Guidance Document for Repak ELT Retailer Reporting.

Version 3.0

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Contents

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 'A', 'P', or 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 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 you can reset by clicking on *Forgot Password or PIN? Click here. Please see Page 17 for further instruction on resetting.

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 login 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$

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, so that you will be asked to re-create a new PIN code the next time you attempt to login.

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

New PIN Code

Returning user

If you have already previously set up a PIN code for your Returns Login then you will see the following screen instead:
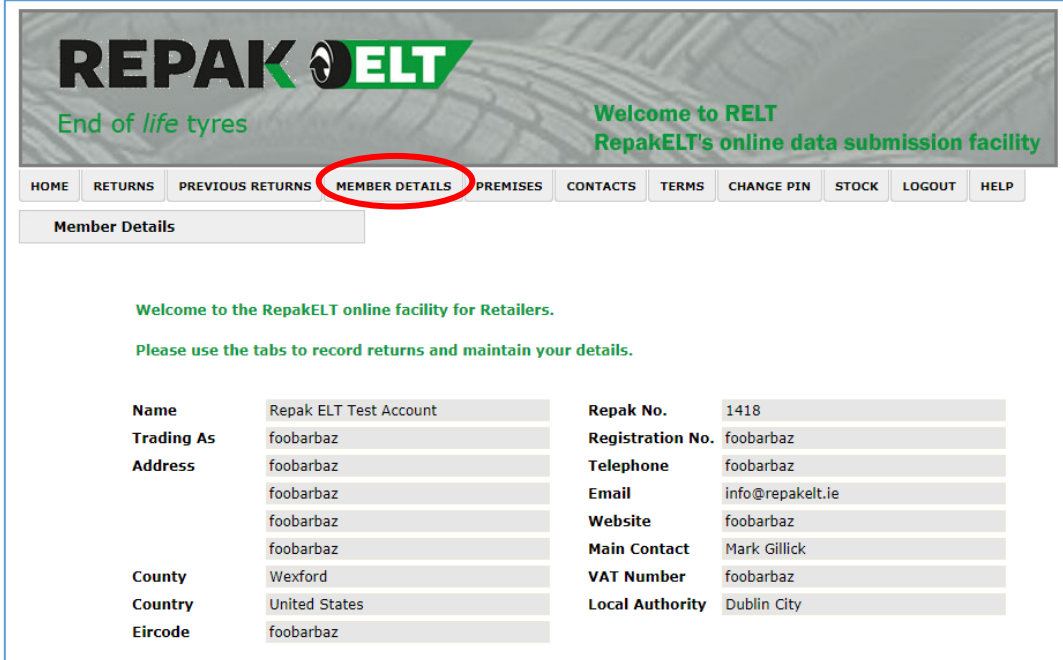

You will be asked to enter a random 4 characters from your 8 character PIN code.

This is not to be confused with your Password.

Home Screen

Once logged-in successfully you will be directed to the 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 17.

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 returns 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.

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 with in this section clicking submit to send the data to Repak ELT. You will then be able to print your return for your records.

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 will 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 Suppliers

The third drop down list relates to Suppliers from whom you received 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 number of your supplier before clicking 'OK'.

 This number can be found on the Members List by following this link https://repakelt.ie/member-list/?operator=&county. You will need to open a new web page to look up the number on the members list as it cannot be searched while logged in to the returns site. If your supplier is not listed please contact info@repakelt.ie.

Should you have more than one supplier you can go back in to 'Add Supplier' as often as required. 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 considerable time then you can get in touch with Repak ELT and we can upload the relevant Suppliers to the Blackbox on your behalf.

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 Save to the right of the row. Your data has now been recorded.

When you are happy that 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 fitted.**

2. Tyres Fitted

The inputs row has now turned green and the **Tyres Fitted** row has turned blue, therefore, you may now click in and entre the data.

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. Select the relevant Sub Category before moving on to the tyre quantity.

When you are happy that 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 **3. Enter the details of tyres sold.**

3. Tyres Sold

Within the Tyre Sold section there are Main Categories and specific Sub Categories as seen in the second drop down list. This helps better define the type of tyres being sold by you. 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 number into this list. To do so click Add Customer towards the bottom right. This will open up a new screen where you will be able to enter the number of your customer before clicking 'OK'.

This number can be found on the Members List by following this link https://repakelt.ie/member-list/?operator=&county. You will need to open a new web page to look up the number as it cannot be searched while logged in to the returns site. If you do not have a number for a customer General Public and Export Sales are available for selection.

Should you have more than one customer you can go back in to 'Add Customer' as often as required. Once added, your customer will always be listed for future reporting. If you have a lot of customers and think this might take you a considerable time then you can get in touch with Repak ELT and we can upload the relevant customers 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. Your data has now been recorded.

When you are happy that 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, **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. 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 will be able to select from a drop down menu before clicking 'Save & Continue'.

When you are happy that all the relevant data has been added click on save.

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

Return Summary

Member	Repak ELT Test Account
Returns Period	September 2017
Submitted By	ngfhrhrth
Telephone	
Email	
Quantity of Tyres Purchased	400
Quantity of Tyres Fitted	300
Quantity of Tyres Sold	400
Quantity of Tyres Collected	400
Return Notes	

Return Details

Tyres Purchased

Stock	Customer	Quantity
Passenger Car/Van/4x4	hqetb	400

Tyres Fitted

Stock Category	Stock Item	Tyre quantity fitted
Passenger Car/Van/4x4	Passenger Car/Van/4x4	300

Outputs Details

Stock	Destination	Quantity
Passenger Car/Van/4x4	General Public	400

Collections Details

Stock Category	Collector	Quantity
Passenger Car/Van/4x4		400

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.

After submitting there is an option to print the reporting.
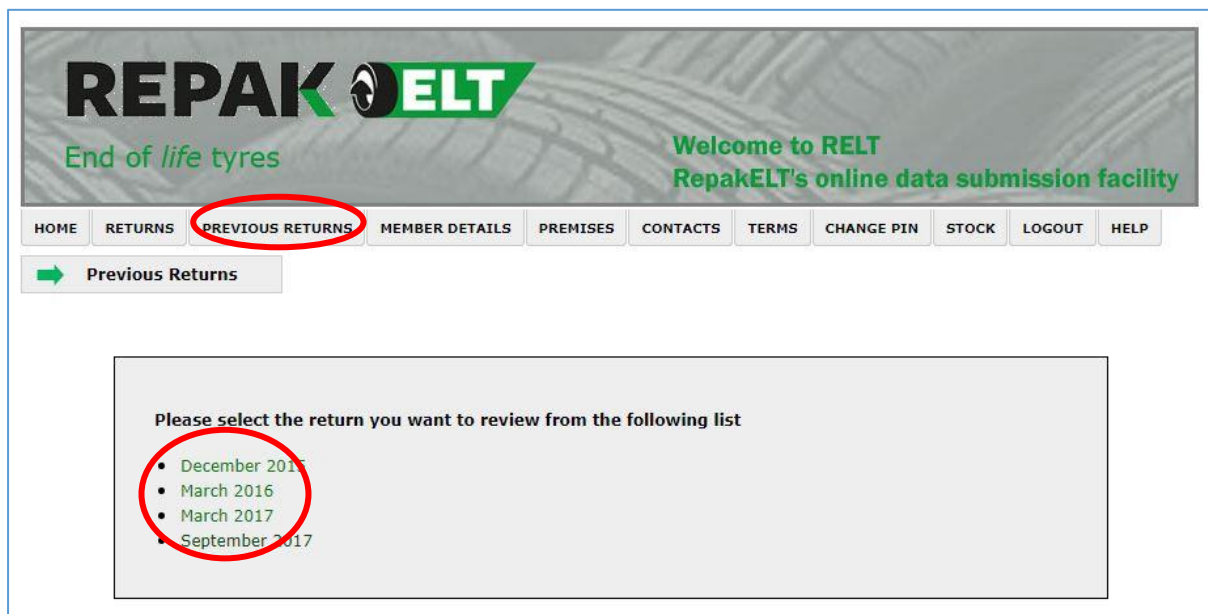
Previous Returns

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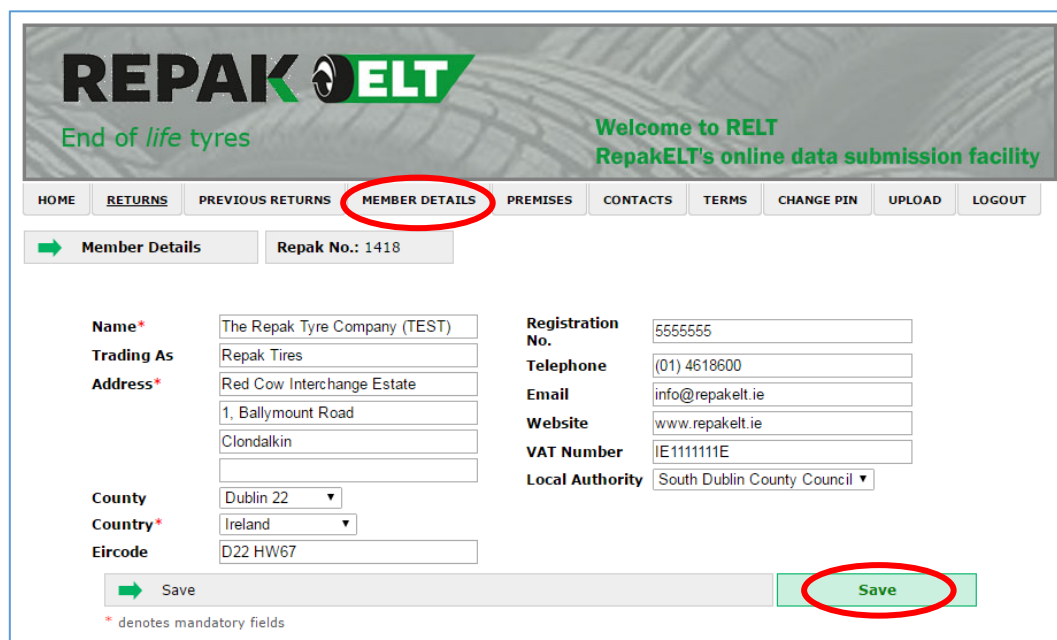
Member Details

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

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.

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.
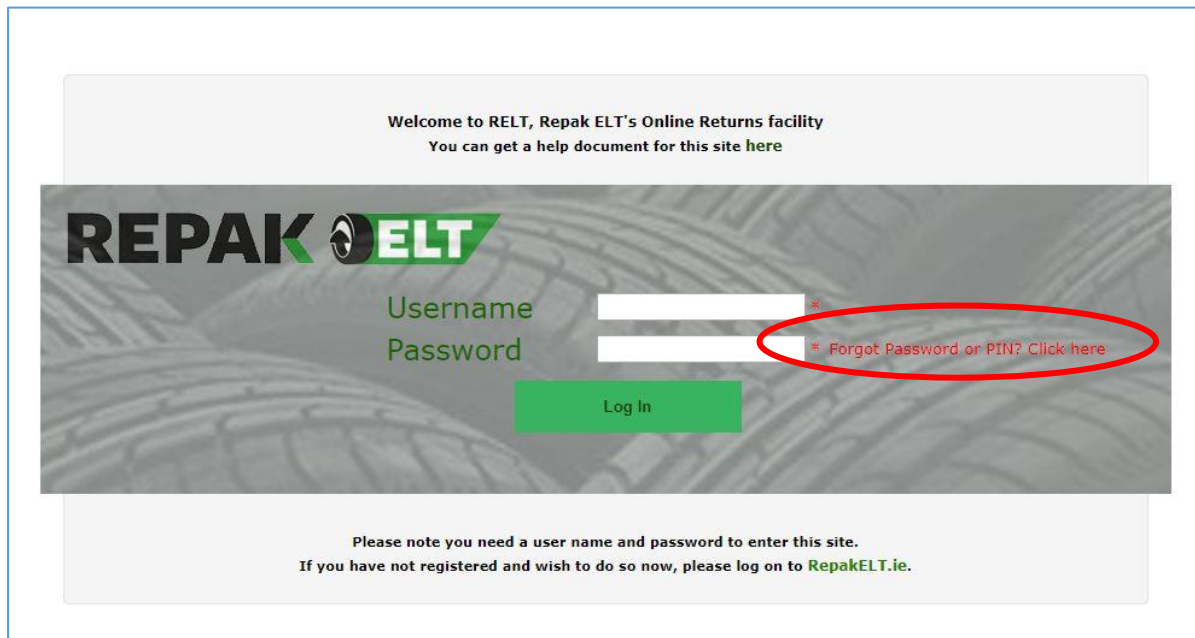
Password reset

If you forget or misplace your password you can reset by clicking on *Forgot Password or PIN? Click here.
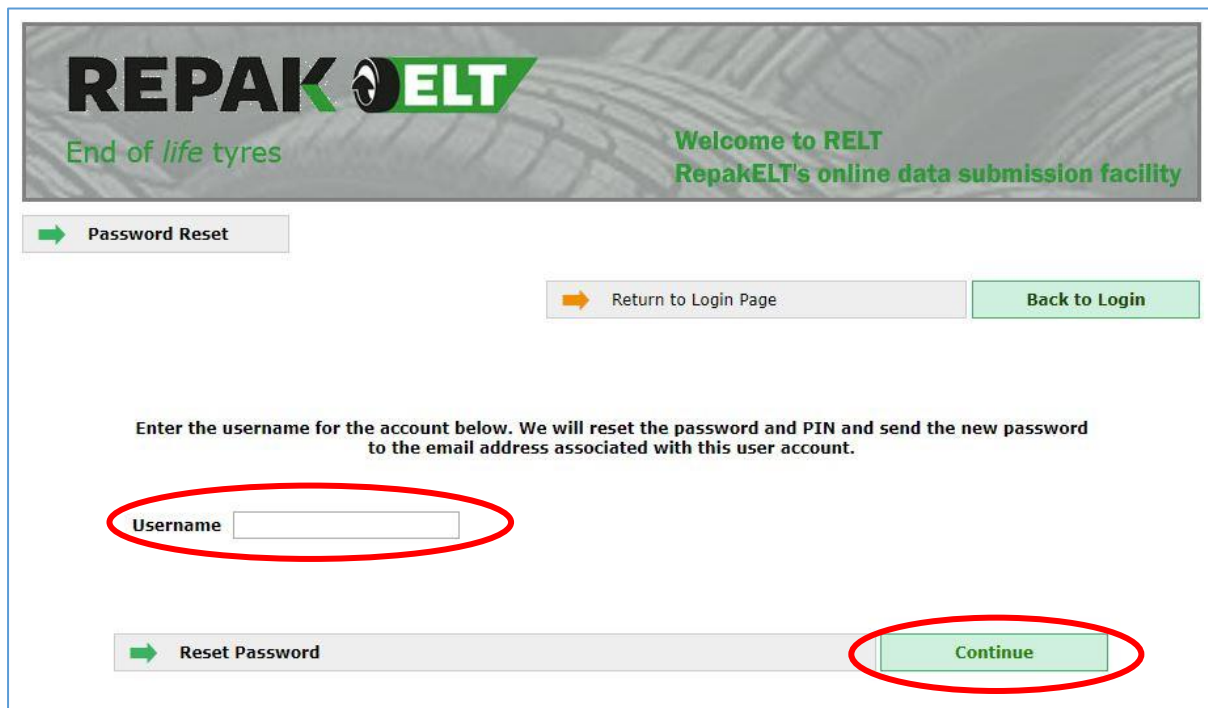
After clicking Forgot Password this will bring you to the Password Reset page. Fill in your Username and then click Continue on the bottom right hand side.

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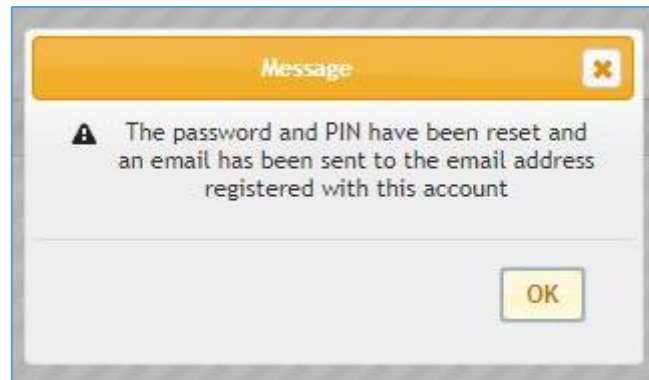
The following is an example of the message sent to member's main contact email address.

> 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 19.

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 also reset the PIN. Please follow the instruction from Page 4.
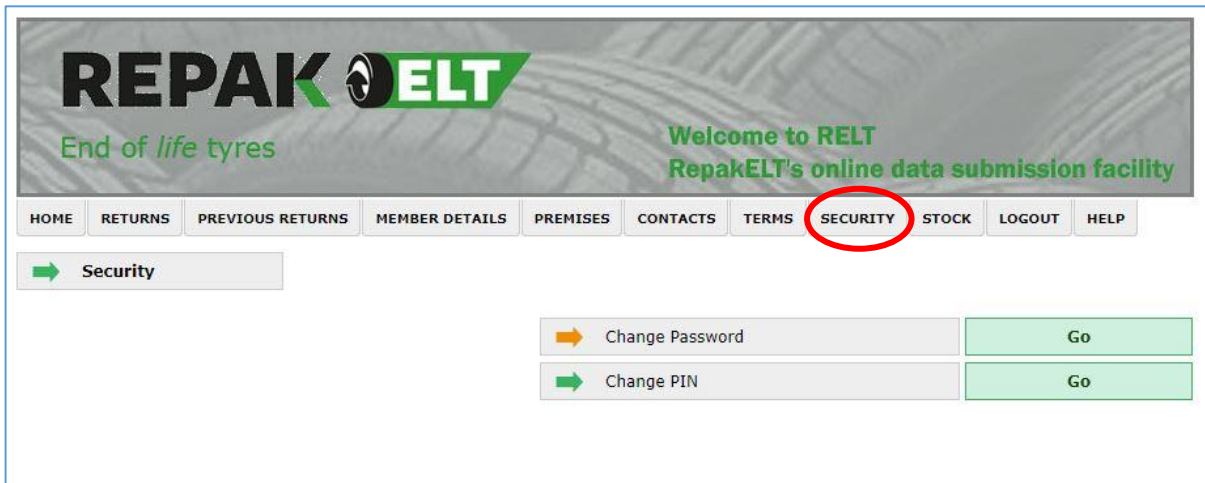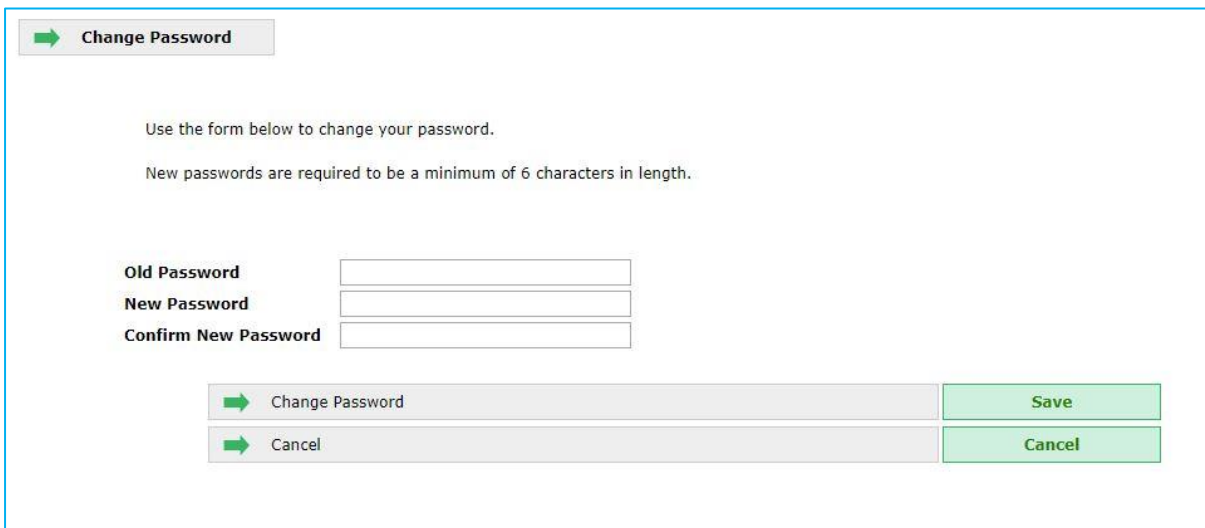
Members can also change password and pin when logged in. Click on the Security tab and is will bring you to the following page.