



TRADEBE CUSTOMER PORTAL

Connecting your needs

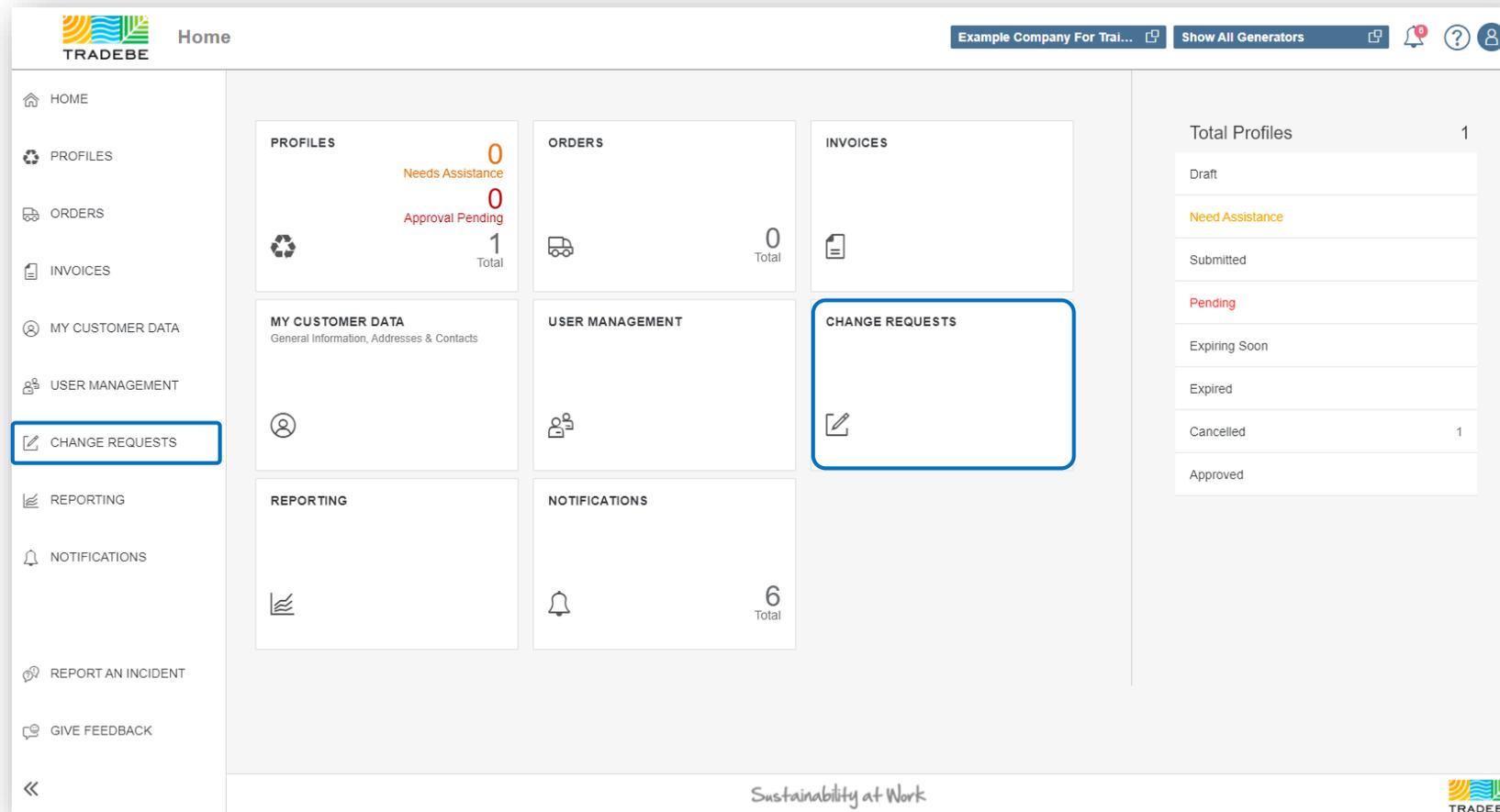
User Guide

 **Change Requests**



TRADEBE
Sustainability at Work

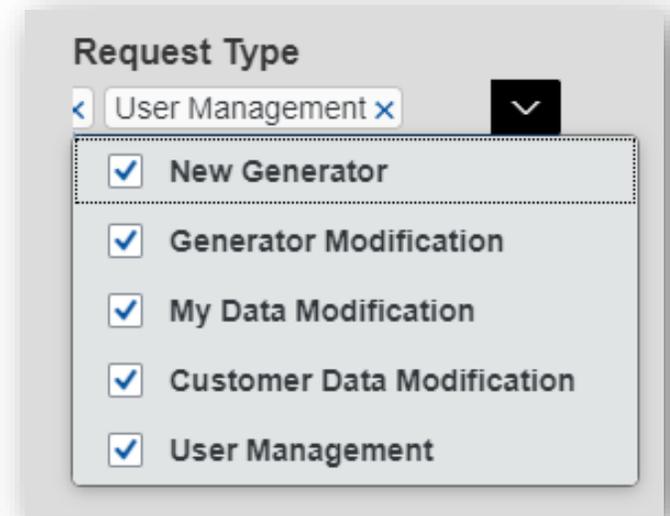
1 Select Change Requests  either from the left tool bar or the tile on the Home Screen.



The screenshot displays the TRADEBE Home interface. On the left, a vertical sidebar contains navigation options: HOME, PROFILES, ORDERS, INVOICES, MY CUSTOMER DATA, USER MANAGEMENT, CHANGE REQUESTS (highlighted with a blue box), REPORTING, NOTIFICATIONS, REPORT AN INCIDENT, and GIVE FEEDBACK. The main dashboard area features several tiles: PROFILES (0 Needs Assistance, 0 Approval Pending, 1 Total), ORDERS (0 Total), INVOICES, MY CUSTOMER DATA (General Information, Addresses & Contacts), USER MANAGEMENT, CHANGE REQUESTS (highlighted with a blue box), REPORTING, and NOTIFICATIONS (6 Total). On the right, a 'Total Profiles' summary shows 1 total profile, broken down into Draft, Need Assistance, Submitted, Pending, Expiring Soon, Expired, Cancelled (1), and Approved. The bottom of the screen includes the text 'Sustainability at Work' and the TRADEBE logo.

1 There are 5 Request Types:

- a** **New Generator:** a request to create a new generator.
- b** **Generator Modification:** a change in any of the records for an existing generator.
- c** **My Data Modification:** a change in the user's data.
- d** **Customer Data Modification:** a change in any of the records for an existing Customer.
- e** **User Management:** a change in the permits or any of the users for a given account.



Change Requests | New Generator Request



- 1** Review the information submitted by the Customer and compare with our records to confirm a New Generator is necessary.
- 2** Confirm or Reject the request.
 - a** When selecting any of the two options, a pop-up will display to add a note that will be displayed to the requisitioner.
 - b** In case the request is confirmed, an additional window will pop-up with the new Generator's ID#.
- 3** The change will reflect immediately both in the Portal and in SAP.

Change Requests | Data Modification Request / User Change Request



For Generator, My Data, Customer Data or User modification requests:

- 1 Review the modification request submission.
- 2 Confirm or Reject the request.
 - a When selecting any of the two options, a pop-up will display to add a note that will be displayed to the requisitioner.
- 3 The change will reflect immediately both in the Portal and in SAP.

A screenshot of a "Request Change" dialog box. The dialog contains the following information:

CER jennifer.beardsley@tradebe.com	Customer Name Example Company For Training	Date 10/06/2021
User examplecompany@yahoo.com	Generator Number 9100064613	Status Pending
Customer Number 1100025376	Generator Name EXAMPLE COMPANY FOR TRAINING	

Request
Please change our street address to 234 Hobart Street, Meriden, CT 06450

At the bottom right, there is a blue box with the number "2" and three buttons: a green "Confirm" button, a red "Reject" button, and a white "Close" button.

A screenshot of a "Confirm" dialog box. It features a text input field with the placeholder text "Tradebe's Comments. (This will be shown to the Customer)". Below the input field are two buttons: a blue "Confirm" button and a white "Cancel" button.

Help

Still have questions?

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

Access To Other User Guides

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 Request a New User	Link



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