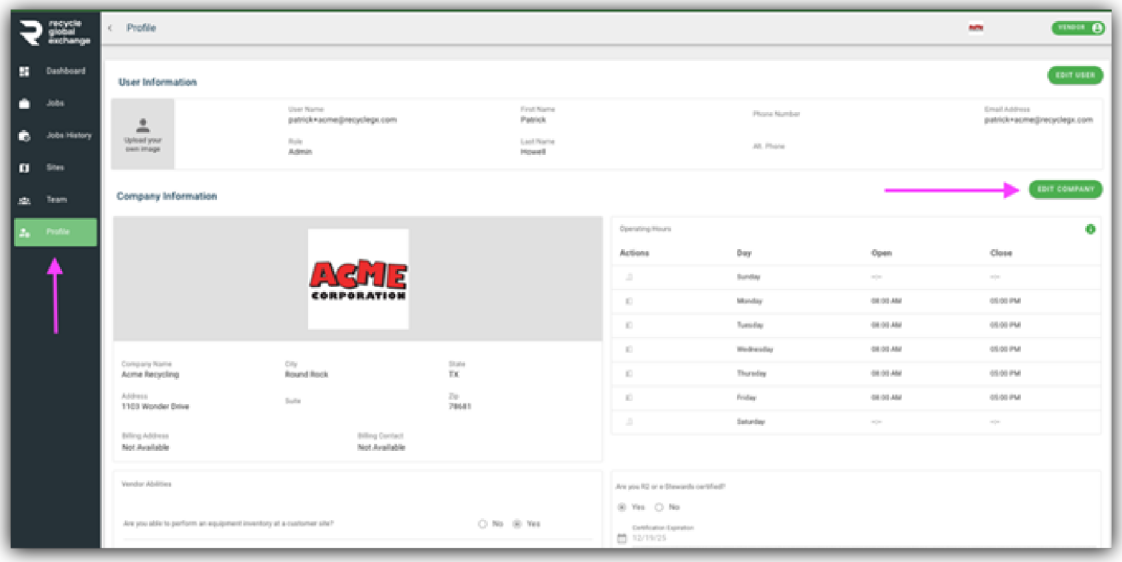
Vendor Guidebook

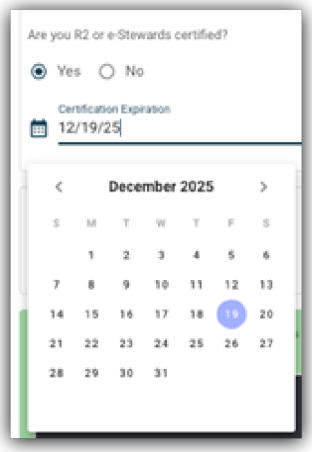
www.recyclegx.com

Edit Account and Profile

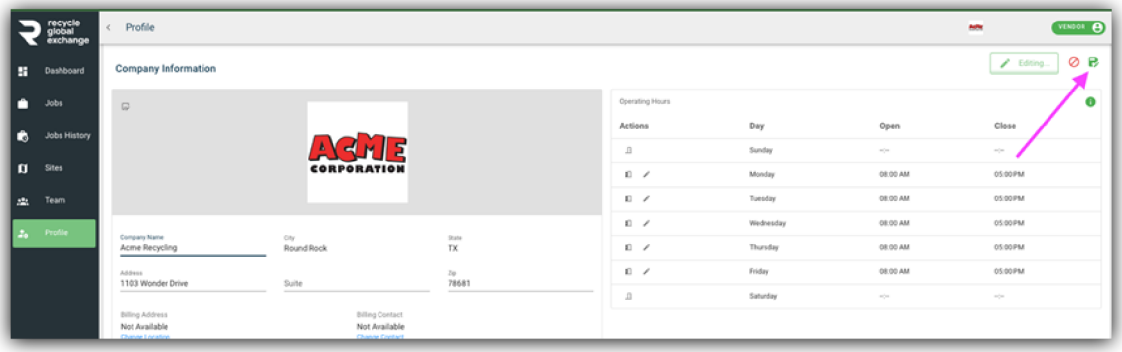
1. Navigate to the Profile tab on the left side of the screen
2. Click **EDIT COMPANY** on the right side of the screen



3. Now you can edit company information and service offerings, edit certification dates and upload new documents
    a. Keep all of your documents current
        i. After refreshing R2v3/e-Steward/RIOS certification update the Expiration Date using the calendar wizard



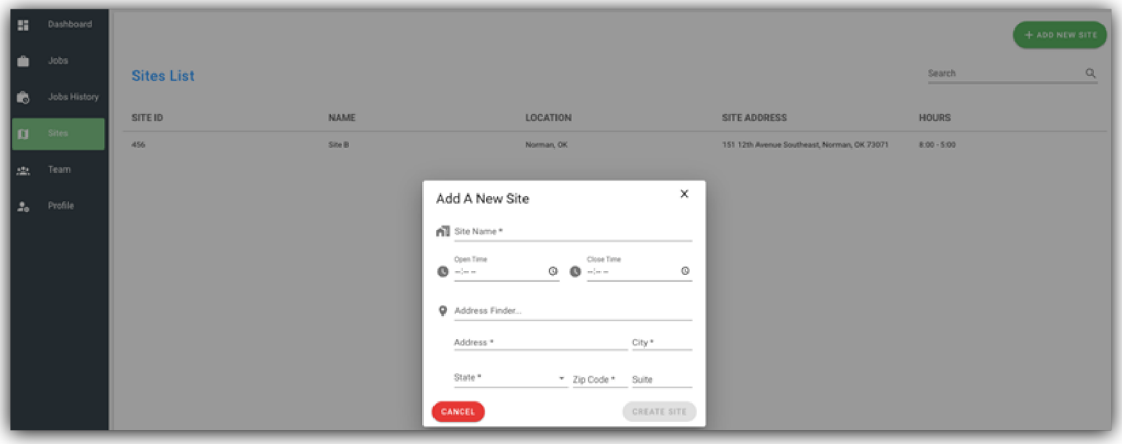
4. To save, click the floppy drive icon in the upper right-hand corner of the screen



Adding Team Members and Sites

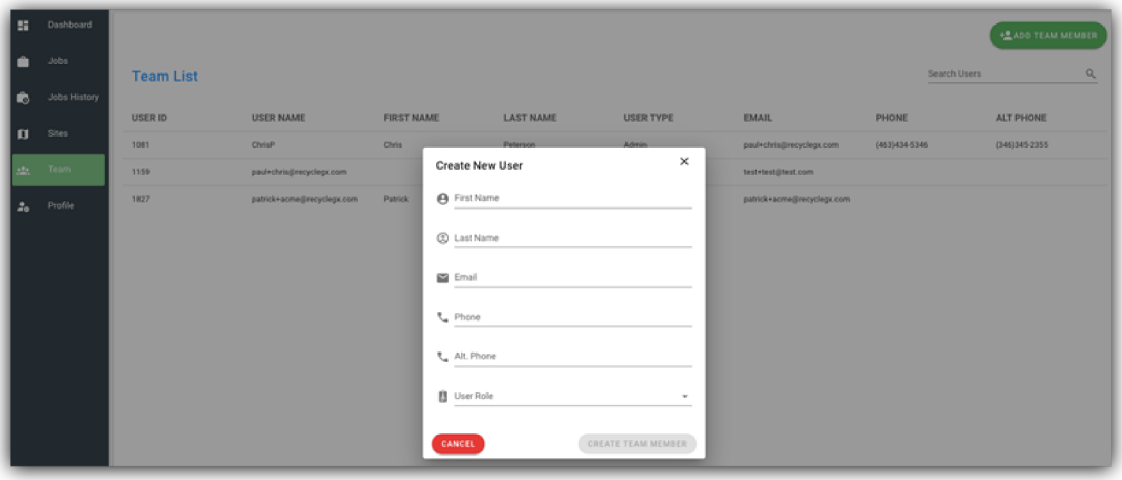
Add a New Site

1. Navigate to the menu bar on the left side of the screen and select **Sites**
2. A full site list will be shown. Add a new site by selecting **ADD NEW SITE** at the top of the screen
3. Fill out the site's information
4. Select **SAVE SITE**



Add a New Team Member

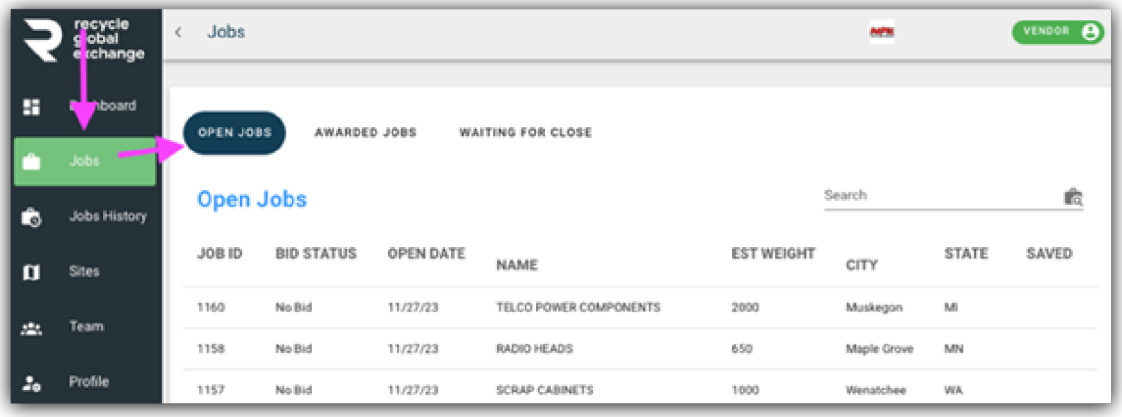
1. Navigate to the menu bar on the left side of the screen and select **Team**
2. A full list of team members will be shown. Add a new member by selecting **ADD TEAM MEMBER** at the top of the screen
3. Fill out the team member's information
4. Select **SAVE TEAM MEMBER**



View Jobs and Bid

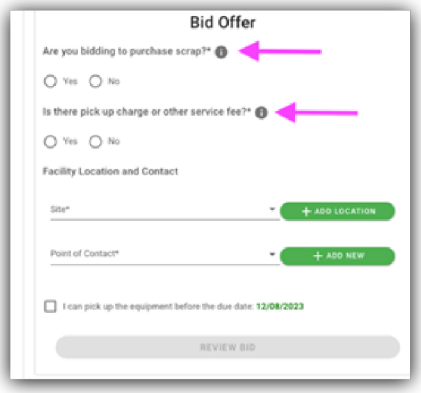
View Jobs Open for Bid

1. Navigate to the **Jobs** tab on the left side of the screen
2. Sort by **OPEN JOBS** inside of the Jobs dashboard



3. Click on a Job to see more details and the Bid Form
4. Job details include:
   a. Job description
   b. Equipment list, est pallets, est weight, asset type location
   c. Job requirements (e.g., lift gate, truck size restrictions, transfer deadline)

Bid on Open Jobs



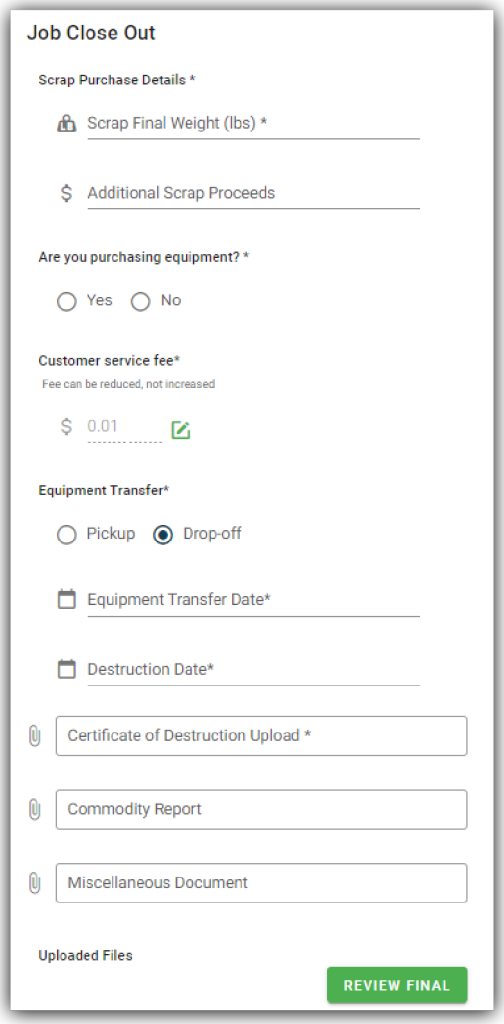
1. Submit a bid on the right side of the screen
2. **Are you bidding to purchase scrap?**
   a. This is your minimum purchase offer. Additional proceeds can be added when you close the job. There are two options when you bid to purchase:
      Option 1: Bid per pound
      Option 2: Bid All-In Scrap Purchase
3. **Is there a pick up charge or other service fee?**
   a. This is your maximum expense. You can lower, but not raise the fee at closing.

   Note: You must enter either a bid to purchase or a provide a service charge.

4. Select the site where the equipment will be processed and a point of contact
5. Review and confirm your bid to send it to the customer for approval

Job Closing

1. Navigate to the Jobs tab on the left side of the screen
2. Click the **AWARDED JOBS** tab and select the job that is ready to be closed



3. Scroll down to the **Job Close Out** box
4. Input job details:
   a. Final Weight
   b. Additional Scrap Proceeds *(optional)*
   c. Are you purchasing equipment?
      i. If yes, enter purchase offer and upload a serialized inventory
   d. Customer Service Fee
      i. You can decrease, but not raise
   e. Equipment Transfer
      i. Select **Pickup** or **Drop-Off**
      ii. Equipment Transfer Date
   f. Destruction Date and a
5. Upload files
   a. Certificate of Destruction
   b. Commodity Report
   c. Miscellaneous Documents
6. Select **REVIEW FINAL**
   a. Accept Terms of Service and select **Confirm and Close**

The RGX code of conduct creates an environment of honesty, fair trade, and compliance within the marketplace. Learn more at: https://www.recyclegx.com/support/customer-and-vendor-code-of-conduct/