



EnergyBin User Manual How to send a broadcast email

Overview:

This quick reference guide covers how to send a broadcast email to EnergyBin members. A broadcast is a quick and easy way to get the word out to the entire EnergyBin community regarding product you want to buy or sell. When you send a broadcast message, it is delivered to all members, it posts to the platform and it is included in the weekly broadcast summary email. There are three types of broadcasts available to you:

WTB – Want to Buy: You can send a Want-to-Buy email for a single part or multiple parts that you want to buy. You can also create a WTB for a full system you are looking to buy.

RFQ – Request for Quote: You can send a Request-for-Quote email for a single part, multiple parts or a full system that you aren't quite ready to buy but would like to review quotes from multiple sellers.

WTS – Want to Sell: You can send a Want-to-Sell email for a single part or multiple parts that you want to sell. You can also create a WTS for a full system you are ready to sell.

Browse broadcasts daily

We recommend that you log into your EnergyBin account daily to browse broadcasts for new business opportunities. You will typically see more WTS broadcasts than WTB or RFQ broadcasts. Don't assume this means there are more sellers than buyers on the platform. Many members who are looking to buy rarely send out WTB broadcasts. Rather, they search for inventory. For double exposure, we recommend you upload your inventory to the platform in addition to sending a WTS email.

Tip: If you have a specific part to sell, try to search for the part first. You may find a WTB in the search results for that part. You can contact the buyer directly with an offer, rather than taking the time to send a WTS.

Buyers = Sellers

Don't presume that a member of EnergyBin is either a buyer or a seller. The EnergyBin platform exists to support wholesale solar equipment brokering, which means that you can buy and sell based on your needs.

Say you are a supplier who joins EnergyBin with the intention to sell product. But then, you notice product for sale at a great price on the platform that is in demand by your customers. You can buy the product at the reduced price, add your mark-up, and resell the product to your primary customer base.

Or perhaps you are an installer who joins EnergyBin primarily to buy product at a reduced price. You find a great deal for a pallet of 30 panels. You only need 20 panels, but you decide to buy the full pallet to take advantage of the bulk deal. You take what you need and then list the remaining 10 panels for sale. You've just created a new revenue stream for your business.

Need help or crunched for time?

If you need additional assistance with sending a broadcast, [contact](#) your account representative, who is here to help you. Just consider your rep an extension of your team.

Let's get to work!

Step-by-Step Process:

1. Log in to your EnergyBin account at members.energybin.com.

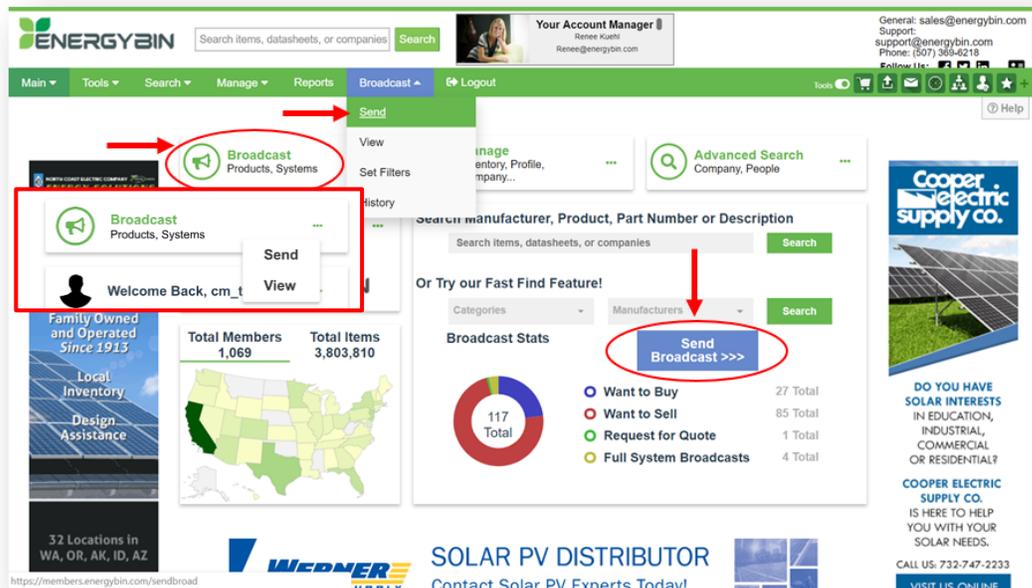


Tip: Bookmark this page for quick access in the future.

Check the “Remember Me” box to remain logged in for up to 30 days, thus, bypassing the need to re-enter your user name and password every time you open the platform.

2. Click on the blue **Send Broadcast** button on the dashboard.

You can also click on the Broadcast drop-down menu on the main menu bar and select Send. Or, you can click on the Broadcast button located in the top left of the main dashboard, and then select Send.



3. On the Send a Broadcast form, select the type of broadcast you want to send by clicking on the box. Then, select whether you want to send the broadcast for a single Part / Item, multiple Parts / Items, or a Full System.

Let's walk through the example for creating and sending a Want-to-Buy (WTB) for a single Part / Item. Say you are in need of a specific part number that you want to buy immediately. You're looking for 26 Jinko 370 Watt mono panels that are new and under warranty.

- Click the **WTB** box on the form.
- Then, click the **Part / Item** box on the form.
- Click the green **Continue** button on the bottom right side.

Send a Broadcast

1 CHOOSE A TYPE 2 CREATE 3 REVIEW AND SEND

What type of Broadcast would you like to send?

WTB
Want to Buy

RFQ
Request for Quote

WTS
Want to Sell

For the following:

Single Part / Item
Attach Files or Paste Text
(pdf, csv, xlsx, txt, photos, datasheets)

Multiple Parts / Items
Attach Files or Paste Text
(pdf, csv, xlsx, txt, photos, datasheets)

Full System
Attach Files or Paste Text
(pdf, csv, xlsx, txt, photos, datasheets)

CANCEL **CONTINUE**

4. Proceed to fill in the form with your information.

Send a Broadcast

1 CHOOSE A TYPE 2 CREATE 3 REVIEW AND SEND

Want to Buy (WTB): Single Part / Item

Filters (Optional)

CATEGORIES COMPANIES REGIONS

Attach Files (Optional: pdf, csv, xlsx, txt, photos, datasheets)

Add files like photos or datasheets.

attach your files

Add your part # and manufacturer.

Part # MFG

JKM370M-72V-L JINKO

Add price, quantity, condition and warranty preference.

PPW 0.350 26 NEW YES

Warranty

Location (Shipping Address)

Company Location 32 7th Ave NE, Rochester, MN 5 Or Enter Location Address

Select your company address or another ship-to location.

Create a Message

Subject / Description

Looking to buy ASAP

Add a subject line and a short message.

Additional Comments

We are looking for best prices for JINKO 370W modules to ship to 55906, USA.

PREVIOUS CANCEL **CONTINUE**

Tips for Success:

- **Attach Files** – Upload any files that will help other members better understand your equipment needs, such as photos, datasheets, or spreadsheets with more information about the part.
- **Price / PPW** – You can put in a full price, PPW, or the word “CALL” if you don’t want to list a specific price. Be prepared to negotiate on price.
- **Location** – Select the location you would like the order shipped to. Note that your company address is already populating from your company profile. You can choose to put in a project site or another warehouse address to ship to as well.
- **Subject** – Make it short and to-the-point. The form will automatically add “EnergyBin Broadcast WTB:”. Adding a brief message of urgency attracts attention to your email.
- **Message** – Keep it short! The message should be related to the broadcast request. If you have any special instructions, include them in your message. Leave off your company and contact information. The system will automatically add your name, company name and contact information to the email. Additional information about your company should be presented in your company profile – NOT in a broadcast email.

5. Add any filters you prefer to your broadcast email by clicking through the three filters tabs.

Note: Without filters, the broadcast will send to all members. Setting filters will reduce the number of recipients.

The screenshot shows the 'Send a Broadcast' form with three progress steps: CHOOSE A TYPE, CREATE, and REVIEW AND SEND. The form is titled 'Want to Buy (WTB): Part / Item' and includes optional filters for CATEGORIES, COMPANIES, and REGIONS. A yellow callout box explains that users should check applicable boxes to target members who specialize in specific categories. Another yellow callout box explains that the broadcast will automatically mail to all members unless a company filter is set, and that users can choose to send to one or a few members or omit multiple members. A third yellow callout box explains that users can limit the broadcast by region or country, and that if no filter is applied, the broadcast will mail to all members. The form also includes checkboxes for 'Send to My Vendors only', 'Do not publish online', and 'Save settings as defaults'.

Check the applicable box(es) to only send the broadcast to members who specialize in each of these categories.

The broadcast will automatically mail to all members, unless you set up a company filter. You have the option of sending to one or a few members. Or, you can omit one or multiple members. If you created a My Vendors list, you can choose to only send to those companies. The broadcast will publish to the search database. But if you don't want it published, then simply check the 'Do not publish online' box.

You can limit who the broadcast mails to by region or country. If no filter is applied, the broadcast will mail to all members.

Tip: Save any settings as defaults for future convenience.

6. Click on the green **Continue** button on the bottom right side. Review your broadcast email. When you are ready, click the green **Send** button on the bottom right side.

The screenshot shows a web interface titled "Send a Broadcast" with three progress steps: "CHOOSE A TYPE", "CREATE", and "REVIEW AND SEND". The "REVIEW AND SEND" step is active. Below the progress bar is an "Email Preview" section. The preview content is as follows:

Want to Buy (WTB): Part / Item
From: Melissa Schmid [melissa@energybin.com]
Sent: 9:56:22 AM 3/26/2019
Subject: EnergyBin Broadcast (WTB): Looking to buy ASAP
Categories: Modules

Type: Want to Buy (WTB)
Mfg: JINKO
Part: JKM370M-72V-L
Cond: NEW
Qty: 26
Price: 0.350 ppw
Warranty: YES
Location: 32 7th Ave NE, Rochester, MN 55906, USA
Additional Comments:
We are looking for best prices for JINKO 370W modules to ship to 55906, USA.

Melissa Schmid
Business Development Manager
EnergyBin.com
Toll: 866-241-0639
Fax: 507-292-5747
melissa@energybin.com

At the bottom of the preview are three buttons: "PREVIOUS" (disabled), "CANCEL", and "SEND" (active).

Note the following on the preview:

- **From** – Your name and email address appear as the Sender.
- **Company Name and Contact Information** – Your company name and contact information will automatically populate from your company profile and appear at the bottom of the broadcast.

Activity: Now, practice creating a **WTS** broadcast, which follows the same process we just went through. Make sure to incorporate these Tips for Success:

- **Attach Files** – Upload any files that will give members more details about the part you are selling, such as photos, datasheets, or spreadsheets.
- **Price / PPW** – You can put in a full price, PPW, or the word “CALL” if you don’t want to list a specific price. Note that you must honor any price you list on EnergyBin.
- **Location** – Select the location you will ship the order from. Note that your company address is already populating from your company profile. You can choose to put in another warehouse address to ship from as well.
- **Subject** – Make it short and to-the-point. The form will automatically add “EnergyBin Broadcast WTS:”. Adding a brief message of urgency attracts attention to your email.
- **Message** – Keep it short! The message should be related to the broadcast request. If you have any comments related to the sale (e.g. payment terms, shipping terms), include them in your message. Leave off your company and contact information. The system will automatically add your name, company name and contact information to the email. Additional information about your company should be presented in your company profile – NOT in a broadcast email.

Q. What if I don't get the desired response from this broadcast email?

Tip: If you don't get the response you want from your broadcast email, try re-sending it one week later. You may want to modify the price before your re-send it.

7. To re-send a broadcast, click on the Broadcast drop-down menu and select **View My** to pull up your sent broadcasts list.
8. Locate the broadcast you want to re-send, and click on the "Resend Broadcast" icon.

Delete	Resend	Posted	Company	Location	Type	View	Mfg	Part / Model	Warranty	Cond	Price	Qty	Product Description
<input type="checkbox"/>	<input type="checkbox"/>	1:49 PM 05/08/19	ATEN Solar Corporation	CA USA	WTS	<input type="checkbox"/>	GCL	GCLP6/72H-360	YES	NEW	0.410 ppw	750	WTS: GCL 360 Wp, 35mm, Silver Frame, Casted/Hybrid...
<input type="checkbox"/>	<input type="checkbox"/>	12:04 PM 05/08/19	ATEN Solar Corporation	MI USA	WTS	<input type="checkbox"/>	QCells	Q PRO L-G3	YES	NEW	0.320 ppw	700	WTS: Revised Broadcast- WTS-New & Unused Q Pro Cells...
<input type="checkbox"/>	<input type="checkbox"/>	10:25 AM 05/08/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	CPS	PS SCE 6KTL-OIUS	YES	NEW	\$450.00	5	WTS: 5 Surplus Chint Power CPS SCE6KTL-OIUS 6kW...
<input type="checkbox"/>	<input type="checkbox"/>	9:58 AM 05/02/19	ATEN Solar Corporation	CA USA	WTS	<input type="checkbox"/>	GCL	GCL-P6/72H 360	YES	NEW	0.410 ppw	720	WTS: GCL Nova Series 360 Wp 72 Cell Mono Available Now!
<input type="checkbox"/>	<input type="checkbox"/>	AM 05/02/19	ATEN Solar Corporation	FL USA	WTS	<input type="checkbox"/>	REC	REC TWINPEAK 2 290 BLK	YES	NEW	0.440 ppw	200	WTS: REC 290, Poly Perc Twin Cell (like 60 cell)...
<input type="checkbox"/>	<input type="checkbox"/>	9:44 AM 05/02/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	CPS	PS SCE 6KTL-OIUS	YES	NEW	\$479.00	5	WTS: 5 Surplus Chint Power CPS SCE6KTL-OIUS 6kW...
<input type="checkbox"/>	<input type="checkbox"/>	2:00 PM 04/30/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	QCELLS	Q PRO L-G3 305	YES	NEW	0.340 ppw	700	WTS: New & Unused Q Pro Q Cells 305 Wp 72 Cell...
<input type="checkbox"/>	<input type="checkbox"/>	3:18 PM 04/30/19	ATEN Solar Corporation	CA USA	WTS	<input type="checkbox"/>	GCL	GCLP6/72H-360	YES	NEW	0.400 ppw	750	WTS: GCL 360 Wp, 35mm, Silver Frame, Casted/Hybrid...
<input type="checkbox"/>	<input type="checkbox"/>	2:08 PM 04/29/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	CPS	PS SCE 6KTL-OIUS	YES	NEW	\$485.00	5	WTS: 5 Surplus Chint Power CPS SCE6KTL-OIUS 6kW...
<input type="checkbox"/>	<input type="checkbox"/>	1:52 PM 04/29/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	YINGLI	YL325P-35b-1500	YES	NEW	0.320 ppw	728	WTS: New & Unused Yingli 325 Wp 72 Cell, silver, 40...
<input type="checkbox"/>	<input type="checkbox"/>	2:37 PM 04/25/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	Yingli	YL325P-35b-1500	YES	NEW	0.335 ppw	728	WTS: New & Unused Yingli 325 Wp 72 Cell, silver, 40...
<input type="checkbox"/>	<input type="checkbox"/>	9:07 AM 04/24/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	GCL	GCL-P6/72H 370W	YES	NEW	0.420 ppw	720	WTS: GCL Saturn Series 370 Wp 72 Cell Mono coming in...
<input type="checkbox"/>	<input type="checkbox"/>	5:27 PM 04/16/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	GCL	GCL-P6/72H 370W	YES	NEW	\$0.43	720	WTS: GCL Saturn Series 370 Wp 72 Cell Mono coming in...
<input type="checkbox"/>	<input type="checkbox"/>	4:32 PM 04/15/19	ATEN Solar Corporation	NJ USA	WTS	<input type="checkbox"/>	CPS	PS SCE 6KTL-OIUS	YES	NEW	\$499.00	5	WTS: 5 Surplus Chint Power CPS SCE6KTL-OIUS 6kW...

9. Make any modifications to the Send a Broadcast form. Click the green **Continue** button on the bottom right side. Review and send.

Send a Broadcast

1 CHOOSE A TYPE 2 CREATE 3 REVIEW AND SEND

Want to Sell (WTS): Part / Item

Filters (Optional)

CATEGORIES COMPANIES REGIONS

Part / Item

Part # MFG

JA3-SB-8.0X80/50-FZD EJOT

Price / PPW Qty Condition Warranty

Price 248.5 50 NEW NO

Location (Ship to Address)

Company 3809 Old State Rd, Milan, OH 4

Location

Create a Message

Subject

EJOT JA3 Hanger Bolts for Wood - 8mm x 80mm - Box of 50

Additional Comments

EJOT JA3 Hanger Bolts for Wood - 8 mm dia. x 80 mm length - Boxes of 50
Available Hanger Bolts for Wood and Steel - lengths of 80, 130, 150, and 200 mm

PREVIOUS CANCEL CONTINUE

10. Now say you want to send a **WTS** for a **Full System**. Navigate back to the Send a Broadcast form.

- Click the **WTS** box on the form.
- Then, click the **Full System** box on the form.
- Click the green **Continue** button on the bottom right side.

The screenshot shows the 'Send a Broadcast' form with three progress steps: 1. CHOOSE A TYPE (active), 2. CREATE, and 3. REVIEW AND SEND. The question 'What type of Broadcast would you like to send?' is followed by three buttons: 'WTB Want to Buy', 'RFQ Request for Quote', and 'WTS Want to Sell'. Below this, the question 'For the following:' is followed by three buttons: 'Single Part / Item', 'Multiple Parts / Items', and 'Full System'. The 'Full System' button is highlighted. At the bottom right, there are 'CANCEL' and 'CONTINUE' buttons, with a mouse cursor pointing to 'CONTINUE'.

11. Fill out the form with your information and add any filters you desire.

Note: You have the option to upload System Requirement(s) files. This is a useful feature if you have a bill of materials (BOM). You can simply upload your BOM file rather than manually type your project information.

The screenshot shows the 'Send a Broadcast' form in the 'CREATE' step. The title is 'Want to Sell (WTS): Full System'. There are three filter buttons: 'CATEGORIES', 'COMPANIES', and 'REGIONS'. Below this is the 'Upload System Requirement(s)' section with a red arrow pointing to an upload icon and the text 'Click here to upload your files'. The form includes fields for 'Part #' (with a sub-field 'Part #'), 'MFG' (with value 'Full System'), 'Condition' (with a dropdown 'Pick One'), and 'Warranty' (with a dropdown 'Pick One'). There is also a 'Location' section with a dropdown 'Company Location' and an 'Or' field 'Enter Location Address'. At the bottom, there is a 'Create a Message' section with a 'Subject' field and an 'Additional Comments' text area. At the bottom right, there are 'PREVIOUS', 'CANCEL', and 'CONTINUE' buttons.

From here, everything is the same as we discussed in our **WTB** example. Likewise, the **RFQ** form follows the same format.

Q. What do I do with my published broadcast if my part sells?

Tip: Remember that your broadcast publishes to the platform when you hit “Send”. Your broadcast will automatically expire 30 days following the send date. If you sell your part before the 30-day expiration, you can delete the published broadcast. You may also choose to delete a published broadcast if you sell some of the previous advertised quantity. By doing so, you eliminate any mis-communication that could result from someone viewing the out-dated broadcast. From there, you can create a new broadcast with the updated quantity available.

Note: Your broadcast History contains a record of all broadcasts you have sent, including any broadcasts that you delete from the public view. The History is for your private viewing only.

- 12.** To delete a broadcast from the public view, click on the Broadcast drop-down menu and select [View My](#) to pull up your sent broadcasts list.
- 13.** Locate the broadcast you want to delete, and click the check box to the left of the broadcast. Then click the red **Delete** button on the lower left side.



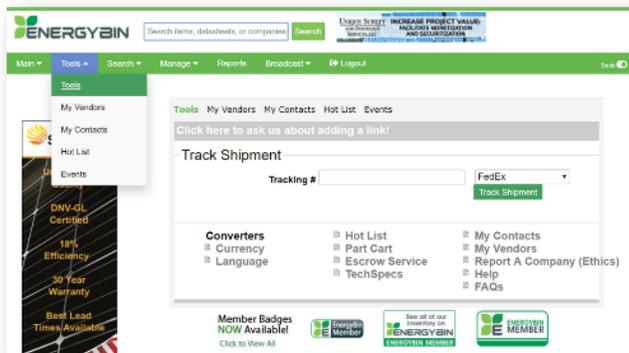
Conclusion:

There you have it – what you need to know to send a Broadcast to the EnergyBin community.

Remember to keep your broadcast email short and to-the-point. EnergyBin members are conditioned to skim broadcasts as they look for parts and systems they want to buy and sell. They don’t want to read about your company profile or see a reshaped datasheet in your broadcast.

You can also re-send a broadcast in a week if you feel like you didn’t get the response you wanted.

If you get stuck, [contact us!](#)



Want to Learn More?

Check out other user manuals and how-to videos in the [Tools](#) section on the platform to maximize your EnergyBin membership.