

ZERO LANDFILL ZERO INCINERATION ZERO WASTE

"HOW TO..." GUIDE

Analytical information to take advantage of our advanced features of our online service



ZERO

WASTE

RECYCLING





ZeroWasteRecycling.co.uk Units 1-2 Marlborough House, 28 Chartwell Road, BN15 8TU, Lancing, West Sussex, UK 01903 368 685 | admin@zerowasterecycling.co.uk

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A SIMPLE AND ANALYTICAL HOW TO... GUIDE!

Do you have any questions? You can contact us now! Email: admin@zerowasterecycling.co.uk | Tel: 01903 368 685



HOW TO... REGISTER WITH OUR SERVICE + SELECT PRICING MODEL (1/2)

Click login on homepage.

1 Then, in the bottom of page, click "REGISTER SINGLE SITE" or one of the other options, according the type of user you are (Multiple Site, Distributor, Remanufacturer)

HOME ABOUT BOOK A COLLECTION	ORDER BOXES FAQ CONTACT LOGIN					
ZERO WASTE RECYCLING	RESPONSIBLE PRINTER CARTRIDGE RECYCLING					
SITE LOGIN						
ZERO WASTE ID OR EMAIL	PASSWORD					
FORGOTTEN YOUR LOGIN DETAILS?						
NEW USERS						
SINGLE SITE MULTIPLE SITES	DISTRIBUTOR REMANUFACTURER RESELLER					
HOME USER - SMALL EN	HOME USER - SMALL ENTERPRISE - SINGLE SITE					
Thank you for choosing ZeroWasteRecycling, the UK's prem service, to fulfill your internal policy and regulatory needs fro	ier environmentally friendly printer cartridge recycling m a single site location!					
Before you proceed to register a new account						
we would like to summarise the key characteristics of why	using our service is the best choice for you.					
Collection Accepts all printer consumables no matter what type or brand Simple and user friendly online booking service Send any box as long as it doesn't exceed these limits: Standard (80x30x40cm) – Max 25kg Oversized (80x40x50cm) – Max 35kg Pallet (Max 1m x 1.2m) – Max 2m high – No weight restriction	Cost • Choose the price model that meets your needs during the registration process • Select to receive rebates for any reusable cartridge you send - use them against future collections or donate them to a charity of your choice					
Social & Environmental Responsibility The Zero Waste Certificate shows how socially responsible you are (% of reused and recycled cartridges)	Legislation Fulfils your duty of care to the highest standards Complies with all relevant legislation Offers 100% transparency with waste transfer notes and breakdown statements 					
REGISTER SINGLE SITE 🔊						

FIND US ON: HOME | ABOUT | BOOK A COLLECTION | ORDER BOXES | FAQ | CONTACT | LOGIN ro Wasse Recycling | Units 1-2 Marlborough House, 28 Chartwell Road, Lancing Business Park, Lancing, West Sussex, BN15 8TU | admin(olze Zero Waste Recycling is owned by BCMY Ltd (registration number 4410148) | VAT: GB – 878 4903 68 | Registered Office: The Lawn Cottage, Barcombe Mills, Lewes, East rstex, RN8 5RT | Reelstered in Fr

Dero Waste Recycling 2014–2016. All rights reserved [Terms and Condition]

ÚKCRA

- 2 Complete the registration form and click "REGISTER ME".
- If you are a company, you need to fill also the SIC code field (multiple drop-down menus)

WHERE WOULD YOU LI	IKE US TO COLLECT FROM?			
If your collection address is already registered, click here to log in.				
Indicates a required field				
Mr T				
John	Jones			
johnjones@bcmy.co.uk	johnjones@bcmy.co.uk			
□ If you are an individual not acting on behalf of an organisation, plea	ase tick this box			
BCMY Ltd	Your SIC code is: 38.21			
Warehouse Manager	Please select the categories that best describe your organisation			
······································	E WATER SUPPLY; SEWERAGE, WASTE MANAGEN			
Units 1-2 Marlborough House, 28 Chartwell Road	38 Waste collection, treatment and disposal activities; m 🔻			
ADDRESS LINE 2	38.2 Waste treatment and disposal			
ADDRESS LINE 3	38.21 Treatment and disposal of non-hazardous waste ▼			
Lancing	Tick this box to confirm that you are the authorised person to deal			
West Sussex	with the transfer of waste			
BN15 8TU	United Kingdom 🔻			
01903368685	MOBILE			
FAX				
1754				
HOW DID YOU HEAR ABOUT US?*				
Please untick if you do not want your details to be shared with oth	ier users			
Please tick to agree to our <u>terms & conditions</u> .				
REGI	STER ME 😂			

3 Your registration has been completed!

REGISTRATION COMPLETE!

Log in using your Zero Waste ID: R1372

Company: BCMY Ltd

A confirmation e-mail with your details has been sent to johnjones@bcmy.co.uk.

4 When you complete your registration, then you will have to answer few questions about your type of user and your preferred pricing model

REGISTRATION COMPLETE!

Log in using your Zero Waste ID: R1372

Company: BCMY Ltd

A confirmation e-mail with your details has been sent to johnjones@bcmy.co.uk.

Before you can use our service, you must answer a few questions about the service you would like.

Are you the producer of the waste or are you handling other peoples waste?

The waste items come from our own printers and we used these cartridges before they were empty. (You are the waste producer)

The waste items do not come from our own printers and we have not used these cartridges before they were empty. (You are a waste handler)

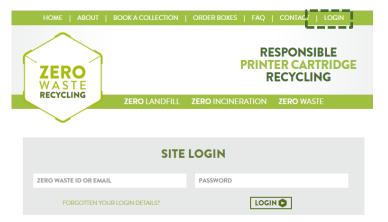
5 The series of questions you need to answer according your type of user!

		TYPE OF USERS						
Questions to answer		Enterprise/ Home User/ Charity	Waste Management Company	Cartridge Distributor/ Reseller	Cartridge Remanufacturer	Producer Compliance Scheme	Empty cartridge collection and recycling firm	Household recycling site, ATF or AATF
Are you the producer of the waste or are you handling other people waste?	Waste Producer Waste Handler	Waste Producer	Waste Handler	Waste Handler	Waste Handler	Waste Handler	Waste Handler	Waste Handler
Roughly how many UK sites are in your organisation?	1 2-10 10-50 50+	\checkmark						
Roughly how many printers do you have per site?	1-10 10-50 50+	\checkmark						
How many pallets of used printer cartridges do you handle/need to have treated each month?	Up to 1 per month 2-5 per month 5-24 per month 24+ per month		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Will you ever need to send us cartridge WEEE that has already been eveidenced by another AATF?	Yes No		\checkmark			\checkmark	\checkmark	\checkmark
Would you be interested in offering this service directly to your customers?	Yes No			\checkmark	\checkmark			
Which type of service would you like?	Lower base cost, no rebates Higher base cost, offset by rebates	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Would you like to donate your cartridge rebates to a charity of your choice?	Yes No	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark

ZERO WASTE RECYCLING

HOW TO... BOOK A COLLECTION OR DELIVERY

1 Log into your account using your ZeroWaste ID or Email, and personal password



2 Click the option "DELIVERY/COLLECTION" and select between "COLLECTION" & "DELIVERY"



COLLECTION DELIVERY

3 Choose the quantity of your boxes or pallets and click "BOOK NOW"

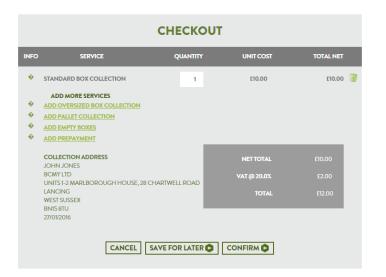
BOOK A COLLECTION



4 Add the Collection or Delivery date, any extra information and click "NEXT"

DD / MM / YY D MR JOHN JONES BCMV LTD UNITS 1-2 MARLBOROUGH HOUSE, 28 CHARTWELL ROAD LANCING EXTRA COLLECTION INSTRUCTIONS BXIS STU If you would like a delivery / collection from a different address, you must register a new account •	WHEN WOULD YOU LIKE US TO COLLECT?				
EXTRA COLLECTION INSTRUCTIONS BNIS 8TU If you would like a delivery / collection from a different address, you must register a new account	DD / MM / YY	BCMY LTD UNITS 1-2 MARLBOROUGH HOUSE, 28 CHARTWELL ROAD LANCING			
h h		BNIS 8TU If you would like a delivery / collection from a different address, you must <u>register a new account</u>			
BACK NEXT	BACK	NEXT			

- **5** Review in CHECKOUT PAGE that all the information are correct and click "CONFIRM"
 - ✓ In this page, you can add more services, change the quantity or save the order for later stage in "ORDER HISTORY" section



6 Complete the CARD HOLDER'S ADDRESS and click "PAY"

CARD HOLI	DER'S ADDRESS
John Jones	01903368628
johnjones@bcmy.co.uk	BCMY Ltd
Units 1-2 Marlborough House, 28 Chartwell Road ADDRESS LINE 2 ADDRESS LINE 3	Second by Sage pay Payment Due: E8.40
Lancing	West Sussex
BNI5 8TU	United Kingdom 🔻
BACK SAVE F	OR LATER

You will be directed to Sage Pay page, where you can complete all your card details

•	o	0
ZERO WASTE RECTUNG	How do you want to pay?	
BCMY Limited	VISA Visa	
Order description: Zero Waste Recycling Order	VISA Visa Debit	
То рау	VISA Visa Electron	
£8.40	MasterCard	
	Debit MasterCard	
	< Cancel	
	Yé	our payment is secured by sage pa

8 Complete the payment to confirm your order

٥	٢				•	
ZERO WASTER RECTCUME	Review your order					
BCMY Limited						
Order description: Zero Waste Recycling Order	Transaction details					
^{то рау} £8.40	Description: Zero Waste Recycling Order Transaction Reference: 1426 Amount: £8.40					
	Your Shopping Basket					-
	Description		Item Value	Item Tax	Item Total	Line Total
	Zero Waste Recycling Order	1	7.00	1.40	8.40	8.40
	Total Price: £8.40					
	Payment Details					+
	Billing Address	+	+ Ship	ping Address	•	+
	≮ Back				Pay	£8.40 now >
				Your payn	ent is secured	_{by} sage pay

9 Print the postage label you will find in order confirmation page and stick it on your box or pallet!

Box 1 of 1 Zero Waste ID: R1030

Zero Waste Recycling Units 1-2 Marlborough House 28 Chartwell Road Lancing Business Park Lancing West Sussex BN15 8TU United Kingdom

Collection date: 27/01/2016

ZERO WASTE RECYCLING

1

Log into your account using your ZeroWaste ID or Email, and

 Personal password

 HOME
 ABOUT
 BOOK A COLLECTION
 ORDER BOXES
 FAQ
 CONTACT
 Exdent

 Image: Contract of the second second

2 Click the option "ORDER EMPTY BOXES"



3 Select the quantity and click "ORDER NOW"

BUY EMPTY BOXES

Simply select the quantity below and follow the instructions.

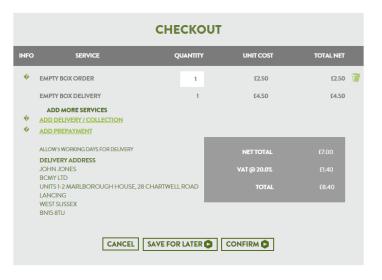


HOW TO... ORDER EMPTY BOXES

4 Complete the Delivery Address (if it is different from your account's) and click "OK"

	DELIVERY ADDRESS
Mr	•
John	Jones
BCMY Ltd	
Units 1-2 Marlborough House, 28 Chartwo	il Road
ADDRESS LINE 2	
ADDRESS LINE 3	
Lancing	West Sussex
BN15 8TU	United Kingdom 🔻
	ОК 🕽

- **5** Confirm in CHECKOUT PAGE that all the information are correct and click "CONFIRM"
 - ✓ In this page, you can add more services, change the quantity or save the order for later stage in "ORDER HISTORY" section



6 Complete the CARD HOLDER'S ADDRESS and click "PAY"

CARD HOLD	ER'S ADDRESS
John Jones	01903368628
johnjones@bcmy.co.uk	BCMY Ltd
Units 1-2 Mariborough House, 28 Chartwell Road ADDRESS LINE 2 ADDRESS LINE 3	Sacred by Sage: pay Payment Due: £8.40
Lancing	West Sussex
BN15 8TU	United Kingdom
BACK SAVE FO	R LATER DAY D

7 You will be directed to Sage Pay page, where you can complete all your card details

•	o	o
ZERO WASTE RECYCLING	How do you want to pay?	
BCMY Limited	VISA Visa	
Order description: Zero Waste Recycling Order	VISA Visa Debit	
То рау	VISA Visa Electron	
£8.40	MasterCard	
	Debit MasterCard	
	< Cancel	
	You	payment is secured by see pa

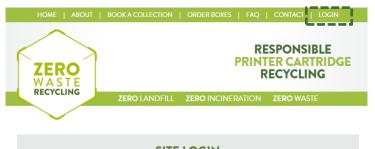
R Complete the payment to confirm your order

٥	٥				•	l .
ZERO WASIE HERCIM	Review your order					
BCMY Limited						
Order description: Zero Waste Recycling Order	Transaction details					
To pay £8.40	Description: Zero Waste Recycling Order Transaction Reference: 1426 Amount: £8.40					
	Your Shopping Basket					-
	Description	Quantity	Item Value	Item Tax	Item Total	Line Total
	Zero Waste Recycling Order	1	7.00	1.40	8.40	8.40
	Total Price: £8.40					
	Payment Details					+
	Billing Address		+ Shipp	oing Address	3	+
	≮ Back				Pay £	:8.40 now >
				Your payn		∍y sage ∣pay

9 Your box/-es will arrive maximum in 5 working days!



Log into your account using your ZeroWaste ID or Email, and 1 personal password

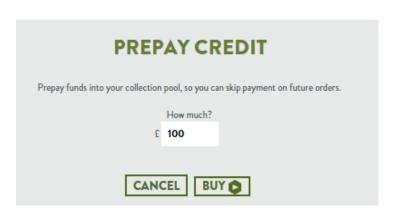


SITE	LOGIN
ZERO WASTE ID OR EMAIL	PASSWORD
FORGOTTEN YOUR LOGIN DETAILS?	

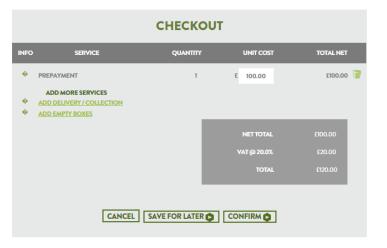
2 Click the option "BUY MORE" under your current collection credit



3 Enter the amount of funds you wish to load into your account



- Confirm in CHECKOUT PAGE that all the information are correct and Δ click "CONFIRM"
 - \checkmark In this page, you can add more services, change the quantity or save the order for later stage in "ORDER HISTORY" section



5 Complete the CARD HOLDER'S ADDRESS and click "PAY"

CARD HOLDER'S ADDRESS							
John Jones	01903368628						
johnjones@bcmy.co.uk	BCMY Ltd						
Units 1-2 Marlborough House, 28 Chartwell Road ADDRESS LINE 2	sage pay E120.00						
ADDRESS LINE 3							
Lancing	West Sussex						
BN15 8TU	United Kingdom						
BACK SAVE FO	PAY D						

You will be directed to Sage Pay page, where you can complete all 6 your card details

•	٥	0
ZERO WASTE RECYCLING	How do you want to pay?	
BCMY Limited	VISA Visa	>
Order description: Zero Waste Recycling Order	VISA Visa Debit	>
То рау	VISA Visa Electron	>
£120.00	MasterCard	>
	Debit MasterCard	>
	< Cancel	
		Your payment is secured by Sage pay

Complete the payment to confirm your order

٥	0			•		
ZERO WASTE RECYCLING	Review your order					
BCMY Limited						
Order description: Zero Waste Recycling	Transaction details					
Order	Description: Zero Waste Recycling Order					
торау £120.00	Transaction Reference:					
£120.00	1435 Amount:					
	£120.00					
	Your Shopping Basket					-
	Description	Quantity	Item Value	Item Tax	Item Total	
	Zero Waste Recycling Order	1	100.00	20.00	120.00	•
	Total Price: £120.00					
	Payment Details					+
	Billing Address	+	Shipping A	ddress		+
	< Back			Pay£	E120.00 now 🕽	

8 Your new collection credit is now loaded into your account, so you can save time on payment details in future orders!

ZERO

HOW TO... REGISTER A NEW SUB-ACCOUNT

1 Click the option "ACCOUNTS & CREDIT"



2 Click the option "REGISTER NEW SUB-ACCOUNT"

ACCOUNTS & CREDIT



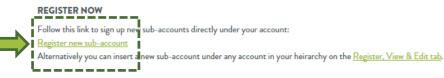
ABOUT SUB-ACCOUNTS

Only one collection address is permitted per account. If you are part of a large organisation with multiple sites, you can use our account association system to organise reporting, finance and administration across multiple accounts. The highest authority in your organisation should register the first account - this will be the "master" account, which will organise and manage subsequent accounts. Each subsequent site should be registered via the sub-accounts menu on that account. <u>Read more...</u>

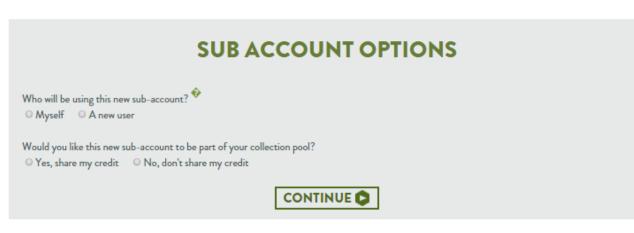
ABOUT CREDIT SHARING

Credit sharing can be used to share rebates and prepayments collectively across multiple accounts. Finances can be centralised within your account hierarchy by prepaying and sharing credit. Credit sharing can be started either whilst registering sub accounts, or afterwards using the "collection pool" tab of the sub-accounts menu. Read more...

REGISTER SUBS



3 Answer who will be the admin of this new sub-account (you or a new user) and if you want to share your credit with this account (Find more in Collection Pool)



4 Complete the registration page using the contact details for this new sub-account/site

Registering under BCMY Ltd R1030 * Indicates a required field Mr ٠ John Jones johnjones@bcmy.co.uk johnjones@bcmy.co.uk If you are an individual **not** acting on behalf of an organisation, please tick this box BCMY Ltd Your SIC code is: Please select the categories that best describe your organi Commercial Executive -- PLEASE SELECT --. **ADDRESS LINE 1*** $\hfill\square$ Tick this box to confirm that you are the authorised person to deal with the transfer of waste **ADDRESS LINE 2 ADDRESS LINE 3** TOWN' COUNTY* POSTCODE United Kingdom 01903368685 v MOBILE FAX PASSWORD (CONFIRM) PASSWORD'

WHERE WOULD YOU LIKE US TO COLLECT FROM?

HOW TO... ALLOW NEW SUB-ACCOUNTS TO REGISTER BY THEMSELVES (via INTELLIGENT LINK)

1 Click the option "ACCOUNTS & CREDIT"



On the middle of the page, you will find an Intelligent Recycling Link.
 You can send this link to your other sites, or accounts you want to register under your account. Exactly below, you can edit the custom message, you want to read these accounts, as well as to upload your own logo (More information – page 11)

ABOUT CREDIT SHARING

Credit sharing can be used to share rebates and prepayments collectively across multiple accounts. Finances can be centralised within your account hierarchy by prepaying and sharing credit. Credit sharing can be started either whilst registering sub accounts, or afterwards using the "collection pool" tab of the sub-accounts menu. <u>Read more...</u>

REGISTER SUBS

REGISTER NOW

Follow this link to sign up new sub-accounts directly under your account:

Register new sub-account Alternatively you can insert a new sub-account under any account in your hierarchy on the Register, View & Edit tab.

INTELLIGENT RECYCLING LINK

Copy and send this link to allow sub-accounts to sign up themselves: www.zerowasterecycling.co.uk/intlink/R1030_

INTELLIGENT LINK MESSAGE

This message will be displayed to users on your intelligent link landing page Feel free to browse our website and learn about our service. You can redeem collection vouchers and book collections once you have registered.

DEFAULT SAVE

CO-BRANDING LOGO

You can upload a logo to be displayed on the page header for your intelligent link landing page and all your sub-accounts. Upload your logo on the <u>edit details page</u> **3** On the same page, then you can click at any time the option "REGISTER VIEW & EDIT" to view which sub-accounts have already registered under your master account



Only one collection address is permitted per account. If you are part of a large organisation with multiple sites, you can use our account association system to organise reporting, finance and administration across multiple accounts. The highest authority in your organisation should register the first account - this will be the "master" account, which will organise and manage subsequent accounts. Each subsequent site should be registered via the sub-accounts menu on that account. <u>Read more...</u>

Your sub-accounts.

Continue in next page 10, to find more about how you can create a collection pool, and to include all or some of your sub-accounts

REGISTER, VIEW & EDIT SUBS

Linked directly to this account: 1

Total accounts in organisation: 2

Follow this link to sign up new sub-accounts directly under your account:

Register new sub-account

Alternatively you can insert a new sub-account under any account in your heirarchy using the links in the table below.

Show all Showing sub-accounts for R1030

New Sub Status 🍄 ID Company Postcode Details Sub Accounts Collection Pool Account S1364 bn15 8gb Show Current 0 Register Invite

HOW TO... CREATE A COLLECTION POOL

1 Click the option "ACCOUNTS & CREDIT"



2 Select the third button "COLLECTION POOL"

ACCOUNTS & CREDIT



Only one collection address is permitted per account. If you are part of a large organisation with multiple sites, you can use our account association system to organise reporting, finance and administration across multiple accounts. The highest authority in your organisation should register the first account - this will be the "master" account, which will organise and manage subsequent accounts. Each subsequent site should be registered via the sub-accounts menu on that account. Read more...

ABOUT CREDIT SHARING

Credit sharing can be used to share rebates and prepayments collectively across multiple accounts. Finances can be centralised within your account hierarchy by prepaying and sharing credit. Credit sharing can be started either whilst registering sub accounts, or afterwards using the "collection pool" tab of the sub-accounts menu. <u>Read more...</u>

REGISTER SUBS

REGISTER NOW

Follow this link to sign up new sub-accounts directly under your account: Register new sub-account Alternatively you can insert a new sub-account under any account in your heirarchy on the Register, View & Edit tab. Click the option "INVITE ACCOUNTS TO YOUR POOL"

~	0			C T		ы	D	0	\sim	
	U	Ы	. E		10		Г	U	U	L

			YOUR COLLECTION CREDIT £0.00 BUY MORE REDEEM CODE			
Invite ac	counts to your pool]				
Your cre	dit: £0.00					
Max	Name: BCMY Ltd credit use per month: PDATE	€ <u>0.00</u>	•			
Pool me	mbers:					
ID	Name	Address	Company	Email	Phone	
No Mer	nbers					

Then, find the sub-account (you need to have at least one) and click "INVITE" under "Collection Pool" column. 4 The sub-account will receive an e-mail with the collection pool invitation, and the admin of this account will need to log into his/her account to accept the invitation

REGISTER, VIEW & EDIT SUBS

Linked directly to this account: 1

Total accounts in organisation: 2

Follow this link to sign up new sub-accounts directly under your account:

Register new sub-account

Alternatively you can insert a new sub-account under any account in your heirarchy using the links in the table below.

Show all

Showing sub-accounts for R1030

<u>ID</u>	<u>Company</u>	Postcode	Details	Status	Sub Accounts	New Sub Account	Collection Pool
S1364		bn15 8gb	<u>Show</u>	Current	0	Register	

HOW TO... UPLOAD YOUR OWN LOGO (CO-BRANDED SERVICE)

1 Click the option "EDIT DETAILS"



2 Go to the last section on this page "CO-BRANDING LOGO"

Click "SELECT FILE" to find your logo image from your computer/mobile folders and then, click "SAVE"

CO-BRANDING LOGO



3 Your logo will appear on the top and middle of the page!

If you want to change it, follow again the same procedure



HOW TO... VIEW YOUR REUSE & RECYCLING STATISTICS (REUSABLE & NON-REUSABLE)

1 Click the option "BREAKDOWN STATEMENT"



- 3 It will appear the following statement, showing how many boxes, pallets have been processed, the % of reusable and non-reusable, the type of cartridges, and how many repates have you rec
- The % of reusable and non-reusable, the type of cartridges, and how many rebates have you received, if you are a qualified account.
- You can click also on the right column the option "DETAILS", so you can view an itemised report

STATEMENT FOR S1268

		Total Activity		Reusable Items				Recycled Items			
A	Boxes	Pallets	Items	%	Toner	Ink	Total	%	Toner	Ink	
Account	Received	Received	Received	Reused	Cartridges	Cartridges	Rebate	Recycled	Cartridges	Cartridges	
S1268	0	25	15415	65%	2577	7487	£1039.02	35%	5351	0	Details
Total	0	25	15415	65%	2577	7487	£1039.02	35%	5351	0	Detail
			,			/					

4 View your itemised report and understand which cartridge has better return value to you

STATEMENT FOR S1268

	Total Activity		Reusable Items				Recycled Ite	ms	
Account Received	Pallets Received	lterns Received R	% Ton eused Cartri		Total Rebate	% Recycled	Toner Cartridges	Ink Cartridges	
		5415 65		7487	£1039.02		5351	0	Details
	Quantity Total	Brand		Model	Pro	duct Type	Value		
	2	Brother	DR2000-K		Laser Cor	npatible	£0.00		
	2	Brother	DR2000-K		Laser Ren	nan	£0.00		
	7	Brother	DR2000-K		Laser Virg	gin	£0.00		
	1	Brother	DR2000-K		Laser Visu	ual Fail	£0.00		
	1	Brother	DR2005-K		Laser Virg	gin	£0.10		
	4	Brother	DR200-K		Laser Virg	gin	£0.00		
	1	Brother	DR2200-K		Laser Ren	nan	£0.40		
	10	Brother	DR2200-K		Laser Virg	gin	£21.25		
	1	Brother	DR2200-K		Laser Visu	ual Fail	£0.00		
	1	Brother	DR3000-K		Laser Virg	gin	£0.00		
	2	Brother	DR3100-K		Laser Cor	npatible	£0.00		
	1	Brother	DR3100-K		Laser Ren	nan	£0.20		
	2	Brother	DR3100-K		Laser Virg	gin	£1.80		
	1	Brother	DR320 CL		Laser Visu	ual Fail	£0.00		
	3	Brother	DR3200-K		Laser Virg	gin	£3.90		
	1	Brother	DR321 CL		Laser Virg	gin	£0.00		
	2	Brother	DR3300-K		Laser Cor	npatible	£0.00		
	2	Brother	DR3300-K		Laser Ren	nan	£1.50		
	1	Brother	DR3300-K		Laser Virg	gin	£2.00		
	2	Brother	DR4000-K		Laser Virg	gin	£0.00		
	1	Brother	DR5500-K		Laser Ren	nan	£0.00		
	4	Brother	DR6000-K		Laser Ren	nan	£0.00		
	7	Brother	DR6000-K		Laser Virg	gin	£0.00		

BREAKDOWN STATEMENT

Check the total activity of your account with 100% transparency:

- Quantity of Boxes and Pallets received.
- Individual cartridge types and quantities received.
- Amount of Reusable and Recycled Items & the split percentages.
- Individual Rebate Amounts.

SELECT A STATEMENT DATE

01/11/2015

27/01/2016

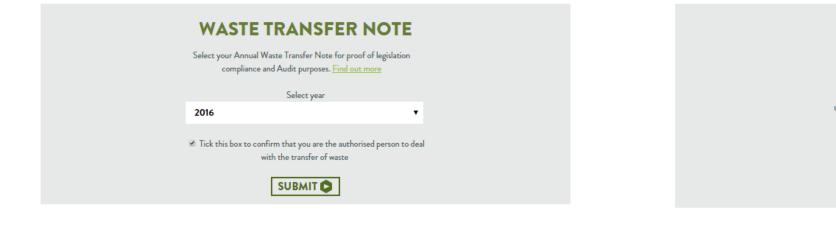
VIEW STATEMENT 🗘

HOW TO... DOWNLOAD FOR AUDIT PURPOSES, YOUR PROOF OF LEGISLATION COMPLIANCE

1 Click the option "WASTE TRANSFER NOTE"



2 Select the year, tick the box of being an authorised person and click "SUBMIT"



3 Click "DOWNLOAD WASTE NOTE" and a PDF file will be generated for you

4 Click the option "ZERO WASTE CERTIFICATE"



5 Click "CENERATE CERTIFICATE"

ZERO WASTE CERTIFICATE

Generate your Zero Waste Certificate as a proof of having completed your duty of care when dealing with your printer consumable waste by using the highest standards of environmental waste management. Find out more

Click the button below to generate your certificate:

GENERATE CERTIFICATE

6 Click "DOWNLOAD CERTIFICATE" and a PDF file will be generated for you that will include the percentages of reuse and recycling and will confirm our Zero Landfill Zero Incineration Zero Waste process

WASTE TRANSFER NOTE

Waste transfer note was successfully generated. You can view, download and print it by pressing the button below.

DOWNLOAD WASTE NOTE 😂

ZERO WASTE CERTIFICATE WAS SUCCESSFULLY GENERATED. YOU CAN VIEW, DOWNLOAD AND PRINT IT BY PRESSING THE BUTTON BELOW.

DOWNLOAD CERTIFICATE

HOW TO... DONATE YOUR REBATES TO CHARITY – (Recycle4Charity.co.uk Connection)

- **1** When you complete the registration, you have to answer few questions (view page 4).
- In the question about preferred pricing model, you need to select the "HIGHER BASE COST, WITH REBATES". Then, it will appear the following, and you will have to click "YES"

🛋 Charity

Recycle

You will receive credit rebates for any reusable cartridges you send us, which you can use against future orders, or donate them to charity.

Then, you can search the charity name through the right search text box, or you can input straight the

Click "OK" and now all your rebate amounts will be donated to the charity of your choice automatically.

Recycle4CharityID number of the charity or yours, if you are member of this service also.

Would you like to donate your cartridge rebates to a charity of your choice?

NO 🖸

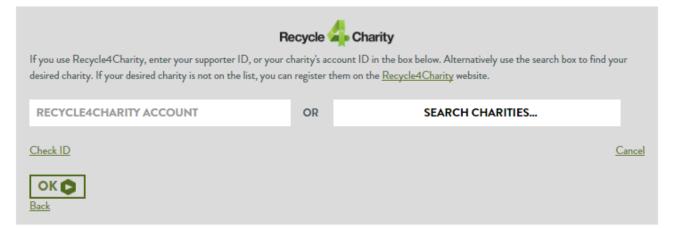
YES

<u>Back</u>

3 If you are an already registered member, then you need to click the section "EDIT DETAILS".



4 In the section Personal details, you will find the option just above the "UPDATE MY DETAILS" button. By clicking there, it will appear the exact format like No2 step on this page. Find the charity you want to support and click "OK".



Mr John Jones johnjones@bcmy.co.uk johnjones@bcmy.co.uk If you are an individual not acting on behalf of an organisation, please tick this box Your SIC code is: 46.76 Edit BCMY Ltd **Commercial Executive** 01903368685 MOBILE FAX Preferred contact method: Please untick if you do not want your details to be shared with other users All You can donate your credit rebates to a charity of your ch Click Here to find out UPDATE MY DETAILS

PERSONAL DETAILS

HOW TO... USE OUR SERVICE TO FUNDRAISE FOR CHARITY – (Recycle4Charity.co.uk Connection)

- 1 If you are a Charity, you need to have an account with Recycle4Charity.co.uk
- If you have already an account, click the image to find more information about our service, and by following the steps 2-4 on this page, you will be able to understand how donators can register under your account, so you can receive their rebate amounts as donations to your charity

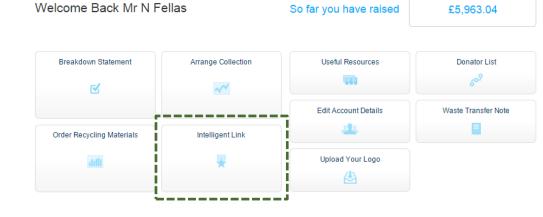


http://www.recycle4charity.co.uk/ZeroWaste.aspx

Into your Recycle4Charity.co.uk account, click the option "INTELLIGENT LINK"



My Account



- On this page we provide all the necessary material (intelligent link + banners),
- so you can promote both services of Recycle4Charity.co.uk and ZeroWasteRecycling.co.uk to your supporters, to receive important funds.

Click the section "TONER CARTRIDGE RECYCLING"

My Charity Intelligent Recycling Link

Raise more funds for your charity by letting people sign up directly from your own web site, emails, online newsletters and social media websites.

What is the Charity Intelligent Recycling Link?

A great way to increase the amount of supporters that want to recycle their items and boost the value of your quarterly donation cheque is to have our recycling banners on your website, newsletters and social media pages. The Intelligent Links are simple and free to set up and will give you the power to maximise your collection efforts.

You can also share the link with your supporters and ask them to post it on their web sites, newsletters and social media pages which will expose you to thousands more potential recyclers and thus more donations.

Not just for charities. Any fundraiser can use the link for their supported charity!

Select one or both Intelligent Recycling Links to get the personalised link, text and banner ads which are easy to implement and start raising more donations now!



4 The following information will appear with most valuable to be the "ZEROWASTERECYCLING INTELLIGENT LINK". Through this link any supporter of you can register with the service and

have pre-selected your charity ID, so you can receive their rebate amounts as donations.

You can use the following banners on your website, blogs, emails, and by always linking your intelligent link

- ZeroWasteRecycling Intelligent Link
- Your intelligent recycling link URL is:

http://www.zerowasterecycling.co.uk/charity/C100

This will take users to the homepage, with your organisation selected as the beneficiary. If you have uploaded a logo, your logo will be displayed on the page. Click here to upload your logo.

Below are some resources which can be used to create hyperlinks for the above URL

Text Example

Recycle your toner cartridges and other types of printer consumables to help us raise much needed funds through ZeroWasteRecycling.co.uk

Banners







BID HOW TO... OFFER A CO-BRANDED SERVICE TO YOUR CUSTOMERS (CARTRIDGE DISTRIBUTORS/RESELLERS)

- Visit our particular page for resellers by clicking the image and read the available material.
- You will find also a 12th page guide with analytical information that you can download as a PDF. Click register with our service and follow the steps as explained on pages 3 and 4



http://www.zerowasterecycling.co.uk/resellershome.aspx

7 As soon as you complete the registration process, then you can enter into the section "MARKETING MATERIALS"



3 On this page, you can find all the following that can support you to offer the service to your customers:

- Intelligent link (use it for your customers end users)
- Resellers link (use it if you are a distributor for your customers resellers)
- Information to end users that you must display under the WEEE take-back obligations
- ZeroWasteRecycling.co.uk important information about the service that you can display to end users through your retail store or online shop
- Posters to print for your retail store or to display online
- Banners to promote your service through your website, blog, social media and e-mail marketing campaigns
- Useful material to create your own banners and posters

MARKETING MATERIAL

INTELLIGENT LINK

Please use the following intelligent link in any banner you will use to promote your co-branded recycling service, so your customers can visit the correct landing page and register under your account.

If they visit the service through another link, they will not be able to use the service through your take-back scheme with the specific costs.

www.zerowasterecycling.co.uk/intlink/R1030

RESELLERS LINK

Use the following link instead if you are a distributor and wish to market this service to your resellers: <a href="http://www.zerowasterecycling.co.uk/intlink/R1030&reseller="http://wwww.zerowasterecycling.co.uk/intlink/R1030&reseller="http://www.zerowasterecycling.co.uk/intlink/R1030&reseller="http://www.zerowasterecycling.co.uk/intlink/R1030&reseller="http://www.zerowasterecycling.co.uk/intlink/R1030&reseller="http://www.zerowasterecycling.co.uk/intlink/R1030&reseller="http://www.zerowasterecycling.co.uk/intlink/R1030&reseller="http://www.zerowasterecyclink/intlink/R1030&reseller="http://www.zero

INFORMATION TO END USERS THAT YOU MUST DISPLAY UNDER THE WEEE TAKE-BACK OBLIGATIONS

Download the pdf file that is relevant to you.

You have less than 400m² of EEE floor space and an Online Shop. You have more than 400m² of EEE floor space and an Online Shop. You have only less than 400m² of EEE floor space. You have only more than 400m² of EEE floor space. You have only an Online Shop.

ZEROWASTERECYCLING.CO.UK IMPORTANT INFORMATION ABOUT THE SERVICE THAT YOU CAN DISPLAY TO END USERS THROUGH YOUR RETAIL STORE OR ONLINE SHOP

Zero Waste Recycling info

POSTERS TO PRINT FOR YOUR RETAIL STORE OR TO DISPLAY ONLINE

