



## FOLLOW UP

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In **Follow up** you will find your available waste management data all in one place. Take control of your waste management by composing your own reports and viewing extensive visualizations of the data.

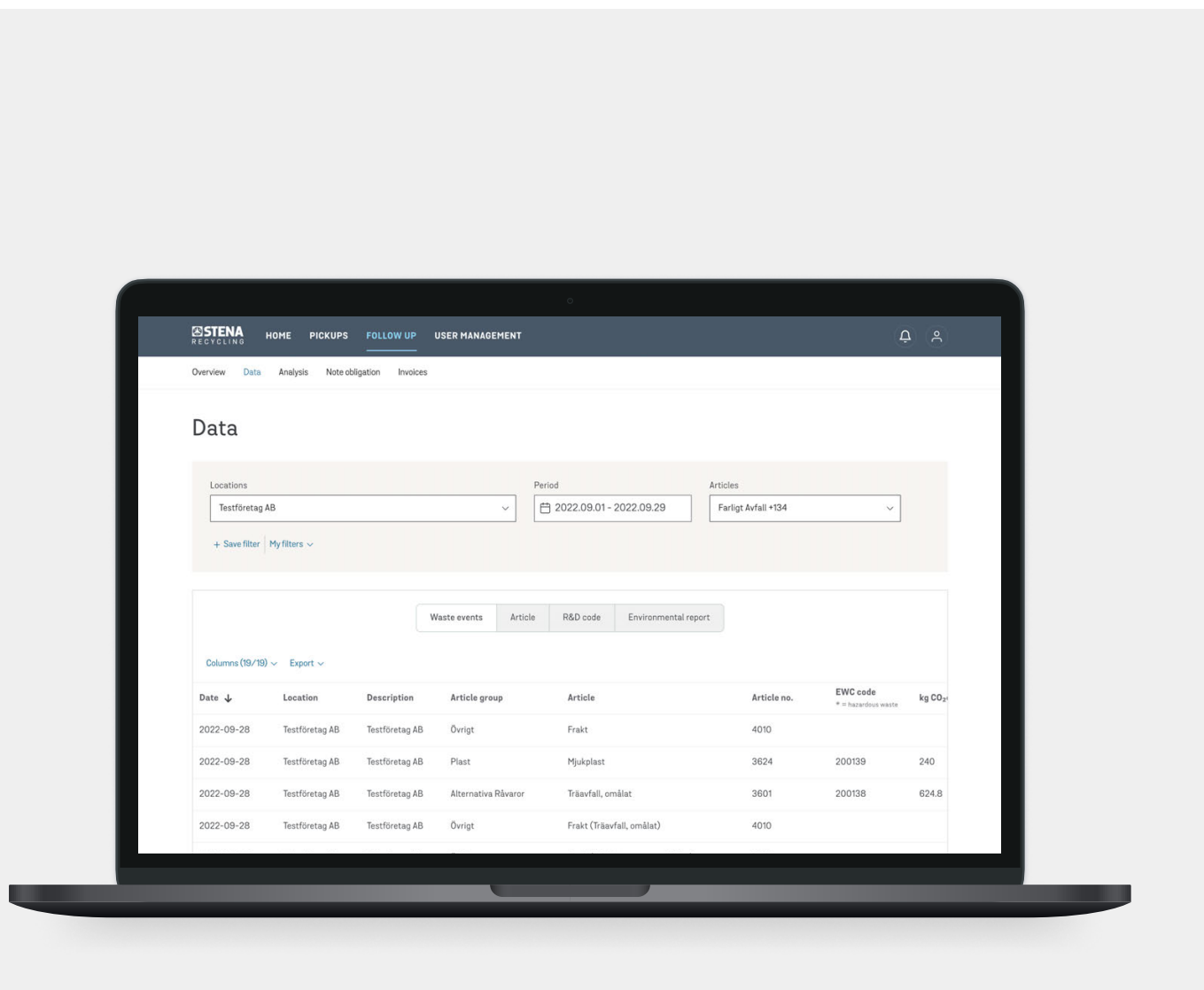
Simplify the reporting of your waste handling by activating the **Follow up**-service in Stena Recycling Customer Portal today.

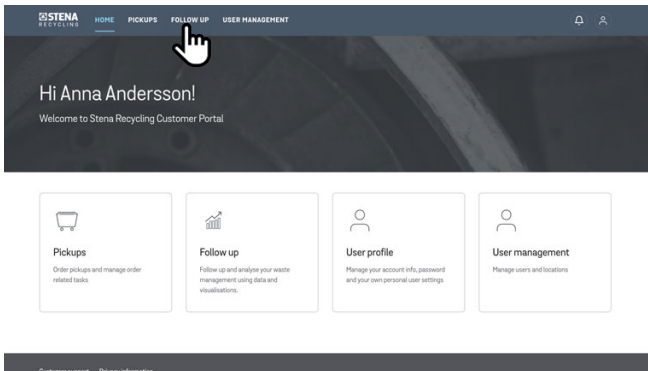
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It starts here.

# GUIDE

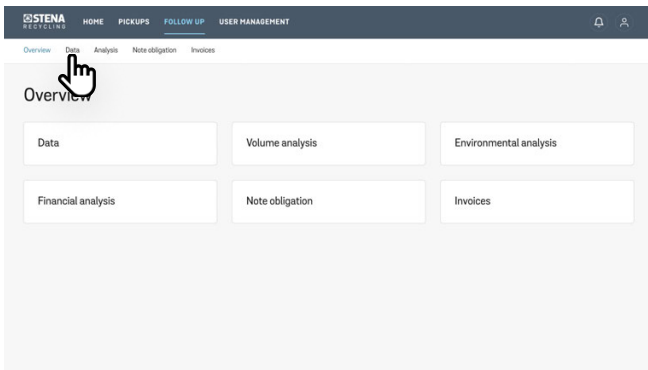
## FOLLOW UP - VIEW AND EXPORT DATA





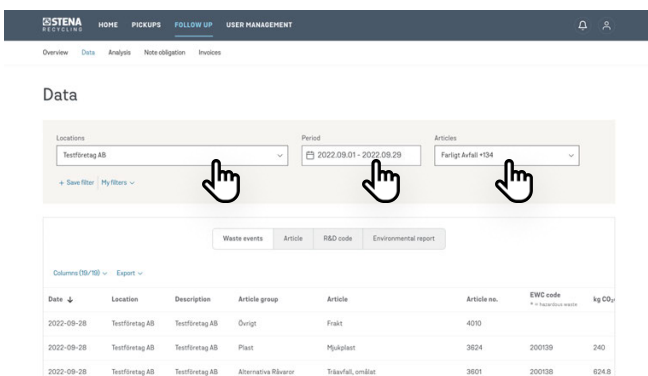
## 1. SELECT FOLLOW UP

Select **Follow up** in the top menu.



## 2. SELECT DATA

Select **Data** in the submenu.



## 3. SET FILTERS

Select the **Locations**, **Period** and **Articles** for which you want to show the data.

It starts here.

## Data

Date	Location	Description	Article group	Article	Article no.	EWC code	kg CO <sub>2</sub> e
2022-09-28	Testföretag AB	Testföretag AB	Övrigt	Frakt	4010		
2022-09-28	Testföretag AB	Testföretag AB	Plast	Mjukplast	3824	200109	240
2022-09-28	Testföretag AB	Testföretag AB	Alternativa Råvaror	Täckavfall, omåttat	3801	200108	624,8

## 4. CHOOSE YOUR VIEW

Choose an appropriate “view” for your data.

## Data

Date	Location	Description	Article group	Article	Article no.	EWC code	kg CO <sub>2</sub> e
2022-09-28	Testföretag AB	Testföretag AB	Övrigt	Frakt	4010		
2022-09-28	Testföretag AB	Testföretag AB	Plast	Mjukplast	3824	200109	240
2022-09-28	Testföretag AB	Testföretag AB	Alternativa Råvaror	Täckavfall, omåttat	3801	200108	624,8

## 5. HIDE OR SHOW COLUMNS

Hide or show columns if needed. Only the columns you decide to show will be exported.

## Data

Date	Location	Description	Article group	Article	Article no.	EWC code	kg CO <sub>2</sub> e
2022-09-28	Testföretag AB	Testföretag AB	Övrigt	Frakt	4010		
2022-09-28	Testföretag AB	Testföretag AB	Plast	Mjukplast	3824	200109	240
2022-09-28	Testföretag AB	Testföretag AB	Alternativa Råvaror	Täckavfall, omåttat	3801	200108	624,8

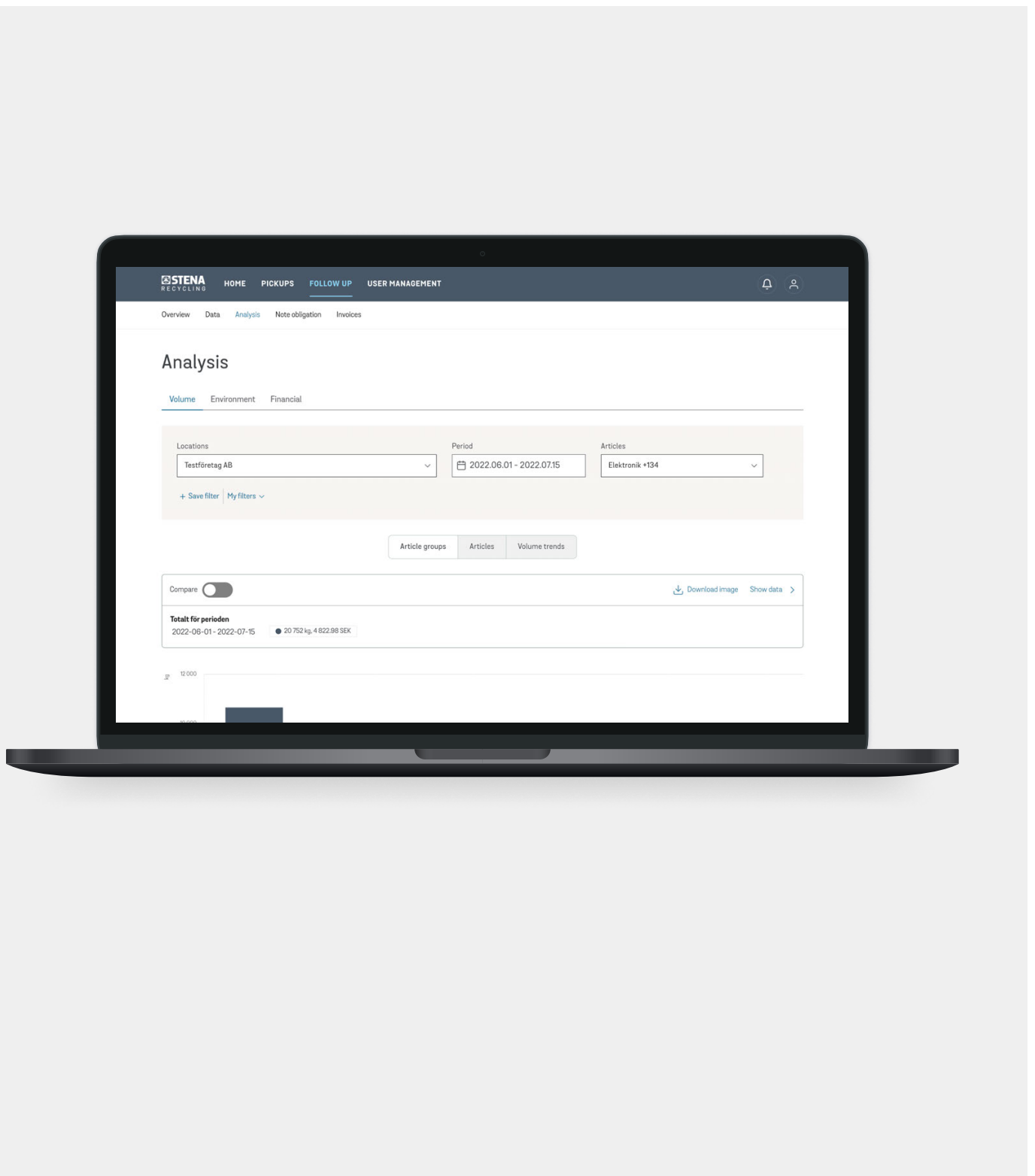
## 6. CLICK EXPORT

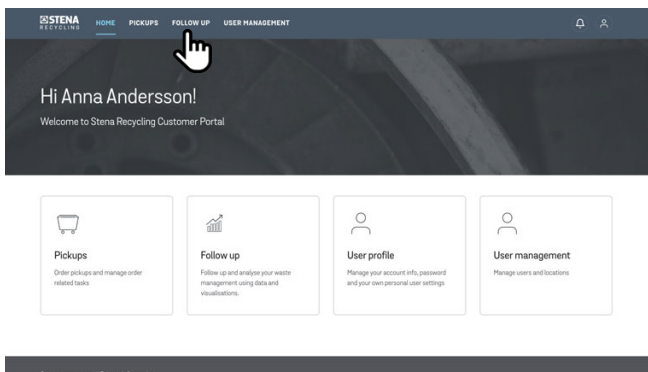
Click **Export** and choose either Excel or CSV.

It starts here.

# GUIDE

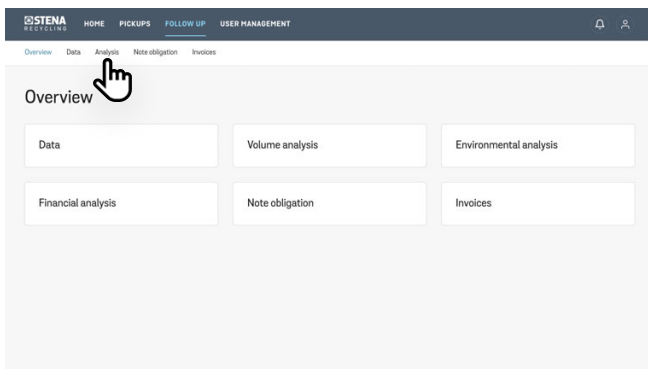
## FOLLOW UP - VIEW GRAPH AND DOWNLOAD IMAGE





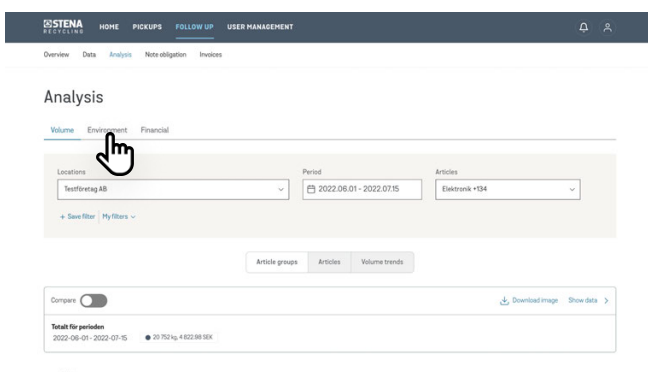
## 1. SELECT FOLLOW UP

Select **Follow up** in the top menu.



## 2. SELECT ANALYSIS

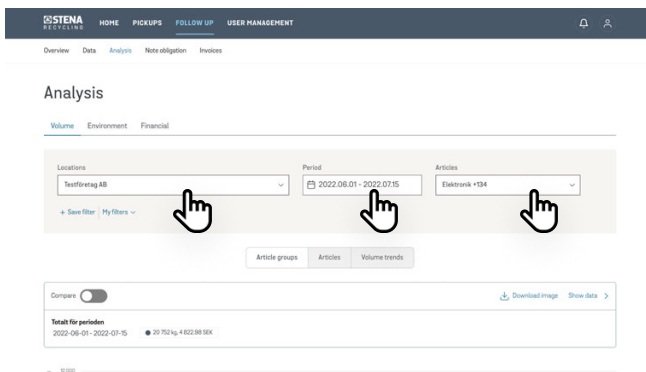
Select **Analysis** in the submenu.



## 3. CHOOSE ANALYSIS CATEGORY

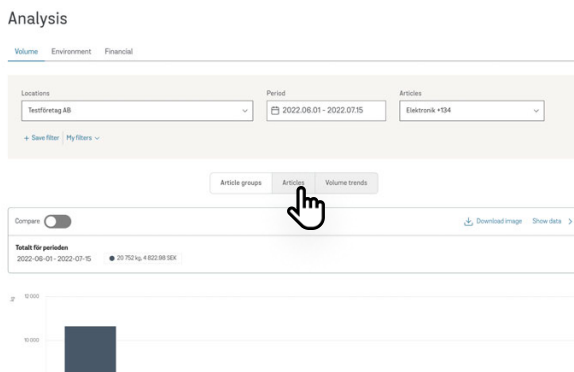
Choose your preferred analysis category.

It starts here.



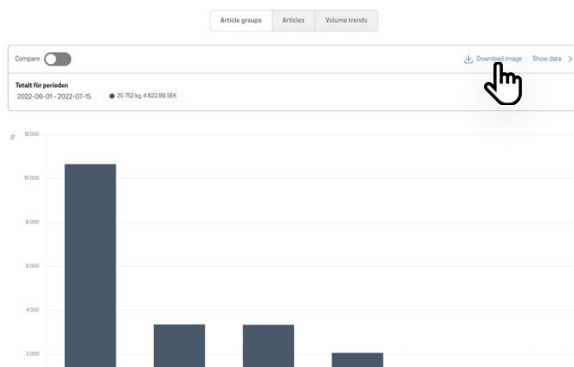
## 4. SET FILTERS

Select the **Period**, **Locations** and **Articles** for which you want the data to be visualized.



## 5. SELECT GRAPH VIEW

Select the appropriate graph view.

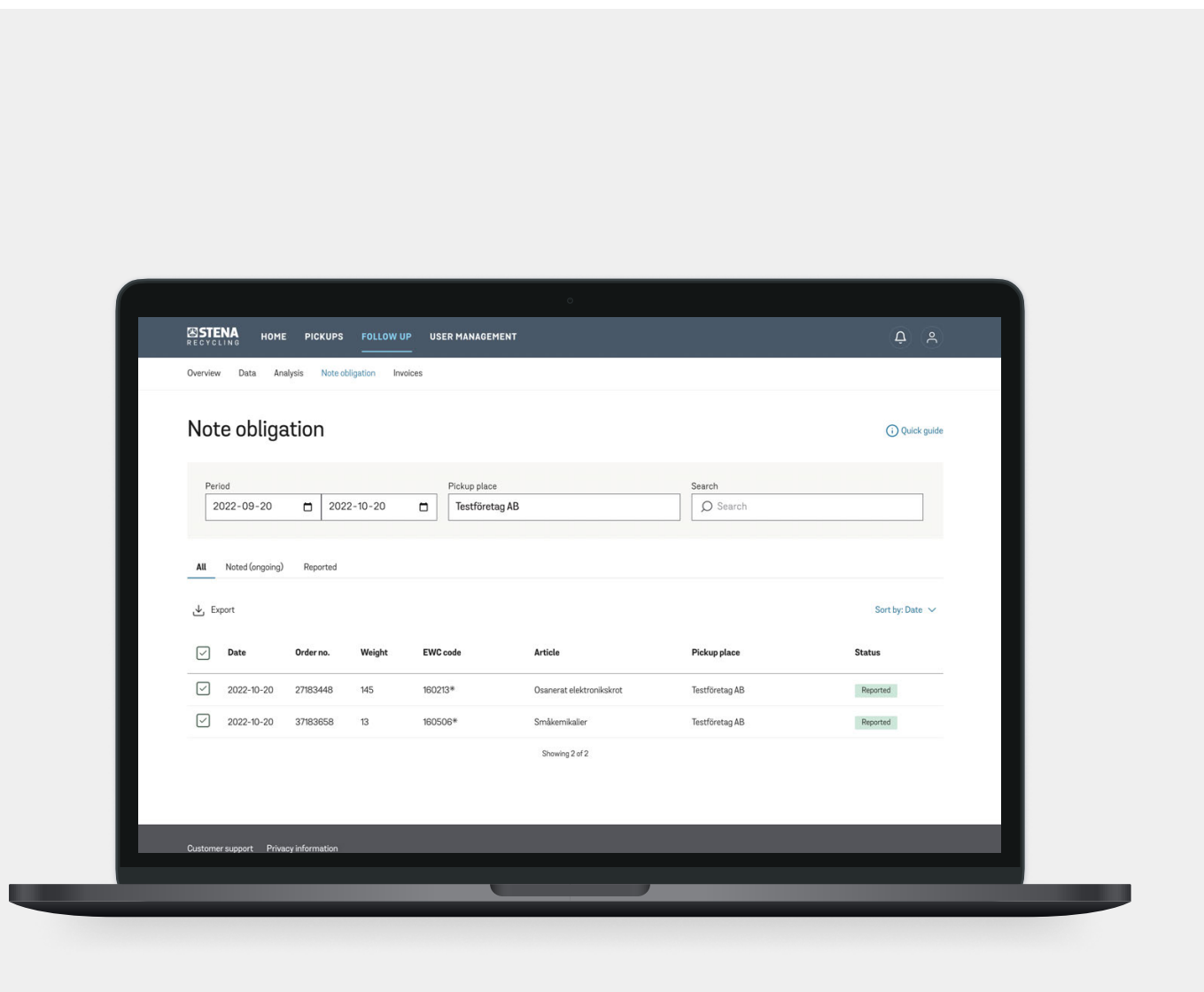


## 6. CLICK DOWNLOAD IMAGE

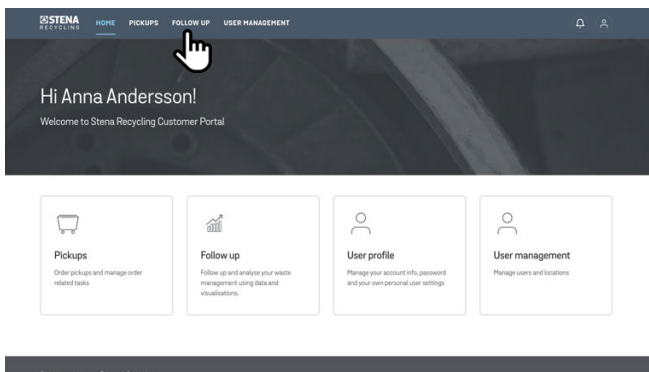
Click **Download image** to download a high-resolution image of the graph.

# GUIDE

## FOLLOW UP - VIEW NOTE OBLIGATION EVENTS AND EXPORT

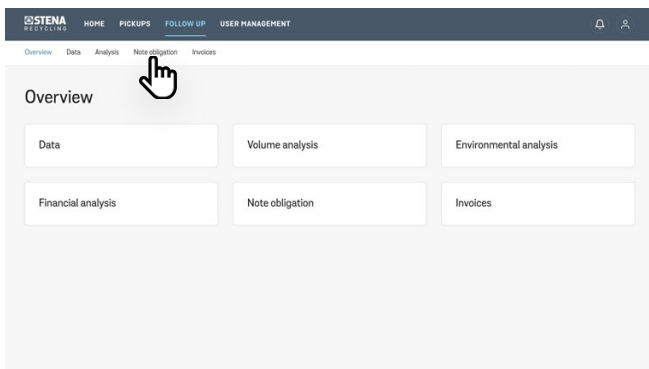






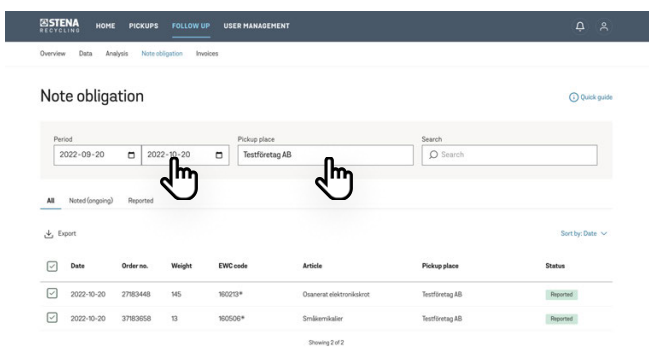
## 1. SELECT FOLLOW UP

Select **Follow up** in the top menu.



## 2. SELECT NOTE OBLIGATION

Select **Note obligation** in the submenu.



## 3. SPECIFY PERIOD AND LOCATIONS

Specify **Period** and **Locations** to narrow your search if necessary.

It starts here.

STENA RECYCLING HOME PICKUPS FOLLOW UP USER MANAGEMENT

Overview Data Analysis Note obligation Invoices

Note obligation [Quick guide](#)

Period: 2022-09-20 to 2022-10-20 Pickup place: Testföretag AB Search

All [Noted \(Sänging\)](#) [Reported](#)

Export [Sort by Date](#)

<input type="checkbox"/>	Date	Order no.	Weight	EWC code	Article	Pickup place	Status
<input checked="" type="checkbox"/>	2022-10-20	27853448	145	160213*	Oscenerat elektronikskrot	Testföretag AB	<a href="#">Reported</a>
<input checked="" type="checkbox"/>	2022-10-20	37839558	13	160506*	Småelektronik	Testföretag AB	<a href="#">Reported</a>

Showing 2 of 2

## 4. SELECT NOTE OBLIGATION EVENTS

Use the checkboxes to select the **Note obligation**-events that you want to export.

STENA RECYCLING HOME PICKUPS FOLLOW UP USER MANAGEMENT

Overview Data Analysis Note obligation Invoices

Note obligation [Quick guide](#)

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All [Noted \(Sänging\)](#) [Reported](#)

Export [Sort by Date](#)

<input type="checkbox"/>	Date	Order no.	Weight	EWC code	Article	Pickup place	Status
<input checked="" type="checkbox"/>	2022-10-20	27853448	145	160213*	Oscenerat elektronikskrot	Testföretag AB	<a href="#">Reported</a>
<input checked="" type="checkbox"/>	2022-10-20	37839558	13	160506*	Småelektronik	Testföretag AB	<a href="#">Reported</a>

Showing 2 of 2

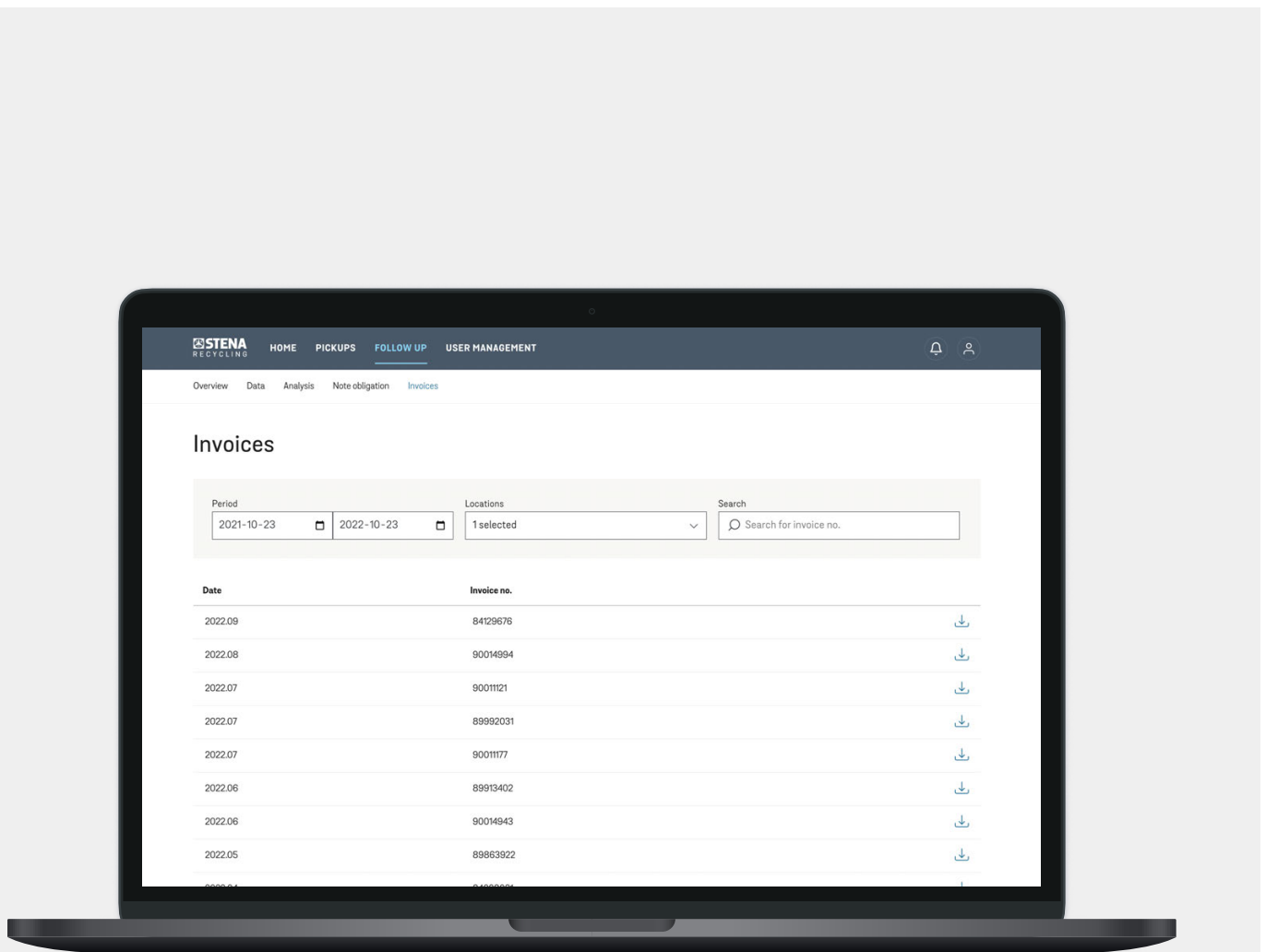
## 5. CLICK EXPORT

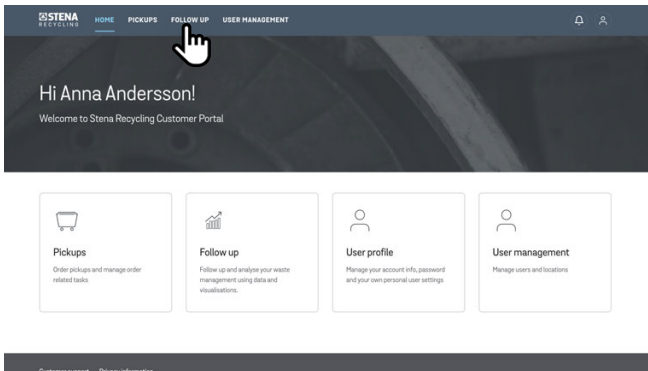
Click **Export** and choose **Signerade Transportdokument**, **Kvittenser (Excel)**, **Kvittenser (PDF)** or **Anteckning**.

It starts here.

# GUIDE

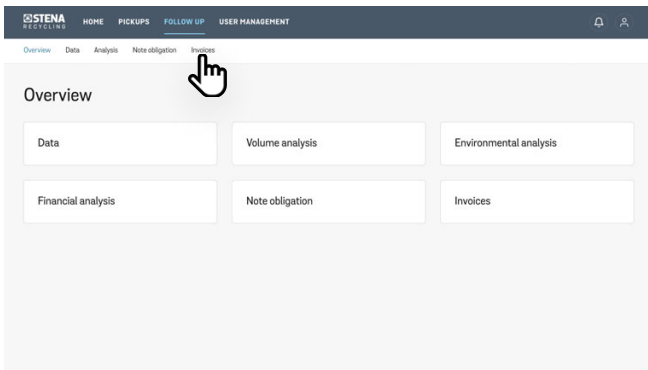
## FOLLOW UP - VIEW AND DOWNLOAD INVOICES





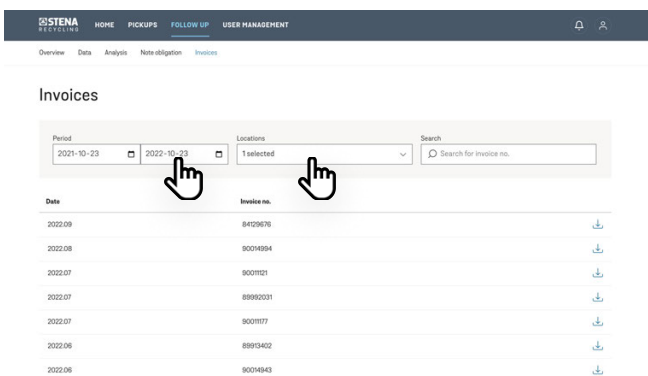
## 1. SELECT FOLLOW UP

Select **Follow up** in the top menu.



## 2. SELECT INVOICES

Select **Invoices** in the submenu.



## 3. SET FILTERS

Specify the **Period** and **Locations** for which you want to see the Invoices.

It starts here.

The screenshot shows the STENA Recycling Follow Up interface. At the top, there is a navigation bar with the STENA logo and menu items: HOME, PICKUPS, FOLLOW UP (highlighted), and USER MANAGEMENT. Below the navigation bar, there are sub-menu items: Overview, Data, Analysis, Note obligation, and Invoices. The main content area is titled 'Invoices' and contains a search and filter section. The search section includes a 'Period' dropdown with options for 2021-10-23 and 2022-10-23, a 'Locations' dropdown with '1 selected', and a search input field labeled 'Search for invoice no.'. Below this is a table with columns 'Date' and 'Invoice no.'. The table contains seven rows of data. Each row has a small blue download icon (a downward arrow with a document symbol) to its right. A hand cursor is pointing to the download icon for the invoice with date 2022-07 and invoice number 9001177.

Date	Invoice no.
2022-09	84129676
2022-08	90014994
2022-07	9001121
2022-07	8992031
2022-07	9001177
2022-06	89915402
2022-06	90014943

## 4. DOWNLOAD INVOICE

Find the invoice you want and click the **Download**-icon.

It starts here.