



Guidance Document for Repak ELT Retailer Reporting.

Version 1.0

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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 Retailer 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 you 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 waste tyres, by category, taken away by each waste collector within the reporting period.
-

Getting Started

Once a new retailer member joins Repak ELT they will need to obtain their Retailer Blackbox log-in details. Please email us at info@repakelt.ie to request them.

We will be back in contact as soon as possible with an email which includes:

1. Username (your member number with an 'R' at the end, e.g. 1418R)
2. Password (10 character code which contains both upper and lower case letters, and numbers).

There will also be a link included which allows you to click directly from the email through to the Retailer Blackbox log-in page. Alternatively, the log-in 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 log-in page is displayed you will be asked to input your Username and Password. Remember, these codes are case-sensitive. If you forget either (or both!) then please [email us](#) to request a reminder.

It is easiest 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

The first time you log-in you will be asked to create an 8 character PIN code. This PIN code needs to satisfy the following requirements:


- At least four letters (at least two of which should be upper case)
- At least two digits
- At least one symbol, e.g. % & £ \$ €

Note: PIN characters are case sensitive.

An example of an acceptable PIN code is: 12T3Wyh\$

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

If you have issues relating to any of this please get in contact with Repak ELT and we will walk you through the process.

REPAK  **ELT**

End of life tyres

Welcome to RELT
RepakELT's online data submission facility

LOGOUT


New PIN

Members must create an eight character PIN code for additional security.

The PIN should include at least four letters, at least two of which should be capitals, at least two digits, and at least one symbol. E.g. 12T3Wyh\$
PIN characters are case sensitive


This PIN is encrypted before being stored and will only be known to the person creating it.
If you forget your PIN, you will need to contact RepakELT to allow you to create a new PIN.
If you want to change your PIN at any time, just enter the new one and it will overwrite the existing.

Enter PIN

 **Continue**

Returning user

If you have already previously set up a PIN code for your Retailer Log-in then you will see the following screen instead:

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RepakELT's online data submission facility

LOGOUT


Enter PIN

Please enter the selected characters from your eight character PIN

PIN characters are case sensitive

Character 7 Character 8 Character 5 Character 6

Clear

 **Continue**

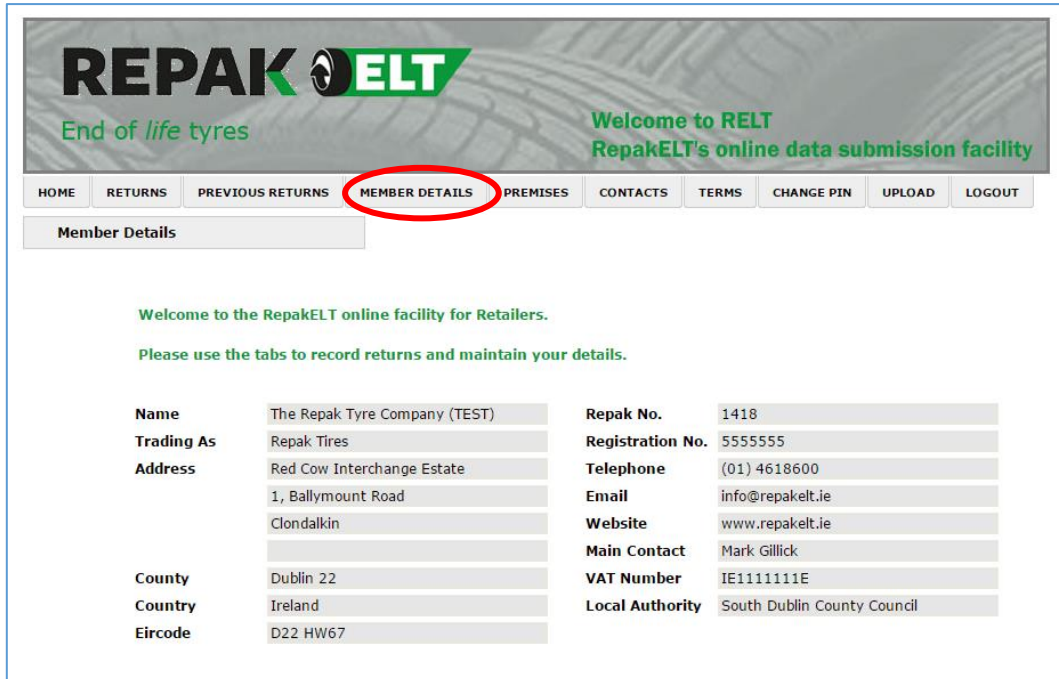
You will be asked to enter a random 4 characters from your 8 character PIN code.

This is not to be confused with your Password.

Home Screen.

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

Here you are 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 section on page 15.



REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS **MEMBER DETAILS** PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Member Details

Welcome to the RepakELT online facility for Retailers.
Please use the tabs to record returns and maintain your details.

Name	The Repak Tyre Company (TEST)	Repak No.	1418
Trading As	Repak Tires	Registration No.	5555555
Address	Red Cow Interchange Estate	Telephone	(01) 4618600
	1, Ballymount Road	Email	info@repakelt.ie
	Clondalkin	Website	www.repakelt.ie
		Main Contact	Mark Gillick
County	Dublin 22	VAT Number	IE1111111E
Country	Ireland	Local Authority	South Dublin County Council
Eircode	D22 HW67		

Returns

Once happy with your contact details click on Returns from the grey toolbar to begin entering the reporting data. You will be presented with a list of reporting returns due/overdue.

Select whichever Return you would like to begin with – there is no required order or reporting.

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End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Enter Returns

Welcome to the RepakELT online facility for Retailers.

Your last submitted return was :

Period Quarter 2 2016
Date 27 March 2017

Please select the return you want to complete from the following list

- Quarter 4 2016
- Quarter 1 2017

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.

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Enter Return Repak No.: 1418 Period: Quarter 1 2017

Name: The Repak Tyre Company (TEST)

* Submitted By (Name) Cannot be blank Email
Position Telephone
PO Number:
Notes

Continue entering your return** Save & Continue

* denotes mandatory fields
** Please note that by continuing you have agreed to the accept the standard terms and conditions for the site. Click [here](#) to view them.

Main Menu

Main Menu is where the main reporting data is inputted.

You will need to progress line by line before eventually clicking '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 like and it will be saved from session to session.

The screenshot shows the Repak ELT Main Menu interface. At the top, there is a header with the Repak ELT logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, UPLOAD, and LOGOUT. The "Main Menu" link is highlighted with a red circle. Below the navigation bar, there are input fields for "Repak No.: 1418", "Period: Quarter 1 2017", and "Change(%): -100.00". A text field shows "Name: The Repak Tyre Company (TEST)". Below this, a section titled "Please complete the steps below in sequence" lists five steps: 1. Enter the details of the return (Inputs), 2. Compare with previous period (Compare), 3. Enter the details of tyres collected (Collections), 4. Submit the details (Submit), and 5. Print the submission (Print). Arrows indicate the sequence from step 1 to 5.

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 Submit stage (which will be blue) and send the data to Repak ELT. You will then be able to Print your return for your records.

In the following pages we will take a closer look at each step of the process.

Inputs

Inputs 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.

This will need to be broken out 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

The screenshot shows the REPAK ELT online data submission facility. The header includes the logo and a welcome message. A navigation bar contains links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, UPLOAD, and LOGOUT. Below this, there's a section for 'Return Details' with 'Repak No.: 1418' and 'Period: Quarter 1 2017'. A 'Return to main menu' button is present. The main content area prompts the user to 'Enter tyre quantities purchased by you in the period.' and includes a note about hovering over column headings. A table with columns 'Main Category', 'Sub Category', 'Supplier', and 'Quantity' is shown. The 'Main Category' dropdown is open, displaying a list of categories: Agricultural, Construction, Industrial, Motorcycle, Part Worn / Used, Passenger Car/Van/4x4, Retreads, and Truck/Bus. An 'Add' button is next to the 'Quantity' column. Below the table, there's a text input field and an 'Add Supplier' button.

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Return Details Repak No.: 1418 Period: Quarter 1 2017

Return to main menu main menu

Enter tyre quantities purchased by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Sub Category	Supplier	Quantity
Please Select	Please Select	Please Select	

been entered, click on "main menu"

not on the list? Add them here.

Add Supplier

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.

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Return Details Repak No.: 1418 Period: Quarter 4 2016

Return to main menu main menu

Enter tyre quantities purchased by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Sub Category	Supplier	Quantity
Truck/Bus	Please Select	Please Select	

First Last

Once all your data has been entered, click on "main menu"

Supplier not on the list? Add them here. Add Supplier

Select the relevant Sub Category before moving on to the Supplier drop down list.

Adding Suppliers

The third drop down list relates to Suppliers – from whom you got your tyres.

When reporting for the first time you will need to add your suppliers into this list. To do so click Add Supplier towards the bottom right. This will open up a new screen where you will be able to enter the details of your supplier before clicking 'Save & Continue'.

Should you have more than one supplier you can go back in to 'Add Supplier' as often as required to keep adding new suppliers. Once added, your suppliers will always be listed for future reporting.

If you have a lot of suppliers and think this might take you a lot of time then you can get in touch with Repak ELT and we can upload the relevant Suppliers to the blackbox on your behalf.

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Add To List

* Name
Trading As
* Address
Town
County Antrim
* Country Belgium

Add Save & Continue

* denotes mandatory fields

REPAK

ELT

End of life tyres

Welcome to RELT

RepakELT's online data submission facility

HOME

RETURNS

PREVIOUS RETURNS

MEMBER DETAILS

PREMISES

CONTACTS

TERMS

CHANGE PIN

UPLOAD

LOGOUT

Return Details

Repak No.: 1418

Period: Quarter 1 2017

Return to main menu

main menu

Enter tyre quantities purchased by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Sub Category	Supplier	Quantity	
Please Select	Please Select	Test Supplier	500	Add

First Last

Once all your data has been entered, click on "main menu"

Supplier not on the list? Add them here.

Add Supplier

Once your Suppliers have been uploaded they will become visible in the Supplier drop down list. Click on the relevant supplier and then finally add the number of tyres you were supplied from the business. Once this is complete, click on the Add button to the right of the row. Your data has now been recorded.

REPAK

ELT

End of life tyres

Welcome to RELT

RepakELT's online data submission facility

HOME

RETURNS

PREVIOUS RETURNS

MEMBER DETAILS

PREMISES

CONTACTS

TERMS

CHANGE PIN

UPLOAD

LOGOUT

Return Details

Repak No.: 1418

Period: Quarter 1 2017

Return to main menu

main menu

Enter tyre quantities purchased by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Sub Category	Supplier	Quantity	
Passenger Car/Van/4x4	Passenger Car/Van/4x4	Test Supplier	500	Change Delete
Please Select	Please Select	Please Select		Add

First 1 Last

Once all your data has been entered, click on "main menu"

Supplier not on the list? Add them here.

Add Supplier

When you are happy that all the relevant data has been added click on Main Menu towards the top right. This will bring you back to the previous page.

The Inputs row has now turned green and the Compare row has turned blue, therefore, you may now click on Compare.

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

➔ Main Menu Repak No.: 1418 Period: Quarter 1 2017

Name: The Repak Tyre Company (TEST)

Please complete the steps below in sequence

1. Enter the details of the return **Inputs**
2. Compare with previous period **Compare**
3. Enter the details of tyres collected Collections
4. Submit the details Submit
5. Print the submission Print

Compare

The Compare screen is simply used to inform the Member how they compare against their previous return. This is a read-only screen and, once you are satisfied, you may click on the Main Menu button towards the top right again to return to the previous screen.

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HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

➔ Compare Repak No.: 1418 Period: Quarter 1 2017

➔ Return to main menu **main menu**

Comparison between current period and previous period (Quarter 2 2016)

Stock Description	Previous	Current	% Change
Industrial Pneumatic 12' - 15' - 20'	1	0	0.00
Passenger Car/Van/4x4	0	500	0.00

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.

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HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Collection Details Repak No.: 1418 Period: Quarter 1 2017

Return to main menu main menu

Enter tyre quantities collected from you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Collector	Quantity
Passenger Car/Van/4x4	Test Waste Tyre Collector	2500

First Last

Once all your data has been entered, click on "main menu"

Again, select the appropriate Main Category of tyre. Next, type in the name of your Waste Collector and, finally, the number of tyres collected in that period. Click Add to save the information.

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Collection Details Repak No.: 1418 Period: Quarter 1 2017

Return to main menu main menu

Enter tyre quantities collected from you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Collector	Quantity
Passenger Car/Van/4x4	Test Waste Tyre Collector	2500

Please Select

First 1 Last

Once all your data has been entered, click on "main menu"

When all the required data has been inputted click Main Menu once more to return to the previous overview screen.

Submitting your return

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

When you are certain you are finished click on Submit. This sends the information in to Repak ELT.

The screenshot shows the Repak ELT 'End of life tyres' submission facility. The header includes the Repak ELT logo and a welcome message. A navigation bar contains links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, UPLOAD, and LOGOUT. Below the navigation bar, there are input fields for 'Repak No.: 1418', 'Period: Quarter 1 2017', and 'Change(%) : 49,900.00'. The user's name is 'The Repak Tyre Company (TEST)'. A sequence of five steps is shown: 1. Enter the details of the return (Inputs), 2. Compare with previous period (Compare), 3. Enter the details of tyres collected (Collections), 4. Submit the details (Submit), and 5. Print the submission (Print). The 'Submit' button in step 4 is circled in red.

Your information now becomes locked down and read-only. If you would like to view your return then 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.

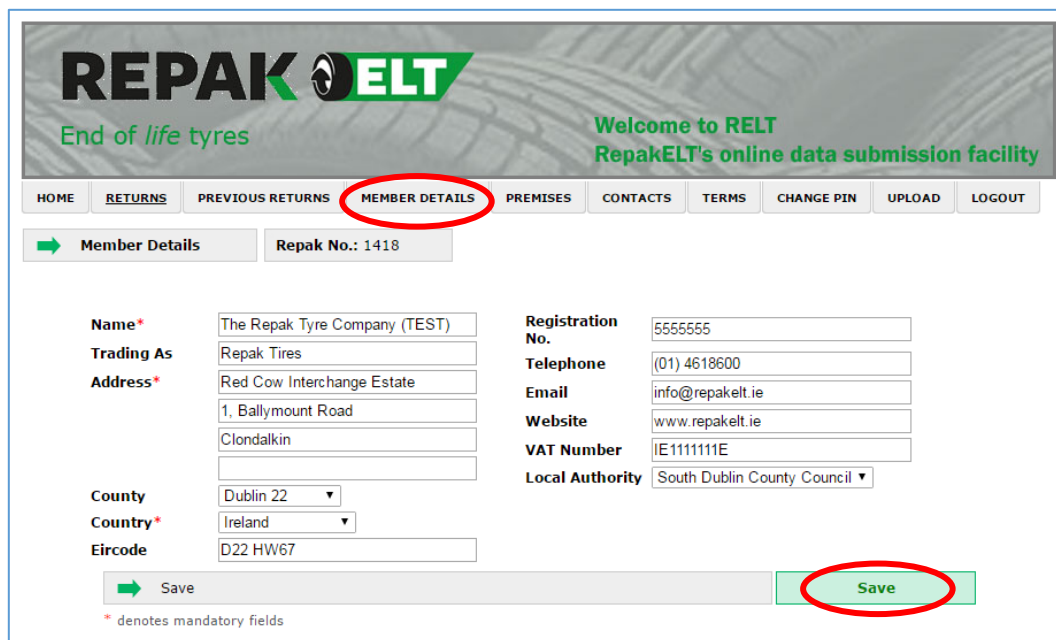
Previous Returns

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

The screenshot shows the Repak ELT 'Previous Returns' interface. The 'PREVIOUS RETURNS' tab is circled in red. Below the tab, there is a section titled 'Please select the return you want to review from the following list' which contains a list of previous returns: Quarter 4 2015, Quarter 1 2016, Quarter 2 2016, and Quarter 3 2016. The list is circled in red.

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 you click Save this will update Repak ELT's database system.



REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS **MEMBER DETAILS** PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Member Details Repak No.: 1418

Name* The Repak Tyre Company (TEST)
Trading As Repak Tyres
Address* Red Cow Interchange Estate
1, Ballymount Road
Clondalkin
County Dublin 22
Country* Ireland
Eircode D22 HW67

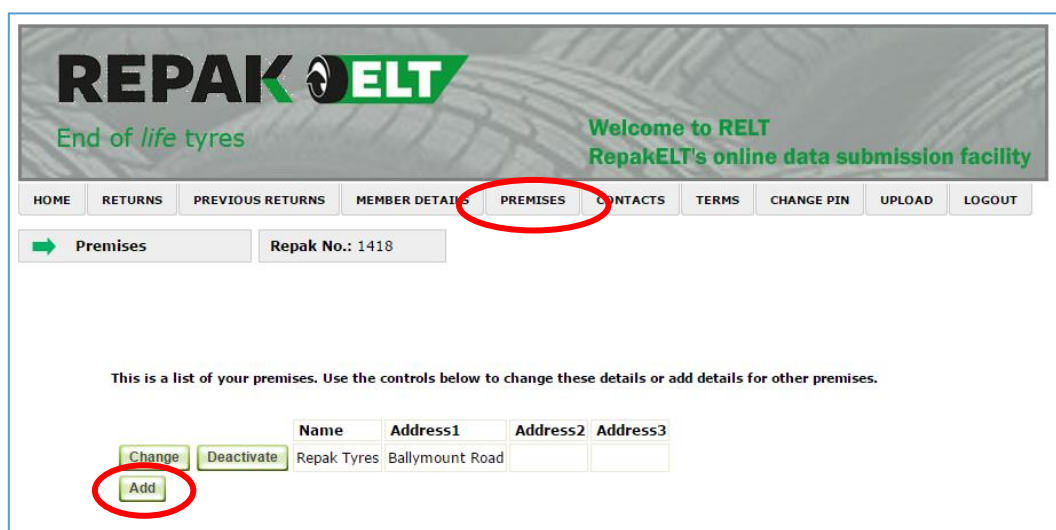
Registration No. 5555555
Telephone (01) 4618600
Email info@repakelt.ie
Website www.repakelt.ie
VAT Number IE1111111E
Local Authority South Dublin County Council

Save Save

* denotes mandatory fields

Premises

If you need to change a premises in any way you can do so here. If the premises is no longer dealing in tyres or waste tyres then click on deactivate. If you have added a new premises then you can Add it here.



REPAK ELT
End of life tyres

Welcome to RELT
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HOME RETURNS PREVIOUS RETURNS **MEMBER DETAILS** **PREMISES** CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

Premises Repak No.: 1418

This is a list of your premises. Use the controls below to change these details or add details for other premises.

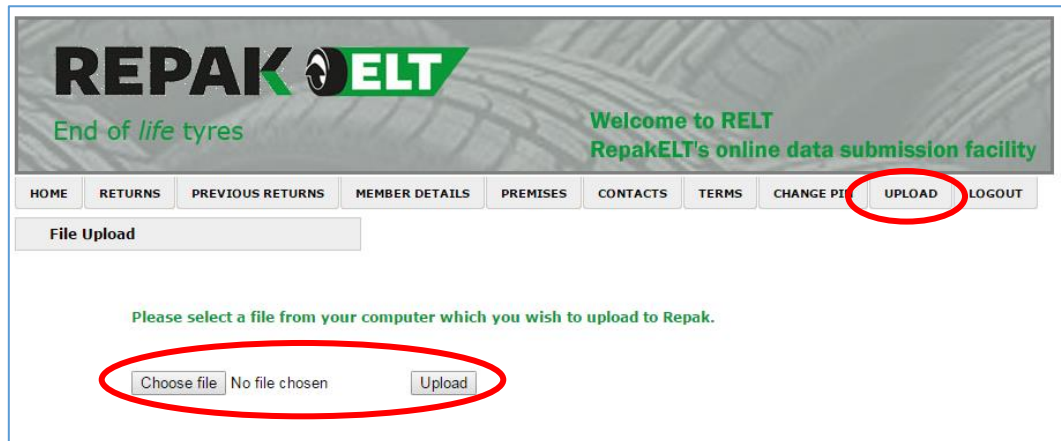
	Name	Address1	Address2	Address3
Change Deactivate	Repak Tyres	Ballymount Road		

Add

File Upload

For any other information relating to your reporting, etc, you can add these documents here.

Simply click Upload and browse for the relevant file in order to upload it here.



REPAKELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PI **UPLOAD** LOGOUT

File Upload

Please select a file from your computer which you wish to upload to Repak.

Choose file No file chosen Upload

