PPWIS user guide Waste manager

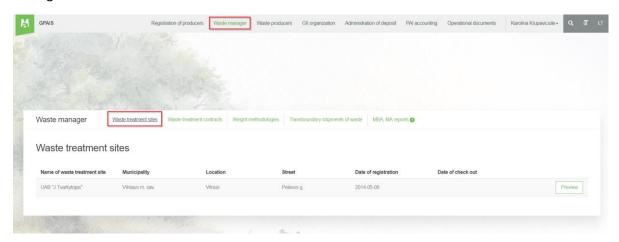
Turinys Waste man

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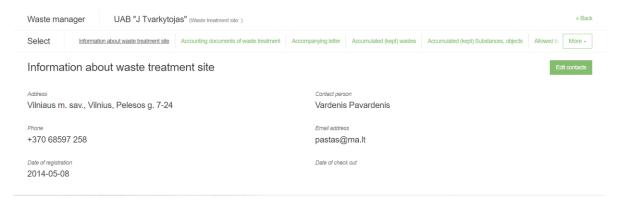
Waste manager

Preview information about waste treatment site

Waste manager, having clicked on "Waste treatment sites" section, can see all of his waste management sites:



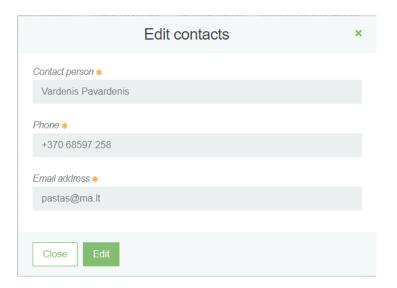
Clicking on the "Preview" button on the selected place will open the waste management treatment sites information:



Edit the contacts of waste treatment site

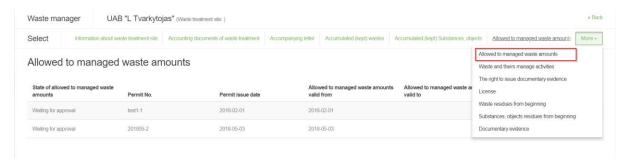
In the form of waste management preview click on the "Edit contacts" button and will open contacts editing form:



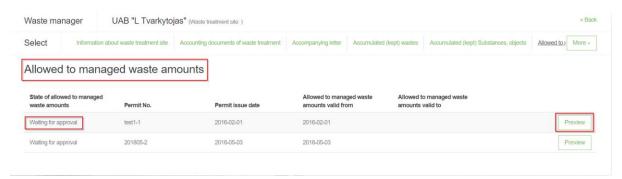


Preview and approve allowed to managed waste amounts

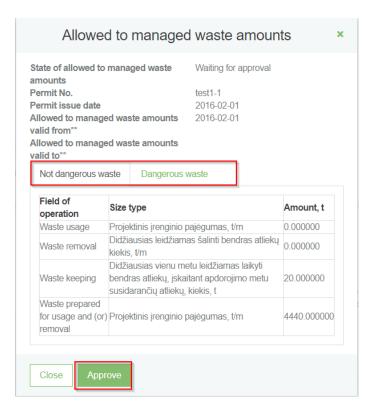
The waste management treatment site preview form contains the section "Allowed to managed waste amounts".



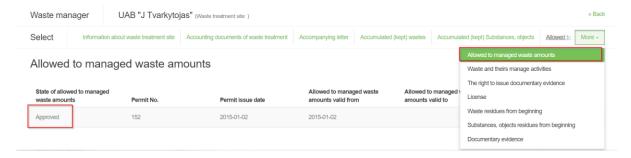
If waste amounts that are allowed to be managed are not yet approved, then this list displays a line with the status "Waiting for approval".



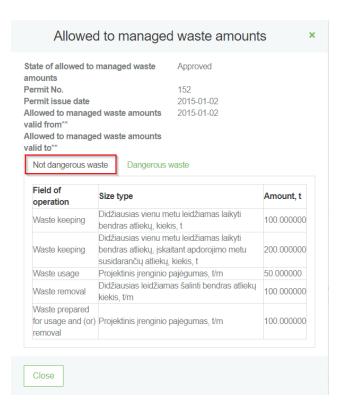
When you click "Preview" in the "Allow waste amount" line, a preview window opens. After checking the data and find no errors, should confirmed by clicking on the "Approve" button.



If amounts are already approved, then the following line will appear in the list with the status "Approved":



When the status is "Approved", clicking on the "Preview" button will open more detailed information on the amount of waste allowed. In this preview window contains two categories of waste: not dangerous waste and dangerous waste.



Allowed to managed waste amounts

Approved

152

State of allowed to managed waste

amounts

Permit No. Permit issue date

2015-01-02 Allowed to managed waste amounts 2015-01-02

valid from**

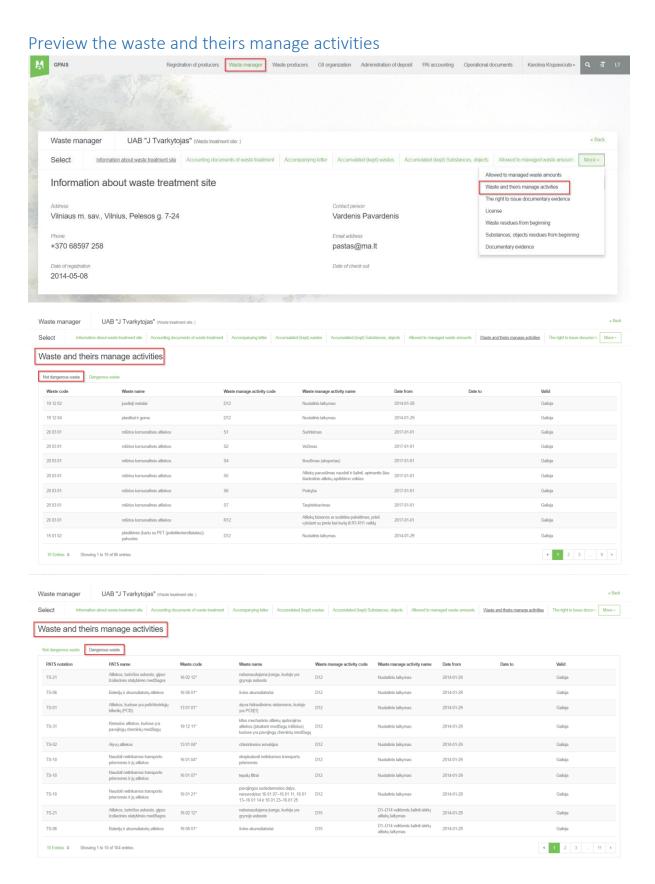
Allowed to managed waste amounts

valid to**

Not dangerous waste

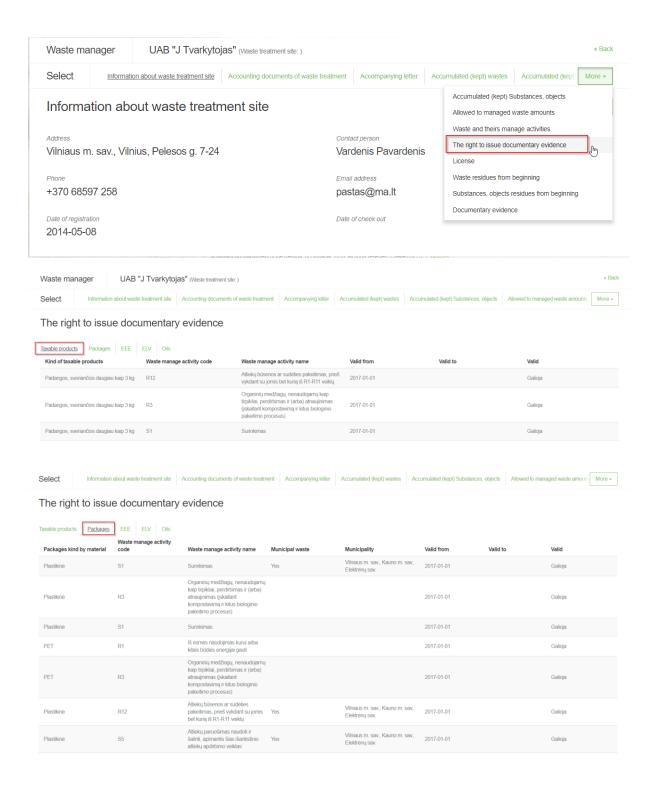
Dangerous waste

Field of operation		Size type	PATS	Amount t
Waste keeping	Didžiausias vienu metu leidžiamas laikyti bendras atliekų, kiekis, t	TS-21 Atliekos, turinčios asbesto, gipso izoliacinės statybinės medžiagos	200.000000	
Waste keeping	Didžiausias vienu metu leidžiamas laikyti bendras atliekų, kiekis, t	TS-01 Atliekos, kuriose yra polichlorintųjų bifenilų (PCB)	500.000000	
Waste keeping	Didžiausias vienu metu leidžiamas laikyti bendras atliekų, įskaitant apdorojimo metu susidarančių atliekų, kiekis, t	TS-31 Kietosios atliekos, kuriose yra pavojingų cheminių medžiagų	300.000000	
Waste keeping	Didžiausias vienu metu leidžiamas laikyti bendras atliekų, kiekis, t	TS-10 Naudoti netinkamos transporto priemonės ir jų atliekos	302.000000	
Waste keeping	Didžiausias vienu metu leidžiamas laikyti bendras atliekų, kiekis, t	TS-06 Baterijų ir akumuliatorių atliekos	200.000000	



Preview the rights to issue documentary evidence

This section is for the review the right to issue documents proving the place of waste management for taxable products, packages, oils, vehicles, electrical and electronic equipment and batteries or accumulators.



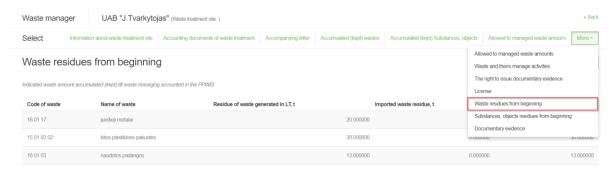
License data preview

Clicking on the "License" section will open a table listing the licenses issued for the waste management site.



Preview, fill and edit waste residues from beginning

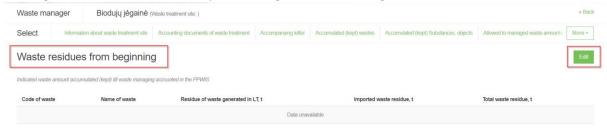
Clicking on the "Waste residues from beginning" column will open a table showing the initial waste residue.



For the first time you log in, the following entry will appear: "Indicated waste amount accumulated (kept) till waste managing accounted in the PPWIS":

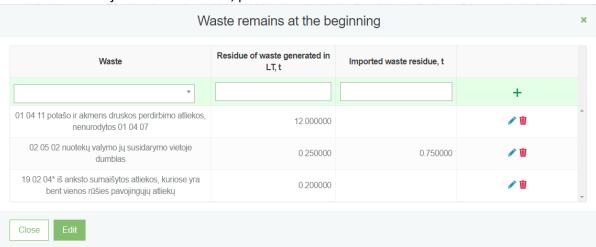


Clicking on the "Edit" button will open the original waste editing form:





To save entered adjusted waste entries, press the "Edit" button.



Review, filling and correction of starting substances, objects residues

Clicking on the "Substances, objects residues from beginning" column will open a table showing the initial Substances, objects residues.



For the first time you log in, the following entry will appear: "Indicated waste amount accumulated (kept) till waste managing accounted in the PPWIS":



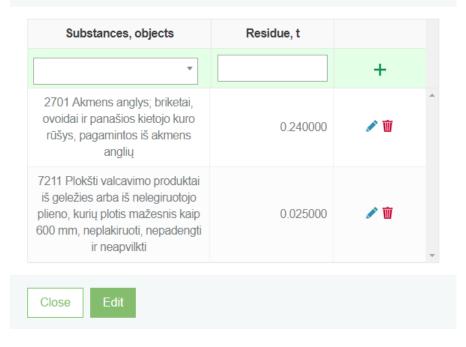
Clicking on the "Edit" button will open the original waste editing form:



Substances, objects remains at the beginning × Substances, objects Residue, t No records Close Edit

To save entered adjusted waste entries, press the "Edit" button.

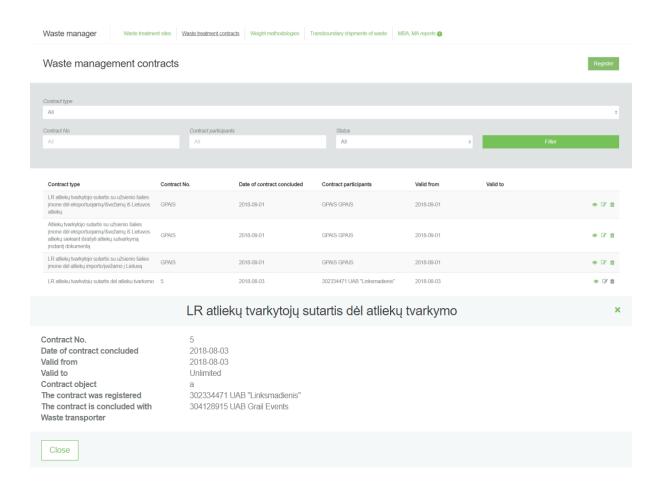
Substances, objects remains at the beginning



Waste treatment contracts

Preview the waste treatment contracts

Clicking on the "Waste treatment contracts" section will open a preview window of waste treatment contracts. In the list of contracts click on the button and it will open you a contract preview window.

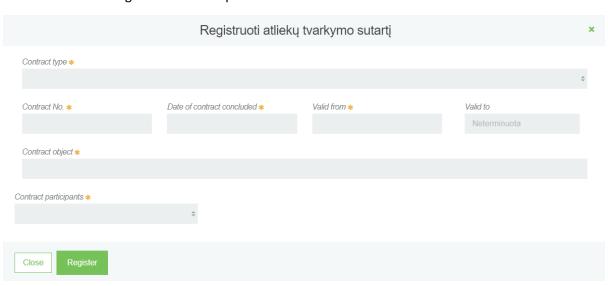


Add a new waste treatment contract

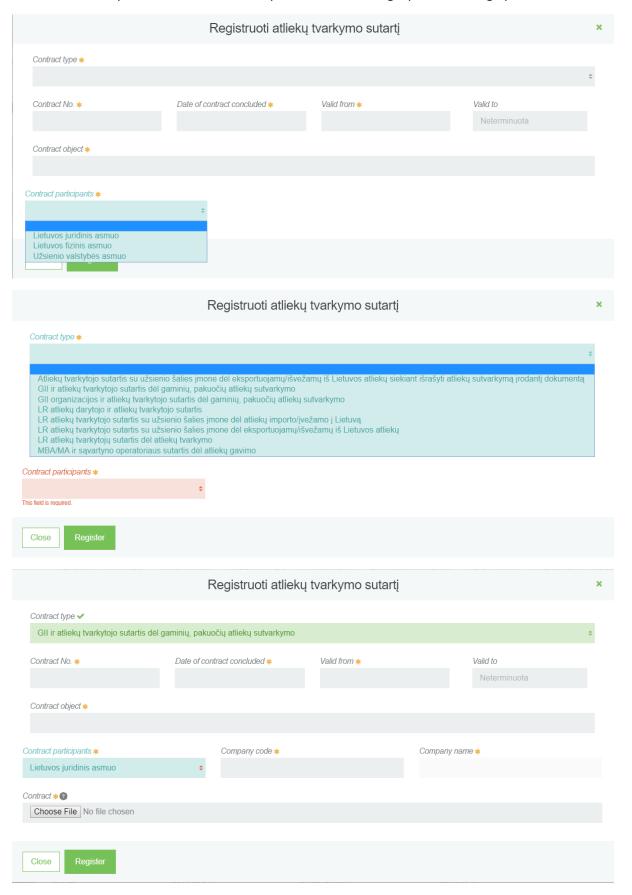
In order to add a new one waste treatment contract need to press on "Register" button.

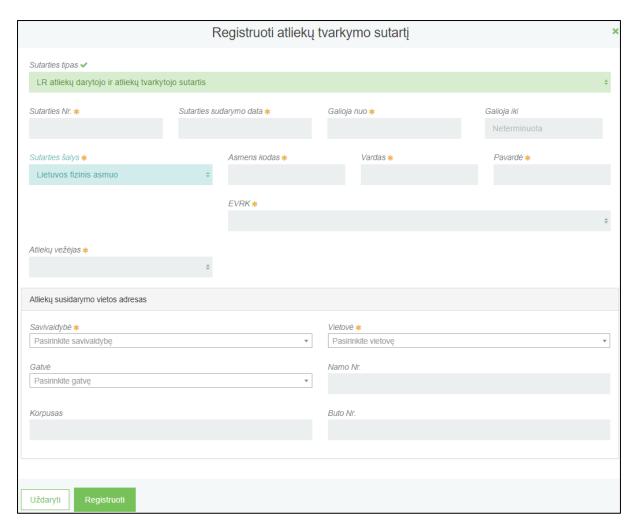


Then the contract registration form opens.



Possible contract parties: Lithuania natural person, Lithuania legal person, Foreign person:



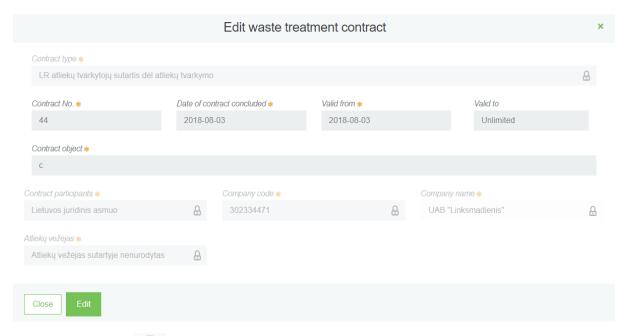


In the list of contracts for a single waste manager, the combination of these contractual fields must be unique: "Contract type", "Contract no." And "Date of contract concluded".

Without contracts, it will not be possible to formulate accompanying documents.

Edit / remove of waste treatment contract

Clicking the button on the contract list will open the contract edit form. All fields can be edited except: "Contract type", "Contract concluded with", "Waste carrier".

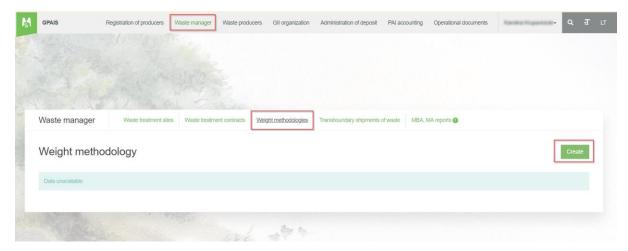


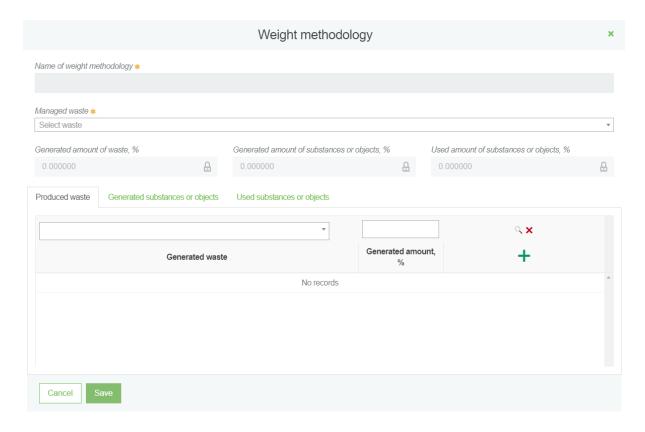
Pressing the button in the contract will remove waste management contracts.

Weight methodologies

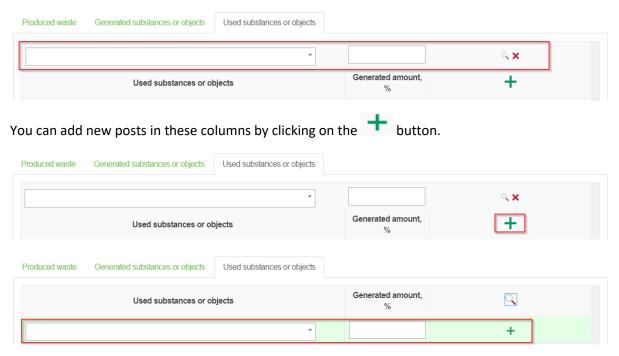
Create a new weight methodology

In order to view a weight methodology list need to press on "Weight methodology" section and then it will open you a weight methodology list. To create a new weight methodology, you need to click the [Create] button in the preview window. Clicking the button opens the creation form:

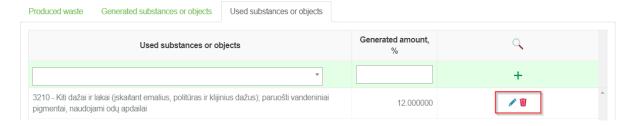




There are 3 columns in the new weight methodology: "Produced waste", "Generated substances or objects" and "Used substances or objects". In these three columns, you can search for records:

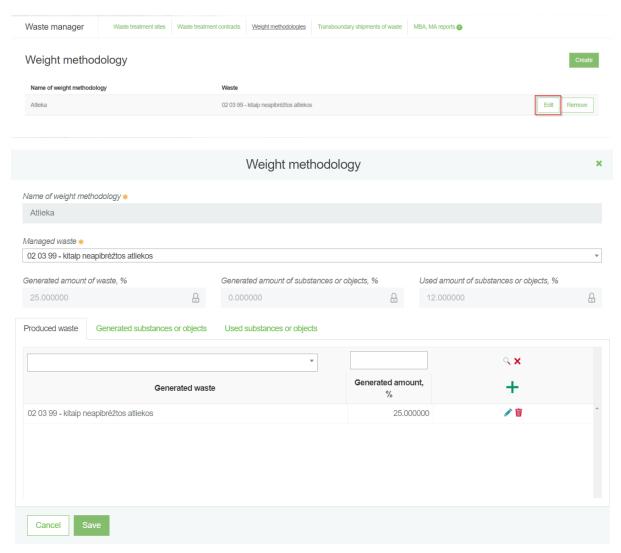


Records can be corrected using the $\frac{1}{2}$ tool, to remove with $\frac{1}{2}$ tool.

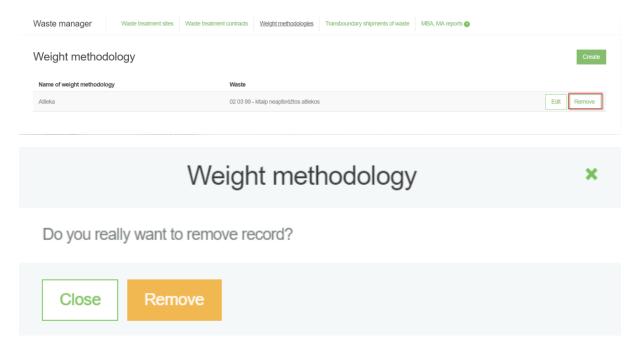


Edit / remove weight methodology entry

In the weight methodology list, there is a "Change" button, which will open the weight methodology correction form.



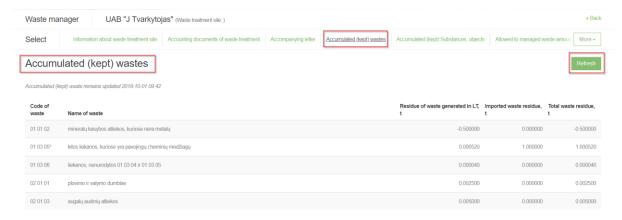
Clicking "Remove" button will remove the weight methodology entry.



Editing / removing of weight methodology will not have any effect on the existing records of waste accounting documents, the development of which has been based on this weight methodology.

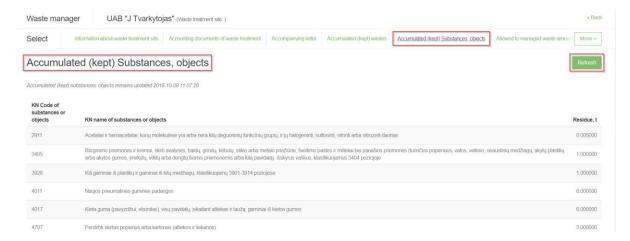
Preview and update accumulated (kept) waste

To review the accumulated (kept) waste residues need to click on "Accumulated (kept) waste" section. To refresh accumulated (kept) waste residues by pressing the "Refresh" button. When you click the refresh button, you are directed to the internal portal to update the data. Updating the data changes the update date.



Preview and update accumulated (kept) substances, objects

In the column "Accumulated (kept) substances, objects", the residues of accumulated kept substances are presented. To refresh the accumulated (kept) substances, objects residues by pressing the "Refresh" button. When you click the refresh button, you are directed to the internal portal to update the data. Updating the data changes the update date.

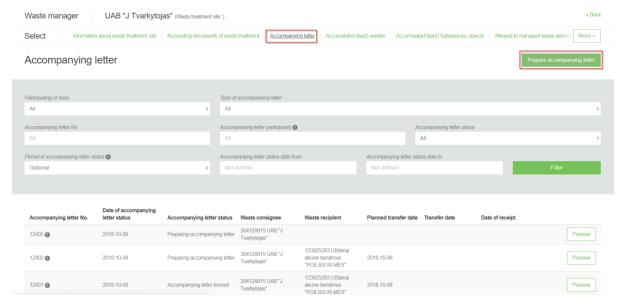


Accompanying letter

Transfered waste's accompanying letter of waste manager's

Create a new accompanying letter

On the waste manager section, in the accompanying letter preview list form contains the "Prepare accompanying letter" button.



Clicking on the "Prepare accompanying letter" button opens the preparing form of the accompanying letter:

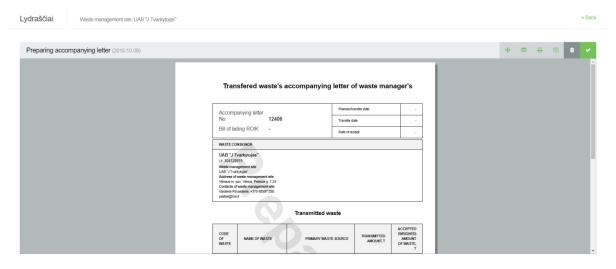
Prepare accompanying letter

×

- Transfered waste's accompanying letter of waste manager's
- Transfered waste's accompanying letter of waste producer, which performs waste generation accounting
- Transfered waste's accompanying letter of waste producer, which does not perform waste generation accounting



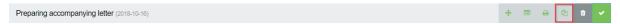
By ticking the type of "Transferred waste's accompanying letter of waste manager's", and by clicking "Prepare", an accompanying letter is provided.



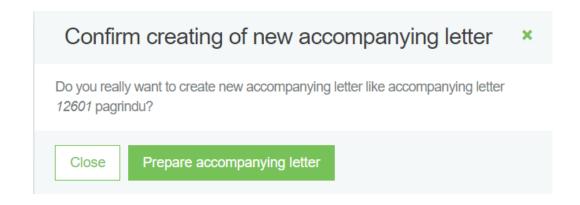
When the waste consignor and the waste recipient are the waste managers who manage the waste management using GPAIS, the accompanying letter is prepared by the consignor using GPAIS.

Create a new accompanying letter on the old basis

To create a new accompanying letter on the basis of the previous accompanying letter, you need to click the "Create accompanying letter" button in the preview form of the accompanying letter you want.

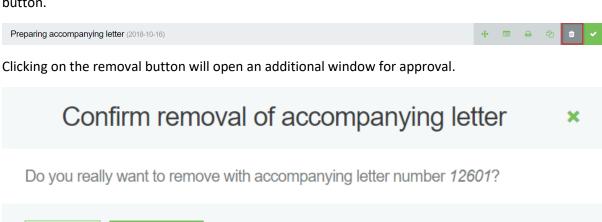


An additional program window is displayed for confirming the preparation of a new accompanying letter on old basis.



Clicking on the "Prepare accompanying letter" confirmation will automatically create a new accompanying letter with the data of the previous accompanying letter.

Remove the accompanying letter



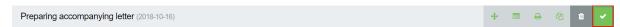
The accompanying letter can only be removed if the accompanying letter has the status "Preparing accompanying letter". Only the consignor can only remove the accompanying letter.

Prepare the accompanying letter

Remove

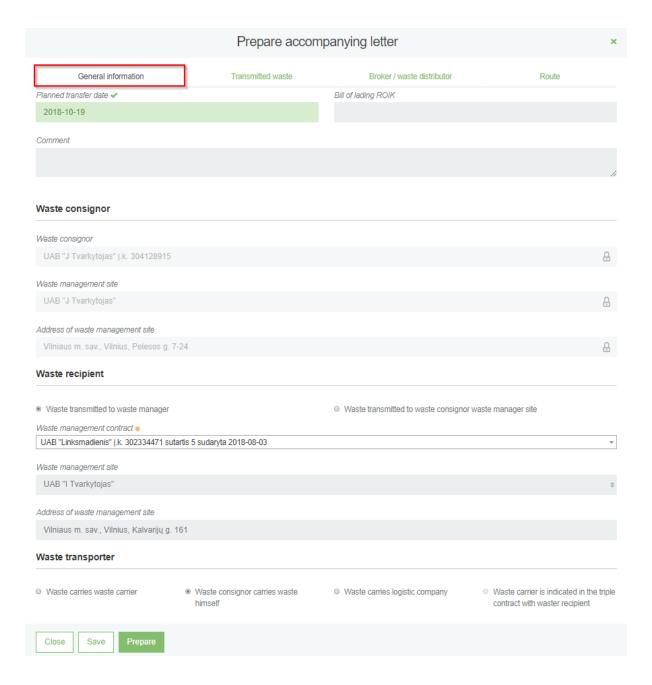
Close

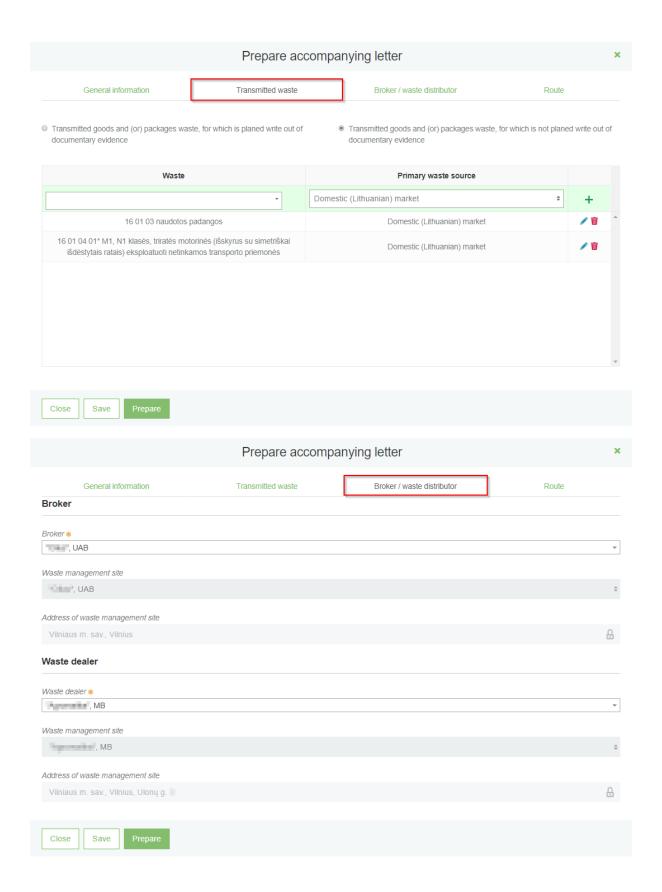
In order to prepare accompanying letter in the preview window of accompanying letter need to click on the "Prepare accompanying letter" button.

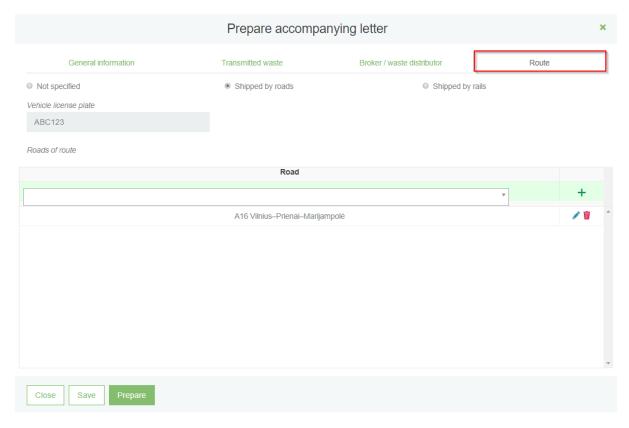


The consignor intending to transport the waste, including the shipment of waste to the waste treatment facility of the same waste manager where the waste management activities are carried out and which is located in a different place, shall be accompanied by the accompanying document not later than one working day before the planned shipment of waste.

Clicking on the "Prepare accompanying letter" button will open a form for preparation with general information, transmitted waste, broker / waste distributor and the route.



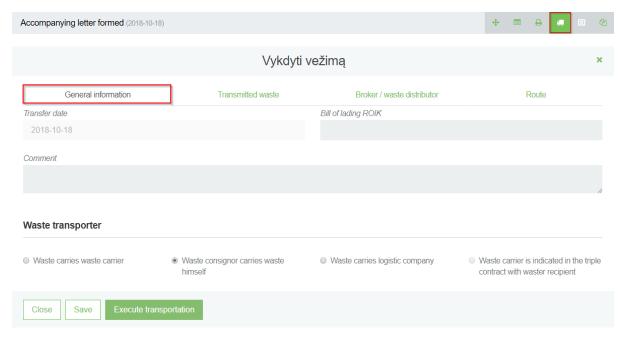


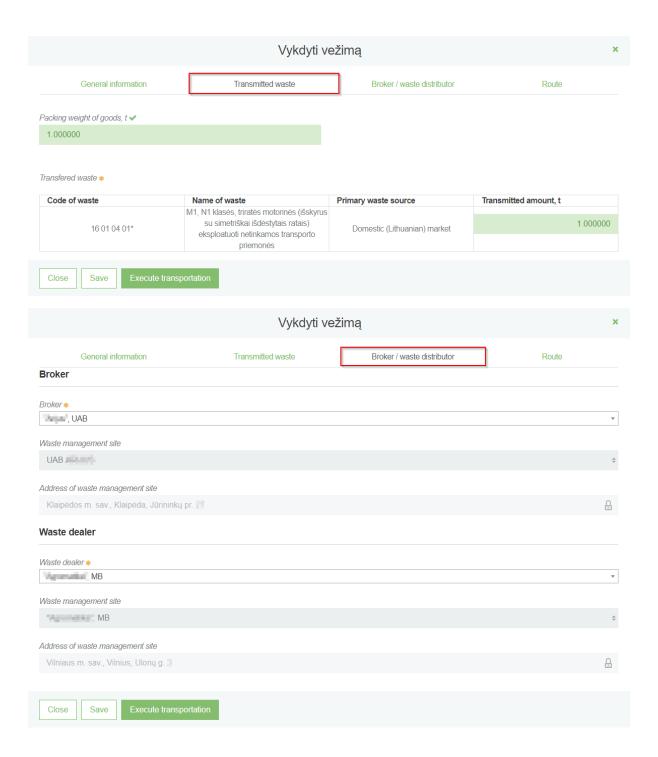


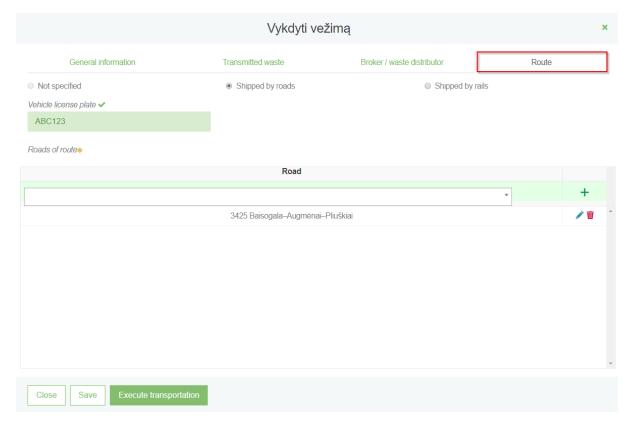
Start a shipment of waste

To start shipment, the accompanying letter state must be " Accompanying letter formed". Then

"Execute shipment" button is displayed to the consignor, and when it is pressed, the shipment execution form opens.





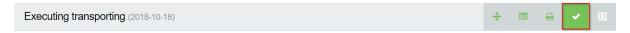


When you complete fill all the necessary data, you need to click the "Execute transportation" button to start the shipment. The accompanying letter from the "Accompanying letter formed" changes to "Executing transporting". In order to save filled data, but not to start transportation need to click the "Save" button. In order to exit from execute transportation window need to click the "Close" button.

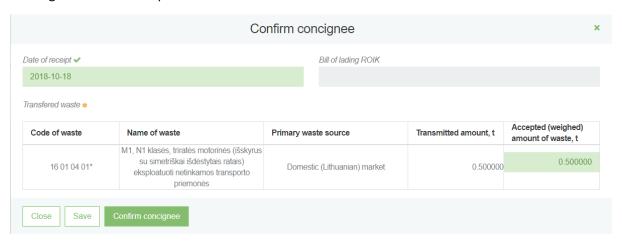


Confirm receipt of waste

To confirm received waste from the consignor of the waste. To confirm receipt of the waste, you must click the "Confirm consignee" button:



Clicking the button will open the waste confirmation form:



Upon confirmation of receipt, the status of the accompanying letter changes to "Transporting performed. Needs confirmation from consignor".



Confirm finish of shipment / refuse to specify consignee data

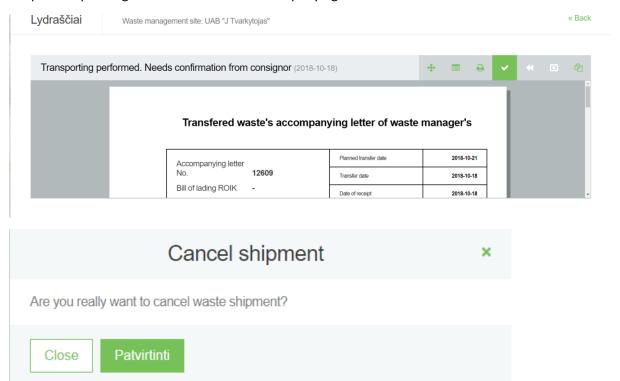
In order to confirm finish of shipment the waste consignor need to click on the "Confirm finish of shipment" button. If the consignor, having detected inaccuracies, can return the data to the waste

recipient. To initiate the return of data for adjustment need to click on the "Refuse to specify consignee data" button. The accompanying letter changes to "Executing transporting".



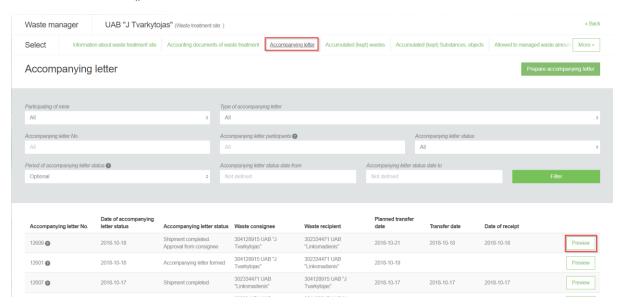
Cancel shipment

In order to cancel shipment need to click on the "Cancel shipment" button. After cancellation, the shipment will be canceled. The shipment may be canceled by the consignor or the waste recipient depending on the status of the accompanying letter.



Preview data of accompanying letter

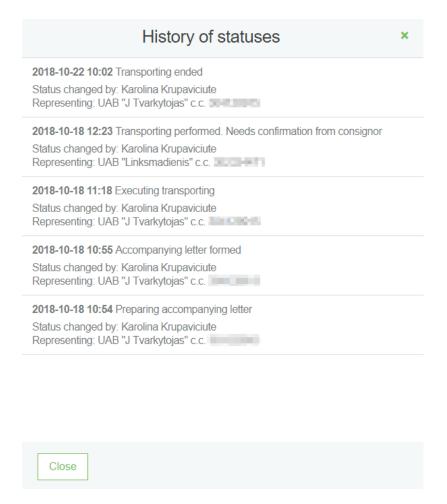
In order to preview data of accompanying letters, you first need click on the "Accompanying letter" section and click the "Preview" button on the desired letter.



Clicking on the "Preview" button opens the accompanying letter data view window:



Pressing the button opens the status history view form:



The list of accompanying letter contains a value filter that allows you to sort the list of letters according to certain conditions:



Print accompanying letter

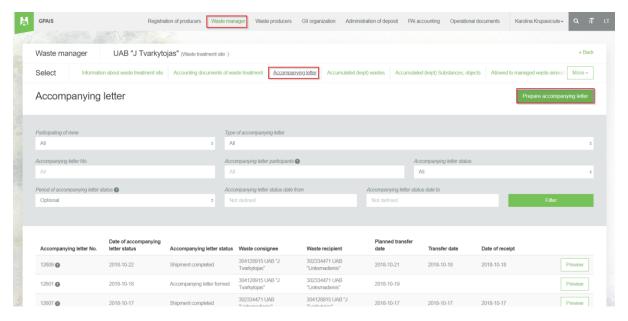
The accompanying letter data view window has a "Print" button, which opens the document's print form.



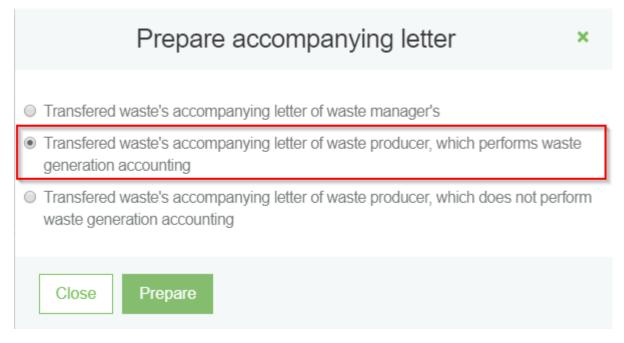
Transfered waste's accompanying letter of waste producer, which performss waste generation accounting

Create a new accompanying letter

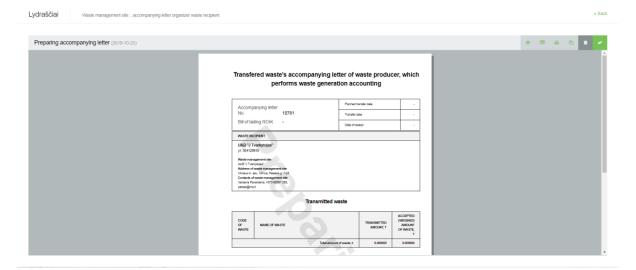
On the waste manager section, in the accompanying letter preview list form contains the "Prepare accompanying letter" button.



Clicking on the "Prepare accompanying letter" button opens the preparing form of the accompanying letter:

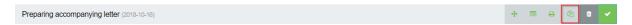


By ticking the type and by clicking "Prepare", an accompanying letter is provided. An accompanying letter can be formed by the waste producer and the waste manager.

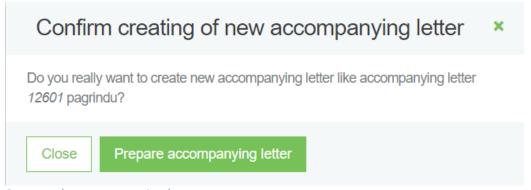


Create a new accompanying letter on the old basis

To create a new accompanying letter on the basis of the previous accompanying letter, you need to click the "Create accompanying letter" button in the preview form of the accompanying letter you want.

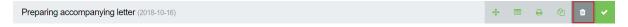


An additional program window is displayed for confirming the preparation of a new accompanying letter on old basis.



Remove the accompanying letter

In order to remove accompanying letter need to click the "Delete accompanying letter" button. The accompanying letter can only be removed if the accompanying letter has the status "Preparing accompanying letter".



Clicking on the removal button will open an additional window for approval.

Confirm removal of accompanying letter

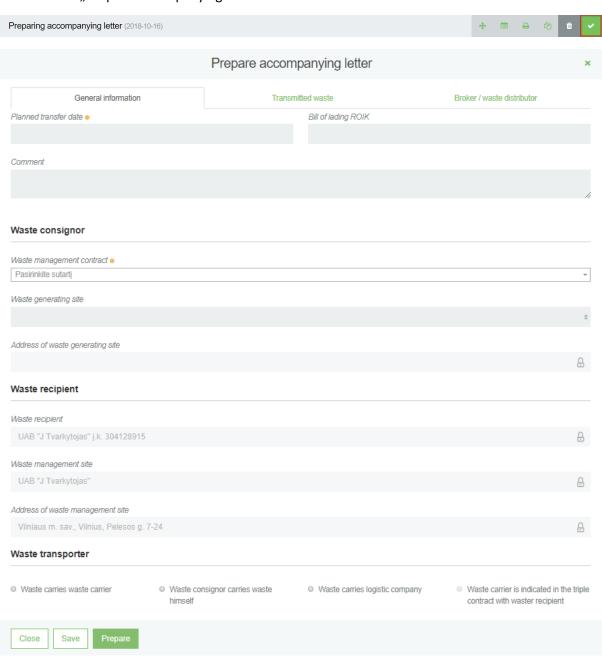


Do you really want to remove with accompanying letter number 12601?

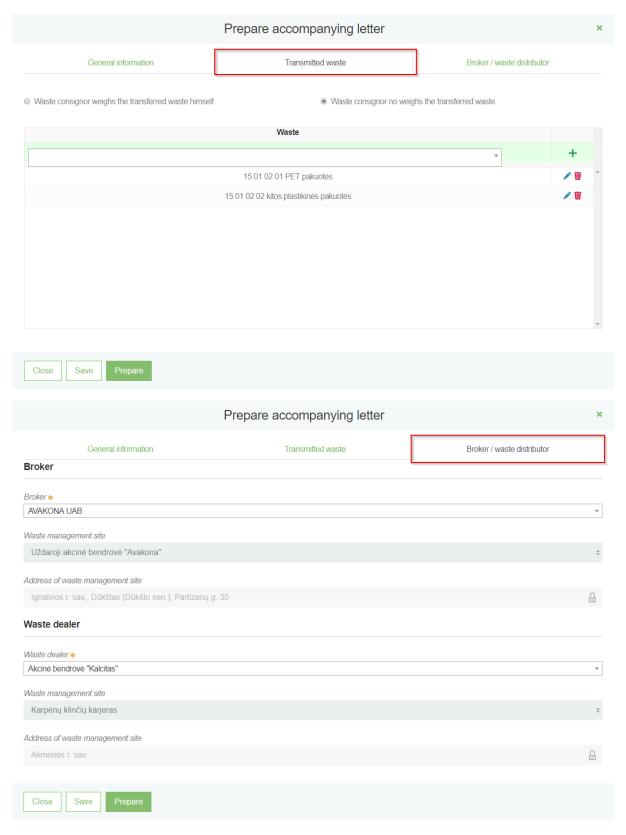


Prepare the accompanying letter

In order to prepare accompanying letter in the preview window of accompanying letter need to click on the "Prepare accompanying letter" button.



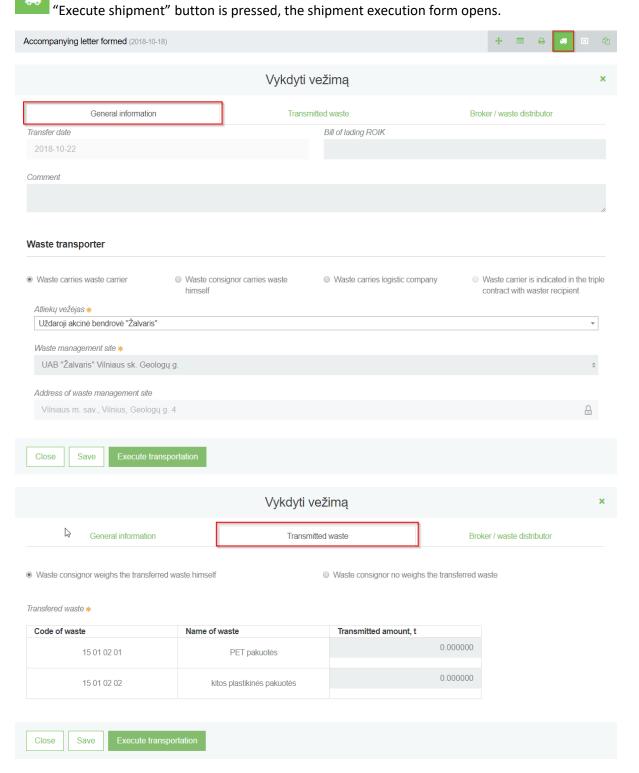
At the waste location, it should be noted whether the shipper of the waste weighs or not the waste transferred.

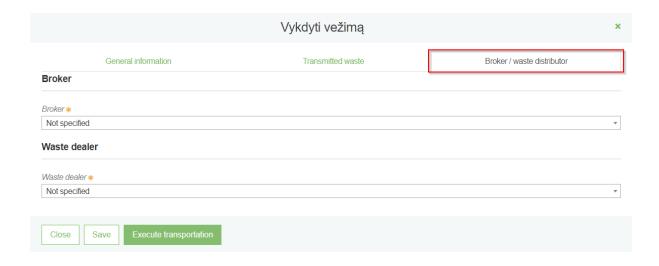


After completing all the required data, click on the "Prepare" button. The accompanying letter from status of the "Preparing accompanying letter" changes to "Accompanying letter formed".

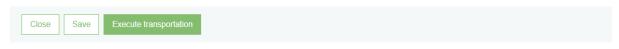
Start a shipment of waste

To start shipment, the accompanying letter state must be " Accompanying letter formed". Then



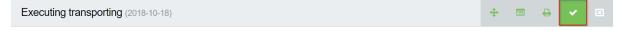


When you complete fill all the necessary data, you need to click the "Execute transportation" button to start the shipment. The accompanying letter from the "Accompanying letter formed" changes to "Executing transporting". In order to save filled data, but not to start transportation need to click the "Save" button. In order to exit from execute transportation window need to click the "Close" button.

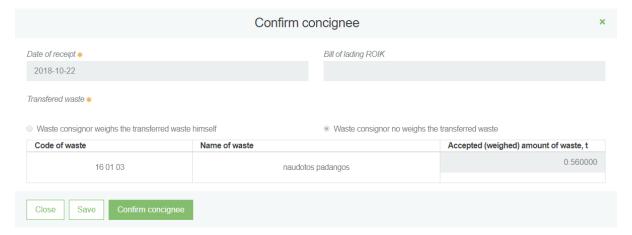


Confirm receipt of waste

To confirm received waste from the consignor of the waste. To confirm receipt of the waste, you must click the "Confirm consignee" button:



Clicking the button will open the waste confirmation form:



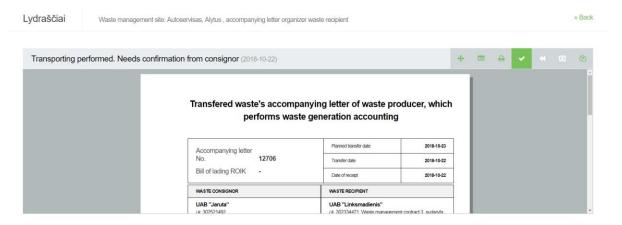
Upon confirmation of receipt, the status of the accompanying letter changes to "Transporting performed. Needs confirmation from consignor".



Confirm finish of shipment / refuse to specify consignee data

In order to confirm finish of shipment the waste consignor need to click on the "Confirm finish of shipment" button. If the consignor, having detected inaccuracies, can return the data to the waste

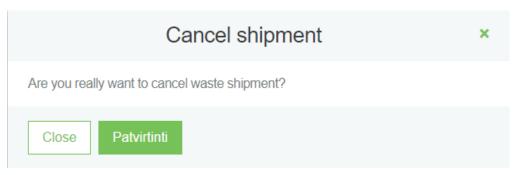
recipient. To initiate the return of data for adjustment need to click on the "Refuse to specify consignee data" button. The accompanying letter changes to "Executing transporting".



Cancel shipment

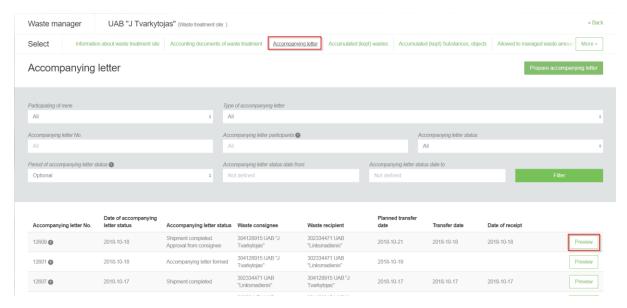
In order to cancel shipment need to click on the "Cancel shipment" button. After cancellation, the shipment will be canceled. The shipment may be canceled by the consignor or the waste recipient depending on the status of the accompanying letter.



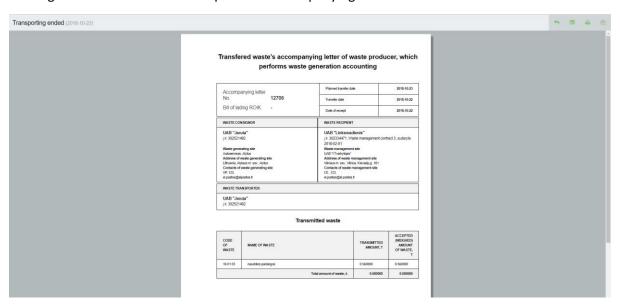


Preview data of accompanying letter

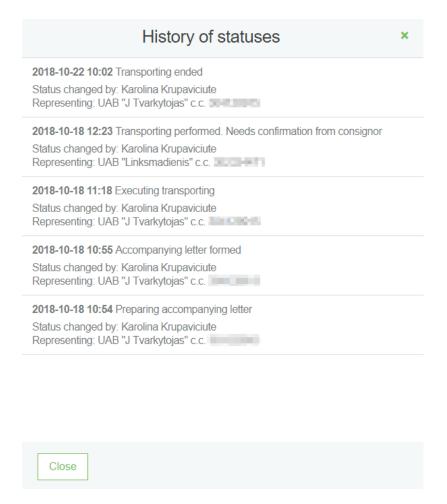
In order to preview data of accompanying letters, you first need click on the "Accompanying letter" section and click the "Preview" button on the desired letter.



Clicking on the "Preview" button opens the accompanying letter data view window:



Pressing the button opens the status history view form:



The list of accompanying letter contains a value filter that allows you to sort the list of letters according to certain conditions:



Print accompanying letter

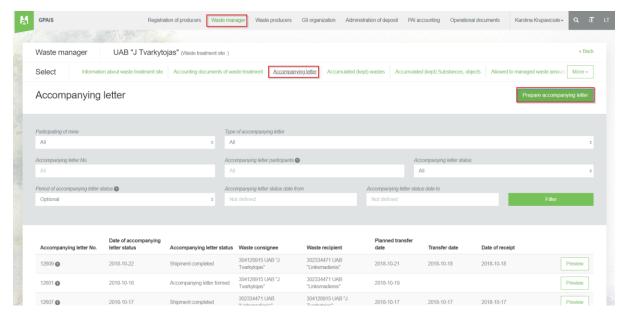
The accompanying letter data view window has a "Print" button, which opens the document's print form.



Transfered waste's accompanying letter of waste producer, which does not perform waste generation accounting

Create a new accompanying letter

On the waste manager section, in the accompanying letter preview list form contains the "Prepare accompanying letter" button.



Clicking on the "Prepare accompanying letter" button opens the preparing form of the accompanying letter:

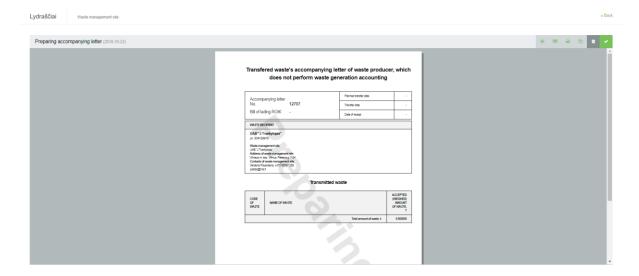


×

- Transfered waste's accompanying letter of waste manager's
- Transfered waste's accompanying letter of waste producer, which performs waste generation accounting
- Transfered waste's accompanying letter of waste producer, which does not perform waste generation accounting

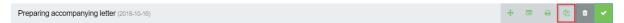


By ticking the type and by clicking "Prepare", an accompanying letter is provided.

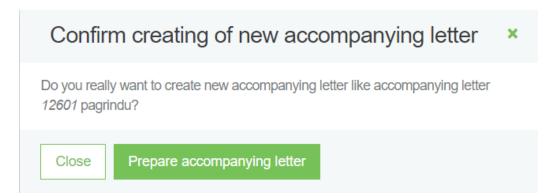


Create a new accompanying letter on the old basis

To create a new accompanying letter on the basis of the previous accompanying letter, you need to click the "Create accompanying letter" button in the preview form of the accompanying letter you want.

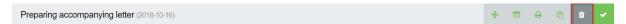


An additional program window is displayed for confirming the preparation of a new accompanying letter on old basis.

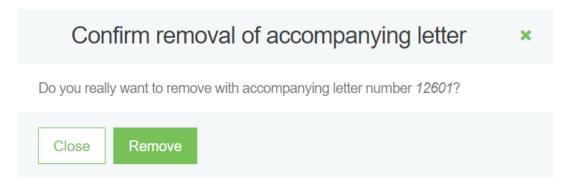


Remove the accompanying letter

In order to remove accompanying letter need to click the "Delete accompanying letter" button. The accompanying letter can only be removed if the accompanying letter has the status "Preparing accompanying letter".

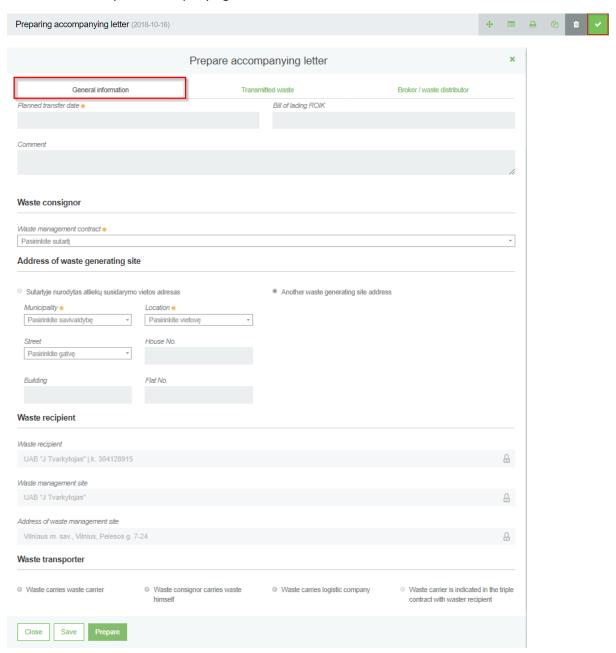


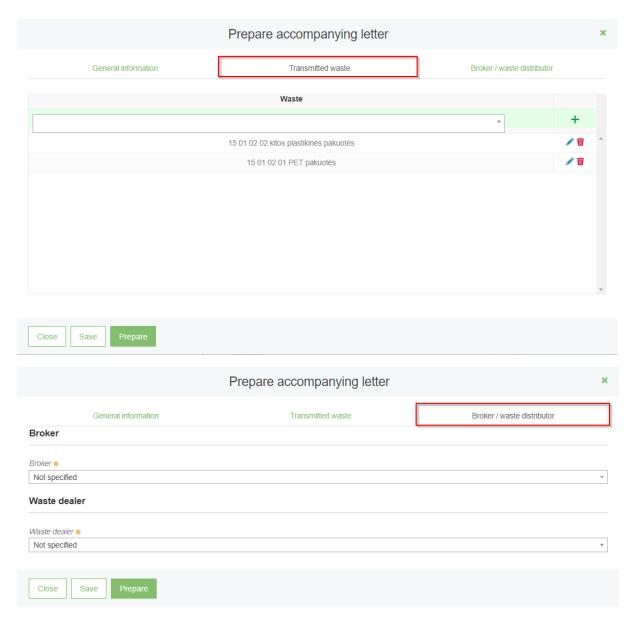
Clicking on the removal button will open an additional window for approval.



Prepare the accompanying letter

In order to prepare accompanying letter in the preview window of accompanying letter need to click on the "Prepare accompanying letter" button.



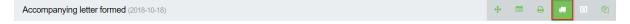


After completing all the required data, click on the "Prepare" button. The accompanying letter from status of the "Preparing accompanying letter" changes to "Accompanying letter formed".

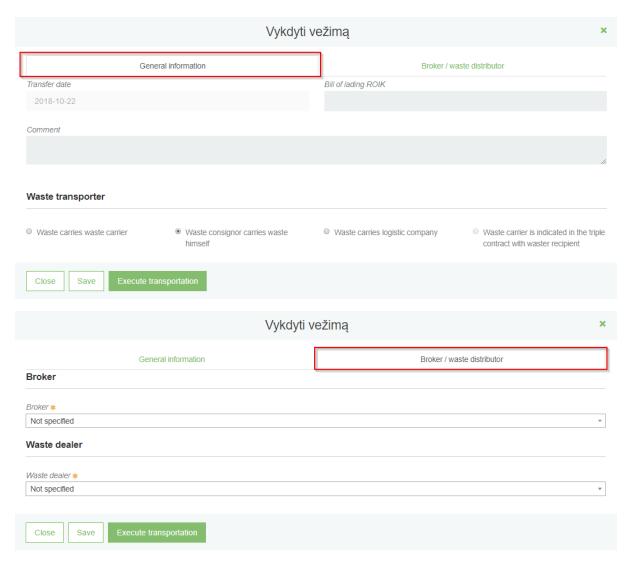
Start a shipment of waste

To start shipment, the accompanying letter state must be " Accompanying letter formed". Then

"Execute shipment" button is pressed, the shipment execution form opens.



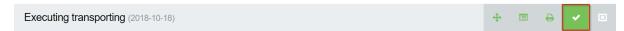
Paspaudus, atsidaro vežimo vykdymo forma su bendra informacija ir tarpininkais / prekiautojais atliekomis.



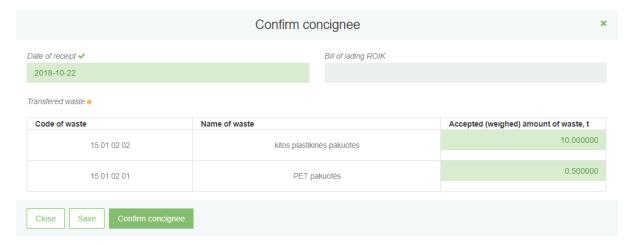
When you complete fill all the necessary data, you need to click the "Execute transportation" button to start the shipment. The accompanying letter from the "Accompanying letter formed" changes to "Executing transporting".

Confirm receipt of waste

To confirm received waste from the consignor of the waste. To confirm receipt of the waste, you must click the "Confirm consignee" button:

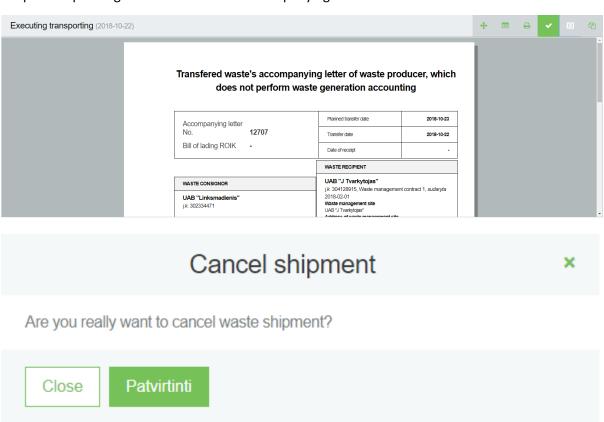


Clicking the button will open the waste confirmation form:



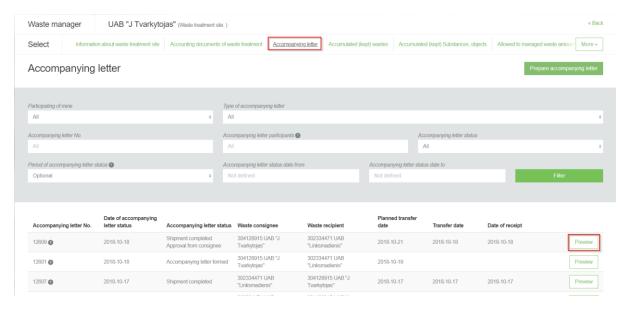
Cancel shipment

In order to cancel shipment need to click on the "Cancel shipment" button. After cancellation, the shipment will be canceled. The shipment may be canceled by the consignor or the waste recipient depending on the status of the accompanying letter.

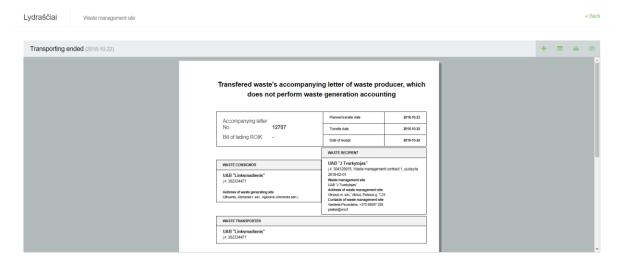


Preview data of accompanying letter

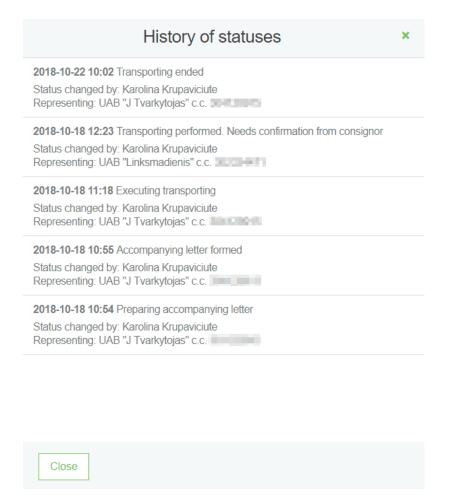
In order to preview data of accompanying letters, you first need click on the "Accompanying letter" section and click the "Preview" button on the desired letter.



Clicking on the "Preview" button opens the accompanying letter data view window:



Pressing the button opens the status history view form:



The list of accompanying letter contains a value filter that allows you to sort the list of letters according to certain conditions:



Print accompanying letter

The accompanying letter data view window has a "Print" button, which opens the document's print form.

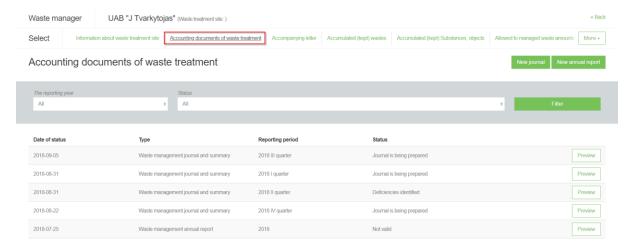


Accounting documents of waste treatment

Preview the list of waste management journal, summary and annual report

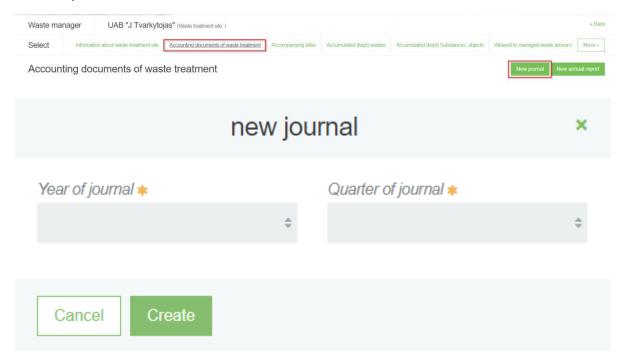
List of journals, summaries and annual reports of waste treatment can be seen by clicking "Accounting documents of waste" section:

Pasirinkus "Atliekų tvarkymo apskaitos dokumentai" skiltį, atsidaro Atliekų tvarkymo apskaitos dokumentų sąrašas.



Create a new journal

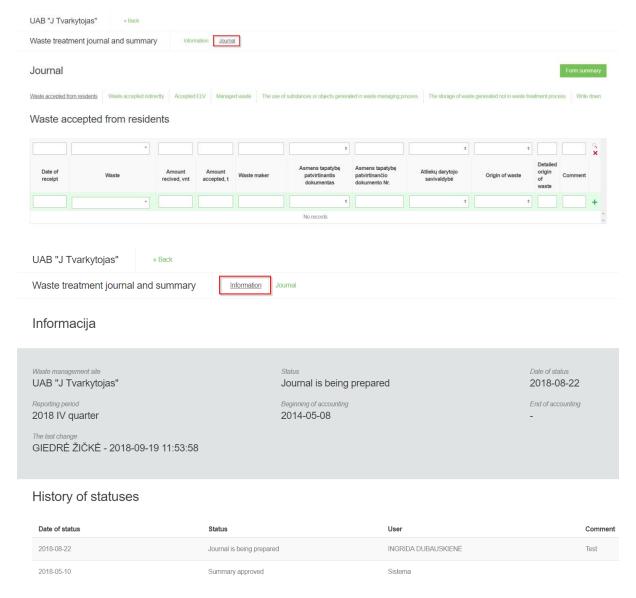
The journals, summaries, annual reports list contains "New journal" button when click on it, a new magazine creation window opens. After entering the required data, the "Create" button is pressed.



The selected reporting period must be overlapping at least one day with the selected accounting time for the waste management site.

You cannot create a new journal if another journal exists for the selected waste location and for the selected reporting period.

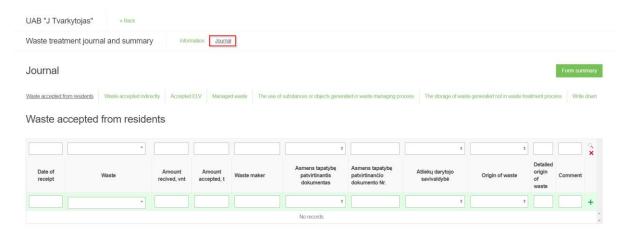
After the "Create" button is pressed, a journal and summary window opens.



Fill in the journal

Preview the journa

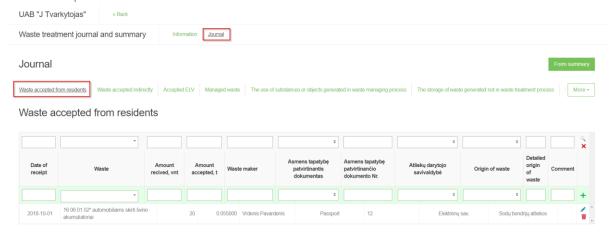
In the journal and summary form, clicking on the "Journal" section will open the journal preview form.



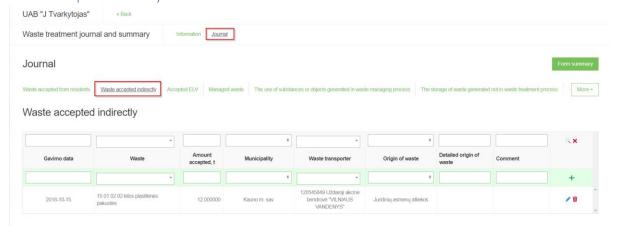
Depending on the activity, these sections are available:

- Waste accepted from residents
- Waste accepted indirectly
- Accepted ELV
- Managed waste
- The use of substances or objects generated in waste managing process
- The storage of waste generated not in waste treatment process
- Write down

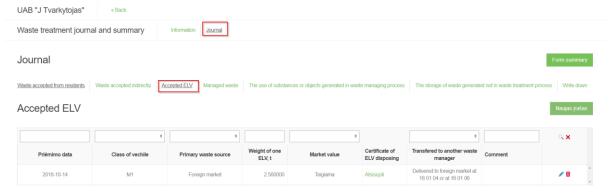
Waste accepted from residents



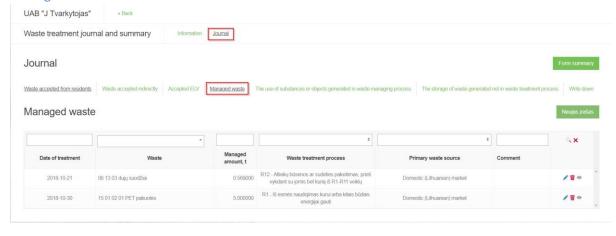
Waste accepted indirectly



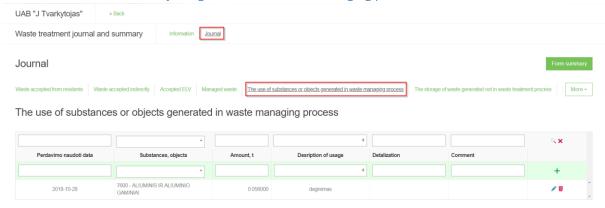
Accepted ELV



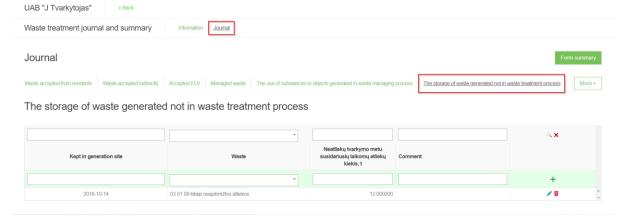
Managed waste



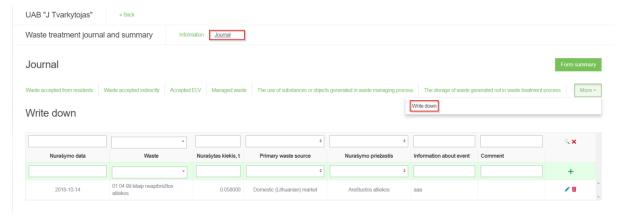
The use of substances or objects generated in waste managing process



The storage of waste generated not in waste treatment process



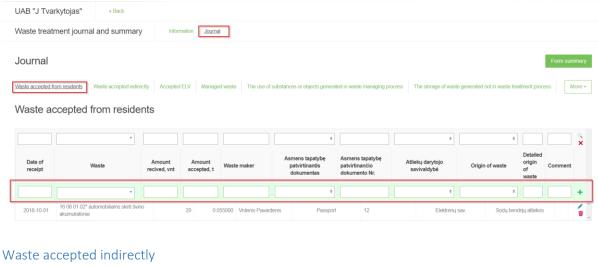
Write down



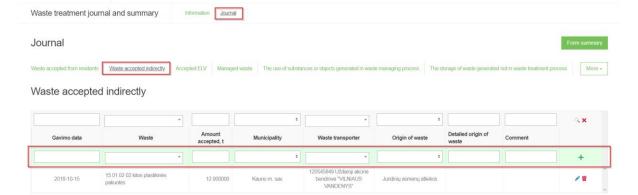
Add new journal entry

To add new entry in the journal, need to click on the button after filling in the entry line.

Waste accepted from residents

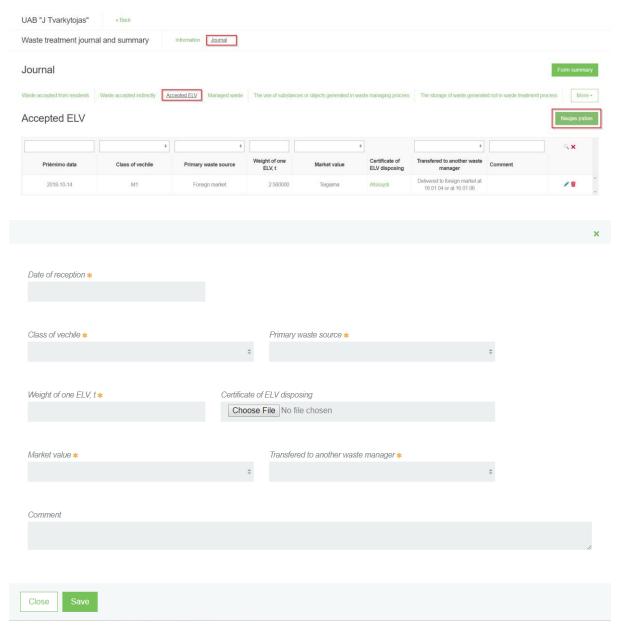


UAB "J Tvarkytojas"



Accepted ELV

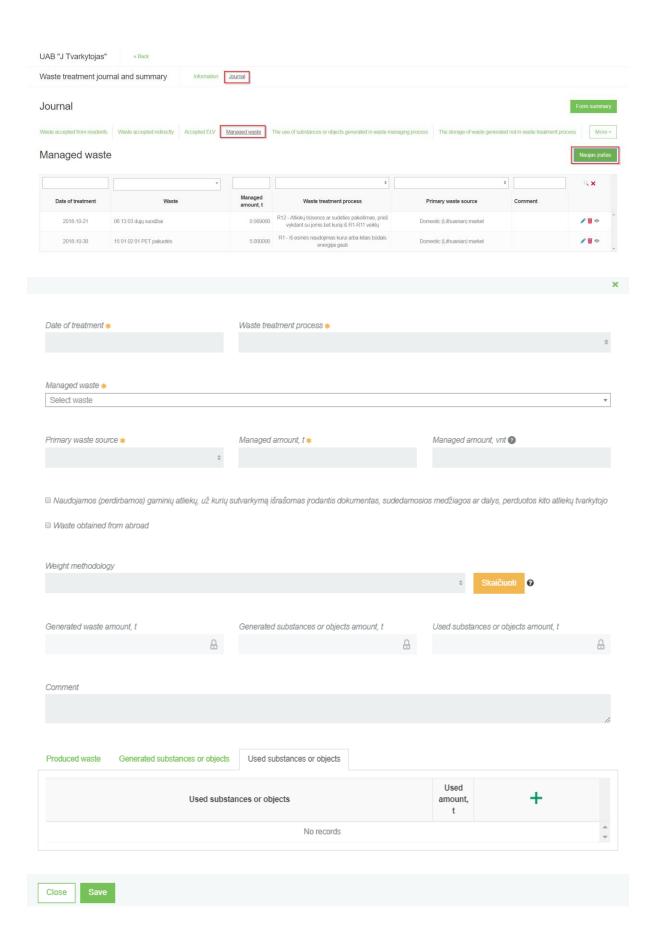
Clicking on the "New Entry" button opens the form for adding.



Managed waste

Clicking on the "New Entry" button will open an add form with a general section with three sections:

- Produced waste
- Generated substances or objects
- Used substances or objects





The section "Lydraščiai dėl atliekų sutvarkymą įrodančių dokumentų išrašymo" is only displayed if selected in the general part: "Naudojamos (perdirbamos) gaminių atliekų, už kurių sutvarkymą išrašomas įrodantis dokumentas, sudedamosios medžiagos ar dalys, perduotos kito atliekų tvarkytojo".

Produced waste Generated substances or objects Used substances or objects Lydraščiai del atliekų sutvarkymą įrodančių dokumentų išrašymo

Waste consignee

Waste management site

Address of waste management site

Accompanying letter No.

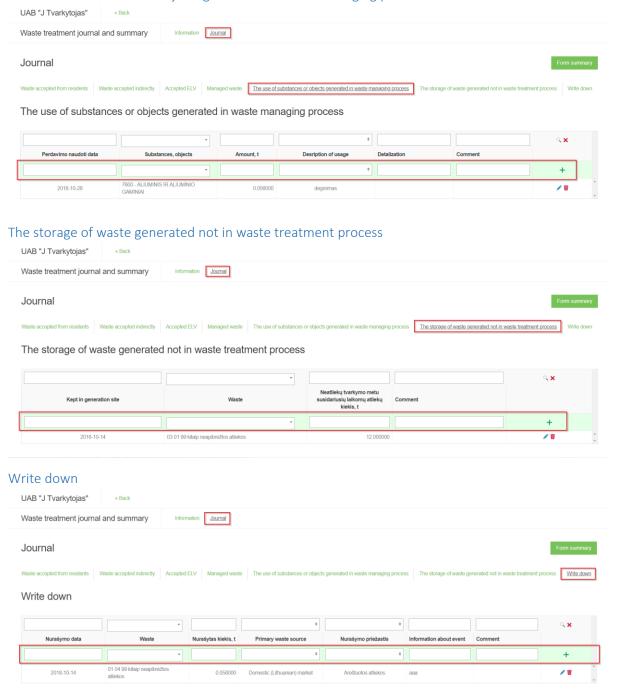
Date of receipt

No records

Lydraščiai del atliekų sutvarkymą įrodančių dokumentų išrašymo

Accepted (weighed) amount of waste, t

The use of substances or objects generated in waste managing process

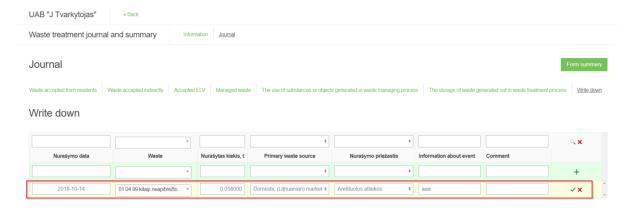


Waste managers can write down the amount of waste occurring earlier than the previous calendar quarter if they have documentary evidence the write down of waste.

Edit/remove journal entry

In the journal each entry has a button clicking on it opens the entry editing line. When the information is corrected, the button is pressed and the entry is saved. If you press button, the edit is canceled.

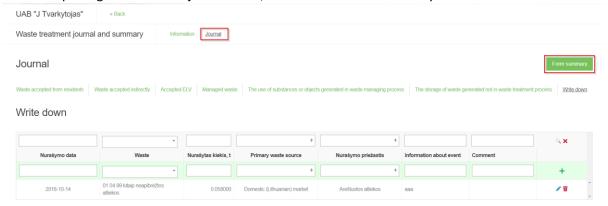
In the journal near entry click the <a> button, which remove journal line.



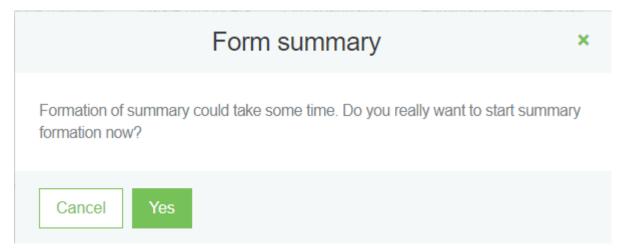
The entry cannot be removed in the journal if the journal contains status "Summary is being formed" or "Summary formed" or "Submitted for approval" or "Summary approved".

To approve summary

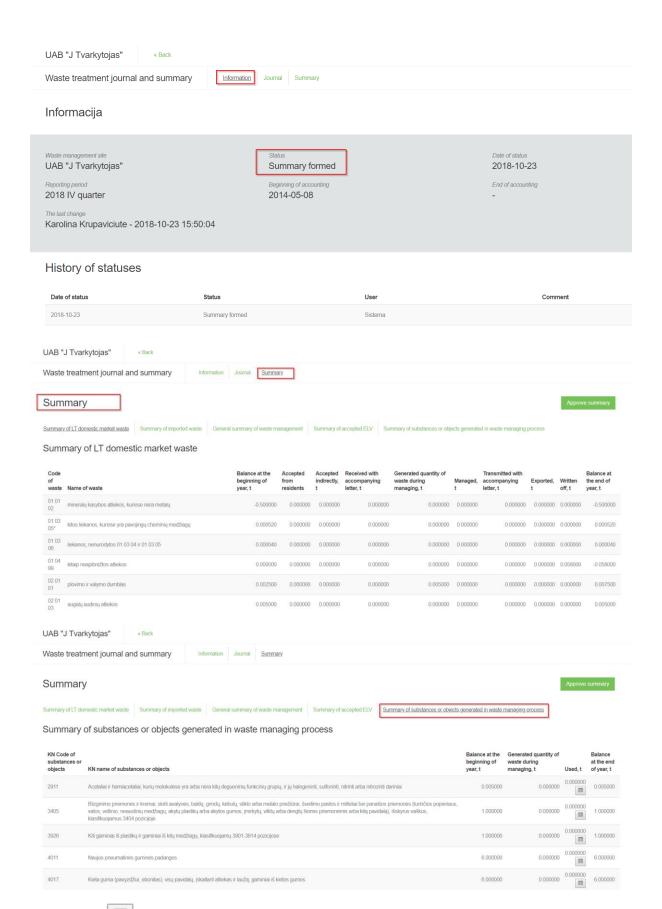
After completing fill out all the journal data, click on the "Form summary" button.



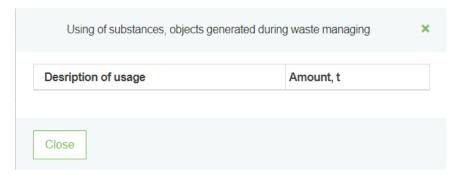
An additional program window opens, after you click on the "Form summary" button. The document status changes to the "Summary is being formed".



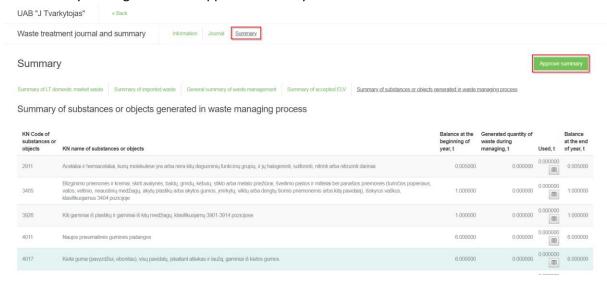
The summary status changes to the "Summary formed" and an additional column "Summary" appears.



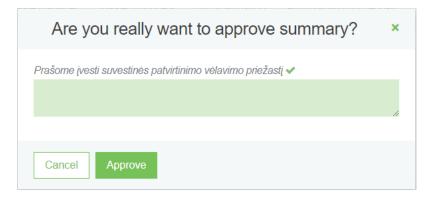
Pressing the button opens the following window:



After reviewing the generated summary and if no errors have been found, the summary is confirmed by clicking on the "To approve summary" button.



If the system does not set deficiencies in the summary, the status of the summary changes to "Summary approved". If the summary is submitted late, the system will ask to indicate the reason for delay in the summary statement:

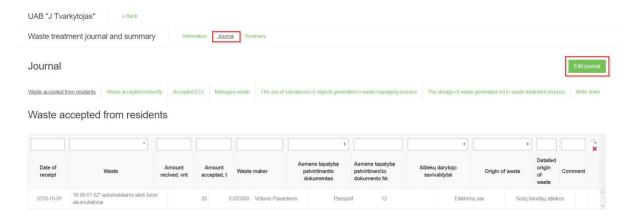


If the system set deficiencies in the summary, summary status changes in to "Deficiencies detected" and an additional "Deficiencies detected" column appears, which describes the errors.

Edit jounal

The journal may need to be adjusted if the formed summary has errors and cannot be verified, or if the summary was formed before the end of the reporting period in order to view the interim summary. By clicking the "Edit journal" button, the status of the journal changes to the "Journal is

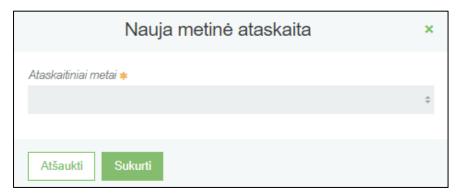
being prepared" and you can continue to fill the data as part t of the "Add new journal entry" section.



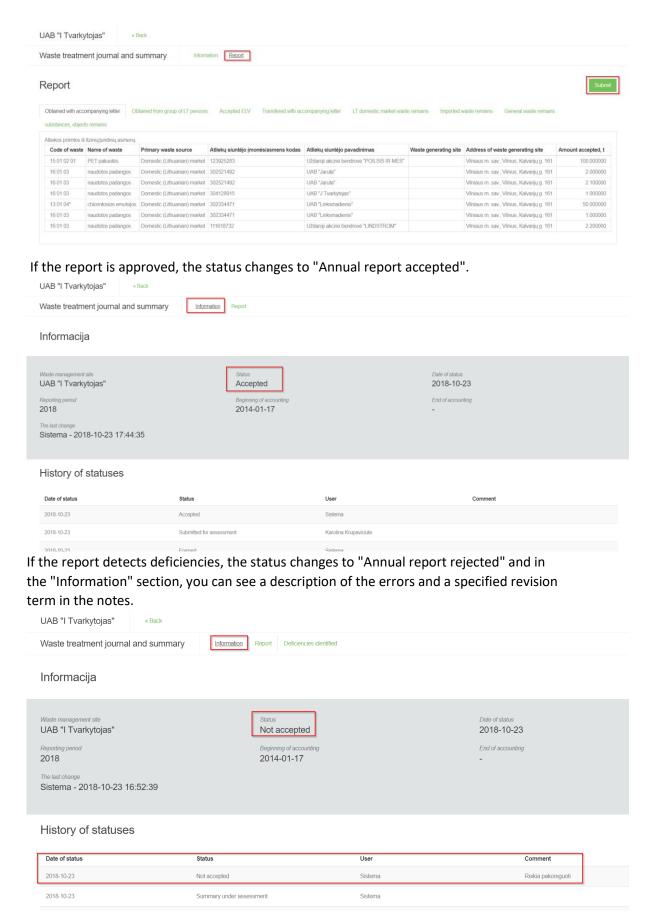
Presentation of the annual report for approval

When the time comes to submit an annual report on the waste manager, the user presses the "New Annual Report" button.





When you create a report and want to submit it, the "Submit" button is pressed.



All waste management accounts for the reporting year must be approved. There must also be at least one approved waste management summary for the reporting year. Only one relevant waste

management accountancy report may exist for the chosen waste site and for the selected reporting year.