

# GUIDE FOR SUPPLY REPORT ADJUSTMENTS

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# ADJUSTMENTS

Supply reports may require adjustments after they are submitted.

Adjustments can be requested by the following parties:

- Producer
- PRO
- Divert NS

In all cases, adjustments must be approved by Divert NS.

# ADJUSTMENTS

- When adjustments are requested:
  - The original supply report is maintained in the system
  - An “adjusted report” is created with a version number, (i.e. January – December 2023 adj v1)
  - The reason for the adjustment must be entered if adjustment is requested by someone different than who entered the supply report.
  - A revised brand list may be uploaded in the EPR Portal if the brand information is different from the initial report.
  - A revised attestation must be uploaded in the EPR Portal for each adjustment.
  - Divert NS must review and approve the adjustment.
  - If Divert NS rejects the adjustment request, a reason for the rejection will be entered.

# SUPPLY ADJUSTMENT: VIDEO DEMO

View the video by clicking the link: <https://youtu.be/14x9iBVocDA>

The screenshot shows the Divert NS web application interface. At the top left is the Divert NS logo with the tagline "Nothing Wasted". At the top right, the user "George Tiger" is logged in. The main content area is for "Packaging, Paper Products, and Packaging-like Products" under "George's Packaging Corp" with ID "00000517". There are three tabs: "Supply Reports", "Producer-Led Reporting", and "PRO Delegated Reporting". The "Supply Reports" tab is active. Below the tabs is a search bar with the placeholder "Enter search terms here" and a "Filter" button. The "My Supply Reports" section contains a table with one report entry. The table has columns for Report, Report Type, Due Date, Status, Adjustment Type, and Manage. The entry shows a report for "Jan - Dec 2023" of type "Supply Report" due on "July 26, 2024" with a status of "Submitted". The "Manage" column for this entry has links for "View" and "Request Adjustment". Below the table, it indicates "1 Result" and a dropdown menu set to "5 entries per page". The "My PROs' Reports" section below it is empty, showing "No results" and a search bar with a "Filter" button. The footer contains the Divert NS logo, a mission statement, and links for "Create a Support Case" and "Connect With Us".

divert<sup>NS</sup>  
Nothing Wasted

George Tiger

Packaging, Paper Products, and Packaging-like Products  
George's Packaging Corp  
00000517

Supply Reports Producer-Led Reporting PRO Delegated Reporting

My Supply Reports

Report	Report Type	Due Date	Status	Adjustment Type	Manage
Jan - Dec 2023	Supply Report	July 26, 2024	Submitted		<a href="#">View</a> <a href="#">Request Adjustment</a>

1 Result

My PROs' Reports

No results

Divert NS  
We are a not-for-profit championing Nova Scotia to recycle and live in more sustainable ways. We achieve this through a

[Create a Support Case](#) [Connect With Us](#)

# QUESTIONS REGARDING AN ADJUSTMENT

If a producer has questions regarding a supply report adjustment, they should:

- Contact the PRO, Circular Materials if the adjustment was requested by the PRO
- Contact Divert NS at [epssupport@divertns.ca](mailto:epssupport@divertns.ca) if the adjustment was initiated as a compliance adjustment.

# IMPORTANT LINKS



EPR Oversight:

<https://divertns.ca/epr-producers>



Divert NS LinkedIn

<https://www.linkedin.com/company/divert-ns/>



Circular Materials

<https://www.circularmaterials.ca/producer-province/nova-scotia/>



Email

[EPRTsupport@divertns.ca](mailto:EPRTsupport@divertns.ca)

