



Fostplus MyFost
MyFost for PMD-Purchasers



16 December 2019

Contents

▪ Homepage	3
▪ Pickups	4 - 5
▪ Validate a delivery	6 - 8
▪ Corrections	9 - 13
▪ PO's & Invoices	14 - 18
▪ Consult prices	19 - 22
▪ Reports	23
▪ User management	24 - 29
▪ Settings	30 - 31

Homepage

<https://myfost.fostplus.be>

The homepage is your **'dashboard'** with all modules applicable to your activities as well as a view on the **'To do's'** and important information.

Click on the link to open the corresponding screen.

Fostplus MyFost

Homepage

Planning

Planned pickups

Weighing tickets

Open corrections weighing tickets

Corrections to treat: 0

Corrections sent: 0

Overview weighing tickets

Deliveries

Deliveries to validate: 0

Open corrections delivery

Corrections to treat: 0

Corrections sent: 1

Overview deliveries

Overview material flows

API

API settings material flows

[MyFost API Explorer](#)

Tariffs & Prices

Partner prices

News

Financial information

Calculated data

To invoice to Fost Plus

Invoices from Fost Plus

Reports

[Consult reports](#)

Settings

Users

Help & FAQ



Enlarge the view of the data to your full screen

Treat a planned pickup

The sorting center creates a pickup. Select a planned pickup and fill in the promised pickup date. Provide all the information for the Annex VII document, if necessary.

Planning



Planned pickups

Planned pickups

The sorting center can cancel a pick up. Both parties can consult them.

Planned Canceled

Available from	Promised collection date	Material	Sender	Receiver	Ref n°
27.07.2018		Drink Cartons	Test Sorteercentru...	Test Verwerver 1	997
08.08.2018		Drink Cartons	Test Sorteercentru...	Test Verwerver 1	
24.10.2018	08.11.2018	PET Green	Test Fost Plus	Test Fost Plus	
30.10.2018		PET Clear	Test Fost Plus	Test Fost Plus	1200

Page 1 of 1 10 items per page 1 - 4 of 4 items

Back Annex VII (empty)

Download/print an empty document Annex VII

Click on the line to open the pickup.

Treat a planned pickup

Pickup

Available from 30.10.2018
Sender Test Fost Plus
Material PET Clear
Ref n° 1200

Receiver Test Fost Plus (01.01.2018 - 31.12.2018)
Project(s)

1. Fill in the pickup date.

Promised collection date 
Pickup of PET Clear within 14 days, so please before 14.11.2018.

EVOA Annex VII

Transporters 
Alternate address (section 7)

EVOA Annex VII [Dutch](#) [French](#) [English](#)
Remarks

 Save  Back

Opening hours sorting center
Open / ouvert :
Ma - vrij / Lu- Ven: 8:00 - 17:00

Closing days :
09.11.2018



Provide ALL information about the pickup to the transporter(s) and driver(s)!

4. If necessary, select the transporter(s) and the alternate address. You can create multiple transporters by clicking on the  icon.

Manage these data in 'Settings'.

Validate a delivery

A delivery can be actively validated as soon as it is created.

- If the delivery has not been validated within the validation period (= 5 days after the end of the week/the month), the delivery will be automatically validated.

The delivery has to be validated by both parties:

- ✓ Sender
- ✓ Receiver

The delivery can only be invoiced if both parties have validated.



Validate a delivery actively (1/2)

Deliveries

Deliveries to validate: 1

To validate

List Overview

Filters >

<input type="checkbox"/>	Delivery n°	Collec...	Weigh...	Fraction	Material	Sender	Receiver	Intercommunale	Licens...	City(i...	Ref n°	Weigh...	Net
<input type="checkbox"/>	P00022-1800015-1	13.11...	13.11...	Paper...	Mixed...	<input type="checkbox"/> MO	<input type="checkbox"/> Test Fost Plus	<input type="checkbox"/> IP	TST222	Mo		65656	91.111
<input type="checkbox"/>	P00022-1800016-1	13.11...	13.11...	Paper...	Mixed...	<input type="checkbox"/>	<input type="checkbox"/> Test Fost Plus	<input type="checkbox"/> Il	TST111	Mo		54567...	4.444
<input type="checkbox"/>	P00022-1800017-1	13.11...	13.11...	Paper...	Mixed...	<input type="checkbox"/>	<input type="checkbox"/> Test Fost Plus	<input type="checkbox"/>	MOU3...	Moi		2997	4.624
<input checked="" type="checkbox"/>	P00219-1800024-1	06.11...	06.11...	Paper...	Mixed...	<input checked="" type="checkbox"/> IV	<input type="checkbox"/> Test Fost Plus	<input checked="" type="checkbox"/> IV	PAP111	Sir		53565...	4.800

Page 1 of 1 | 50 items per page | 1 - 4 of 4 items

Validate Back

1. Select one or more lines

2. Click on "Validate"

The checkbox indicates that this party has already validated the delivery.

Validate a delivery actively (2/2)

By clicking on a line and opening the delivery

Collecting date	14.11.2018	Status	To validate
Sender	V	Receiver	RECY (16.12.2018 - 31.12.2018)
Activity	Sorting OUT	Activity	Purchase
Fraction	PMD	Material	PET Clear
Project	HYGEA, IPALLE, IPALLE SUD HAINAUT		
License plate		Ref n°	5555
Transporter			

Weighing		Validation	
Weighing date	14.11.2018 14:24	Weighing	Out
Weighing ticket n°	20181132	Sender	<input checked="" type="checkbox"/> V
1st weighing (kg)	300	2nd weighing (kg)	500
Net (kg)	200	Receiver	<input type="checkbox"/> RECY
License plate	1FUV273	Ref n°	
Transporter			
City(ies)			
Remark			

Distribution between projects.

Distribution by **Percentage**

Project	Weight (kg)	Percentage
HYGEA	66.00	33.00
IPALLE	66.00	33.00
IPALLE SUD HAINAUT	68.00	34.00

[Validate](#) [Back](#) [Download ticket](#) [Correction](#) [Wrong sender - receiver](#) [Cancel delivery](#)

Corrections can be requested and treated

Corrections can be requested by the:

1. PMC purchaser on a non-coupled weighing ticket
2. PMC purchaser on a delivery
3. Sender on a delivery



Correction request on a non-coupled weighing ticket (1/2)

Weighing tickets

Open corrections weighing tickets

Corrections to treat: 0

Corrections sent: 0

[Overview weighing tickets](#)



Overview weighing tickets

New **Ready to couple** Coupled All

Filters >

<input type="checkbox"/>	Weighing d...	Weighing t...	Fraction	Material	Weighing	Sender	Receiver	Ref n°	License pla...	Net (kg)	Status
<input type="checkbox"/>	08.08.201...	2	PMD	Drink Cart...	Out	Test Sorting / tri 1	Test Verwerker / acqu...		1-abc-123	10,800	Ready to c...

Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

Weighing ticket

Weighing date 08.08.2018 13:12

Weighing Out

Sender Test Sorting / tri 1

Receiver Test Verwerker / acquéreur 1

Fraction PMD

Material

Drink Cartons

Status Ready to couple

Weighing ticket n° test23232

1st weighing (kg) 5,000

2nd weighing (kg) 15,000

Net (kg) 10,000

Number of bales

License plate pet444

Ref n°

Transporter

Remark

[Back](#)

[Correction](#)

[Wrong partner](#)

Choose 'Wrong partner' if the ticket is wrongly addressed to you.

Click on 'Correction' to modify the content or to ask the sender to delete the ticket

Correction request on a non-coupled weighing ticket (2/2)

Weighing ticket correction

Weighing date: 31.10.2019 10:26 Show expired contracts

Weighing: Out

Sender: IN

Receiver: PET

Fraction: Material:

Weighing ticket n°:

1st weighing (kg): 2nd weighing (kg):

Net (kg): **10,000** Number of bales:

License plate: Ref n°:

Transporter:

Remark

Correction reason:

Modify the incorrect data, mention a reason and send the correction.

Correction request of a delivery

Deliveries

Deliveries to validate: 0
Open corrections delivery
Corrections to treat: 0
Corrections sent: 1

[Overview deliveries](#)



1. Select a delivery and click on the desired correction request.

Delivery

Delivery n°	P00289-1800004-1		
Collecting date	14.11.2018	Status	To validate
Sender	V	Receiver	.RECY (16.12.2016 - 31.12.2018)
Activity	Sorting OUT	Activity	Purchase
Fraction	PMD	Material	PET Clear
Project	HYGEA, IPALLE, IPALLE SUD HAINAUT		
License plate		Ref n°	5555
Transporter			

Weighing

Weighing date	14.11.2018 14:24	Weighing	Out	Validation
Weighing ticket n°	20181132			Sender <input checked="" type="checkbox"/> V
1st weighing (kg)	300	2nd weighing (kg)	500	Receiver <input type="checkbox"/> .RECY
Net (kg)	200	Number of bales		
License plate	1FUV273	Ref n°		
Transporter				
City(ies)				
Remark				

Distribution between projects.

Distribution by **Percentage**

Project	Weight (kg)	Percentage
HYGEA	66.00	33.00
IPALLE	66.00	33.00
IPALLE SUD HAINAUT	68.00	34.00

[Validate](#) [Back](#) [Download ticket](#) [Correction](#) [Wrong sender - receiver](#) [Cancel delivery](#)

2. Modify the incorrect data, mention a reason and send the correction.

Treat a correction request

Deliveries

Deliveries to validate: 1
 Open corrections delivery
 Corrections to treat: 1
 Corrections sent: 0

Open corrections delivery

Corrections to treat		Corrections sent						
Delivery n°	Collecting date	Weighing date	Fraction	Material	Sender	Receiver	Intercommunale	Status
	08.11.2018		PMD	PET Blue	Test Fost Plus	RECYCLING		Correction sent

Del | Page 1 of 1 | 10 items per page | 1 - 1 of 1 items

Click on the line to open.

Collecting date	08.11.2018	Status	Correction sent
Sender	Test Fost Plus	Receiver	RECYCLING (01.01.2018 - 31.12.2018)
Activity	Sorting OUT	Activity	Purchase
Fraction	PMD	Material	PET Blue
Project	AARSCHOT	Ref n°	
License plate	TST111 (-)	Transporter	

Weighing		Validation	
Weighing date	08.11.2018 08:52	Sender	<input type="checkbox"/> Test Fost Plus
Weighing ticket n°	45645454	Receiver	<input type="checkbox"/> LING
1st weighing (kg)	3,500 (1,000)	2nd weighing (kg)	15,600
Net (kg)	12,100 (14,600)	Number of bales	
License plate	TST111	Ref n°	
Transporter			
City(ies)			
Remark			

Distribution between projects.

Distribution by **Percentage**

Project	Weight (kg)	Percentage
AARSCHOT	12,100.00	100.00

Data in red = old data

You can approve the correction = the delivery will be modified

Refuse the correction = The sender will receive the refusal. He can accept the refusal or send a new correction request.

PO's & Invoicing

New

- For negative recycling prices Fost Plus sends a monthly 'Purchase Orders' (PO)
- For positive recycling prices Fost Plus sends a monthly invoice. We will no longer send account receivable statements.

Invoicing of PO's



Please note that we can only guarantee a correct payment if your invoice contains the correct PO-number and the corresponding amount as the Purchase order you have received.

Do not modify your invoice if you detect errors after receiving the PO.

If the PO is incorrect due to errors in the prices, please let us know. If it is due to mistakes in the deliveries, we ask you to make the necessary corrections in MyFost. Afterwards you'll receive a correction PO.

Either send your invoice via mail to invoices@fostplus.be either by post. (1 PO = 1 invoice = 1PDF). Do not send the invoices twice through both channels.

PO's & Invoices in MyFost – Financial information

Financial information

Calculated data
To invoice to Fost Plus
Invoices from Fost Plus

Calculated data

All data that can be calculated is processed during the night. This gives the user the possibility to check which data will be put on the PO/invoice.

To invoice to Fost Plus

Here you'll find the Purchase order that are addressed to you.

Invoices from Fost Plus

Here you'll find the invoices, addressed to you

PO's & Invoices in MyFost – Calculated data

Financial information

Calculated data
To invoice to Fost Plus
Invoices from Fost Plus

All data that can be calculated is processed during the night. This gives the user the possibility to check the data that will be used for invoicing before the invoicing run. Once the data is put on a PO/invoice, they disappear from this screen.

An export to Excel is available at the bottom of the screen.

Calculated data

Filters ▼

From To Fraction Material Activity Unit

Delivery n° Ref n° Project Invoicing partner

Date	Delivery n°	Ref n°	Project	Invoicing p...	Fraction	Material	Activity	Quantity	Unit	Percentage...	Tariff	Total (€)	
No records available.													
Page 0 of 0											50 items per page		0 - 0 of 0 items

PO's & Invoices in MyFost (1/2)

Financial information

Calculated data

To invoice to Fost Plus
Invoices from Fost Plus

Here you find all PO's and invoices , addressed to you.

Invoices from Fost Plus

New Archived

Filters >

<input type="checkbox"/>	Name	Partner	Type	Invoice date ↓	Period	Project	Fraction	Material	Document n...	Excl. VAT (€)	
<input type="checkbox"/>	Fost Plus vzw	Test Verwerv...	Invoice	12.02.2019	July 2018		PMD	Drink Cartons	99/2019/209	13,134.15	
<input type="checkbox"/>	Fost Plus vzw	Test Verwerv...	Invoice	12.02.2019	August 2018		PMD	Drink Cartons	99/2019/206	16,764.57	
<input type="checkbox"/>	Fost Plus vzw	Test Verwerv...	Invoice	12.02.2019	October 2018		PMD	Drink Cartons	99/2019/205	3,485.50	
<input type="checkbox"/>	Fost Plus vzw	Test Verwerv...	Invoice	12.02.2019	November 2018		PMD	Drink Cartons	99/2019/207	18,069.61	
<input type="checkbox"/>	Fost Plus vzw	Test Verwerv...	Invoice	12.02.2019	January 2019		PMD	Drink Cartons	99/2019/208	2,978.00	

Page 1 of 1 | 50 items per page

Click on the price to go to the PO/invoice

Archive Back

Select one or more documents to archive the PO's/invoices that you have treated.

PO's & Invoices in MyFost (2/2)

In the document detail you find all deliveries taken into account.
 You can export all data to Excel.

Detail

Activity	Description
Purchase	Fee for our services related to the provision of the details of this document.

Total

Excl. VAT (€)	VAT (€)	Total (€)
48.06	0.00	48.06

[Back](#)
[Go to document detail](#)
[Print](#)

Summary

Activity	Fraction	Material	Quantity	Price (€)	Tariff unit	Total (€)
Purchase	PMD	Drink Cartons	4,000	744.5000	€/T	2,978.00

Detail

New

Delivery n°	Date	Weighing ti...	Activity	Material	Quantity	Price (€)	Tariff unit	Percentage...	Total (€)	Already inv...	Saldo (€)
P01545-1900001-1	16.01.2019	11	Purchase	Drink Cart...	4,000	744.5000	€/T	100.00	2,978.00	0.00	2,978.00

Click on the delivery or weighing ticket to view the delivery.

Click on the price to view the contract

Modified

Delivery n°	Date	Weighing ti...	Activity	Material	Quantity	Price (€)	Tariff unit	Percentage...	Total (€)	Already inv...	Saldo (€)
No records available.											
Page 0 of 0 10 items per page											0 - 0 of 0 items
TOTAL										€ 0.00	

Canceled

Delivery n°	Date	Weighing ti...	Activity	Material	Quantity	Price (€)	Tariff unit	Percentage...	Total (€)	Already inv...	Saldo (€)
No records available.											
Page 0 of 0 10 items per page											0 - 0 of 0 items
TOTAL										€ 0.00	
GRAND TOTAL										€ 2,978.00	

[Back](#)
[Excel](#)

The quantities of the €/T prices are mentioned in kg.

Consult prices Partner

Tariffs & Prices

Partner prices



Overview of all active contracts and prices.

This overview only contains the active contracts. Previous contracts are no longer visible here. They are still accessible via 'Calculated data' or 'the details of a PO/invoice' by clicking on the price.

Partner prices

Filters >

Project	Fraction	Material	Contractor	Activity	Collection sy...	Containers	Cities/region	Start date	End date	V	Base am...	Indexed ...
	PMD	Drink Carto...	Test Verwer...	Purchase							1,272.90...	416.5000

◀ ◁ 1 Page 1 of 1 ▷ ▶ 75 items per page 1 - 1 of 1 items

Click to open details

Back Export

Export to Excel

Price details

Activity

Project(s)		Invoicing partner	
Fraction	PMD	Contractor	
Material	Drink Cartons	Operational partner	
Activity	Purchase	Start date	15.12.2017
		End date	31.12.2019

Prices

[Version 1.0](#) [Versions](#)

Version 1.0 From 15.12.2017 until 31.12.2019

Minimum (€) 0.0000 Maximum (€) 25.0000

Basic scenarios

Quality	Basic rate	Current value Unit	Index type	Formula	Reference month	Exceptional cost
	21.2200	-0.6400 €/T	Daily/Monthly price (A) Constant specified in the tender (k) Coefficient	Drink carton -10.0000 0.4		

[Back](#)

Overview indexed prices

Formula $P_m = k \cdot FPR_m - 1 + A$

Valid from	Valid until	Indexation	Current value
01.08.2019	31.08.2019		-0.6400
01.07.2019	31.07.2019		2.1400
01.06.2019	30.06.2019		2.8600
01.05.2019	31.05.2019		2.7700
01.04.2019	30.04.2019		3.5900
01.03.2019	31.03.2019		4.4000
01.02.2019	28.02.2019		6.4600
01.01.2019	31.01.2019		6.7400
01.12.2018	31.12.2018		6.5200
01.11.2018	30.11.2018		5.6700

« 1 2 3 »

1 - 10 of 21 items

Overview used indexation values

Current value -0.6400

Code	Description	Value	Start date	End date
FPR	Filpap Revised	20.80000	01.07.2019	31.07.2019

Reports



A link to the reports application 'MyFostReports'.

User instructions of this application are also available in the 'Help & FAQ's' menu.

This application is managed by another department. If you have questions regarding the reports we ask you to stipulate it clearly so that we can send your request to the appropriate department.

Access to MyFost

<https://myfost.fostplus.be>

Please log on to continue

User name:

Password:

[Forgot password?](#)

Users in MyFost are created by the registered responsible person.

the registered responsible person indicates the rights for every user.

Create and manage users

Only visible for users who have access.

A user with only read-rights will only be able to consult the users, not create or manage other users.

Homepage

Settings

Users

Help & FAQ

Check if a user has already been created.

Search

Filters

First name

Last name

E-mail

Username

Active

Niet-Actief

Search

Reset

Help & FAQ

Click to create a new user.

+ New user

Click on the line to modify an existing user

First name	Last name	E-mail	User name	Active
user	user	user@fostplus.be	Testuser1	<input type="checkbox"/>
API	user	Apiuser@fostplus.be	APIuser	<input checked="" type="checkbox"/>

Back

Create a new user



The screenshot shows a user management interface. At the top left, there is a 'Search' section with a 'Filters >' link and two buttons: 'Search' and 'Reset'. Below this is a table with the following columns: 'First name', 'Last name', 'E-mail', 'User name', and 'Active'. The table contains two rows of data:

First name	Last name	E-mail	User name	Active
user	user	user@fostplus.be	Testuser	<input type="checkbox"/>
API	user	APIuser@fostplus.be	APIuser	<input checked="" type="checkbox"/>

Below the table is a pagination control showing 'Page 1 of 1' and '10 items per page'. At the bottom left, there is a 'Back' button. On the right side of the table, there is a '+ New user' button, which is highlighted with a blue box. A blue arrow points from this box to a callout text box that says 'Click to create a new user.'

Link user to one or more partners/members

User

User name: Acc test Fost

E-mail: myfost@fostplus.be

Gender: Female

Active:

Activated on:

First name: ACC TEST Fost

Last name: Plus

Language: Dutch

[Back](#) [Save](#)

Enter below the sites to which the user should have access. By clicking on the site you can then manage the rights of the user. Do this for each site added. Afterwards, click on 'send password email'. The user will receive an e-mail with an activation link. The access and rights can be changed if desired.

Access to

Partner / Member

[+ Add partner /](#)

PMC
TEST
Test Acquéreur / Verwerver 2

Opslaan Annuleer

Add partner/Member to which the user needs access

Select choice

! The user needs at least one access to be able to send the activation e-mail.

Grant rights to the user

Access to

Partner / Member

PMC

TEST

Test Acquéreur / Verwerver 2

Click on the partner/member to grant rights

Delivery	<input checked="" type="checkbox"/> Read
Delivery	<input checked="" type="checkbox"/> Write
Delivery	<input checked="" type="checkbox"/> Validate
User	<input checked="" type="checkbox"/> Read
User	<input checked="" type="checkbox"/> Write
Financial	<input checked="" type="checkbox"/> Read
Financial	<input checked="" type="checkbox"/> Write
Financial	<input checked="" type="checkbox"/> Validate

Delivery: is all data in the module 'Deliveries' such as pickups, weighing tickets, deliveries

'Delivery -validate': only for deliveries.

'User - read': the user is able to consult all users.

'User - read + write': this user can also create and manage other users.

'Financial - read': The user can consult the prices, invoices and purchase orders.

'Financial - read + write': the user can archive purchase orders/invoices.

'Financial read + write + validate': the user can validate prices. This is only available for the Intercommunale.

Send activation e-mail to user

After saving the user, accesses and rights, you can send an activation e-mail to the user.

Users Help & FAQ

User

User name	Test	First name	user	Last name	user
E-mail	user@fostplus.be	Gender	Male	Language	English
Active	<input type="checkbox"/>				
Activation link					
Activation link valid until					

[Cancel](#) [Send password email](#) [Save](#)

Access to

Enter below the sites to which the user should have access. By clicking on the site you can then manage the rights of the user. Do this for each site added. Afterwards, click on 'send password email'. The user will receive an e-mail with an activation link. The access and rights can be changed if desired.

Settings

Annex VII – Transporters and alternate addresses

The screenshot shows the 'Settings' page with a navigation menu at the top containing 'Homepage', 'Settings', 'Users', and 'Help & FAQ'. A hand icon points to the 'Settings' menu item. Below the menu, a 'General' section contains a tree view with 'Annex VII section 5 - Transporters' and 'Alternate addresses'. Blue arrows indicate the navigation path from 'Annex VII section 5 - Transporters' to the 'Manage transporters' page and from 'Alternate addresses' to the 'Manage alternate addresses' page.

Manage transporters (Annex VII section 5)
You can manage the transports here to use on the Annex VII, section 5 of the document 'Information Accompanying Shipments of Waste as referred to in Article 3 (2) and (4)'.

Party	Name	Address	City	Country
Test Post Plus	Olym	2	1140 Evere	BELGIE

Buttons: '+ New transporter' (labeled 'Click to create'), and a callout 'Click on the line to modify an existing one' pointing to the first row.

Manage alternate addresses (Annex VII section 7)
You can manage the alternate addresses here to use on the Annex VII, section 7 of the document 'Information Accompanying Shipments of Waste as referred to in Article 3 (2) and (4)'.

Party	Name	Address	City	Country
Test Verwerker / acquéreur 1	vervoerder 2	Stationsstraat 1	75000 Parijs	FRANKRIJK

Buttons: '+ New alternate address' and 'Back'.

Settings

e-mail notifications

General
Annex VII section 5 - Transporters
Alternate addresses
E-mail address notification validation deliveries
Notification corrections per e-mail

E-mail address notification validation deliveries

Partner Test Fost Plus

E-mail addresses

Language

No e-mail address(es) / notifications

Enter e-mail addresses, seperated by a comma.

Notifications to validate deliveries will be sent to this e-mail address.
At the end of the week or the end of the month, you'll receive an e-mail if deliveries still need to be validated.
Only validated leveries can be put on a purchase order or invoice.
5 days after this deadline (end of the week or month) the deliveries will be automatically validated.
Unless, if you have a role as Intercommunale and you have chosen for an 'actif' validation.

Notification corrections per e-mail

Partner Test Fost Plus

E-mail addresses

Language

No e-mail address(es) / notifications

Enter e-mail addresses, seperated by a comma.

A notification will be sent to this e-mail address when there's a new correction request of a delivery.
Important: An e-mail will be sent every time that there's a new correction request.

[Save](#) [Back](#)