

Pay Registry Invoice

This work instruction document covers how Generators or AGDs can pay an invoice in the HWP Registry. There are two main types of invoices; those related to manifests or on-site waste activities. This work instruction covers the steps for paying a manifest invoice; however, the steps for paying an OSHA invoice are identical.

	WORK INSTRUCTION (STEP-BY-STEP)	Work Instruction conventions: <ul style="list-style-type: none"> All field, page, section, tab, and button names appear in bold font. All fields are required to be completed unless indicated otherwise.
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Pay Registry Invoice

Roles:	Account Admin, Primary, or Secondary User
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1. From the **Invoices** tab of the **Hazardous Waste Registry Homepage**, select the view for the type of invoice you want to pay. Select either **Manifests** or **On-site Waste Activities**.

The screenshot shows a navigation menu with 'Manifests', 'Facilities', 'Waste Streams', 'Invoices', and 'Add Roles'. Below the menu, a 'View:' dropdown is shown with 'Manifests' selected and 'On-site Waste Activities' as an option. A red box highlights the 'View:' dropdown area.

2. Search or filter the invoice list to find the invoice you want to pay.

The screenshot shows two tables. The top table is titled 'Manifest Invoices' and has a search bar and 'Add Filters +' button highlighted with a red box. The table contains one entry for an unpaid invoice.

Invoice Number	Invoice Date	Invoice Amount	Payment Status	Action
000004914	Nov 14, 2022	\$38.25	Unpaid	Download PDF Pay

The bottom table is titled 'Manifests with Fees' and also has a search bar and 'Add Filters +' button highlighted with a red box. It contains three entries.

Manifest Number	Generating Facility	Shipment Date	Completed Date	Fees	Invoice Number
MN-000131865	ON001172676 Yonge Street Facility #1	Nov 14, 2022	Nov 14, 2022	\$12.65	000004914
MN-000128837	ON001172676 Yonge Street Facility #1	Nov 14, 2022	Nov 14, 2022	\$20.00	000004914
MN-000128834	ON001172676 Yonge Street Facility #1	Nov 13, 2022	Nov 14, 2022	\$5.60	000004914

Note: In this example, there is only one unpaid invoice in the list (top table).

Filter Manifest Invoices

Enter information in any of the following fields to narrow down the search results.

Invoice Date

Invoice Amount

Payment Status

Cancel Clear Apply Filters

Note: In the search field, you can search using partial invoice number.

Also in the filter list, you can filter by specifying invoice start and end dates (i.e. a date range), an invoice minimum and maximum amount, as well as by payment status.

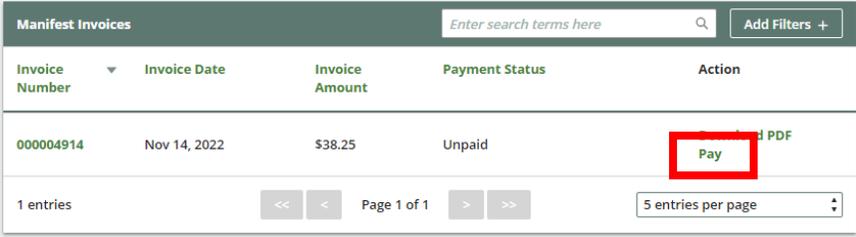
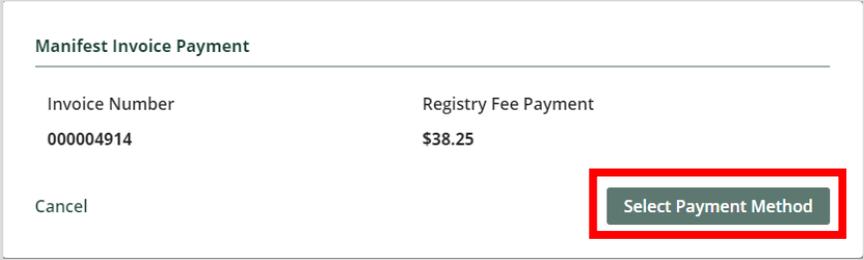
3. Select the **Invoice Number** to review a pdf copy of the invoice.

Invoice Number	Invoice Date	Invoice Amount	Payment Status	Action
000004914	Nov 14, 2022	\$38.25	Unpaid	Download PDF Pay

1 entries Page 1 of 1 5 entries per page

A pdf view of the invoice displays on a new browser tab.

4. Review the pdf view of the invoice. When done, close the tab to return to the **Registry Dashboard** tab.

5.	<p>When you are ready to pay the invoice, select Pay.</p> 
6.	<p>Click Select Payment Method.</p> 
7.	<p>If the invoice total is \$500 or less, the default payment method is automatically set to credit card.</p>  <p>If your company is unable to pay an invoice by credit card, please contact RPRA at registry@rpra.ca or (833) 600-0530.</p>

8. Input your credit card details then click **Pay**.

Payment

Billing Address	Payment Info
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text" value="Apt / Suite"/>	<input style="width: 95%;" type="text" value="Card Number"/>
<input style="width: 95%;" type="text"/>	<input style="width: 45%;" type="text" value="MM/YY"/>
<input style="width: 95%;" type="text" value="Ontario"/>	<input style="width: 45%;" type="text" value="CVV"/>
<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text" value="Canada"/>	

9. If the invoice total is more than \$500, select the desired payment method from the drop-down list.

Payment Method 🔒

Select Payment Method

--none--

Cancel

Available options in the drop-down list are shown below.

--none--

--none--

Bank Withdrawal

Credit Card

EDI Payment Method

Cheque

Electronic Bill Payment

Note: Depending on the payment method selected, you may be required to enter additional information (i.e. credit card information to complete the payment) or you will be sent an email from RPRA to complete the payment transaction.

10. After completing any further required fields, select **Submit**.

Cancel
Submit

11. You are returned to the **Registry Dashboard** page showing the **Manifests** tab view. Select the **Invoices** tab.

Manifests
Facilities
Waste Streams
Invoices
Add Roles

Only display manifests that require my company's action.

View:
Open Manifests
Closed Manifests

Enter search terms here Q

Add Filters +

Manifest Number	Generating Facility	Receiving Site	Status	Date Shipped	Action

12. Review the invoice line that you just paid, noting the updated **Payment Status**.

Manifests
Facilities
Waste Streams
Invoices
Add Roles

View: Manifests On-site Waste Activities

Manifest Invoices

Enter search terms here Q

Add Filters +

Invoice Number	Invoice Date	Invoice Amount	Payment Status	Action
000004914	Nov 14, 2022	\$38.25	Processing	Download PDF Pay

1 entries

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5 entries per page

Note: The Payment Status has changed from “Unpaid” and now either shows as “Processing” (for payments that are still pending) or “Paid” (for payments that are completed).