



TRADEBE CUSTOMER PORTAL

Connecting your needs

User Guide

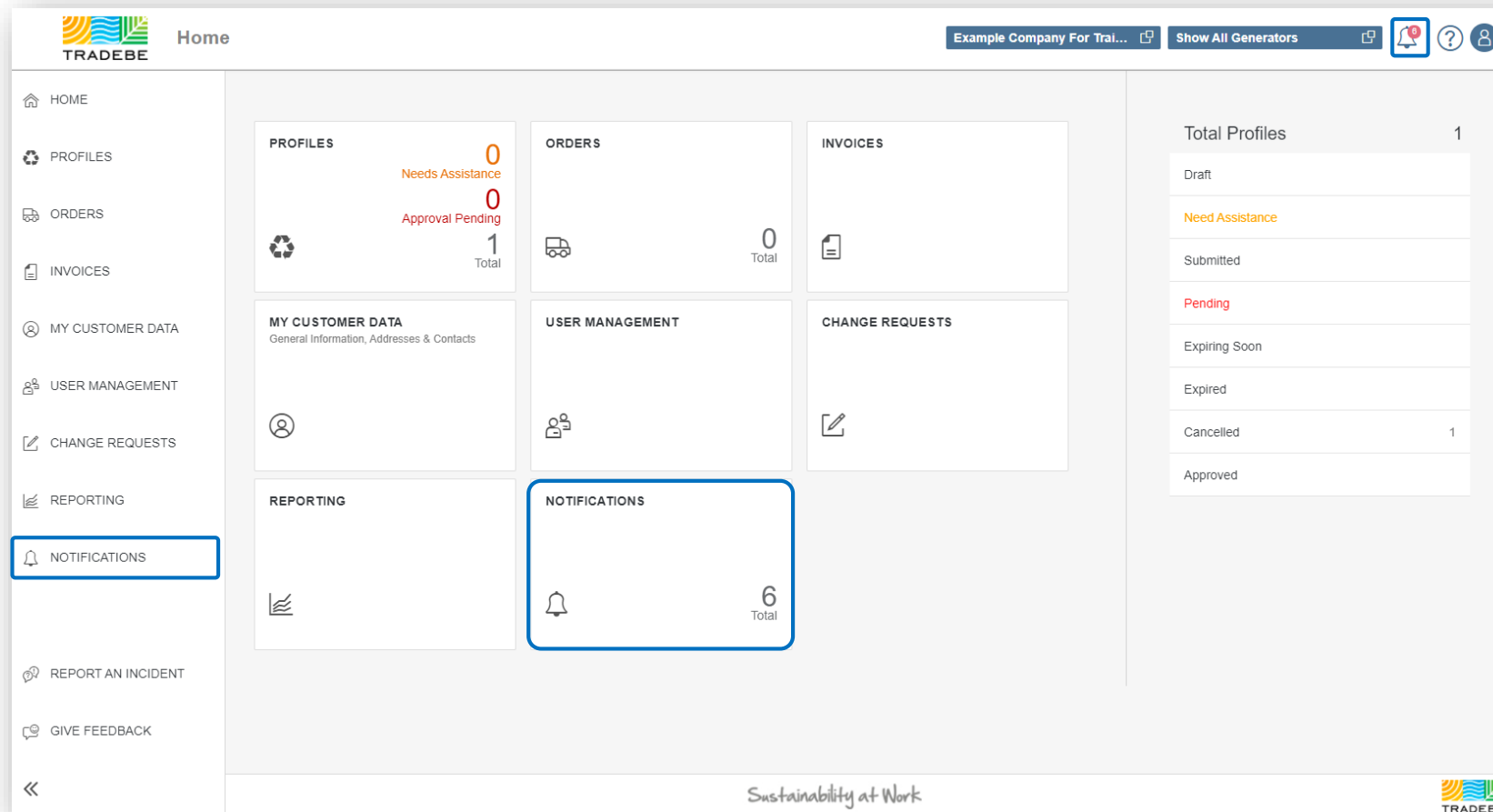
 Notifications



TRADEBE

Sustainability at Work

1 Select Notifications 🔔 From the left tool bar, the tile on the Home Screen or the Icon on the top-right.



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, NOTIFICATIONS (highlighted with a blue box), REPORT AN INCIDENT, and GIVE FEEDBACK. The main content 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, REPORTING, and NOTIFICATIONS (6 Total, highlighted with a blue box). The top right corner shows the company name 'Example Company For Tra...', a 'Show All Generators' button, and icons for notifications, help, and user profile. On the far right, a 'Total Profiles' summary shows 1 total profile, broken down into Draft, Need Assistance, Submitted, Pending, Expiring Soon, Expired, Cancelled (1), and Approved.

- 1 Notifications can be marked as read or unread using the left column.
- 2 Selecting a notification will open the related item.

Read	Notification	Date
	The Profile 1000344036 is now with status Pending Signature.	10/28/2021, 9:50 AM
<input type="checkbox"/>	The Profile 1000342902 is now with status Approved.	10/27/2021, 9:53 AM
<input type="checkbox"/>	The Profile 1000343815 is now with status Approved.	10/27/2021, 9:33 AM
<input type="checkbox"/>	Bobby Dunn has requested a change to the Master Data record for 1140000294 - Drake University	10/26/2021, 4:27 PM
<input type="checkbox"/>	The Profile 1000343171 is now with status Pending Lab Results.	10/25/2021, 1:28 PM
<input type="checkbox"/>	The Profile 1000343171 is now with status Approved.	10/21/2021, 12:50 PM
<input type="checkbox"/>	The Profile 1000343139 is now with status Pending CER Review.	10/21/2021, 11:11 AM
<input type="checkbox"/>	The Profile 1000343117 is now with status Pending Signature.	10/21/2021, 10:19 AM
<input type="checkbox"/>	The Profile 1000343117 is now with status Pending CER Review.	10/21/2021, 9:34 AM
<input type="checkbox"/>	has requested the creation of a new Generator for Customer # 1100025376 - Example Company For Training	10/21/2021, 9:22 AM
<input type="checkbox"/>	The Profile 1000342519 is now with status Approved.	10/18/2021, 12:11 PM
	The Profile 1000282903 is now with status Approved.	10/05/2021, 4:50 PM
<input type="checkbox"/>	The Profile 1000282663 is now with status Approved.	10/05/2021, 4:50 PM
<input type="checkbox"/>	Your request to modify Generator 9100055430 - FORMER BERKSIRE TANERY has been rejected.	10/04/2021, 2:25 PM
<input type="checkbox"/>	Your request to modify Generator 9100110949 - Bedoukian Research Inc has been rejected.	10/04/2021, 12:28 PM
<input type="checkbox"/>	enrique.manzano@tradebe.com has requested a change to their user data record	09/29/2021, 11:17 AM
<input type="checkbox"/>	lidia.sarasua@enzymeadvisinggroup.com has requested a change to their user data record	09/29/2021, 7:41 AM

Text search...

Mark all as read

1 Notification:

An email and an in-portal notification will be triggered when a key event takes place.

The type of document and the type of event will determine which user will receive a Notification.

2 List of Notification events: by type of document, event and user.

Action Item	Requestor	Main Contact in SAP	CER	AM	User Status (Group) / Type / Role
Generator Edit - Completion	X				
Generator Edit - New Request			X		
Generator - New - Completion	X				
Generator - New Request			X		
MD Edit - Completion	X				
MD Edit - New Request			X	X	US_TRADEBE_MASTERDATA
Profile About to Expire	X	X			
Profile Cancelled	X	X	X	X	
Profile Communication to Customer	X	X			
Profile Communication to Tradebe					US_TRADEBE_APPROVALS_CHEMIST
Profile Expired	X	X			
Profile Status Change to Customer	X	X	X	X	US_TRADEBE_APPROVALS
User - Change Confirmation	X				
User - New Change Request					US_TRADEBE_USER_MANAGEMENT
User - New User Completion	X	X	X	X	US_TRADEBE_USER_MANAGEMENT
New Invoice Created					
Certificate of Management					
Manifest Scanned / Proofed					

1 Example of E-mail notification:

From: Tradebe Customer Portal <donotreply@tradebe.com>
Sent: Sunday, September 5, 2021 6:38 AM
To: SingleUser@Customer.com
Cc:
Subject: Your Requested Generator Data Change is Completed



Dear *User Name* @ *Cust Name*;

Tradebe is notifying you that your request to modify the data record associated with Generator ID # *Gen ID - Generator Name* has been (*Completed* or *Rejected*)

View the details associated with your request and more at [Insert Link to Portal Item Here](#)

Please note; If your request has been rejected, this is likely due to the presence of duplicate or incomplete information.

Please contact Customer Service as needed with additional questions, by e-mail at us.cs@tradebe.com or by phone at either (800) 388-7242 or (888) 276-0887 (Northeast Region).

The Tradebe Customer Portal Team

 [Rate your experience here](#)












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



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