BIOTRADING SELLERS GUIDE

This guide is intended to help registered sellers understand the process of creating products for sale and listing them as an auction.
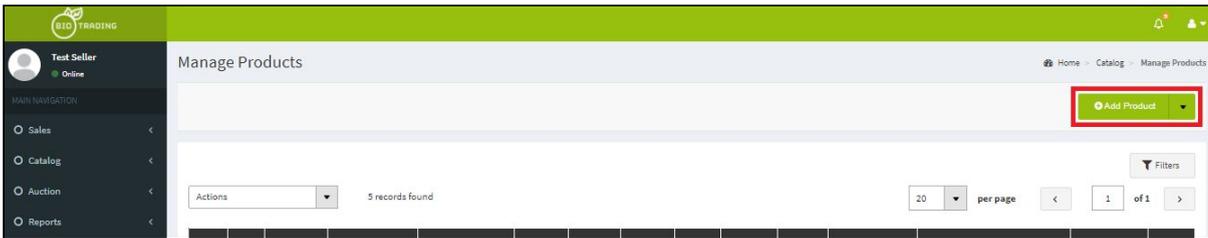
Table of contents

1) Creating Products

The first step for a seller is to create products for sale. When you log in on BioTrading, you are directed to the Manage Products page.

From the Manage Products page, click Add Product.

You can now add details about the product you wish to create. More information about each field on the Add Product form can be found below.

Product Name - The name the product will have in the listings on the website. This is the first information buyers will see.

SKU - You may enter your own product reference or stock code here. This field is only visible to you.

Weight - The total weight in tonnes of the product you wish to sell.

Total Price - The price of the item if it is to be listed as a sale and not as auction. This is the total price for the weight you indicated. The price per tonne will be displayed to buyers on the website. It is possible to enter a negative value if this is intended to be a gate fee or a positive value if you wish to obtain revenue from the sale of the product. You will see a reminder about the Introduction fee that you should factor in the price you propose (see article 6.3 of the Terms and Conditions).

Quantity - The quantity of the item that you have to sell. You may adjust this up and down based on your product availability. e.g. if you want to sell the full tonnage that you have available in one batch, make the quantity 1; if you think that you will find more buyers by selling lower tonnages, you can lower the tonnage and increase the quantity.

Stock Status - 'In Stock' or 'Out of Stock' - the product will only be listed for sale if the status is 'In Stock'. As soon as the product is approved by BioTrading, it will automatically be listed for sale if it is "In Stock". If you wish to list the item as an auction directly, set the Stock Status to 'Out of Stock' initially when creating the product. Once the product is approved you can create the auction (the process for this is described later) and then set the product to be 'In Stock'.

**Categories** - Click the down arrow, select the appropriate category.

EWC Code - Select the appropriate EWC code from the list. Please note you must be allowed to sell this type of waste. BioTrading takes no responsibility if you do not have documentation to support this.

Collection Address - The physical location from where the product will be shipped/collected. This information is not visible to buyers until they have confirmed the Introduction fee payment. Please include any necessary information related to the access.

Location - Select the county from where the product will be shipped/collected. This will be visible to buyers when viewing product listings.

Condition and quality - Include the key condition and quality information relevant to your buyers - free text.

Content - Click the down arrow to open up the content section.
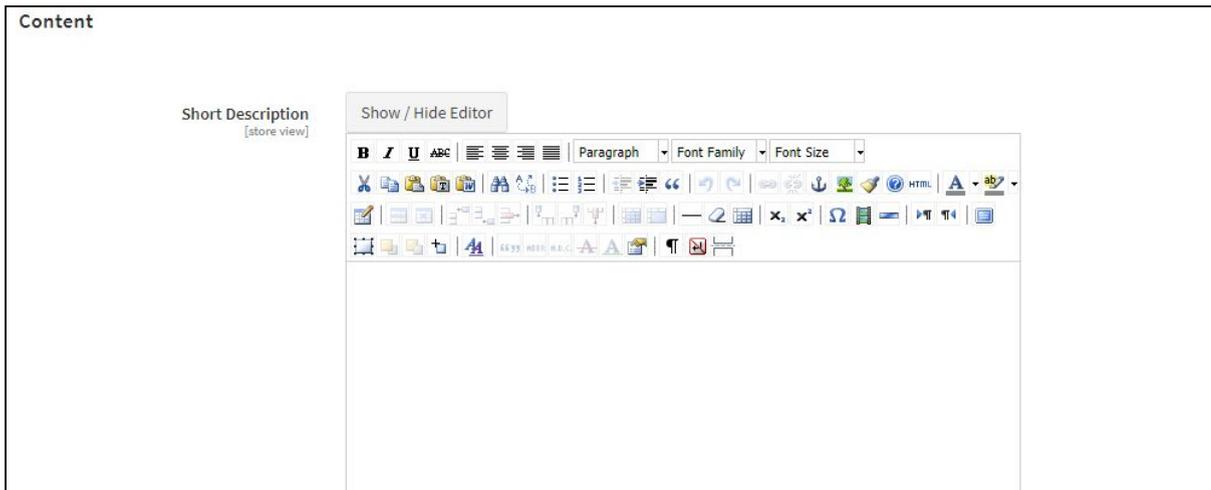
Short Description - This is the advert detail - fill in a description of the waste product. You can include here your lab analysis result, specifications and standards, as well as provide specific terms or conditions (e.g. payment terms) for this sale to inform your buyers.

Images - Click the down arrow to open up the images section. You may upload your photos of your product here. Please do not upload stock photos of products from the internet, or your product may be rejected.

Search Engine Optimisation - You may ignore this section.

Once you have created your product, either click **Save Product** if you wish to go back and edit further, or click **Save & Submit for Approval**. BioTrading will review your product. If they identify any issues they will get in touch with you via the Email you have provided.

As soon a product is approved, you will be notified by email and the product will be listed for sale on the website if you have marked it as 'In Stock'. If you wish to list the product as an auction please refer to the section on auctions.

The advantage of creating products in the platform is that you can re-use them if you have items that you frequently have available for sale, rather than having to create them each time. For instance, if you have a weekly load, you set up the product once, and then you just need to update your stock status when you receive a new load!

2) Editing Products

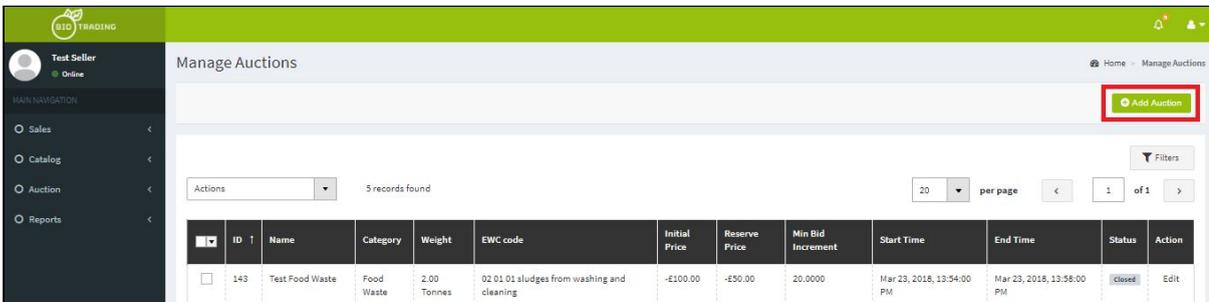Should you wish to edit a product you can do so by clicking Catalog then Manage Products, then Edit.
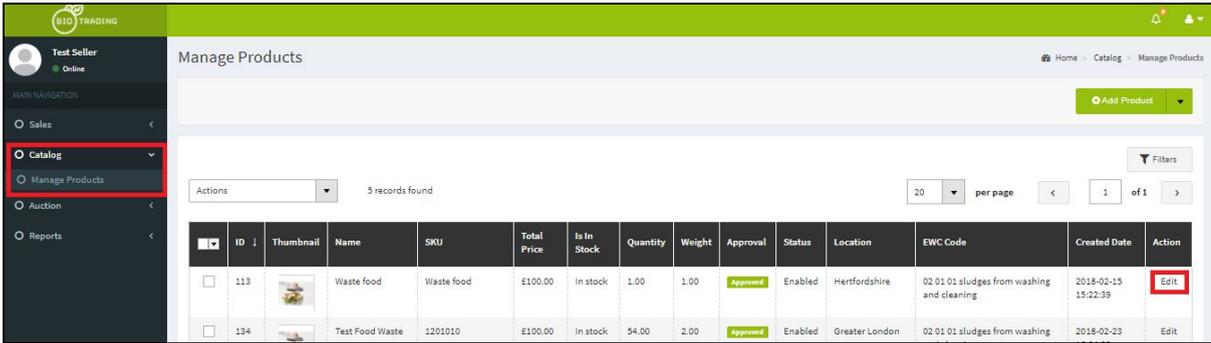
If you edit one of the following sections: Name, Category, EWC Code, Condition, Description, Images or Address, you need to Save and Submit for Approval as you did when you created the product. The changes will need to be reviewed by the BioTrading admin team. The other sections don't require a renewed approval and you only need to save your product.

3) Selling a Product by Auction

This section describes the process of selling a product by auction. First select Manage Auctions from the Auction menu dropdown.
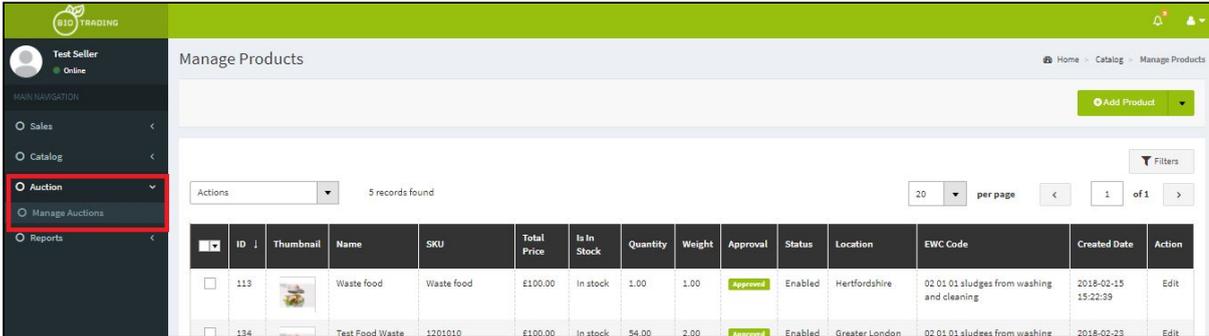
Here you will see details of existing auctions. Click on Add Auction to create a new one.

You now fill out the form with your auctions details.

Information about each field is as follows:

Product - Click Select Product to select a product from the products you have previously created and that have been approved.

Start Price - The starting price you wish to set for the auction - what the opening bid must be.

Reserve Price - The lowest price you will accept for the product in the auction. If this price is not reached by the end time of the auction, the product will not be sold. Here you will see a reminder about the Introduction fee that you should factor in (see article 6.3 of the Terms and Conditions).

Min Bid Increment - By what amount each bid must be higher than the last bid.

Start Time - The date and time at which you wish the auction to begin. You may set this date and time to be any time in the future

End Time - The date and time you wish the auction to end. You can set this to any time in the future to take into consideration what you consider to be the best time to attract maximum visibility and likely bidders for your listing. Click on Close once you have selected the time.

Expiration Duration - Input here the number of days that the buyer who wins the auction will have to confirm their bid. If the buyer does not confirm the bid in this time period, the auction will expire and your product will be automatically listed again as sale. We recommend to take into account the end date and the possibility of non-working days, for example if your auction stops on a Friday afternoon, we recommend that you input at least 5 days to not take the risk of losing your sale.

Once you have completed the form click the Save Auction button. The auction will become live on the site at the time you specified. You will not be able to modify any auction detail during the auction period.

4) Receiving Bids for your Auction

When a buyer places a bid for your auction you will receive an Email notification with the details. You can also see details of any bids you have received in your sellers account. First click Auctions then Manage Auctions.
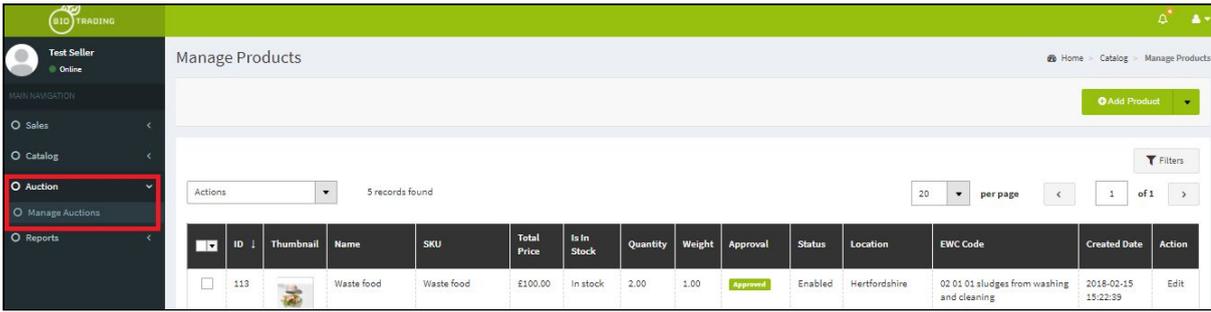
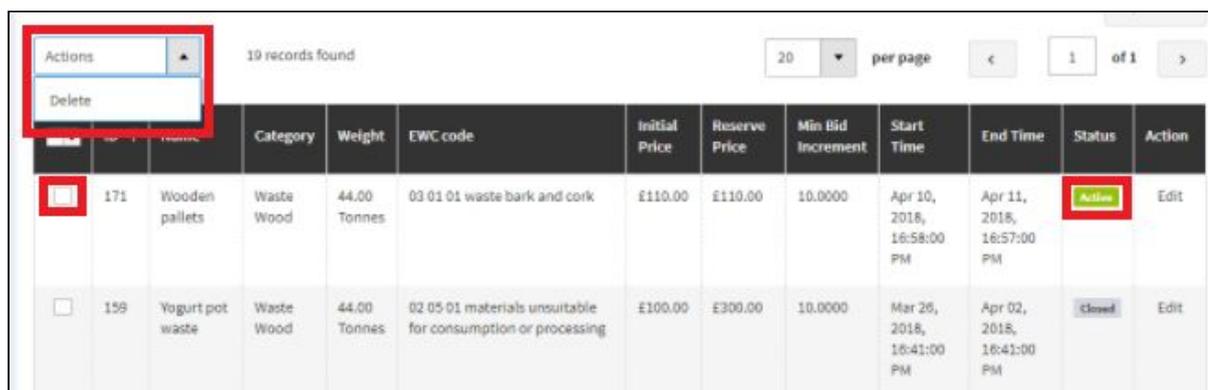You can now see a list of your current and past auctions.
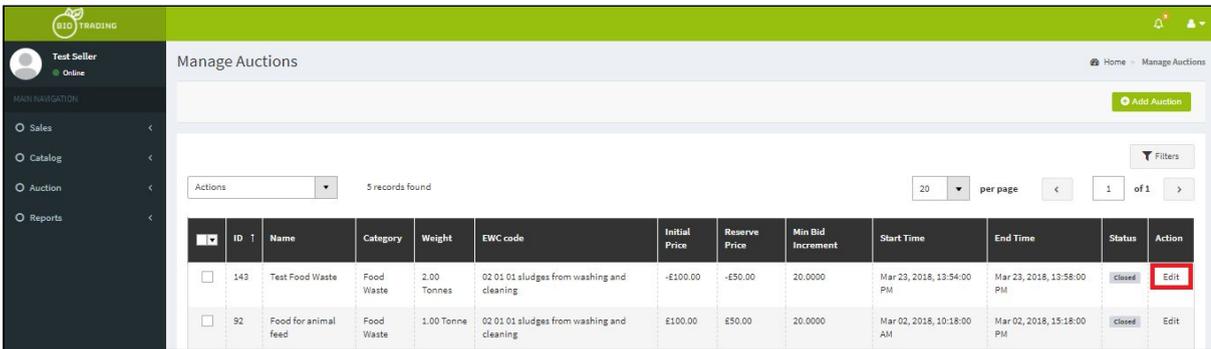
If you click Edit, you can see the auction details. In the left menu you can click on Bids to see which bids have been made, when and for which amount. You can click on and Winner(s) to see the winning bid.
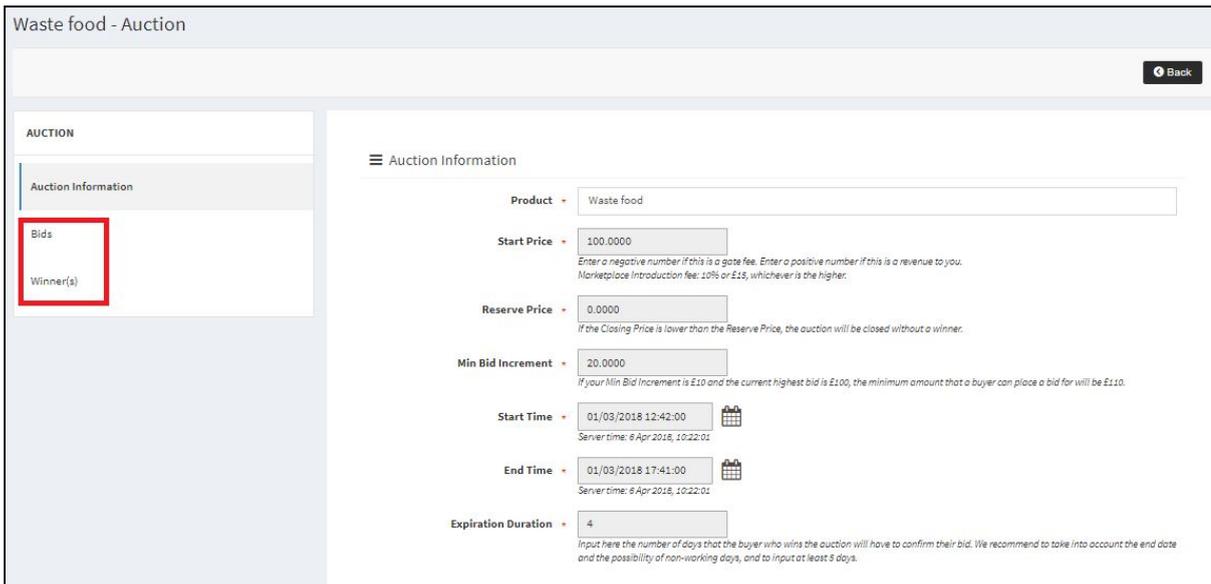
5) Ending an Auction

An auction will end at the time you specified when you created it.

You can delete an auction provided the end date has not been reached. Please note that this is not good practice to cancel an auction that has already received bids.

If you have received bids for your product the highest bidder will win the auction.

6) Finalising your transaction with the buyer

BioTrading is an introduction service. The buyer will need to pay the BioTrading Introduction fee (within the expiration duration set by the seller in case of an auction). Then, BioTrading will release the order confirmation emails including contact details of seller and buyer to each other. At this point the buyer shall contact you within 7 working days and it will be the responsibility of the buyer and yourself to finalise the transaction for the amount to be settled outside of the platform. You can arrange haulage between yourselves or Biotrading can assist with that, providing quotes from trusted haulage companies to the buyer.

We hope you enjoy your trading experience. If you have any questions, please contact us here or at contact@biotrading.co.uk.

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