



# TSA DATA REPORTING RETAILERS QUICK GUIDE TO REPORTING DATA ONLINE



**TyreStewardship**  
AUSTRALIA

VERSION  
March 2021



## THANK YOU FOR BEING ONBOARD!

As a valued Tyre Stewardship Scheme Accredited participant, your store collectively forms part of a growing number of retailers that are demonstrating an allegiance to support sustainable outcomes for end-of-life tyres.




In agreeing to supply data (quantity of waste tyre disposals) on a monthly basis, you are supporting the tracking of waste tyres to ensure your waste is provided to accredited collectors/recyclers in the Scheme.

If you have any issues with the data reporting process, please reach out by phone on **(03) 9977 7820** or email [GetOnBoard@tyrestewardship.org.au](mailto:GetOnBoard@tyrestewardship.org.au)

## Step 1

### Access TSA Data Reporting

Click on the following link to for access: <https://report.tyrestewardship.org.au/>

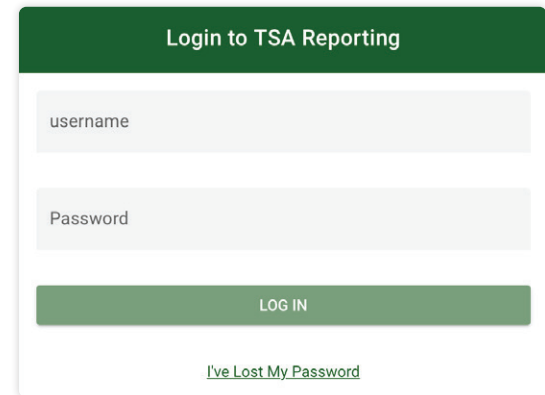
- Alternatively, copy and paste the above link into your internet browser and enter
- Recommended browsers: Safari , Chrome  or Firefox 

## Step 2

### Logging in

Enter your username and password

- If you have forgotten your password, click on **'I've Lost My Password'** to reset (refer to page 6 for more information) or contact [GetOnBoard@tyrestewardship.org.au](mailto:GetOnBoard@tyrestewardship.org.au) for support.



## Step 3

### Select unit of measure

Once you are logged in, check that the **Unit of Measure** is preset to your accreditation type.

UNITS TONNES

- For retailers, the preset will be units. You may toggle between the Unit of Measure if required – the colour will change to light green according to your selection.
- As a retailer, all data entered will be received as either **Units** or **Tonnes**.  
I.e.: You are not able to report units for CAR tyres and tonnes for SOLID in the same transaction.

Outputs for February 2021

UNITS TONNES

REPORTING TEMPLATE

## Step 4

### Select your input/output supplier/destination

Use the 'Name or ABN' button to **search** and find your accredited TSA partner.

## Report for February 2021

You need to add and submit your data before the 15th of the month.

For quick data entry, download a Reporting Template, edit in Excel, save as Text, Tab Separated, and drag-drop back on to this page.

### Outputs for February 2021

UNITS TONNES

Name or ABN	CAR	LTRV	TBS	TBL	BAL	SHD	MC	SOL
Name or ABN								
Name or ABN	CAR	LTRV	TBS	TBL	BAL	SHD	MC	SOL
Supplier Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ABN	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Supplier Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ABN	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Supplier Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

- If your supply chain partner is not accredited with TSA, we would love to know who they are and get them onboard – Notify [GetOnBoard@tyrestewardship.org.au](mailto:GetOnBoard@tyrestewardship.org.au).
- Data relating to partners not in The Scheme can be entered against either 'non-accredited' collector or 'Adminretailer' as a consolidated total. (If there are multiple points of collection or disposal).

## Step 5

### Data entry

Enter the number of tyres you have disposed of using the appropriate category type. If you report in tonnes use decimal to indicate tonnes (eg 1 tonne = 1.000)

Name or ABN	CAR	LTRV	TBS	TBL	BAL	SHD	MC	SOL
Supplier Name ABN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplier Name ABN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**CAR** – Standard passenger car / van tyre

**LTRV** – Light Truck RV (Includes 4WD)

**TBS** – Truck & Bus Small (17.5" & 19.5")

**TBL** – Truck & Bus Large (20" & 22.5")

**BAL** – Baled (generally not applicable to retailers)

**SHD** – Shred (generally not applicable to retailers)

**MC** – Motorcycle

**SOL** – Solid (miscellaneous tyre types such as bobcat, mower etc).

Once data is entered click on **SUBMIT DATA** button located at top of page

SUBMIT DATA

If you have no data to report, **leave all data fields empty** and click on SUBMIT DATA button.

- This important step confirms you have no data

## Forgotten your username or password?

### We are here to support you!

Here are a few of ways to get you back on board again:

#### Option 1

Click on **“I’ve Lost My Password”** to reset your password online.

- Enter your Email or Username to receive a reset link via email.
- If you entered a valid email or username, you will receive a Reset Link in your email inbox.
- Follow the prompts to reset your password.

The image shows two screenshots of the TSA Reporting interface. The first screenshot, titled 'Login to TSA Reporting', features a dark green header, a 'username' input field, a 'Password' input field, a 'LOG IN' button, and a red-bordered button labeled 'I've Lost My Password'. A green arrow points from this button to the second screenshot. The second screenshot, titled 'Reset your Password', has a dark green header, an 'Email or Username' input field, and a 'SEND RESET LINK' button.

#### Option 2

Email us at [GetOnBoard@tyrestewardship.org.au](mailto:GetOnBoard@tyrestewardship.org.au) providing your Business Name and ABN to confirm.

#### Option 3

Call us on **(03) 9977 7827** with your ABN number on hand to confirm.



2/59 Keele Street, Collingwood, VIC 3066  
Email: [info@tyrestewardship.org.au](mailto:info@tyrestewardship.org.au)

[getonboard@tyrestewardship.org.au](mailto:getonboard@tyrestewardship.org.au)