

Consumables Eco Tool User Instructions



<http://ecoreporting.ricoh-usa.com/>

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7.17.18



[What is an EDP code?](#)

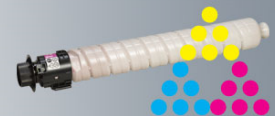
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Welcome to Consumables Eco Reporting



**Pre-Paid Label
Recycling Program**



[Sign In](#)

[Register Today](#)

[Print Prepaid Return Label](#)



Overview

Welcome to the Instruction Section of the Consumables Eco Reporting (CER) tool.

This database is designed to be managed by an individual designated by a business entity. That person will be recognized in the CER system as the CER System Administrator (CSA). The CSA will complete the Organization Access Form to gain access to the CER. Once access is granted, the CER will generate a unique account code for the organization's main location.

From that point on, the CSA will create Region(s), Location(s), and Sub Location(s). For each of these that the CSA sets up, one of the fields will be incremented that is associated with the main account number to individualize them for reporting purposes. It is the responsibility of the organization and its employees to enter those account codes (in the proper format) on the prepaid return label. The company account code **MUST** be the first entry in the name field of the RS return Label, that the customer must then print out off our webspace to return Ricoh family consumables. Any consumables returned without the account number properly included upon the return label, **WILL NOT** be included in the CER data base for reporting purposes. The account code consists of 3 segments- XXXXX-X-X (Company code - Location code - Sub Location code) (i.e.- 62406-0-0).

Please note: the system can accept an unlimited number of Locations and Sub Locations. Therefore, the hyphens and segments are critical when addressing the UPS RS return label and the Account code must be entered first in the Company/ Customer Name line, prior to any alphabetic characters describing the location.

The CSA will be responsible for training your organization on the various facets of the CER, for administrating the access rights of your business representatives, and establishing Region(s), Location(s), Sub Location(s) for your organization.

Once created, an organization has the ability to report on the number of shipments and the weight of those shipments at the macro, Region, Location and Sub Location level, on a customizable reporting basis, or by calendar year, month, day.



Logic of the CER ACCOUNT CODE-

XXXXXX-X-X

1st Segment- Randomly selected
5 digit Company code
i.e.- Global Master Print

2nd Segment- Sequential
number for each “Location” as
entered into tool (unlimited)
i.e.- Headquarters

3rd Segment- Sequential
number for each “Sub
Location”, of a “Location”, as
entered into tool (unlimited) *i.e.-
Mail Room*



How to use the CER Program-

In order for the CER program to provide your company and locations the detailed and complete information you are looking for, it is imperative, that all shipments returned for recycling utilize the proper account code for that User in the "Customer /Company Name" field of the "Take back program" in the format provided in the User profile.

IMPORTANT: Only returned items that begin with the complete and proper Account code in the "Company/Customer Name" Field will be included in the data provided in the reporting tool information. It MUST INCLUDE and have all three segments- XXXXX-X-X and the hyphens are required.



Example



Shipping Information.		Shipment	
Company/Customer Name ♦ 44965-0-2 Global Master Printers		Package 1	
Address ♦ <input type="text"/>		Estimated weight in whole LBS ♦ <input type="text"/>	
City ♦ <input type="text"/>		EDP code # ♦ <input type="text"/>	
State ♦ Alabama ▼		Add Package 1 ▼	
Postal Code ♦ <input type="text"/>			
Phone Number <input type="text"/>			
E-Mail Address <input type="text"/>			
<input type="checkbox"/> Email delivery notification desired?			
Process Shipment Clear			



Registering for Access to Tool

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This is the entry page to the CER tool-

New users start with the “Register Today” link

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Registering (continued)

To register enter your “company code” and then press “next”


Note: If you do not know your “Company code”, then you must contact your CSA to obtain it.

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User Registration Form

Enter Company Code: * [Next >>](#) 

[Type your company code. If you don't have one, please refer to your local admin or rep.]

Organization Registration Request Form

If you'd like your organization to utilize and have access to the Eco Reporting Web Portal, please visit [Org. Registration Request Form](#)



Registering (continued)

A potential user will need to fill out this form in its entirety

The User will need to request a selection from one of the 4 Titles-

Executive
Regional Manager
Local Manager
Local Rep

The Title determines the access and visibility to select data reporting availability.

NOTE: The Company's CSA is responsible for confirmation of User level and Report access

[Home](#) / Registration Form

User Registration Form

Global Master Print : 58165-0-0

Company Information

* = required

Company Location: *

Global Master Print HQ.HQ

[chosen location]

Personal Information

* = required

Title: *

Executive

Last Name: *

First Name: *

Phone No:

000-000-0000

Comments:

Login



Hierarchy of reporting capability-

Executive- Has access, visibility, and reporting capability to all data for the entire company

Regional Manager- Has access to see all “Locations” and “Sub Locations” for the “Region” or “Regions” assigned to him/her

Local Manager- Has access to specific “Location(s)” and “Sub Location(s)” assigned to him/her. Locations can cross “Regions” if desired.

Local Rep- Has access to specific “Sub Location(s)”, but no access to information at “Location” or higher levels.

CER System Administrator- are the only members of an organization that have the ability to create, change, or remove profile rights, “Regions”, “Locations” and “Sub Locations” in the system. Ricoh takes no responsibility for the setting up of additional CSA’s in the system after the initial one has been set.

IMPORTANT: *ALL passwords must be updated every 3 months or the user will be locked out of the system and the CSA will have to manually re-authorize each profile.*



Registering (continued)

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Once completed, you must agree to the user license agreement, click that “I agree” and “Submit” the form. From there your submission will go to your CSA for review and profile creation, if granted by the CSA.

Website:

Address: *

City: *

State: *

Alabama

Zip code: *

Eco Tool Administrator Information:

* = required

Last Name: *

First Name: *

Phone No: *

Email Address: *

(Email address must have an organization relationship, must match company domain- third party addresses are not acceptable)

License Agreement: *

Please read [terms of use](#) before proceeding by clicking link. Once completed, check the box below to electronically sign and agree to ULA.

☐ I agree

[check to electronically sign ULA]

Cancel

Submit



Registration Notification

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After your CSA approves your request, you will receive an email similar to the one below, which will include your user information and password.

From: donotreply@ricoh-usa.com <donotreply@ricoh-usa.com>
Sent: Tuesday, June 26, 2018 4:15 PM
To: Ramon Romero <ramon.romero@ricoh-usa.com>
Subject: Consumables Eco Reporting Profile Change Notification Email

Consumables Eco Reporting

New Profile Entry Notification Email

General Information

A new account profile has been created for you as part of Consumables Eco Reporting. We recommend you change your password at your earliest by clicking on [Change Password](#). Please make sure you have your location code available.

Profile Full Name:	Ray Ramos
User Name/Email:	ramon.romero@ricoh-usa.com
Password:	1234567


Note: A determination for access to the Eco Reporting web portal is subject to your company administrator availability and corporate constraints.

Sent on Tuesday, June 26, 2018 @ 4:15:15 PM



Signing In

After receiving your “Sign in” credentials, you return to this page-
<http://ecoreporting.ricoh-usa.com/> and “Sign in”-


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Welcome to Consumables Eco Reporting

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Signing In (continued)

Signing in-

To sign in, you enter your email and password.

Note: If you do not have a password, then you must contact your CSA to obtain your “Company code” and register in the system



Sign in to your profile..

Email Address: [* required]

Password: [* required-7 chars min]

☒ Keep me signed in
Or uncheck if using public system?

[Forgot password?](#)

Sign In

Not Registered

Create a new profile




Logged In Screen

Once you are logged in the screen will look something like this-

To see your assigned locations click on the “Assigned Locations” link






What is an EDP code? | [Reports](#) | [Assigned Locations](#) | Welcome, Daffy Duck (Mgr.) [Log out](#)

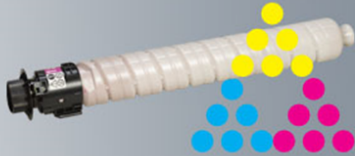
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Welcome to Consumables Eco Reporting



Pre-Paid Label Recycling Program



Welcome,
Daffy Duck (Mgr.)
Global Master Printers (44965)
Logged on Tuesday, June 26, 2018

Reports

Print Prepaid Return Label

Since registration to this program your assigned location(s),have recycled 2,158.00 lbs. and processed 18.00 shipment(s).

Cartridges recycled YTD: 1,980.00 lbs. and processed 14.00 shipment(s).



Assigned Location(s)

Your assigned locations will populate accordingly

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Assigned Locations

Global Master Printers

Shipping Codes	Location	Sublocation	Region	Full Address
44965-0	Global Master Printers		East	5 Dedrick Plc 1 West Caldwell, New Jersey 07006
44965-0-1	Global Master Printers	Printing Kiosk	East	5 Dedrick Plc 1 West Caldwell, New Jersey 07006
44965-0-2	Global Master Printers	Marketing Communications	East	5 Dedrick Plc 1 West Caldwell, New Jersey 07006

Since registration to this program your assigned location(s), have recycled **2,158.00 lbs.** and processed **18.00 shipment(s)**.

Cartridges recycled YTD: **1,980.00 lbs.** and processed **14.00 shipment(s)**.

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Reporting

Based upon your rights the information that will be generated will be specific to the user.

The reporting categories are-

Shipping date(s)- by year, month, day or a custom Period

Shipments by- region, location, sub location

Tracking- report based upon individual tracking number

Weight- report on all packages equal to or above a specific weight


[Home](#) / Shipment Reports

Shipment Reports


Find By:

Shipping Date(s):  click arrow

[criteria returns records containing related selection information]

Shipments by:  click arrow

[returns records containing related sublocation information]

Tracking:  click arrow

[criteria returns record containing related tracking # information]

Weight:  click arrow

[criteria returns record containing related weight.]



Reporting

There are a number of methods to view/chart your data-
Bar/ Column/ Data/ Cylinder/ Pie/ Pyramid

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What is an EDP code? | Reports | Company | Regions | Locations | Profiles | Welcome, Roger Portner (Sys. Adm.) [Log out](#)

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Shipment Reports

Report Type: ☐ Bar ☐ Column ☒ Data ☐ Cylinder ☐ Pie ☐ Pyramid

IMPORTANT: Regions, Locations, and Sub locations, that do not have reported shipments in the database, will NOT be displayed in the drop down boxes.

Shipping Date(s): click arrow
[criteria returns records containing related selection information]

Shipment by: click arrow
[criteria returns records containing related selection information]

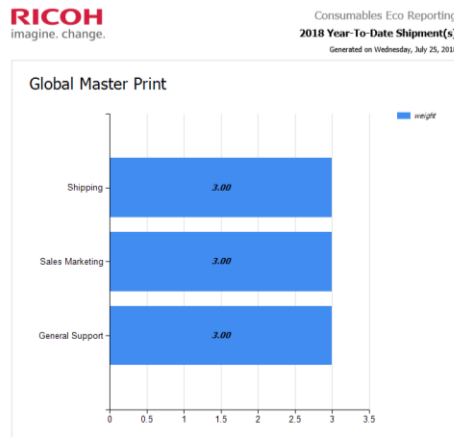
Tracking: click arrow
[criteria returns records containing related tracking information]

Weight: click arrow
[criteria returns records containing related weight information]



Report Chart Types

Bar



Pyramid



Data

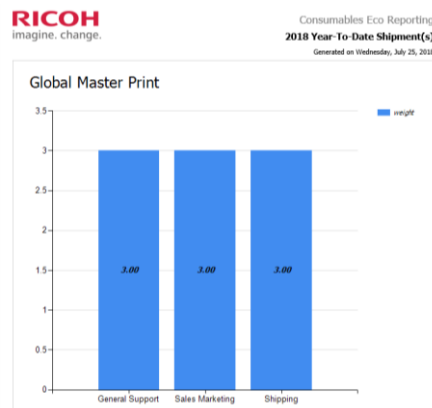
Company	Code	Location(s)	Sublocation(s)	Tracking No.	Weight	Region	Shipping Date
Global Master Print	58165-1-0	Sales Marketing	Not Specified	3498075AJKFHD434	1.00	NORTH	6/7/2018
	58165-1-1		Communications Team	ADKFJIURHRIHEWT	2.00	NORTH	6/7/2018
	58165-2-0	General Support	Not Specified	OIRUTKSJHF	1.00	WEST	7/7/2018
	58165-2-1		DEMAN	9280457IUWS	2.00	WEST	6/7/2018
	58165-3-0	Shipping	Not Specified	394875AIUDFH	1.00	SOUTH	5/7/2018
	58165-3-1		Delivery Station	09423785AUFH	2.00	SOUTH	5/7/2018

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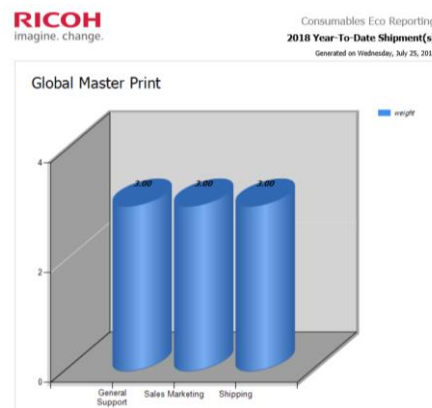
Total lbs recycled: 9.00

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Column



Cylinder



Pie





Reporting- By Date

Reporting utilizing the “Shipping Dates” provides a great deal of flexibility- from a macro level to a day level.

The “Date Range” feature gives you ultimate control of your data.

Shipment Reports

Report Type: ☐ Bar ☐ Column ☒ Data ☐ Cylinder ☐ Pie ☐ Pyramid

IMPORTANT: Regions, Locations, and Sub locations, that do not have reported shipments in the database, will NOT be displayed in the drop down boxes.

Shipping Date(s): click arrow

[criteria returns records containing related selection information]

Date Range:

From:							To:										
July 2018							July 2018										
<	Su	Mo	Tu	We	Th	Fr	Sa	>	<	Su	Mo	Tu	We	Th	Fr	Sa	>
	24	25	26	27	28	29	30			24	25	26	27	28	29	30	
	1	2	3	4	5	6	7			1	2	3	4	5	6	7	
	8	9	10	11	12	13	14			8	9	10	11	12	13	14	
	15	16	17	18	19	20	21			15	16	17	18	19	20	21	
	22	23	24	25	26	27	28			22	23	24	25	26	27	28	
	29	30	31	1	2	3	4			29	30	31	1	2	3	4	

[Must click on dates "From" and "To" you'd like to report on.]

[Generate](#)

Or

Year: [Generate](#)
[select the year]

Month: [Generate](#)
[select the month]

Day: [Generate](#)
[select the day]



Reporting- Date Range Year to date example

Consumables Eco Reporting 2018 Year-To-Date Shipment(s)

Generated on Wednesday, July 25, 2018

Company	Code	Location(s)	Sublocation(s)	Tracking No.	Weight	Region	Shipping Date
Global Master Print	58165-1-0	Sales Marketing	Not Specified	3498075AJKFHD434	1.00	NORTH	6/7/2018
	58165-1-1		Communications Team	ADKFJIURHRIHEWT	2.00	NORTH	6/7/2018
	58165-2-0	General Support	Not Specified	OIRUTKSJHF	1.00	WEST	7/7/2018
	58165-2-1		DEMAN	9280457IUWS	2.00	WEST	6/7/2018
	58165-3-0	Shipping	Not Specified	394875AIUDFH	1.00	SOUTH	5/7/2018
	58165-3-1		Delivery Station	09423785AIUFH	2.00	SOUTH	5/7/2018



Reporting- Date Range Month example



Consumables Eco Reporting June 2018, Monthly Shipment(s)

Generated on Wednesday, July 25, 2018

Company	Code	Location(s)	Sublocation(s)	Tracking No.	Weight	Region	Shipping Date
Global Master Print	58165-1-0	Sales Marketing	Not Specified	3498075AJKFHD434	1.00	NORTH	6/7/2018
	58165-1-1		Communications Team	ADKFJIURHRIHEWT	2.00	NORTH	6/7/2018
	58165-2-1	General Support	DEMAN	9280457IUWS	2.00	WEST	6/7/2018

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Total lbs recycled: 5.00

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Reporting- Date Range- Day example



Consumables Eco Reporting Shipment(s) on June 7, 2018

Generated on Wednesday, July 25, 2018

Company	Code	Location(s)	Sublocation(s)	Tracking No.	Weight	Region	Shipping Date
Global Master Print	58165-1-0	Sales Marketing	Not Specified	3498075AJKFHD434	1.00	NORTH	6/7/2018
	58165-1-1		Communications Team	ADKFJIURHRIHEWT	2.00	NORTH	6/7/2018
	58165-2-1	General Support	DEMAN	9280457IUWS	2.00	WEST	6/7/2018

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Total lbs recycled: 5.00

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Reporting- Date Range Custom range example

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Consumables Eco Reporting Shipment(s) from 5/7/2018 to 6/7/2018

Generated on Wednesday, July 25, 2018

Company	Code	Location(s)	Sublocation(s)	Tracking No.	Weight	Region	Shipping Date
Global Master Print	58165-1-0	Sales Marketing	Not Specified	3498075AJKFHD434	1.00	NORTH	6/7/2018
	58165-1-1		Communications Team	ADKFJIURHRIHEWT	2.00	NORTH	6/7/2018
	58165-2-1	General Support	DEMAN	9280457IUWS	2.00	WEST	6/7/2018
	58165-3-0	Shipping	Not Specified	394875AIUDFH	1.00	SOUTH	5/7/2018
	58165-3-1		Delivery Station	09423785AIUFH	2.00	SOUTH	5/7/2018

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Total lbs recycled: 8.00

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Reporting- Region example

Consumables Eco Reporting

Shipment(s) for Region

Generated on Wednesday, July 25, 2018

Region	Company	Code	Location(s)	Sublocation(s)	Tracking No	Weight	Ship Date
NORTH	Global Master Print	58165-1-0	Sales Marketing	Not Specified	3498075AJKFHD434	1.00	6/7/2018
		58165-1-1		Communications Team	ADKFJIURHRIHEWT	2.00	6/7/2018

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Total lbs recycled: **3.00**

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Reporting- Location/ Sub Location Example



Consumables Eco Reporting

Shipment(s) for Location

Generated on Wednesday, July 25, 2018

Region	Company	Code	Location(s)	Sublocation(s)	Tracking No	Weight	Ship Date
NORTH	Global Master Print	58165-1-0	Sales Marketing	Not Specified	3498075AJKFHD434	1.00	6/7/2018

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Total lbs recycled: **1.00**

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Consumables Eco Reporting

Shipment(s) for Location

Generated on Wednesday, July 25, 2018

Region	Company	Code	Location(s)	Sublocation(s)	Tracking No	Weight	Ship Date
NORTH	Global Master Print	58165-1-1	Sales Marketing	Communications Team	ADKFJIURHRIHEWT	2.00	6/7/2018

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Total lbs recycled: **2.00**

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Reporting- Weight example- 1 Lb +

Consumables Eco Reporting

Shipment(s) by Weight

Generated on Wednesday, July 25, 2018

Company	Code	Location(s)	Sublocation(s)	Tracking No.	Weight	Region	Shipping Date
Global Master Print	58165-1-0	Sales Marketing	Not Specified	3498075AJKFHD434	1.00	NORTH	6/7/2018
	58165-1-1		Communications Team	ADKFJIURHRIHEWT	2.00	NORTH	6/7/2018
	58165-2-0	General Support	Not Specified	OIRUTKSJHF	1.00	WEST	7/7/2018
	58165-2-1		DEMAN	9280457IUWS	2.00	WEST	6/7/2018
	58165-3-0	Shipping	Not Specified	394875AIUDFH	1.00	SOUTH	5/7/2018
	58165-3-1		Delivery Station	09423785AIUFH	2.00	SOUTH	5/7/2018

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Total lbs recycled: 9.00

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