REPAK ELT
END OF LIFE TYRES

Guidance Document for Repak ELT Retailer Reporting

eQF 081 - Version 4.0

Date 01/08/2019

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Introduction

Welcome to Repak ELT's reference guide to completing your retailer reporting.

The aim of this document is to assist new users to setting up their log-in details for the Returns Blackbox and to aid all users in reporting their tyre data. If you have any questions that are not addressed within this document please get in touch with Repak ELT via the contact details below:

Repak ELT contact details:

- P: (01) 4618 600
- E: info@repakelt.ie
- W: www.repakelt.ie

Checklist

When reporting your will need the following:

1. Username and password supplied by Repak ELT
2. PIN code to be created by the member
3. Number of new tyres supplied to you, by category, from each supplier within the reporting period
4. Number of tyres sold by you, by category, to each customer (All 'General Public' sales can be reported under the same selection within each category) within the reporting period
5. Number of waste tyres, by category, taken away by each waste collector within the reporting period.

Getting Started

Once a new member joins Repak ELT their Blackbox login details will be emailed within 5 days. Please email us at info@repakelt.ie if you do not receive this information

Email will included:

1. Username (your member number with an 'R' at the end, e.g. 1418R)
2. Password (6 character code).

There will also be a link included which allows you to click directly from the email through to the Returns Blackbox login page.

Alternatively, the login page can be accessed via a link at the top of our website (www.repakelt.ie) or by typing the following address:

- https://www.reltretailer.ie/Account/Login.aspx

Logging in

Once the login page is displayed you will be asked to input your Username and Password. Remember, this password is case-sensitive. If you forget or misplace your Password or PIN it can be reset by clicking on Forgot Password or PIN? Click here. Please see page 21 for further instruction on resetting.

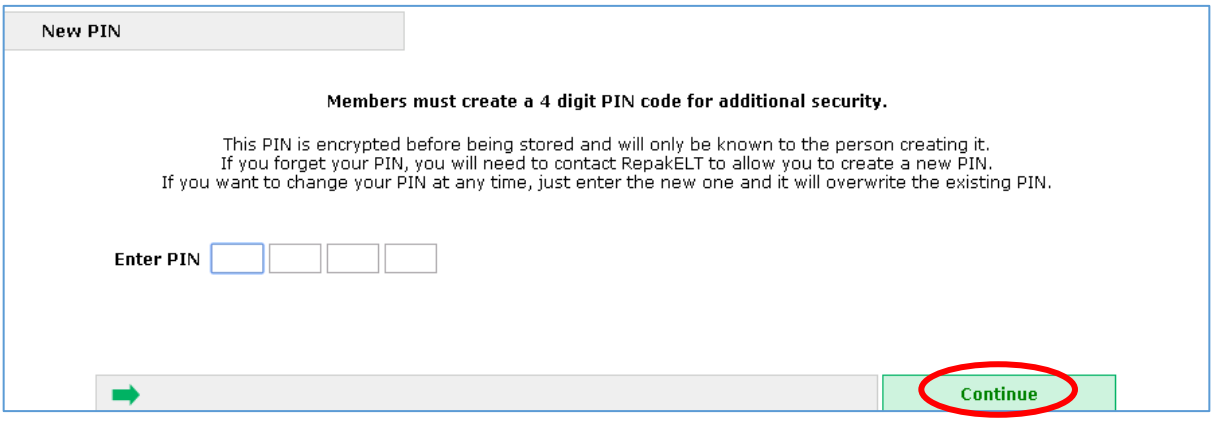
If you forget either or both and cannot reset yourself contact Repak ELT to bring it back to original login.

It is advised to use the original email which we sent containing the username and password. Select and copy both the username and password and paste to the relevant field on the log in page. Once completed click 'Log in'.

Note: Your Password is different to your PIN code – Please double-check that you are using the correct code if you are having trouble logging in.

PIN Code

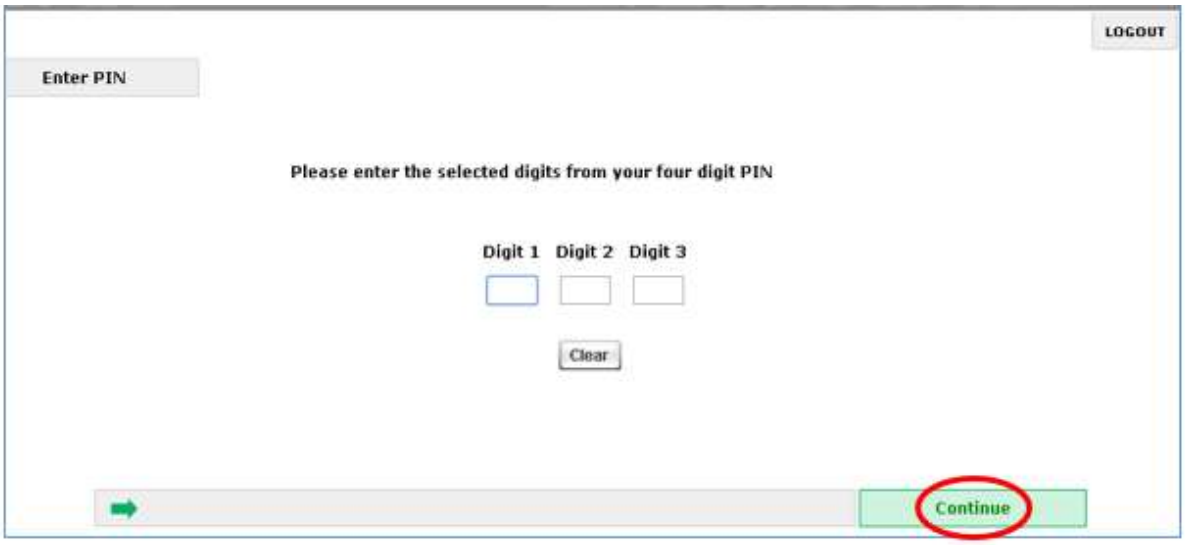
Once logged in for the first time a 4 digit PIN code is it to be created. Once entered select Continue.



This PIN code is known only to the user so it is important to take note and keep it somewhere safe and accessible. Repak ELT have no record of your PIN. Should any difficulties arise we can reset it back to blank, you will be asked to re-create a new PIN code the next time you attempt to login.

Returning user

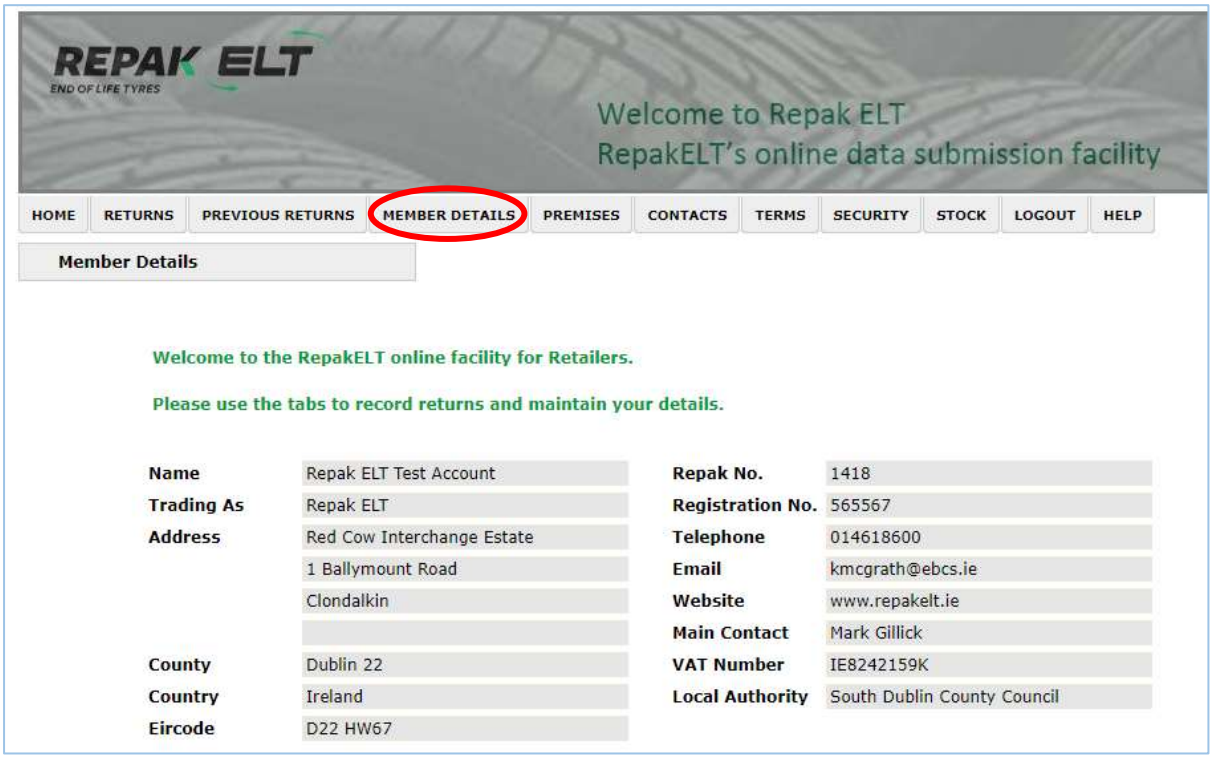
If you have already previously set up a PIN code the following page will appear. You must now enter 3 of the 4 original digits created.



Home Screen

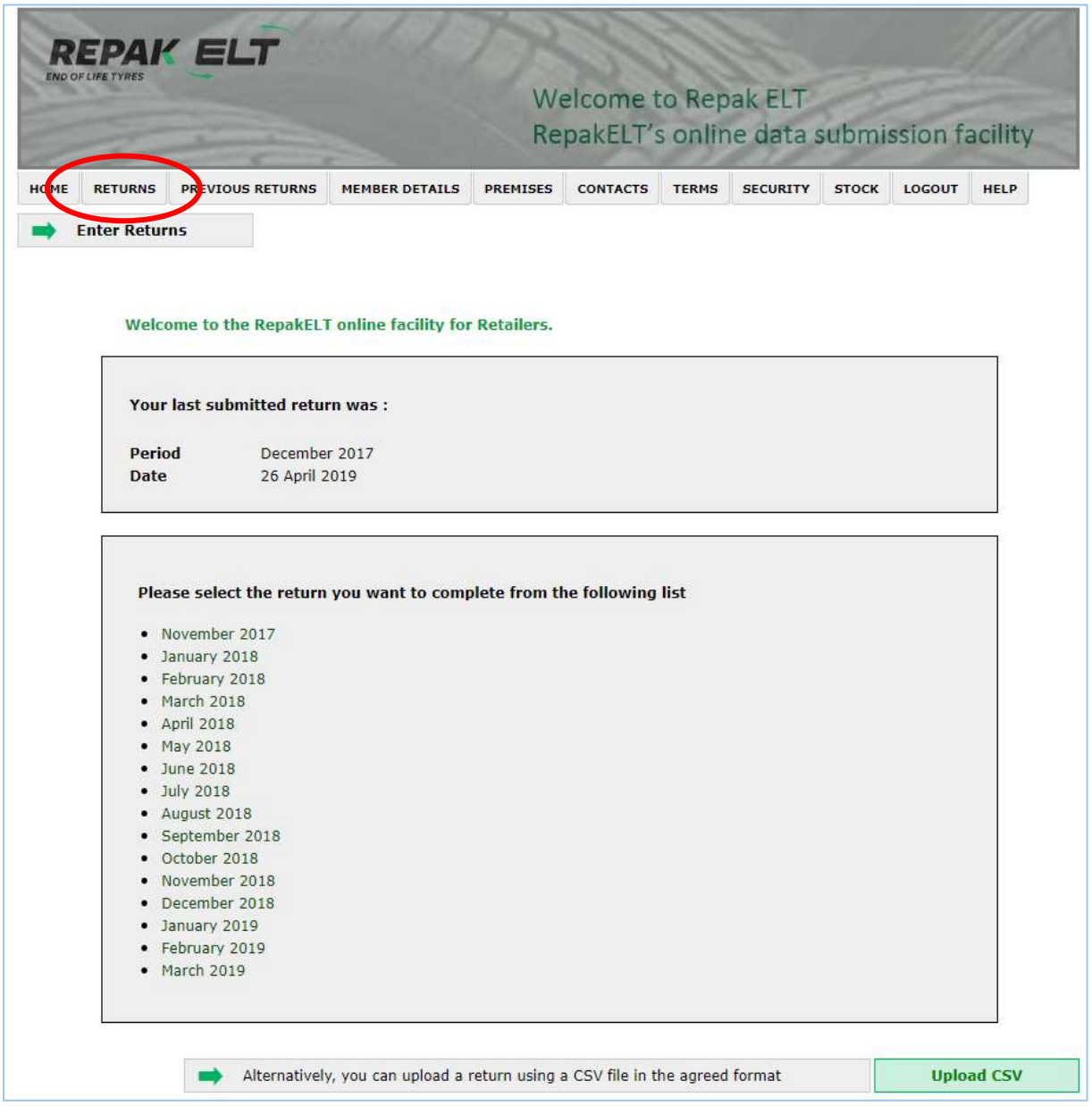
Once logged-in successfully you will be directed to the Returns Home Screen.

You will be presented with the main contact details of your company. Please review and if anything needs to be amended you can click on Member Details on the grey toolbar towards the top of the screen to edit the relevant information. For more information relating to Member Details screen see the section on page 19.

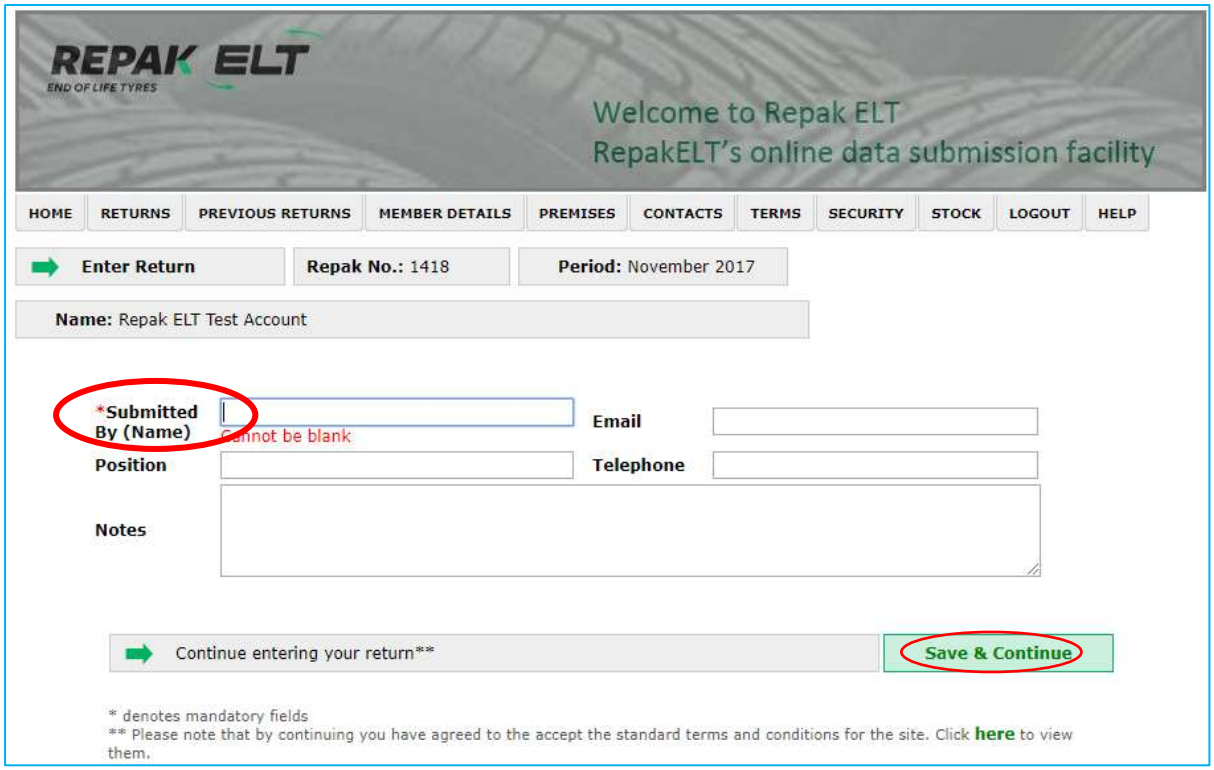


Returns

Once all your contact details have been reviewed, click on Returns from the grey toolbar to begin entering the reporting data. You will be presented with a list of reporting months due/overdue. Select whichever Return Month you would like to begin with – there is no required order for reporting.



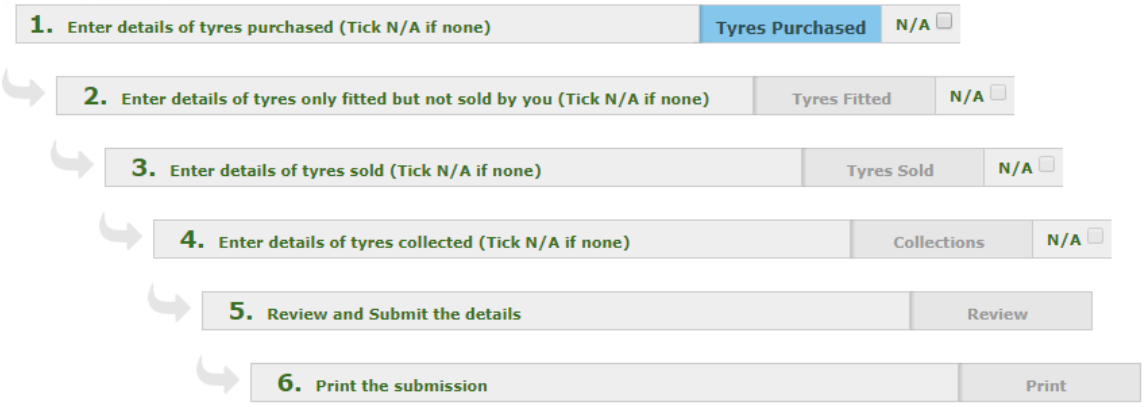
The first details required relate to the person filling in the returns data. Here you are asked for some basic contact details in case there are any follow-up questions. The first text field (*Submitted by (Name)*) is the only field which is mandatory. You may fill out the rest of the fields as you deem appropriate. Once finished click 'Save & Continue towards the bottom right. This will bring you to the Main Menu.



Main Menu

Main Menu is where the main reporting data is inputted.

You will need to progress following the number sequence line by line before eventually clicking 'Review 'and then 'Submit' at which point the data becomes read-only and is submitted to Repak ELT. Up until you click on 'Submit' you are able to go in and out of the information as you need to and it will be saved from session to session. It is important to select save in each section before moving on.



As you work through the reporting lines they will change from Blue to Green as you progress. These must all be completed in order for the next line to become editable (blue). All lines above will be green by the time you reach

the Review stage (which will be blue) and then within this section clicking submit to send the data to Repak ELT. You will then be able to print your return for your records. All returns submitted can review in the Pervious Returns section see page 18.

Inputting Data

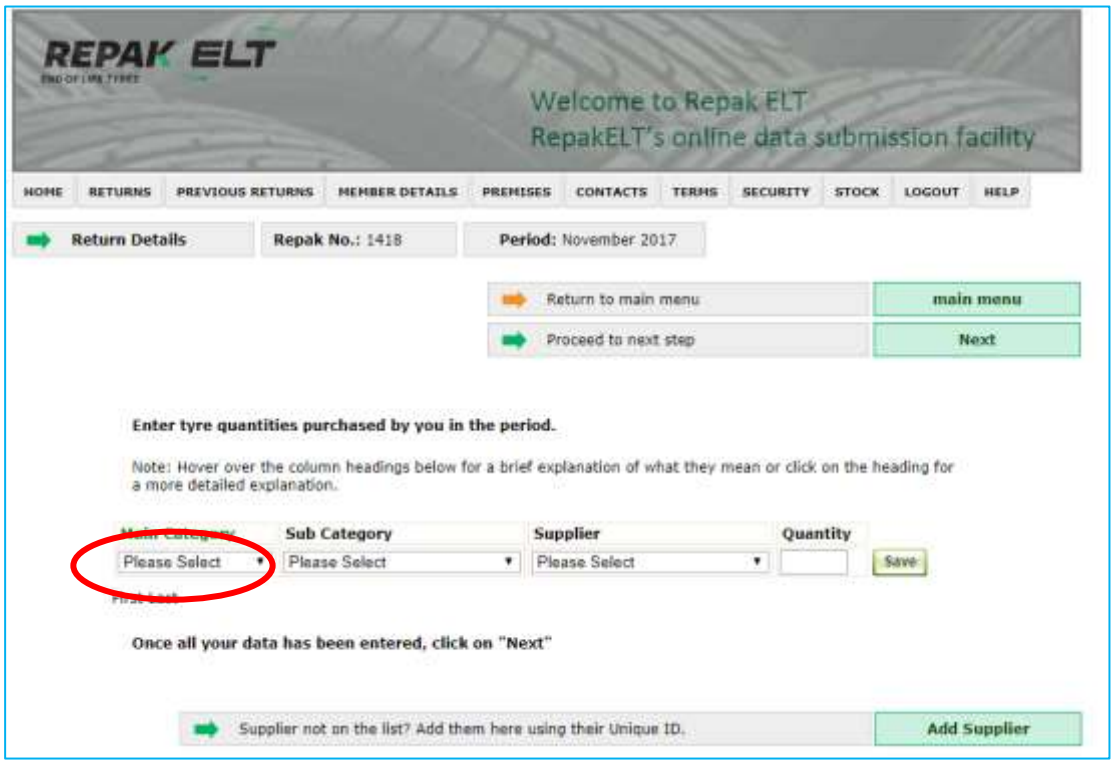
1. Tyres Purchased

This is where you will record the amount of tyres supplied to your business in the given period. If you have more than one premises you will need to report for the total amount (or that premises must login and submit their own records).

The tyre information will need to be broken down by tyre category and the amount of tyres per category.

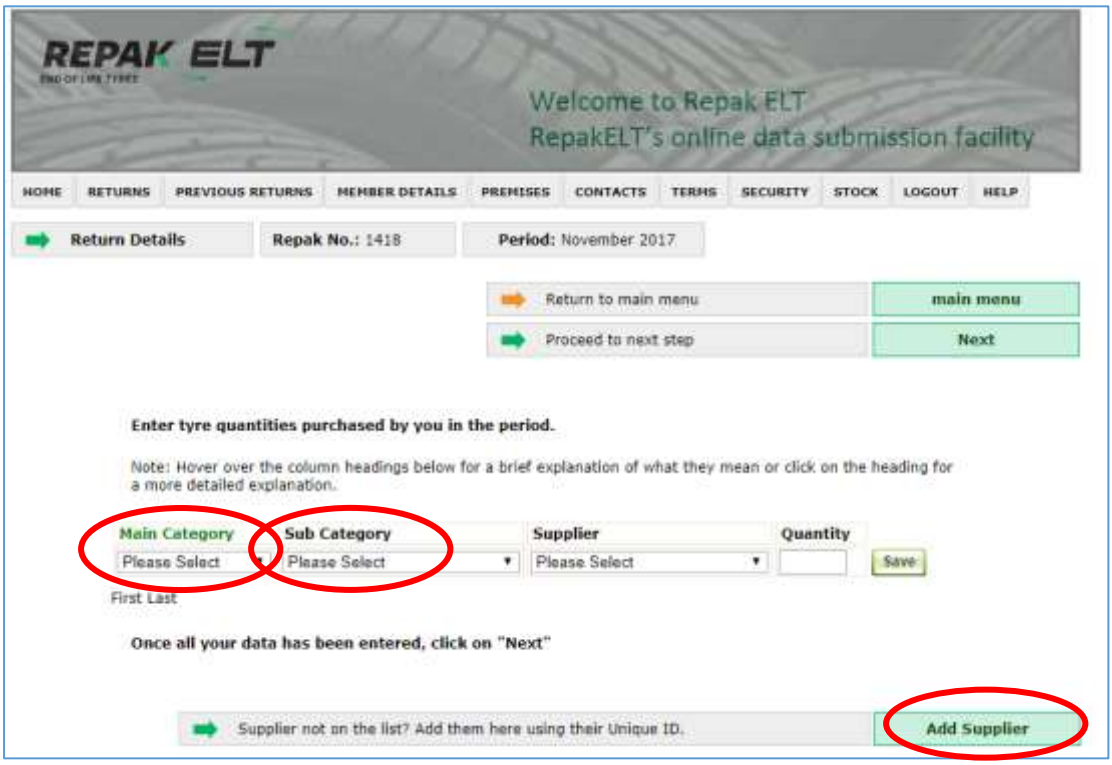
The Main Category drop down list contains all the following categories:

- Agricultural
- Construction
- Industrial
- Motorcycle
- Part Worn/ Used
- Passenger Car/ Van/ 4x4
- Retreads
- Truck/ Bus



Select the appropriate Main Category before moving onto the Sub Category list.

Within each Main Category option there are specific Sub Categories as seen in the second drop down list. This helps better define the type of tyres being supplied to you. Select the relevant Sub Category before moving on to the Supplier drop down list.



Adding supplier

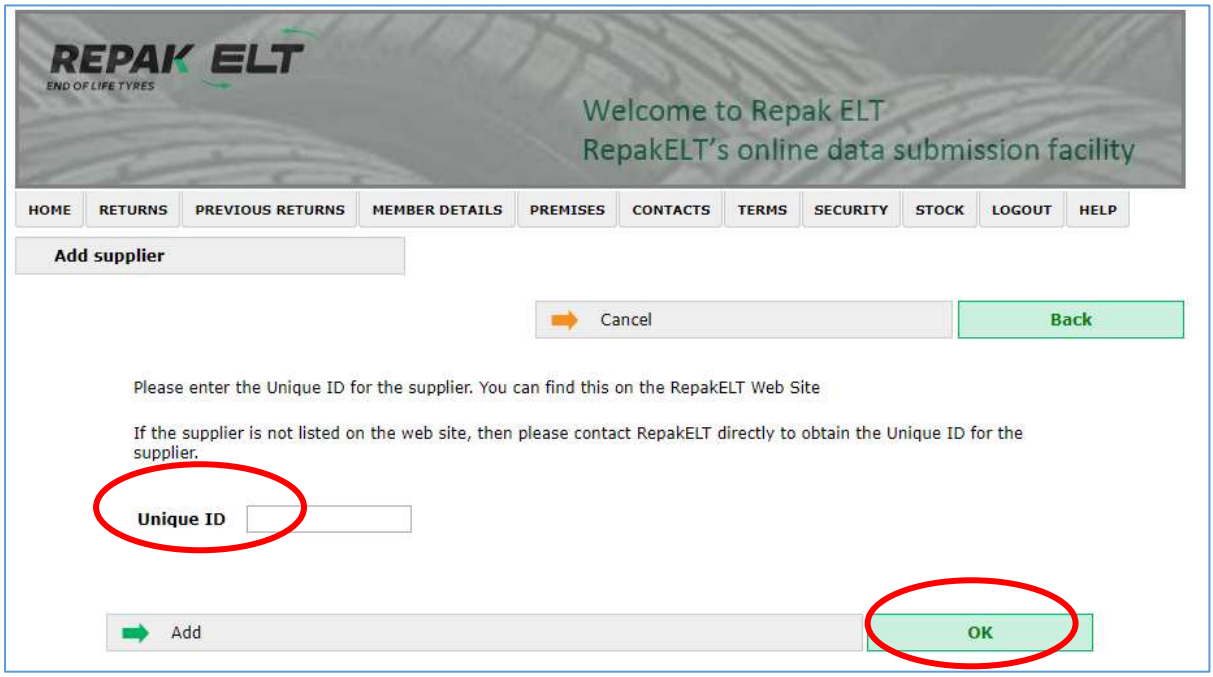
The third drop down list relates to Suppliers from whom you received tyres.

When reporting for the first time you will need to add the suppliers into this list. To do so, click Add Supplier towards the bottom right of the page. This Unique ID number can be found on the Members List, follow the link https://repakelt.ie/member-list/?operator=&county. You will need to open a new web page to look up the Unique ID number on the members list as it cannot be searched for while logged into the returns. If your supplier is not listed please contact info@repakelt.ie.

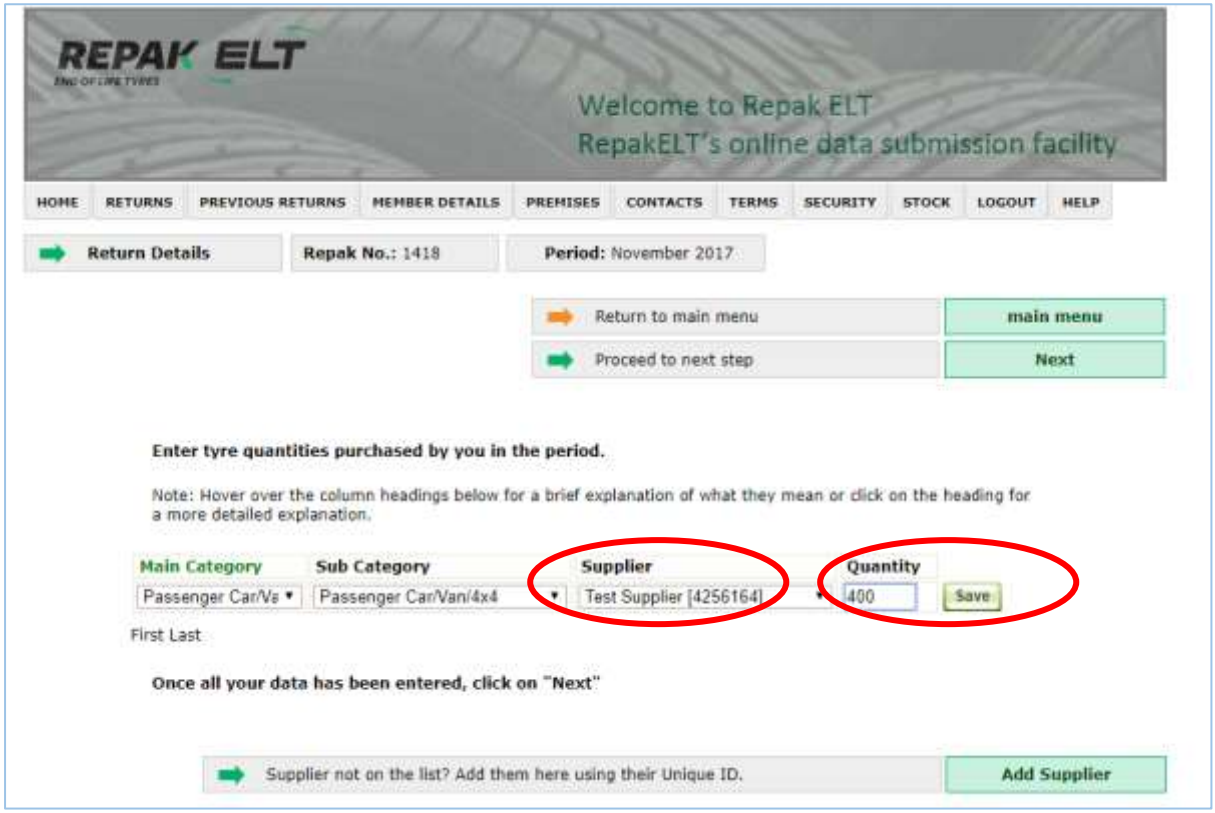
Should you have more than one supplier you can return and add supplier as often as required. Once added, your suppliers will be listed for future reporting. If you have a number of suppliers and this supplier submission will take you a considerable amount of time you can get in touch with Repak ELT to upload the relevant suppliers to the Blackbox on your behalf.

Purchasing from self

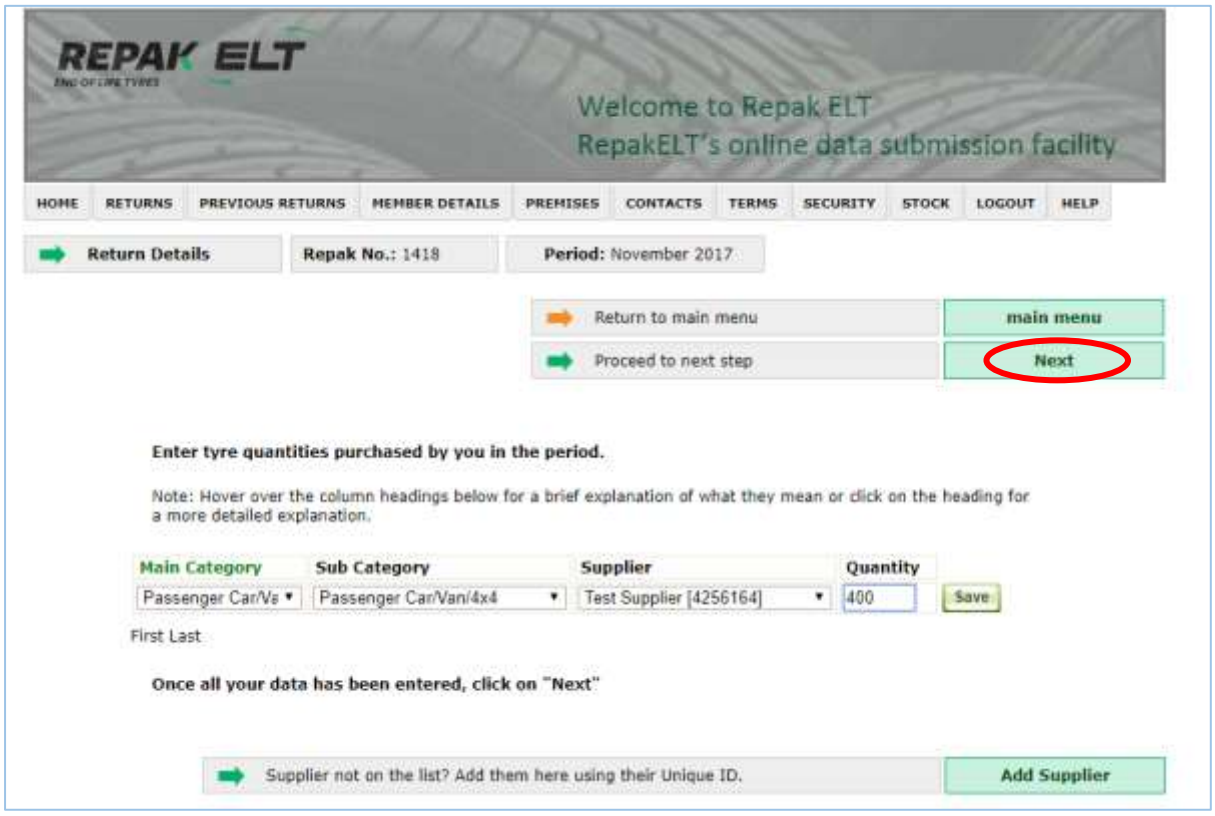
If you are a Producer then you will be required to report all ROI sourced tyres in the usual way. All imported tyres should be reported as bought from yourself, i.e. declare your own company as the supplier for all these imported tyres.



Once your Suppliers have been uploaded they will become visible in the Supplier drop down list back on the Tyre Purchased page. Click on the relevant supplier and then finally add the number of tyres supplied. Once this is complete, click Save to the right of the row. Your data has now been recorded.

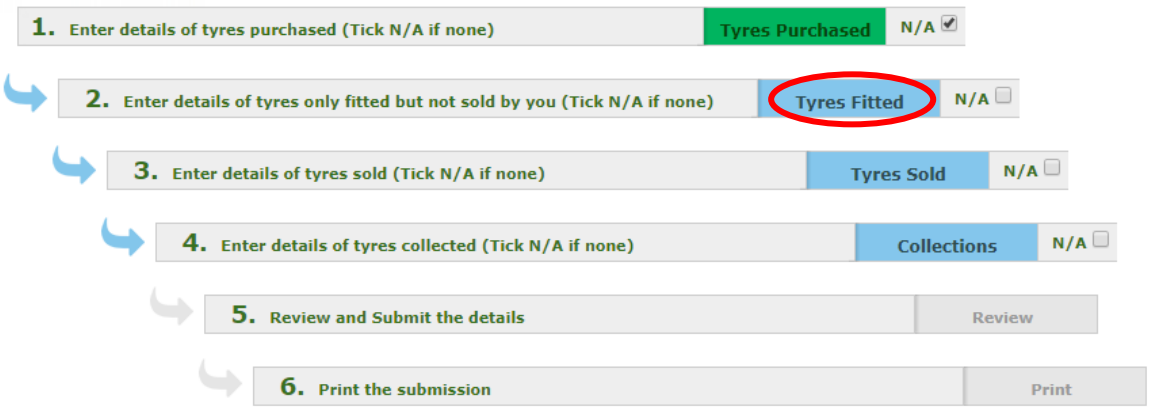


When you are happy all the relevant data has been added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **2. Enter the details of tyres only fitted but not sold by you.**

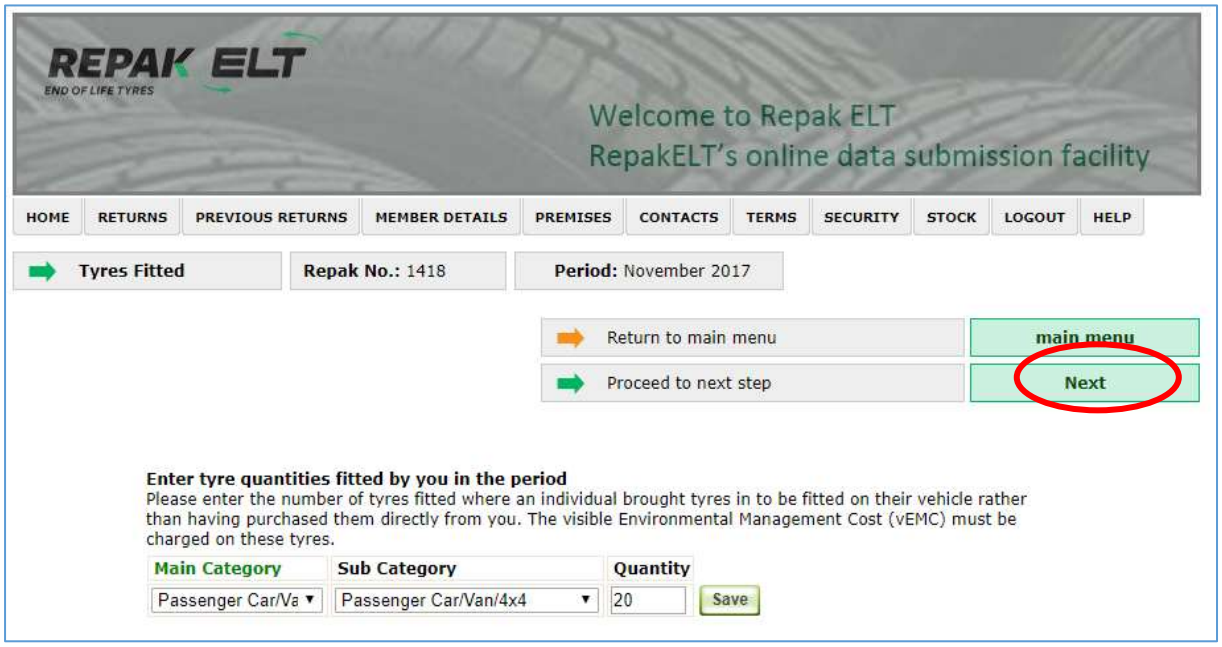


2. Tyres Fitted

The **Tyres Purchased** row has now turned green and the **Tyres Fitted** row has turned blue, therefore you may now select section 2 in the sequence and entre the data in this section.

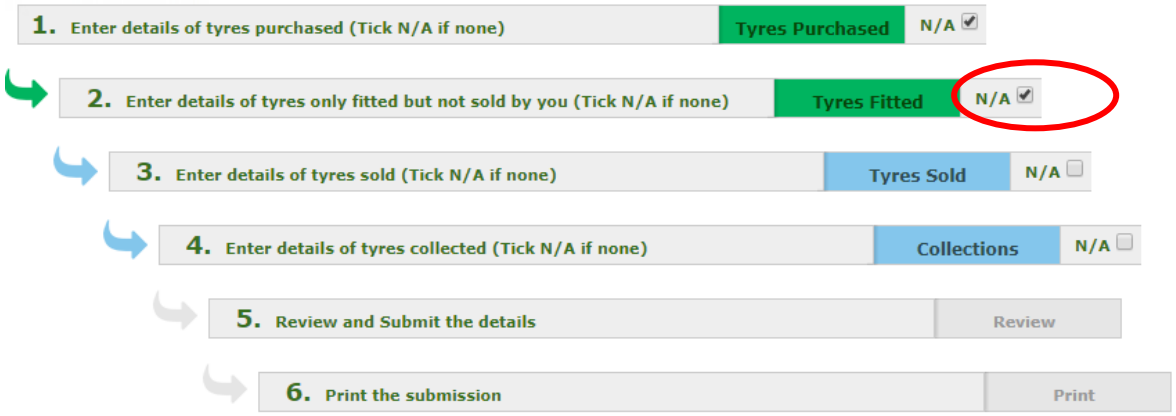


Tyres Fitted are tyres only fitted onto a vehicle but not sold by you. The vEMC charge is to be added to the cost of fitting. However, if the customer can supply evidence that the vEMC having been paid on the tyres you are fitting these tyres are not to be reported.



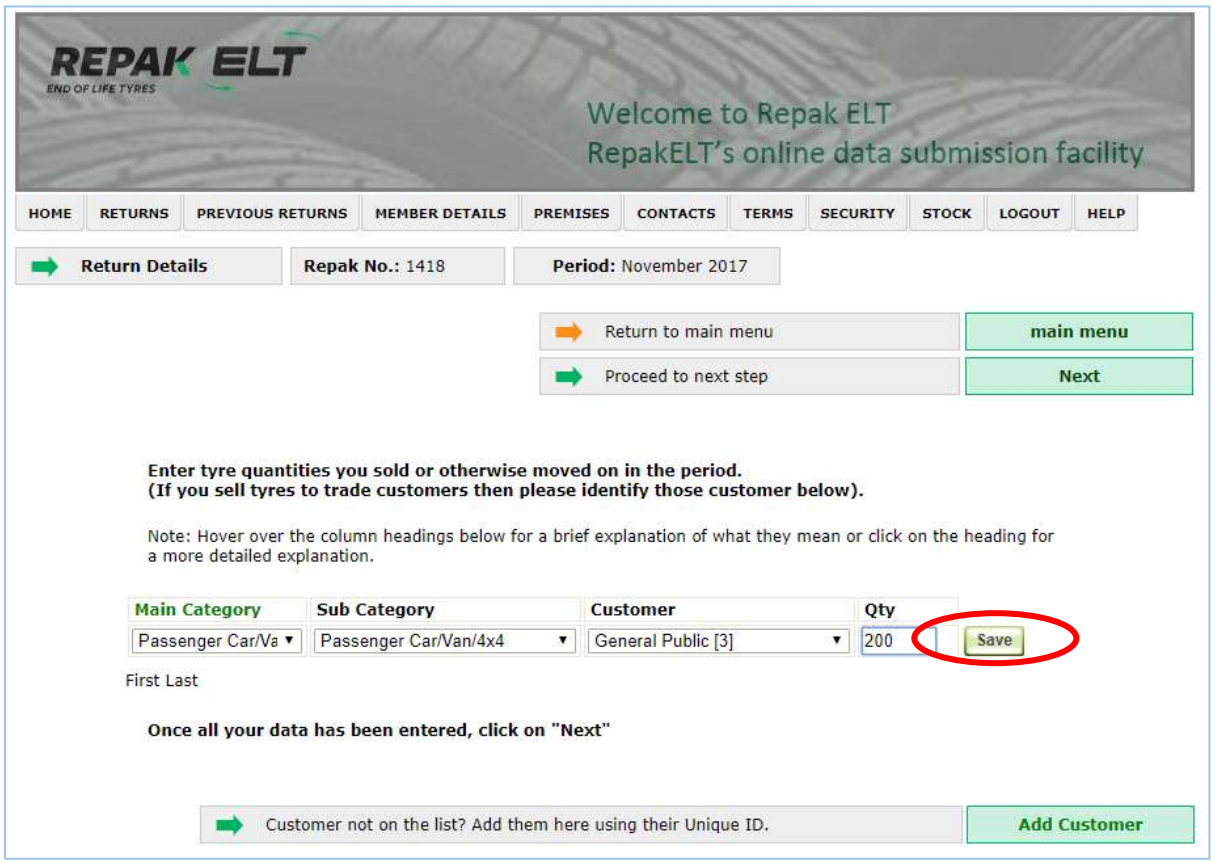
When all relevant data is entered added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **3. Enter the details of tyres sold.**

If you do not have any fitted tyres, return to Main Menu. Beside the words 'Tyres Fitted' there is a non applicable N/A button option. Be sure no data has been enter within this section as the N/A button will not be available to select.

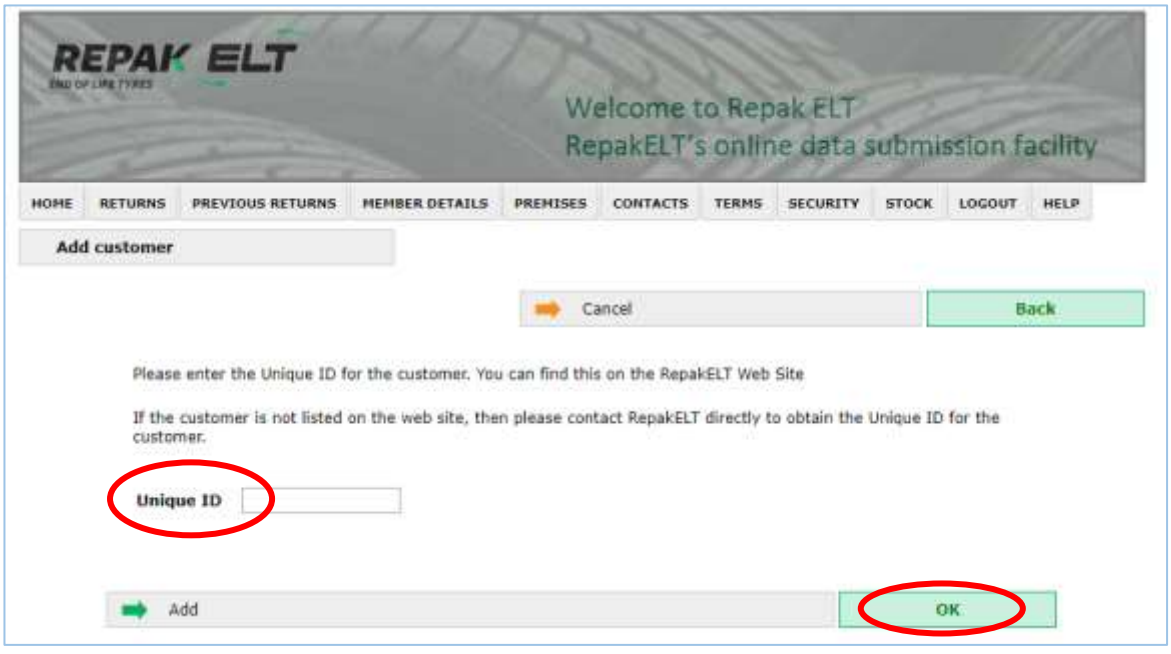


3. Tyres Sold

Members must report all tyres sold in each month. Within the Tyre Sold section there are Main Categories and specific Sub Categories as seen in the second drop down list. Select the relevant Sub Category before moving on to the Customer drop down list.

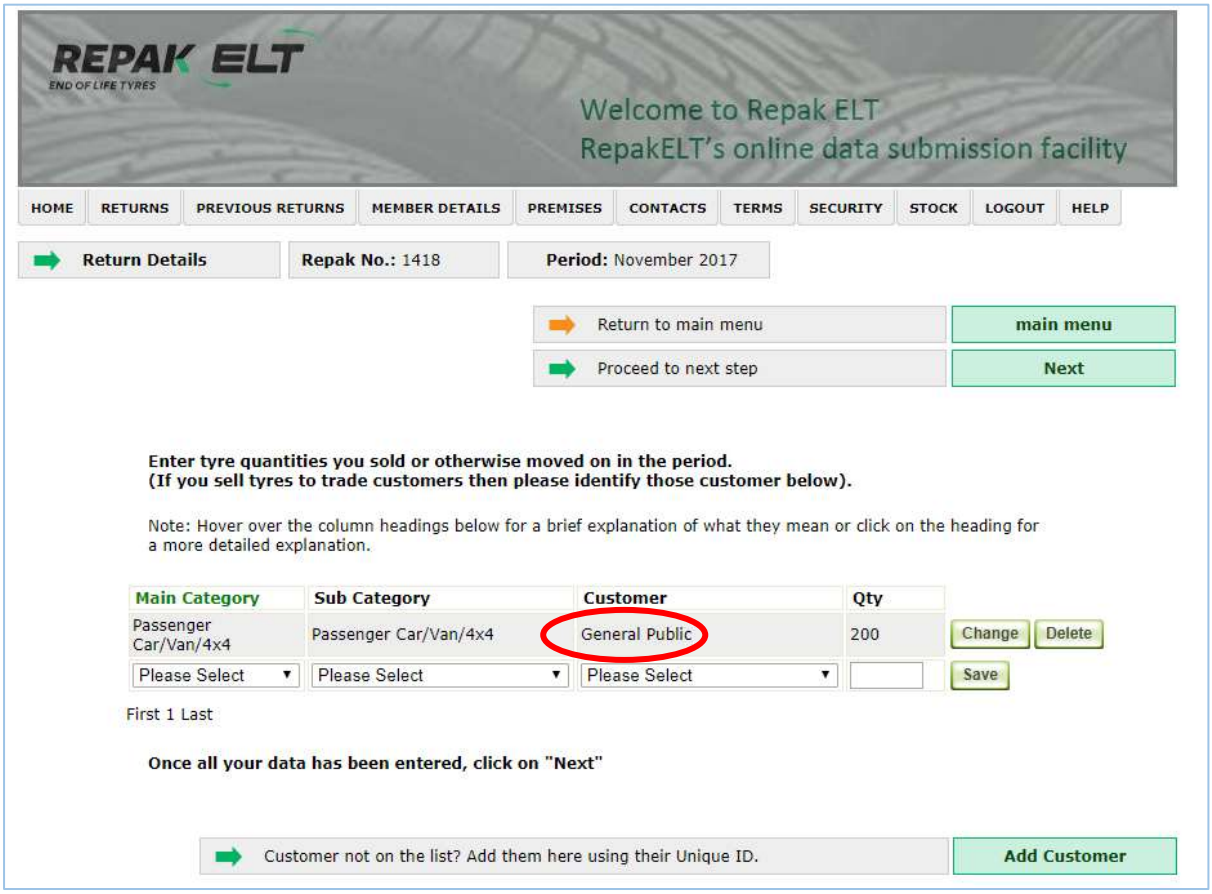


When reporting for the first time you can add your customer's Unique ID number onto this list. To do so click Add Customer towards the bottom right of the page. This will open up a new page enter the Unique ID number of your customer before clicking 'OK'.



This Unique ID number can be found on the Members List by following the link https://repakelt.ie/member-list/?operator=&county. You will need to open a new web page to search the Unique ID number as it cannot be searched for while logged into the returns site.

Should you have more than one customer you can return to add customer as often as required. Once added, your customer will be listed for future reporting. If you have a number of customers and this customer submission will take you a considerable amount of time you can get in touch with Repak ELT to upload the relevant suppliers to the Blackbox on your behalf.

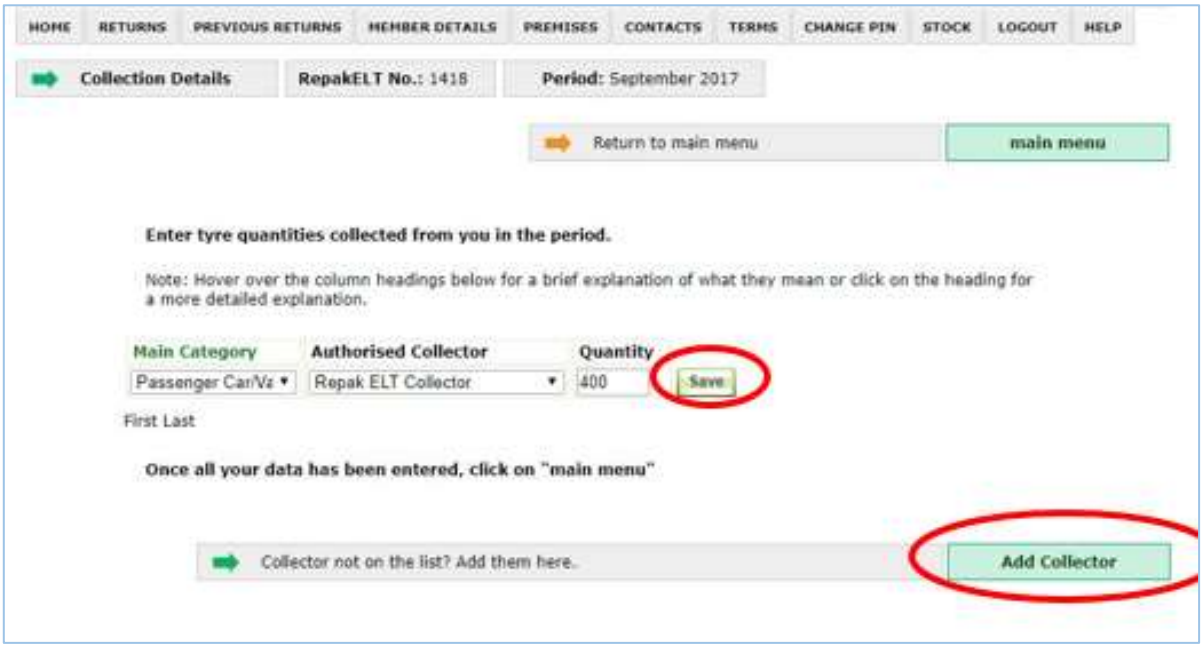


Click on the relevant customer and then finally add the number of tyres you sold. Once this is complete, click Save to the right of the row. General Public and Export Sales are available for selection. Your data has now been recorded.

When all relevant data is entered added click on **Proceed to next step**- **Next** towards the top right of the page. This will bring you to the next section, **3. Enter the details of tyres collected.**

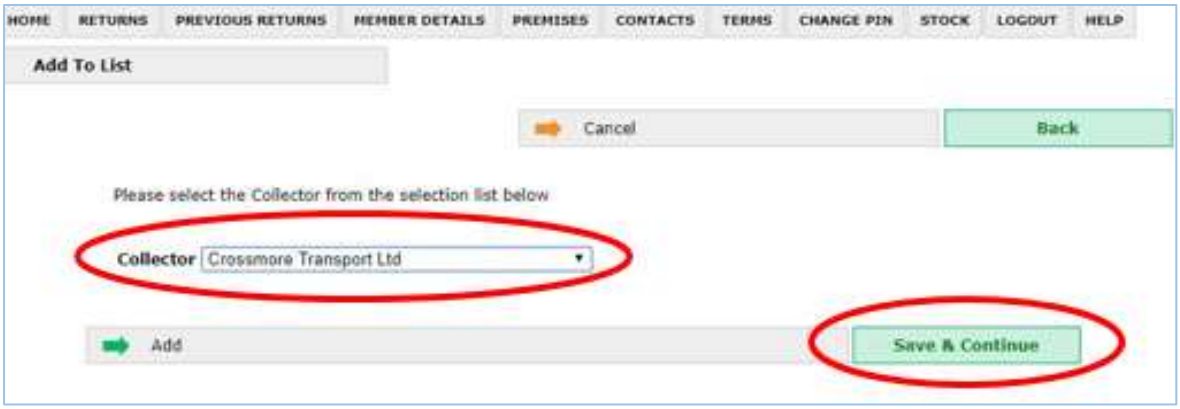
4. Collections

Here you will enter the information relating to those waste tyres collected by your waste collector from your premises. If you have more than one premises you will need to report for the total amount from all your premises.



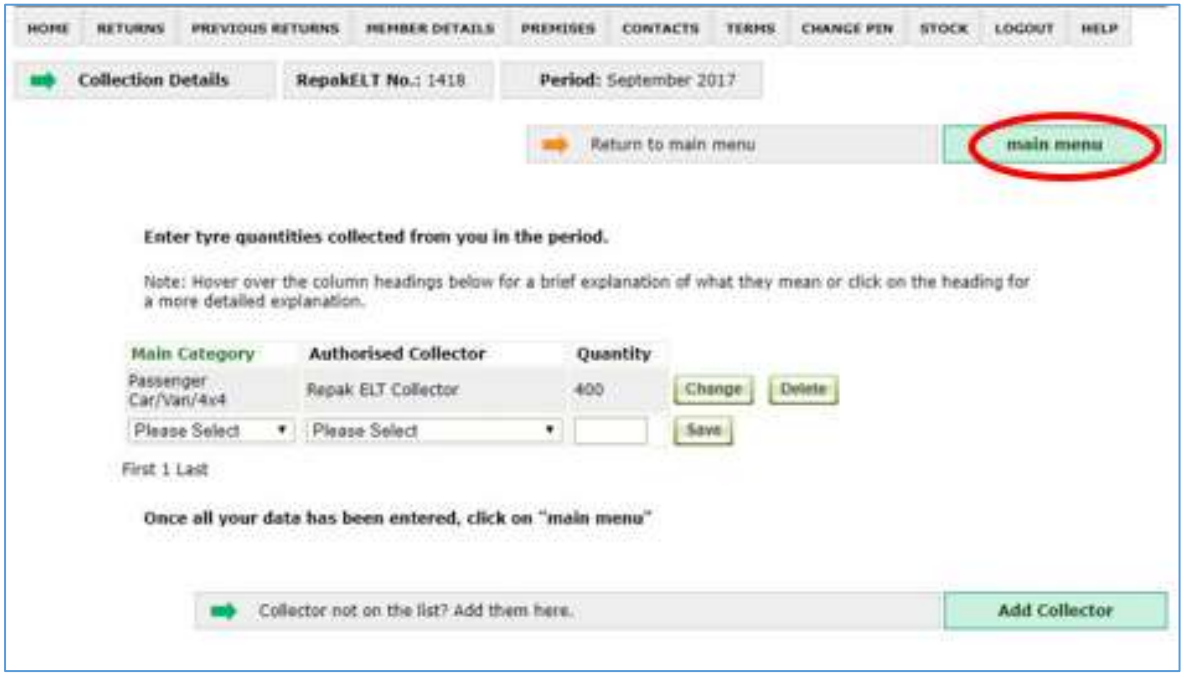
Again, select the appropriate Main Category of tyre type. Next, select waste collector, finally, the number of tyres collected in that period.

When reporting for the first time you can add your waste collector into this list. To do so click Add Collector towards the bottom right. This will open up a new screen where you can select from a drop down menu before clicking 'Save & Continue'.



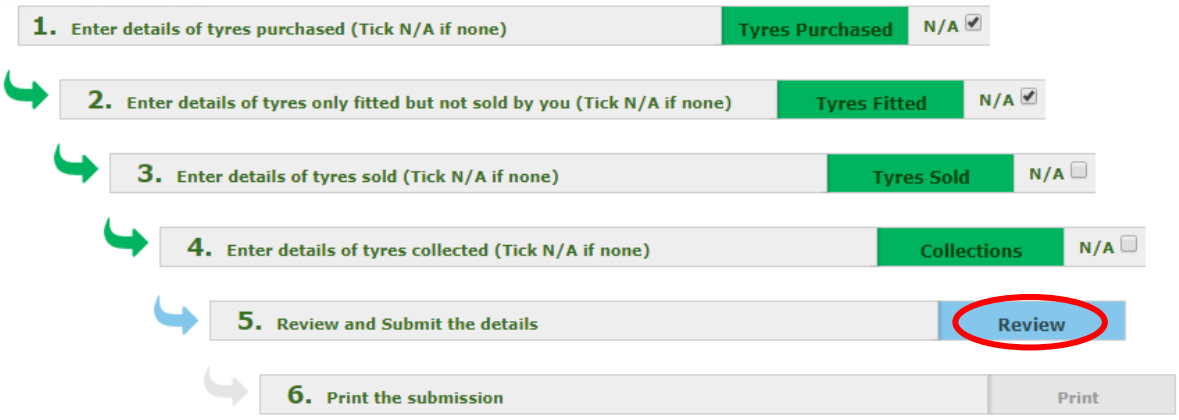
You will return to the Collection page.

When all the required data has been added, click Main Menu once more to return to the overview page.

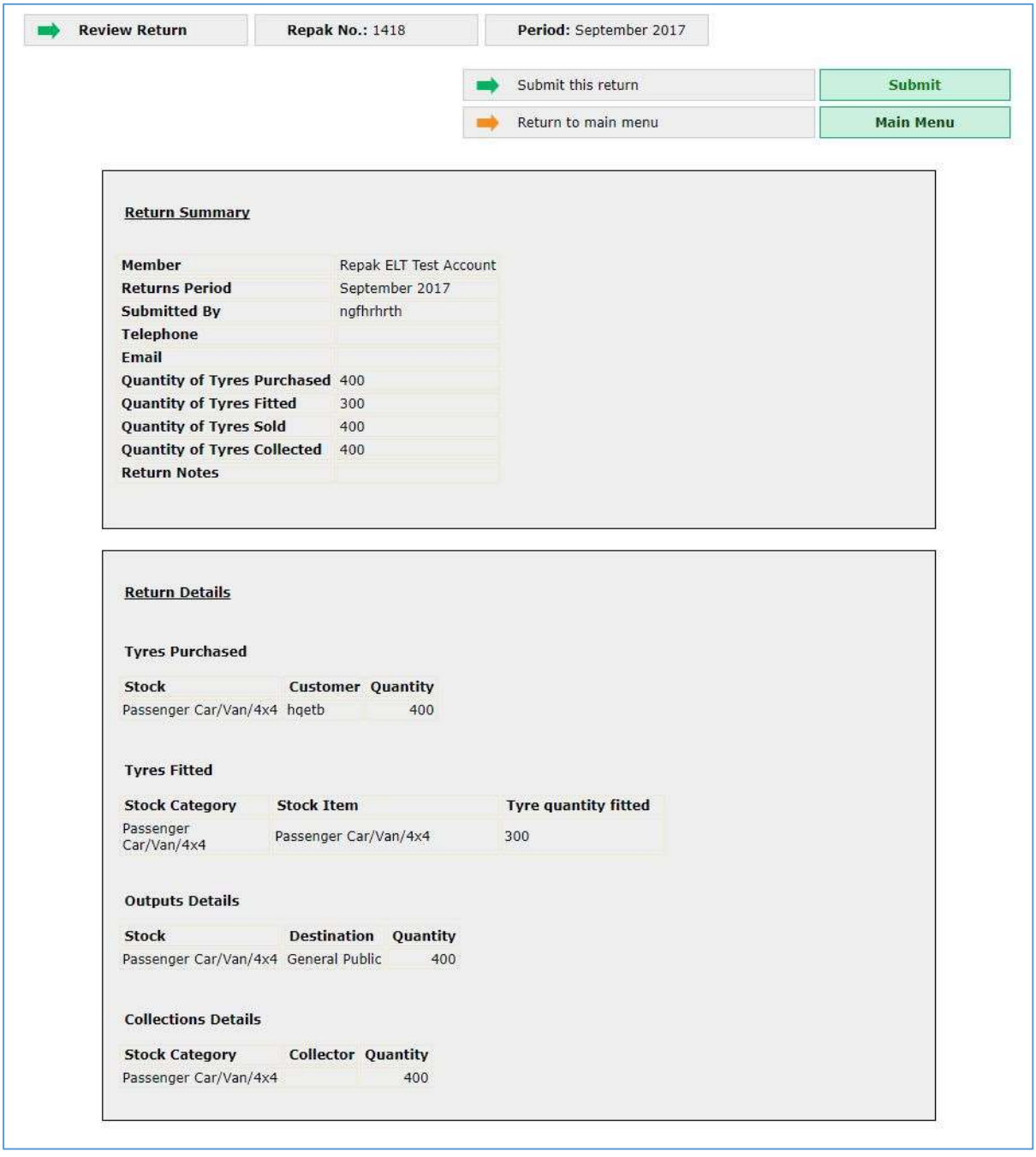


Submitting your return

At this stage you should have reported all the relevant information for your return. The first four lines should now all be green with Review in blue. Everything can still be edited at this point.



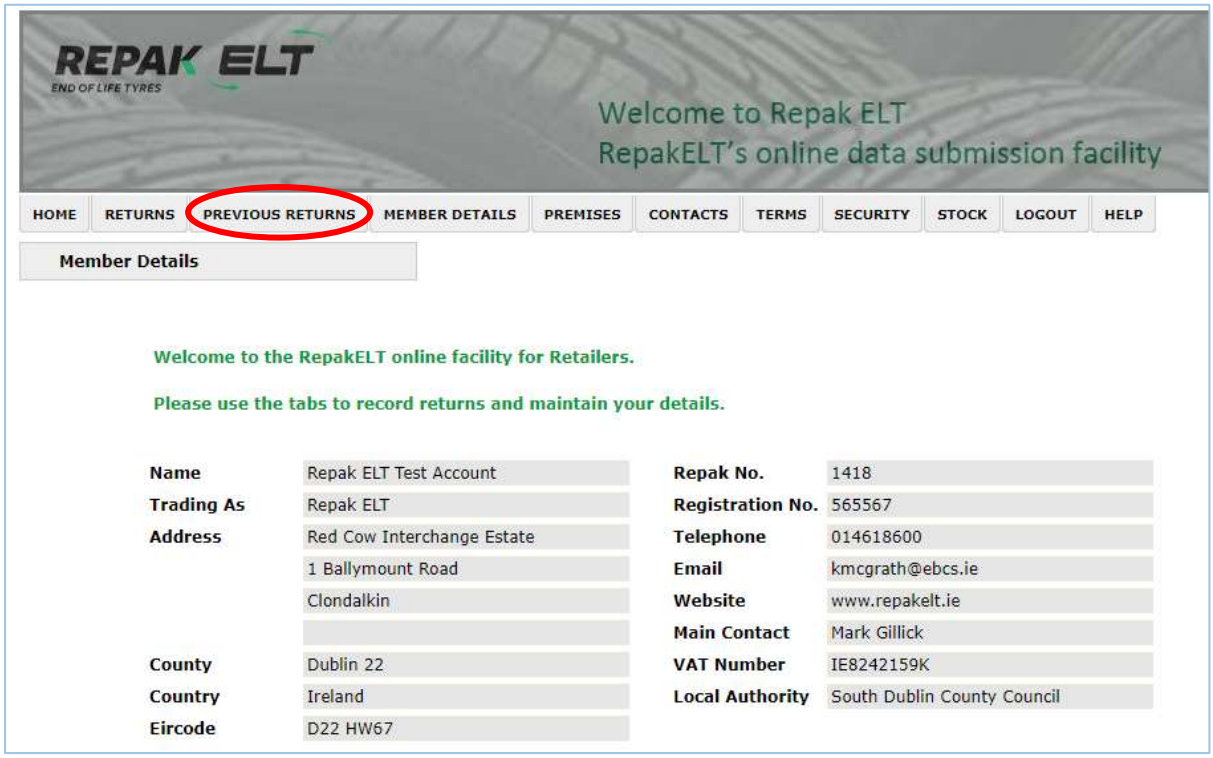
After selecting Review the Return Summary is displayed. When you are certain you are finished click on Submit. The information is sent to Repak ELT.



Your information has now become locked down and read-only. If you would like to view your return, click on Previous Returns in the grey toolbar. If you notice any errors you should email Repak ELT with information relating to the error and the correct information that should replace it. After submitting there is an option to print the reporting.

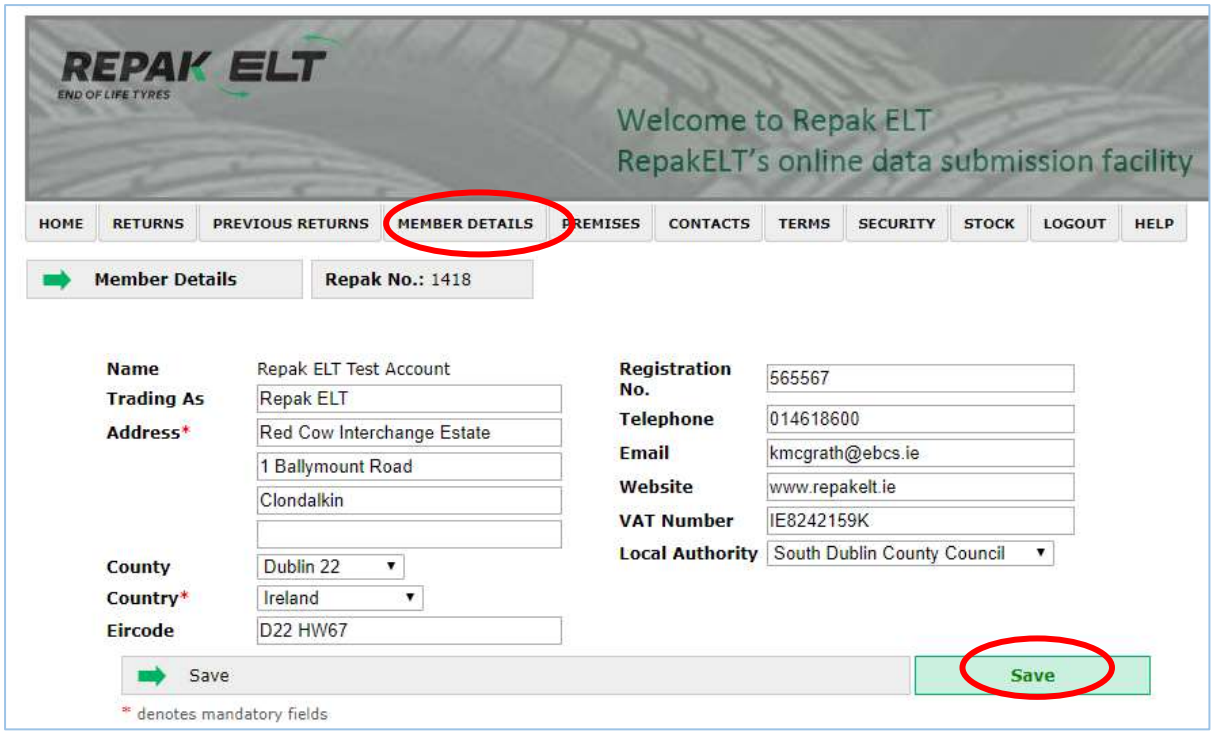
Previous Returns

If you would like to view any previous returns click on this tab and all your historical reporting will be available. You can click on whichever report you like and all associated data will be presented.



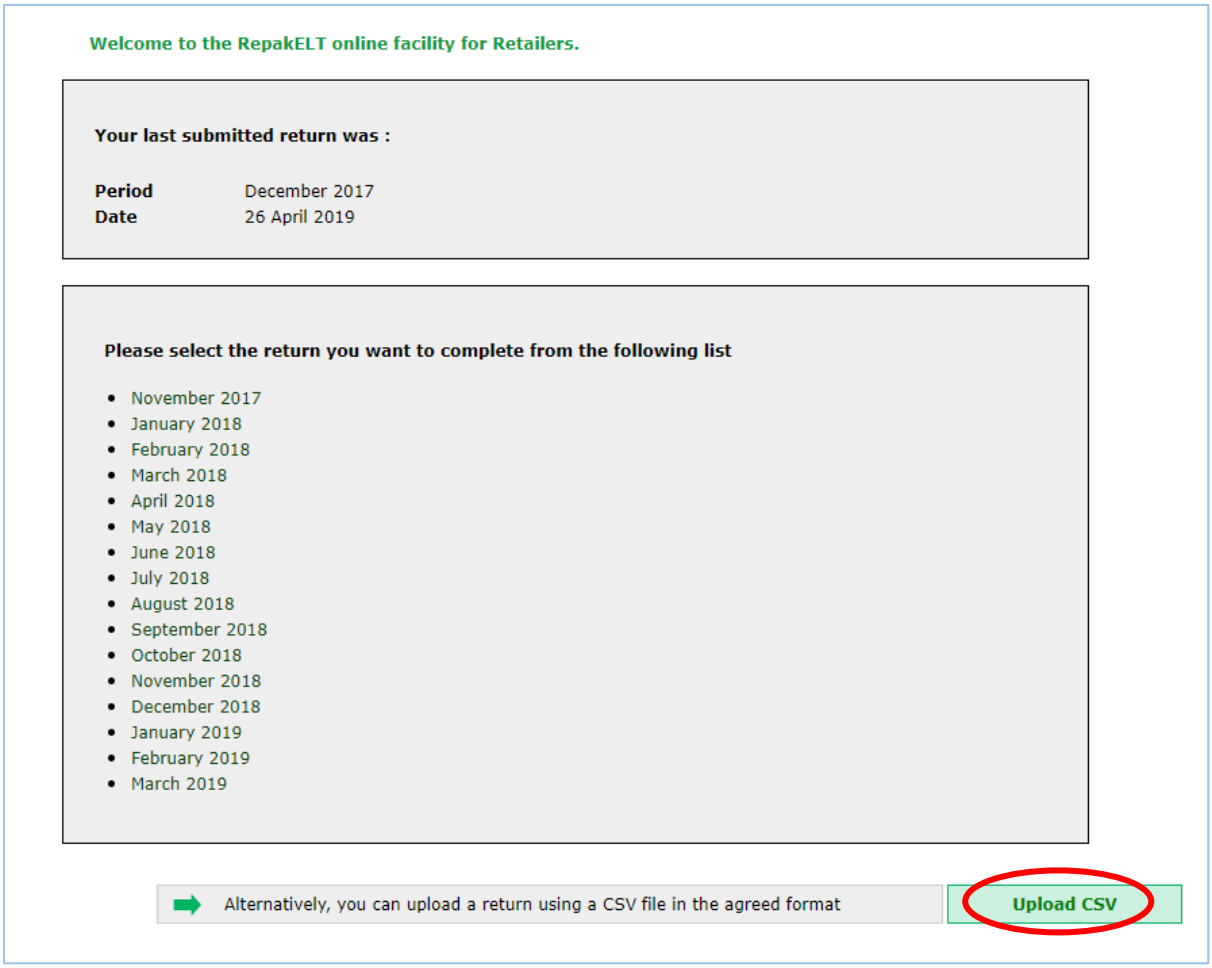
Member Details

If there are any details which may require updating such as a change of Main Premises, a phone number/email address, etc. you can edit this information. When saved this will also update Repak ELT's database system.



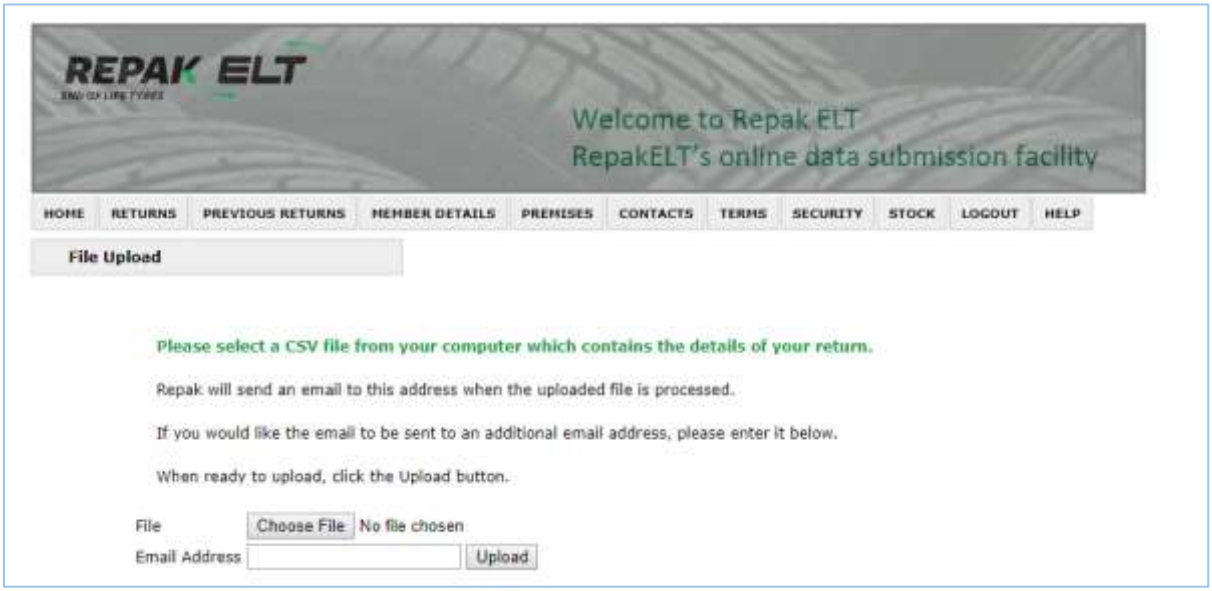
File Upload

For any other information relating to your reporting, you can add these documents here. Simply click Upload CSV and browse for the relevant file in order to upload it here.



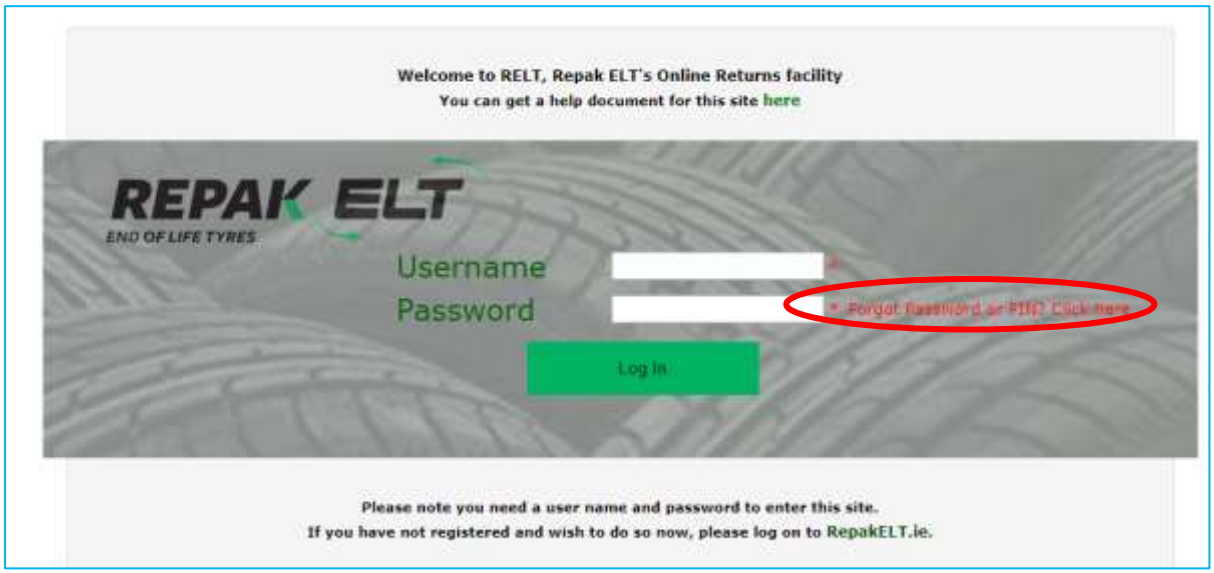
Please contact the Membership Team before you upload to ensure you are using the correct template and the document is uploaded in the correct format - .csv file

Click on Choose File and drop file in from you PC. Enter in your email address and click upload

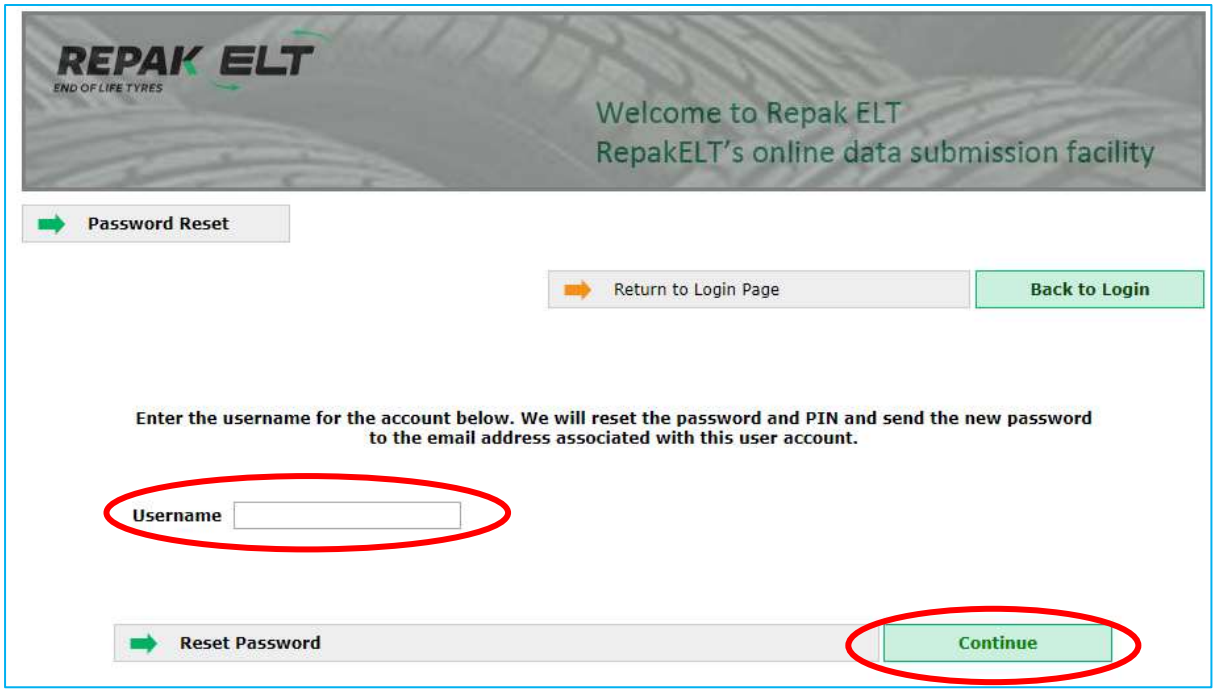


Password Reset

If you forget or misplace your password you can reset by clicking on Forgot Password or PIN? Click here.



After clicking Forgot Password or PIN? Click here this will bring you to the Password Reset page. Fill in your Username and then click Continue on the bottom right hand side.



The below message will appear.

The following is an example of the message sent to member's main contact email address.

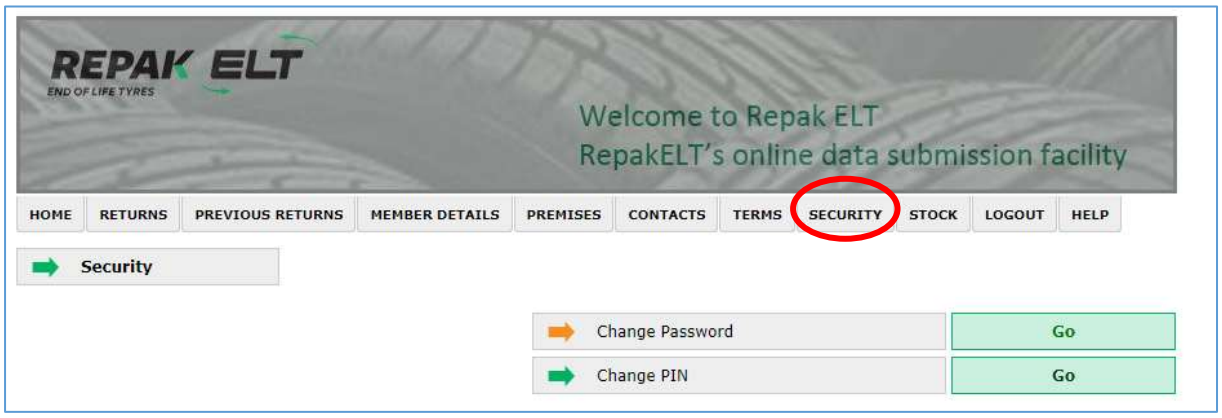
> The password for your RepakELT account has been reset.
>
> The new password is wx1AzWLNcRc*pK
>
> 'You can now login to the RepakELT site by clicking here'
>
> If you have any trouble logging in with this new password, please telephone the Repak ELT team on (01) 4618 600 or email us at info@repakelt.ie

If you are not the main contact make sure you can access that email account before resetting. If you require the main contact email to be changed please contact Repak ELT. The new password is provided in the email and can be changed see page 23.

Click on the link 'You can now login to the RepakELT site by clicking here'. This will bring you back to the Login page. Entre your username and new password. When the password is reset this will automatically reset the PIN. Please follow the instruction from page 4 for re-entering PIN code.

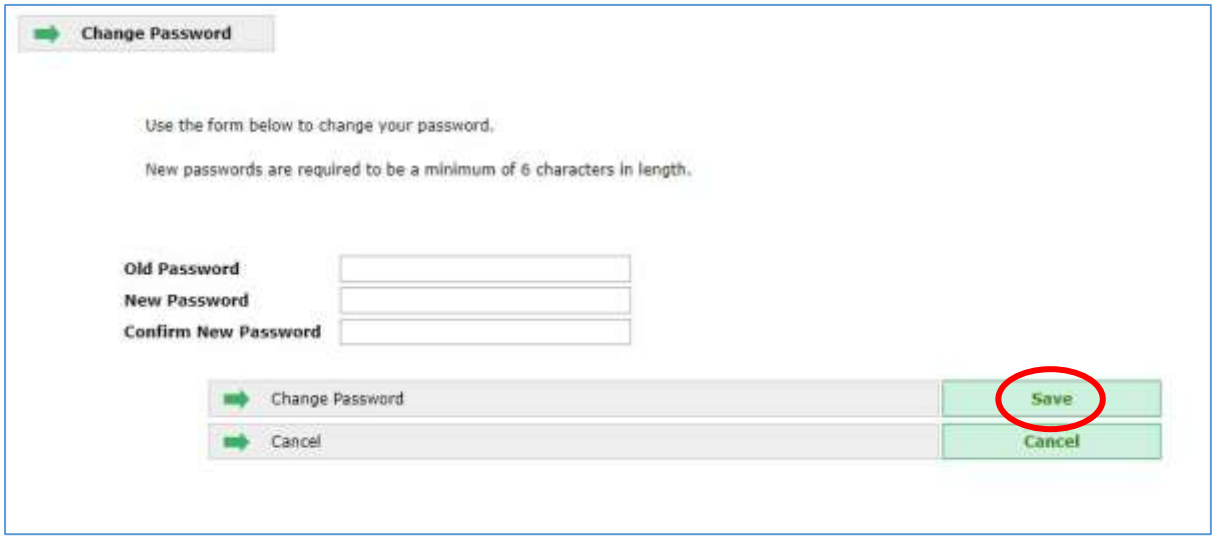
Changing Password & PIN

Members can also change the Password and Pin when logged in. Click on the Security tab on the main menu bar and is will bring you to the following page. Select GO for either Change Password or Change PIN.

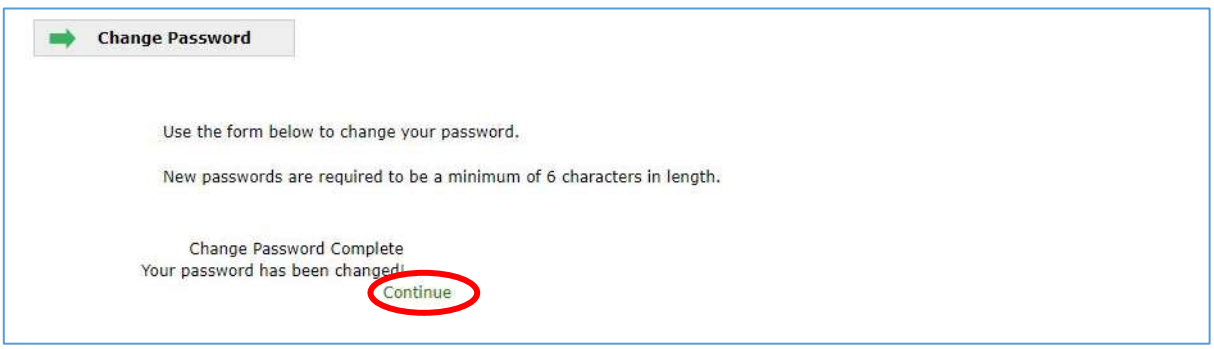


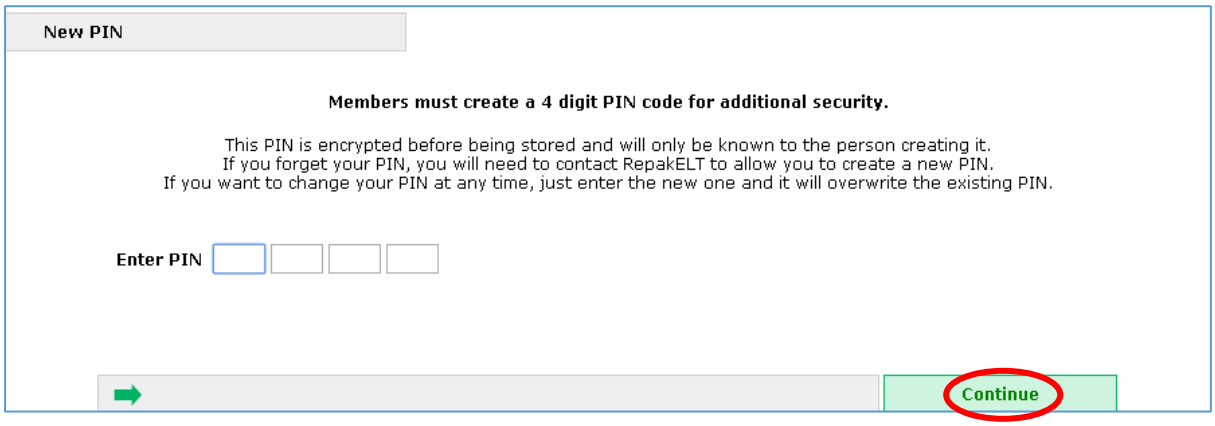
Changing Password:

The new password is required to be a minimum of 6 characters in length. Enter the old password, the new password and then confirm the new password. Click Save on the bottom right hand side.



The following page will open, click Continue and return to the Security page. Your Password is now reset.



Change PIN:

Enter in a 4 digit PIN and click Continue on the bottom right hand side. It will then return to the Security page. Your PIN is now reset.