

## 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 OSWA invoice are identical.

	<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</b> font.</li> <li>All fields are <b>required</b> to be completed unless indicated otherwise.</li> </ul>
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### Pay Registry Invoice

<b>Roles:</b>	<b>Account Admin, Primary, or Secondary User</b>
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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**.

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

Manifest Invoices					Enter search terms here	Add Filters +
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

  

Manifests with Fees						Enter search terms here	Add Filters +
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		
3 entries						<< < Page 1 of 1 > >>	5 entries per page

**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	<a href="#">Download PDF</a> <a href="#">Pay</a>

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.

<b>5.</b>	<p>When you are ready to pay the invoice, select <b>Pay</b>.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;"><b>Manifest Invoices</b> <span style="float: right;">Enter search terms here <input type="text"/> <input type="button" value="Add Filters +"/></span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="text-align: left;">Invoice Number</th> <th style="text-align: left;">Invoice Date</th> <th style="text-align: left;">Invoice Amount</th> <th style="text-align: left;">Payment Status</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>000004914</td> <td>Nov 14, 2022</td> <td>\$38.25</td> <td>Unpaid</td> <td style="text-align: right;"> <a href="#">Download PDF</a>  <span style="border: 2px solid red; padding: 2px;">Pay</span> </td> </tr> </tbody> </table> <p style="margin: 0;">1 entries <span style="float: right;">Page 1 of 1 <input type="button" value="5 entries per page"/></span></p> </div>	Invoice Number	Invoice Date	Invoice Amount	Payment Status	Action	000004914	Nov 14, 2022	\$38.25	Unpaid	<a href="#">Download PDF</a> <span style="border: 2px solid red; padding: 2px;">Pay</span>
Invoice Number	Invoice Date	Invoice Amount	Payment Status	Action							
000004914	Nov 14, 2022	\$38.25	Unpaid	<a href="#">Download PDF</a> <span style="border: 2px solid red; padding: 2px;">Pay</span>							
<b>6.</b>	<p>Click <b>Select Payment Method</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p><b>Manifest Invoice Payment</b></p> <hr/> <table style="width: 100%;"> <tr> <td style="width: 50%;">Invoice Number</td> <td style="width: 50%;">Registry Fee Payment</td> </tr> <tr> <td>000004914</td> <td>\$38.25</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Cancel"/> <span style="border: 2px solid red; padding: 5px; margin-left: 20px;">Select Payment Method</span> </p> </div>	Invoice Number	Registry Fee Payment	000004914	\$38.25						
Invoice Number	Registry Fee Payment										
000004914	\$38.25										
<b>7.</b>	<p>Select the desired payment method from the drop-down list.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p><b>Payment Method</b> <span style="float: right;">🔒</span></p> <p>Select Payment Method</p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 10px;"> <span style="border: 1px solid #ccc; padding: 2px;">--none--</span> </div> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Cancel"/> <span style="margin-left: 20px;"><input type="button" value="Submit"/></span> </p> </div> <p>Available options in the drop-down list are shown below.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 2px;"> <span style="border: 1px solid #ccc; padding: 2px;">--none--</span> </div> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">--none--</li> <li style="padding: 2px;">Bank Withdrawal</li> <li style="padding: 2px;">Credit Card</li> <li style="padding: 2px;">EDI Payment Method</li> <li style="padding: 2px;">Cheque</li> <li style="padding: 2px;">Electronic Bill Payment</li> </ul> </div> <p><b>Note:</b> 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.</p>										
<b>8.</b>	<p>After completing any further required fields, select <b>Submit</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Cancel"/> <span style="border: 2px solid red; padding: 5px; margin-left: 20px;"><input type="button" value="Submit"/></span> </p> </div>										

9.

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

The screenshot shows the top navigation bar with tabs for Manifests, Facilities, Waste Streams, **Invoices** (highlighted with a red box), and Add Roles. Below the navigation bar is a checkbox labeled "Only display manifests that require my company's action." which is unchecked. Underneath is a "View:" section with buttons for "Open Manifests" and "Closed Manifests". To the right is a search bar with the placeholder "Enter search terms here" and a magnifying glass icon, followed by an "Add Filters +" button. Below this is a table header with columns: Manifest Number, Generating Facility, Receiving Site, Status, Date Shipped, and Action.

10.

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

The screenshot shows the "Invoices" tab selected in the navigation bar. Below the navigation bar is a "View:" section with buttons for "Manifests" and "On-site Waste Activities". Underneath is a "Manifest Invoices" section with a search bar (placeholder: "Enter search terms here") and an "Add Filters +" button. Below this is a table with the following columns: Invoice Number, Invoice Date, Invoice Amount, Payment Status, and Action. The table contains one row with the following data: Invoice Number: 000004914, Invoice Date: Nov 14, 2022, Invoice Amount: \$38.25, Payment Status: **Processing** (highlighted with a red box), and Action: Download PDF Pay. At the bottom of the table, there is a pagination control showing "1 entries", navigation arrows, "Page 1 of 1", and a dropdown menu set to "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).