

Global WEEE Portal.

Instruction manual.

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1. System requirements.

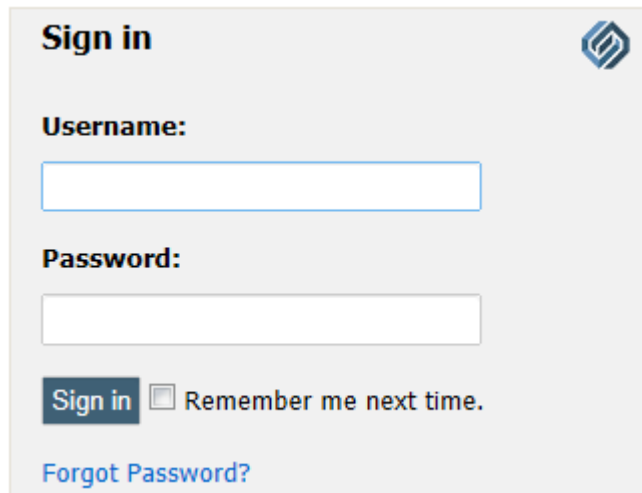
- Internet Explorer; version 8 and higher.
- Google Chrome; version 20 and higher.
- Firefox; version 10 and higher.

2. Getting started.

Global WEEE Portal landing page (this will vary in time);

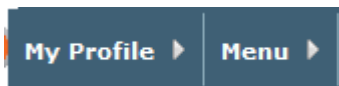
URL; <http://lite.webview.net/>

Please enter login details to access the Global WEEE Portal.

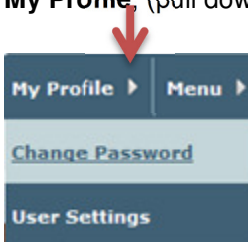


The image shows a 'Sign in' form with a SIMS logo in the top right corner. It contains two input fields: 'Username:' and 'Password:'. Below the password field is a 'Sign in' button and a checkbox labeled 'Remember me next time.'. At the bottom of the form is a link for 'Forgot Password?'.

3. Basic menu options.



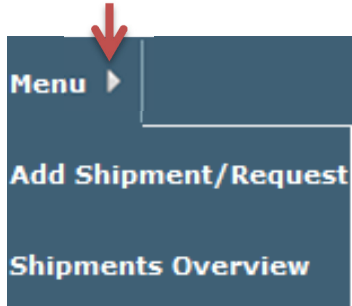
My Profile: (pull down menu)



Change Password; click to change the current password.

User Settings; click to change Global WEEE Portal language.




Menu; (pull down menu)



Add Shipments/Request; click to enter or announce a new shipment request.
Shipment Overview; to view all loads in the Global WEEE Portal.

4. Add new request.

Click on; **Add shipment/request** and complete grey marked fields, select shipment level and if you will arrange transport or Sims need to arrange transport and press Insert to enter request.



Client Ref.:	<input type="text" value="Client reff"/>	Contract:	<input type="text"/>
Request Date:	<input type="text"/> 	Confirmed:	<input type="text"/> 
Req.Sh.Date:	<input type="text"/> 		
SRS ref.:	<input type="text"/>		
		Shipment Level:	<input checked="" type="radio"/> Recycling <input type="radio"/> Part Recovery <input type="radio"/> Serial Capture
Client Delivery:	<input type="radio"/> Yes – you will arrange transport <input checked="" type="radio"/> No - SIMS will collect/arrange transport		
Collection Address Details			
Remarks:	<input type="text" value="Enter any restriction, opening hour etc."/>		
Company:	<input type="text" value="Test Company"/>	Euro Pallets 80x120 (max 33):	<input type="text"/>
Address:	<input type="text" value="Test road"/>	Std. Pallets 100x120 (max 26):	<input type="text"/>
	<input type="text"/>	Full Truck Load	<input type="checkbox"/>
ZipCode/City:	<input type="text" value="12345"/> <input type="text" value="Test City"/>	Volume Aprx.	<input type="text" value="Enter details pallets, boxes, etc."/>
Country	<input type="text" value="Antigua and Barbuda"/>		
Primary Contact Details			
Name:	<input type="text" value="John Test"/>		
Phone:	<input type="text" value="+123456789"/>		
Email:	<input type="text" value="Test@test.com"/>		
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>			


Press and to finalize the request. To add documents to the request see 6. Upload documents.

4a. Copy earlier collection address / contact details.

Click on; **Add shipment/request** and complete first 3 letters of the company name and select the details. Complete request as under 4.

Client Ref.: Contract:

Request Date:  Confirmed: 

Req.Sh.Date: 



SRS ref.:

Shipment Level: Recycling
 Part Recovery
 Serial Capture

Client Delivery: Yes – you will arrange transport No - SIMS will collect/arrange transport

Collection Address Details

Remarks:

Company:  

Address:

ZipCode/City:

Country:

Primary Contact Details

Name:

Phone:

Email:

Euro Pallets 80x120 (max 33):

Std. Pallets 100x120 (max 26):

Full Truck Load

Volume Aprx.

5. Check if request is accepted.

Go to shipment overview.

Menu → Shipments Overview.

Filter :

External Reference SRS.ref Originator

Click on filter to check if your entry is to be found here which means that it's not accepted yet. (Please allow 30 minutes after entry to allow for process request to be registered)

Click on filter to check if your entry is to be found here which means that it has been accepted. Standard in country collection will take place within 5 working days and confirmed to Primary contact.









Primary Contact Details

Name: John Test
Phone: +123456789
Email: Test@test.com

6. Uploading documents.





Go to main shipment overview. Menu → Shipment overview.

Filter: **All** Unassigned Confirmed Collected Processed COD Created Ap

External Reference				SRS ref.
				Client ref# DEMAG002
				Client ref# DEMAG001

Click on the paperclip and the following screen will open;

Filter: **All** Unassigned Confirmed Collected Processed COD Created


External Reference				SRS ref.
				Client ref# DEMAG001

Extranet - Sims Recycling Solutions - Windows Inte...

Demo Customer (DEMO) kerkhof@mirec.com

Close

Load Information

 Upload a file

Transport Doc

Drag the document that you want to upload from your desktop or files to Load information
→ Upload a file.

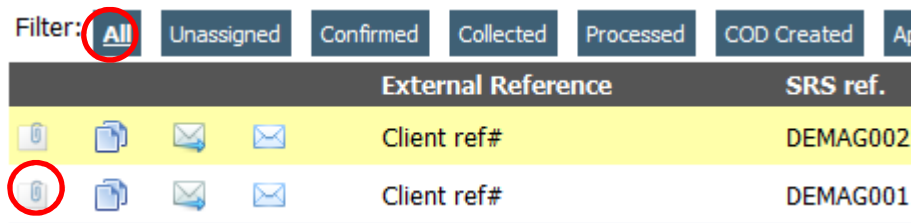
6a. Not allowed characters in documents.

Please note that documents uploaded to the Global WEEE Portal must not contain the following characters;

- Tilde ~
- Number sign #
- Percent %
- Ampersand &
- Asterisk *
- Braces ()
- Backslash /
- Colon :
- Angle brackets []
- Question mark ?
- Slash \
- Pipe |
- Quotation mark “

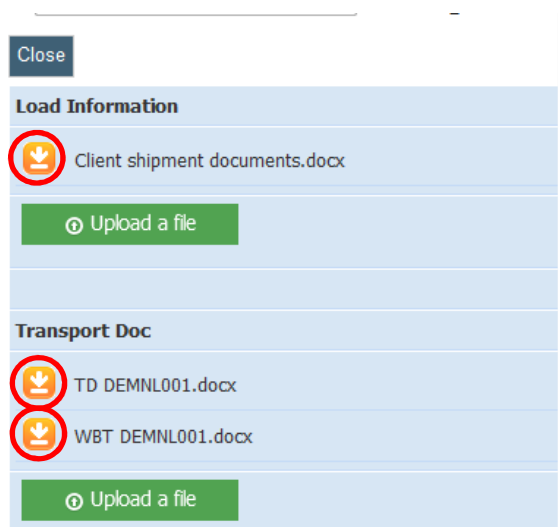
7. Viewing documents.

Go to main shipment overview. Menu → Shipment overview.



Filter:				External Reference	SRS ref.	
All	Unassigned	Confirmed	Collected	Processed	COD Created	Ap
				Client ref#	DEMAG002	
				Client ref#	DEMAG001	

Click on the paperclip and the following screen will open;



Close

Load Information

Client shipment documents.docx

Upload a file

Transport Doc

TD DEMNL001.docx

WBT DEMNL001.docx

Upload a file

Click on download button to view/download the available documents.

8. Filters



All; overview on all load.

Unassigned; loads that have not been accepted by Sims Control Tower.

Confirmed; loads that have been accepted by Sims Control Tower.


Collected; received loads.

Processed; processed loads.

COD created; loads that have been processed and recycled. Certificate of Destruction (COD) is available in the tool. (depending on user rights)

Filter Sites:

Reference:



Filter Sites; selects all received loads per processing site. (depending on user rights)

Reference; searches on client ref# .

Filter Originating Countries:

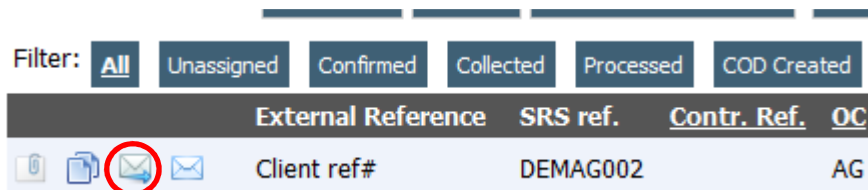
Month & Year: & Total Listed:

Filter Originating Countries; selects all received loads on originating countries. (depending on user rights)

Month & Year; selects all received loads in selected period.

Total listed; controls the number of loads that are shown in main overview.

9. E-mail function.



Allows you to forward basic load details via email.

Here you can send the order to anybody using email.

Sender Name ...

To (Email(s)) john.vd.kerkhof@simsmm.com

Subject DEMAG002 Client ref#

10. Changing password when prompted.

New password should be minimum 7 characters and contain at least 1 non-alphanumeric character. Example; **Password&**

Non alphanumeric characters; ! " # \$ % & _ () ' * @ < > ?