



# TRADEBE CUSTOMER PORTAL

*Connecting your needs*

## User Guide

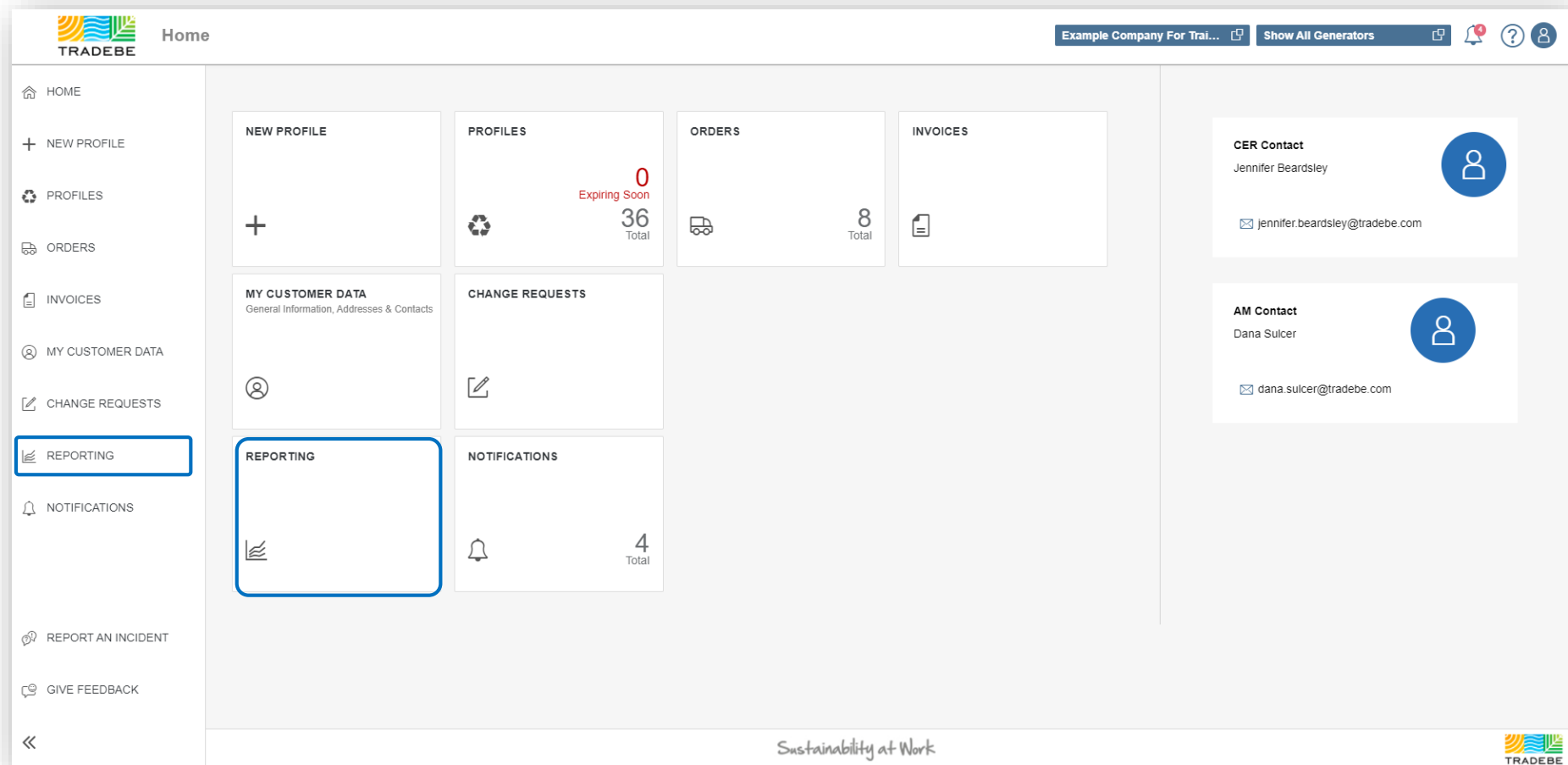
 Reporting



**TRADEBE**

*Sustainability at Work*

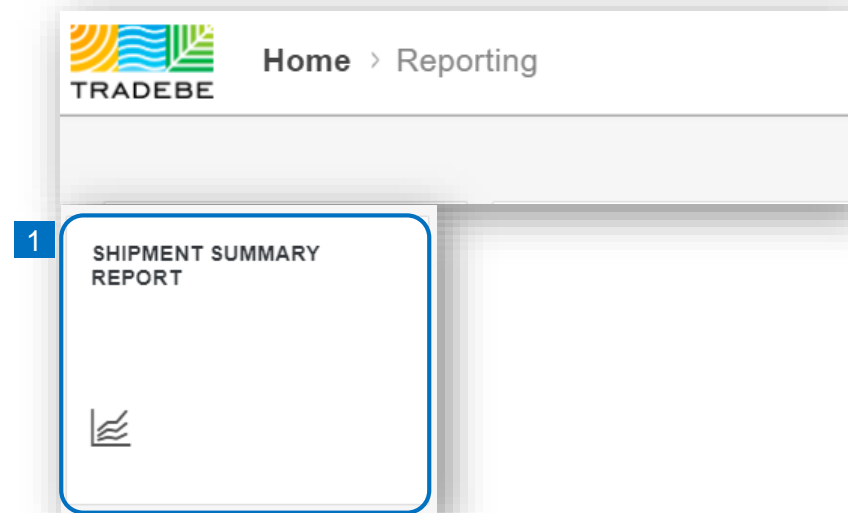
## 1 Select Reporting Either from the left tool bar or the tile on the Home Screen.



The screenshot shows the TRADEBE Home interface. On the left, a vertical sidebar contains navigation options: HOME, NEW PROFILE, PROFILES, ORDERS, INVOICES, MY CUSTOMER DATA, CHANGE REQUESTS, **REPORTING** (highlighted with a blue box), NOTIFICATIONS, REPORT AN INCIDENT, and GIVE FEEDBACK. The main dashboard area features several tiles: NEW PROFILE (with a plus icon), PROFILES (showing 0 Expiring Soon and 36 Total), ORDERS (showing 8 Total), INVOICES, MY CUSTOMER DATA (General Information, Addresses & Contacts), CHANGE REQUESTS, REPORTING (highlighted with a blue box and a bar chart icon), and NOTIFICATIONS (showing 4 Total). On the right side, there are contact cards for CER Contact (Jennifer Beardley, jennifer.beardsley@tradebe.com) and AM Contact (Dana Sulcer, dana.sulcer@tradebe.com). The top right of the dashboard shows the company name 'Example Company For Trai...', a 'Show All Generators' button, and notification, help, and user icons. The footer includes the slogan 'Sustainability at Work' and the TRADEBE logo.

## 1 Select the desired Report



At this moment, only the “Shipment Summary Report” is available.

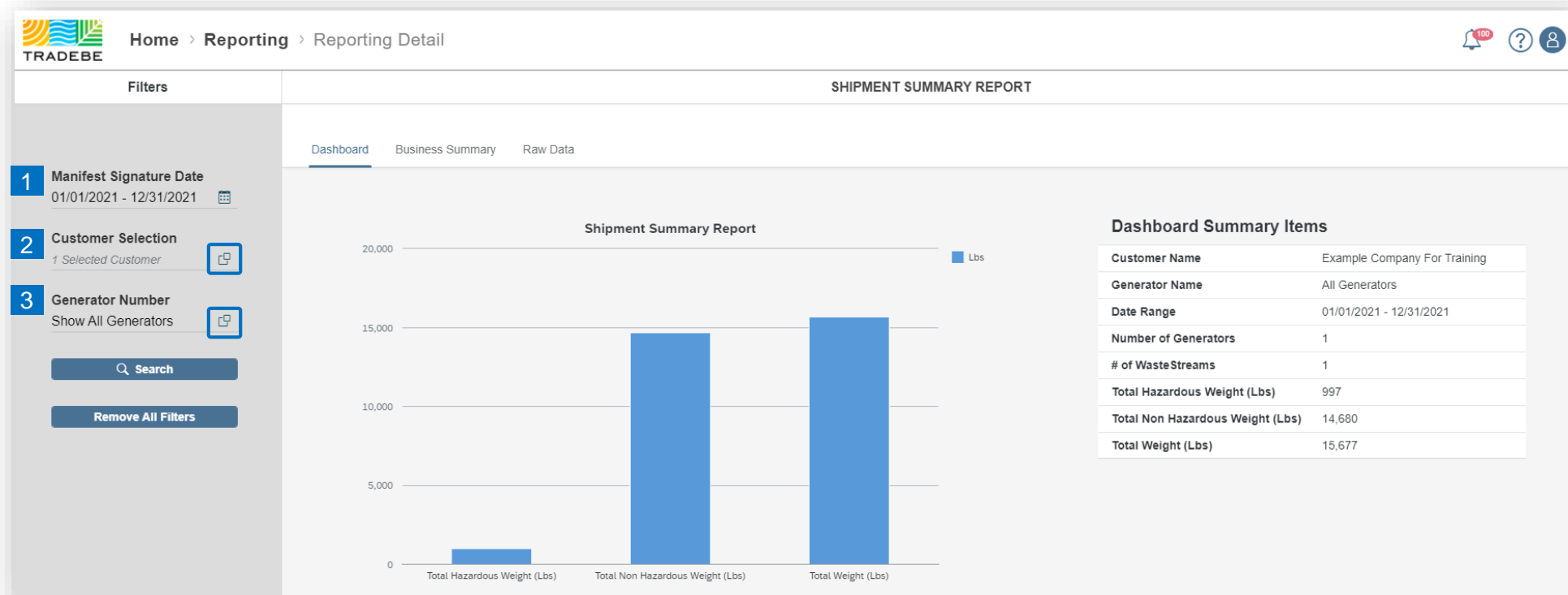


---

**i** Tip: this report can be used to prepare the Annual or Biennial Reports.

---

- 1 Select **Date Range** in the Filters section on the left side, based on “Manifest Signature Date”.
- 2 **Customer Selection** will default to the one selected in the Home Screen. To change it, “Remove All Filters” and choose a different Customer ID using the browsing option .
- 3 By Default, “**All Generators**” will be selected. A specific Generator can be chosen with the browsing option .



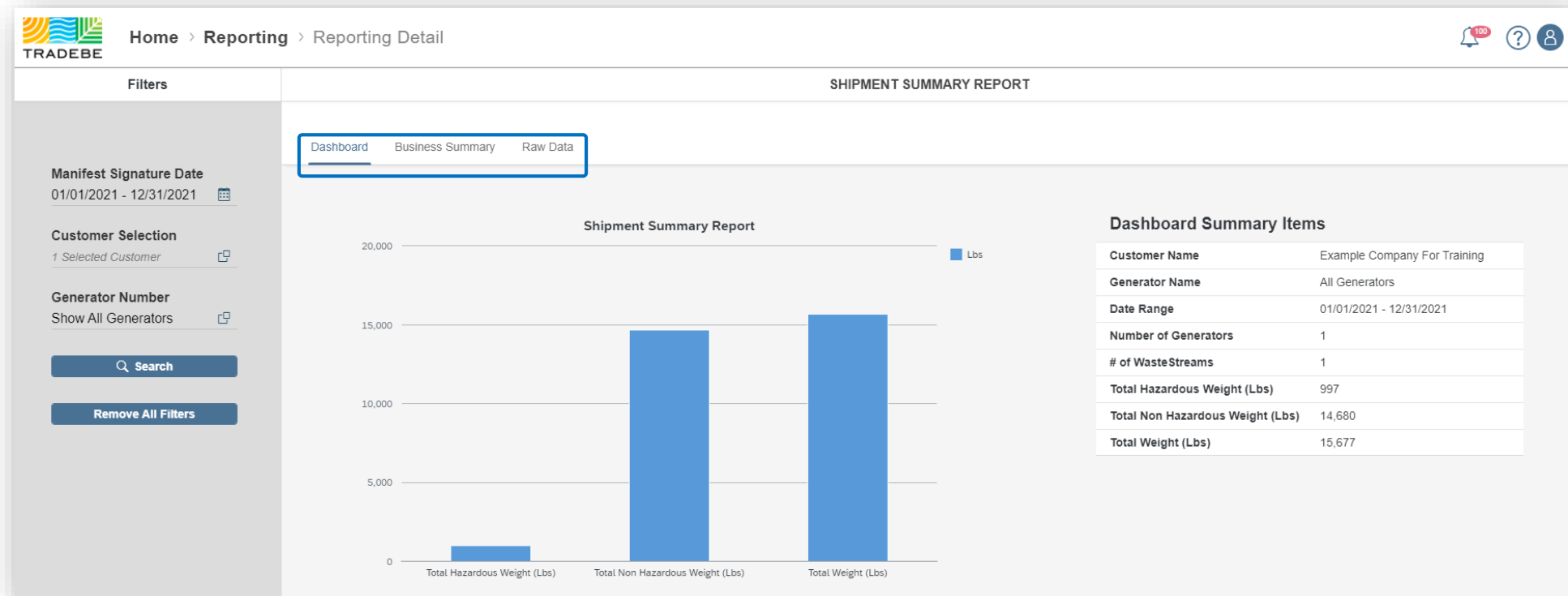
The screenshot displays the TRADEBE reporting interface. The breadcrumb navigation shows 'Home > Reporting > Reporting Detail'. The main title is 'SHIPMENT SUMMARY REPORT'. The left sidebar contains a 'Filters' section with three items: 'Manifest Signature Date' (01/01/2021 - 12/31/2021), 'Customer Selection' (1 Selected Customer), and 'Generator Number' (Show All Generators). Below the filters are 'Search' and 'Remove All Filters' buttons. The main content area features a bar chart titled 'Shipment Summary Report' with three bars: 'Total Hazardous Weight (Lbs)' at approximately 1,000 lbs, 'Total Non Hazardous Weight (Lbs)' at approximately 14,680 lbs, and 'Total Weight (Lbs)' at approximately 15,677 lbs. To the right of the chart is a 'Dashboard Summary Items' table.

Dashboard Summary Items	
Customer Name	Example Company For Training
Generator Name	All Generators
Date Range	01/01/2021 - 12/31/2021
Number of Generators	1
# of WasteStreams	1
Total Hazardous Weight (Lbs)	997
Total Non Hazardous Weight (Lbs)	14,680
Total Weight (Lbs)	15,677

1 There are three types of view for the Shipment Summary Report:

- a Dashboard
- b Business Summary
- c Raw Data

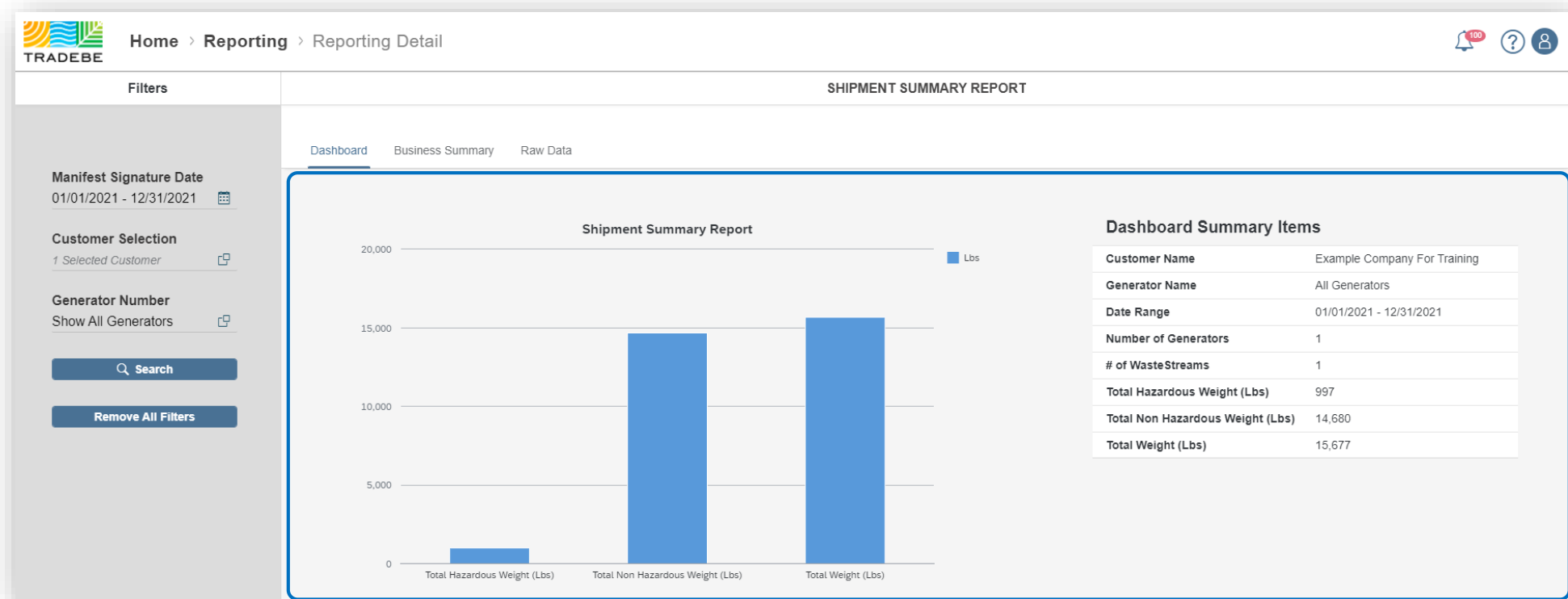
Change from one view to another using the upper bar.



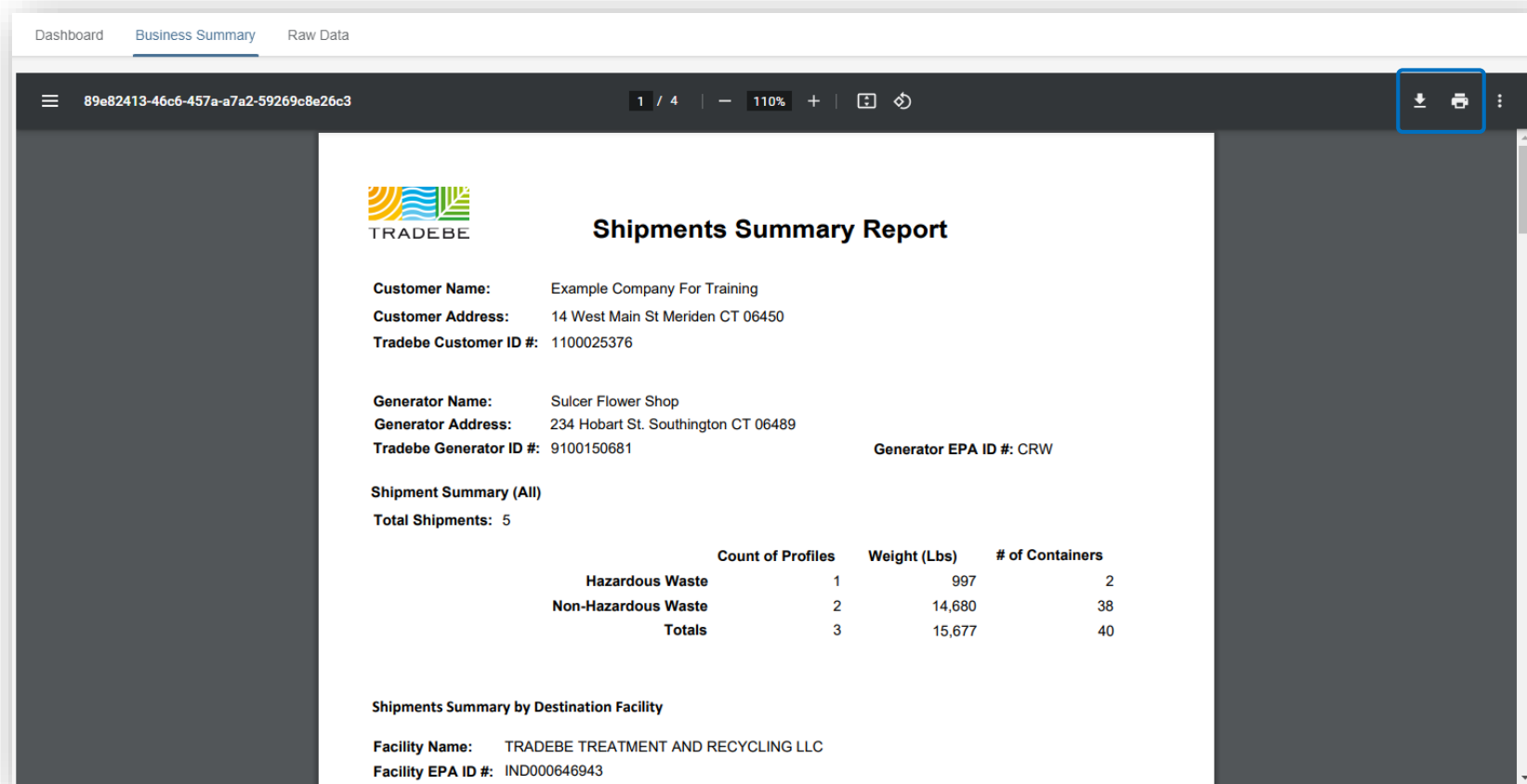
The screenshot displays the TRADEBE reporting interface. The breadcrumb navigation shows 'Home > Reporting > Reporting Detail'. The main title is 'SHIPMENT SUMMARY REPORT'. A navigation bar at the top of the report area contains three tabs: 'Dashboard' (selected), 'Business Summary', and 'Raw Data'. The 'Dashboard' view features a bar chart titled 'Shipment Summary Report' showing weights in Lbs. The chart has three bars: 'Total Hazardous Weight (Lbs)' at approximately 1,000, 'Total Non Hazardous Weight (Lbs)' at approximately 14,680, and 'Total Weight (Lbs)' at approximately 15,677. To the right of the chart is a 'Dashboard Summary Items' table. On the left side of the interface, there is a 'Filters' sidebar with sections for 'Manifest Signature Date' (01/01/2021 - 12/31/2021), 'Customer Selection' (1 Selected Customer), and 'Generator Number' (Show All Generators). There are also 'Search' and 'Remove All Filters' buttons.

Item	Value
Customer Name	Example Company For Training
Generator Name	All Generators
Date Range	01/01/2021 - 12/31/2021
Number of Generators	1
# of WasteStreams	1
Total Hazardous Weight (Lbs)	997
Total Non Hazardous Weight (Lbs)	14,680
Total Weight (Lbs)	15,677

**1 a** **Dashboard View** provides a visual chart and a summary of the volumes shipped to us for the selected date range, customer and generator(s).



**1 b Business Summary View** provides a summary of the shipments made to each of our facilities for the selected date range, customer and generator(s). This report can be downloaded or printed.



The screenshot shows a web application interface for a 'Shipments Summary Report'. At the top, there are navigation tabs for 'Dashboard', 'Business Summary', and 'Raw Data'. Below the navigation is a dark header bar containing a menu icon, a long alphanumeric ID, a page indicator '1 / 4', a zoom level '110%', and icons for download, print, and a settings menu. The main content area features the TRADEBE logo and the report title 'Shipments Summary Report'. It lists customer and generator information, followed by a summary table of shipments. At the bottom, it shows the destination facility details.

**Customer Name:** Example Company For Training  
**Customer Address:** 14 West Main St Meriden CT 06450  
**Tradebe Customer ID #:** 1100025376

**Generator Name:** Sulcer Flower Shop  
**Generator Address:** 234 Hobart St. Southington CT 06489  
**Tradebe Generator ID #:** 9100150681  
**Generator EPA ID #:** CRW

**Shipment Summary (All)**  
**Total Shipments:** 5

	Count of Profiles	Weight (Lbs)	# of Containers
<b>Hazardous Waste</b>	1	997	2
<b>Non-Hazardous Waste</b>	2	14,680	38
<b>Totals</b>	3	15,677	40

**Shipments Summary by Destination Facility**  
**Facility Name:** TRADEBE TREATMENT AND RECYCLING LLC  
**Facility EPA ID #:** IND000646943

1. **Customer** – The data included in the report will correspond to a single customer record only. The Customer Name and Address will be displayed on the report.
2. **Tradebe Customer ID#** – Is the number assigned by Tradebe to the customer record within the Tradebe system. *Note: a customer record can have one or more generators associated with it.*
3. **Generator** – One or more Generator(s) can be included in the report. The Generator(s) Name and Address will be displayed on the report.
4. **Tradebe Generator ID#** – Is the number assigned by Tradebe to the generator record within the Tradebe system.
5. **Manifest Signature Date** – The user will select the date range for which the report will be run.
6. **Generator EPA ID#** – Federal ID# for the generator. This information is originally communicated to Tradebe by the generator and is stored in the Tradebe system.
7. **Shipments Summary (All)** – This section of the report summarizes the number of shipments during the selected date range and compiles the data by total categories of Profiles, Weight and Containers. The data is further organized by Hazardous and Non-Hazardous waste designations.








8. **Shipments Summary by Destination Facility** – This section of the report organizes the data by the destination facility the wastes are shipped to.
9. **Generator Profile Name** – This is the common name of the waste stream. The name displayed corresponds to what has been previously established in the waste stream Profile by the Generator and is stored in the Tradebe system.
10. **Generator Profile Number** – This is a number for the profile that has been assigned by the generator. The number displayed corresponds to what has been previously established in the waste stream Profile by the Generator and is stored in the Tradebe system. In some cases, a generator may not assign a number and this field may be left blank.
11. **Management Method Code** – This code identifies how the waste was managed at the Tradebe facility.
12. **Weight** – This is the total weight in pounds of the shipped and managed waste stream.
13. **# of Containers** – This is the total number of containers shipped and managed.

**1 c** **Raw Data View** provides details for each of the shipments made to our facilities for the selected date range, customer and generator(s). This list can be downloaded or printed.


**SHIPMENT SUMMARY REPORT**

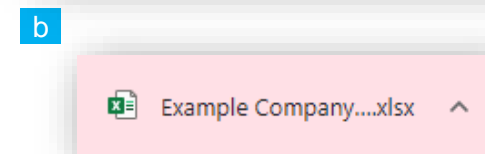
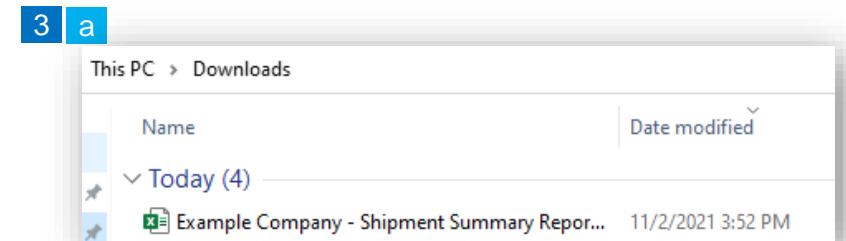
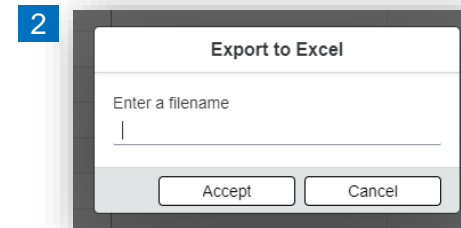
Dashboard   Business Summary   Raw Data

Generator Number	Generator Name	Generator Address	Generator EPA ID	WSP Number	WSP Name	Into Plant	Disposal Fac. EPA ID	WSP Haz / Non-Haz.
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS902	Expired Unused Sevin Dust	TRADEBE TREATMEN...	IND000646943	X
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS900	Dead Plants	TRADEBE TREATMEN...	IND000646943	
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS901a	Japanese Beetle Carcasses	TRADEBE TREATMEN...	IND000646943	
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS901a	Japanese Beetle Carcasses	TRADEBE TREATMEN...	IND000646943	
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS900	Dead Plants	TRADEBE TREATMEN...	IND000646943	

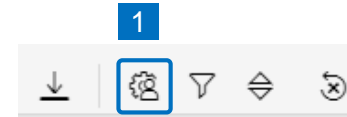
## Export Raw Data View

- 1** Export list to Excel by clicking on the download button .
- 2** Enter a File Name in the pop-up to save the document in your computer.
- 3** The file will save in your computer in the 'Downloads' folder.
  - a** It will also appear at the bottom-left of your screen when completed.
    - b**

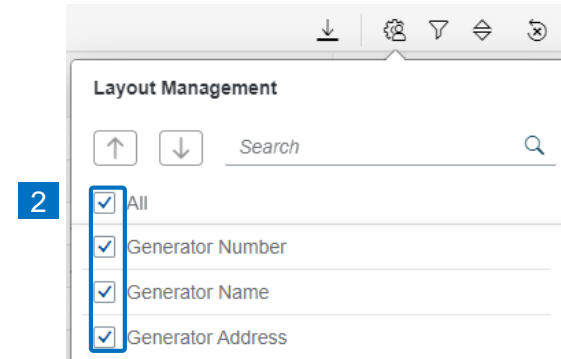


## Layout Management

1 Select the 'Layout Management' icon  .

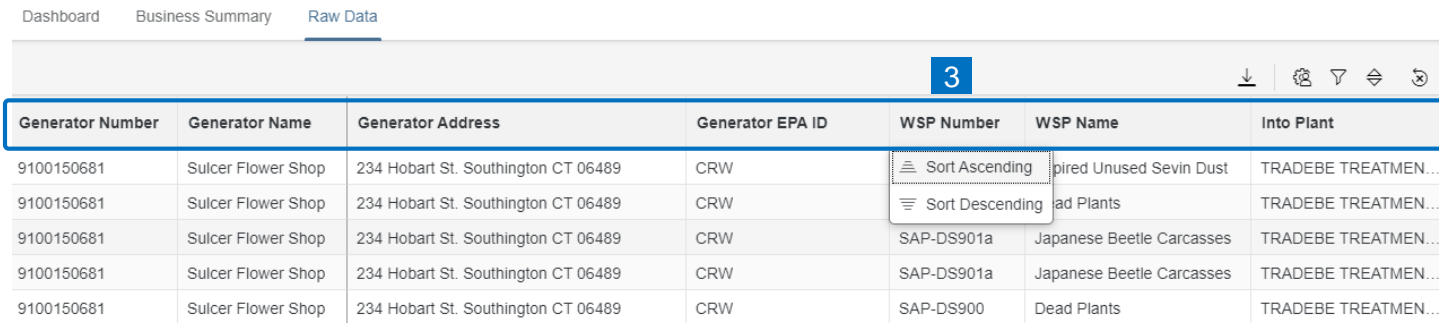


2 The selected check boxes will show as columns on the list view.






3 Reorder columns on the list view, by selecting the column header and dragging left or right.

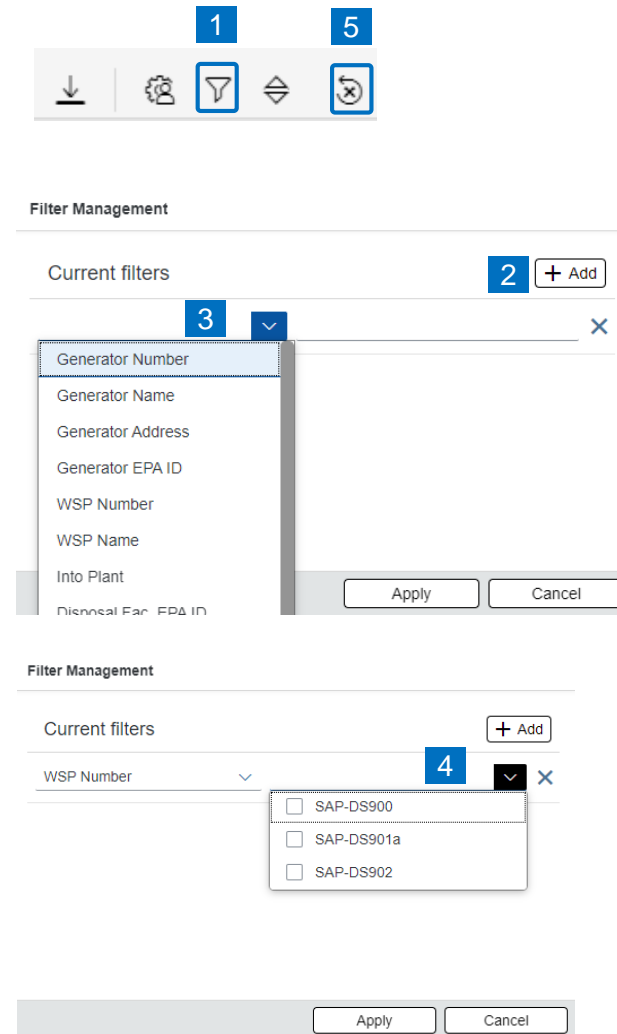
Dashboard Business Summary Raw Data



Generator Number	Generator Name	Generator Address	Generator EPA ID	WSP Number	WSP Name	Into Plant
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	Sort Ascending	pired Unused Sevin Dust	TRADEBE TREATMEN...
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	Sort Descending	ad Plants	TRADEBE TREATMEN...
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS901a	Japanese Beetle Carcasses	TRADEBE TREATMEN...
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS901a	Japanese Beetle Carcasses	TRADEBE TREATMEN...
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS900	Dead Plants	TRADEBE TREATMEN...

## Filtering

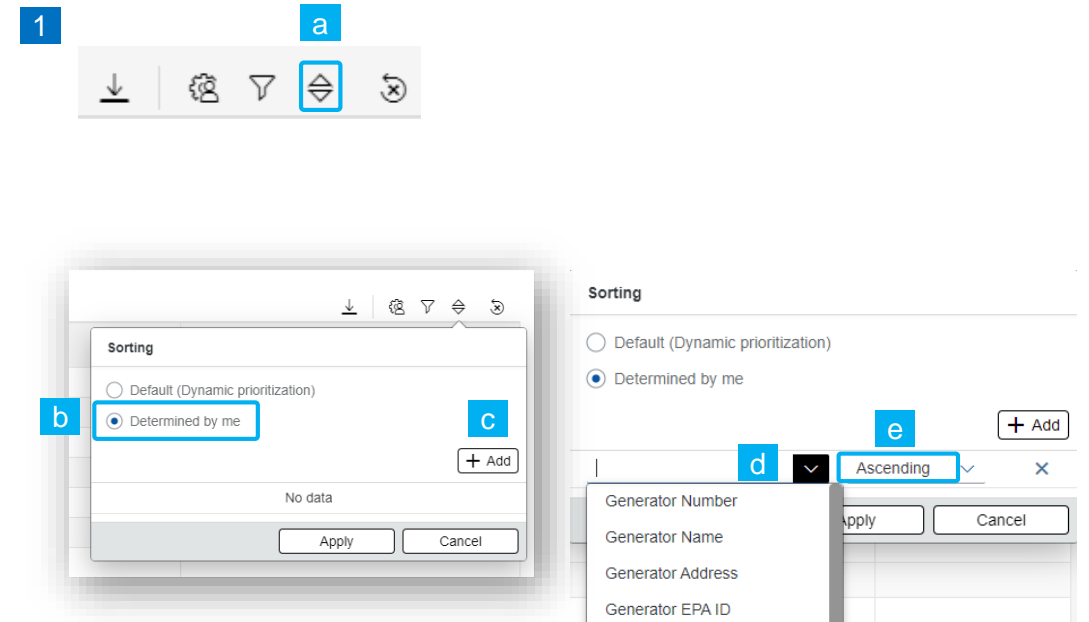
- 1 Select the 'Filtering' icon  .
- 2 Select 'Add'  .
- 3 Select the **column** that will be filtered from the left drop-down list.
- 4 Select **specific item(s) to filter** from the right drop-down list, then "Apply".
- 5 To **clear all filters**, click on the icon  .



The screenshot illustrates the 'Filter Management' interface in two states. In the top state, the 'Current filters' section is empty, and a dropdown menu is open, showing a list of columns: Generator Number, Generator Name, Generator Address, Generator EPA ID, WSP Number, WSP Name, Into Plant, and Disposal Fac. EPA ID. The 'WSP Number' column is selected. In the bottom state, the 'Current filters' section now contains 'WSP Number'. A second dropdown menu is open, showing a list of WSP numbers: SAP-DS900, SAP-DS901a, and SAP-DS902. The 'Apply' button is highlighted in both states. Numbered callouts (1-5) indicate the steps: 1. Click the filtering icon; 2. Click the '+ Add' button; 3. Select the column from the left dropdown; 4. Select the specific item from the right dropdown; 5. Click the clear all filters icon.

## Sorting

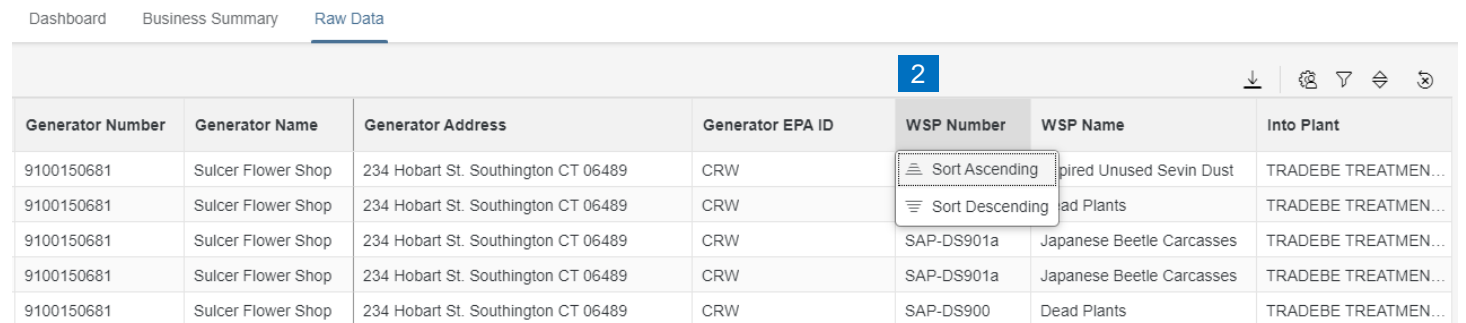
- 1** **Sorting “Option 1”:**
  - a. Click on the ‘Sorting’ button
  - b. Select “Determine by me”
  - c. Select “Add”
  - d. Select specific column to sort
  - e. Choose sorting order.



The screenshot shows the 'Sorting' dialog box and the 'Sorting' panel. In the dialog box, the 'Determined by me' radio button is selected (labeled 'b'), and the '+ Add' button is highlighted (labeled 'c'). In the 'Sorting' panel, the 'Determined by me' radio button is selected, and the 'Ascending' dropdown menu is open, showing a list of columns: Generator Number, Generator Name, Generator Address, and Generator EPA ID. The 'Ascending' option is highlighted (labeled 'e'), and the 'Generator Number' column is selected in the dropdown (labeled 'd').

- 2** **Sorting “Option 2”:**  
Right click on the header of the column to sort by and select either ascending or descending.

Dashboard Business Summary Raw Data



The screenshot shows the 'Raw Data' table with a context menu open over the 'WSP Number' column header. The context menu has two options: 'Sort Ascending' and 'Sort Descending'. The 'Sort Ascending' option is highlighted (labeled '2').










Generator Number	Generator Name	Generator Address	Generator EPA ID	WSP Number	WSP Name	Into Plant
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW		Expired Unused Sevin Dust	TRADEBE TREATMEN...
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW		Dead Plants	TRADEBE TREATMEN...
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS901a	Japanese Beetle Carcasses	TRADEBE TREATMEN...
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS901a	Japanese Beetle Carcasses	TRADEBE TREATMEN...
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS900	Dead Plants	TRADEBE TREATMEN...

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>
 Change Requests	<a href="#">Link</a>
 <b>Reporting</b>	<i>This guide</i>
 Notifications	<a href="#">Link</a>
 Request a New User	<a href="#">Link</a>





**TRADEBE**

*Sustainability at Work*

[www.tradebeusa.com](http://www.tradebeusa.com)

