



Ontario Tire Stewardship: Processor Training; Online Claims Filing

Processor Online Claims: Introduction

Introduction:

- As of July 5th 2011 Processors will be required to submit monthly claims data using a secure online solution
- Hardcopies and supporting documents must still be submitted along with the electronic submission prior to the close of the claims reporting period in order to be considered for payment
- The materials presented in the following training session (and reflected in the Processors Guidebook) will assist Processors in filing an online submission
- Processors with additional questions are encouraged to call the OTS Call Centre at 1-888-687-2202 for assistance

NOTE: All Claim Amounts displayed on the online submission are estimated amounts only and may change as a result of the claims processing procedure.

Processor Online Claims: Overview

The material contained in the following slides will detail/review:

- 1) Getting Started
- 2) Creating a New Claim
- 3) Completing the Processor Information Page
- 4) Completing the Inventory Received from Haulers Page
- 5) Completing the Product Sold Page
- 6) Completing the Disposition of Residuals Page
- 7) Processor to Processor Transfers

Processor Online Claims: Overview

- 8) Completing the Inventory Received from Processors Page
- 9) Completing the Inventory Transferred to Processors Page
- 10) Claims Summary & Submission
- 11) Claims Status
- 12) Out of Province Processor Differences
- 13) Late Submissions
- 14) Reminders
- 15) Summary
- 16) Questions

Processor Online Claims: Getting Started

- 1) Go to the OTS website at www.ontariots.ca and log in by clicking on the "Log In" link

Ontario Tire Stewardship Industry Rolls Old Tires into **Green Products** Questions? Contact us [by email](#), or call 1-888-OTS-2202
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Ontario Tire Stewardship (OTS) is an Industry Funding Organization (IFO) incorporated under Ontario's Waste Diversion Act, to implement and operate the Used Tires Program. This province-wide scrap tire recycling program for On-road and Off-road tires supplied into the Ontario market will divert scrap tires away from burning and landfilling to 3Rs (Reduce, Reuse, Recycle) processing and uses. Launched on September 1, 2009... [Find out more](#)

What Happens to Used Tires in Ontario?

Whether piled up at your local service station, abandoned along a road or neatly tucked into a corner of your garage, used tires are all around Ontario. Some find their way to a recycler who will make new green products such as playground surfaces or patio tiles, but many others end up in landfill, or are sent to be burned for fuel in a cement kiln or power plant. The Ontario Used Tires Program will change all of this for the better... [Find out more](#)

[Find a Collection Location](#) Find a location near you to drop off your used tires.

Are you a Registered Program Participant?

[Click here](#) for operational information and resources specific to your role.

Already signed up or an existing user?

[Log In](#)

[Forgot your password?](#)

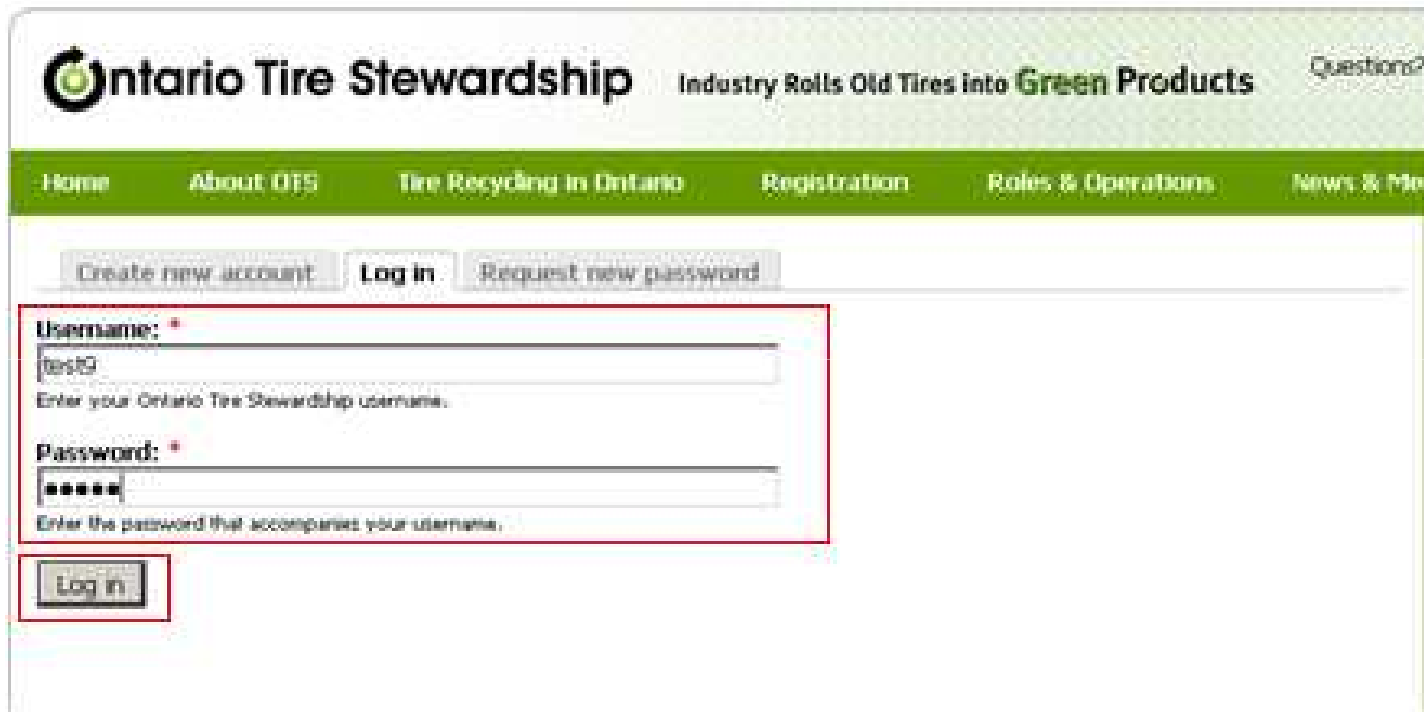
Creating an Online Registration / Operational Account with OTS

By signing up for an OTS account, you will be able to quickly register your organization online and take advantage of our online resources and online submission forms.

To start the registration process for your organization or access our online operational forms, you will need to first sign up as a new user. In order to do this we will need you to provide an email address. At sign-up, you will also be asked to create your unique user ID. Once signed up as a new user, an email will be sent to your email address with instructions on how to begin.

Processor Online Claims: Getting Started

- 2) Enter user name and password and click the “Log In” button



The screenshot shows the Ontario Tire Stewardship website's login interface. At the top, the logo and tagline "Industry Rolls Old Tires into Green Products" are visible. Below this is a navigation bar with links: Home, About OES, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. A secondary bar contains links for "Create new account", "Log in", and "Request new password". The main login area is enclosed in a red rectangular box and contains two input fields: "Username:" with the text "test9" and "Password:" with masked characters. Below these fields is a "Log in" button, also highlighted with a red box. A "Questions?" link is located in the top right corner.

Processor Online Claims: Getting Started

- 3) Click on the "Processor Claim Form" link from the menu listing on the right hand side of the page

The screenshot shows the Ontario Tire Stewardship website. The header includes the logo, the tagline "Industry Rolls Old Tires into Green Products", and contact information. A green navigation bar contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, News & Media, and Resources. The main content area on the left features a section titled "What Happens to Used Tires in Ontario?" with a paragraph of text and three small images. On the right, a sidebar menu titled "test9" lists various online activities. The "Processor Claim Form" link is highlighted with a red box.

Ontario Tire Stewardship Industry Rolls Old Tires into **Green Products** Questions? Contact us [by email](#), or call 1-888-OTS-2202
[Sign Up](#) | [Contact Us](#) | [FAQ](#)

Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media Resources

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What Happens to Used Tires in Ontario?

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[Find a Collection Location](#) Find a location near you to drop off your used tires.

test9

- [My Account](#)
- [Online Collector Activities](#)
 - [Online Collector Claim Form](#)
- [Online Hauler Activities](#)
 - [Download Hauler Claim Form](#)
 - [Upload Hauler Claim Form](#)
- [Online Processor Activities](#)
 - [Download Processor Claim Form](#)
 - [Upload Processor Claim Form](#)
- [Online RPM Activities](#)
 - [Online RPM Claim Form](#)
- [Online Steward Activities](#)
 - [Online TSE Remittance Form](#)
- [Download Operational PDF Forms](#)
- [Online Registration](#)
 - [Steward Registration](#)
 - [Collector Registration](#)
 - [Hauler Registration](#)
 - [Processor Registration](#)

Processor Online Claims: Getting Started

- 4) Enter Processor number (must be associated with the log in) and click "Proceed"

Ontario Tire Stewardship Industry Rolls Old Tires into **Green** Products Questions? Contact

Home About OIS Tire Recycling in Ontario Registration Roles & Operations News & Media

Processor Registration Number Validation

Please, specify the Processor Registration Number you want to be identified by for current session.

Processor Registration Number:

4099999

Proceed

test9

- My Account
- On-line
- On-line
- On-line
- On-line
- On-line
- On-line
- On-line
- On-line

Processor Online Claims: Creating a New Claim

- 1) From the "My Claims" screen, enter the claim period being entered (choose the month and year from the drop down menu)
- 2) Enter the Opening Inventory (closing inventory from last submitted claim), and complete the Prepared By and Phone Number fields
- 3) Select "Create Claim"

The screenshot shows the 'My Claims' page for the Ontario Tire Stewardship. The header includes the logo and the tagline 'Industry Rolls Old Tires into Green Products'. A navigation bar contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. The main content area is titled 'My Claims' and shows the user is 'In Province Processor UMBRELLA CORPORATION, #4099999'. Below this is a 'Claim Form' with several fields: 'Claim Period' (with dropdowns for 'Apr' and '2011'), 'Prepared By' (text field with 'OTS TEST'), 'Phone' (text field with '888-687-2202'), and 'Opening Inventory Weight (tonnes):' (text field with '10000000'). A 'Create Claim' button is at the bottom of the form. Below the form is a section titled 'My Existing Claims' which contains a table with columns 'Claim Period', 'Submission #', and 'State'. A sidebar on the right contains a 'tests' section with a list of links.

Processor Online Claims: Creating a New Claim

- 4) A confirmation message indicating the claim period was opened/created properly will be populated.

Note: This is the summary screen for the overall claim; you can click on the links as applicable to navigate to different pages in the claim

The screenshot displays the Ontario Tire Stewardship Processor Online Claims interface. At the top, a green navigation bar contains the logo and menu items: Home, About Us, First Step: Getting to Know Us, Registering a Claim, Claims & Administration, and Contact Us. A yellow banner at the top of the main content area displays the message "Claim successfully created". Below this, a red arrow points from the text "message indicating the claim period was opened/created properly" to the banner. The main content area is divided into two sections. The first section, titled "Processor Info", contains a form with the following fields: Processor Name (ONTARIO TIRE STEWARDSHIP), Registration Number (100000), Processor Email (info@ontariotire.ca), Claim Period Start Date (2009-01-01), Processor ID (100000), and Processor Number (100000). The second section, titled "Summary of Product Sales", contains a table with the following data:

Category	Quantity	Weight (kg)
Starting Inventory	1,000,000	1,000,000
Inventory Received from Suppliers	1,000	1,000
Inventory Received from Other Suppliers	1,000	1,000
Total	1,002,000	1,002,000

At the bottom of the screen, there is a "Total Inventory" field showing 1,002,000 kg. The interface also includes a "Back" button and a "Print" button.

Processor Online Claims: Creating a New Claim

- 5) From the drop down menu on the Summary Page, users can navigate to the other pages to either enter data or view data in the claim.
- 6) Click on the "Processor Information" link

The screenshot displays the 'Processor Online Claims' web application. At the top is a green navigation bar with links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. Below this, a yellow banner indicates 'Claim successfully created'. The main content area shows 'My Claims » Claim Summary' with a dropdown menu open. The dropdown menu lists several options under different categories: 'General' (Claim Summary, Processor Information), 'Inventory Received From Haulers', 'Inventory Received From Ontario Processors', 'Inventory Transferred To Ontario Processors', 'Product Sales', and 'Disposition of Residuals'. The 'Processor Information' option is highlighted with a red box. To the right of the dropdown, the text 'page' and 'Apr-2011 (New)' are visible. At the bottom of the dropdown menu, the 'Contact Number: 888-687-2202' is displayed.

Processor Online Claims: Processor Information

- 1) From the Processor Information tab, there will be pre-populated information (reporting period, registration number, Processor name and claim period) as well as data that can be altered (Prepared By, Phone, Opening Inventory Weight); if data is altered, click "Update Claim" to change the information

The screenshot shows a web application interface for "Processor Online Claims". At the top, there is a navigation bar with links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. Below the navigation bar, there is a breadcrumb trail: "My Claims > Claim > Processor Information". The main content area is titled "Claim Processor Information" and contains several input fields. A green box highlights the "Reporting period" (Apr-2011), "Registration Number" (4099999), and "Processor Name" (UMBRELLA CORPORATION). A red box highlights the "Prepared By" (OTS TEST2), "Phone" (888-687-2202), and "Opening Inventory Weight (kg)" (1,000.00). A green box highlights the "Claim period" (01-Apr-2011 to 30-Apr-2011). At the bottom, there are two buttons: "Update Claim" and "Cancel".

Field	Value
Reporting period:	Apr-2011
Registration Number:	4099999
Processor Name:	UMBRELLA CORPORATION
Prepared By:	OTS TEST2
Phone:	888-687-2202
Opening Inventory Weight (kg):	1,000.00
Claim period:	01-Apr-2011 to 30-Apr-2011

Processor Online Claims: Inventory Received from Haulers

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1. From the drop down menu, choose the "Inventory Received from Haulers" link to enter PTR data

The screenshot shows a web application interface for entering PTR data. At the top, there is a navigation bar with links: Home, About PTR, Log Stewardship on Website, Registration, Website Support Center, and News & Media. Below this, a breadcrumb trail reads: Home > Processor Online Claims > Inventory Received from Haulers. The main content area is titled "Inventory Received from Haulers" and contains several input fields: "Date Received" (with a date picker), "PTR Form #", "Hauler Registration #", "Hauler Name", "PTR Form #", "Hauler Weight (kg)", "Hauler Total Number", and a "View Claims" section with a table of PTR forms. At the bottom, there is a "Save" button and a "Cancel" button. A table at the bottom shows the data entered: "Date Received", "PTR Form #", "Hauler Reg. #", "Hauler Name", "Hauler Weight", "Hauler Total Number", "Hauler Weight", "Hauler Total Number".

Note: This screen is used to enter data contained on PTR forms to track incoming inventory received from Haulers.

Processor Online Claims: Inventory Received from Haulers

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- 2) Enter the date of the PTR form being entered from the drop down menu, the Hauler registration number, PTR form Number, Scale Weight (KGs) and the Scale ticket number

Tip: You can click the “Remember Date Delivered, or Remember Hauler Number” if you would like to pre-populate this information for the next form entry

Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media

My Claims Claim: Inventory Received From Haulers page

In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Inventory Received from Haulers Form

Date Delivered: Apr 1 2011
☐ Remember Date Delivered

Hauler Registration #: 9999999
☒ Remember Hauler Registration #

Hauler Name: TWO GUYS AND A TRUCK

PTR Form #: 71234567

Scale Weight (kg): 2000.00 Scale Ticket Number: 1234A

Note: The Hauler Name is automatically populated based on the Hauler Registration Number

Processor Online Claims: Inventory Received from Haulers

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- 3) Enter the counts of tires received (as per the PTR) by tire type
- 4) Review the data entered, and click "Add Form" to save the entries on the page

Scale Weight (kg):
2000.00

Scale Ticket Number:
1234A

Tire Counts

PLT:
100

MT:
20

AG/LS:
0

IND:
0

SDTR:
0

MDTR:
0

LOTR:
0

GOTR:
0

Add Form

Summary of Forms Entered

Filter

Date Delivered:

PTR Form #:

Hauler Reg. #:

Hauler Name:

Filter Results

Date Delivered	PTR Form #	Hauler Reg #	Hauler Name	Scale Ticket	Scale Weight	Total Est. Weight
Grand Totals					0.0000	0.0000
No Records Found						

Processor Online Claims: Inventory Received from Haulers

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- Once the form has been saved, the “Successfully Added” message will populate
- 5) Continue entering all PTRs in the same manner for all PTRs in the claim period

The screenshot shows a web application interface for 'Processor Online Claims'. At the top, there is a green navigation bar with links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. Below the navigation bar, a yellow banner displays the message 'Successfully added'. The main content area is titled 'My Claims' and shows a claim for 'Inventory Received From Haulers' for the processor 'UMBRELLA CORPORATION, #40999999' with a claim period from '01-Apr-2011 to 30-Apr-2011'. The form is titled 'Inventory Received from Haulers Form' and contains the following fields: 'Date Delivered:' with a date picker set to 'Apr 1 2011', a checked checkbox for 'Remember Date Delivered', 'Hauler Registration #' with the value '3999999' and a checked checkbox for 'Remember Hauler Registration #', 'Hauler Name:' with the value 'TWO GUYS AND A TRUCK', and 'PTR Form #' which is currently empty.

Remember to click the “Remember” buttons when entering PTR forms with similar dates or Hauler numbers to save time

Processor Online Claims: Inventory Received from Haulers

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- Once all PTRs are entered, you will see the forms entered displayed at the bottom of the page
- Filter the results by entering data criteria to filter and click "Filter Results"
- Users can delete or edit previously entered forms or view the details of the PTR

Time Counts

PLT: 0 MT: 0 AG/LS: 0 IND: 0 SOTR: 0 MOTR: 0 LOTR: 0 GOTR: 0

Add Form

Summary of Forms Entered

Filter

Date Delivered: PTR Form #: Hauler Reg. #: Hauler Name:

	Date Delivered	PTR Form #	Hauler Reg #	Hauler Name	Scale Ticket	Scale Weight	Total Est. Weight
Grand Totals						6,000.0000	5,600.0000
delete edit	17-Apr-2011	72341233	39999999	TWO GUYS AND A TRUCK	3234B	4,000.0000	3,600.0000
delete edit	01-Apr-2011	71234567	39999999	TWO GUYS AND A TRUCK	1234A	2,000.0000	2,000.0000

Showing 1 - 2 from 2 total

Processor Online Claims: Inventory Received from Haulers

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Example of Filtered Results:

Summary of Forms Entered

Filter

Date Delivered: 17-Apr-2011

PTR Form #:

Hauler Reg. #:

Hauler Name:

Date Delivered	PTR Form #	Hauler Reg #	Hauler Name	Scale Ticket	Scale Weight	Total Est. Weight	
Grand Totals					4,000.0000	3,600.0000	
delete edit	17-Apr-2011	72341233	39999999	TWO GUYS AND A TRUCK	32348	4,000.0000	3,600.0000

Showing 1 - 1 from 1 total

Processor Online Claims: Inventory Received from Haulers

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- From the Summary of Forms Entered section of the "Inventory Received From Haulers" page, click on the PTR form Number to see details of the PTR entry (including estimated weights etc)

Tire Counts

PLT:	MT:	AG/LS:	IND:	SOTR:	MOTR:	LOTR:	GOTR:
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Add Form

Summary of Forms Entered

Filter

Date Delivered: PTR Form #: Hauler Reg. #: Hauler Name:

	Date Delivered	PTR Form #	Hauler Reg #	Hauler Name	Scale Ticket	Scale Weight	Total Est. Weight	
Grand Totals						6,000.0000	5,600.0000	
<input type="button" value="delete"/>	<input type="button" value="edit"/>	17-Apr-2011	72341233	3999999	TWO GUYS AND A TRUCK	3234B	4,000.0000	3,600.0000
<input type="button" value="delete"/>	<input type="button" value="edit"/>	01-Apr-2011	71234567	3999999	TWO GUYS AND A TRUCK	1234A	2,000.0000	2,000.0000

Showing 1 - 2 from 2 total

Processor Online Claims: Inventory Received from Haulers

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- This Summary Screen allows the user to view previously entered forms
- No data entry or updating can be done from this screen

My Claims » **Claim** | Inventory Received From Haulers - View Entered Forms page

In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Inventory Received from Haulers - View Entered Form Details

Date Delivered:
Apr 17 2011

Hauler Registration #: 3999999 **Hauler Name:** TWO GUYS AND A TRUCK

PTR Form #: 72341233 **Guaranteed Contract:** No

Scale Weight (kg): 4,000.0000 **Scale Ticket Number:** 3234B

Tire Count

Unit Count

PLT:	MT:	AG/LS:	IND:	SOTR:	MOTR:	LOTR:	GOTR:
200	0	0	0	10	0	0	0

Standard Weight (kg)

PLT:	MT:	AG/LS:	IND:	SOTR:	MOTR:	LOTR:	GOTR:
10	50	110	90	160	700	750	1,800

Estimated Weight (kg)

PLT:	MT:	AG/LS:	IND:	SOTR:	MOTR:	LOTR:	GOTR:
2,000	0	0	0	1,600	0	0	0

Total Est. Weight: 3,600

Processor Online Claims: Product Sales

- 1) Select "Summary of Product Sales" from the drop down menu in order to enter sales invoices of eligible TDP materials & types

The screenshot shows the 'Summary of Product Sales' form in the Processor Online Claims system. The form is divided into several sections for data entry:

- Salesperson Name:** A dropdown menu with 'Summary of Product Sales' selected.
- Invoice Number:** A text field.
- Eligible Product Code:** A dropdown menu.
- Product Description:** A text field.
- Sales Order Number:** A text field.
- Sales Weight:** A text field.

At the bottom, there is a table summarizing the sales data:

Invoice Date	Invoice #	Product Name	Sales Order	Sales Weight	Sales Amount
2009-01-01	12345	Product A	12345	10000	10.00

Note: This is the screen where data from invoices is entered

Processor Online Claims: Product Sales

- 2) From the drop down menus select the date of the invoice, Eligible Product Code and Product Destination)
- 3) Enter the details of the invoice (number, purchaser, name, scale ticket number and scale weight in tonnes)
- 4) Review the data and click "Add Sales Invoice" to enter the invoice

Tip: You can click on the "Remember" boxes to pre-populate the data for the next invoice entry

The screenshot shows a web form titled "Product Sales Form". It contains several input fields and checkboxes. Red rectangular boxes are drawn around the following elements:

- Sales Invoice Date:** A date picker showing "4" for the month and "2011" for the year, with a "Remember Sales Invoice Date" checkbox below it.
- Invoice Number:** A text field containing "JM1234".
- Purchaser's Name:** A text field containing "Lucys Mat Factory".
- Eligible Product Code:** A dropdown menu showing "TDP1", with a "Remember Eligible Product Code" checkbox below it.
- Product Description:** A text field containing "TDP1, On-the-Road, Feedstock".
- Details of Sales Invoice:** A section containing:
 - Product Destination:** A dropdown menu showing "Ontario", with a "Remember Product Destination" checkbox below it.
 - Scale Ticket Number:** A text field containing "4567".
 - Scale Weight (tonnes):** A text field containing "2".
- Add Sales Invoice:** A button at the bottom of the form.

Processor Online Claims: Product Sales

- Once the form has been successfully saved the following message will appear:

The screenshot shows the Ontario Tire Stewardship website interface. At the top, the logo and tagline "Industry Rolls Old Tires into Green Products" are visible. A navigation bar includes links for Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, News & Media, and Resources. A yellow message box at the top left states "Successfully added". Below this, a dropdown menu for "My Claims" is open, showing a list of claims with columns for Claim, Summary of Product Sales, and page. The selected claim is "Processor Processor (MPSCL) (CSPROBUTCE) #4000000 (Claim Period: 01 Apr 2011 to 30 Apr 2011 (New))". The "Product Sales Form" is displayed below the message box. It includes fields for "Sales Invoice Date" (set to Apr 1, 2011), "Invoice Number", "Purchaser's Name", "Eligible Product Code" (set to TDP1NF), and "Product Description" (set to TDP1, On-the-Road, Feedstock). There are checkboxes for "Remember Sales Invoice Date" and "Remember Eligible Product Code". A sidebar on the right contains a "test9" section with various links for account management, claim forms, and registration.

- Continue entering all applicable sales invoices for the claim period one at a time

Processor Online Claims: Product Sales

- Invoices that have been successfully entered will be displayed at the bottom of the page where the Filter, Delete and Edit functions are available
- Clicking on the Invoice Number will bring up the summary details of the invoice and related payment in read only mode

Summary of Forms Entered

Filter

Sales Invoice Date: Invoice Number: Product Destination:

	Invoice Date	Invoice #	Purchaser's Name	Destination	Scale Ticket	Incentive Rate	Scale Weight	Claim Amount
Grand Totals							2.0000	280.00
delete edit	04-Apr-2011	251234	Lucys Mat Factory	Ontario	4567	140.00	2.0000	280.00

Showing 1 - 1 from 1 total

Processor Online Claims: Product Sales

- When viewing the invoice in read only mode, the details of the invoice AND the payment details will be displayed

[My Claims](#) | [Claims](#) | [Summary of Product Sales - View Sales Invoice](#) [page](#)

In Driving Processor UMBRELLA CORPORATION, 44777777 | Claim Period: 01-Apr-2011 to 30-Apr-2011 (New)

Invoice Number: [INVOICE]	Sales Invoice Date: [01-Apr-2011]
Purchaser's Name: [JACOBI ME FORD]	
Eligible Product Code: [TODU-IF]	Product Description: [TODU: On-the-Road, Roadlock]

Details of Sales Invoice

Product Destination: [Ontario]	Specify Other Product Destination: []
Scale Ticket Number: [4037]	Scale Weight (tonnes): [2,000]
Processing Incentive Rate: [140.00]	Claim Amount: [280.00]

[Back](#)

Processor Online Claims: Product Sales

- Choose "Summary of Product Sales –View Sales Invoices" from the drop down menu to review all invoices entered as well as export the data to excel (click on the Export Data as Excel File button)

Tip: The "Filter" and "View Invoice" options are also available on this screen

My Claims Claim [Summary of Product Sales - View Sales Invoices] page

In Province Processor UMBRELLA CORPORATION (ONT, #123456789) Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Export
Export Data as Excel File

Summary of Forms Entered

Filter

Sales Invoice Date: Invoice Number: Product Destination: Filter Results

Invoice Date	Invoice #	Purchaser's Name	Destination	Scale Ticket	Incentive Rate	Scale Weight	Claim Amount
Grand Totals						2.0000	280.00
04-Apr-2011	3M1234	Lucys Mat Factory	Ontario	4567	140.00	2.0000	280.00

Showing 1 - 1 from 1 total

Processor Online Claims: Disposition of Residuals

- 1) From the drop down menu, choose the "Disposition of Residuals" link to enter disposition of residuals information

Ontario Tire Stewardship Processor Online Claims

Home | About OTS | Disposition of Residuals | Registration | Related Documents | Help

Disposition of Residuals (Disposition of Residuals) 1/1 page

Disposition of Residuals Form

Disposition Date: (MM/DD/YYYY)

Name of Disposition Site:

Disposition Address:

Disposition Reason:

Material Type: (Specify if Other)

Pallets/Trucks: (Pallets/Trucks/Container Number)

Submit

Disposition of Residuals, General

Disposition Site	Name of Disposition Site	Disposition Address	Disposition Reason	Material Type	Pallets/Trucks/Container Number	Pallets/Trucks
General Residuals						1000000

Note: This screen is used to enter data from invoices pertaining to disposition of residuals

Processor Online Claims: Disposition of Residual

- 2) Choose the Disposition Date, Disposition Reason and Material Type from the drop down menus. Insert the Name of Disposition Site, Disposition Address, Scale Weight and

Scale Ticket number/
Invoice Number and
click "Add Form"

My Claims Claim [Disposition of Residuals] page

In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Disposition of Residuals Form

Disposition Date:
Apr 15 2011
☒ Remember Disposition Date

Name of Disposition Site:
Milas Landfill
☐ Remember Name of Disposition Site

Disposition Address:
123 Waste Way

Disposition Reason:
Landfill
☐ Remember Disposition Reason

Material type:
Fibre
☒ Remember Material type

Specify If Other:

Scale Weight : 0.5

Scale Ticket Number/ Invoice Number: 14673

Add Form

Tip: Click the "Remember" boxes to populate the same data on the next form

Processor Online Claims: Disposition of Residual

- When entering disposition of residuals information pertaining to sales of whole tires, please indicate the counts of tires being transferred in the "Scale Ticket" field after the scale ticket number i.e. 1234556; PLT 10; MT 56 etc.)

My Claims Claim [Disposition of Residuals] page

In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Disposition of Residuals Form

Disposition Date:
Apr 15 2011
☒ Remember Disposition Date

Name of Disposition Site:
Milas Landfill
☐ Remember Name of Disposition Site

Disposition Address:
123 Waste Way

Disposition Reason:
Landfill
☐ Remember Disposition Reason

Material type:
Fibre
☒ Remember Material type

Scale Weight : 0.5

Specify If Other:

Scale Ticket Number/ Invoice Number: 14673

Add Form

Processor Online Claims: Disposition of Residuals

- Once the form is saved, the “Successfully Added” confirmation message will populate.

The screenshot displays the Ontario Tire Stewardship website interface. At the top, the logo and navigation menu are visible. A yellow confirmation box at the top of the main content area reads "Successfully added". Below this, a breadcrumb trail shows the path: Home > My Claims > Claim > Disposition of Residuals. The current page is titled "Disposition of Residuals Form". The form contains several fields: "Disposition Date" (set to Apr 15, 2011), "Name of Disposition Site", "Disposition Address", and "Disposition Reason". Each field has a "Remember" checkbox next to it, which is checked for the date and reason fields.

Processor Online Claims: Disposition of Residuals

- Disposition of Residual details that have been successfully entered will be displayed at the bottom of the page where the Filter, Delete and Edit functions are available

Summary of Forms Entered

Filter

Disposition Date: Disposition Reason:

	Disposition Date	Name of Disposition Site	Disposition Address	Disposition Reason	Material type	Scale Ticket #/Invoice Number	Scale Weight
Grand Totals							0.5200
delete edit	20-Apr-2011	Milas Landfill	123 Waste Way	Landfill	Plastic Cover	56789	0.0200
delete edit	15-Apr-2011	Milas Landfill	123 Waste Way	Landfill	Fibre	14673	0.5000

Showing 1 - 2 from 2 total

Processor Online Claims: Disposition of Residuals

- Choose "Disposition of Residuals –View Entered Disposition Invoices" from the drop down menu to review all invoices entered as well as export the data to excel (click on the Export Data as Excel File button)

Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media

My Claims Claim: **Disposition of Residuals - View entered Disposition Invoices** page

In Province Processor: **UNIONELLA CORPORATION**, #4009959 | Claim Period: 01-Apr-2011 to 30-Apr-2011 (New)

Export
Export Data as Excel File

Filter
Disposition Date: Disposition Reason:

Disposition Date	Name of Disposition Site	Disposition Address	Disposition Reason	Material type	Scale Ticket #/Invoice Number	Scale Weight
Grand Totals						0.5200
20-Apr-2011	Mias Landfill	123 Waste Way	Landfill	Plastic Cover	56789	0.0200
15-Apr-2011	Mias Landfill	123 Waste Way	Landfill	Fibre	14673	0.5000

Showing 1 - 2 from 2 total

Tip: The Filter option is available on this screen

Processor Online Claims: Processor to Processor Transfers


Processor To Processor Transfers:

- In order to facilitate transfers of materials (whole tires, partial tires and TDP5) between two registered Ontario processors OTS has developed a "Processor to Processor Transfer"
- The receiving Processor will receive the material as incoming inventory while the transferring/selling Processor will record the transaction as out going inventory
- Only TDP5 transferred between processors will be incented
- A Processor Inventory Transfer Form will be completed by both parties (see next slide for details)
- Only one material type can be transferred on one PIT Form (i.e. Only whole PLT tires etc)
- Processors can not transfer TDP5 back and forth between processors

Processor Online Claims: Processor to Processor Transfers

Sample PIT Form:

- Similar concept and fields as with the PTR or HIT forms, however this is to be filled out between Processors

 **PROCESSOR INVENTORY TRANSFER FORM**

All fields are mandatory on this form. Fill in N/A if required. See TDE Transfer Form note.

PART 1: PROCESSOR TRANSFERRING MATERIAL OUT OF INVENTORY
Retain a copy for the purpose of inventory reporting.

Registration Number _____	Date of Transfer (MM/DD, YY) _____
Company Name _____	MATERIAL TYPES (Select material) TYPART (Re-Tire-End, Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____
Contact Telephone # _____	TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____ TYPART (Re-Tire-End Misc-Tire) _____
I certify that the material was received from a registered Re-tiree under the Re-tiree Tax Exemption program and is eligible for processing incentives.	Re-tiree Number _____ Re-tiree Number (if applicable) _____
Signature of Processor representative _____ Print Name _____	

PART 2: PROCESSOR RECEIVING TIRES INTO INVENTORY
Re-tiree who retain your copies for the purpose of inventory reporting.

Registration Number _____	I certify receiving the quantity of material noted above. _____ Signature of Processor _____ Print Name _____
Company Name _____	
Contact Telephone # _____	

Processor Online Claims: Processor to Processor Transfers

Completing a PIT Form:

- 1) Part 1 of the form is to be completed by the transferring Processor (i.e. outbound material)
 - Registration number
 - Company name
 - Contact information
 - Date of transfer
 - Material transferred (Tn)
 - Scale ticket weight and #
 - Signature & Name

PART 1: PROCESSOR TRANSFERRING MATERIAL OUT OF INVENTORY															
Retain a copy for the purpose of inventory reporting.															
Registration Number _____	Date of Transfer (MMM DD, YY) _____														
Company Name _____	<table> <thead> <tr> <th>MATERIAL TYPES <small>(Definitions available at www.ontariots.ca)</small></th> <th>Quantity (tonnes)</th> </tr> </thead> <tbody> <tr> <td>TDP5NT (On-the-Road Whole Tires)</td> <td>_____</td> </tr> <tr> <td>TDP5FT (Off-the-Road Whole Tires)</td> <td>_____</td> </tr> <tr> <td>TDP6NT (On-The-Road Whole Tires)</td> <td>_____</td> </tr> <tr> <td>TDP6FT (Off-The-Road Whole Tires)</td> <td>_____</td> </tr> <tr> <td>TDP7NT (On-The-Road Partial Tires)</td> <td>_____</td> </tr> <tr> <td>TDP7FT (Off-The-Road Partial Tires)</td> <td>_____</td> </tr> </tbody> </table>	MATERIAL TYPES <small>(Definitions available at www.ontariots.ca)</small>	Quantity (tonnes)	TDP5NT (On-the-Road Whole Tires)	_____	TDP5FT (Off-the-Road Whole Tires)	_____	TDP6NT (On-The-Road Whole Tires)	_____	TDP6FT (Off-The-Road Whole Tires)	_____	TDP7NT (On-The-Road Partial Tires)	_____	TDP7FT (Off-The-Road Partial Tires)	_____
MATERIAL TYPES <small>(Definitions available at www.ontariots.ca)</small>	Quantity (tonnes)														
TDP5NT (On-the-Road Whole Tires)	_____														
TDP5FT (Off-the-Road Whole Tires)	_____														
TDP6NT (On-The-Road Whole Tires)	_____														
TDP6FT (Off-The-Road Whole Tires)	_____														
TDP7NT (On-The-Road Partial Tires)	_____														
TDP7FT (Off-The-Road Partial Tires)	_____														
Contact Telephone # _____															
<small>I certify that this material was received from a registered Ontario Hauler through the Ontario Tire Stewardship program and is eligible for Processing Incentive.</small>															
Signature of Processor representative _____	Scale Ticket Number _____														
Print Name _____	Invoice Number (if applicable) _____														

Processor Online Claims: Processor to Processor Transfers

Completing a PIT Form:

1) Part 2 of the form is to be completed by the Processor receiving the tires (i.e. incoming inventory)

- Registration number
- Company name
- Contact number
- Signature and name of contact

PART 2: PROCESSOR RECEIVING TIRES INTO INVENTORY Ensure you retain your copies for the purpose of inventory reporting.	
Registration Number _____	I certify receiving the quantity of material noted above.
Company Name _____	_____ Signature of Processor
Contact Telephone # _____	_____ Print Name

Both parties will retain a copy for their records and submit a hardcopy form as part of their Processor Claim Submission for that month

Processor Online Claims: Inventory Received from Processors

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- 1) Choose 'Inventory Received from Processors' to enter PIT form information for the RECEIVING Processor

Note: PIT form information when RECEIVING material from another registered processor is entered here.

The screenshot shows the 'Ontario Tire Stewardship' website interface. The main navigation bar includes links for Home, About OTS, Tire Recycling in Ontario, Registration, Online & Mobile Claims, and News & Media. A dropdown menu is open under 'Online & Mobile Claims', with 'Inventory Received from Processors' highlighted. The form itself is titled 'Inventory Received from Processors' and contains several sections. The 'Received Date' section has a date picker set to 01/01/2017. The 'Processor Registration #' and 'Processor Name' fields are present. The 'PIT Form #' and 'Product Type' fields are also visible. The 'Product Description' and 'Batch Weight' fields are at the bottom. A 'Save Form' button is located at the bottom right of the form. Below the form, there is a table with columns for Received Date, PIT Form #, Processor Reg. #, and PIT Type. The table is currently empty. At the bottom of the page, there are buttons for 'Cancel/Initials' and 'Go Forward/Print'.

Processor Online Claims: Inventory Received from Processors

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- 2) Enter the PIT Date and Product type received from the drop down menus. Enter the Processor number (from which the material was received), the PIT form number, invoice/scale ticket number and scale weight and click "Add Form"

Home About DTFS Tire Recycling in Ontario Registration Roles & Operations News & Media

My Claims Claim Inventory Received From Ontario Processors page

In Province Processor: UNIBELL & CORPORATION, #4099999 | Claim Period: 01-Apr-2011 to 30-Apr-2011 (New)

Inventory Received from Ontario Processors Form

Received Date: Apr 4 2011
☐ Remember Received Date

Processor Registration #: 4009999
☒ Remember Processor Registration #

Processor Name: ACME PROCESSOR

PIT Form #: 81223456

Product Type: TDP5NT
☐ Remember Product Type

Invoice Number: 2345

Product Description: TDP5, On-the-Road, Whole Tires

Scale Ticket: 1234566

Scale Weight: 2

Add Form

Tip: Click the "Remember" boxes to populate the same data on the next form

Processor Online Claims: Inventory Received from Processors

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- Once the form is saved, the “Successfully Added” confirmation message will populate.

The screenshot displays a web application interface for 'Processor Online Claims'. At the top, a green navigation bar contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. Below the navigation bar, a yellow confirmation message box with a green checkmark icon and the text 'Successfully added' is visible. The main content area shows a breadcrumb trail: 'My Claims > Claim > Inventory received from Ontario Processors'. Below this, it indicates the current processor is 'UMBRELLA CORPORATION, #4009999' and the claim period is '01-Apr-2011 to 30-Apr-2011 (New)'. The 'Inventory Received from Ontario Processors Form' is displayed with the following fields: 'Received Date' (set to Apr 1, 2011) with a 'Remember Received Date' checkbox; 'Processor Registration #' (4009999) with a 'Remember Processor Registration #' checkbox; 'PIT Form #' (empty); 'Processor Name' (ACME PROCESSOR); 'Product Type' (dropdown menu showing '- choose one -') with a 'Remember Product Type' checkbox; 'Invoice Number' (empty); and 'Product Description' (empty).

Processor Online Claims: Inventory Received from Processors

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- PIT details that have been successfully entered will be displayed at the bottom of the page where the Filter, Delete and Edit functions are available. Clicking on the PIT Form # link will display the form details in read only mode.

Summary of Forms Entered

Filter

Invoice Date: PIT Form #: Processor Reg. #: TDP Type:

Invoice Number:

Invoice Date	PIT Form #	Processor Reg #	TDP Type	Invoice Number	Scale Ticket	Scale Weight
Grand Totals						2.0000
delete	edit	04-Apr-2011	1222456	4009999	TDP5NT	2345
				1234566		2.0000

Showing 1 - 1 from 1 total

Processor Online Claims: Inventory Received from Processors

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- Clicking on the invoice number will display the details of the invoice entered in read only mode.

My Claims - Claim Inventory Received From Ontario Processors - View Entered Forms page
In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Inventory Received from Ontario Processors - More Info

Received Date:
Apr 4 2011

Processor Registration #: 4009999 Processor Name: ACME PROCESSOR

PIT Form #: 81223456

Details of Invoice

Eligible Product Type: TDPSNT Product Description: TDPS, On-the-Road, Whole Tires

Invoice Number: 2345 Scale Ticket: 1234566

Scale Weight(tonnes): 2.0000

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Processor Online Claims: Inventory Received from Processors

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- Choose “Inventory Received from Processors–View Entered Forms” from the drop down menu to review all PIT Forms entered, the Export Data function is available here as well.

[My Claims](#) » Claim Inventory Received From Ontario Processors - View Entered Forms page

In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Export

[Export Data as Excel File](#)

Summary of Forms Entered

Filter

Invoice Date(DD-MM-YYYY): PIT Form #: Processor Reg. #: TDP Type:

Invoice Number: [Filter Results](#)

Invoice Date	PIT Form #	Processor Reg #	TDP Type	Invoice Number	Scale Ticket	Scale Weight
Grand Totals						2.0000
04-Apr-2011	81223456	4009999	TDP5NT	2345	1234566	2.0000

Showing 1 - 1 from 1 total

Tip: The Filter option is available on this screen

Processor Online Claims: Inventory Transferred to Processors

- 1) Choose 'Inventory Transferred to Processors' to enter PIT form information for the TRANSFERRING Processor

Note: PIT form information when TRANSFERRING material from another registered processor is entered here.

The screenshot displays the 'Inventory Transferred to Processors' form within a web application. The form is divided into several sections:

- Navigation Bar:** Includes links for Home, About OIT, How to Register, Register Now, Renew & Transfer, and Contact Us.
- Form Header:** A red box highlights the 'Inventory Transferred to Processors' link in the top navigation area.
- Form Fields:** The form contains various input fields for data entry, including:
 - Transfer Date:** A date picker set to Jan 1, 2011.
 - Processor (Manufacturer) ID:** A text field.
 - Processor Name:** A text field.
 - Product Type:** A dropdown menu with 'Resin' selected.
 - Product Description:** A text field.
 - Batch Number:** A text field.
 - Batch Weight (in tonnes):** A text field.
 - Batch per Container:** A text field.
- Buttons:** Includes a 'Add Item' button at the bottom left of the main form area.
- Summary Section:** A section titled 'Summary of Items Added' showing a table with columns for Transfer Date, Processor ID, Product Type, Product Description, Batch Number, Batch Weight, Batch per Container, and Total Amount. The table currently contains one row of data.
- Footer:** Includes a 'Print' button and a 'Go Back' button.

Processor Online Claims: Inventory Transferred to Processors

- 2) Enter the PIT Date and Product type transferred from the drop down menus. Enter the Processor number (to which the material was transferred), the PIT form number, invoice/scale ticket number and scale weight and click "Add Form"

My Claims Claim Inventory Transferred To Ontario Processors page

In Previous Processor UMBRELLA CORPORATION, #4009999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Inventory Transferred to Ontario Processors Form

Received Date: Apr 30 2011 <input checked="" type="checkbox"/> Remember Received Date	Processor Name: ACME PROCESSOR
Processor Registration #: 4009999 <input checked="" type="checkbox"/> Remember Processor Registration #	Product Type: TDPSFT <input checked="" type="checkbox"/> Remember Eligible Product Code
PIT Form #: 87654321	Product Description: TDPS, Off-the-Road, Whole Tires
Invoice Number: 778665	Scale Weight (in Tonnes) : 1
Scale Ticket: 12238897ft	
Rate per Tonne: 150.0000	
<input type="button" value="Add Form"/>	

Note: The Processor Name, Product Description and Rate Per Tonne will auto populate based on the data entered

Processor Online Claims: Inventory Transferred to Processors

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- Once the form is saved, the “Successfully Added” confirmation message will populate.

The screenshot displays the 'Inventory Transferred to Ontario Processors Form' on the Ontario Tire Stewardship website. A green navigation bar at the top contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. A yellow confirmation banner at the top of the form area reads 'Successfully added' with a speech bubble icon. Below this, the breadcrumb trail is 'My Claims > Claim' followed by a dropdown menu showing 'Inventory Transferred To Ontario Processors' and a 'page' link. The claim details are: 'In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)'. The form fields are as follows:

- Received Date:** Apr 30 2011, with a checked checkbox for 'Remember Received Date'.
- Processor Registration #:** 4009999, with a checked checkbox for 'Remember Processor Registration #'.
- Processor Name:** ACME PROCESSOR.
- PIT Form #:** (empty field).
- Product Type:** TDP5FT, with a checked checkbox for 'Remember Eligible Product Code'.

Processor Online Claims: Inventory Transferred to Processors

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- PIT details that have been successfully entered will be displayed at the bottom of the page where the Filter, Delete and Edit functions are available. Clicking on the PIT Form # link will display the form details in read only mode.
- Notice the Claim Amount when transferring (as an eligible sale only) will be populated

Summary of Forms Entered

Filter

Invoice Date(DD-MM-YYYY): PIT Form #: Processor Reg. #: TDP Type:

Invoice Number:

	Invoice Date	PIT Form#	Processor Reg#	TDP Type	Invoice Number	Scale Ticket	Rate	Weight	Claim Amount
Grand Totals								1.0000	150.0000
delete edit	30-Apr-2011	E7654321	4009999	TDP5FT	123456789F...	123456TDP5...	150.00	1.0000	150.0000

Showing 1 - 1 from 1 total

o Tire Stewardship

Processor Online Claims: Inventory Transferred to Processors

- Clicking on the invoice number will display the details of the invoice entered in read only mode.

My Claims » Claim | Inventory Transferred To Ontario Processors - View Entered Forms page

In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Inventory Transferred to Ontario Processors - More Info

Received Date:
Apr 30 2011

Processor Registration #: 4009999 **Processor Name:** ACME PROCESSOR

PIT Form #: 87654321

Details of Transfer Invoice

Product Type: TDP5FT **Product Description:** TDP5, Off-the-Road, Whole Tires

Invoice Number: 123456789FT

Scale Ticket: 123456TDP5FT

Scale Weight (tonnes): 1.0000

Payment Details

Claim Amount: 150.00 **Rate per Tonne:** 150.0000

[< Back](#)

NOTE: ELIGIBLE SALES OF TDP5 TO ANOTHER PROCESSORS ARE TO BE DONE AND REPORTED ON A PIT FORM, THE INVOICE MUST BE ATTACHED TO THE HARDCOPY FORM SUBMITTED. DO NOT ENTER THESE SALES AGAIN ON THE PRODUCT SOLD PAGE.

Processor Online Claims: Inventory Transferred to Processors

- Choose "Inventory Transferred to Ontario Processors –View Entered Forms" from the drop down menu to review all PIT Forms entered. The Export function is available on this page as well.

My Claims | Claims | Inventory Transferred To Ontario Processors - View Entered Forms | page

Export
Export Data as Excel File

Summary of Forms Entered

Filter:

Invoice Date: 20-Apr-2011 PIT Form #: Processor Reg. #: TOP Type:

Invoice Number: Filter Results

Invoice Date	PIT Form #	Processor Reg#	TOP Type	Invoice Number	Scale Ticket	Scale Weight	Rate per Tonne	Claim Amount
Grand Total:							1.0000	150.0000
20-Apr-2011	123456789	4009999	TDPSFT	123456789...	123456789...	150.00	1.0000	150.0000

Showing 1 - 1 Form (1 total)

Tip: The Filter option is available on this screen

- [illegible]

Processor Online Claims: Claims Summary & Submission

- Example of Claims Summary Page:

My Claims > Claim Claim Summary page

In Province Processor UMBRELLA CORPORATION, #4099999 | Claim Period 01-Apr-2011 to 30-Apr-2011 (New)

Processor Info

Processor Name:	UMBRELLA CORPORATION
Registration Number:	4099999
Reporting Period:	Apr-2011
Claim Period Dates:	01-Apr-2011 to 30-Apr-2011
Prepared by:	OTS TEST
Contact Number:	888-687-2202

	Tire Inventory Weight (in tonnes)	Processing Incentive (in \$)
Summary of Product Received		
Opening Inventory:	1,000.0000	

Processor Online Claims: Claims Summary & Submission

2. Review the data entered to ensure all forms and invoices were entered; the Total Incentive Claim amount and Closing inventory will be auto calculated to reflect the data entered
3. Click "Submit Claim" to submit your online data submission

The screenshot displays a web form titled "Summary of Product Received" and "Summary of Product Sold and Residuals". A red box highlights the "Inventory Received from Haulers" and "Inventory Received from Ontario Processors" links, with red arrows pointing to them from the text on the right. Below the box, the "Submit Claim" button is also highlighted with a red box.

Summary of Product Received	
Opening Inventory:	1,000.0000
Inventory Received from Haulers:	4.0000
Inventory Received from Ontario Processors:	2.0000
Total:	1,006.0000

Summary of Product Sold and Residuals	
Summary of Product Sales:	2.0000
Inventory Transferred to Ontario Processors:	1.0000
Summary of Disposition of Residuals:	0.5000
Total:	3.5000
Closing Inventory:	1,004.4800

Total Incentive Claim:	
	430.00

Clicking on the "links" will bring you to the data entry pages

Processor Online Claims: Claims Summary & Submission

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- 4) Once you click "Submit Claim" you will be asked to confirm that you wish to submit your electronic claim. To proceed with filing the claim, choose "OK". Choosing cancel will return you to the Claims Summary Page

The screenshot displays a web application for submitting claims. It features two main summary sections: 'Summary of Product Received' and 'Summary of Product Sold and Residuals'. The first section includes input fields for Opening Inventory (1,000.0000), Inventory Received from Haulers (6.0000), Inventory Received from Ontario Processors (2.0000), and a Total (1,008.0000). The second section includes links for 'Summary of Product Sale', 'Inventory Transferred to Ontario Processor', and 'Summary of Disposition of Residuals' (0.5200), along with a Total (3.5200) and a Closing Inventory (1,004.4800). A 'Total Incentive Claim' of 430.00 is shown at the bottom. A 'Submit Claim' button is present. A modal dialog box titled 'Message from webpage' is overlaid, asking for confirmation to submit the claim, with 'OK' and 'Cancel' buttons.

Summary of Product Received	
Opening Inventory:	1,000.0000
Inventory Received from Haulers:	6.0000
Inventory Received from Ontario Processors:	2.0000
Total:	1,008.0000

Summary of Product Sold and Residuals	
Summary of Product Sale:	
Inventory Transferred to Ontario Processor:	
Summary of Disposition of Residuals:	0.5200
Total:	3.5200
Closing Inventory:	1,004.4800

Total Incentive Claim: 430.00

Message from webpage

?

You are about to SUBMIT current claim!
NOTE: After submission you won't be able to change claim's data.

Are you sure you want to proceed with submission?

Processor Online Claims: Claims Summary & Submission

- 5) You will receive a confirmation message once your online claim has been successfully submitted.

NOTE: Actual Claim amounts may differ from the amount displayed on the summary page as a result of adjustments made in accordance with the claims approval process.

The screenshot displays the Ontario Tire Stewardship website interface. At the top, the logo and tagline "Industry Rolls Old Tires into Green Products" are visible. A navigation bar includes links for Home, About OITS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. A yellow confirmation banner states "Claim successfully submitted". Below this, a breadcrumb trail shows "My Claims > Claim > Claim Summary" with a "page" link. A status message indicates the claim is for "Province Processor UMBRELLA CORPORATION, #4099999" with a "Claim Period 01-Apr-2011 to 30-Apr-2011 (Under Review)". A "Processor Info" section contains the following details:

Field	Value
Processor Name	UMBRELLA CORPORATION
Registration Number	4099999
Reporting Period	Apr-2011
Claim Period Dates	01-Apr-2011 to 30-Apr-2011

Processor Online Claims: Claims Summary & Submission

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IMPORTANT REMINDER: Processor Claims are not considered completely submitted until both the online claim has been successfully submitted AND OTS has received the accompanying hardcopies. It is the responsibility of the Processor to ensure that hardcopy documents are received by OTS (call to confirm receipt).

Processor Claims must be fully received (electronic submission and hardcopies) prior to the close of the claim period in order to be considered for payment.

Processor Online Claims: Claims Summary

- Once a claim has been submitted you will only see the “View Entered Forms/Invoices” options from the claims drop down menu.

The screenshot displays the Ontario Tire Stewardship website interface. At the top, the logo and tagline "Industry Rolls Old Tires into Green Products" are visible. A green navigation bar contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. A yellow message box states "Claim successfully submitted". Below this, the "My Claims" section shows a dropdown menu for "Claim Summary" with the following options:

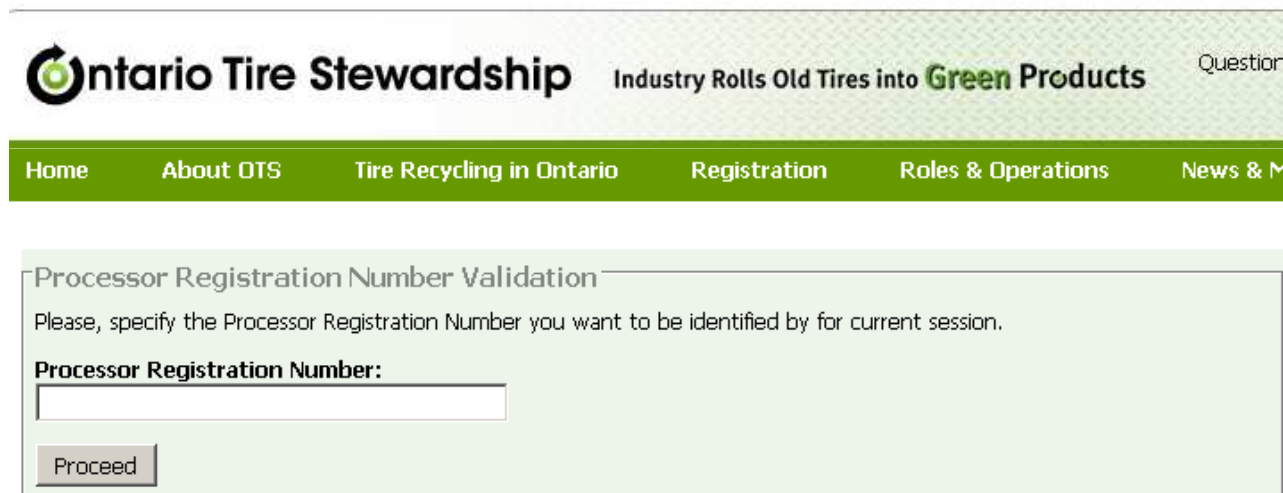
- General**
 - Claim Summary
 - Processor Information
- Inventory Received From Haulers**
 - Inventory Received From Haulers - View Entered Forms
- Inventory Received From Ontario Processors**
 - Inventory Received From Ontario Processors - View Entered Forms
- Inventory Transferred To Ontario Processors**
 - Inventory Transferred To Ontario Processors - View Entered Forms
- Product Sales**
 - Summary of Product Sales - View Sales Invoices
- Disposition of Residuals**
 - Disposition of Residuals - View entered Disposition Invoices

Below the dropdown menu, the following information is displayed:

- Claim Period Dates: 01-Apr-2011 to 30-Apr-2011
- Prepared by: OTS TEST
- Contact Number: 888-687-2202

Processor Online Claims: Claims Status

- To view previously submitted claims click on the “Processor Online Claim” link from the right hand menu.
- You will be promoted to re-enter your Processor Registration Number and click proceed.



The screenshot shows the Ontario Tire Stewardship website. The header includes the logo and the text "Industry Rolls Old Tires into Green Products". A navigation bar contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & M. The main content area is titled "Processor Registration Number Validation" and contains the instruction: "Please, specify the Processor Registration Number you want to be identified by for current session." Below this is a text input field labeled "Processor Registration Number:" and a "Proceed" button.

Processor Online Claims: Claims Status

- The "My Claims" Screen will display the previously created claims and identify the status of the claim as on of "New", "Under Review" and "Approved"

Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media

My Claims
In Province Processor UMBRELLA CORPORATION, #4099999

Claim Form

Claim Period: May 2011 Prepared By: Phone:

Opening Inventory Weight (tonnes): 0.0000

Create Claim

My Existing Claims

	Claim Period	Submission #	State
view	01-Apr-2011 to 30-Apr-2011	1	Under Review

Showing 1 - 1 from 1 total

Processor Claims: Claims Status

- There are 3 possible statuses of an Online Claim:
 - 1) “New”: Claims that have been created and saved by the Processor but have not yet been submitted electronically to OTS. These claims can be edited.
 - 2) “Under Review”: Claims that have been submitted electronically to OTS, for which OTS has not finalized/approved the claim. These claims can be viewed only and can be reversed upon request by the Processor
 - 3) “Approved”: Claims that have been fully received by OTS and finalized in the system. These claims have been finalized and payment has been issued. These claims can not be reversed

Processor Claims: Claims Status

Example of Possible Claims Status

[My Claims](#)
In Province Processor: UNISELLA CORPORATION, #40999999

Claim Form

Claim Period: Prepared By: Phone:

Opening Inventory Weight (tonnes):

My Existing Claims

	Claim Period	Submission #	State
view	01-May-2011 to 31-May-2011		1 New
view	01-Mar-2011 to 31-Mar-2011		1 Approved
view	01-Apr-2011 to 30-Apr-2011		1 Under Review

Showing 1 - 3 from 3 total

Processor Claims: Claims Status

- As noted previously, on occasion a Processor may wish to have their claim reversed meaning put back into “New” move from “Submitted”
- An email requiring the claim reversal must be sent to Processor@ontariots.ca indicating the registrant information and reason for reversal.
- Once a claim is reversed it will appear as “New” on the “My Claims” Page and is no longer considered to have been submitted to OTS.
- Processors requesting reversals should note that in order for the claim to be eligible for payment, the electronic claim and updated hardcopies if applicable must be resubmitted prior to the close of the claim period.

Processor Claims: Claims Status

Example of a Reversed Claim:

- The State of the claim went from "Under Review" to "New" and can now be edited again

My Claims
In Province Processor UMBRELLA CORPORATION, #4099999

Claim Form

Claim Period: Prepared By: Phone:

Opening Inventory Weight (tonnes):

My Existing Claims

	Claim Period	Submission #	State
view	01-May-2011 to 31-May-2011		1 New
view	01-Mar-2011 to 31-Mar-2011		1 Approved
view	01-Apr-2011 to 30-Apr-2011		1 New

Showing 1 - 3 from 3 total

Processor Online Claims: Out of Province Processors

- There are several difference for Out of Province Processor claims outlined on the slides to follow.
- The first difference can be seen in the drop down menu options: Out of Province Processors do not have PIT related links.

The screenshot displays the 'My Claims' section of the Processor Online Claims system. A dropdown menu is open for the 'Claim Summary' link, showing the following options:

- General**
 - Claim Summary
 - Processor Information
- Inventory Received From Haulers**
 - Inventory Received From Haulers
 - Inventory Received From Haulers - View Entered Forms
- Product Sales**
 - Summary of Product Sales
 - Summary of Product Sales - View Sales Invoices
- Disposition of Residuals**
 - Disposition of Residuals
 - Disposition of Residuals - View entered Disposition Invoices

The background shows the 'Processor Info' section with fields for 'Claim Period Dates' (01-Jan-2011 to 31-Jan-2011) and 'Prepared by' (Green Lantern).

Processor Online Claims: Out of Province Processors

- Applicable Out of Processor Rates per tonne of material received are displayed on the Processor Information page.

My Claims | **Claim Processor Information** | **page**

Out of Province Processor: **GREEN LANTERN CORPORATION** | Claim Period: **01-Jan-2011 to 31-Jan-2011**

Claim Processor Information

Reporting period: Jan-2011

Registration Number: R177777

Processor Name: GREEN LANTERN CORPORATION

Prepared By: Green Lantern

Phone: 800-555-1234

Claim period: 01-Jan-2011 to 31-Jan-2011

Rates for Out of Province Processors

Add Hoc Rate - PLT:	0.0000
Add Hoc Rate - MT:	0.0000
Add Hoc Rate - OT:	0.0000
Guaranteed Rate - PLT:	0.0000
Guaranteed Rate - MT:	0.0000
Guaranteed Rate - OT:	0.0000

Update Claim **Cancel**

Processor Online Claims: Out of Province Processors

- Out of Province Processors generate payment upon receiving material from registered Haulers.
- On the "Inventory Received from Haulers" page, Out of Province Processors will see an additional comment "Claim Amount" in the Summary of Forms Entered section of the page.
- By clicking on the PTR form, additional details about the payment amount and PTR form will be displayed in read only mode.

Summary of Forms Entered

Filter

Date Delivered: PTR Form #: Hauler Reg. #: Hauler Name:

	Date Delivered	PTR Form #	Hauler Reg #	Hauler Name	Scale Ticket	Scale Weight	Total Est. Weight	Claim Amount
Grand Totals						12,000.0000	1,200.0000	660.00
delete edit	01-Jan-2011	79876543	39999999	TWO GUYS AND A TRUCK	46	12,000.0000	1,200.0000	660.00

Showing 1 - 1 from 1 total

Processor Online Claims: Out of Province Processors

Example of PTR in read only mode for an Out of Province Processor:

Inventory Received from Haulers - View Entered Form Details

Date Delivered:
Jan 1 2011

Hauler Registration #: 10000000 **Hauler Name:** TWO GUYS AND A TRUCK

PTR Form #: 10000000 **Guaranteed Contract:** No

Scale Weight (kg): 12,000.0000 **Scale Ticket Number:** 10

Tire Count

Unit Count

PLT	MT	AG/LS	JHD	SGTR	PGTR	SGTR	QTR
1.00	0	0	0	0	0	0	0

Standard Weight (kg)

PLT	MT	AG/LS	JHD	SGTR	PGTR	SGTR	QTR
1.0	0	1.0	0	1.0	0	0	1.0

Estimated Weight (kg)

PLT	MT	AG/LS	JHD	SGTR	PGTR	SGTR	QTR
1,000	0	0	0	0	0	0	0

Total Est. Weight: 1,000

Mixed Load Weight Breakdown

PLT	MT	QTR
12,000.0000	0.0000	0.0000

Rate

PLT	MT	QTR
0.00	0.00	0.10

Payments by Tire Type

PLT	MT	QTR
000.00	0.00	0.00

Total Payments: 000.00

Processor Online Claims: Out of Province Processors

- Payment details are displayed on the read only screens

Example of the payment details:

Total Est. Weight:		
1,200		
Mixed Load Weight Breakdown:		
PLT:	MT:	OTR:
12,000,0000	0.0000	0.0000
Rate:		
PLT:	MT:	OTR:
0.06	0.06	0.15
Payments by Tire Type:		
PLT:	MT:	OTR:
\$60.00	0.00	0.00
Total Payments:		
\$60.00		

< Back

Processor Online Claims: Out of Province Processors

- Out of Province Processors must still enter Product Sales data to support the fact that the tires are being sent to an approved end use
- Data is entered using the same format as in province processors

Note: Out of Province Processors do not generate payment from product sales

The screenshot displays the 'My Claims' interface for an out-of-province processor. At the top, a navigation bar includes 'My Claims', 'Claim', and 'Summary of Product Sales'. Below this, a header identifies the processor as 'Out of Province Processor OMNI TIRE CORPORATION, #4199999' and shows the claim period from '01-Jan-2011 to 31-Jan-2011 (New)'. The main section is titled 'Product Sales Form' and contains several input fields: 'Sales Invoice Date' (set to Jan 19, 2011), 'Invoice Number' (567834), 'Purchaser's Name' (Christmas Mats), 'Eligible Product Code' (TDP2NT), and 'Product Description' (TDP2, On-the-Road, Whole Tires). There are checkboxes for 'Remember Sales Invoice Data' and 'Remember Eligible Product Code'. A 'Details of Sales Invoice' section includes 'Product Destination' (Canada (Non-Ontario)) and 'Remember Product Destination'. At the bottom, there are fields for 'Scale Ticket Number' (1234) and 'Scale Weight (tonnes)' (2). A red box highlights the 'Add Sales Invoice' button at the bottom left of the form.

Processor Online Claims: Out of Province Processors

- Clicking on the details of saved Product Sales will not display payment on any of the screens (Invoice Details, View Entered Invoices etc.)

Product Destination:

☒ Remember Product Destination

Scale Ticket Number:

Scale Weight (tonnes):

Summary of Forms Entered

Filter

Invoice Date (DD-MM-YYYY): Invoice Number: Product Destination:

	Invoice Date	Invoice #	Purchaser's Name	Destination	Scale Ticket	Scale Weight
Grand Totals						2.0000
delete edit	19-Jan-2011	567834	Christinas...	Canada (Non-Ontario)	1234	2.0000

Showing 1 - 1 from 1 total

Processor Online Claims: Out of Province Processors

- Clicking on the details of saved Product Sales will not display payment on any of the screens related to Product Sales (Invoice Details, View Entered Invoices etc.)

Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media

My Claims Claim Summary of Product Sales - View Sales Invoices page

Out of Province Processor Claim: Tire Corporation, #41555557 | Claim Period: 01-Jan-2011 to 31-Jan-2011 (View)

Export
Export Data as Excel File

Summary of Forms Entered

Filter
Invoice Date (DD-MM-YYYY): Invoice Number: Product Destination: Filter Results

Invoice Date	Invoice #	Purchaser's Name	Destination	Scale Ticket	Scale Weight
Grand Totals					2.0000
19-Jan-2011	567034	Christmas...	Canada (Non-Ontario)	1234	2.0000

Showing 1 - 1 from 1 total

Processor Online Claims: Out of Province Processors

- When viewing the Out of Province Claim Summary screen estimated payment will only be displayed next to Inventory Received
- The submission process remains the same for Out of Province Processors

The screenshot displays the 'Out of Province Claim Summary' screen for 'DAVE TIRE CORPORATION'. The 'Processor Info' section includes fields for Processor Name, Registration Number, Reporting Period, Claim Period Dates, Prepared By, and Contact Number. Below this, the 'Summary of Product Received' section is highlighted with a red box, showing 'Inventory Received from Dealers' with a weight of 12,000 and a processing incentive of \$40.00. The 'Summary of Product Sold and Residuals' section shows 'Summary of Product Sales' with a value of 2,000 and 'Summary of Disposition of Residuals' with a value of 0.0000. At the bottom, the 'Total Incentive Claims' is \$40.00, and there are 'Submit Claim' and 'Cancel' buttons.

Processor Info	
Processor Name:	DAVE TIRE CORPORATION
Registration Number:	MI99999
Reporting Period:	Jan-2011
Claim Period Dates:	01-Jan-2011 to 31-Jan-2011
Prepared By:	Green Lachar
Contact Number:	800-555-1234

	Tire Inventory Weight (in tonnes)	Processing Incentive (in \$)
Inventory Received from Dealers:	12,000	\$40.00
Total:	12,000	

Summary of Product Sold and Residuals	
Summary of Product Sales:	2,000
Summary of Disposition of Residuals:	0.0000
Total:	2,000

Total Incentive Claims: \$40.00

Submit Claim Cancel

Processor Online Claims: Late Claim Submissions

Processor claims must be submitted in full (online electronic submission and hardcopies received by OTS prior to the close of the claims reporting period). In the event that either part of the submission is received late, the claim may be processed at a zero dollar amount. The online submission will still be accepted however the estimated claim amount may differ (be paid at zero) for these late claim periods.

Processor Online Claims: Important Reminders

In order to be eligible for payment, both the online submission and hardcopies must be received by OTS prior to the close of the claims reporting period.

Details of payments presented on the online submission are estimated payments only. These amounts may change as a result of the claims review process.

Processor Online Claims: Important Reminders

When submitting hardcopies, ensure that only one claim submission is sent in one package and labelled. Please print off a copy of the claims summary screen to aid in the identification of the claim period being submitted. To assist in the processing, please ensure that all hardcopies are sent in the order in which they are filled.

Remember, even if you have no reportable activity, a zero activity claim must be filed (online submission would consist only of the Processor information tab completed; hardcopy submission is the completed "Processor Zero Activity" form for the effected month)

Processor Online Claims: Important Reminders

All Hardcopy submissions are to be sent to the following address:

Ontario Tire Stewardship
ATTN: Claims Processing
405 The West Mall, Suite 500
Toronto, ON
M9C 5K7

It is the Processors responsibility to ensure that the hardcopies are received by OTS (Processors may call to confirm receipt)

Processor Online Claims: Overview

This presentation reviewed the following aspects of the Processor online claims submission:

- 1) Getting Started
- 2) Creating a New Claim
- 3) Completing the Processor Information Page
- 4) Completing the Inventory Received from Haulers Page
- 5) Completing the Product Sold Page
- 6) Completing the Disposition of Residuals Page
- 7) Processor to Processor Transfers

Processor Online Claims: Overview

- 8) Completing the Inventory Received from Processors Page
- 9) Completing the Inventory Transferred to Processors Page
- 10) Claims Summary & Submission
- 11) Claims Status
- 12) Out of Province Processor Differences
- 13) Late Claim Submissions
- 14) Reminders

Processor Claims: Questions?

- Processors with questions not covered in this presentation or those requiring additional information on the online system should contact OTS at:

Telephone: 1-888-687-2202

Email: processors@ontariots.ca



Ontario Tire Stewardship; Processor Online Claims