



## **BIOTRADING BUYERS GUIDE**

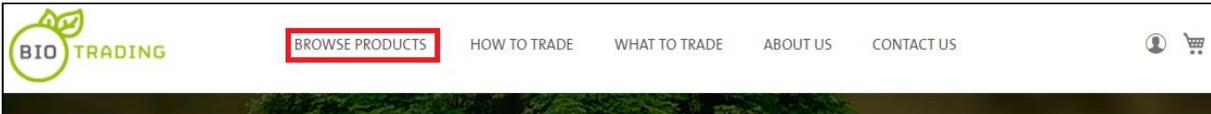
This guide is intended to help registered buyers understand the process of bidding for products listed as auctions and purchasing products listed as direct sales on BioTrading.

### **Table of Contents**

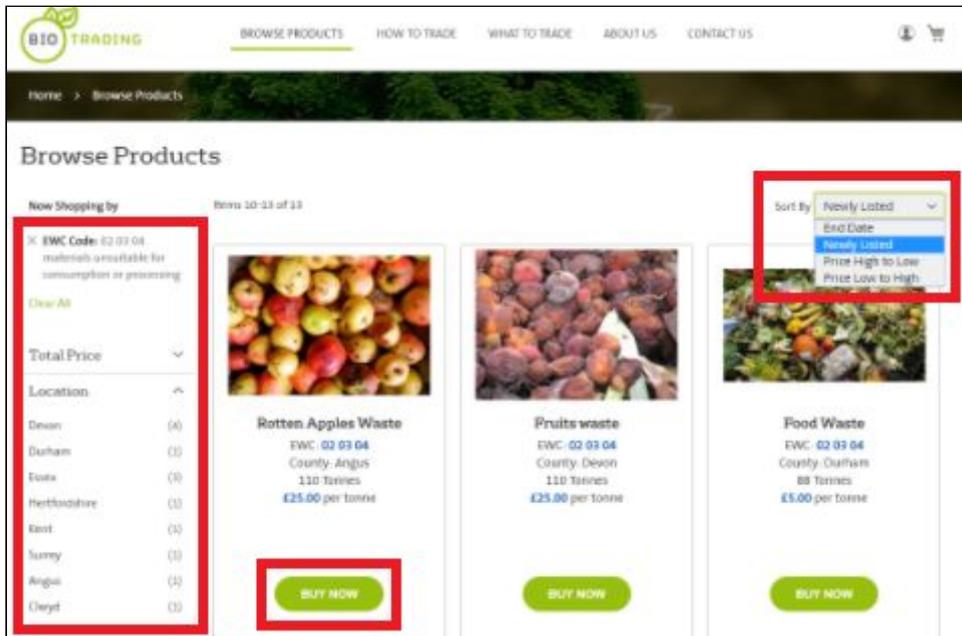
<b>1) Discovering the sale and auction listings via Browse Products</b>	<b>2</b>
<b>2) Making a bid</b>	<b>4</b>
<b>3) Adding an auction to your watchlist</b>	<b>4</b>
<b>4) Winning an Auction</b>	<b>5</b>
<b>5) Purchasing directly via Buy Now</b>	<b>6</b>
<b>6) Viewing orders and bids you have made, auctions you are watching, and your account information via your Dashboard</b>	<b>7</b>
<b>7) Checking out, paying the Introduction fee and finalising the transaction with your seller</b>	<b>9</b>
<b>8) Do you need a haulage service?</b>	<b>14</b>

## 1) Discovering the sale and auction listings via Browse Products

To start buying, navigate to the homepage of the website and click on the Browse Products menu option.



You can filter the results to search by Waste Category, EWC Codes, Price and Location (County). You can sort the results by Price, Newly Listed or End Date. To see more details about an item, click on the photo, or on Buy Now, Bid Now.



You can see all the details about the product being sold or auctioned, including in the case of an auction the start and end date of the auction, how many bids there have been and the amount you must bid to become the highest bidder.



[BROWSE PRODUCTS](#) [HOW TO TRADE](#) [WHAT TO TRADE](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Browse Products](#) > [Bakery waste](#)

## Bakery waste

**Start Price:** £100.00 (Excl. VAT)

**Current Bid:** £100.00 (Excl. VAT) (1 bid)

£2.27 per tonne

[BID NOW](#)

**24** **00** : **50** : **29**  
days hours minutes seconds

**Bidding Starts:** Mar 27, 2018, 01:57:00 PM

**Bidding Ends:** Apr 30, 2018, 01:56:00 PM

**Bid Increment:** £10.00

**Weight:** 44.00 Tonnes

**EWC Code:** 02 06 01 materials unsuitable for consumption or processing

**Location:** Surrey

**Condition and quality:** Good

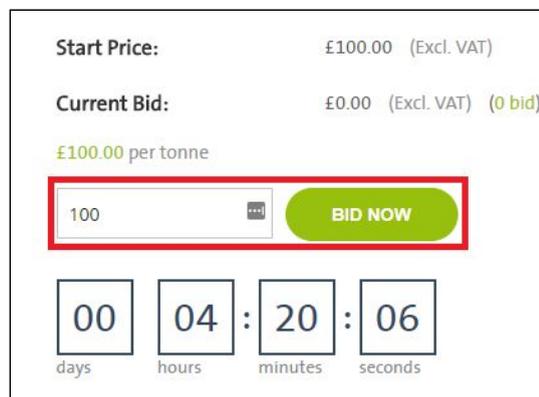
Bakery wastes result from various bakery management decisions and can occur at every stage of bakery production:



Images are provided by the seller.

## 2) Making a bid

Browse products that you are interested in. If they are being sold by auction the button will say BID NOW. Click on this button or on the product photo to see more details. You can now enter a bid amount. The minimum bid amount will be shown in the box. Enter an amount equal to or more than this amount. You will see a notification that your bid has been placed.



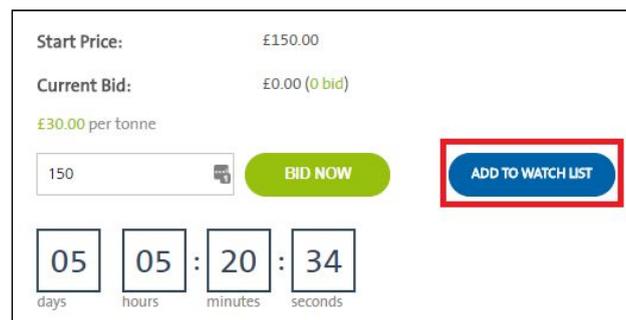
Start Price: £100.00 (Excl. VAT)  
Current Bid: £0.00 (Excl. VAT) (0 bid)  
£100.00 per tonne

100

00 : 04 : 20 : 06  
days hours minutes seconds

## 3) Adding an auction to your watchlist

You can add an item to your watchlist to be notified via email of any bids that are made by clicking the 'ADD TO WATCHLIST' button.



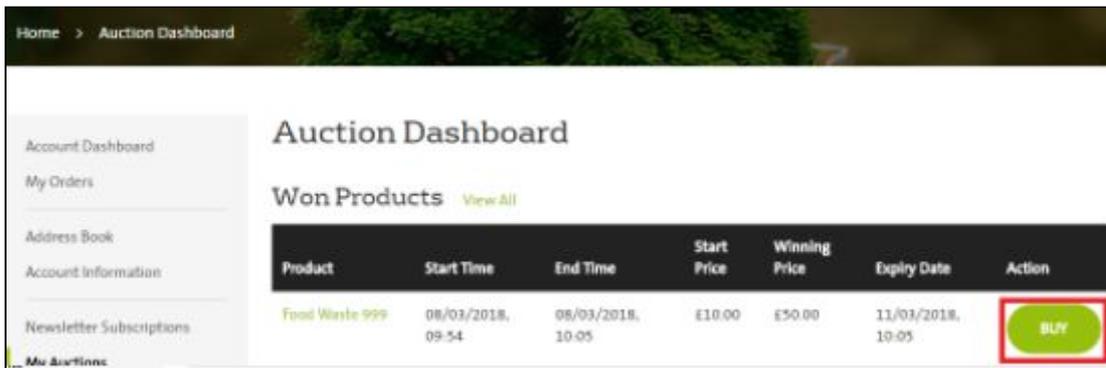
Start Price: £150.00  
Current Bid: £0.00 (0 bid)  
£30.00 per tonne

150

05 : 05 : 20 : 34  
days hours minutes seconds

#### 4) Winning an Auction

When you win an auction you will receive an Email notification and you can see the BUY button in the Auction Dashboard page (see section below about the Dashboard) under your list of Won Products as shown below. You must now click the BUY button to add the product to your cart and make the payment of the BioTrading introduction fee. If you are unsuccessful in an auction you will receive an email notification informing you when the auction ends.



## 5) Purchasing directly via Buy Now

It is also possible to buy a product directly when it is listed as a direct sale. Click the BUY NOW button of the product you are interested in.

Category  Items 19-27 of 51 Sort By  End Date

EWC Code

Price

Location

 <p><b>Rotten Apples Waste</b> EWC: <b>02 03 04</b> County: Angus 110 Tonnes <b>£25.00</b> per tonne</p> <p><b>BUY NOW</b></p>	 <p><b>Wooden pallets</b> EWC: <b>03 01 01</b> County: Cornwall 44 Tonnes <b>£25.00</b> per tonne</p> <p><b>BUY NOW</b></p>	 <p><b>Wooden pallets</b> EWC: <b>03 01 01</b> County: Essex 44 Tonnes <b>£25.00</b> per tonne</p> <p><b>BUY NOW</b></p>
---	--	---

After checking the product details, to complete your purchase click on the ADD TO CART button.

Home > Browse Products > Wooden pallets

## Wooden pallets

Price: £1,100.00 (Excl. VAT) £25.00 per tonne

Weight: 44.00 Tonnes

EWC Code: 03 01 01 waste bark and cork

Location: Cornwall

Condition and quality: Good

Quantity

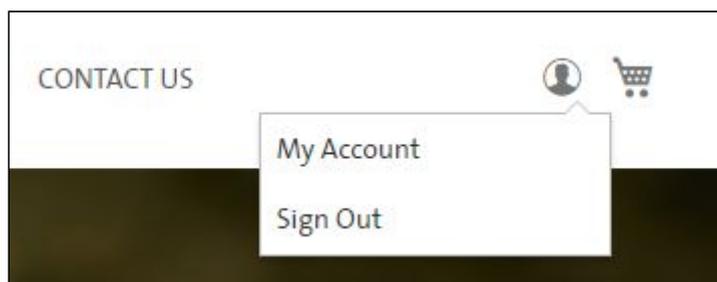


Images are provided by the seller.

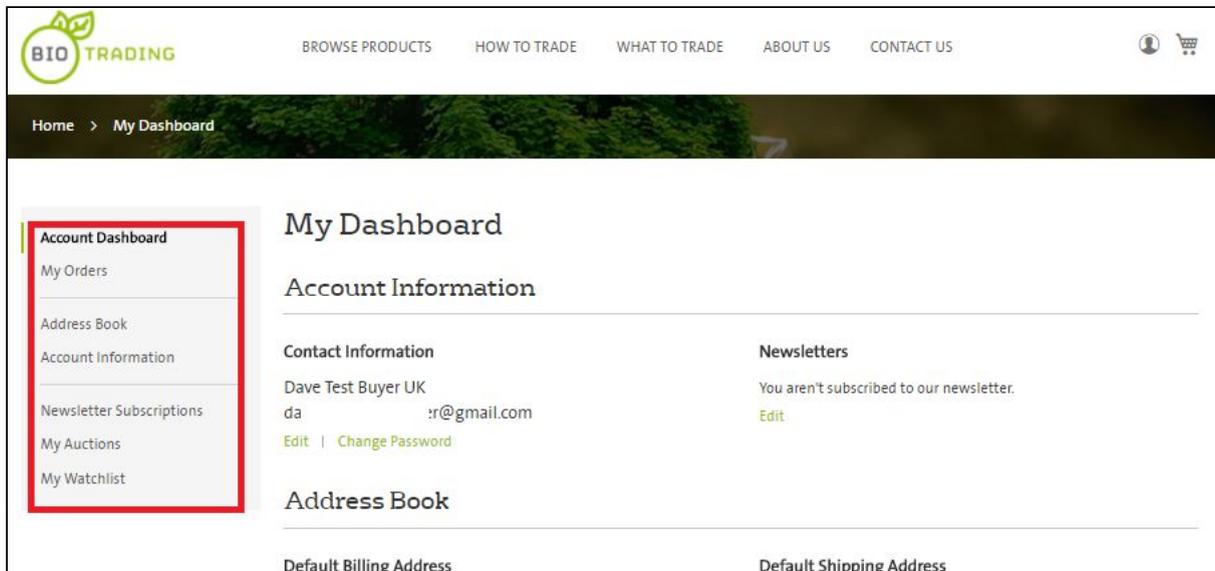
The product you added will now appear in your trading cart. You can now click on the PROCEED TO CHECKOUT button to complete your purchase. Details of how to do this can be found in the section dedicated in this guide.

### 6) Viewing orders and bids you have made, auctions you are watching, and your account information via your Dashboard

To access your buyer Dashboard click on the login icon on the top right of the screen, and click on My Account.



From the Dashboard you can navigate to the different functions that a buyer can perform.



You can see details of any bids you have made and auctions you have 'won' by selecting My Auctions from the menu.

You can see details of the auctions you are watching by selecting My Watchlist from the menu.

You can also have access to your account information, newsletter subscription, and save a different billing address than the shipping address provided at registration if necessary

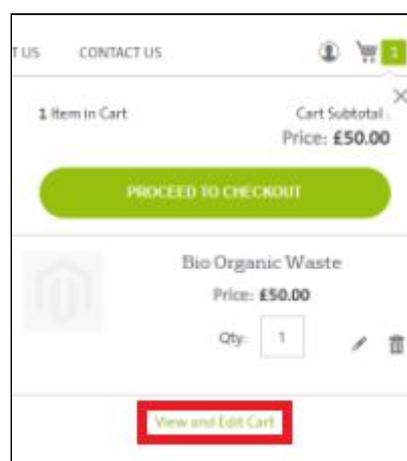
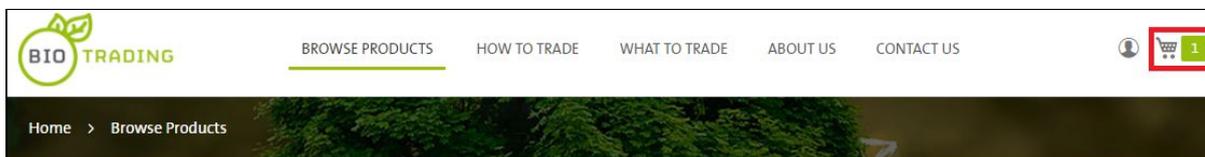
You can see details of your orders by selecting My Orders from the menu. The status of your order as "partially paid" indicates that you have confirmed your payment of the BioTrading introduction fee.

000000075	02/03/2018	£ 60.00	Partially Paid	<a href="#">View Order</a>
-----------	------------	---------	----------------	----------------------------

## 7) Checking out, paying the Introduction fee and finalising the transaction with your seller

BioTrading is an introduction service to connect traders of organic materials. When you win an auction or buy a product you then need to pay the BioTrading Introduction fee. This payment is made directly to BioTrading. It is possible to pay quickly and securely using a debit/credit card via the Barclaycard payment gateway, or by providing a purchase order number and sending a purchase order via email. Once you have confirmed your payment, BioTrading will release the order confirmation emails including contact details of seller and buyer to each other, and you will have committed to liaise with the seller within 7 working days to complete your transaction, including arranging haulage and settling the final balance with them (see BioTrading [Terms and Conditions](#) article 6.3).

The detailed steps of how to make a payment are as follows. First, if you are not yet at the cart screen, click the cart button on the top right of the screen and click on View and Edit Cart.



You will see the details of your cart. Click the Proceed to Checkout button.

The screenshot displays a 'Trading Cart' interface. At the top, a green notification bar states 'You added Rotten Apples Waste to your trading cart.' Below this is a table of items with columns for 'Item', 'Price', 'Quantity', 'Subtotal', and 'Introduction Fee'. Two items are listed: 'Bakery Wastage' and 'Rotten Apples Waste'. To the right, a 'Summary' section provides a breakdown of costs, including a subtotal, introduction fees, and VAT. A red box highlights the 'PROCEED TO CHECKOUT' button in the summary section. At the bottom of the cart, there is an 'UPDATE TRADING CART' button.

Item	Price	Quantity	Subtotal	Introduction Fee
 Bakery Wastage	£660.00	1	£660.00	£66.00
 Rotten Apples Waste	£2,750.00	1	£2,750.00	£275.00

Summary	
Subtotal	£3,420.00
Introduction fee(s) (excl. VAT)	£341.00
To be settled between buyer and seller(s) (excl. VAT)	£3,009.00
<b>Total Introduction fee(s) to be paid now</b>	<b>£409.20</b>
Including VAT (20%)	£66.20

Now you need to confirm the shipping address for the products you are buying is correct and click NEXT. This will be the shipping address you provided when registering for the platform. If you need to change it, please contact Biotrading via Email at [contact@biotrading.co.uk](mailto:contact@biotrading.co.uk).

The screenshot shows the BIO TRADING checkout process. At the top, there is a progress bar with two steps: 'Shipping' (completed, indicated by a checkmark) and 'Review & Payments' (current step, indicated by the number 2). The 'Shipping Address' section displays the following details: Test Buyer, 1123 Broad Street, Windspr, Berkshire Rg43 2YS, United Kingdom, and a phone number 01234567890. To the right, the 'Order Summary' table is shown:

Order Summary	
Cart Subtotal	£50.00
Introduction fee(s) (excl. VAT)	£15.00
To be settled between buyer and seller(s) (excl. VAT)	£35.00
<b>Total Introduction fee(s) to be paid now</b>	<b>£18.00</b>
Including VAT (20%)	£3.00

Below the order summary, it indicates '1 Item in Cart'. A green 'NEXT' button is highlighted with a red box at the bottom center of the page.

After clicking NEXT you select the payment method you wish to use, either Debit or Credit Card via Barclaycard or by Purchase Order. In both cases you will be asked to confirm if the billing address is the same as the shipping address or you will have the possibility to choose a different billing address from addresses you have pre-registered in your account.

If you select Purchase Order you will be asked to enter your Purchase Order number and to send a copy of your Purchase Order via email to [admin@biotrading.co.uk](mailto:admin@biotrading.co.uk).

Shipping      Review & Payments

### Chose your payment method:

Pay by credit or debit card

Pay with a purchase order

Test Buyer  
1123 Broad Street  
Windspr, Berkshire Rg43 2YS  
United Kingdom  
01234567890

**Purchase Order Number \***

You will need to send us a copy of your purchase order by email and we will need to validate it. This process takes more time than the credit card payment that allows you to receive your seller(s) details instantaneously.

**PLACE ORDER**

Enter your Purchase Order Number and then click PLACE ORDER.

If you choose to pay using a debit or credit card via the Barclaycard payment gateway you will be taken to the Barclays payment page.



### Chose your payment method:

Pay by credit or debit card

Test Buyer  
1123 Broad Street  
Windspr, Berkshire Rg43 2YS  
United Kingdom  
01234567890

CONTINUE TO PAYMENT

Pay with a purchase order

### BioTrading Order

Order reference : BT-V\_00000075\_1519992389

Total charge : 18.00 GBP

Beneficiary : Veolia Environmental Services

Pay with : **VISA**

Cardholder's name\* : Test Buyer

Card number\*

Expiry date (mm/yyyy)\*

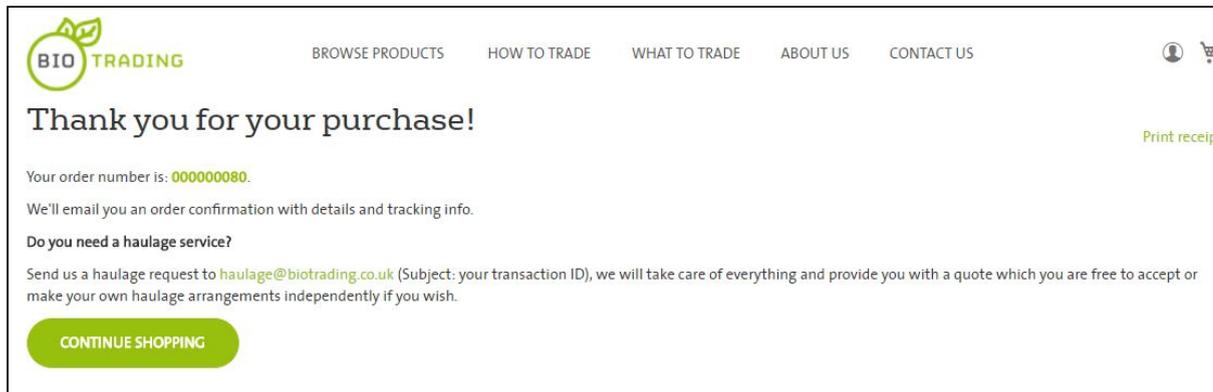
Card verification code\* [What is this?](#)

Yes, I confirm my payment



Back Cancel

On this page you will securely enter your Card Number, Expiry Date and Card Verification Code (CVC). Finally click 'Yes, I confirm my payment'. Once you confirm your payment you will see a confirmation screen that your payment has been successful and then be taken back to the BioTrading website.



You will see your Order number. You will also receive an email notification confirming your order details. This email will contain details of the seller, including their contact details. The seller will now also have your details and you need to liaise with them within 7 working days to arrange the collection and transaction.

## 8) Do you need a haulage service?

Prices displayed on BioTrading listings are excluding haulage. As a buyer, you can decide to arrange haulage with the seller or independently, or you can request the haulage service to be taken care of by BioTrading after confirming your purchase. Just send an email to [haulage@biotrading.co.uk](mailto:haulage@biotrading.co.uk) indicating your order number and BioTrading will arrange everything for you, asking for more information if needed. The haulage quote will be added to your trading cart so you can accept it.

*We hope you enjoy your trading experience. If you have any questions, please [contact us here](#) or at [contact@biotrading.co.uk](mailto:contact@biotrading.co.uk).*

***This document was last updated on 11th of April 2018.***