<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Skip &amp; RORO Portal Start</td>
<td>3</td>
</tr>
<tr>
<td>Activity</td>
<td>4</td>
</tr>
<tr>
<td>Addresses</td>
<td>8</td>
</tr>
<tr>
<td>Invoices</td>
<td>10</td>
</tr>
<tr>
<td>Viewing Invoices</td>
<td>12</td>
</tr>
<tr>
<td>New Payments</td>
<td>13</td>
</tr>
<tr>
<td>Reports</td>
<td>14</td>
</tr>
<tr>
<td>Vehicles</td>
<td>15</td>
</tr>
<tr>
<td>Setting options</td>
<td>17</td>
</tr>
</tbody>
</table>
Please use the link below to access the Skip & RORO Portal.

Your login and password details will be sent via email, to the relevant person, chosen by the customer to look after the portal.

www.mickgeorge.co.uk/online

Welcome to the AMCS Web Portal

**Activity**
The Activity page provides a calendar and a search which display activity within AMCS ERP. You can view details for jobs, invoices and other activity types for both recent and historical dates.

**Invoices**
The invoices page allows you to view and download PDF files for paid and outstanding invoices across a selectable date range.

**Payments**
The Payments page shows your account balance, allows you to make payments into your account, and displays your history of previous payments.

**Reports**
The Reports page allows you to search for and download report documents that have been uploaded into AMCS ERP.

**Vehicles**
The Vehicle Registration page allows you to register vehicles.

**Orders**
The Orders page allows you to view and manage orders.

**Addresses**
The Addresses page allows you to view and edit addresses for sites.

Your main screen will show all the options that you can use to manage your account.
ACTIVITY

The activity tab gives you the below options of view.

Calendar view shows you all orders, route visits, invoices, credit notes etc; via colours. Here you can see previous, current & future orders.

Activity search is considered as the advanced search.

Activity Search View:

Choose your site.

Mick George’s order number – not mandatory to do the search.

Choose specific dates here.

Tick one of the services that are provided by Mick George Ltd (see tick boxes in above image):

1. Job – refers to Skip/RORO services;
2. Gate Weighing - in relation to tipping the waste with your own vehicles;
3. Material Sale - refers to aggregate movements;
4. Route Visit – refers to commercial waste services.
After choosing the required details, you will see your order history (see below).

By clicking the Ticket No. or “Pen” a new window will appear with job details, with an additional option to print. You can use this option to download your orders in excel format.

When clicking the Ticket No. or “Pen” the New Window will look like this.
Information about the job: order number, type of movement, container size etc.

Transport details about route visit – not relevant to the customer.

Planned quantity to lift.

In case of any collection issues – reason will be stated.

Status will change accordingly, in real time.

These details can be added in the Address tab (see Page 9).
You can choose sites that we service for you.

“Today” button will direct you to current month. Arrows will allow you to change the view of the month.

Different colours to differentiate services and completed route visits (grey colour for future orders).
The addresses tab will show all customer sites that Mick George Ltd have on the system.

Each address covers information about (if previously provided):
• Site Name;
• Detailed Address;
• Telephone Number;
• Email Address;
• Access Start Time & End Time;
• Access Contact;
• Access Notes.

Customer will have rights to edit above details if necessary.

Click “Edit” to amend details. A new window will appear.
Please see the new window below. If address details and access information need amending, please fill in all fields. When happy with results, submit by clicking OK. If you want to discard changes, click Cancel.

Access times can be set here. Please note that they are NOT guaranteed.
"Start and End Date" allows you to choose specific period or single days.

By clicking "Outstanding" and "Search for Invoices" you will have a list of all invoices that are still awaiting payment. By unticking "Outstanding" the list will contain already paid invoices or credited ones.

List of invoices can be downloaded as an excel file.

New window will appear with invoice details i.e. all movements charged on the invoice, with container sizes, jobs types, and waste types.

Selected Invoices

Payments between £10.00 - £1,000,000.00 can be made for your outstanding invoices.
By adding invoices to make the payment in the “Amount” field, a lump sum will appear for selected invoices. When you are happy with the selected invoices to be paid, please click “Make Payment” and proceed to invoice payment confirmation (shown below).

Selected Invoices

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Unallocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV2558</td>
<td>2.69</td>
</tr>
<tr>
<td>INV2559</td>
<td>7.73</td>
</tr>
<tr>
<td>INV2561</td>
<td>3.35</td>
</tr>
<tr>
<td>INV2567</td>
<td>193.03</td>
</tr>
<tr>
<td>INV2544</td>
<td>6.55</td>
</tr>
</tbody>
</table>

Amount must be between £10.00 and £1,000.00.

Amount £213.36

Invoice Payment Confirmation

Confirm your Payment

Press “Confirm Payment” to be transported to our third party payment provider to make the payment detailed below.

Amount £213.36

Would you like to store the payment card used for future use?

Selected Invoices

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice Number</th>
<th>Invoice Amount</th>
<th>Unallocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mar 2017</td>
<td>INV2544</td>
<td>£6.55</td>
<td>£6.55</td>
</tr>
<tr>
<td>1 Mar 2017</td>
<td>INV2557</td>
<td>£193.03</td>
<td>£193.03</td>
</tr>
<tr>
<td>1 Mar 2017</td>
<td>INV2558</td>
<td>£2.69</td>
<td>£2.69</td>
</tr>
<tr>
<td>1 Mar 2017</td>
<td>INV2559</td>
<td>£7.73</td>
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</tr>
<tr>
<td>1 Mar 2017</td>
<td>INV2561</td>
<td>£3.36</td>
<td>£3.36</td>
</tr>
</tbody>
</table>

After clicking “Make Payment” a new window appears. Please complete the payment on that summary screen and it will direct you to a secure, online banking payment system.
**VIEWING INVOICES**

The Portal allows you to download invoices directly, so they can be attainable instantly after being raised.

Please click on the “Download Document” button.

### Search for Invoices

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice Number</th>
<th>Invoice Amount</th>
<th>Unallocated Amount</th>
<th>Download Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Apr 2017</td>
<td>INV2718</td>
<td>£19.58</td>
<td>£19.58</td>
<td><img src="#" alt="Download Document" /></td>
</tr>
<tr>
<td>30 Apr 2017</td>
<td>INV2719</td>
<td>£5.71</td>
<td>£5.71</td>
<td><img src="#" alt="Download Document" /></td>
</tr>
<tr>
<td>30 Apr 2017</td>
<td>INV2720</td>
<td>£44.35</td>
<td>£44.35</td>
<td><img src="#" alt="Download Document" /></td>
</tr>
<tr>
<td>30 Apr 2017</td>
<td>INV2721</td>
<td>£2.44</td>
<td>£2.44</td>
<td><img src="#" alt="Download Document" /></td>
</tr>
</tbody>
</table>
NEW PAYMENTS

Payment history screen allows you to:

• Make payments between £10.00 to £1,000,000.00; as payments on account;
• See payment history by date, with Start Date and End Date;
• Export payment history into excel format.
Reports screen allows you to:

- Select relevant periods for reporting purposes;
- Download each report by clicking on the pen icon. A new window will appear which allows you to download a document as a PDF version. It will give you a “Customer Copy” document with job details and signatures. Each report allows you to download information for all sites. Each document copy in the report file contains information regarding each movement i.e. drop of the skip, exchange of the skip, lift of the wheelie bin etc.
VEHICLES

Customer is entitled to register own vehicles in case of tipping waste on a Mick George Ltd disposal premises. This can be found in the “Gate Arrival” section.

Customer can register vehicles by inputting the registration number and validation date – From Date & To Date.

Customer can add new vehicles.

Lower part of the below image shows all registered vehicles.

Allows you to delete an already-existing vehicle.

Allows you to edit details – new window will appear once clicked.
Customers can:

- Enter details in regards to the vehicle;
- Specify which sites the registered vehicle accesses for waste streams;
- Specify which material each vehicle can carry.
Customer can change the password received in first instance.

Change security answers as below.

Change your Security Questions and Answers

Provide a new password below

Current Password

What is your mothers maiden name?

What is your Pets name?

What is your town of birth?

What is the name of your Primary school?

What is the name of your Secondary school?

Change