Membership Portal

Data that is captured by the member on the Members Portal will feed into the Account and Stats Submission sections in D365.

Contents:

Redeem Invitation

Invitation to Repak's new online portal email:

Member name:

You are invited to register as a user of Repak's newly developed online portal.

To redeem your invitation and access your account, please follow the link below and click the 'Register' button. This will allow you to set up your own username and password which you should keep safely and not disclose to anyone. Please note, other users can register separately with Repak.

Portal Invitation

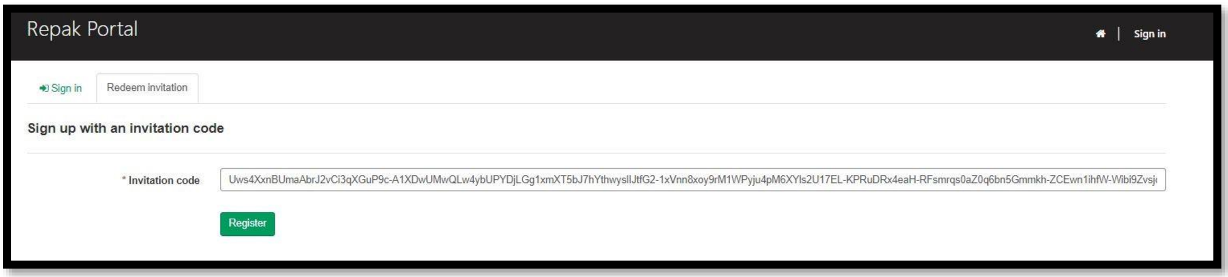
If you have any queries, please do not hesitate to contact us at info@repak.ie.

Regards,

The Repak Team

+353 (0)1 4670190

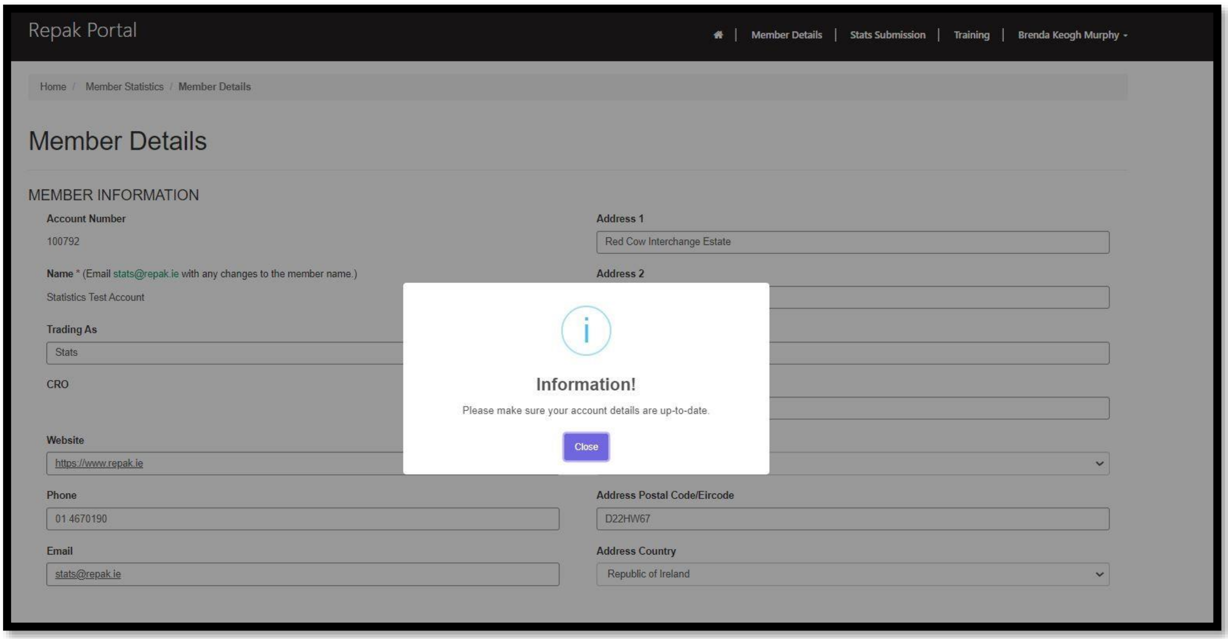
Click on the link in the email and then click Register.



When you click 'Register' you will be asked to enter a new Username, Password, confirm Password and press 'Save'. **Keep this username and password safe and do not share it.**

Edit company details, finance & bank details, contacts and premises

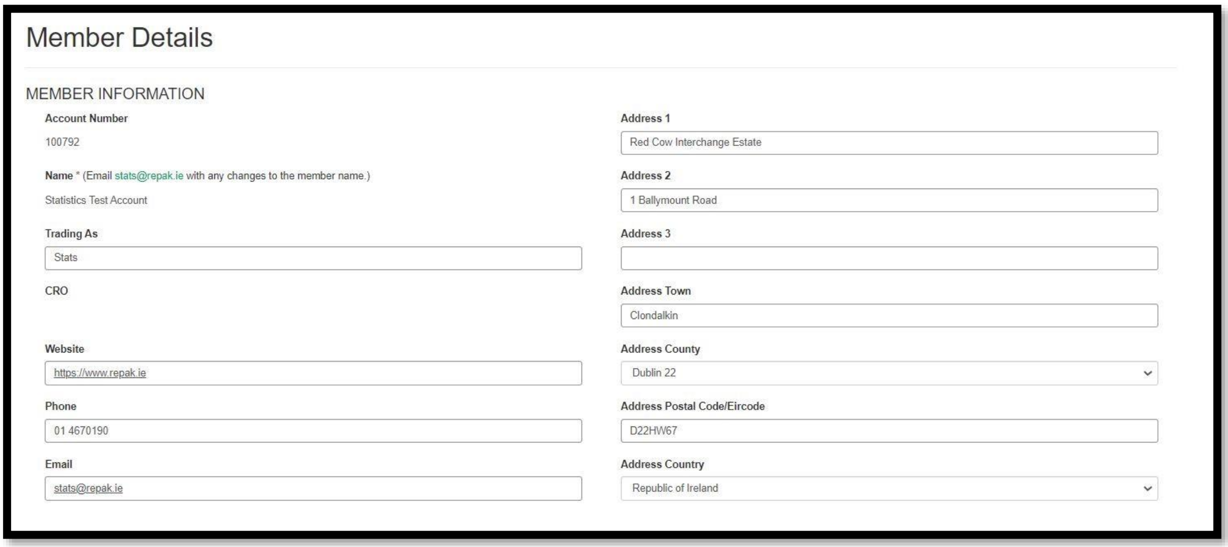
You should now be on the 'Member Details' page where a pop-up window will appear prompting you to check and update your account details. Click Close.



When new information has been entered or existing information updated, scroll to the bottom right corner of the page and press 'Save' in order for the information to be saved on the portal.

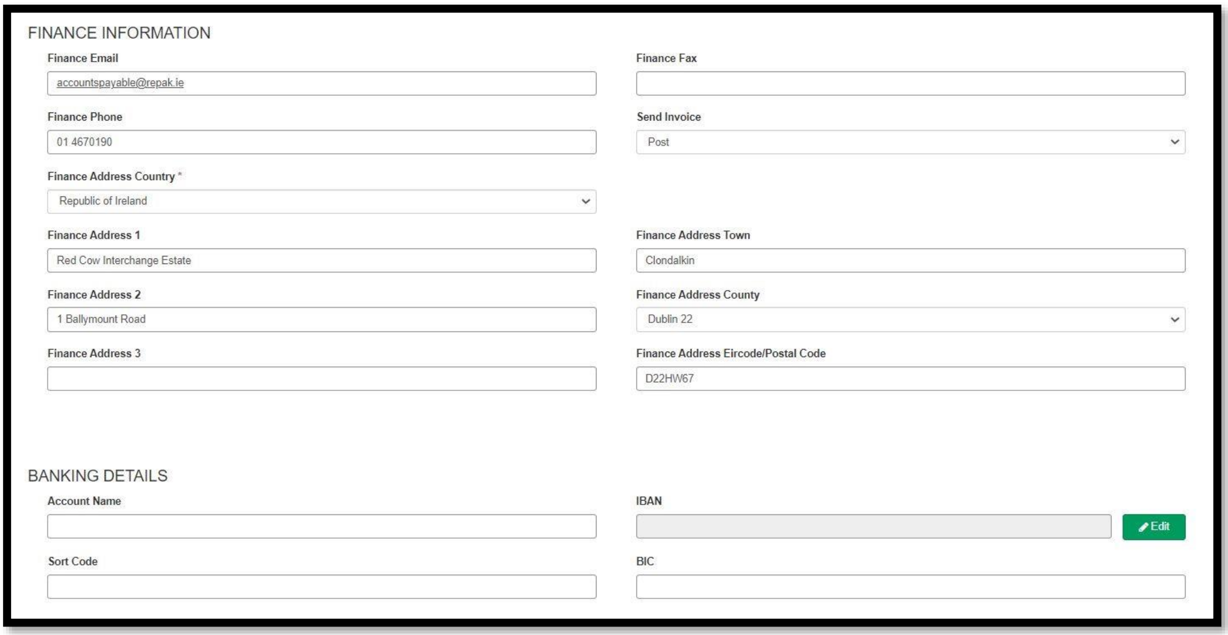
Review / update account details: trading as name; website; phone; email; address; Eircode.

Note: If the Member Name has changed, email stats@repak.ie to request this change.

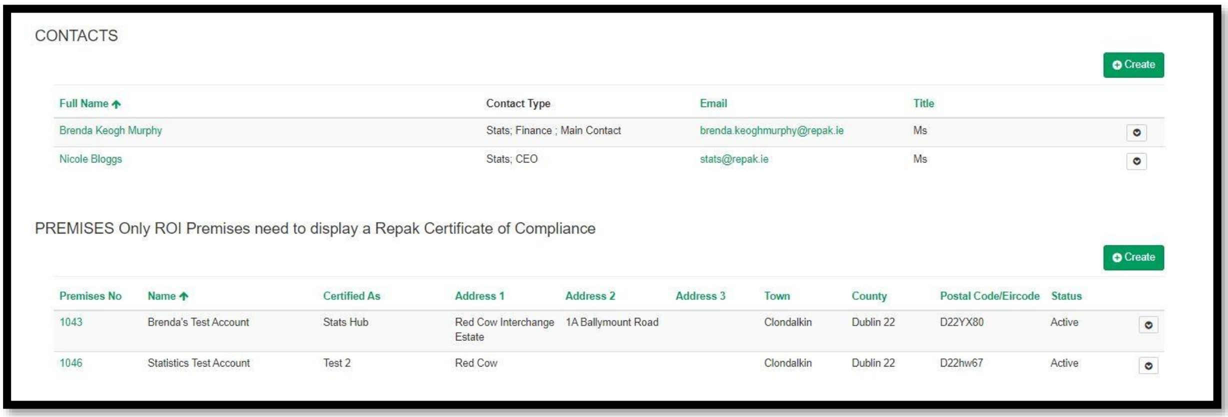


You can review and update the finance contact details, choose how you would like to receive your invoice and enter or update correct bank account details which are required for rebate qualification.

To update the IBAN details you must first click ‘Edit’, then enter details and press ‘Save’.



You can also update/add new contact people and premises details. To do this you click ‘Create’, enter the details and press ‘Save’.

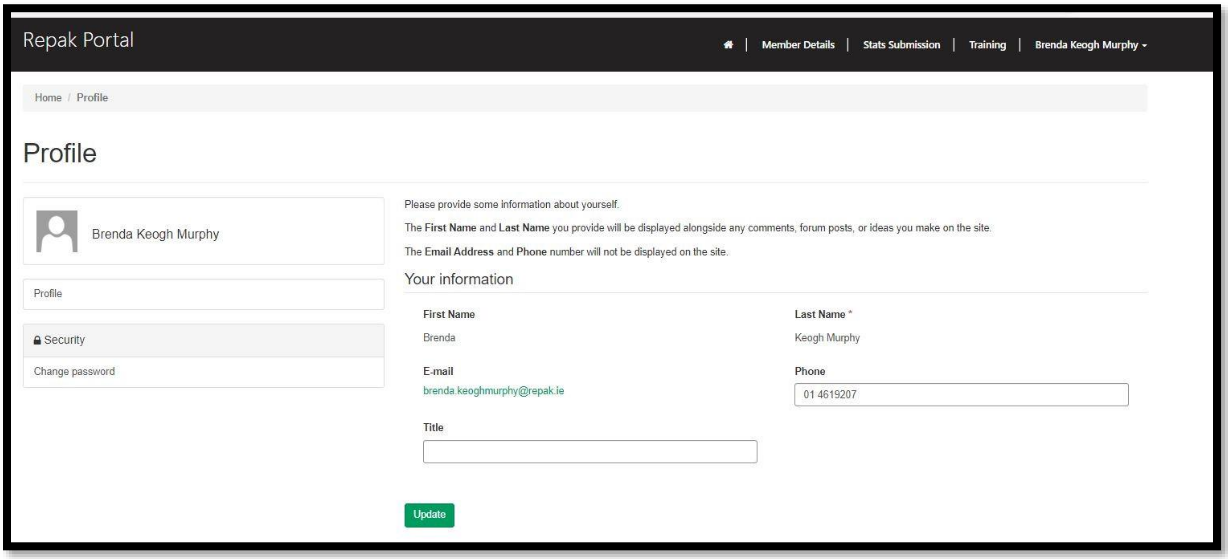


To exit the portal or navigate to a different section (Stats Submission or Training), use the navigation tool bar at the top of the page.

To sign out use the drop-down feature where the users name appears on the top left.

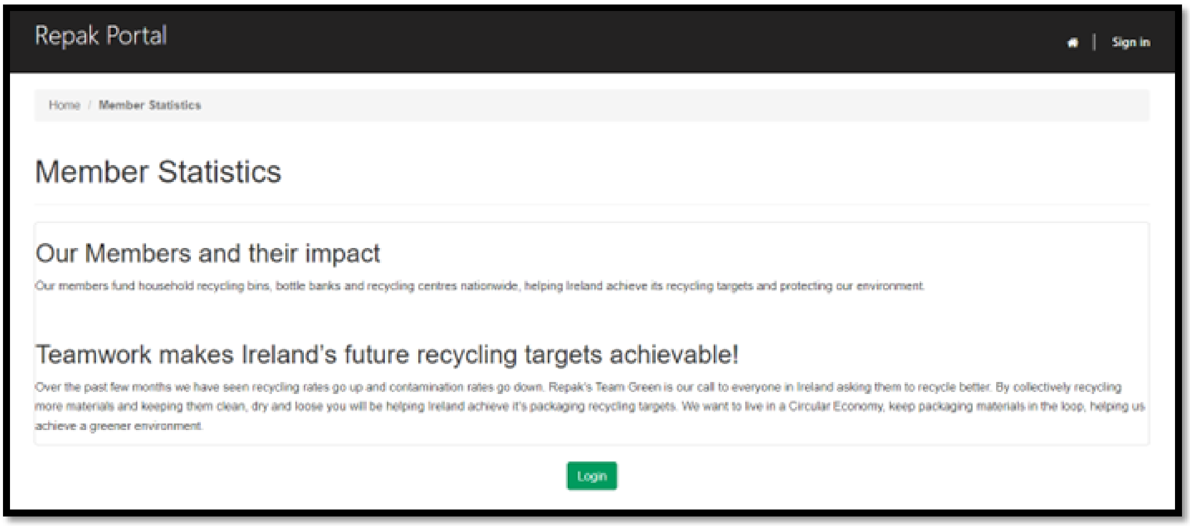
To change your password, use the drop-down feature where your name appears on the top left and click Profile and then 'Change Password'.

Click 'Update' before exiting the screen in order for the information to be saved on the portal.

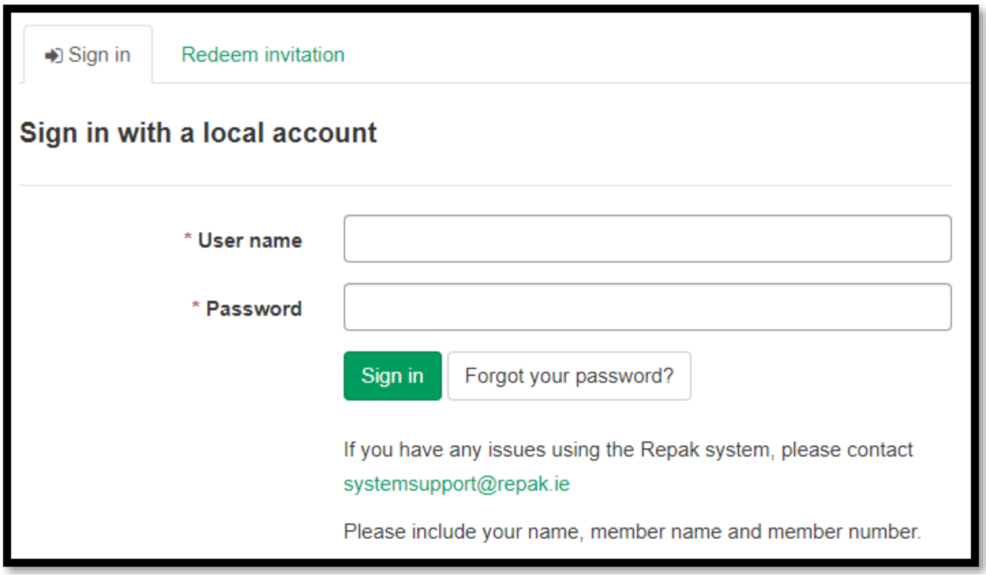


Log in to Portal

When you logs in to the portal on subsequent occasions i.e. when you have already registered their username and password, you will see the following landing page. Click on login, to access the membership portal.



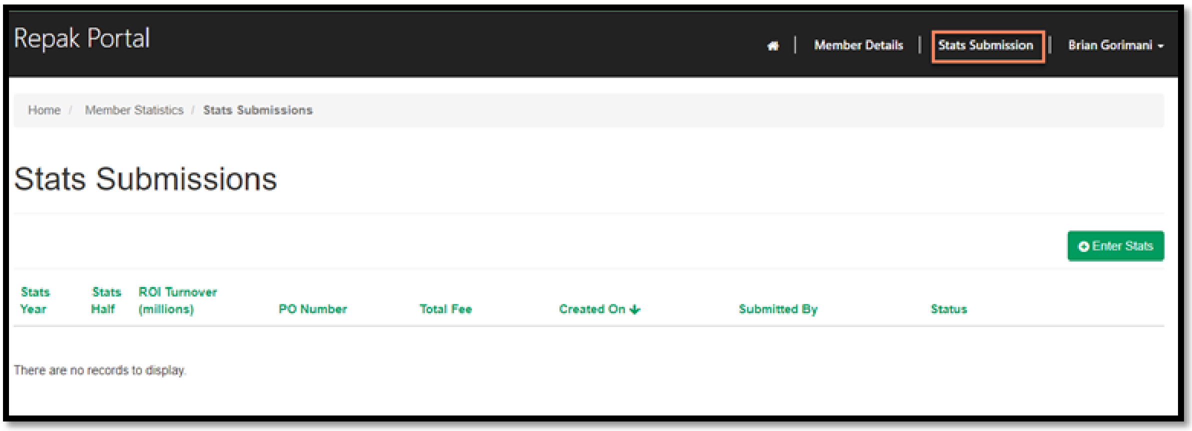
Sign in with your username and password.



Stats Submissions

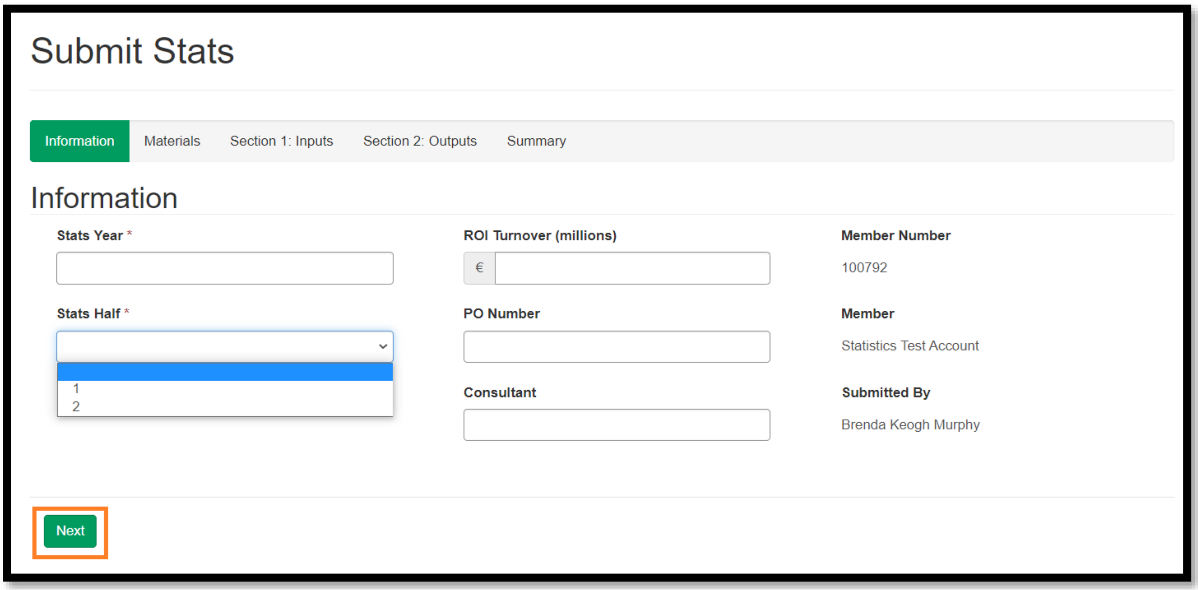
1. To submit stats, click ‘Stats Submission’ on the site map.

2. click Enter Stats to begin the Stats submission process.

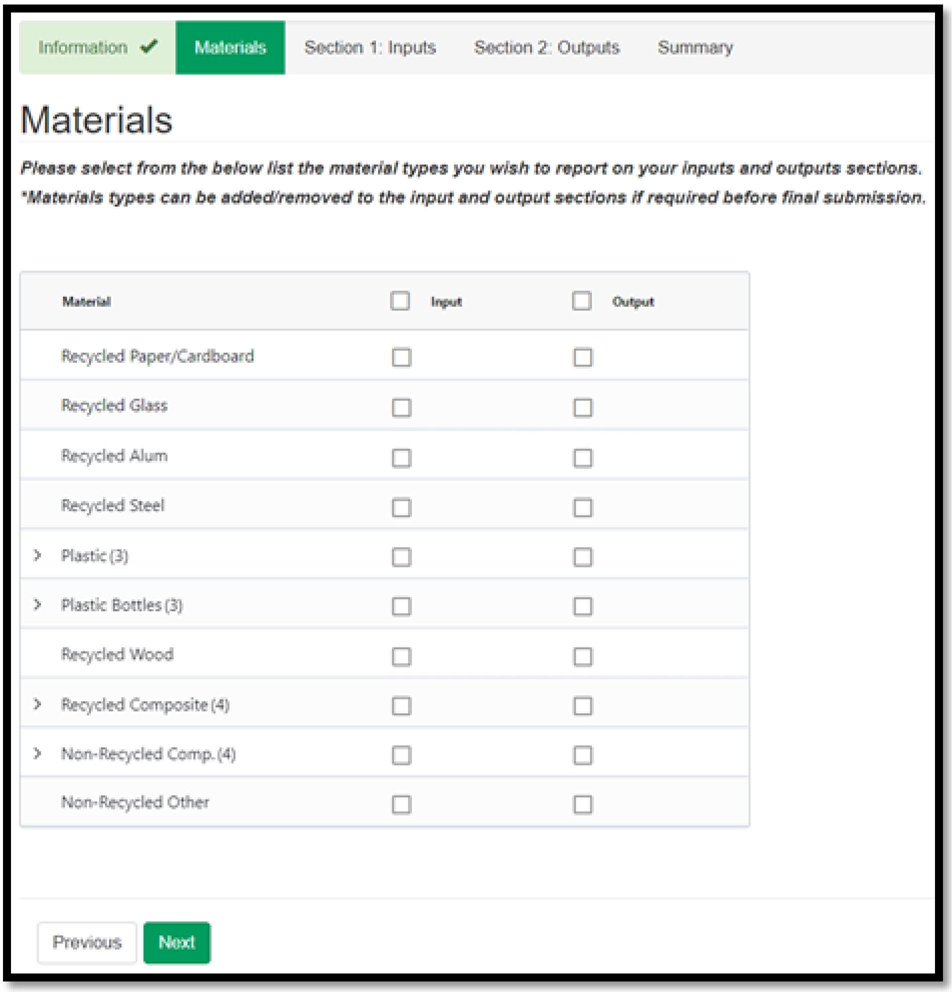


3. Enter the Stats Year and Half and the other fields.

4. Once done click the next button to proceed to the other sections.

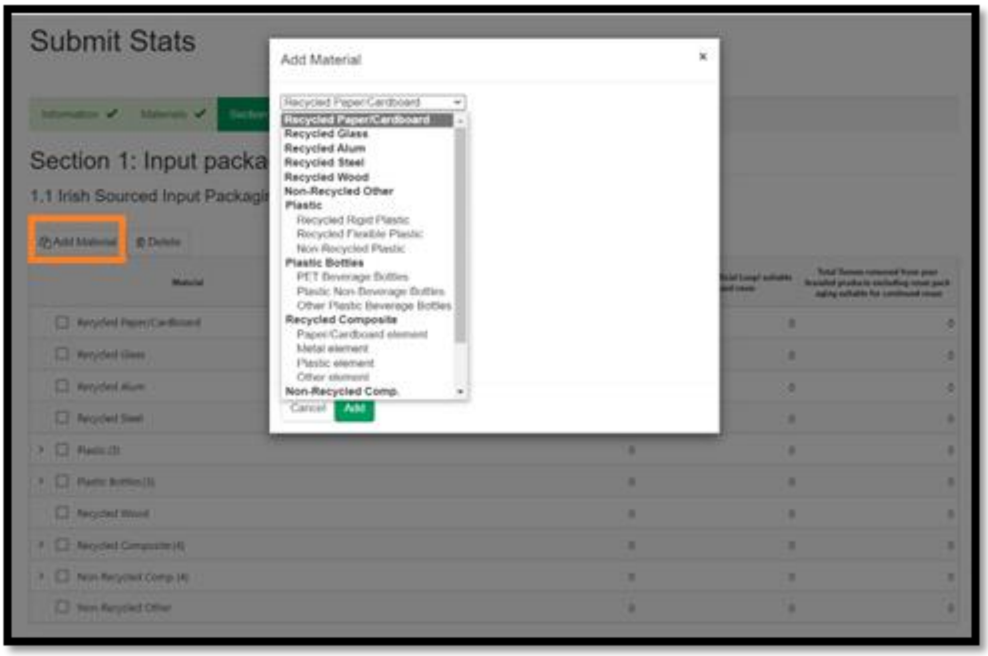


5. You are required to select the materials you are going to submit stats for. By default all input and output materials will be de-selected on the portal. E.g. if the Output Recycled Paper/Cardboard box is ticked, there will be a row in 2.1, 2.3 and 2.2+2.4 for Paper/Cardboard.

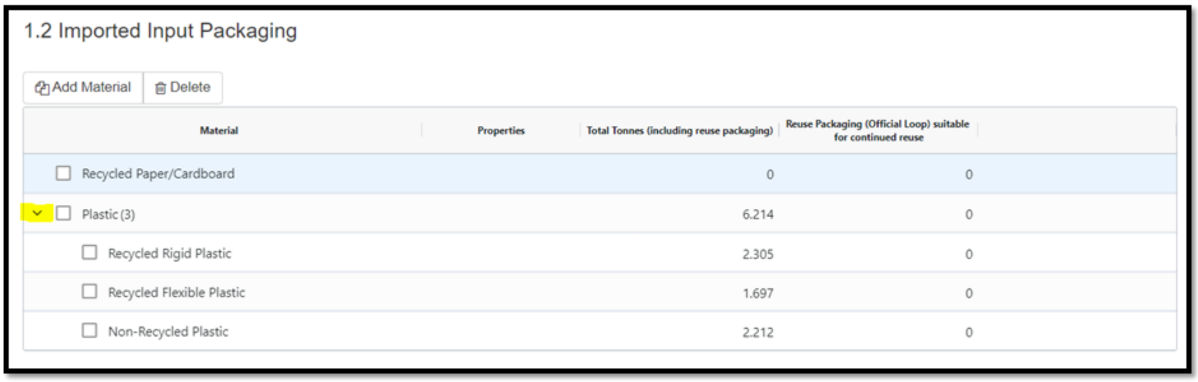


6. Click next to progress to the input section. Once you click Next, you can't come back to this screen however, see the below point for changing your materials selected.

7. You can click on the Add Material button if you wish to add more materials to the input sub-section (e.g. material will be added to 1.1 only in the below example). There is a Delete button which can be used to remove a material from that sub-section.



8. Select the material you would like to add tonnage for. A breakdown is required for some material types at the Brandholder/Importer stage. If you have tonnage here, the cell will change colour. Click the chevron beside the material name to enter the breakdown – which must add up to the total.

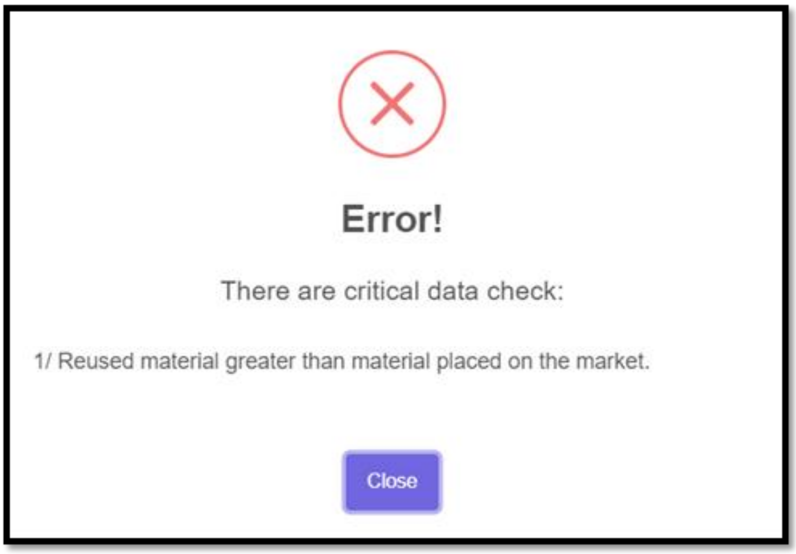


9. At any stage the Save button at the bottom right of the screen can be used to save a Draft which can be returned to later. It is also possible to move back and forth between Inputs, Outputs and the Submit screen by using the Previous and Next buttons at the bottom of the screen.

10. The system will run validations as the data is entered to show anywhere more information is required / errors occur.

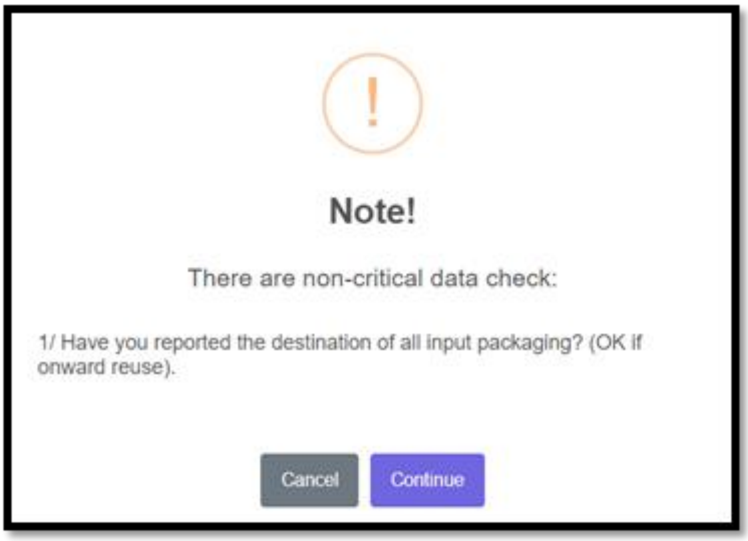
11. Errors within the data entry process will prevent the user from proceeding and the solution will provide the below error when the user clicks the next button.

12. The error will need to be fixed for the user to progress with the stats entry process.



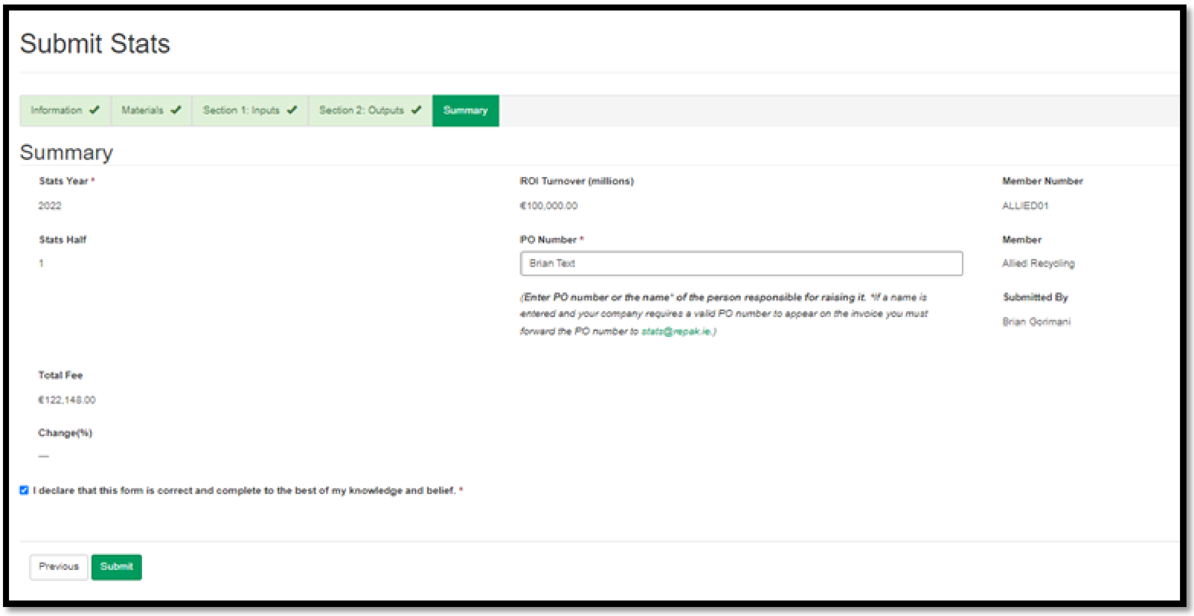
13. The portal will also provide alert notes for any incorrect data that has been captured however the alert notes will not stop the user from progressing to the next section. The screenshot below shows what a note sign looks like.

14. The user can click on the continue button to move to the next section or they can click on the cancel button to make changes to the data.

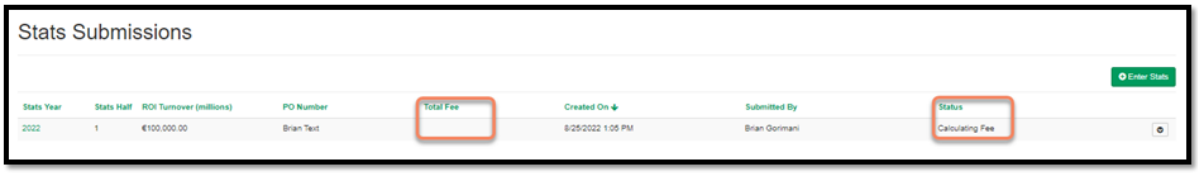


15. Once all required stats are entered, click Next from the Outputs screen to get to the Submit Stats page. Here you can see the Total Fee, subject to the minimum fee, and see the % change compared with the same half of the previous year, if applicable.

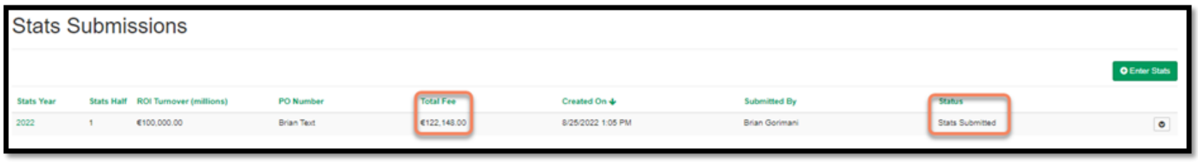
16. A PO number or the name of the person responsible for providing it is entered before submitting the stats. A declaration that the data is correct and complete is also required before clicking on the submit button to submit the stats to Repak.



17. Once submitted, the status will change to calculating fee.



18. Once the transparency sheet has been generated the Total Fee will then display on the portal and the status will change to stats submitted.



19. The user will then be able to download the transparency sheet from the portal.

20. At a later date, when an invoice is raised based on the submission, the invoice will be available under Attachments also.