



T-PORTS⁺

TRANSHIP + COMMODITIES + GLOBAL

BRINGING THE PORT TO THE PRODUCT

Web Portal CLIENT USER GUIDE

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1800 87 67 87
www.tports.com



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ONLINE PORTAL

www.tports.com/web-portal

ONLINE PORTAL ASSISTANCE

[1800 87 67 87](tel:1800876787)
support@tports.com

WAREHOUSE TRANSFERS & TITLE TRANSFERS

T-Ports Web Portal allows growers and grain buyers to easily manage title transfers whether they are acting as a seller or a buyer. A notification will be sent to the buyers nominated email address when a title transfer is pending approval, unless the buyer has elected to automatically accept grower and/or buyer transfers. The following combinations of title transfer are possible:

- Grower to grower
- Grower to client (buyer)
- Client (seller) to client (buyer)

The 'manage title transfer' function will allow you to:

- Create a new title transfer (Select 'New' to create a new transfer)
- View submitted transfers (you acting as a seller)
- View pending transfers (you acting as a buyer)

To create a new title transfer you will be required to select the tonnage and grades of a single commodity, the buyer and relevant contract details. The seller will be notified of the pending transfer via email. The title transfer will remain 'pending approval' (unless automatic acceptance is turned on) and can be viewed via the 'submitted transfers' function. At any stage up to the point of acceptance the seller can cancel the transfer. Upon receiving email notification, the buyer can view pending transfers and approve or decline them. Either way a notification email will be sent to the seller.

Grower title transfers operate in a similar manner however an additional step is required as the grower must choose receival transactions (or part thereof) they wish to transfer.

There is no function to reverse a title transfer after it has been approved by the buyer. The buyer and seller may agree to transact another title transfer to negate the original title transfer.

All buyers and sellers must be registered users of T-Ports Web Portal.

MANAGE CASH/POOL PRICES AND ACCUMULATIONS

T-Ports Web Portal allows buyers to easily upload cash/pool price files, view and increase, withdraw or resubmit prices and view accumulations.

Cash / Pool Prices

- Upload Cash/Pool price files (use the function – **Upload Purchase Options**)

T-Ports' Purchase Options file is described as:

- View the file format specification (including validations) – Purchase Options File Specifications
- View a sample file

These are both available upon request.

No Cut Off Time

Prices can be entered anytime – there is no time that prices need to be loaded to become effective.

Upload Process

To upload a purchase options file, execute the following 5 steps:

1. Browse to select the Purchase Options file from your directory
2. Upload the file
3. Process the file
4. Review any exceptions and re-upload if required
5. Save the Purchase Options

View, increase, withdraw or resubmit prices (use the function – **manage purchase options**)

Intraday cash price changes

T-Ports Web Portal allows the following changes to be made to cash prices during the day of grower deliveries:

1. A cash price can be increased during the day and will be effective immediately after the change has been made.
2. A cash price can be withdrawn at any time after 12:00am and / or re-submitted at a lower price.

View

Use the search function to find a selection of purchase options.

Increase

From a list of active daily cash purchase options, select one purchase option, select the 'increase' button, enter a higher price and confirm.

Withdraw

From a list of active daily cash purchase options, select one or many purchase options, select the 'withdraw' button and confirm.

Resubmit

From a list of withdrawn daily cash purchase options, select one purchase option, select the 'resubmit' button, enter a new price and confirm. This purchase option will be active immediately.

VIEW ACCUMULATIONS

Three different search facilities are available to view tonnes purchased.

Purchase options search

This search function will show for all submitted purchase options the tonnes purchased on initial delivery against each purchase option for the time period entered.

Segregations search

This search function will show for all site/commodity/grade segregations, the submitted purchase options and the tonnes purchased on initial delivery against each purchase option for the time period entered.

Marketing method search

This search function will show the tonnes purchased on initial delivery and subsequent title transfer against each purchase option for the time period entered.

STOCK HOLDING INFORMATION

T-Ports Web Portal is a real time web-based application. The stock information you see is as up to date as T-Ports internal systems. One system, one database for all users.

The '**stock holding**' function allows you to filter your stock records by site, season, commodity and grade.

The information displayed in the grid can be sorted by clicking on the column heading; it can then be sorted ascending or descending order via the arrows. It can also be downloaded into a spreadsheet.

TRANSACTION INFORMATION

You can view specific transactional information under the '**Transaction Information**' heading. You can select the transaction type you wish to view (for example, Grower Receival or Domestic Outturn) and select 'Search'. You can also search for a specific transaction number.

Transaction information can be viewed from the '**Stock Holding**' page by selecting the '**Transactions**' hyperlink. This will display the relevant transactions for the commodity and grade you have selected.

The information displayed in the grid can be sorted by any column by clicking on the column heading; it can then be sorted ascending or descending by the arrows. It can also be downloaded into a spreadsheet.

ACQUISITION AND MOVEMENT FILES

View your acquisition and movement files online

T-Ports Web Portal provides interface files for all acquisitions and movement transactions to allow buyers to integrate these with their own stock management systems.

View Acquisition and Movement Files (use the function – Owner Documents)

Document Type

Use the search function to find a selection of acquisitions and movement files. The file types are dependent upon your buyer configurations (see below). Files can then be opened and / or saved. Buyers can elect to have the acquisition and movement files emailed to a specified email address.

The format of the files:

- T-Ports standard file formats
- Agreed variations
- View the file format specification (including validations) – Client Information Exchange File Format Specifications, available upon request.

T-Ports standard acquisition file can also be configured to include the following types of transactions:

- Line type ACQ includes grower receivals and grower to buyer title transfers.
- Line type CLR includes buyer receivals.
- Line type CTI & CTO includes buyer to buyer title transfers in and out.

FEES AND CHARGES

T-Ports web portal provides easy access to copies of statements and tax invoices. All statements and tax invoices issued and sent by T-Ports are available should you need to obtain a copy of a historical document.

View documents (use the function – owner documents)

Invoice

Use the search function to find a selection of historical invoices. These documents can then be opened, printed or saved.

Statement

Use the search function to find a selection of historical statements. These documents can then be opened, printed or saved.

T-Ports supporting transactions report is described as:

- View the file format specification (including validations) – supporting transaction file format specification, available upon request.