



TRADEBE CUSTOMER PORTAL

Connecting your needs

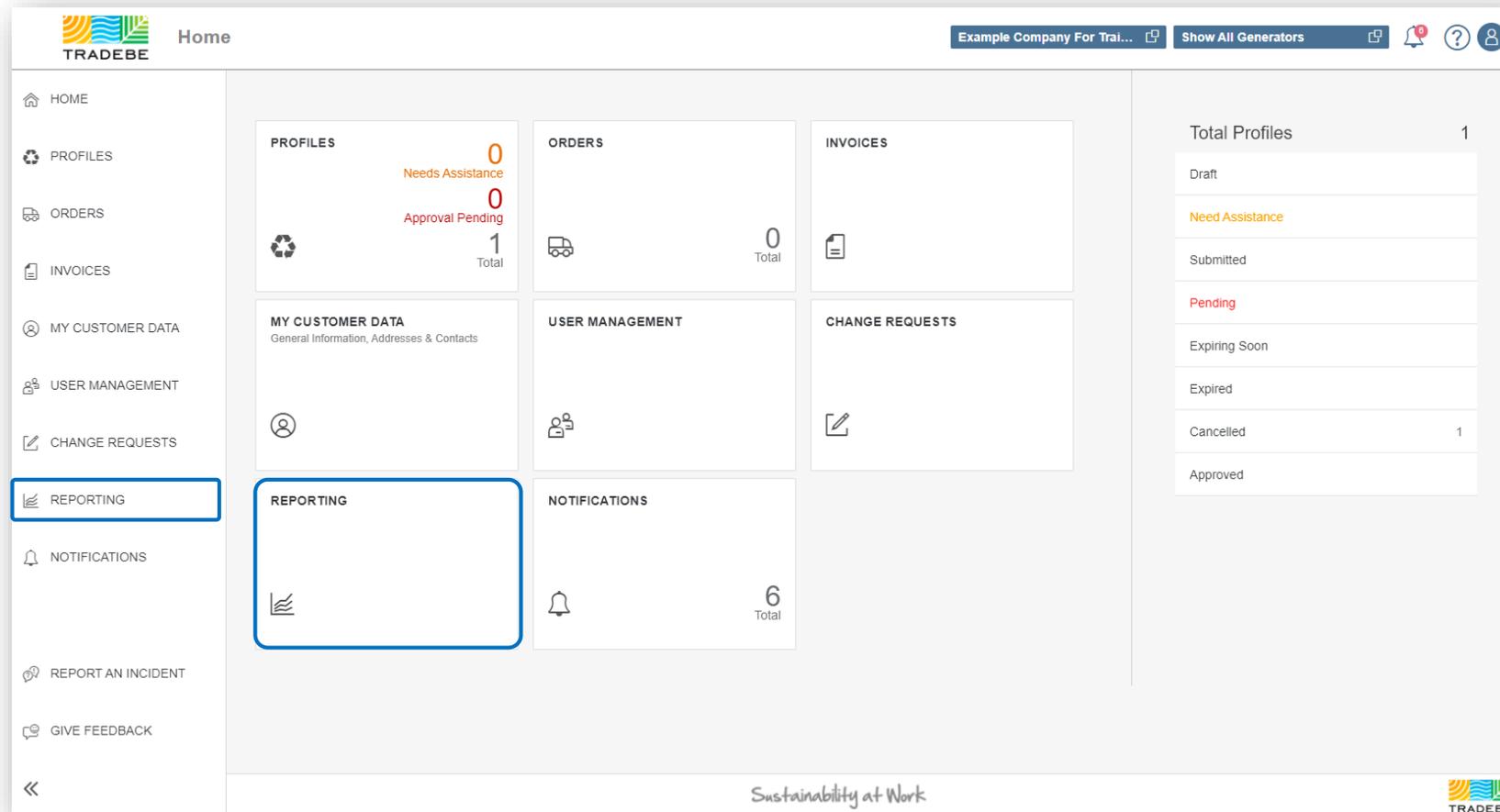
User Guide

 Reporting



TRADEBE
Sustainability at Work

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

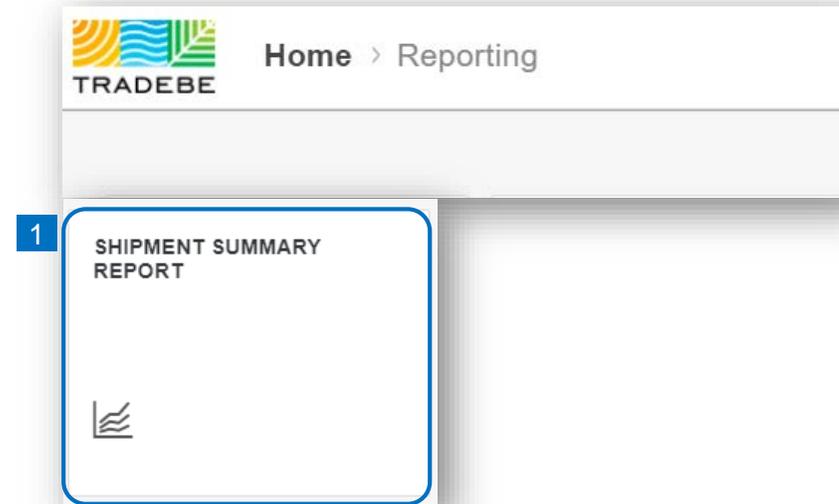


The screenshot displays the TRADEBE Home interface. The left sidebar contains a navigation menu with the following items: HOME, PROFILES, ORDERS, INVOICES, MY CUSTOMER DATA, USER MANAGEMENT, CHANGE REQUESTS, **REPORTING** (highlighted with a blue box), NOTIFICATIONS, REPORT AN INCIDENT, and GIVE FEEDBACK. 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, and NOTIFICATIONS (6 Total). A 'REPORTING' tile is also present in the main dashboard grid, highlighted with a blue box. On the right side, there is a 'Total Profiles' summary table with 1 total profile, broken down into Draft, Need Assistance, Submitted, Pending, Expiring Soon, Expired, Cancelled (1), and Approved.

Category	Count
Total Profiles	1
Draft	
Need Assistance	
Submitted	
Pending	
Expiring Soon	
Expired	
Cancelled	1
Approved	

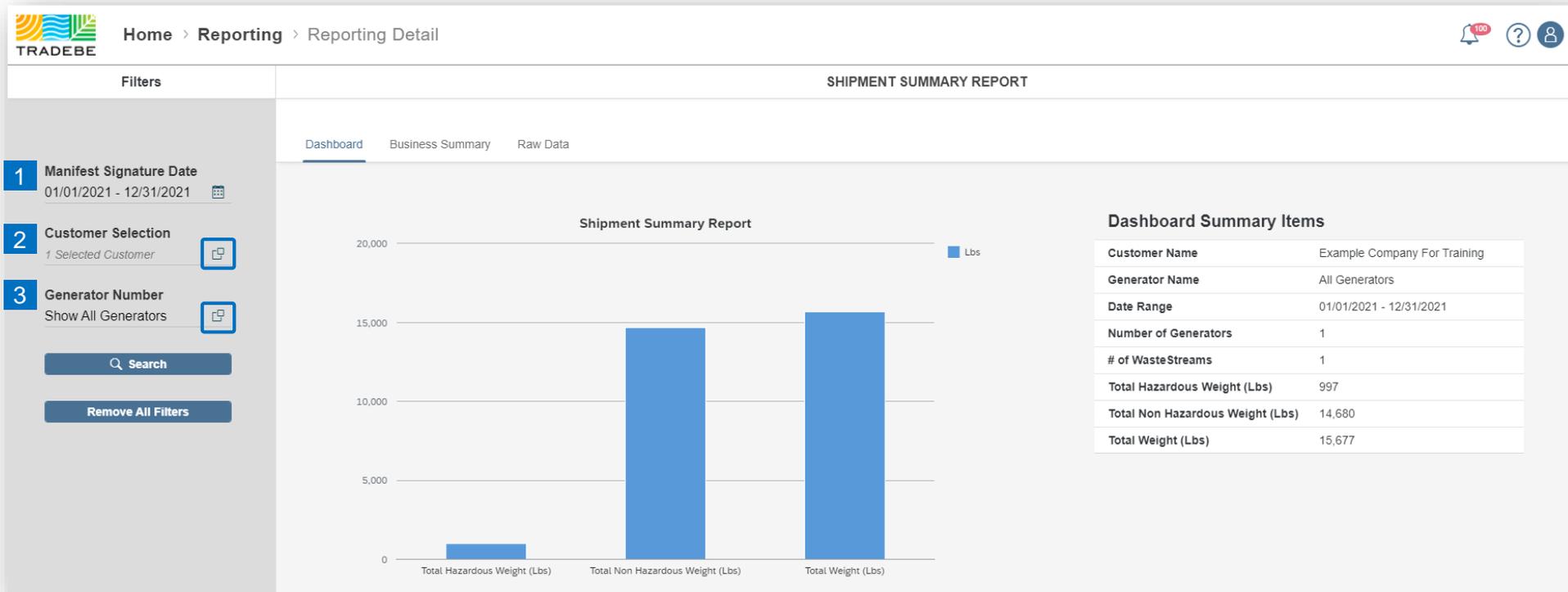
1 Select the desired Report

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 .



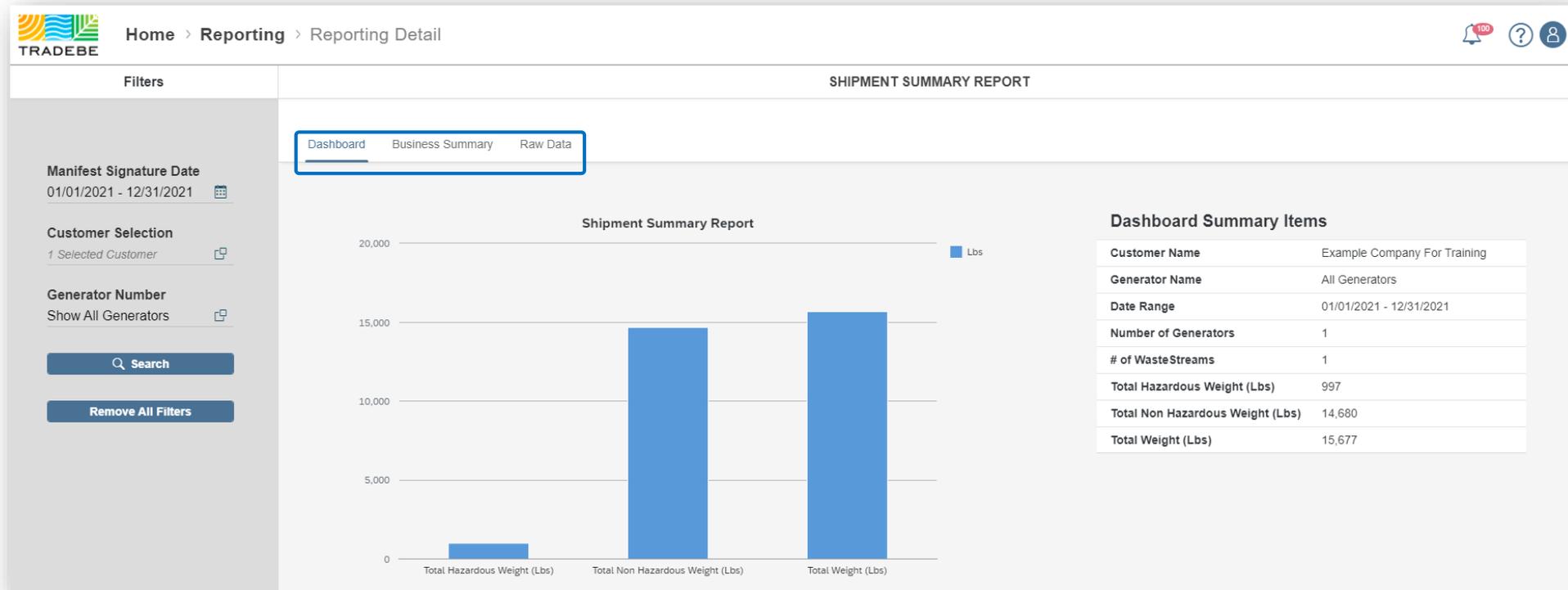
The screenshot displays the TRADEBE Reporting Detail page. The breadcrumb navigation is Home > Reporting > Reporting Detail. The page title is SHIPMENT SUMMARY REPORT. The left sidebar contains filters for Manifest Signature Date (01/01/2021 - 12/31/2021), Customer Selection (1 Selected Customer), and Generator Number (Show All Generators). The main content area shows 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. A Dashboard Summary Items table is also present on the right.

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

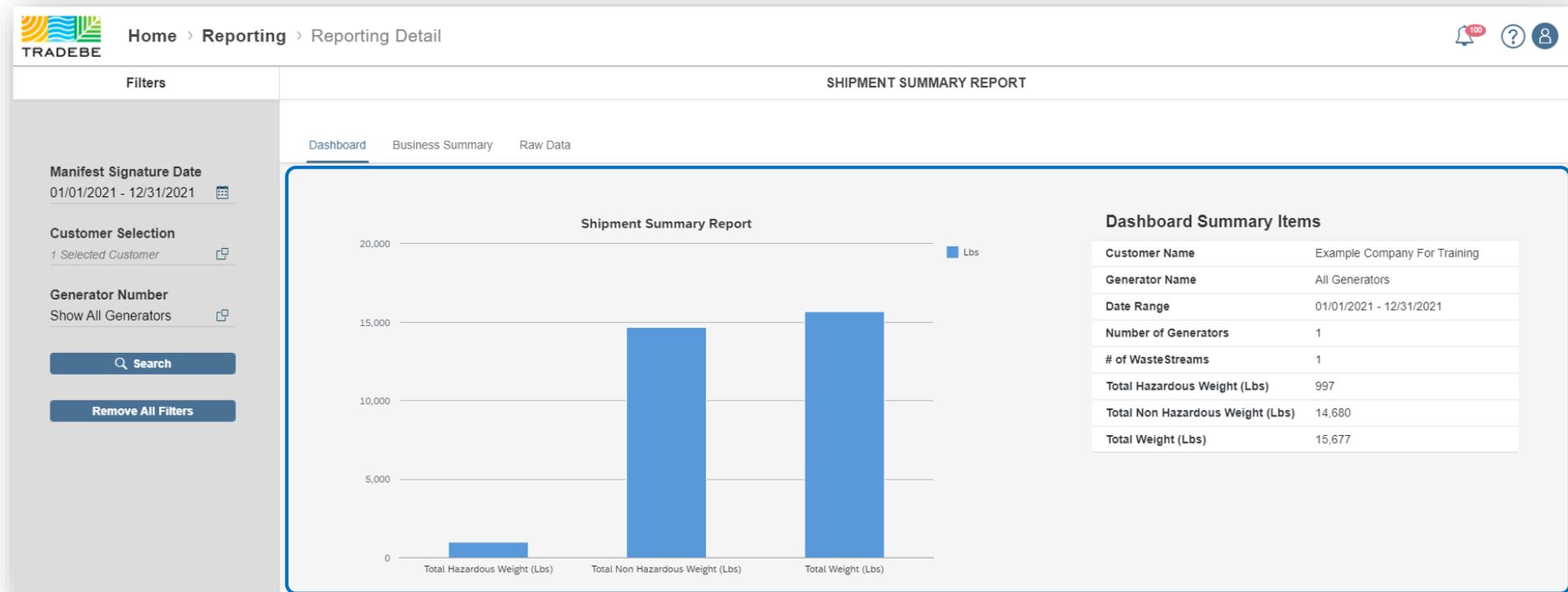
Change from one view to another using the upper bar.



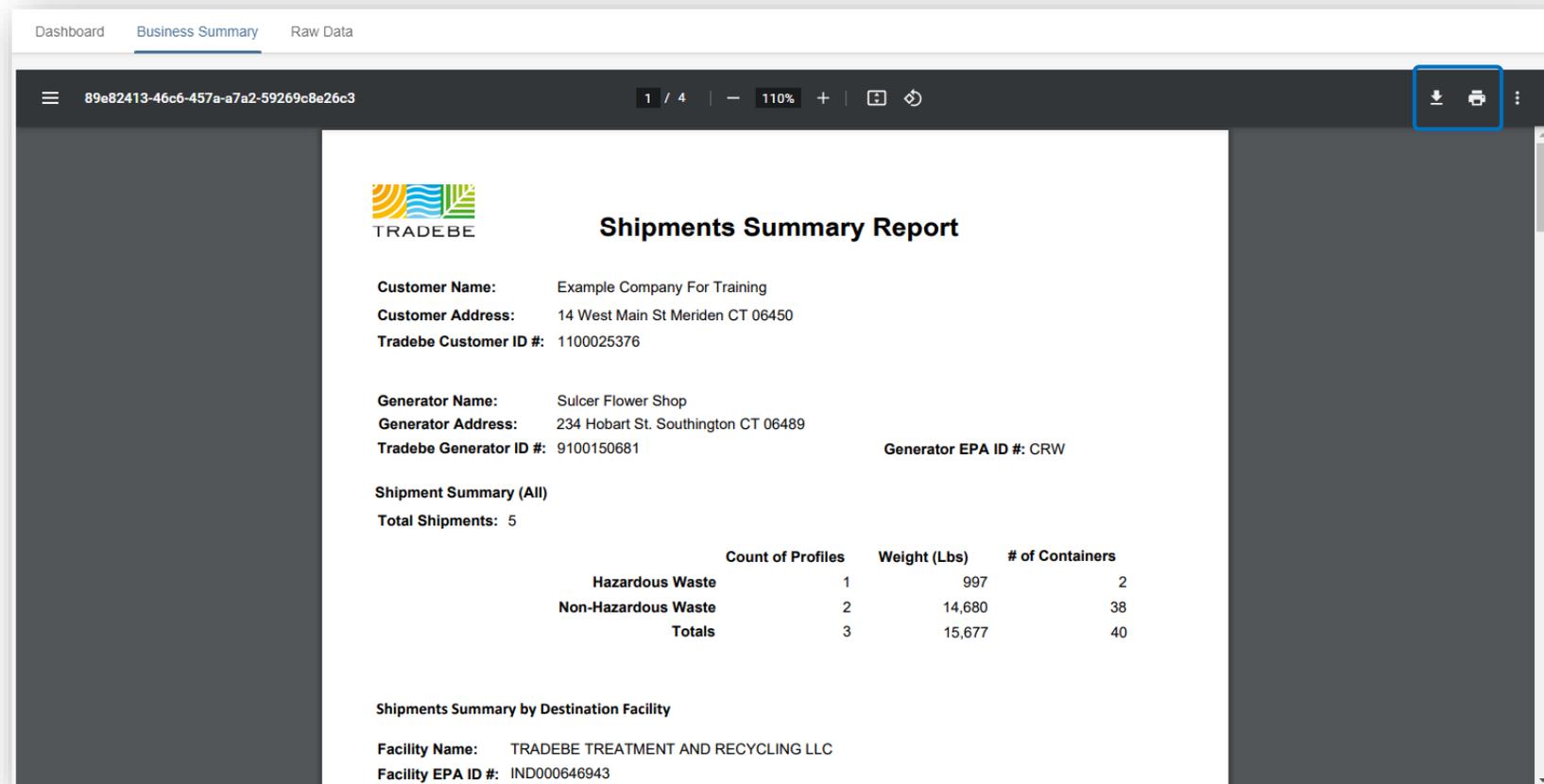
The screenshot displays the TRADEBE reporting interface. The breadcrumb navigation shows 'Home > Reporting > Reporting Detail'. The main heading is 'SHIPMENT SUMMARY REPORT'. A navigation bar at the top of the report area contains three tabs: 'Dashboard' (selected), 'Business Summary', and 'Raw Data'. 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 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. 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.

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 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 and a section for destination facilities.

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
Hazardous Waste	1	997	2
Non-Hazardous Waste	2	14,680	38
Totals	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.

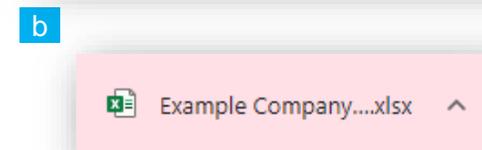
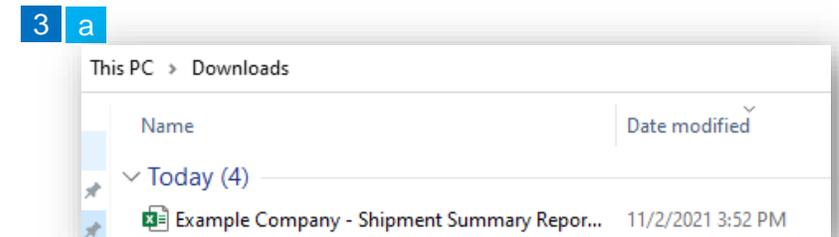
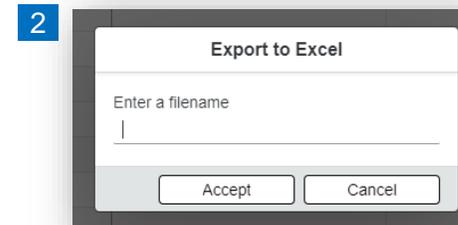
8. **Shipments Summary by Destination Facility** – This section of the report organizes the data by the destination facility the wastes are shipped to.
9. **Generator Profile Name** – This is the common name of the waste stream. The name displayed corresponds to what has been previously established in 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**

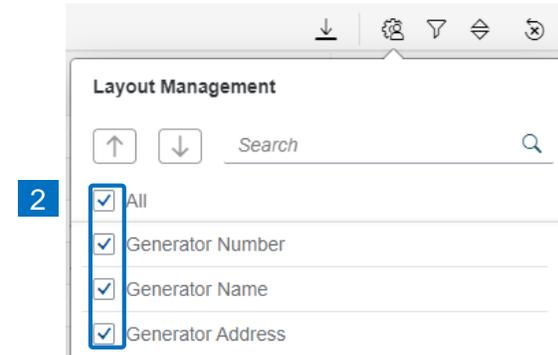


Layout Management

1 Select the 'Layout Management' icon  .

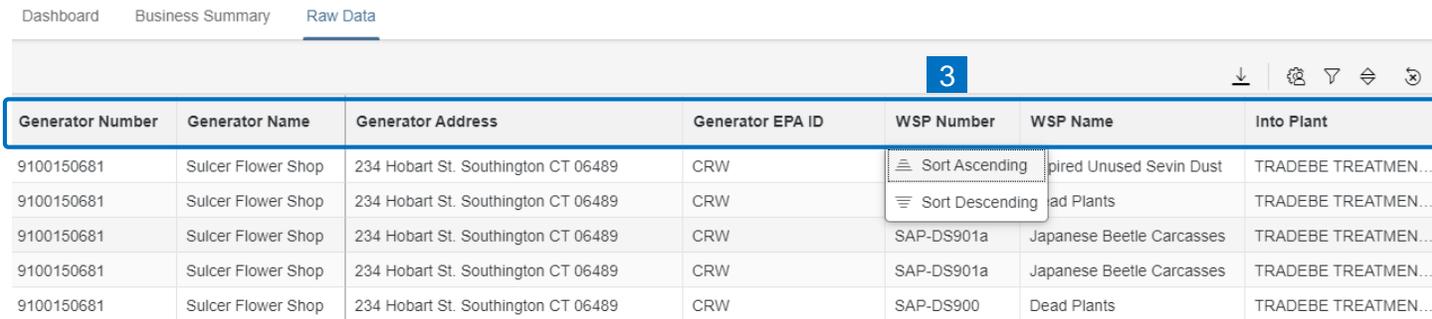


2 The selected check boxes will show as columns on the list view.



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

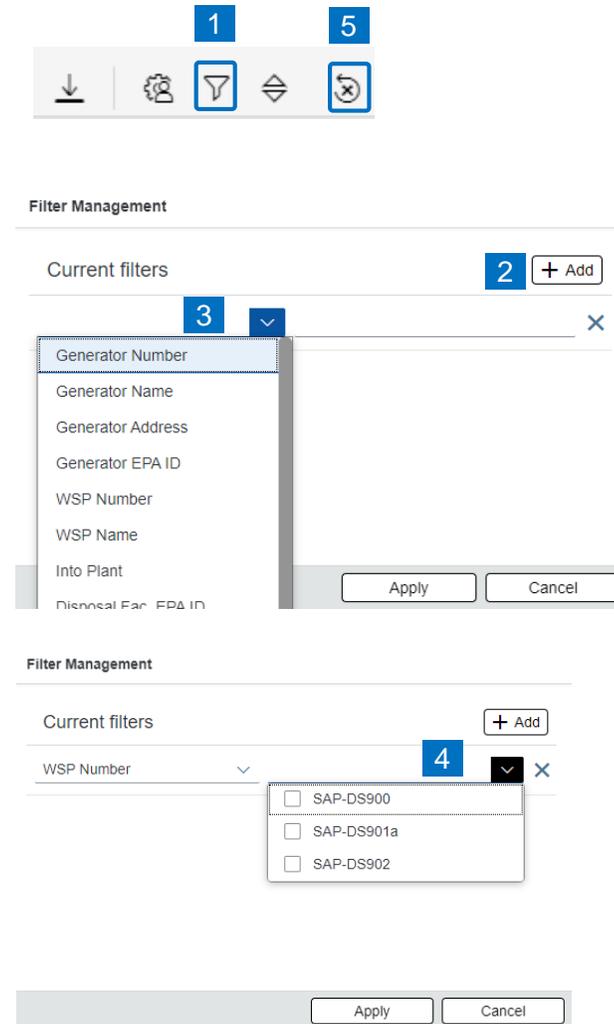
Dashboard Business Summary Raw Data



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. The top part shows the initial state with a toolbar containing icons for download, settings, filtering (1), sort, and clear filters (5). Below the toolbar, the 'Filter Management' panel shows 'Current filters' with an '+ Add' button (2). A dropdown menu (3) is open, listing columns: Generator Number, Generator Name, Generator Address, Generator EPA ID, WSP Number, WSP Name, Into Plant, and Disposal Fac. EPA ID. The bottom part shows the same panel after a filter has been added. The 'Current filters' section now includes 'WSP Number' (4). A second dropdown menu is open, showing a list of WSP numbers: SAP-DS900, SAP-DS901a, and SAP-DS902. 'Apply' and 'Cancel' buttons are visible at the bottom of the interface.

Sorting

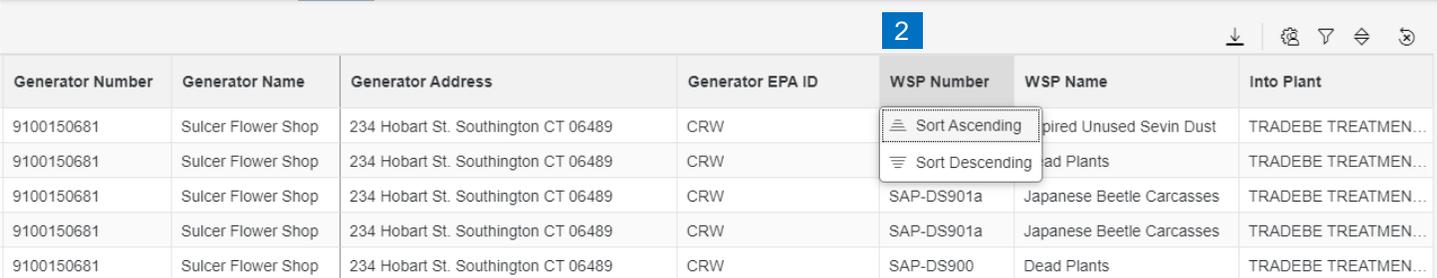
1 Sorting “Option 1”:

- Click on the ‘Sorting’ button
- Select “Determine by me”
- Select “Add”
- Select specific column to sort
- Choose sorting order.

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



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

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	<i>This guide</i>
 Notifications	Link
 Request a New User	Link



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