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Downloading Historical Data from the WeRecycle Portal

Downloading Past Reports

From the <u>WeRecycle Portal</u> home page, launch the 'View Past Reports' tile. Or, launch the 'View/Edit Account' tile and select the 'Past Reports' tab.

- 1. Select the 'Past Reports' tab.
- 2. Use the filters to find a single past report or a set of past reports that match your search criteria. Click 'X' icon on the right to clear your filters. You can also click on any header in the table to sort.
- 3. Check off specific past reports. These are the only past reports that will be downloaded if the 'Download All Reports' button is clicked.
- 4. Use the 'Download All Reports' button to download .pdfs of past reports in a zip file.

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Profil	e Programs Past Reports Invoices Shared Files Man	age Contacts Interest Invo	ices				
Pas	t Reports						
Use	the drop down menu to filter or search reports or select report(s)	from the All Reports list be	ow. Please note that Report	t Period reflects program re	porting requirement (annual or qua	rterly).	
Progr	am:	Report Period:		Salas Ordas	R	port Status:	3
	•			Jales Order	4	· · · · · · · · · · · · · · · · · · ·	
All F	Reports (218)						Download All Reports
	Program	Invoice Period	Report Period	Data Period	Sales Order	Report Status	Report
	Multi Programs	2026	2025	2024	0040019712	In Progress	View PDF
	Circular Materials in Alberta	2025	2024	2023	0070017826	Report Submitted	View PDF
	Circular Materials in Alberta	2025	2024	2023	0070017725	Report Submitted	View PDF
	SK Recycles	2026	2025	2024	0040019560	In Progress	View PDF
	Automotive Materials Stewardship	2021	2021	2021	0000086397	Q4 In Progress	View PDF
	Circular Materials in Alberta	2025	2024	2023	0000095911	Report Submitted	View PDF
	Circular Materials in Ontario	2026	2025	2024	0040019463	In Progress	View PDF

Downloading Past Invoices

From the home page, launch the 'View Invoices' tile. Or, launch the 'View/Edit Account' tile and select the 'Invoices' tab.

- 1. Select the 'Invoices' tab.
- Use the filters to find a single invoice or a set of invoices that match your search criteria. Click 'X' icon on the right to clear your filters. You can also click on any header in the table to sort.
- 3. Use the 'Download All Invoices' button to download .pdfs of invoices in a zip file.
- 4. Check off specific invoices. These are the only invoices that will be downloaded if the 'Download All Invoices' button is clicked.
- 5. Click any 'Sales Order' number to open a .pdf copy of that report, including the kg and materials reported.
- 6. Click the 'Invoice' number to open a .pdf of the applicable invoice.
- 7. Invoices under \$5,000 CAD can be paid on the Portal with a credit card. Click the 'Pay By Credit Card' button on the applicable invoice to begin this process.

Profile Programs Past Reports Invoices Sh	nared Files Manage Contacts In	iterest invoices				
Invoices						
Use fields below to filter/search from list of All Invoice	es					
Program: Invoice Period:		Total:		Due Date: Payment Status:	_	
~	V Invoice/Sales Order	Q		~	× ×	
- For the most up to date information on your accou	unt balance, please refer to you las	t monthly statement or con	tact accounts receiva	ble at accounting@circularmaterials.ca. See the bottom	of this page for more information al	out invoices and payment
	ant balance, prease rener to you too	a monthly statement of con			r or this pube for more mornation as	
All Invoices (20)						Download All Invi
Program	Invoice Period	Reference Document	Invoice	Fee Details	Total Due Date	Payment Status
Stewardship Ontario Blue Box	2012	70001884	90147245		\$1.68 Sep 17, 2020	√Paid
Stewardship Ontario Blue Box	2013	70001881	90147214		\$1.05 Sep 11, 2020	√Paid
Stewardship Ontario Blue Box	2013	70001885	90030879		\$1.09 Jun 19, 2014	✓Paid
Stewardship Ontario Blue Box	2014	70001882	90147212		\$1.05 Sep 11, 2020	✓Paid
Stewardship Ontario Blue Box	2014	70002504	90036473		\$25.17 Sep 10, 2014	√Paid
Stewardship Ontario Blue Box	2014	70003302	90043417		\$0.00 Jan 02, 2015	√Paid
Stewardship Ontario Blue Box	2014	70004906	90045858		\$0.00 Jan 02, 2015	√Paid
Stewardship Ontario Blue Box	2016	57078	90178398		\$0.99 May 01, 2022	√Paid
Stewardship Ontario Blue Box	2022	75719	90162910		\$0.00 Jan 31, 2022	✓Paid
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