E-Commerce (Pictus) – What you need to know

A quick reference guide on key concepts

E-Commerce is convenient and transparent. Two main parts are explained below.

Remitters (Participants) / Registration

Remitter (and registration) is to identify your organization, setup one or more remitters (retail locations), and manage their users.

An **Organization** is a convenience grouping of related remitters that can file together. This may be a corporate head office with many remitters, or a privately-owned business with a single location. All remitters have an organization above them.

A **Remitter** is the retail location or entity required to complete a filing. This is typically a physical location selling tires in some form. Filings are completed for each remitter.

Pictus captures important information about the remitter, such as business name, legal name, when it started selling tires, physical, mailing and accounting address and contacts.

To **Register** with TSBC as a new retailer or new location, go to TSBC's website (**https://www.tsbc.ca/industrycorner.php)**, complete the form and e-mail it to TSBC.

Users of the system use an email address as a user name to gain access. Users can have 1 or more roles, including Master (manage registration data and users), Data Entry (enter and submit filings) and Filing Approver (approve filings and initiates remittance).

Filing

Filling is where you submit and approve advance disposal fee (ADF) returns, and generate invoices that you pay.

A **Filing** is generated automatically and completed by the remitter for each active period when tires are being sold. Where no tires are sold, a "nil return" is still required.

A **Data Entry User** can review outstanding filings and submit each of the filings. A **Filing Approver User** (who can be the same person) will approve (or reject) the filings.

An approved filing will generate an **Invoice** that you can print, save, or email for your accounts payable. Open and closed invoice history is also available.

An Approver User can complete a **Remittance** indicating expected payment method and date. Payments can be made via **EFT** or via **online bank payment** to Tire Stewardship BC Association (search for "Tire").

See next page for more on filing

Users have 1 or more roles

User Role	Key Activity
Master (Admin)	Manages overall registration and user access
Data Entry	Enter data and submit filings
Filing Approver	Approve filings and enter remittance details

Key concepts on Organizations and Remitters

Structure	Example
Organization	**Joe's Garage**
Remitter 1	Joe's Garage Victoria
Remitter 2	Joe's Garage Vancouver

- All organization and remitter business names must be unique.
- Typically the remitter business name will relate to the "doing business" name or include a physical location identifier.
- Users can be part of either the Organization and / or Remitter Level. Users at the organization level see *all* remitter data. Users at the remitter level only see the single remitter's data.
- A user can see all the data about a remitter, but can only edit certain fields. Contact TSBC for assistance if you see erroneous data.
- To change your organization structure, contact TSBC.

Key concepts on Filings

- You will see all outstanding filings in the main filing page.
- Invoices remain "open" until TSBC has received payment in full and applied that payment to the invoice.
- Organizations can pay all their invoices together, or break them up into separate payments.

E-commerce log-in: https://tsbc.pictus.online

TSBC's e-Commerce Info Hub: http://www.tsbc.ca/ecommerce.php

TSBC contact: email: ecommercequestions@tsbc.ca
or phone: 1.866.759.0488

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A quick reference guide on how to file

View

Summary is the first page you'll see upon login. It contains a horizontal menu of options.

You may need to view or edit information about **Remitters** (Participants) or Users, for example. You'll also see a summary of outstanding items.

The **Notifications** section will show you tailored communications relevant to your role or your organization.

However, most of the time you'll go straight to **Filing**.

Select

On the **File** page, you'll see a list of every outstanding filing you need to complete.

- If your user ID is at the organization level, you will see filings for every remitter in your organization.
- If your user ID is remitter level, then you will only see filings for your remitter.

Click the **File button** on a particular line to open an individual filing.

Enter

The **individual Filing** page shows the product catalog. Just complete the quantity boxes with sales for the period. Add a note if you want to explain something.

- If you need to come back and complete the filing, click Save and it will still be available on the File page.
- If you are done, click **Save and Submit**. The filing will no longer be editable to a Data Entry User (unless it is subsequently rejected by a Filing Approver User).

Approve, Remit & Pay

The **Approve and Remit** pages allow a user with the Filing Approver role to approve one or more filings in a single page – very simple! Of course, you can also view and reject individual filings for further edits.

Select one or select all, click the certification button, click **Approve**.

The Remit page creates a Remittance that explains HOW you are going to pay – what invoices, when and by what method. Click **Submit Remittance**.

Please remember to **Pay the invoice**.