



# SERVICE PROVIDER PORTAL TRAINING

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## Uploading and Managing Agreements

This training will cover the uploading and management of collection agreements in the Service Provider Portal (SPP).

This training comes after the new user setup, and precludes using the “Collect” tab in the Point of Sale (POS) and the service collection fee functionality.

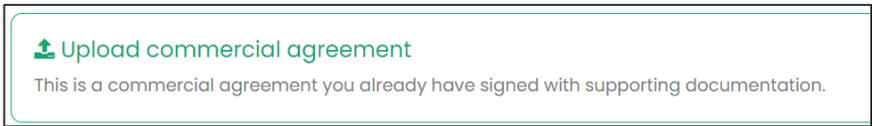
Containers for Change Collect / 24/09/2023

## Uploading Collection Agreements into the Service Provider Portal

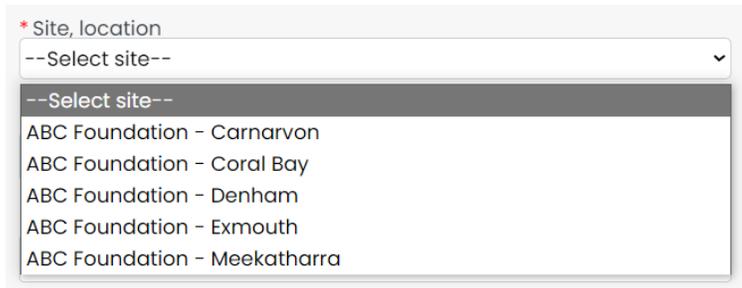
1. Go to the Service Provider Portal: [SPP](#).
2. Login with SPP login details. Only the admin-level user will be able to login.
3. **If the user is new**, please read through the “**User Setup and Management**” training documentation first.

4. Navigate to the **AGREEMENTS** tab. 

5. Click the **UPLOAD COMMERCIAL AGREEMENT** button.



6. **Choose a site** from the dropdown menu for which the agreement is with.
7. The customer must have a current **member number** to have an active collection agreement.
8. The **PICKUP ADDRESS** field is for the physical location of the asset(s).



9. Choose the **FEE TYPE** (per container or per collection) and the applicable **SERVICE FEE** amount by the dropdown menu or by using the fillable field.

*NOTE: Once set, this cannot be changed or updated.*

\* Fee type  
Per container (\$0.00 to \$0.10 max) ▾  
--Select--  
Per container (\$0.00 to \$0.10 max)  
Per collection (\$0.00 to max)

\* Service fee  
\$0.00 ▾  
--select--  
\$0.00  
\$0.01

10. The **START DATE** is the date of the start of the service, and the **END DATE** is variable depending on each need.

*NOTE: if no end date has been set, choose a date in the foreseeable future to review agreement terms.*

11. **ADDITIONAL COMMENTS** are for the admin view only in the SPP.

12. Upload relevant documentation in **PDF, image, or document format**.

13. Click **SUBMIT** for approval. WARRRL is reviewing all submitted agreements.

Submit

14. An **agreement number** will be generated once the form is complete, submitted for review, and approved.

## Managing Commercial Agreements in the Service Provider Portal

15. Go to the Service Provider Portal: [SPP](#).
16. Login with SPP login details. Only the admin-level user will be able to sign in.
17. If the user is new, please read through the “User Setup and Management” training documentation first.

18. Navigate to the **AGREEMENTS** tab, found at the top of the page.

Agreements

19. Choose an agreement from the list.

20. Click **UPDATE**.

Update

21. The options to update are **PICKUP ADDRESS**, **END DATE**, and **COMMENTS**.

22. Click **UPDATE AGREEMENT** to finalise the updates.

Update agreement

23. To **filter the agreements**, use the filtering drop-downs to organise by agreement status and/or site.

