



TRADEBE CUSTOMER PORTAL

Connecting your needs

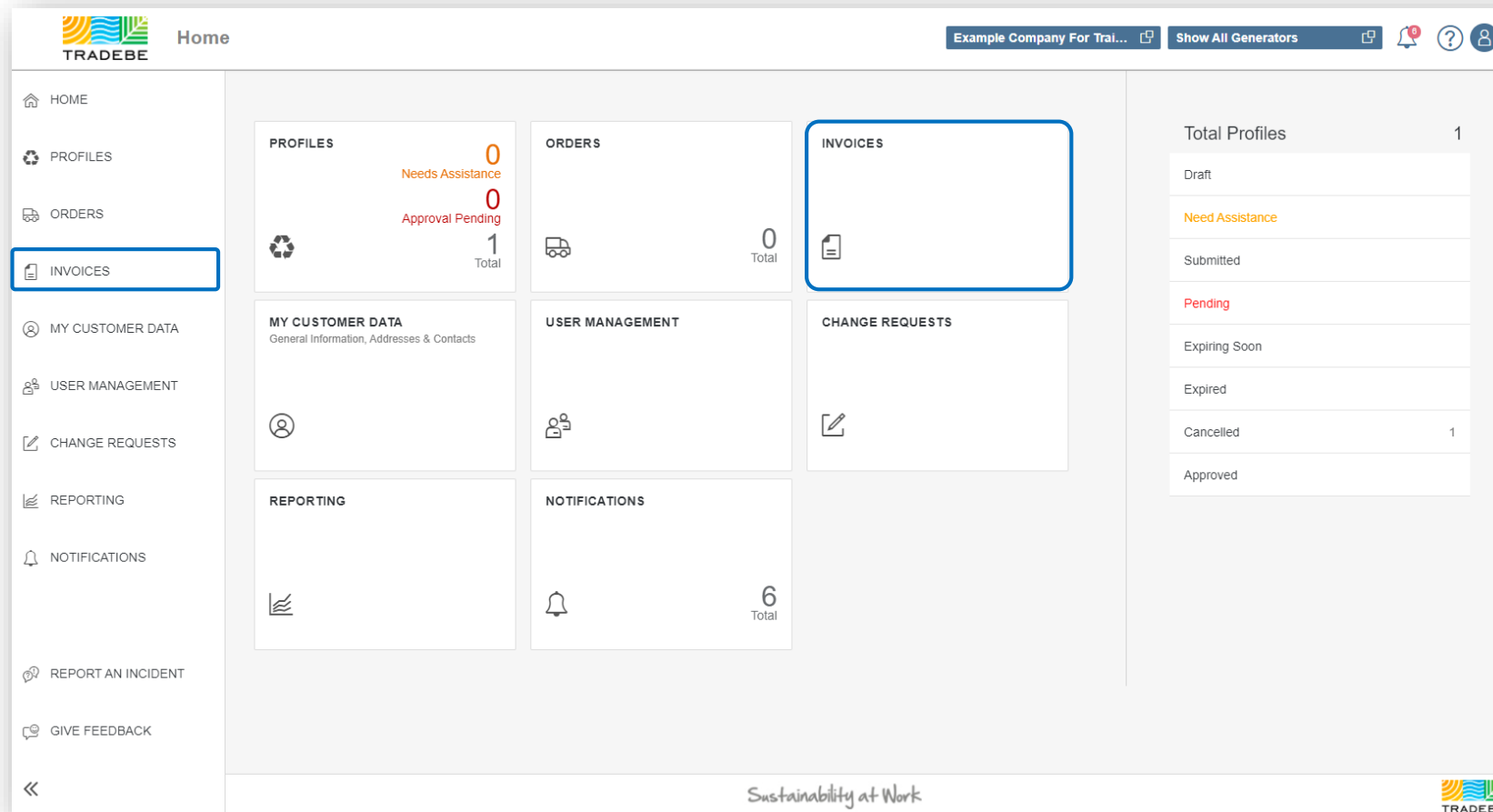
User Guide

 Invoices



TRADEBE
Sustainability at Work

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



The screenshot shows the TRADEBE Home screen. The left sidebar contains a list of navigation options: HOME, PROFILES, ORDERS, INVOICES (highlighted with a blue box), MY CUSTOMER DATA, USER MANAGEMENT, CHANGE REQUESTS, 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 (highlighted with a blue box), MY CUSTOMER DATA (General Information, Addresses & Contacts), USER MANAGEMENT, CHANGE REQUESTS, REPORTING, and NOTIFICATIONS (6 Total). 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	


Invoices | Default List View

- 1 This view displays all available Invoices for the Selected Customer.
- 2 By default, the Date Range is set to previous 30 days. To modify this filter or add any additional one, use the Filters section on the left.

Filters		INVOICES					
Invoice Date 09/11/2021 - 11/10/2021		Invoices (146) Text search...					
Sales Order		<input type="checkbox"/>	Actions	Invoice Date	Invoice Number	Purchase Order	Amount
Purchase Order		<input type="checkbox"/>		11/09/2021	4440180195	OU 36145 Marlborough	\$175.00
Invoice Number		<input type="checkbox"/>		11/09/2021	4440180197	OU 36145 Marlborough	\$1,618.38
Manifest Number		<input type="checkbox"/>		11/09/2021	4440180198	OU 36145 Marlborough	\$45.00
Profile Number		<input type="checkbox"/>		11/09/2021	4440180199	ou 36145 Marlborough	\$1,043.25
<input type="button" value="Search"/>		<input type="checkbox"/>		11/09/2021	4440180200	OU 36145 Marlborough	\$6,418.88
<input type="button" value="Remove All Filters"/>		<input type="checkbox"/>		11/09/2021	4440180201	OU 36145 Marlborough	\$1,942.44
		<input type="checkbox"/>		11/05/2021	4440179963	36055	\$3,478.02
		<input type="checkbox"/>		10/28/2021	4440179019	OU 36145 Marlborough	\$8,053.76
		<input type="checkbox"/>		10/28/2021	4440179026	OU 36145 Marlborough	\$7,242.56
		<input type="checkbox"/>		10/28/2021	4440179027	OU 36145 Marlborough	\$10,422.00
		<input type="checkbox"/>		10/28/2021	4440179049	OU 36145 Marlboro	\$1,292.80
		<input type="checkbox"/>		10/28/2021	4440179050	OU 36145 Marlborough	\$1,950.00
		<input type="checkbox"/>		10/28/2021	4440179051	OU 36145 Marlborough	\$3,705.00
		<input type="checkbox"/>		10/27/2021	4440178702	OU 36145 Marlborough	\$8,881.60
		<input type="checkbox"/>		10/27/2021	4440178719	OU 36145 Marlborough	\$3,050.50
		<input type="checkbox"/>		10/27/2021	4440178720	OU 36145 Marlborough	\$5,834.40
		<input type="checkbox"/>		10/25/2021	4440178232	ou 36145 Marlborough	\$4,932.20
		<input type="checkbox"/>		10/25/2021	4440178234	36055	\$3,040.67
		<input type="checkbox"/>		10/25/2021	4440178235	OU 36145 Marlborough	\$2,870.50
		<input type="checkbox"/>		10/25/2021	4440178236	OU 36145 Marlborough	\$1,950.00
		<input type="checkbox"/>		10/25/2021	4440178237	36055	\$2,513.63

- 1 Select Invoice Date range** – It is defaulted to the previous 30 days.
- 2 Add details** in any of the other filter options for more defined results.
- 3 Search.**

Filters

Invoice Date
09/11/2021 - 11/10/2021 


Sales Order

Purchase Order

Invoice Number

Manifest Number

Profile Number

 Search




Remove All Filters

- 1 Alternatively, **Text Search** can also be used to navigate through the list of invoices. The list will update immediately when text is typed in the box.

Filters	INVOICES																																																																																																																		
<p>Invoice Date 09/11/2021 - 11/10/2021</p> <p>Sales Order</p> <p>Purchase Order</p> <p>Invoice Number</p> <p>Manifest Number</p> <p>Profile Number</p> <p>Search</p> <p>Remove All Filters</p>	<p>Invoices (146)</p> <p>Text search...</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Invoice Date</th> <th>Invoice Number</th> <th>Purchase Order</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>11/09/2021</td><td>4440180195</td><td>OU 36145 Marlborough</td><td>\$175.00</td></tr> <tr><td><input type="checkbox"/></td><td>11/09/2021</td><td>4440180197</td><td>OU 36145 Marlborough</td><td>\$1,618.38</td></tr> <tr><td><input type="checkbox"/></td><td>11/09/2021</td><td>4440180198</td><td>OU 36145 Marlborough</td><td>\$45.00</td></tr> <tr><td><input type="checkbox"/></td><td>11/09/2021</td><td>4440180199</td><td>ou 36145 Marlborough</td><td>\$1,043.25</td></tr> <tr><td><input type="checkbox"/></td><td>11/09/2021</td><td>4440180200</td><td>OU 36145 Marlborough</td><td>\$6,418.88</td></tr> <tr><td><input type="checkbox"/></td><td>11/09/2021</td><td>4440180201</td><td>OU 36145 Marlborough</td><td>\$1,942.44</td></tr> <tr><td><input type="checkbox"/></td><td>11/05/2021</td><td>4440179963</td><td>36055</td><td>\$3,478.02</td></tr> <tr><td><input type="checkbox"/></td><td>10/28/2021</td><td>4440179019</td><td>OU 36145 Marlborough</td><td>\$8,053.76</td></tr> <tr><td><input type="checkbox"/></td><td>10/28/2021</td><td>4440179026</td><td>OU 36145 Marlborough</td><td>\$7,242.56</td></tr> <tr><td><input type="checkbox"/></td><td>10/28/2021</td><td>4440179027</td><td>OU 36145 Marlborough</td><td>\$10,422.00</td></tr> <tr><td><input type="checkbox"/></td><td>10/28/2021</td><td>4440179049</td><td>OU 36145 Marlboro</td><td>\$1,292.80</td></tr> <tr><td><input type="checkbox"/></td><td>10/28/2021</td><td>4440179050</td><td>OU 36145 Marlborough</td><td>\$1,950.00</td></tr> <tr><td><input type="checkbox"/></td><td>10/28/2021</td><td>4440179051</td><td>OU 36145 Marlborough</td><td>\$3,705.00</td></tr> <tr><td><input type="checkbox"/></td><td>10/27/2021</td><td>4440178702</td><td>OU 36145 Marlborough</td><td>\$8,881.60</td></tr> <tr><td><input type="checkbox"/></td><td>10/27/2021</td><td>4440178719</td><td>OU 36145 Marlborough</td><td>\$3,050.50</td></tr> <tr><td><input type="checkbox"/></td><td>10/27/2021</td><td>4440178720</td><td>OU 36145 Marlborough</td><td>\$5,834.40</td></tr> <tr><td><input type="checkbox"/></td><td>10/25/2021</td><td>4440178232</td><td>ou 36145 Marlborough</td><td>\$4,932.20</td></tr> <tr><td><input type="checkbox"/></td><td>10/25/2021</td><td>4440178234</td><td>36055</td><td>\$3,040.67</td></tr> <tr><td><input type="checkbox"/></td><td>10/25/2021</td><td>4440178235</td><td>OU 36145 Marlborough</td><td>\$2,870.50</td></tr> <tr><td><input type="checkbox"/></td><td>10/25/2021</td><td>4440178236</td><td>OU 36145 Marlborough</td><td>\$1,950.00</td></tr> <tr><td><input type="checkbox"/></td><td>10/25/2021</td><td>4440178237</td><td>36055</td><td>\$2,513.63</td></tr> </tbody> </table>					Actions	Invoice Date	Invoice Number	Purchase Order	Amount	<input type="checkbox"/>	11/09/2021	4440180195	OU 36145 Marlborough	\$175.00	<input type="checkbox"/>	11/09/2021	4440180197	OU 36145 Marlborough	\$1,618.38	<input type="checkbox"/>	11/09/2021	4440180198	OU 36145 Marlborough	\$45.00	<input type="checkbox"/>	11/09/2021	4440180199	ou 36145 Marlborough	\$1,043.25	<input type="checkbox"/>	11/09/2021	4440180200	OU 36145 Marlborough	\$6,418.88	<input type="checkbox"/>	11/09/2021	4440180201	OU 36145 Marlborough	\$1,942.44	<input type="checkbox"/>	11/05/2021	4440179963	36055	\$3,478.02	<input type="checkbox"/>	10/28/2021	4440179019	OU 36145 Marlborough	\$8,053.76	<input type="checkbox"/>	10/28/2021	4440179026	OU 36145 Marlborough	\$7,242.56	<input type="checkbox"/>	10/28/2021	4440179027	OU 36145 Marlborough	\$10,422.00	<input type="checkbox"/>	10/28/2021	4440179049	OU 36145 Marlboro	\$1,292.80	<input type="checkbox"/>	10/28/2021	4440179050	OU 36145 Marlborough	\$1,950.00	<input type="checkbox"/>	10/28/2021	4440179051	OU 36145 Marlborough	\$3,705.00	<input type="checkbox"/>	10/27/2021	4440178702	OU 36145 Marlborough	\$8,881.60	<input type="checkbox"/>	10/27/2021	4440178719	OU 36145 Marlborough	\$3,050.50	<input type="checkbox"/>	10/27/2021	4440178720	OU 36145 Marlborough	\$5,834.40	<input type="checkbox"/>	10/25/2021	4440178232	ou 36145 Marlborough	\$4,932.20	<input type="checkbox"/>	10/25/2021	4440178234	36055	\$3,040.67	<input type="checkbox"/>	10/25/2021	4440178235	OU 36145 Marlborough	\$2,870.50	<input type="checkbox"/>	10/25/2021	4440178236	OU 36145 Marlborough	\$1,950.00	<input type="checkbox"/>	10/25/2021	4440178237	36055	\$2,513.63
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1 From the list view, to open one invoice click on the .pdf icon .


2 To open multiple invoices, check the boxes on the desired line item(s), then click on the view icon .






Invoices					
Invoices (3)					
<input type="checkbox"/>	Actions	Invoice Date	Invoice Number	Purchase Order	Amount
<input type="checkbox"/>		07/23/2020	4440123986	OU 36145 Marlboro	\$450.00
<input type="checkbox"/>		07/22/2020	4440123948	OU 36145 Marlborough	\$6,685.00
<input type="checkbox"/>		07/22/2020	4440123951	OU 36145 Marlborough	\$1,950.00

3 To open all invoices at once check the top box .

4 Once selected, click on the view icon .

4  Invoices (1522 Total: 1522 Selected) Text search...      

3 

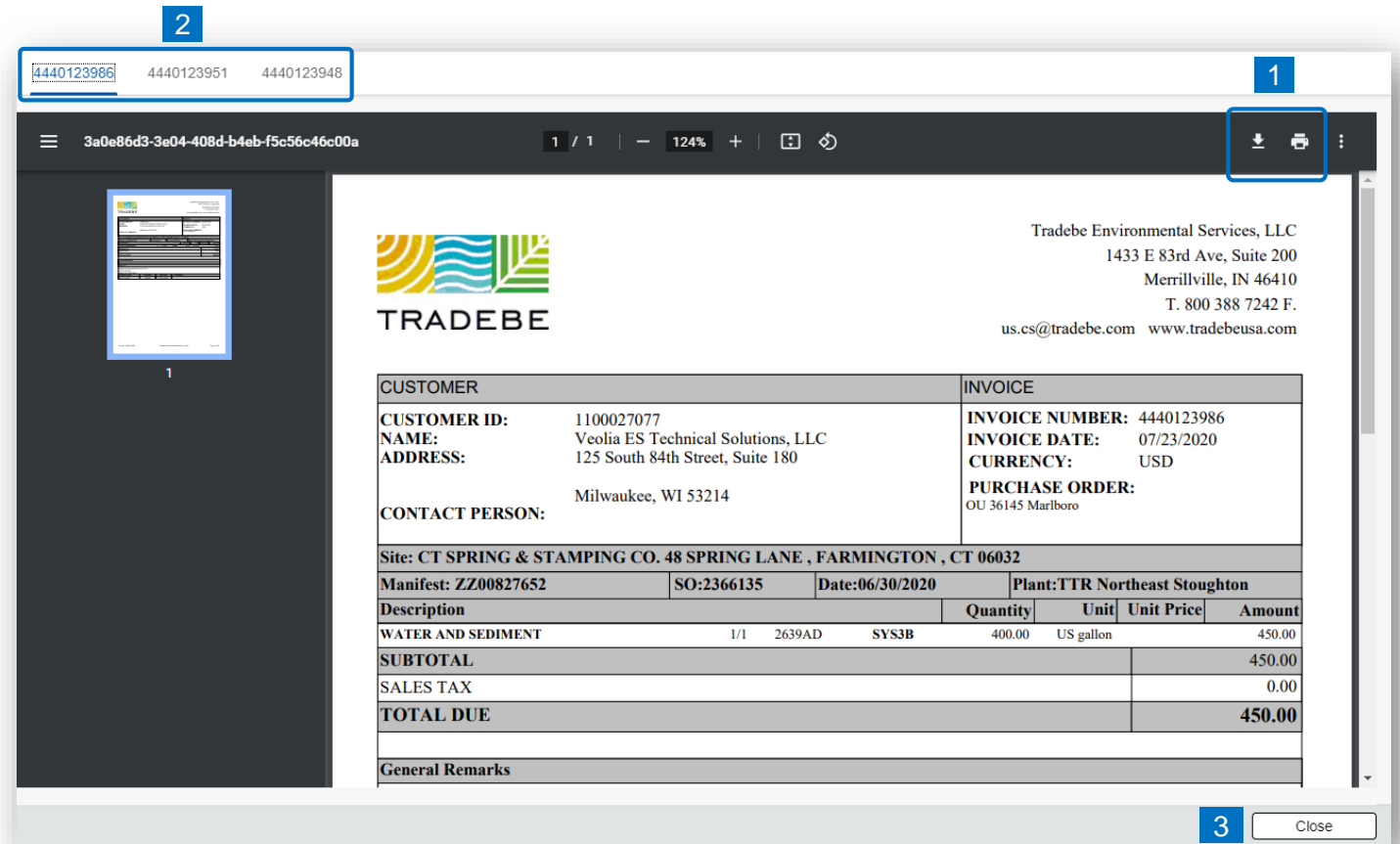
Actions	Invoice Date	Invoice Number	Purchase Order	Amount
<input checked="" type="checkbox"/> 	10/21/2021	4440177859	36055	\$2,362.26
<input checked="" type="checkbox"/> 	10/21/2021	4440177860	OU 36145 Marlborough	\$1,950.00
<input checked="" type="checkbox"/> 	10/21/2021	4440177861	OU 36145 Marlborough	\$2,145.00
<input checked="" type="checkbox"/> 	10/21/2021	4440177862	OU 36145 Marlborough	\$10,622.00
<input checked="" type="checkbox"/> 	10/21/2021	4440177863	36055	\$2,383.32

1 Invoice View actions:

- Download
- Print

2 When multiple invoices are selected, toggle using the invoice number at the top.


3 Close to go back to the invoice list view.

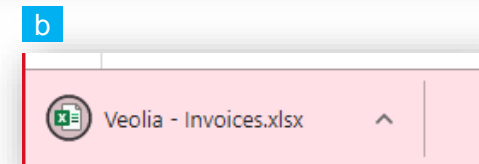
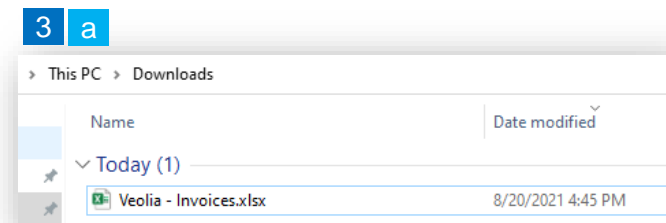
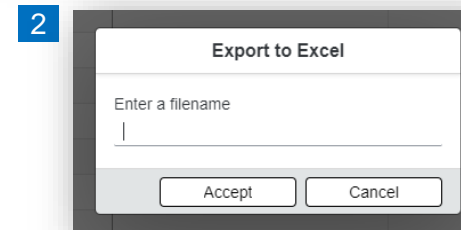
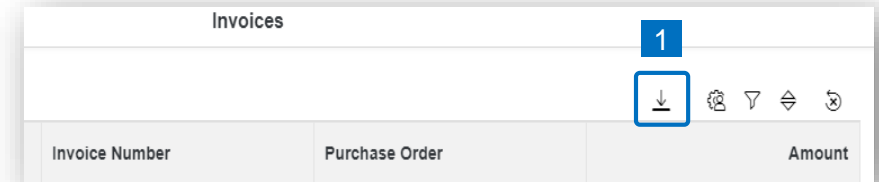


The screenshot shows the Tradebe Invoice View interface. At the top, there is a navigation bar with a menu icon, a URL, and a page indicator '1 / 1'. A search bar at the top left contains the invoice number '4440123986'. A callout '2' points to this search bar. On the right side of the navigation bar, there are icons for download and print, with a callout '1' pointing to them. The main content area features the Tradebe logo and contact information for Tradebe Environmental Services, LLC. Below this is a table with customer and invoice details. A callout '3' points to a 'Close' button at the bottom right of the interface.


CUSTOMER		INVOICE		
CUSTOMER ID:	1100027077	INVOICE NUMBER:	4440123986	
NAME:	Veolia ES Technical Solutions, LLC	INVOICE DATE:	07/23/2020	
ADDRESS:	125 South 84th Street, Suite 180	CURRENCY:	USD	
	Milwaukee, WI 53214	PURCHASE ORDER:	OU 36145 Marlboro	
CONTACT PERSON:				
Site: CT SPRING & STAMPING CO. 48 SPRING LANE , FARMINGTON , CT 06032				
Manifest: ZZ00827652	SO: 2366135	Date: 06/30/2020	Plant: TTR Northeast Stoughton	
Description	Quantity	Unit	Unit Price	Amount
WATER AND SEDIMENT	400.00	US gallon		450.00
SUBTOTAL				450.00
SALES TAX				0.00
TOTAL DUE				450.00
General Remarks				

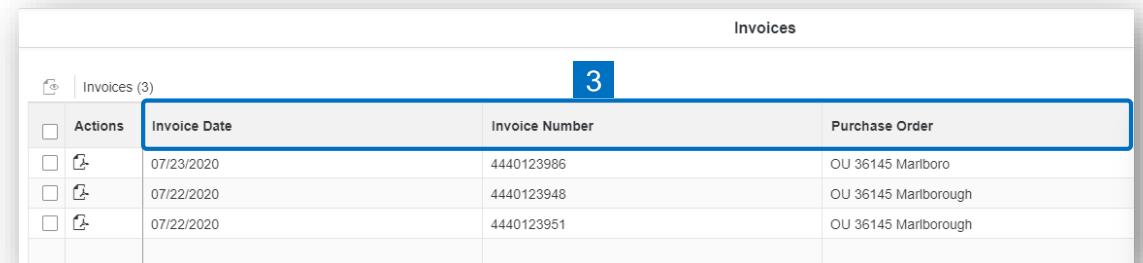
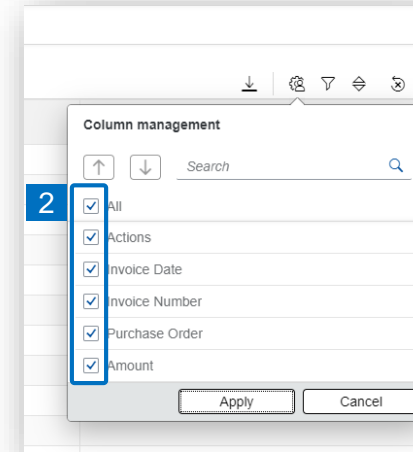
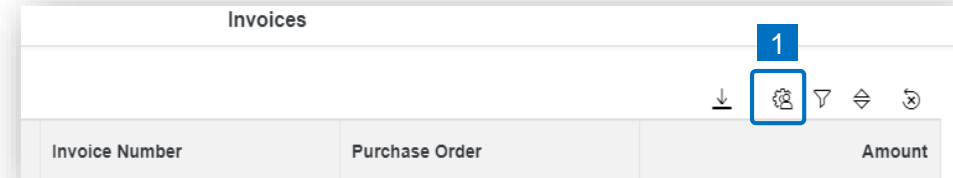
Export Invoice List

- 1** Export invoice 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**



Change Layout




- 1 Select the 'Change Layout' 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.

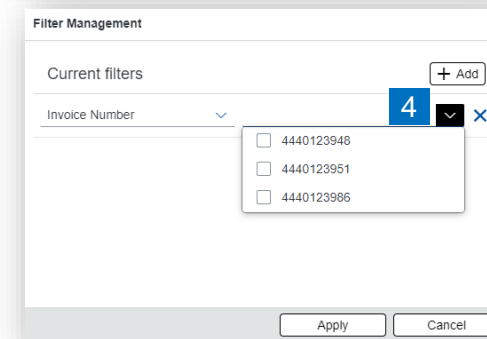
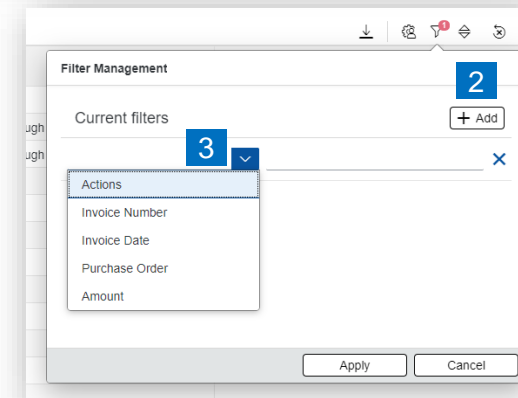
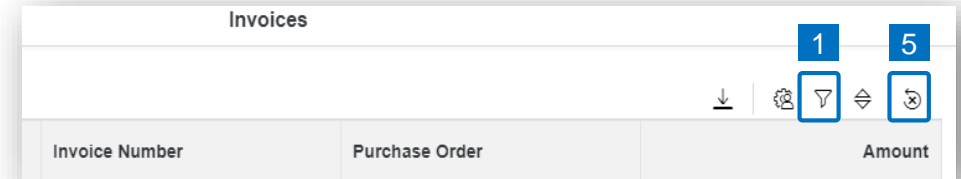


The screenshot shows the 'Invoices' list view after the layout change. The columns are now ordered: 'Actions', 'Invoice Date', 'Invoice Number', and 'Purchase Order'. The 'Invoice Date' header is highlighted with a blue box and the number 3. The table contains three rows of data.

	Actions	Invoice Date	Invoice Number	Purchase Order
<input type="checkbox"/>		07/23/2020	4440123986	OU 36145 Marlboro
<input type="checkbox"/>		07/22/2020	4440123948	OU 36145 Marlborough
<input type="checkbox"/>		07/22/2020	4440123951	OU 36145 Marlborough

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  .



Sorting

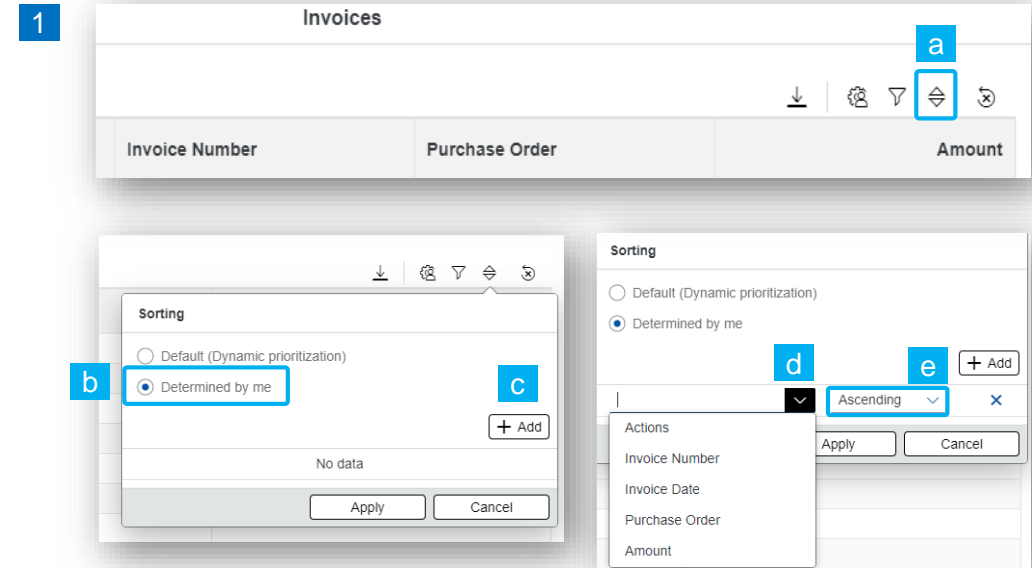
1 Sorting “Option 1”:

- 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.

1



Invoices

Invoice Number	Purchase Order	Amount
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Sorting

Default (Dynamic prioritization)

Determined by me

+ Add

No data

Apply Cancel

Sorting

Default (Dynamic prioritization)

Determined by me

+ Add

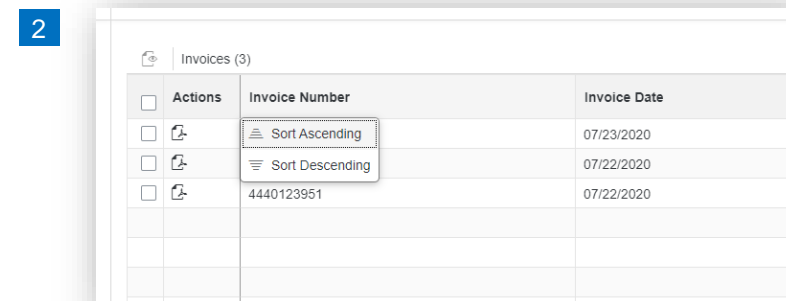
Ascending

Apply Cancel

Actions

- Invoice Number
- Invoice Date
- Purchase Order
- Amount

2



Invoices (3)










Actions	Invoice Number	Invoice Date
<input type="checkbox"/>	Sort Ascending	07/23/2020
<input type="checkbox"/>	Sort Descending	07/22/2020
<input type="checkbox"/>	4440123951	07/22/2020

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	<i>This guide</i>
 My Customer Data	Link
 Change Requests	Link
 Reporting	Link
 Notifications	Link
 Request a New User	Link



TRADEBE

Sustainability at Work

www.tradebeusa.com

