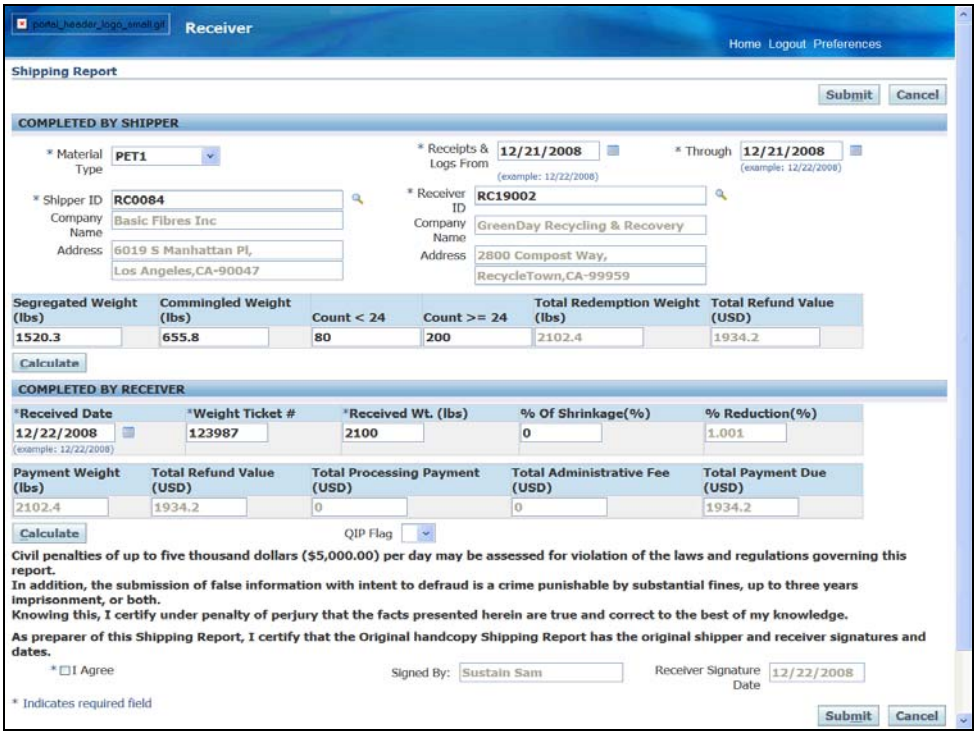
Step	Action
19.	Verify that the **Total Redemption Weight (lbs)** and **Total Refund Value (USD)** fields have calculated correctly based on the daily summary entries. Click in the **Received Date** field and enter the received date. This date should match the same date as the Weight Ticket Number. *Received Date
20.	To select a date from a calendar, click the **Calendar** button.



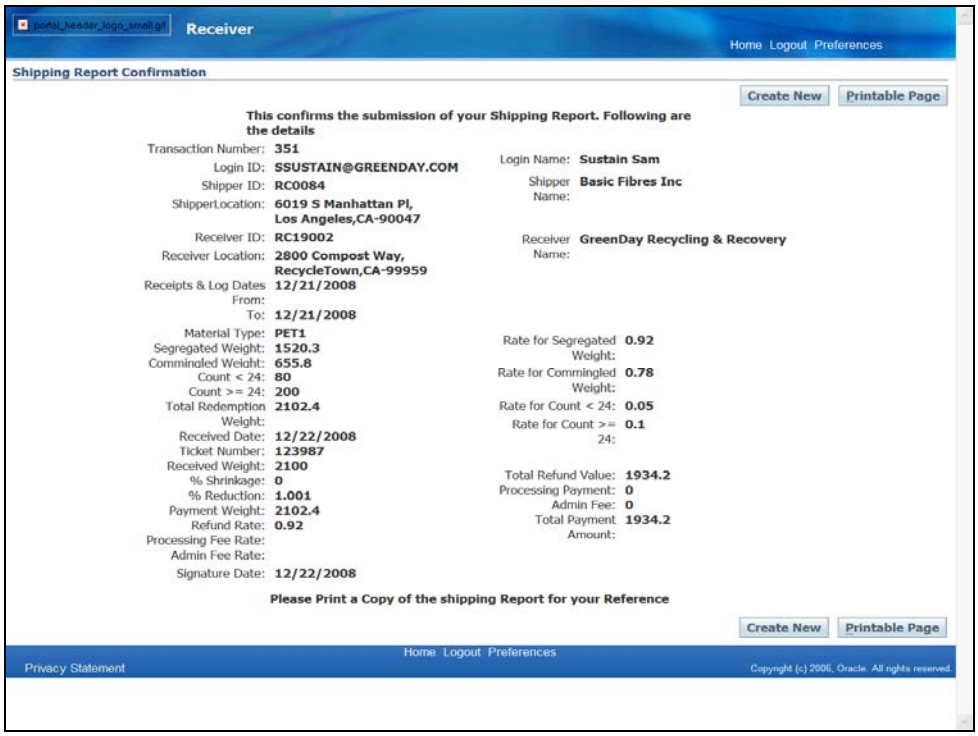
Step	Action
21.	The Calendar window will appear. Choose the appropriate Received date by selecting the date. **Pick a Date**



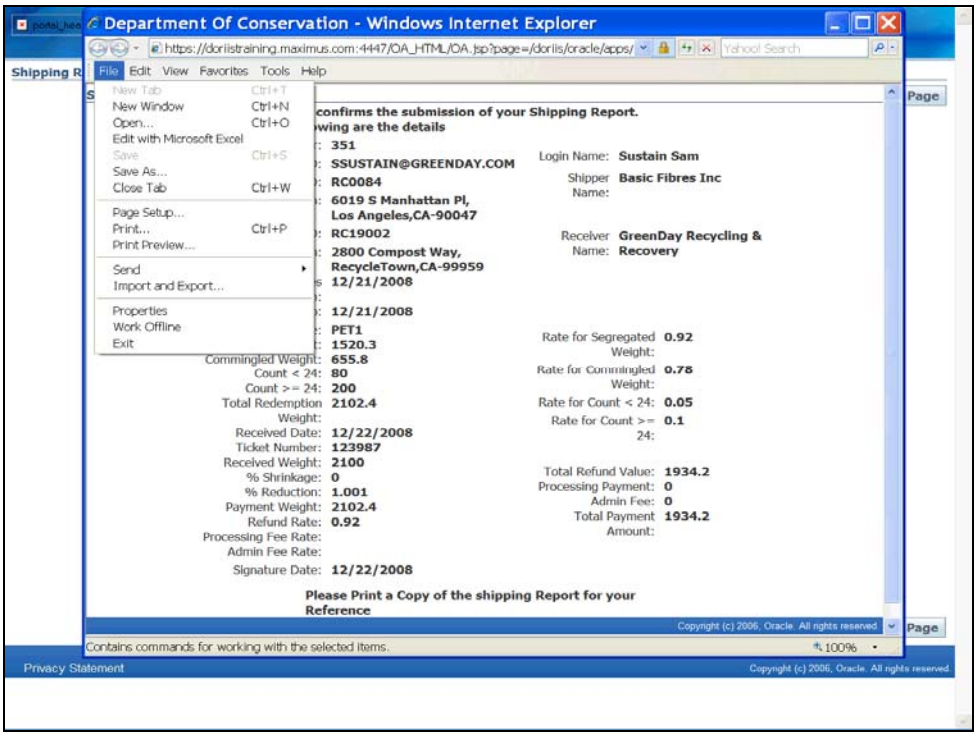
Step	Action
22.	The Shipping Report screen will again appear with the **Received** date now populated. Click in the **Weight Ticket #** field and enter the weight ticket number from the truck scale. *Weight Ticket #
23.	Click in the **Received Weight (LBS)** field and enter the total received weight of the shipment. *Received Wt. (lbs)
24.	Click in the **% of Shrinkage** field. Enter the percent of shrinkage if any. That is the reduction of redemption weight due to contamination of empty beverage containers by dirt, moisture, or other foreign substances. This factor is determined by the receiving recycling center's inspection of the load. % Of Shrinkage(%)
25.	Click the **Calculate** button. Calculate



Step	Action
26.	Upon calculating, the remaining fields will populate based on the information provided in addition the Total Refund Value will populate as if it were originally completed by the shipper. Click the **I Agree** checkbox option to agree to the terms and conditions of filing the Shipping Report. * ☐ I Agree
27.	Click the **Submit** button. Submit



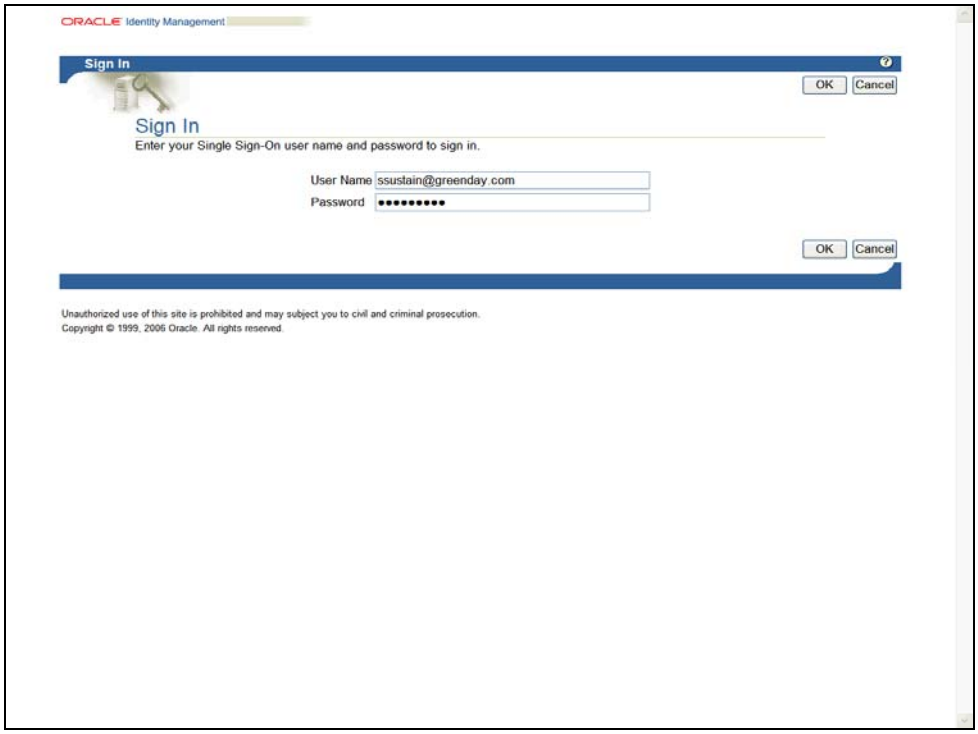
Step	Action
28.	A Shipping Report Confirmation screen will now appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



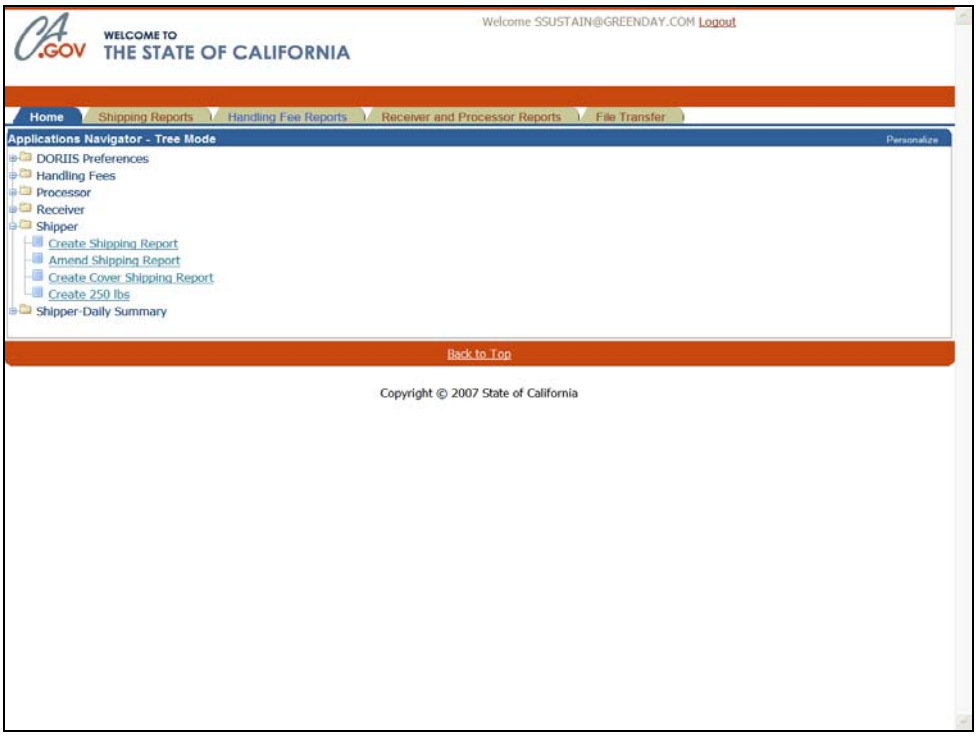
Step	Action
29.	Once the printable version of the confirmation page appears, select **File** from the menu bar then select **Print**. Print... Ctrl+P
30.	To exit DORIIS, click the **Logout** button from the upper Menu bar. Logout
31.	**End of Procedure.**

Objective 5a: Amend a Shipping Report - Total Refund Value

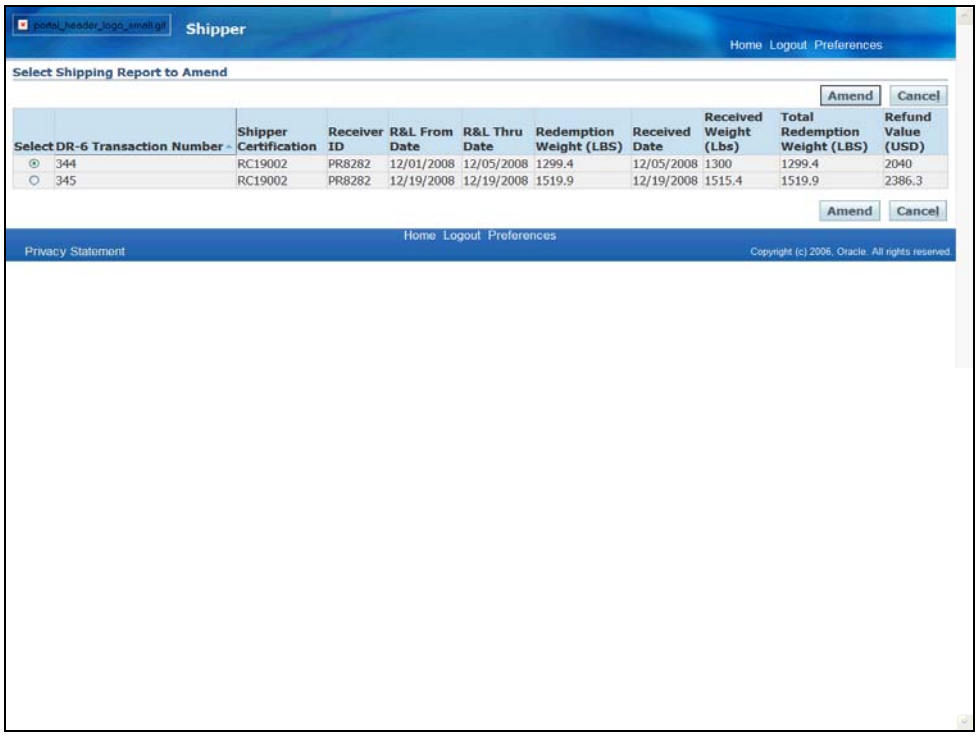
Procedure



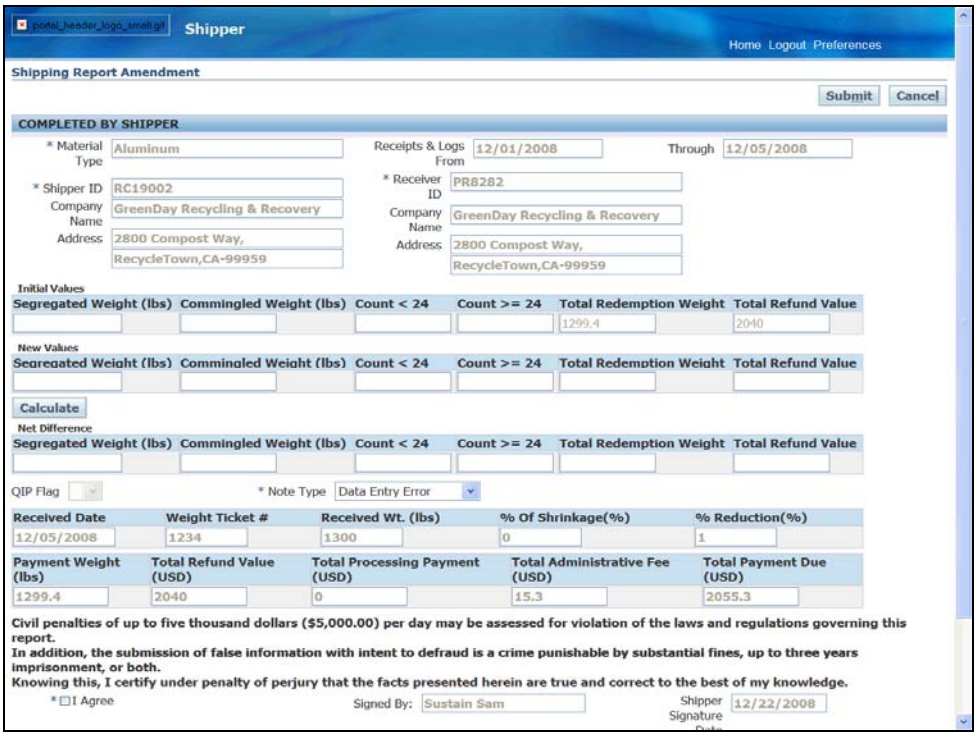
Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK



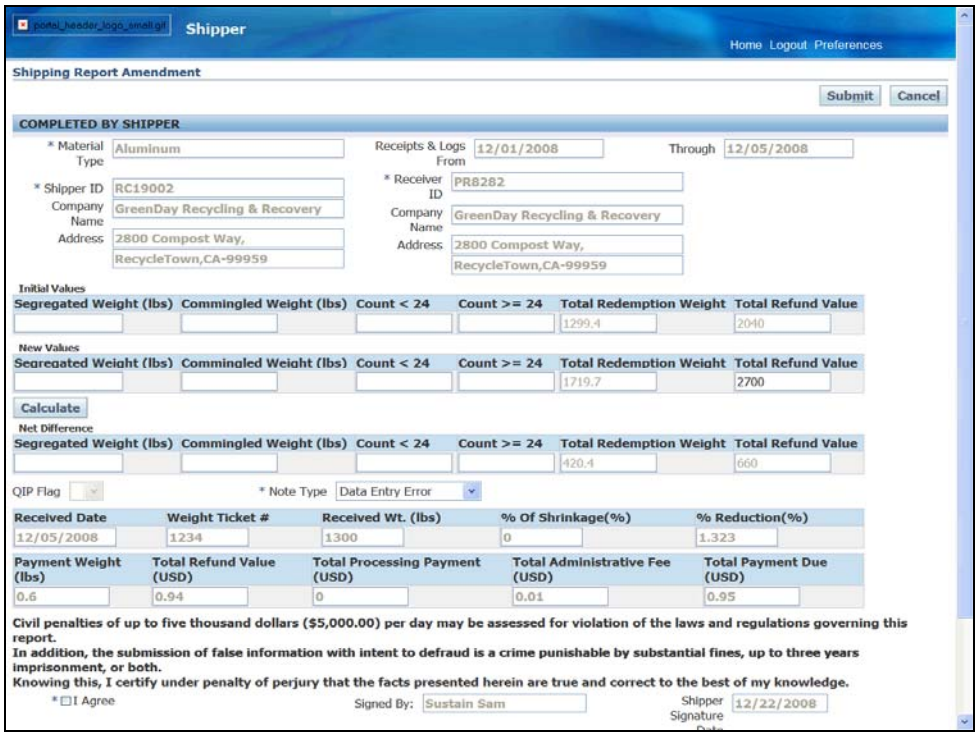
Step	Action
2.	Select the **Shipper** responsibility. Navigate to: Amend Shipping Report ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Amend Shipping Report



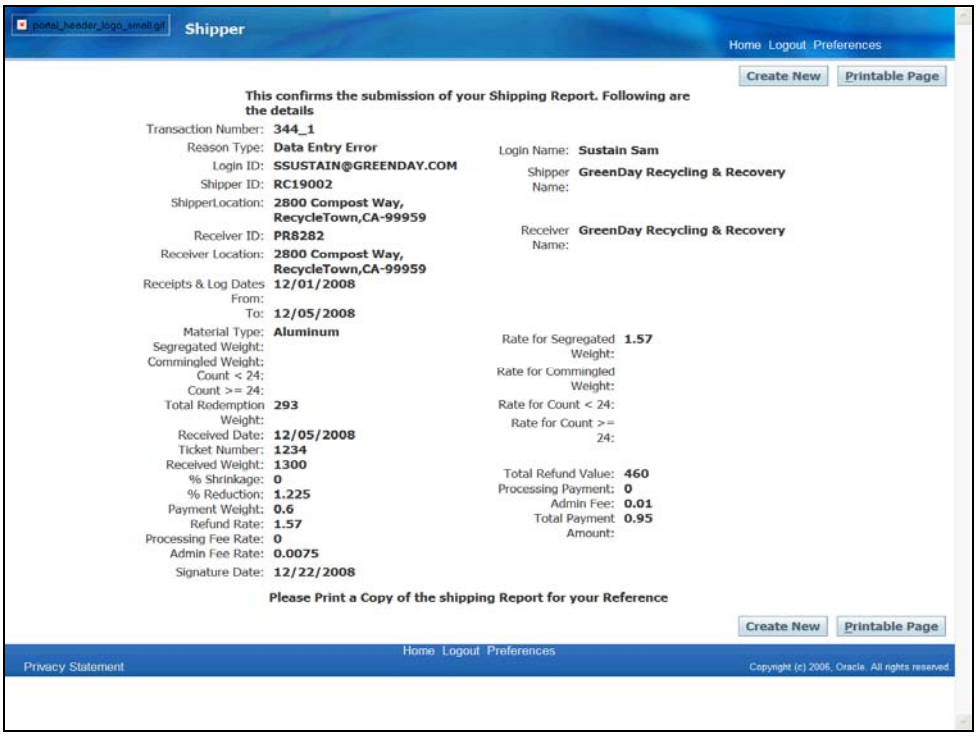
Step	Action
3.	The Select Shipping Report to Amend window will appear. Select the Shipping Report you wish to amend by clicking the selection button in the **Select** Column on the far left. Click the **Amend** button. Amend



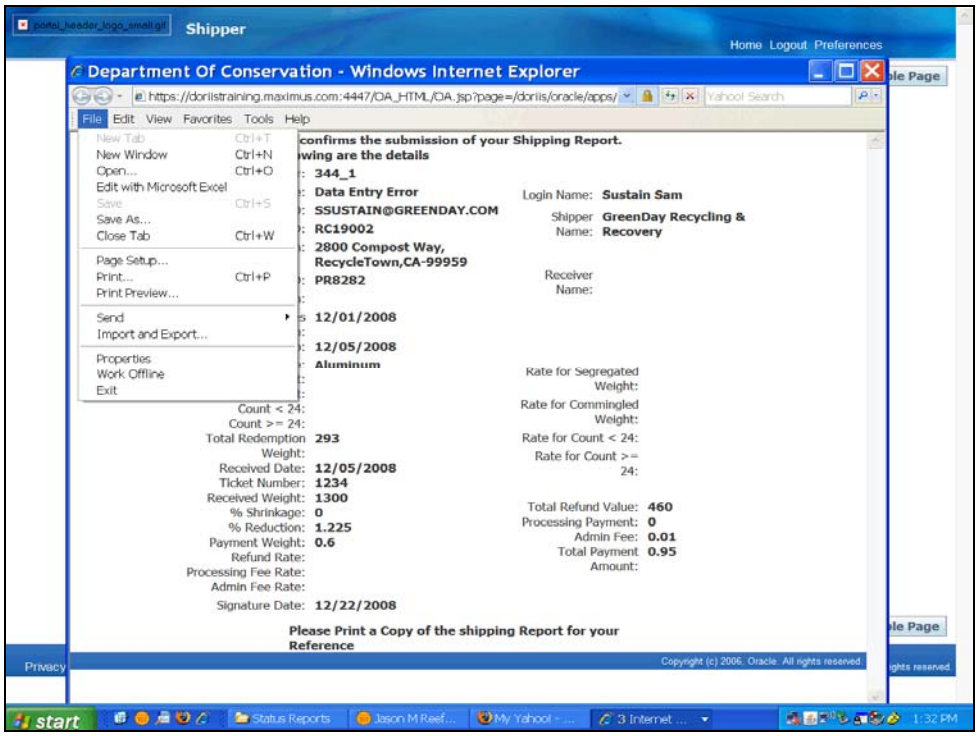
Step	Action
4.	The Shipping Report Amendment window will appear. The form will populate with the original shipping report data. ***Special Note: No field should be left blank even if only one field will be updated.*** In the New Values region, click in the **Total Refund Value** field and enter the new total refund value. **Total Refund Value**
5.	Click the **Calculate** button. **Calculate**



Step	Action
6.	Review the calculated Net Difference values for accuracy. Click the **Note Type** dropdown menu. * Note Type
7.	Select the note type by highlighting the option. ***Special Note: The Receipts & Logs note types require a description of the amendment to be entered.*** Data Entry Error
8.	Click the **I Agree** checkbox option. * ☐ I Agree
9.	Click the **Submit** button. Submit



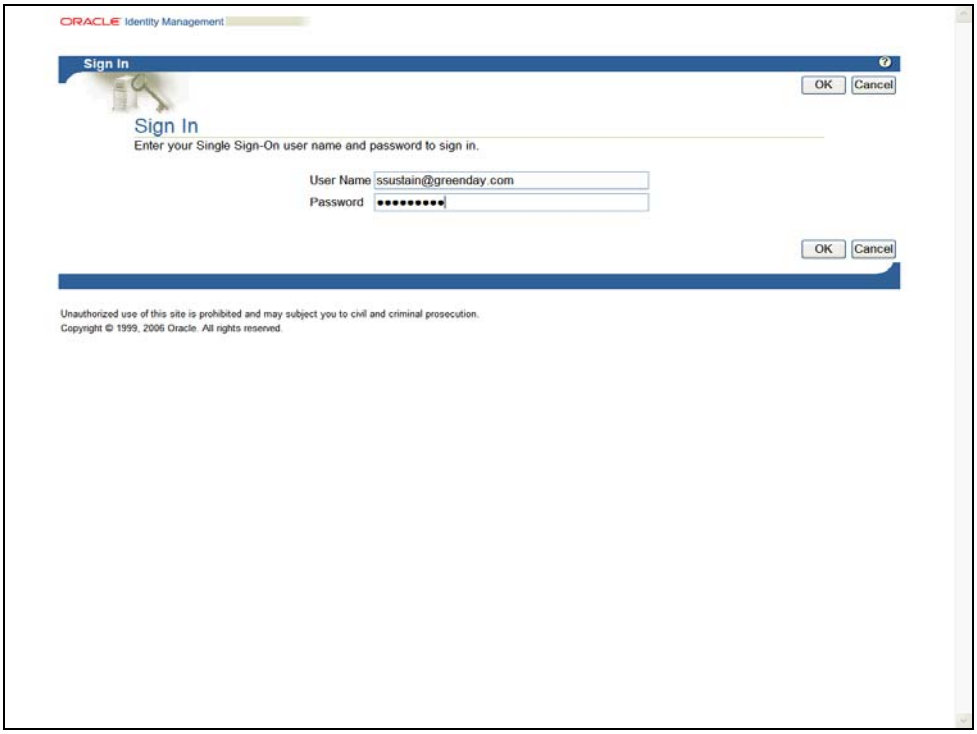
Step	Action
10.	The Confirmation window will appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



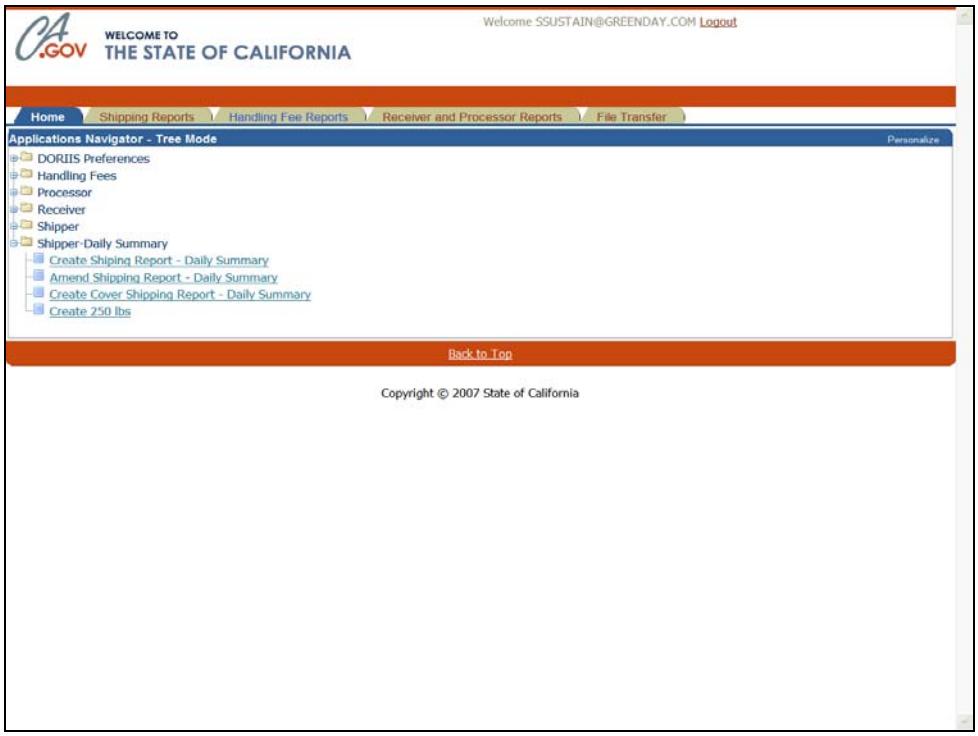
Step	Action
11.	The Shipping Report print page will appear. Select **File** from the menu bar and then click **Print...** Print... Ctrl+P
12.	Click the **X** button to close the confirmation window.
13.	To exit DORIIS, click the **Logout** link in the upper Menu bar. Logout
14.	**End of Procedure.**

Objective 5b: Amend a Shipping Report - Daily Summary

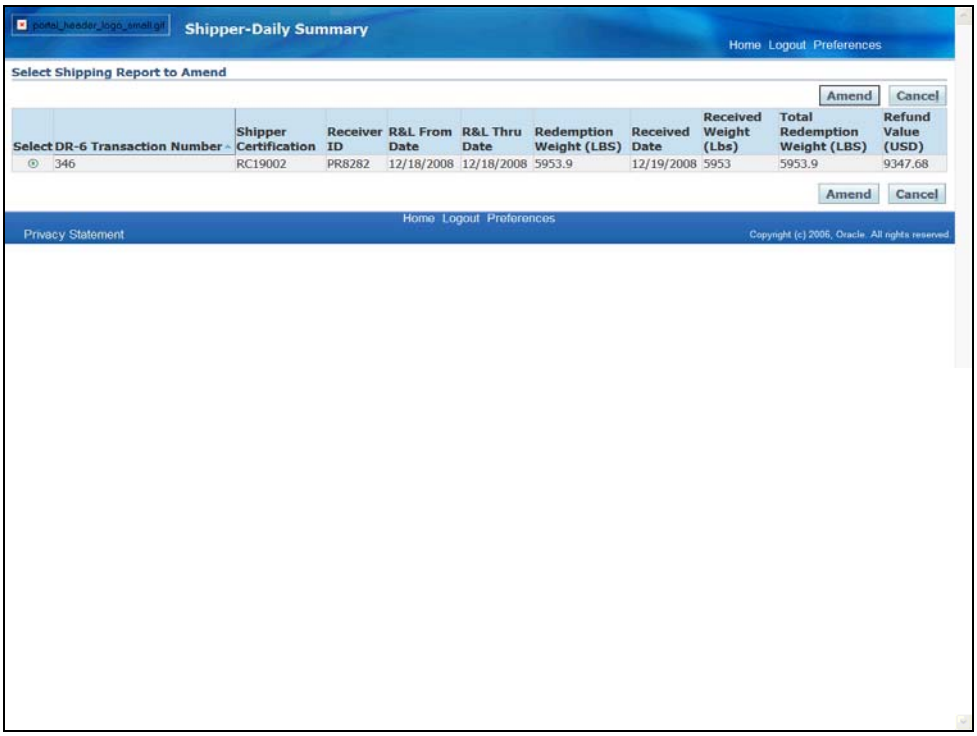
Procedure



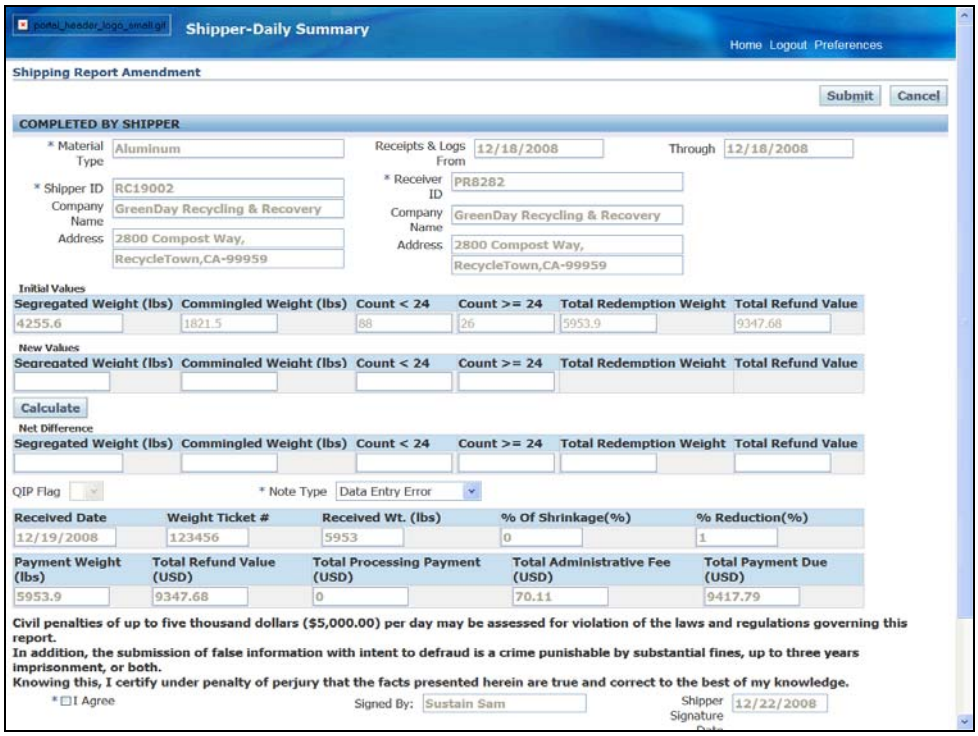
Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK



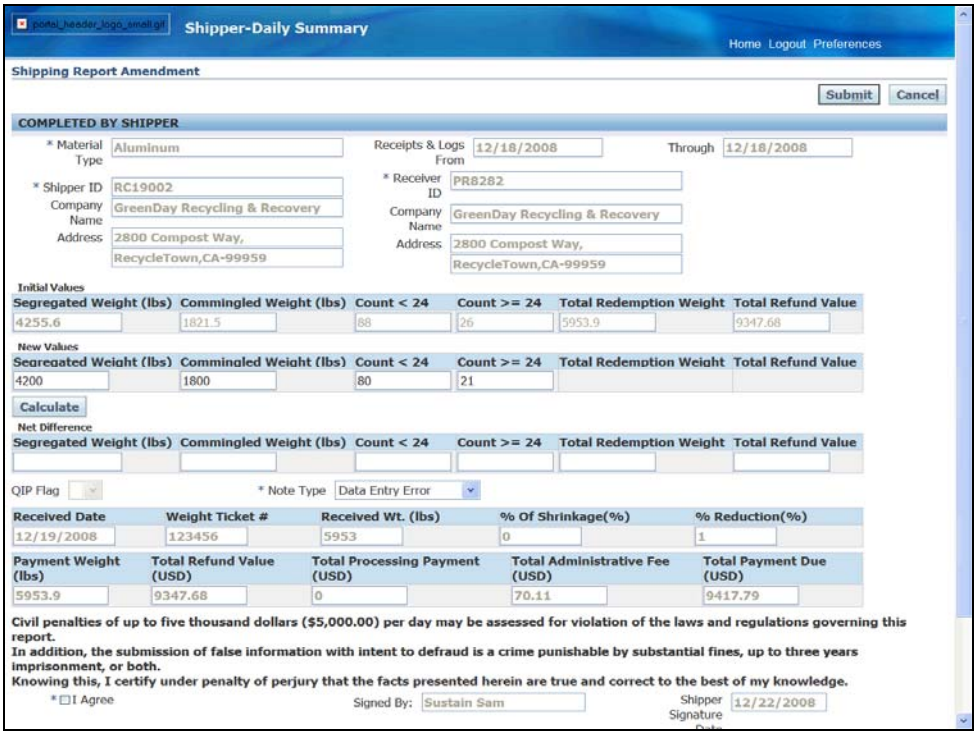
Step	Action
2.	Select the **Shipper-Daily Summary** responsibility. Navigate to: Amend Shipping Report - Daily Summary ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Amend Shipping Report - Daily Summary



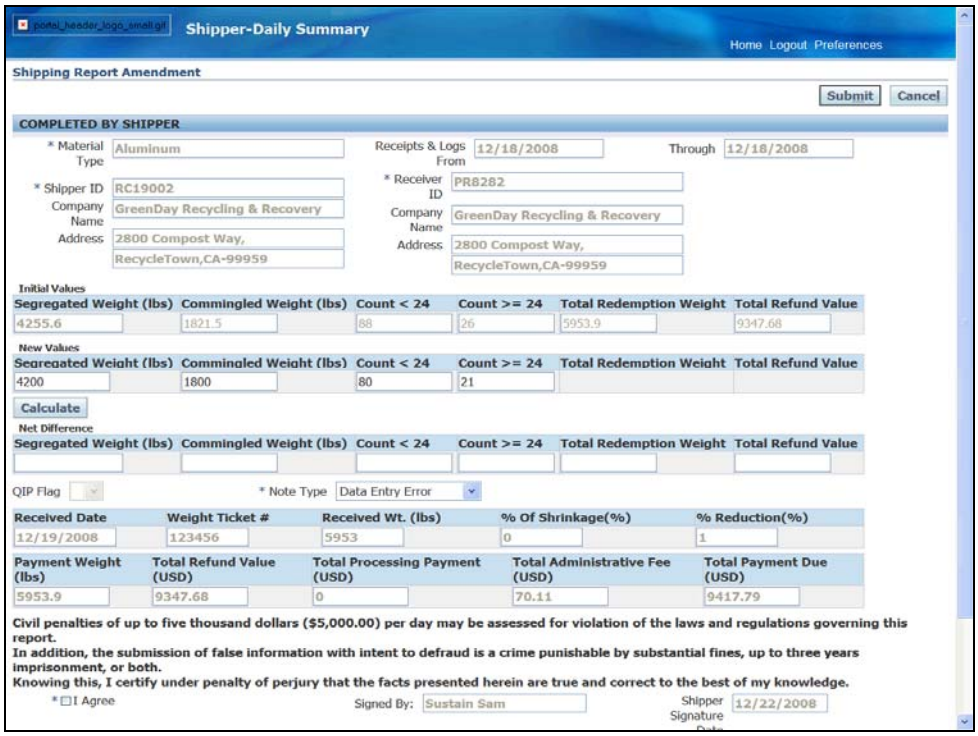
Step	Action
3.	The Select Shipping Report to Amend window will appear. Select the Shipping Report you wish to amend by clicking the selection button in the **Select** Column on the far left. Click the **Amend** button. Amend



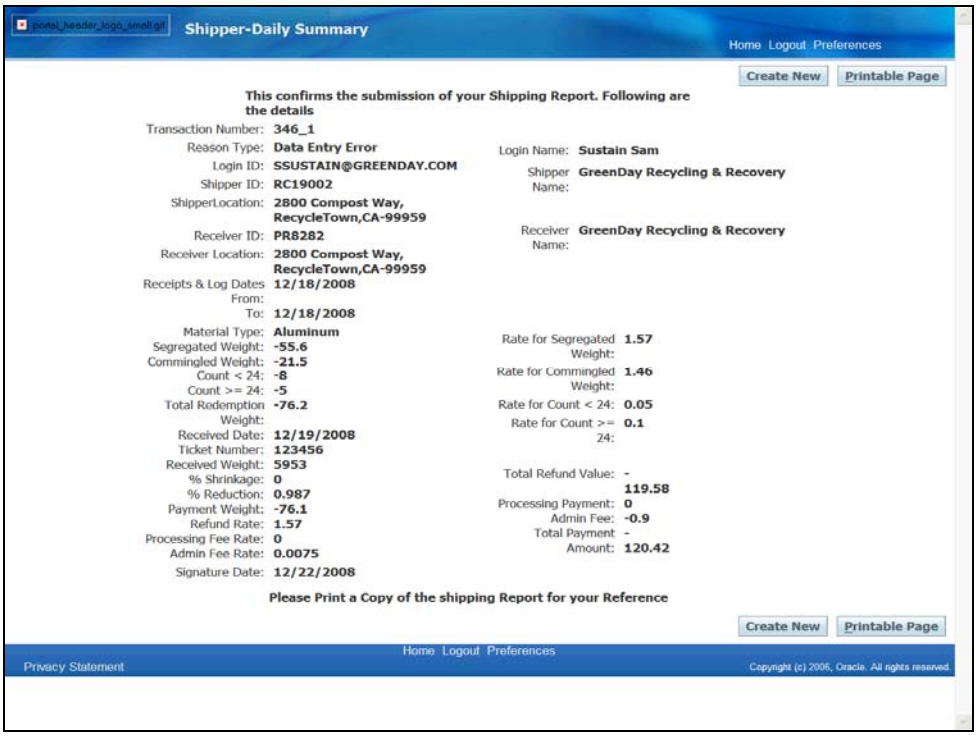
Step	Action
4.	The Shipping Report Amendment window will appear. The form will populate with the original shipping report data. ***Special Note: No field should be left blank even if only one field will be updated. In the event that an amount in a field is to remain the same, simply enter the initial value in the new value region.*** In the New Values region, click in the **Segregated Weight (lbs)** field and enter the new segregated weight. Segregated Weight (lbs)
5.	Click in the **Commingled Weight (lbs)** field and enter the new commingled weight. Commingled Weight (lbs)
6.	Click in the **Count < 24** field and enter the new count if applicable. Count < 24
7.	Click in the **Count > 24** field and enter the new count if applicable. Count >= 24
8.	Click the **Calculate** button.



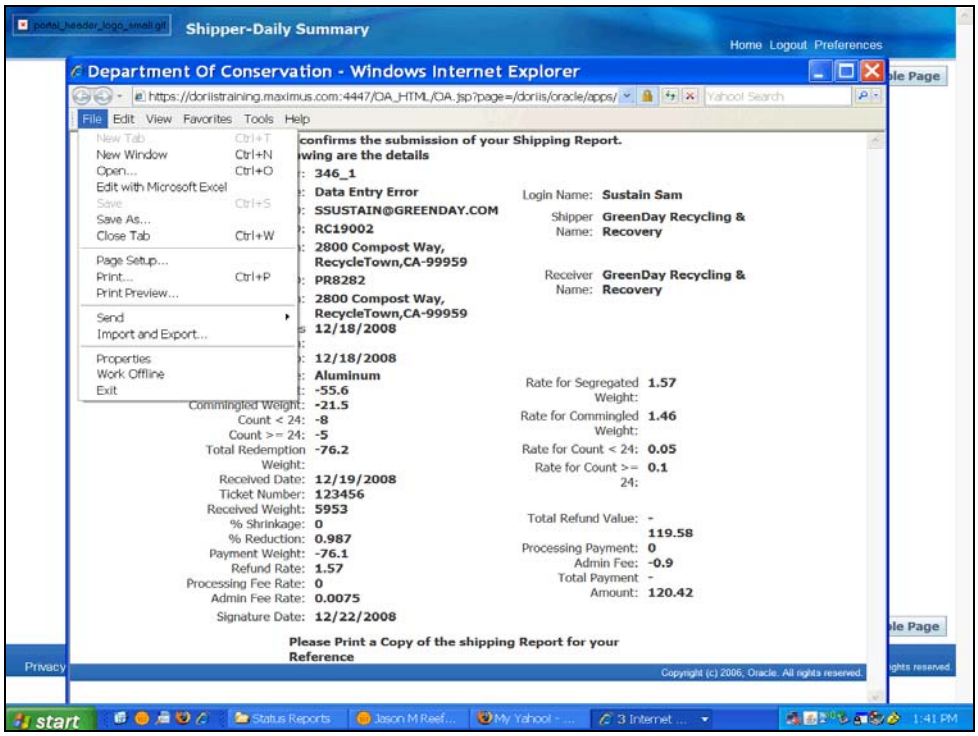
Step	Action
9.	Review the calculated Net Difference values for accuracy. Click the **Note Type** dropdown menu. * Note Type
10.	Select the note type by highlighting the option. ***Special Note: The Receipts & Logs note types require a description of the amendment to be entered.*** Data Entry Error



Step	Action
11.	Review the calculated Net Difference values for accuracy. Click the **I Agree** checkbox option. * ☐ I Agree
12.	Click the **Submit** button. Submit



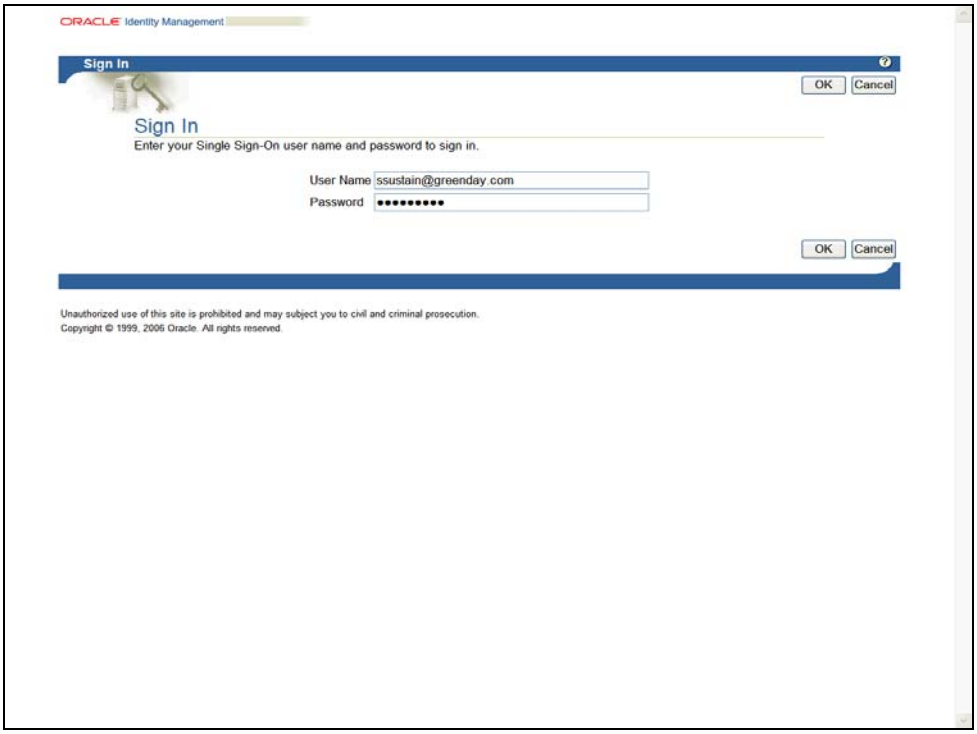
Step	Action
13.	The Confirmation window will appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



Step	Action
14.	The Shipping Report print page will appear. Select **File** from the menu bar and then click **Print.** Print... Ctrl+P
15.	To exit DORIIS, click the **Logout** link in the upper Menu bar. Logout
16.	**End of Procedure.**

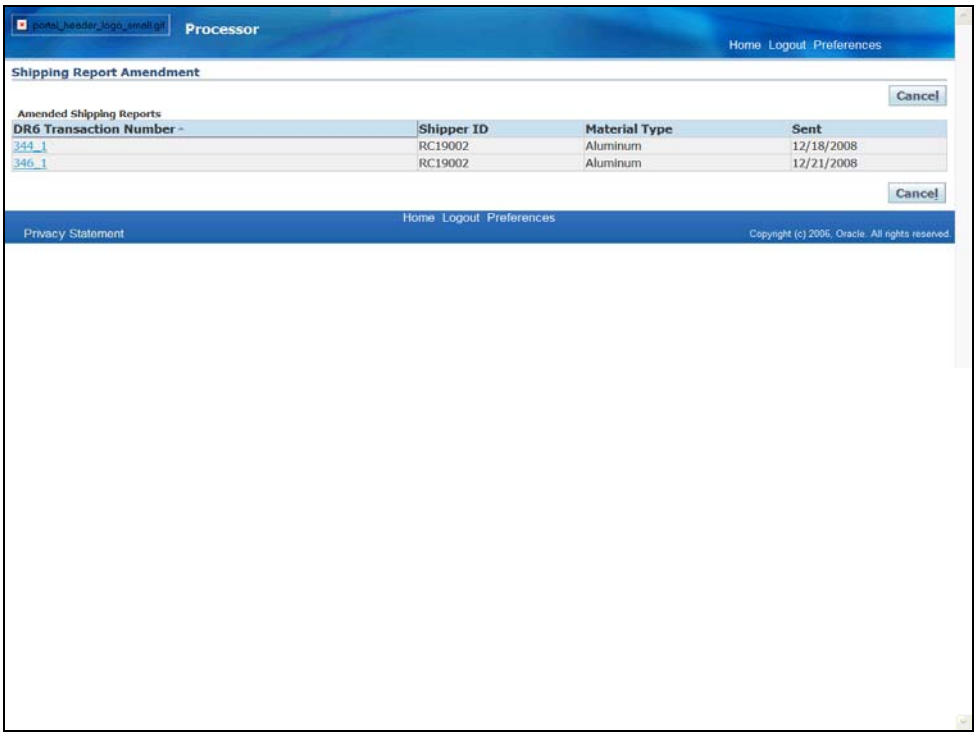
Objective 6: Accept/Reject an Amended Shipping Report

Procedure

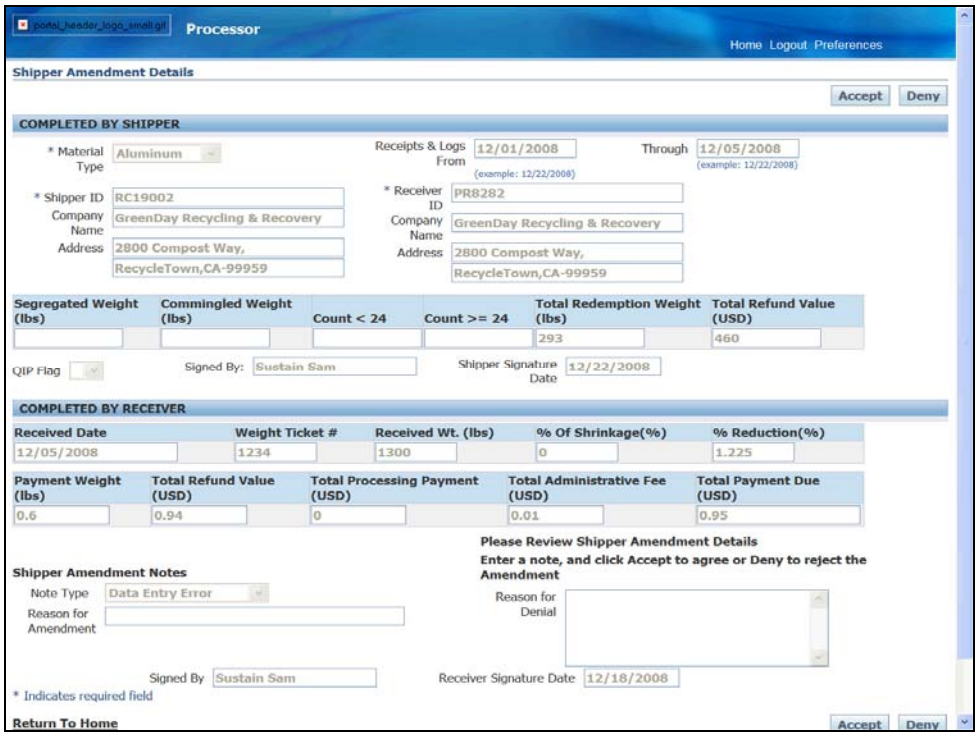


Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK

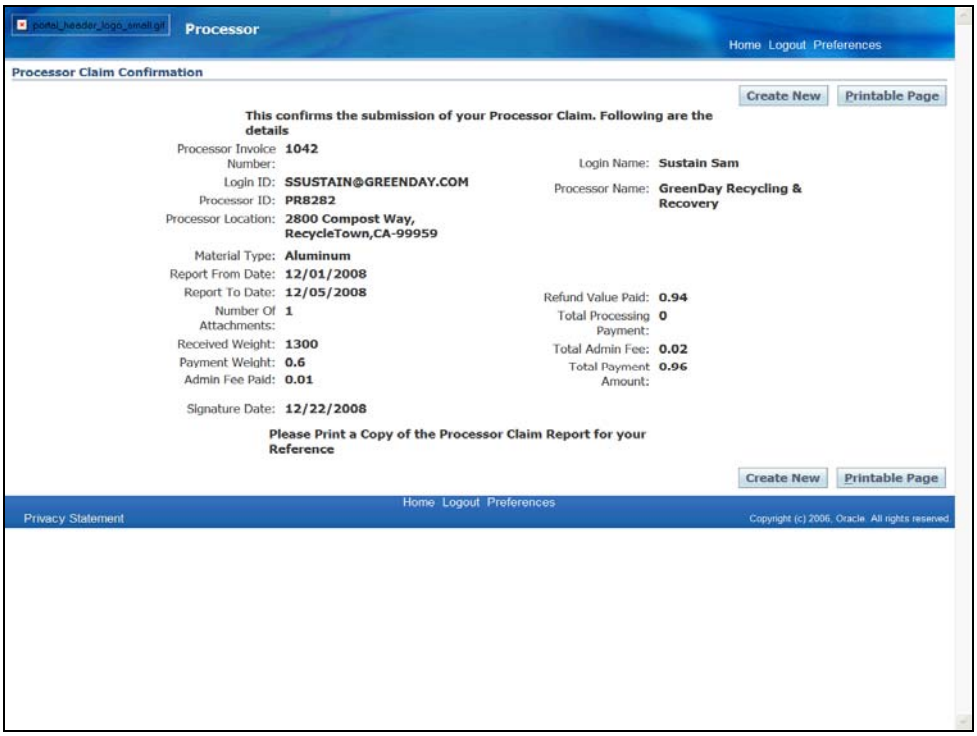
Step	Action
2.	Select your **Processor** responsibility. Navigate to: Accept/Reject Amended Shipping Report ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Accept/Reject Amended Shipping Report



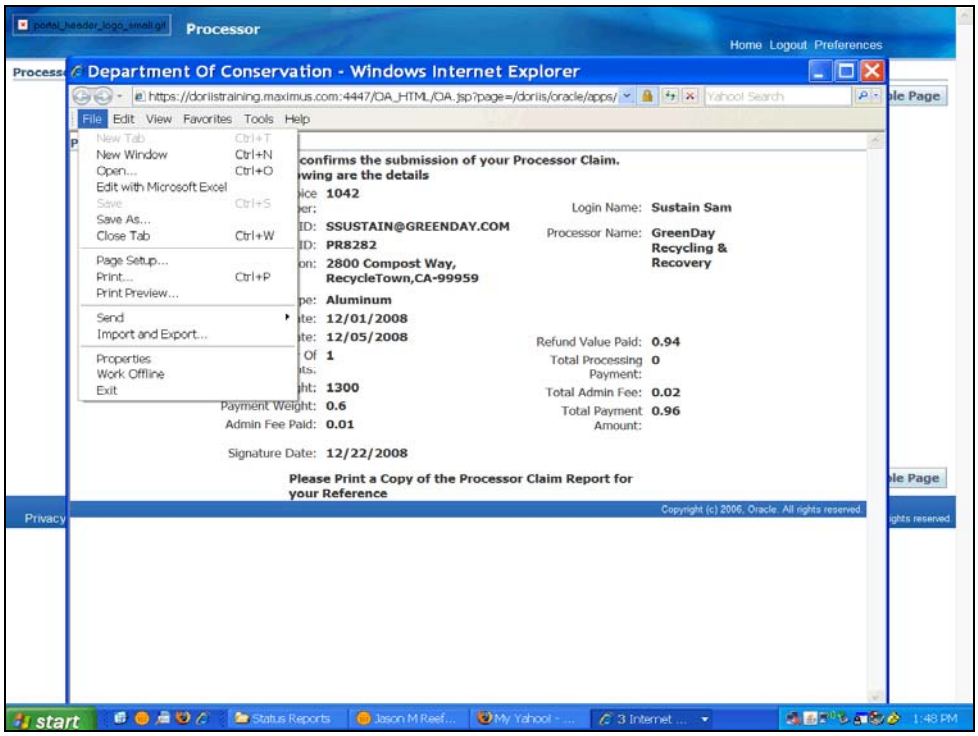
Step	Action
3.	The Shipping Report Amendment window will appear. In the DR6 Transaction Number column, select the shipping report to accept or reject the amendment for by clicking on the transaction number. **DR6 Transaction Number**



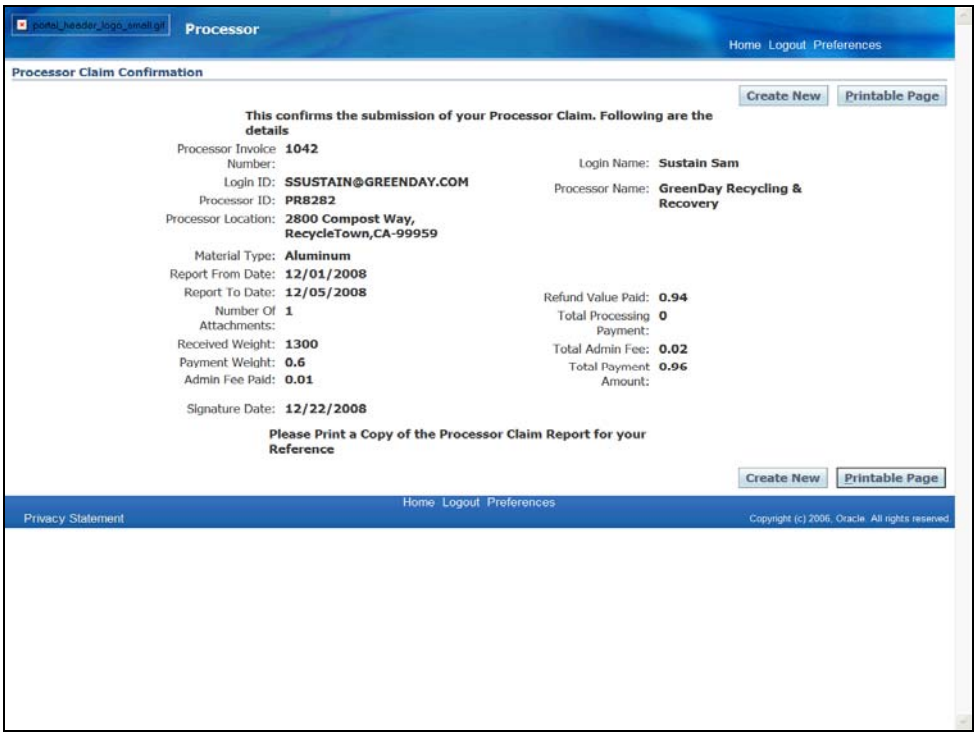
Step	Action
4.	The Shipper Amendment Details window will appear. Information regarding the shipping report will populate the appropriate fields. Review the Shipper Amendment Notes describing the reason for amendment. If denying the amendment, you must enter a reason for denial in the note text box. Otherwise, to approve amendment, click the **Accept** button.



Step	Action
5.	The Processor Claim Confirmation window will appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



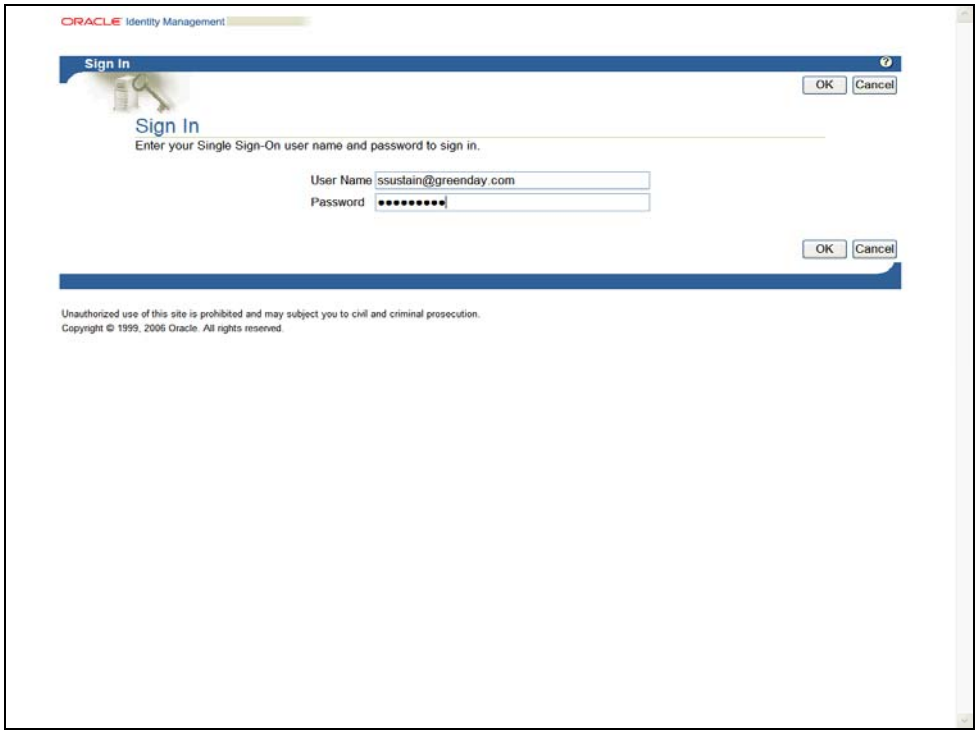
Step	Action
6.	A print screen version of the Amended Processor Claim will appear. Select **File** from the menu bar and click **Print.** Print... Ctrl+P



Step	Action
7.	To exit DORIIS, click the **Logout** button in the upper Menu bar. Logout
8.	**End of Procedure.**

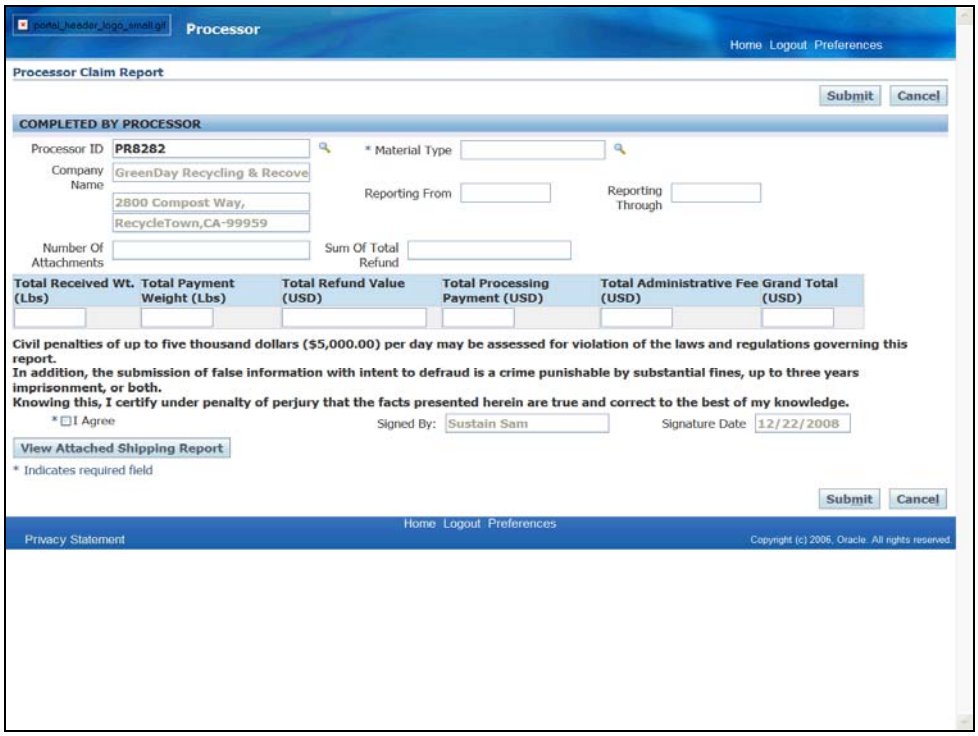
Objective 7: Create a Processor Invoice Report

Procedure

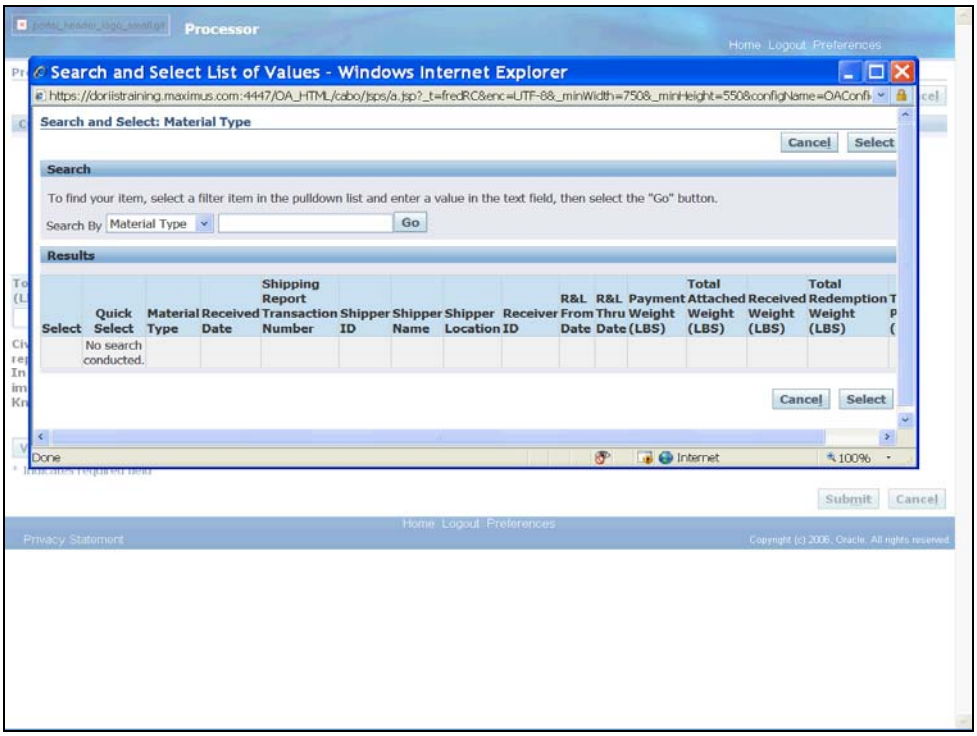


Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK

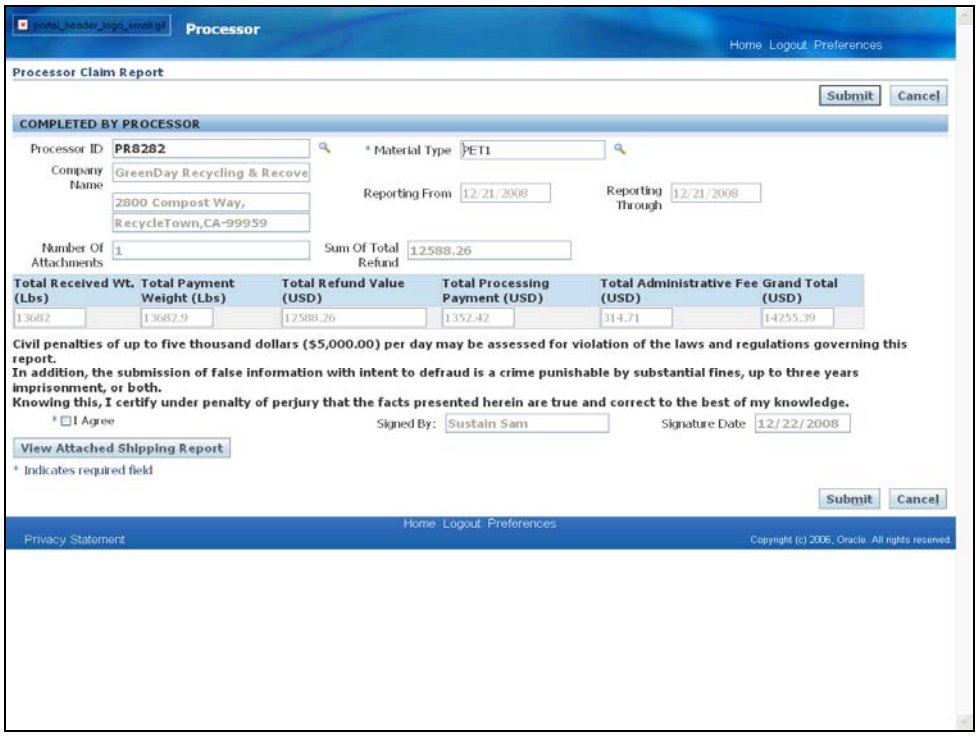
Step	Action
2.	Select the **Processor** responsibility. Navigate to: Create Processor Claim ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Create Processor Claim



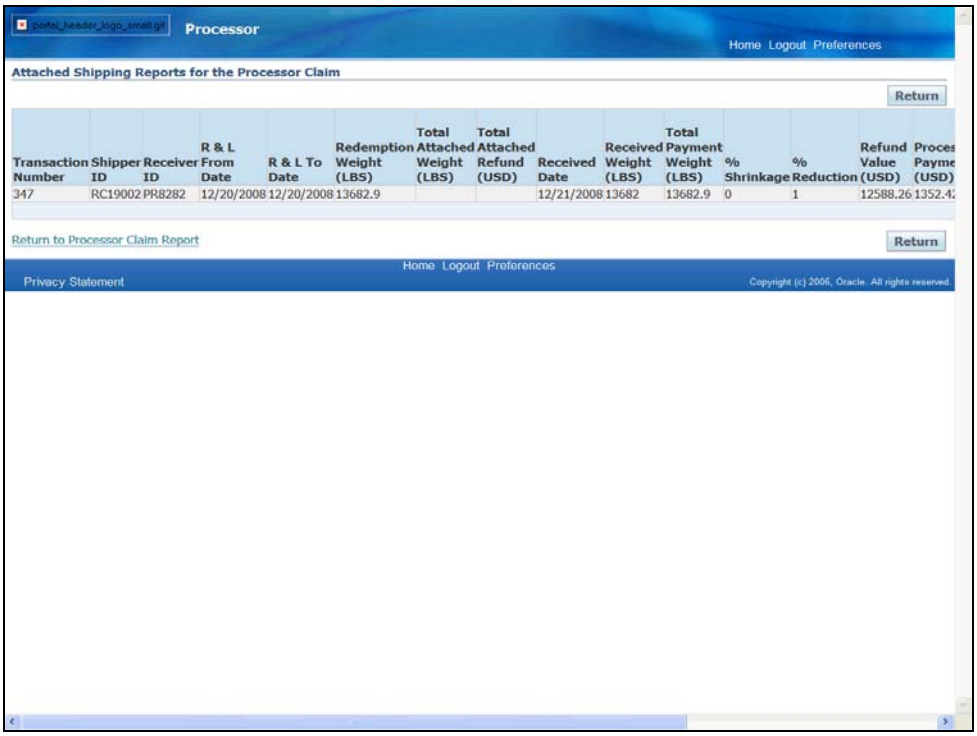
Step	Action
3.	The Processor Claim Report screen will appear. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to select the appropriate Processor ID# by using the Search icon, or enter in the appropriate certification number.*** Click in the **Material Type** field. * Material Type
4.	If the material type value is known, the field can be populated with a partial value before clicking on the search button. Otherwise, click the **Material Type** search button.



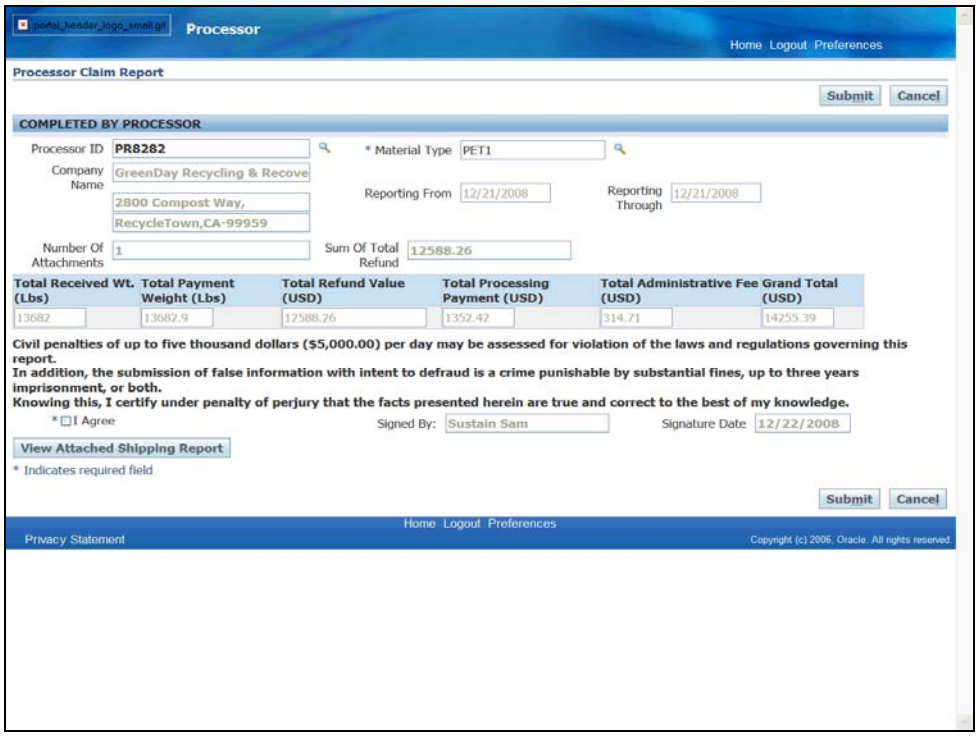
Step	Action
5.	The Search and Select: Material Type window will appear. Click in the **Search By** field. Search By
6.	Enter a partial value to limit the list to a specific material type. Click the **Go** button. Go
7.	Once the results have been returned, choose the correct row that represents your through date and click on the **Quick Select** button.



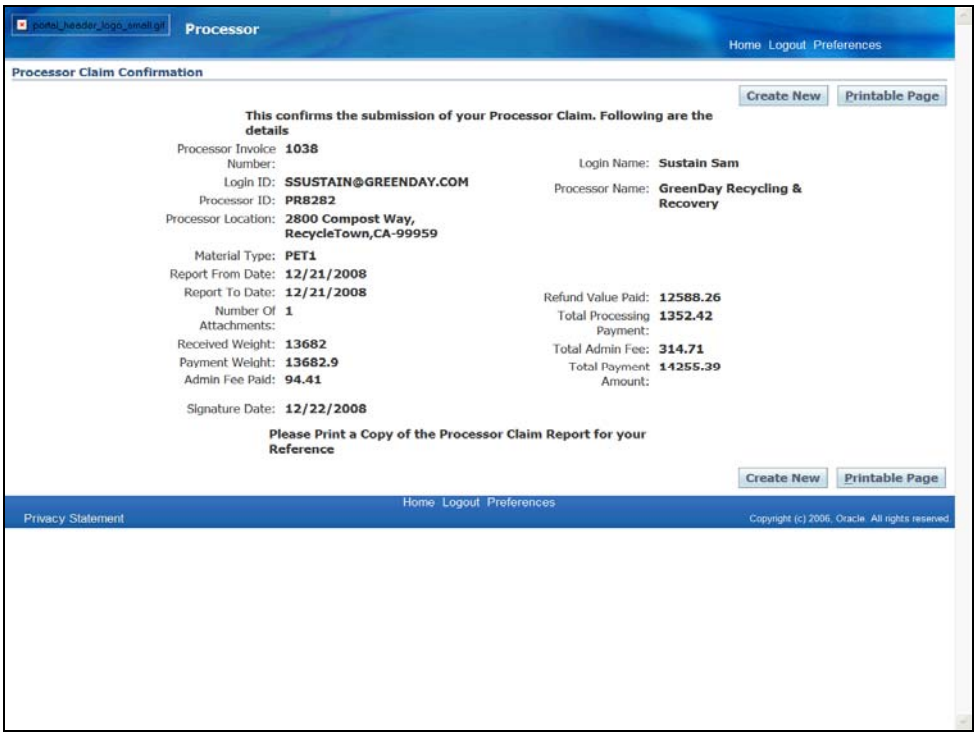
Step	Action
8.	The Processor Claim Report window will again appear. The data will be populated based on the shipping report through date selected in the previous step. To view a list of all the attached shipping reports, click the **View Attached Shipping Report** button. View Attached Shipping Report



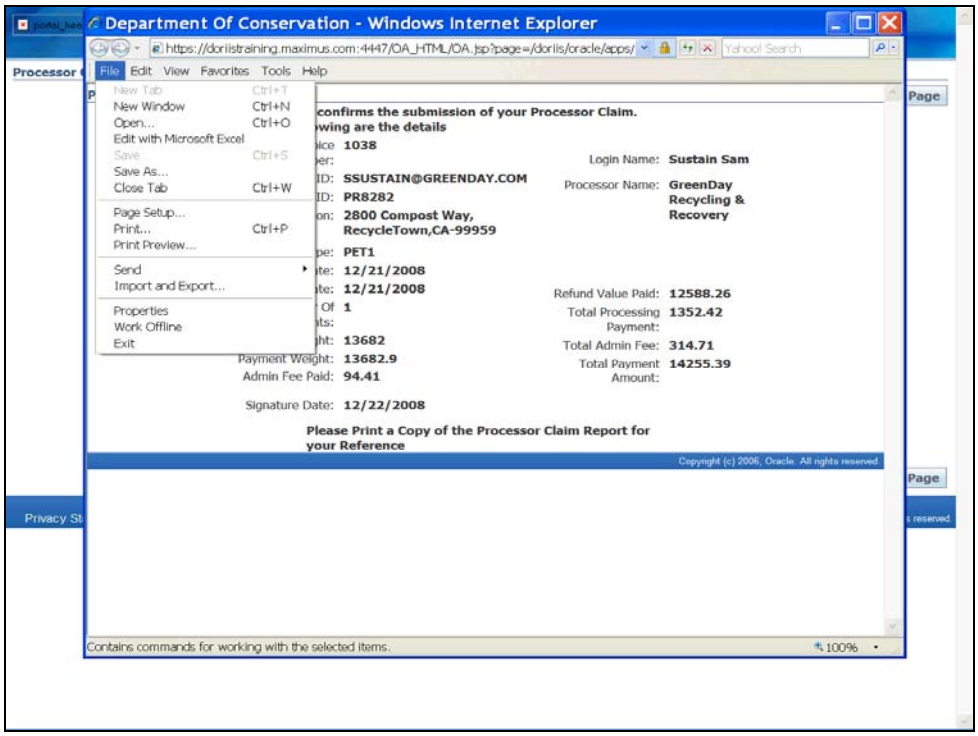
Step	Action
9.	The Attached Shipping Reports for the Processor Claim window will appear. Verify the list of shipping reports that is to be included in the processor invoice. Scroll to the right to view additional columns for details regarding the attached Shipping Reports. Click the **Return to Processor Claim Report** button. Return to Processor Claim Report



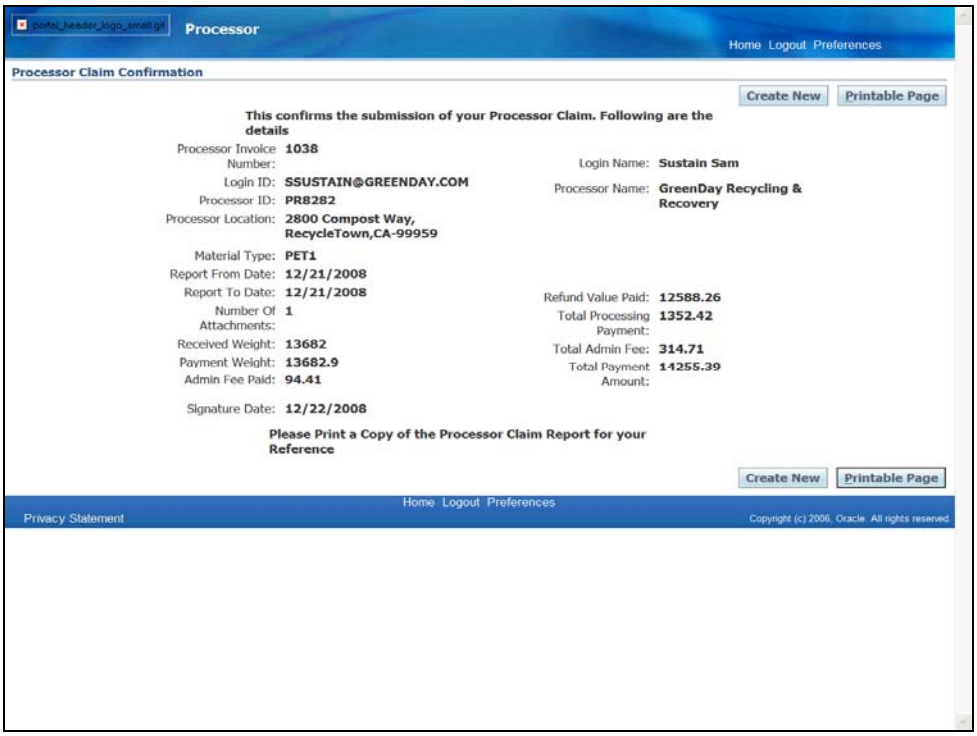
Step	Action
10.	The Processor Claim Report window will again appear. Click the **I Agree** option to agree to the terms and conditions. ☐ I Agree
11.	Click the **Submit** button. **Submit**



Step	Action
12.	The Processor Claim Confirmation page will appear. Either select the **Create New** button to enter another Shipping Report or click the **Printable Page** button to print a copy for your records. Printable Page



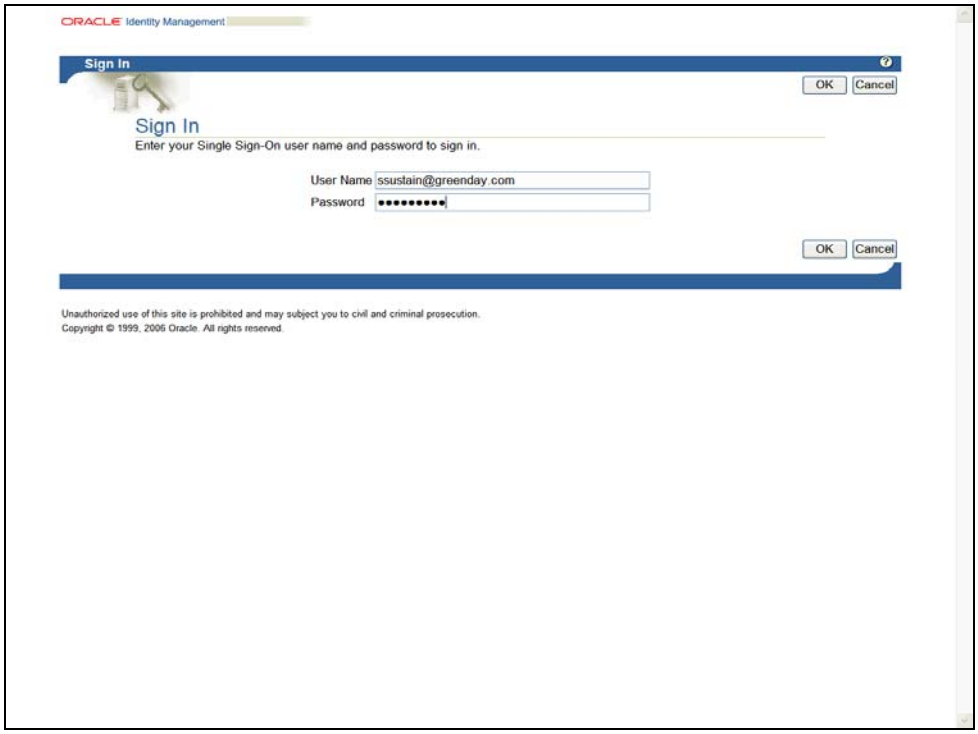
Step	Action
13.	The printable page will appear. In the Menu bar, select **File** then click **Print.** Print... Ctrl+P



Step	Action
14.	To exit DORIIS, click the **Logout** button in the upper Menu bar. Logout
15.	**End of Procedure.**

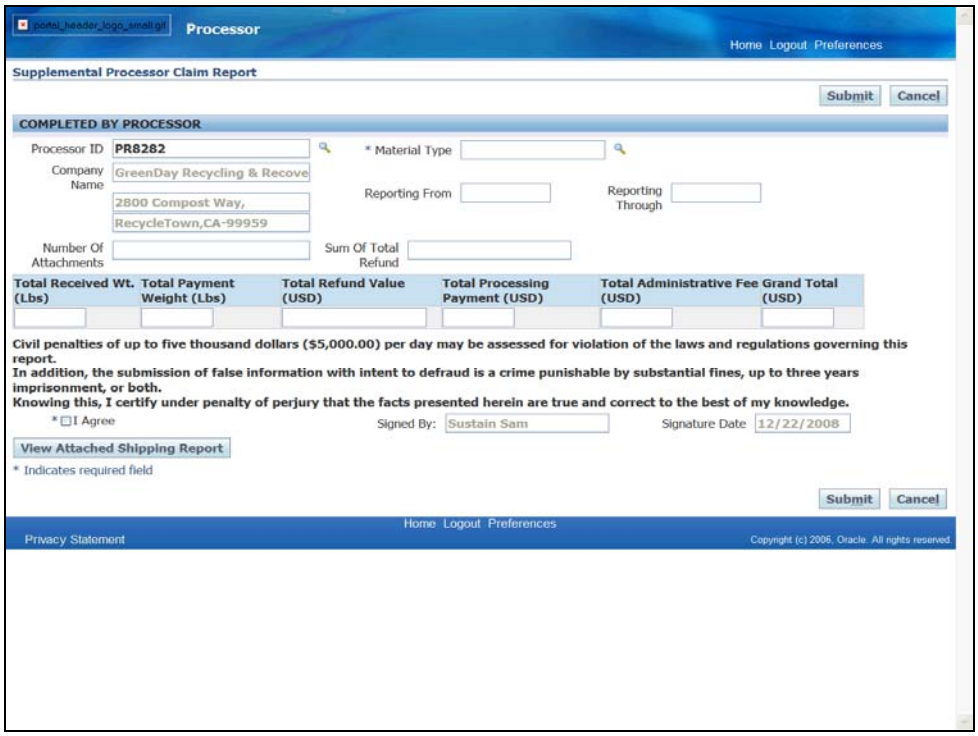
Objective 8: Create a Supplemental Processor Invoice Report

Procedure

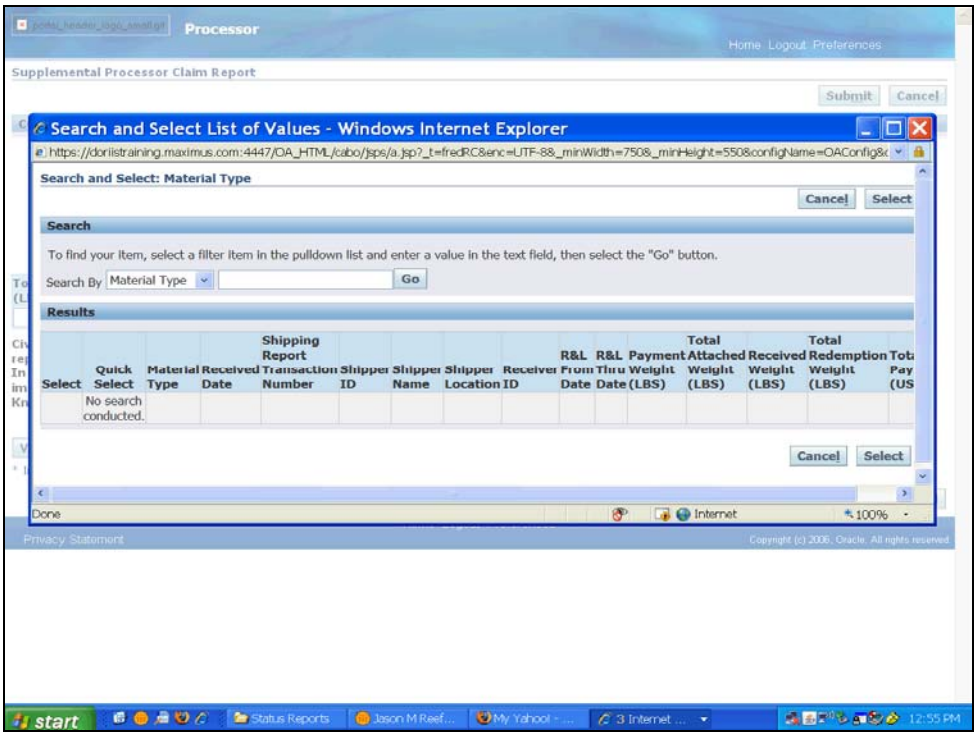


Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK

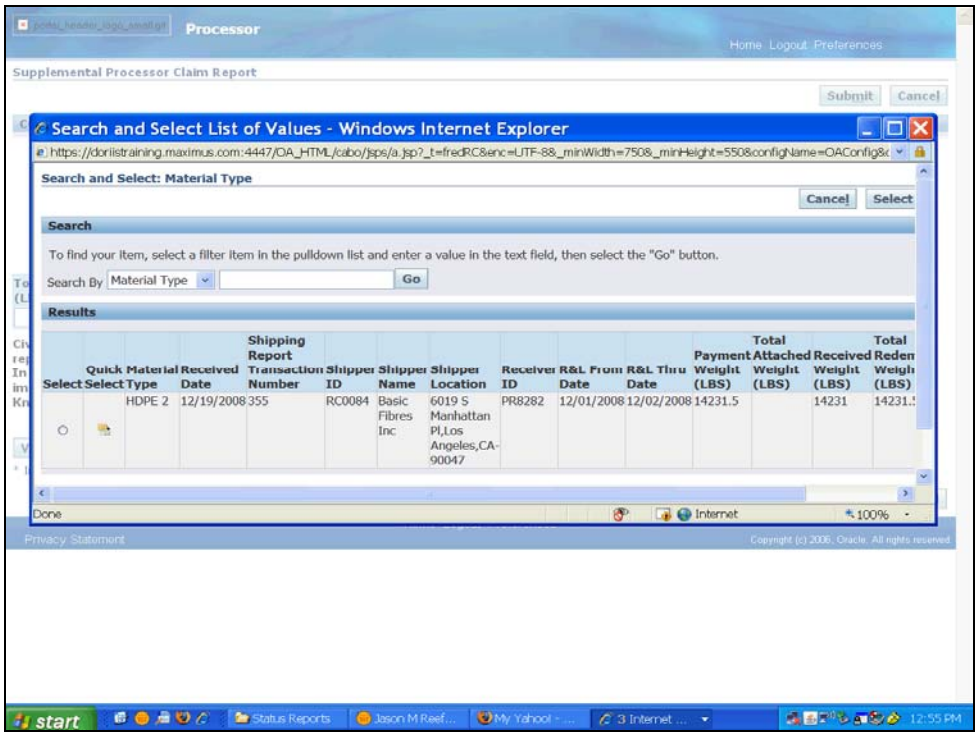
Step	Action
2.	Select the **Processor** responsibility. Navigate to: Create Supplemental Processor Invoice ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Create Supplemental Processor Invoice



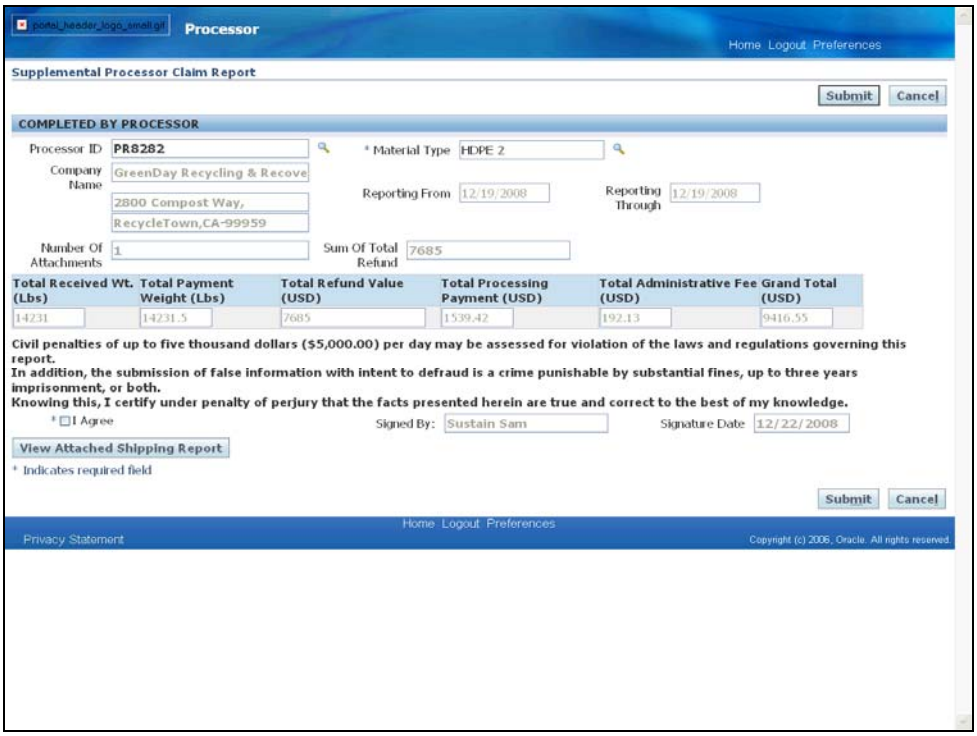
Step	Action
3.	The Supplemental Processor Claim Report screen will appear. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to select the appropriate Processor ID# by using the Search icon, or enter in the appropriate certification number.*** Click in the **Material Type** field. * Material Type
4.	If the material type value is known, the field can be populated with a partial value before clicking on the search button. Otherwise, click the **Material Type** search button.



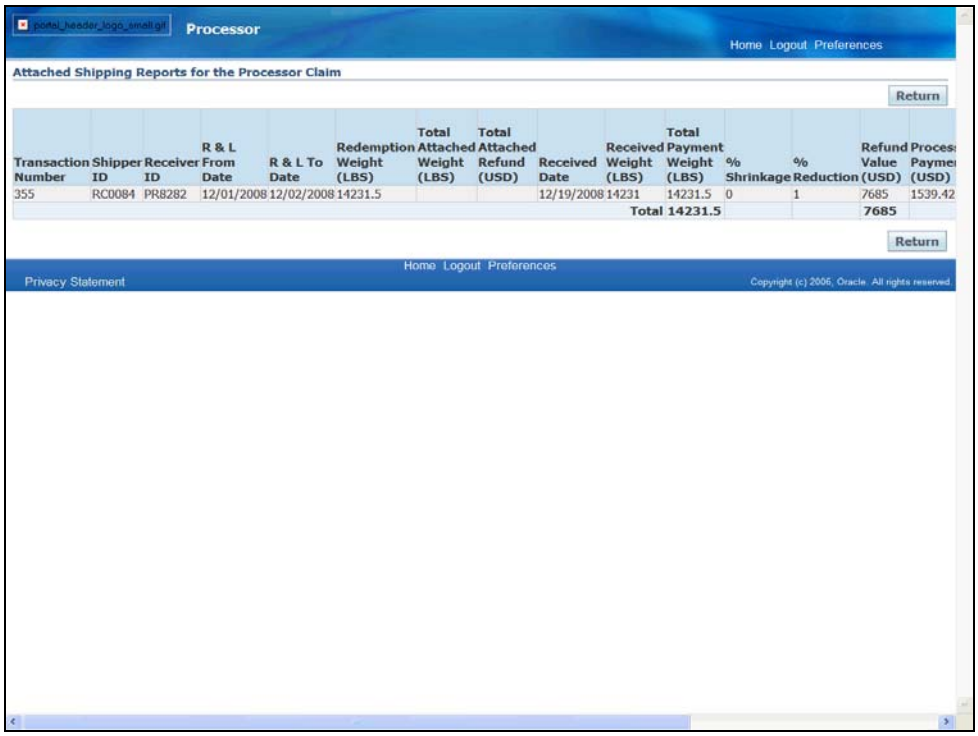
Step	Action
5.	The Search and Select: Material Type window will appear. Click in the **Search By** field and enter a partial value to limit the list to a specific material type. Click the **Go** button. Go



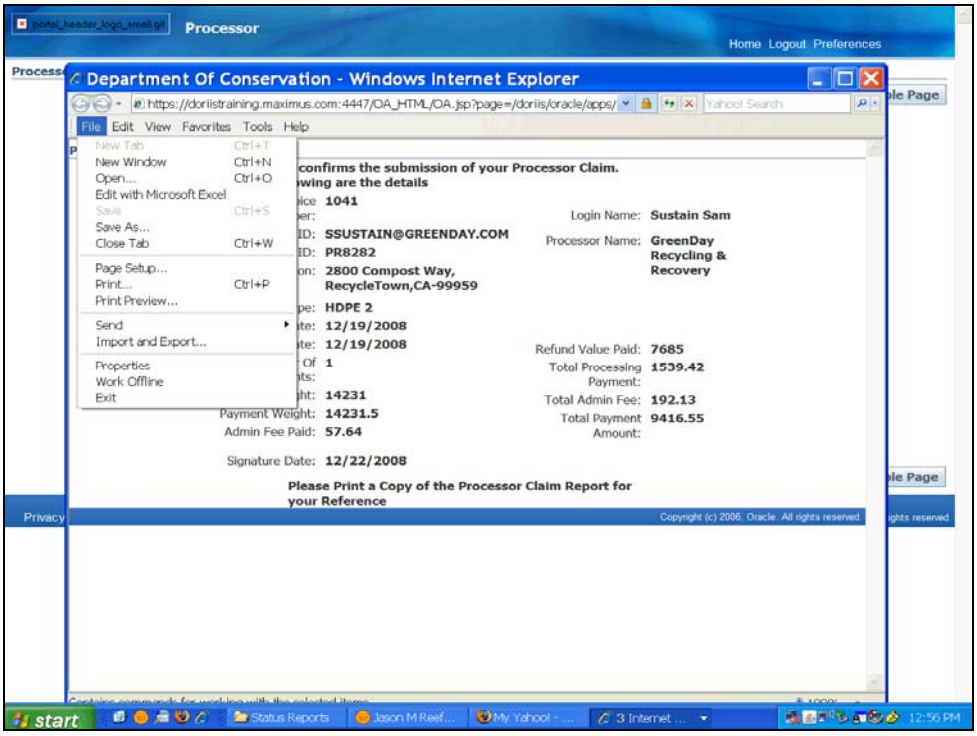
Step	Action
6.	Once the results have been returned, choose the correct row that represents your through date of the time period you are supplementing and click on the **Quick Select** button.



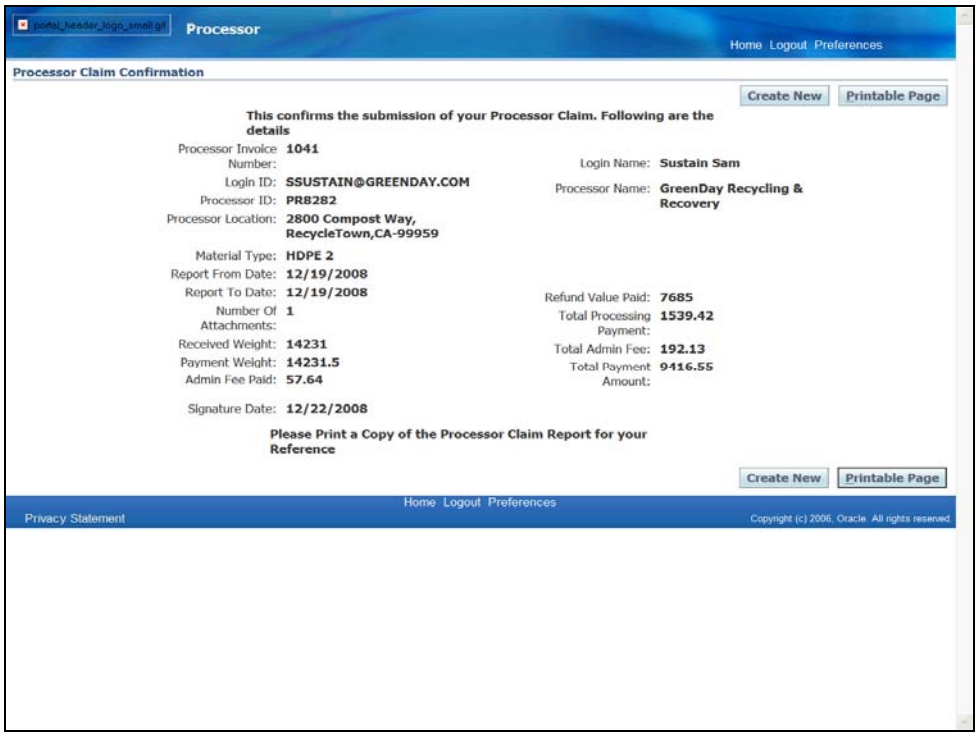
Step	Action
7.	The Supplemental Processor Claim Report window will again appear. The data will be populated based on the shipping report through date selected in the previous step. To view a list of all the attached shipping reports, click the **View Attached Shipping Report** button. View Attached Shipping Report



Step	Action
8.	The Attached Shipping Reports for the Processor Claim window will appear. Verify the list of shipping reports that is to be included in the processor invoice. Scroll to the right to view additional columns for details regarding the attached Shipping Reports. Click the **Return** button. Return
9.	The Supplemental Processor Claim Report window will again appear. Click the **I Agree** option to agree to the terms and conditions. * ☐ I Agree
10.	Click the **Submit** button. Submit
11.	The Processor Claim Confirmation page will appear. Print a copy for your records by clicking the **Printable Page** button. Printable Page



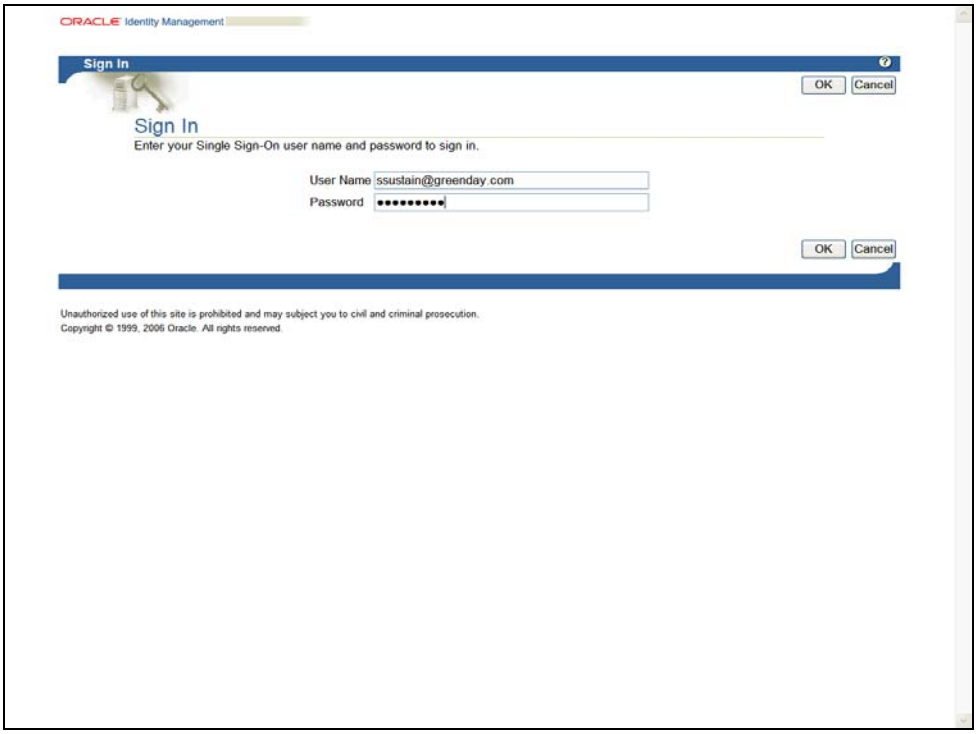
Step	Action
12.	The printable page will appear. In the Menu bar, select **File** then click **Print.** Print... Ctrl+P
13.	Click the **X** button in the upper right corner to close the confirmation page.



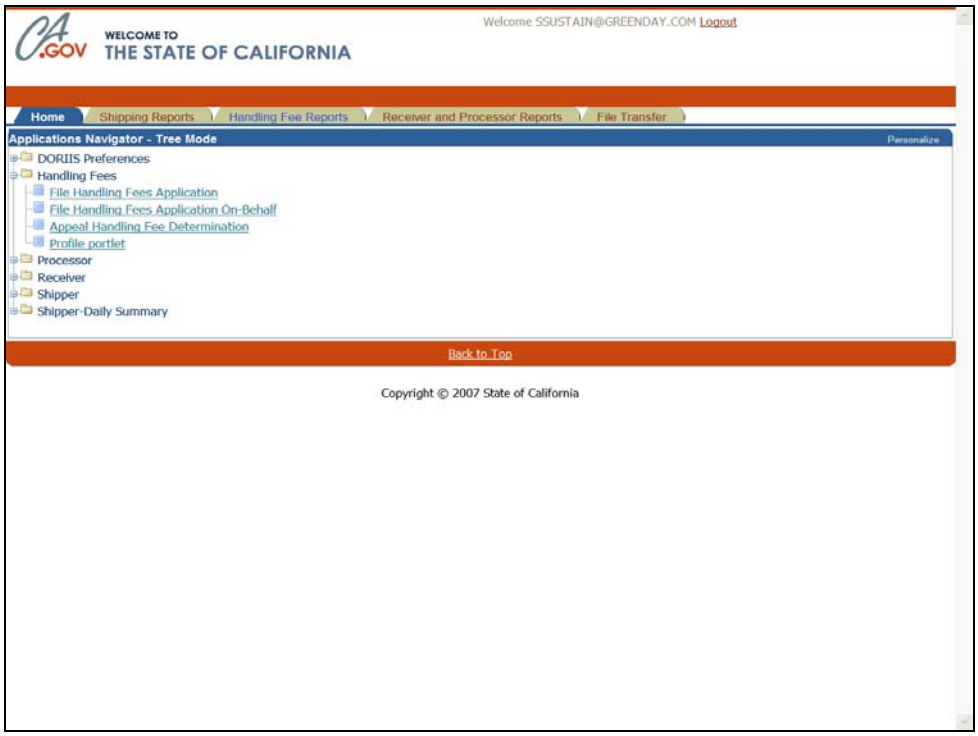
Step	Action
14.	To exit DORIIS, click the **Logout** button in the upper Menu bar. Logout
15.	**End of Procedure.**

Objective 9a: Create a Handling Fee Application

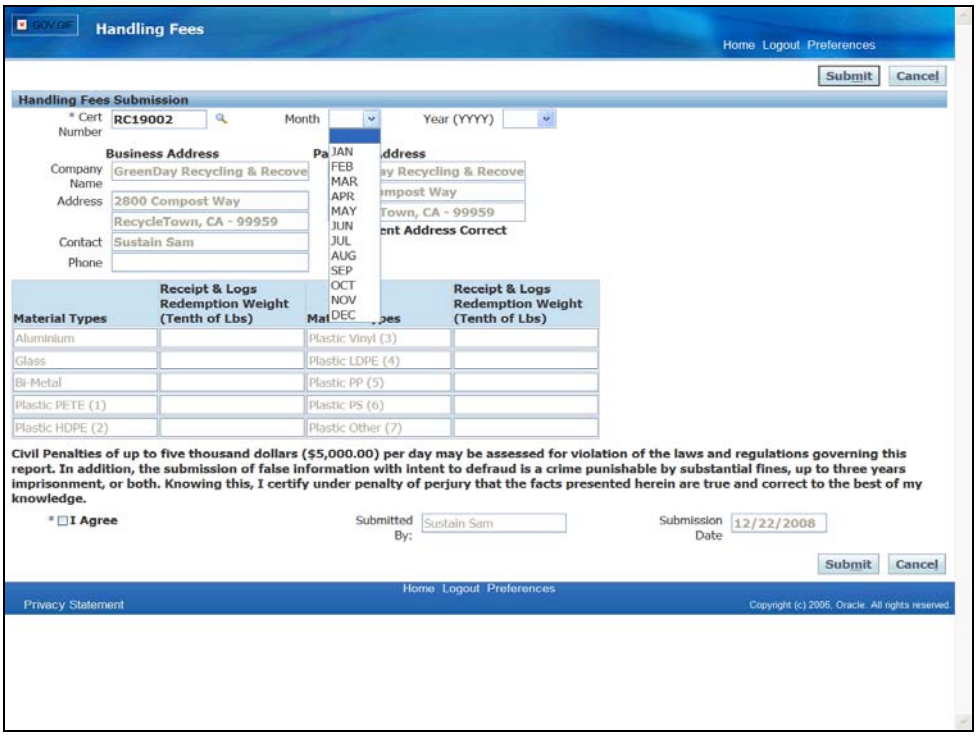
Procedure



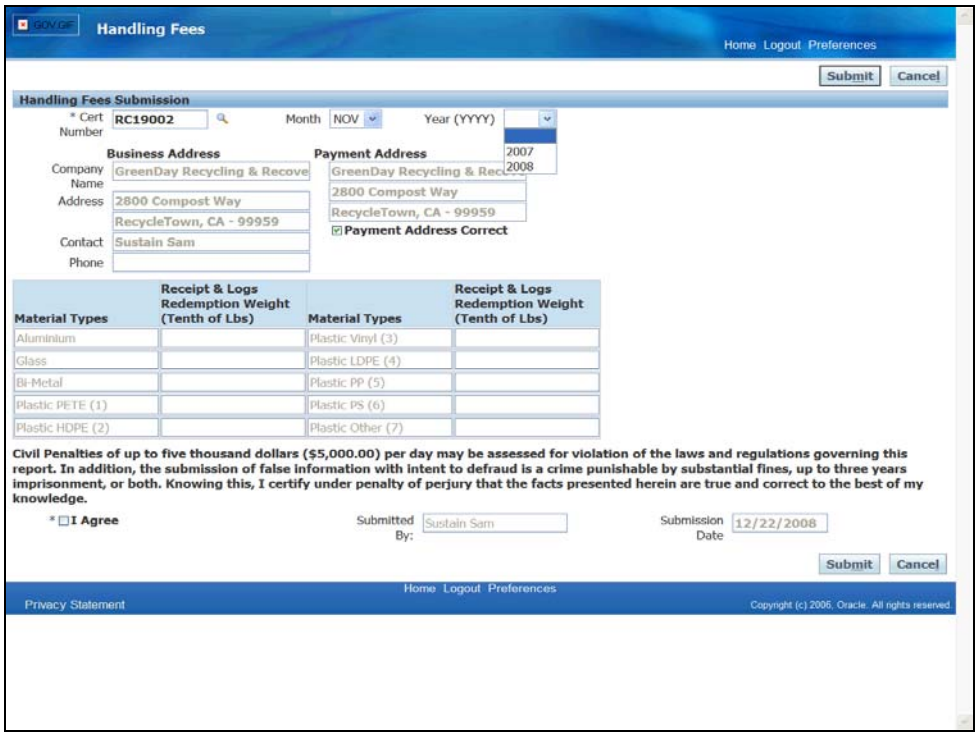
Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK



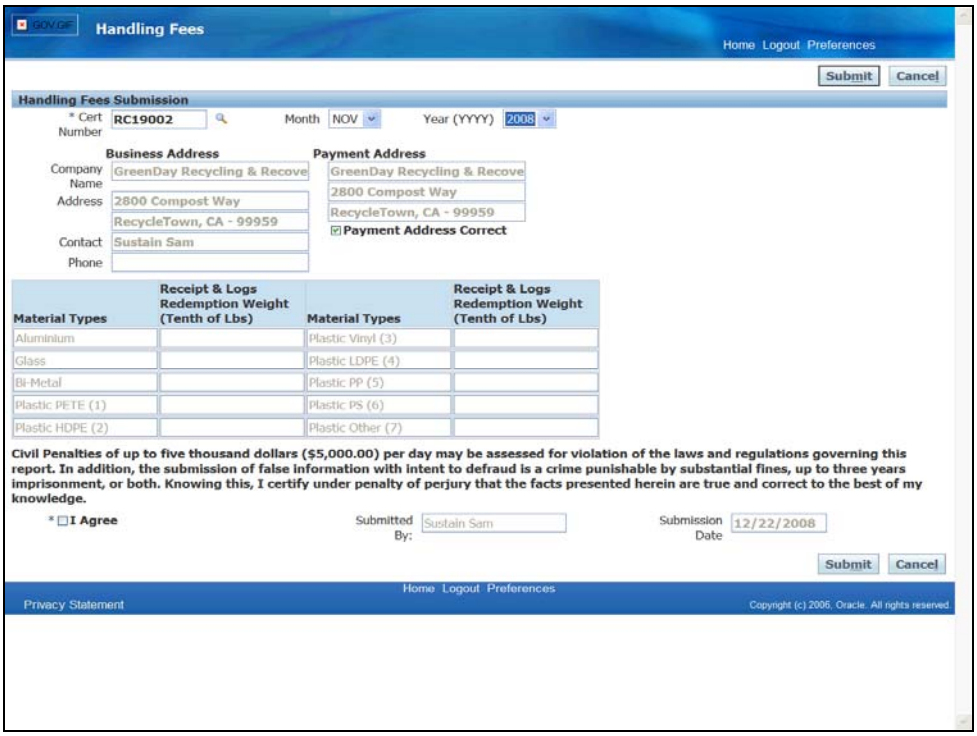
Step	Action
2.	Select the **Handling Fees** responsibility. Navigate to: File Handling Fees Application ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** File Handling Fees Application



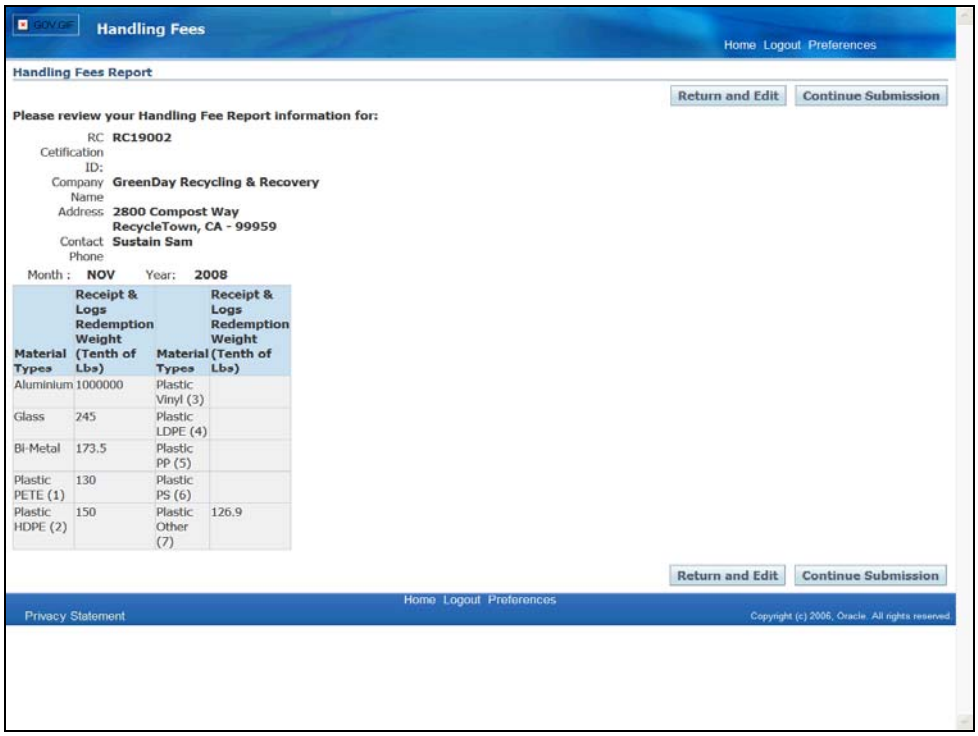
Step	Action
3.	The Handling Fees Submission window will appear. The **Certification Number** and **Business Address** fields will pre-populate based on login credentials if user is assigned as a contact to one Certification ID#. Otherwise, the Business Address fields will be left blank and the Certification ID# will need to be entered. Click the **Month** dropdown menu. Select the submission month for the Handling Fee application. Month



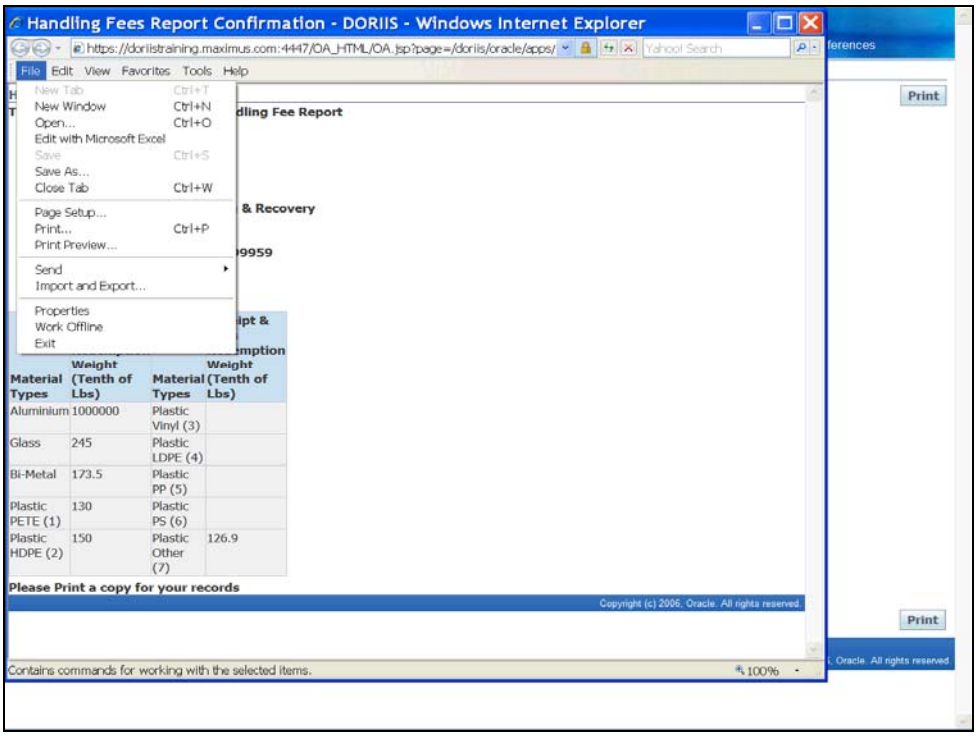
Step	Action
4.	Click the **Year (YYYY)** dropdown button. Select the submission year for the Handling Fee application. Year (YYYY)



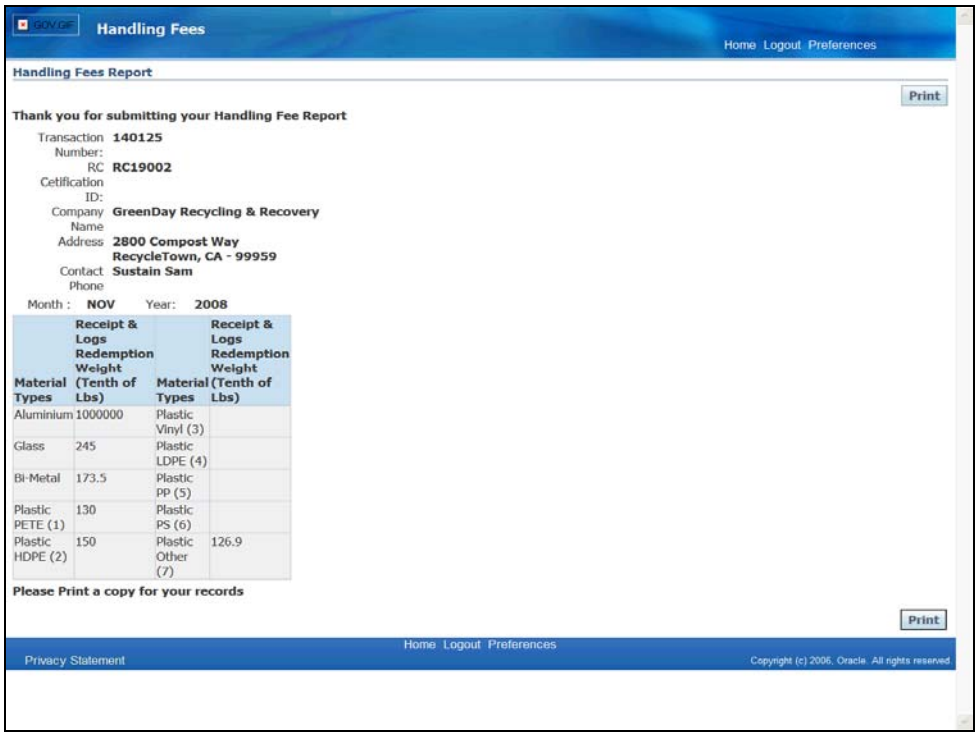
Step	Action
5.	Click in the **Receipt & Logs Redemption Weight (Tenth of Lbs)** field and enter the redemption weight for each of the applicable material types.
6.	Repeat the previous step for each additional applicable material type by entering the redemption weight in the **Receipt & Logs Redemption Weight (Tenth of Lbs)** field. ***Special Note: Fields are not mandatory, only the material fields with redemption weights need to be entered.***
7.	Once all material type weights have been entered, click the **I Agree** option to agree to the terms and conditions. ☐ I Agree
8.	Click the **Submit** button. Submit



Step	Action
9.	The Handling Fees Report page will appear. Review the report information for data entry accuracy. If information is incorrect, click the **Return and Edit** button, otherwise click the **Continue Submission** button. Continue Submission
10.	The Handling Fees Report has been submitted. To print the report for your records, click the **Print** button.



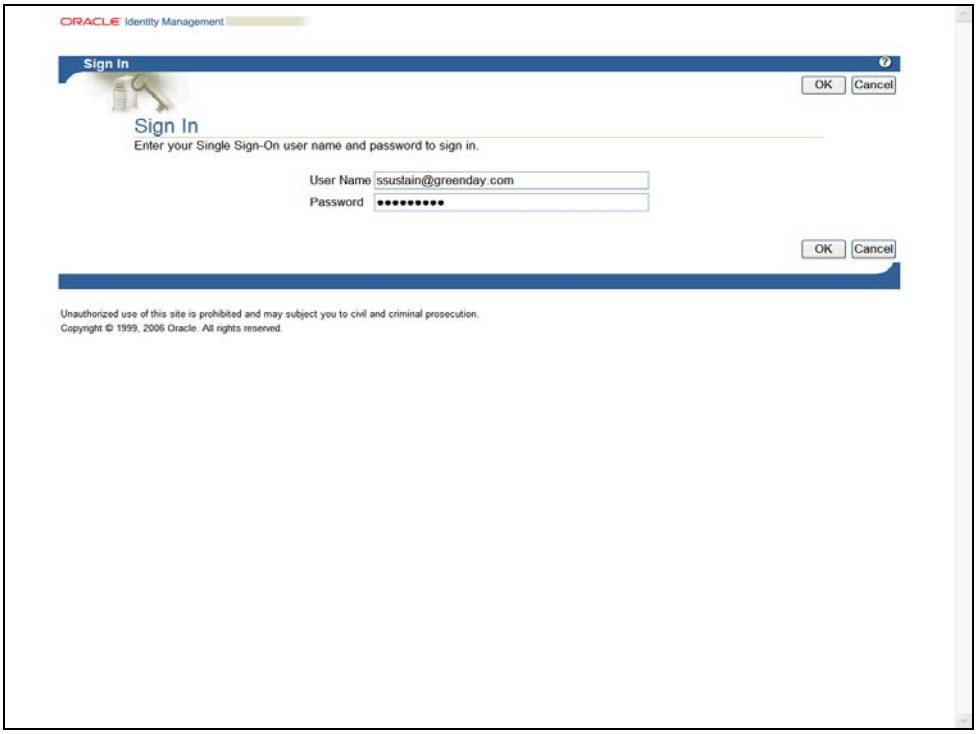
Step	Action
11.	A print screen version of the Handling Fees Report will appear. Select **File** from the Menu bar and click **Print.** Print... Ctrl+P
12.	Click the **X** button to close the printable page.



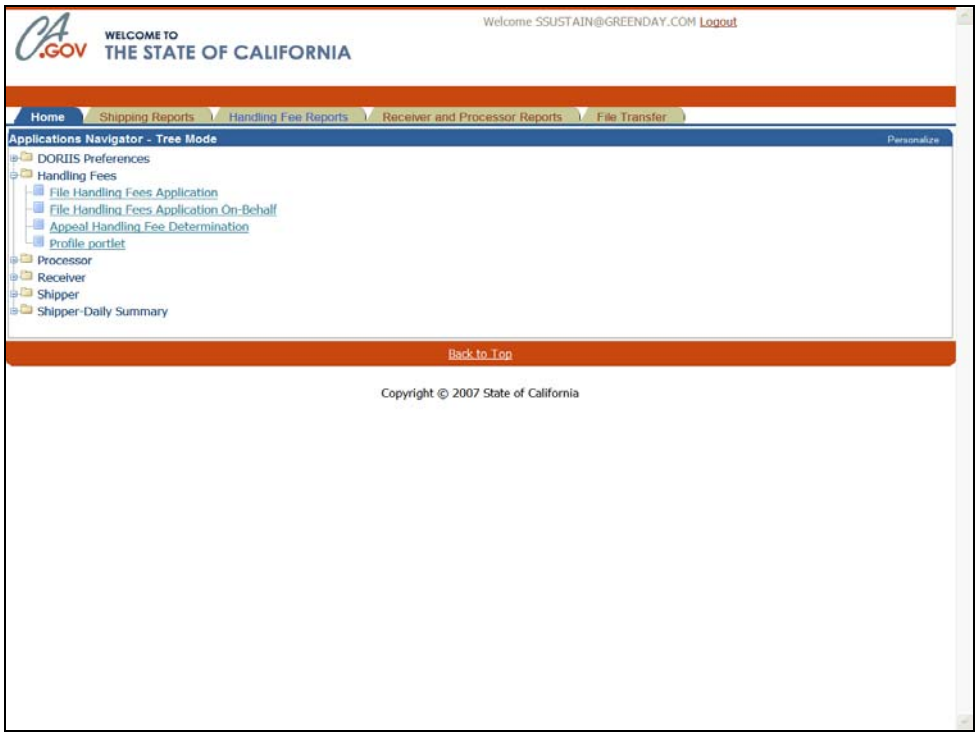
Step	Action
13.	To exit DORIIS, click the **Logout** button in the upper Menu bar. Logout
14.	**End of Procedure.**

Objective 9b: Appeal a Handling Fee Determination

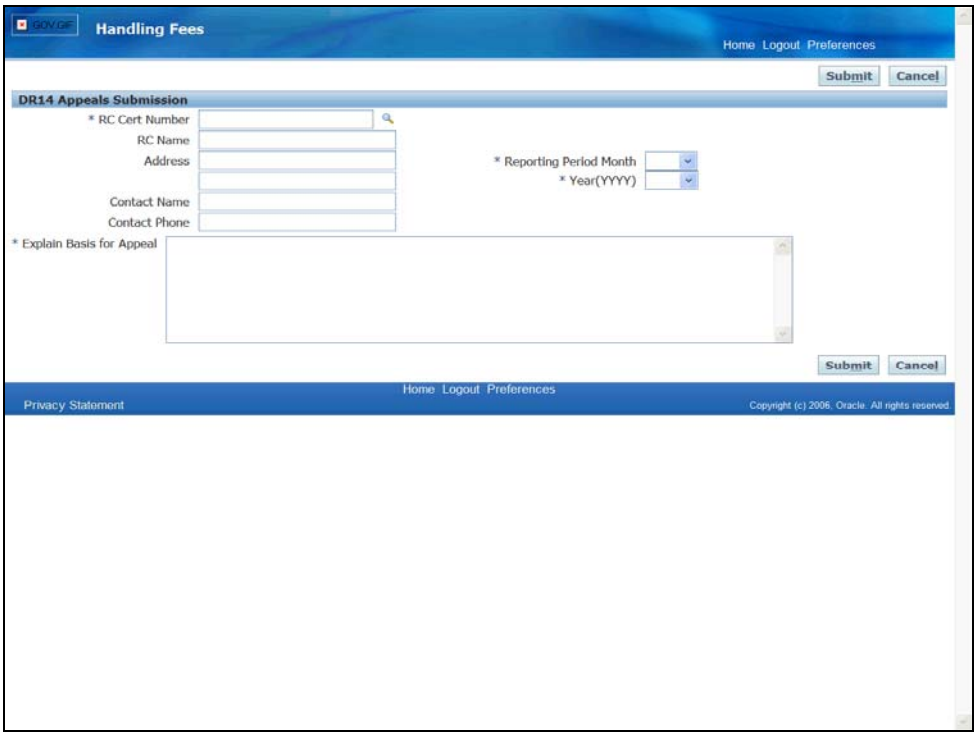
Procedure



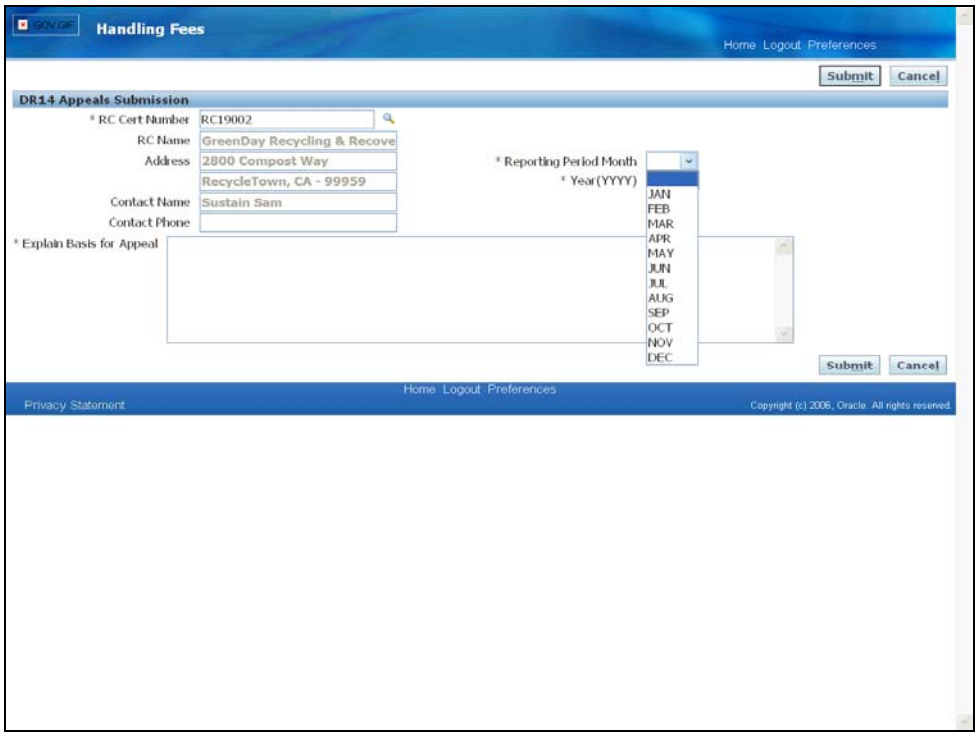
Step	Action
1.	Enter **Username** and **Password**. Click the **OK** button. OK



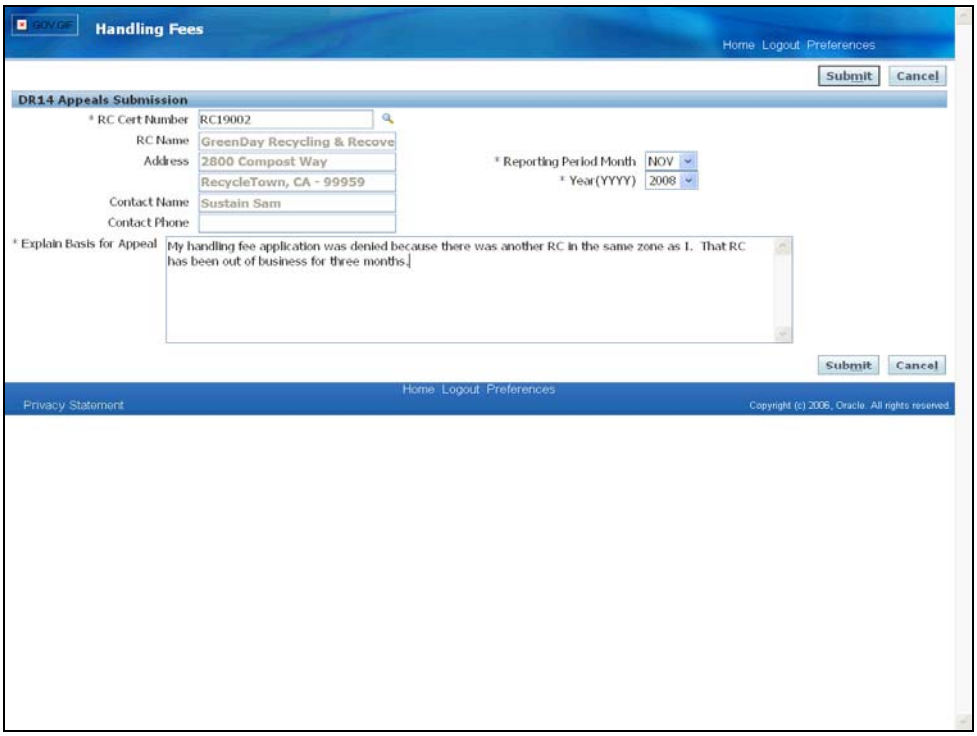
Step	Action
2.	Select the **Handling Fees** responsibility. Navigate to: Appeal Handling Fee Determination ***Special Note: The first time you login to DORIIS you may need to disable your popup blocker.*** Appeal Handling Fee Determination



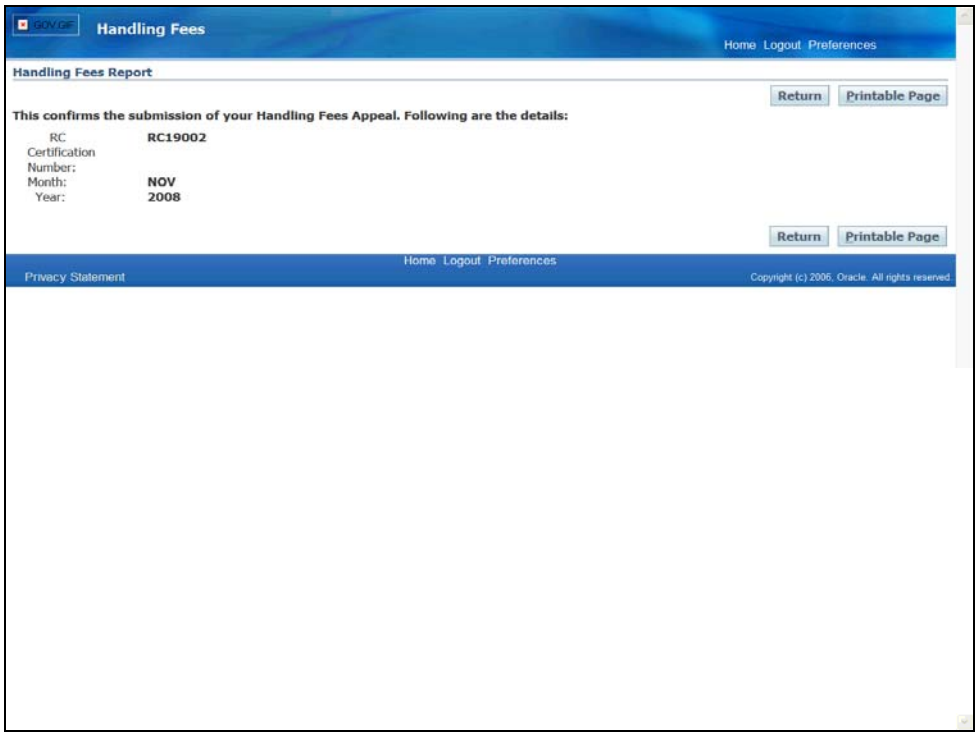
Step	Action
3.	The Handling Fees Appeals Submission screen will appear. Click in the **RC Cert Number** field. Enter the Certification Number of the Recycling Center for which the handling fee appeal is being filed. * RC Cert Number
4.	Press the **[Tab]** key to automatically populate the **RC Name** and **Address** fields.



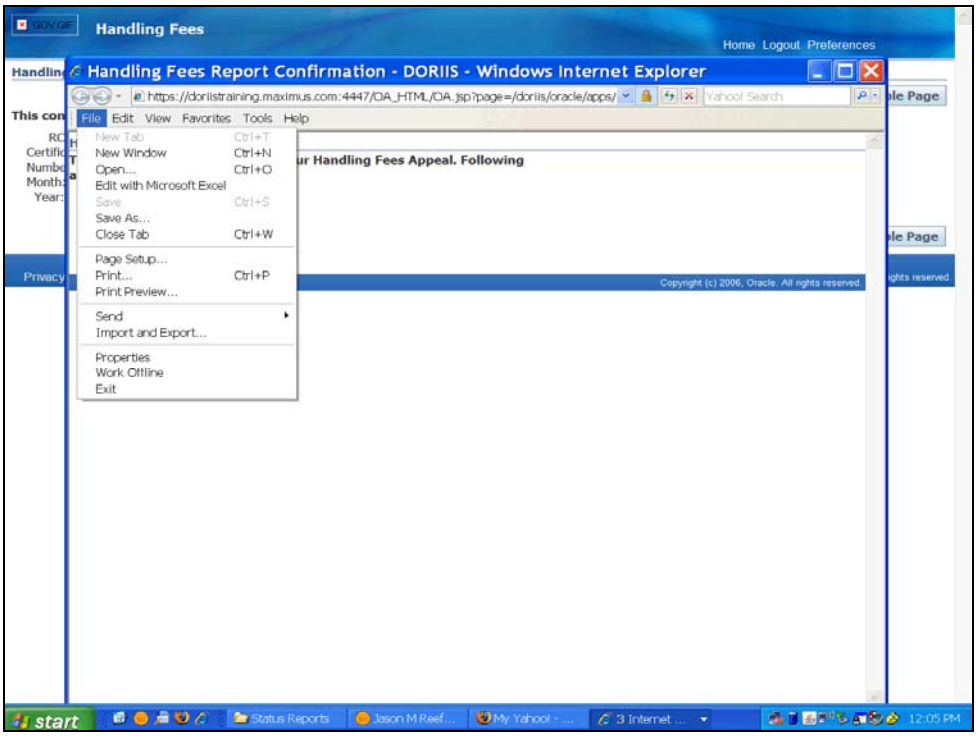
Step	Action
5.	Click the **Month** dropdown menu. Select the submission month the Handling Fee application was originally filed. * Reporting Period Month
6.	Click the **Year (YYYY)** dropdown menu. Select the submission year the Handling Fee application was originally filed. * Year(YYYY)



Step	Action
7.	Click in the **Explain Basis for Appeal** field and enter the reason for the appeal. * Explain Basis for Appeal
8.	Click the **Submit** button. Submit



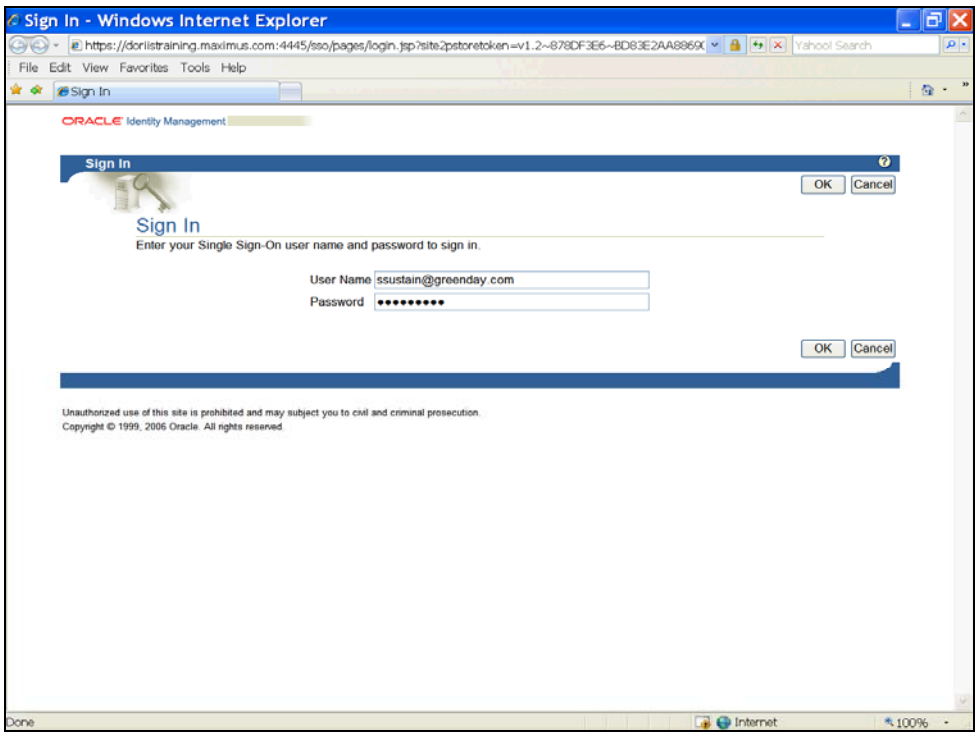
Step	Action
9.	The Handling Fees Report page will appear with the details of the appeal and confirming the submission. Click the **Printable Page** button. Printable Page



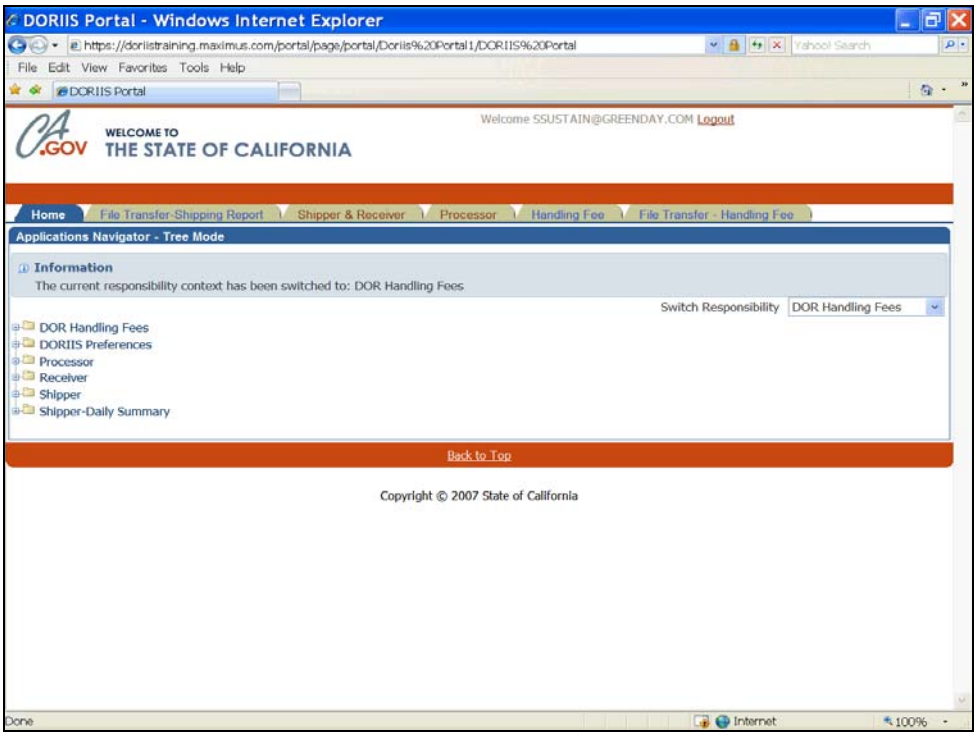
Step	Action
10.	A print screen version of the Handling Fees Report will appear. Select **File** from the Menu bar and click **Print.** Print... Ctrl+P
11.	To exit DORIIS, click the **Logout** button in the upper Menu bar. Click the **Logout** link. Logout
12.	**End of Procedure.**

Objective 10: Viewing Portal Reports

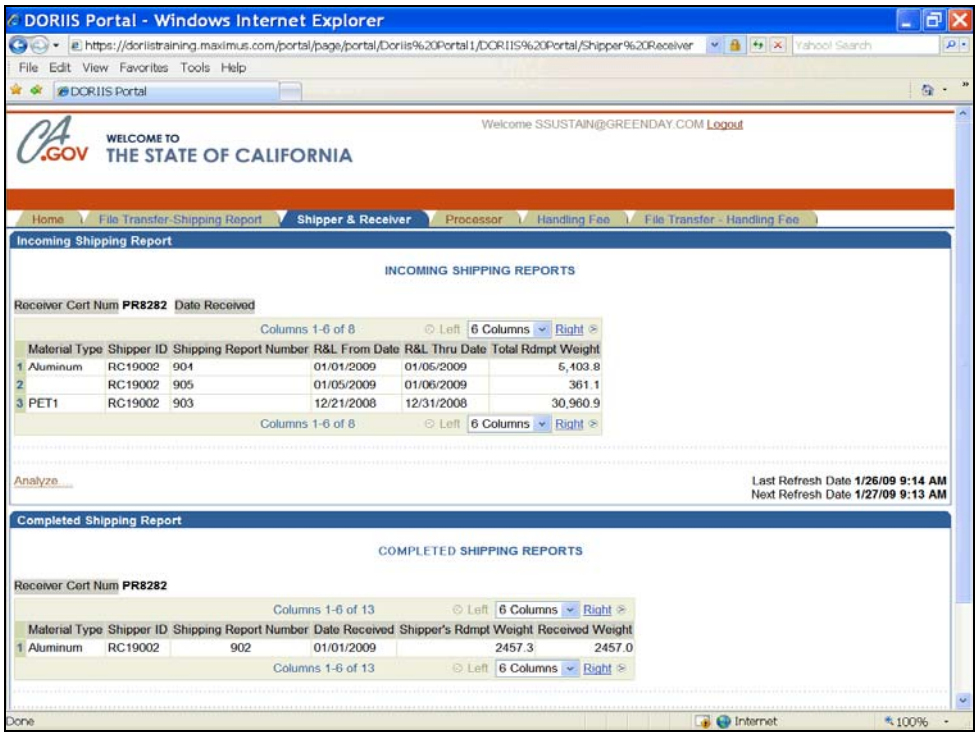
Procedure



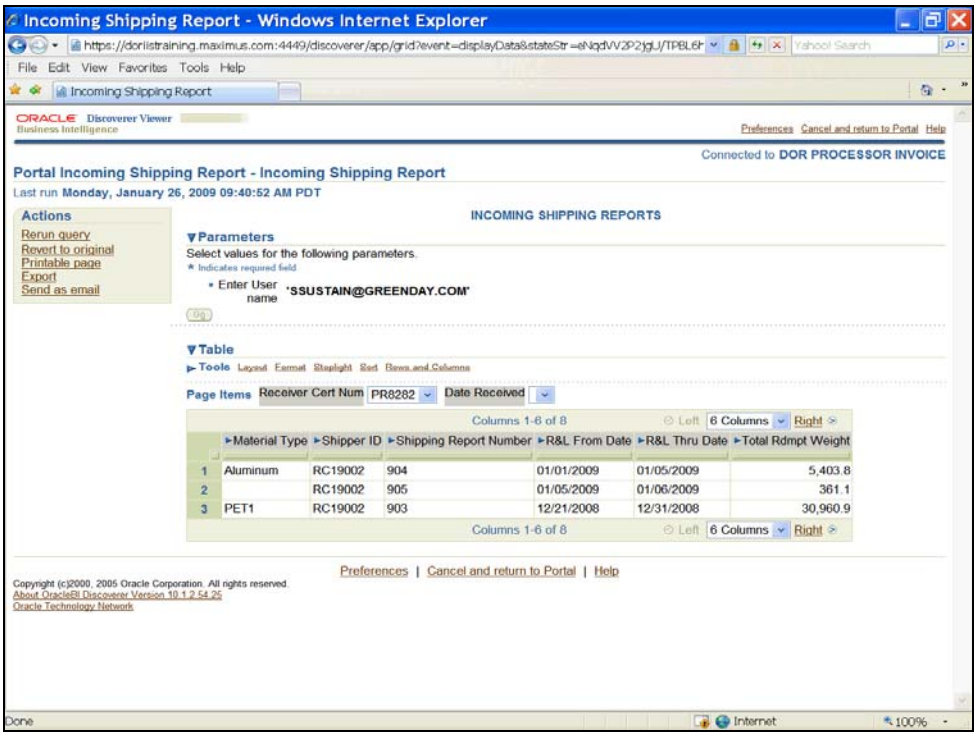
Step	Action
1.	Enter **User Name** and **Password** Click the **OK** button. OK



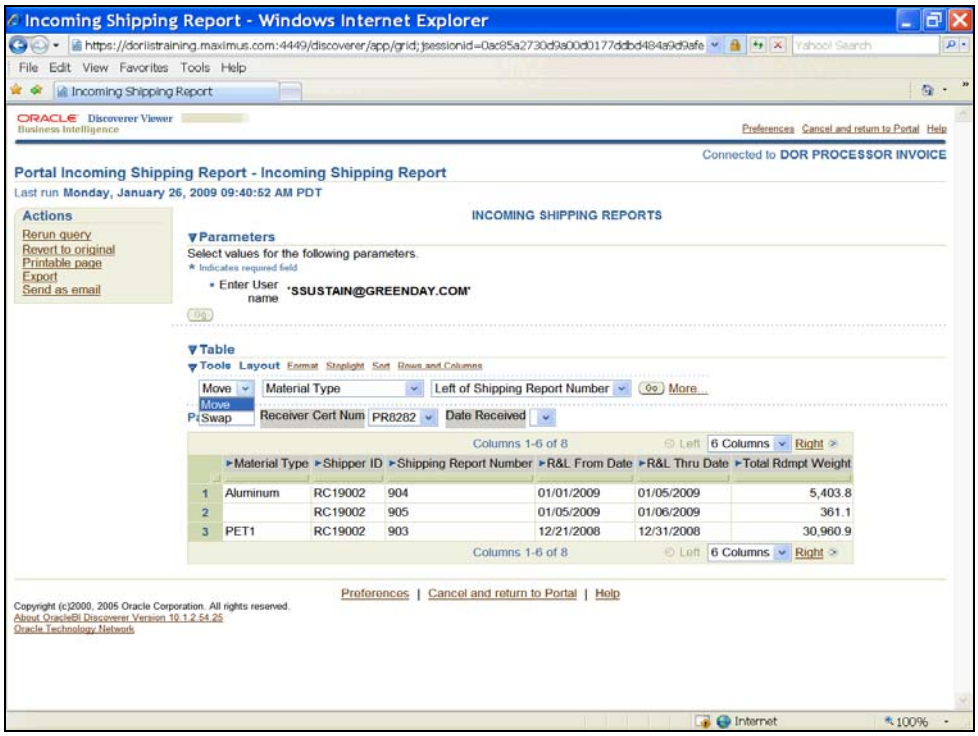
Step	Action
2.	The reports are available by clicking on the Tabs at the top of the Home page. **To View Shipper & Receiver Reports:** Click the **Shipper & Receiver** tab. Shipper & Receiver



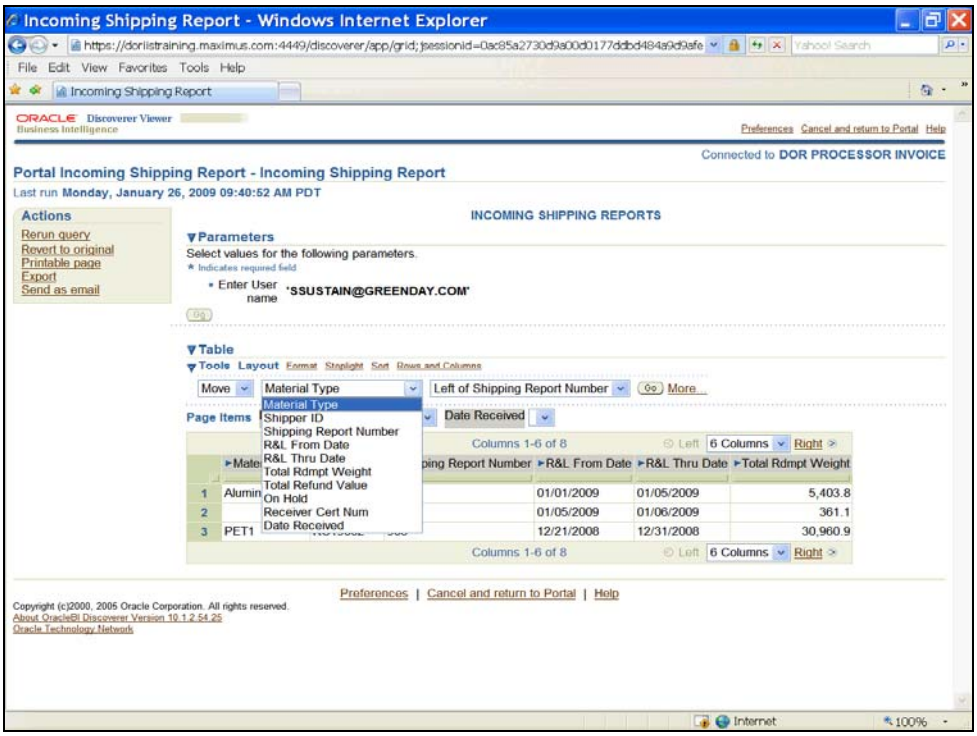
Step	Action
3.	The Shipper & Receiver report tab will open. The Incoming Shipping Report and Completed Shipping Report will be displayed on this page. ***Special Note: In this view, a maximum of 12 rows can be displayed.*** To view additional rows of data, export report data, print the report or to analyze the data, click the **Analyze** link. Analyze...



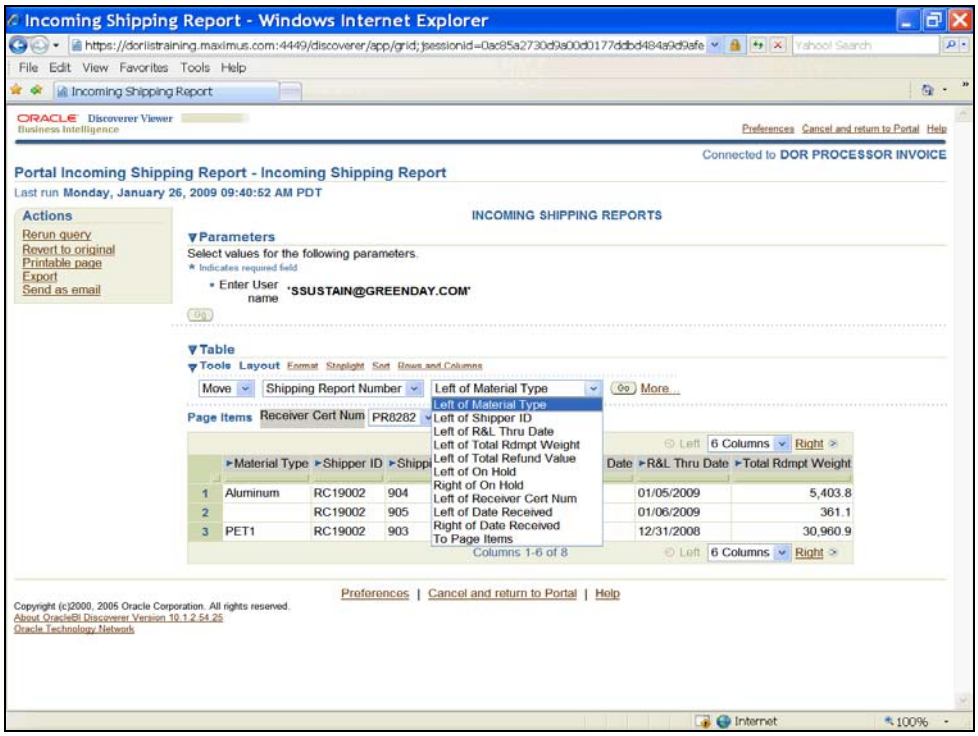
Step	Action
4.	The Incoming Shipping Report will appear in Discoverer Viewer. In the Table header, there are Tools listed to assist in analyzing the data. To format the layout of the report, click the **Layout** link. Layout



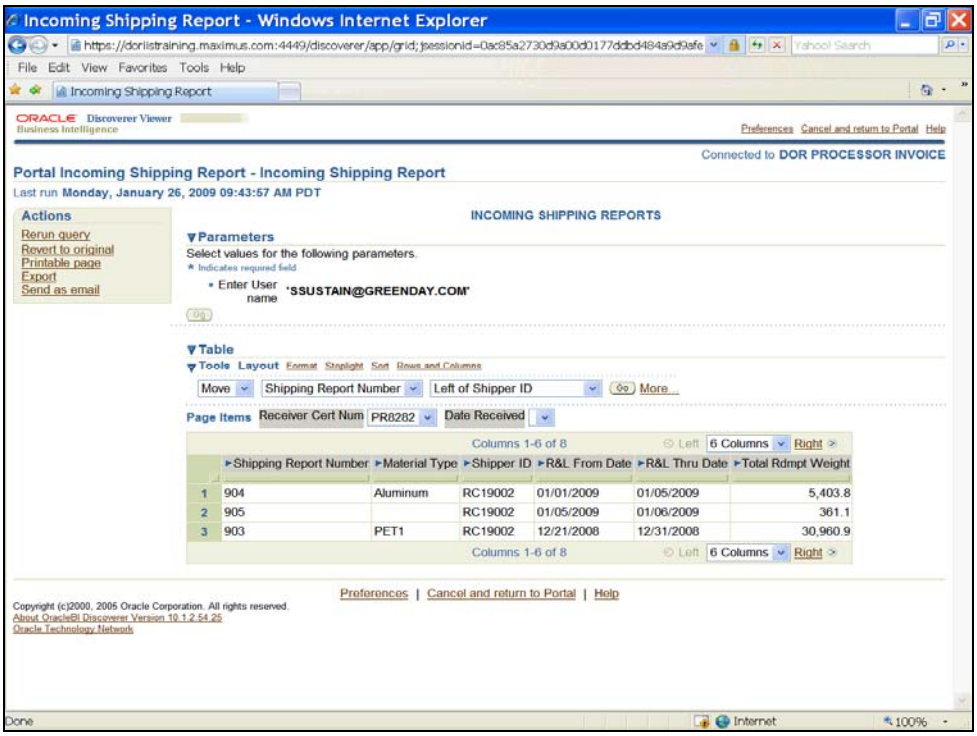
Step	Action
5.	Click on the first dropdown button in the **Layout** menu to move or swap fields. Move



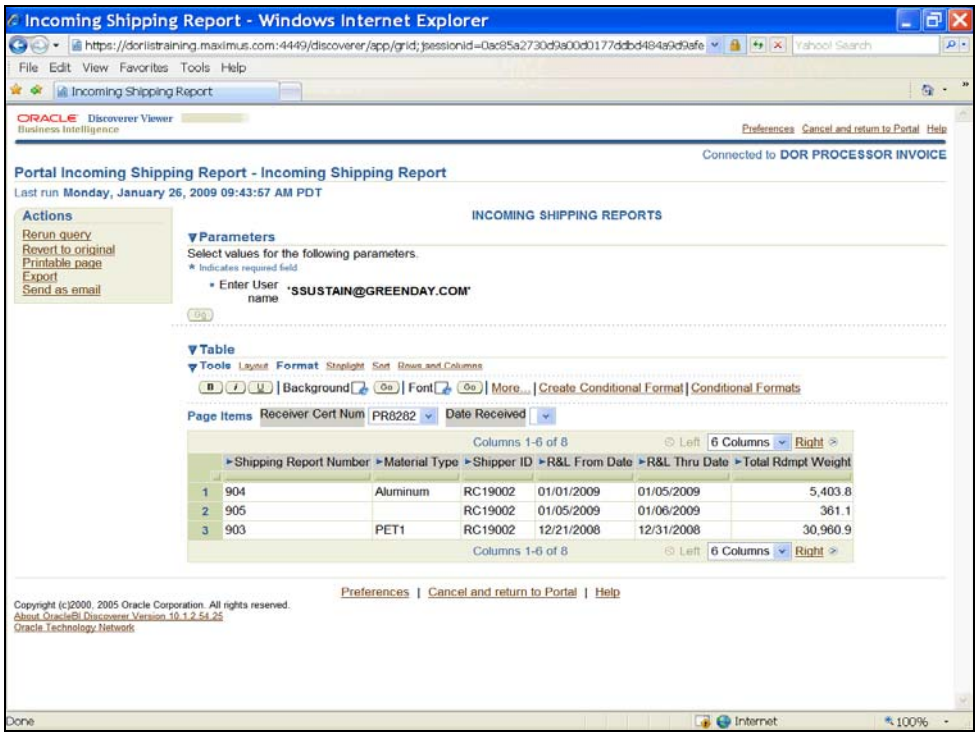
Step	Action
6.	Click on the second dropdown button in the **Layout** menu to select the field to move or swap in the report layout. Click the **Shipping Report Number** list item. Material Type



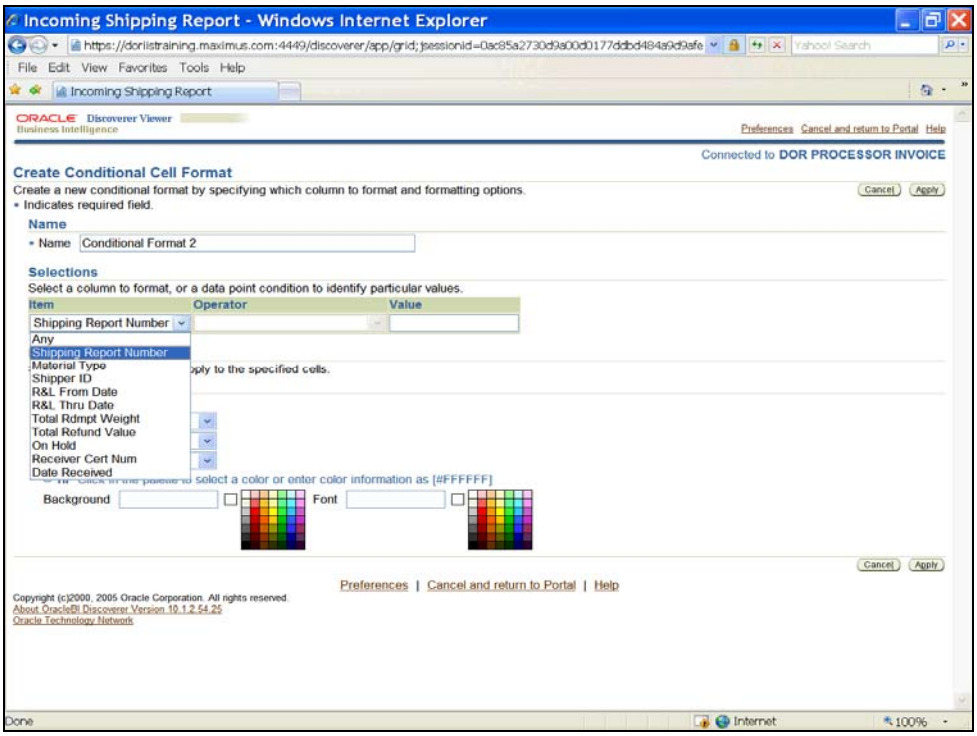
Step	Action
7.	Click on the third dropdown button in the **Layout** menu to select the placement of the field being moved or swapped. Click the **Go** button to change the layout of the report based on the options selected. Go



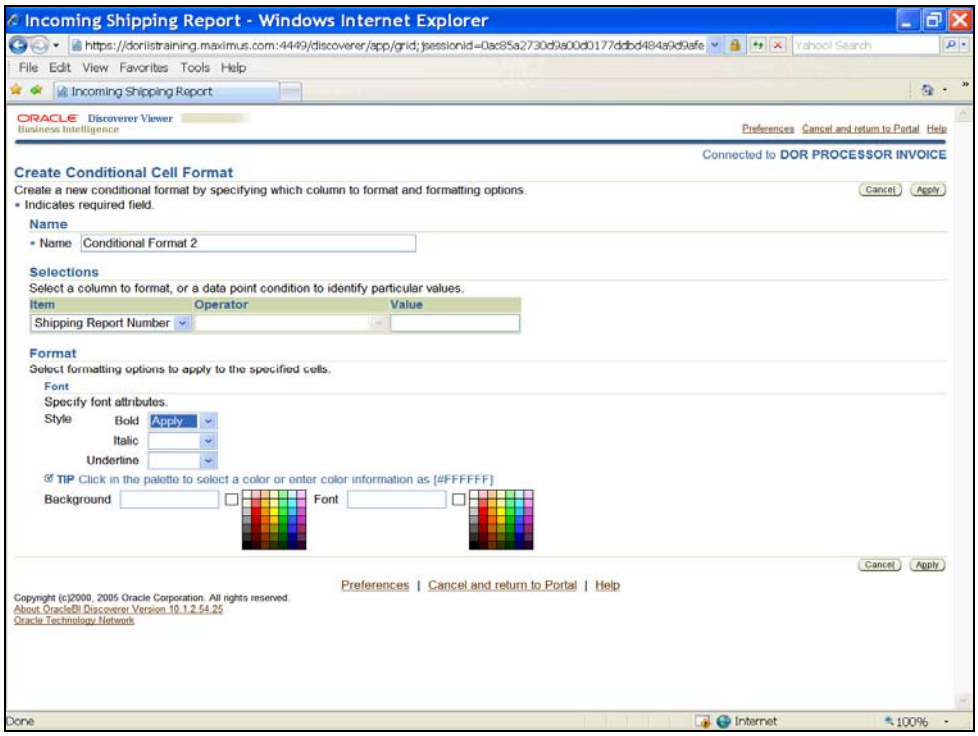
Step	Action
8.	To change the format of the report, click the **Format** link. Format



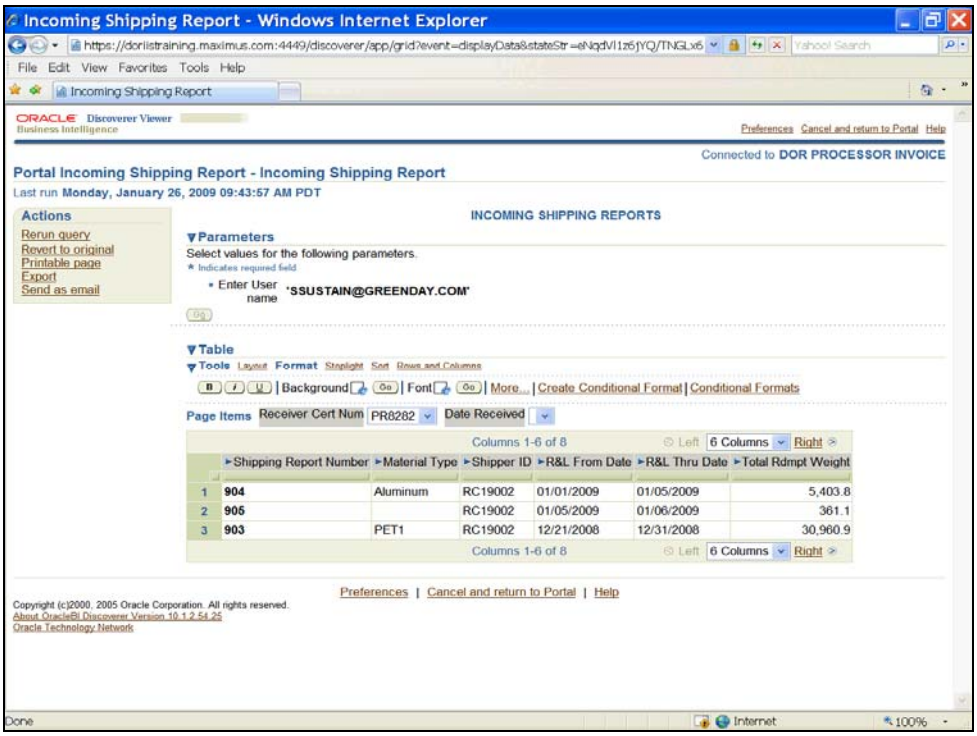
Step	Action
9.	In the Menu bar, click on the formatting options you want to appear in the report. To create a format for the cells in the report, click the **Create Conditional Format** link. Create Conditional Format



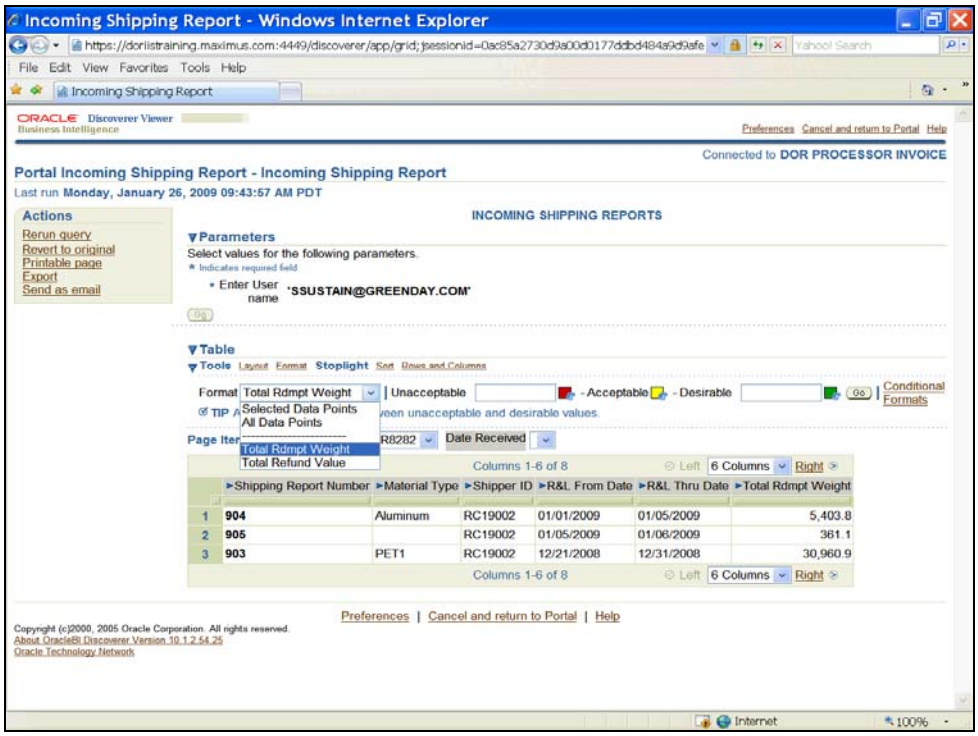
Step	Action
10.	The Create Conditional Cell Format window will appear. Click on the dropdown buttons under the Selections and Format headers to select a format for the report cells. Shipping Report Number
11.	Specify font attributes under the Format region. Bold



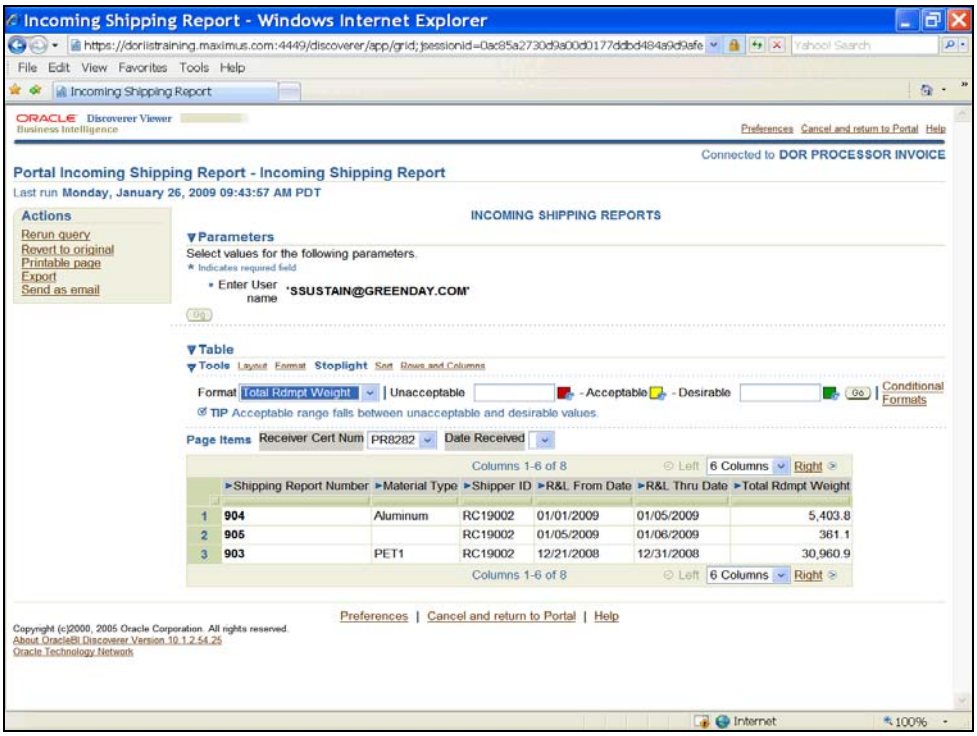
Step	Action
12.	Click the **Apply** button to apply any formatting changes selected. Apply



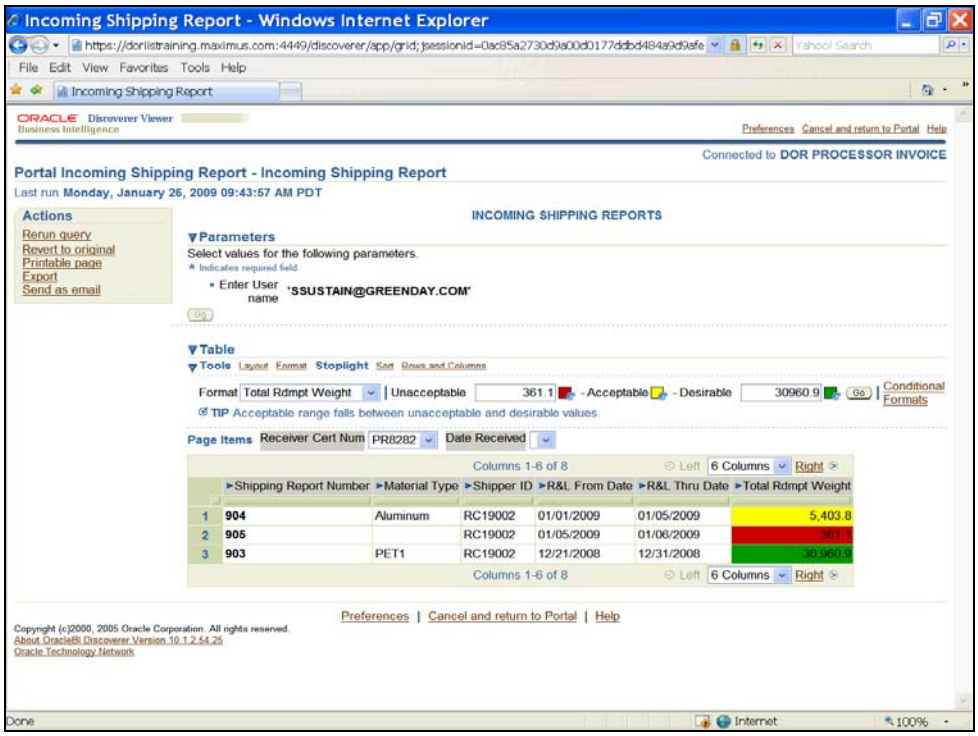
Step	Action
13.	The Incoming Shipping Report window will reappear. Click the **Stoplight** link to format the report based on the values in the report. Stoplight



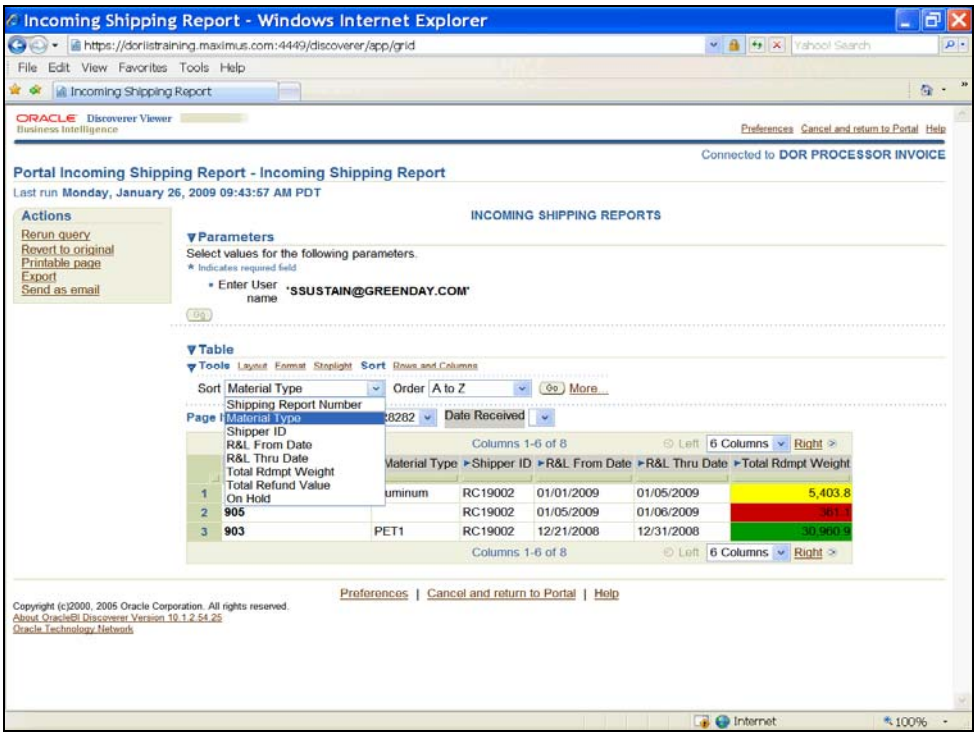
Step	Action
14.	Click the **Format** dropdown button to select from a list of values. Select the data points that will be included in the formatting from the Format list of values. Format Total Rdmpt Weight



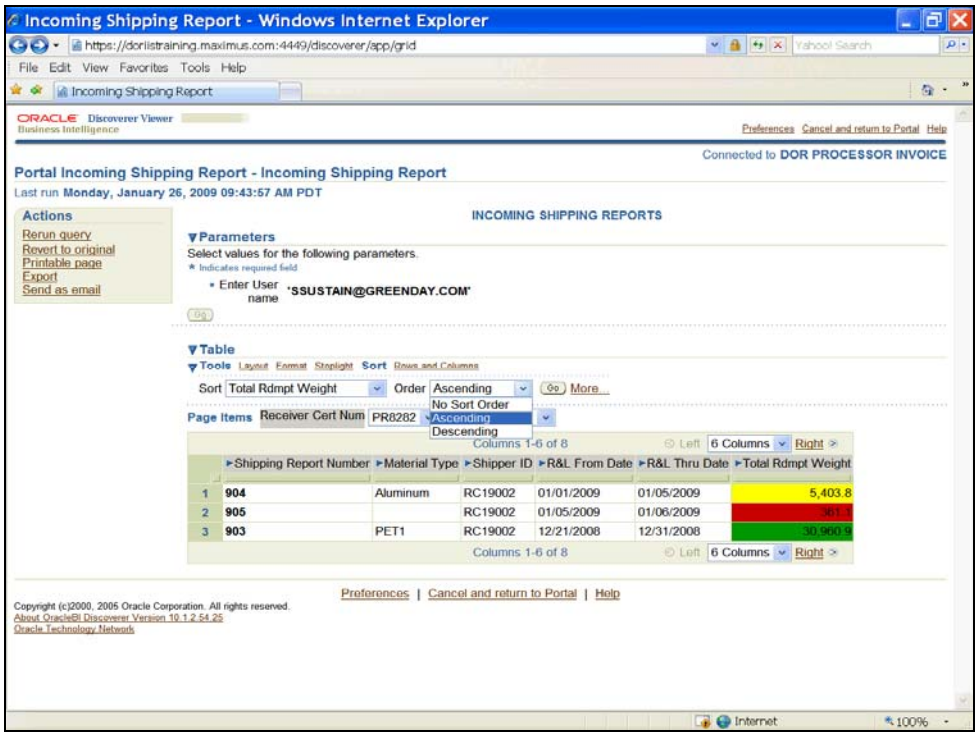
Step	Action
15.	Click in the **Unacceptable** field to enter the threshold for unacceptable values in the report. Unacceptable
16.	Click in the **Desirable** field to enter the threshold for desirable values in the report.
17.	Click the **Go** button to apply the formatting selected. Go



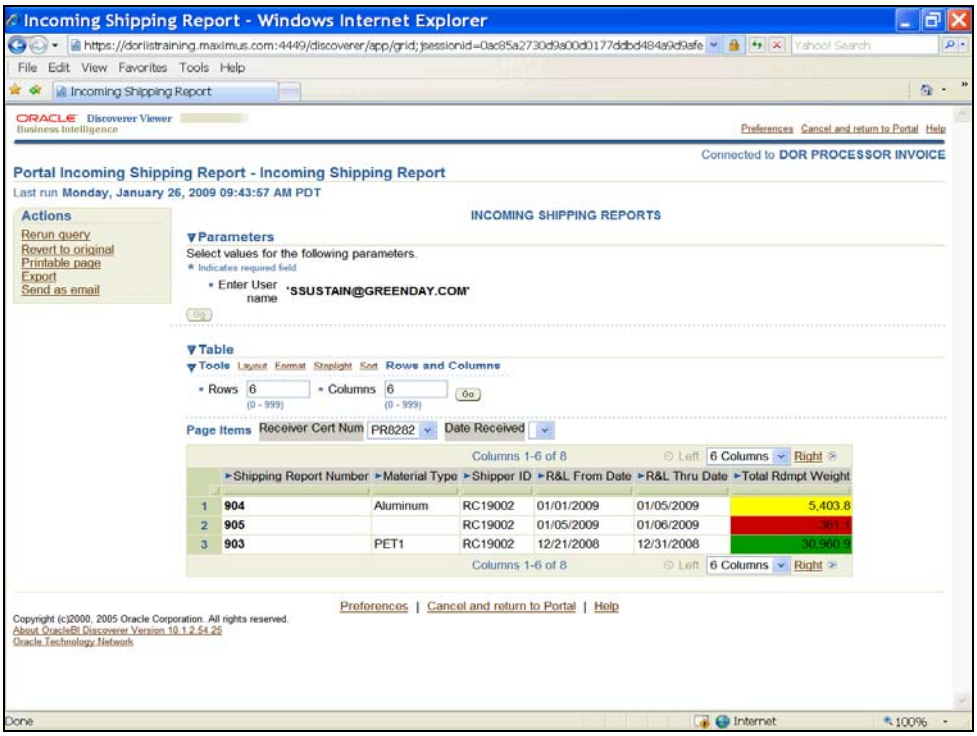
Step	Action
18.	The report will display the formatting selected. To sort the data, click the **Sort** link. Sort



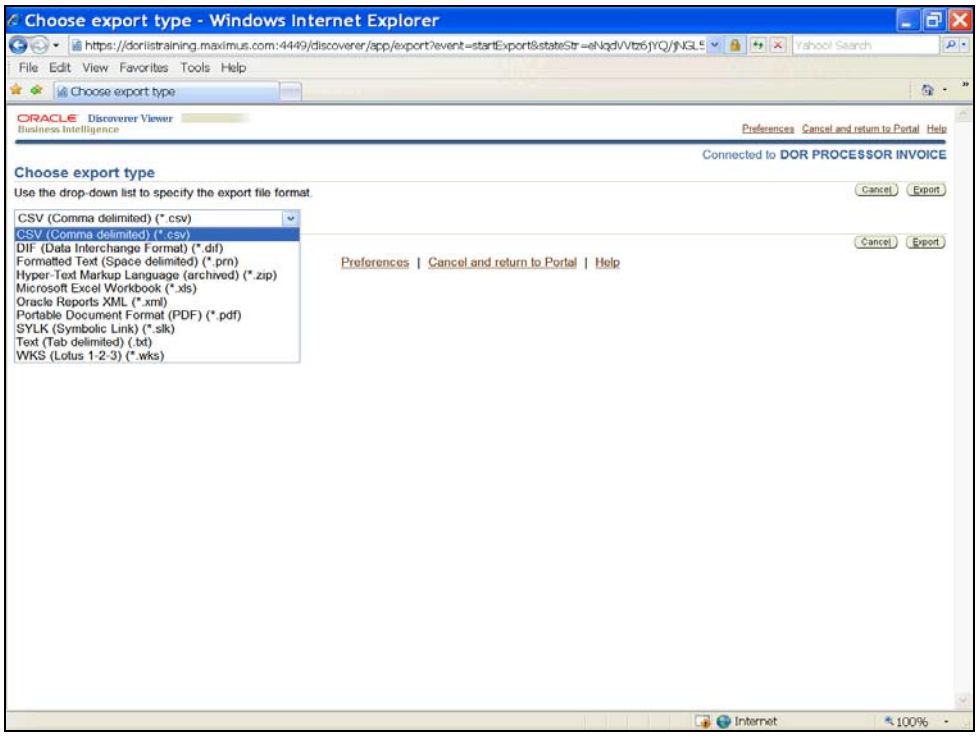
Step	Action
19.	Options for sorting the data will appear. Click on the **Sort** dropdown button to select the method of sorting the data. Sort Material Type
20.	Select the order of the sort by clicking the **Order** dropdown button. Click the **Go** button to sort. Order Ascending



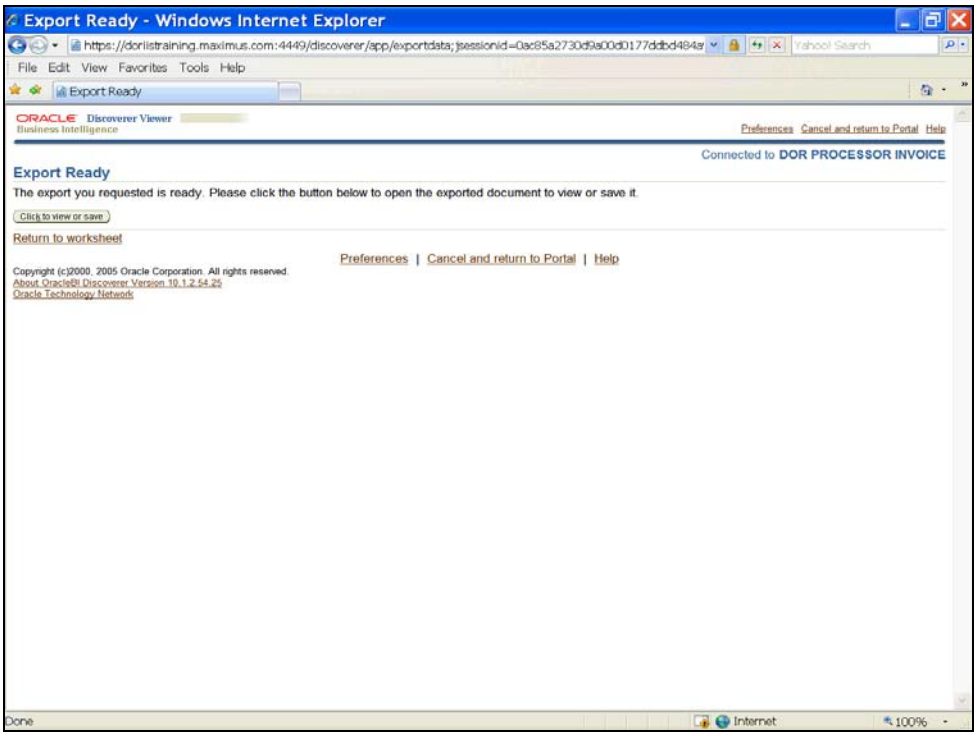
Step	Action
21.	Click the **Rows and Columns** link to select the number of rows and columns to view in the report. Rows and Columns



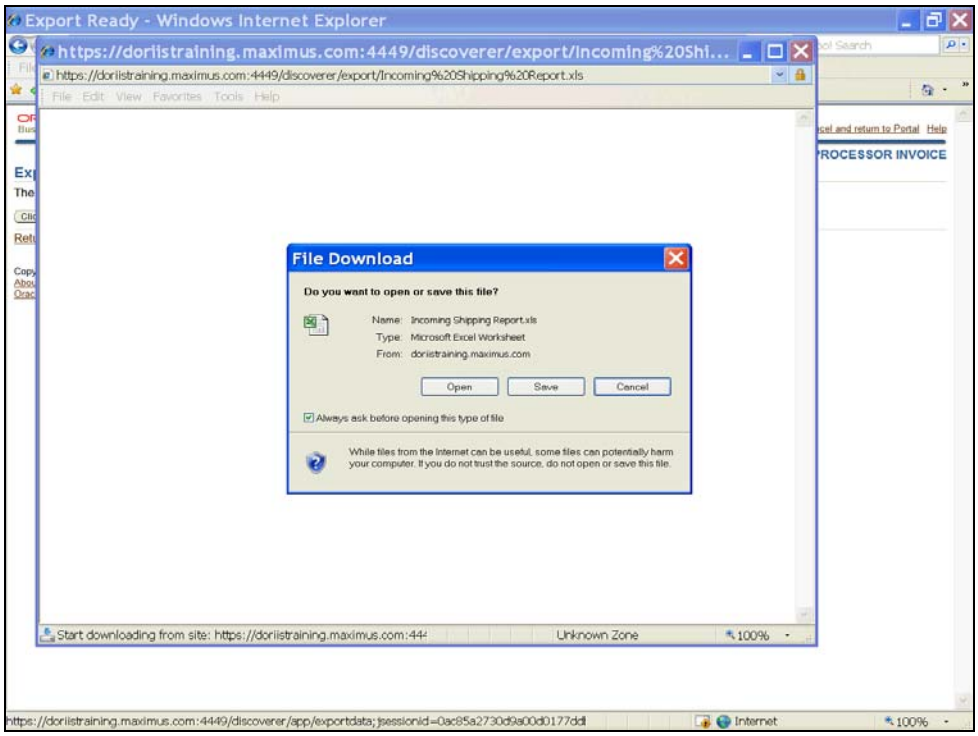
Step	Action
22.	Click in the **Rows** field to enter the number of rows you want to include in the report.
23.	Click in the **Columns** field to enter the number of columns you want to include in the report. Columns
24.	Click the **Go** button. Go
25.	An Actions menu is displayed on the left side of the screen. To export data, click the **Export** link in the **Actions** menu. Export



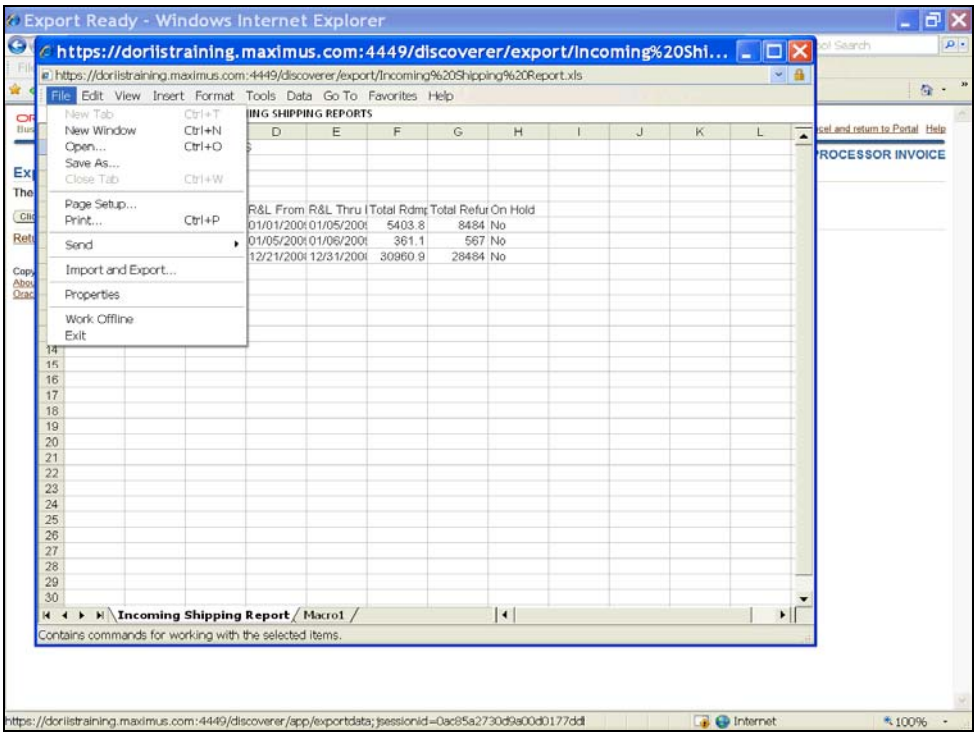
Step	Action
26.	The Choose export type window will appear. Click on the **Export Type** dropdown button to select the export type from a list of values.
27.	Click the **Export** button. Export



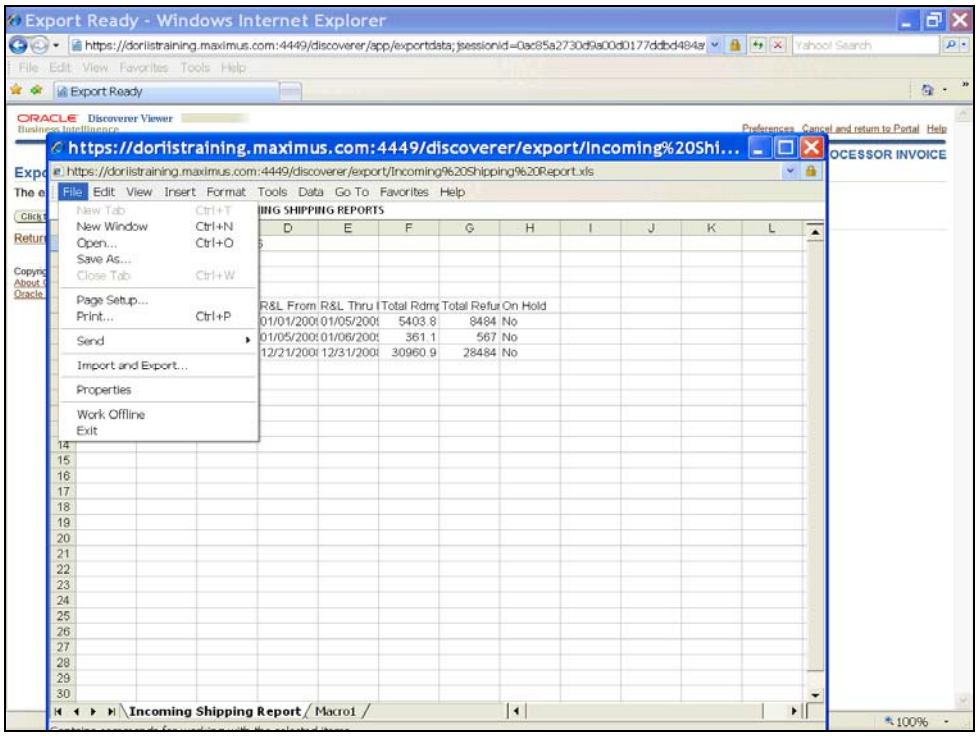
Step	Action
28.	The Export Ready window will appear. Click the **Click to view or save** button to view or save the report. Click to view or save



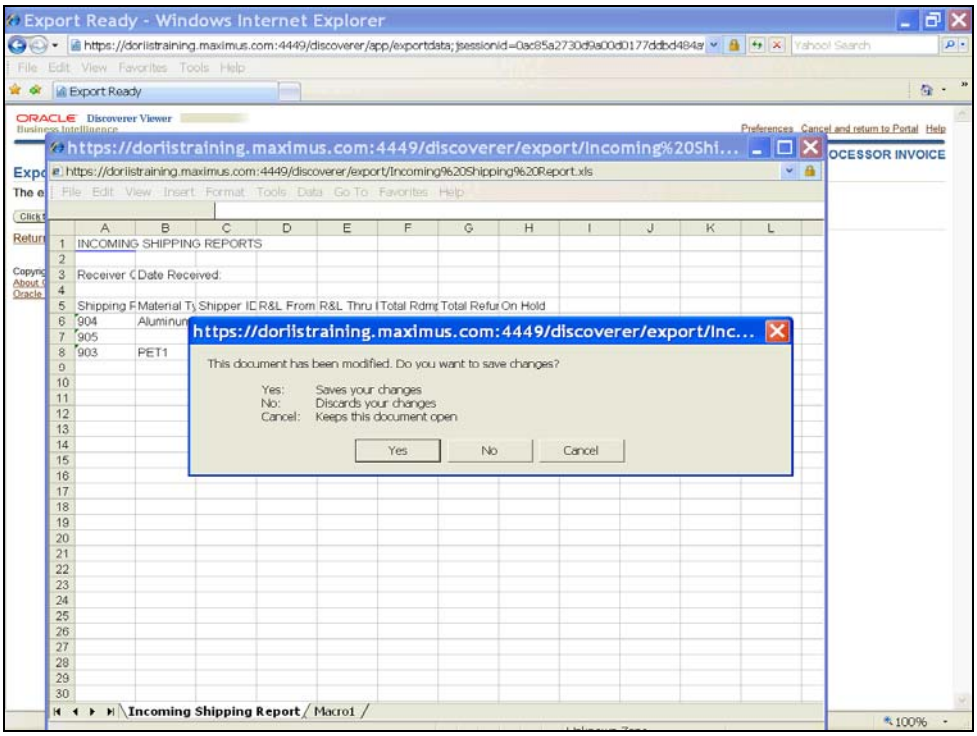
Step	Action
29.	A new browser will open. A File Download box will appear asking if you want to open or save this file. To view the report, click the **Open** button, to save the report, click the **Save** button. ***Special Note: If a macros security warning window appears, click the Enable Macros button.*** Open



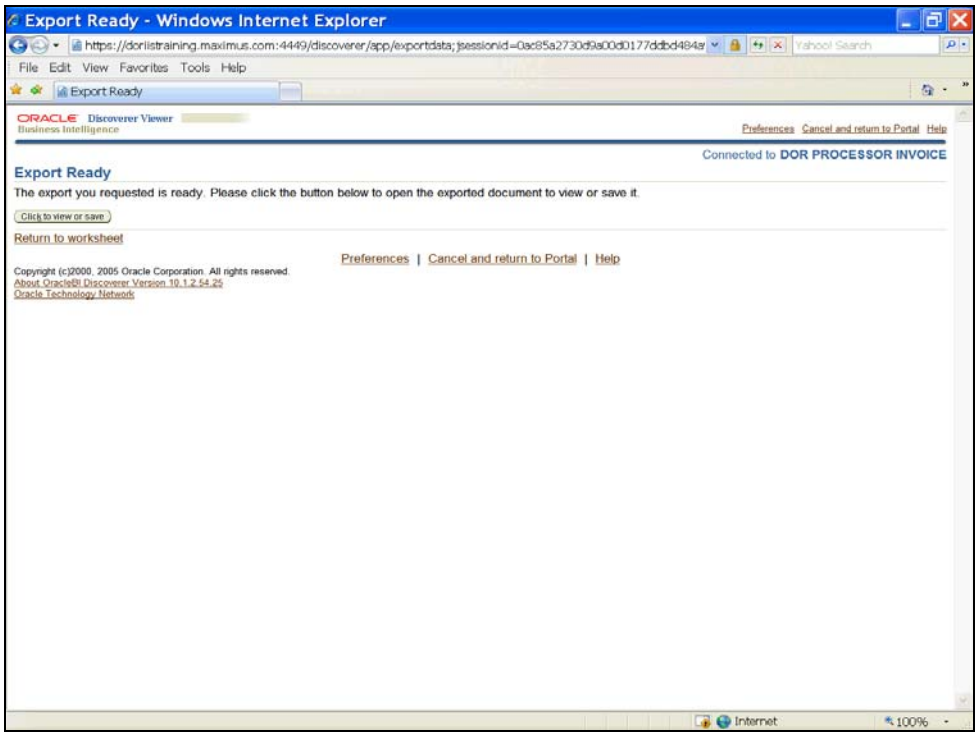
Step	Action
30.	The report will open in the browser in the format you selected previously. To print the report, in the Menu bar, click on **File** and select **Print**. Print... Ctrl+P



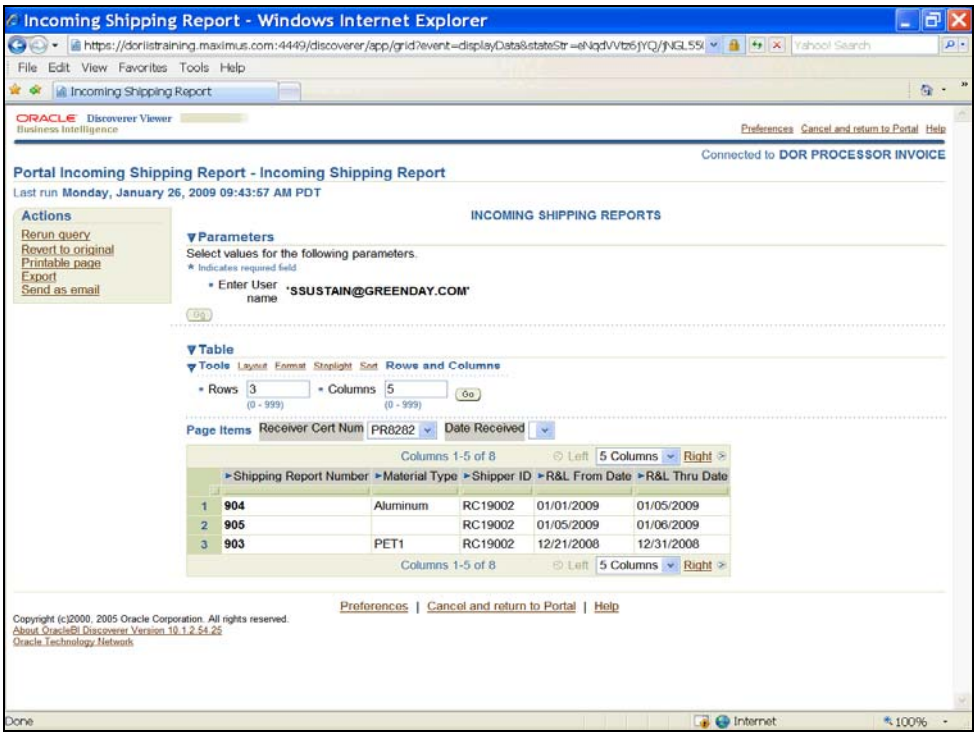
Step	Action
31.	To close the report, in the Menu bar, click on **File** and select **Exit**. Exit



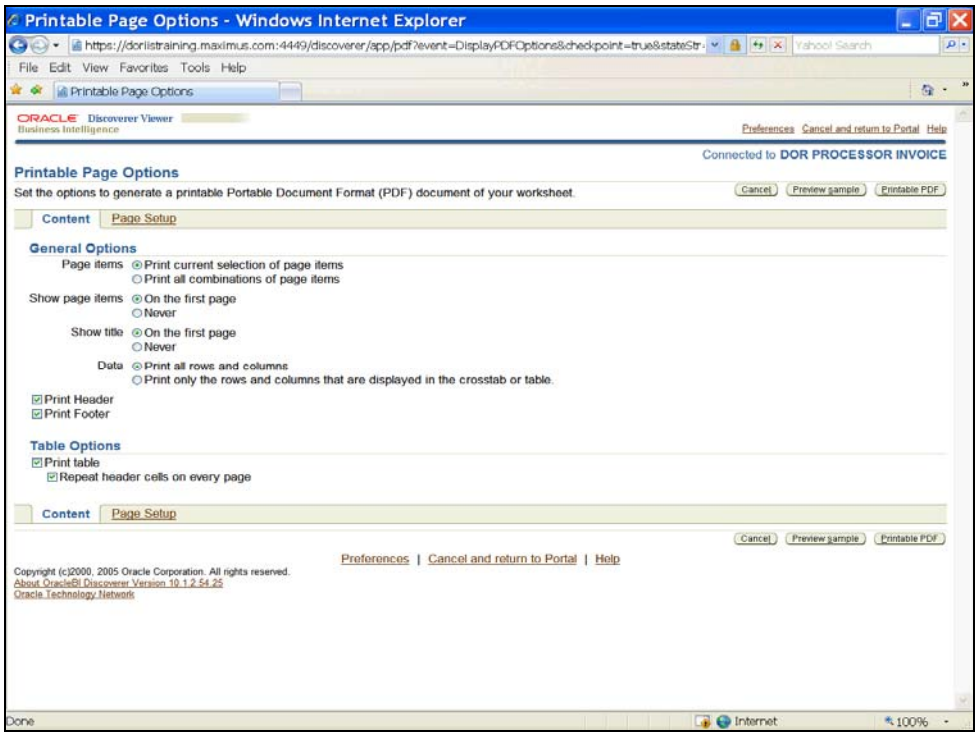
Step	Action
32.	A dialog box will appear asking if you would like to save changes. Click the **No** button to continue exiting the report or click the **Yes** button to save the report. No



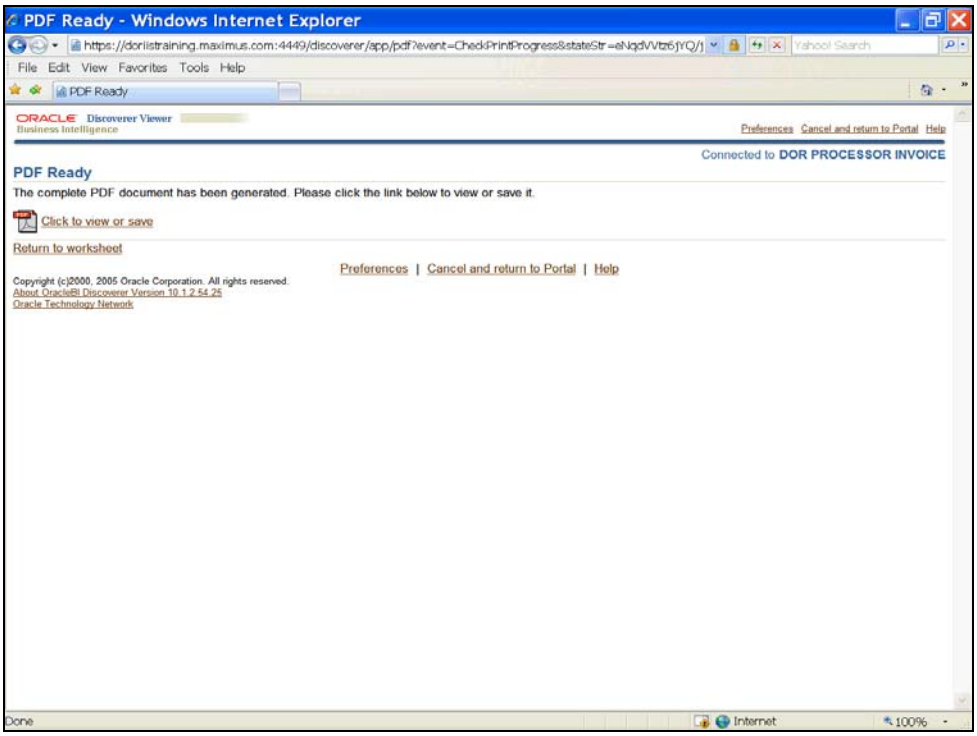
Step	Action
33.	The Export Ready window will reappear. Click the **Return to worksheet** link to return to the Shipper & Receiver Portal Reports. Return to worksheet



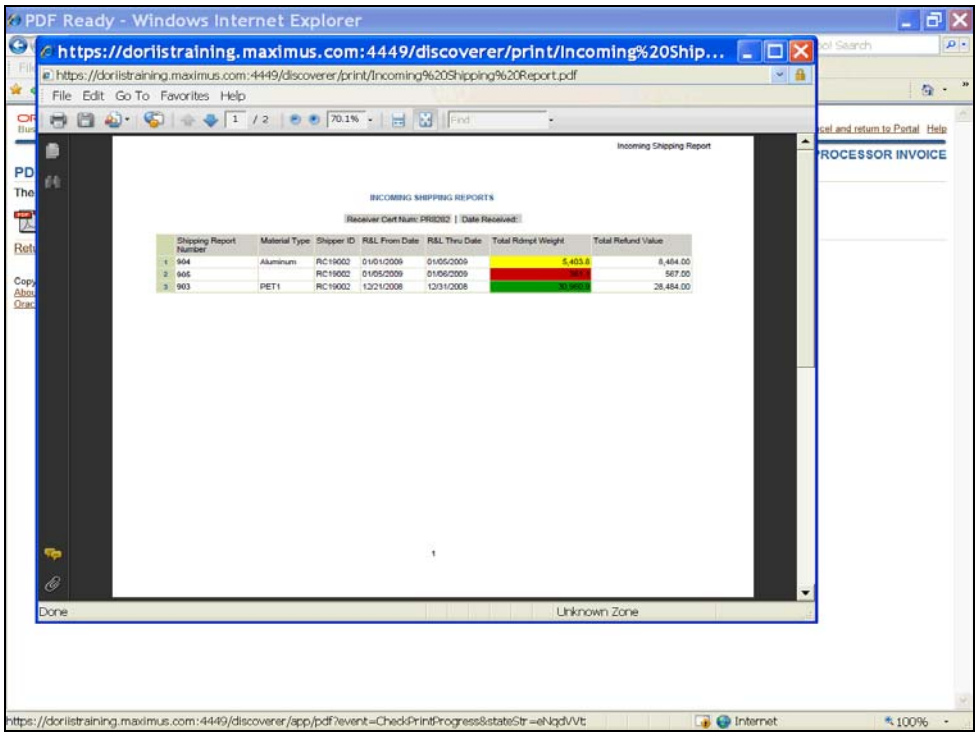
Step	Action
34.	To print the report from this view, click on the **Printable page** link in the Actions menu. Printable page



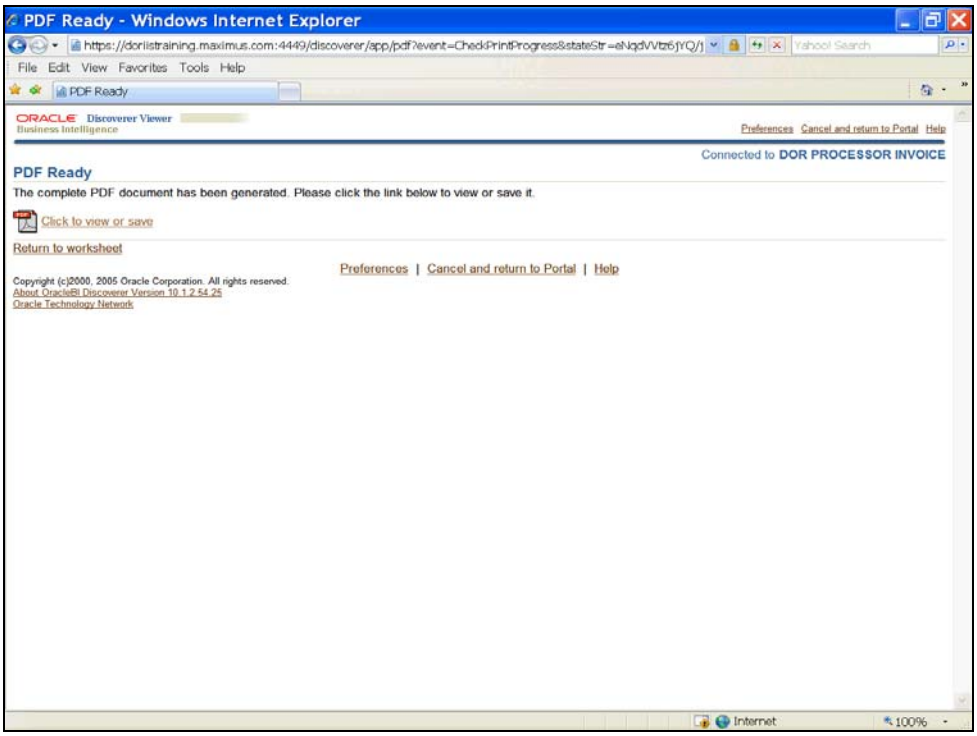
Step	Action
35.	The Printable Page Options window will appear. Select the printing options by clicking the button next to the items listed in the General Options region. To preview the report, click the **Preview Sample** button. To print the report in a PDF format, click the **Printable PDF** button. Printable PDF



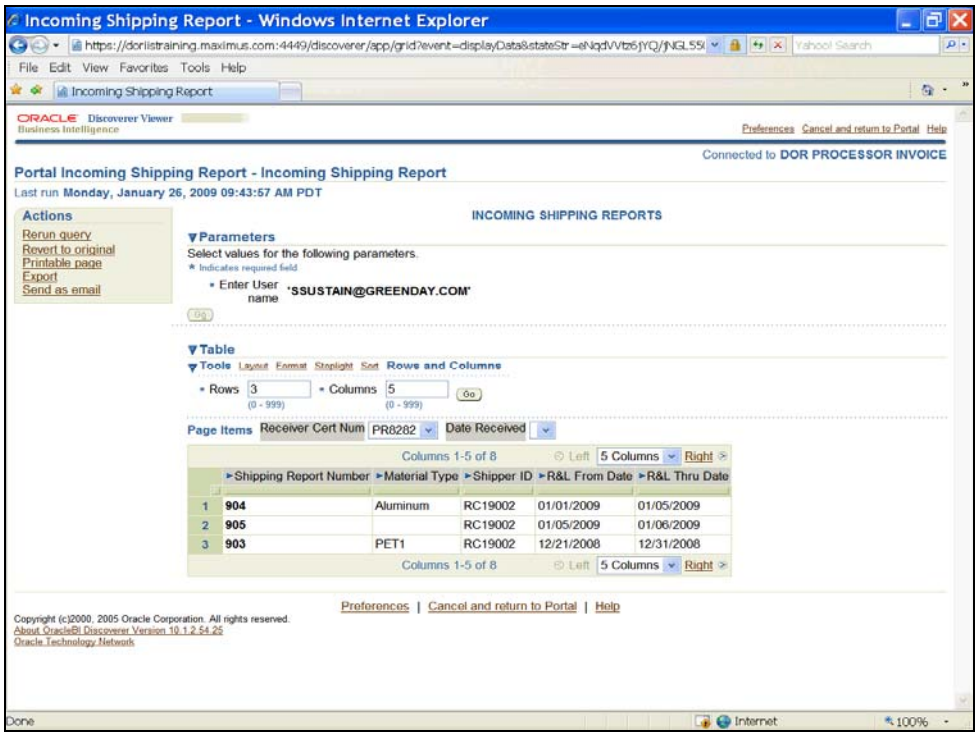
Step	Action
36.	The PDF Ready window will appear. Click the **Click to view or save** link to view and print the report or to save the report. Click to view or save



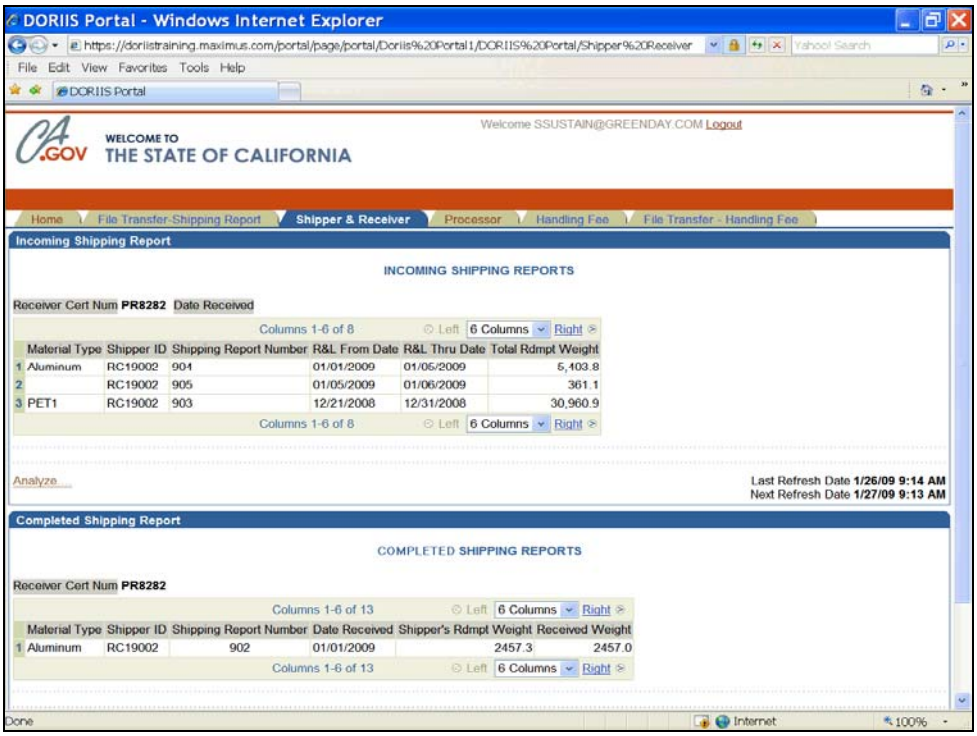
Step	Action
37.	The PDF report will appear with the applied formatting. To exit the report, click the **Close** button in the upper right corner of the active PDF window.



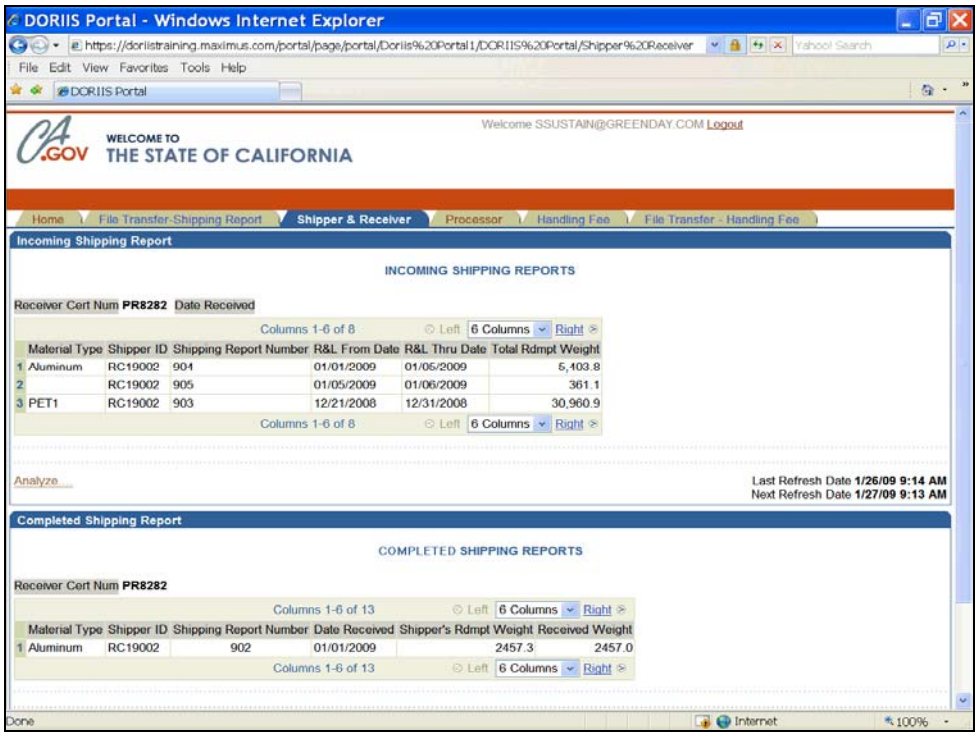
Step	Action
38.	To return to the Shipping & Receiver Reports Portal, click the **Return to worksheet** link. Return to worksheet



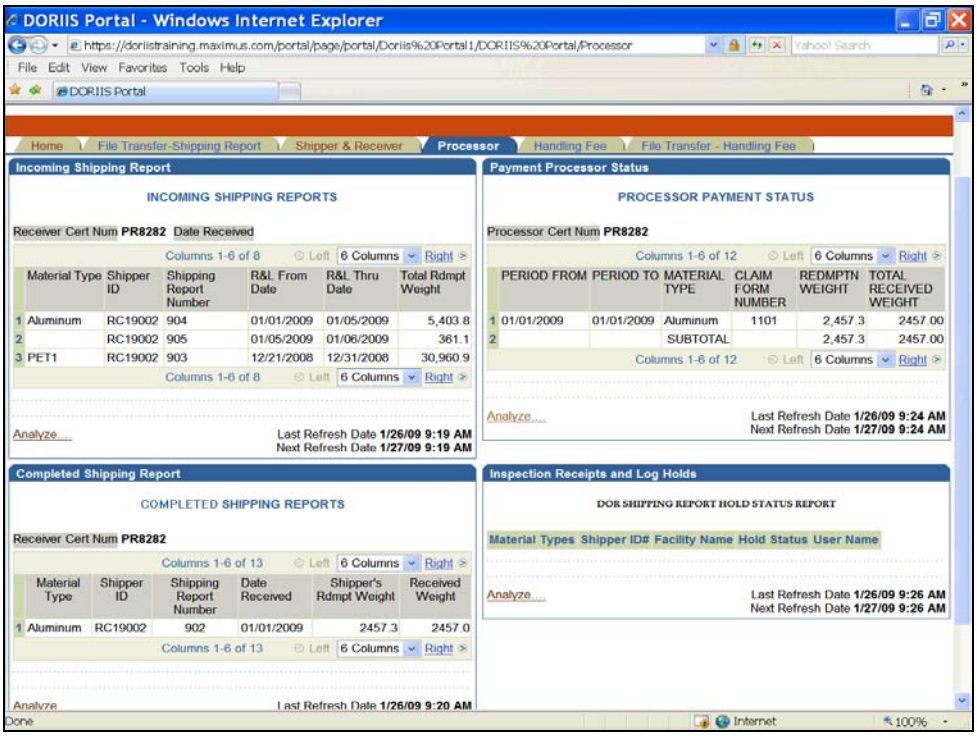
Step	Action
39.	To return to the portal, click the **Cancel and return to Portal** link. Cancel and return to Portal



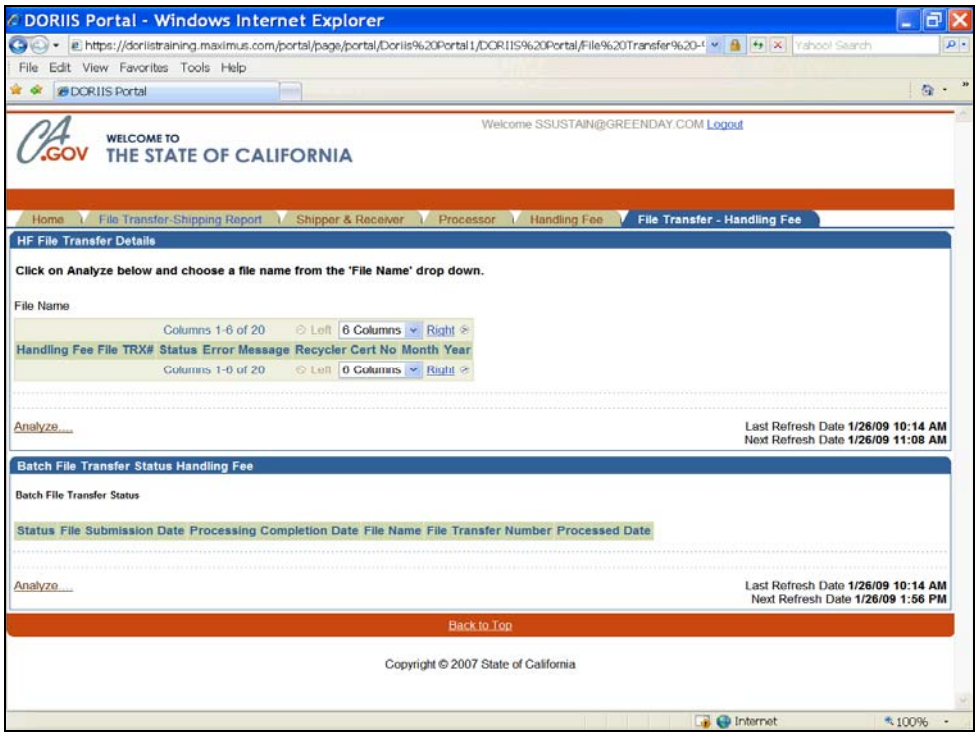
Step	Action
40.	Click the **Home** tab to return to the Portal Home page or **Logout** link to logout of the system. Home



Step	Action
41.	Depending on user access profile settings, other portal reports may be present. Select additional available reports by clicking the report Tab link. Click the **Processor** tab. Processor



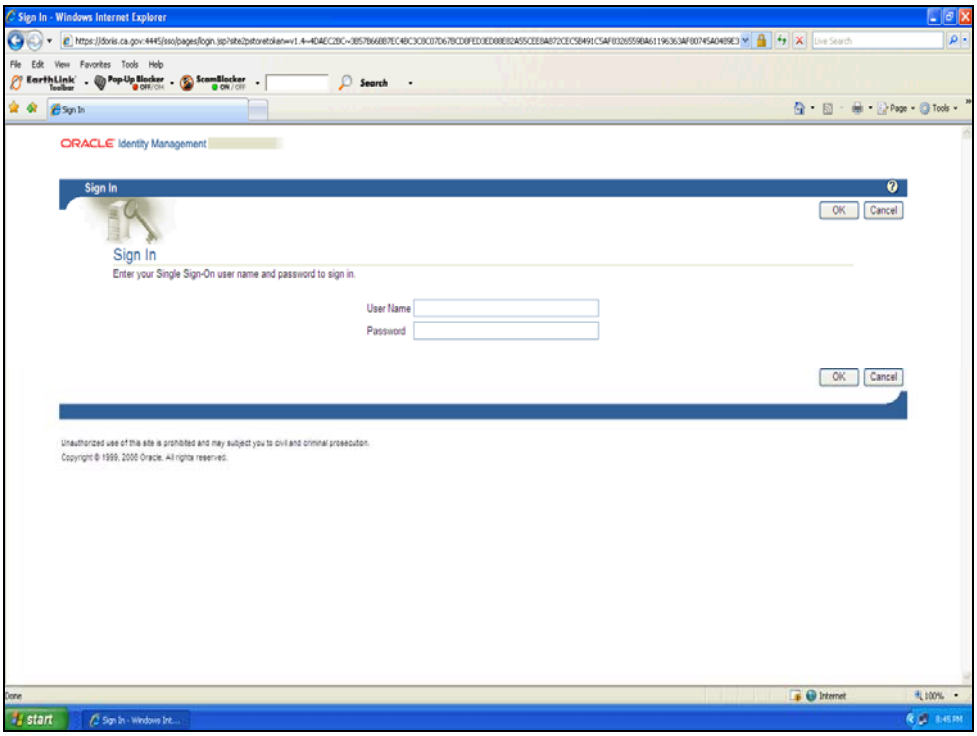
Step	Action
42.	The Processor Reports tab will open with all reports available as a Processor. Follow the steps listed in the previous section on viewing the Shipping & Receiver Reports to export, print or analyze the data. Depending on user access, any additional report tabs will be available to click and view the report. **Payment Processor Status**



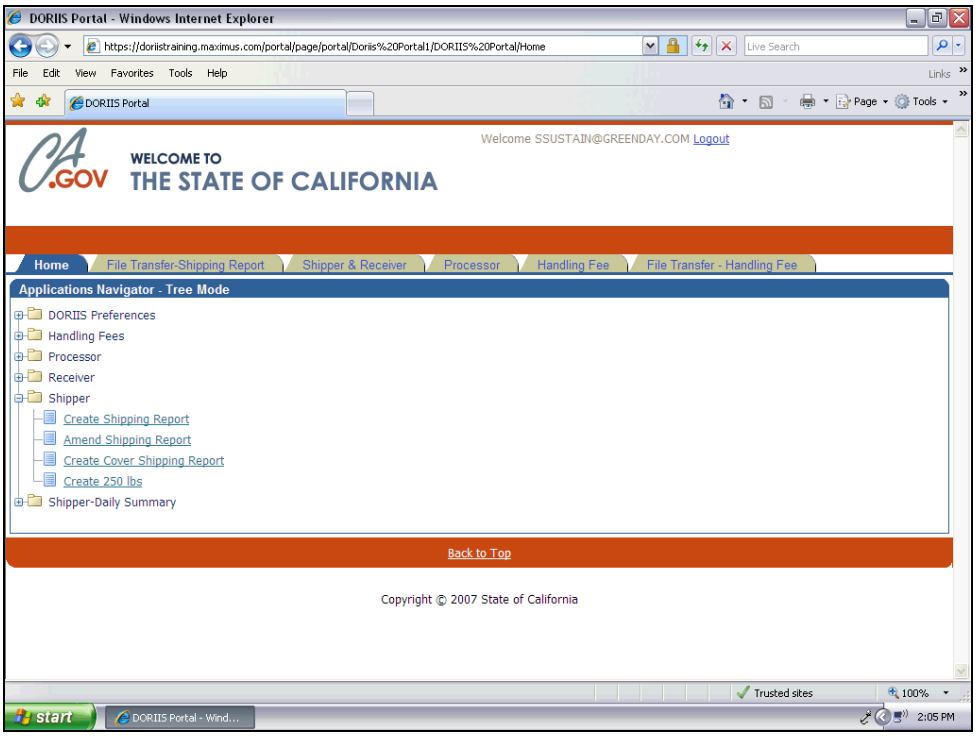
Step	Action
43.	Click the **Logout** link to logout of the system. Logout
44.	**End of Procedure.**

Objective 11: Create a 250 LB Report

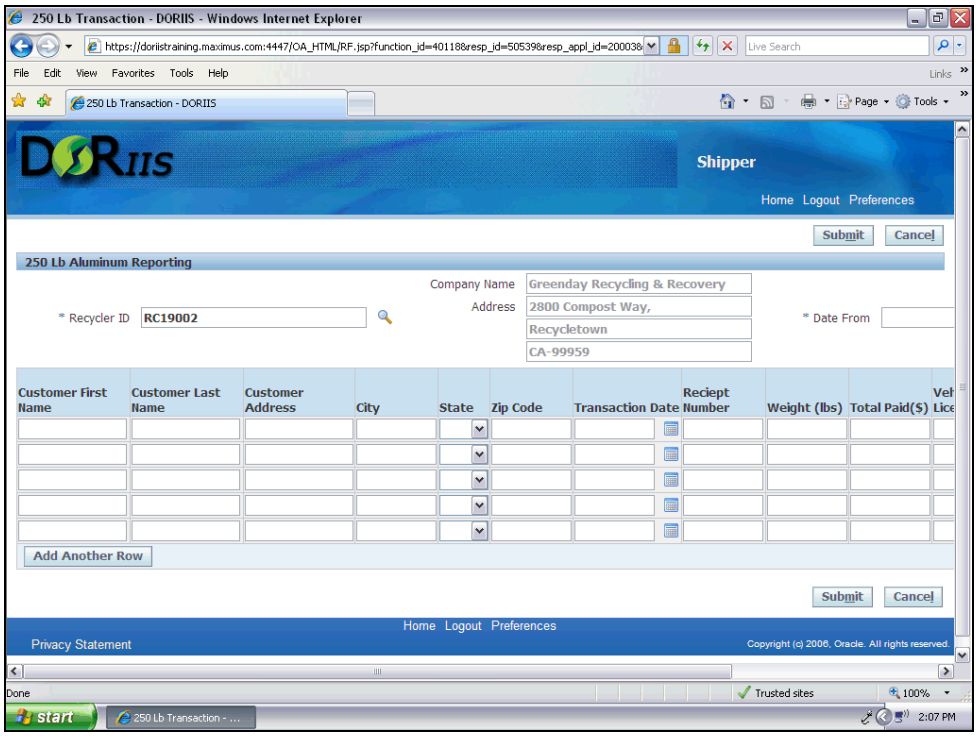
Procedure



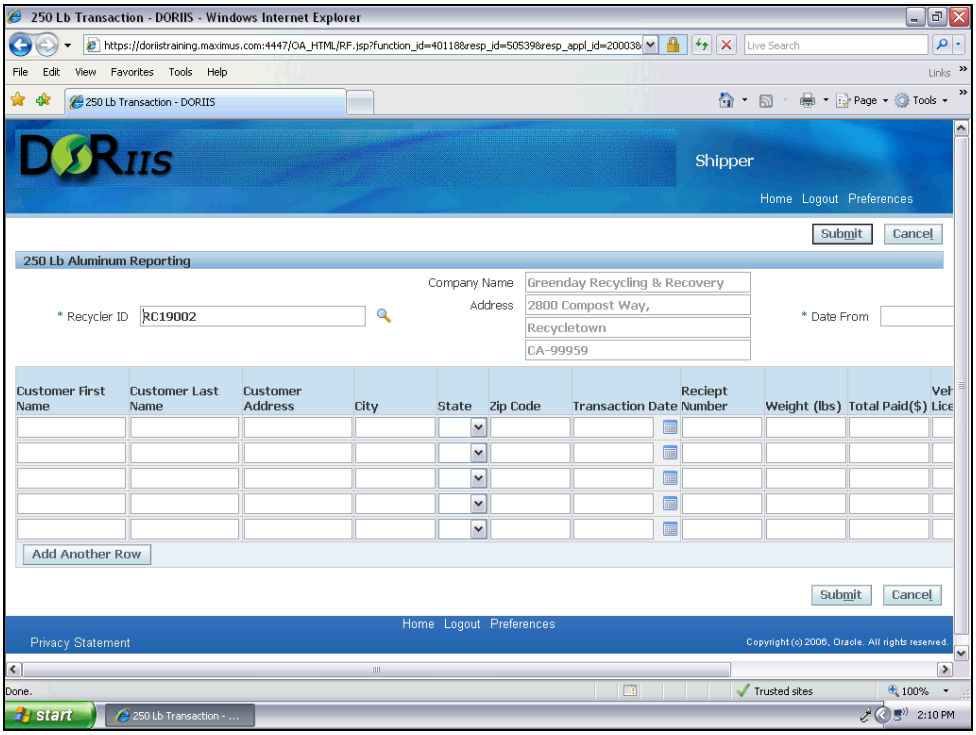
Step	Action
1.	Enter **User Name** and **Password**. Click the **OK** button. OK



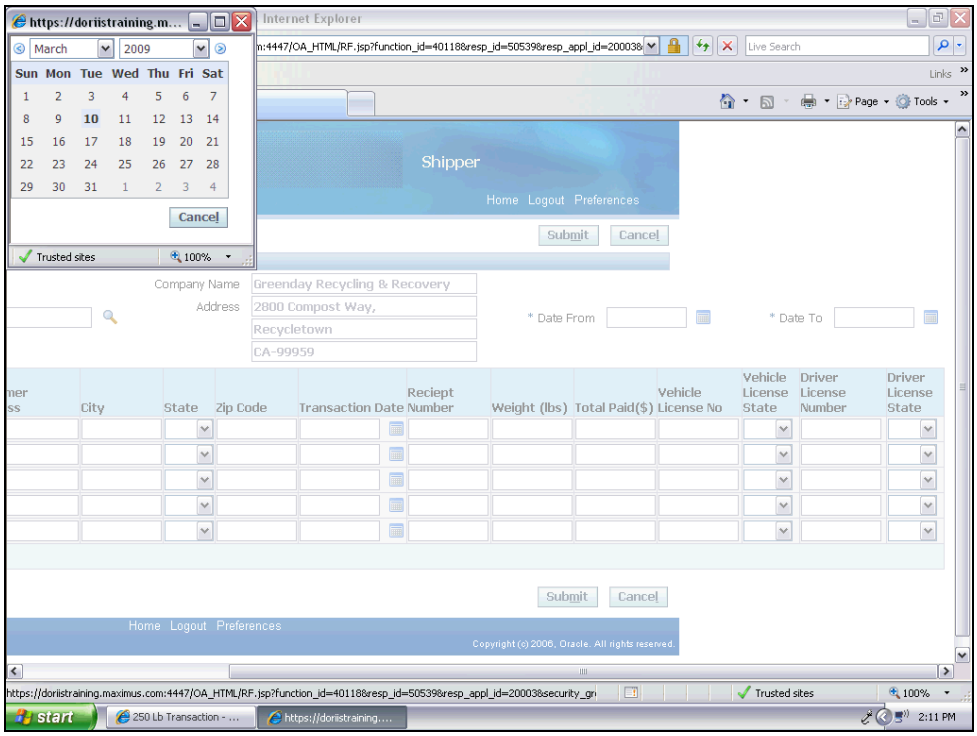
Step	Action
2.	Select your **Shipper** responsibility. Navigate to: Create 250 lbs Create 250 lbs



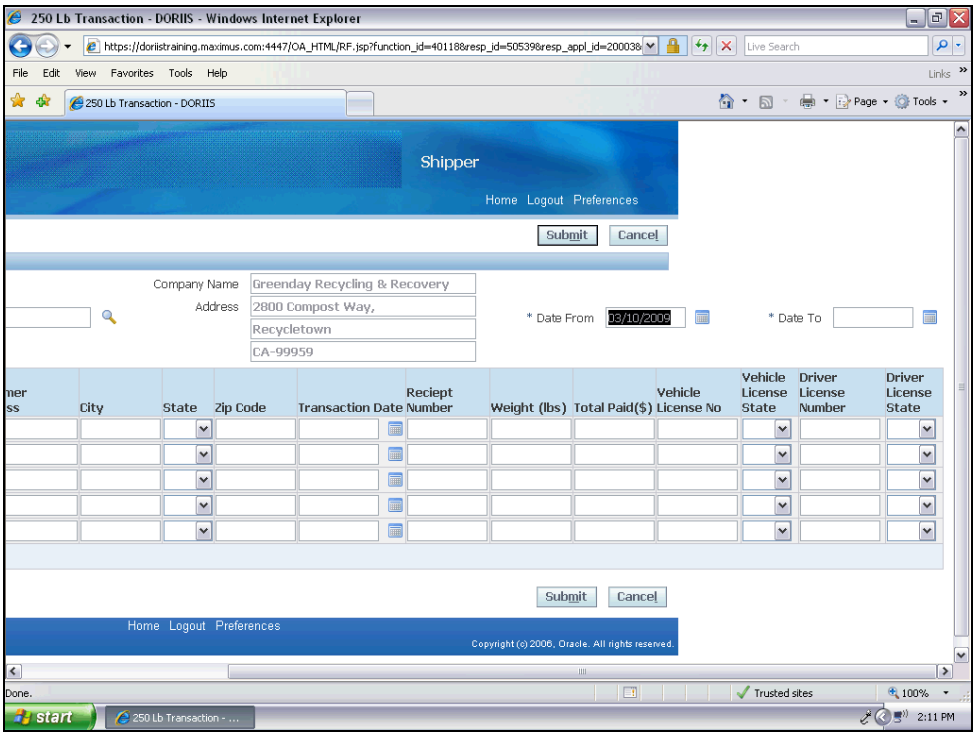
Step	Action
3.	The 250 Lb Aluminum Reporting window will appear. Your Recycler ID# will auto-populate in the **Recycler ID** field based on your login identification. ***Special Note: If you are associated with only one certification number, this info will be automatically populated. Otherwise, you will need to select the appropriate Shipper ID# by using the Search icon, or entering in the appropriate certification number.*** * Recycler ID
4.	The **Company Name** and **Address** fields should auto-populate based on your login information.



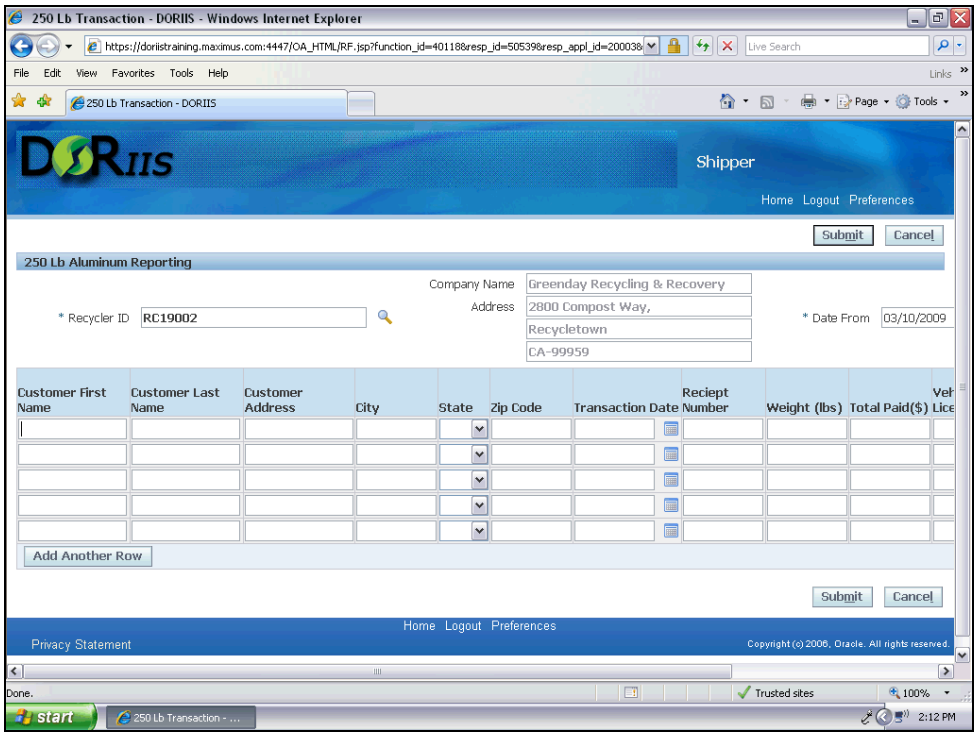
Step	Action
5.	Click in the **Date From** field. * Date From
6.	Enter the beginning date for the period being reported in the **Date From** field or click on the **Calendar** button to select the date from the calendar.



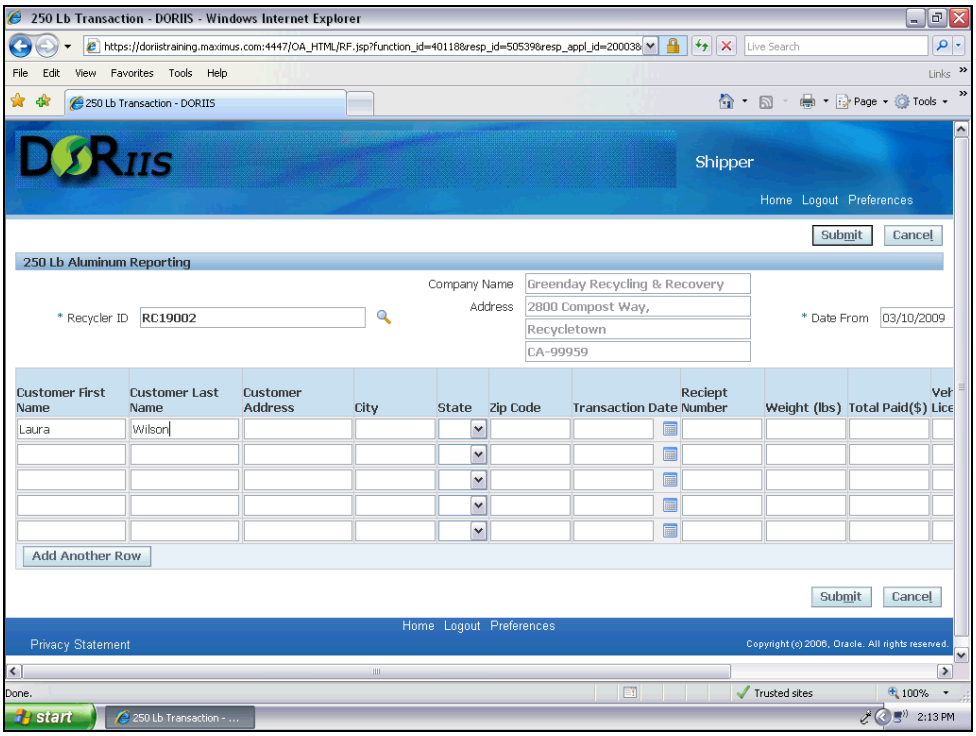
Step	Action
7.	If you clicked on the **Calendar** button, the calendar will appear in a separate window. Select the date from the calendar to populate the **Date From** field.



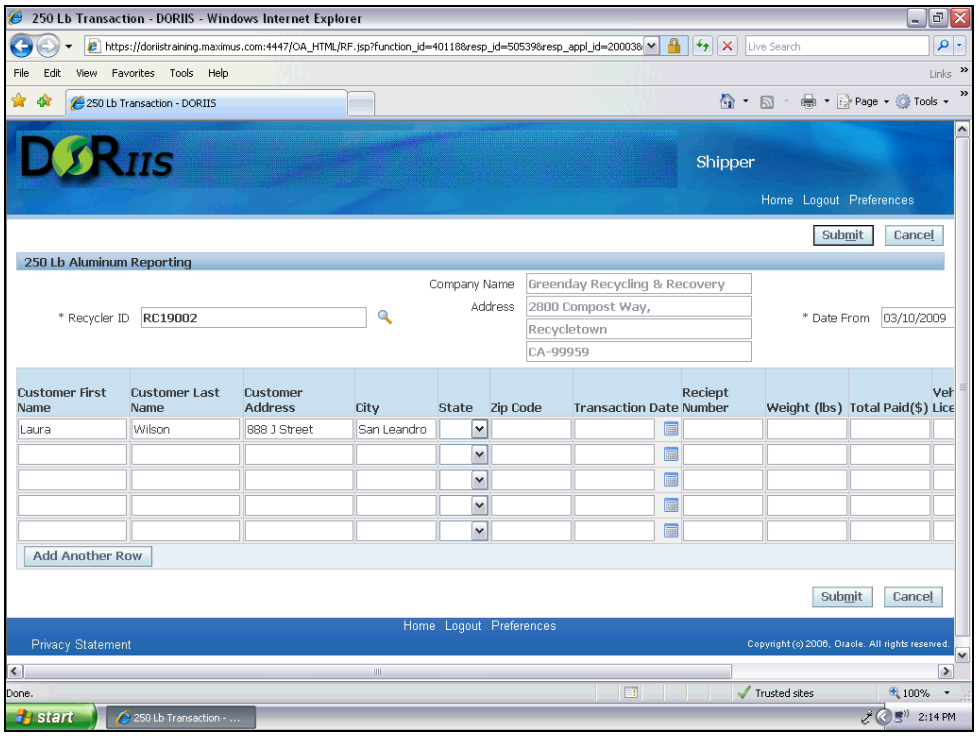
Step	Action
8.	Click in the **Date To** field. * Date To
9.	Enter the end date for the period being reported in the **Date To** field or click on the **Calendar** button to select the date from the calendar.



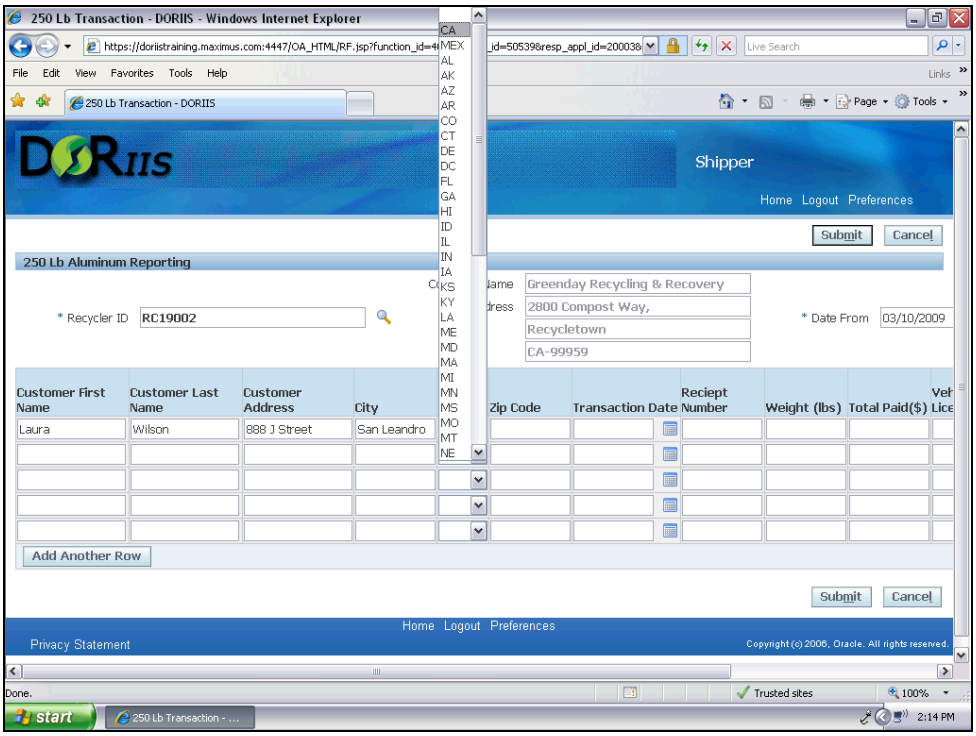
Step	Action
10.	Click in the **Customer First Name** field on the first row of the table to enter the customer's first name. Customer First Name
11.	Click in the **Customer Last Name** field to enter the customer's last name. Customer Last Name



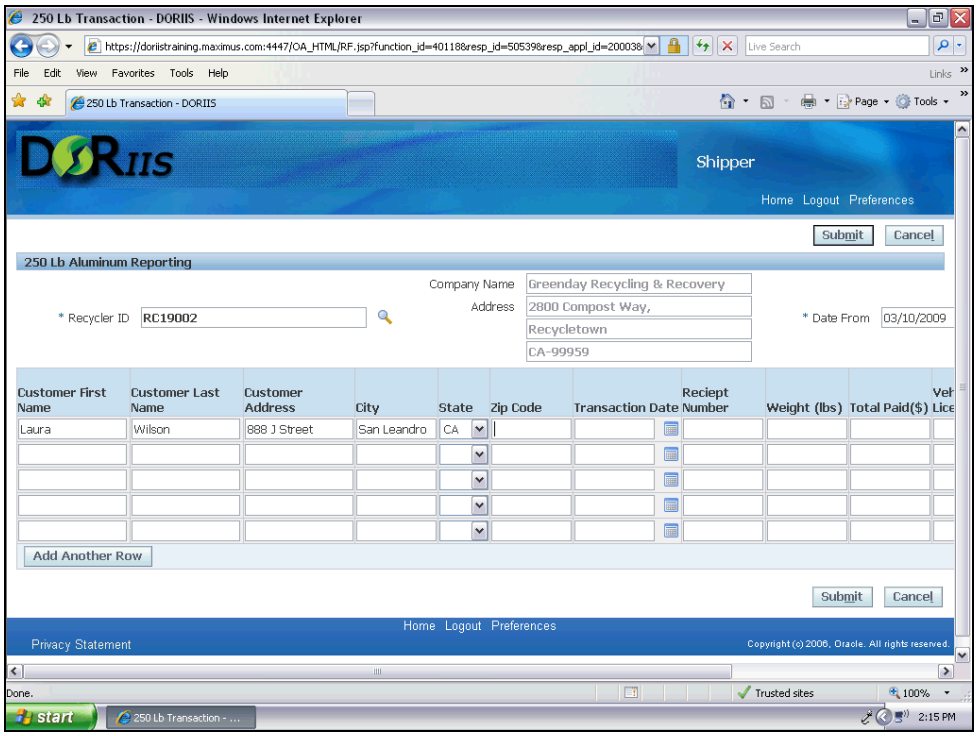
Step	Action
12.	Click in the **Customer Address** field to enter the customer's street address. Customer Address
13.	Click in the **City** field to enter the city. City



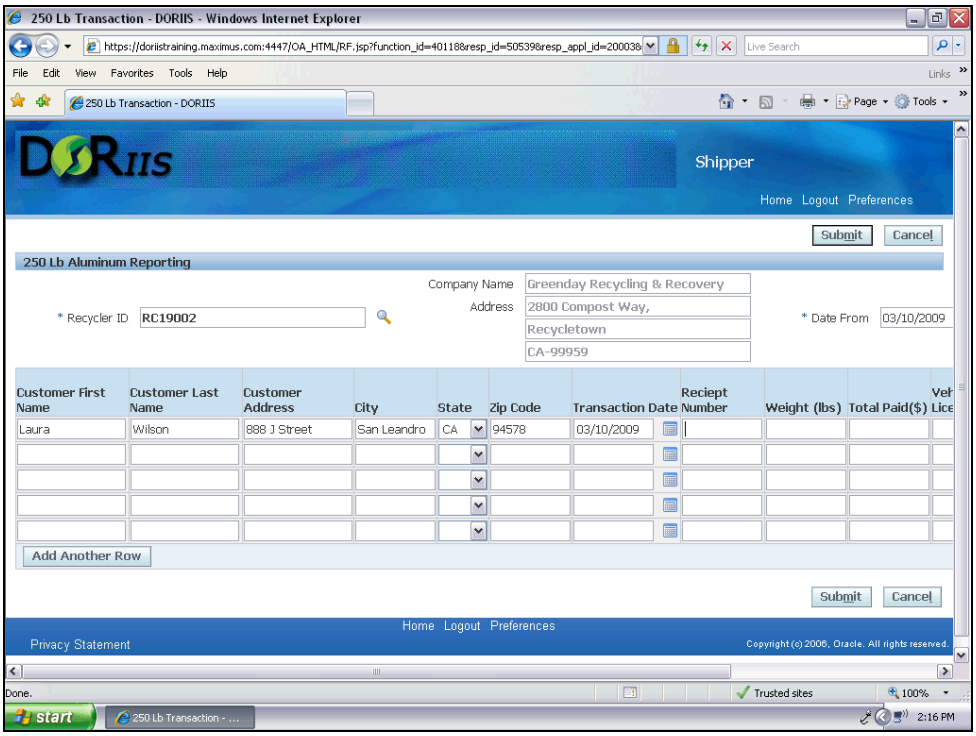
Step	Action
14.	Click on the dropdown button in the **State** field to select from a list of values.



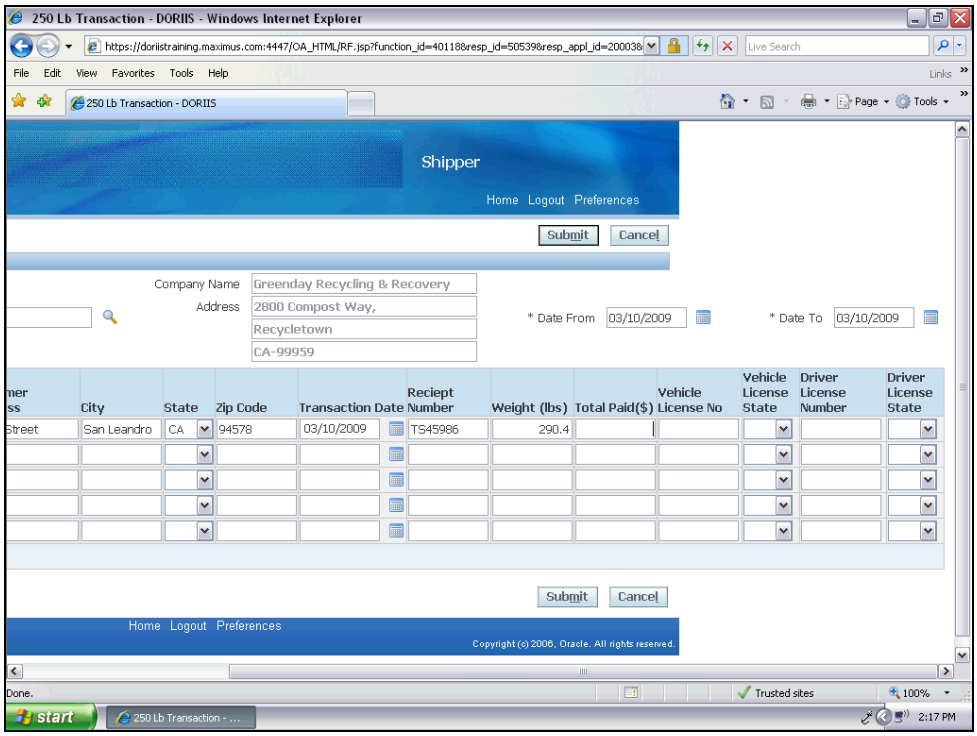
Step	Action
15.	Select the state from the list of values. CA



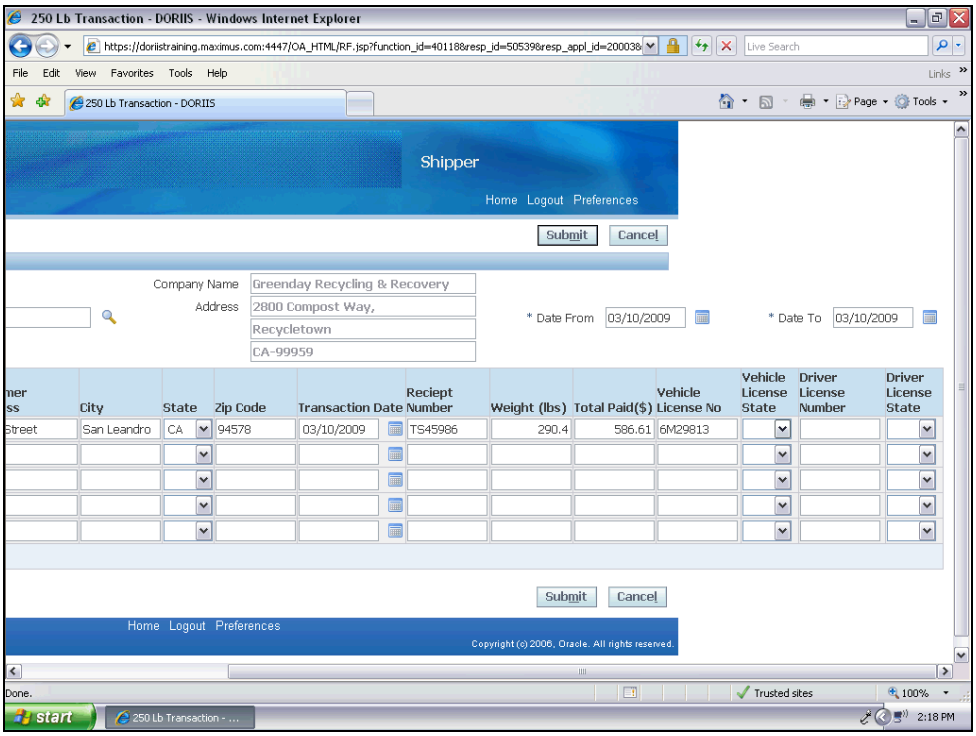
Step	Action
16.	Click in the **Zip Code** field to enter the zip code. Zip Code
17.	Click in the **Transaction Date** field. Enter the transaction date or click on the **Calendar** button to select a date from the calendar. Transaction Date



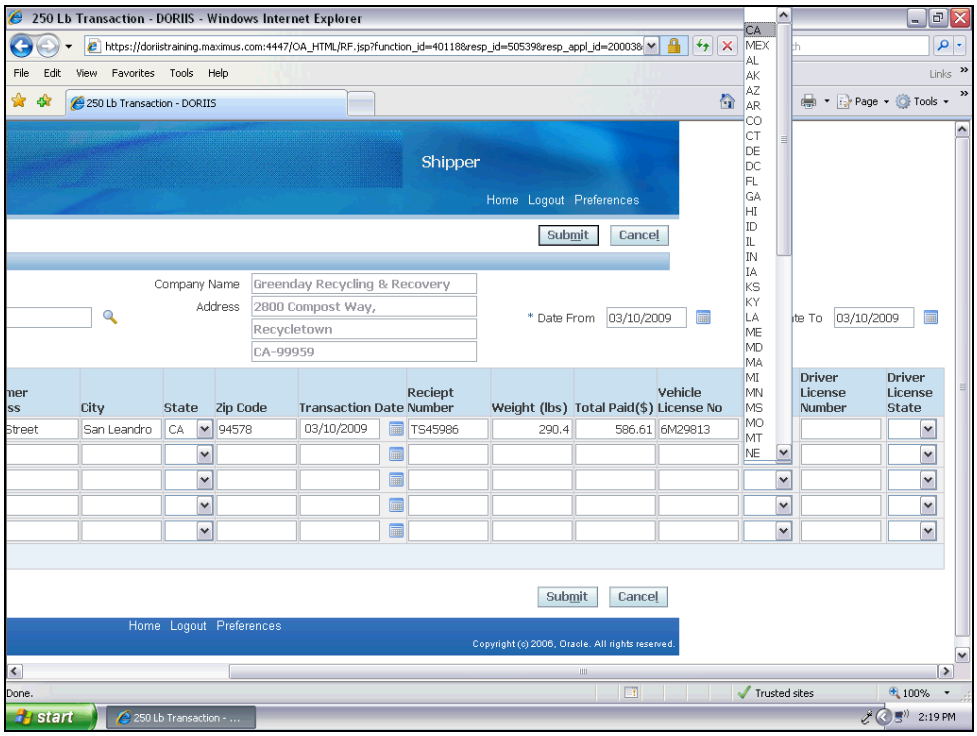
Step	Action
18.	Click in the **Receipt Number** field to enter the receipt number for the customer. Reciept Number
19.	Click in the **Weight (lbs)** field to enter the weight received. Weight (lbs)



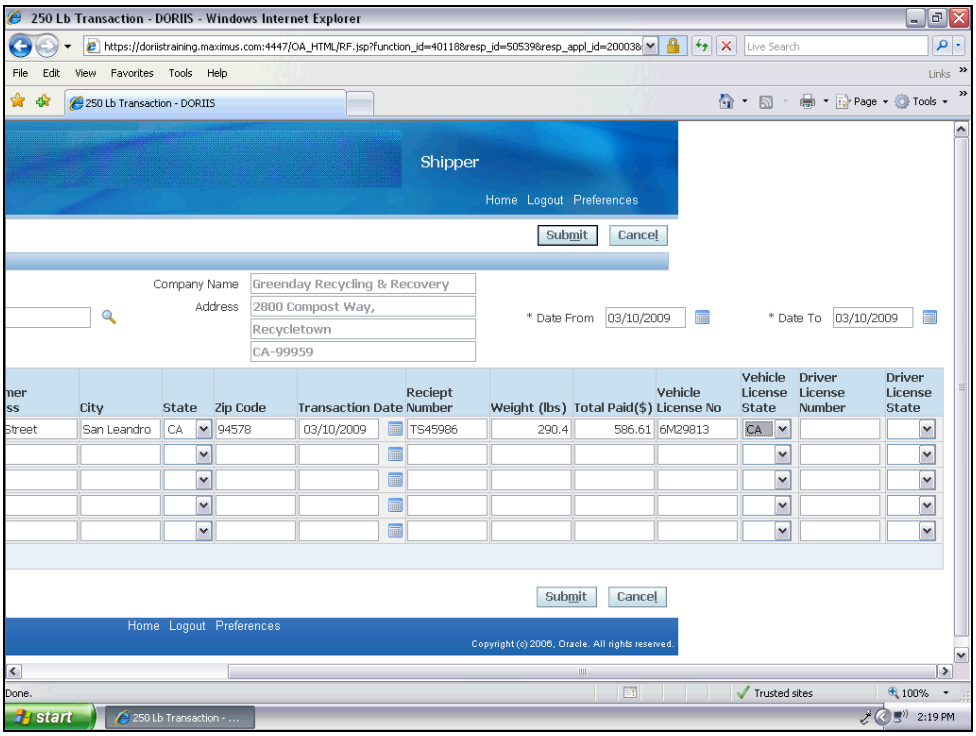
Step	Action
20.	Click in the **Total Paid ($)** field to enter the total paid to the customer. Total Paid($)
21.	Click in the **Vehicle License No** field to enter the customer's vehicle license number. Vehicle License No



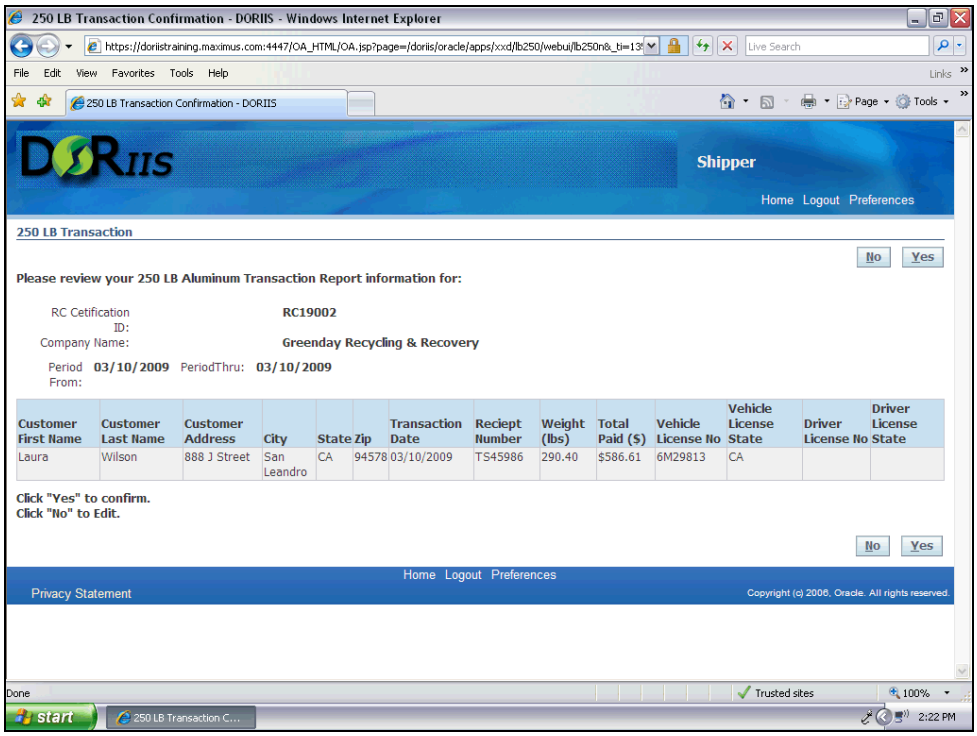
Step	Action
22.	Click on the dropdown button in the **Vehicle License State** field to select from a list of values.



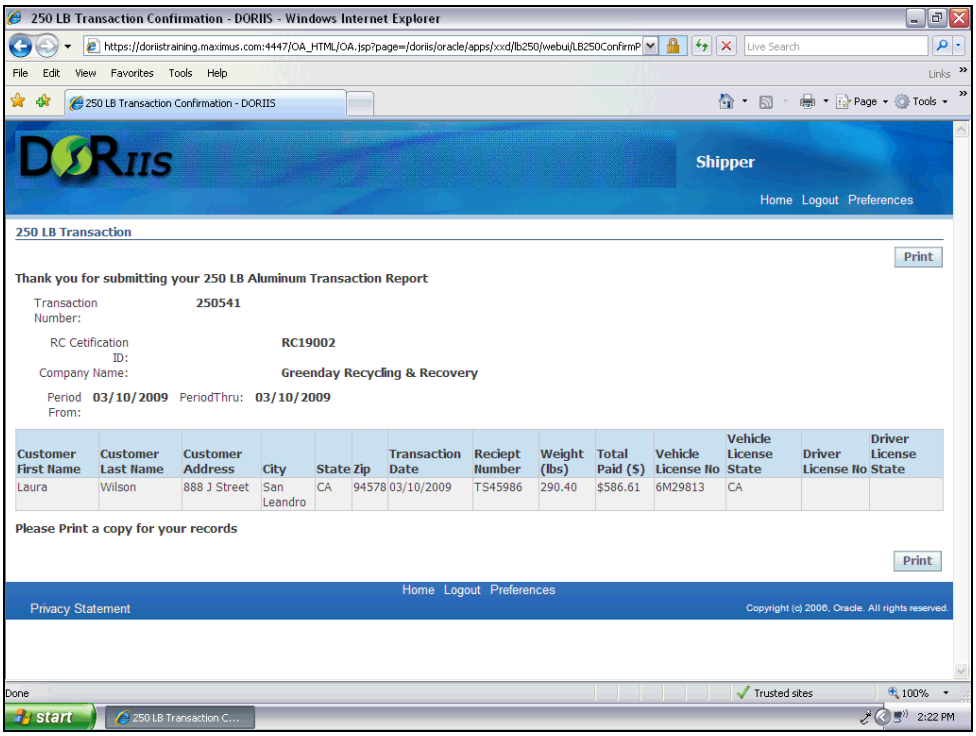
Step	Action
23.	Select the state from the list of values. CA



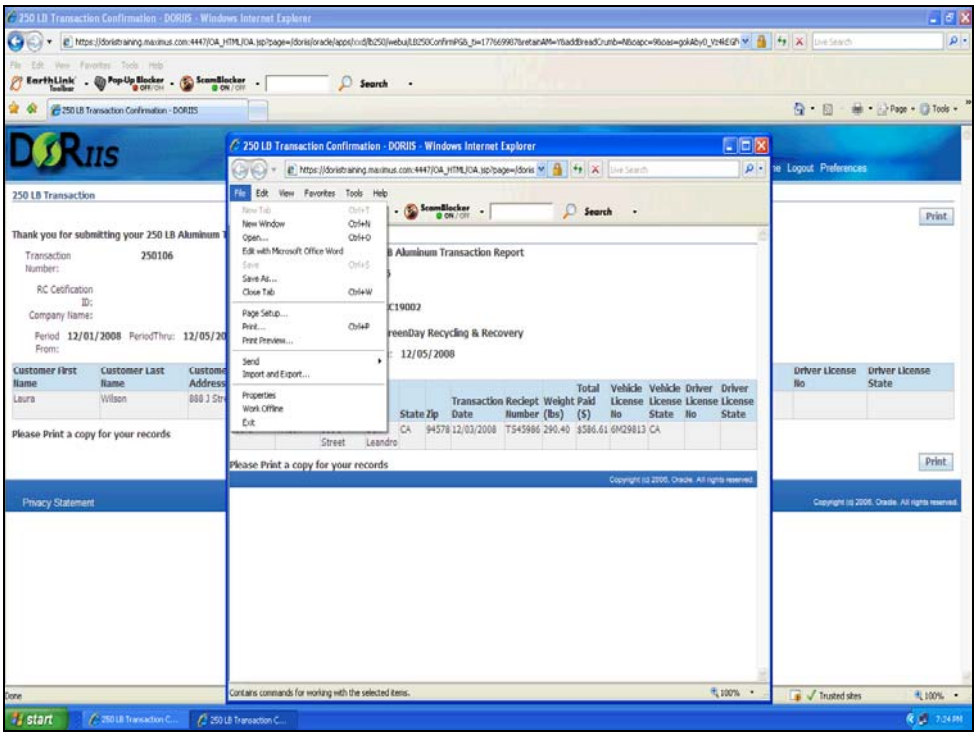
Step	Action
24.	The entry of information in the **Driver License Number** and **Driver License State** field are optional. ***Special Note: Information on either the Vehicle License No and Vehicle License State OR the Driver License Number and Driver License State must be entered.*** To enter information on additional customers to the 250 LB Aluminum Report, click on the fields in the subsequent rows in the table. To add additional rows for reporting customer information, click on the **Add Another Row** button. Click the **Submit** button to submit report information. Submit



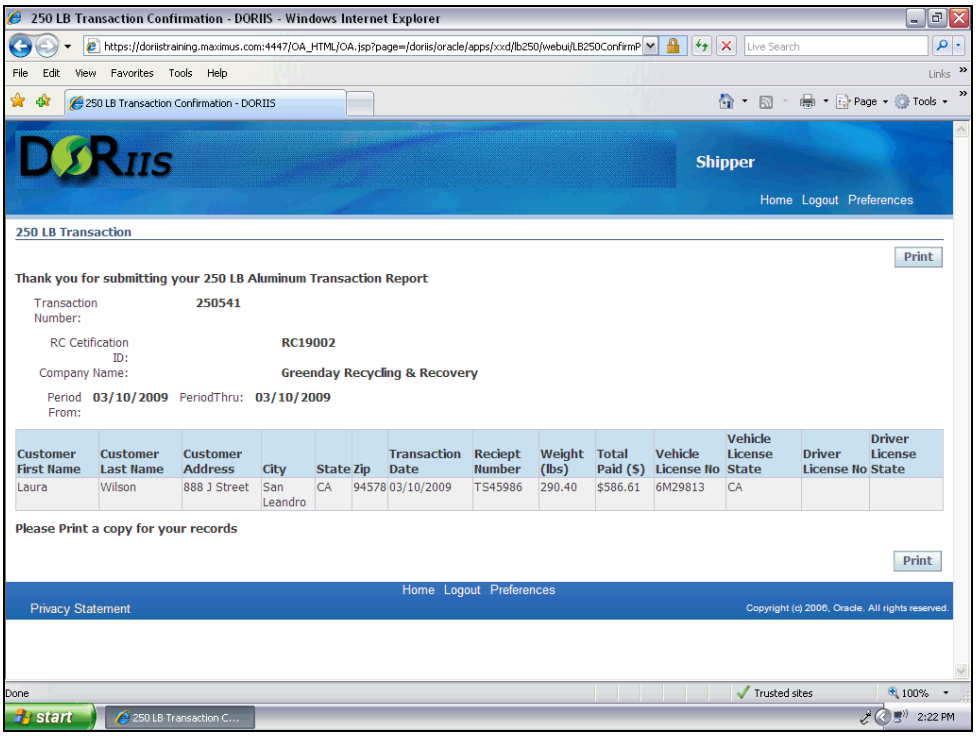
Step	Action
25.	The 250 LB Transaction window will appear. Review the report information for accuracy. To make edits to the information being reported, click on the **No** button. To continue with submitting the report, click on the **Yes** button. Yes



Step	Action
26.	Click the **Print** button to print the report. Print



Step	Action
27.	The 250 LB Transaction Confirmation will appear in a separate window. In the Menu bar, click on **File** and select **Print**. After printing the report, click on the **X** button to exit the active window.



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