

Download Manifest with Fees Report

This work instruction document covers how to download a manifest invoice report from the Hazardous Waste Program (HWP) Registry.

	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.
--	--	--

Download Manifest with Fees Report

Role	Account Admin, Primary Users, and Secondary Users of Generators or Authorized Generator Delegates (AGDs)
-------------	---

1.	<p>From the Hazardous Waste Registry Homepage, navigate to the Invoice tab.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f5f5f5;"> </div>
-----------	--

2.	<p>Scroll down to the Manifests with Fees section.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f5f5f5;"> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Manifest Number</th> <th>Generating Facility</th> <th>Shipment Date</th> <th>Completed Date</th> <th>Fees</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>MN-000370059</td> <td>ON001173330 Waste Generator Facility 1</td> <td>Dec 19, 2022</td> <td>Dec 20, 2022</td> <td>\$42.02</td> <td>000006361</td> </tr> <tr> <td>MN-000254145</td> <td>ON001173330 Waste Generator Facility 1</td> <td>Dec 1, 2022</td> <td>Dec 19, 2022</td> <td>\$5.00</td> <td>000006361</td> </tr> </tbody> </table> </div>	Manifest Number	Generating Facility	Shipment Date	Completed Date	Fees	Invoice Number	MN-000370059	ON001173330 Waste Generator Facility 1	Dec 19, 2022	Dec 20, 2022	\$42.02	000006361	MN-000254145	ON001173330 Waste Generator Facility 1	Dec 1, 2022	Dec 19, 2022	\$5.00	000006361
Manifest Number	Generating Facility	Shipment Date	Completed Date	Fees	Invoice Number														
MN-000370059	ON001173330 Waste Generator Facility 1	Dec 19, 2022	Dec 20, 2022	\$42.02	000006361														
MN-000254145	ON001173330 Waste Generator Facility 1	Dec 1, 2022	Dec 19, 2022	\$5.00	000006361														

3.

You can refine which manifests to include in the report by searching or applying filters before selecting the **Export CSV** button at the bottom of the page. This can be helpful if you have multiple facilities and want to download a report of manifests from a specific facility.

Manifests with Fees

Q

Add Filters +

Manifest Number	Generating Facility	Shipment Date	Completed Date	Fees	Invoice Number
MN-000370059	ON001173330 Waste Generator Facility 1	Dec 19, 2022	Dec 20, 2022	\$42.02	000006361
MN-000254145	ON001173330 Waste Generator Facility 1	Dec 1, 2022	Dec 19, 2022	\$5.00	000006361
MN-000205368	ON001173330 Waste Generator Facility 1	Nov 25, 2022	Nov 25, 2022	\$5.00	000005177
MN-000199672	ON001173330 Waste Generator Facility 1	Nov 24, 2022	Nov 25, 2022	\$5.00	000005177

4 entries

<<
<
Page 1 of 1
>
>>

5 entries per page

Download Manifest with Fees Reports

Extract fee-related details for the manifests listed in the table above. Refine which manifests to include by using the search and filter features in the table before exporting.

Export CSV

Filter Manifests with Fees

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

Shipment Date

📅

📅

Completed Date

📅

📅

Fees

Generator Number

Facility Name

Cancel
Clear
Apply Filters

4.

Once you have filtered the desired manifests, click the **Export CSV** button at the bottom of the page to begin downloading the report.

Note the download time will vary based on the size of the file.

Download Manifest with Fees Reports

Extract fee-related details for the manifests listed in the table above. Refine which manifests to include by using the search and filter features in the table before exporting.

Export CSV

5.

The file has now been downloaded.
Click on the file in the browser download tray to view it.

The screenshot displays a web application interface for 'Manifests with Fees'. It includes a table with the following data:

Manifest Number	Generating Facility	Shipment Date	Completed Date	Fees	Invoice Number
MN-000370059	ON001173330 Waste Generator Facility 1	Dec 19, 2022	Dec 20, 2022	\$42.02	000006361
MN-000254145	ON001173330 Waste Generator Facility 1	Dec 1, 2022	Dec 19, 2022	\$5.00	000006361
MN-000205368	ON001173330 Waste Generator Facility 1	Nov 25, 2022	Nov 25, 2022	\$5.00	000005177
MN-000199672	ON001173330 Waste Generator Facility 1	Nov 24, 2022	Nov 25, 2022	\$5.00	000005177

Below the table, there is a section titled 'Download Manifest with Fees Reports' with an 'Export CSV' button. At the bottom of the browser window, a download tray shows a file named 'ManifestsWithFees...csv' highlighted with a red box.