

## Change Receiver on Manifest (Carrier)

This work instruction document covers how to change a Receiver on a manifest as a Carrier in the HWP Registry. This can be done when the manifest has the status of 'Draft' (if Carrier initiated the manifest) OR when the manifest has the status of 'In Transit'. This document covers the latter case.

	<b>WORK INSTRUCTION (STEP-BY-STEP)</b>	<b>Work Instruction conventions:</b> <ul style="list-style-type: none"> <li>All field, page, section, tab, and button names appear in <b>bold font</b>.</li> <li>All fields are <b>required</b> to be completed unless indicated otherwise.</li> </ul>
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### Change Receiver on Manifest (Carrier)

**Roles:** Account Admin, Primary User, Secondary Users, Manifest-Only Users, and Drivers of Carrier

1. From the **Manifest** tab of the **Hazardous Waste Registry Homepage**, search or filter the manifest list to find the 'In Transit' (or 'Draft') manifest you want to change.

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action
MN-000006623	ON001166882 Acme Facility - 1	ACME Processing Co.	0822-TRN98 Rainbow Waste Receivers	In Transit	Sept 26, 2022	Drop Off Print PDF

**Filter Manifests**

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

Manifest Number

Intended Receiver Name

Status

Date Shipped Start Date  End Date

Waste Class

Primary Characterization

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

Cancel Clear

**Filter Manifests**

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

Manifest Number

Intended Receiver Name

Status

Date Shipped

Waste Class

Primary Characterization

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

Cancel Clear

**Note:** In this example, the manifest list was filtered by 'Status = In Transit'.

**2.** Select the **Manifest Number**.

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action
MN-000006623	ON001166882 Acme Facility - 1	ACME Processing Co.	0822-TRN98 Rainbow Waste Receivers	In Transit	Sept 26, 2022	Drop Off Print PDF

The Manifest Details page displays.

**3.** Scroll down to the **Intended Receiver Information** section of the manifest.

**4.** Select **Edit**.

✓ **Intended Receiver Information**

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Company Name	Rainbow Waste Receivers
ECA Number	0822-TRN98
Mailing Address	4711 Yonge St Toronto, Ontario M2N 6K8 Canada
Email	rreceiver@fizxo.com
Primary Phone Number	4165550155
<u>Receiving Site</u>	
Municipality ⓘ	
Address	4711 Yonge St Toronto, Ontario M2N 6K8 Canada
Waste ECA Confirmation	✓ Covered for all Waste Classes listed

Edit

**5.**

Search to find the new **Intended Receiver**.

Note: You can search by ECA number, company name, receiving facility address or email.

AXY Waste Carrier Co. Copy Manifest

**Manifest**

Initiate → Deliver → Completed

Select Intended Receiver

Selecting a new intended receiver will need to be reviewed and signed off as a **correction** by the generator before the manifest can be considered complete.

Use the search bar to find a receiver. Search by ECA number, company name, receiving facility address or email. You must type at least five (5) characters for search results to be displayed.

Selected Intended Receiver			
ECA Number	Company Name	Receiving Facility Address	Email
0822-TRN98	Rainbow Waste Receivers		rreceiver@fizxo.com

Search for an Intended Receiver

No Results

Note: Only for 'In Transit' manifests, if the receiver is changed, the manifest must be reviewed and signed off as a correction by the generator before the manifest can be considered complete.

**6.**

Select the **radio button** on the intended receiver role that you want to add.

Search for an Intended Receiver

ECA Number	Company Name	Receiving Facility Address	Email
<input style="border: 2px solid red;" type="radio"/> 0822-TRN03	Waste Not Receivers	9799 Old Street Toronto, Ontario M2N 6K8 Canada	wreceiver@jyplo.com

1 entries Page 1 of 1 5 entries per page

**7.**

Select **Save**.

Cancel Save

*The Manifest Details page is displayed again.*

**8.**

Scroll down to the **Intended Receiver Information** section to review the new receiver.

**✓ Intended Receiver Information**

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Company Name	Waste Not Receivers
ECA Number	0822-TRN03
Mailing Address	9799 Old Street Toronto, Ontario M2N 6K8 Canada
Email	wreceiver@jyplo.com
Primary Phone Number	4165550155
<u>Receiving Site</u>	
Municipality <sup>1</sup>	Toronto, City of
Address	9799 Old Street Toronto, Ontario M2N 6K8 Canada
Waste ECA Confirmation	<b>✓ Covered for all Waste Classes listed</b>