



Thinking  
beyond  
the box

Stewardship Ontario

# **Municipal Training Sessions Orange Drop - MHSW Phase 1**

# Agenda

- Welcome
- Why On Line Reporting?
- We Recycle Portal Walk Through
- Q & A
- New method for Claim & Payment Process
  - Changes to Depot Hours Claims
  - Events and Post Collection Claims
  - Electronic Funds Transfer (EFT)
- Summary of Claim Submission Process
- Q & A
- Next Steps...Reporting Changes
- Q & A

# Introduction – Why On Line Reporting?

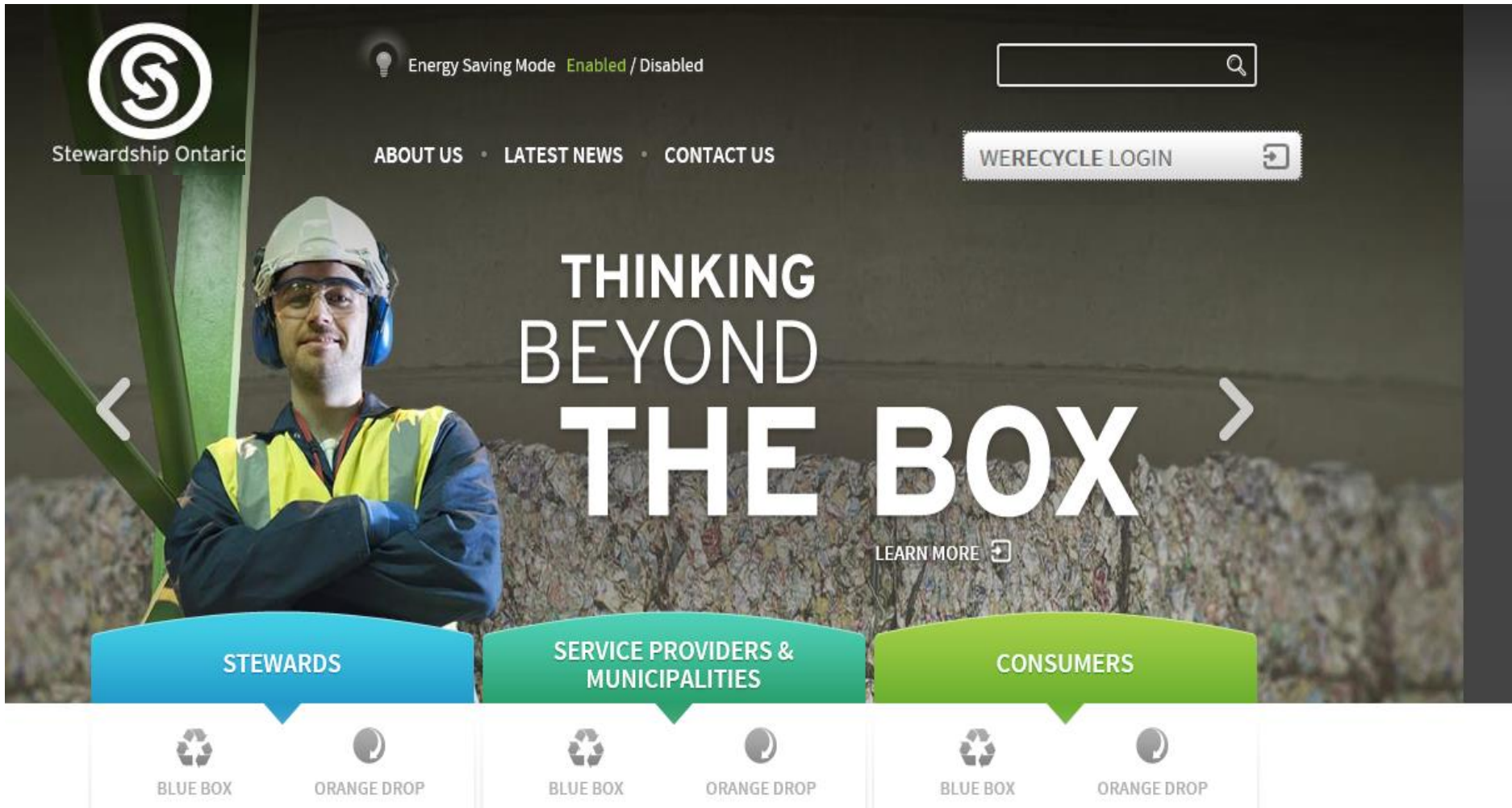
- Stewardship Ontario's We Recycle Portal is a web-based, user-friendly reporting tool to facilitate claim submission reporting
- Same content in a structured format
- Data is linked into our main system
- Accessible from any computer with internet accessibility
- Improved visibility and transparency
- Immediate acknowledgement/email notifications

# How to Log On

You need a User ID & Password  
Stewardship Ontario will email this information  
to you

[www.stewardshipontario.ca](http://www.stewardshipontario.ca)

# Let's try logging onto the We Recycle portal



The screenshot shows the homepage of the We Recycle portal. At the top left is the Stewardship Ontario logo. To its right, a lightbulb icon indicates "Energy Saving Mode Enabled / Disabled". A search bar is located in the top right. Below the logo, navigation links for "ABOUT US", "LATEST NEWS", and "CONTACT US" are visible. A prominent "WERECYCLE LOGIN" button is on the right. The main banner features a worker in a hard hat and safety vest, with the text "THINKING BEYOND THE BOX" and a "LEARN MORE" link. Below the banner are three colored buttons: "STEWARDS" (blue), "SERVICE PROVIDERS & MUNICIPALITIES" (teal), and "CONSUMERS" (green). Each button is associated with a "BLUE BOX" (recycling symbol) and an "ORANGE DROP" (moon symbol) icon.

Stewardship Ontario

Energy Saving Mode Enabled / Disabled

WERECYCLE LOGIN

THINKING BEYOND THE BOX

LEARN MORE

STEWARDS

SERVICE PROVIDERS & MUNICIPALITIES

CONSUMERS

BLUE BOX ORANGE DROP

BLUE BOX ORANGE DROP

BLUE BOX ORANGE DROP

# Questions & Answers



# Email Notification

- The following is a sample email sent acknowledging your claim submission.
- Email attachment is a **Portable Document Format (PDF)** file for your review and records
- Separate email attachment of an Excel version of the Purchase Order is available upon request [mshwclaims@stewardshipontario.ca](mailto:mshwclaims@stewardshipontario.ca)
- This document/information is used for claim validation process

# Claim Summary Email Notification





## StewardshipOntario: Submission 1800021147 Received

Service Provider

Sent: Thu 13/06/2013 11:35 AM

To:

Cc: Auto Lead; Service Provider

 Message  1800021147.pdf (15 KB)

Thank you for reporting your activity. For your reference, your reporting session number is 1800021147.

We are currently reviewing your submission and will contact you as soon as the session review is complete.

Please find attached a summary of the information you entered in this reporting session.

Regards,  
Stewardship Ontario Operations  
Toll Free 1-888-288-3360



# Sample of a Claim Summary



Stewardship Ontario

Page 1 of 1  
2013/06/20 11:27:03



**Stewardship Ontario**  
1 St Clair Ave West, 7th Floor  
TORONTO ON M4V 1K6

### Billing Address

Stewardship Ontario  
1 St Clair Ave West, 7th Floor  
TORONTO ON M4V 1K6

### Vendor Address

Region of Stewardship Ontario  
1 St. Clair Avenue West, 7th Floor  
TORONTO ON M4V 1K6

## Claim Summary

### Submission Information

**Claim Summary** 1800021307  
**Date** 2013/06/20  
**Vendor Number** 342762  
**Terms of payment** Net due in 30 days

Your Item Reference	Material Description	Reported Quantity	UOM	Weight (KG)	Collection Site	Destination Site	Net Price/Price Unit	Net Amount
00010 253478	Misc Waste Organic Chemical	1.0	Pails 20L	5.200	Region of Stewardship Ontar	Hotz Environmental	0.0100/1 Z19	0.01
00020 253478	Misc Waste Organic Chemical	40.0	L Pk D 205	260.000	Region of Stewardship Ontar	Hotz Environmental	19.6500/1 Z50	786.00
00030 2987	Fertilizers - 147	1.0	205 L Drum	24.000	Region of Stewardship Ontar	Hotz Environmental	26.9500/1 Z02	26.95
Total net value excl. tax. CAD								812.96
A/P HST Applied								105.68
Total net value Including tax								918.64

Notes to Vendor:

# Sample PO for Events



Stewardship Ontario

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04/01/2013 09:53:23



**Stewardship Ontario**  
1 St Clair Ave West, 7th Floor  
TORONTO ON M4V 1K6

**Billing Address**

Stewardship Ontario  
1 St Clair Ave West, 7th Floor  
TORONTO ON M4V 1K6

**Vendor Address**

## Purchase Order

**Submission Information**

**Purchase Order** 1800019564  
**Date** 04/01/2013  
**Vendor Number** 300058  
**Terms of payment**

Item	Your Reference	Material Description	Reported Quantity	UOM	Weight (KG)	Collection Site	Destination Site	Net Price/Price Unit	Net Amount
00010	FEB EVENT	Paints, Stains & Coatings	1,716.0	Kilogram	1,716.000	Region of Stewardship Ontario	Hotz Environmental	1.1000/1 KG	1,887.60
00020	FEB EVENT	Misc Waste Organic Chemical	813.0	Kilogram	211.380	Region of Stewardship Ontario	Hotz Environmental	1.1000/1 KG	232.52
00030	FEB EVENT	Fertilizers - 147	65.0	Kilogram	15.600	Region of Stewardship Ontario	Hotz Environmental	1.1000/1 KG	17.16
00040	FEB EVENT	Pesticides - 242	30.0	Kilogram	6.000	Region of Stewardship Ontario	Hotz Environmental	1.1000/1 KG	6.60
00050	FEB EVENT	Aerosols - 331	99.0	Kilogram	59.400	Region of Stewardship Ontario	Hotz Environmental	1.1000/1 KG	65.34
00060	FEB EVENT	Batteries, Dry Cell-Primary	379.0	Kilogram	318.360	Region of Stewardship Ontario	Hotz Environmental	1.1000/1 KG	350.20
00070	FEB EVENT	Press. Cont. NonRefill. Pro	17.0	Kilogram	17.000	Region of Stewardship Ontario	Hotz Environmental	1.1000/1 KG	18.70
<b>Total net value excl. tax. CAD</b>									2,578.12
<b>A/P HST Applied</b>									335.16
<b>Total net value Including tax</b>									2,913.28

Notes to Vendor:

# Sample PO for Transportation



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06/18/2013 13:18:23



**Stewardship Ontario**  
1 St Clair Ave West, 7th Floor  
TORONTO ON M4V 1K6

**Billing Address**

Stewardship Ontario  
1 St Clair Ave West, 7th Floor  
TORONTO ON M4V 1K6

**Vendor Address**

## Purchase Order

**Submission Information**

**Purchase Order** 1800021253  
**Date** 06/18/2013  
**Vendor Number** 300085  
**Terms of payment**

Item	Your Reference	Material Description	Reported Quantity	UOM	Weight (KG)	Collection Site	Destination Site	Net Price/Price Unit	Net Amount
00010	MAY TRANSPOR	Fertilizers - 147	2.0	205 L Drum	25.920	Hhw Depot	Drain All Ltd.	26.9500/1 Z02	53.90
00020	MAY TRANSPOR	Aerosols - 331	11.0	L Pk D 205	259.800	Hhw Depot	Drain All Ltd.	65.7800/1 Z50	723.58
00030	MAY TRANSPOR	Misc Waste Organic Chemical	37.0	L Pk D 205	582.400	Hhw Depot	Drain All Ltd.	19.6500/1 Z50	727.05
00040	MAY TRANSPOR	Misc Waste Organic Chemical	1.0	A Cages	240.500	Hhw Depot	Drain All Ltd.	141.3800/1 Z24	141.38
00050	MAY TRANSPOR	Pesticides - 242	7.0	205 L Drum	59.800	Hhw Depot	Drain All Ltd.	30.3000/1 Z02	212.10
00060	MAY TRANSPOR	Pesticides - 242	5.0	205 L Drum	64.800	Hhw Depot	Drain All Ltd.	30.3000/1 Z02	151.50
00070	MAY TRANSPOR	Fertilizers - 147	1.0	205 L Drum	19.680	Hhw Depot	Drain All Ltd.	26.9500/1 Z02	26.95
00080	MAY TRANSPOR	Misc Waste Organic Chemical	25.0	L Pk D 205	431.340	Hhw Depot	Drain All Ltd.	19.6500/1 Z50	491.25
00090	MAY TRANSPOR	Misc Waste Organic Chemical	4.0	L Pk D 205	171.600	Hhw Depot	Drain All Ltd.	19.6500/1 Z50	78.60
00100	MAY TRANSPOR	Aerosols - 331	8.0	L Pk D 205	287.400	Hhw Depot	Drain All Ltd.	65.7800/1 Z50	526.24

# Depot Hours – July 1<sup>st</sup> 2013

- Applies to Depot Hours only
  - Total Reimbursable hours based on terms in the Municipal Amendment Agreement
  - Will receive one purchase order per year
    - 2013 – will be issued a purchase order for July – Dec 2013 Depot hours
      - Monthly payments
    - 2014 – Purchase Order will be issued annually (at the start of the year calendar year)
  - Stewardship Ontario does not require:
    - monthly claim submission for depot hours
    - supporting documentation for depot hours
    - Invoices for depot hours

# Collection Site or event Date is missing

- Only Events & Post Collection Transportation of co-mingled materials services will be reported using SO's We Recycle portal
  - A 'system' contract is used to report each of these activities
- Improved visibility, tracking and communication for Muni's and SO
- Should there be any requests for missing information or updates required (i.e. collection site; contact names), Please forward requests to [mhswclaims@stewardshipontario.ca](mailto:mhswclaims@stewardshipontario.ca)

# Events – July 1<sup>st</sup> 2013

- Applies to Events only
  - Must advise SO of your events schedule ahead of time to ensure dates are entered into the system before reporting
  - If not, claim submission will be returned to be re uploaded with corrected information

# Recap

- ✓ Claim submission submitted
- ✓ Supporting documentation submitted
- ✓ PO is approved
- ✓ No invoicing
- Now payment...

# What is Electronic Funds Transfer (EFT)?

- It is the electronic exchange, transfer of money from one account to another, either within a single financial institution or across multiple institutions, through computer-based systems.
- Deposited directly into bank accounts typically within 24-48 hours (faster than regular mail)
- Time and work effort savings



# Sample EFT Remittance Email



From: We Recycle  
To:  
Cc:  
Subject: A/P EFT Payment from Stewardship Ontario 200000556

Message | AP EFT Payment from Stewardship Ontario 200000556.PDF (11 KB)

Dear Partner,

Your Electronic Funds Transfer (EFT) is attached.

If you have any questions, please do not hesitate to contact us at:  
[accountspayable@stewardshipontario.ca](mailto:accountspayable@stewardshipontario.ca)

Thank you,  
Stewardship Ontario

# Sample EFT Remittance



## EFT Remittance Advice

### Vendor Address

Region of Ontario  
123 Anystreet  
Toronto, Ontario  
M1W 1M1

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**Vendor No.:** 99999  
**Payment Date:** 06/13/2013  
**Notification:** EFT funds will be transferred within 48 hours.

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1 of 1

Invoice Number	Inv Date	Document Text	Gross Amount	Net Amount
4800194583	06/13/2013	Payment Month - 08/2013 - depot hours	43,892.26	43,892.26
		<b>Total .....</b>		<b>\$ 43,892.26</b>

# EFT Request Form – Sample document



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## DIRECT DEPOSIT (EFT) PAYMENT FORM

Attention: Accounts Receivable Department

Please complete and sign this form to begin receiving payment via direct deposit

Name   
Address   
City   
Province  Postal Code   
Telephone  Fax

### Direct Deposit

Your payment will be deposited into your bank account. You must provide a copy of a void cheque and complete the following bank details in order to be set up for direct deposits.

Bank ID  Bank Transit ID   
(3 digit number) (3 digit number)  
Account Number   
(up to 12 digits)  
Canadian Dollars  Copy of Void Cheque attached   
Bank Name   
Address   
City   
Province  Postal Code

E-mail Addresses for Payment Notification

Stewardship Ontario is pleased to provide Direct Deposit (EFT) for vendor related payments. Instead of mailing a cheque for payment of your invoices, we will electronically transfer the payment to your bank account and notify you via e-mail that the bank deposit is being made. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost and stolen cheques and postal

Authorized  
Signature

Date

Print Name

Title

# Summary of Claim Submission Process

<b>'System' Contract type</b>	<b>Claim Submission</b>	<b>Invoice SO</b>	<b>Supporting Documentation*</b>
Events	Yes	No invoice	Yes – PO issued per claim
Post Collection of commingled materials (Transportation)	Yes	No invoice	Yes – PO issued per claim
Depot Hours	No	No invoice	One PO issued per year

\* For auditing purposes must retain all supporting documentation

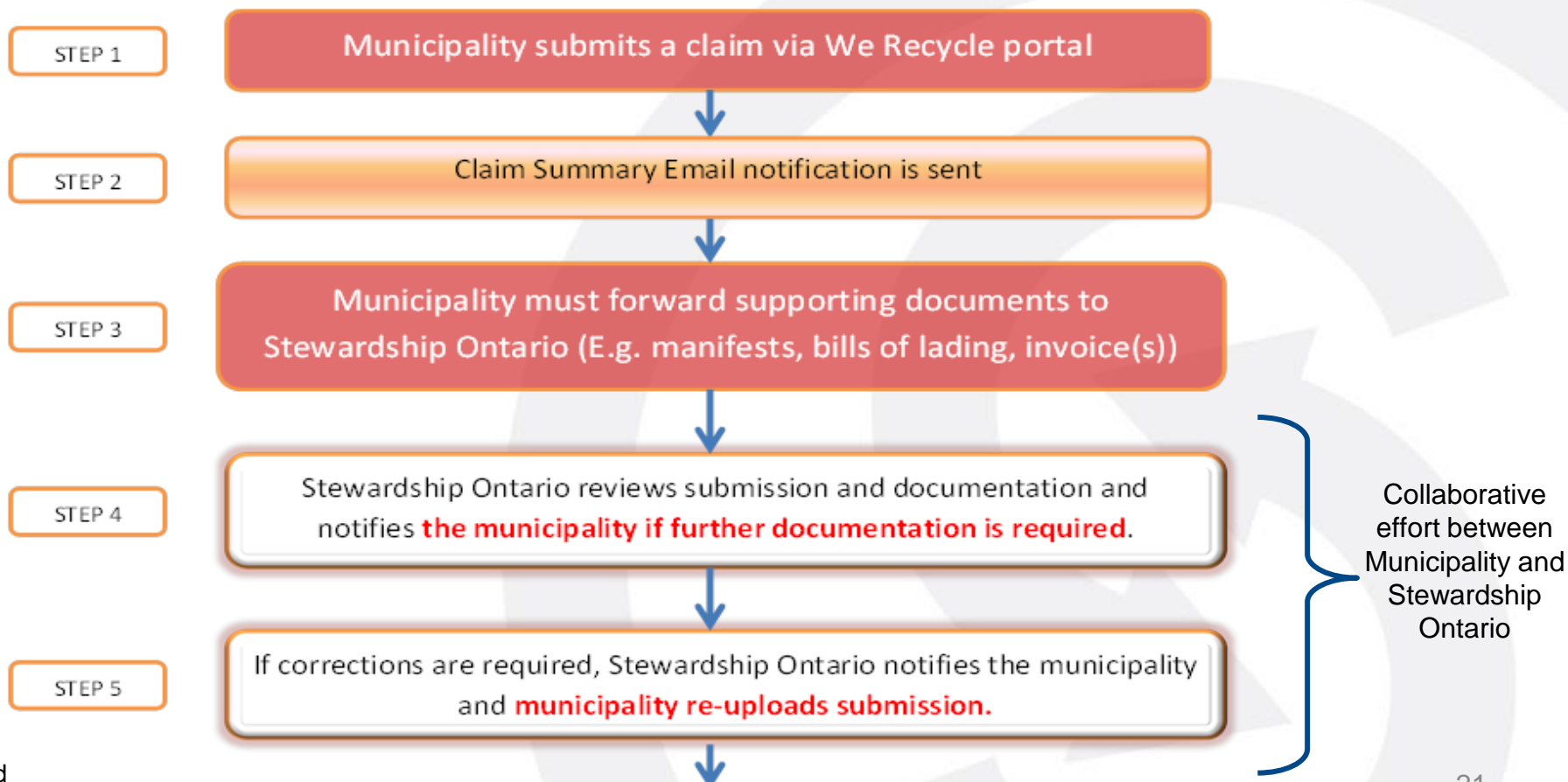
\* Supporting Documentation required before claim submission is approved (i.e. BOL's, manifest's, service provider invoices)

# High Level Steps for New Claim and Payment process



Stewardship Ontario

## New Claim Submission Process & Payment Method - Stewardship Ontario (SO)

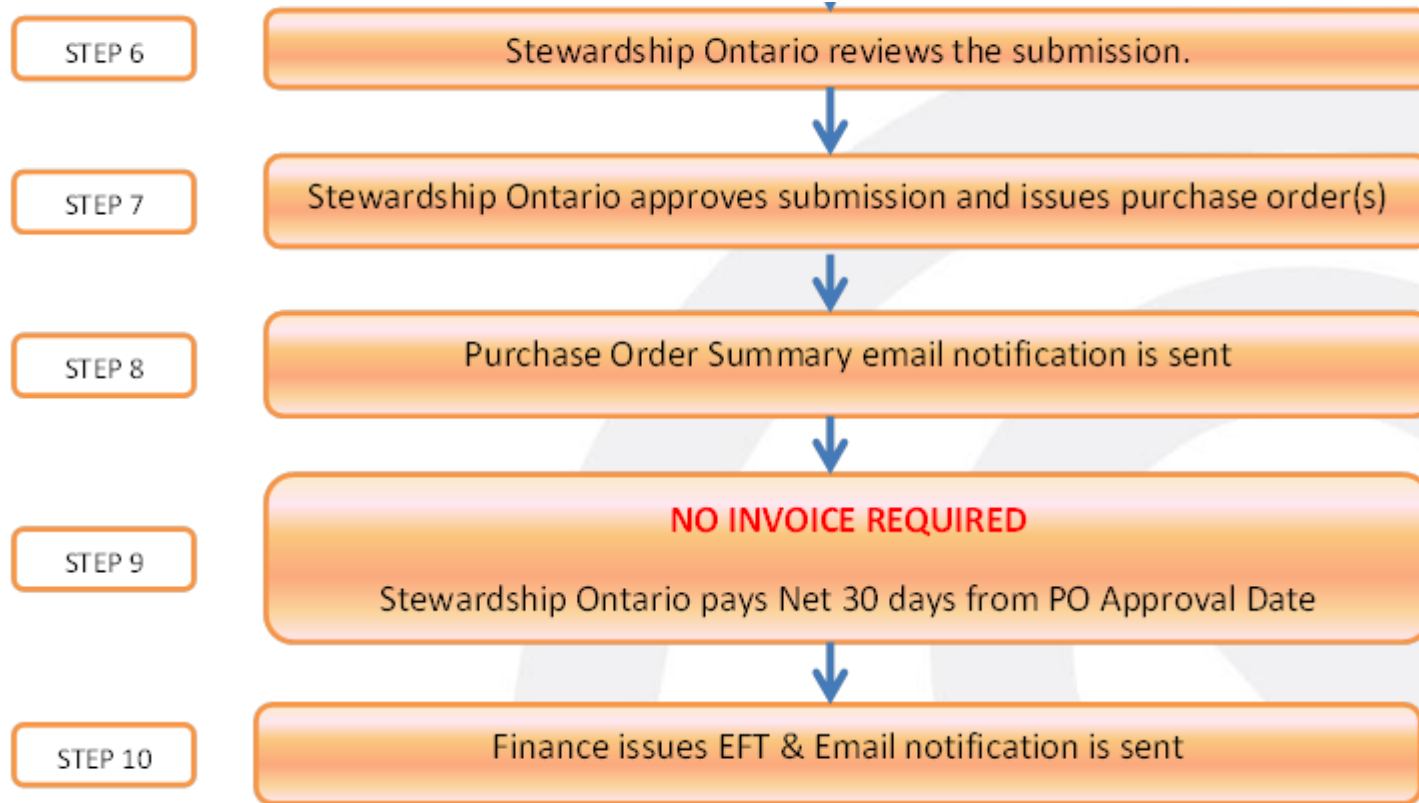


Legend

Municipality activity

SO activity

# High Level Steps for New Claim and Payment process



Legend

Municipality activity

SO activity

# Questions & Answers



## Reporting Changes

- When reporting any activities up to June 30<sup>th</sup>, 2013, your process remains the same
- When reporting any activities from July 1<sup>st</sup>, 2013 onwards, submit your claim using We Recycle Portal
- By October 1<sup>st</sup> 2013, all claims are submitted to Stewardship Ontario using the We Recycle Portal



- You will be receiving an email by July 30<sup>th</sup> 2013 that will include the following information:
  - New Microsoft Excel Upload Spreadsheet
    - contains a 'system contract' number
    - sample data to facilitate correct reporting of your materials
  - User Id and a temporary password will be provided
    - First time you log into the Portal, you will be prompted to create your own password
    - Passwords: Only Stewardship Ontario can reset a password

# Questions & Answers

- To ensure continuous improvement, we welcome your comments, concerns or questions at:

[serviceprovider@stewardshipontario.ca](mailto:serviceprovider@stewardshipontario.ca)

