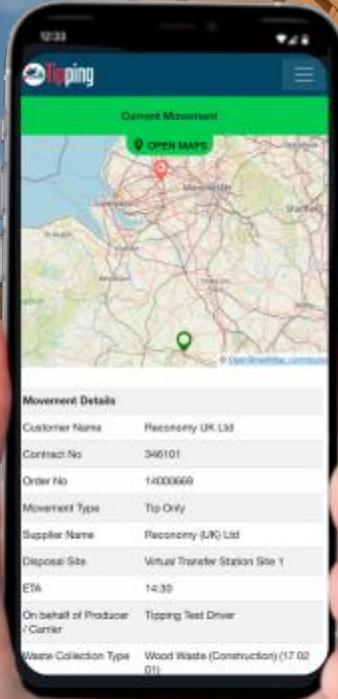




Tipping

Reconomy 



Tipping by Reconomy: Utilities

usermanual

Tipping by Reconomy

V3.3.5 Update

What's New?

Hazardous Waste

Hazardous Waste Type Selection

You can now choose a **hazardous waste type** when adding collections from production points. Just make sure the customer has been set up with a hazardous waste type first to unlock this option.

New Fields: Waste Collection Form

These are only required when hazardous waste is selected.

- **Permit Number** – records the official permit issued by the local council.
- **Quantity** – logs how much waste is collected (default is 1).

Consignment Note for Hazardous Waste

A new **Hazardous Waste Consignment Note ticket** is now auto-generated when hazardous waste is involved — keeping you compliant and traceable. For everything else, it's business as usual with the standard Waste Transfer Note (WTN).

Recovery/Disposal Code

A new required field on the **Confirmation** page captures how the waste will be treated — simply enter **R** for Recovery or **D** for Disposal.

Internet Connection Check

The app now monitors your internet connection to ensure smooth operation. If the connection is lost, a pop-up will notify you and display a loading message while attempting to reconnect. Reconomy's contact details are provided for support.

If reconnection is successful, you'll return to your previous screen. If not, you can choose to wait or exit the app. When reopening offline, you'll be prompted to try again, and if still disconnected, an error message will appear.

Reconomy Tipping app

user manual

Contents

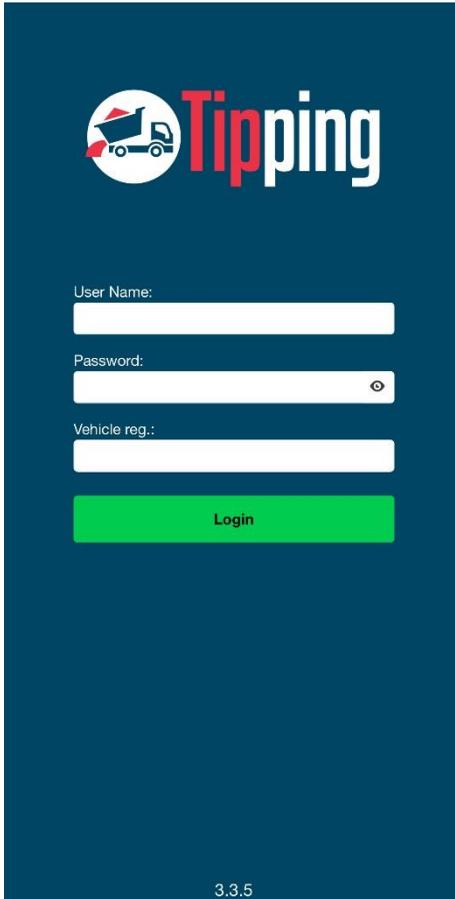
- 1** Login
- 2** Record Waste Collection Points
- 3** Movement Type
- 4** Site Selection
- 5** Current movement
- 6** Map navigation
- 7** Receiving facility confirmation
- 8** Completed ticket

Note: Not all the information will be visible/relevant to the user. This will depend on the customer type and their preferences.

Login

1

Visit Google Play or the Apple Store to download the App. Once the Tipping App has been installed on your Smartphone, you will be prompted to enter your user details. You will need your username, vehicle registration and password to access the App. On the first time you login you will need to accept the T&Cs to proceed.



User Name:

Password:

Vehicle reg.:

Login

3.3.5

← Username

← Password

← Vehicle Reg

← When ready, press 'Login'.

Multifactor Authentication (MFA)

If MFA is enabled, users sign in with their username, password, and vehicle registration number as usual. After this, they must complete a second step to verify their identity: a unique numeric code is sent to their registered email address, which they then enter to complete the sign-in process.

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Record Waste Collection Points

2

Once logged in, this is the first screen you will see. Use this screen to create a new job on the App, set the parameters for the job and optimise your journey route by including details of your follow-on destination.



Use this button to add your waste collection. This allows you to document where the waste types have been collected from and add multiple collections points if needed.



Add Waste Collection

Waste Type:

Permit Number

Quantity

Address

City / Town

Postcode



Fill in the information required to confirm your waste collection details, including waste type and address.

Permit Number : Enter the official number issued by the local council. This helps confirm that the waste carrier is operating in line with local regulations.

Click on "Take photo" to use your camera or "Upload photo" to add a picture of the waste you have collected from the registered address.



GPS Location Recorded



When ready, press 'Add' to add this collection and return to the previous screen.

Address & Waste Type

Qty

Calea Plevnei 159, Bucharest, AA1

General Mixed Waste (20 03 01)

1



Your Waste Collection has now been added. The 'X' will delete this selection.

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Movement Type

3

Depending on whether you have selected Tip Only, Tip & Collect, or Collect Only, different drop-down menus will appear. Select what type of product you are carrying for tipping, need to collect, or both. Options may change depending on set-up.

← BACK Movement type

I want to...

Tip Tip & Collect Collect

Tipping:

Next Job Postcode

Continue

Select whether your new job is to **Tip Only**, **Tip & Collect** or **Collect Only**.

Select what waste type you are carrying for tipping.

Enter the postcode of your next destination to optimise the route.

When ready, press **Continue**.

← BACK Movement type

I want to...

Tip Tip & Collect Collect

Tipping:

Inert Utility Spoil

General Builders Waste

Recyclable Inert Utility Spoil

Clay Base

Continue

Choose the appropriate product from the drop-down menu

When ready, press **Continue**.

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Movement Type

Hazardous Waste Checkbox

The visibility and behaviour of the Hazardous Waste checkbox on this screen depends on the waste type recorded in the previous step.

Only General / Non-Hazardous Waste Recorded

- The Hazardous Waste checkbox is not shown (as pictured on the previous page).

Only Hazardous Waste Recorded

- The checkbox is visible, checked by default, and disabled (not editable).
- Applies when selecting Tip (only) or Tip & Collect.

I want to...

| | | |
|-----|--------------------------|---------|
| Tip | Tip & Collect | Collect |
|-----|--------------------------|---------|

Hazardous Waste

Tipping:

Tarmac Containing Coal Tar ▼

Both Non-Hazardous and Hazardous Waste Recorded

- The checkbox is visible and editable.
- The user must check it for Hazardous Waste when selecting Tip (only) or Tip & Collect.

I want to...

| | | |
|------------|---------------|---------|
| Tip | Tip & Collect | Collect |
|------------|---------------|---------|

Hazardous Waste

Tipping:

▼

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Site Selection

4

Use this screen to identify the various sites or facilities where you can tip or collect the required material.

Tippling

← BACK Site Selection

Distance 25 mi **Demo Site 1**
Burnham Street, Stoke on Trent, ST4 3EZ

Distance 30 mi **Demo Site 2**
Green Lane, Nantwich, CW5 6DB

Distance 41 mi **Demo Site 3**
Wincham Ln, Northwich, CW9 6GG

Distance 45 mi **Demo Site 5**
Shellway Rd, Ellesmere Port, CW5 6DB

Distance 54 mi **Demo Site 4**
Shellway Rd, Manchester, M17 1DZ

Continue

Available sites that accept the product being tipped or collected are shown on the map.

Select the most appropriate facility from the list.

When ready, press 'Continue'.

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Place Order

5

This screen summarises the creation of your new job, including the relevant movement information. Please note that once you press continue at the bottom of this screen, an order will be placed. This means that your company will receive an automated invoice for this job from Reconomy.

| Movement Details | |
|------------------|----------------------------|
| Customer Name | Reconomy UK Ltd |
| Contract No | 316101 |
| Movement Type | Tip Only |
| Tippling Product | Tarmac Containing Coal Tar |
| Supplier Name | Reconomy (UK) Ltd |
| Disposal Site | Reconomy (UK) Ltd |

Purchase Order Number

Notes

Name on behalf of the Waste Producer / Carrier
Test Driver Razvan

Has the waste been treated?
 YES NO

Signature
By signing the below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 to the Waste (England and Wales) Regulation 2011.



If any details are incorrect, press 'Back' in the top left-hand corner of the screen.

Summary of inputted information for your newly created (current) job.

Add PO here.

A notes section is available for and additional comments you need to send through.

The requirement for waste to be pre-treated before disposal only applies if it is being taken directly to landfill.

If **YES**, please answer the additional questions (see overleaf).

Driver signature confirms that they have accepted the job. Then select the green tab "Place Order".

Continued overleaf...

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Create your movement

Has the waste been treated?

YES NO

How has the waste been treated?

Segregation

What materials have been segregated?

Tarmac

Not applicable

Other

What materials have been recycled?

Pipe

Cable

Excavated Material

Not applicable

Other

Signature

By signing the below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 to the Waste (England and Wales) Regulation 2011.

A rectangular box containing a handwritten signature in green ink. The signature is stylized and appears to be 'John'. There is a small 'x' in the bottom right corner of the box.

Place Order

← If yes, the below questions will appear.

← Select which best describes how the waste has been treated.

← Specify what materials have been segregated.

← Specify what materials have been recycled.

← Driver signature confirms that they have accepted the job.

← Then select the green **"Place Order"** tab.

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Map navigation

6

This screen should be left as a placeholder for the driver whilst enroute to the receiving / collection facility. Should the driver wish, the App can be opened with Google Maps to assist with navigation.



Click to open with Google Maps to assist with navigation (optional).

Movement Details

| | |
|---------------------------|---------------------------------|
| Customer Name | Reconomy UK Ltd |
| Contract No | 346101 |
| Order No | 13999924 |
| Movement Type | Tip Only |
| Supplier Name | Reconomy (UK) Ltd |
| Disposal Site | Virtual Transfer Station Site 1 |
| ETA | 14:30 |
| On behalf of Producer | Tipping Test Driver |
| Waste Collection PostCode | TF3 003 |

This is the **order number** the weighbridge will require for booking in purposes.

Signature

A handwritten signature in green ink, appearing to read 'clint A', is displayed on the screen.

Continue

Click 'Continue' only when arriving at the receiving / collection facility.

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Receiving facility confirmation

7

At the top of this screen, you will again see a summary of all the movement information for your current job. Below this are numerical fields to capture weight information when the vehicle arrives at the weighbridge.

← BACK Confirmation

Movement Details

| | |
|---------------------------------|---------------------------------|
| Customer Name | Reconomy UK Ltd; |
| Contract No | 346101 |
| Tipping Order No | 13999924 |
| Movement Type | Tip Only |
| Supplier Name | Reconomy (UK) Ltd |
| Disposal Site | Virtual Transfer Station Site 1 |
| ETA | 14:30 |
| On behalf of Producer / Carrier | Tipping Test Driver |

Photos 0/3

Take photo Upload photo

TIPPING

Gross Weight (Tonnes)

2 . 3 5 4

Tare Weight (Tonnes)

1 . 2 4 4

Nett Weight (Tonnes)

1 . 1 1 0

Name on behalf of the Waste Receiver

← This is the order number the weighbridge will require for booking in purposes.

← Summary of current job.

Take photo of weighbridge ticket at this point.

←



Ex Works Collection Ticket

| | |
|---|-----------------------------|
| Customer: Reconomy (UK) Ltd | Ticket No: 0000000001 |
| Veh: 123456789 | Product: 000000000000000000 |
| Header: 000000000000000000000000 | Order No: 000000 |
| Registration: 000000 | |
| Source: 000000 | |
| Rank: | |
| Net Weight: 10,000 kg 00:11:0000 07:30:01 40,000 01 | |
| Net Weight: 20,000 kg 00:11:0000 07:30:01 60,000 02 | |
| Net: 11,000 kg | |
| Signed on Behalf of Customer: | Print Reason: |

* In Safety Recycled product produced from 1976, assumed means to also accompany with a Quality Management System (QMS) and ISO 9001 Quality Management System (QMS) for all products.

← Weight breakdown to be completed by driver or weighbridge operative. Separate fields are included for tipping and collecting.

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Receiving facility confirmation

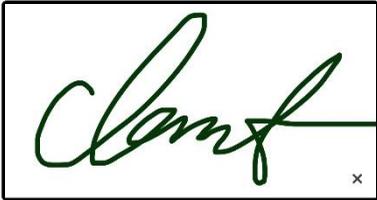
Name on behalf of the Waste Receiver

Vehicle Registration

Copy Ticket Email to
 

R/D Code

Signature
I certify that waste management licence/permit/authorised exemption no(s): 123456 authorises the management of waste described.





To receive confirmation by email, fill in the box provided and click the green icon. If the green icon isn't clicked, you will not receive an email. The confirmation will also be available on the **Portal**.



Insert **R** for Recovery or **D** for Disposal.



To be signed by the weighbridge operative.



When ready, press '**Submit**'.

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Completed ticket

8

This final screen summarises the entire job, including weight data and signatures.

Completed Ticket

Completed ticket for 1399924

Movement Details

| | |
|---------------------------------|---------------------------------|
| Customer Name | Reconomy UK Ltd; |
| Contract No | 346101 |
| Tipping Order No | 1399924 |
| Movement Type | Tip Only |
| Supplier Name | Reconomy (UK) Ltd |
| Disposal Site | Virtual Transfer Station Site 1 |
| ETA | 14:30 |
| On behalf of Producer / Carrier | Tipping Test Driver |

← Job summary.

Weight details

Tipping

| | |
|-----------------------|-------|
| Gross Weight (Tonnes) | 2.354 |
| Tare Weight (Tonnes) | 1.244 |
| Nett Weight (Tonnes) | 1.110 |

Signatures



Tipping Test Driver

On Behalf of the
Producer/Carrier



Test Driver

On Behalf of the Waste
Receiver

← Signatures from waste carrier (driver) and receiver (weighbridge operative).

Complete

← Click 'Complete' to finish the process and return to the homepage.

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Useful information

For dedicated support please call us on



01952 211787



appsupport@reconomy.com





Reconomy

Search **Reconomy Tipping**

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