

# ITT/AV Producer Supply Reporting Guide

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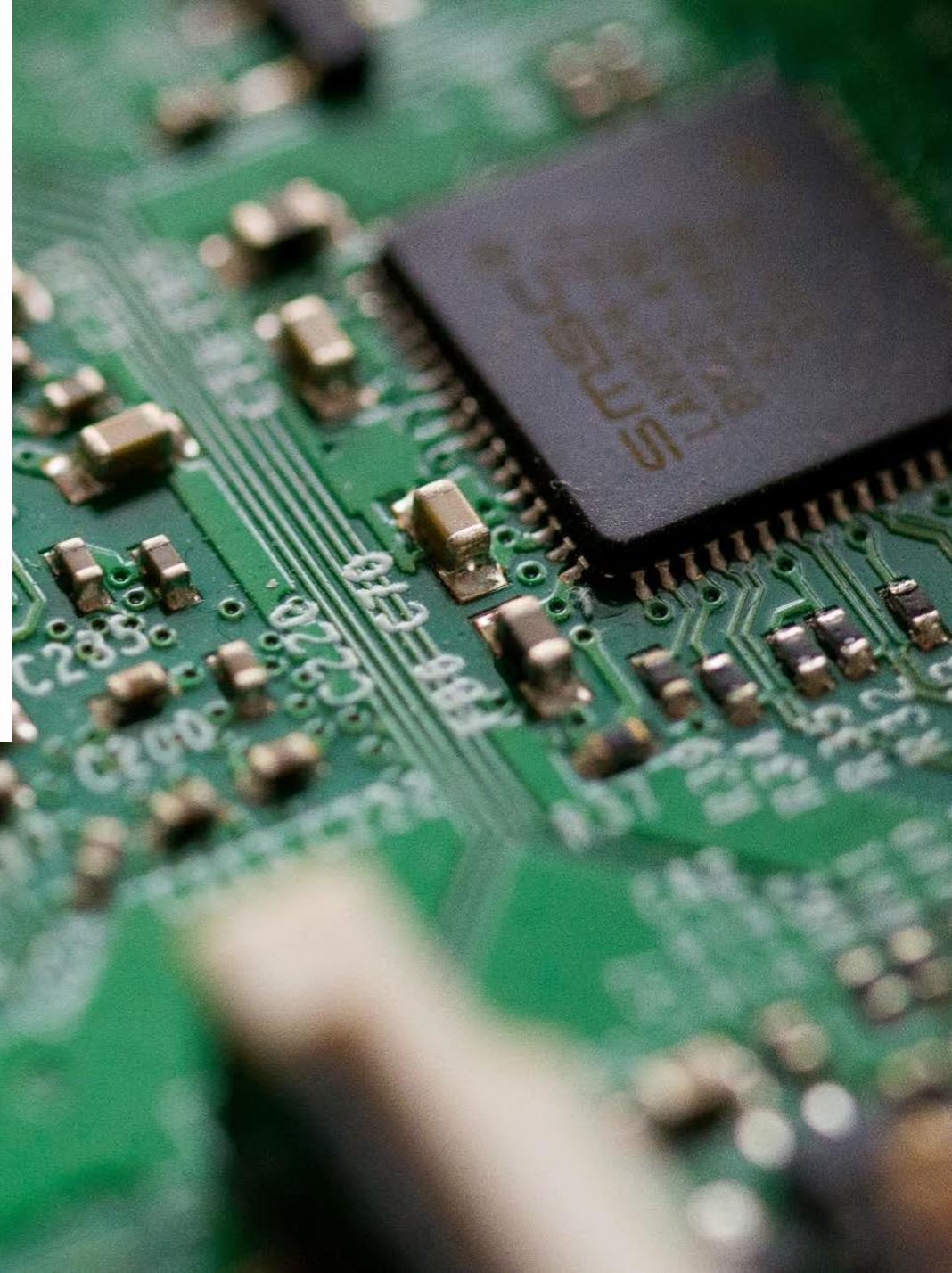
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# Introduction



# What is ITT/AV supply data reporting?

ITT/AV supply data is an annual report that producers with obligations under the [Electrical and Electronic Equipment \(EEE\) Regulation](#) complete to report on the weight of ITT/AV supplied into Ontario from the previous calendar year.

Submitting supply data determines a producers management requirements for the following year.

This guide will assist ITT/AV producers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry.

Further information about the EEE Regulation can be found on RPRA's website:  
<https://rpra.ca/programs/electronics/>

If you have further questions that are not answered in this guide, please contact the Compliance and Registry Team at [registry@rpra.ca](mailto:registry@rpra.ca) or call **1-833-600-0530**.

# What data needs to be reported?

If you are a producer of **ITT/AV**, you are required to report:

- The weight of ITT/AV supplied in Ontario from the previous calendar year
- If applicable, the weight of post-consumer recycled content or products eligible for a reduction of management requirements (i.e., manufacturer's warranty, repair) supplied in Ontario from the previous calendar year

For more information on post-consumer recycled content, manufacturer's warranty, repair and reduction of management requirements, visit our [EEE Verification and Audit Procedure](#).

# How to log into the Registry as an account admin

The supply data report is completed online through RPRA's Registry.

You can access your Registry account here: [registry.rpra.ca](https://registry.rpra.ca)

## Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account"
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use

## Tips for logging into an existing Registry account:

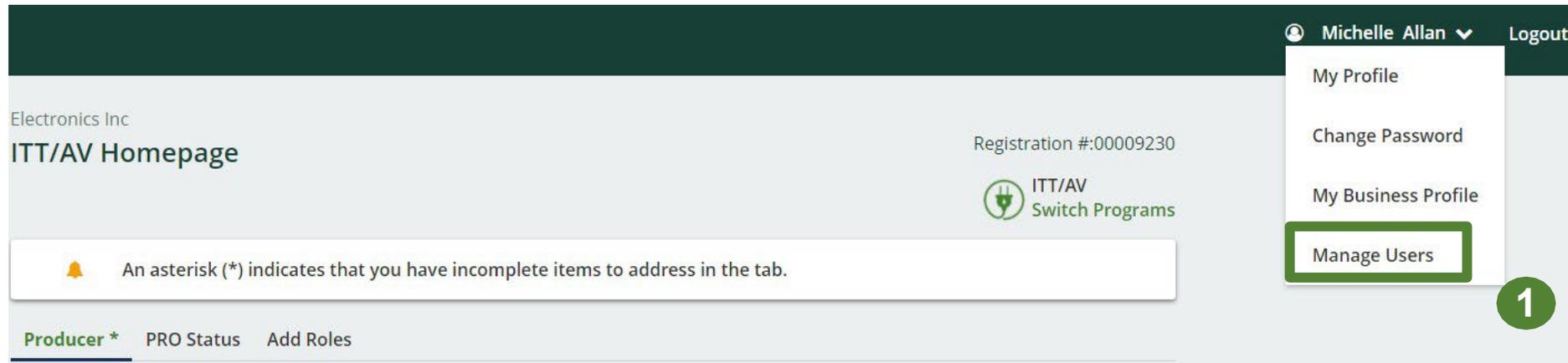
- If you already have an existing Tires account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
  - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided

# How to manage contacts on your Registry account

If Primary Contacts will be submitting the Supply Report, Account Admins must add any new, or manage existing, Primary Contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

**To Manage contacts on your Registry account, please see the following steps:**

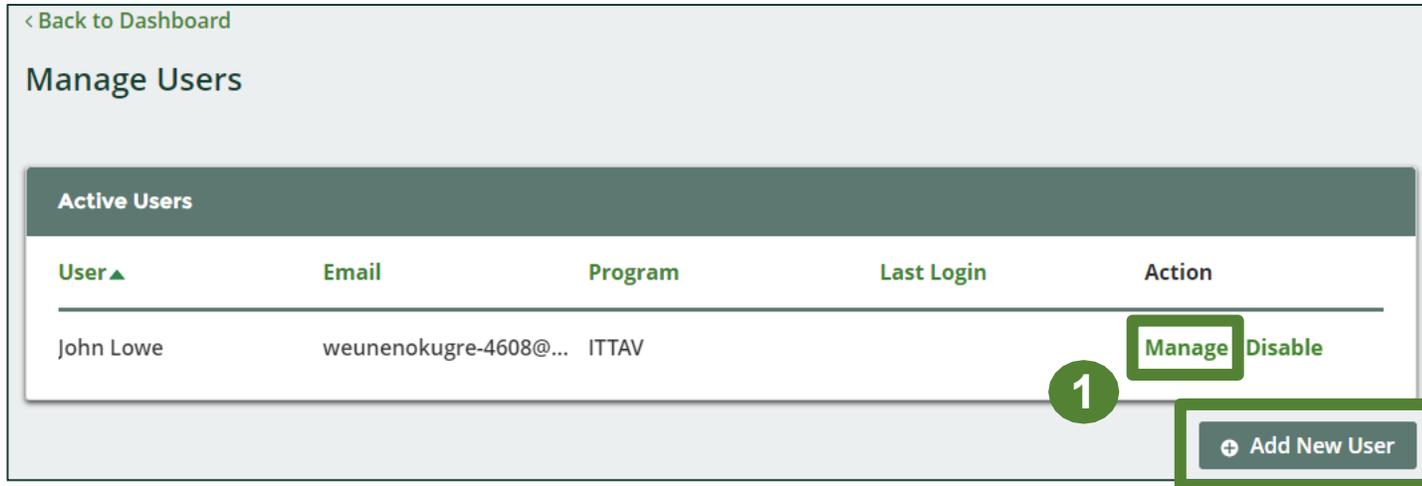
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the top navigation bar of the Registry account. On the right side, the user's name 'Michelle Allan' is shown with a dropdown arrow, and a 'Logout' link is visible. The dropdown menu is open, showing options: 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green rectangular box. A green circle with the number '1' is positioned next to the 'Manage Users' option, indicating the first step in the process. The main content area shows 'Electronics Inc' and 'ITT/AV Homepage' on the left, and 'Registration #:00009230' and 'ITT/AV Switch Programs' on the right. A notification banner at the bottom left states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' The bottom navigation bar includes 'Producer \*', 'PRO Status', and 'Add Roles'.

# How to manage contacts on your Registry account cont.

1. Under Actions, click **Manage** to update preferences of existing users
2. Click **Add New User** to add an additional user to your account



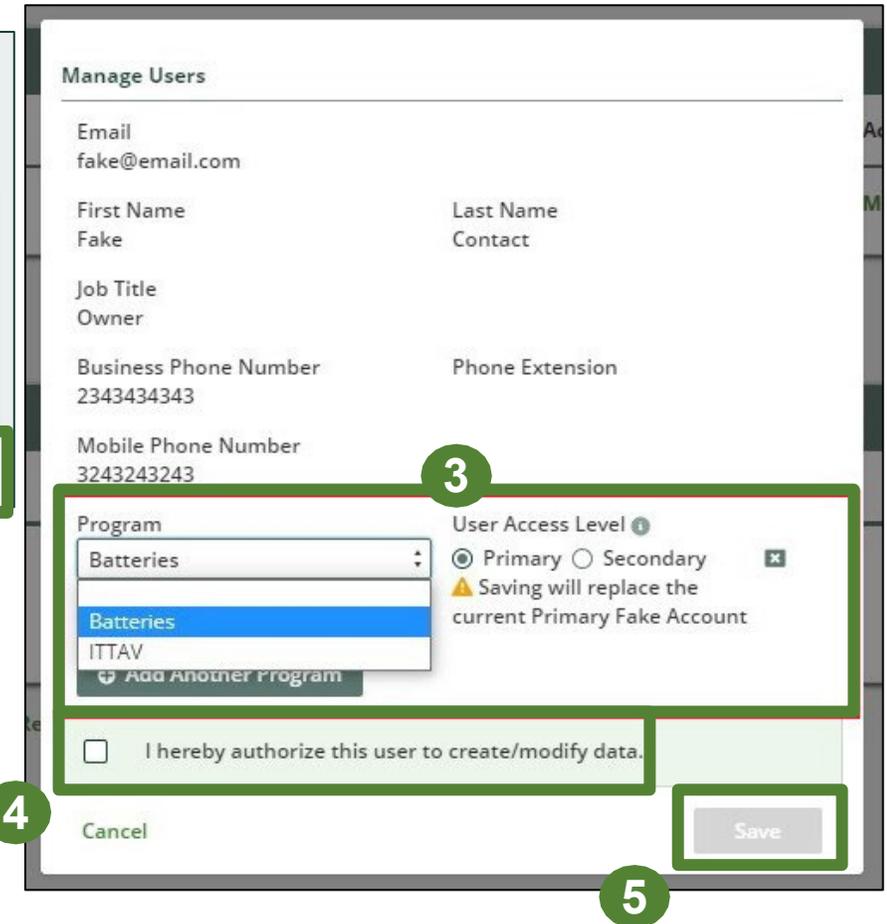
< Back to Dashboard

## Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action
John Lowe	weunenokugre-4608@...	ITTAV		<b>Manage</b> Disable

+ Add New User

3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to
4. Check the box to authorize the user
5. Click **Save**



## Manage Users

Email  
fake@email.com

First Name  
Fake

Last Name  
Contact

Job Title  
Owner

Business Phone Number  
2343434343

Phone Extension

Mobile Phone Number  
3243243243

Program  
Batteries

User Access Level ⓘ  
 Primary  Secondary

⚠ Saving will replace the current Primary Fake Account

I hereby authorize this user to create/modify data.

Cancel Save

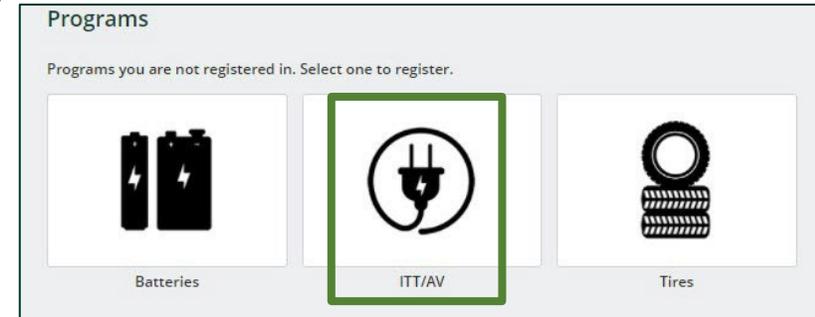


# **Registry Program Enrollment for New Registrants**

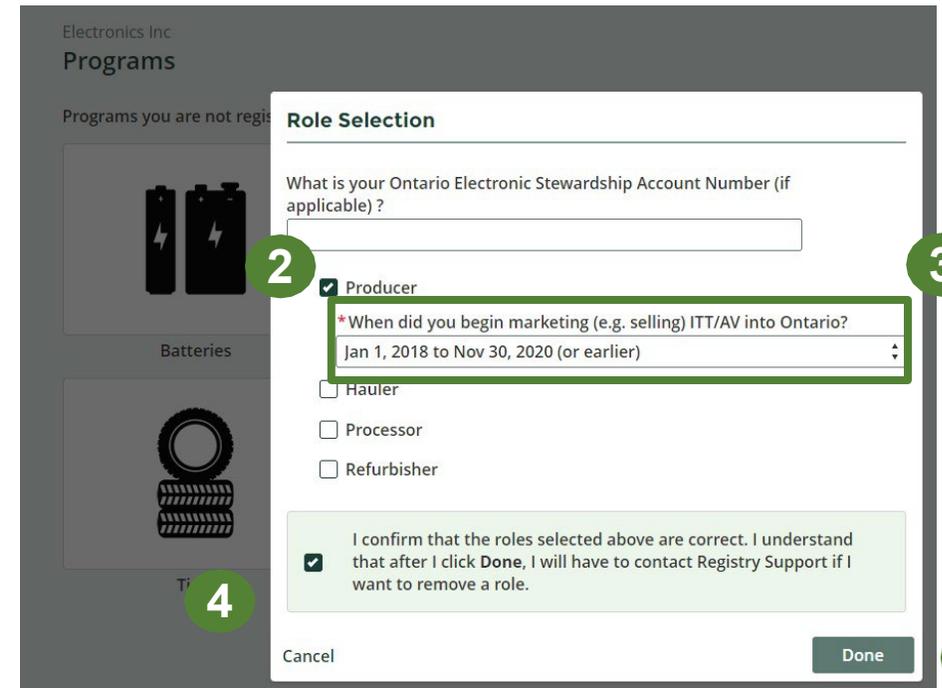
# How to enroll in the ITT/AV program as a new registrant

1. After you log into the **ITT/AV Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in
2. Click **ITT/AV**
3. Select the **Producer** role and the year that you began marketing ITT/AV
  - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year
4. Confirm **the role you have selected is correct**
5. Click **Done**

1



2



3

4

5

# Supply Reporting



# Supply report

## Starting your report

1. On the **ITT/AV homepage**, you will be able to see all reports that require action
2. Reports must be completed in chronological order
  - If you select the current year (e.g., 2021) and have an overdue report for 2020, you will get an error message

1

Electronics Inc  
ITT/AV Homepage  
Registration #:00009230  
ITT/AV Switch Programs

An asterisk (\*) indicates that you have incomplete items to address in the tab.

[Producer \\*](#) [PRO Status](#) [Add Roles](#)

Report	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2021		Start
2020 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2020		Start

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

2

An asterisk (\*) indicates that you have incomplete items to address in the tab.

Reports must be submitted in chronological order. Return to the dashboard to complete your previous year's report.

[< Back to Dashboard](#)

# Supply report

## Starting your report

1. Under Action, click **Start** on the earliest required report
2. A window about submitting false or misleading information will then pop up, click **Proceed**

Electronics Inc  
ITT/AV Homepage

Registration #:00009230

ITT/AV Switch Programs

An asterisk (\*) indicates that you have incomplete items to address in the tab.

Producer \* PRO Status Add Roles

Report	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2021		Start
2020 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2020		Start

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

1

Report	Status	Last Updated By	Action
2021 ITT/AV Supply Rep	Attention		Start
2020 ITT/AV Supply Rep			Start

Attention

It is an offence if you submit false or misleading information to the Authority.

Cancel Proceed

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

2

# Supply report

## Entering your supply data

1. On the **ITT/AV Supply Report** screen, enter in your supply data for 2019.

\* see slide 5 for which data needs to be reported

2. Click **Open** to use our weight conversion tool to determine weights

3. Click **Save & Next**

1

Electronics Inc  
**2021 ITT/AV Supply Report**  
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

2018  2019

Click **Open** to use our conversion tool to calculate the weight of ITT/AV from the number of units supplied.

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
<input type="text" value="15500"/>	<input type="text" value="0"/>	15,500

No ITT/AV supplied Clear Form

You can enter either the actual weight or your own calculated weight of ITT/AV in the **Weight (in kg)** box. Provide the details of the method used to calculate the weight of ITT/AV if not using the Weight Conversion Tool (max. 250 characters).

Press **Save & Next** to continue to Management Reductions

2019 data last updated by: John Lowe on Sep 16, 2021 12:25 PM

2

Weight Conversion Tool - ITT/AV Supplied 2018

Click the icon (i) next to each category for examples of included items. The listed examples do not capture all obligated products and equipment. If you supply ITT/AV products in a category not listed here, you must report the actual weight in your supply data.

ITT/AV Category	Units	Conversion Factor	Kilograms
1 - Small IT Equipment/Computer Peripherals	<input type="text" value="0"/>	x 0.4 kg	0
2 - Desktop PCs	<input type="text" value="0"/>	x 8.77 kg	0
3 - Portable Computers (Laptops and Tablets)	<input type="text" value="0"/>	x 0.85 kg	0
4 - Desktop/Countertop Printers (includes printer cartridges sold with)	<input type="text" value="0"/>	x 10.32 kg	0
5 - Desktop Printer Ink Cartridges	<input type="text" value="0"/>	x 0.12 kg	0
6 - Non-Cellular Telephone and Answering Machines	<input type="text" value="0"/>	x 0.45 kg	0
7 - Mobile Phones	<input type="text" value="0"/>	x 0.09 kg	0
8 - IT Equipment, including wide format printers	<input type="text" value="0"/>	x 48.02 kg	0
9 - Floor Standing Printers	<input type="text" value="0"/>	x 122.86 kg	0
10 - Toner Cartridges for floor standing multi-functional equipment	<input type="text" value="0"/>	x 0.84 kg	0
11 - Flat Display Panel Monitors	<input type="text" value="0"/>	x 5.5 kg	0
12 - Small Personal Electronics	<input type="text" value="0"/>	x 0.39 kg	0
13 - Portable Audio and Video	<input type="text" value="0"/>	x 0.23 kg	0
14 - Non-Portable Audio Recording and Playing Devices	<input type="text" value="0"/>	x 3.73 kg	0
15 - Video and Projectors (incl. antennas and receivers)	<input type="text" value="0"/>	x 2.7 kg	0
16 - Speakers	<input type="text" value="0"/>	x 2.14 kg	0
17 - Cameras	<input type="text" value="0"/>	x 0.29 kg	0
18 - Flat Display Panel TVs	<input type="text" value="0"/>	x 10.2 kg	0
19 - Video Game Devices	<input type="text" value="0"/>	x 0.48 kg	0

Cancel Next

3

# Supply report

## Management reduction

After saving the **Supply Data**, the report will navigate to the **Mgmt. Reduction** tab.

1. Click **yes** or **no** if your ITT/AV contained recycled content
2. If you clicked **yes**, enter the **weight of recycled content**

Note: if there was any data on recycled content input into a previous year's report, it will show up on the **Summary** with a green lock icon beside it as it can not be edited

- Any recycled content amount exceeding more than 50% of the supply data, will be ignored and will not count towards reducing a producers management requirement

Electronics Inc  
2021 ITT/AV Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

### Management Reduction

#### Recycled Content

\*Did your ITT/AV products contain post-consumer recycled glass or plastic content or supplied batteries with your products that contain post-consumer recycled content (i.e., content that was recovered from products or packaging that were used by consumers)?

No  
 Yes

Enter the total weight of post-consumer recycled content contained in products, including glass, plastic and batteries.

Summary	Weight of Recycled Content (kg)
2019 ITT/AV	<input type="text" value="0"/>

#### Repair

\*Did you make information available to the consumer at no charge, and make tools and parts available, at no charge or on a cost recovery basis, to repair ITT/AV products?

No  
 Yes

#### Manufacturer's Warranty

\*Did you provide a warranty that covers the ongoing functionality of an ITT/AV product beyond one year from the date of purchase at no additional charge to a consumer?

No  
 Yes

Press **Save & Next** to continue to Brand Supply

# Supply report

## Management reduction

1. Under **Repair**, Click **yes or no** if you offered repair of ITT/AV
2. If you clicked **yes**, enter the weight of repaired products
3. Under **Manufacturer's Warranty**, click **yes or no** if you offered a manufacturer's warranty on ITT/AV at no additional cost to consumers
4. If you clicked **yes**, enter the **weight of the products supplied for each year of warranty**
5. Click **Save & Next**

Electronics Inc  
2021 ITT/AV Supply Report  
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

### Management Reduction

### Recycled Content

\*Did your ITT/AV products contain post-consumer recycled glass or plastic content or supplied batteries with your products that contain post-consumer recycled content (i.e., content that was recovered from products or packaging that were used by consumers)?

No  
 Yes

Enter the total weight of post-consumer recycled content contained in products, including glass, plastic and batteries.

Summary	Weight of Recycled Content (kg)
2019 ITT/AV	<input type="text" value="1500"/>

### Repair

\*Did you make information available to the consumer at no charge, and make tools and parts available, at no charge or on a cost recovery basis, to repair ITT/AV products?

No  
 Yes

Enter the total weight of products supplied for which you answered "yes".

Summary	Product Weight (kg)
2019 ITT/AV	<input type="text" value="500"/>

### Manufacturer's Warranty

\*Did you provide a warranty that covers the ongoing functionality of an ITT/AV product beyond one year from the date of purchase at no additional charge to a consumer?

No  
 Yes

### Manufacturer's Warranty

\*Did you provide a warranty that covers the ongoing functionality of an ITT/AV product beyond one year from the date of purchase at no additional charge to a consumer?

No  
 Yes

Enter the total weight of products supplied for which you answered "yes," by the number of years of warranty provided.

Years of Warranty	Product Weight (kg)
2 Years of warranty	<input type="text" value="0"/>
3 Years of warranty	<input type="text" value="0"/>
4 Years of warranty	<input type="text" value="0"/>
5 Years of warranty	<input type="text" value="0"/>
6 Years of warranty	<input type="text" value="0"/>
7 Years of warranty	<input type="text" value="0"/>
8 Years of warranty	<input type="text" value="0"/>
9 Years of warranty	<input type="text" value="0"/>
10 Years of warranty	<input type="text" value="0"/>
11 Years of warranty	<input type="text" value="0"/>
12 Years of warranty	<input type="text" value="0"/>
13 Years of warranty	<input type="text" value="0"/>
14 Years of warranty	<input type="text" value="0"/>
15 Years of warranty	<input type="text" value="0"/>
16 Years of warranty	<input type="text" value="0"/>
17 Years of warranty	<input type="text" value="0"/>
18 Years of warranty	<input type="text" value="0"/>
19 Years of warranty	<input type="text" value="0"/>
20 Years of warranty	<input type="text" value="0"/>
21 Years of warranty	<input type="text" value="0"/>

Press **Save & Next** to continue to Brand Supply

# Supply report

## Brand supply

After saving the **Mgmt. Reduction** data, the report will navigate to the **Brand Supply** tab.

1. In the **search bar**, enter in the name of the ITT/AV brand(s) you supply
  - Type any **alphanumeric values** into the search bar to find the appropriate brand(s)
2. If you are not able to find the names of the brand(s) of ITT/AV supplied, you will add it in manually into the **open text field** at the bottom of the screen
3. Click **Save & Next**

Note: brands you selected in the current year will automatically populate under the **Selected Brands** list for future reports

1

Electronics Inc  
2021 ITT/AV Supply Report  
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data > Mgmt. Reduction > Brand Supply > Confirm and Pay

**Add Brands**

Enter all brands that you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder). If you supply a large number of brands (more than 25) you can contact Registry Support to obtain an excel template to fill out instead.

**Search Brands**

Name	Action
1800 DUMMY CAMERA	Add
22 Miles	Add
2gig	Add
2GIG TECHNOLOGIES	Add
2K	Add

5+  Page 1 of 448  5 entries per page

2

**Selected Brands**

Name	Action
Kirkland	Remove
Electra Glide	Remove
Electronic	Remove

Click **Save & Next** to view the Report Summary and complete your report.

3

# Supply report

## Summary review

1. When reviewing **Supply Report** data, you can edit before submitting
2. In the top left, you will see your **minimum management requirement** for the following year
3. Toggle between reporting years
  - Any year with a **green check mark** beside it can still be edited
  - Any year with a **green lock icon** will be read-only

Electronics Inc  
2021 ITT/AV Supply Report

**2**

**Report Summary**

Your minimum management requirements for 2022 are:  
4,519 Kilograms ITT/AV

You must meet the collection system requirements of a Small Producer.  
Your minimum management requirements are calculated in accordance with Section 14 of the Electrical and Electronic Equipment Regulation. Your collection system requirements are calculated in accordance with Part III of the Electrical and Electronic Equipment Regulation.

**3**

2018 2019

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
2,500	0	2,500

This data cannot be edited because it was submitted as part of a previous report.

2018 data last updated by: John Lowe on Sep 16, 2021 11:41 AM

**Management Reduction**

**Recycled Content**

\* Did your ITT/AV products contain post-consumer recycled glass or plastic content or supplied batteries with your products that contain post-consumer recycled content (i.e., content that was recovered from products or packaging that were used by consumers)?

No  
 Yes

Enter the total weight of post-consumer recycled content contained in products, including glass, plastic and batteries.

Summary	Weight of Recycled Content (kg)
2019 ITT/AV	1,500

**Repair**

\* Did you make information available to the consumer at no charge, and make tools and parts available, at no charge or on a cost recovery basis, to repair ITT/AV products?

No  
 Yes

Enter the total weight of products supplied for which you answered "yes".

Summary	Product Weight (kg)
2019 ITT/AV	500

**Manufacturer's Warranty**

\* Did you provide a warranty that covers the ongoing functionality of an ITT/AV product beyond one year from the date of purchase at no additional charge to a consumer?

No  
 Yes

Enter the total weight of products supplied for which you answered "yes," by the number of years of warranty provided.

Years of Warranty	Product Weight (kg)
4 Years of warranty	100

**1**

Edit Report

# Supply report

## Upload Verification Report

In 2022, you are required to submit a Verification Report through the ITT/AV Registry. [Click here for more information on the Registry Procedure - Batteries and ITT/AV Supply Data.](#)

1. Click the upload field to attach **a pdf** or **an image** to proceed to payment processing
2. Once the Verification Report is submitted, the Select Payment Method button will be highlighted in green
  - Clicking this button will take you to a drop-down menu of payment methods to complete the transaction

Report Status  
In Progress

Submit Report

Upload Verification Report ⓘ

Upload

Registry Fee Payment ⓘ

\$328.70

Select Payment Method

# Supply report

## Payment submission

Before submitting the report, you will need to select and submit payment for the **Registry Fee**. This amount has been calculated in the system based on the supply data you have provided. [Click here for more information on Registry Fees.](#)

1. Click select **payment method**
2. Click from the drop-down menu for your preferred method
  - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment
3. Click **Submit**
  - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary

Electronics Inc  
2021 ITT/AV Supply Report

Report Status  
In Progress

Report Summary

Your minimum management requirements for 2022 are:  
4,519 Kilograms ITT/AV

You must meet the collection system requirements of a Small Producer.  
Your minimum management requirements are calculated in accordance with Section 14 of the Electrical and Electronic Equipment Regulation. Your collection system requirements are calculated in accordance with Part III of the Electrical and Electronic Equipment Regulation.

2018 ✓ 2019

Weight (in kg)  
2,500

This data cannot be edited because it was submitted as part of a previous report.

Submit Report

Registry Fee Payment ⓘ  
\$328.70

Select Payment Method

Payment Method

Select Payment Method

--none--

Cancel

Submit

Report Status  
Submitted  
Sep 16, 2021 12:36 PM

Submit Report

Registry Fee Payment ⓘ  
\$328.70

Payment Method  
Cheque

Your submission has been received.  
You will be sent an email with information on how to complete your cheque payment.

Download Invoice - Summary Report 16/09/2021

# Supply report

## Submitted

On the ITT/AV homepage, you can **view** and **download** your submitted reports and invoices.

Electronics Inc  
ITT/AV Homepage

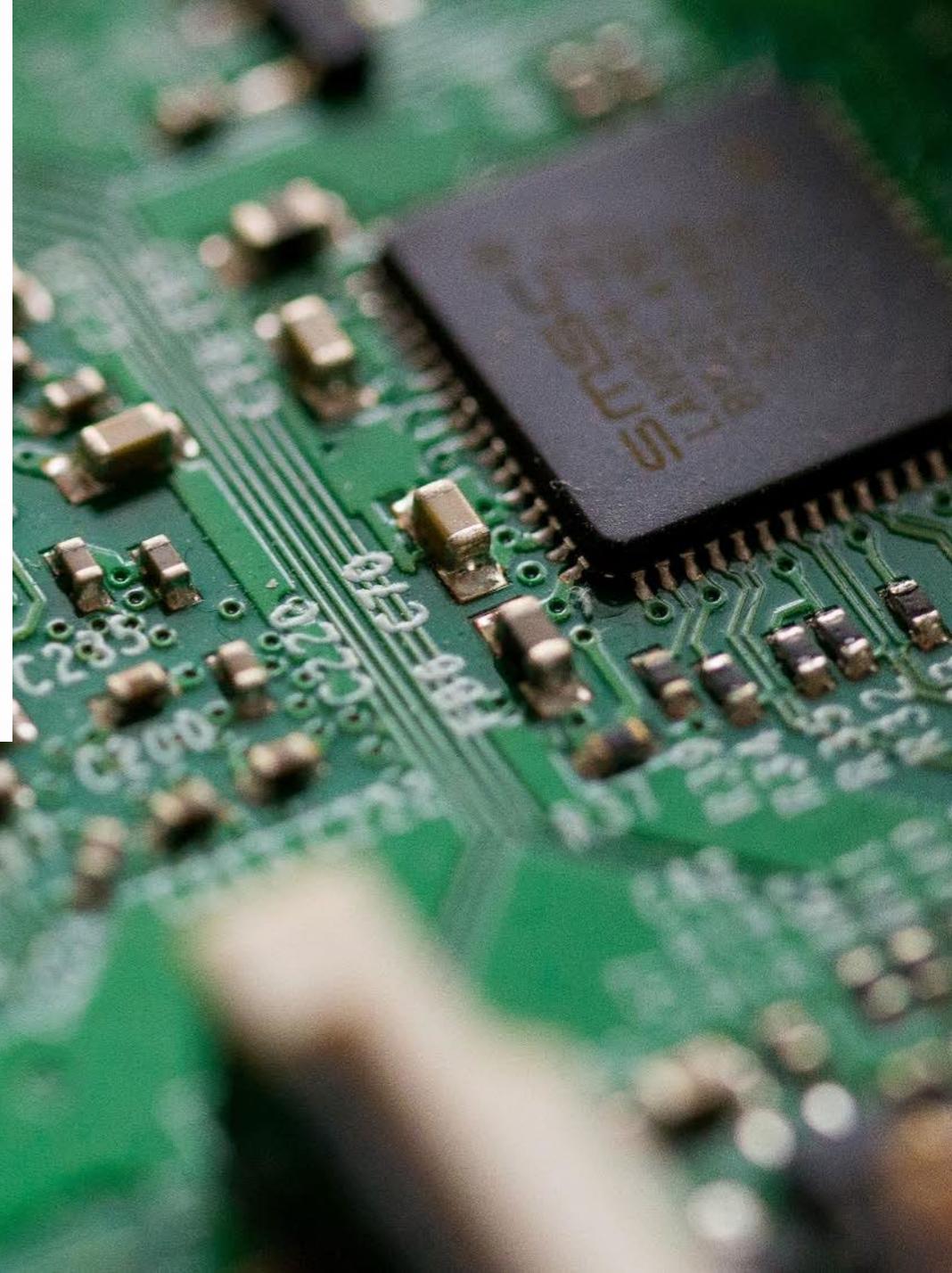
Registration #:00009231

 ITT/AV  
Switch Programs

[Producer](#) [PRO Status](#) [Add Roles](#)

Report ▼	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Submitted Sep 16, 2021 12:36 PM	John Lowe	<a href="#">View</a> <a href="#">Download</a>
2020 ITT/AV Supply Report	Submitted Sep 16, 2021 11:41 AM	John Lowe	<a href="#">View</a> <a href="#">Download</a>

# How to Manage a PRO



# Managing a PRO

## Reporting responsibility selection

As a Producer, you can **add a PRO** to report on your behalf.

1. This PRO will either be responsible for **all or part of your report**
2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the reports they are required to complete
3. To add additional PROs, click **Add PRO**

Note: only Account Admins can select PROs

The screenshot shows the 'Manage Reporting Responsibilities' form. It is divided into three main sections, each highlighted with a green box and a numbered callout (1, 2, and 3).

**Section 1:** A text box at the top explains the reporting options. Below it, the 'Producer' field is set to 'Bose Limited'. Two dropdown menus are visible: 'Responsible for Performance Report' and 'Responsible for Collection and Management Report', both currently set to 'Reports in part'.

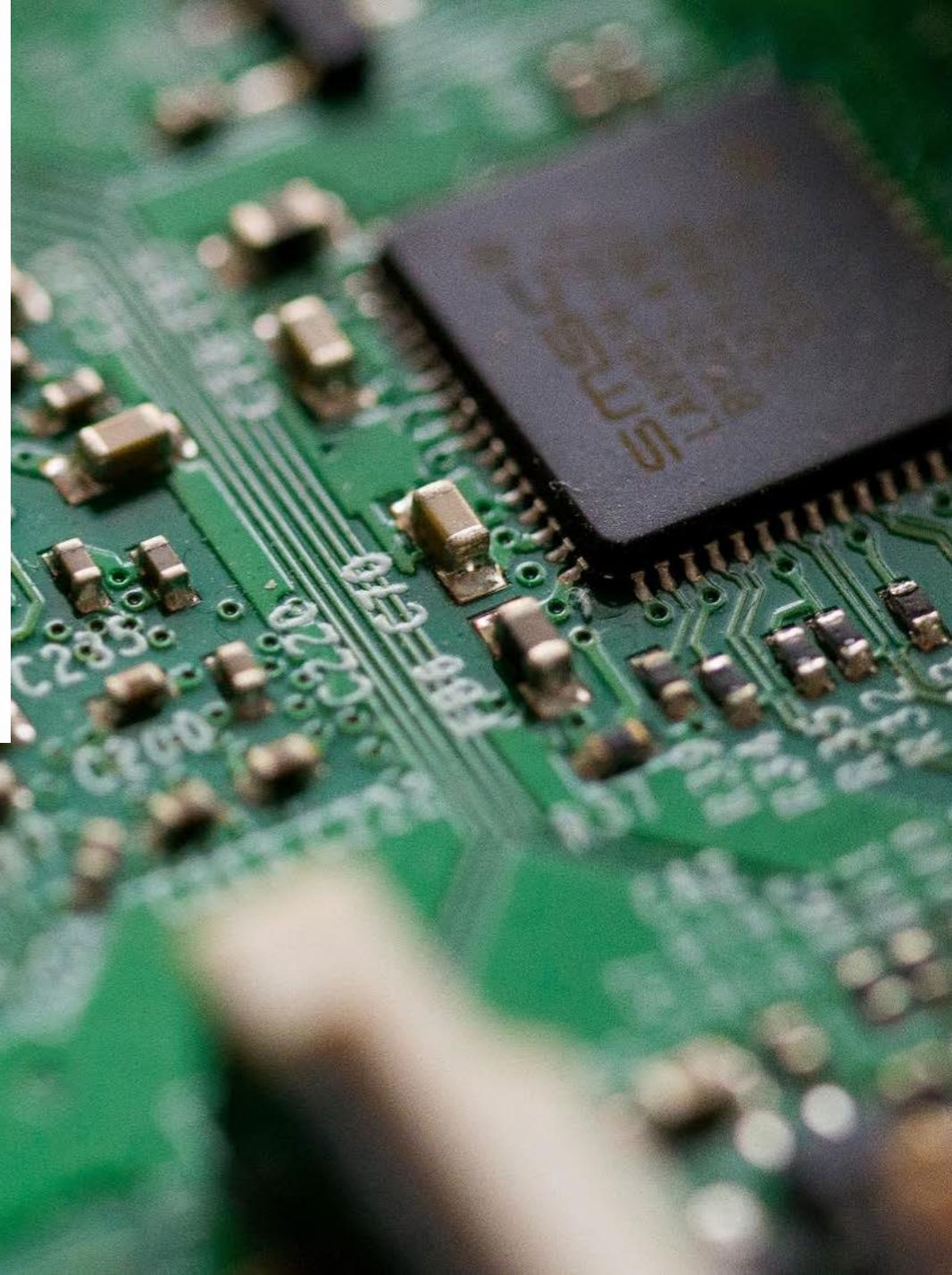
**Section 2:** A text box explains the PRO selection process. Below it, a table lists the PROs:

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report	Responsible for Collection and Management Report
ERS International	25-Jun-2021	25-Jun-2024	Reports in part	Reports in part

**Section 3:** A green box contains a confirmation checkbox and text: 'I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.' Below this is an 'Add PRO' button.

At the bottom of the form are 'Cancel' and 'Done' buttons.

# FAQs



# Frequently Asked Questions

1. If I do not know my actual weights of ITT/AV, can I use the weight conversion table?
  - Yes. You can use our weight conversion calculator to determine weights, in which case you will need to determine the number of units sold into Ontario. For more information, visit our [EEE Verification and Audit Procedure](#).
  
2. Can I reduce my ITT/AV management requirements? If so, how?
  - Yes. Producers may only reduce their management requirement by a maximum of 50% if they offer recycled content, manufacturer's warranty and/or repair. For more information on reduction of management requirements, visit our [EEE Verification and Audit Procedure](#).
  
2. How do I view my management requirement?
  - To view your minimum management requirement, follow these steps:
    1. Go to your Dashboard
    2. Under Action, click View for the report year you'd like to see
    3. Under Report Summary, you will see your minimum management requirement for the following year