



2013
Guidebook 3:
How to File a Steward's Report

For detailed program information:
www.stewardshipmanitoba.org
1-877-883-5828

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Guidebook 3 — How to File a Steward's Report

Multi-Material Stewardship Manitoba (MMSM) has published a series of guidebooks to assist Stewards to comply with their requirements under Manitoba's *Waste Reduction and Prevention (WRAP) Act, 2008*.

If your company is resident in Manitoba, and is a brand owner, first importer or franchisor in Manitoba of consumer products or Printed Material it is recommended that you designate a primary contact for your company. This individual and potentially others will need to review this guidebook to determine how to file a Steward's Report to comply with The WRAP Act.

MMSM Guidebooks

1: Are You Obligated?

Describes basic program features such as the concept of Designated Packaging and Printed Paper (DPPP), "Stewards" and "obligation," with general information Stewards need to register with MMSM.

2: Get Ready to File a Steward's Report

Provides guidance for Stewards about how to collect data for their Steward's Reports; including information about DPPP, what to report on, allowable packaging exemptions and deductions.

3: How to File a Steward's Report

A step by step guide for primary contacts to file their Steward's Reports. It outlines vital information for new Stewards and for returning Stewards who have a new primary contact.

The 2013 Guidebooks are in effect from January 1, 2013 to January 31, 2014. They provide guidance for Stewards but do not constitute legal documents. Stewards' legal obligations are set out in the Rules made by MMSM and published on its website. MMSM reserves the right to change guidebooks at any time.

For More Information

For more information, please visit our website at www.stewardshipmanitoba.org or call **1-877-883-5828** or email customerservice@stewardshipmanitoba.org

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Introduction

Readers of this guidebook will have already determined that they are legally obligated, as Stewards, to file annual Steward's Reports with Multi-Material Stewardship Manitoba (MMSM). MMSM is the Stewardship Responsibility Organization (SRO) formed in 2006 in anticipation for the Manitoba Waste Reduction and Prevention (WRAP) Act, 2008 and developed the Packaging and Printed Paper (PPP) Program Plan.

As part of the program MMSM has developed a secure internet-based reporting system— the Steward Reporting System—that Stewards use to file their annual Steward's Reports.

This guidebook explains how to use the Steward Reporting System. It provides a step by step description of the reporting screens with the goal of helping Stewards through the reporting process.

Before You Start

If you have not already done so, please register with MMSM so that you may gain access to the Steward Reporting System (detailed in Guidebook One). After registering and familiarizing yourself with how to calculate your Packaging and Printed Paper tonnage data (detailed in Guidebook Two), you will be ready to file a your Steward's Report for all applicable years (2010 to 2013).

Filing a Steward's Report

Each Obligated Steward is required to complete a Steward's Report for all applicable years. The Online Steward Reporting System takes you through a seven step process to complete the report. It prompts Stewards to:

- enter company and contact information;
- provide packaging weight data;
- explain how they calculated packaging weights;
- provide brand and affiliated company information; and
- to review invoices and reports.

Steward's fees are calculated automatically by the system (based upon the packaging and printed paper data entered) and, once submitted, provide a basis for MMSM to prepare invoices for payment of fees as authorized under The WRAP Act and the PPP Program Plan.

Many Stewards require more than one session to complete their Steward's Report. The system lets you save, update or edit your report before submission. As with many computer applications, we recommend that you frequently save your work. You may change or update information as many times as is necessary to make sure that the report you submit is complete and accurate.

When you are ready to submit a Steward's Report, place a check mark in the **<SIGNIFY YOUR AGREEMENT>** box on the final screen. After that, you will need to click on the **<SUBMIT>** button **on the bottom of the screen to electronically** submit the Steward's Report for review.

After submitting your company's Steward's Report, your primary contact may view and print it. However, from this point on, adjustments can only be made by contacting MMSM's Steward Service Group at customerservice@stewardshipmanitoba.org

Stewards may be contacted by a Steward's Report Analyst to clarify and confirm various elements of a Steward's Report. This approach works well to clear up minor issues quickly.

Invoices for 2013 will be issued quarterly and are available online through the Steward Reporting System. Both the primary contact and billing contact will receive an email notification each time an invoice is posted. These notices allow Stewards to retrieve their invoices from the Steward Reporting System. If you submit a Steward's Report but do not receive an email confirming its receipt, please contact Steward Services at 1-877-883-5828.

If you have more than one outstanding Steward's Report, the system will require that you file each outstanding Steward's Report sequentially until you are up to date.

For example, if your company is new to the program and is an obligated steward from the program's inception on April 1, 2010, you will need to file a Steward's Report for the 2010, 2011 and 2012 obligation years before it is possible to input data for 2013.

Stewards with fees owing for the 2013 obligation year are required to provide payments at four intervals (as shown in Guidebook Two). If your company is a new Steward that is submitting Steward's Reports for the 2010, 2011 and 2012 obligation years payment is required immediately and is subject to Penalties & Interest from the date of program inception - April 1, 2010 (as outlined in the Rules)

Using the Steward Reporting System

Your company's primary contact must first register to obtain a Steward Number, login ID and password. For more details, please see 'Guidebook One'.

The primary contact is the only person who can access all screens on the Steward Reporting System (confirm your organizations obligation create contacts etc.). A primary contact may set up "secondary contacts," each of which will have unique login IDs and passwords. Secondary contacts can enter data into the Steward Reporting System; however only the primary contact can *submit* the Steward's Report.

If you need to change your primary contact, please contact the Steward Services group at 1-877-883-5828.

Each Steward must also assign a "billing contact" who, in most cases, should be a different individual from the primary contact. The billing contact has access to all Steward's Reports and is responsible for downloading invoices and processing payments. MMSM will email invoices and all information that pertains to accounting to the billing contact and primary contact. Information on how to assign a billing contact is described below in Step 2a: Confirm/Update Contact Information.

How to Access the Steward Reporting System

Open your internet browser, then navigate:

- to the MMSM homepage (<http://www.stewardshipmanitoba.org>) and find the link to file a report using the online steward reporting system
or
- go directly to <https://mmsmdatasystem.ca/reporting/>.

As shown in the screen below, type in your Steward Number, login ID and password; then click on <Login>.



The screenshot shows the MMSM login interface. At the top left is the MMSM logo with the text 'Multi-Material Stewardship Manitoba'. To the right is a recycling symbol. Below the header are three input fields: '* Steward Number : 666', '* Login ID : erservice@stewardshipmanitoba.org', and '* Password : ●●●●●●'. There are three buttons: 'Login' (blue), 'Cancel' (blue), and 'Forgot Your Password?' (red). Below the buttons is the date '10-Jan-11'. A paragraph of text reads: 'If you have forgotten your password, enter in your steward number and login id on this screen then click Forgot Your Password? An email will be sent to the email address Multi-Material Stewardship Manitoba has on file for the login ID you entered. Thank you.' Below that is a section for browser requirements: 'Please make sure that your web browser and system meet the following Minimum Browser Requirements: Windows: Internet Explorer 6.0+, FireFox 2.0+, Netscape 6.0+, Mozilla 1.0+, Opera 8.5+; Macintosh: Netscape 6.0+, FireFox 2.0+, Mozilla 1.0+, Opera 8.5+; Linux: Netscape 6.0+, FireFox 2.0+, Mozilla 1.0+'. At the bottom, it says 'JavaScript and Session Cookies must be turned on'.

Navigational Features

Use the <Next> and <Previous> buttons to guide you through each step of the Steward Reporting System. You may also use the drop down menu on the left to navigate to other screens and use the tips below to expedite the process.

- when moving from field to field use the TAB key
- use a Shift-TAB key combination to move your cursor back a field
- remember to press the SAVE button to protect your work
- avoid using the BACK button on your internet browser; this will discard any unsaved changes.

Home Page

The home page illustrates the sequence of steps necessary to complete to file your Steward's Report. Please Scroll over the < ? > icon for tips and additional information.

To activate the reporting screens and begin entering data your Primary Contact must complete Step 1: Confirm Obligation. Once this is complete, the primary contact, secondary and billing contacts may gain access to the remaining screens listed in the menu on the home page of the reporting system.

MMSM
Multi-Material
Stewardship Manitoba

Steward No: 666 Welcome MMSM Guidebook!

Welcome to Multi-Material Stewardship Manitoba Data Reporting

Welcome to Multi-Material Stewardship Manitoba's online data management system.

Please follow the steps below to complete your Steward's Report and fulfill any obligations under the Waste Reduction and Prevention (WRAP) Act and the Packaging and Printed Paper Stewardship Regulation. Please be aware that Multi-Material Stewardship Manitoba will review your report for accuracy and completeness.

TIPS & TECHNIQUES for using this website



- When moving from field to field use the TAB key
- Shift-TAB key combination will move your cursor back a field
- Please remember to hit the SAVE button to protect your work
- Clicking your Internet browser's BACK button will lose any changes that were not saved

For instructions on how to complete these screens please move your mouse over this icon

Step 1	Confirm Obligation
Step 2	Confirm/Update Contact Information Confirm Company Information
Step 3	Enter Data
Step 4	Methodology
Step 5	Brand Registry
Step 6	Submit Steward's Report
Step 7	Summary Reports and Invoices

The Primary Contact is responsible for confirming a Steward's obligation, updating contact information and submitting the Steward's Report. Billing and secondary contacts have access that is limited to Steps 3, 4, 5 and 7, as shown above. In the screens that are accessible to billing and secondary contacts, these steps are numbered steps 1 through 4, as outlined below.

Secondary contacts and billing contacts see the following screen as their home page.

Main Menu

[Enter Data](#)

[Methodology](#)

[Brand Registry](#)

[Summary Reports and Invoices](#)

[Logout](#)

Helpful Links

[User GuideBooks](#)

[Rules](#)

[FAQ](#)

Customer Service:
1-877-883-5828

[Email Customer Service](#)

Steward No: 6 **Welcome GuideBook Test!**


Welcome to Multi-Material Stewardship Manitoba Data Reporting





Welcome to Multi-Material Stewardship Manitoba's online data management system.

Please follow the steps below to complete your Steward's Report and fulfill any obligations under the Waste Reduction and Prevention (WRAP) Act and the Packaging and Printed Paper Stewardship Regulation. Please be aware that Multi-Material Stewardship Manitoba will review your report for accuracy and completeness.

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- Clicking your Internet browser's BACK button will lose any changes that were not saved

For instructions on how to complete these screens please move your mouse over this icon 

Step 1	Enter Data 
Step 2	Methodology 
Step 3	Brand Registry 
Step 4	Summary Reports and Invoices 

Step 1: Confirm Obligation

Answer the questions on the “Confirm Obligation” screen (shown below) to verify your company’s obligation status for the 2013 obligation year.

Any contact that attempts to navigate through the system will see the screen below which indicates that the Primary Contact will need to confirm your organization’s obligation. The only screen available will be the Report and Invoice screen.



The screenshot shows the MMSM Confirm Obligation screen. At the top left is the MMSM logo with the text 'Multi-Material Stewardship Manitoba'. To the right is a recycling symbol. Below the logo, it says 'Steward No: 7' and 'Welcome GuideBook Test 1!'. A blue bar contains the text 'Confirm Obligation'. Below this bar, there is a message: 'Please note that you have not confirmed your obligation. Until you do so, you will not be able to proceed further. If you think this is in error please contact our customer service at 1-877-883-5828. If you are the Primary Contact, please click the "Confirm Obligation" button below to proceed to this step.' At the bottom, there are two buttons: 'Confirm Obligation' and 'Main Menu'.

As a reminder, DPPP comprises any Packaging (that consists of paper, glass, plastic, aluminum or steel) or Printed Paper. This includes Packaging or Printed Paper that has your organization’s brand or on packaging or Printed Paper that your organization imports into Manitoba and that is managed in the Manitoba municipal residential waste system!



Menu

Steward No: 666
Welcome MMSM Guidebook (Stewardship Admin)!

Confirm Obligation

Designated Printed Paper and Packaging

Steward's are required to confirm their obligation by verifying the responses provided when they registered with MMSM. Please review your responses to the questions below, make any necessary changes and then click "Save". You will not be able to continue with filing your Steward's Report until you have clicked "Save".

	Obligation Year	Data Year	Designated Printed Paper and Packaging	Gross Manitoba Sales (in data year)	Does your company supply HHW Products in Manitoba	Resident in Manitoba	Type of Organization	Obligation Status	Confirmed
	2010	2009	Yes	>=\$750K (Gr€)	N/A	Yes	Government ager	You are obligated	11 Jan 2011
	2011	2010	Yes	>=\$750K (Gr€)	N/A	Yes	Government ager	You are obligated	30 Nov 2011
	2012	2011	Yes	>=\$750K (Gr€)	Yes	Yes	Government ager	You are obligated	19 Jan 2012
	2013	2012				Yes	Government ager		

Save

Main Menu

Next

"Gross Manitoba Sales" refers to the combined gross revenues from the sale of all products and services in Manitoba of your company, affiliates and franchisees. If you answer "Yes" in the "Gross Manitoba Sales Greater than \$750,000" column, you will confirm that your company or organization had gross Manitoba sales greater than \$750,000 in the related Data Year.

If you answer "Yes" in the "Designated Printed Paper and Packaging" column, you will confirm that your company or organization Supplied DPPP in the related 12 month Data year.

If you answer "Yes" in the "Resident in Manitoba" column, you will confirm that your company or organization had Residency in Manitoba in the related 12 month Data year. If you answer "No" in the "Resident in Manitoba" column, you will confirm that your company or organization did not have Residency in Manitoba in the related 12 month Data year and will be required to verify the date your residency status changed.

The "Obligation Status" column is relevant to the Obligation Year and indicates if you are obligated to file a Steward's Report for that year.

Obligation years that appear with a padlock symbol are locked and can only be changed by MMSM. Please contact Steward Services if any locked information is incorrect.

Step 2a: Confirm/Update Contact Information

Please take time to confirm and/or update your contact information (shown on the screen below). You will need to enter contact information including the name of a billing contact. Click on **<Copy Address from Primary>** if the same address applies. If the billing contact is the same as the primary contact, check the box **<Same as primary contact>** then ensure that all fields are completed before checking **<Same as primary contact>** to continue.

DPPP
Secondary Contacts

Designated Printed Paper and Packaging Program Contacts

Please complete all required fields (marked with an *).

Please Note: Please note Invoices will only be available online and not mailed. An email will be sent to both the Primary and Billing contacts when new invoices are posted to your account. Any accounting information (statements, credit notes etc.) that require mailing will be mailed to the billing contact address.

Primary Contact	Billing Contact	
	<input checked="" type="checkbox"/> Same as Primary Contact	
	Copy Address From Primary	
First Name: <input type="text" value="Diana"/> Last Name: <input type="text" value="Carr"/> Title: <input type="text" value="Customer Service"/> *Country: <input type="text" value="Canada"/> *Telephone No: <input type="text" value="877-883-5828"/> Telephone Ext: <input type="text"/> *Email Address: <input type="text" value="customerservice@stewardshipmar"/> *Address 1: <input type="text" value="26 Ballantyne"/> Address 2: <input type="text" value="Suite 200"/> Address 3: <input type="text"/> *City: <input type="text" value="Winnipeg"/> *Province: <input type="text" value="Manitoba"/> *Postal Code: <input type="text" value="R3B 3B2"/> Fax: <input type="text"/> *Password: <input type="password" value="....."/> *Re-Enter Password: <input type="password" value="....."/> *Security Question: <input type="text" value="What was the name of my first do"/> *Security Question Answer: <input type="text" value="Sparky"/>	*First Name: <input type="text" value="Diana"/> *Last Name: <input type="text" value="Carr"/> *Title: <input type="text" value="Customer Service"/> *Country: <input type="text" value="Canada"/> *Telephone No: <input type="text" value="877-883-5828"/> Telephone Ext: <input type="text"/> *Email Address: <input type="text" value="customerservice@stewardshipmar"/> *Address 1: <input type="text" value="26 Ballantyne"/> Address 2: <input type="text" value="Suite 200"/> Address 3: <input type="text"/> *City: <input type="text" value="Winnipeg"/> *Province: <input type="text" value="Manitoba"/> *Postal Code: <input type="text" value="R3B 3B2"/> Fax: <input type="text"/> *Password: <input type="password" value="....."/> *Re-Enter Password: <input type="password" value="....."/> *Security Question: <input type="text" value="What was the name of my first do"/> *Security Question Answer: <input type="text" value="Sparky"/>	
<input type="button" value="Previous"/>	<input type="button" value="Save"/> <input type="button" value="Main Menu"/>	<input type="button" value="Next >"/>

***All required fields need to be populated before you can continue.

You will need to set up a security question to ensure confidentiality of information when contacting MMSM over the phone. If a Steward contact requests confidential information about a Steward's Report, MMSM will only release the information with the correct response to the security question.

Click on **<Save>** when this information is complete.

To add secondary contacts click on the **<secondary contacts>** tab at the top of this screen, then fill in the required information for any other person who you wish to list as a secondary contact. This includes individuals that will need access to the Steward Reporting System such as packaging, accounting, technical, legal and other employees who may need to report material data for a sector, division or subsidiary.

To add a secondary contact, click on **<Add>** at the bottom of the screen, enter information in the boxes provided on the right and click on **<Save>**. The new contact will appear in a list to the left.

Once secondary contacts are established, the primary contact may share the company's Steward Number and, for each secondary contact, assign a unique login ID (first initial and last name are recommended) along with a secure password.

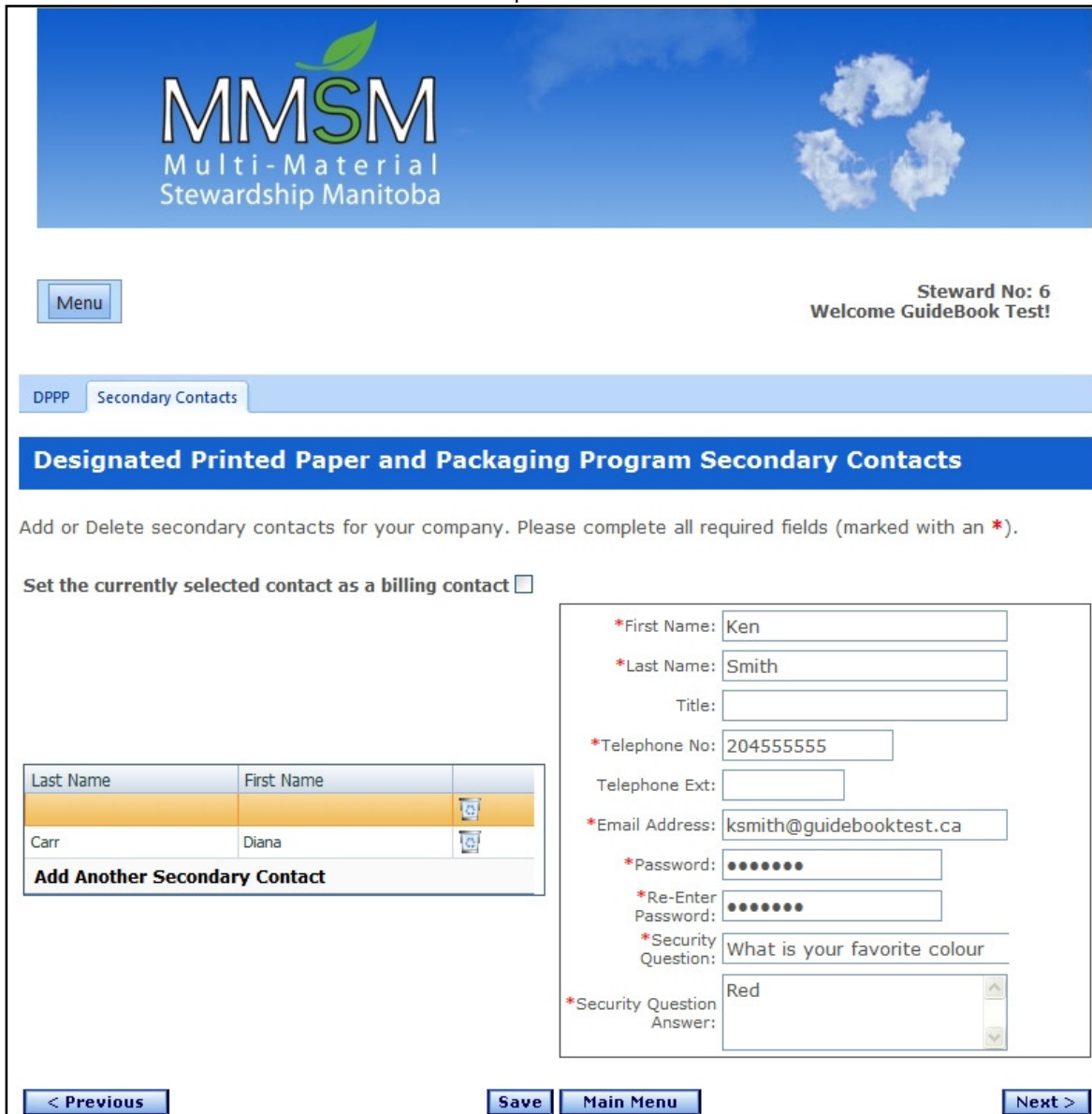
Secondary contacts are able to enter data and answer submission questions for any sector or division for which they are reporting. Secondary contacts are not able to access the Confirm Obligation, Contact, Company and Submit Steward's Report screens. Secondary contacts *do not* receive electronic newsletters and other information from MMSM unless specifically requested. To be added to the distribution list for MMSM contact customerservice@stewardshipmanitoba.org.

It is important for primary contacts to add secondary contacts for several reasons. Additional contacts may be given passwords by the primary contact to access the Steward's Report and to report packaging and printed material obligations within the account. Furthermore, MMSM personnel are authorized to correspond only with the primary contacts and those added in the Steward's Report including the billing contact and secondary contacts.

If you need to delete a secondary contact, select the appropriate name in the list that appears on the left side of the screen and then click on **<Delete>**.

Primary contacts may also list secondary contacts as billing contacts. To do this, select the name of the secondary contact, then click beside "Set the currently selected contact as a billing contact" Please make sure that all text fields are completed and the login ID is not duplicated for any other contacts on your account.

Click on <Save> when this information is complete.



The screenshot shows the MMSM Multi-Material Stewardship Manitoba web application. At the top, there is a blue header with the MMSM logo and a recycling symbol. Below the header, there is a 'Menu' button and a 'Steward No: 6 Welcome GuideBook Test!' message. The main content area is titled 'Designated Printed Paper and Packaging Program Secondary Contacts'. It includes a table of existing contacts, a checkbox to set the selected contact as a billing contact, and a form to add a new contact with fields for name, title, phone, email, password, and security question/answer. Navigation buttons for '< Previous', 'Save', 'Main Menu', and 'Next >' are at the bottom.

Menu



Steward No: 6
Welcome GuideBook Test!

DPPP Secondary Contacts

Designated Printed Paper and Packaging Program Secondary Contacts

Add or Delete secondary contacts for your company. Please complete all required fields (marked with an *).

Set the currently selected contact as a billing contact

Last Name	First Name	
		
Carr	Diana	

Add Another Secondary Contact

*First Name:

*Last Name:

Title:

*Telephone No:

Telephone Ext:

*Email Address:

*Password:

*Re-Enter Password:

*Security Question:

*Security Question Answer:

< Previous Save Main Menu Next >

Step 2b: Confirm/Update Company Information

You will need to verify the main company address; if necessary, use the link on this page to email any corrections to MMSM. If your company uses a business name that is different than your officially registered name, please enter this information in the 'Doing Business As' field.

For companies or organizations that registered their main address outside Manitoba, you are required to complete the company address fields to identify your primary location in Manitoba. Please note, these fields will not be visible to companies or organizations registered with Manitoba addresses.

If this screen is blank, please email your main company address to customerservice@stewardshipmanitoba.org; then continue to file your Steward's Report by clicking on the <Next>. If all information is correct, please click <Next> to proceed to the next reporting screen.



Menu

Steward No: 666
Welcome MMSM Guidebook!

Company

The address below is listed as your company's main address. To make changes or if it is blank please email customerservice@stewardshipmanitoba.org to correct and then click Next to continue submitting your Steward's Report. If correct please click "Next" to move onto the next step.

Company Address

Company Name: MMSM Guidebook
Doing Business As:
Address 1: 26 Ballantyne
Address 2: Suite 200
Address 3:
City: Winnipeg
Province/State: MB
Postal/Zip Code: R3B 3B2
Country: Canada

< Previous


Save Main Menu

Next >

Step 3: Enter Data

At the top left of the “Enter Data” screen, a drop down menu will prompt you to select the first obligation year for which your company is required to enter data. If you are an obligated Steward but have not yet submitted a Steward’s Report for a previous year, you must complete all outstanding Steward’s Reports to gain access to the current year’s Steward’s Report.

While on the “Enter Data” screen (shown below), you may create as many separate reporting divisions as your submission requires under your main company Steward’s Report.

- 1) Click on **<Add Division>** (at the bottom left of the upper panel).
- 2) A pop up box will prompt you to enter the name of the company division. Please enter company and division names that are meaningful for you (e.g. XYZ Company – hardware—not just your company name).
- 3) Repeat steps “1” and “2” until you have added as many divisions as you need. You may return to this screen at any time to add, rename or delete divisions, before submitting your Steward’s Report.
- 4) To rename divisions, click on **<Rename Division>** (at the bottom right of the upper panel) and see step “2”
- 5) To delete divisions no longer required, click the recycling container  (at the far right column). Please note, the division identified with ID #1 cannot be deleted or renamed.

Select the division for which you wish to enter data by clicking on it in the upper panel.

Under each division, you may enter data, for either Manitoba or Canada. If you enter data for Canada, you will need to enter a verifiable percent (%) of national data allocated to Manitoba sales.

In the fields shown below, enter the weight in **kilograms (kg)** for each material category that applies to each division of your company. A definition of the material category will appear when you click on the kilogram field.

Once you have entered data in all the material fields for each division of your company, click on **<Save>** to move on to the next division/subsidiary or screen. Use the **<Next>** button to move to the next reporting screen.

Please note that the Regular tab page is for all non-beverage packaging. If your organization is part of the CBCRA Program then you must enter all the beverage related packaging on the CBCRA Beverage Packaging tab.

Submitted Steward’s Reports cannot be changed without contact MMSM’s Steward Services 1-877-883-5828.

Menu

Steward No: 666
Welcome MMSM Guidebook!

Enter Data for 2013

Regular CBCRA Beverage Packaging Newspaper

Please enter in the quantity of all the non-CBCRA related packaging on this page that your organization supplied for use in Manitoba in the obligation year.

Obligation Year:

Please note that your 2013 obligation is based upon your 2012 data.

To sort ascending/descending please click on the column headers.

ID	Division Name	Total Kilograms	Total Units	Annualized Fee
1	MMSM Guidebook	2,400	Zero	\$ 291.01
Total:		2,400	Zero	\$ 291.01
Add Division				

Division: 1 - MMSM Guidebook

Actual Fee = \$295.41

Please note that your organization's 2013 obligation is from January 1, 2013 to December 31, 2013 and is based upon your 2012 data.

Purchase Order Number: ?

Submitting For:

Subcategory	Kilograms	\$ / Kg	Kg Fee	Units	\$ / Unit	Unit Fee	Total Fee
Category: Printed Paper							
Newsprint	<input type="text" value="100"/>	0.023800	\$ 2.38		0.000000	\$0.00	\$ 2.38
Magazines and catalogues	<input type="text" value="100"/>	0.061900	\$ 6.19		0.000000	\$0.00	\$ 6.19
Directories	<input type="text" value="100"/>	0.061900	\$ 6.19		0.000000	\$0.00	\$ 6.19
Other Printed Materials	<input type="text" value="100"/>	0.061900	\$ 6.19		0.000000	\$0.00	\$ 6.19
Total Category:	400		\$ 20.95	0		\$0.00	\$ 20.95
Category: Paper Packaging							
Gable top containers – non-beverage	<input type="text" value="100"/>	0.313100	\$ 31.31		0.000000	\$0.00	\$ 31.31
Gable top containers – beverage	<input type="text" value="100"/>	0.313100	\$ 31.31		0.000000	\$0.00	\$ 31.31
Aseptic containers – non-beverage	<input type="text" value="0"/>	0.313100	\$0.00		0.000000	\$0.00	\$0.00
Aseptic containers – beverage	<input type="text" value="0"/>	0.313100	\$0.00		0.000000	\$0.00	\$0.00
Paper laminants	<input type="text" value="0"/>	0.313100	\$0.00		0.000000	\$0.00	\$0.00
Corrugated cardboard	<input type="text" value="0"/>	0.105200	\$0.00		0.000000	\$0.00	\$0.00
Boxboard and other paper packaging	<input type="text" value="0"/>	0.105200	\$0.00		0.000000	\$0.00	\$0.00
Total Category:	200		\$ 62.62	0		\$0.00	\$ 62.62

Category: Plastic Packaging							
PET bottles < 5 Litres - non-beverage	<input type="text" value="0"/>	0.203300	\$0.00		0.000000	\$0.00	\$0.00
PET bottles >= 5 Litres - non-beverage	<input type="text" value="0"/>	0.203300	\$0.00		0.000000	\$0.00	\$0.00
PET bottles < 5 Litres - beverage	<input type="text" value="0"/>	0.203300	\$0.00		0.000000	\$0.00	\$0.00
PET bottles >= 5 Litres - beverage	<input type="text" value="0"/>	0.203300	\$0.00		0.000000	\$0.00	\$0.00
HDPE bottles and jugs < 5 Litres - non-beverage	<input type="text" value="0"/>	0.248900	\$0.00		0.000000	\$0.00	\$0.00
HDPE bottles and jugs >= 5 Litres - non-beverage	<input type="text" value="0"/>	0.248900	\$0.00		0.000000	\$0.00	\$0.00
HDPE bottles and jugs < 5 Litres - beverage	<input type="text" value="0"/>	0.248900	\$0.00		0.000000	\$0.00	\$0.00
HDPE bottles and jugs >= 5 Litres - beverage	<input type="text" value="0"/>	0.248900	\$0.00		0.000000	\$0.00	\$0.00
Polystyrene	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Other rigid plastic < 5 Litres - non-beverage	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Other rigid plastic >= 5 Litres - non-beverage	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Other rigid plastic < 5 Litres - beverage	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Other rigid plastic >= 5 Litres - beverage	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
LDPE/HDPE film	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
LDPE/HDPE film carry-out bags	<input type="text" value="0"/>	0.349900	\$0.00	<input type="text" value="0"/>	0.000710	\$0.00	\$0.00
Plastic laminants - non-beverage	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Plastic laminants - beverage	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Biodegradable plastic film	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Biodegradable plastic film carry out bags	<input type="text" value="0"/>	0.349900	\$0.00	<input type="text" value="0"/>	0.000710	\$0.00	\$0.00
Biodegradable rigid plastic containers - non-beverage	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Biodegradable rigid plastic containers - beverage	<input type="text" value="0"/>	0.349900	\$0.00		0.000000	\$0.00	\$0.00
Total Category:	0		\$0.00	0		\$0.00	\$0.00
Category: Steel and Other Metal Packaging							
Steel Aerosol containers - non-HHW related	<input type="text" value="100"/>	0.108900	\$ 10.89		0.000000	\$0.00	\$ 10.89
Paint cans non-HHW related containers	<input type="text" value="100"/>	0.108900	\$ 10.89		0.000000	\$0.00	\$ 10.89
Other steel and metal containers and packaging - non-beverage	<input type="text" value="100"/>	0.108900	\$ 10.89		0.000000	\$0.00	\$ 10.89
Other steel and metal containers and packaging - beverage	<input type="text" value="100"/>	0.108900	\$ 10.89		0.000000	\$0.00	\$ 10.89
Total Category:	400		\$ 43.56	0		\$0.00	\$ 43.56
Category: Aluminum Packaging							
Aluminum - food cans	<input type="text" value="100"/>	0.010100	\$ 1.01		0.000000	\$0.00	\$ 1.01
Aluminum cans - beverage	<input type="text" value="100"/>	0.010100	\$ 1.01		0.000000	\$0.00	\$ 1.01
Aluminum aerosol containers - non-HHW related containers	<input type="text" value="100"/>	0.180700	\$ 18.07		0.000000	\$0.00	\$ 18.07
Foil and other aluminum packaging	<input type="text" value="100"/>	0.180700	\$ 18.07		0.000000	\$0.00	\$ 18.07
Total Category:	400		\$ 38.16	0		\$0.00	\$ 38.16

Category: Glass Packaging							
Clear (flint) glass – non-beverage	<input type="text" value="100"/>	0.057700	\$ 5.77		0.000000	\$0.00	\$ 5.77
Clear (flint) glass – beverage	<input type="text" value="100"/>	0.057700	\$ 5.77		0.000000	\$0.00	\$ 5.77
Coloured glass – non-beverage	<input type="text" value="100"/>	0.057700	\$ 5.77		0.000000	\$0.00	\$ 5.77
Coloured glass – beverage	<input type="text" value="100"/>	0.057700	\$ 5.77		0.000000	\$0.00	\$ 5.77
Total Category:	400		\$ 23.08	0		\$0.00	\$ 23.08
Category: Household Hazardous Waste Related Containers							
PET bottles – non-beverage	<input type="text" value="100"/>	0.203300	\$ 20.33		0.000000	\$0.00	\$ 20.33
HDPE bottles and jugs – non-beverage	<input type="text" value="100"/>	0.248900	\$ 24.89		0.000000	\$0.00	\$ 24.89
Other rigid plastic – non-beverage	<input type="text" value="100"/>	0.349900	\$ 34.99		0.000000	\$0.00	\$ 34.99
Other steel and metal containers and packaging	<input type="text" value="100"/>	0.108900	\$ 10.89		0.000000	\$0.00	\$ 10.89
Clear (flint) glass – non-beverage	<input type="text" value="100"/>	0.057700	\$ 5.77		0.000000	\$0.00	\$ 5.77
Coloured glass – non-beverage	<input type="text" value="100"/>	0.057700	\$ 5.77		0.000000	\$0.00	\$ 5.77
Total Category:	600		\$ 102.64	0		\$0.00	\$ 102.64
Grand Total:	2,400		\$ 291.01	0.00		\$0.00	\$ 291.01

< Previous

Save/Update Main Menu

Next >

CBCRA TAB PAGE

This tab page is for CBCRA Steward's only. If you are a CBCRA Steward and this reporting tab does not show up in your 2013 Steward's Report please contact MMSM's Steward Services. The upper panel is where CBCRA Stewards enter in the amount of packaging weight for all beverage related ancillary packaging Supplied to consumers in Manitoba in 2012.



Menu

Steward No: 666
Welcome MMSM Guidebook!

Enter Data for 2013

Regular **CBCRA Beverage Packaging** Newspaper

Please enter in the data for all the Beverage packaging and Ancillary beverage packaging on this page that your organization supplied for use in Manitoba in the obligation year. **Any other packaging** that your organization is obligated for is to be entered on the first page. Please note BEVERAGE packaging and Ancillary Beverage packaging on this page only.

NEW for 2013 – Stewards are required to enter the associated number of Units of beverage containers supplied in 2012 associated with each beverage container size and material type.

Obligation Year: ▼

Please note that your 2013 obligation is based upon your 2012 data.

To sort ascending/descending please click on the column headers.

ID	Division Name	Total Kilograms	Total Units	Annualized Fee
1	MMSM Guidebook	451	13	\$ 139.35
Total:		451	13	\$ 139.35
Add Division				

Division: 1 - MMSM Guidebook

Actual Fee = \$431.23

Please note that your organization's 2013 obligation is from January 1, 2013 to December 31, 2013 and is based upon your 2012 data.

Purchase Order Number:

Subcategory	Kilograms	\$/ Kg	Units	Kg Fee
Category: Paper Packaging				
Paper laminates	<input type="text" value="432"/>	0.313100		\$ 135.26
Corrugated cardboard	<input type="text" value="1"/>	0.105200		\$ 0.11
Boxboard and other paper packaging	<input type="text" value="1"/>	0.105200		\$ 0.11
Total Category:		434	0	\$ 135.47
Category: Plastic Packaging				
Polystyrene	<input type="text" value="1"/>	0.349900		\$ 0.35
LDPE/HDPE film	<input type="text" value="1"/>	0.349900		\$ 0.35
Biodegradable plastic film	<input type="text" value="1"/>	0.349900		\$ 0.35
Total Category:		3	0	\$ 1.05
Category: Aluminum Packaging				
Foil and other aluminum packaging	<input type="text" value="1"/>	0.180700		\$ 0.18
Total Category:		1	0	\$ 0.18

The lower panel is for CBCRA Stewards to identify the weight of each beverage container by material and by size of container. **New for 2013** the number of units supplied must also be provided for each identified beverage container size.

Category: Aluminum				
Aluminum: 0-1 Litre (L)	<input type="text" value="1"/>	0.010100	<input type="text" value="1"/>	\$ 0.01
Total Category:		<input type="text" value="1"/>	<input type="text" value="1"/>	\$ 0.01
Category: Plastics				
PET bottles and jugs: 0-500 millilitre (ml)	<input type="text" value="1"/>	0.203300	<input type="text" value="1"/>	\$ 0.20
PET bottles and jugs: 501 ml - 1 L	<input type="text" value="1"/>	0.203300	<input type="text" value="1"/>	\$ 0.20
PET bottles and jugs: over 1 L and under 5L	<input type="text" value="1"/>	0.203300	<input type="text" value="1"/>	\$ 0.20
PET bottles and jugs: over 5 L	<input type="text" value="1"/>	0.203300	<input type="text" value="1"/>	\$ 0.20
HDPE bottles and jugs: 0-500 ml	<input type="text" value="1"/>	0.248900	<input type="text" value="1"/>	\$ 0.25
HDPE bottles and jugs: 501 ml - 1 L	<input type="text" value="1"/>	0.248900	<input type="text" value="1"/>	\$ 0.25
HDPE bottles and jugs: over 1 L and under 5L	<input type="text" value="1"/>	0.248900	<input type="text" value="1"/>	\$ 0.25
HDPE bottles and jugs: over 5 L	<input type="text" value="1"/>	0.248900	<input type="text" value="1"/>	\$ 0.25
Other Rigid plastic: 0-500 ml	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$ 0.00
Other Rigid plastic: 501 ml - 1 L	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$ 0.00
Other Rigid plastic: over 1 L and under 5L	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$ 0.00
Other Rigid plastic: over 5 L	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$ 0.00
Biodegradable Rigid Plastics: 0-500 ml	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$ 0.00
Biodegradable Rigid Plastics: 501 ml - 1 L	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$ 0.00
Biodegradable Rigid Plastics: over 1 L and under 5L	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$ 0.00
Biodegradable Rigid Plastics: over 5 L	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$ 0.00
Total Category:		<input type="text" value="8"/>	<input type="text" value="8"/>	\$ 1.81
Category: Glass				
Glass: 0-500 ml	<input type="text" value="1"/>	0.057700	<input type="text" value="1"/>	\$ 0.06
Glass: 501 ml - 1 L	<input type="text" value="0"/>	0.057700	<input type="text" value="0"/>	\$ 0.00
Glass: over 1 L	<input type="text" value="0"/>	0.057700	<input type="text" value="0"/>	\$ 0.00
Total Category:		<input type="text" value="1"/>	<input type="text" value="1"/>	\$ 0.06
Category: Bi-Metal Cans				
Bi-metal Cans: 0-500 ml	<input type="text" value="1"/>	0.108900	<input type="text" value="1"/>	\$ 0.11
Bi-metal Cans: 501 ml - 1 L	<input type="text" value="0"/>	0.108900	<input type="text" value="0"/>	\$ 0.00
Bi-metal Cans: over 1 L	<input type="text" value="0"/>	0.108900	<input type="text" value="0"/>	\$ 0.00
Total Category:		<input type="text" value="1"/>	<input type="text" value="1"/>	\$ 0.11

Category: Polycat				
Drink Boxes: 0-500 ml	<input type="text" value="1"/>	0.313100	<input type="text" value="1"/>	\$ 0.31
Drink Boxes: 501 ml - 1 L	<input type="text" value="0"/>	0.313100	<input type="text" value="0"/>	\$0.00
Drink Boxes: over 1 L	<input type="text" value="0"/>	0.313100	<input type="text" value="0"/>	\$0.00
Gable Top: 0-500 ml	<input type="text" value="0"/>	0.313100	<input type="text" value="0"/>	\$0.00
Gable Top: 501 ml - 1 L	<input type="text" value="0"/>	0.313100	<input type="text" value="0"/>	\$0.00
Gable Top: over 1 L	<input type="text" value="0"/>	0.313100	<input type="text" value="0"/>	\$0.00
Total Category:	1		1	\$ 0.31
Category: Other				
Drink Pouches: 0-1 L	<input type="text" value="1"/>	0.349900	<input type="text" value="1"/>	\$ 0.35
Bag in a box: over 1 L	<input type="text" value="0"/>	0.349900	<input type="text" value="0"/>	\$0.00
Total Category:	1		1	\$ 0.35
Grand Total:	451		13.00	\$ 139.35

Please note: that a Bag in a box container is comprised of two main components. MMSM considers the beverage container to be the weight of the bag only and the ancillary container to be the weight of the box. Please ensure the weights are entered in the appropriate panels.

There are no unit fees under the MMSM program for beverage containers.

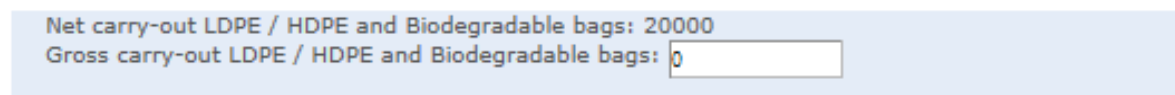
Step 4: Methodology

On the top panel of the “Methodology” screen, enter a detailed explanation of the steps you took to calculate the packaging weights entered for your organizations entire submission.



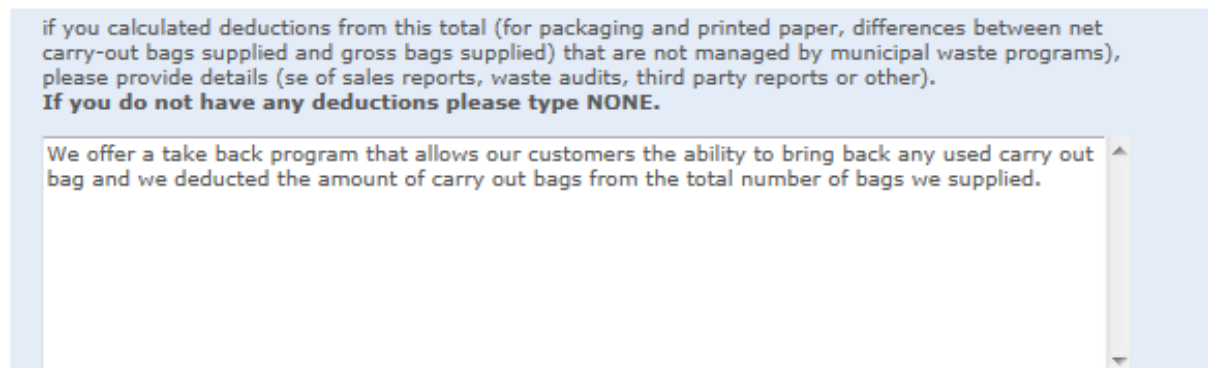
The screenshot shows the MMSM Multi-Material Stewardship Manitoba interface. At the top, there is a blue header with the MMSM logo and a recycling symbol. Below the header, there is a 'Menu' button and a 'Steward No: 666 Welcome MMSM Guidebook!' message. The main section is titled 'Methodology Data for 2013'. Underneath, there is a dropdown menu for 'Obligation Year' set to '2013'. A text area contains the following text: 'Please provide details concerning how you calculated the total amount of each type of packaging and printed material that your company generated in 2012. Similar to last year: Using information from our product database we calculated the weight of each individual product packaging. In cases where products were not readily available we used similar packaging as the representative. This packaging information was then then tied to the unit sales (for 2012) of the product and allocated to the appropriate MMSM fee category.'

If your organization has reported any carryout bags (LDPE/HDPE or Biodegradable film), include in your report the GROSS quantity of all carry out bags Supplied to end-users in Manitoba (consumers). This amount will not have any deductions for carry out bags returned, collected from any other source.



The screenshot shows two input fields for carry-out bags. The first field is labeled 'Net carry-out LDPE / HDPE and Biodegradable bags: 20000'. The second field is labeled 'Gross carry-out LDPE / HDPE and Biodegradable bags: 0'.

In the third panel, be sure to explain and identify any deductions you have made in the quantities submitted. Include material type, quantity and reason for deduction.



The screenshot shows a text area with the following text: 'if you calculated deductions from this total (for packaging and printed paper, differences between net carry-out bags supplied and gross bags supplied) that are not managed by municipal waste programs), please provide details (se of sales reports, waste audits, third party reports or other). **If you do not have any deductions please type NONE.**' Below this text is a text input field containing the text: 'We offer a take back program that allows our customers the ability to bring back any used carry out bag and we deducted the amount of carry out bags from the total number of bags we supplied.'

In the lower panel, describe the initiatives your organization has taken to reduce the overall packaging and printed materials generated, select easier to recycle materials, utilize recycled content, etc.

If you have not made any deductions and/or reduction initiatives please type “**NONE.**” These panels must be populated otherwise the online system will not permit you to submit the Steward’s Report.

Please describe the initiatives your organization has taken to reduce the overall packaging and printed materials generated, select easier to recycle materials, utilize recycled content, etc.
If you do not have any initiatives please type NONE.

Similar to last year: We have a plastic bag take back program in our stores which were monitor thoroughly and have found that approximately 5% of our bags distributed has been returned by our customers. This 5% was deducted from our report.

In the last panel on the Methodology screen, if your organization has reported blue box waste generated from designated HHW products, please provide a detailed explanation of the steps taken to identify HHW products and how your organization calculated the associated weights

Your company has added quantities to the HHW Related Containers category. Please identify. Please provide details (use of sales reports, waste audits, third party reports or other) concerning how you calculated the amount of each type of packaging.

Similar to last year: Using information from our product database we calculated the weight of each individual product packaging. In cases where products were not readily available we used similar packaging as the representative. This packaging information was then then tied to the unit sales (for 2010) of the product and allocated to the appropriate MMSM fee category.

< Previous Save Main Menu Next >

Once you have entered information in all the panels, click on <**Save**> to before moving on to the next screen. Use the <**Next**> button to go to the next reporting screen

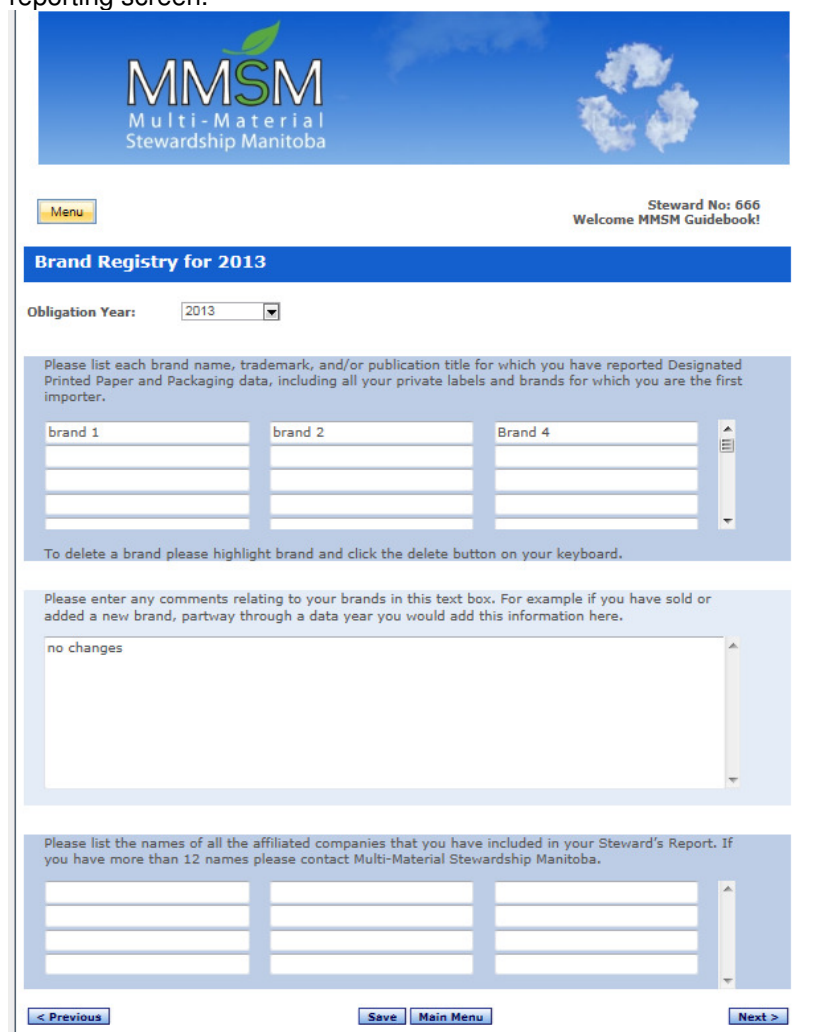
Step 5: Brand Registry

On the “Brand Registry” screen, list all brands included in your submission. Do not type in more than one brand name for each field. If you need to report on numerous brands, you may email a spreadsheet to customerservice@stewardshipmanitoba.org. To remove a field, click on the brand name; then use the “delete” key on your keyboard. You may clarify any of your data in the comment box (e.g. to show that you had sold a brand or made another change to your company that affected your brand ‘data’ during the data year).

Please note that if a brand has been sold you are obligated to report on that brand until the date of the sale from which point the buyer of your brand becomes the obligated party.

Be sure to list all affiliated companies (“Affiliates”) in your submission. An Affiliate is any company which is controlled by another company or is controlled by a common entity. For example, if Company A owns Companies B and C, Companies B and C are “Affiliates” of Company A.

Type in the name of each Affiliate, adding no more than one affiliated company per field. If you need to report on numerous Affiliates, please email a spreadsheet containing this information to customerservice@stewardshipmanitoba.org. To remove a field, click on the name of the Affiliate, then press the delete key on your keyboard. Click on **<Save>**, then **<Next>** to advance to the next reporting screen.



The screenshot shows the MMSM Brand Registry for 2013 web form. At the top, there is a blue header with the MMSM logo and a recycling symbol. Below the header, there is a "Menu" button and the text "Steward No: 666 Welcome MMSM Guidebook!". The main heading is "Brand Registry for 2013". Underneath, there is a dropdown menu for "Obligation Year" set to "2013". The main content area is divided into three sections: 1. A table with three columns labeled "brand 1", "brand 2", and "Brand 4", each with three rows for data entry. A vertical scrollbar is on the right. Below the table is the instruction: "To delete a brand please highlight brand and click the delete button on your keyboard." 2. A text box for comments with the placeholder text "no changes". 3. A table for affiliated companies with three columns and three rows. At the bottom, there are four buttons: "< Previous", "Save", "Main Menu", and "Next >".

Step 6: Submit Steward's Report

Please verify the accuracy of your registration on the "Declaration" screen. Before you submit data:

- 1) Check that all information is accurate and that each screen is complete. A "pop up box" will be displayed if any data is missing, please complete accordingly.
- 2) Tick the declaration box to confirm that:
 - systems and procedures used to calculate your data have been reviewed and are as accurate as possible;
 - you have read and agree to MMSM Rules, and are authorized to submit data on behalf of your company;
 - you understand that your company is required to keep its data on file for five years from the date of submission and that the data may be subject to audit by MMSM.
The <**SIGNIFY YOUR AGREEMENT**> Box appears in the middle of the Screen within the Declaration statement. Please tick or check the box.
- 3) Once the <**SIGNIFY YOUR AGREEMENT**> box is ticked you must click on the <**Submit**> button on the bottom of the Screen to electronically submit your Steward's Report.

Your Steward's Report will not be transmitted to MMSM until you click on the <SIGNIFY YOUR AGREEMENT> button, followed by <SUBMIT>.

Steward No: 666
 Welcome MMSM Guidebook!

Menu

Submit Steward's Report for 2013

Obligation Year:

REPORT HAS NOT BEEN SUBMITTED

Declaration for 2013

Company: MMSM Guidebook	Name: Paul Flegg
Steward #: 666	Title: Customer Service
Current Date: January-10-2013 12:43	
First Submission Date: Not Submitted	Last Submission Date: Not Submitted

2013 Obligation for the period of Jan 1 to Dec 31, 2013

MMSM Fees:	\$1,055.93
CBCRA Fees:	\$4.40
Total Fees:	\$1,060.33

GST will be applied on your invoice.

GST Registration #: 82904 3561 RT0001

Payments are due

1. **April 30, 2013**
2. **June 28, 2013**
3. **September 30, 2013**
4. **December 2, 2013**

Please do not make a payment to MMSM based on the information shown above. If the total fees owing are greater than 0 (zero), Multi-Material Stewardship Manitoba will email both the Primary Contact and Billing Contact every time a new invoice is posted and is ready to be downloaded. You will get at least 1 invoice per quarter for your 2013 Obligation year. Please remit payment to MMSM based upon the invoiced amount.

I have read the MMSM DPPP Rules and submit this data on behalf of my company. I declare that the systems and procedures used to calculate these packaging data have been reviewed and that this submission is accurate. I understand that my company is required to keep these data on file for five years from the date of this submission and that these data may be subject to audit by MMSM. MMSM Technical staff will review your submission and contact you if they need any further information. Data are confidential, however, it will be compared to benchmarks for your industry.


In order to complete the Data submission process, you must complete the following:

- 1) Check the "signify your agreement" checkbox
- 2) Click "Submit"

Once submitted, you cannot change your Steward's Report. Please contact MMSM's customer service at 1-877-883-5828 if you need to change a submitted Steward's Report.

Please tick the box to signify your agreement:

REPORT HAS NOT BEEN SUBMITTED



Download PDF file of this screen

If your company generates less than \$250.00 in fees of DPPP, you will see a screen like the one below:



[Menu](#)

Steward No: 666
Welcome MMSM Guidebook!

Submit Steward's Report for 2013

Obligation Year:

REPORT HAS NOT BEEN SUBMITTED

Declaration for 2013	
Company: MMSM Guidebook Steward #: 666	Name: Paul Flegg Title: Customer Service
Current Date: January-10-2013 12:47 First Submission Date: Not Submitted	Last Submission Date: Not Submitted
2013 Obligation for the period of Jan 1 to Dec 31, 2013	Payments are due
MMSM Fees: \$207.44 CBCRA Fees: \$4.40 Total Fees: \$0.00	<ol style="list-style-type: none"> 1. April 30, 2013 2. June 28, 2013 3. September 30, 2013 4. December 2, 2013

Please do not make a payment to MMSM based on the information shown above. If the total fees owing are greater than 0 (zero), Multi-Material Stewardship Manitoba will email both the Primary Contact and Billing Contact every time a new invoice is posted and is ready to be downloaded. You will get at least 1 invoice per quarter for your 2013 Obligation year. Please remit payment to MMSM based upon the invoiced amount.

I have read the MMSM DPPP Rules and submit this data on behalf of my company. I declare that the systems and procedures used to calculate these packaging data have been reviewed and that this submission is accurate. I understand that my company is required to keep these data on file for five years from the date of this submission and that these data may be subject to audit by MMSM. MMSM Technical staff will review your submission and contact you if they need any further information. Data are confidential, however, it will be compared to benchmarks for your industry.

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- 2) Click "Submit"

Once submitted, you cannot change your Steward's Report. Please contact MMSM's customer service at 1-877-883-5828 if you need to change a submitted Steward's Report.

Please tick the box to signify your agreement: [Submit](#) **REPORT HAS NOT BEEN SUBMITTED**

[< Previous](#)

[Download PDF file of this screen](#)

[Main Menu](#)

[Next >](#)

After clicking on the tick the box to signify your agreement, the **<SUBMIT>** button will become active. Click on this button to complete the transaction.

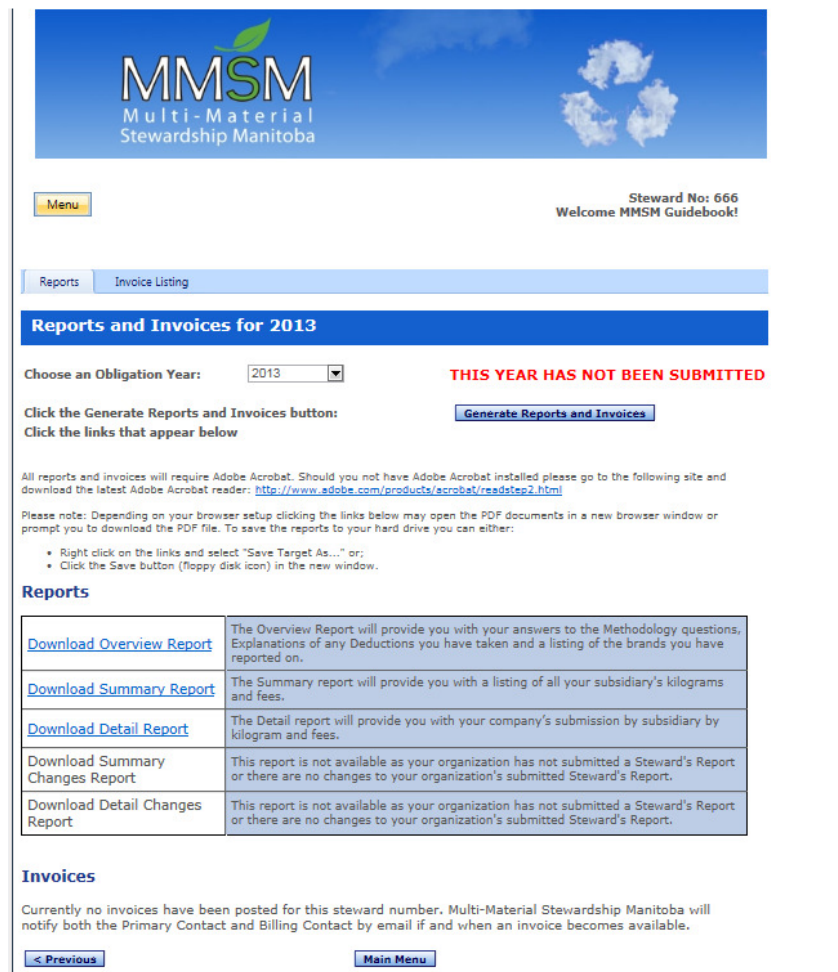
Step 7: Reports and Invoices

To view your reports and invoices, choose the appropriate year from the drop down menu on the “Reports and Invoices” screen (shown on next page). Click on **<Generate Reports and Invoices>**. Links for all available reports and invoices will appear at the bottom of the screen. Up to five reports may be available; click on the link and each report will open in another browser window. The reports are provided in Adobe Acrobat (.pdf) format, which you may save to your computer.

The reports include:

- Overview: shows the methodology, deductions, brands, total weight entered and fees owing;
- Summary: shows total kilograms and fees for each division;
- Detail: shows kilograms for each material by division;
- Summary of Changes to Steward’s Report: summarizes any changes that have been made to your organization’s initial submission, itemized by material type (if applicable);
- Detail of Changes to Steward’s Report: lists any changes that have been made to your organization’s initial submission, itemized by material type for each subsidiary and /or division (if applicable).

Invoices will also be available at the bottom of this screen. The primary contact and billing contact will be notified by email as each new invoice is posted.



MMSM
Multi-Material
Stewardship Manitoba

Menu Steward No: 666
Welcome MMSM Guidebook!

Reports Invoice Listing

Reports and Invoices for 2013

Choose an Obligation Year: THIS YEAR HAS NOT BEEN SUBMITTED

Click the Generate Reports and Invoices button:
Click the links that appear below

All reports and invoices will require Adobe Acrobat. Should you not have Adobe Acrobat installed please go to the following site and download the latest Adobe Acrobat reader: <http://www.adobe.com/products/acrobat/readstep2.html>

Please note: Depending on your browser setup clicking the links below may open the PDF documents in a new browser window or prompt you to download the PDF file. To save the reports to your hard drive you can either:

- Right click on the links and select "Save Target As..." or;
- Click the Save button (floppy disk icon) in the new window.

Reports

Download Overview Report	The Overview Report will provide you with your answers to the Methodology questions, Explanations of any Deductions you have taken and a listing of the brands you have reported on.
Download Summary Report	The Summary report will provide you with a listing of all your subsidiary's kilograms and fees.
Download Detail Report	The Detail report will provide you with your company's submission by subsidiary by kilogram and fees.
Download Summary Changes Report	This report is not available as your organization has not submitted a Steward's Report or there are no changes to your organization's submitted Steward's Report.
Download Detail Changes Report	This report is not available as your organization has not submitted a Steward's Report or there are no changes to your organization's submitted Steward's Report.

Invoices

Currently no invoices have been posted for this steward number. Multi-Material Stewardship Manitoba will notify both the Primary Contact and Billing Contact by email if and when an invoice becomes available.

On this page the status of your Steward’s Report.

Your Next Step

Make sure you have compiled your data and then, with this guidebook handy, open up your browser and file a Steward's Report by clicking here - <https://mmsmdatasystem.ca/reporting/login.aspx>.

For More Information

Multi-Material Stewardship Manitoba

Tel.: 1-877-883-5828

Email: customerservice@stewardshipmanitoba.org

<http://www.stewardshipmanitoba.org>