

# Portal User Guide for AMS Service Providers

Use the WeRecycle Portal to manage your account and submit Service Provider reports to Automotive Materials Stewardship (AMS).

If you have any questions, please contact us at  
[serviceprovider@autostewardship.ca](mailto:serviceprovider@autostewardship.ca).

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## 1 Getting started

The WeRecycle Portal can be accessed here: <https://werecycle.cssalliance.ca>.

### 1.1 System Requirements

The Portal can be accessed from Windows or Macintosh operating systems and is supported by the latest version of all common browsers, including:

- Google Chrome
- Firefox
- Apple Safari
- Microsoft Edge
- Internet Explorer (verify compatibility view settings to ensure that [www.cssalliance.ca](http://www.cssalliance.ca) has not been added as a site to Internet Explorer 11 compatibility view)

### 1.2 Support

The Service Provider reporting team is available to support you as you prepare and submit your reports. Please reach out to us for any questions:

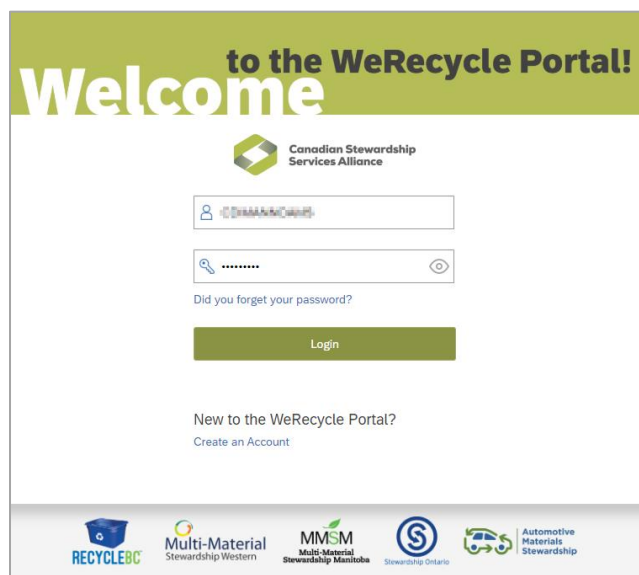
**Email:** [serviceproviders@autostewardship.ca](mailto:serviceproviders@autostewardship.ca)

**Phone:** 1-888-575-4870

### 1.3 Logging in

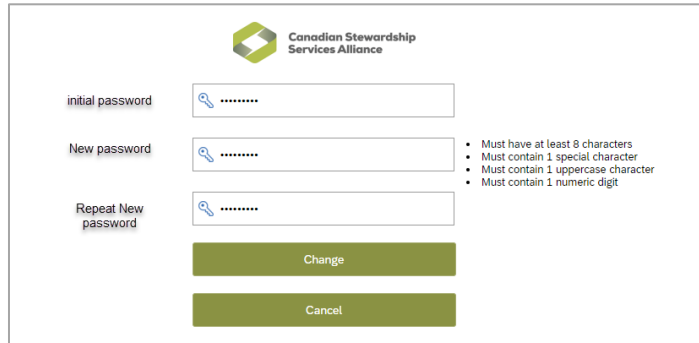
#### 1.3.1 First time login

Users logging into the Portal for the first time, or with an initial password, will be prompted to update their password.



The screenshot shows the login interface of the WeRecycle Portal. At the top, a green banner reads "Welcome to the WeRecycle Portal!". Below this is the logo for the Canadian Stewardship Services Alliance. The login form includes a text input field for the email address (pre-filled with "serviceproviders@autostewardship.ca"), a password input field with a toggle for visibility, and a "Login" button. A link for "Did you forget your password?" is located below the password field. At the bottom of the form, there is a link for "New to the WeRecycle Portal? Create an Account". The footer of the page displays logos for RECYCLEBC, Multi-Material Stewardship Western, MM3M Multi-Material Stewardship Manitoba, Stewardship Ontario, and Automotive Materials Stewardship.

To update your password, key the initial password in to the first password field. Then key in a password of your choosing into the next two password fields, noting the password security requirements



Canadian Stewardship Services Alliance

initial password

New password

Repeat New password

- Must have at least 8 characters
- Must contain 1 special character
- Must contain 1 uppercase character
- Must contain 1 numeric digit

[Change](#)

[Cancel](#)

### 1.3.2 Existing user login

On the welcome page, please enter your user ID and password to login.



**Welcome** to the WeRecycle Portal!

Canadian Stewardship Services Alliance

User ID

Password

[Did you forget your password?](#)

[Login](#)

New to the WeRecycle Portal?  
[Create an Account](#)







### 1.3.3 Resetting your password

On the login page, click 'Forgot Password?' to reset your password as needed. For security reasons, you will need to provide your first name, last name, email address and user ID to continue.

## Welcome to the WeRecycle Portal!




Canadian Stewardship  
Services Alliance

Did you forget your password?

←

New to the WeRecycle Portal?  
[Create an Account](#)



Canadian Stewardship  
Services Alliance

**Forgot password?**

Please complete the fields below to reset your password.

\*First Name:

\*Last Name:

\*Email:

\*User ID:

You will receive a password reset email with a new initial password. If you encounter any issues, please contact the Service Provider reporting team for assistance.

\*First Name:

\*Last Name:

\*Email:

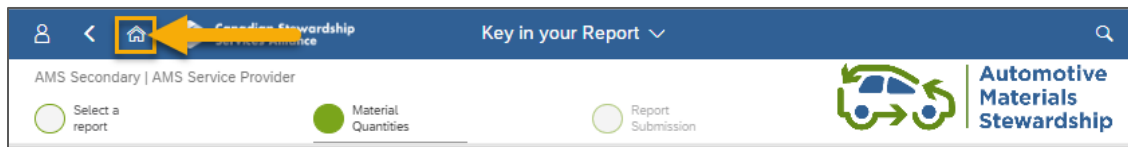
\*User ID:

✔ Success

A new password has been emailed to you.

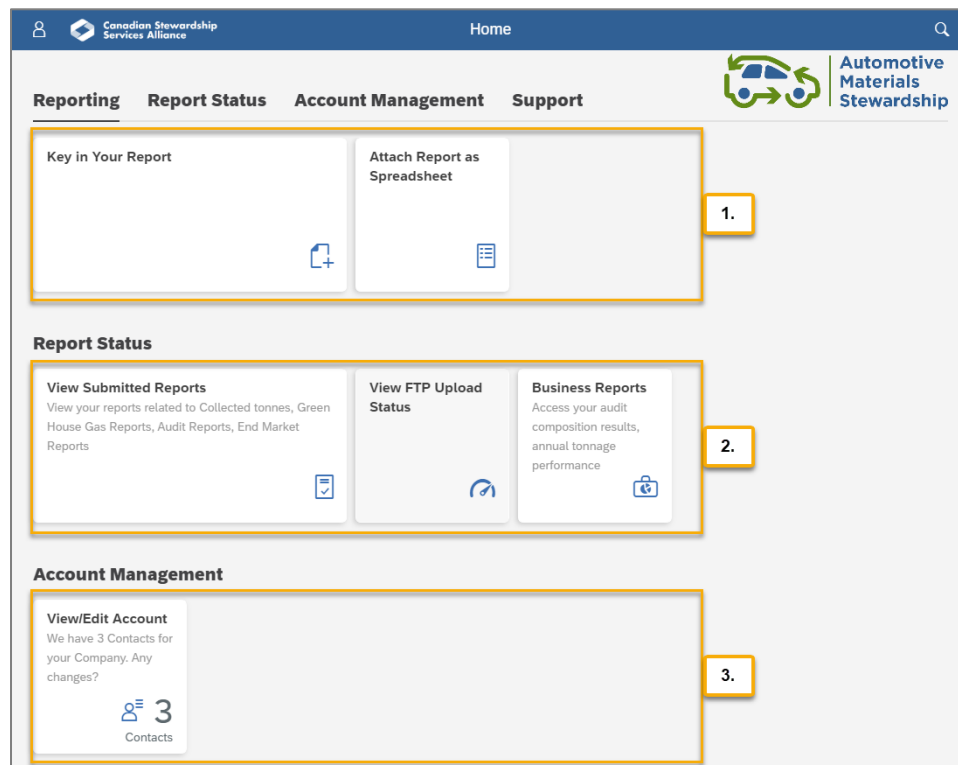
## 2 Home page

Access the Home Page from anywhere in the Portal by using the 'Home' button at the top:



The home page includes tiles for various activities you may undertake on the Portal, including:

- 1. Reporting:** Click [Key in Your Report](#) to enter data, [Upload Report as Spreadsheet](#) to upload the data generated from a pre-formatted spreadsheet.
- 2. Report Status:** Click [View Submitted Reports](#) to access PDFs of past reports. [View FTP Upload Status](#) to monitor the progress of a submission via FTP.
- 3. Account Management:** Use the [View/Edit Account](#) tile to update your organization's address, contact information and roles for each contact.



## 3 View/edit account

This is where you can review company or municipal program information and manage your contacts.

### 3.1 Profile

Use the 'Profile' tab to review or edit your organization profile. If you are the primary contact of your organization, you will be able to click 'Change Details' to make changes to your organization profile.

Please ensure your organization profile is up to date.

Organization Information

Organization Legal Name: AMS Service Provider  
Address: 1 Main St.  
City: AURORA  
Country: CA  
Province/State: Ontario  
Postal/Zip Code: L4G 4C3  
Website:  
Phone: + 4161234567  
[Change Details](#)

Organization Information

Organization Legal Name:   
\*Address:   
  
\*City:   
\*Country:   
\*Province/State:   
\*Postal/Zip Code:   
Website:   
\*Phone: +   Ext.   
Fax: +   Ext.   
[Cancel Changes](#) [Save Changes](#)

## 3.2 Contact management

As with profile management, if you are the primary contact person of your organization, you will be able to maintain contact information on behalf your organization. If you are not the primary contact, you will only be able to review the contact information.

Edit Contact

\*First Name: AMS  
\*Last Name: Primary  
Job Title:  
\*Email:  
Phone: Ext.  
Fax: Ext.  
User ID: DUMMY01

Primary Contact	Secondary Contact	Accounting Contact	Report Recipient
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Close](#)

You can add new contacts, edit existing contacts and remove contacts as needed.

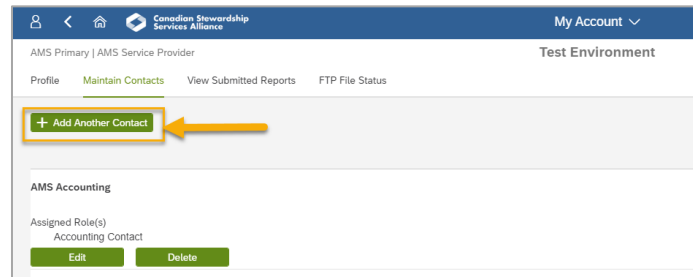
### 3.2.1 Contact roles

There are four contact roles available to be assigned:

- **Primary Contact** receives Purchase Order information and invoices, can manage other roles & can submit reports.
- **Secondary Contact** is assigned to act in the Primary Contact's absence.
- **Accounting Contact** is responsible for accounts payable or receivable and can receive EFT remittance notices.
- **Report Recipient** is the person who will have access to previously submitted recycling claims.

### 3.2.2 Add new contact

Click 'Add Another Contact' button to add new contacts.



Provide the contact person's information including first name, last name, title, email address, phone and fax.

Assign the applicable roles to the new contact. To change a Primary Contact, please contact the Service Provider reporting team.

**Add Contact**

\*First Name:

\*Last Name:

\*Job Title:

\*Email:

\*Phone:   Ext.

Fax:   Ext.

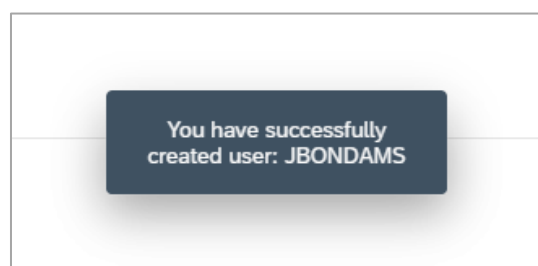
\*User ID:

Please select all applicable roles

Primary Contact	Secondary Contact	Accounting Contact	Report Recipient
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

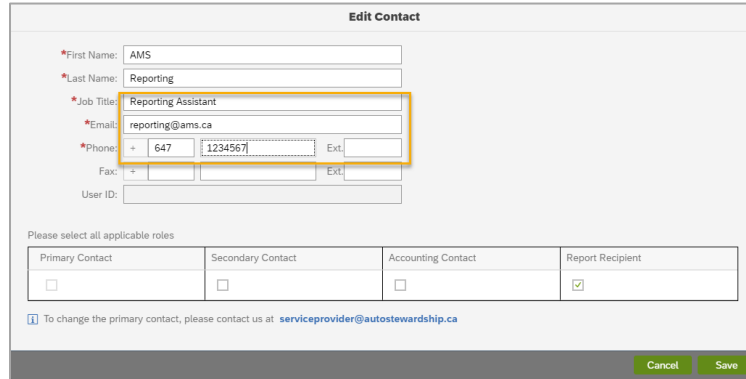
[i](#) To change the primary contact, please contact us at [serviceprovider@autostewardship.ca](mailto:serviceprovider@autostewardship.ca)

After saving, you will receive a confirmation message on the screen.



### 3.2.3 Edit contact

You can manage the contact information of existing contact person or update contact roles assigned to the user.



**Edit Contact**

\*First Name: AMS

\*Last Name: Reporting

\*Job Title: Reporting Assistant

\*Email: reporting@ams.ca

\*Phone: + 647 1234567 Ext:

Fax: Ext:

User ID:

Please select all applicable roles

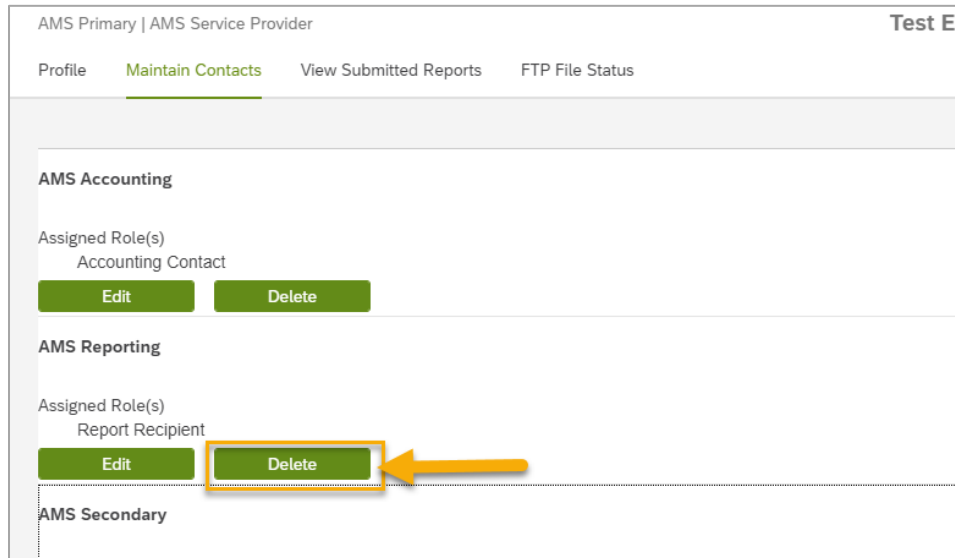
Primary Contact	Secondary Contact	Accounting Contact	Report Recipient
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

i To change the primary contact, please contact us at [serviceprovider@autostewardship.ca](mailto:serviceprovider@autostewardship.ca)

Cancel Save

### 3.2.4 Delete contact

If a contact is no longer with your organization, please use the delete function to remove the contact.



AMS Primary | AMS Service Provider Test E

Profile Maintain Contacts View Submitted Reports FTP File Status

**AMS Accounting**

Assigned Role(s)  
Accounting Contact

Edit Delete

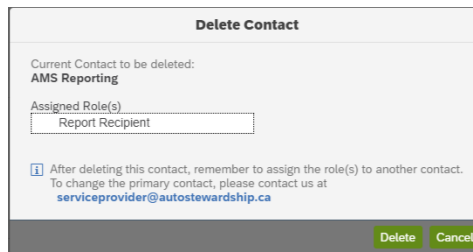
**AMS Reporting**

Assigned Role(s)  
Report Recipient

Edit Delete

**AMS Secondary**

You can review the contact and role before you confirm your deletion.



**Delete Contact**

Current Contact to be deleted:  
**AMS Reporting**

Assigned Role(s)  
Report Recipient

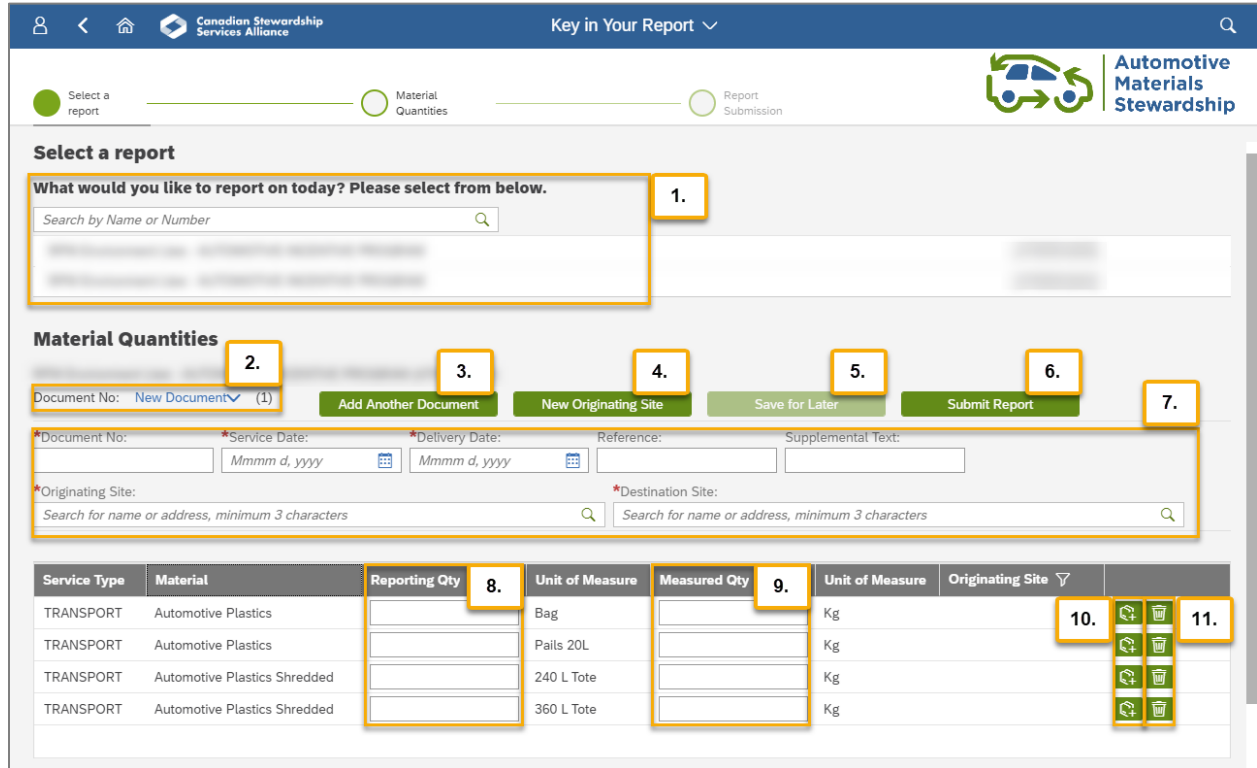
i After deleting this contact, remember to assign the role(s) to another contact.  
To change the primary contact, please contact us at [serviceprovider@autostewardship.ca](mailto:serviceprovider@autostewardship.ca)

Delete Cancel



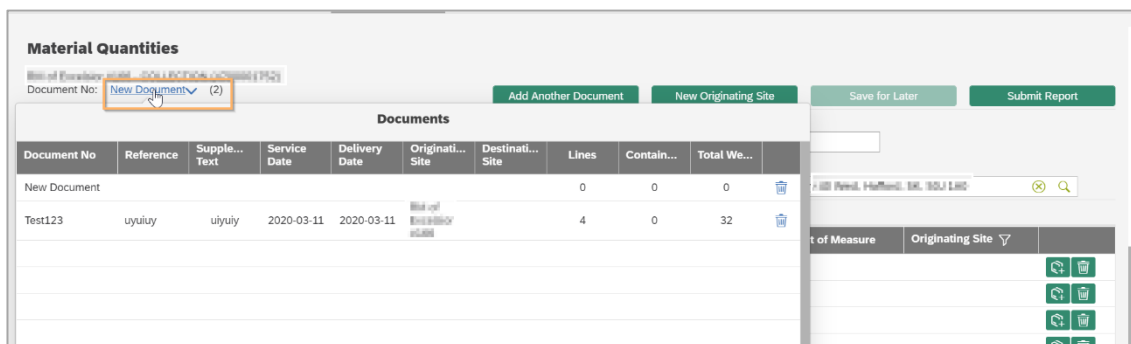
## 4 Key in your report

Refer to the screenshot and descriptions below for information on the various fields and functions on the data entry screen for keying in your report.



The screenshot shows the 'Key in Your Report' interface. At the top, there's a navigation bar with the Canadian Stewardship Services Alliance logo and a search icon. Below this, there are three progress indicators: 'Select a report', 'Material Quantities', and 'Report Submission'. The main section is titled 'Select a report' and contains a search bar labeled 'What would you like to report on today? Please select from below.' with a search icon. Below the search bar, there are several buttons: 'Document No.' (with a dropdown arrow), 'Add Another Document', 'New Originating Site', 'Save for Later', and 'Submit Report'. There are also input fields for 'Service Date', 'Delivery Date', 'Reference', and 'Supplemental Text'. Below these, there are input fields for 'Originating Site' and 'Destination Site'. At the bottom, there is a table with columns: 'Service Type', 'Material', 'Reporting Qty', 'Unit of Measure', 'Measured Qty', 'Unit of Measure', and 'Originating Site'. The table has four rows of data. To the right of the table, there are two columns of icons labeled 10 and 11.

1. Use the dropdown field to select a contract to report on, or the search field to find a contract.
2. Use the 'Document No.' dropdown to select which document to view.



The screenshot shows the 'Material Quantities' interface. At the top, there's a navigation bar with the Canadian Stewardship Services Alliance logo and a search icon. Below this, there are three progress indicators: 'Select a report', 'Material Quantities', and 'Report Submission'. The main section is titled 'Material Quantities' and contains a search bar labeled 'What would you like to report on today? Please select from below.' with a search icon. Below the search bar, there are several buttons: 'Document No.' (with a dropdown arrow), 'Add Another Document', 'New Originating Site', 'Save for Later', and 'Submit Report'. There are also input fields for 'Service Date', 'Delivery Date', 'Reference', and 'Supplemental Text'. Below these, there are input fields for 'Originating Site' and 'Destination Site'. At the bottom, there is a table with columns: 'Document No', 'Reference', 'Supple... Text', 'Service Date', 'Delivery Date', 'Originati... Site', 'Destinati... Site', 'Lines', 'Contain...', and 'Total We...'. The table has two rows of data. To the right of the table, there are two columns of icons labeled 10 and 11.

3. Use the 'Add Another Document' button to add a document.
4. Use the 'New Originating Site' button to add an originating site. Multiple originating sites can be maintained for a single report. Please refer to section 4.1 below for more details on how to add a new originating site.
5. Use the 'Save for Later' button to save all in progress documents.
6. Use the 'Submit Report' button to submit all in progress documents.

7. Click a white field to enter information. Mandatory fields are marked with a red asterisk: \*.

- a. **Document Number:** Key in your document or scale ticket number here. Please note that the document number is unique for each contract. You cannot submit the same scale ticket number on the same contract.
- b. **Service Date:** The date of the collection service, which must be before the delivery date.
- c. **Delivery Date:** The date when you will be submitting report to AMS must be later than the service date.
- d. **Reference:** Optional field for any reference information.
- e. **Supplemental Text:** Optional field for supporting information.
- f. **Originating Site:** Enter any three letters of originating site name, address or postal code and the system will auto-populate the list. Same is applicable to destination site field as well.

\*Originating Site:

city

448277 ONTARIO LTD. (TRI CITY EQUIP   91 MONARCH ROAD, Guelph, ON, N1K 1S4	
Ancaster MSC - City of Hamilton   300 Wilson Street East, Ancaster, ON, L9G 2B9	
Bay City Energy   1280 Rosslyn Rd, Thunder Bay, ON, P7E 6V9	
Bay City Kia   52 KING ST, BARRIE, ON, L4N 6L2	
Bay City Marine   136 HESTER ST, HAMILTON, ON, L9A 2N8	
BayCity Kia   52 King St, Barrie, ON, L4N 6L2	
Bell City Auto   100 Old Onondaga Rd E, Brantford, ON, N3T 5L4	

Unit of Measure
240 L Tote
360 L Tote
Bag
Pails 20L



- g. **Destination Site:** If the total of destination site counts is less than 100, you can input one character to search.

\*Destination Site:

p


Ltd. | Industrial Pkwy. , AURORA, ON, L4G 4C3

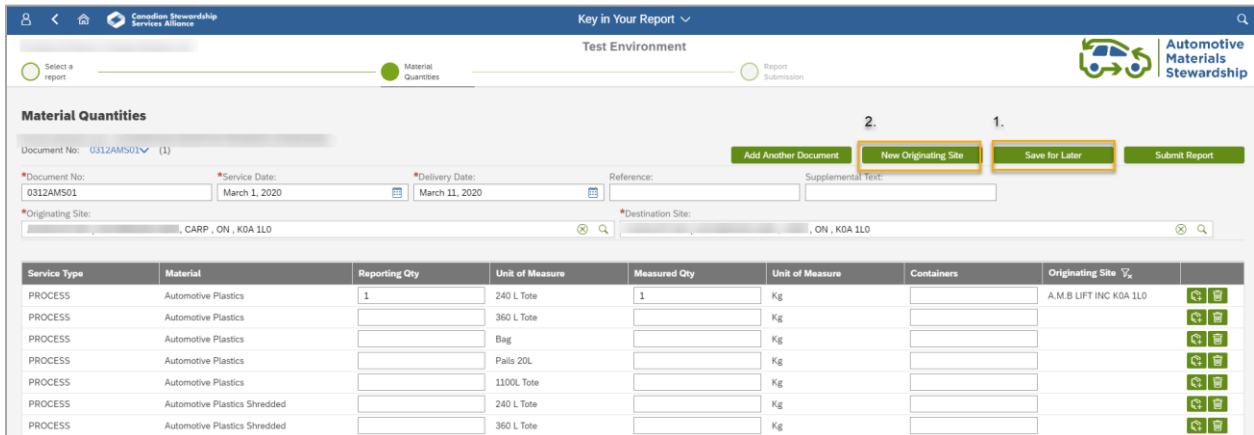
Measured Qty	Unit of Measure	Containers	Originating Site

8. Enter quantities in the 'Reporting Qty' column.
9. Enter quantities in the 'Measured Qty' column.
10. The "+" icon  duplicates the current row, creating multiple lines for the same material.
11. The trashcan icon  removes the row. Please be careful when deleting rows, as once deleted, a row cannot be re-added. Leave the quantity/weight field blank if not required.

## 4.1 New originating site

You can add additional originating sites to your report.

1. Click 'Save for Later'
2. Click 'New Originating Site'
3. Save the report again after adding material data for the additional originating site
4. Click  to remove filter on originating site before submitting to see different originating site related data you entered.



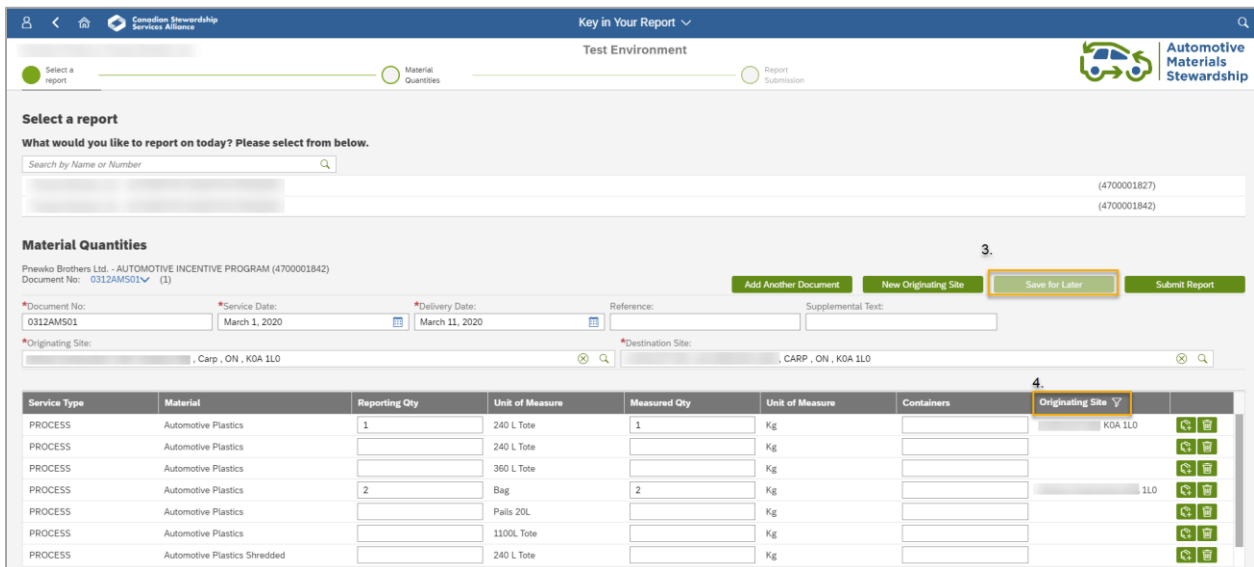
**Material Quantities**

Document No: 0312AMS01 (1)

\*Document No: 0312AMS01 \*Service Date: March 1, 2020 \*Delivery Date: March 11, 2020 Reference: Supplemental Text:

\*Originating Site: , CARP , ON , K0A 1L0 \*Destination Site: , ON , K0A 1L0

Service Type	Material	Reporting Qty	Unit of Measure	Measured Qty	Unit of Measure	Containers	Originating Site
PROCESS	Automotive Plastics	1	240 L Tote	1	Kg		A.M.B LIFT INC K0A 1L0
PROCESS	Automotive Plastics		360 L Tote		Kg		
PROCESS	Automotive Plastics		Bag		Kg		
PROCESS	Automotive Plastics		Pails 20L		Kg		
PROCESS	Automotive Plastics		1100L Tote		Kg		
PROCESS	Automotive Plastics Shredded		240 L Tote		Kg		
PROCESS	Automotive Plastics Shredded		360 L Tote		Kg		



**Select a report**

What would you like to report on today? Please select from below.

Search by Name or Number

(4700001827)

(4700001842)

**Material Quantities**

Pneuko Brothers Ltd. - AUTOMOTIVE INCENTIVE PROGRAM (4700001842)

Document No: 0312AMS01 (1)

\*Document No: 0312AMS01 \*Service Date: March 1, 2020 \*Delivery Date: March 11, 2020 Reference: Supplemental Text:

\*Originating Site: , Carp , ON , K0A 1L0 \*Destination Site: , CARP , ON , K0A 1L0

Service Type	Material	Reporting Qty	Unit of Measure	Measured Qty	Unit of Measure	Containers	Originating Site
PROCESS	Automotive Plastics	1	240 L Tote	1	Kg		K0A 1L0
PROCESS	Automotive Plastics		240 L Tote		Kg		
PROCESS	Automotive Plastics		360 L Tote		Kg		
PROCESS	Automotive Plastics	2	Bag	2	Kg		1L0
PROCESS	Automotive Plastics		Pails 20L		Kg		
PROCESS	Automotive Plastics		1100L Tote		Kg		
PROCESS	Automotive Plastics Shredded		240 L Tote		Kg		

## 4.2 Submit report















1. A unit of measure based report summary will be presented.
2. Click 'Submit Report Now' to submit.

Document No: 0312AM501 (1)

[Add Another Document](#) [New Originating Site](#) [Save for Later](#) [Submit Report](#)

\*Document No: 0312AM501 \*Service Date: March 1, 2020 \*Delivery Date: March 11, 2020 Reference: Supplemental Text:

\*Originating Site: , ON , KOA 1L0 \*Destination Site: , ON , L4G 4C3

Service Type	Material	Reporting Qty	Unit of Measure	Measured Qty	Unit of Measure	Containers	Originating Site	
PROCESS	Automotive Plastics	1	240 L Tote	1	Kg			 
PROCESS	Automotive Plastics	2	Bag	2	Kg			 
PROCESS	Automotive Plastics		360 L Tote		Kg			 
PROCESS	Automotive Plastics		Pails 20L		Kg			 
PROCESS	Automotive Plastics		1100L Tote		Kg			 
PROCESS	Automotive Plastics Shredded		240 L Tote		Kg			 
PROCESS	Automotive Plastics Shredded		360 L Tote		Kg			 

Canadian Stewardship Services Alliance

Key in Your Report

Test Environment

Select a report Material Quantities Report Submission

**Report Submission**

Submit this report now?

1.

No. of Documents Entered: 1  
Total Kg Entered: 3 KG

[Submit Report Now](#)

2.

### 4.2.1 Submission complete notification

1. A report number will be presented for your reference.
2. You can download your report in PDF format.
3. You can also download your report in Excel format.
4. Click 'Submit another report' to submit a new report.
5. Return to homepage as needed.

**Report Submission**

Confirmation

Thank you for submitting your report. Please retain your confirmation.  
**Your report has now been submitted**

1.

Report No.: 180  
No. of Documents Entered: 1  
Total Kg Entered: 3 KG

[Download PDF Summary](#) [Download Excel Summary](#)

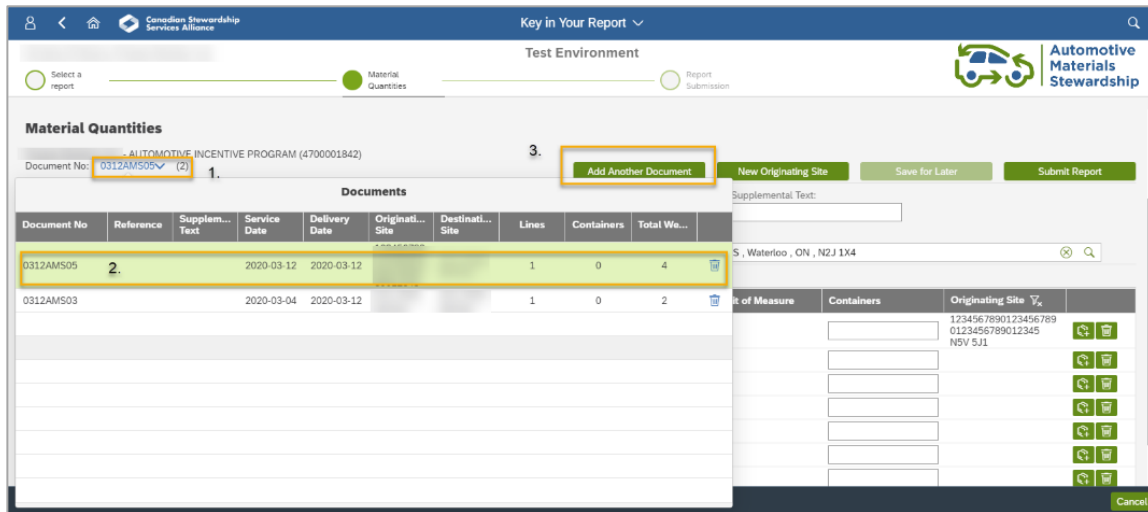
2. What is Next? 3.

You can continue to report on another contract, or return to the home page.

[Submit another report?](#) [Return home](#)

4. 5.

## 4.3 Add another document



**Material Quantities**

Document No: 0312AM505 (2)

**Documents**

Document No	Reference	Supplem... Text	Service Date	Delivery Date	Originat... Site	Destinati... Site	Lines	Containers	Total We...
0312AM505	2.		2020-03-12	2020-03-12			1	0	4
0312AM503			2020-03-04	2020-03-12			1	0	2

**Add Another Document** **New Originating Site** **Save for Later** **Submit Report**

Supplemental Text: S, Waterloo, ON, N2J 1X4

**Unit of Measure** **Containers** **Originating Site** **Y<sub>2</sub>**

1234567890123456789	0123456789012345	NSV 5J1	

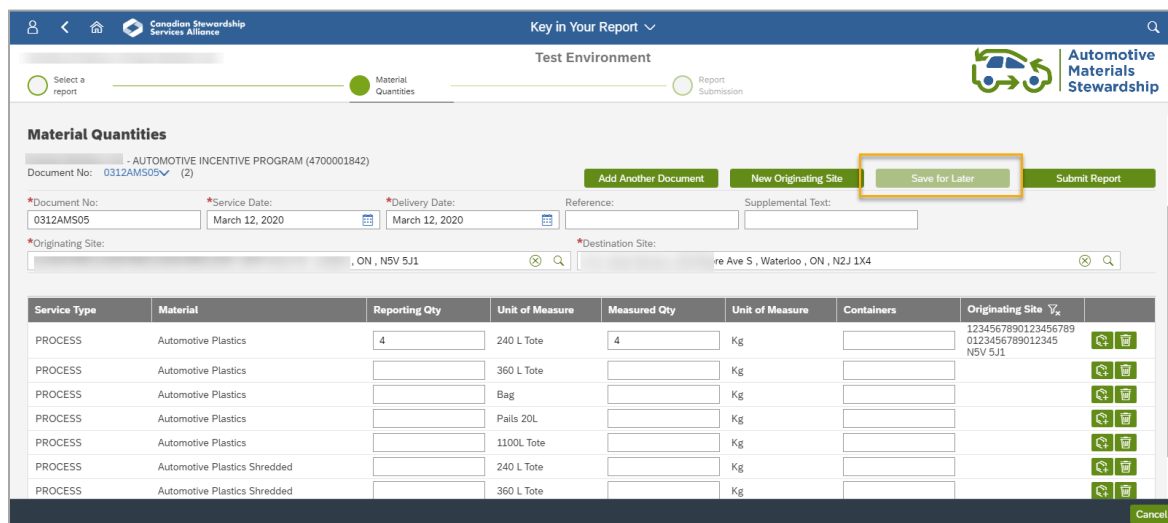
**Cancel**

### 4.3.1 Review saved document

1. Click document number (blue hyperlink) to review saved document for selected contract.
2. Click document number to display saved document or delete the saved document by clicking trash icon at the end of each line.
3. Click 'Add Another Document' to add one or more reports for the contract.

### 4.3.2 Manage new document

Complete the data input for the new document and save.



**Material Quantities**

Document No: 0312AM505 (2)

**Add Another Document** **New Originating Site** **Save for Later** **Submit Report**

\*Document No: 0312AM505 \*Service Date: March 12, 2020 \*Delivery Date: March 12, 2020 Reference: Supplemental Text:

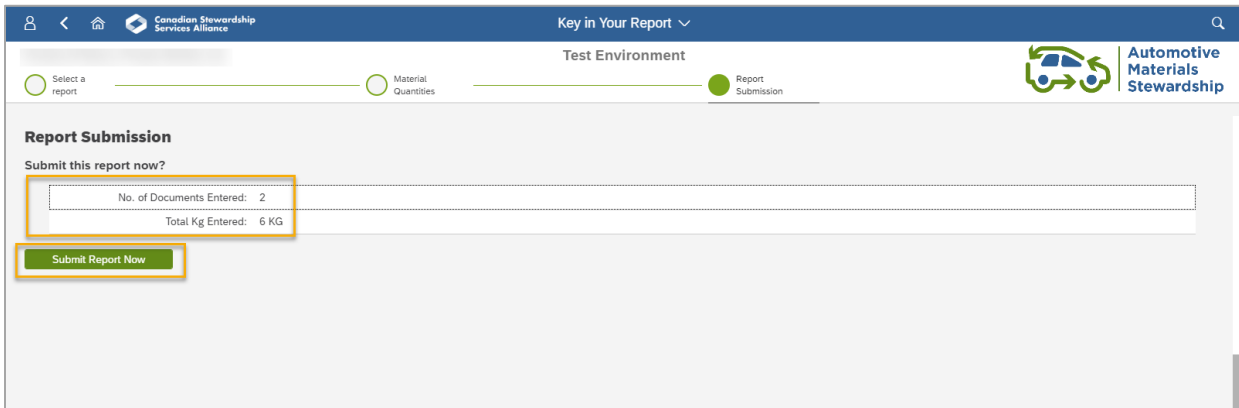
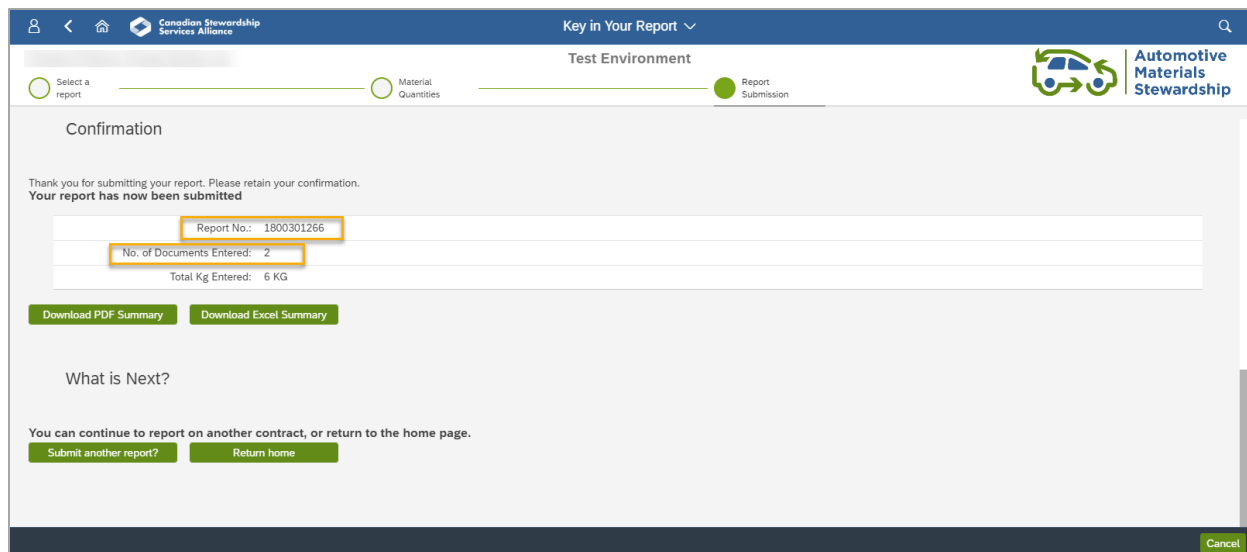
\*Originating Site: , ON, NSV 5J1 \*Destination Site: re Ave S, Waterloo, ON, N2J 1X4

Service Type	Material	Reporting Qty	Unit of Measure	Measured Qty	Unit of Measure	Containers	Originating Site	Y <sub>2</sub>
PROCESS	Automotive Plastics	4	240 L Tote	4	Kg		1234567890123456789	
PROCESS	Automotive Plastics		360 L Tote		Kg		0123456789012345	
PROCESS	Automotive Plastics		Bag		Kg		NSV 5J1	
PROCESS	Automotive Plastics		Pails 20L		Kg			
PROCESS	Automotive Plastics		1100L Tote		Kg			
PROCESS	Automotive Plastics Shredded		240 L Tote		Kg			
PROCESS	Automotive Plastics Shredded		360 L Tote		Kg			

**Cancel**

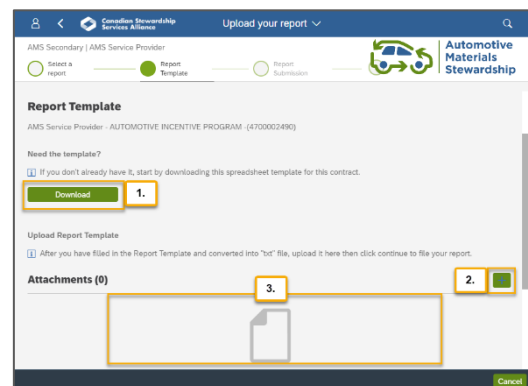
### 4.3.3 Submit saved (multiple) documents

Same as normal reporting, you will receive the report number after submitted.

## 5 Upload report as spreadsheet

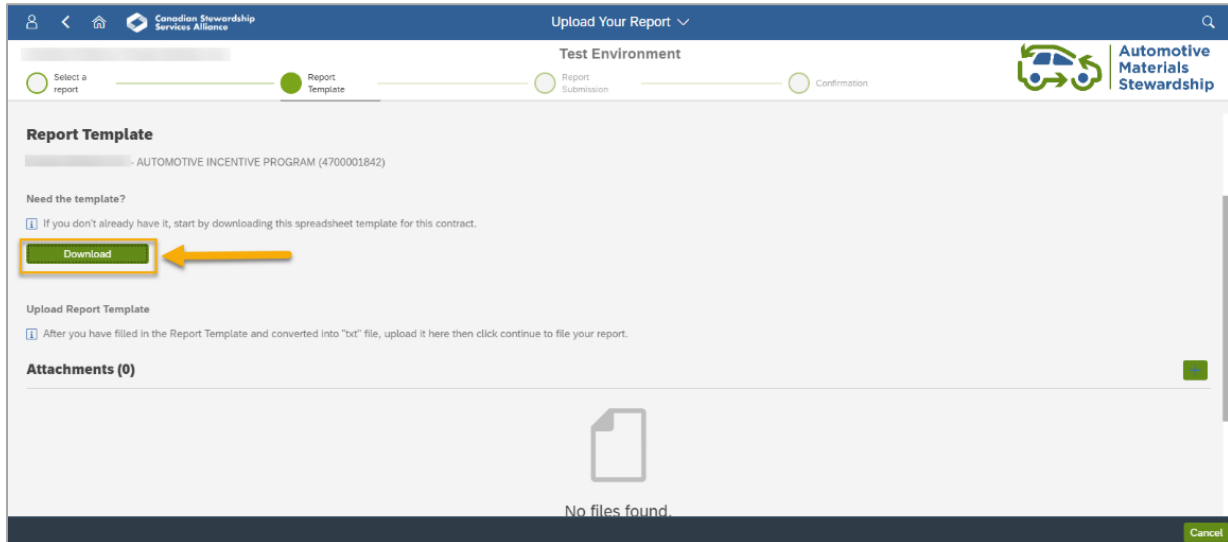
Spreadsheets can be used to record program data. Use the 'Select Contract' dropdown menu to generate the newest version of that contract's upload spreadsheet template. If you only have one contract, it will be automatically selected. Sample data will show exactly how a column's data must be entered. Save the completed spreadsheet as a text file (.txt) before uploading data to the Portal.



1. Download the template, which is an Excel macro-enabled file.
2. Use the plus icon to browse your computer for the .txt file to upload.
3. Instead of using the plus icon to browse, you can drag and drop your .txt file to upload it.

## 5.1 Excel template maintenance

Click 'Download' to download the most recent version of the reporting template for a specific contract.



**Report Template**

AUTOMOTIVE INCENTIVE PROGRAM (4700001842)

Need the template?

If you don't already have it, start by downloading this spreadsheet template for this contract.

**Download**

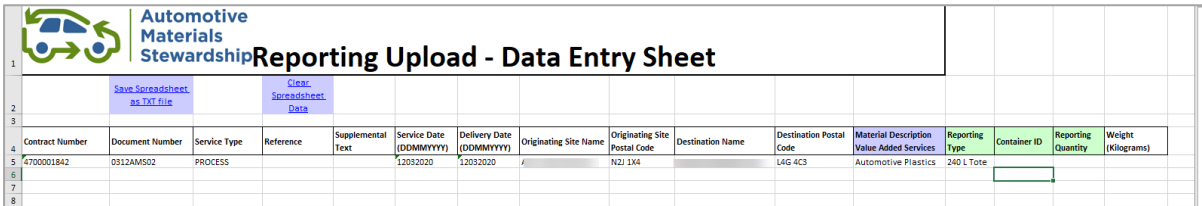
Upload Report Template

After you have filled in the Report Template and converted into ".txt" file, upload it here then click continue to file your report.

**Attachments (0)**

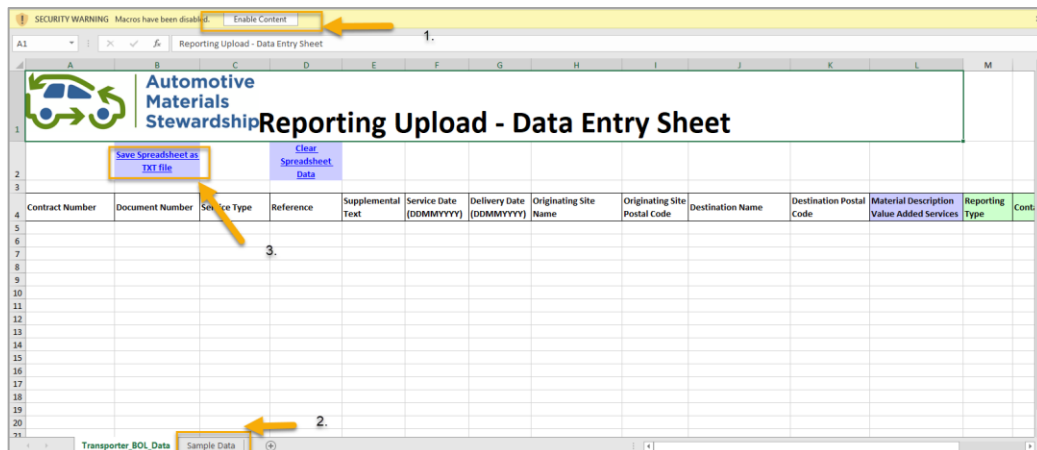
No files found.

Please check whether your browser is blocking pop-up windows if no file is downloaded.



Contract Number	Document Number	Service Type	Reference	Supplemental Text	Service Date (DDMMYYYY)	Delivery Date (DDMMYYYY)	Originating Site Name	Originating Site Postal Code	Destination Name	Destination Postal Code	Material Description Value Added Services	Reporting Type	Container ID	Reporting Quantity	Weight (Kilograms)
4700001842	0312AM502	PROCESS			12032020	12032020	N21 1X4			L4G 4C3	Automotive Plastics	240 L Tote			




1. Enable the content for the Excel template.
2. Switch to Sample Data worksheet tab if you need to copy sample from the template to the Transporter\_BOL\_Data.
  - a. Fill in Document No, Reporting Quantity and Weights
  - b. Please use the correct format for Service Date and Delivery Date (DDMMYYYY)
  - c. Reference and Supplemental Text are optional fields

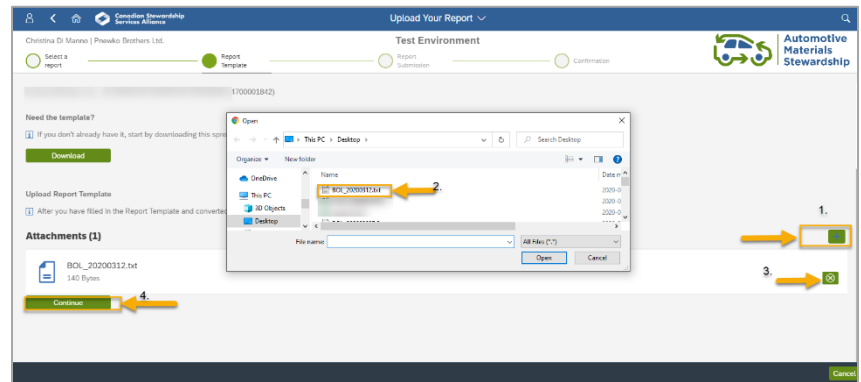


Contract Number	Document Number	Service Type	Reference	Supplemental Text	Service Date (DDMMYYYY)	Delivery Date (DDMMYYYY)	Originating Site Name	Originating Site Postal Code	Destination Name	Destination Postal Code	Material Description Value Added Services	Reporting Type	Container ID	Reporting Quantity	Weight (Kilograms)

After inserting all applicable values, click on ‘Save Spreadsheet as TXT file” to save it.

## 5.2 Load .txt file into Portal

1. Click  to select a file from your computer
2. Select the.txt file for a specific contract
3. Click  if you want remove and change to another file
4. Click  to resume reporting
5. Data formatting
  - Service date should be in format DDMMYYYY
  - Delivery date should be in format DDMMYYYY
  - Disposition Codes for EOL (as shown in screenshot below)

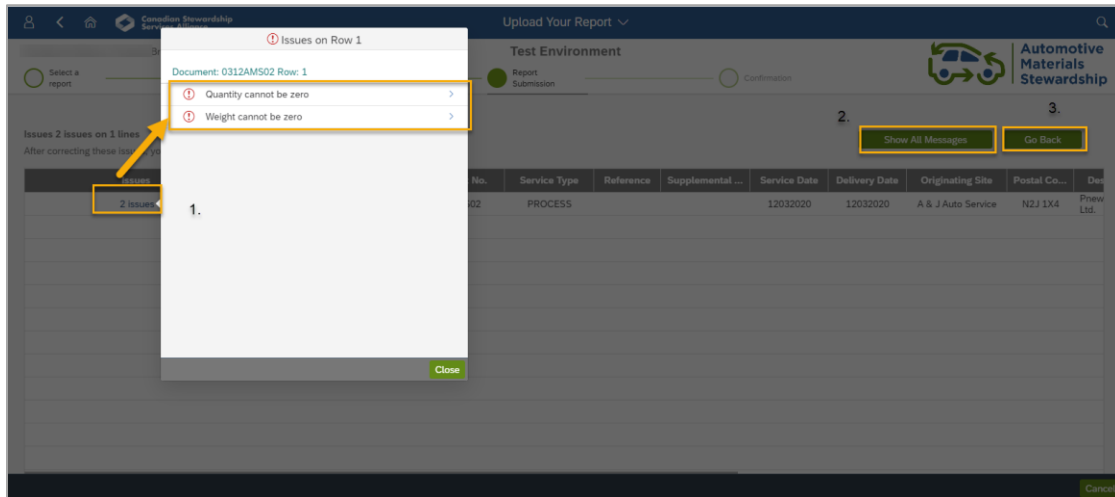


001	Recycled
002	Landfill - Sanitary
003	Landfill - Hazardous
004	Blend for Fuel
005	Incineration
006	Other
007	Autoclave
008	Not Required
009	Alternative Fuel
010	Energy from Waste
011	Prohibitive
012	Contaminants
013	High water saturation
014	Contains medical waste
015	Animal remains or high amounts garbage
016	Mold or mildew and/or rotten smell
017	Bleached/brittle from outdoor storage
018	Study
019	Unknown

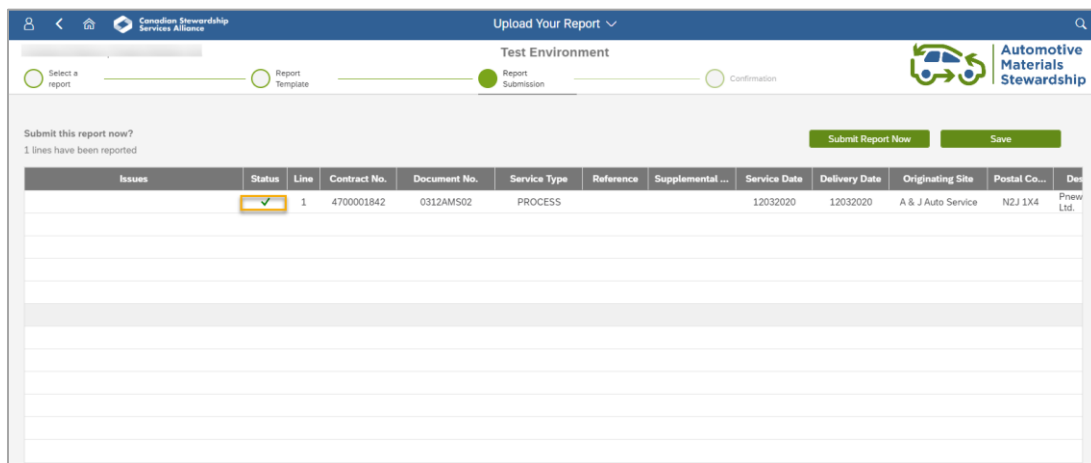


### 5.3 Data quality check

1. Click issues of each line to review details.
2. Or, click 'Show All Messages' to check all error messages.
3. Go back to re-upload new file for reporting.



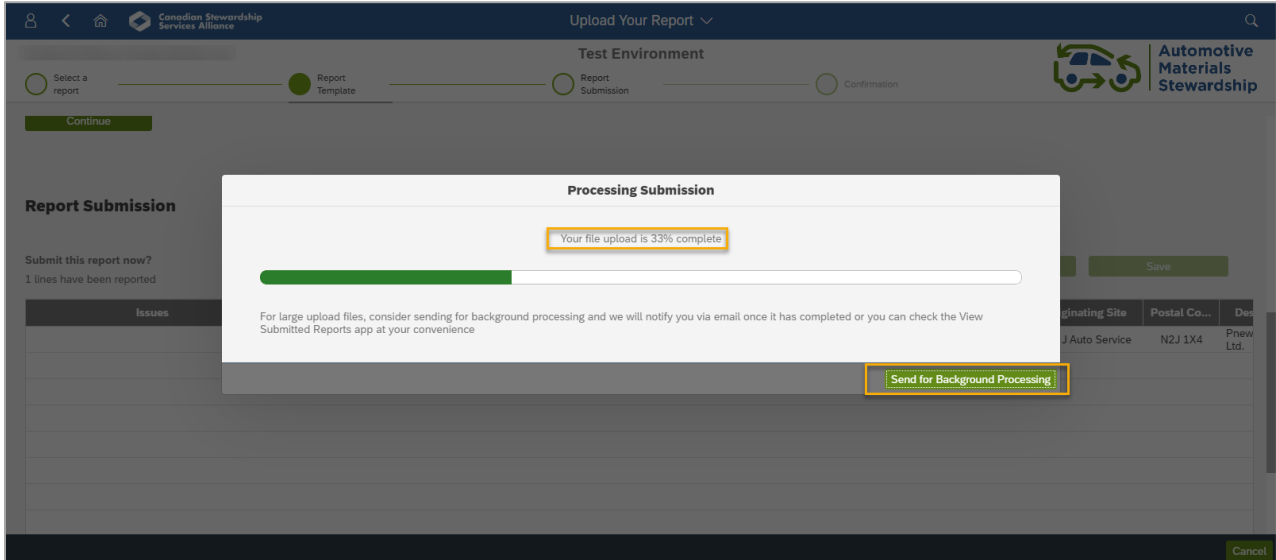
4. A green check mark under the status column indicates your uploaded .txt file is ready for submission.



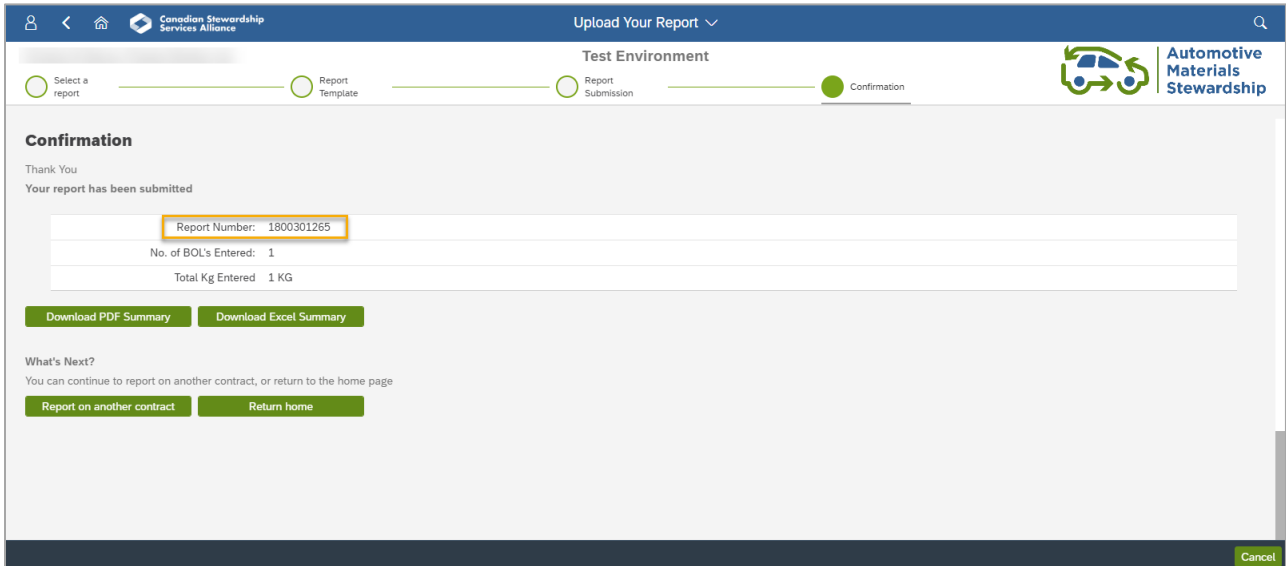
## 5.4 Submitting your report

Click 'Submit Report Now' button to submit the report. A percentage-processing bar will show the progress of submission status.

The report number will present on screen when the submission is successfully completed. If needed, you can download reports in PDF or Excel format.



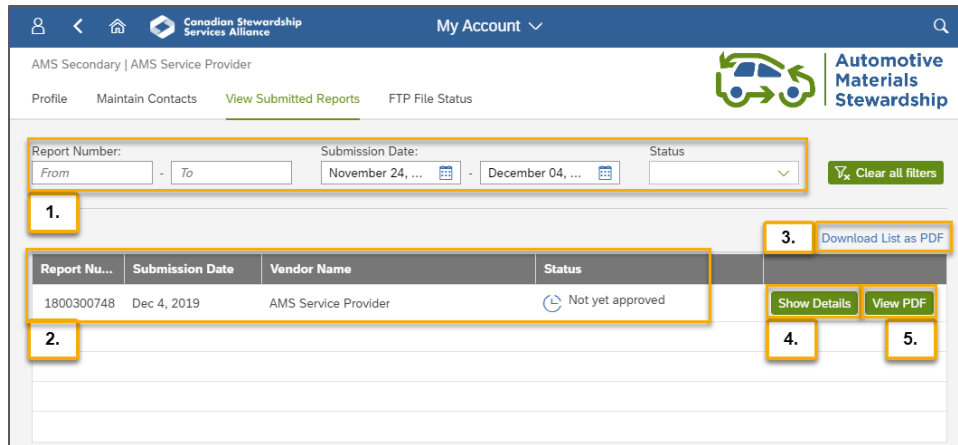
The screenshot shows the 'Processing Submission' modal. At the top, a progress bar indicates 'Your file upload is 33% complete'. Below the bar, a message states: 'For large upload files, consider sending for background processing and we will notify you via email once it has completed or you can check the View Submitted Reports app at your convenience'. A button labeled 'Send for Background Processing' is highlighted with a yellow box. The background shows the 'Report Submission' page with a 'Continue' button and a table of issues.



The screenshot shows the 'Confirmation' page. It displays a 'Thank You' message and states 'Your report has been submitted'. Below this, a box contains the following information: 'Report Number: 1800301265', 'No. of BOL's Entered: 1', and 'Total Kg Entered: 1 KG'. There are two buttons: 'Download PDF Summary' and 'Download Excel Summary'. At the bottom, a section titled 'What's Next?' provides instructions: 'You can continue to report on another contract, or return to the home page'. Two buttons are provided: 'Report on another contract' and 'Return home'.

## 6 View submitted report

The 'View Submitted Report' tile presents a list of previously submitted claims.



The screenshot shows the 'View Submitted Reports' page for an 'AMS Secondary | AMS Service Provider'. The page includes a navigation bar with 'Profile', 'Maintain Contacts', 'View Submitted Reports' (active), and 'FTP File Status'. A search bar at the top right contains the text 'Automotive Materials Stewardship'. Below the navigation bar, there are filter fields for 'Report Number' (From/To), 'Submission Date' (November 24, ... / December 04, ...), and 'Status'. A 'Clear all filters' button is located to the right of these fields. A table lists submitted claims with columns for 'Report Nu...', 'Submission Date', 'Vendor Name', and 'Status'. The first row shows a report number '1800300748', submission date 'Dec 4, 2019', vendor name 'AMS Service Provider', and status 'Not yet approved'. To the right of the table, there are buttons for 'Download List as PDF', 'Show Details', and 'View PDF'. Numbered callouts 1 through 5 highlight specific elements: 1. Filter fields, 2. Table columns, 3. 'Download List as PDF' button, 4. 'Show Details' button, and 5. 'View PDF' button.

Report Nu...	Submission Date	Vendor Name	Status
1800300748	Dec 4, 2019	AMS Service Provider	Not yet approved

1. Use the fields to filter or search for past claims.
2. The columns present information about each claim, including its approval status.
3. Click 'Download List as PDF' to export the table to a PDF.
4. Click 'Show Details' to review claim information in the Portal.
5. Click 'View PDF' to view a PDF version of the claim.

