TRADEBE CUSTOMER PORTAL

Connecting your needs

User Guide
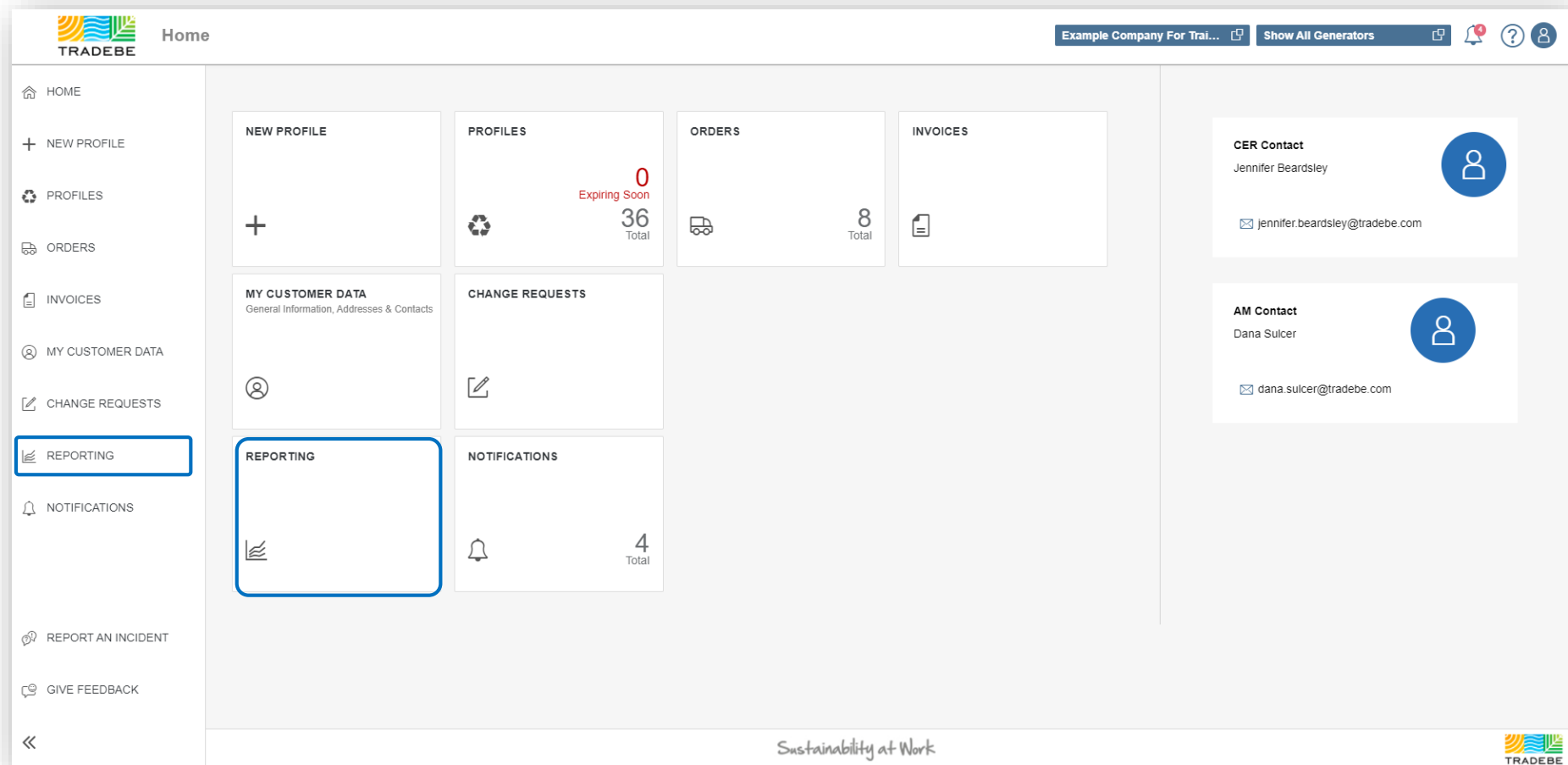
Reporting

TRADEBE

Sustainability at Work
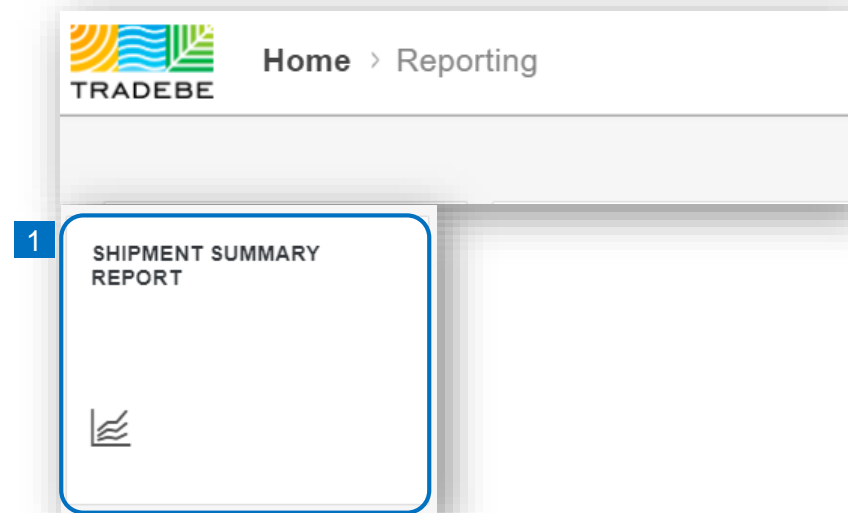
Reporting | Select

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

1 **Select the desired Report**
At this moment, only the "Shipment Summary Report" is available.
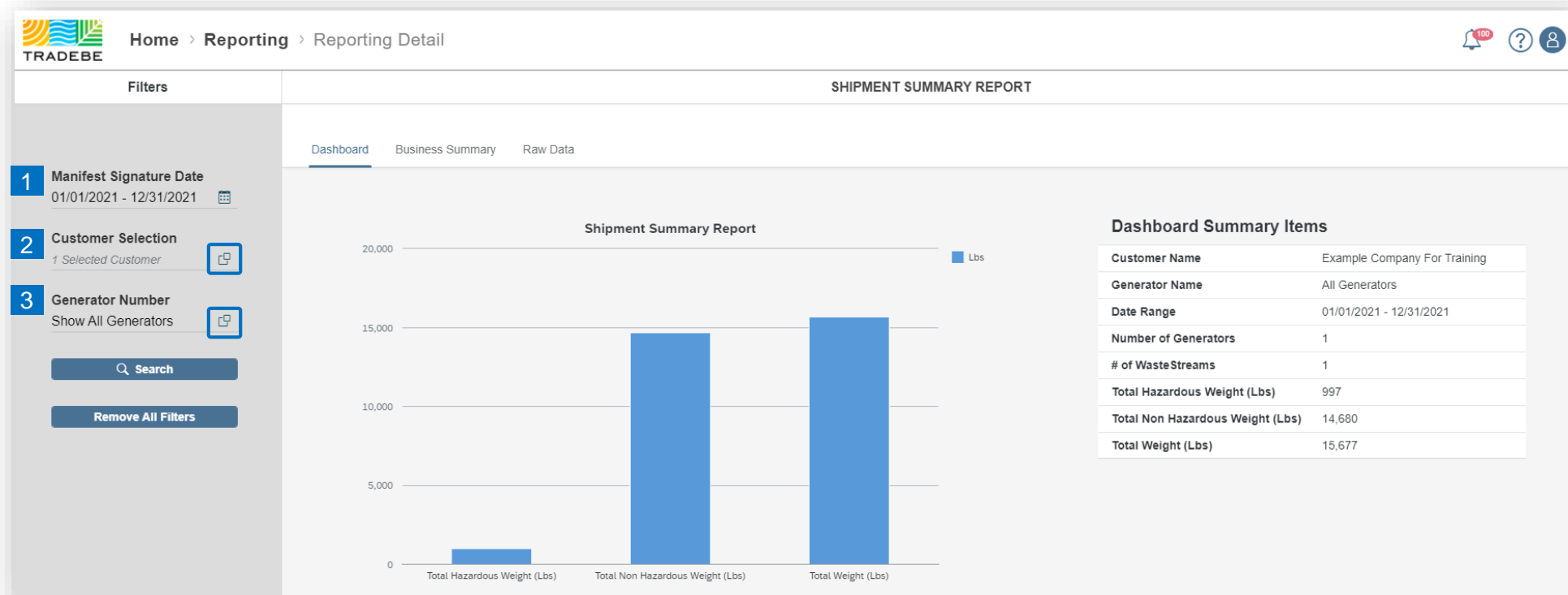
ℹ️ *Tip: this report can be used to prepare the Annual or Biennial Reports.*

Reporting | Filters

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.
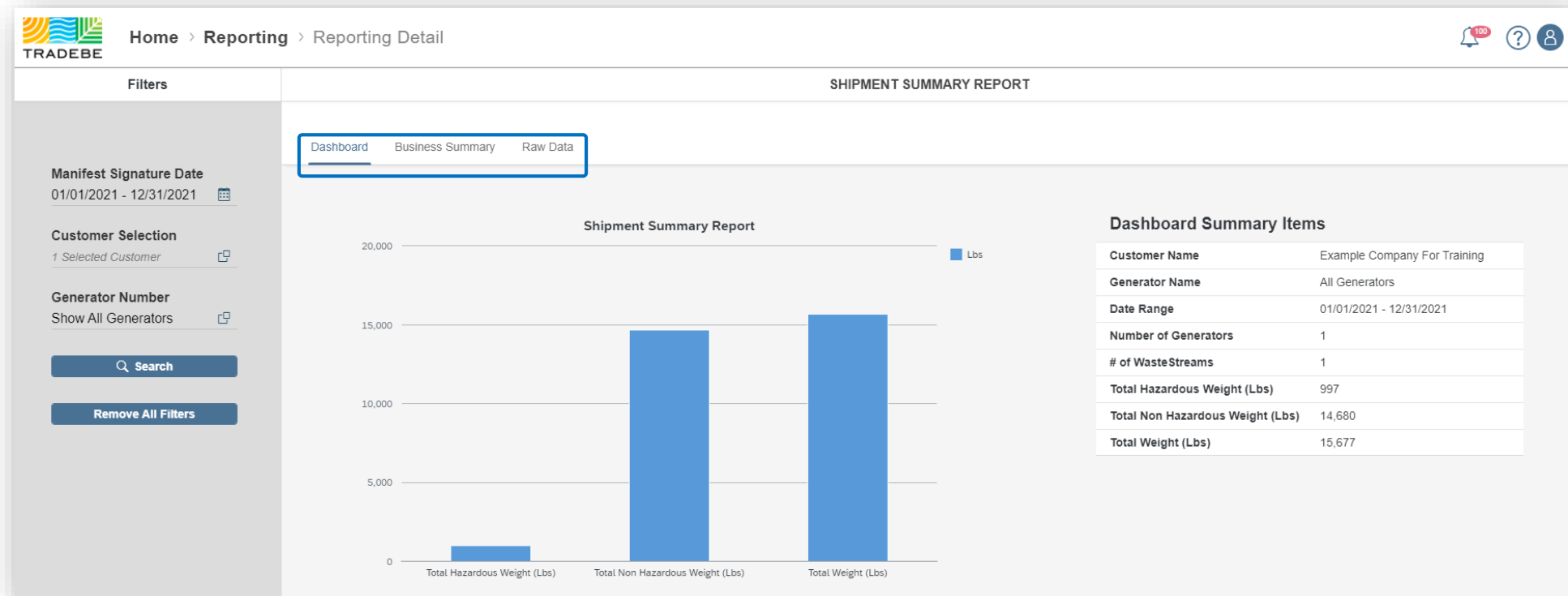
Reporting | Report Views

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.

Reporting | Dashboard View

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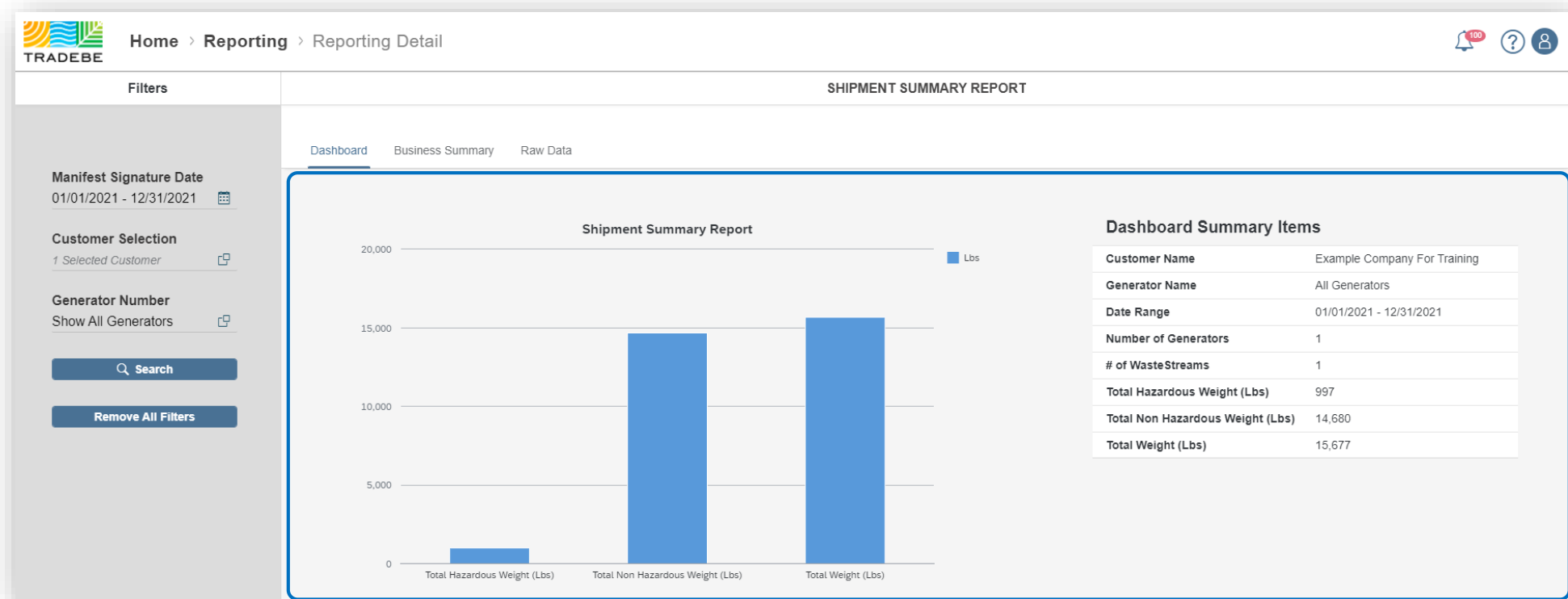
1 b **Business Summary View** provides a summary of the shipments made to each of our facilities for the selected date range, customer and generator(s). This report can be downloaded or printed.

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.
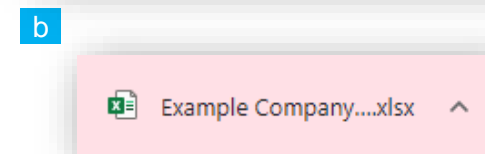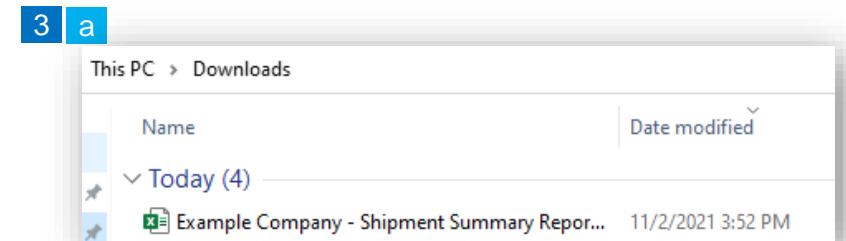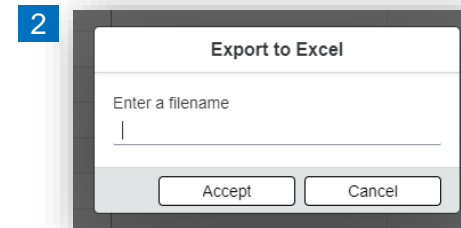

SHIPMENT SUMMARY REPORT

Dashboard   Business Summary   Raw Data

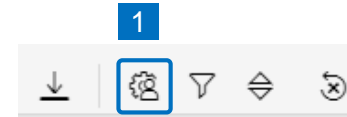| Generator Number	Generator Name	Generator Address	Generator EPA ID	WSP Number	WSP Name	Into Plant	Disposal Fac. EPA ID	WSP Haz / Non-Haz.
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489	CRW	SAP-DS902	Expired Unused Sevin Dust	TRADEBE TREATMEN...	IND000646943	X
9100150681	Sulcer Flower 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]
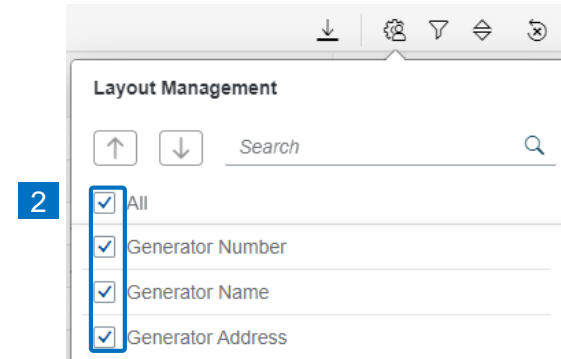It will also appear at the bottom-left of your screen when completed. [b]

Export to Excel

Enter a filename

[Accept] [Cancel]

This PC › Downloads

Name	Date modified
Today (4)	
Example Company - Shipment Summary Repor...	11/2/2021 3:52 PM

Example Company....xlsx   ∧

11

Layout Management

1 Select the 'Layout Management' icon.
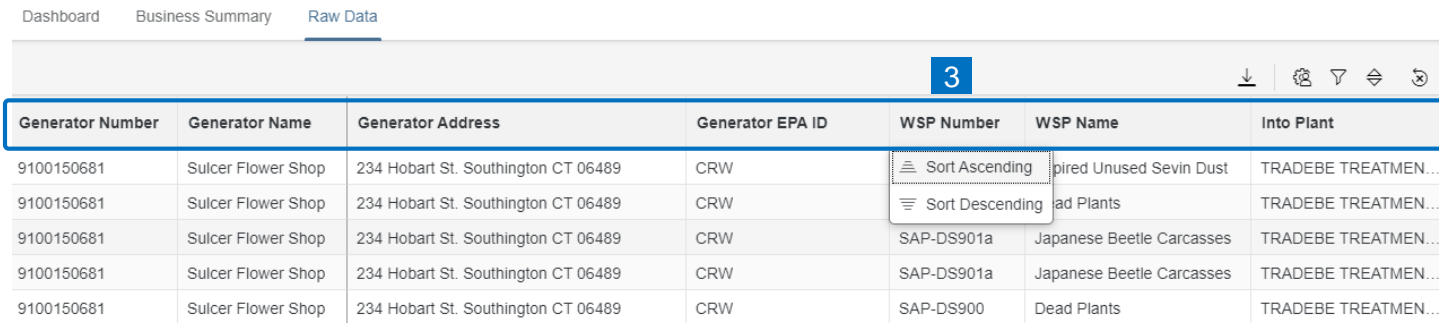
2 **The selected check boxes** will show as columns on the list view.

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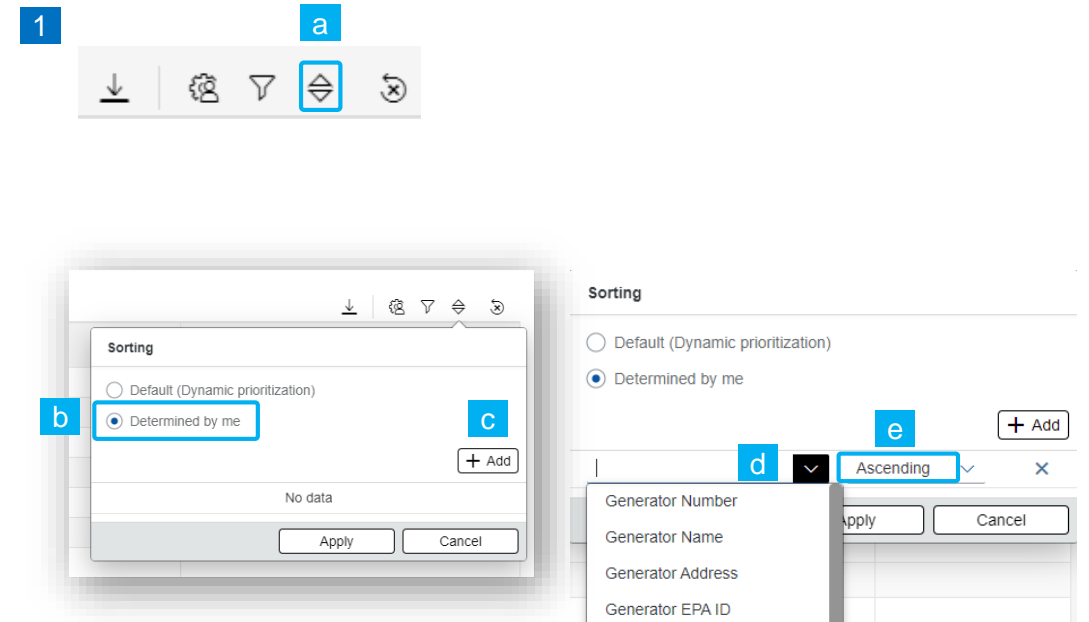
Filtering

1   **Select the 'Filtering' icon** ▽ .

2   **Select 'Add** ⊞ 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 ↺ .

Filter Management

Current filters   **2** ⊞ Add

3

Generator Number
Generator Name
Generator Address
Generator EPA ID
WSP Number
WSP Name
Into Plant
Disposal Fac. EPA ID

Apply   Cancel

Filter Management

Current filters   ⊞ Add

WSP Number   **4**

☐ SAP-DS900
☐ SAP-DS901a
☐ SAP-DS902

Apply   Cancel

13
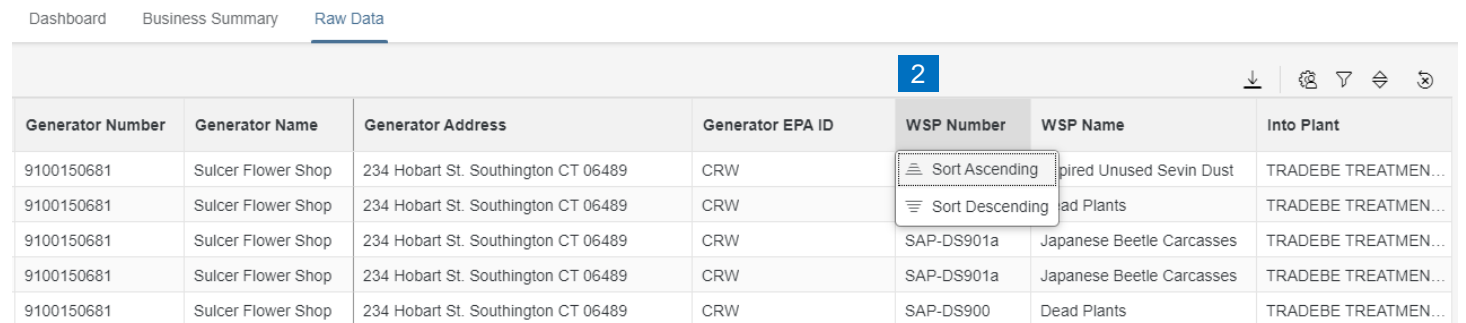
Sorting

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.

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

Help

Still have questions?

Contact your CER or e-mail us at adminportal@tradebe.com

Access To Other User Guides

Portal Functionality	PDF Guide
⌂ Home Screen	Link
♻ Profiles	Link
🚚 Orders	Link
📄 Invoices	Link
👤 My Customer Data	Link
✎ Change Requests	Link
📈 **Reporting**	*This guide*
🔔 Notifications	Link
👤⊕ Request a New User	Link

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