

## **Recycler Handbook: A Step-by-Step Guide on How to Recycle Your First SHiFT Vehicle**

*SHiFT must be uniform in outcome but not in delivery. The goal of this program is not to unnecessarily complicate processes. **Compliance to all SHiFT standards is expected.** These standards are not meant to overhaul members' operations, but rather to fit into their already existing processes.*

### Key terms

- TIER:
  - Member: that's you, the recycling partner
1. SHiFT Opportunity Pushed to member via TIER using ARS **mBid®** System
  2. Member is offered unit at TIER Rate
  3. Approve or Reject
  4. Approve is issued Pickup Order and SHiFT Affidavit
  5. Reject is Offered to Next TIER Member
  6. Pick up Appointment Set
  7. Unit Picked Up and Logged in mBid
  8. Member Invoiced for Unit
  9. Affidavit added to eFile
  10. Payment and Distribution to ARTI
  11. Unit Closed