



# USING THE DORIIS PORTAL - SELF SERVICE PROCESSORS AND RECYCLERS

Participant User Manual

Department of Conservation  
Division of Recycling



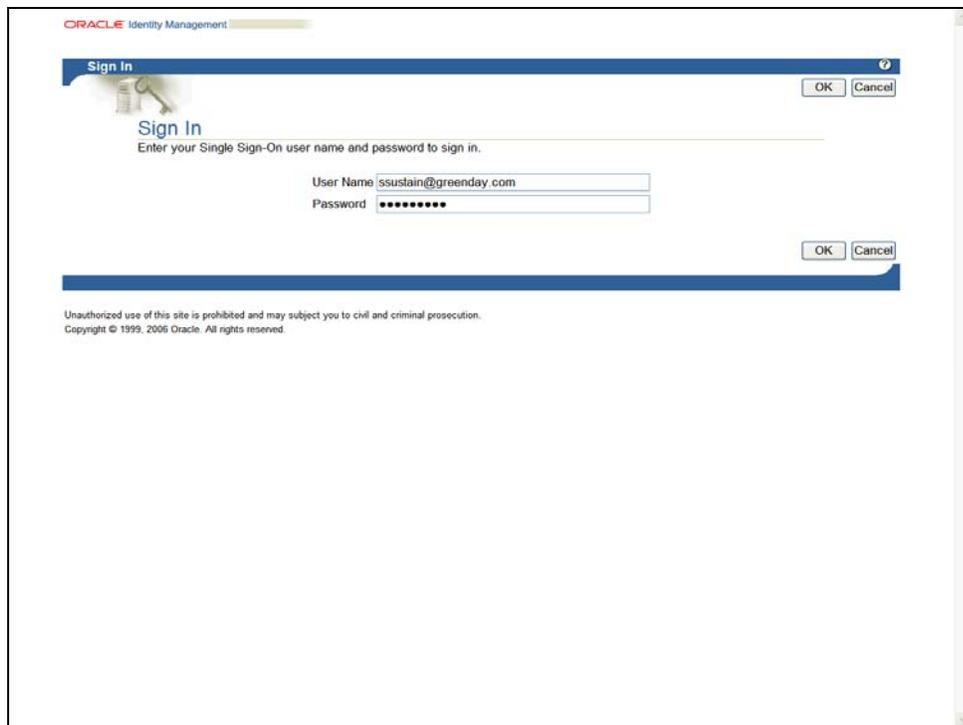
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## Using the DORIIS Portal: Processors & Recyclers

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

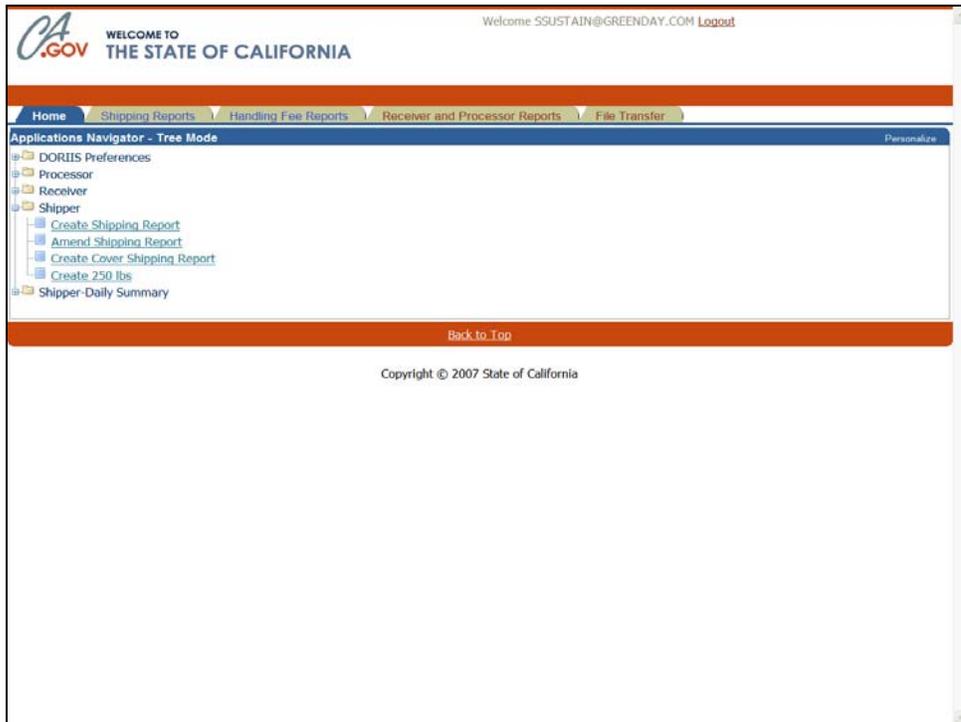
#### Procedure



Step	Action
1.	Enter your <b>User Name</b> and <b>Password</b> .  Click the <b>OK</b> button. <input data-bbox="467 1675 544 1711" type="button" value="OK"/>

# User Manual

## Using the DORIIS Portal: Self Service Processors and Recyclers



Step	Action
2.	Select the <b>Shipper</b> responsibility.  Navigate to: Create Shipping Report  <b><i>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</i></b> <a href="#">Create Shipping Report</a>

**Shipping Report** [Submit] [Cancel]

**COMPLETED BY SHIPPER**

\* Material Type:  (Dropdown menu with options: Aluminum, Glass-Mixed, Glass-Amber, Glass-Flint, Glass-Green, PET1, HDPE 2, PVC3, LDPE4, PP5, PS6, Other 7, Bi-Metal, PLASTIC)

\* Shipper ID:  (Search icon)

Company Name:  (Example: Recycling & Recovery)

Address:  (Example: 12345 Main St, Anytown, NY 12345)

\* Receipts & Logs From:  (Example: 12/19/2008)

\* Through:  (Example: 12/19/2008)

\* Receiver ID:  (Search icon)

Company Name:

Address:

Segregated We (lbs)	Total Weight		Total Redemption Weight (lbs)		Total Refund Value (USD)
	Count < 24	Count >= 24			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Calculate]

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
 In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
 Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree      Signed By:  (Example: Sustain Sam)      Shipper Signature Date:  (Example: 12/19/2008)

\* Indicates required field

[Submit] [Cancel]

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Step	Action
3.	<p>The Shipping Report browser window will appear.</p> <p>Select the type of material that will be shipped by clicking the <b>Material Type</b> dropdown list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>* Material Type</p> </div>

**Shipper** Home Logout Preferences

Shipping Report Submit Cancel

**COMPLETED BY SHIPPER**

\* Material Type: **Aluminum** \* Receipts & Logs From:  \* Through:   
(example: 12/19/2008) (example: 12/19/2008)

\* Shipper ID: **RC19002** \* Receiver ID:   
 Company Name: **GreenDay Recycling & Recovery** Company Name:   
 Address: **2800 Compost Way,** Address:   
**RecycleTown, CA-99959**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
 In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
 Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree Signed By:  Shipper Signature Date:

\* Indicates required field Submit Cancel

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Step	Action
4.	<p>Click in the <b>Receipts &amp; Logs From</b> field to enter the From date or select a date using the <b>Receipts &amp; Logs From</b> calendar button.</p> <p><b>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.</b></p> <p>* Receipts &amp; Logs From <input type="text"/></p>
5.	<p>To select a date from the calendar, click the <b>Receipts &amp; Logs From</b> calendar button.</p> <p></p>

The screenshot shows the 'Shipper' interface for a 'Shipping Report'. A date picker window titled 'Pick a Date' is open over the 'COMPLETED BY' field, showing a calendar for December 2008. The calendar highlights the 19th (Friday). The form includes fields for Material Type, Shipper ID, Company Name, Address, Receipts & Logs From, Receiver ID, Company Name, and Address. A table at the bottom shows 'Segregated Weight (lbs)' for 'Internet' at 100% with a count of 24. There are also fields for 'Total Redemption Weight (lbs)' and 'Total Refund Value (USD)'. A 'Calculate' button is present. Below the form is a disclaimer and a signature section with a 'Signed By' field containing 'Sustain Sam' and a 'Shipper Signature Date' field containing '12/19/2008'. 'Submit' and 'Cancel' buttons are at the bottom right.

Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. <span style="background-color: #0056b3; color: white; padding: 2px;">Pick a Date</span>

**COMPLETED BY SHIPPER**

\* Material Type: **Aluminum**

\* Receipts & Logs From: **12/19/2008**

\* Through:

\* Shipper ID: **RC19002**

\* Receiver ID:

Company Name: **GreenDay Recycling & Recovery**

Address: **2800 Compost Way, RecycleTown, CA-99959**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

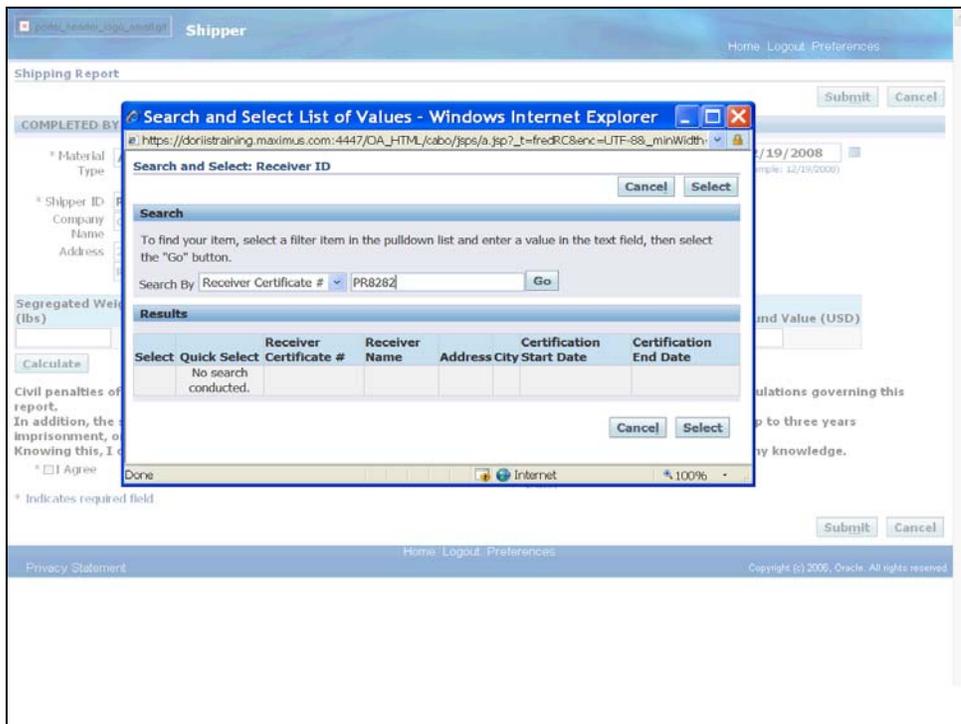
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree      Signed By:       Shipper Signature Date:

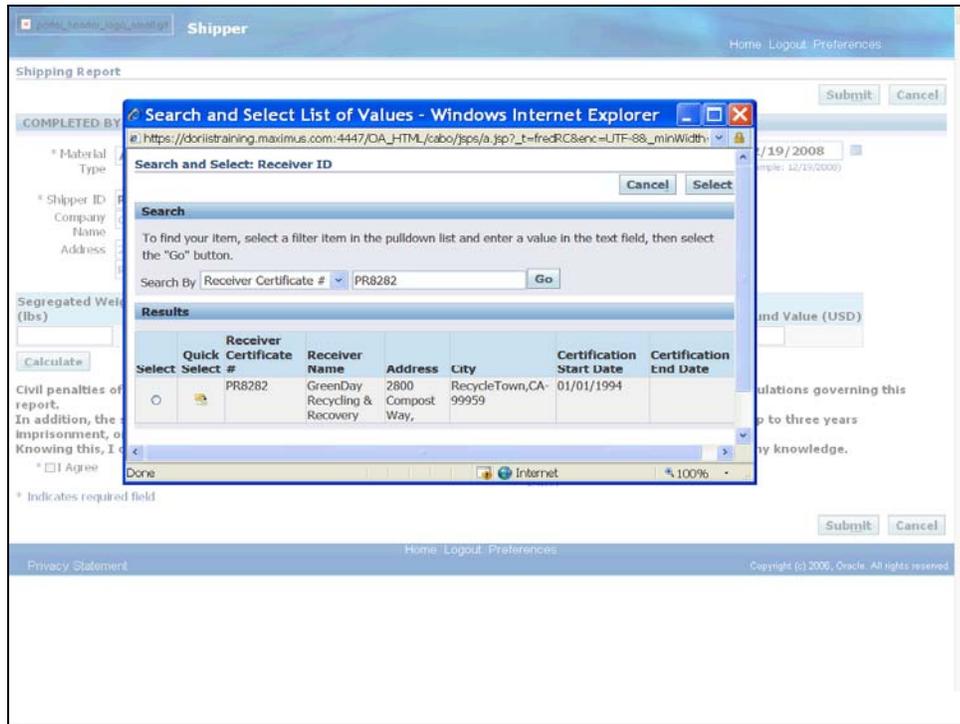
\* Indicates required field

Step	Action
7.	<p>The Shipping Report window will again appear with the <b>Receipts &amp; Logs From</b> date now populated.</p> <p>Click in the <b>Through</b> field and enter the Through date or select a date using the <b>Through</b> calendar button.</p> <p><input type="text" value="* Through"/></p>
8.	<p>Click the <b>Through</b> button to choose a date from a calendar.</p> <p><input type="button" value="Through"/></p>
9.	<p>The Calendar window will appear. Choose the appropriate Through date by selecting the date.</p> <p><input type="button" value="Pick a Date"/></p>

Step	Action
10.	<p>The Shipping Report window will again appear with the <b>Through</b> date now populated.</p> <p><b>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.</b></p> <p>Designate who the receiver of the shipment will be by clicking in the <b>Receiver ID</b> field.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>* Receiver ID</p> </div>
11.	<p>Enter the Receiver ID if known or click the <b>Receiver ID</b> search  button to select from a list of receivers.</p>



Step	Action
12.	<p>The Search and Select: Receiver ID window will appear.</p> <p>Enter the Receiver Certification Number or a partial value to limit the list of the party that will receive the shipment.</p> <p>Click the <b>Go</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Go</div>



Step	Action
13.	<p>The search will return the receiver associated with the certification number.</p> <p>Click the <b>Quick Select</b> button.</p> 

Step	Action
14.	<p>The Shipping Report window will again appear with the Receiver ID, Company Name and Address populated based on the search.</p> <p>Click in the <b>Total Refund Value (USD)</b> field.</p> <p>Enter the Total Refund amount of the shipment.</p> <p><input type="text" value="Total Refund Value (USD)"/></p>
15.	<p>Click the <b>Calculate</b> button.</p> <p><input type="button" value="Calculate"/></p>

portal\_header\_logo\_small.gif Shipper
Home Logout Preferences

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Shipping Report

**COMPLETED BY SHIPPER**

\* Material Type:

\* Shipper ID:   
Company Name: GreenDay Recycling & Recovery  
Address: 2800 Compost Way, RecycleTown, CA-99959

\* Receipts & Logs From:  \* Through:   
(example: 12/19/2008)

\* Receiver ID:   
Company Name: GreenDay Recycling & Recovery  
Address: 2800 Compost Way, RecycleTown, CA-99959

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
				1519.9	2386.3

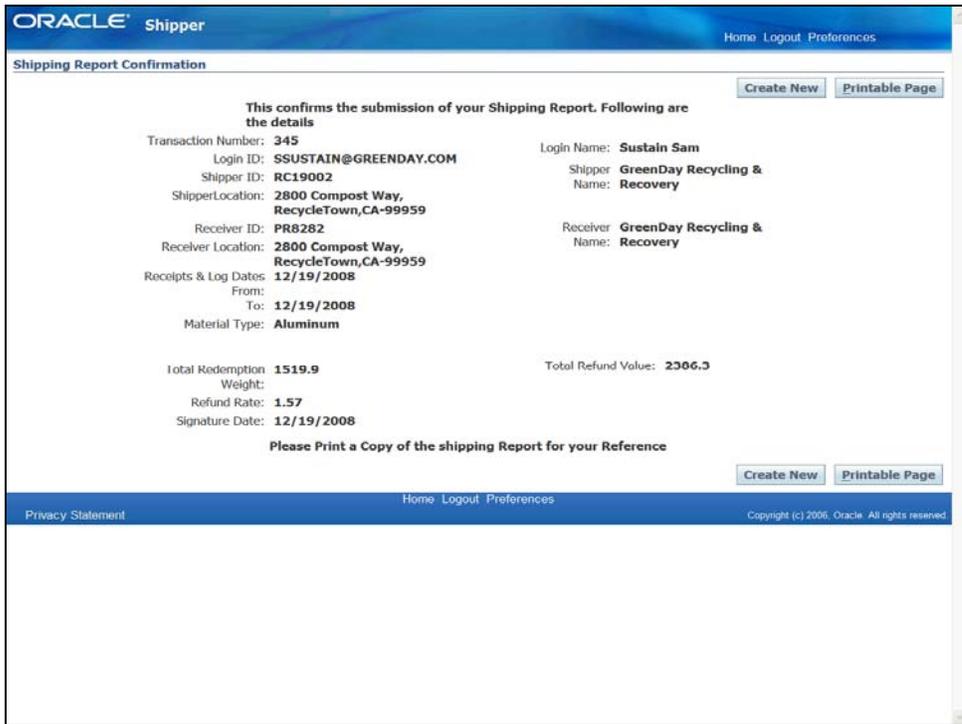
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree      Signed By:       Shipper Signature Date:

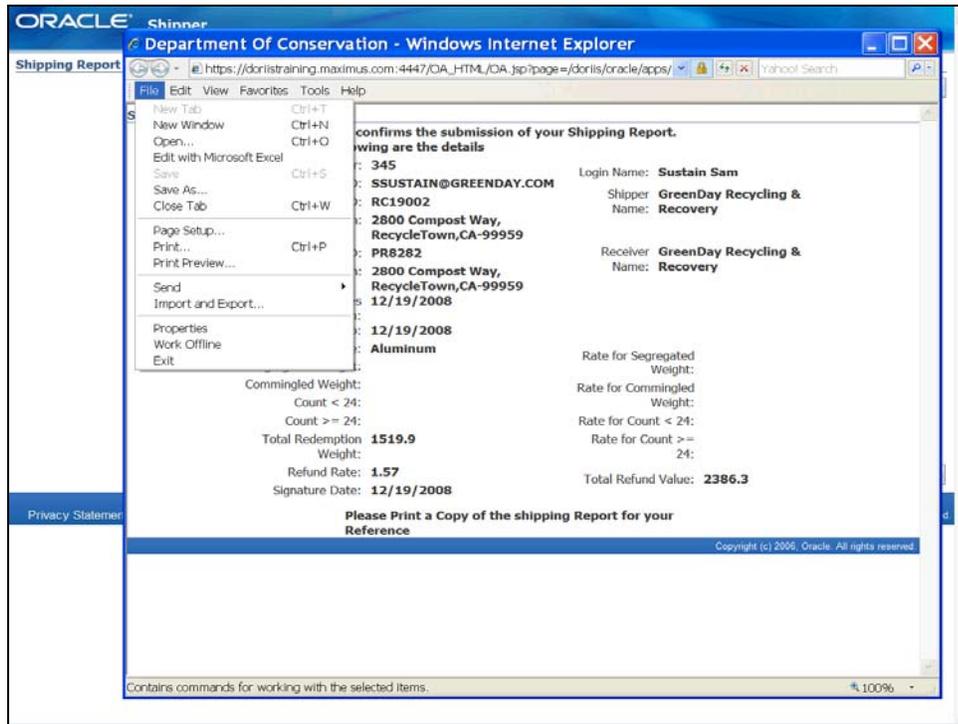
\* Indicates required field

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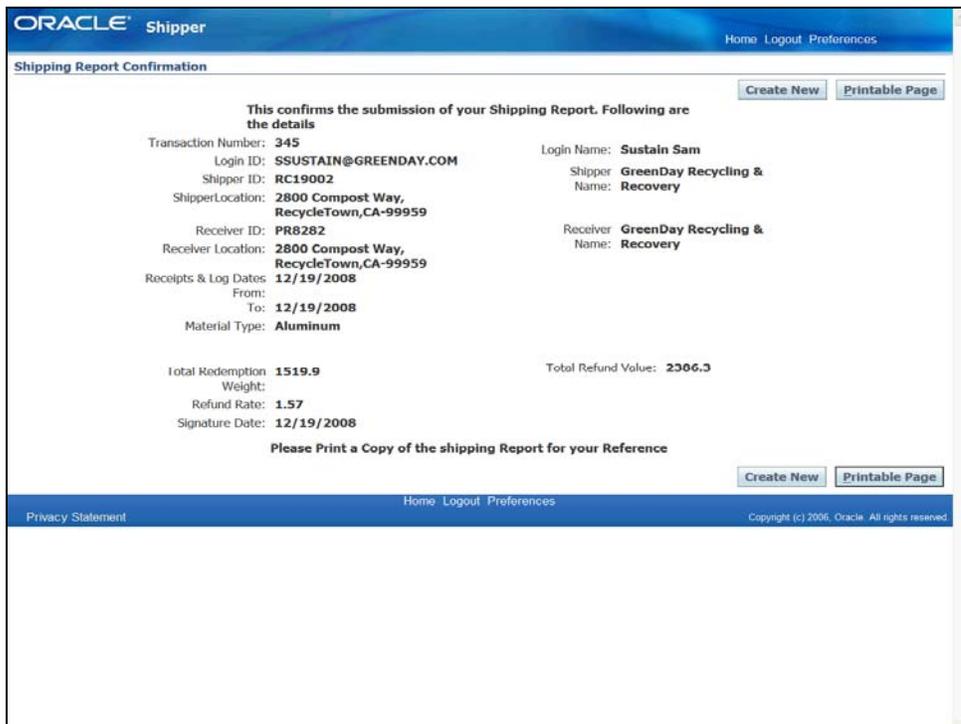
Step	Action
16.	<p>Verify that the <b>Total Redemption Weight (lbs)</b> field has calculated correctly based on the Total Redemption Value just entered.</p> <p>Click the <b>I Agree</b> checkbox option to agree to the terms and conditions of filing the Shipping Report.</p> <p><input type="checkbox"/> I Agree</p>
17.	<p>Click the <b>Submit</b> button to submit the report.</p> <p><input type="button" value="Submit"/></p>



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



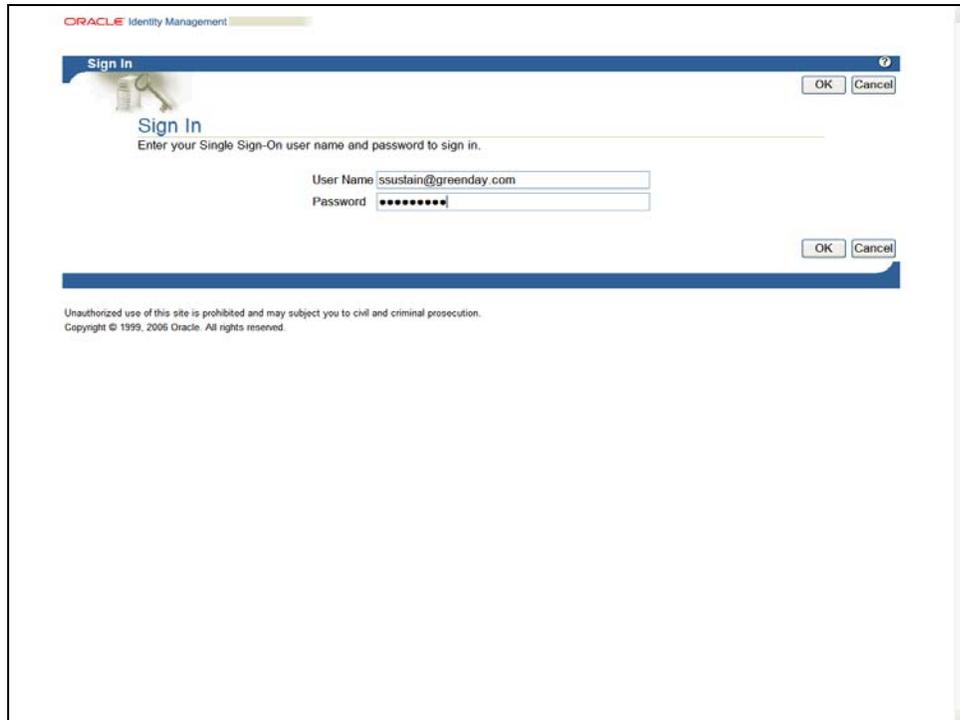
Step	Action
19.	<p>Once the printable version of the confirmation page appears, select <b>File</b> from the menu bar then select <b>Print</b>.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <span>Print...                      Ctrl+P</span> </div>



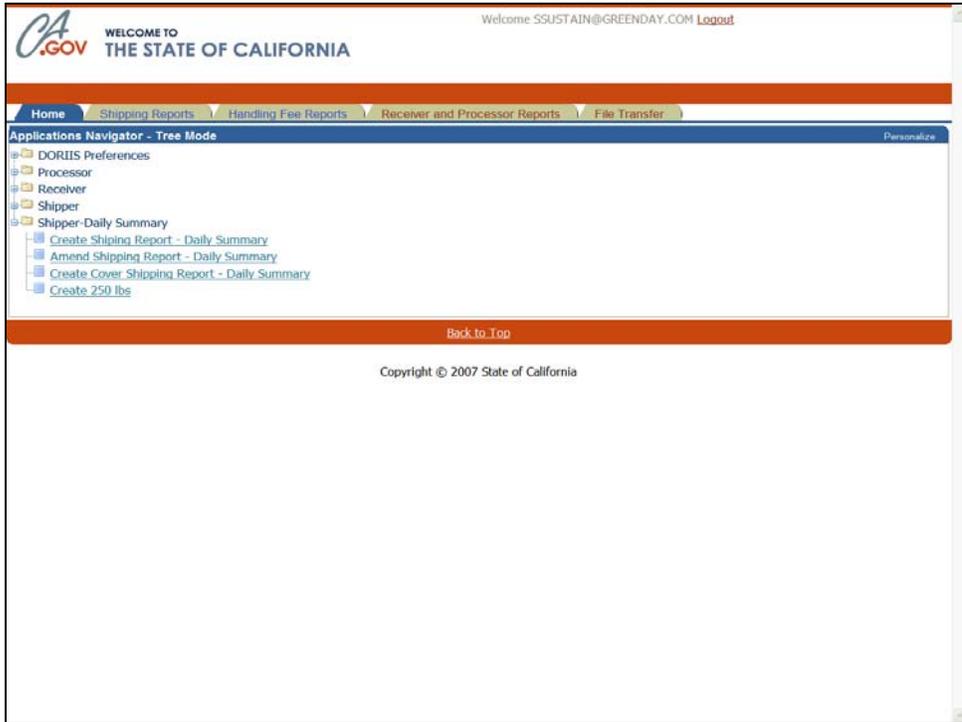
Step	Action
20.	To exit DORIIS, click the <b>Logout</b> button from the upper menu bar.  Click the <b>Logout</b> link. <a href="#">Logout</a>
21.	<b>End of Procedure.</b>

## Objective 1b: Creating a Shipping Report - Daily Summary

### Procedure



Step	Action
1.	Enter your <b>User Name</b> and <b>Password</b> .  Click the <b>OK</b> button. <input data-bbox="467 1480 544 1516" type="button" value="OK"/>



Step	Action
2.	<p>Select the <b>Shipper-Daily Summary</b> responsibility.</p> <p>Navigate to: Create Shipping Report-Daily Summary</p> <p><b><i>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</i></b></p> <p><a href="#">Create Shipping Report - Daily Summary</a></p>

portal\_header\_logo\_small.gif
Home Logout Preferences

### Shipper-Daily Summary

Shipping Report

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**COMPLETED BY SHIPPER**

\* Material Type: Aluminum

\* Shipper ID: Glass-Mixed

Company Name: Glass-Amber

Address: Glass-Flint

Address: Glass-Green

Address: PET1

Address: HDPE 2

Address: PVC3

Address: LDPE4

Address: PP5

Address: PS6

Address: Other 7

Address: Bi-Metal

Address: PLASTIC

\* Receipts & Logs From:  (example: 12/19/2008)

\* Through:  (example: 12/19/2008)

\* Receiver ID:

Company Name: ling & Recovery

Address: ay,

Address: -99959

Segregated We (lbs)	Total Weight	Count		Total Redemption Weight (lbs)	Total Refund Value (USD)
		Count < 24	Count >= 24		

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

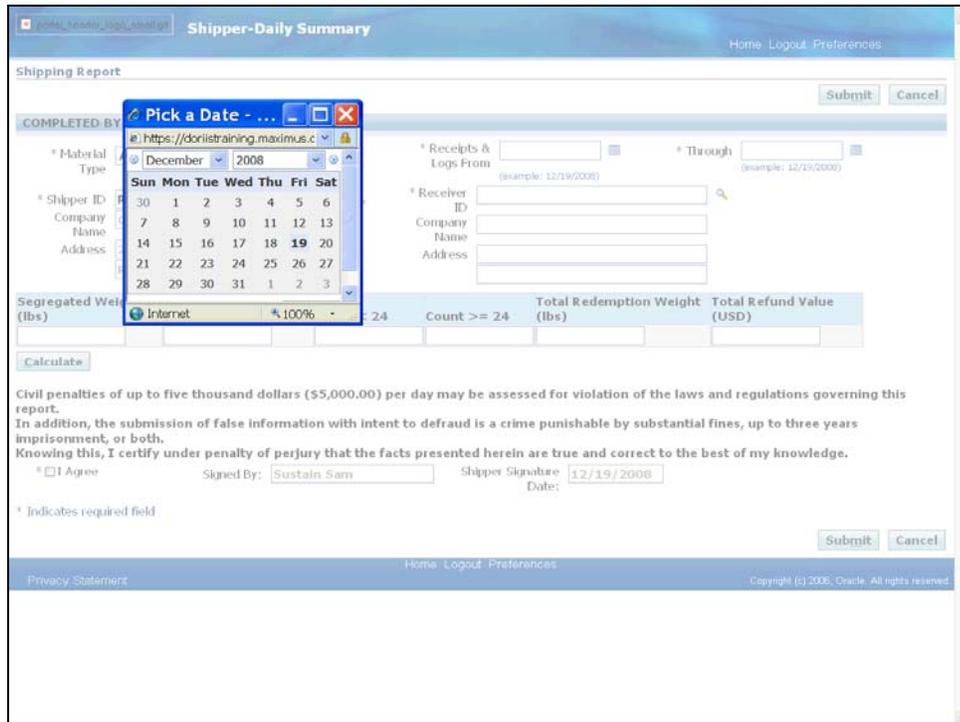
\*  I Agree      Signed By: Sustain Sam      Shipper Signature Date: 12/19/2008

\* Indicates required field

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Step	Action
3.	<p>The Shipping Report browser window will appear.</p> <p>Select the type of material that will be shipped by clicking the <b>Material Type</b> dropdown list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">             * Material Type           </div>

Step	Action
4.	<p>Click in the <b>Receipts &amp; Logs From</b> field and enter the From date.</p> <p><b>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.</b></p> <p>* Receipts &amp; Logs From</p>
5.	<p>Click the <b>Receipts &amp; Logs From</b> button to choose a date from a calendar.</p> 



Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. <b>Pick a Date</b>
7.	The Shipping Report window will again appear with the <b>Receipts &amp; Logs From</b> date now populated.  Click in the <b>Through</b> field and enter the Through date. <input type="text" value="* Through"/>
8.	Click the <b>Through</b> 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. <span style="background-color: #e1eef6; padding: 2px;">Pick a Date</span>

portal\_header\_logo\_small.gif
Home Logout Preferences

### Shipper-Daily Summary

Shipping Report

---

**COMPLETED BY SHIPPER**

* Material Type: <input type="text" value="Aluminum"/>	* Receipts & Logs From: <input type="text" value="12/18/2008"/>	* Through: <input type="text" value="12/18/2008"/>
(example: 12/19/2008)		
* Shipper ID: <input type="text" value="RC19002"/> <input type="button" value="Search"/>	* Receiver ID: <input type="text"/> <input type="button" value="Search"/>	
Company Name: <input type="text" value="GreenDay Recycling &amp; Recovery"/>	Company Name: <input type="text"/>	
Address: <input type="text" value="2800 Compost Way, RecycleTown, CA-99959"/>	Address: <input type="text"/>	

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree      Signed By:       Shipper Signature Date:

\* Indicates required field

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Step	Action
10.	<p>The Shipping Report window will again appear with the <b>Through</b> date now populated.</p> <p><b><i>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.</i></b></p> <p>Designate who the receiver of the shipment will be by clicking in the <b>Receiver ID</b> field.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">             * Receiver ID           </div>

portal\_header\_logo\_small.gif
Home Logout Preferences

### Shipper-Daily Summary

---

**Shipping Report**

**COMPLETED BY SHIPPER**

\* Material Type:       \* Receipts & Logs From:       \* Through:   
(example: 12/19/2008)      (example: 12/19/2008)

\* Shipper ID:       \* Receiver ID:    
 Company Name:       Company Name:   
 Address:       Address:

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

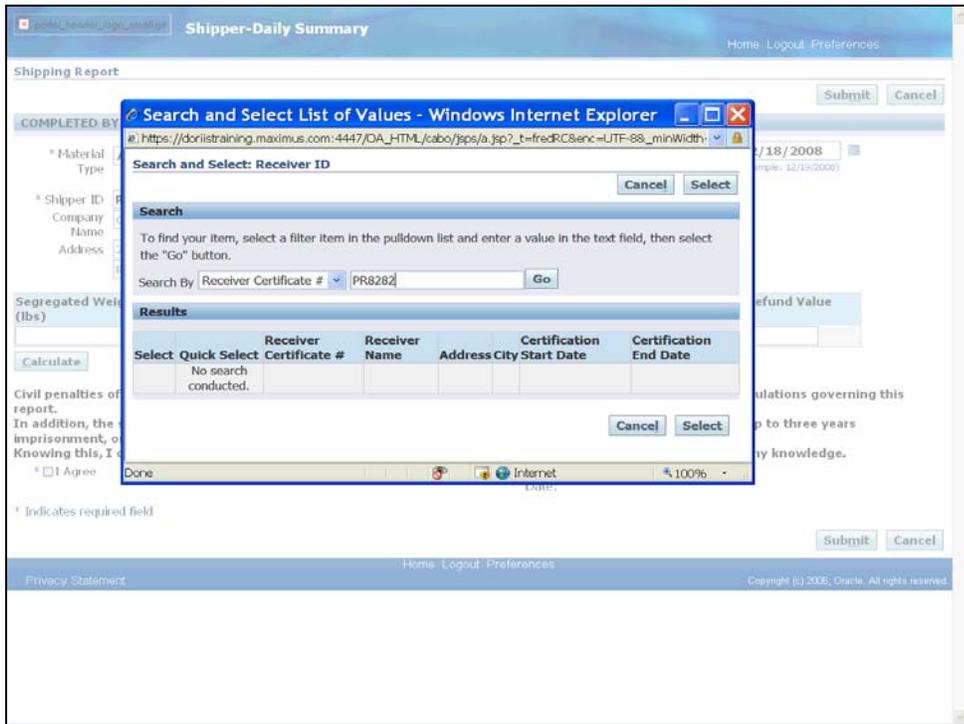
\*  I Agree      Signed By:       Shipper Signature Date:

\* Indicates required field

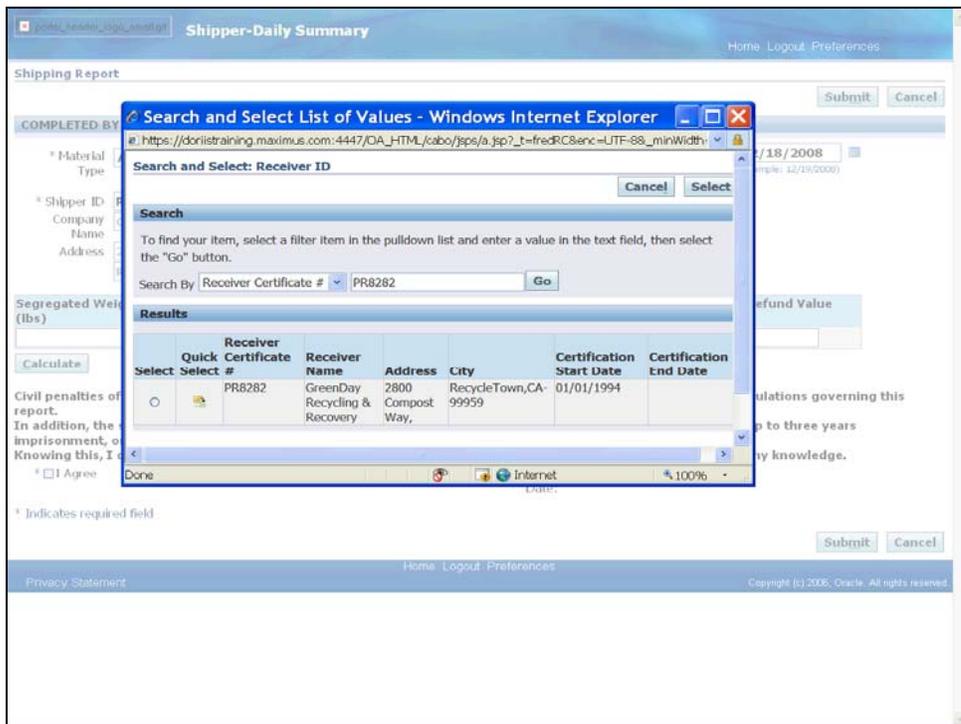
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Step	Action
11.	Enter the Receiver ID if known or click the <b>Receiver ID</b> search button to select from a list of receivers. 



Step	Action
12.	<p>The Search and Select: Receiver ID window will appear.</p> <p>Enter the Receiver Certificate Number or a partial value to limit the list of the party that will receive the shipment.</p> <p>Click the <b>Go</b> button.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">Go</div>



Step	Action
13.	<p>The search will return the receiver associated with the certificate number.</p> <p>Click the <b>Quick Select</b> button.</p> 

**Shipper-Daily Summary**

Shipping Report Home Logout Preferences

**COMPLETED BY SHIPPER**

\* Material Type: **Aluminum**

\* Receipts & Logs From: **12/18/2008** \* Through: **12/18/2008**

\* Shipper ID: **RC19002** \* Receiver ID: **PR8282**

Company Name: **GreenDay Recycling & Recovery** Company Name: **GreenDay Recycling & Recovery**

Address: **2800 Compost Way, RecycleTown, CA-99959** Address: **2800 Compost Way, RecycleTown, CA-99959**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree Signed By: **Sustain Sam** Shipper Signature Date: **12/19/2008**

\* Indicates required field

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Step	Action
14.	<p>The Shipping Report window will again appear with the Receiver ID, Company Name and Address populated based on the search.</p> <p>Click in the <b>Segregated Weight (lbs)</b> field.</p> <p>Enter the total weight for shipment that has been segregated and weighed by material type.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Segregated Weight (lbs)</div>
15.	<p>Click in the <b>Commingled Weight (lbs)</b> field.</p> <p>Enter the total weight for shipment that is commingled and weighed.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Commingled Weight (lbs)</div>
16.	<p>Click in the <b>Count &lt;24</b> field.</p> <p>Enter the number of containers less than 24oz. that are included in the shipment as counted.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Count &lt; 24</div>



Step	Action
17.	<p>Click in the <b>Count &gt;=24</b> field.</p> <p>Enter the number of containers greater than or equal to 24oz. that are included in the shipment as counted.</p> <p><input type="text" value="Count &gt;= 24"/></p>
18.	<p>Click the <b>Calculate</b> button.</p> <p><b>Special Note: Only one of the four daily summary fields in the previous steps has to be entered in order to perform the calculation.</b></p> <p><input type="button" value="Calculate"/></p>

The screenshot shows the 'Shipper-Daily Summary' web application. At the top, there are navigation links for 'Home', 'Logout', and 'Preferences'. The main section is titled 'Shipping Report' and includes 'Submit' and 'Cancel' buttons. Below this is a 'COMPLETED BY SHIPPER' section with various input fields:
 

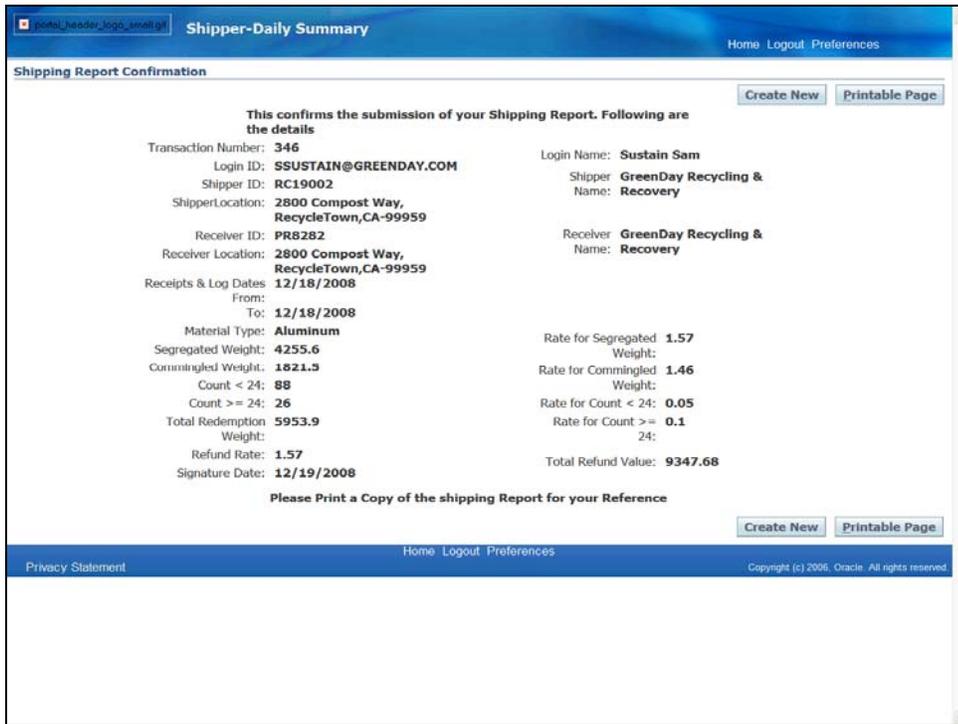
- \* Material Type: Aluminum
- \* Receipts & Logs From: 12/18/2008
- \* Through: 12/18/2008
- \* Shipper ID: RC19002
- \* Receiver ID: PR8282
- Company Name: GreenDay Recycling & Recovery
- Address: 2800 Compost Way, RecycleTown, CA-99959

 A summary table is displayed below the input fields:
 

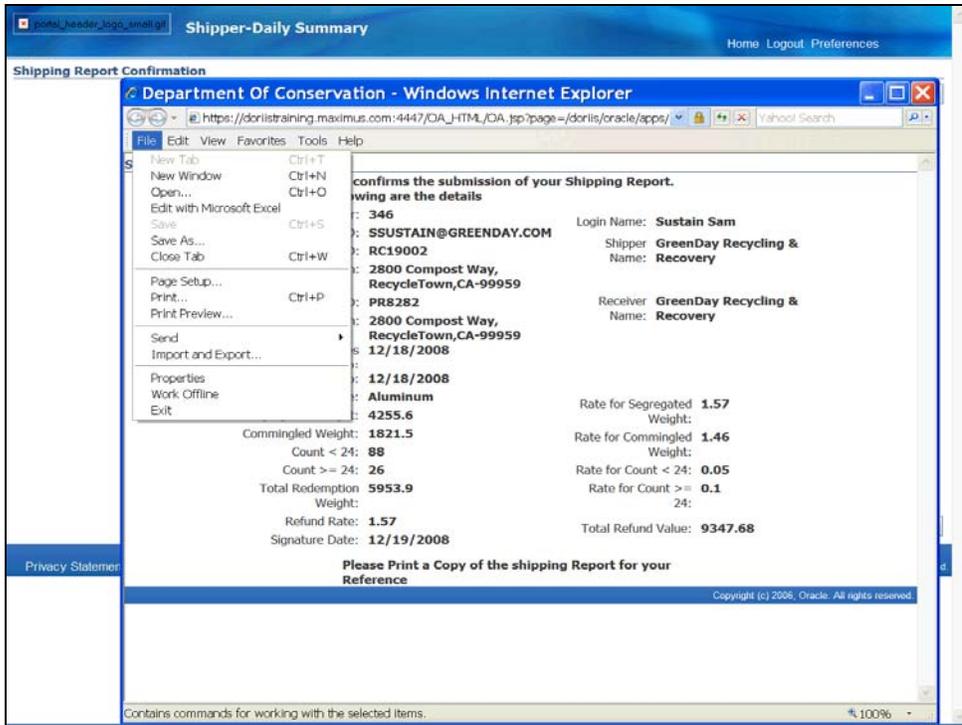
Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
4255.6	1821.5	88	26	5953.9	9347.68

 Below the table is a 'Calculate' button. A legal disclaimer follows, stating that civil penalties of up to five thousand dollars per day may be assessed for violations. The user is required to certify the accuracy of the information. At the bottom, there are fields for 'Signed By' (Sustain Sam) and 'Shipper Signature Date' (12/19/2008), along with another 'Submit' and 'Cancel' button. The footer contains a 'Privacy Statement' link and copyright information for Oracle (c) 2006.

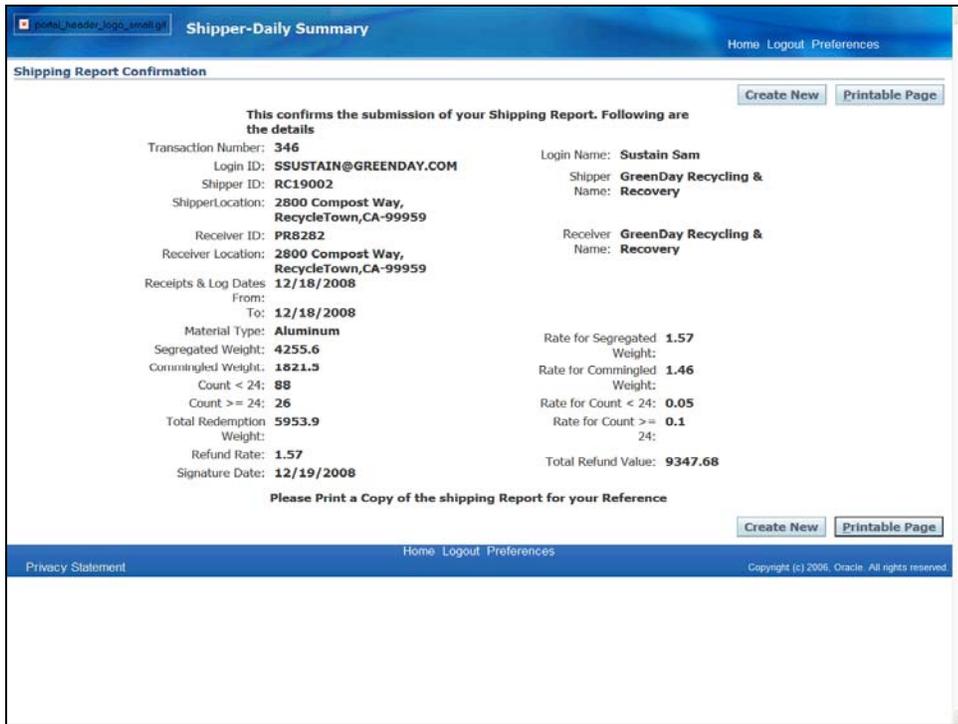
Step	Action
19.	<p>Verify that the <b>Total Redemption Weight (lbs)</b> and <b>Total Refund Value (USD)</b> fields have calculated correctly based on the daily summary entries.</p> <p>Click the <b>I Agree</b> checkbox option to agree to the terms and conditions of filing the Shipping Report.</p> <p><input type="checkbox"/> I Agree</p>
20.	<p>Click the <b>Submit</b> button to submit the report.</p> <p><input type="button" value="Submit"/></p>



Step	Action
21.	<p>A Shipping Report Confirmation screen will now appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <p><input type="button" value="Printable Page"/></p>



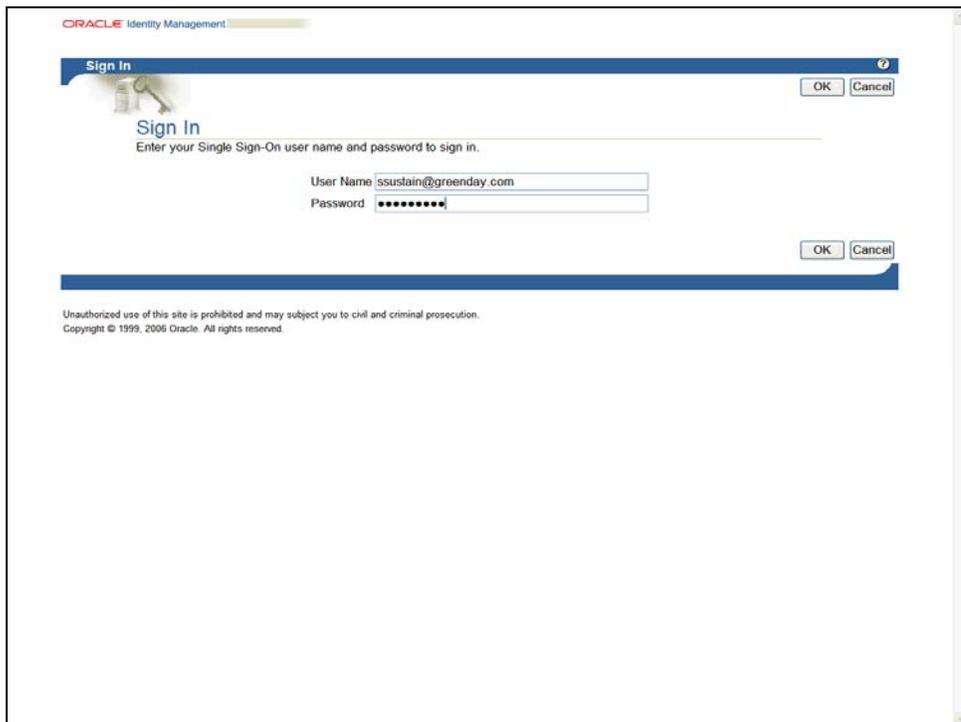
Step	Action
22.	<p>Once the printable version of the confirmation page appears, select <b>File</b> from the Menu bar then select <b>Print</b>.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;"> <span data-bbox="396 1289 461 1314">Print...</span> <span data-bbox="634 1289 699 1314">Ctrl+P</span> </div>



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

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

### Procedure



Step	Action
1.	Enter your <b>User Name</b> and <b>Password</b> .  Click the <b>OK</b> button. 



Step	Action
2.	<p>Select the <b>Receiver</b> responsibility.</p> <p>Navigate to: Retrieve Shipping Report</p> <p><b>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</b></p> <p><a href="#">Retrieve Shipping Report</a></p>

portal\_header\_logo\_small.gif
Receiver
Home Logout Preferences

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[Cancel](#)

**Shipping Report Search**

**Search**

Note that the search is case insensitive

Shipping Report Number

Material Type

Shipper ID

Shipper Name

Shipper Address

City

Shipping Report Txn Number	Shipper Certification	Shipper Name	Shipper Address	City	Material Type	Report From	Report Through	Shipper Signed Date	Total Redemption Weight (LBS)	Total Refund Value (USD)
345	RC19002	GreenDay Recycling & Recovery Way	2800 Compost	RecycleTown,CA-99959	Aluminum	12/19/2008	12/19/2008	12/19/2008	1519.9	2386.3
346	RC19002	GreenDay Recycling & Recovery Way	2800 Compost	RecycleTown,CA-99959	Aluminum	12/18/2008	12/18/2008	12/19/2008	5953.9	9347.68

[Cancel](#)

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Step	Action
3.	<p>The Shipping Report Search screen will appear.</p> <p><b><i>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.</i></b></p> <p>Select the Shipping Report for the shipment that will be received by clicking the Shipping Report Number in the <b>Shipping Report Txn Number</b> column.</p> <p style="border: 1px solid black; display: inline-block; padding: 2px;"><b>Shipping Report Txn Number</b></p>

portal\_header\_logo\_small.gif
Receiver
Home Logout Preferences

---

**Shipping Report** Submit Cancel

**COMPLETED BY SHIPPER**

* Material Type: Aluminum	* Receipts & Logs From: 12/19/2008 <small>(example: 12/21/2008)</small>	* Through: 12/19/2008 <small>(example: 12/21/2008)</small>
* Shipper ID: RC19002	* Receiver ID: PR8282	
Company Name: GreenDay Recycling & Recovery	Company Name: GreenDay Recycling & Recovery	
Address: 2800 Compost Way, RecycleTown, CA-99959	Address: 2800 Compost Way, RecycleTown, CA-99959	

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
				1519.9	2386.3

Signed By: Sustain Sam      Shipper Signature Date: 12/19/2008

**COMPLETED BY RECEIVER**

* Received Date	* Weight Ticket #	* Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
<input type="text"/>				

(example: 12/21/2008)

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree      Signed By: Sustain Sam      Receiver Signature Date: 12/21/2008

\* Indicates required field

Submit Cancel

Step	Action
4.	<p>The Shipping Report screen will appear with the upper section completed with the information prepared by the shipper.</p> <p>Click in the <b>Received Date</b> 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.</p> <p><b>*Received Date</b></p>
5.	<p>To select a date from a calendar, click the calendar button.</p> <p></p>

# User Manual

## Using the DORIS Portal: Self Service Processors and Recyclers



Receiver

Shipping Report

COMPLETED BY: **Pick a Date - ...**

\* Material Type:  \* Receipts & Logs From: 12/19/2008 \* Through: 12/19/2008

\* Shipper ID:  \* Receiver ID: PRB282

Company Name: GreenDay Recycling & Recovery

Address: 2800 Compost Way, RecycleTown, CA 95959

Segregated Weight (lbs):  Count >= 24 Total Redemption Weight (lbs): 1519.9 Total Refund Value (USD): 2386.3

Signed By: Sustain Sam Shipper Signature Date: 12/19/2008

COMPLETED BY RECEIVER

* Received Date	* Weight Ticket #	* Received WL (lbs)	% Of Shrinkage(%)	% Reduction(%)
<input type="text"/>				

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree Signed By: Sustain Sam Receiver Signature Date: 12/21/2008

<sup>1</sup> Indicates required field

Submit Cancel

Step	Action
6.	The Calendar window will appear. Choose the appropriate Received date by selecting the date. <b>Pick a Date</b>

portal\_header\_logo\_small.gif Receiver Home Logout Preferences

Shipping Report Submit Cancel

---

**COMPLETED BY SHIPPER**

\* Material Type: Aluminum \* Receipts & Logs From: 12/19/2008 \* Through: 12/19/2008  
(example: 12/21/2008) (example: 12/21/2008)

\* Shipper ID: RC19002 \* Receiver ID: PR8282  
 Company Name: GreenDay Recycling & Recovery Company Name: GreenDay Recycling & Recovery  
 Address: 2800 Compost Way, RecycleTown, CA-99959 Address: 2800 Compost Way, RecycleTown, CA-99959

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
				1519.9	2386.3

Signed By: Sustain Sam Shipper Signature Date: 12/19/2008

---

**COMPLETED BY RECEIVER**

* Received Date	* Weight Ticket #	* Received Wt. (lbs)	* % Of Shrinkage(%)	* % Reduction(%)
12/19/2008 <small>(example: 12/21/2008)</small>				

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)

Calculate

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree Signed By: Sustain Sam Receiver Signature Date: 12/21/2008

\* Indicates required field

Submit Cancel

Step	Action
7.	<p>The Shipping Report screen will again appear with the <b>Received</b> date now populated.</p> <p>Click in the <b>Weight Ticket #</b> field and enter the weight ticket number from the truck scale.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">*Weight Ticket #</div>
8.	<p>Click in the <b>Received Weight (LBS)</b> field and enter the total received weight of the shipment.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">*Received Wt. (lbs)</div>
9.	<p>Click in the <b>% of Shrinkage</b> field.</p> <p>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.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">% Of Shrinkage(%)</div>
10.	<p>Click the <b>Calculate</b> button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Calculate</div>

Receiver
Home Logout Preferences

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**Shipping Report** Submit Cancel

---

**COMPLETED BY SHIPPER**

* Material Type: Aluminum	* Receipts & Logs From: 12/19/2008 <small>(example: 12/21/2008)</small>	* Through: 12/19/2008 <small>(example: 12/21/2008)</small>
* Shipper ID: RC19002	* Receiver ID: PR8282	
Company Name: GreenDay Recycling & Recovery	Company Name: GreenDay Recycling & Recovery	
Address: 2800 Compost Way, RecycleTown, CA-99959	Address: 2800 Compost Way, RecycleTown, CA-99959	

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
				1519.9	2386.3

Signed By: Sustain Sam      Shipper Signature Date: 12/19/2008

---

**COMPLETED BY RECEIVER**

* Received Date	* Weight Ticket #	* Received WL (lbs)	% Of Shrinkage(%)	% Reduction(%)
12/19/2008 <small>(example: 12/21/2008)</small>	12345	1515.4	0	1.003

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
1519.9	2386.3	0	17.9	2404.2

Calculate

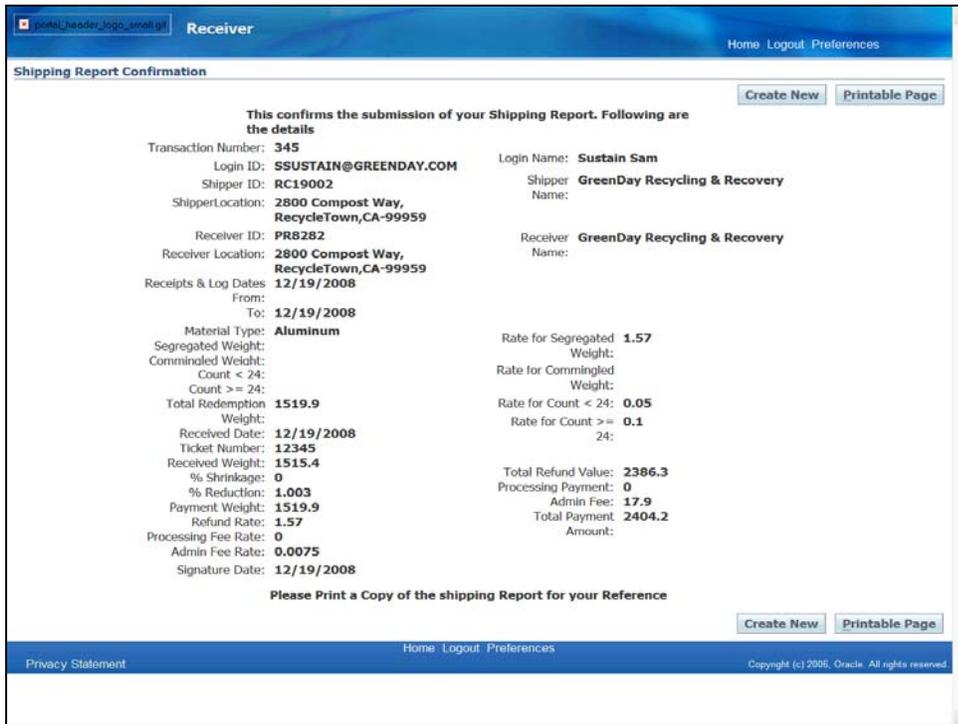
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree      Signed By: Sustain Sam      Receiver Signature Date: 12/21/2008

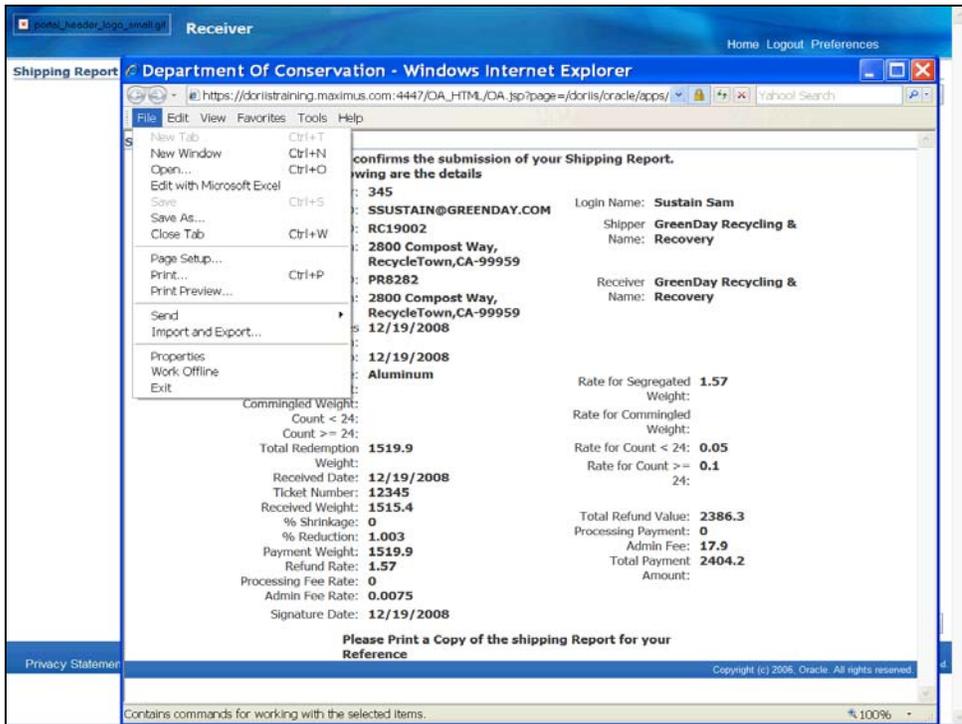
\* Indicates required field

Submit Cancel

Step	Action
11.	<p>Upon calculating, the remaining fields will populate based on the information provided.</p> <p>Click the <b>I Agree</b> checkbox option to agree to the terms and conditions of filing the Shipping Report.</p> <p><input type="checkbox"/> I Agree</p>
12.	<p>Click the <b>Submit</b> button to submit the report.</p> <p><input type="button" value="Submit"/></p>



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



Step	Action
14.	Once the printable version of the confirmation page appears, select <b>File</b> from the Menu bar then select <b>Print</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Print...      Ctrl+P</div>

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**Receiver**
Home Logout Preferences

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**Shipping Report Confirmation**

[Create New](#)   [Printable Page](#)

**This confirms the submission of your Shipping Report. Following are the details**

<p>Transaction Number: <b>345</b></p> <p>Login ID: <b>SSUSTAIN@GREENDAY.COM</b></p> <p>Shipper ID: <b>RC19002</b></p> <p>Shipper Location: <b>2800 Compost Way, RecycleTown, CA-99959</b></p> <p>Receiver ID: <b>PR8282</b></p> <p>Receiver Location: <b>2800 Compost Way, RecycleTown, CA-99959</b></p> <p>Receipts &amp; Log Dates: <b>12/19/2008</b></p> <p>From:</p> <p>To: <b>12/19/2008</b></p> <p>Material Type: <b>Aluminum</b></p> <p>Segregated Weight: <b>1519.9</b></p> <p>Commingled Weight: <b>0</b></p> <p>Count &lt; 24: <b>0</b></p> <p>Count &gt;= 24: <b>0</b></p> <p>Total Redemption Weight: <b>1519.9</b></p> <p>Received Date: <b>12/19/2008</b></p> <p>Ticket Number: <b>12345</b></p> <p>Received Weight: <b>1515.4</b></p> <p>% Shrinkage: <b>0</b></p> <p>% Reduction: <b>1.003</b></p> <p>Payment Weight: <b>1519.9</b></p> <p>Refund Rate: <b>1.57</b></p> <p>Processing Fee Rate: <b>0</b></p> <p>Admin Fee Rate: <b>0.0075</b></p> <p>Signature Date: <b>12/19/2008</b></p>	<p>Login Name: <b>Sustain Sam</b></p> <p>Shipper Name: <b>GreenDay Recycling &amp; Recovery</b></p> <p>Receiver Name: <b>GreenDay Recycling &amp; Recovery</b></p> <p>Rate for Segregated Weight: <b>1.57</b></p> <p>Rate for Commingled Weight: <b>0.05</b></p> <p>Rate for Count &lt; 24: <b>0.05</b></p> <p>Rate for Count &gt;= 24: <b>0.1</b></p> <p>Total Refund Value: <b>2386.3</b></p> <p>Processing Payment: <b>0</b></p> <p>Admin Fee: <b>17.9</b></p> <p>Total Payment Amount: <b>2404.2</b></p>
--	--

**Please Print a Copy of the shipping Report for your Reference**

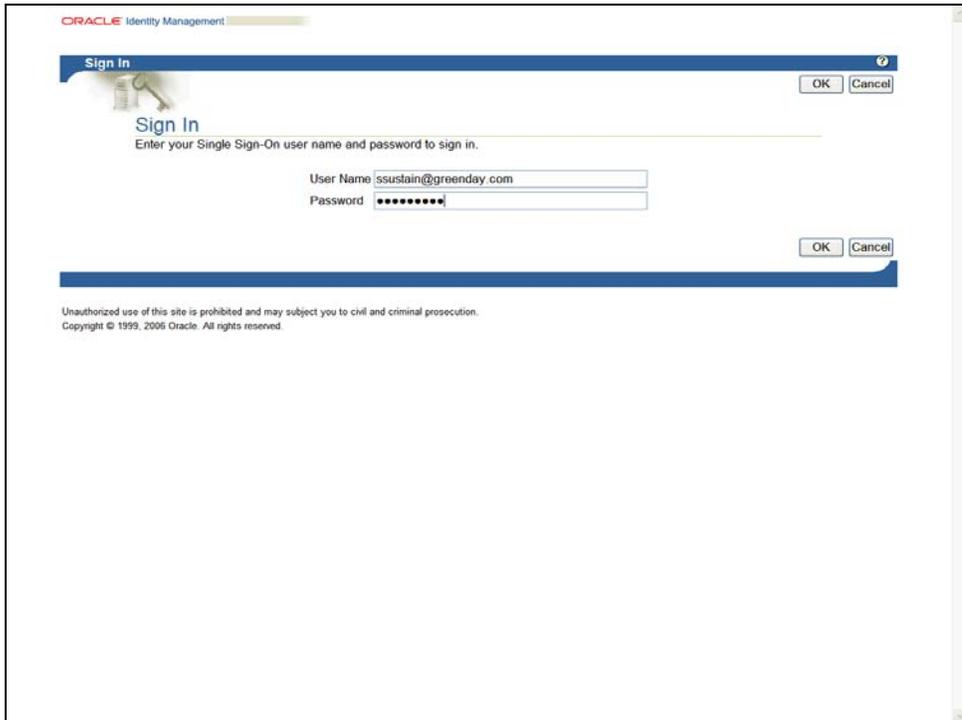
[Create New](#)   [Printable Page](#)

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

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

### Procedure



Step	Action
1.	<p>Enter your <b>User Name</b> and <b>Password</b>.</p> <p>Click the <b>OK</b> button.</p> 
2.	<p>Select the <b>Receiver</b> responsibility.</p> <p>Navigate to: Retrieve Shipping Report</p> <p><b>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</b></p> <p><a href="#">Retrieve Shipping Report</a></p>

Shipping Report Txn Number	Shipper Certification	Shipper Name	Shipper Address	City	Material Type	Report From	Report Through	Shipper Signed Date	Total Redemption Weight (LBS)	Total Refund Value (USD)
346	RC19002	GreenDay Recycling & Recovery Way	2800 Compost	RecycleTown, CA- 99959	Aluminum	12/18/2008	12/18/2008	12/19/2008	5953.9	9347.68

Step	Action
3.	<p>The Shipping Report Search screen will appear.</p> <p><b>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.</b></p> <p>Select the Shipping Report for the shipment that will be received by clicking the Shipping Report Number in the <b>Shipping Report Txn Number</b> column.</p> <p><span style="border: 1px solid black; padding: 2px;">346</span></p>

Receiver Home Logout Preferences

Shipping Report Submit Cancel

---

**COMPLETED BY SHIPPER**

\* Material Type: Aluminum  
 \* Receipts & Logs From: 12/18/2008 \* Through: 12/18/2008  
(example: 12/21/2008)

\* Shipper ID: RC19002 \* Receiver ID: PR8282  
 Company Name: GreenDay Recycling & Recovery Company Name: GreenDay Recycling & Recovery  
 Address: 2800 Compost Way, RecycleTown, CA-99959 Address: 2800 Compost Way, RecycleTown, CA-99959

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
4255.6	1821.5	88	26	5953.9	9347.68

Signed By: Sustain Sam Shipper Signature Date: 12/19/2008

---

**COMPLETED BY RECEIVER**

*Received Date	*Weight Ticket #	*Received WL (lbs)	% Of Shrinkage(%)	% Reduction(%)
<input type="text"/>				

(example: 12/21/2008)

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

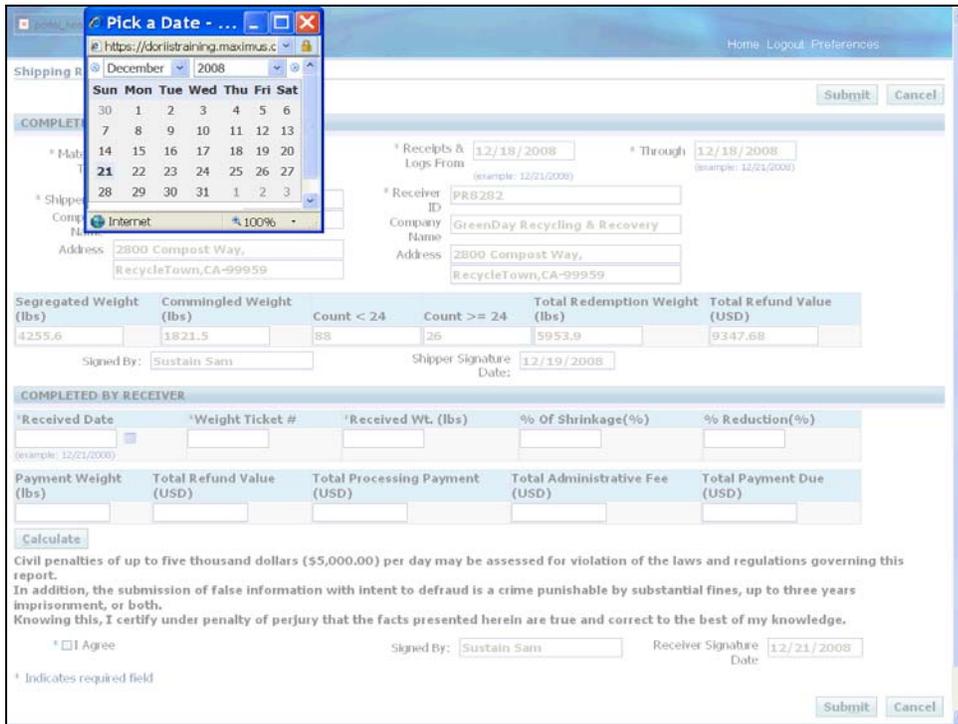
Calculate

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
 In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
 Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree Signed By: Sustain Sam Receiver Signature Date: 12/21/2008

\* Indicates required field Submit Cancel

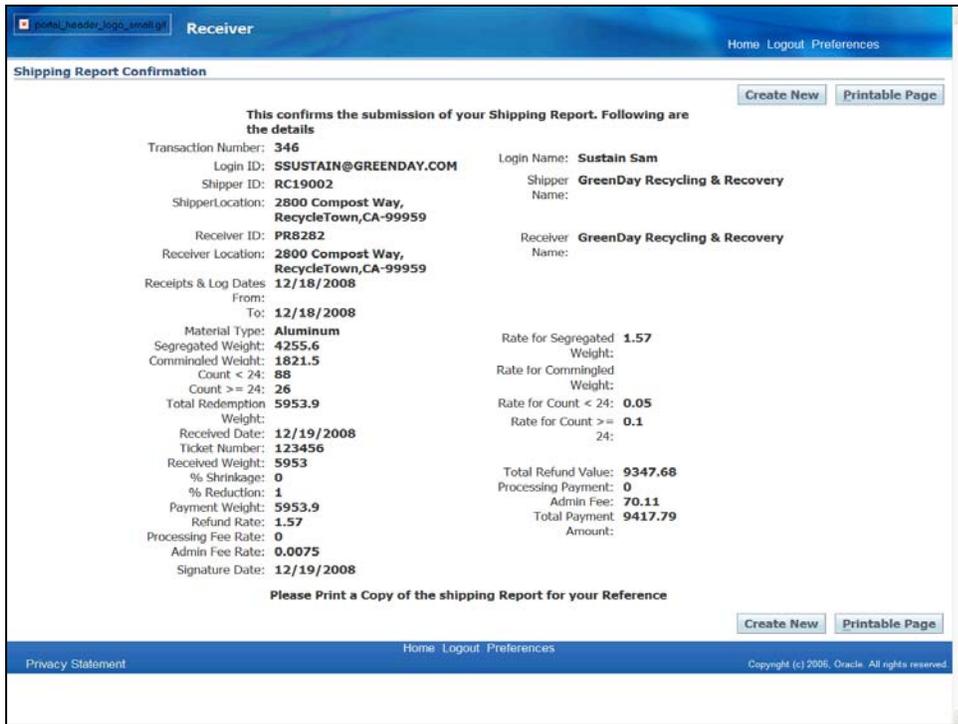
Step	Action
4.	<p>The Shipping Report screen will appear with the upper section completed with the information prepared by the shipper.</p> <p>Click in the <b>Received Date</b> field and enter the received date or select a date using the calendar button. This date should match the same date as the Weight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



Step	Action
6.	The Calendar window will appear. Choose the appropriate Received date by selecting the date. <b>Pick a Date</b>
7.	The Shipping Report screen will again appear with the <b>Received</b> date now populated.  Click in the <b>Weight Ticket #</b> field and enter the weight ticket number from the truck scale. <b>Weight Ticket #</b>
8.	Click in the <b>Received Weight (LBS)</b> field and enter the total received weight of the shipment. <b>Received Wt. (lbs)</b>
9.	Click in the <b>% of Shrinkage</b> 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 <b>Calculate</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Calculate</div>

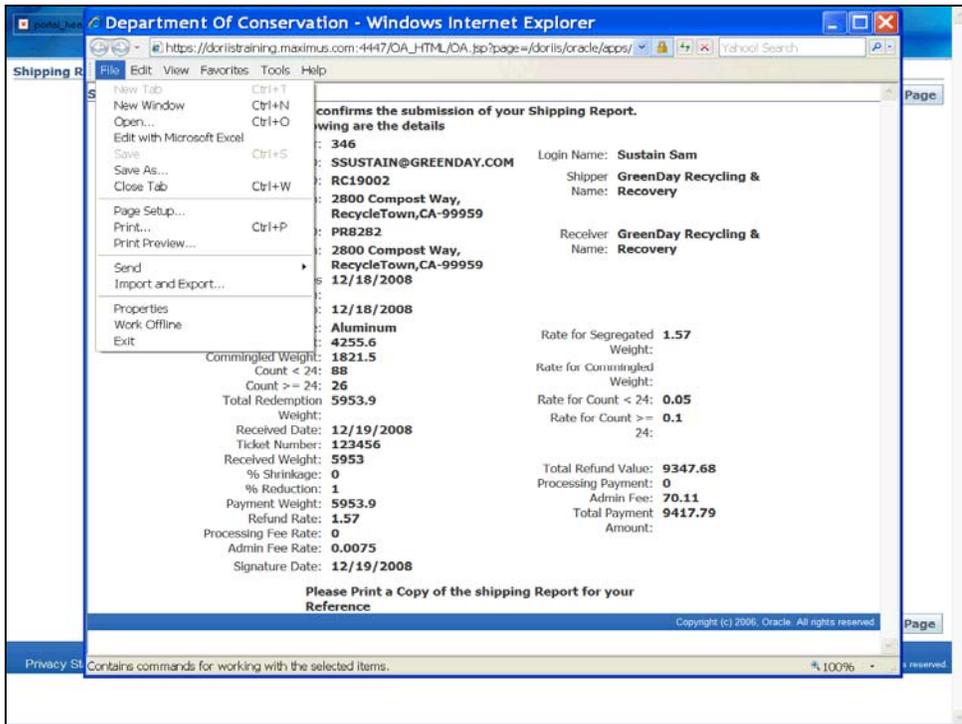
Step	Action
11.	Upon calculating, the remaining fields will populate based on the information provided.  Click the <b>I Agree</b> checkbox option to agree to the terms and conditions of filing the Shipping Report. <div style="border: 1px solid black; padding: 2px; display: inline-block;">* <input type="checkbox"/> I Agree</div>
12.	Click the <b>Submit</b> button to submit the report. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit</div>



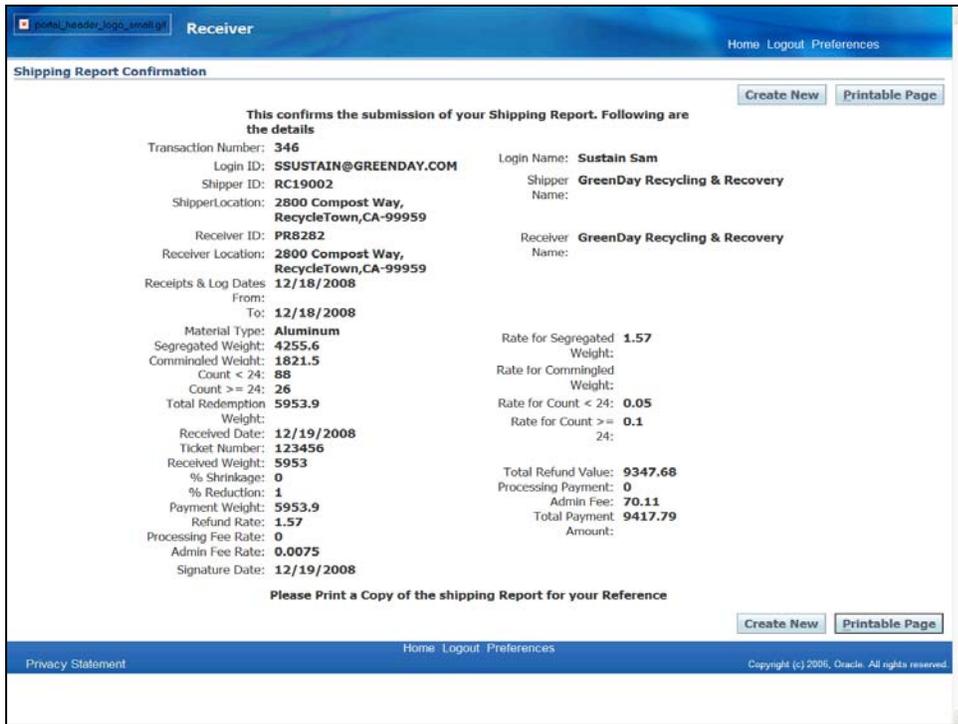
Step	Action
13.	<p>A Shipping Report Confirmation screen will now appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <p><b>Printable Page</b></p>

# User Manual

## Using the DORIS Portal: Self Service Processors and Recyclers



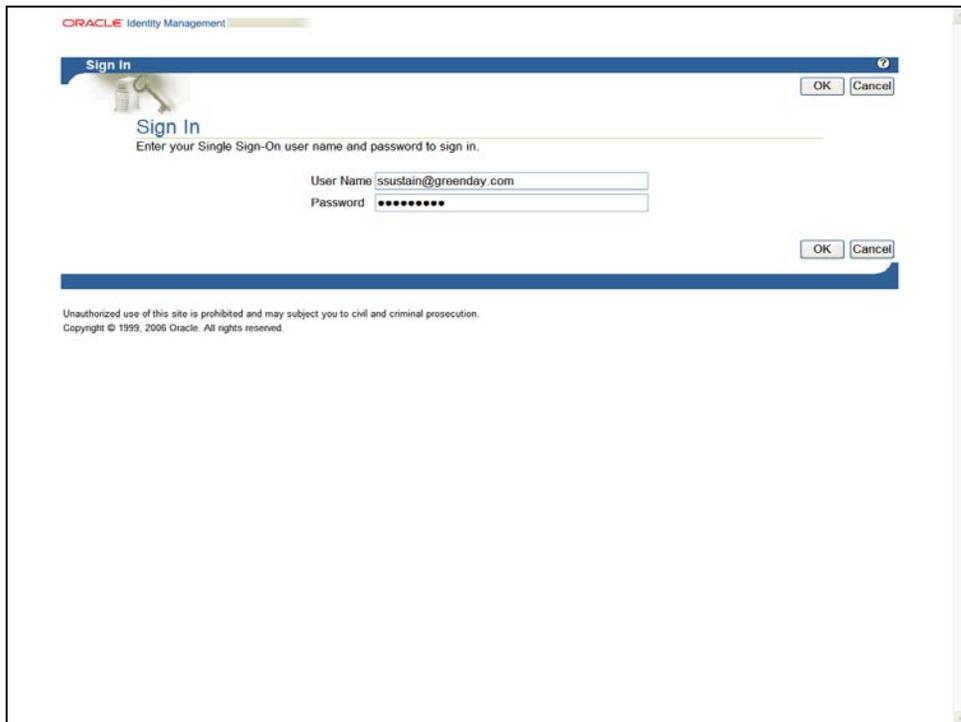
Step	Action
14.	Once the printable version of the confirmation page appears, select <b>File</b> from the menu bar then select <b>Print</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Print...                      Ctrl+P</div>



Step	Action
15.	To exit DORIIS, click the <b>Logout</b> button from the upper menu bar. <a href="#">Logout</a>
16.	<b>End of Procedure.</b>

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

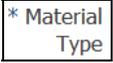
### Procedure

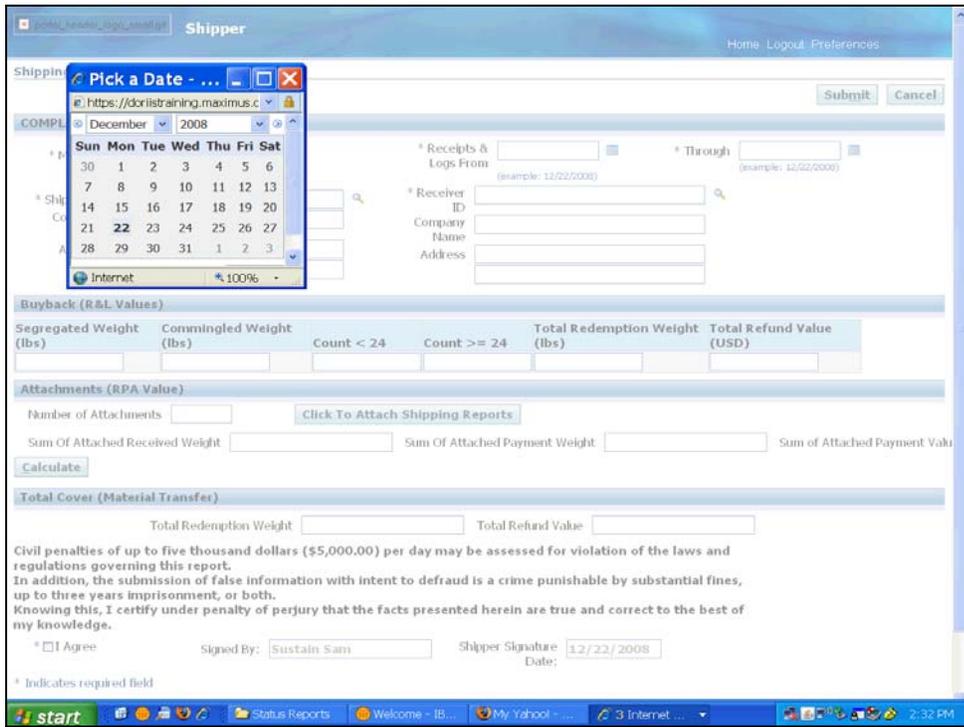


Step	Action
1.	Enter <b>Username</b> and <b>Password</b> .  Click the <b>OK</b> button. 



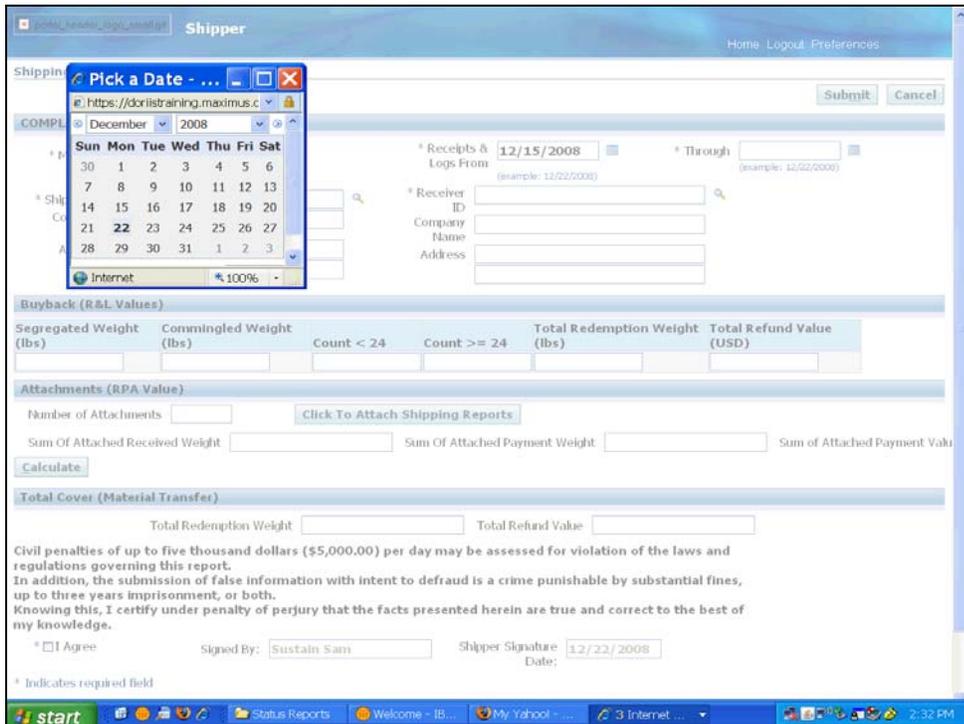
Step	Action
2.	<p>Select the <b>Shipper</b> responsibility.</p> <p>Navigate to: Create Cover Shipping Report</p> <p><b>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</b></p> <p><a href="#">Create Cover Shipping Report</a></p>

Step	Action
3.	<p>The Shipping Report browser window will appear.</p> <p>Select the type of material that will be shipped by clicking the <b>Material Type</b> dropdown list.</p> 
4.	<p>Click in the <b>Receipts &amp; Logs From</b> field and enter the From date or pick a date using the <b>Receipts &amp; Logs From</b> calendar button.</p> <p><b>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.</b></p> 
5.	<p>Click the <b>Receipts &amp; Logs From</b> button to choose a date from a calendar.</p> 



Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. <b>Pick a Date</b>

Step	Action
7.	<p>The Shipping Report window will again appear with the <b>Receipts &amp; Logs From</b> date now populated.</p> <p>Click in the <b>Through</b> field and enter the Through date or pick a date using the <b>Through</b> calendar button.</p> <p><input type="text" value="*/ Through"/></p>
8.	<p>Click the <b>Through</b> button to choose a date from a calendar.</p> <p></p>



Step	Action
9.	The Calendar window will appear. Choose the appropriate Through date by selecting the date. <b>Pick a Date</b>

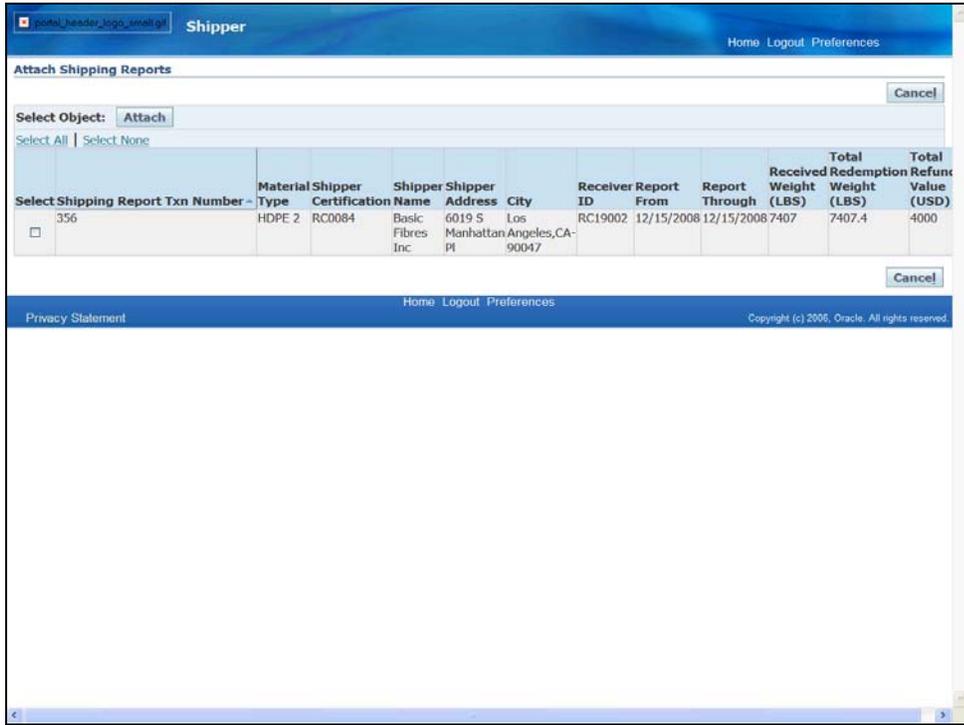
The screenshot shows a web browser window titled "Shipper" with a "Shipping Report" form. The form is divided into several sections:

- COMPLETED BY SHIPPER:** Includes fields for Material Type (HDPE 2), Receipts & Logs From (12/15/2008), Through (12/16/2008), Shipper ID (RC19002), Company Name (GreenDay Recycling & Recovery), and Address (2800 Compost Way, RecycleTown, CA-99959). There are also fields for Receiver ID, Company Name, and Address.
- Buyback (R&L Values):** A table with columns for Segregated Weight (lbs), Commingled Weight (lbs), Count < 24, Count >= 24, Total Redemption Weight (lbs), and Total Refund Value (USD).
- Attachments (RPA Value):** Includes a "Number of Attachments" field, a "Click To Attach Shipping Reports" button, and fields for "Sum Of Attached Received Weight", "Sum Of Attached Payment Weight", and "Sum of Attached Payment Value". A "Calculate" button is also present.
- Total Cover (Material Transfer):** Includes fields for "Total Redemption Weight" and "Total Refund Value".
- Legal Disclaimer:** A paragraph stating that civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of laws and regulations governing this report. It also states that the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. The user certifies that the facts presented are true and correct to the best of their knowledge.
- Signature Line:** Includes a "Signed By:" field (Sustain Sam) and a "Shipper Signature Date:" field (12/22/2008).

Step	Action
10.	<p>The Shipping Report window will again appear with the <b>Through</b> date now populated.</p> <p><b>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.</b></p> <p>Designate who the receiver of the shipment will be by clicking in the <b>Receiver ID</b> field.</p> <p>* Receiver ID</p>

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

Step	Action
13.	To attach underlying shipping reports to the cover shipping report, click the <b>Click To Attach Shipping Reports</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">                         Click To Attach Shipping Reports                     </div>



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

Step	Action
16.	<p>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.</p> <p>To enter the additional shipment information for the cover Shipping Report, click in the <b>Total Refund Value (USD)</b> field.</p> <p><b>Special Note: Total Refund Value field is not mandatory. The field can be left blank if there is no other weight information to report.</b></p> <p>Enter the Total Refund amount of the shipment.</p> <p><b>Total Refund Value (USD)</b></p>

**Shipping Report** [Submit] [Cancel]

**COMPLETED BY SHIPPER**

\* Material Type: **HDPE 2**

\* Receipts & Logs From: **12/15/2008** \* Through: **12/16/2008**

\* Shipper ID: **RC19002** \* Receiver ID: **PR8282**

Company Name: **GreenDay Recycling & Recovery**

Address: **2800 Compost Way, RecycleTown, CA-99959**

**Buyback (R&L Values)**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
					<b>4235</b>

**Attachments (RPA Value)**

Number of Attachments:  [Click To Attach Shipping Reports]

Sum Of Attached Received Weight:  Sum Of Attached Payment Weight:  Sum Of Attached Payment Valu

[Calculate]

**Total Cover (Material Transfer)**

Total Redemption Weight:  Total Refund Value:

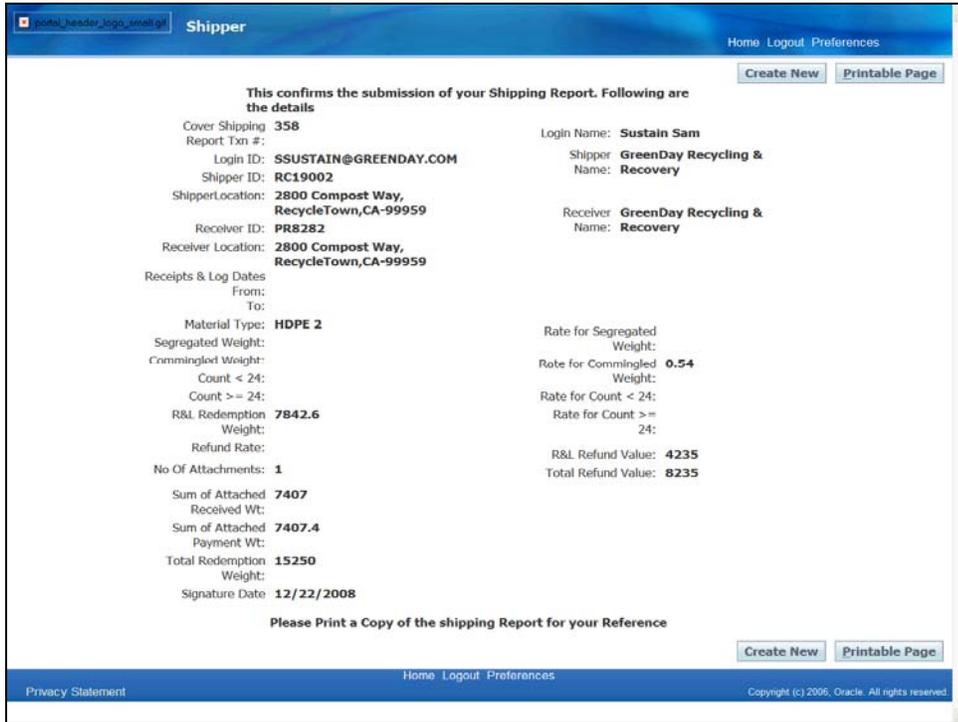
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree Signed By:  Shipper Signature Date:

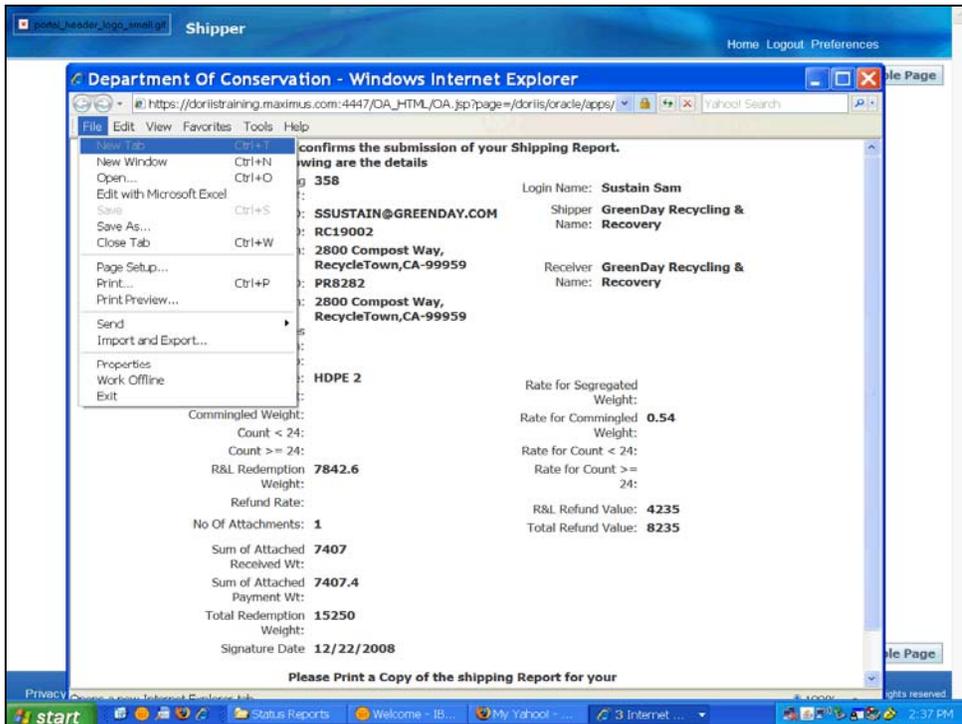
\* Indicates required field

Step	Action
17.	Click the <b>Calculate</b> button. [Calculate]

Step	Action
18.	<p>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).</p> <p>Click the <b>I Agree</b> option.</p> <p><input type="checkbox"/> I Agree</p>
19.	<p>Click the <b>Submit</b> button.</p> <p><input type="button" value="Submit"/></p>



Step	Action
20.	<p>A Shipping Report Confirmation screen will now appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <p><a href="#">Printable Page</a></p>



Step	Action
21.	Once the printable version of the confirmation page appears, select <b>File</b> from the menu bar then select <b>Print</b> . 
22.	Click the <b>X</b> button to close the confirmation screen. 

portal\_header\_logo\_small.gif
**Shipper**
Home Logout Preferences

[Create New](#) [Printable Page](#)

**This confirms the submission of your Shipping Report. Following are the details**

Cover Shipping: <b>358</b>	Login Name: <b>Sustain Sam</b>
Report Txn #:	Shipper: <b>GreenDay Recycling &amp; Recovery</b>
Login ID: <b>SSUSTAIN@GREENDAY.COM</b>	Shipper Name: <b>Recovery</b>
Shipper ID: <b>RC19002</b>	
Shipper Location: <b>2800 Compost Way, RecycleTown, CA-99959</b>	Receiver: <b>GreenDay Recycling &amp; Recovery</b>
Receiver ID: <b>PR8282</b>	Receiver Name: <b>Recovery</b>
Receiver Location: <b>2800 Compost Way, RecycleTown, CA-99959</b>	

Receipts & Log Dates

From:	Rate for Segregated Weight:
To:	Rate for Commingled Weight: <b>0.54</b>
Material Type: <b>HDPE 2</b>	Rate for Count < 24:
Segregated Weight:	Rate for Count >= 24:
Commingled Weight:	R&L Refund Value: <b>4235</b>
Count < 24:	Total Refund Value: <b>8235</b>
Count >= 24:	
R&L Redemption Weight: <b>7842.6</b>	
Refund Rate:	
No Of Attachments: <b>1</b>	
Sum of Attached Received Wt: <b>7407</b>	
Sum of Attached Payment Wt: <b>7407.4</b>	
Total Redemption Weight: <b>15250</b>	
Signature Date: <b>12/22/2008</b>	

**Please Print a Copy of the shipping Report for your Reference**

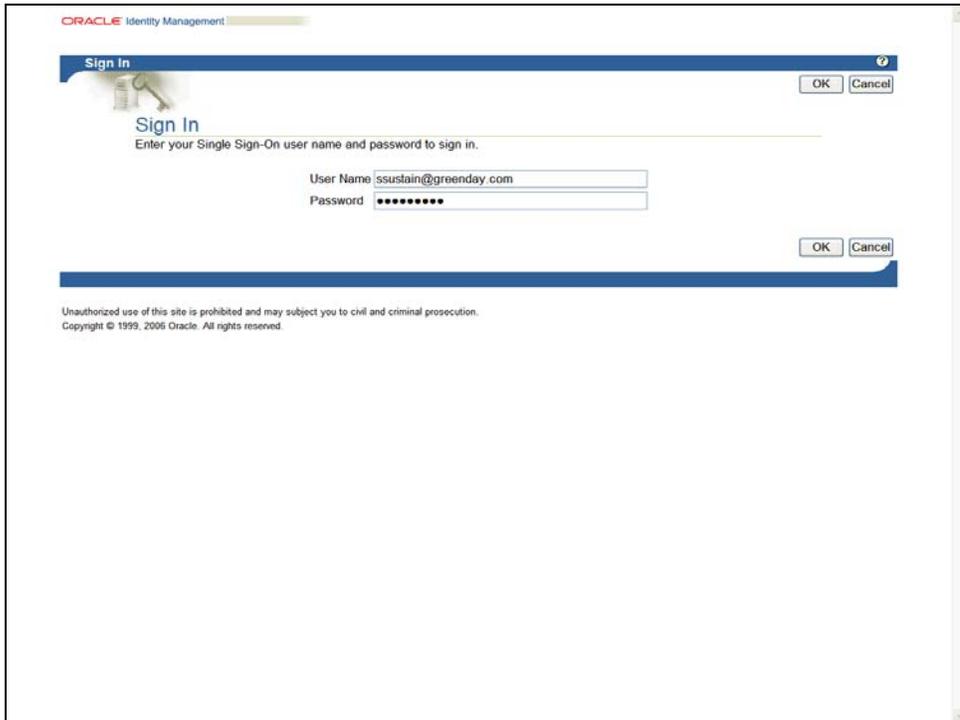
[Create New](#) [Printable Page](#)

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Step	Action
23.	To exit DORIIS, click the <b>Logout</b> button from the upper menu bar. <a href="#">Logout</a>
24.	<b>End of Procedure.</b>

## Objective 3b: Create Cover Shipping Report - Daily Summary

### Procedure



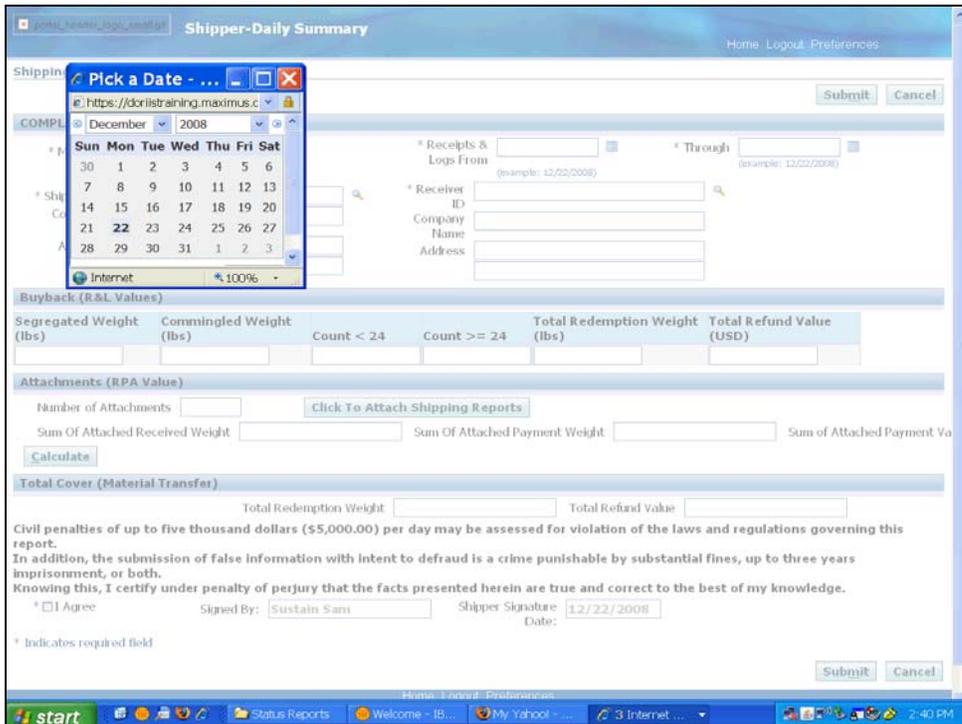
Step	Action
1.	Enter <b>Username</b> and <b>Password</b> .  Click the <b>OK</b> button. 



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

Step	Action
3.	<p>The Shipping Report browser window will appear.</p> <p>Select the type of material that will be shipped by clicking the <b>Material Type</b> dropdown list.</p> <div data-bbox="370 1247 488 1312" style="border: 1px solid black; padding: 2px;"> <p>* Material Type</p> </div>

Step	Action
4.	Click in the <b>Receipts &amp; Logs From</b> field to enter the From date or select a date using the <b>Receipts &amp; Logs From</b> calendar button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">* Receipts &amp; Logs From</div>
5.	Click the <b>Receipts &amp; Logs From</b> button to choose a date from a calendar. <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div>



Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. <span style="background-color: #0056b3; color: white; padding: 2px;">Pick a Date</span>

**Shipper-Daily Summary**

Shipping Report [Submit] [Cancel]

**COMPLETED BY SHIPPER**

\* Material Type:  \* Receipts & Logs From:  \* Through:

\* Shipper ID:  \* Receiver ID:

Company Name: GreenDay Recycling & Recovery Company Name:

Address: 2800 Compost Way, RecycleTown, CA-99959 Address:

**Buyback (R&L Values)**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Attachments (RPA Value)**

Number of Attachments:  [Click To Attach Shipping Reports](#)

Sum Of Attached Received Weight:  Sum Of Attached Payment Weight:  Sum of Attached Payment Va:

[Calculate](#)

**Total Cover (Material Transfer)**

Total Redemption Weight:  Total Refund Value:

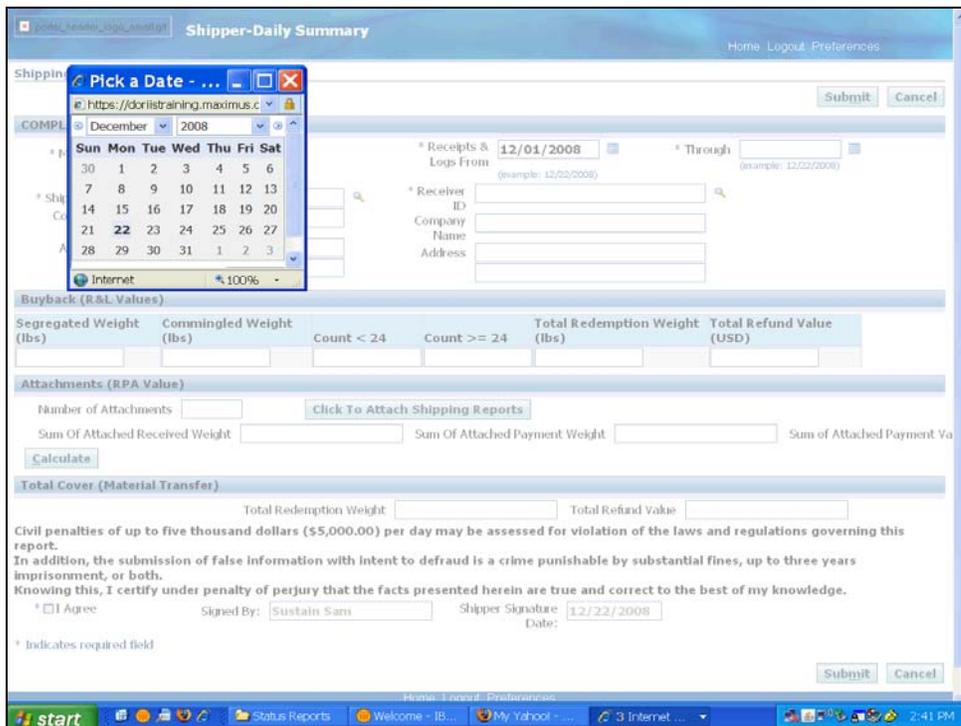
**Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.**

\*  I Agree Signed By:  Shipper Signature:  Date:

\* Indicates required field

[Submit] [Cancel]

Step	Action
7.	<p>The Shipping Report window will again appear with the <b>Receipts &amp; Logs From</b> date now populated.</p> <p>Click in the <b>Through</b> field and enter the Through date.</p> <p>* Through <input type="text"/></p>
8.	<p>Click the <b>Through</b> button to choose a date from a calendar.</p> <p><input type="button" value="Through"/></p>



Step	Action
9.	The Calendar window will appear. Choose the appropriate Through date by selecting the date. <b>Pick a Date</b>

**Shipper-Daily Summary**

Shipping Report [Submit] [Cancel]

**COMPLETED BY SHIPPER**

\* Material Type:  \* Receipts & Logs From:  \* Through:   
(example: 12/22/2008)

\* Shipper ID:  \* Receiver ID:   
 Company Name:  Company Name:   
 Address:  Address:

**Buyback (R&L Values)**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Attachments (RPA Value)**

Number of Attachments:

Sum Of Attached Received Weight:  Sum Of Attached Payment Weight:  Sum Of Attached Payment Va:

**Total Cover (Material Transfer)**

Total Redemption Weight:  Total Refund Value:

**Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.**

\*  I Agree Signed By:  Shipper Signature Date:

\* Indicates required field

[Submit] [Cancel]

Step	Action
10.	<p>The Shipping Report window will again appear with the <b>Through</b> date now populated.</p> <p><b>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.</b></p> <p>Designate who the receiver of the shipment will be by clicking in the <b>Receiver ID</b> field.</p>
11.	<p>Enter the Receiver ID if known or click the <b>Receiver ID</b> search button to select from a list of receivers.</p> <p>Press the <b>[Tab]</b> key to populate the <b>Company Name</b> and <b>Address</b> fields based on the Receiver ID.</p>

**Shipper-Daily Summary** Home Logout Preferences

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Shipping Report

**COMPLETED BY SHIPPER**

\* Material Type:       \* Receipts & Logs From:       \* Through:   
(example: 12/22/2008)      (example: 12/22/2008)

\* Shipper ID:       \* Receiver ID:   
 Company Name:       Company Name:   
 Address:       Address:

**Buyback (R&L Values)**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Attachments (RPA Value)**

Number of Attachments:      

Sum Of Attached Received Weight:       Sum Of Attached Payment Weight:       Sum of Attached Payment Va:

**Total Cover (Material Transfer)**

Total Redemption Weight:       Total Refund Value:

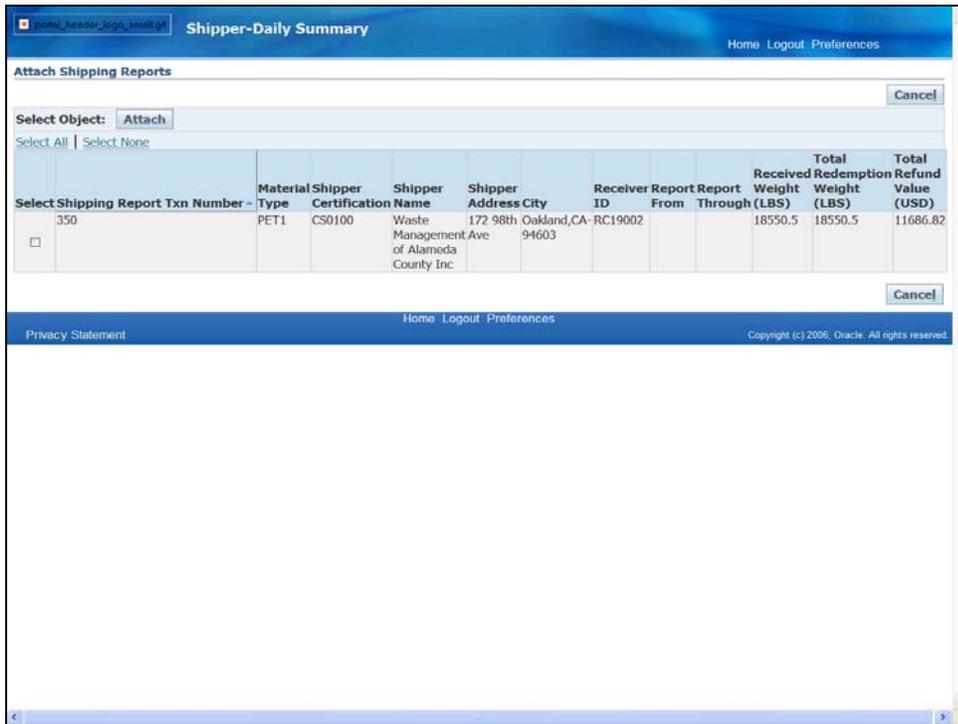
**Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.**  
**In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.**  
**Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.**

\*  I Agree      Signed By:       Shipper Signature:   
Date:

\* Indicates required field

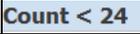
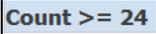
Home Logout Preferences

Step	Action
12.	To attach underlying shipping reports to the cover shipping report, click the <b>Click To Attach Shipping Reports</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"><b>Click To Attach Shipping Reports</b></div>



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

Step	Action
15.	<p>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.</p> <p>To enter the additional shipment information for the cover Shipping Report, click in the <b>Segregate Value (lbs)</b> field.</p> <p><b>Special Note: The Buyback (R&amp;L Values) region is not mandatory. The fields can be left blank if there is no other weight information to report.</b></p> <p>Enter the total weight for shipment that has been segregated and weighed by material type.</p> <p><b>Segregated Weight (lbs)</b></p>
16.	<p>Click in the <b>Commingled Weight (lbs)</b> field.</p> <p>Enter the total weight for shipment that is commingled and weighed.</p>

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

**Shipper-Daily Summary**

Shipping Report

**COMPLETED BY SHIPPER**

\* Material Type: **PET1**

\* Receipts & Logs From: **12/01/2008**

\* Through: **12/21/2008**

\* Shipper ID: **RC19002**

\* Receiver ID: **PR8282**

Company Name: **GreenDay Recycling & Recovery**

Address: **2800 Compost Way, RecycleTown, CA-99959**

**Buyback (R&I Values)**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
2000	2687	220	89	4299.7	3955.76

**Attachments (RPA Value)**

Number of Attachments: **1**

Sum Of Attached Received Weight: **18550.5**

Sum Of Attached Payment Weight: **18550.5**

Sum of Attached Payment Va: **15642.58**

**Total Cover (Material Transfer)**

Total Redemption Weight: **22850.2**

Total Refund Value: **15642.58**

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.

In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.

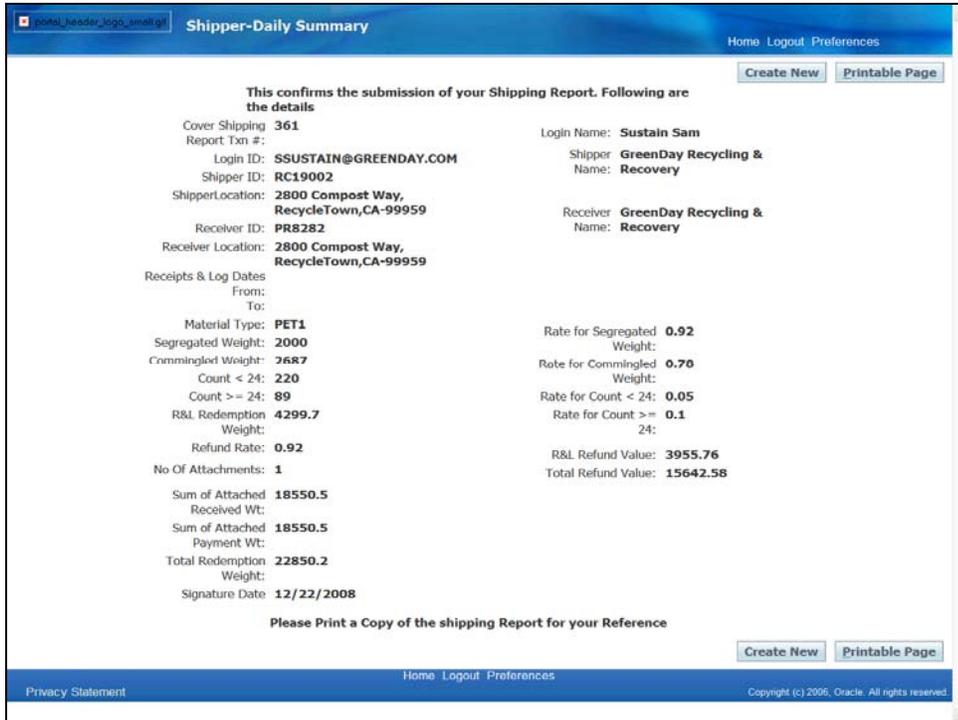
Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree

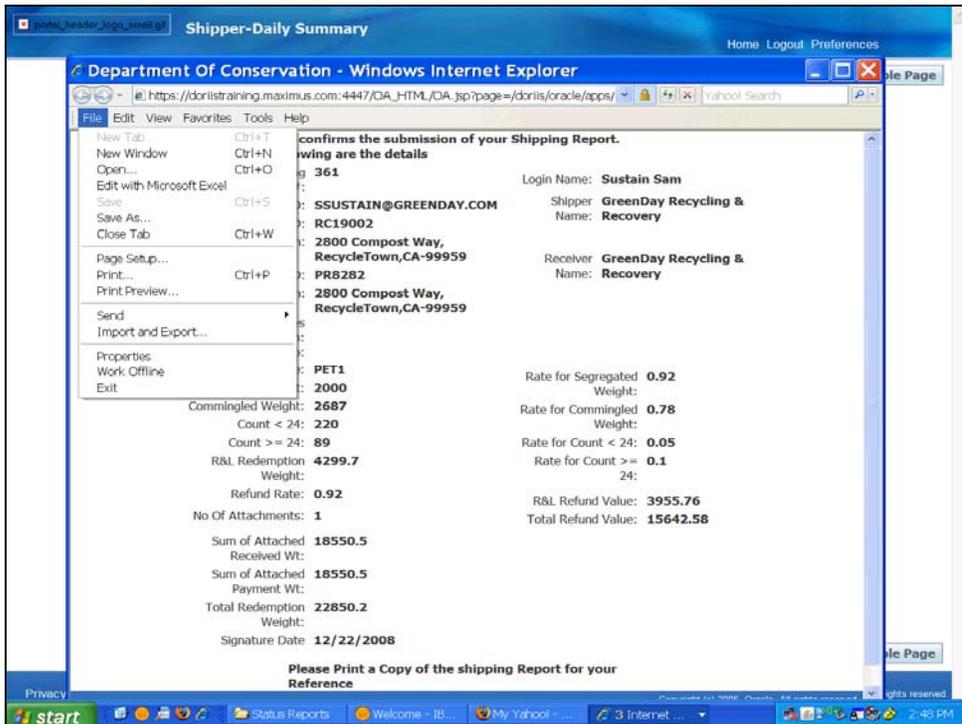
Signed By: **Sustain Sam**

Shipper Signature Date: **12/22/2008**

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



Step	Action
22.	<p>A Shipping Report Confirmation screen will now appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <div data-bbox="467 1434 651 1472" style="border: 1px solid black; padding: 2px; display: inline-block;">Printable Page</div>



Step	Action
23.	Once the printable version of the confirmation page appears, select <b>File</b> from the menu bar then select <b>Print</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">                         Print...                      Ctrl+P                     </div>

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**Shipper-Daily Summary**
Home Logout Preferences

[Create New](#) [Printable Page](#)

**This confirms the submission of your Shipping Report. Following are the details**

Cover Shipping: <b>361</b>	Login Name: <b>Sustain Sam</b>
Report Txn #:	Shipper: <b>GreenDay Recycling &amp; Recovery</b>
Login ID: <b>SSUSTAIN@GREENDAY.COM</b>	Shipper Name: <b>Recovery</b>
Shipper ID: <b>RC19002</b>	
Shipper Location: <b>2800 Compost Way, RecycleTown, CA-99959</b>	Receiver: <b>GreenDay Recycling &amp; Recovery</b>
Receiver ID: <b>PR8282</b>	Receiver Name: <b>Recovery</b>
Receiver Location: <b>2800 Compost Way, RecycleTown, CA-99959</b>	

Receipts & Log Dates

From:	
To:	

Material Type: <b>PET1</b>	Rate for Segregated Weight: <b>0.92</b>
Segregated Weight: <b>2000</b>	Rate for Commingled Weight: <b>0.70</b>
Commingled Weight: <b>2687</b>	Rate for Count < 24: <b>0.05</b>
Count < 24: <b>220</b>	Rate for Count >= 24: <b>0.1</b>
Count >= 24: <b>89</b>	R&L Refund Value: <b>3955.76</b>
R&L Redemption Weight: <b>4299.7</b>	Total Refund Value: <b>15642.58</b>
Refund Rate: <b>0.92</b>	
No Of Attachments: <b>1</b>	

Sum of Attached Received Wt: <b>18550.5</b>
Sum of Attached Payment Wt: <b>18550.5</b>
Total Redemption Weight: <b>22850.2</b>
Signature Date: <b>12/22/2008</b>

**Please Print a Copy of the shipping Report for your Reference**

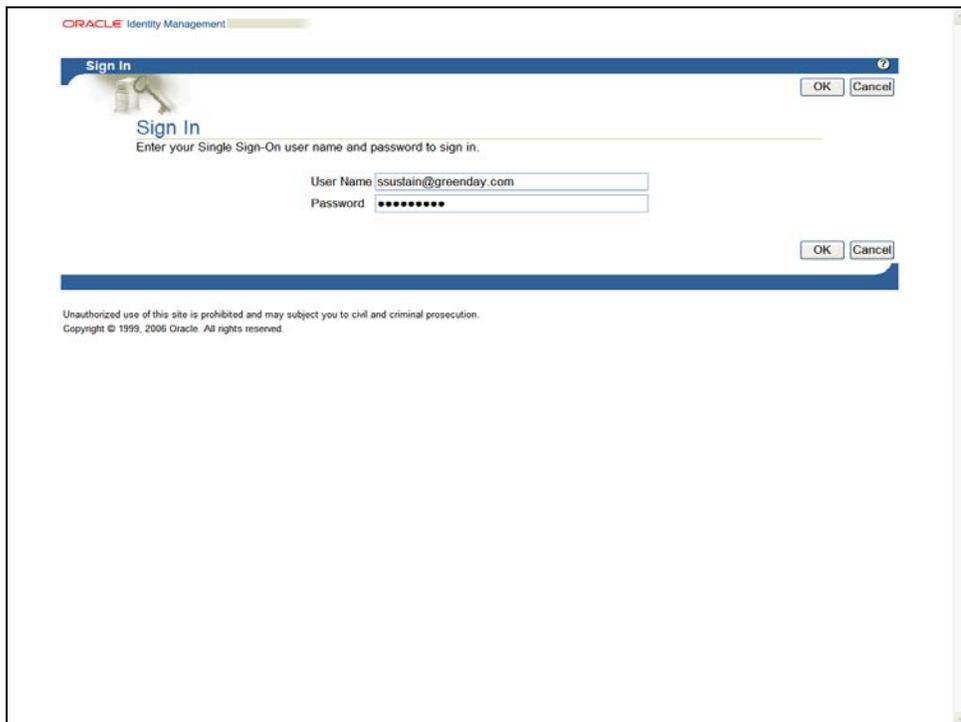
[Create New](#) [Printable Page](#)

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Step	Action
24.	To exit DORIIS, click the <b>Logout</b> button from the upper Menu bar. <a href="#">Logout</a>
25.	<b>End of Procedure.</b>

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

### Procedure



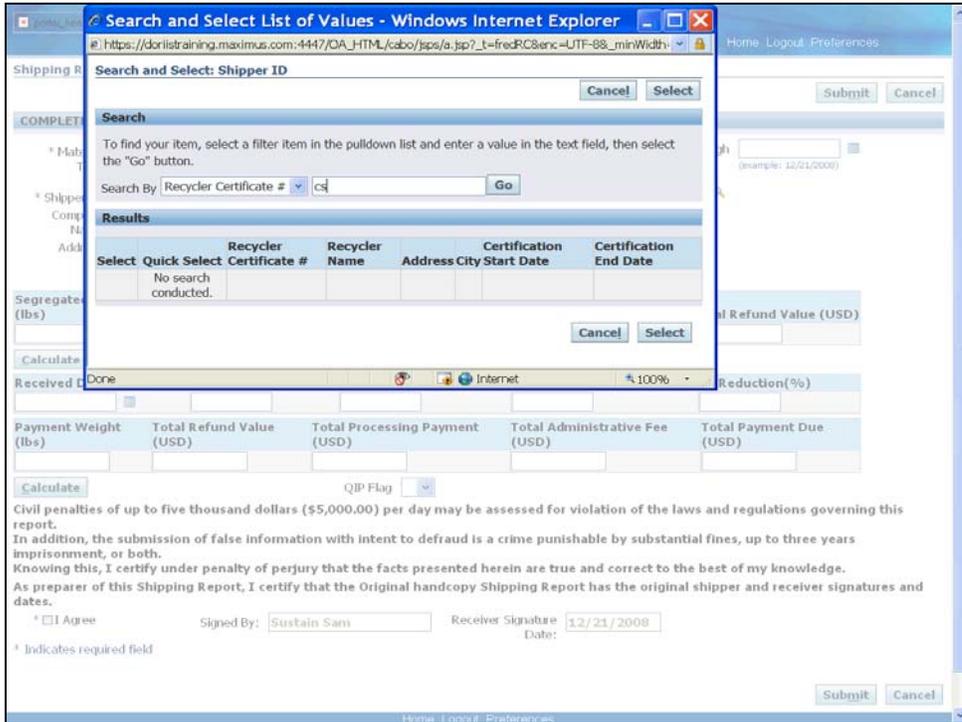
Step	Action
1.	Enter your <b>User Name</b> and <b>Password</b> .  Click the <b>OK</b> button. 



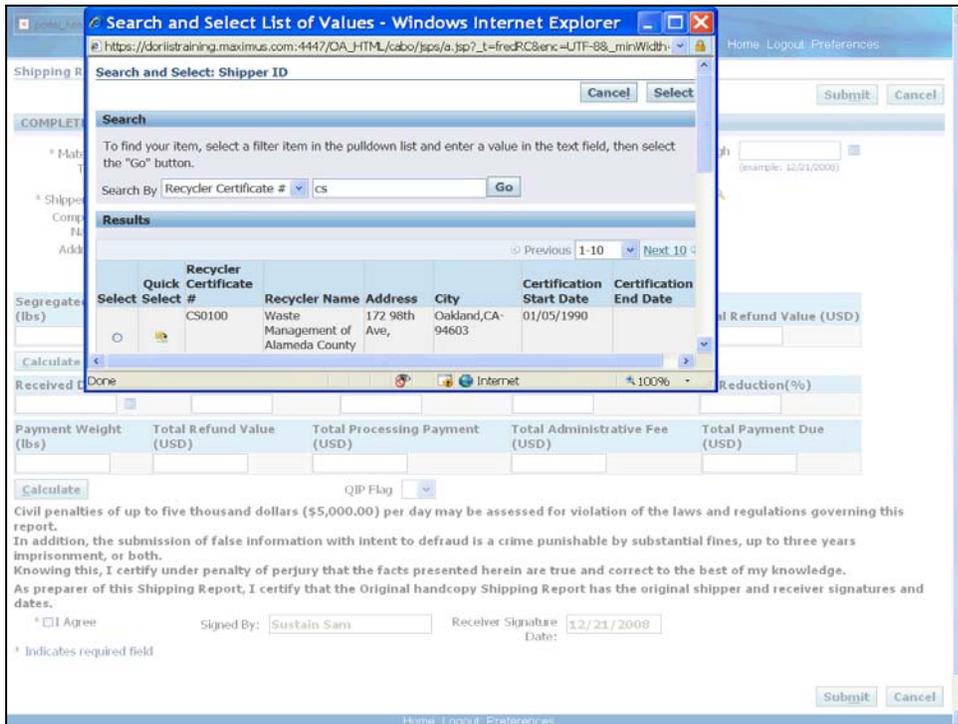
Step	Action
2.	Select the <b>Receiver</b> responsibility.  Navigate to: Create Shipping Report on behalf of RC, CS, CP, SP  <b><i>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</i></b>

Step	Action
3.	<p>The Shipping Report browser window will appear.</p> <p>Select the type of material that will be shipped by clicking the <b>Material Type</b> dropdown list.</p> <p><input type="text" value="* Material Type"/></p>

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 <b>Shipper ID</b> field. <input type="text" value="* Shipper ID"/>
5.	Enter the Shipper ID if known or click the <b>Shipper ID</b> search button to select from a list of shippers. <input type="button" value="🔍"/>

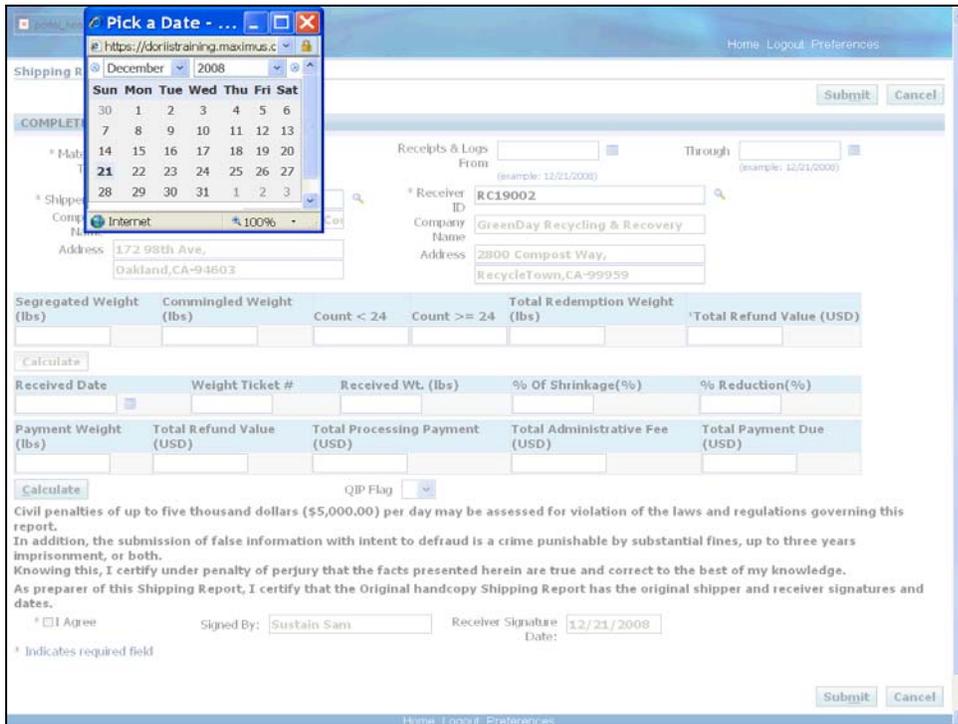


Step	Action
6.	<p>The Search and Select: Shipper ID window will appear.</p> <p>Enter the Shipper Certificate Number of the party that is shipping the material.</p> <p>Click the <b>Go</b> button.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">Go</div>



Step	Action
7.	<p>The search will return the shipper associated with the certification number.</p> <p>Click the <b>Quick Select</b> button.</p> 

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



Step	Action
10.	The Calendar window will appear. Choose the appropriate Received date by selecting the date. <b>Pick a Date</b>

Step	Action
11.	<p>The Shipping Report screen will again appear with the <b>Received</b> date now populated.</p> <p>Click in the <b>Weight Ticket #</b> field and enter the weight ticket number from the truck scale.</p> <p><b>Weight Ticket #</b></p>
12.	<p>Click in the <b>Received Weight (LBS)</b> field and enter the total received weight of the shipment.</p> <p><b>Received Wt. (lbs)</b></p>
13.	<p>Click in the <b>% of Shrinkage</b> field.</p> <p>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.</p> <p><b>% Of Shrinkage(%)</b></p>
14.	<p>Click the <b>Calculate</b> button.</p> <p><b>Calculate</b></p>

**Shipping Report**

**COMPLETED BY SHIPPER**

\* Material Type: **PET1**

\* Shipper ID: **CS0100**  
 Company Name: Waste Management of Alameda Co  
 Address: 172 98th Ave, Oakland, CA-94603

\* Receiver ID: **RC19002**  
 Company Name: GreenDay Recycling & Recovery  
 Address: 2800 Compost Way, RecycleTown, CA-99959

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	*Total Refund Value (USD)
				18550.5	11686.82

Calculate

Received Date	Weight Ticket #	Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
12/21/2008	9123456	18550.5	0	0

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
18550.5	11686.82	0	0	11686.82

Calculate

QIP Flag: [v]

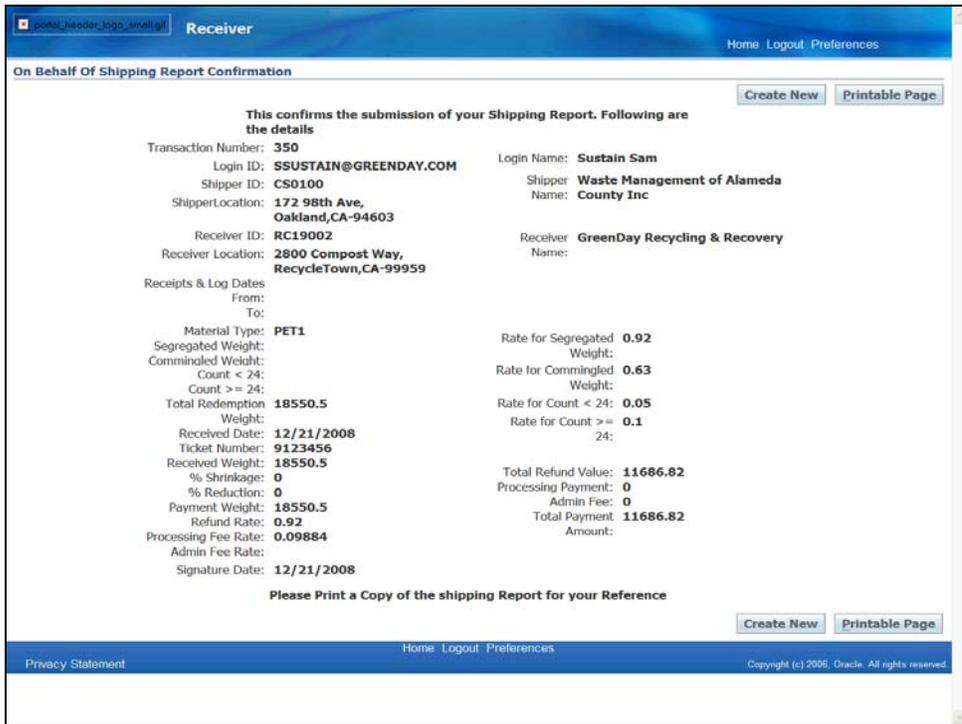
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge. As preparer of this Shipping Report, I certify that the Original handcopy Shipping Report has the original shipper and receiver signatures and dates.

\*  I Agree      Signed By: Sustain Sam      Receiver Signature Date: 12/21/2008

\* Indicates required field

Submit    Cancel

Step	Action
15.	<p>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.</p> <p>Click the <b>I Agree</b> checkbox option to agree to the terms and conditions of filing the Shipping Report.</p> <p>* <input type="checkbox"/> I Agree</p>
16.	<p>Click the <b>Submit</b> button.</p> <p><b>Submit</b></p>

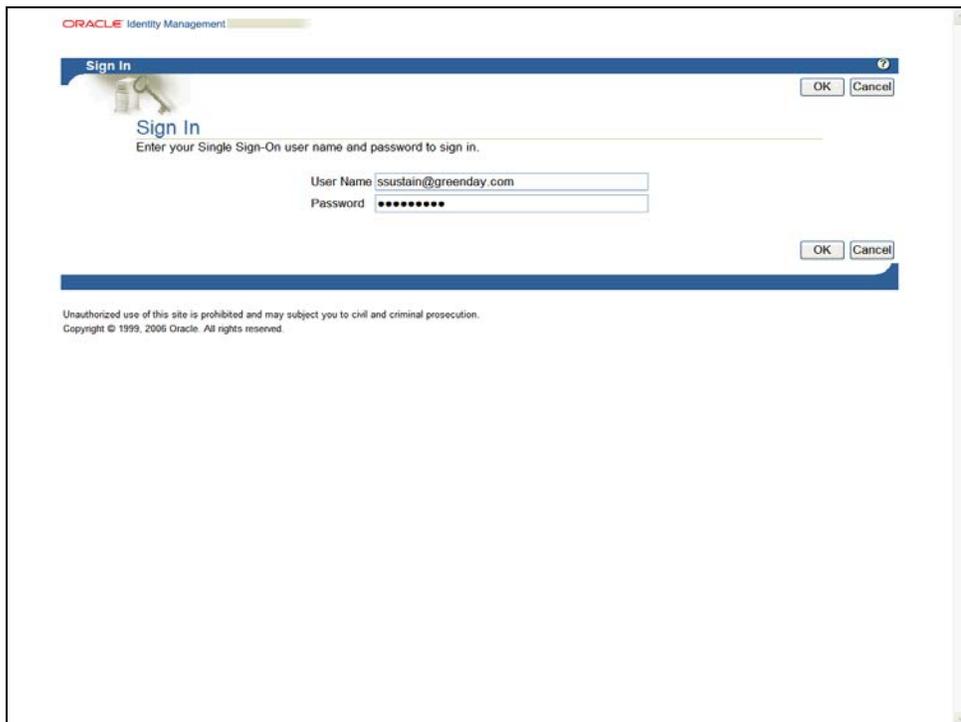


Step	Action
17.	<p>A Shipping Report Confirmation screen will now appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <p></p>

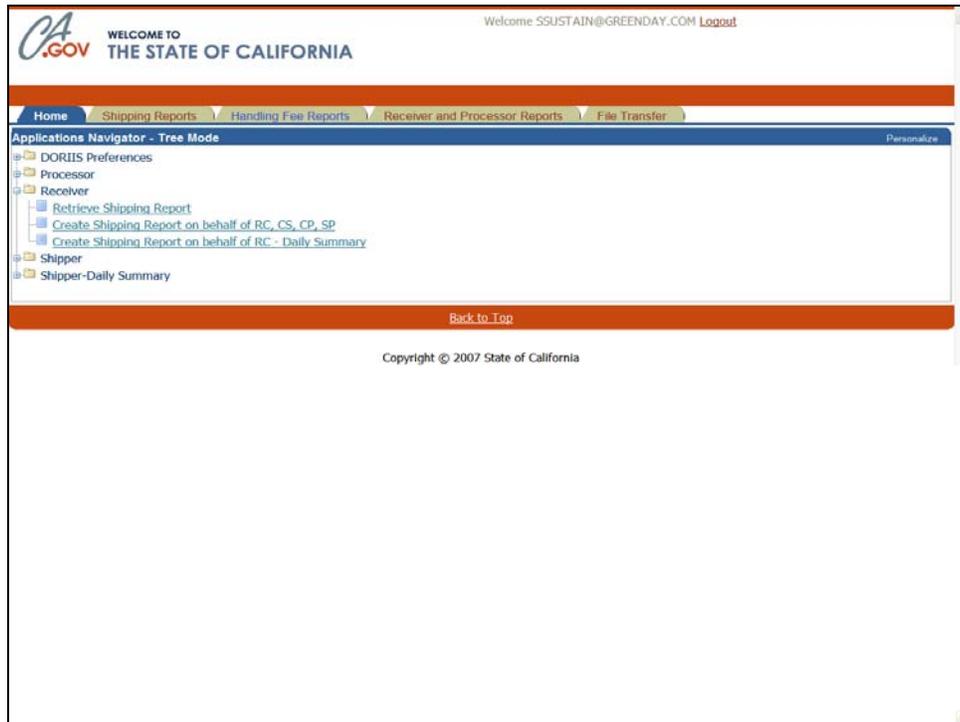


## Objective 4b: Create a Shipping Report on Behalf of Another - Daily Summary

### Procedure



Step	Action
1.	Enter your <b>User Name</b> and <b>Password</b> .  Click the <b>OK</b> button. 



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

Step	Action
3.	<p>The Shipping Report browser window will appear.</p> <p>Select the type of material that will be shipped by clicking the <b>Material Type</b> dropdown list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>* Material Type</p> </div>

portal\_header\_logo\_small.gif
Receiver
Home Logout Preferences

---

Shipping Report Submit Cancel

**COMPLETED BY SHIPPER**

* Material Type <input type="text" value="PET1"/>	* Receipts & Logs From <input type="text"/>	* Through <input type="text"/>
	<small>(example: 12/22/2008)</small>	<small>(example: 12/22/2008)</small>
* Shipper ID <input type="text"/>	* Receiver ID <input type="text" value="RC19002"/>	
Company Name <input type="text"/>	Company Name <input type="text" value="GreenDay Recycling &amp; Recovery"/>	
Address <input type="text"/>	Address <input type="text" value="2800 Compost Way, RecycleTown, CA-99959"/>	

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

**COMPLETED BY RECEIVER**

* Received Date	* Weight Ticket #	* Received Wt. (lbs)	* % Of Shrinkage(%)	* % Reduction(%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>(example: 12/22/2008)</small>				

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

QIP Flag

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge. As preparer of this Shipping Report, I certify that the Original handcopy Shipping Report has the original shipper and receiver signatures and dates.

\*  I Agree      Signed By:       Receiver Signature Date:

\* Indicates required field

Step	Action
4.	Click in the <b>Receipts &amp; Logs From</b> field and enter the From date. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;">* Receipts &amp; Logs From</div>
5.	Click the <b>Receipts &amp; Logs From</b> button to choose a date from a calendar. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;"> </div>

# User Manual

## Using the DORIS Portal: Self Service Processors and Recyclers



The screenshot shows a web browser window with a 'Pick a Date' calendar overlay. The calendar is for December 2008, with the 22nd highlighted. The background is a shipping report form with the following sections:

- Shipping Report Header:** Includes 'Shipping R' and a 'Submit' button.
- Receiver Information:**
  - \* Receipts & Logs From: (example: 12/22/2008)
  - \* Through: (example: 12/22/2008)
  - \* Receiver ID: RC19002
  - Company Name: GreenDay Recycling & Recovery
  - Address: 2800 Compost Way, RecycleTown, CA-99959
- Summary Tables:**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)

Buttons: Calculate
- COMPLETED BY RECEIVER:**

* Received Date	* Weight Ticket #	* Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
(example: 12/22/2008)				

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)

Buttons: Calculate, QIP Flag
- Legal Disclaimer and Signature:**

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge. As preparer of this Shipping Report, I certify that the Original handcopy Shipping Report has the original shipper and receiver signatures and dates.

\* I Agree      Signed By: Sustain Sam      Receiver Signature Date: 12/22/2008

\* Indicates required field

Step	Action
6.	The Calendar window will appear. Choose the appropriate From date by selecting the date. <b>Pick a Date</b>

portal\_header\_logo\_small.gif
**Receiver**
Home Logout Preferences

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Shipping Report

**COMPLETED BY SHIPPER**

* Material Type: <input type="text" value="PET1"/>	* Receipts & Logs From: <input type="text" value="12/21/2008"/>	* Through: <input type="text"/>
<small>(example: 12/22/2008)</small>		
* Shipper ID: <input type="text"/>	* Receiver ID: <input type="text" value="RC19002"/>	
Company Name: <input type="text"/>	Company Name: <input type="text" value="GreenDay Recycling &amp; Recovery"/>	
Address: <input type="text"/>	Address: <input type="text" value="2800 Compost Way, RecycleTown, CA 99959"/>	

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**COMPLETED BY RECEIVER**

* Received Date	* Weight Ticket #	* Received Wt. (lbs)	* % Of Shrinkage(%)	* % Reduction(%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>(example: 12/22/2008)</small>				
Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

QIP Flag:

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge. As preparer of this Shipping Report, I certify that the Original handcopy Shipping Report has the original shipper and receiver signatures and dates.

\*  I Agree Signed By:  Receiver Signature Date:

\* Indicates required field

Step	Action
7.	<p>The Shipping Report window will again appear with the <b>Receipts &amp; Logs From</b> date now populated.</p> <p>Click in the <b>Through</b> field and enter the Through date.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">* Through</div>
8.	<p>Click the <b>Through</b> button to choose a date from a calendar.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"></div>

# User Manual

## Using the DORIS Portal: Self Service Processors and Recyclers



The screenshot shows a web browser window with a 'Pick a Date' calendar for December 2008. The calendar is open, showing dates from 30 to 3. The main form behind it is for a shipping report. It includes a 'Receipts & Logs From' field set to 12/21/2008, a 'Receiver ID' field with 'RC19002', and a company name 'GreenDay Recycling & Recovery'. Below these are summary tables for weights and values, and a section for receiver completion with fields for date, weight, and shrinkage. At the bottom, there are signature and date fields for the preparer and receiver.

Step	Action
9.	The Calendar window will appear. Choose the appropriate Through date by selecting the date. <b>Pick a Date</b>

Receiver
Home Logout Preferences

---

Shipping Report Submit Cancel

**COMPLETED BY SHIPPER**

* Material Type: <input type="text" value="PET1"/>	* Receipts & Logs From: <input type="text" value="12/21/2008"/>	* Through: <input type="text" value="12/21/2008"/>
* Shipper ID: <input type="text"/>	* Receiver ID: <input type="text" value="RC19002"/>	
Company Name: <input type="text"/>	Company Name: <input type="text" value="GreenDay Recycling &amp; Recovery"/>	
Address: <input type="text"/>	Address: <input type="text" value="2800 Compost Way, RecycleTown, CA-99959"/>	

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

**COMPLETED BY RECEIVER**

* Received Date	* Weight Ticket #	* Received Wt. (lbs)	* % Of Shrinkage(%)	* % Reduction(%)
<input type="text"/>				

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

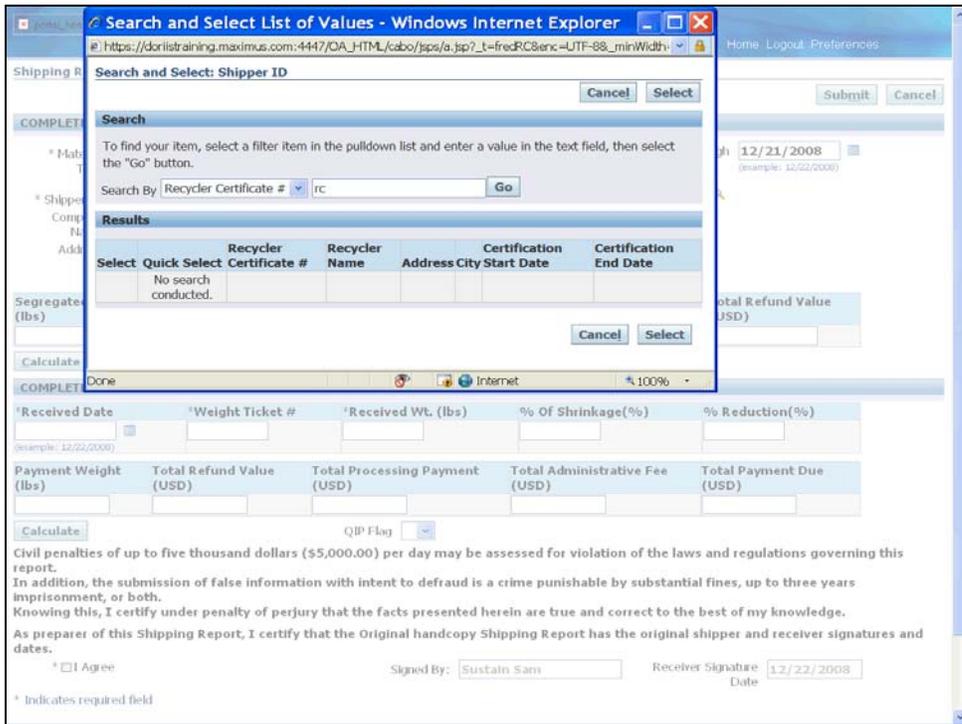
QIP Flag

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge. As preparer of this Shipping Report, I certify that the Original handcopy Shipping Report has the original shipper and receiver signatures and dates.

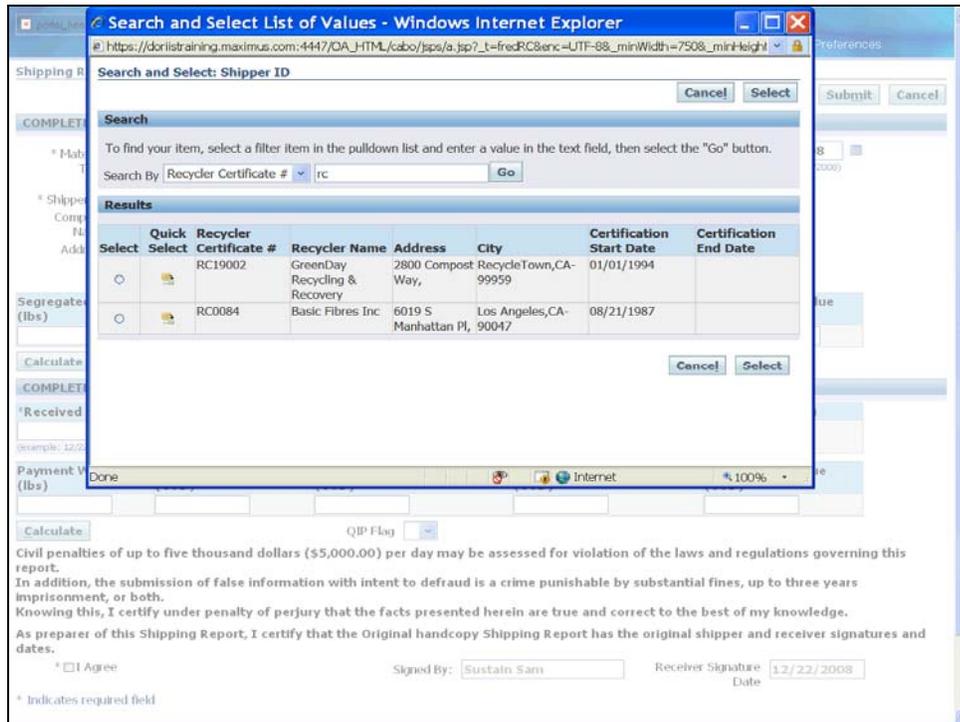
\*  I Agree      Signed By:       Receiver Signature Date:

\* Indicates required field

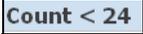
Step	Action
10.	Designate who the shipper (recycling center that the report is being filed on behalf of) will be by clicking in the <b>Shipper ID</b> field. <input style="border: 1px solid black; width: 50px;" type="text" value="* Shipper ID"/>
11.	Enter the Shipper ID if known or click the <b>Shipper ID</b> search button to select from a list of shippers. <input style="border: 1px solid black; width: 20px; height: 15px; vertical-align: middle;" type="button" value="🔍"/>



Step	Action
12.	<p>The Search and Select: Shipper ID window will appear.</p> <p>Enter the Shipper Certificate Number of the party that is shipping the material.</p> <p>Click the <b>Go</b> button.</p> <p><input type="button" value="Go"/></p>



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

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

Receiver Home Logout Preferences

Shipping Report Submit Cancel

---

**COMPLETED BY SHIPPER**

\* Material Type:  \* Receipts & Logs From:  \* Through:   
(example: 12/22/2008)

\* Shipper ID:  \* Receiver ID:   
 Company Name:  Company Name:   
 Address:  Address:

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
1520.3	655.8	80	200	2102.4	1934.2

Calculate

---

**COMPLETED BY RECEIVER**

*Received Date	*Weight Ticket #	*Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
<input type="text"/>				

(example: 12/22/2008)

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate QIP Flag

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
 In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
 Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.  
 As preparer of this Shipping Report, I certify that the Original handcopy Shipping Report has the original shipper and receiver signatures and dates.

I Agree Signed By:  Receiver Signature Date:

\* Indicates required field

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

# User Manual

## Using the DORIS Portal: Self Service Processors and Recyclers



The screenshot shows a web browser window with a 'Pick a Date' calendar for December 2008. The calendar is open, showing days from Sunday to Saturday. The main form behind it is a shipping report form. It includes a 'Shipping R' field, a 'COMPLETED' status, and various input fields for 'Receipts & Logs From', 'Through', 'Receiver ID', 'Company Name', and 'Address'. Below these are several tables for weight and value calculations, including 'Segregated Weight', 'Commingled Weight', and 'Total Redemption Weight'. At the bottom, there are signature fields for 'Signed By' and 'Receiver Signature'.

Step	Action
21.	The Calendar window will appear. Choose the appropriate Received date by selecting the date. <b>Pick a Date</b>

Step	Action
22.	<p>The Shipping Report screen will again appear with the <b>Received</b> date now populated.</p> <p>Click in the <b>Weight Ticket #</b> field and enter the weight ticket number from the truck scale.</p> <p><b>Weight Ticket #</b></p>
23.	<p>Click in the <b>Received Weight (LBS)</b> field and enter the total received weight of the shipment.</p> <p><b>Received Wt. (lbs)</b></p>
24.	<p>Click in the <b>% of Shrinkage</b> field.</p> <p>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.</p> <p><b>% Of Shrinkage(%)</b></p>
25.	<p>Click the <b>Calculate</b> button.</p> <p><b>Calculate</b></p>

Receiver Home Logout Preferences

Shipping Report Submit Cancel

---

**COMPLETED BY SHIPPER**

\* Material Type:  \* Receipts & Logs From:  \* Through:   
(example: 12/22/2008) (example: 12/22/2008)

\* Shipper ID:  \* Receiver ID:   
 Company Name:  Company Name:   
 Address:  Address:

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
<input type="text" value="1520.3"/>	<input type="text" value="655.8"/>	<input type="text" value="80"/>	<input type="text" value="200"/>	<input type="text" value="2102.4"/>	<input type="text" value="1934.2"/>

Calculate

---

**COMPLETED BY RECEIVER**

*Received Date	*Weight Ticket #	*Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
<input type="text" value="12/22/2008"/> <small>(example: 12/22/2008)</small>	<input type="text" value="123987"/>	<input type="text" value="2100"/>	<input type="text" value="0"/>	<input type="text" value="1.001"/>

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
<input type="text" value="2102.4"/>	<input type="text" value="1934.2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1934.2"/>

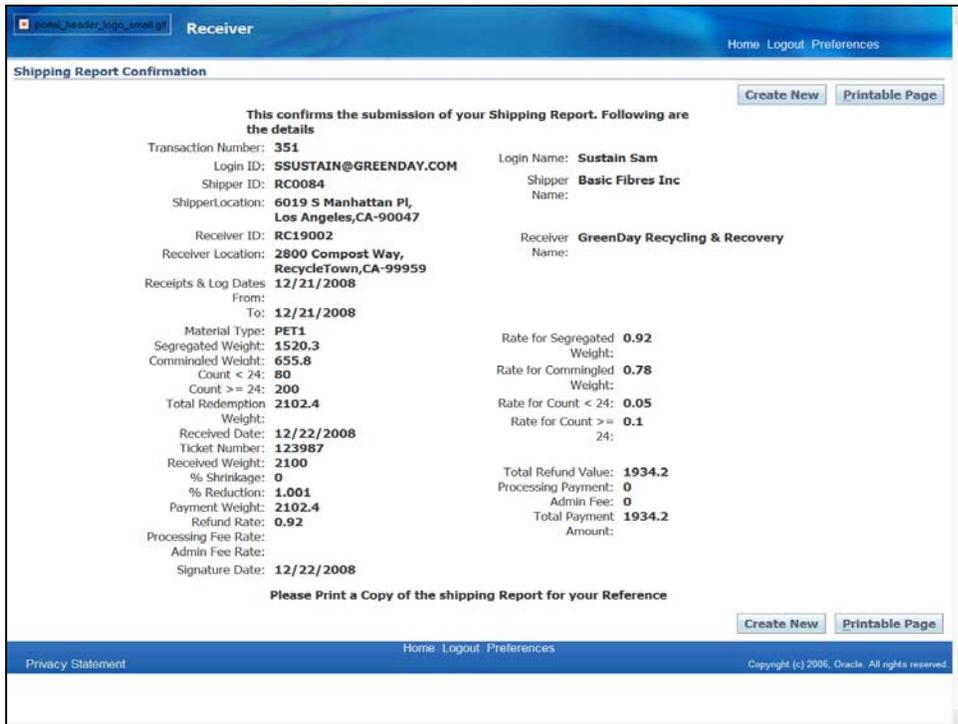
Calculate QIP Flag

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
 In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
 Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.  
 As preparer of this Shipping Report, I certify that the Original handcopy Shipping Report has the original shipper and receiver signatures and dates.

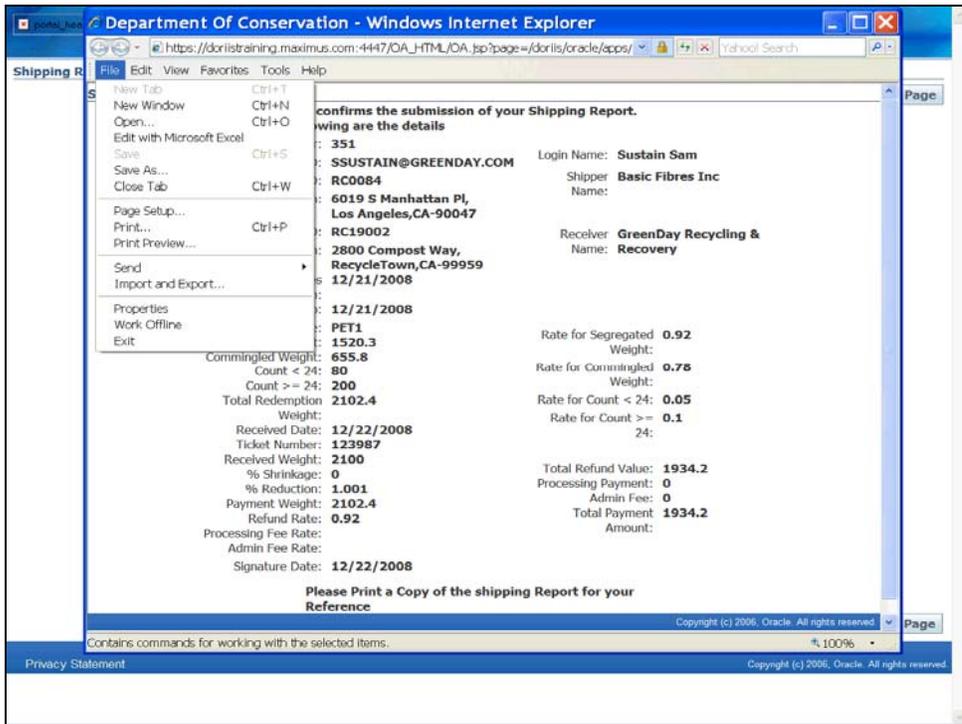
\*  I Agree Signed By:  Receiver Signature Date:

\* Indicates required field Submit Cancel

Step	Action
26.	<p>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.</p> <p>Click the <b>I Agree</b> checkbox option to agree to the terms and conditions of filing the Shipping Report.</p> <p><input type="checkbox"/> I Agree</p>
27.	<p>Click the <b>Submit</b> button.</p> <p><input type="button" value="Submit"/></p>



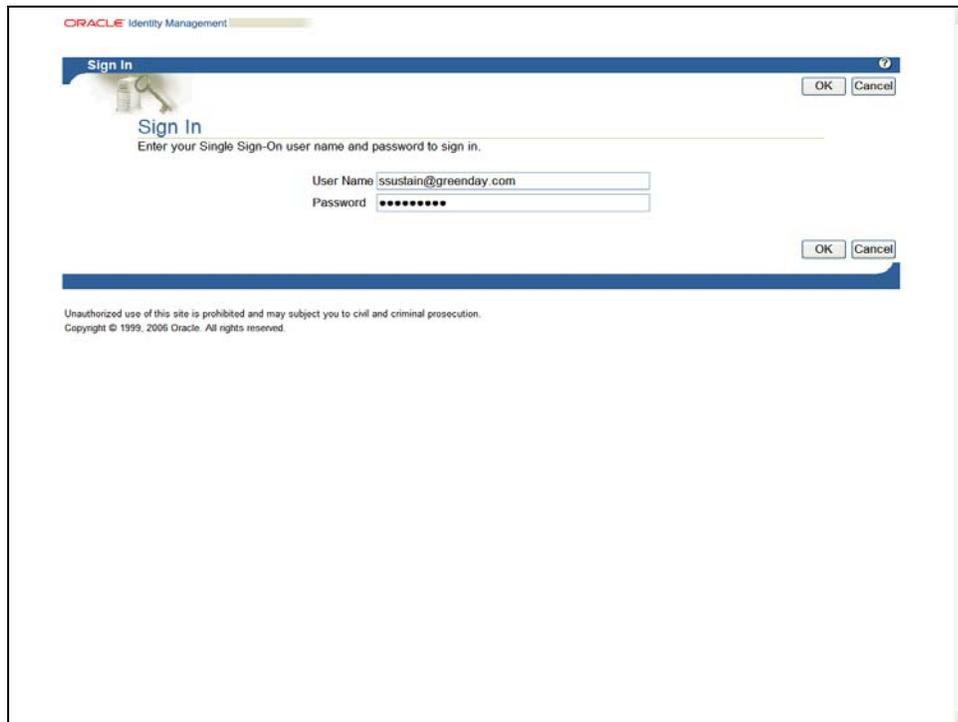
Step	Action
28.	<p>A Shipping Report Confirmation screen will now appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <p><a href="#">Printable Page</a></p>



Step	Action
29.	Once the printable version of the confirmation page appears, select <b>File</b> from the menu bar then select <b>Print</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Print...      Ctrl+P</div>
30.	To exit DORIIS, click the <b>Logout</b> button from the upper Menu bar. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Logout</div>
31.	<b>End of Procedure.</b>

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

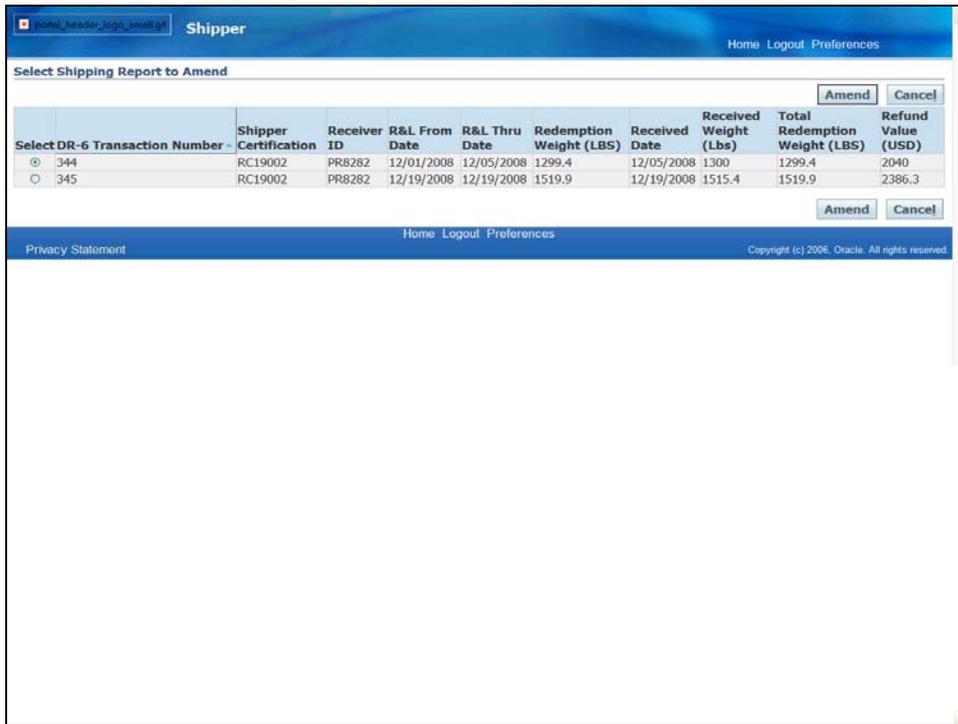
### Procedure



Step	Action
1.	Enter <b>Username</b> and <b>Password</b> .  Click the <b>OK</b> button. <input data-bbox="467 1562 545 1598" type="button" value="OK"/>



Step	Action
2.	<p>Select the <b>Shipper</b> responsibility.</p> <p>Navigate to: Amend Shipping Report</p> <p><b><i>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</i></b></p> <p><a href="#">Amend Shipping Report</a></p>



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

portal\_header\_logo\_small.gif Shipper Home Logout Preferences

Shipping Report Amendment Submit Cancel

**COMPLETED BY SHIPPER**

\* Material Type: Aluminum      Receipts & Logs From: 12/01/2008      Through: 12/05/2008

\* Shipper ID: RC19002      \* Receiver ID: PR8282

Company Name: GreenDay Recycling & Recovery      Company Name: GreenDay Recycling & Recovery

Address: 2800 Compost Way, RecycleTown, CA-99959      Address: 2800 Compost Way, RecycleTown, CA-99959

Initial Values

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
				1299.4	2040

New Values

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value

Calculate

Net Difference

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value

QIP Flag:  \* Note Type: Data Entry Error

Received Date	Weight Ticket #	Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
12/05/2008	1234	1300	0	1

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
1299.4	2040	0	15.3	2055.3

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree      Signed By: Sustain Sam      Shipper Signature: [Signature]      Date: 12/22/2008

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

portal\_header\_logo\_small.gif Shipper Home Logout Preferences

Shipping Report Amendment Submit Cancel

**COMPLETED BY SHIPPER**

\* Material Type: Aluminum      Receipts & Logs From: 12/01/2008      Through: 12/05/2008

\* Shipper ID: RC19002      \* Receiver ID: PR8282

Company Name: GreenDay Recycling & Recovery      Company Name: GreenDay Recycling & Recovery

Address: 2800 Compost Way, RecycleTown, CA-99959      Address: 2800 Compost Way, RecycleTown, CA-99959

Initial Values

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
				1299.4	2010

New Values

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
				1719.7	2700

Calculate

Net Difference

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
				420.4	660

QIP Flag:  \* Note Type: Data Entry Error

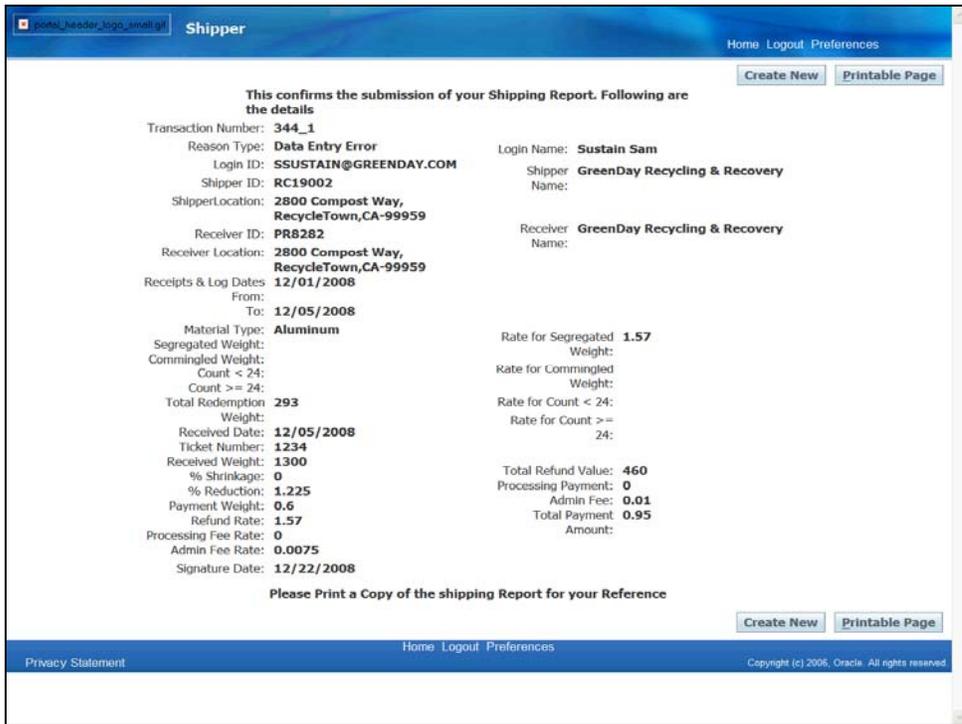
Received Date	Weight Ticket #	Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
12/05/2008	1234	1300	0	1.323

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
0.6	0.94	0	0.01	0.95

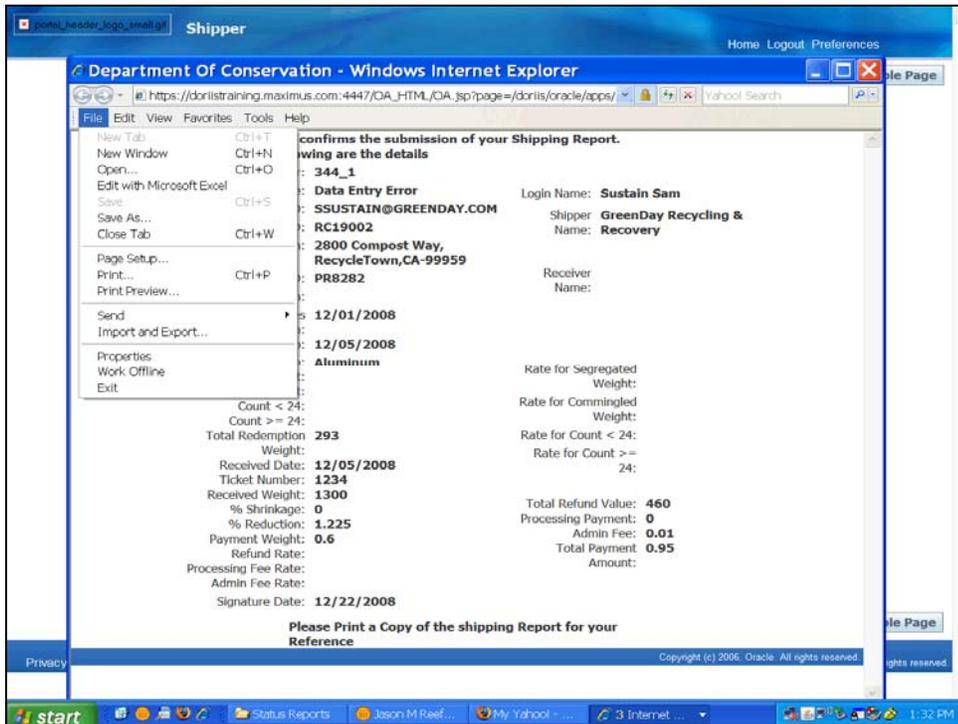
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
 In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
 Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree      Signed By: Sustain Sam      Shipper Signature:   
 Date: 12/22/2008

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



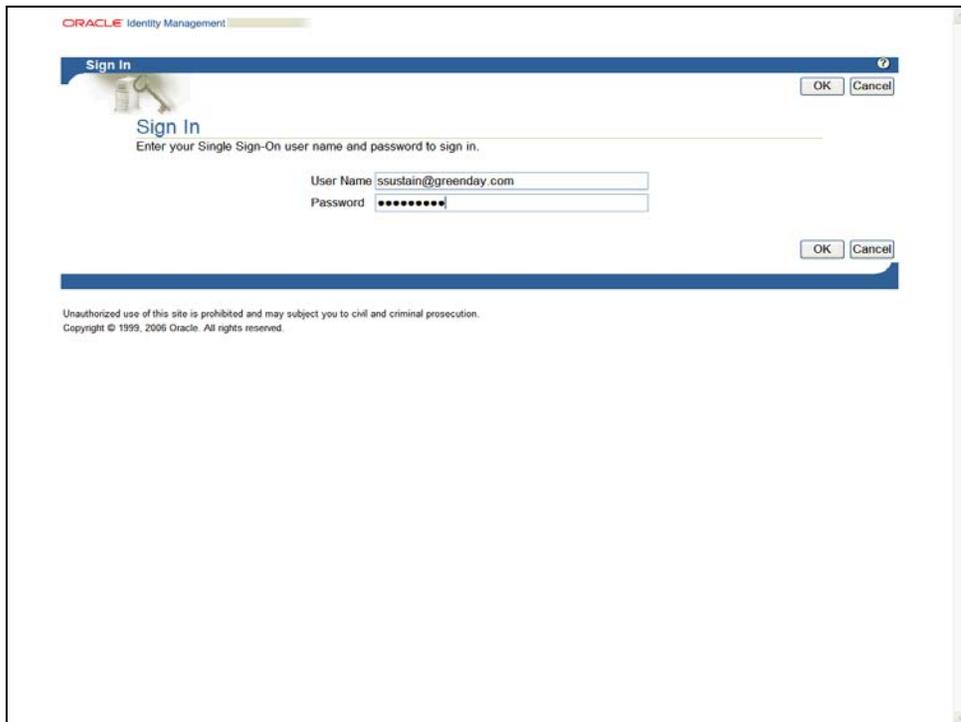
Step	Action
10.	<p>The Confirmation window will appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <p><a href="#">Printable Page</a></p>



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

## Objective 5b: Amend a Shipping Report - Daily Summary

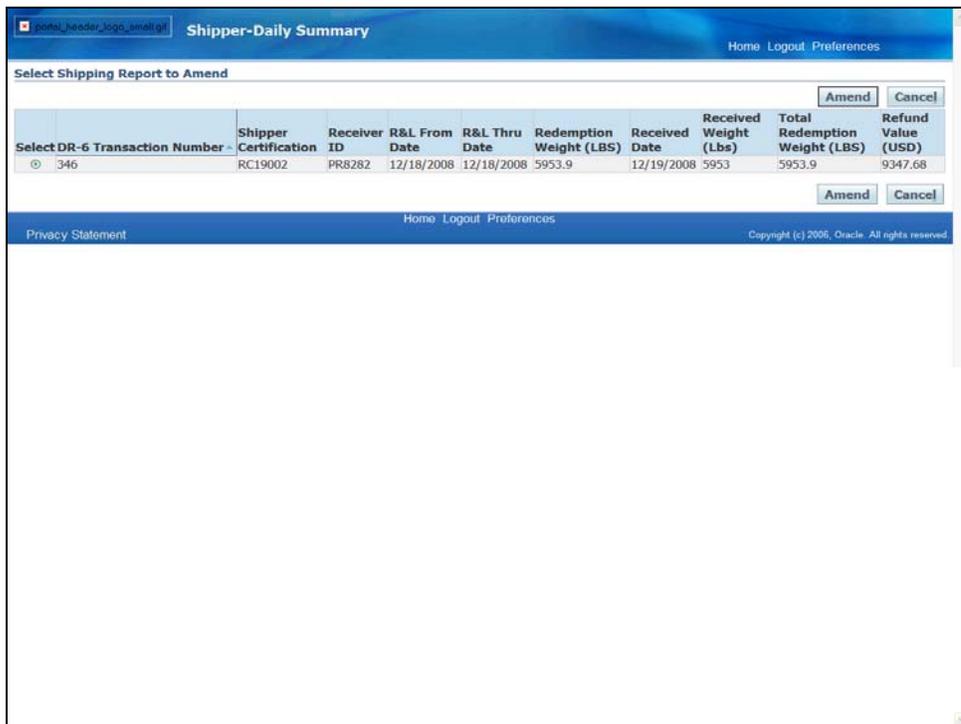
### Procedure



Step	Action
1.	Enter <b>Username</b> and <b>Password</b> . Click the <b>OK</b> button. 



Step	Action
2.	<p>Select the <b>Shipper-Daily Summary</b> responsibility.</p> <p>Navigate to: Amend Shipping Report - Daily Summary</p> <p><b>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</b></p> <p><a href="#">Amend Shipping Report - Daily Summary</a></p>



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

**COMPLETED BY SHIPPER**

\* Material Type: Aluminum  
 \* Shipper ID: RC19002  
 Company Name: GreenDay Recycling & Recovery  
 Address: 2800 Compost Way, RecycleTown, CA-99959

Receipts & Logs From: 12/18/2008 Through: 12/18/2008  
 \* Receiver ID: PR8282  
 Company Name: GreenDay Recycling & Recovery  
 Address: 2800 Compost Way, RecycleTown, CA-99959

**Initial Values**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
4255.6	1821.5	88	26	5953.9	9347.68

**New Values**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value

**Calculate**

**Net Difference**

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value

QIP Flag: [v] \* Note Type: Data Entry Error

Received Date	Weight Ticket #	Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
12/19/2008	123456	5953	0	1

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
5953.9	9347.68	0	70.11	9417.79

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
 In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
 Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\* I Agree Signed By: Sustain Sam Shipper Signature Date: 12/22/2008

Step	Action
4.	<p>The Shipping Report Amendment window will appear.</p> <p>The form will populate with the original shipping report data.  <b>*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.</b></p> <p>In the New Values region, click in the <b>Segregated Weight (lbs)</b> field and enter the new segregated weight.  <b>Segregated Weight (lbs)</b></p>
5.	<p>Click in the <b>Commingled Weight (lbs)</b> field and enter the new commingled weight.  <b>Commingled Weight (lbs)</b></p>
6.	<p>Click in the <b>Count &lt; 24</b> field and enter the new count if applicable.  <b>Count &lt; 24</b></p>
7.	<p>Click in the <b>Count &gt; 24</b> field and enter the new count if applicable.  <b>Count &gt;= 24</b></p>
8.	<p>Click the <b>Calculate</b> button.</p>

postal\_header\_logo\_small.gif Shipper-Daily Summary Home Logout Preferences

Shipping Report Amendment

**COMPLETED BY SHIPPER**

\* Material Type: Aluminum Receipts & Logs From: 12/18/2008 Through: 12/18/2008

\* Shipper ID: RC19002 \* Receiver ID: PR8282

Company Name: GreenDay Recycling & Recovery Company Name: GreenDay Recycling & Recovery

Address: 2800 Compost Way, RecycleTown, CA-99959 Address: 2800 Compost Way, RecycleTown, CA-99959

Initial Values

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
4255.6	1821.5	88	26	5953.9	9347.68

New Values

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
4200	1800	80	21		

Net Difference

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value

QIP Flag:  \* Note Type: Data Entry Error

Received Date	Weight Ticket #	Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
12/19/2008	123456	5953	0	1

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
5953.9	9347.68	0	70.11	9417.79

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree Signed By: Sustain Sam Shipper Signature Date: 12/22/2008

Step	Action
9.	Review the calculated Net Difference values for accuracy.  Click the <b>Note Type</b> dropdown menu. <input type="text" value="* Note Type"/>
10.	Select the note type by highlighting the option.  <b>Special Note: The Receipts &amp; Logs note types require a description of the amendment to be entered.</b> <input type="text" value="Data Entry Error"/>

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Shipper-Daily Summary
Home Logout Preferences

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Shipping Report Amendment

**COMPLETED BY SHIPPER**

* Material Type: Aluminum	Receipts & Logs From: 12/18/2008	Through: 12/18/2008
* Shipper ID: RC19002	* Receiver ID: PR8282	
Company Name: GreenDay Recycling & Recovery	Company Name: GreenDay Recycling & Recovery	
Address: 2800 Compost Way, RecycleTown, CA-99959	Address: 2800 Compost Way, RecycleTown, CA-99959	

<b>Initial Values</b>					
Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
4255.6	1821.5	88	26	5953.9	9347.68
<b>New Values</b>					
Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value
4200	1800	80	21		

<b>Net Difference</b>					
Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight	Total Refund Value

QIP Flag:  \* Note Type: Data Entry Error

Received Date	Weight Ticket #	Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
12/19/2008	123456	5953	0	1

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
5953.9	9347.68	0	70.11	9417.79

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.

In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.

Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree      Signed By: Sustain Sam      Shipper Signature:       Date: 12/22/2008

Step	Action
11.	Review the calculated Net Difference values for accuracy.  Click the <b>I Agree</b> checkbox option. <input type="checkbox"/> I Agree
12.	Click the <b>Submit</b> button. <input type="button" value="Submit"/>

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[Create New](#)
[Printable Page](#)

This confirms the submission of your Shipping Report. Following are the details

<p>Transaction Number: <b>346_1</b></p> <p>Reason Type: <b>Data Entry Error</b></p> <p>Login ID: <b>SSUSTAIN@GREENDAY.COM</b></p> <p>Shipper ID: <b>RC19002</b></p> <p>Shipper Location: <b>2800 Compost Way, RecycleTown, CA-99959</b></p> <p>Receiver ID: <b>PR8282</b></p> <p>Receiver Location: <b>2800 Compost Way, RecycleTown, CA-99959</b></p> <p>Receipts &amp; Log Dates: <b>12/18/2008</b></p> <p>From:</p> <p>To: <b>12/18/2008</b></p> <p>Material Type: <b>Aluminum</b></p> <p>Segregated Weight: <b>-55.6</b></p> <p>Commingled Weight: <b>-21.5</b></p> <p>Count &lt; 24: <b>-8</b></p> <p>Count &gt;= 24: <b>-5</b></p> <p>Total Redemption Weight: <b>-76.2</b></p> <p>Received Date: <b>12/19/2008</b></p> <p>Ticket Number: <b>123456</b></p> <p>Received Weight: <b>5953</b></p> <p>% Shrinkage: <b>0</b></p> <p>% Reduction: <b>0.987</b></p> <p>Payment Weight: <b>-76.1</b></p> <p>Refund Rate: <b>1.57</b></p> <p>Processing Fee Rate: <b>0</b></p> <p>Admin Fee Rate: <b>0.0075</b></p> <p>Signature Date: <b>12/22/2008</b></p>	<p>Login Name: <b>Sustain Sam</b></p> <p>Shipper Name: <b>GreenDay Recycling &amp; Recovery</b></p> <p>Receiver Name: <b>GreenDay Recycling &amp; Recovery</b></p> <p>Rate for Segregated Weight: <b>1.57</b></p> <p>Rate for Commingled Weight: <b>1.46</b></p> <p>Rate for Count &lt; 24: <b>0.05</b></p> <p>Rate for Count &gt;= 24: <b>0.1</b></p> <p>Total Refund Value: <b>-</b></p> <p>Processing Payment: <b>119.58</b></p> <p>Admin Fee: <b>0</b></p> <p>Total Payment: <b>-0.9</b></p> <p>Amount: <b>120.42</b></p>
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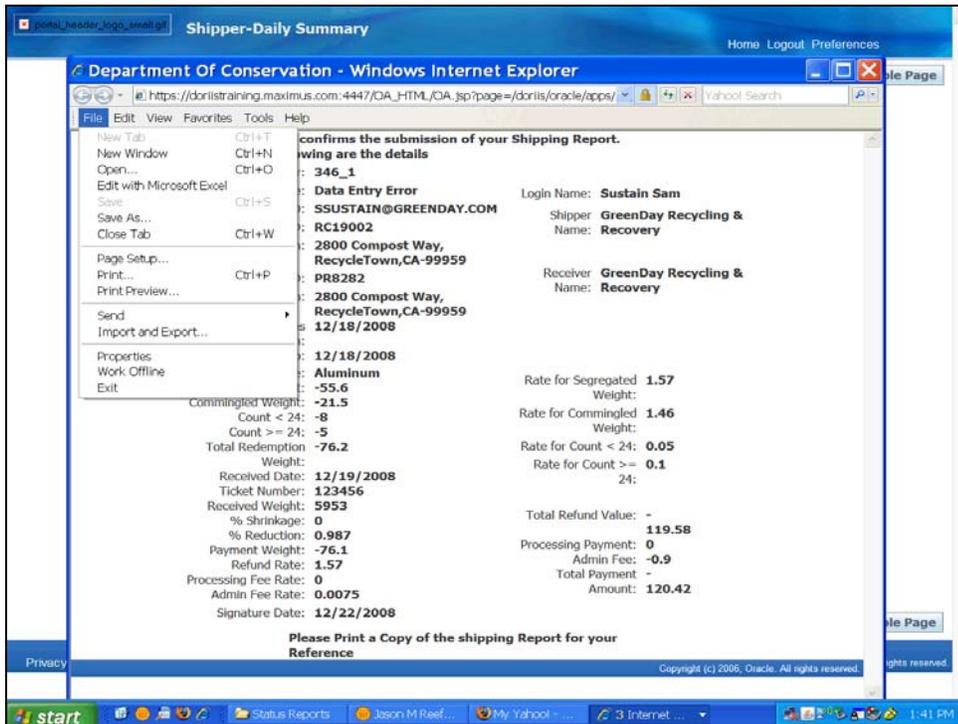
Please Print a Copy of the shipping Report for your Reference

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[Printable Page](#)

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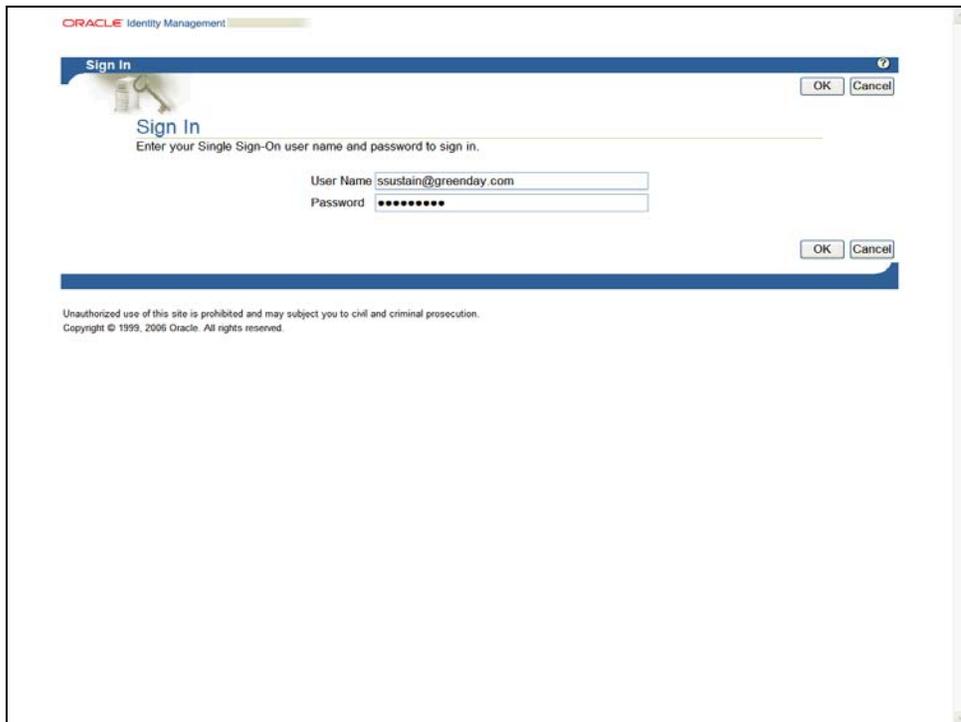
Step	Action
13.	<p>The Confirmation window will appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Printable Page</span> </div>



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

## Objective 6: Accept/Reject an Amended Shipping Report

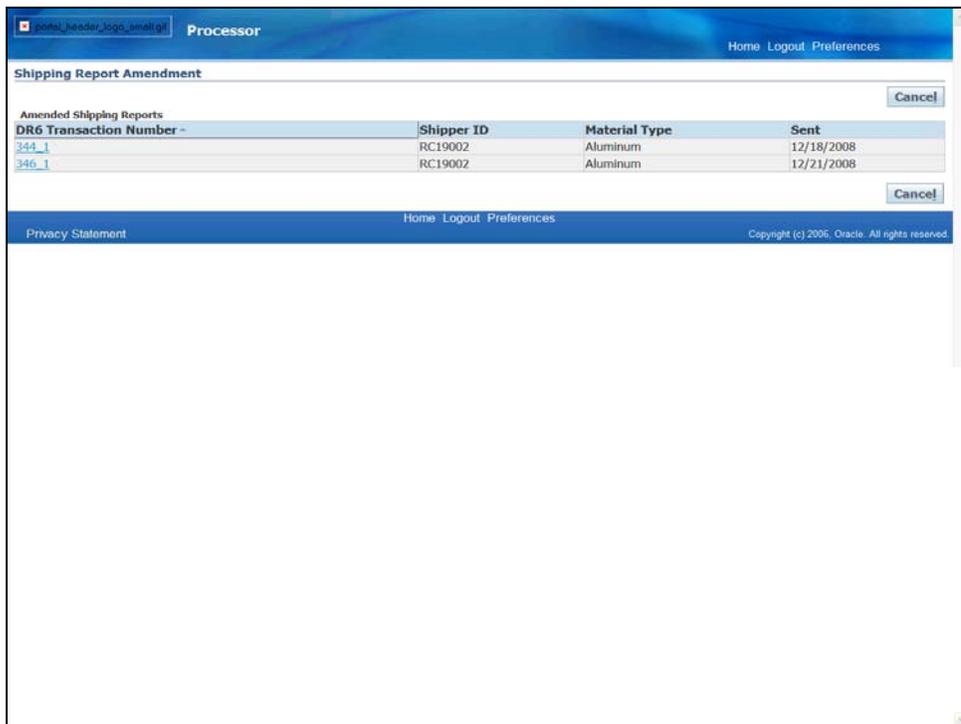
### Procedure



Step	Action
1.	Enter <b>Username</b> and <b>Password</b> .  Click the <b>OK</b> button. 



Step	Action
2.	<p>Select your <b>Processor</b> responsibility.</p> <p>Navigate to: Accept/Reject Amended Shipping Report</p> <p><b>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</b></p> <p><a href="#">Accept/Reject Amended Shipping Report</a></p>



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

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Processor
Home Logout Preferences

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**Shipper Amendment Details** Accept Deny

**COMPLETED BY SHIPPER**

* Material Type: Aluminum	Receipts & Logs From: 12/01/2008	Through: 12/05/2008
* Shipper ID: RC19002	(example: 12/22/2008)	
Company Name: GreenDay Recycling & Recovery	* Receiver ID: PR8282	
Address: 2800 Compost Way, RecycleTown, CA-99959	Company Name: GreenDay Recycling & Recovery	
	Address: 2800 Compost Way, RecycleTown, CA-99959	

Segregated Weight (lbs)	Commingled Weight (lbs)	Count < 24	Count >= 24	Total Redemption Weight (lbs)	Total Refund Value (USD)
				293	460

QIP Flag:  Signed By: Sustain Sam Shipper Signature Date: 12/22/2008

**COMPLETED BY RECEIVER**

Received Date	Weight Ticket #	Received Wt. (lbs)	% Of Shrinkage(%)	% Reduction(%)
12/05/2008	1234	1300	0	1.225

Payment Weight (lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Total Payment Due (USD)
0.6	0.94	0	0.01	0.95

Please Review Shipper Amendment Details  
Enter a note, and click Accept to agree or Deny to reject the Amendment

**Shipper Amendment Notes**

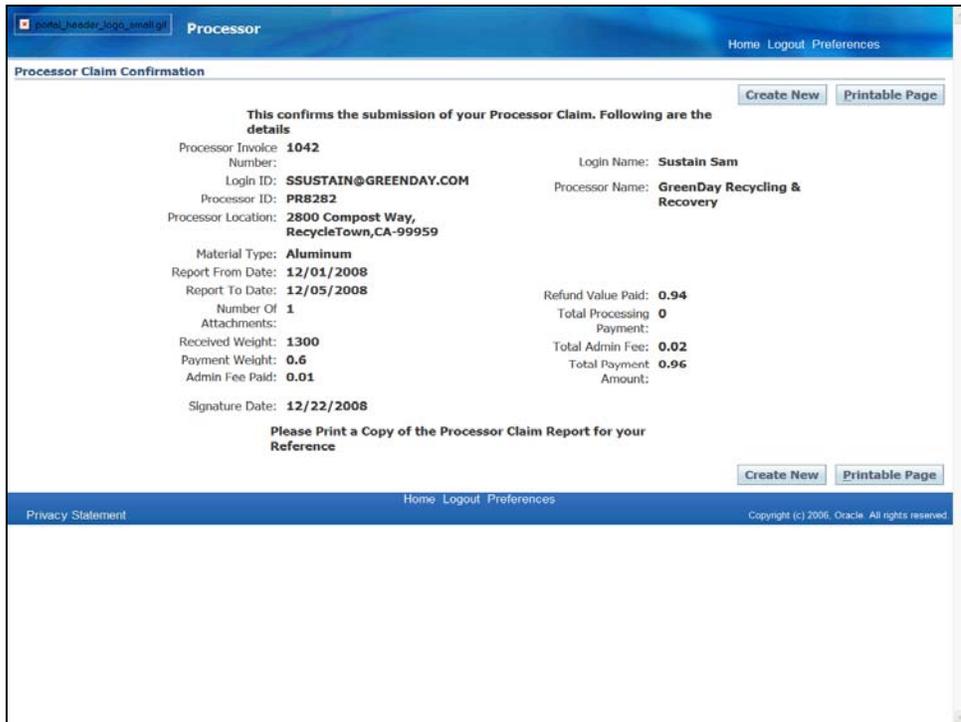
Note Type: Data Entry Error	Reason for Denial: <input style="width: 90%;" type="text"/>
Reason for Amendment: <input style="width: 90%;" type="text"/>	

Signed By: Sustain Sam Receiver Signature Date: 12/18/2008

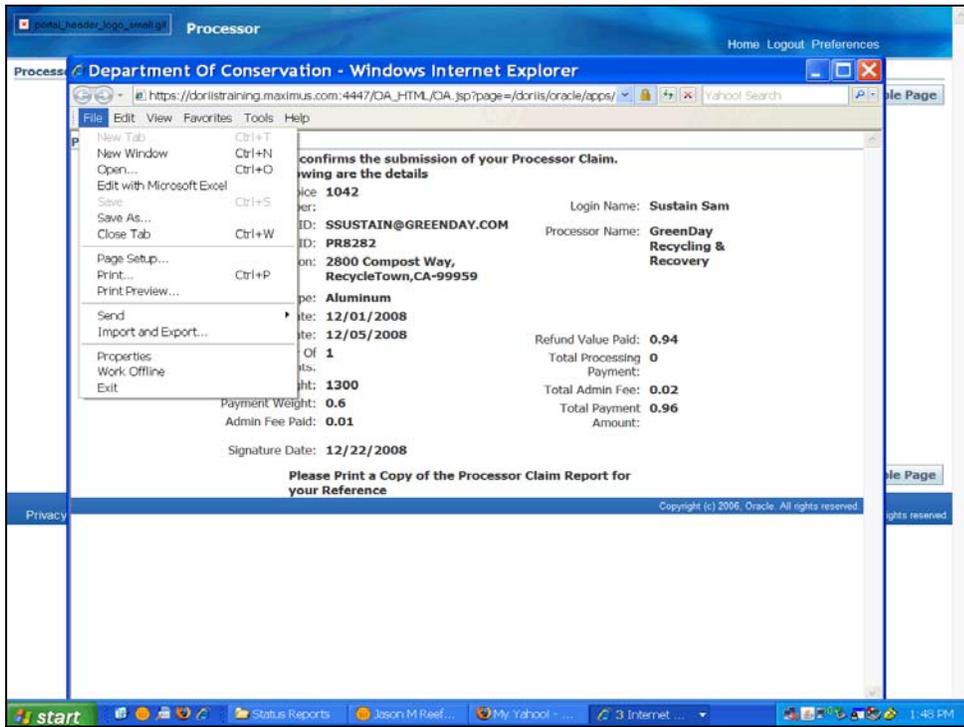
\* Indicates required field

Return To Home
Accept Deny

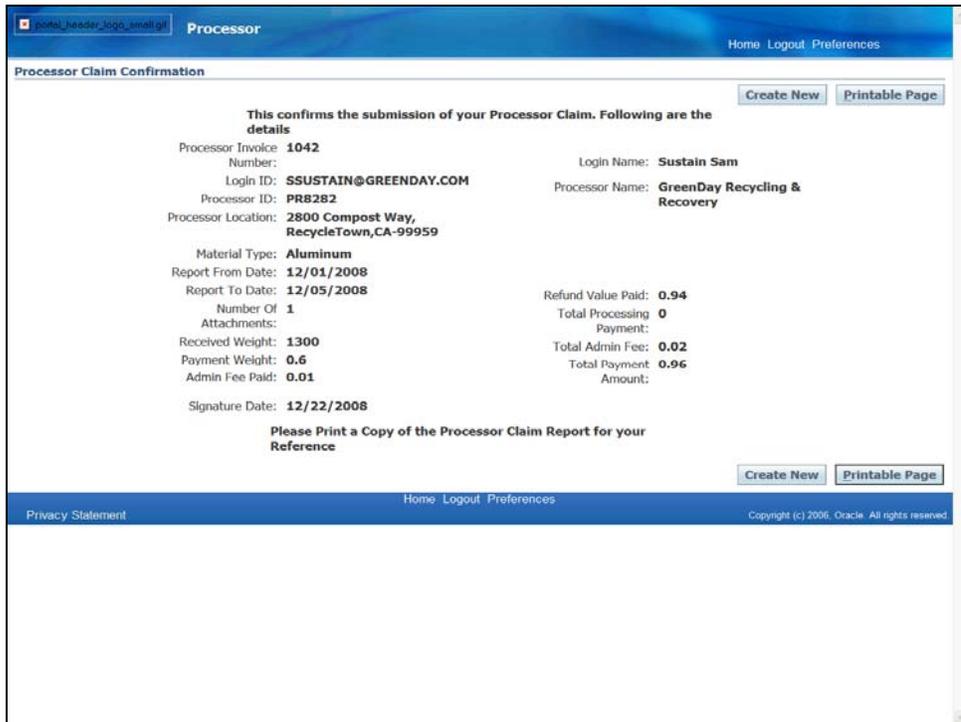
Step	Action
4.	<p>The Shipper Amendment Details window will appear.</p> <p>Information regarding the shipping report will populate the appropriate fields.</p> <p>Review the Shipper Amendment Notes describing the reason for amendment.</p> <p>If denying the amendment, you must enter a reason for denial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



Step	Action
5.	<p>The Processor Claim Confirmation window will appear.</p> <p>Either select the <b>Create New</b> button to enter another Shipping Report or click the <b>Printable Page</b> button to print a copy for your records.</p> <p><a href="#">Printable Page</a></p>



Step	Action
6.	<p>A print screen version of the Amended Processor Claim will appear.</p> <p>Select <b>File</b> from the menu bar and click <b>Print</b>.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span>Print...</span>      <span>Ctrl+P</span> </div>



Step	Action
7.	To exit DORIIS, click the <b>Logout</b> button in the upper Menu bar. <a href="#">Logout</a>
8.	<b>End of Procedure.</b>

## Objective 7: Create a Processor Invoice Report

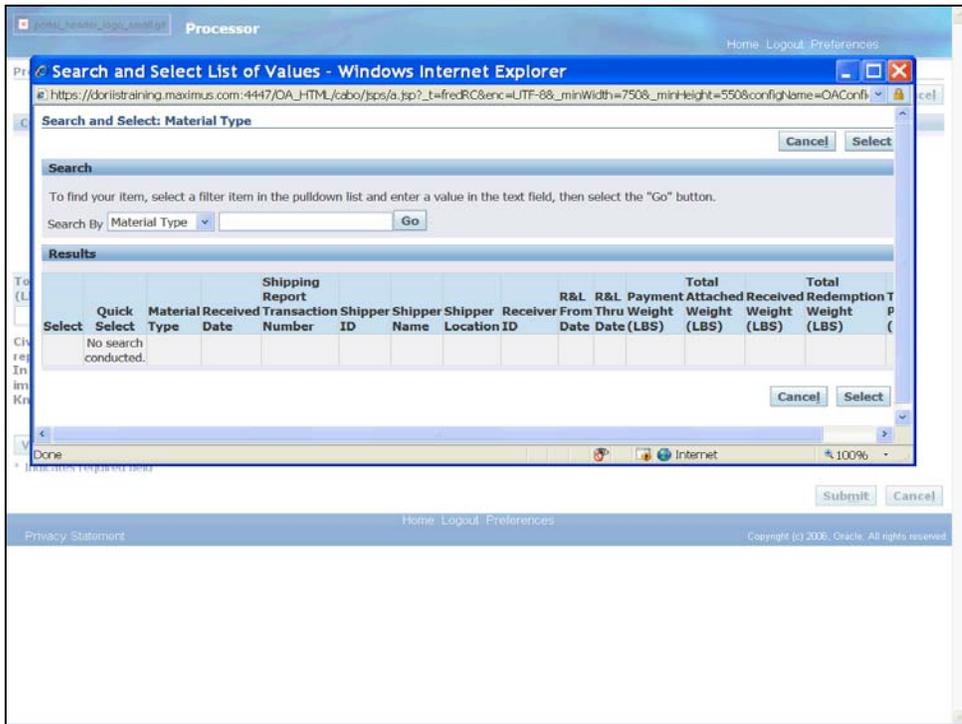
### Procedure

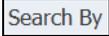
Step	Action
1.	Enter <b>Username</b> and <b>Password</b> .  Click the <b>OK</b> button. <input data-bbox="467 1562 545 1598" type="button" value="OK"/>



Step	Action
2.	<p>Select the <b>Processor</b> responsibility.</p> <p>Navigate to: Create Processor Claim</p> <p><b><i>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</i></b></p> <p><a href="#">Create Processor Claim</a></p>

Step	Action
3.	<p>The Processor Claim Report screen will appear.</p> <p><b>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.</b></p> <p>Click in the <b>Material Type</b> field.</p> <p><input type="text" value="* Material Type"/></p>
4.	<p>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 <b>Material Type</b> search button.</p> <p></p>



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

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**Processor**

Processor Claim Report

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**COMPLETED BY PROCESSOR**

Processor ID:  \* Material Type:

Company Name:

Reporting From:  Reporting Through:

Number Of Attachments:  Sum Of Total Refund:

Total Received Wt. (Lbs)	Total Payment Weight (Lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Grand Total (USD)
13682	13682.9	12588.26	1352.42	314.71	14255.39

Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

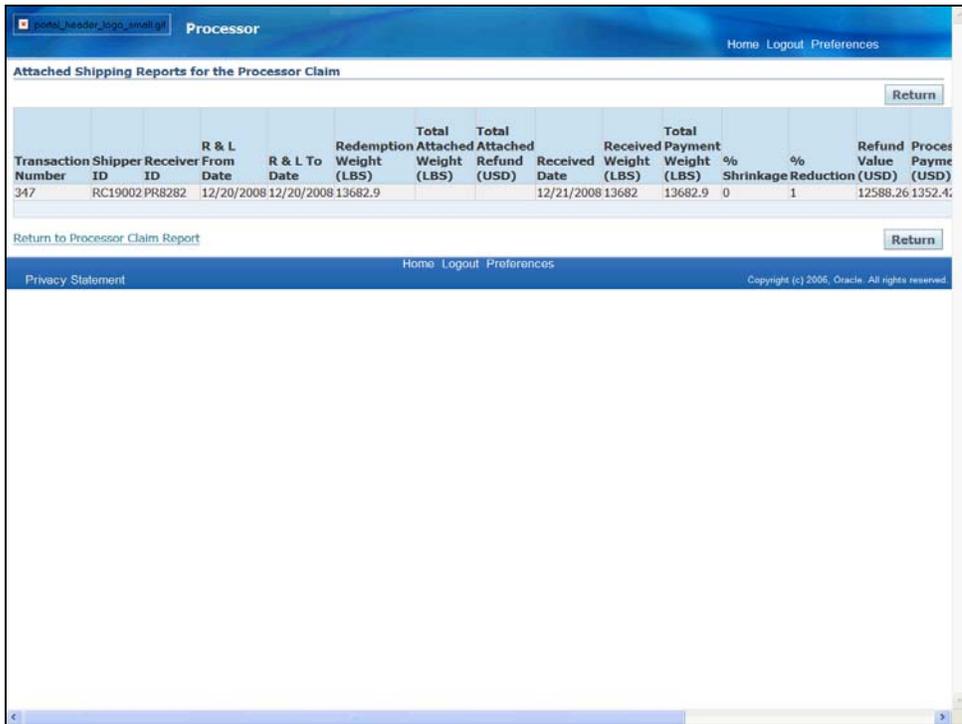
I Agree      Signed By:       Signature Date:

\* Indicates required field

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Step	Action
8.	<p>The Processor Claim Report window will again appear.</p> <p>The data will be populated based on the shipping report through date selected in the previous step.</p> <p>To view a list of all the attached shipping reports, click the <b>View Attached Shipping Report</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> <b>View Attached Shipping Report</b> </div>



Step	Action
9.	<p>The Attached Shipping Reports for the Processor Claim window will appear.</p> <p>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.</p> <p>Click the <b>Return to Processor Claim Report</b> button.</p> <p><a href="#">Return to Processor Claim Report</a></p>

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Processor Home Logout Preferences

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**Processor Claim Report**

**COMPLETED BY PROCESSOR**

Processor ID:  \* Material Type:

Company Name:

Reporting From:  Reporting Through:

Number Of Attachments:  Sum Of Total Refund:

Total Received Wt. (Lbs)	Total Payment Weight (Lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Grand Total (USD)
13682	13682.9	12588.26	1352.42	314.71	14255.39

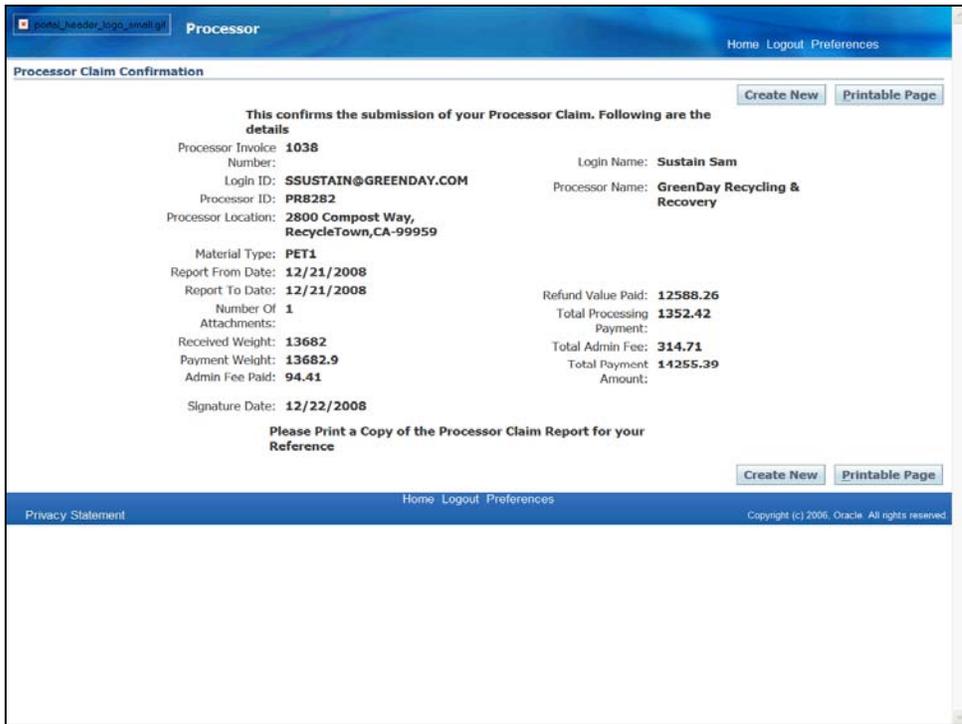
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree Signed By:  Signature Date:

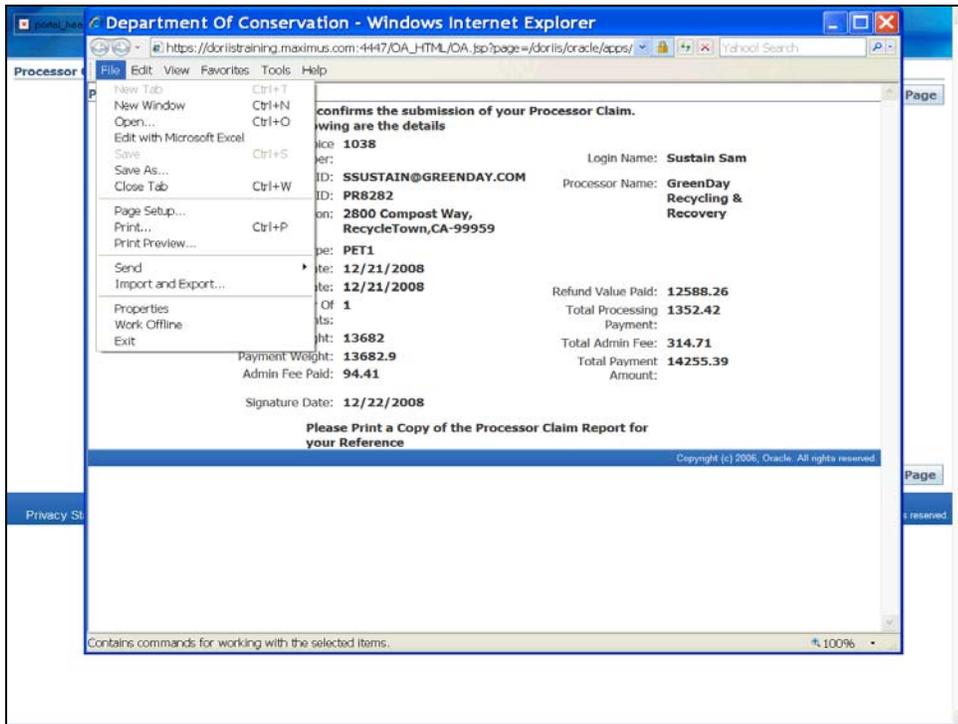
\* Indicates required field

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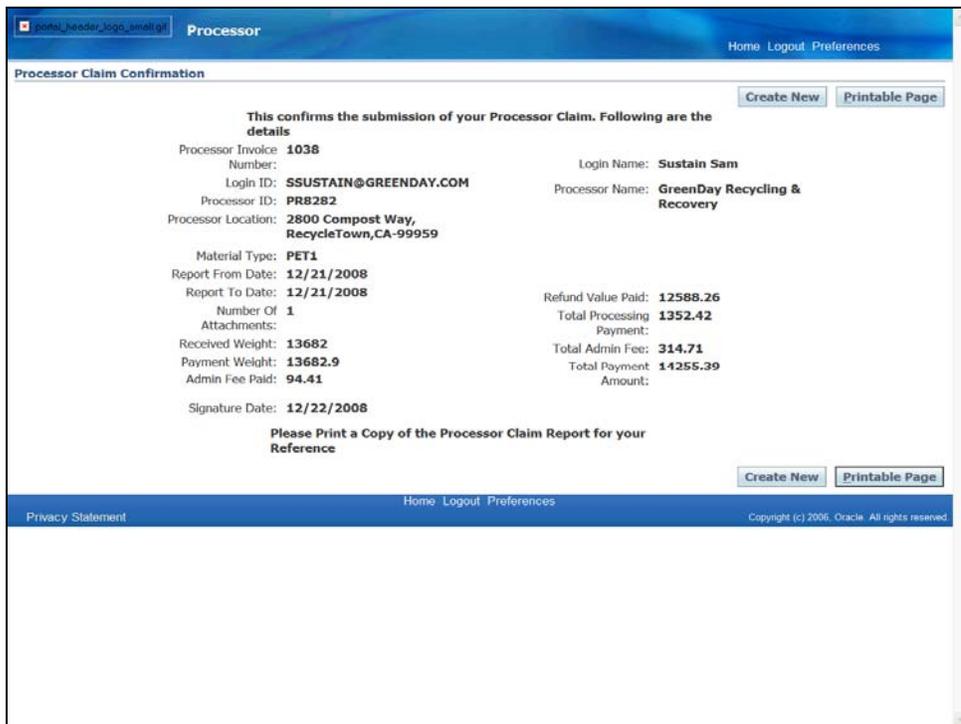
Step	Action
10.	The Processor Claim Report window will again appear.  Click the <b>I Agree</b> option to agree to the terms and conditions. <input type="checkbox"/> I Agree
11.	Click the <b>Submit</b> button. <input type="button" value="Submit"/>



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



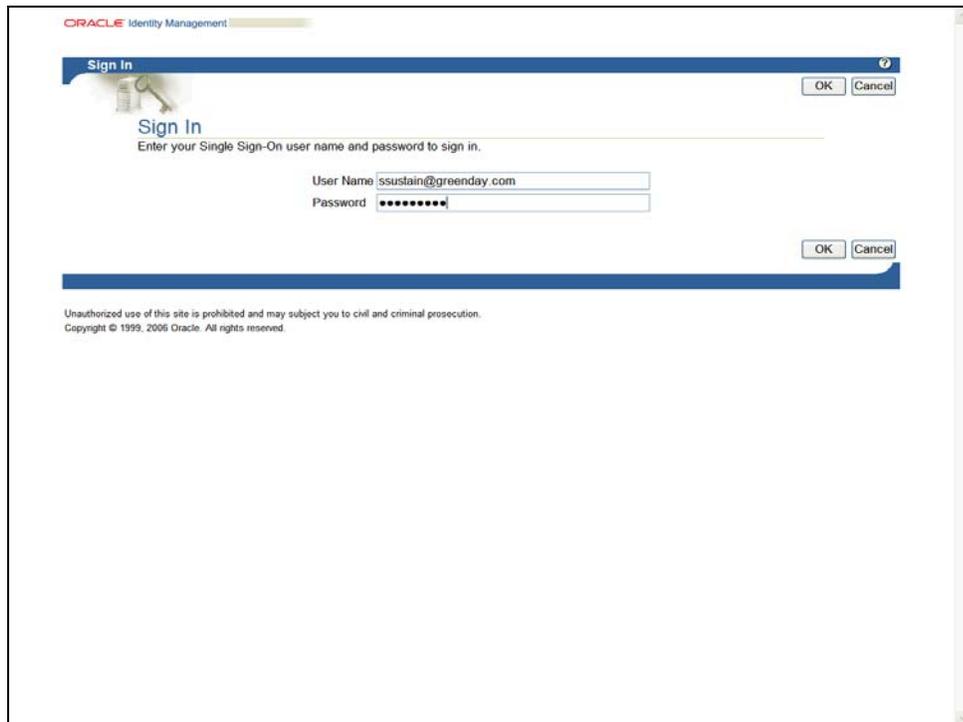
Step	Action
13.	<p>The printable page will appear.</p> <p>In the Menu bar, select <b>File</b> then click <b>Print</b>.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <span>Print...</span> <span>Ctrl+P</span> </div>



Step	Action
14.	To exit DORIIS, click the <b>Logout</b> button in the upper Menu bar. <a href="#">Logout</a>
15.	<b>End of Procedure.</b>

## Objective 8: Create a Supplemental Processor Invoice Report

### Procedure



Step	Action
1.	Enter <b>Username</b> and <b>Password</b> .  Click the <b>OK</b> button. <input data-bbox="467 1562 545 1598" type="button" value="OK"/>

# User Manual

## Using the DORIIS Portal: Self Service Processors and Recyclers



Step	Action
2.	<p>Select the <b>Processor</b> responsibility.</p> <p>Navigate to: Create Supplemental Processor Invoice</p> <p><b><i>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</i></b></p> <p><a href="#">Create Supplemental Processor Invoice</a></p>

**Supplemental Processor Claim Report**

Processor ID: **PR6282** \* Material Type:

Company Name: GreenDay Recycling & Recove  
 2800 Compost Way,  
 RecycleTown, CA-99959

Reporting From:  Reporting Through:

Number Of Attachments:  Sum Of Total Refund:

Total Received Wt. (Lbs)	Total Payment Weight (Lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Grand Total (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

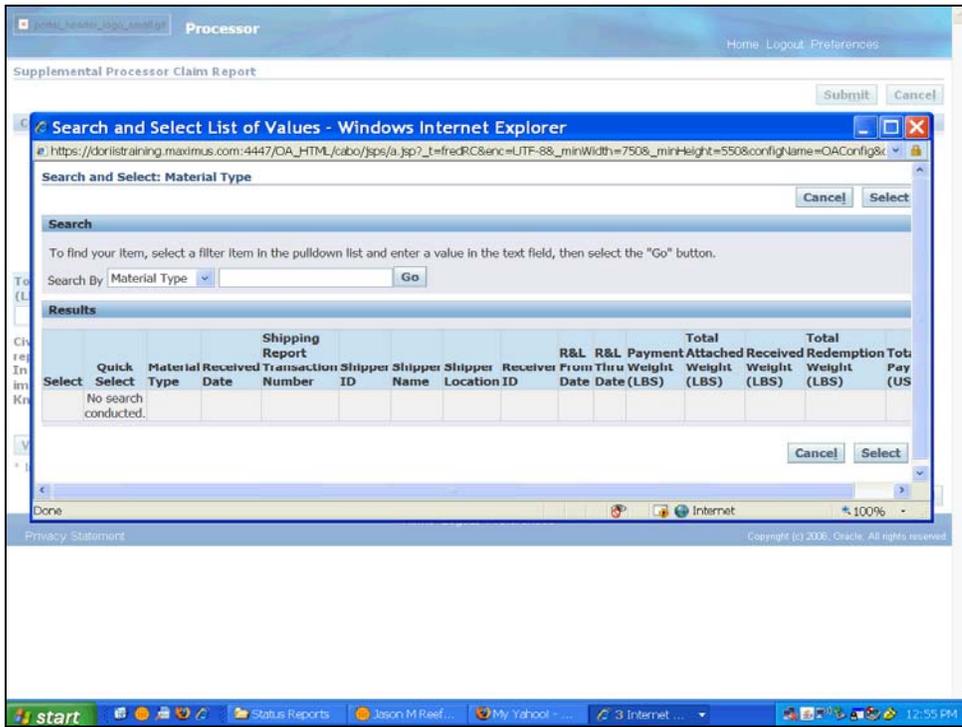
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree Signed By: Sustain Sam Signature Date: 12/22/2008

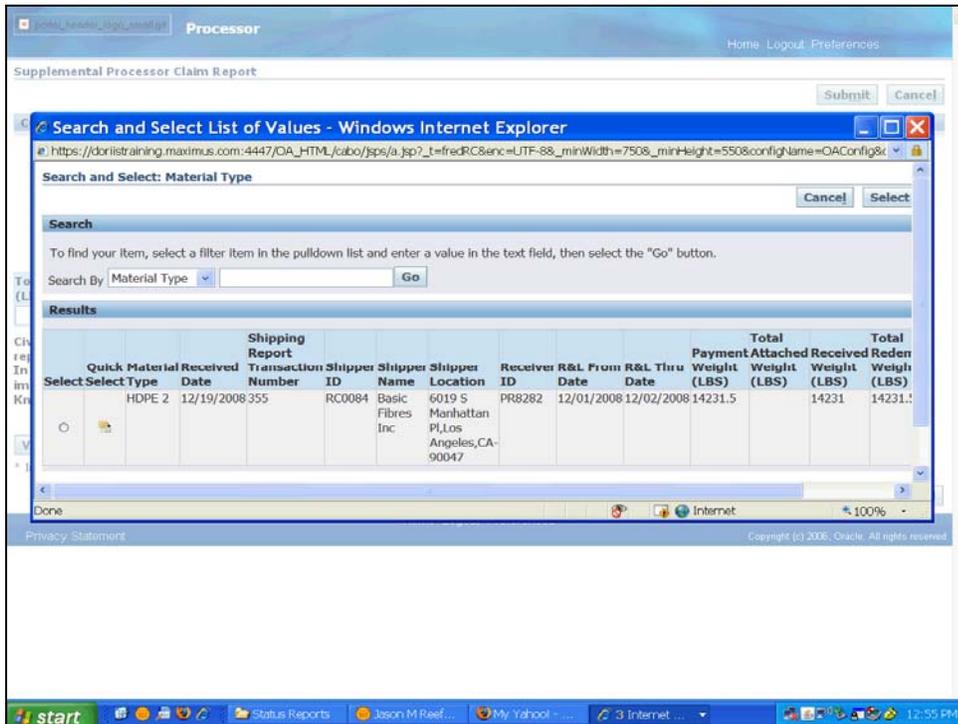
[View Attached Shipping Report](#)

\* Indicates required field

Step	Action
3.	<p>The Supplemental Processor Claim Report screen will appear.</p> <p><b>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.</b></p> <p>Click in the <b>Material Type</b> field.</p> <p><input type="text" value="* Material Type"/></p>
4.	<p>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 <b>Material Type</b> search button.</p> <p></p>



Step	Action
5.	<p>The Search and Select: Material Type window will appear.</p> <p>Click in the <b>Search By</b> field and enter a partial value to limit the list to a specific material type.</p> <p>Click the <b>Go</b> button.</p> <p><input type="button" value="Go"/></p>



Step	Action
6.	<p>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 <b>Quick Select</b> button.</p> 

processor\_header\_logo\_small.gif **Processor** Home Logout Preferences

Supplemental Processor Claim Report

**COMPLETED BY PROCESSOR**

Processor ID: PR8282 \* Material Type: HDPE 2

Company Name: GreenDay Recycling & Recove  
 2800 Compost Way,  
 RecycleTown, CA 99959

Reporting From: 12/19/2008 Reporting Through: 12/19/2008

Number Of Attachments: 1 Sum Of Total Refund: 7685

Total Received Wt. (Lbs)	Total Payment Weight (Lbs)	Total Refund Value (USD)	Total Processing Payment (USD)	Total Administrative Fee (USD)	Grand Total (USD)
14231	14231.5	7685	1539.42	192.13	9416.55

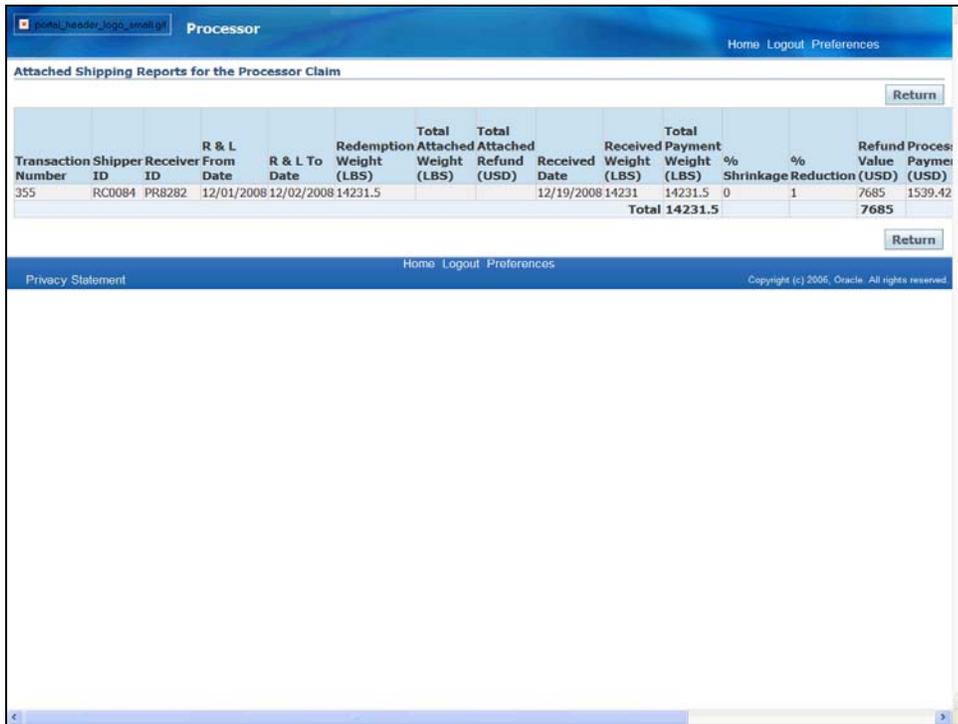
Civil penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report.  
 In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both.  
 Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

I Agree Signed By: Sustain Sam Signature Date: 12/22/2008

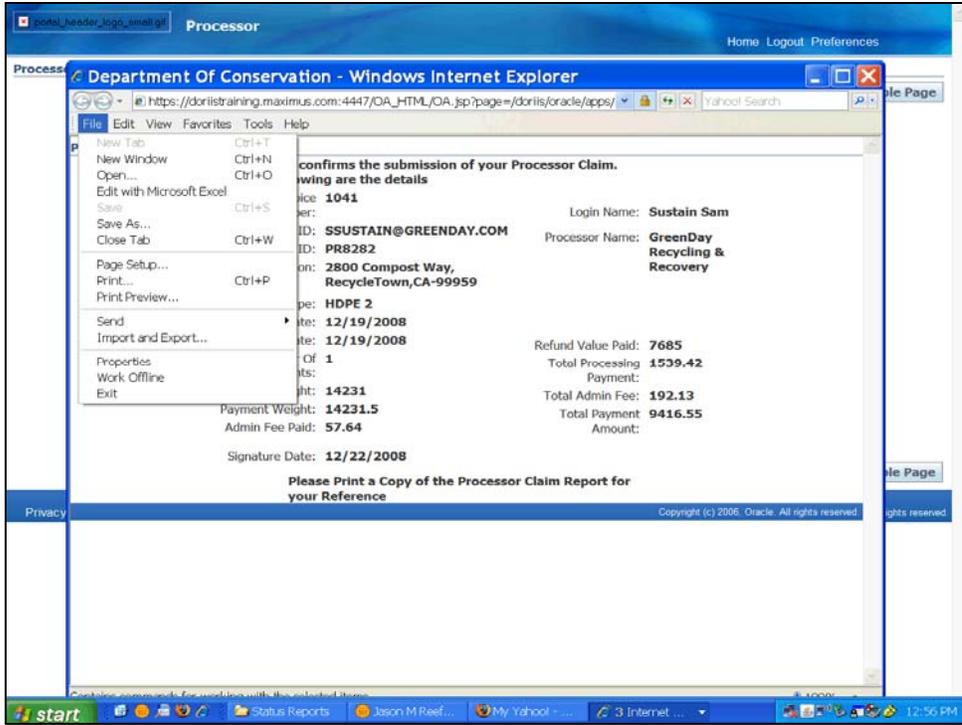
\* Indicates required field

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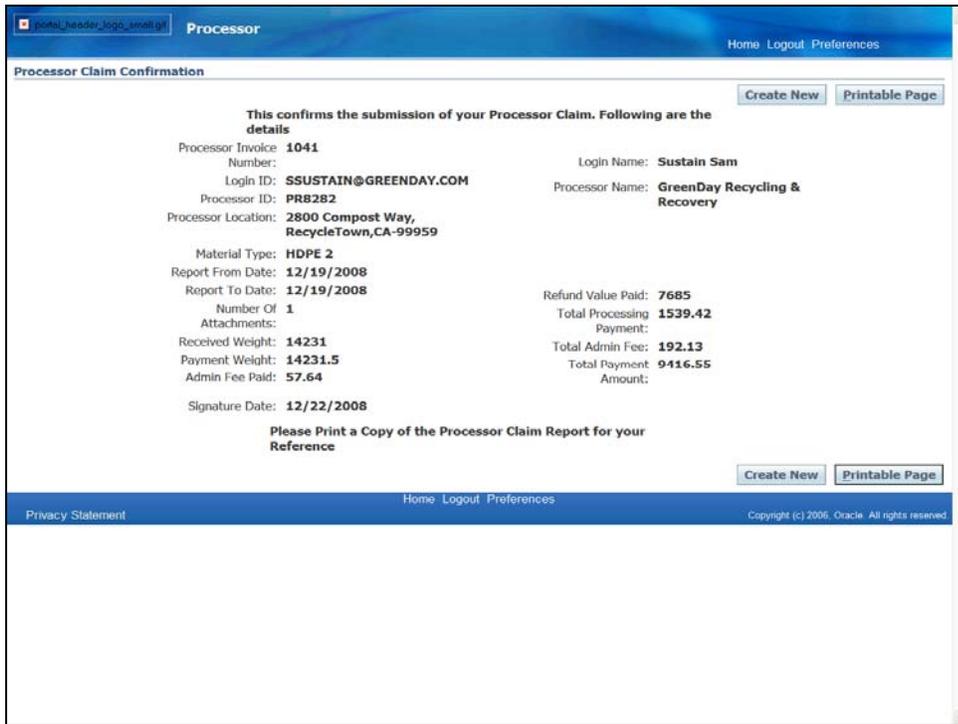
Step	Action
7.	<p>The Supplemental Processor Claim Report window will again appear.</p> <p>The data will be populated based on the shipping report through date selected in the previous step.</p> <p>To view a list of all the attached shipping reports, click the <b>View Attached Shipping Report</b> button.</p> <p><input type="button" value="View Attached Shipping Report"/></p>



Step	Action
8.	<p>The Attached Shipping Reports for the Processor Claim window will appear.</p> <p>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.</p> <p>Click the <b>Return</b> button.</p> <p><input type="button" value="Return"/></p>
9.	<p>The Supplemental Processor Claim Report window will again appear.</p> <p>Click the <b>I Agree</b> option to agree to the terms and conditions.</p> <p><input type="checkbox"/> I Agree</p>
10.	<p>Click the <b>Submit</b> button.</p> <p><input type="button" value="Submit"/></p>
11.	<p>The Processor Claim Confirmation page will appear.</p> <p>Print a copy for your records by clicking the <b>Printable Page</b> button.</p> <p><input type="button" value="Printable Page"/></p>



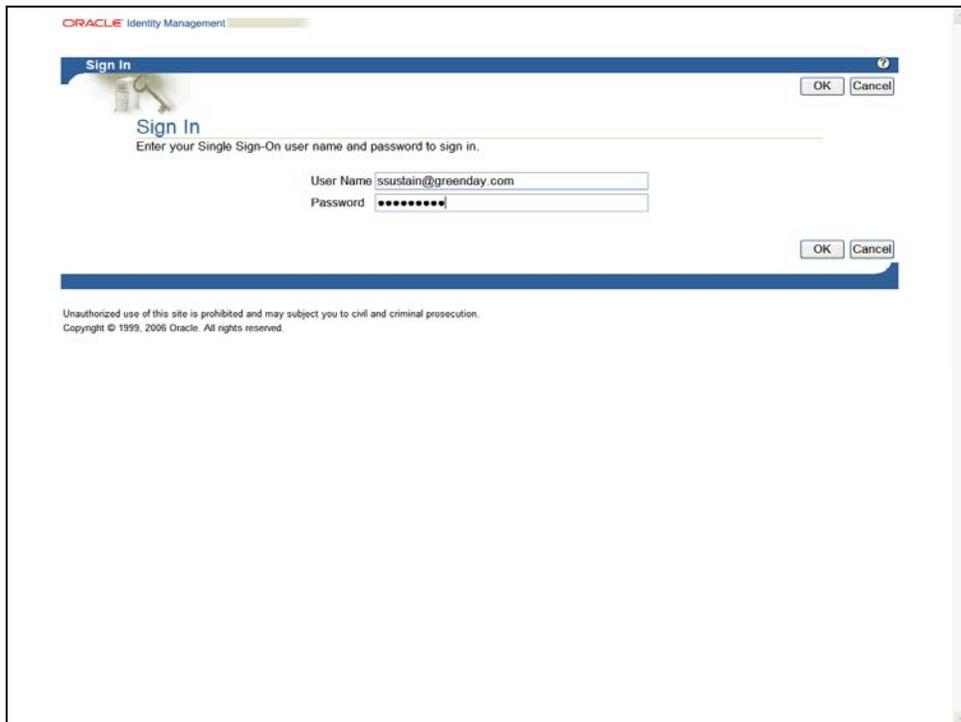
Step	Action
12.	<p>The printable page will appear.</p> <p>In the Menu bar, select <b>File</b> then click <b>Print</b>.</p> 
13.	<p>Click the <b>X</b> button in the upper right corner to close the confirmation page.</p> 



Step	Action
14.	To exit DORIIS, click the <b>Logout</b> button in the upper Menu bar. <a href="#">Logout</a>
15.	<b>End of Procedure.</b>

## Objective 9a: Create a Handling Fee Application

### Procedure



Step	Action
1.	Enter <b>Username</b> and <b>Password</b> .  Click the <b>OK</b> button. 



Step	Action
2.	<p>Select the <b>Handling Fees</b> responsibility.</p> <p>Navigate to: File Handling Fees Application</p> <p><b><i>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</i></b></p> <p><a href="#">File Handling Fees Application</a></p>

**Handling Fees Submission**

\* Cert Number:  Month:  Year (YYYY):

**Business Address**

Company Name:   
 Address:   
  
 Contact:   
 Phone:

Material Types	Receipt & Logs Redemption Weight (Tenth of Lbs)	Material Types	Receipt & Logs Redemption Weight (Tenth of Lbs)
Aluminium		Plastic Vinyl (3)	
Glass		Plastic LDPE (4)	
Bi-Metal		Plastic PP (5)	
Plastic PETE (1)		Plastic PS (6)	
Plastic HDPE (2)		Plastic Other (7)	

Civil Penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree      Submitted By:       Submission Date:

Step	Action
3.	<p>The Handling Fees Submission window will appear.</p> <p>The <b>Certification Number</b> and <b>Business Address</b> 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.</p> <p>Click the <b>Month</b> dropdown menu.</p> <p>Select the submission month for the Handling Fee application.</p> <p><input type="text" value="Month"/></p>

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**Handling Fees Submission**

\* Cert Number  Month  Year (YYYY)

**Business Address**

Company Name

Address

Contact

Phone

**Payment Address**

Company Name

Address

**Payment Address Correct**

Material Types	Receipt & Logs Redemption Weight (Tenth of Lbs)	Material Types	Receipt & Logs Redemption Weight (Tenth of Lbs)
Aluminium		Plastic Vinyl (3)	
Glass		Plastic LDPE (4)	
Bi-Metal		Plastic PP (5)	
Plastic PETE (1)		Plastic PS (6)	
Plastic HDPE (2)		Plastic Other (7)	

**Civil Penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.**

\*  **I Agree**      Submitted By:       Submission Date:

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Step	Action
4.	Click the <b>Year (YYYY)</b> dropdown button. Select the submission year for the Handling Fee application. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">                         Year (YYYY)                     </div>

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**Handling Fees Submission**

\* Cert Number:  Month:  Year (YYYY):

Business Address	Payment Address
Company Name: <input type="text" value="GreenDay Recycling &amp; Recove"/>	Company Name: <input type="text" value="GreenDay Recycling &amp; Recove"/>
Address: <input type="text" value="2800 Compost Way"/>	Address: <input type="text" value="2800 Compost Way"/>
City: <input type="text" value="RecycleTown, CA - 99959"/>	City: <input type="text" value="RecycleTown, CA - 99959"/>
Contact: <input type="text" value="Sustain Sam"/>	<input checked="" type="checkbox"/> Payment Address Correct
Phone: <input type="text"/>	

Material Types	Receipt & Logs Redemption Weight (Tenth of Lbs)	Material Types	Receipt & Logs Redemption Weight (Tenth of Lbs)
Aluminium	<input type="text"/>	Plastic Vinyl (3)	<input type="text"/>
Glass	<input type="text"/>	Plastic LDPE (4)	<input type="text"/>
Bi-Metal	<input type="text"/>	Plastic PP (5)	<input type="text"/>
Plastic PETE (1)	<input type="text"/>	Plastic PS (6)	<input type="text"/>
Plastic HDPE (2)	<input type="text"/>	Plastic Other (7)	<input type="text"/>

Civil Penalties of up to five thousand dollars (\$5,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition, the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

\*  I Agree      Submitted By:       Submission Date:

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Step	Action
5.	Click in the <b>Receipt &amp; Logs Redemption Weight (Tenth of Lbs)</b> 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 <b>Receipt &amp; Logs Redemption Weight (Tenth of Lbs)</b> field.  <i><b>Special Note: Fields are not mandatory, only the material fields with redemption weights need to be entered.</b></i>
7.	Once all material type weights have been entered, click the <b>I Agree</b> option to agree to the terms and conditions.  <input type="checkbox"/> I Agree
8.	Click the <b>Submit</b> button.  <input type="button" value="Submit"/>

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### Handling Fees Report

**Please review your Handling Fee Report information for:**

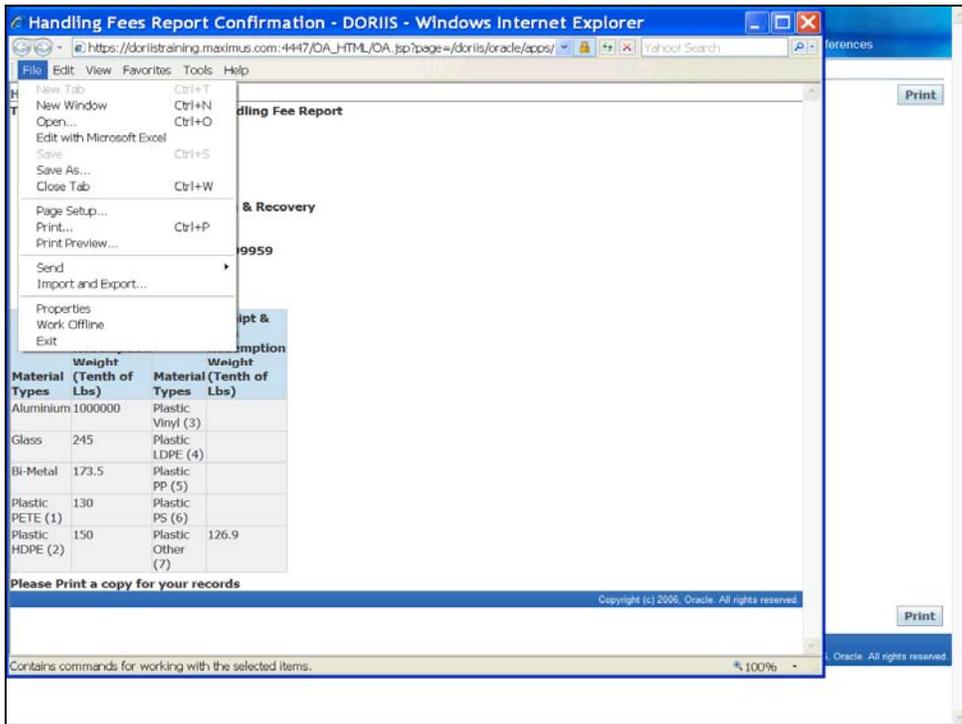
RC: RC19002  
 Certification ID:  
 Company: **GreenDay Recycling & Recovery**  
 Name:  
 Address: **2800 Compost Way**  
           **RecycleTown, CA - 99959**  
 Contact: **Sustain Sam**  
 Phone:  
 Month: **NOV** Year: **2008**

	Receipt & Logs Redemption Weight	Receipt & Logs Redemption Weight	
Material Types	(Tenth of Lbs)	Material Types	(Tenth of Lbs)
Aluminium	1000000	Plastic Vinyl (3)	
Glass	245	Plastic LDPE (4)	
Bi-Metal	173.5	Plastic PP (5)	
Plastic PETE (1)	130	Plastic PS (6)	
Plastic HDPE (2)	150	Plastic Other (7)	126.9

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Step	Action
9.	<p>The Handling Fees Report page will appear.</p> <p>Review the report information for data entry accuracy. If information is incorrect, click the <b>Return and Edit</b> button, otherwise click the <b>Continue Submission</b> button.</p> <div style="text-align: center; border: 1px solid #0056b3; padding: 2px; width: fit-content; margin: 0 auto;"> <input type="button" value="Continue Submission"/> </div>
10.	<p>The Handling Fees Report has been submitted.</p> <p>To print the report for your records, click the <b>Print</b> button.</p>



Step	Action
11.	<p>A print screen version of the Handling Fees Report will appear.</p> <p>Select <b>File</b> from the Menu bar and click <b>Print</b>.</p> 
12.	<p>Click the <b>X</b> button to close the printable page.</p> 

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### Handling Fees Report

[Print](#)

**Thank you for submitting your Handling Fee Report**

Transaction Number: **140125**  
 RC Certification ID: **RC19002**  
 Company Name: **GreenDay Recycling & Recovery**  
 Address: **2800 Compost Way**  
**RecycleTown, CA - 99959**  
 Contact Name: **Sustain Sam**  
 Phone:   
 Month: **NOV** Year: **2008**

Material Types	Receipt & Logs Redemption Weight		Receipt & Logs Redemption Weight	
	(Tenth of Lbs)	(Tenth of Types)	(Tenth of Types)	(Lbs)
Aluminium	1000000		Plastic Vinyl (3)	
Glass	245		Plastic LDPE (4)	
Bi-Metal	173.5		Plastic PP (5)	
Plastic PETE (1)	130		Plastic PS (6)	
Plastic HDPE (2)	150		Plastic Other (7)	126.9

**Please Print a copy for your records**

[Print](#)

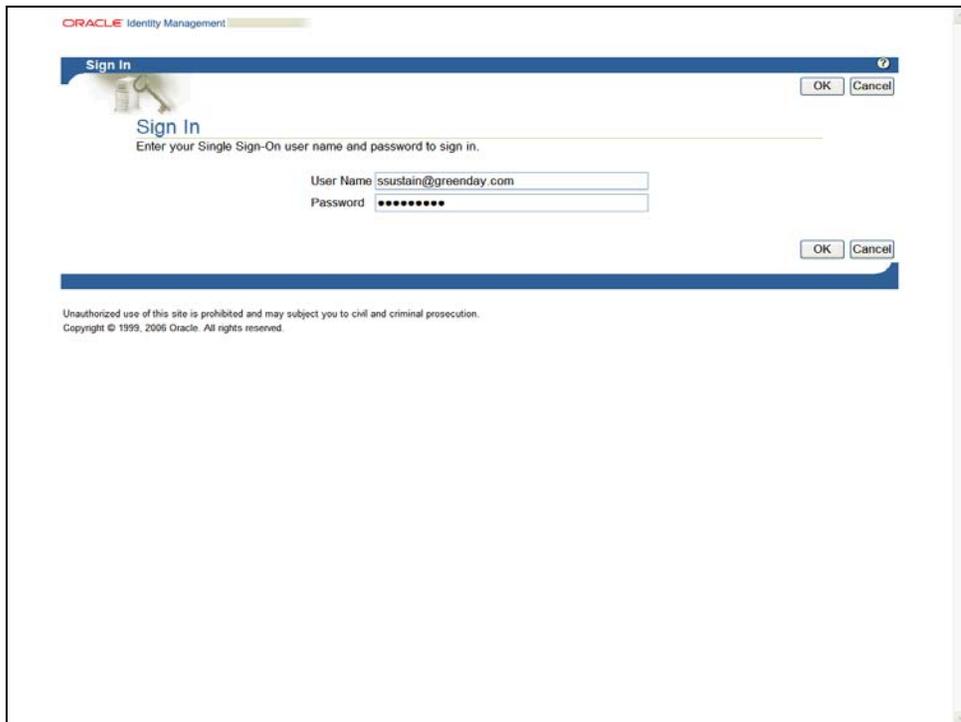
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Step	Action
13.	To exit DORIIS, click the <b>Logout</b> button in the upper Menu bar. <a href="#">Logout</a>
14.	<b>End of Procedure.</b>

## Objective 9b: Appeal a Handling Fee Determination

### Procedure



Step	Action
1.	Enter <b>Username</b> and <b>Password</b> . Click the <b>OK</b> button. 

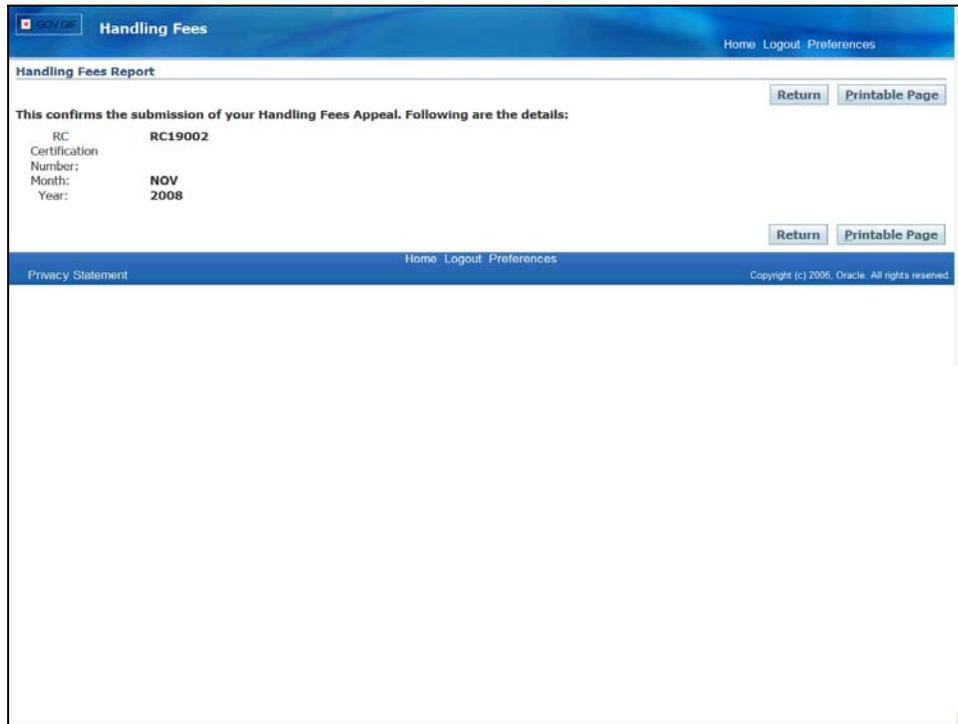


Step	Action
2.	<p>Select the <b>Handling Fees</b> responsibility.</p> <p>Navigate to: Appeal Handling Fee Determination</p> <p><b><i>Special Note: The first time you login to DORIIS you may need to disable your popup blocker.</i></b></p> <p><a href="#">Appeal Handling Fee Determination</a></p>

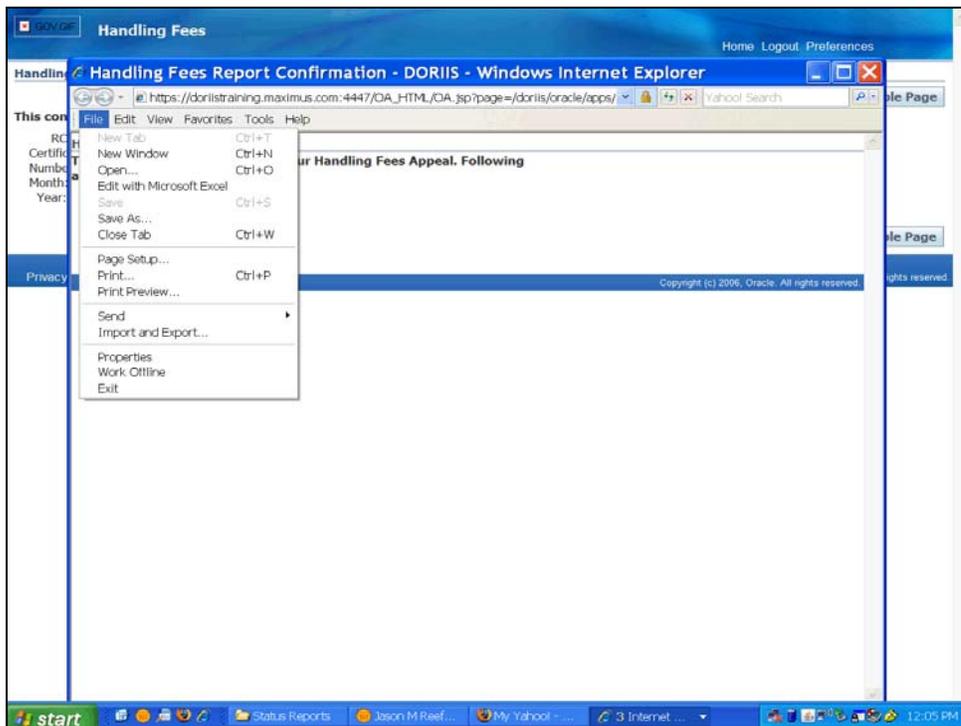
Step	Action
3.	<p>The Handling Fees Appeals Submission screen will appear.</p> <p>Click in the <b>RC Cert Number</b> field.</p> <p>Enter the Certification Number of the Recycling Center for which the handling fee appeal is being filed.</p> <p><input type="text" value="* RC Cert Number"/></p>
4.	<p>Press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

Step	Action
5.	Click the <b>Month</b> dropdown menu.  Select the submission month the Handling Fee application was originally filed. <input type="text" value="* Reporting Period Month"/>
6.	Click the <b>Year (YYYY)</b> dropdown menu. Select the submission year the Handling Fee application was originally filed. <input type="text" value="* Year(YYYY)"/>

Step	Action
7.	Click in the <b>Explain Basis for Appeal</b> field and enter the reason for the appeal. <input type="text" value="* Explain Basis for Appeal"/>
8.	Click the <b>Submit</b> button. <input type="button" value="Submit"/>



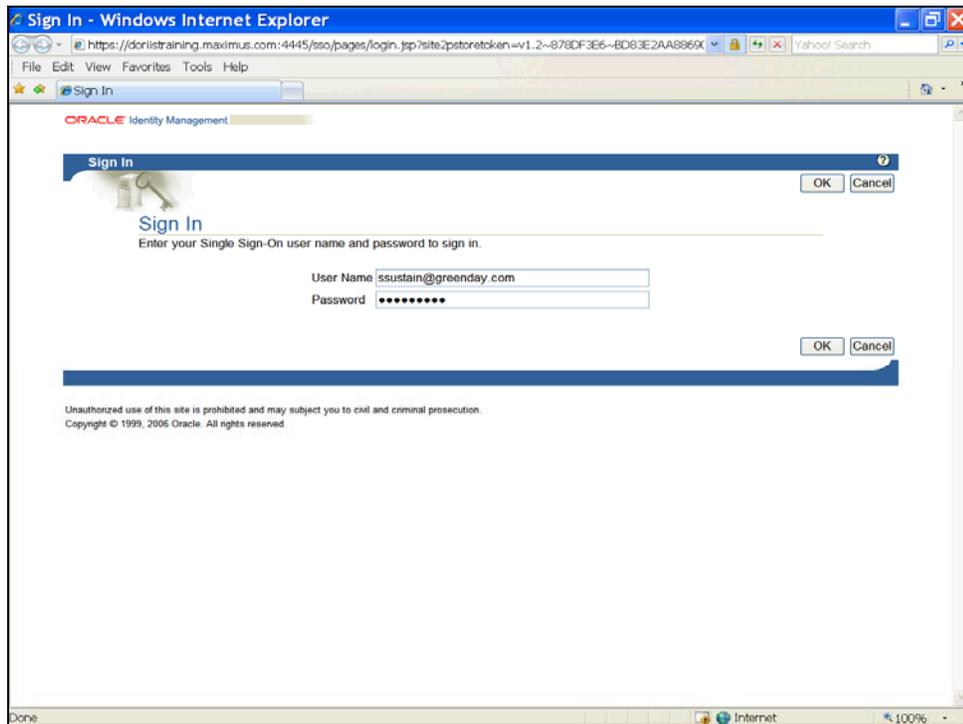
Step	Action
9.	<p>The Handling Fees Report page will appear with the details of the appeal and confirming the submission.</p> <p>Click the <b>Printable Page</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Printable Page</div>



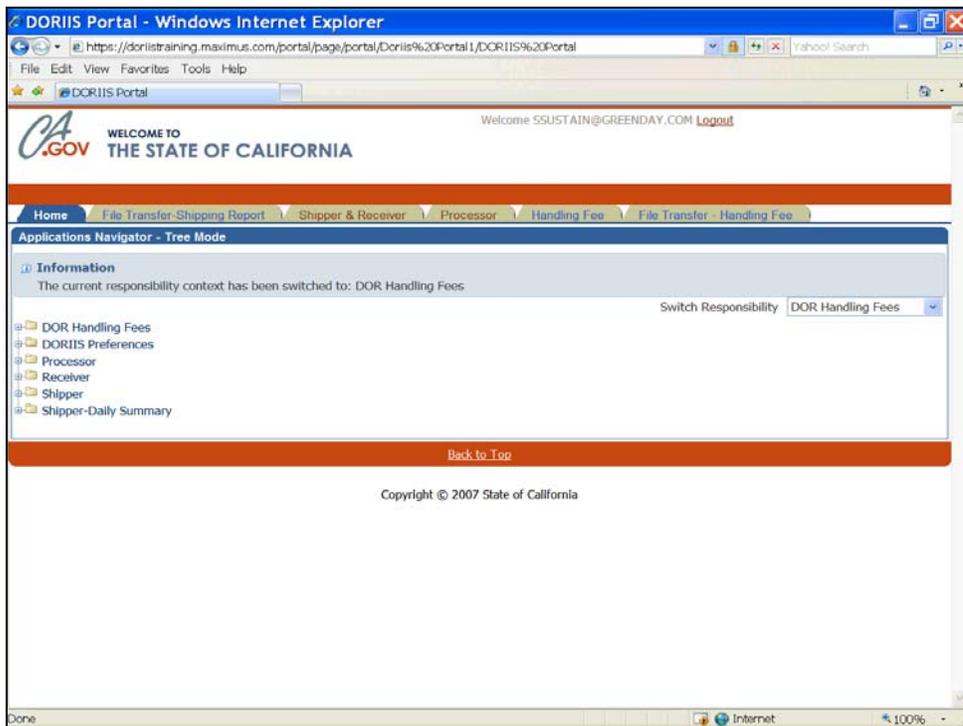
Step	Action
10.	<p>A print screen version of the Handling Fees Report will appear.</p> <p>Select <b>File</b> from the Menu bar and click <b>Print</b>.</p> <p>Print... Ctrl+P</p>
11.	<p>To exit DORIIS, click the <b>Logout</b> button in the upper Menu bar.</p> <p>Click the <b>Logout</b> link.</p> <p>Logout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

## Objective 10: Viewing Portal Reports

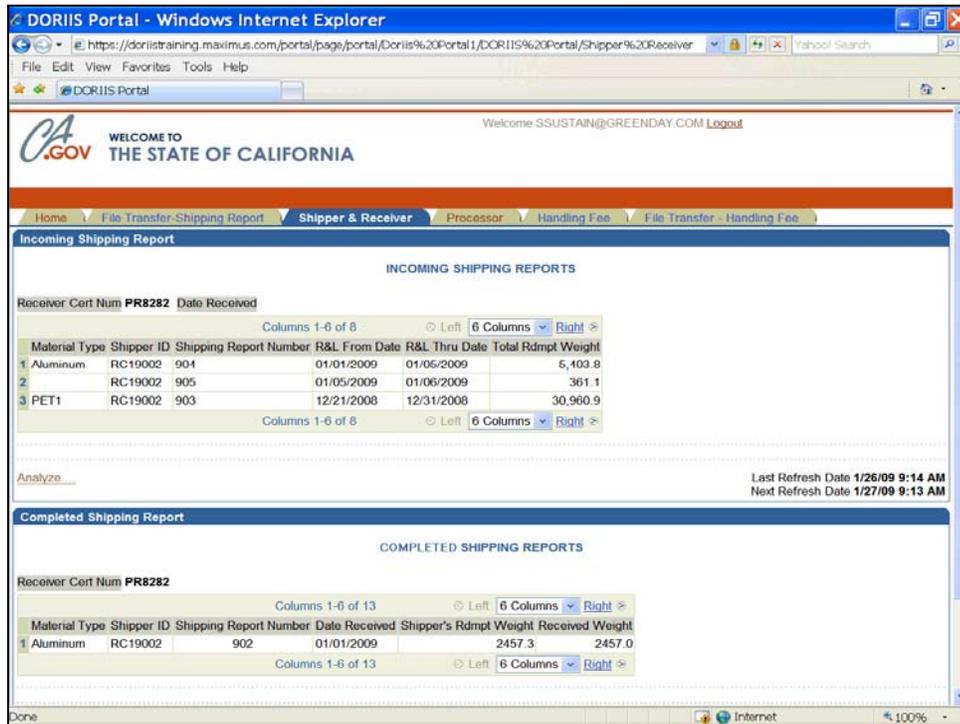
### Procedure



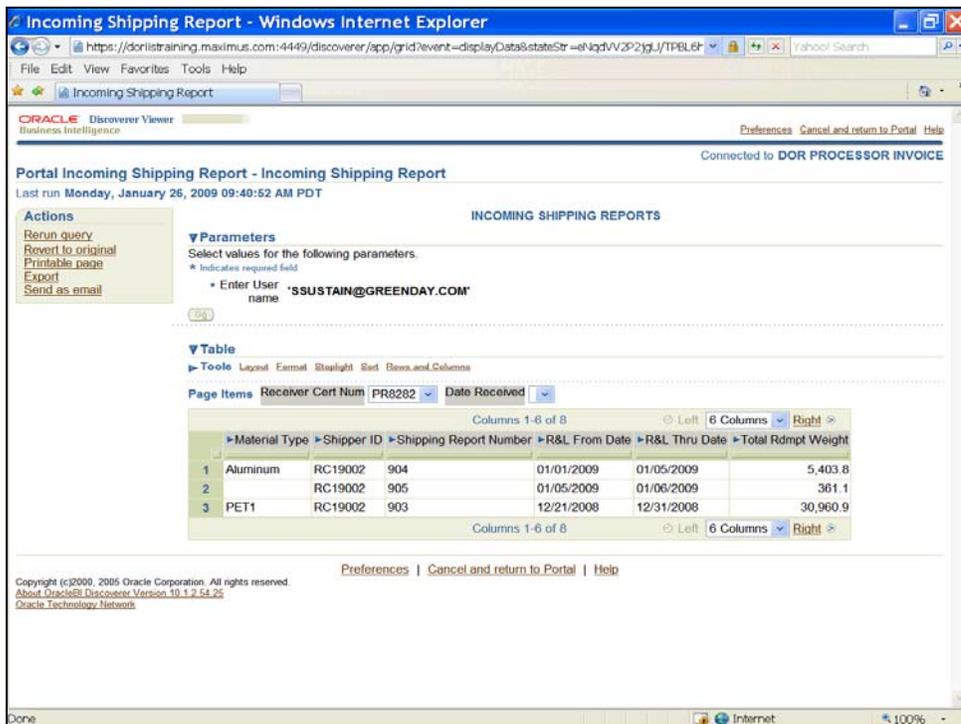
Step	Action
1.	Enter <b>User Name</b> and <b>Password</b>  Click the <b>OK</b> button. <input data-bbox="467 1564 544 1600" type="button" value="OK"/>



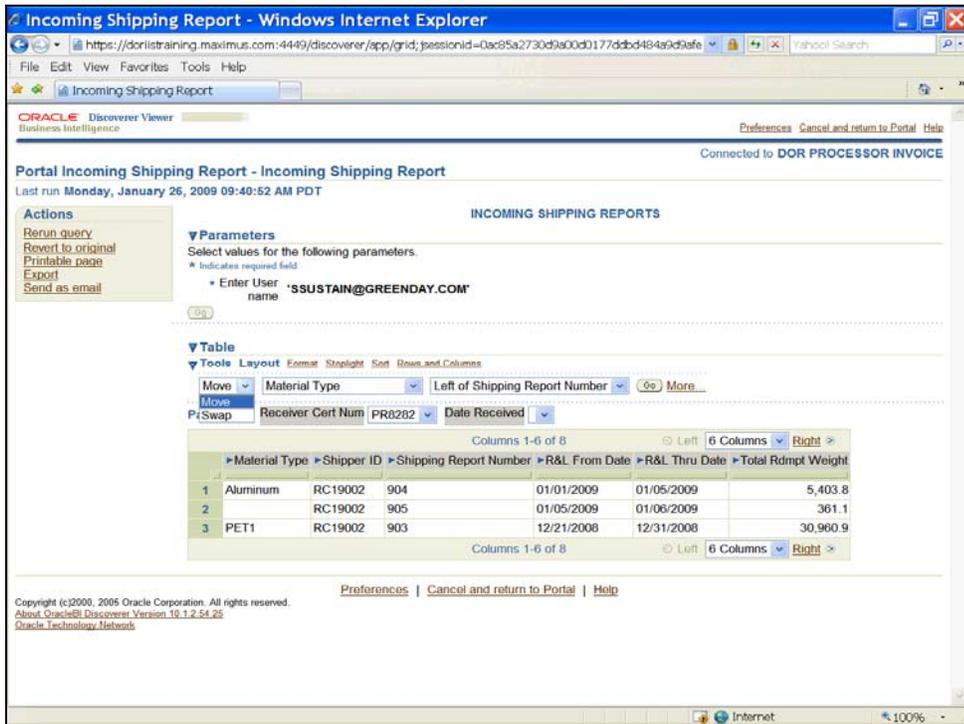
Step	Action
2.	<p>The reports are available by clicking on the Tabs at the top of the Home page.</p> <p><b>To View Shipper &amp; Receiver Reports:</b></p> <p>Click the <b>Shipper &amp; Receiver</b> tab.</p> <p><a href="#">Shipper &amp; Receiver</a></p>



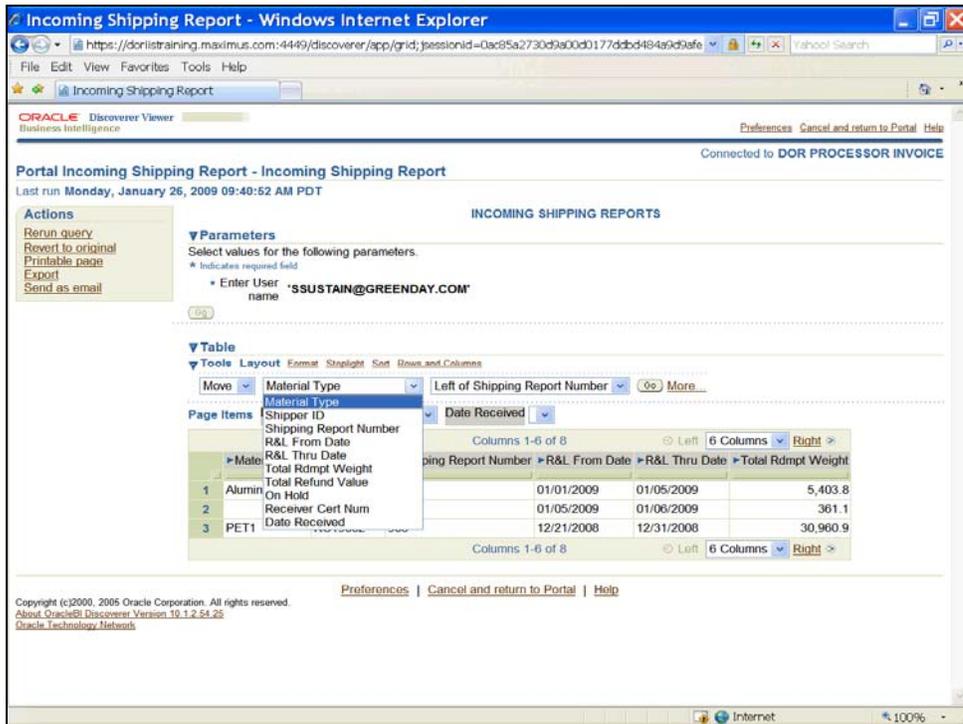
Step	Action
3.	<p>The Shipper &amp; Receiver report tab will open.</p> <p>The Incoming Shipping Report and Completed Shipping Report will be displayed on this page.</p> <p><b>Special Note: In this view, a maximum of 12 rows can be displayed.</b></p> <p>To view additional rows of data, export report data, print the report or to analyze the data, click the <b>Analyze</b> link.</p> <p><a href="#">Analyze...</a></p>



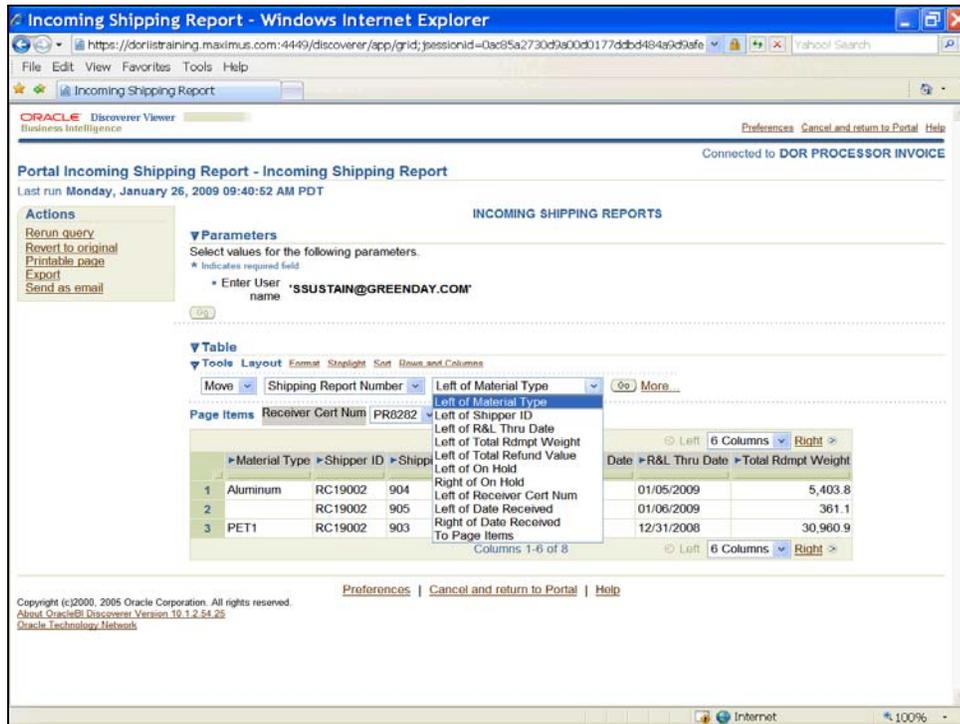
Step	Action
4.	<p>The Incoming Shipping Report will appear in Discoverer Viewer.</p> <p>In the Table header, there are Tools listed to assist in analyzing the data.</p> <p>To format the layout of the report, click the <b>Layout</b> link.</p> <p><a href="#">Layout</a></p>



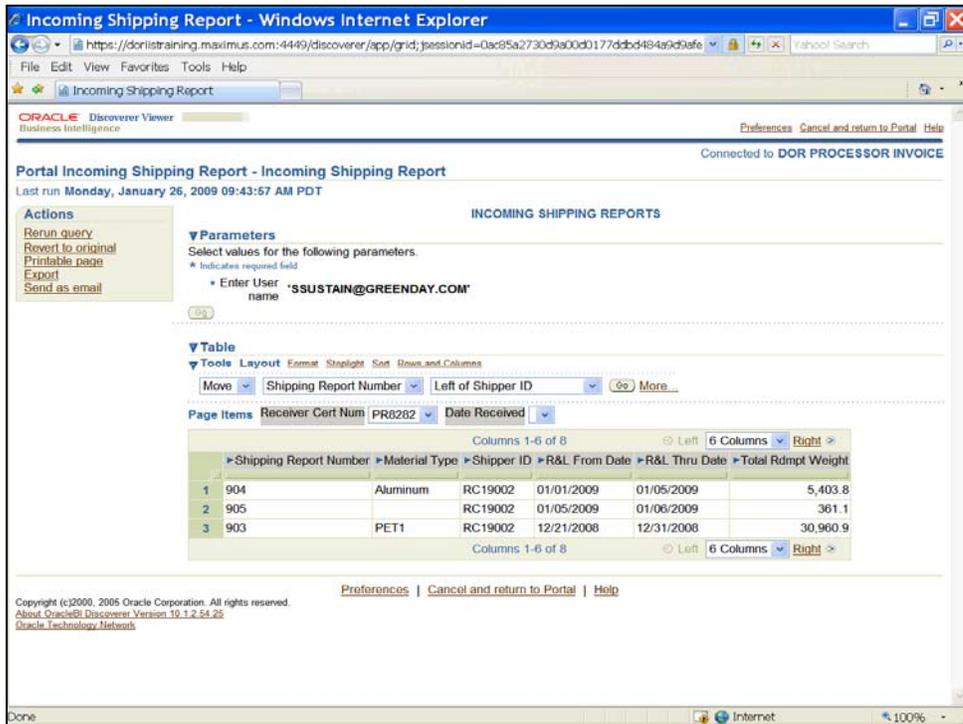
Step	Action
5.	Click on the first dropdown button in the <b>Layout</b> menu to move or swap fields. 



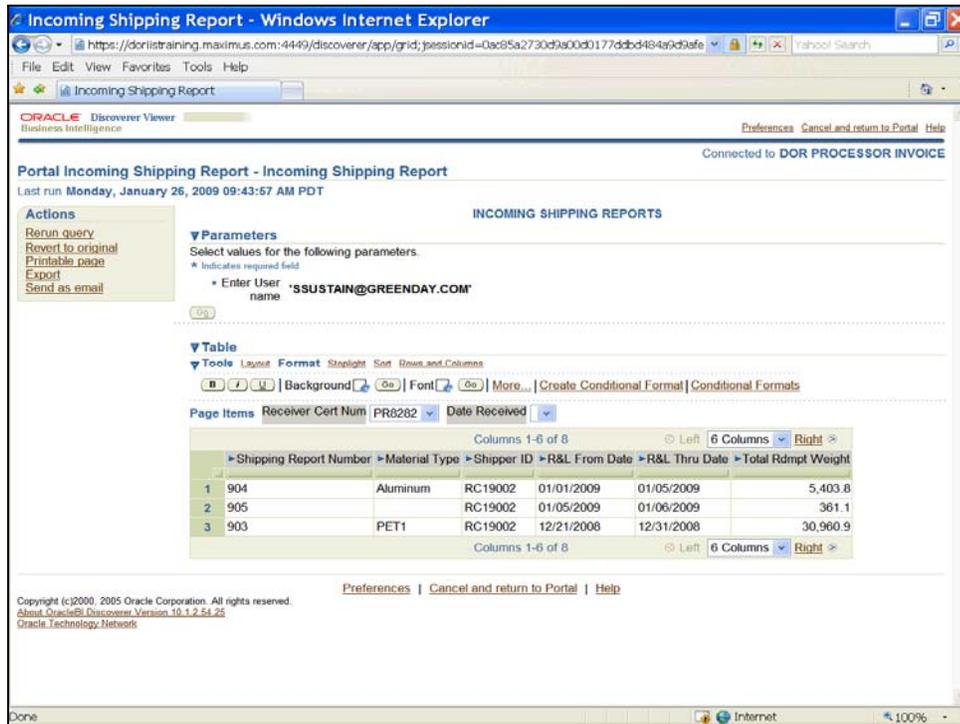
Step	Action
6.	<p>Click on the second dropdown button in the <b>Layout</b> menu to select the field to move or swap in the report layout.</p> <p>Click the <b>Shipping Report Number</b> list item.</p> <p><input type="text" value="Material Type"/></p>



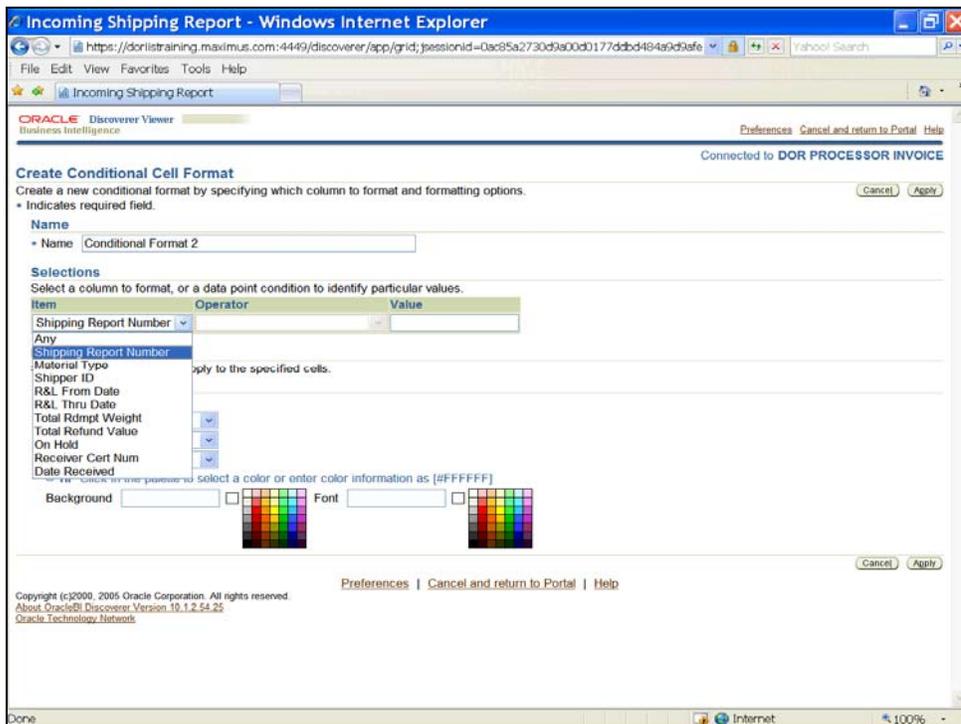
Step	Action
7.	<p>Click on the third dropdown button in the <b>Layout</b> menu to select the placement of the field being moved or swapped.</p> <p>Click the <b>Go</b> button to change the layout of the report based on the options selected.</p> <p><input type="button" value="Go"/></p>



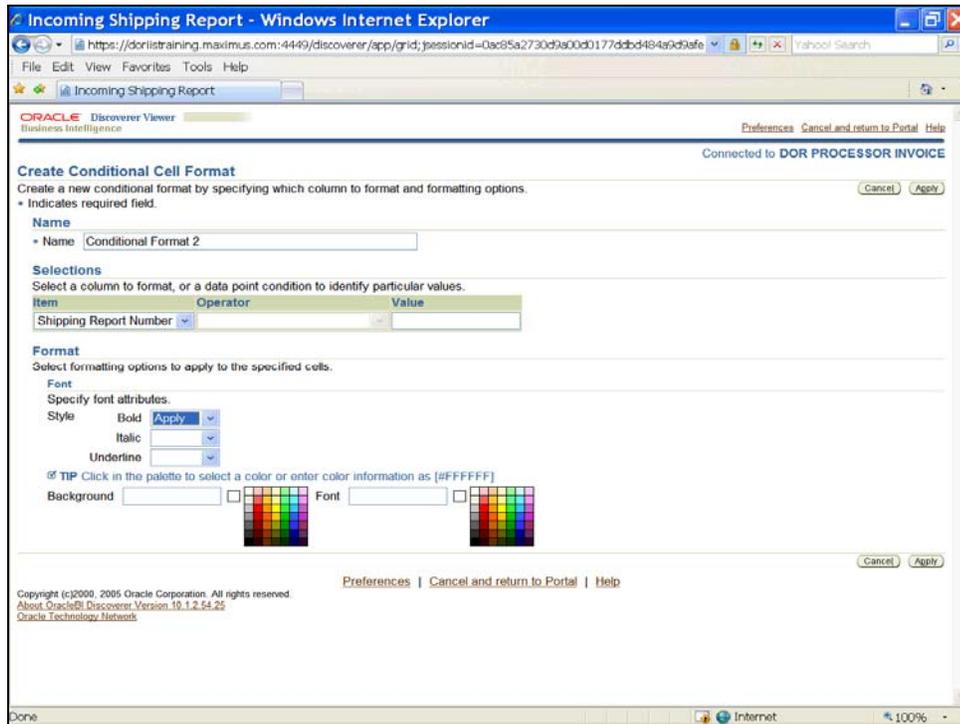
Step	Action
8.	To change the format of the report, click the <b>Format</b> link. <a href="#">Format</a>



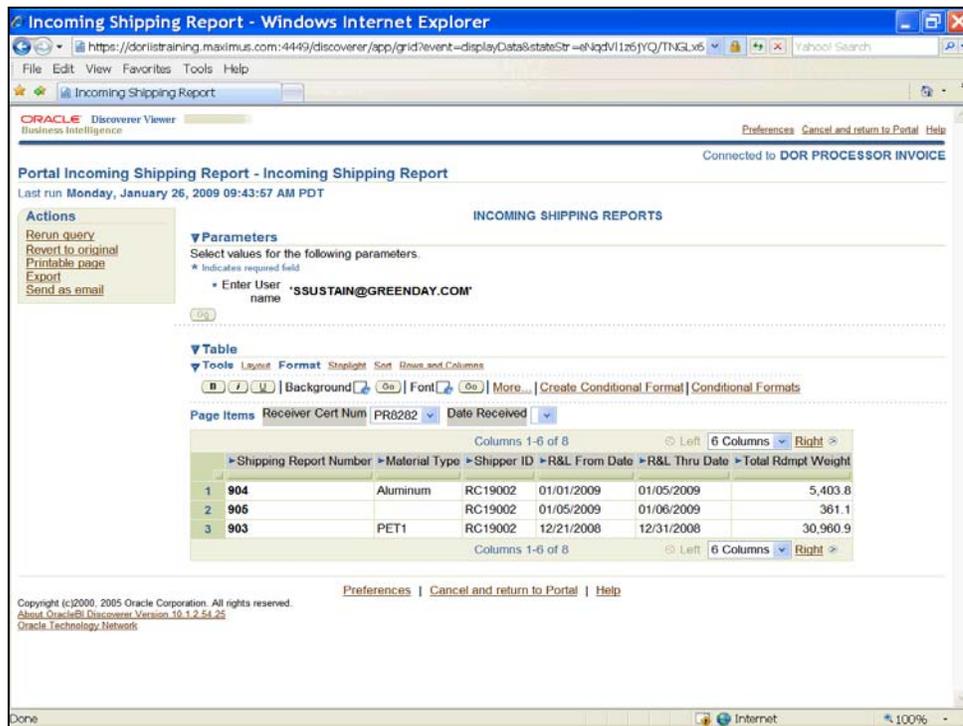
Step	Action
9.	<p>In the Menu bar, click on the formatting options you want to appear in the report.</p> <p>To create a format for the cells in the report, click the <b>Create Conditional Format</b> link.</p> <p><a href="#">Create Conditional Format</a></p>



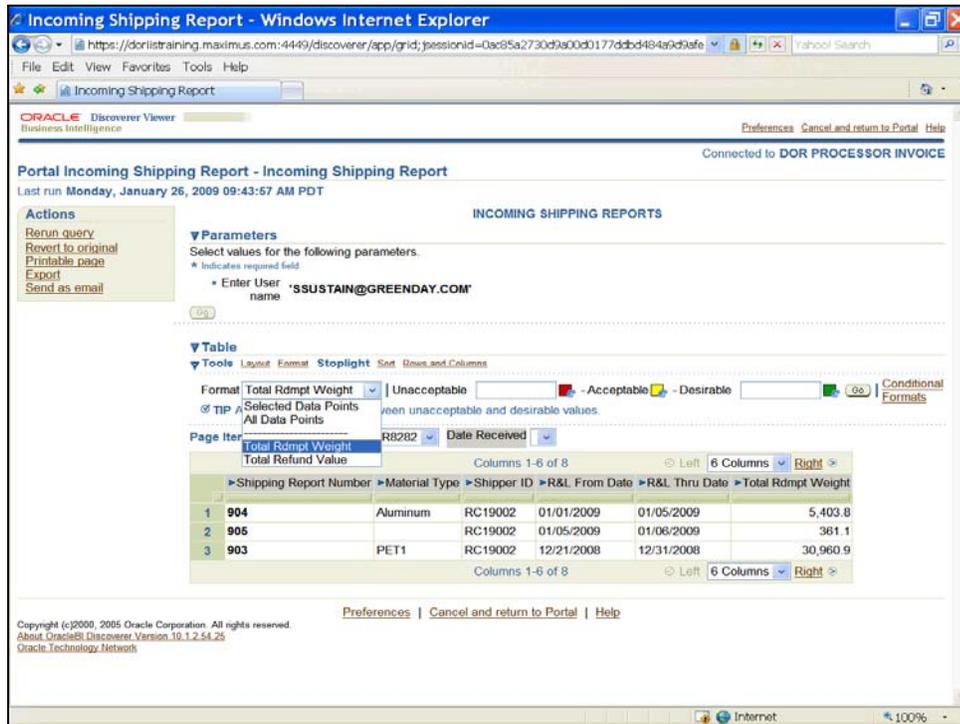
Step	Action
10.	<p>The Create Conditional Cell Format window will appear.</p> <p>Click on the dropdown buttons under the Selections and Format headers to select a format for the report cells.</p> <p></p>
11.	<p>Specify font attributes under the Format region.</p> <p></p>



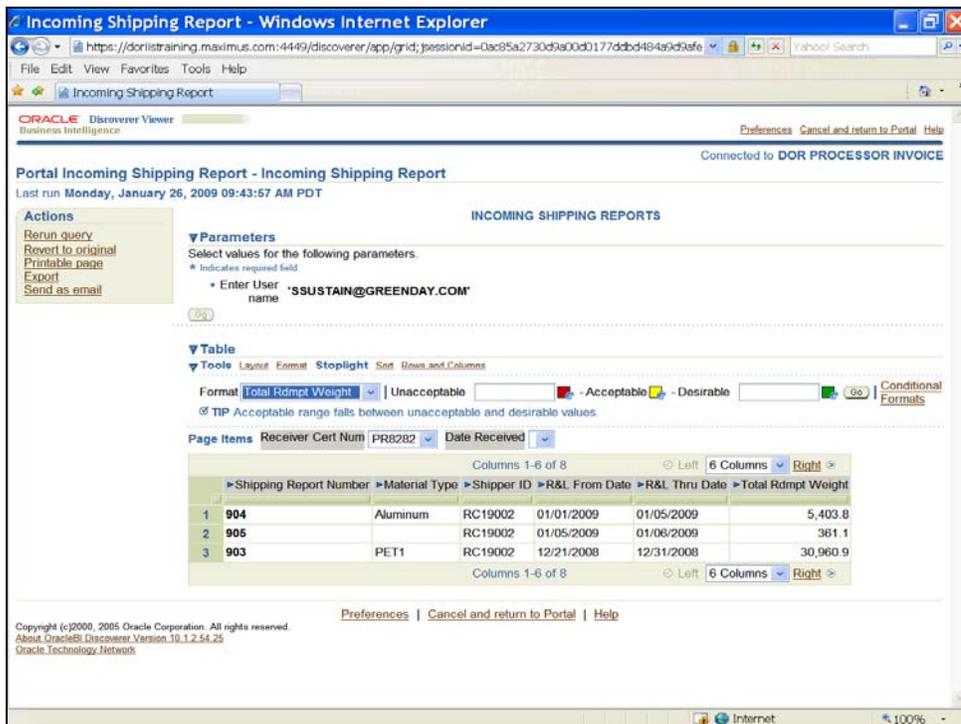
Step	Action
12.	Click the <b>Apply</b> button to apply any formatting changes selected. 



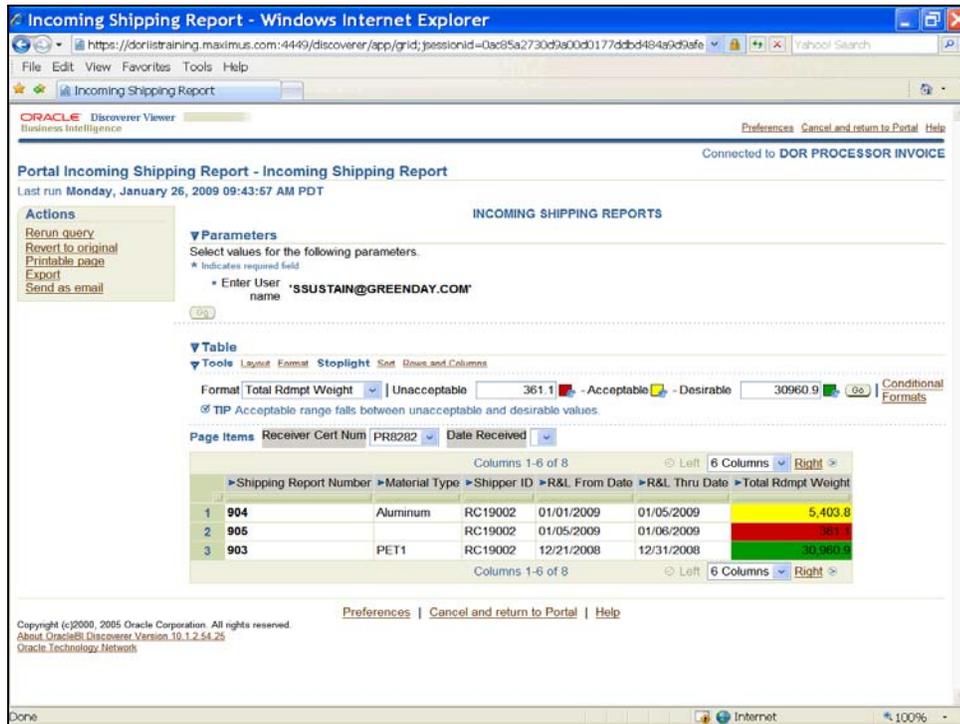
Step	Action
13.	<p>The Incoming Shipping Report window will reappear.</p> <p>Click the <b>Stoplight</b> link to format the report based on the values in the report.</p> <p><a href="#">Stoplight</a></p>



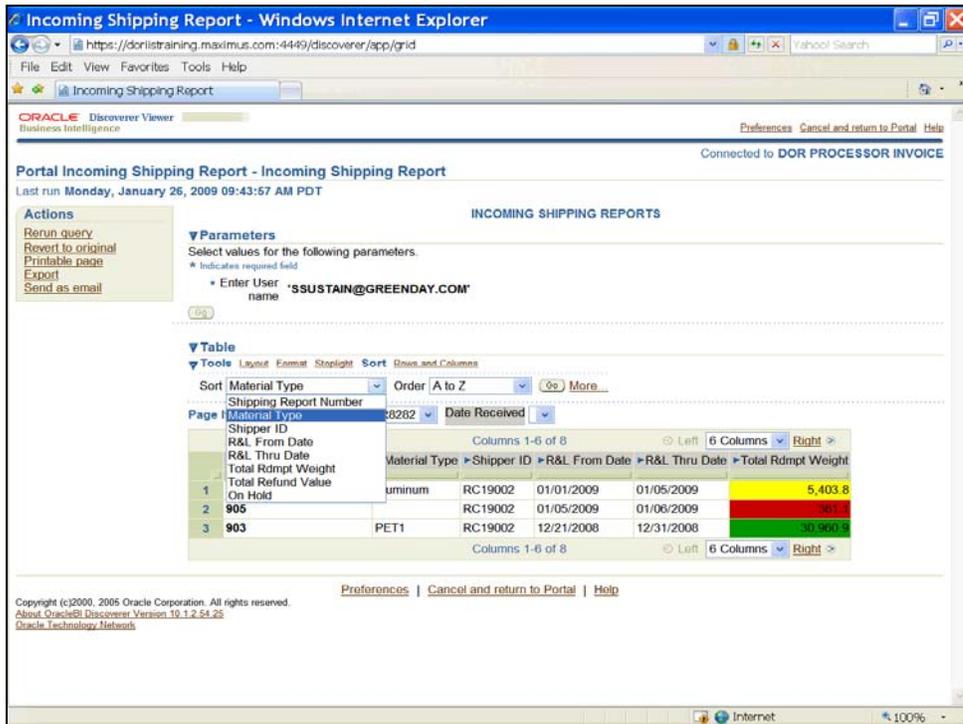
Step	Action
14.	<p>Click the <b>Format</b> dropdown button to select from a list of values.</p> <p>Select the data points that will be included in the formatting from the Format list of values.</p> <p>Format <input type="text" value="Total Rdmpt Weight"/></p>



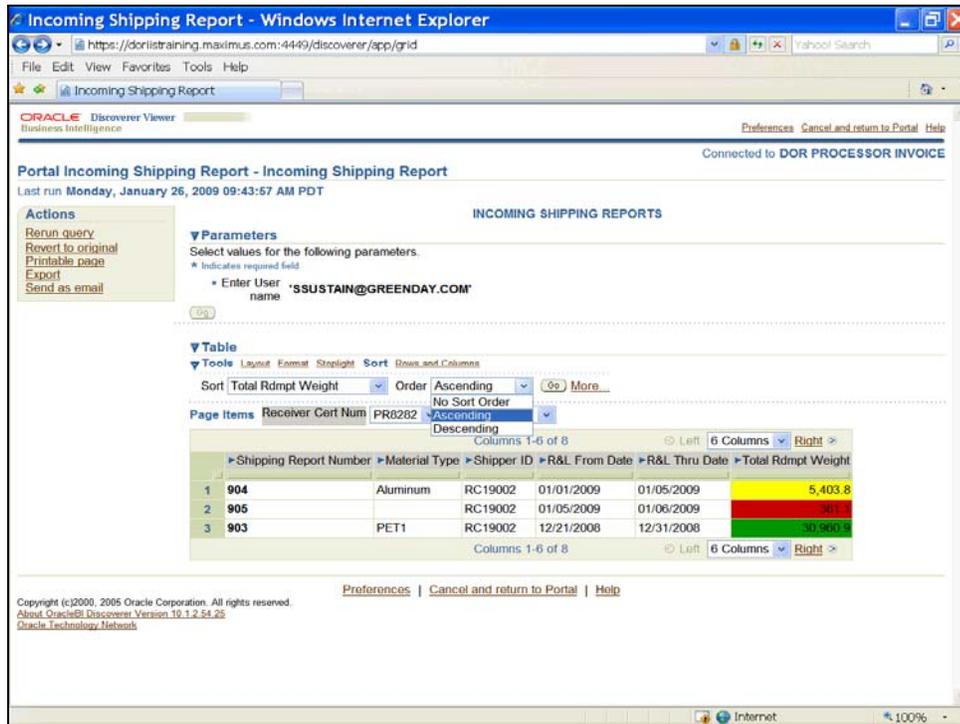
Step	Action
15.	Click in the <b>Unacceptable</b> field to enter the threshold for unacceptable values in the report. <input type="text" value="Unacceptable"/>
16.	Click in the <b>Desirable</b> field to enter the threshold for desirable values in the report.
17.	Click the <b>Go</b> button to apply the formatting selected. <input type="button" value="Go"/>



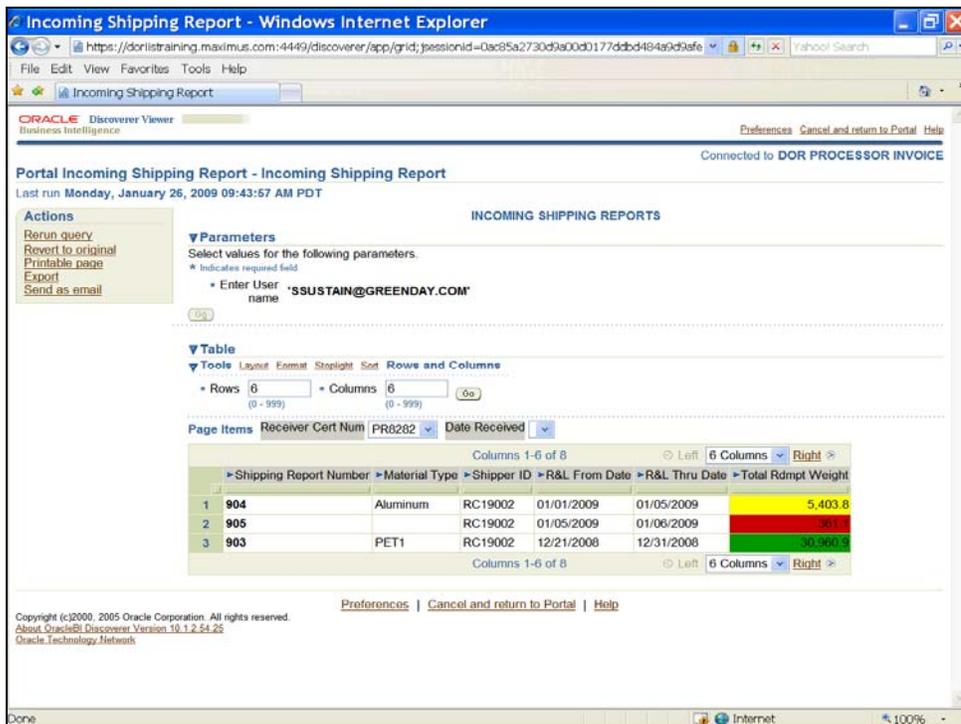
Step	Action
18.	<p>The report will display the formatting selected.</p> <p>To sort the data, click the <a href="#">Sort</a> link.</p> <p><a href="#">Sort</a></p>



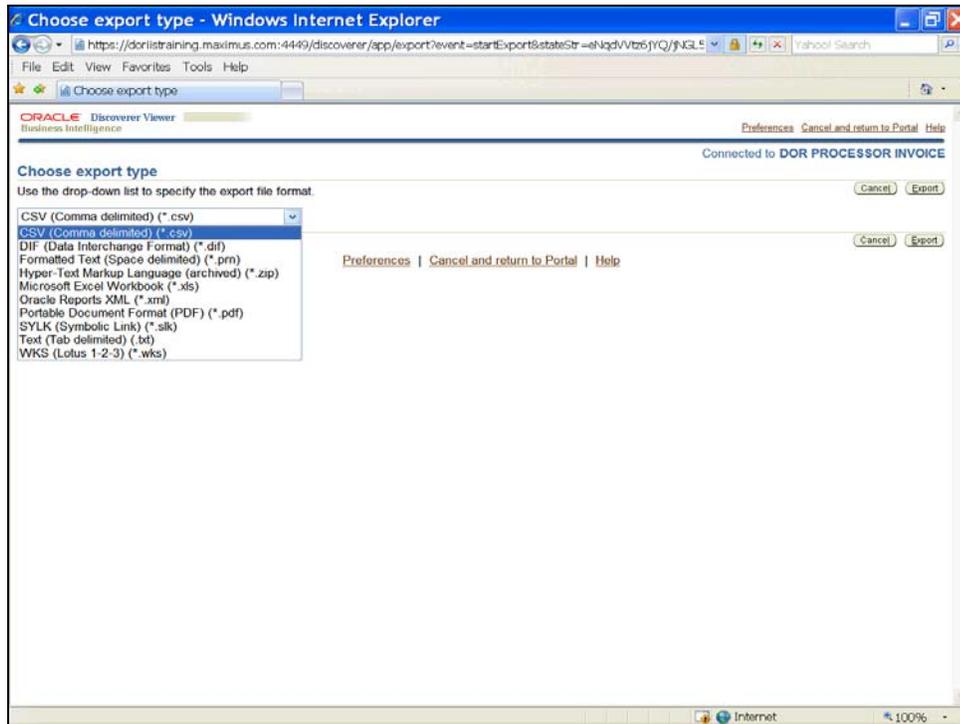
Step	Action
19.	Options for sorting the data will appear.  Click on the <b>Sort</b> dropdown button to select the method of sorting the data. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Sort Material Type ▼</div>
20.	Select the order of the sort by clicking the <b>Order</b> dropdown button.  Click the <b>Go</b> button to sort. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Order Ascending ▼</div>



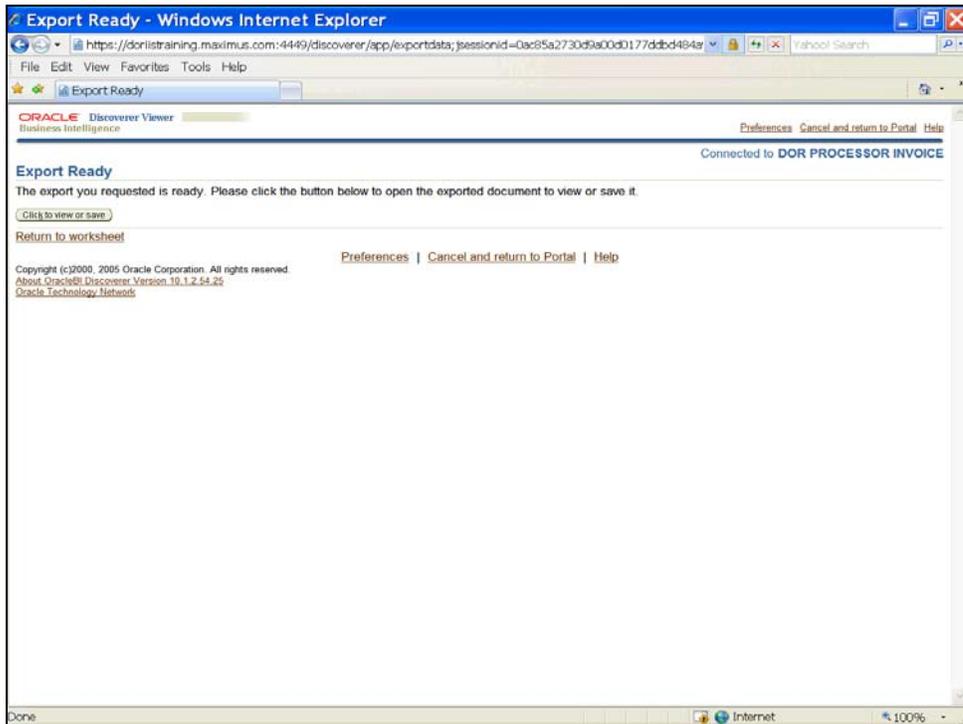
Step	Action
21.	Click the <b>Rows and Columns</b> link to select the number of rows and columns to view in the report. <a href="#">Rows and Columns</a>

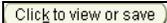


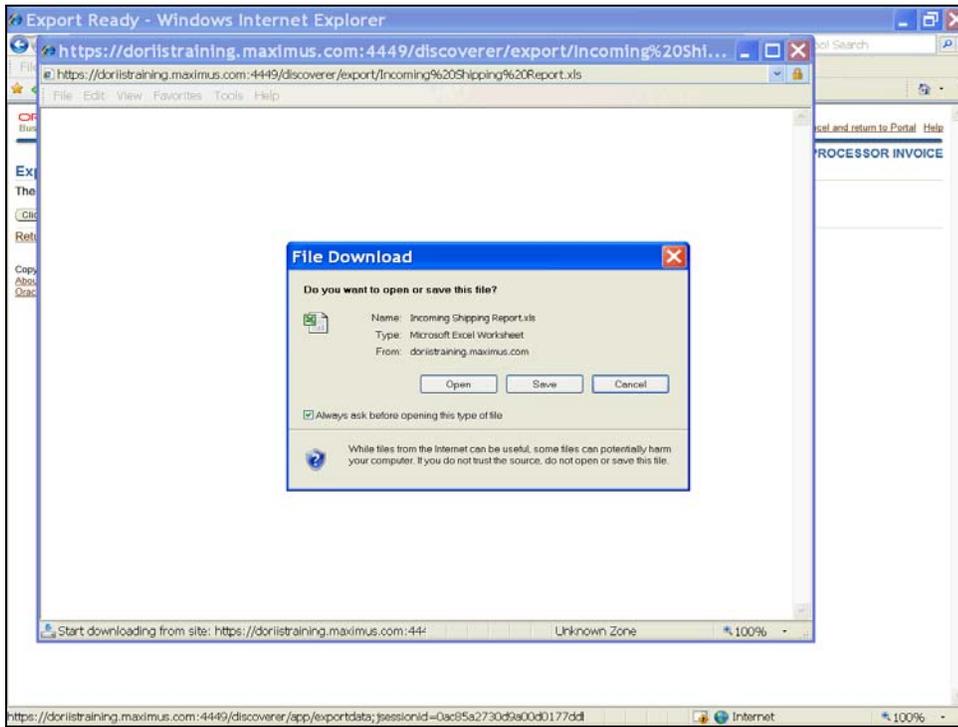
Step	Action
22.	Click in the <b>Rows</b> field to enter the number of rows you want to include in the report.
23.	Click in the <b>Columns</b> field to enter the number of columns you want to include in the report. <input type="text" value="Columns"/>
24.	Click the <b>Go</b> button. <input type="button" value="Go"/>
25.	An Actions menu is displayed on the left side of the screen. To export data, click the <b>Export</b> link in the <b>Actions</b> menu. <input type="button" value="Export"/>



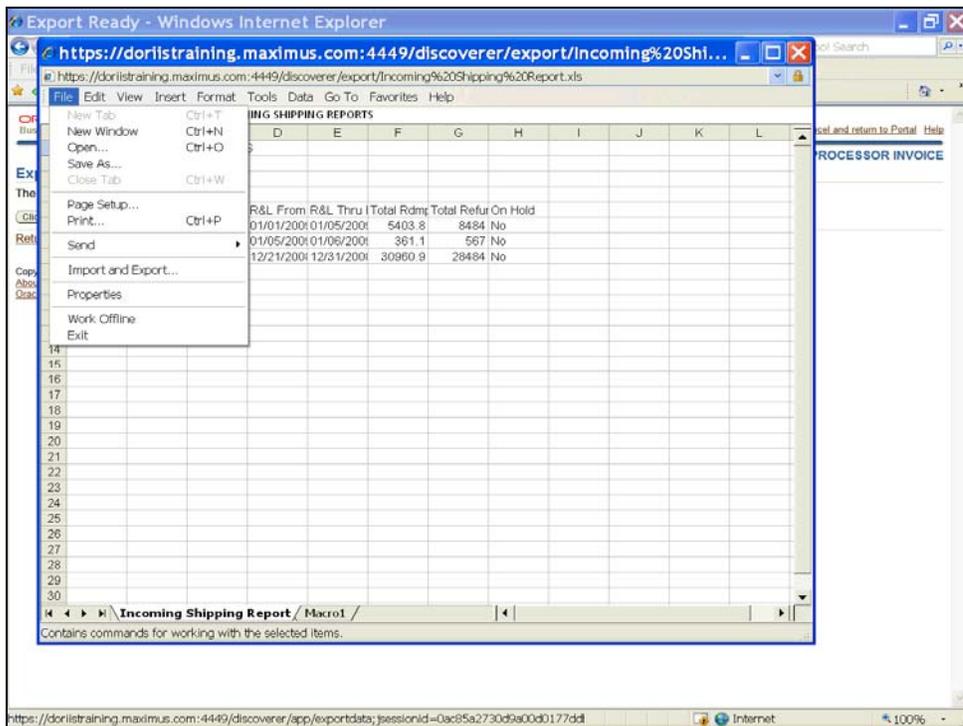
Step	Action
26.	<p>The Choose export type window will appear.</p> <p>Click on the <b>Export Type</b> dropdown button to select the export type from a list of values.</p>
27.	<p>Click the <b>Export</b> button.</p> <p></p>



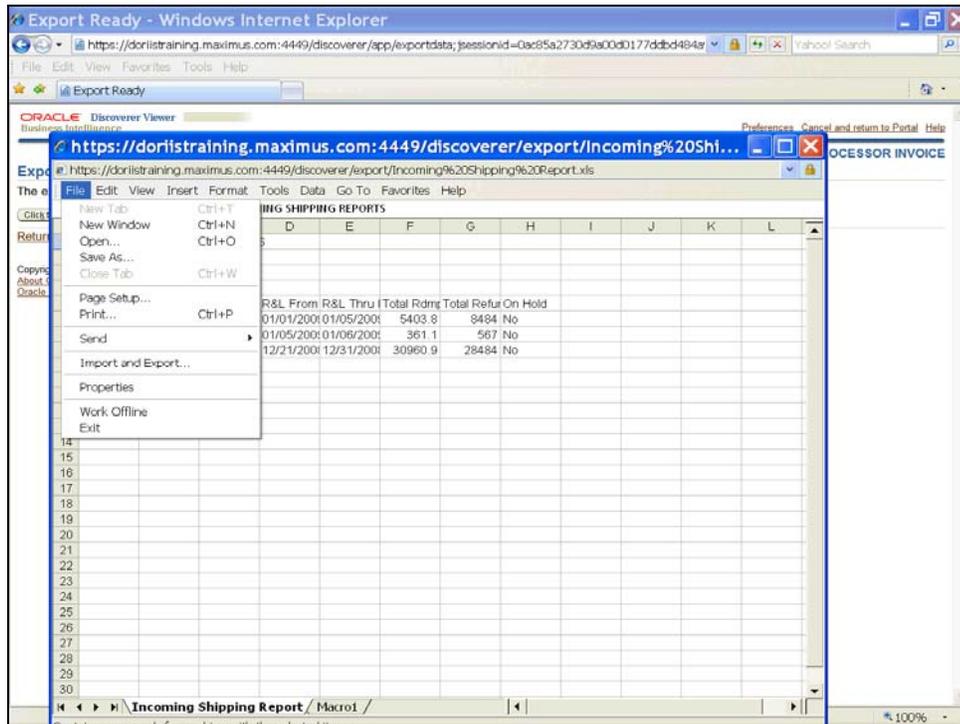
Step	Action
28.	<p>The Export Ready window will appear.</p> <p>Click the <b>Click to view or save</b> button to view or save the report.</p> 



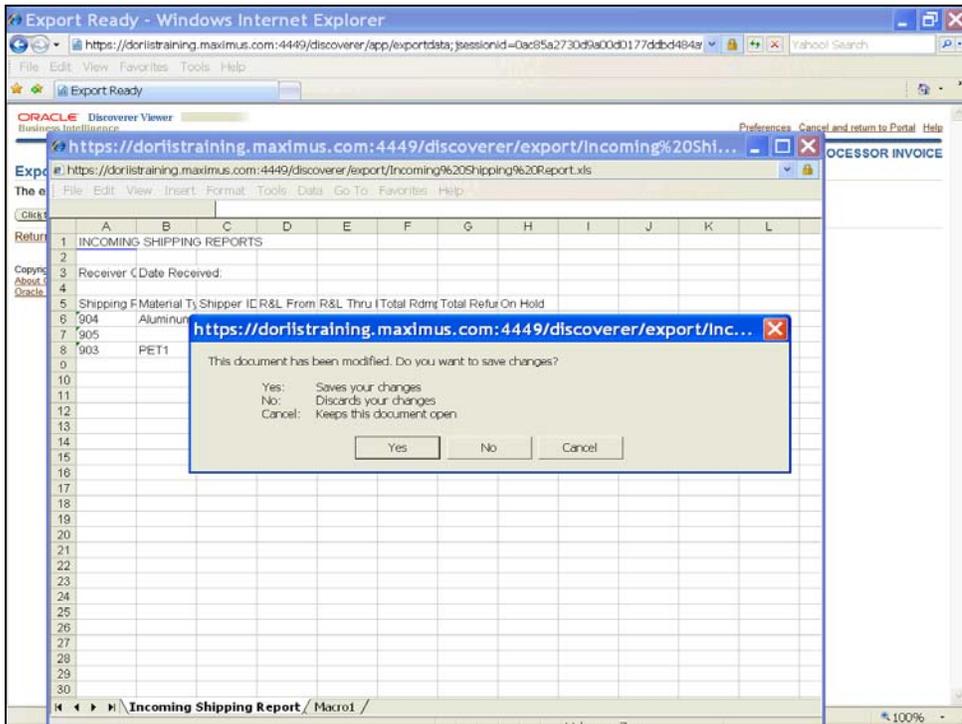
Step	Action
29.	<p>A new browser will open.</p> <p>A File Download box will appear asking if you want to open or save this file.</p> <p>To view the report, click the <b>Open</b> button, to save the report, click the <b>Save</b> button.</p> <p><b>Special Note: If a macros security warning window appears, click the Enable Macros button.</b></p> <div style="text-align: center;"> <input type="button" value="Open"/> </div>



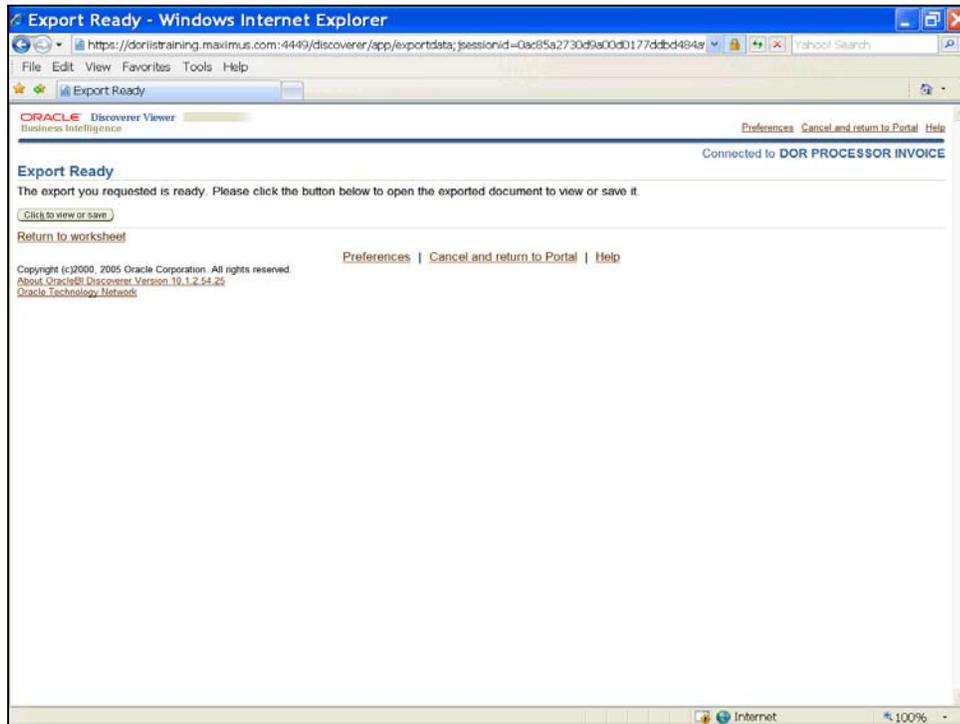
Step	Action
30.	<p>The report will open in the browser in the format you selected previously.</p> <p>To print the report, in the Menu bar, click on <b>File</b> and select <b>Print</b>.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span>Print...</span>      <span>Ctrl+P</span> </div>



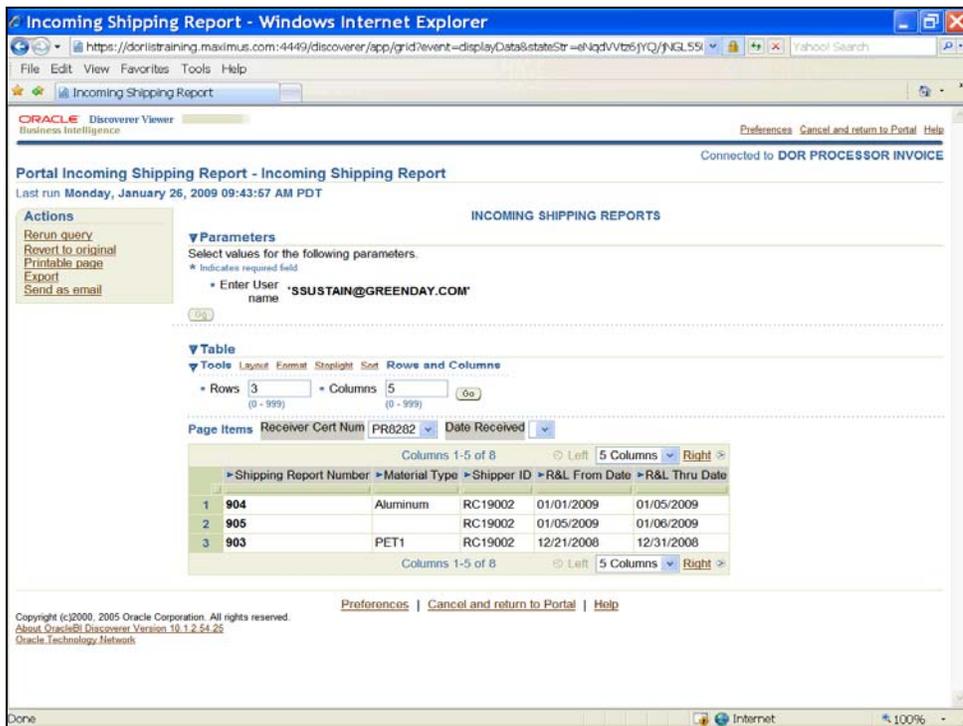
Step	Action
31.	To close the report, in the Menu bar, click on <b>File</b> and select <b>Exit</b> . <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Exit</div>



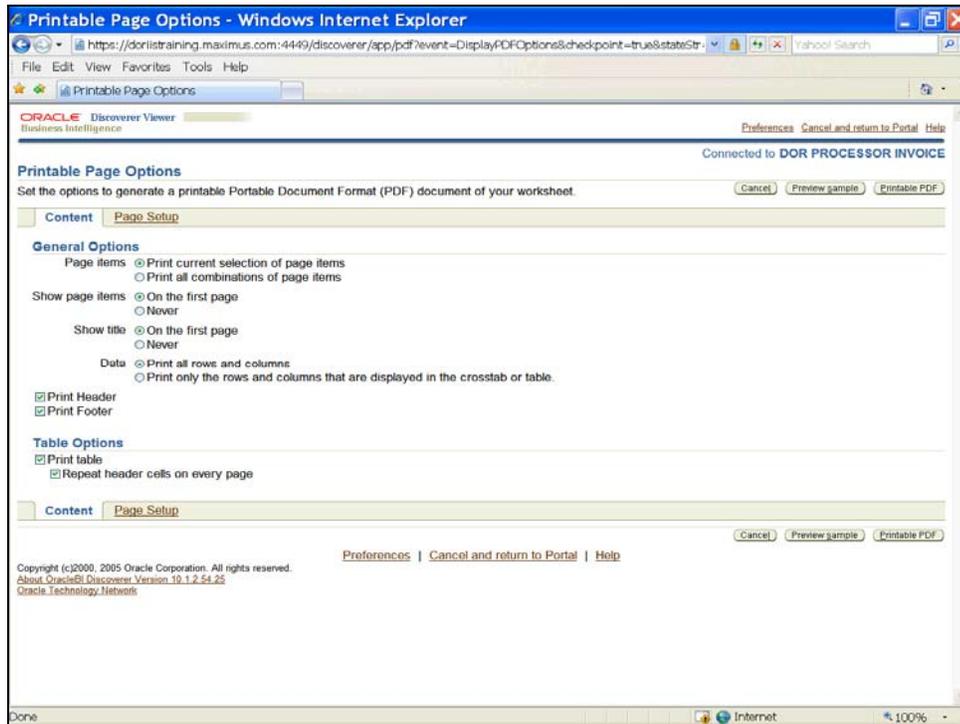
Step	Action
32.	<p>A dialog box will appear asking if you would like to save changes.</p> <p>Click the <b>No</b> button to continue exiting the report or click the <b>Yes</b> button to save the report.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="button" value="No"/> </div>



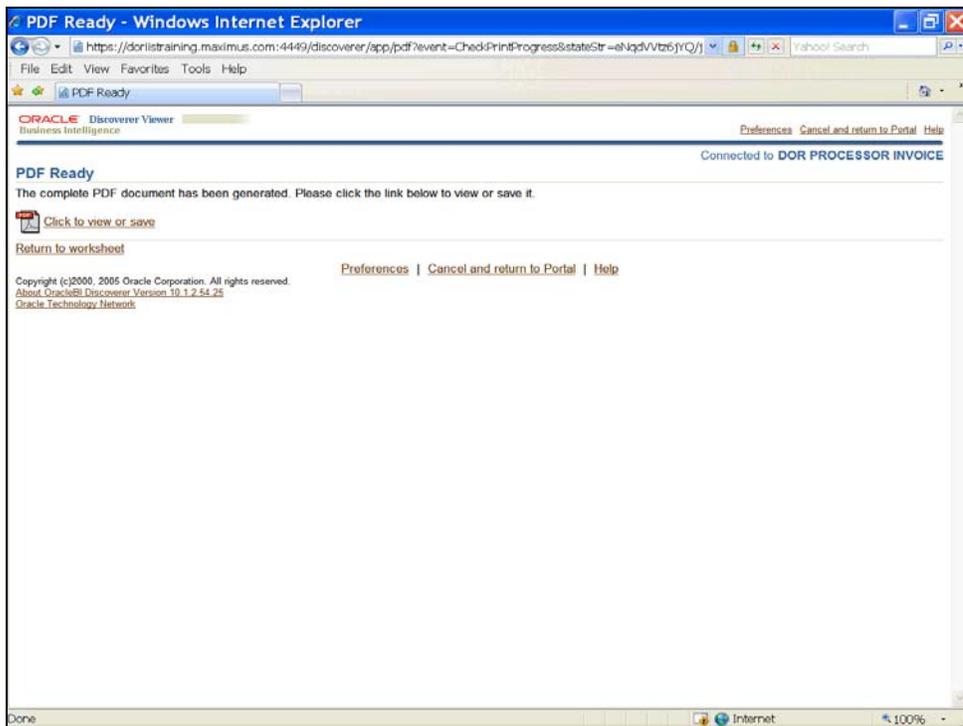
Step	Action
33.	<p>The Export Ready window will reappear.</p> <p>Click the <b>Return to worksheet</b> link to return to the Shipper &amp; Receiver Portal Reports.</p> <p><a href="#">Return to worksheet</a></p>



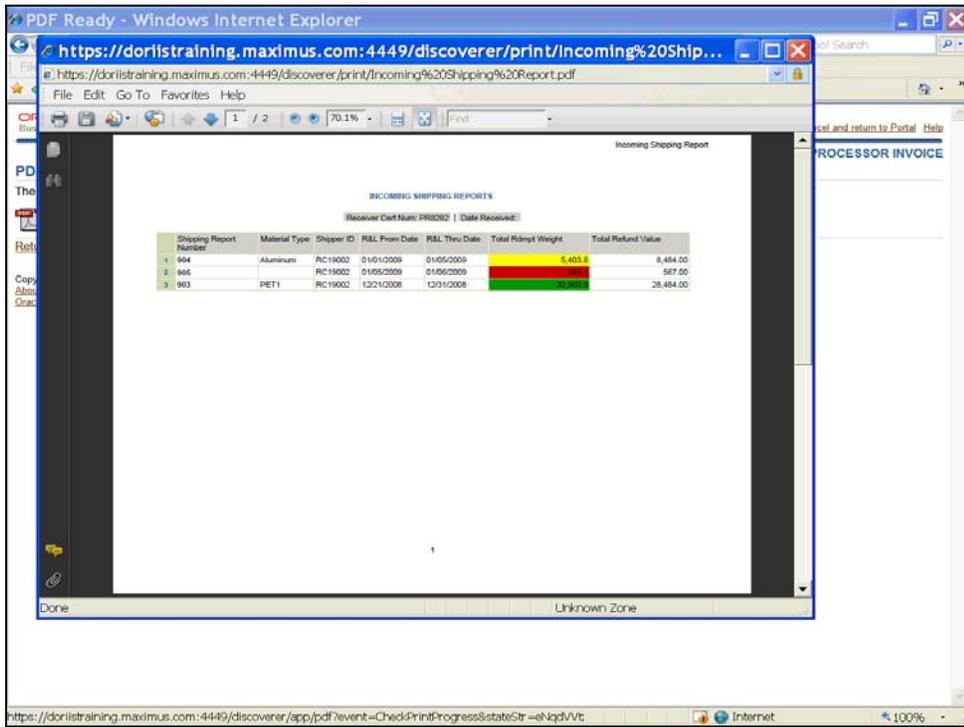
Step	Action
34.	To print the report from this view, click on the <b>Printable page</b> link in the Actions menu. <a href="#">Printable page</a>



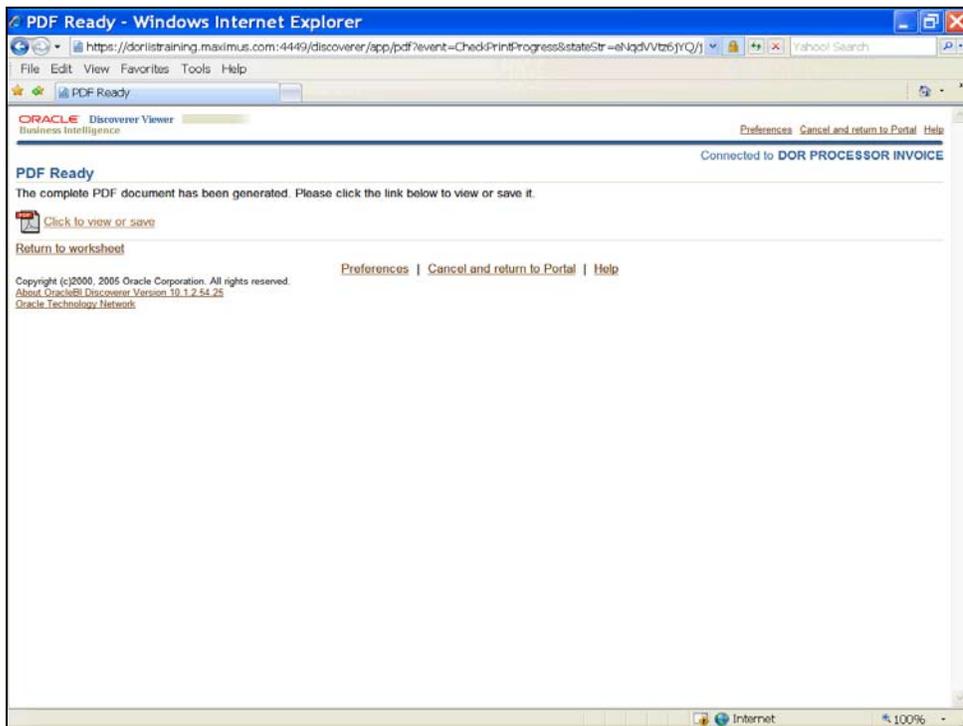
Step	Action
35.	<p>The Printable Page Options window will appear.</p> <p>Select the printing options by clicking the button next to the items listed in the General Options region.</p> <p>To preview the report, click the <b>Preview Sample</b> button.</p> <p>To print the report in a PDF format, click the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



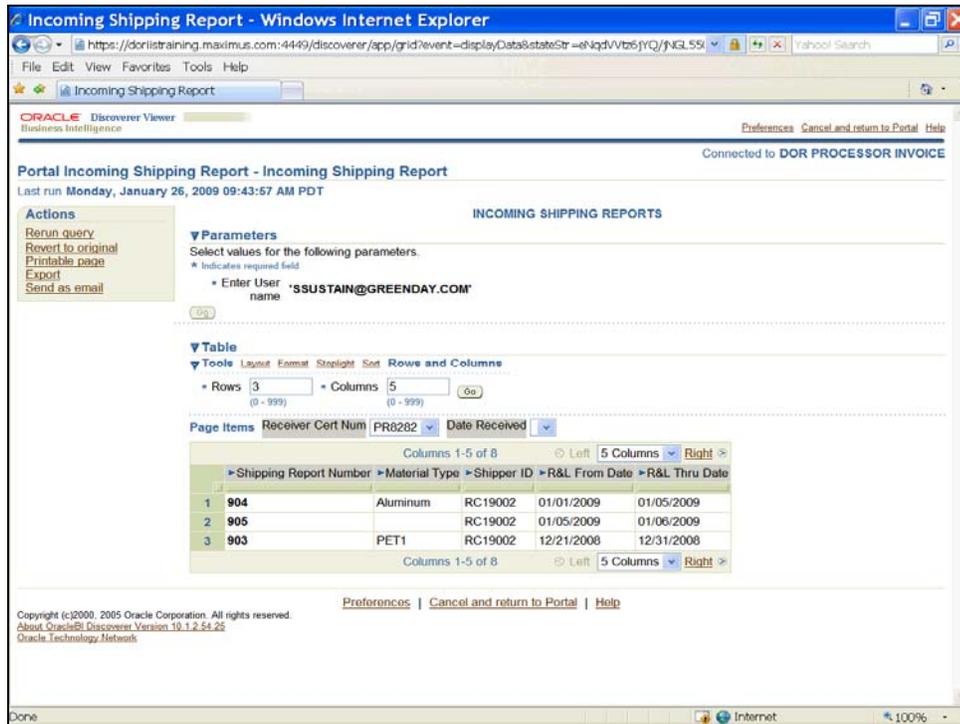
Step	Action
36.	<p>The PDF Ready window will appear.</p> <p>Click the <b>Click to view or save</b> link to view and print the report or to save the report.</p> <p><u>Click to view or save</u></p>



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



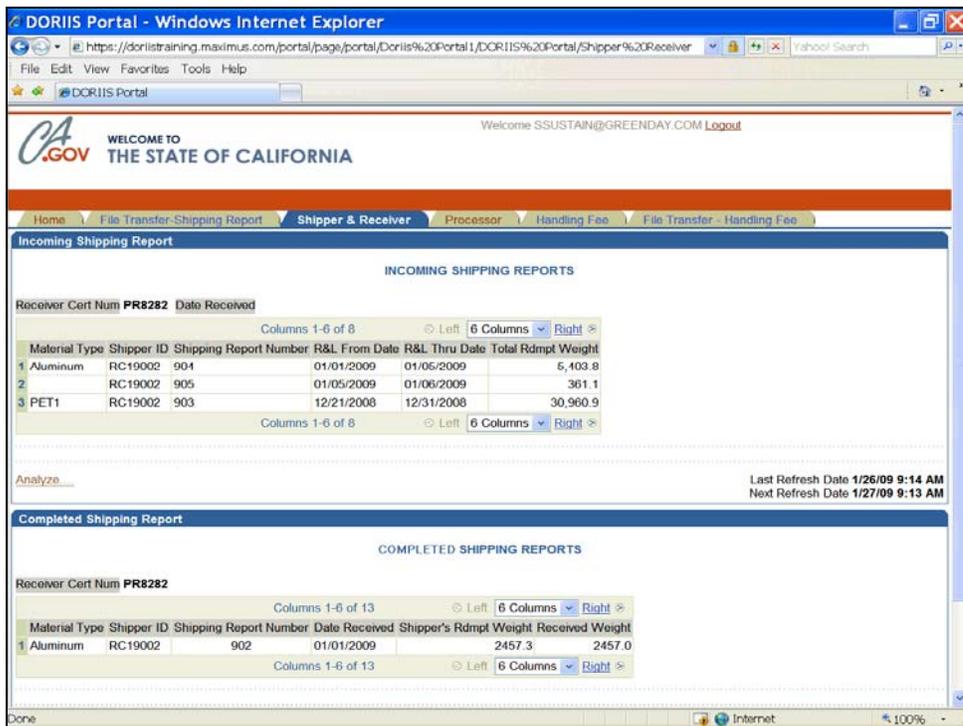
Step	Action
38.	To return to the Shipping & Receiver Reports Portal, click the <b>Return to worksheet</b> link. <a href="#">Return to worksheet</a>



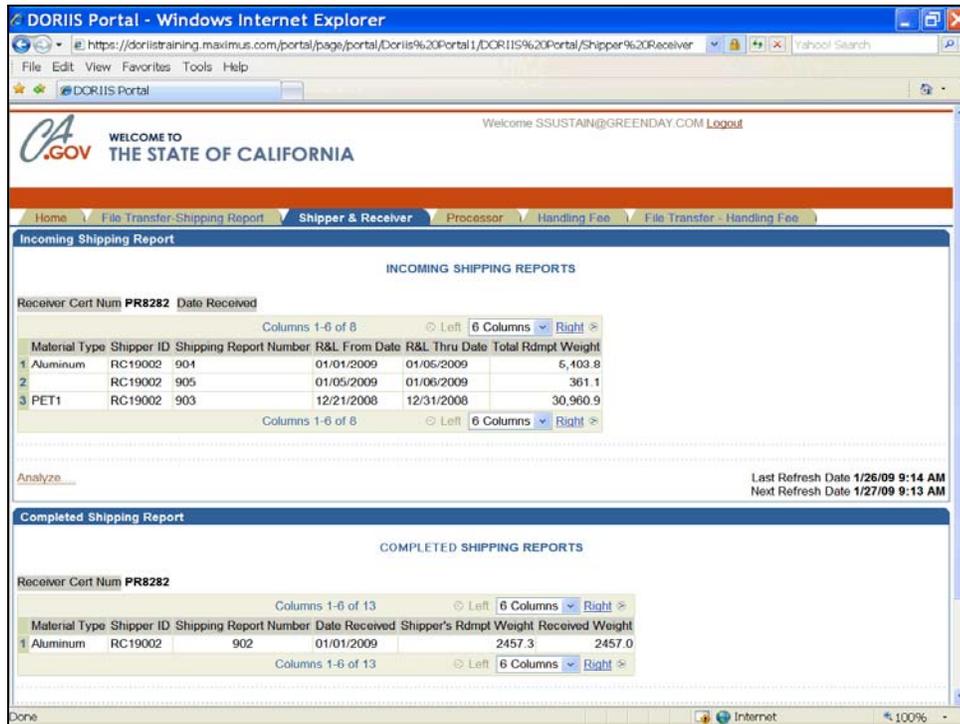
Step	Action
39.	To return to the portal, click the <b>Cancel and return to Portal</b> link. <a href="#">Cancel and return to Portal</a>

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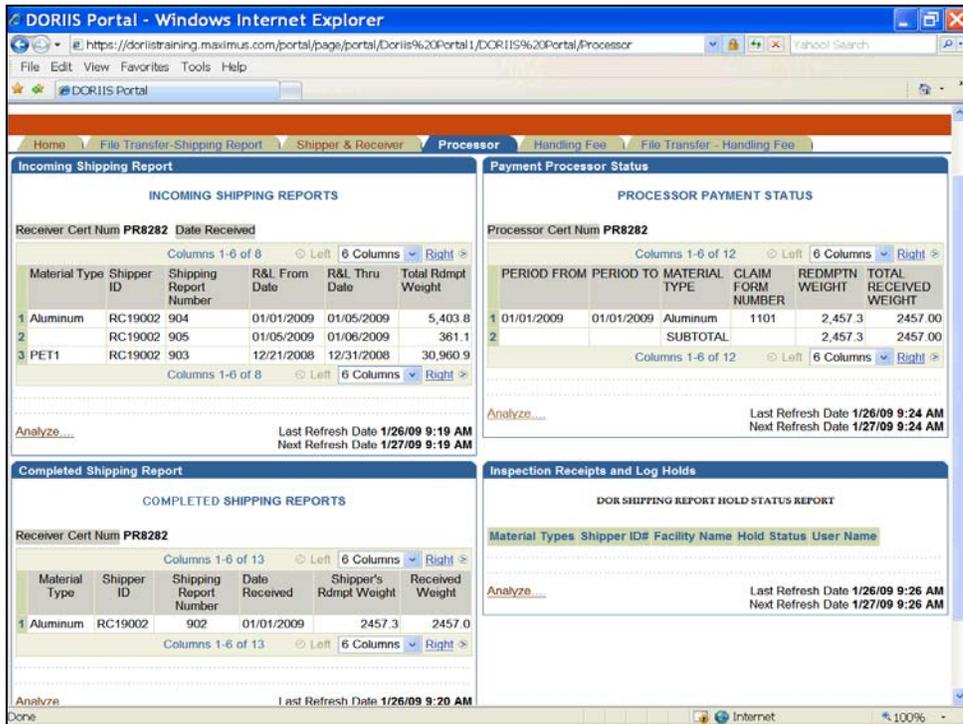
## Using the DORIIS Portal: Self Service Processors and Recyclers



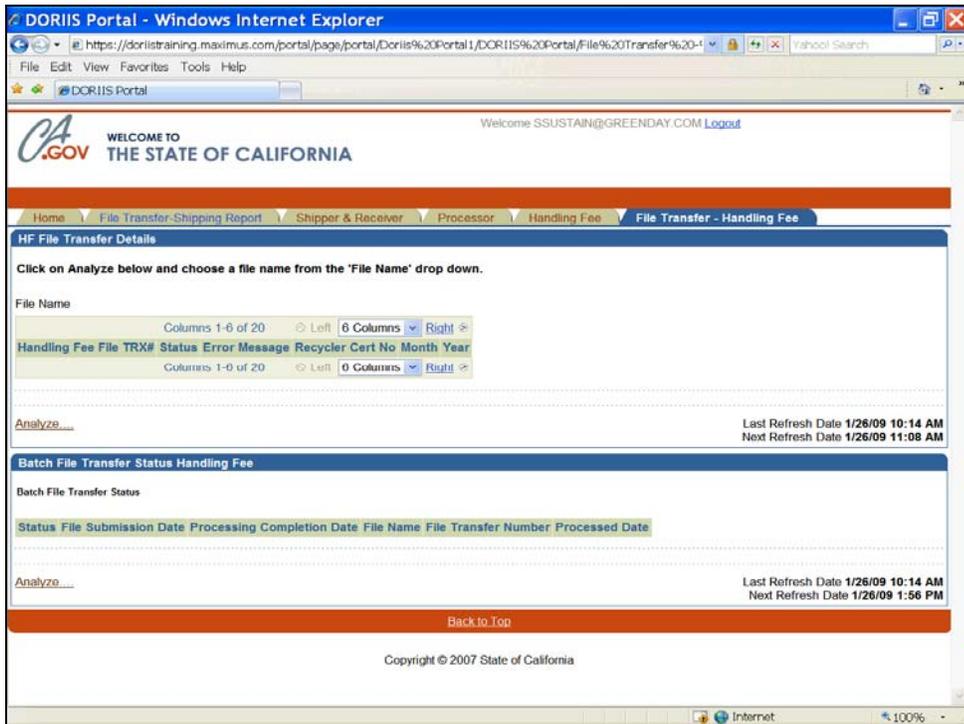
Step	Action
40.	Click the <b>Home</b> tab to return to the Portal Home page or <b>Logout</b> link to logout of the system. 



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



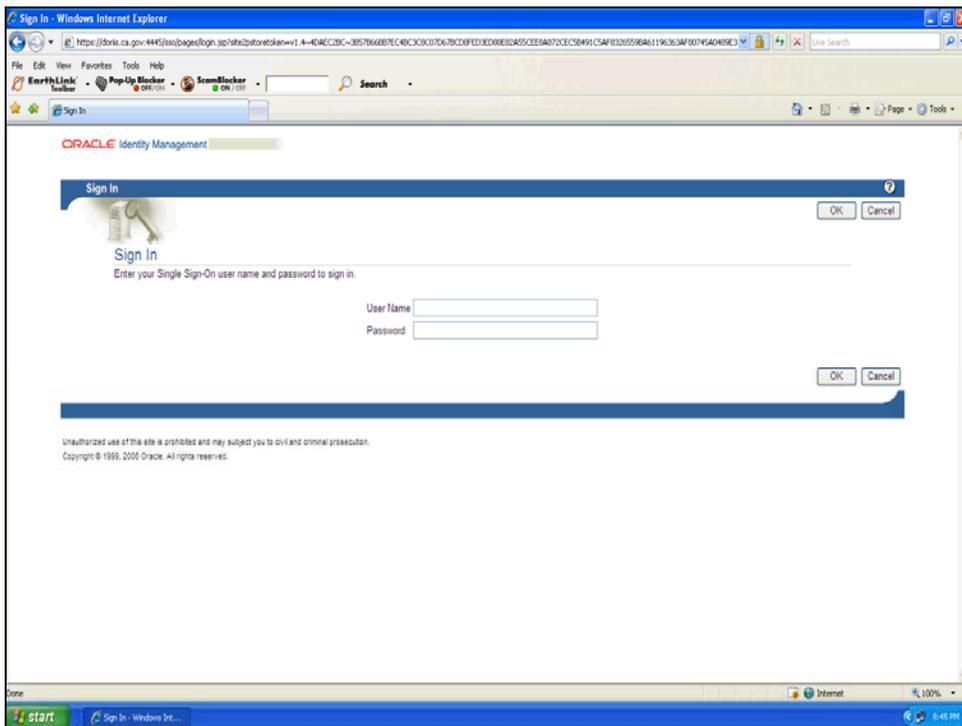
Step	Action
42.	<p>The Processor Reports tab will open with all reports available as a Processor.</p> <p>Follow the steps listed in the previous section on viewing the Shipping &amp; Receiver Reports to export, print or analyze the data.</p> <p>Depending on user access, any additional report tabs will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



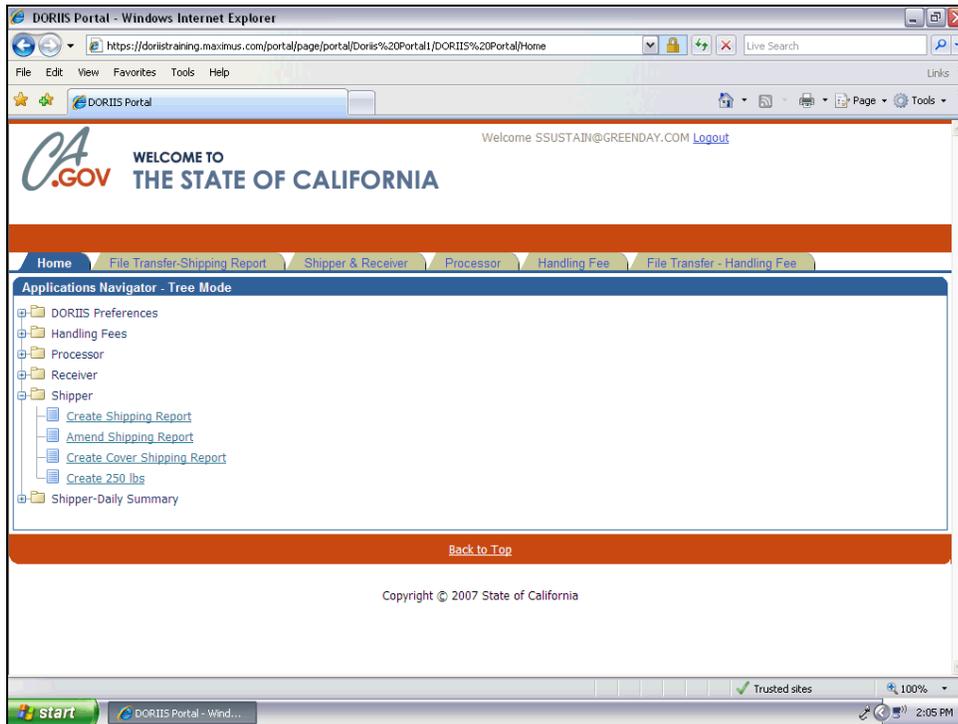
Step	Action
43.	Click the <b>Logout</b> link to logout of the system. <a href="#">Logout</a>
44.	<b>End of Procedure.</b>

## Objective 11: Create a 250 LB Report

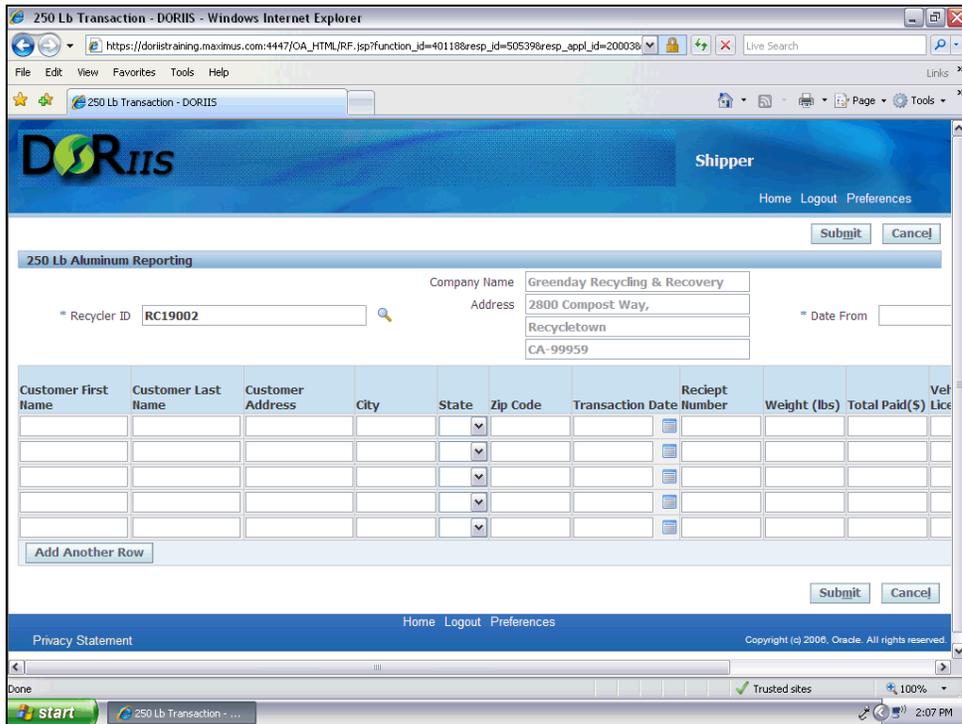
### Procedure



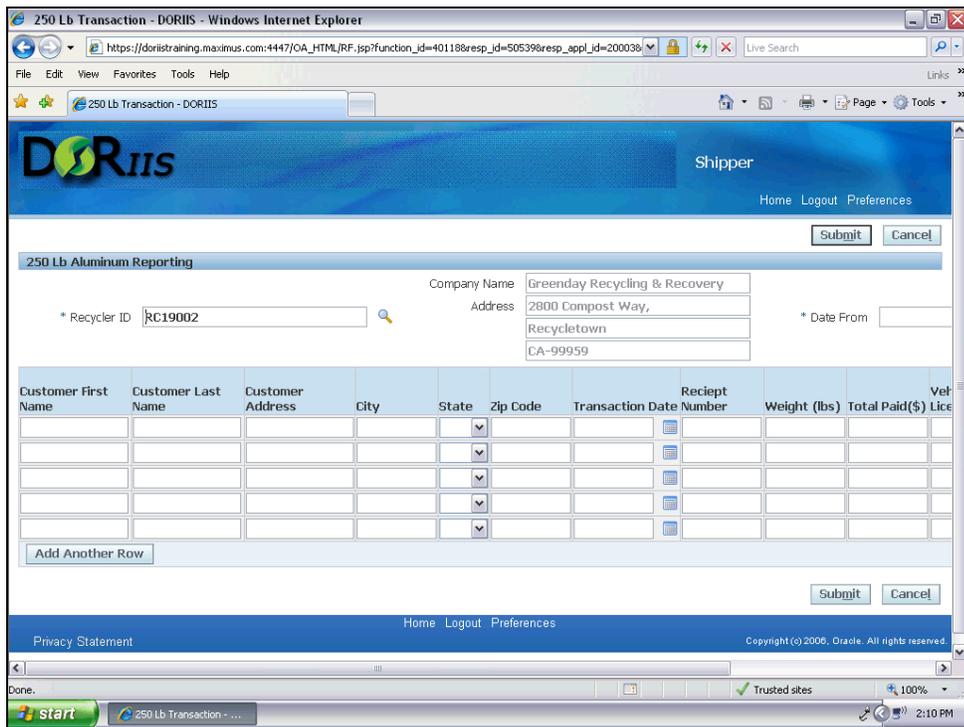
Step	Action
1.	Enter <b>User Name</b> and <b>Password</b> . Click the <b>OK</b> button. 



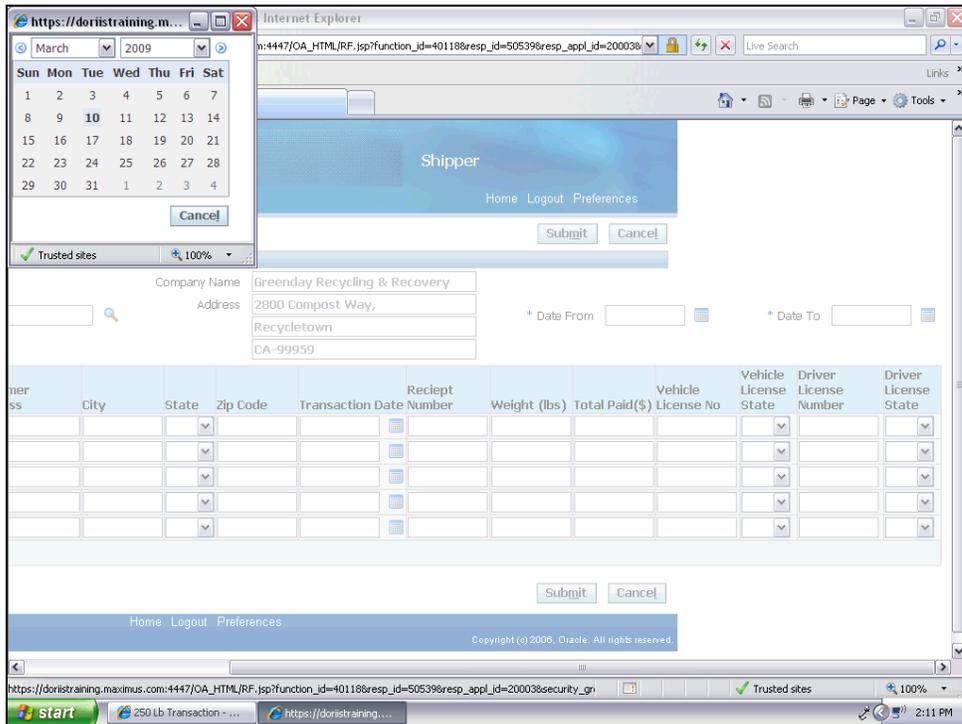
Step	Action
2.	Select your <b>Shipper</b> responsibility.  Navigate to: Create 250 lbs 



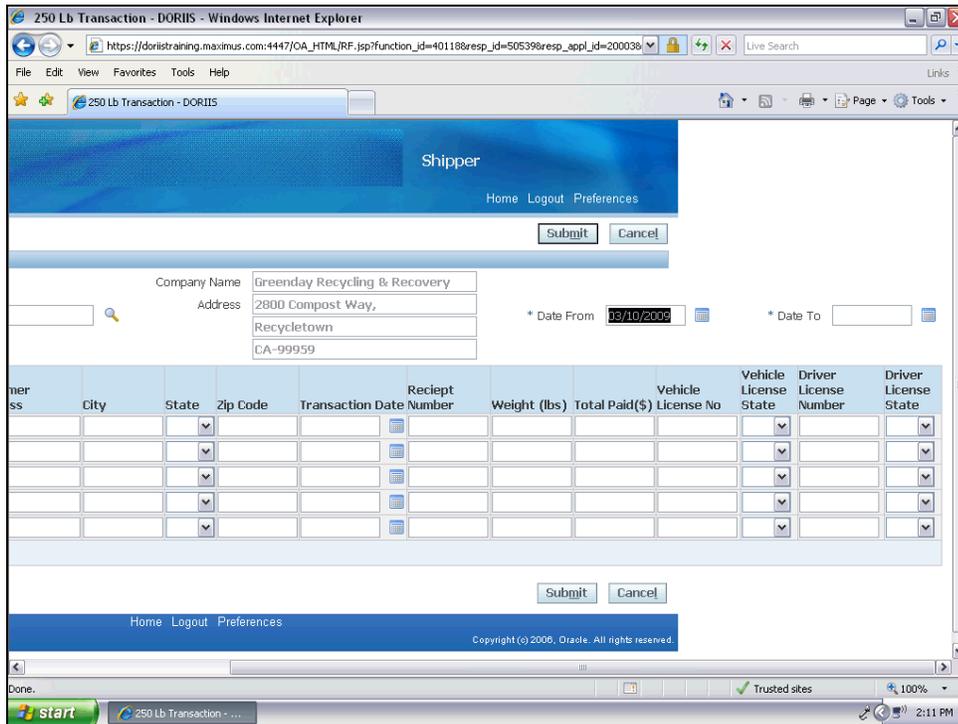
Step	Action
3.	<p>The 250 Lb Aluminum Reporting window will appear.</p> <p>Your Recycler ID# will auto-populate in the <b>Recycler ID</b> field based on your login identification.</p> <p><b>Special Note: If you are associated with only one certification number, this info will be automatically populated.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



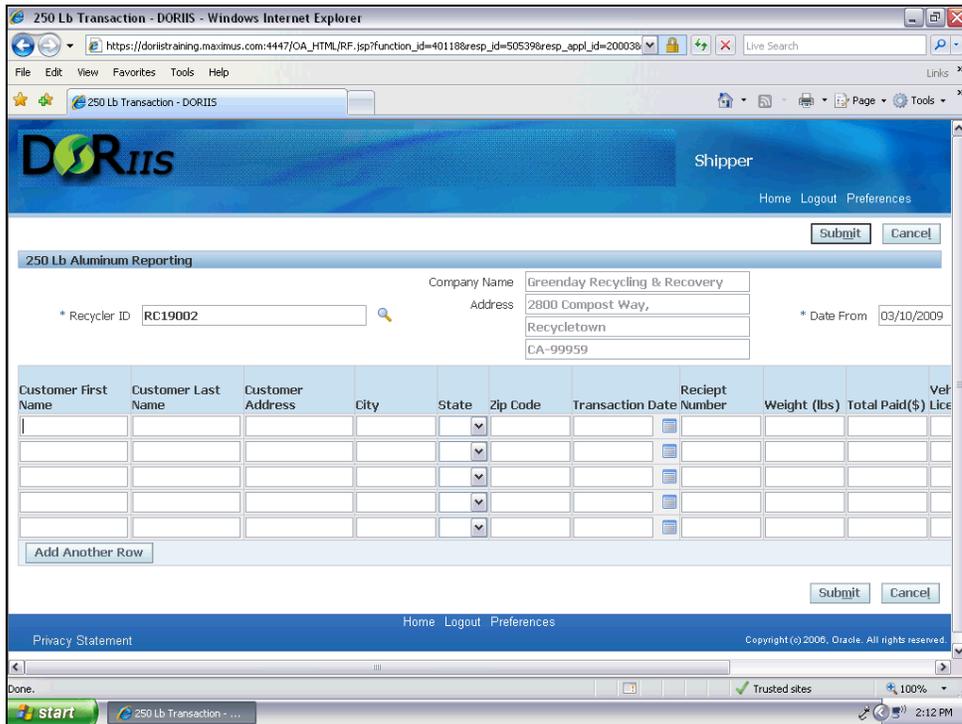
Step	Action
5.	Click in the <b>Date From</b> field. 
6.	Enter the beginning date for the period being reported in the <b>Date From</b> field or click on the <b>Calendar</b> button to select the date from the calendar. 

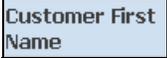
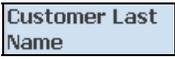


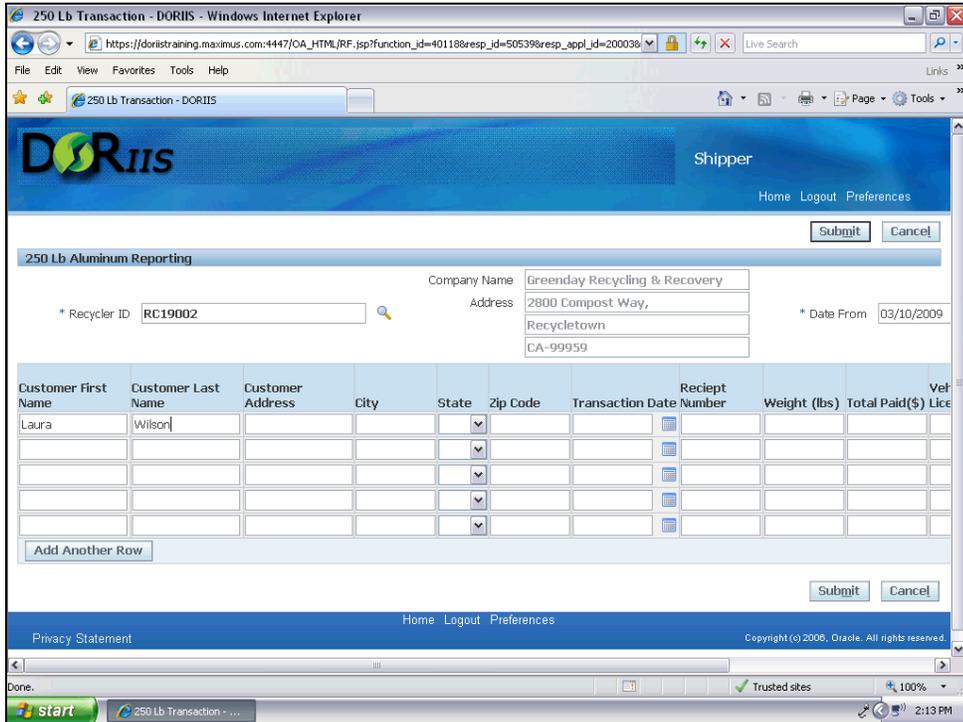
Step	Action
7.	<p>If you clicked on the <b>Calendar</b> button, the calendar will appear in a separate window.</p> <p>Select the date from the calendar to populate the <b>Date From</b> field.</p>



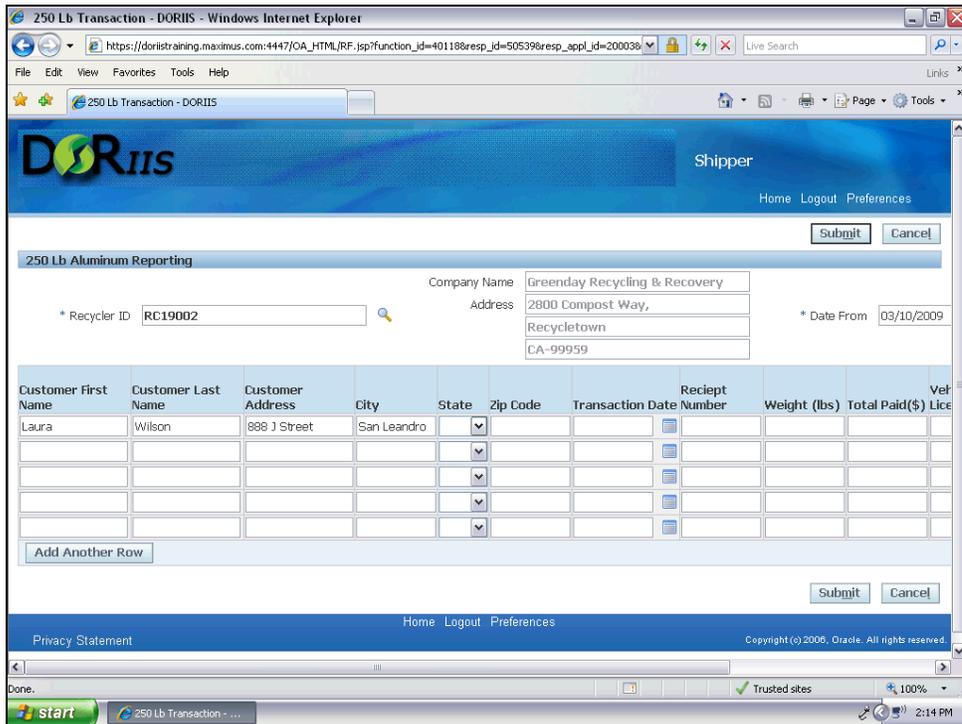
Step	Action
8.	Click in the <b>Date To</b> field. 
9.	Enter the end date for the period being reported in the <b>Date To</b> field or click on the <b>Calendar</b> button to select the date from the calendar. 



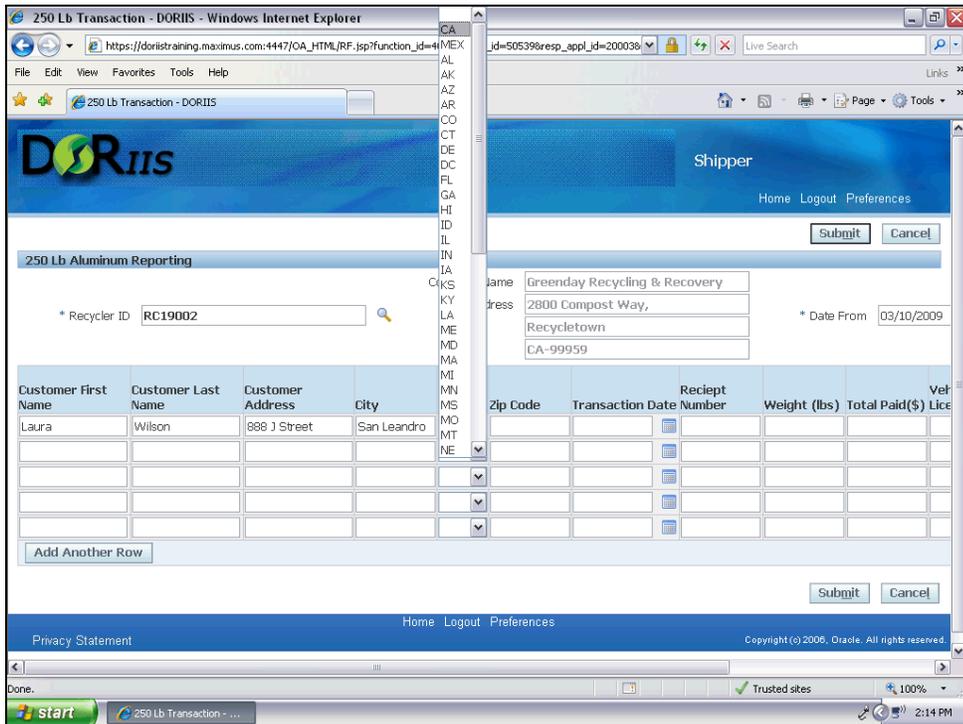
Step	Action
10.	Click in the <b>Customer First Name</b> field on the first row of the table to enter the customer's first name. 
11.	Click in the <b>Customer Last Name</b> field to enter the customer's last name. 



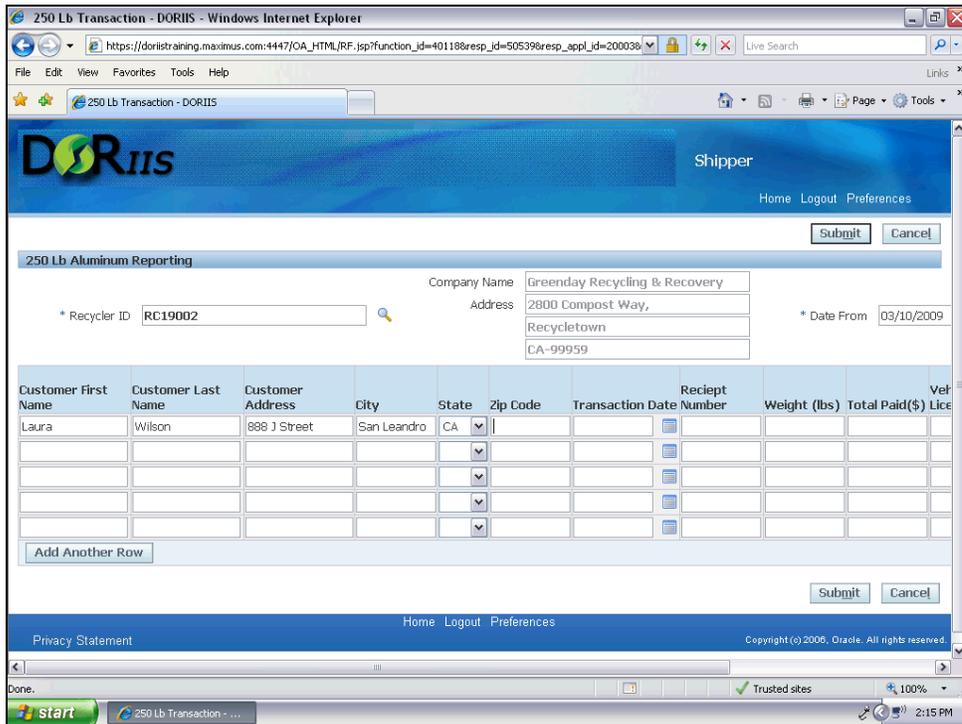
Step	Action
12.	Click in the <b>Customer Address</b> field to enter the customer's street address. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Customer Address</div>
13.	Click in the <b>City</b> field to enter the city. <div style="border: 1px solid black; padding: 2px; display: inline-block;">City</div>



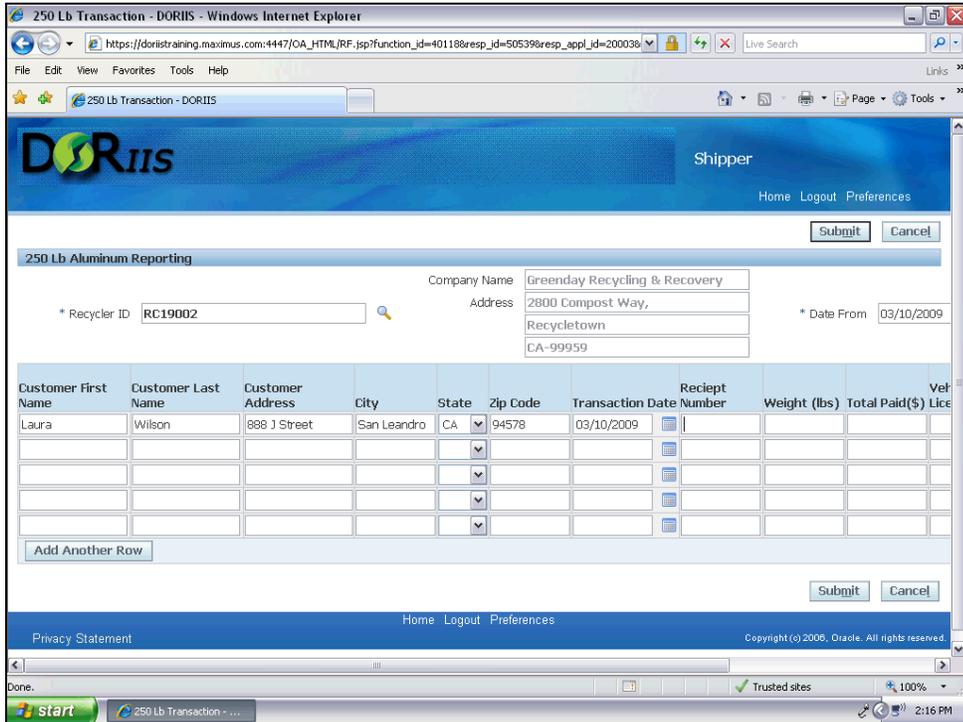
Step	Action
14.	Click on the dropdown button in the <b>State</b> field to select from a list of values. 



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



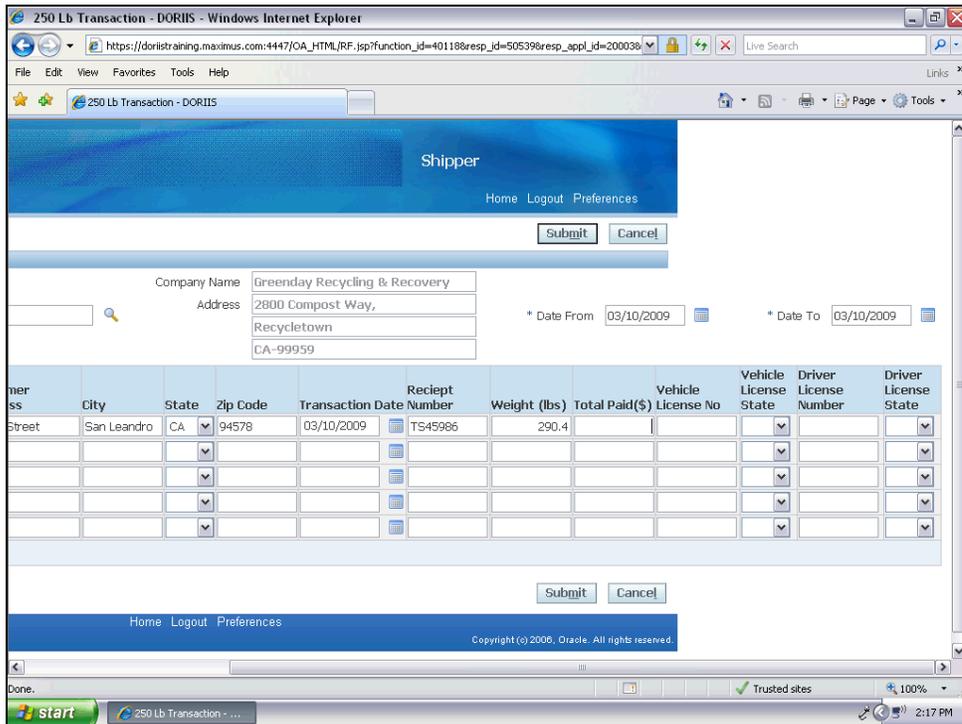
Step	Action
16.	Click in the <b>Zip Code</b> field to enter the zip code. <input type="text" value="Zip Code"/>
17.	Click in the <b>Transaction Date</b> field.  Enter the transaction date or click on the <b>Calendar</b> button to select a date from the calendar. <input type="text" value="Transaction Date"/>



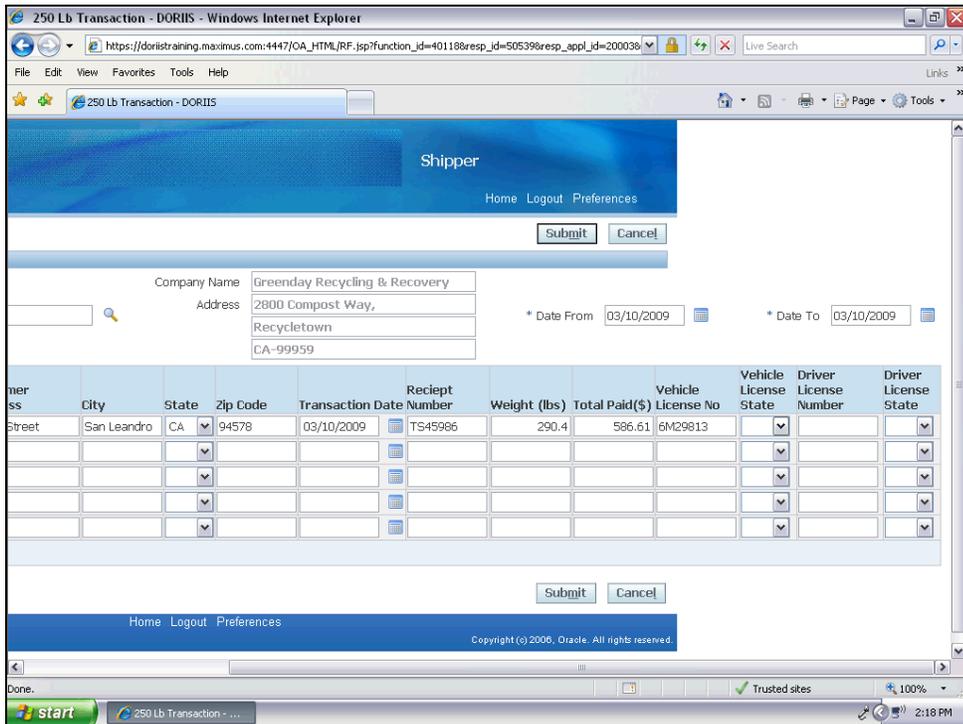
Step	Action
18.	Click in the <b>Receipt Number</b> field to enter the receipt number for the customer. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Receipt Number</div>
19.	Click in the <b>Weight (lbs)</b> field to enter the weight received. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Weight (lbs)</div>

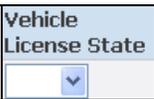
# User Manual

## Using the DORIS Portal: Self Service Processors and Recyclers



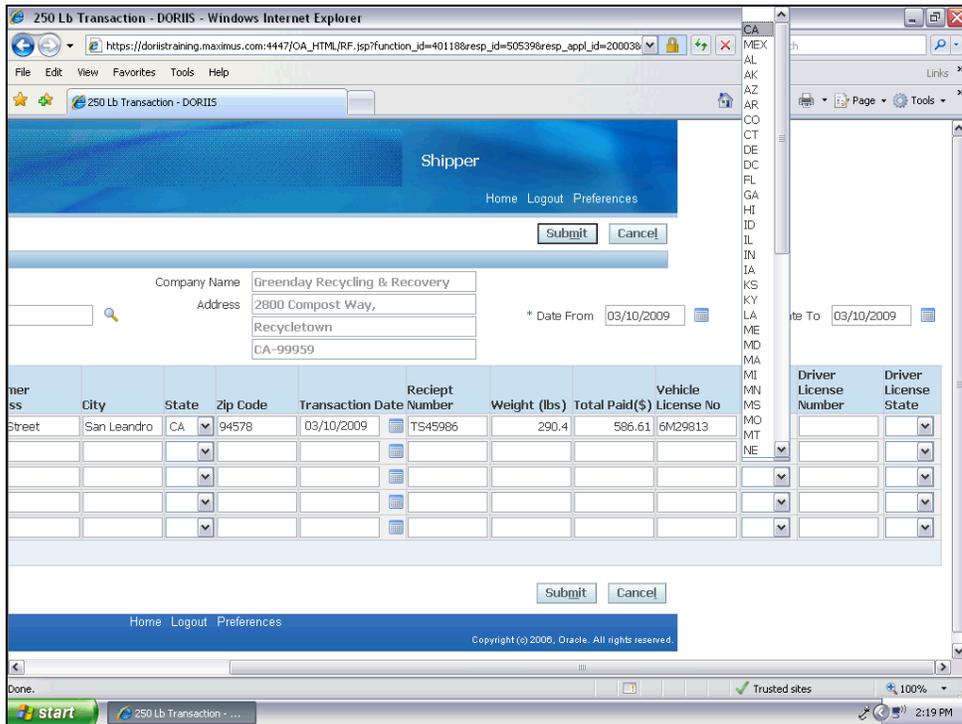
Step	Action
20.	Click in the <b>Total Paid (\$)</b> field to enter the total paid to the customer. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Total Paid(\$)</div>
21.	Click in the <b>Vehicle License No</b> field to enter the customer's vehicle license number. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Vehicle License No</div>



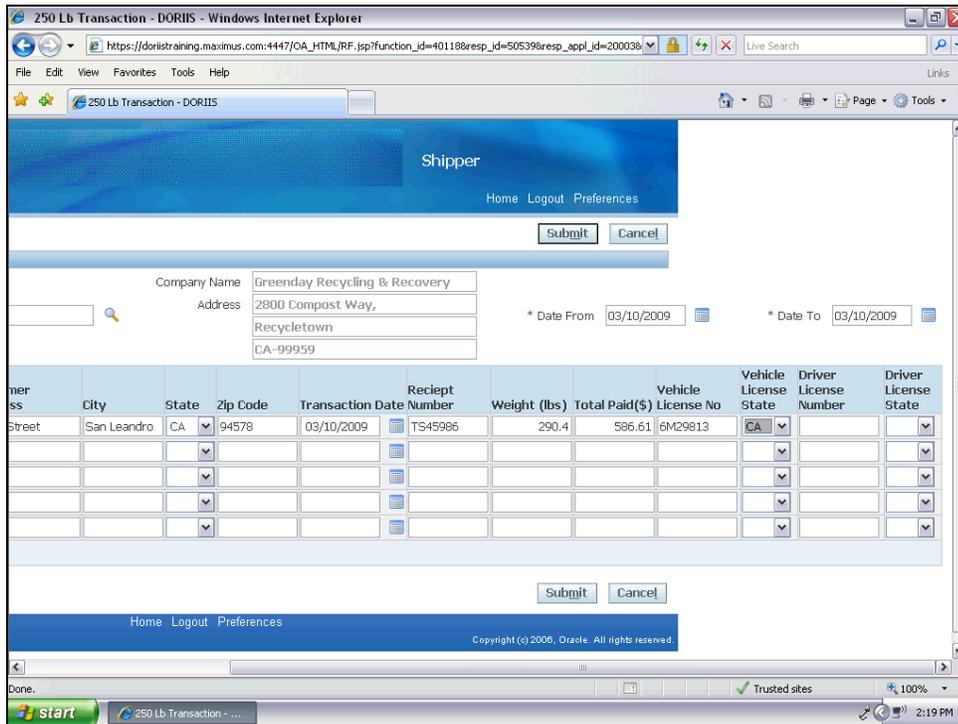
Step	Action
22.	<p>Click on the dropdown button in the <b>Vehicle License State</b> field to select from a list of values.</p> 

# User Manual

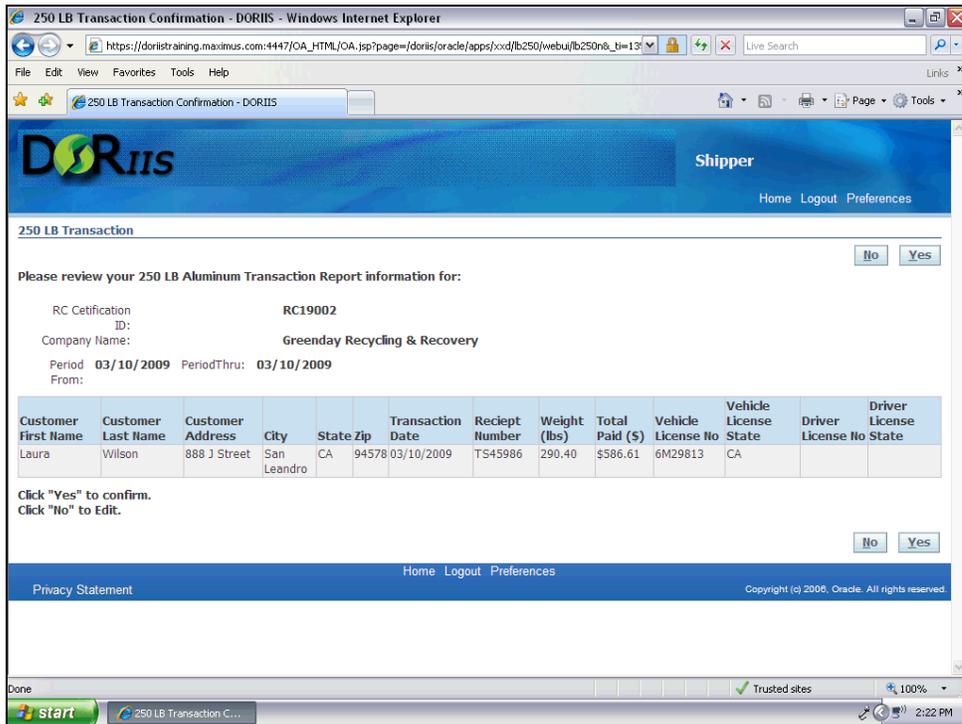
## Using the DORIS Portal: Self Service Processors and Recyclers



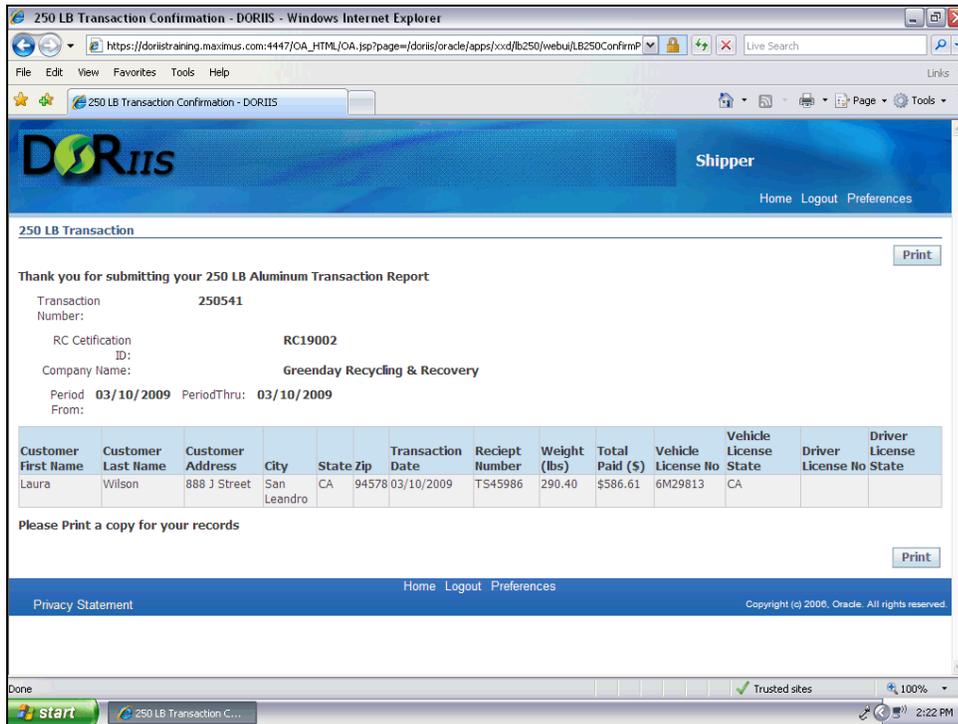
Step	Action
23.	Select the state from the list of values. <div style="border: 1px solid black; padding: 2px; display: inline-block;">CA</div>



Step	Action
24.	<p>The entry of information in the <b>Driver License Number</b> and <b>Driver License State</b> field are optional.</p> <p><b>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.</b></p> <p>To enter information on additional customers to the 250 LB Aluminum Report, click on the fields in the subsequent rows in the table.</p> <p>To add additional rows for reporting customer information, click on the <b>Add Another Row</b> button.</p> <p>Click the <b>Submit</b> button to submit report information.</p> 



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

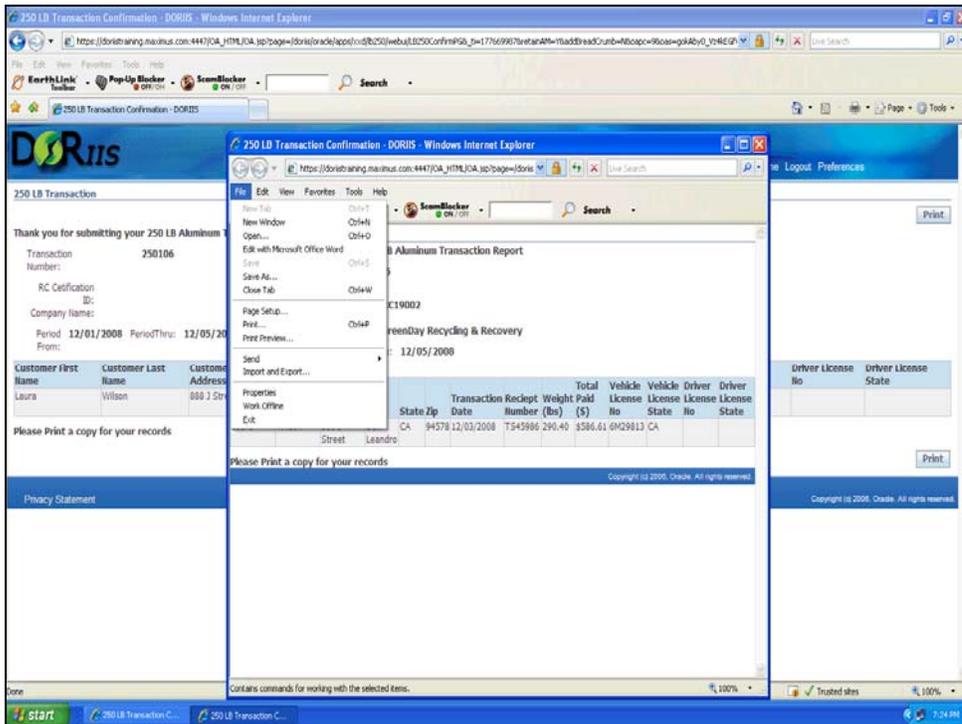


Step	Action
26.	Click the <b>Print</b> button to print the report.

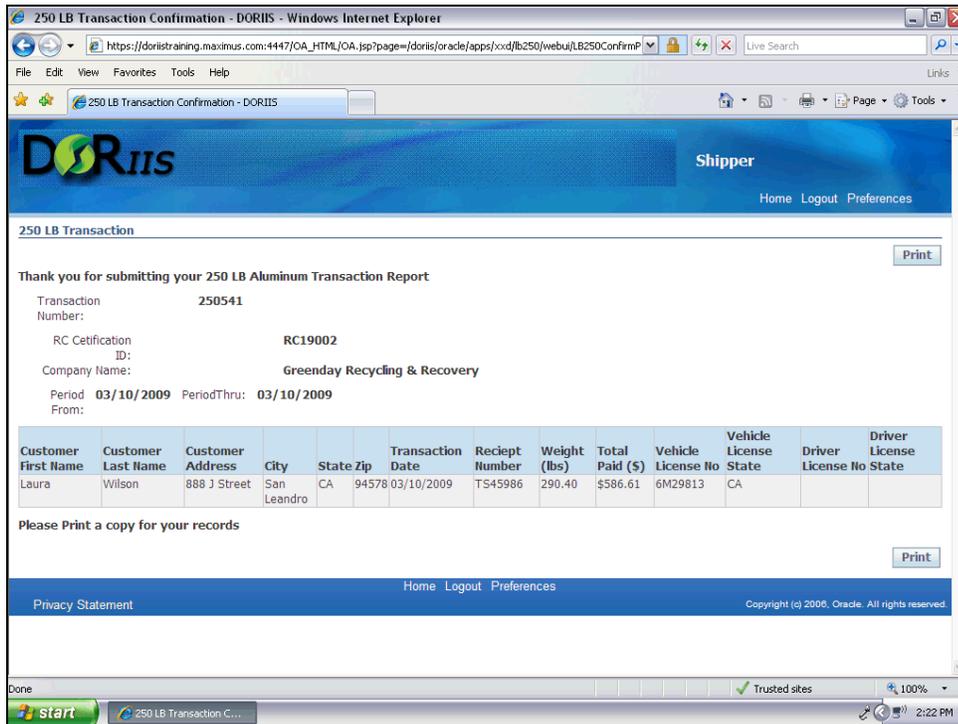


# User Manual

## Using the DORIS Portal: Self Service Processors and Recyclers



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



Step	Action
28.	Click the <b>Home</b> link to return to the Home page or click the <b>Logout</b> link to logout of the system.