



# TRADEBE CUSTOMER PORTAL

*Connecting your needs*

## User Guide

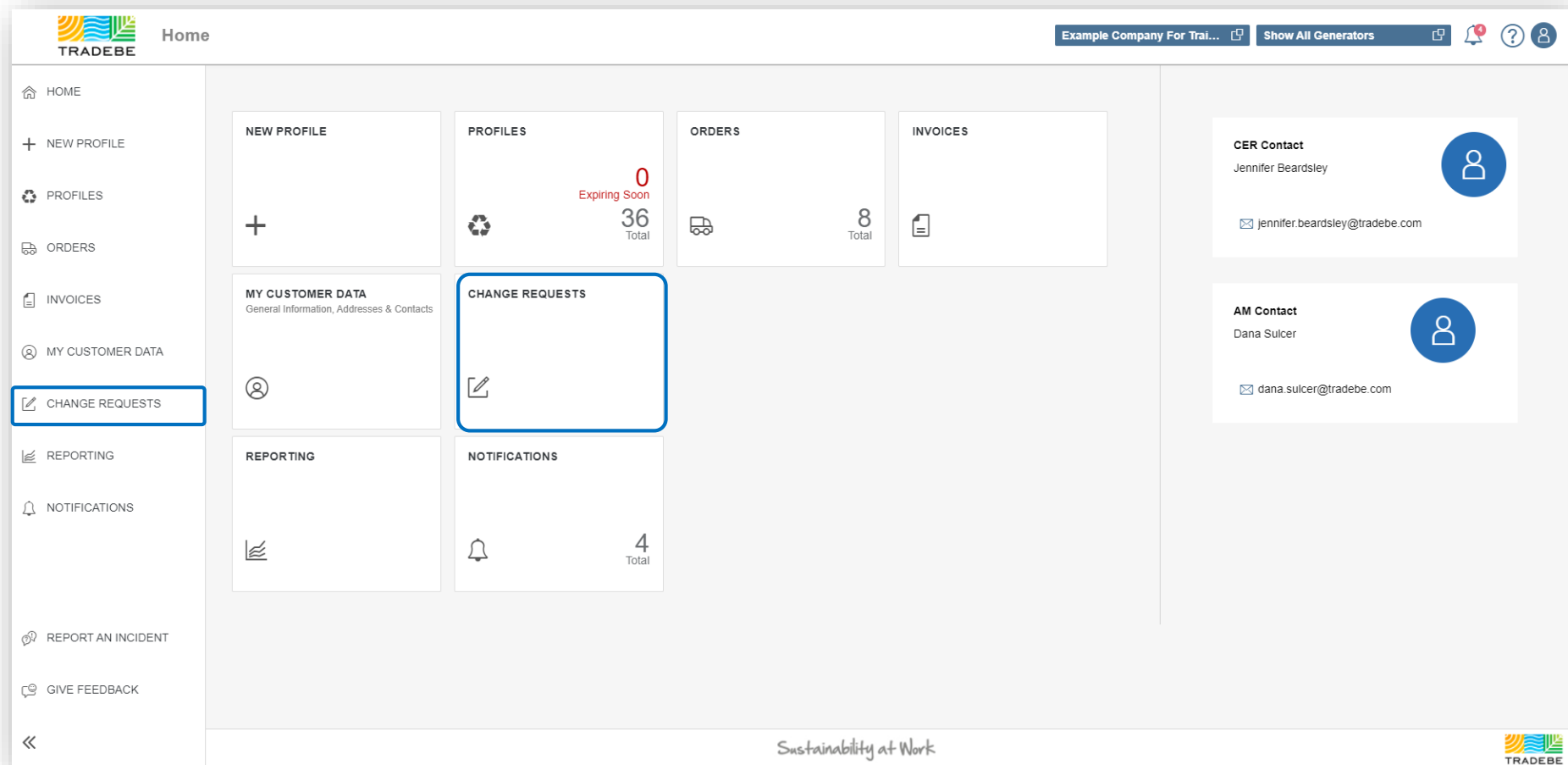
 **Change Requests**



**TRADEBE**

*Sustainability at Work*

1 Select Change Requests  either from the left tool bar or the tile on the Home Screen.



The screenshot displays the TRADEBE Home interface. The top navigation bar includes the TRADEBE logo, the word "Home", and a user profile section with the text "Example Company For Trai...", "Show All Generators", and notification icons. The left sidebar contains a list of menu items: HOME, NEW PROFILE, PROFILES, ORDERS, INVOICES, MY CUSTOMER DATA, CHANGE REQUESTS (highlighted with a blue box), REPORTING, NOTIFICATIONS, REPORT AN INCIDENT, and GIVE FEEDBACK. The main content area features several tiles: "NEW PROFILE" with a plus icon, "PROFILES" showing "0 Expiring Soon" and "36 Total", "ORDERS" showing "8 Total", "INVOICES" with a document icon, "MY CUSTOMER DATA" with a person icon, "CHANGE REQUESTS" (highlighted with a blue box) with a pencil icon, "REPORTING" with a bar chart icon, and "NOTIFICATIONS" showing "4 Total". On the right side, there are two contact cards: "CER Contact" for Jennifer Beardley (jennifer.beardsley@tradebe.com) and "AM Contact" for Dana Sulcer (dana.sulcer@tradebe.com). The footer contains the text "Sustainability at Work" and the TRADEBE logo.

- 1 Change Requests** are listed in this screen, including some information as their current Status.
- 2** Once Reviewed by a Tradebe member, the status will be updated **from Pending to Approved or Rejected**, with an associated Comment.










CHANGE REQUESTS								
Change Requests (2) <span style="float: right;">↓   ⚙️ 🔍 ⚡ ⌂</span>								
CER	Request Type	Customer Number	Customer Name	User	Request	Date	Status	Tradebe's Comments
jennifer.beard...	New Generator	1100025376	Example Company For Training	examplecomp...	New Generator	10/22/2021, 8:35 ...	Approved	Generator has been created and should be available ...
jennifer.beard...	Generator Mo...	1100025376	Example Company For Training	examplecomp...	Please change our street address...	10/06/2021, 4:22 ...	Approved	All set. Change is complete.

Help

*Still have questions?*

*Contact your CER or e-mail us at [adminportal@tradebe.com](mailto:adminportal@tradebe.com)*

# Access To Other User Guides

Portal Functionality	PDF Guide
 Home Screen	<a href="#">Link</a>
 Profiles	<a href="#">Link</a>
 Orders	<a href="#">Link</a>
 Invoices	<a href="#">Link</a>
 My Customer Data	<a href="#">Link</a>
 <b>Change Requests</b>	<i>This guide</i>
 Reporting	<a href="#">Link</a>
 Notifications	<a href="#">Link</a>
 Request a New User	<a href="#">Link</a>





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