



TRANSHIP + COMMODITIES + GLOBAL

BRINGING THE PORT TO THE PRODUCT

Web Portal GROWER USER GUIDE

25 October 2019





1800 87 67 87 www.tports.com



CONTENTS

HOW TO LOGIN TO THE T-PORTS WEB PORTAL - GROWERS	3
HOW TO SET YOUR PASSWORD	4
PORTAL FUNCTIONS	5
TITLE TRANSFER	5
TO CREATE A GROWER TITLE TRANSFER	6
CANCELLING SUBMITTED TITLE TRANSFERS	9
VIEW STOCK HOLDING	10
VIEW ENTITLEMENTS	11
VIEW TRANSACTION INFORMATION	12
ERROR MESSAGES	14
REQUENTLY ASKED QUESTIONS	15

ONLINE PORTAL

www.tports.com/web-portal

ONLINE PORTAL ASSISTANCE

<u>1800 87 67 87</u>

support@tports.com

HOW TO LOGIN TO THE T-PORTS WEB PORTAL - GROWERS

Login to the web portal at <u>www.tports.com</u>

💠 T-Ports Tranship + Commodite x +		- 8 ×
← → C â tports.com		8 I
+	Home About - Harvest - Projects - News & Events Careers	Contact WEB PORTAL
	OUR FOUR PILLARS	
T-PORTS	Innovation	
T-Ports specialises in innovative solutions for the export of commodities, partnering with customers and investors to use a flexible model that positions	Safety I a core principle of our busines	
port infrastructure close to the product's origin.	Integrity In our work and approach	
	Efficiency achieving maximum productivity	

OR <u>www.tports.com/web-portal</u> The following LOGIN screen should appear.

🔶 Web Portal T-Ports X +	
← → C i tports.com/web-portal	8 :
+	Home About + Harvest + Projects + News & Events Careers Contact WEB PORTAL
Web po	ortal
	The second second
	User Name: Password
	Submit Forper Parameter?
	Growers - Your User Name is your NGR Payee Number Clients - Your User Name is your User Name as advised during the registration process

Enter your User Name and Password.

User Name: Password	
Submit	Forgot Password?
Growers - Your User Name	e is your NGR Payee Number
Clients - Your User Name i process	s your User Name as advised during the registration

The user name is the NOMINATED Linked payee ID, **NOT the NGR card number.** What is a payee number?

This is usually the primary vendor payee, but this can be changed.

Please contact 1800 87 67 87 if you are not able to log in.

The first time you access the T-Ports Web Portal, you will need to create a password. To do this, enter your username (NGR Payee Number) and hit the "Forgot Password" link. You will be prompted to enter your username again and your email address. Your email address must be the same as the one you have registered with NGR.

User Name: Password Submit Forget Password?	Forgotten Password Please enter the email address you used to create your Service Centre account. You will be sent a temporary password via email. Use this password to login in for the first time. You will then be required to reset your password. User Name:
Growers - Your User Name is your NGR Payee Number	Email Address:
Clients - Your User Name is your User Name as advised during the registration process	Submit

You will receive an email with a temporary password, which you will be prompted to change when you login next. When you log in, the Password Change dialog box is displayed, where you will be prompted to enter the new password.

Password Change	Your passwor	
Your new password should symbols.	• At least o	
Password is case-sensitive	At least c	
For example - Portal@123		At least c
User Name:	175altorii	At least of
New Password:	Strong!	Click Submit.
Confirm Password	•••••• Strong!	accepted, you
Submit		page.

d must contain:

- ne upper case letter
- ne lower case letter
- ne number
- one symbol

Once the new password is can navigate to the home

You will see this screen when you login. The only two sections you need to access are Title Transfer and Stock Information:

Title Transfer	Orders	
Nangoe_Title_Transfers Is a safer, handler your grain to another Client (buyer) if you have a contract with them. As a buyer, approve transfers sent by selens. <u>Hele</u>	Manage-Ordens topol your one Ordens, view progress of previously placed Ordens, or Search all environg Ordens. <u>Helio</u>	View Statements & Involves View and developed grow Statements and Tax Involves extraction service changes. Supporting Transactions CDV files are drive tradition throwing you with In over Rem Hole
Cash/Pool Prices & Accumulations	Stock Information	

PORTAL FUNCTIONS

The main functionalities of the Portal are:

Title Transfer allows you to:

- Transfer your grain to a registered Client (buyer) if you have a contract with them or to pool/daily cash option if the client has made these options available.
- Transfer your grain to another Grower.
- Search for existing title transfers.

Stock Information allows you to:

- View and download your stock holdings linked to each Delivery Card associated with the Payee that has logged in.
- View your stock movements, receivals and outturns as well as title transfers.
- View Entitlements

TITLE TRANSFER

Click Manage Title Transfers

Manage Title	Transfers				
-	fer your grain to an	other Client (buyer)	if you have a c	ontract	
	ouyer, approve trans			lelp	

This is the screen you will see as default.

Home > Title Transfer									Welcome [Log
Submitted Transfers Rece	ived Transfers								
Submitted Title Transfers Search									
Owner:	13612292	•		R	eceipt Number:				Search
Commodity:		•		В	ıyer Type:	•			Clear
Effective Date From:		~		В	ıyer:				New
Effective Date To:		~		St	atus:	•			
Receipt Number Seller	Buyer Com	modity	Seller Reference	Contract Number	Selling Option Type	Total Transfer Tonnes	Effective Date	Activity Date	Status
				No	records found				

To search for "Submitted Transfers", select from the drop-down options and choose "Search". Alternatively, you can switch to the "Received Transfers" tab and search to view received title transfers.

Home > Title Transfer								Welcome [Log_OL	
Submitted Transfers Recei	ved Transfers								
Submitted Title Transfers Search*									
Owner:	LONGDOME T			Receipt Number:				Search	
Commodity:	•			Buyer Type:	•			Clear	
Effective Date From:				Buyer:				New	
Effective Date To:	Barley			Status:	Grower			New	
	Wheat				Client				
Receipt Number Seller	Buyer Commonity	Seller Reference	Contract Number	Selling Option Type	Total Transfer Tonnes	Effective Date	Activity Date	Status	
				No records found					

TO CREATE A GROWER TITLE TRANSFER

To transfer grain, click "New"

Home > Title Transfer									1	Welcome [Loo
Submitted Transfers	Received	Transfer	s							
ubmitted Title Transfers Sea	arch									
Owner:	- 20	Mr. 2010	,]		Receipt Number:				Search
Commodity:	В	arley				Buyer Type:		•		Clear
Effective Date From:			~			Buyer:			l l l l l l l l l l l l l l l l l l l	New
Effective Date To:			~]		Status:		•		New
Receipt Number Selle	er i	Buyer	Commodity	Seller Reference	Contract Number	Selling Option Type	Total Transfer Tonnes	Effective Date	Activity Date	Status
10002	00000	Test Client	BA		123456			3.400 16/10/2019 3:48 PM	16/10/2019 3:48 PM	Cancelled

Select information from the drop-down options then press Search to see a list of records:

Home > Title_Trans	sfor > New							Welcome [Log_Out]
Title Transfer Details*	*						Transfer Summary	Search
Owner:	21012010	۲	Comm	nodity:	Barley	*	Site:	Submit
Site:	LOCK	•	Grade	:		•	Season:	Back
Season:		۲					Commodity:	Next
	ck you wish to transfer.						 Grade:	Cancel
Sile	Season Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonn	es Select	Delivered Tonnes To Transfer	Sell To:	
1			No record	Is found			Selling Option:	
							Seller Reference:	
							Contract Number:	
							Tonnes To Transfer: 0.000	

Choose the stock you wish to transfer quantities from by selecting the check box in the Select column. The stock details are displayed in the Transfer Summary section.

Home > Title Transfer	c > <u>New</u>										Welcome	[Log Out]
Title Transfer Details*										Transfer Summary		Search
Owner:			۲	Comme	odity:	Barley	۲			Site:		Submit
Site:	LO	ск	•	Grade:			•			Season:		Back
Season:			۲							Commodity:		Next
Please select the stock	you wish to t	ransfer.					10			Grade:		
Site	Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tor	ines	Delivered To	nnes To Transfer		Sell To:		Cancel
LOCK	19/20	Barley	F3	3.400	3.374		0.000		•	Selling Option:		
										Seller Reference:		
										Contract Number:		
										Tonnes To Transfer: 0.000		

Enter the tonnes being transferred in the Delivered Tonnes to Transfer column. You can also click the All link in the 'All Tonnes' column to quickly copy all available tonnes from the Available Entitled Tonnes column to the Delivered Tonnes to Transfer field.

Ho	me > <u>Title</u> Trans	sfer > New										Welcome [Log_Out]
Title Tra	nsfer Details*									Transf	er Summary	Search
Owne	er:			•	Commodity:	Ba	rley	•		Site:	LOCK	Submit
Site:		LOCK	<	•	Grade:			•		Season:	19/20	
Seaso	on:			•						Commodity:	Barley	Next
Please s	elect the stoc	k you wish to trar	nsfer.							Grade:	F3	
	Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes	Select		onnes To Transfer	All Tonnes	Sell To:		Cancel
۰.	19/20	Barley	F3	3.400	3.374	×	3.400		<u>All</u>	Selling Option:		
										Seller Reference:		
										Contract Number		
										Tonnes To Transf	er: 3.400	

Click the Next button. The Next button is enabled only after you enter the Delivered Tonnes to Transfer field.

Title Trans	fer Details"	•								Transfe	r Summary	Search
Owner:				•	Commodity:	Bar	ley	•		Site:	LOCK	Submit
Site:		LOC	к	•	Grade:			•		Season:	19/20	Back
Season				T						Commodity:	Barley	Next
Please sel	ect the stoc	ck you wish to tra								Grade:	F3	Cancel
	Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes		-	onnes To Transfer	All Tonnes	Sell To:		
4	19/20	Barley	F3	3.400	3.374		3.400		All	Selling Option: Seller Reference: Contract Number:		

The Select Ticket page is displayed. Tick the "select" checkbox on the tickets you want to transfer.

	action(s) to choose						0.0			Tulla	fer Summary	Search
äte	Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes	Delivered Tonnes To Transfer	Action	Selected Tickets	Selected Delivered Tonnes	Site:	LOCK	Submit
.OCK	19/20	Barley	F3	3.400	3.374	3.400	Select	3	3.400	Season:	19/20	Back
ickets										Commodity:	Barley	
Entitlement Number	r Commodity	Grade	Protein	Test Results	Entitled Date	Delivered Tonnes	Entitled Tonnes	Delivered Tonnes	To Transfer Select	Grade:	F3	Next
100000018	BA	F3	12.5	View All	15/10/2019	0.280	0.278	0.280		Sell To:		Cancel
100000017	BA	F3	12.2	View All	15/10/2019	1.560	1.548	1.560				
10000015	BA	F3	12.1	View All	15/10/2019	1.560	1.548	1.560		Selling Option:		
										Seller Reference	:	
										Contract Numbe	D	
										Tonnes To Trans	fer: 3.400	
										Tonnes Selected	: 3.400	

Once you have selected the tickets, click "Next".

Tonnes Entrope Joines Transfer Tonnes Tonnes CK 19/20 Barley F3 3.400 3.374 3.400 Select 3 3.400 Season: 19/20								9						Search
ckets commodity Grade Protein Test Results Entited Date Delivered Tonnes To Itansfer Select Split BA F3 12.2 View All 15/10/2019 1.560 1.548 1.560 IM	te	Season	Commod	ity Grade	Delivered	Available Entitled Ton	Tonnes To	Action	Selected T	ickets	Delivered	Site:	LOCK	
Commodity Crade Vrotin Test Results Cnitted Date Delivered Tennes Delivered Tennes Delivered Tennes Te Transfer Select Split BA F3 12.5 View All 15/10/2019 0.280 0.278 0.280 Image: Commodity Grade: F3 Sele Tennes Select Split Select Split Select Select Split Select Sele	CK	19/20	Barley	F3	3.400	3.374	3.400	Select	3		3.400	Season:	19/20	Back
Commodity Grade Protein Test Results Entitled Date Oplivered Tonnes Entitled Tonnes Oplivered Tonnes To Transfor Solit Split BA F3 12.5 View All 15/10/2019 0.280 0.280 0.280 Image: Transfor Split Selit Cance Selit Selit <td>ickets</td> <td></td> <td>Commodity:</td> <td>Barley</td> <td></td>	ickets											Commodity:	Barley	
bit 12.3 View All 15/10/2019 0.200 0.78 0.200 0.20 Sell To: BA F3 12.2 View All 15/10/2019 1.560 I.560 Image: Sell To: Sell To: BA F3 12.1 View All 15/10/2019 1.560 Image: Sell To: Sell Reference: Sell Reference: Contract Number: Sell To: Sell Reference: Sell Reference: Sell Reference: Sell Reference:	Commodity	Grade	Protein	Test Results	Entitled Date	Delivered Tonnes	Entitled Tonnes	Delivered Tonnes	To Transfer	Select	Split	Grade:	F3	<u> </u>
BA F3 12.2 View All 15/10/2019 1.560 1.560 Image: Contract Number: C	BA	F3	12.5	View All	15/10/2019	0.280	0.278	0.280				Sell To:		Cance
BA F3 12.1 View Air 15/10/2019 1.580 1.580 C Seller Reference: Contract Number: Contract Number: Contract Number: Contract Number:	BA	F3	12.2	View All	15/10/2019	1.560	1.548	1.560						
Contract Number:	BA	F3	12.1	View All	15/10/2019	1.560	1.548	1.560				Selling Option:		
												Seller Reference	c	
												Contract Numbe	r:	
													0.400	
												Tonnes Selected	3,400	

If multiple tickets are selected and only part of the ticket tonnage is required, the ticket will be split and the split checkbox will be selected. The Tonnes Selected total will be updated as the ticket(s) are selected. The Next button is enabled only after you select the check box and the Tonnes Selected matches the Tonnes to Transfer total displayed in the Transfer Summary panel.

The buyer details screen is displayed next which gives you the option to choose whether you are transferring to a client (buyer) or to another NGR card.

To transfer to a buyer, select the client details at the top, tick if it is a contract and enter the contract number, then hit "Next"

Home > Title_Transfer > 10005		Welc	ome [Log_Out]
Please enter the buyer details for this Transfer*	Transfer	Summary	Search
Effective Date: 17/10/2019 12:20 PM	Site:	LOCK	Submit
Is Backdated:	Season:	19/20	Back
To a Client	Commodity:	Barley	Next
Client Name: Test Client Name •	Grade:	F3	Cancel
Selling Option:	Sell To:	Test Client Name	
Contract ?:	Selling Option:		
Contract Number: 123456	Seller Reference:		
Cash Amount:	Contract Number:	123456	
OR	Tonnes To Transfer:	3.400	
	Tonnes Selected:	3.400	
To a Delivery Card			
NGR Card Number:			
NGR Card Name:			
Seller Reference:			
Comments:			

Or select the NGR card number and hit "Next".

Home > Title Transfer > 10005				Welcome [Log Out]
Please enter the buyer details for			ransfer Summary	Search
Effective Date:	17/10/2019 12:20 PM	Site:	LOCK	Submit
Is Backdated:		Season:	19/20	Back
To a Client		Commodity:	Barley	Next
Client Name:	T	Grade:	F3	
Selling Option:	•	Sell To:	12345678	Cancel
Contract ?:		Selling Option	n:	
Contract Number:		Seller Refere	nce:	
Cash Amount:		Contract Nur	iber:	
	OR	Tonnes To Ti	ansfer: 3.400	
		Tonnes Sele	cted: 3.400	
To a Delivery Card				
NGR Card Number:	2345678			
NGR Card Name: TE	ST NGR CARD NAME			

On the next screen, check that all the information is correct, then hit "Submit".

Home > Title Transfer > 10005				Welcome [Log Out
Please review your transfer information		Transfer	Summary	Search
If correct, please click Submit to finalise this		Site:	LOCK	Submit
If incorrect, please click Back to change or C	ancel to start again.	Season:	19/20	Back
Effective Date:	17/10/2019 12:20 PM	Commodity:	Barley	Next
Site:	LOCK	Grade: Sell To:	F3 12345678	Cancel
Season:	19/20	Selling Option:		
Commodity:	Barley	Seller Reference:		
Grade:	F3			
Sell To:	12345678	Contract Number:		
Selling Option:		Tonnes To Transfer		
Contract Number:		Tonnes Selected:	3.400	
Seller Reference:				
Tonnes To Transfer:	3.400			
Tonnes Selected:	3.400			
Comments:				

You will receive confirmation that the transfer has been created. A confirmation message is displayed along with the newly generated Receipt Number. The system generates a title transfer Receipt Number. The transfer is not completed until the buyer approves the transfer. A request for approval is emailed to the buyer. Alternatively, a buyer may also elect to automatically accept transfers. Select "View Details" to view more information.

Home > Title Transfer > 10007						Welcome [Log_Out]
Title Transfer Details						
Your transfer was successfully p	rocessed at 05:25 PM on 17/10/2019					Close
A request for approval of this tra	insfer has been emailed to T-Ports					
Note: This Transfer will not be Co	ompleted until the Buyer has approved this Tra	nsfer.				View Details
Receipt 10007 Number:						
Home > Title Transfer > 10007						Welcome [Log_Out]
Title Transfer Details						Cancel
Receipt Number:			10007			Transfer
Deven Datalla						
Buyer Details						Decline
Buyer Code:			TPORTS			Approve
Buyer Description:			T-Ports			Close
Contract Number:			123456			
College Datalla						
Seller Details						
Seller Code:			12345678			
Seller Description:			Test Grower Name			
Seller Reference:						
Transfer Details						
Total Tonnes:			0.180			
Activity Date:			17/10/2019 5:25 PM			
Effective Date:			17/10/2019 5:25 PM			
Status:			Pending Approval			
Selling Option Type:			CO			
Comments:						
Transferred Stock						
Transfer Number	Site	Season	Commodity	Grade	Delivered Tonnes To Transfer	
60000006	LUCKY BAY - BUNKER SITE	19/20	Barley	BAR1	0.180	
Attached Entitlement Transaction Number	Entitlement Number	De	livery Date		Delivered Tonnes	Tests
108000004	108000004		5/10/2019 2:30 PM			0.100 View All
108000008	108000008		5/10/2019 6:03 PM			0.080 View All
10000000	10000008	10	7 10/ 2019 0.03 PM			0.060 VIEW AII

T-Ports Web Portal – Grower User Guide

APPROVING TITLE TRANSFERS

When a Title Transfer has been submitted, approval is required from the buyer before it can be processed. The buyer/approver receives an email notification when a Title Transfer has been submitted for approval. A buyer may also choose to automatically accept Title Transfers.

From: To:	Berlins Farly, Brother FarlyBran.		Sent:	Mon 21/12/2015 10:48 AM
Cc	Transfer Confirmation			
Subject:	transfer Confirmation			6
	Title Transfer has been submitted to the	System and is awaiting your review.		0
Details Seller -	are:			A
	- 40.000			
Receipt	Number - 20000052			
Notice:	Title Transfer notifications from	System will be delivered via this type of automated email message.		
Regards	5			
Custom	er Service			

CANCELLING SUBMITTED TITLE TRANSFERS

On the Portal Homepage, click the Manage Title Transfers link in the Title Transfer section. The Submitted Title Transfer Search page is displayed.

- If you are the Seller, continue to the Submitted Transfer Tab.
- If you are the Buyer, click the Received Transfers tab.

Enter the criteria to search for the title transfer you wish to cancel. Click **Search**. Title Transfer records matching the specified criteria are displayed.

Home > Title Transfer								Welcome [Log_C
Submitted Transfers Rece	ived Transfers							
Submitted Title Transfers Search								
Owner:	0.000	•		Receipt Number:				Search
Commodity:	Barley	•		Buyer Type:		•		Clear
Effective Date From:		\checkmark		Buyer:				New
Effective Date To:		~		Status:		•		
Receipt Number Seller	Buyer Commodi	ty Seller Reference	Contract Number	Selling Option Type	Total Transfer Tonnes	Effective Date	Activity Date	Status
10002	BA		123456			3.400 16/10/2019 3:48 PM	16/10/2019 3:48 PM	Pending Approval

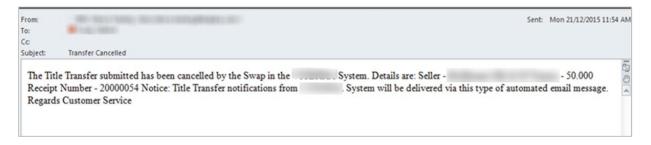
Click the link in the **Receipt Number** column of the Title Transfer you wish to cancel. The Title Transfer Details page is displayed. Click **Cancel** to cancel the selected transfer. A confirmation message is displayed.

Home > Title Transfer > 10005	We	/elcome	[Log_Out]	-
Title Transfer Details Receipt Number:	10005		Cancel Transfer	
Buyer Details			Decline	5
Buyer Code:	12345678		Approve	
Buyer Description:	TEST CLIENT NAME			
Contract Number:				
Seller Details				
Seller Code:	87654321			
Seller Description:	Test Grower Name			
Message from webpage				

ОК

Cancel

Click OK to cancel the transfer. The Status of the Title Transfer changes to Cancelled. An email is generated confirming cancellation of transfer.



VIEW STOCK HOLDING

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

Title Transfer	Orders	
Manage Title Transfers As a seller, transfer you grain to another Client (buyer) if you have a contract with them. As a buyer, approve transfers sent by sellers.	Manage Orders. Input your new Orders, view progress of previously placed Orders, or Search all existing Orders. Help	View Statements & Invoices View and download your Statements and Tax Invoices raised for service charges. Supporting Transactions CSV files are also available should you wish to use them. Heigh
Cash/Pool Prices & Accumulations Manage Cash/Pool Prices & View Accumulations	Stock Information	
Cash/Pool Prices & Accumulations Manage Cash/Pool Prices & View Accumulations Upload your Cash/Pool prices View Verk, Increase, Withdraw or Resubmit your prices View your Accumulations. Helle		

When you open the "stock Holding" page, click "Search" and you will see a list of all available warehoused stock.

wner:	100.7762	•				Commodi	ty:			۲				Search
ite:		۲				Grade:				٠				Clear
eason:		T				Show Zer	o Entitled To	nnes:	0				Ì	Export To File
te Season Commodity	Grade Received Tonnes	Transfer In Progress Tonnes	Transferred Tonnes	Regraded Tonnes	Outturned Tonnes	Outturn Tonnes Remaining	Adjusted Tonnes	Swapped Tonnes	Notional Stock Swap Tonnes	Stock On Hand	Stock On Hand Shrunk	Current Available Shrunk	Transactions	Entitlements
						No records	found							

To view individual tickets, select the "Transactions" hyperlink:

Home > View_Sto Stock Holding	ck_Holdings													V	Welcome [Los
Owner:			•				Commodit	<i>r</i> :			•			1	Search
Site:			۲				Grade:				T				Clear
Season:			•				Show Zero	Entitled Ton	nes:	0				Ì	Export To File
ite Season Co	mmodity Grade	Received Tonnes	Transfer In Progress Tonnes	Transferred I Tonnes		Outturned Tonnes	Outturn Tonnes Remaining	Adjusted Tonnes	Swapped Tonnes	Notional Stock Swap Tonnes	Stock On Hand	Stock On Hand Shrunk	Current Available Shrunk	Transactions	Entitlements
BB 19/20 BA	BAR1	0.17	-0.180	0.000	0.000	0.00	0.00	0.00	0.0	00 0	.000 0.18	0 0.17	8 0.000	Transactions	Action

A list of transfers will be shown and can be exported to a spreadsheet.

	<u>.</u>											-
Owner:						Commodil	ty:	Barley				Export T
Site:		LUCKY BAY	- BUNKER SITE			Grade:		BAR1				File
Season:		2019/2020										
in the second se	Number Type 108000008 Grown 108000004 Grown	er Receival	r Reference Number	Receipt Number	Truck Rego. XXX999 ZZZ999	Activity Date 16/10/2019 6:03 PM 16/10/2019 2:30 PM	Effective Date 16/10/2019 6:03 PM 16/10/2019 2:30 PM	Site LUCKY BAY - BUNKER SITE LUCKY BAY - BUNKER SITE	Season 2019/2020 2019/2020	Commodity Barley Barley	Grade Entitled BAR1 BAR1	0.080 Comple 0.100 Comple

This is the exported file:

AutoSave 💽 🛱 🏷 × 🖓 × 🖓 × 🕫	StockActivity (2) - Excel		⊖ Sear	ch					
File Home Insert Draw Page Layout Formulas D	Data Review View D	eveloper Help	Acrobat						
$ \begin{array}{c c} & & \\ & & \\ & & \\ & \\ & \\ & \\ & \\ & \\ $	Ξ ॐ~ →¶ ~ ềề Wrap Τ	ext Gen	eral ~		lormal	Bad	Good	Neutral	^
$\begin{array}{c c} & & \\ \hline Paste & \\ \hline \\$	≡ Ξ Ξ Merge	& Center ~ \$	~ % 9 50 .00	Conditional Format as Formatting ~ Table ~	alculation	Check Ce	Explanatory	Input	=
Clipboard rs Font rs	Alignment	rs.	Number 5	5		Style	;		
A1 \checkmark : \times \checkmark f_x Owner									
A B C D	E F	G	н	I.	J	к	L M	N	0
1 Owner Number Type Owner Reference Number	Receipt Number Truck Rego.	Activity Date	Effective Date	Site	Season	Commodity	Grade Entitled Tonnes	Status	
2 108000008 Grower Receival	XXX999	16/10/2019 18:03	16/10/2019 18:03	LUCKY BAY - BUNKER SITE	2019/2020	Barley	BAR1 0.08	Complete	
3 108000004 Grower Receival	ZZZ999	16/10/2019 14:30	16/10/2019 14:30	LUCKY BAY - BUNKER SITE	2019/2020	Barley	BAR1 0.1	Complete	
4									
5									

VIEW ENTITLEMENTS

Alternatively, you can view your detailed stock data through the View Entitlement section:

Home		Welcome [Log_Out]
Title Transfer	Orders	
Manage Title Transfers As a seller, transfer your grain to another Client (buyer) if you have a contract with them. As a buyer, approve transfers sent by sellers. Help	Manage Orders Input your new Orders, view progress of previously placed Orders, or Search all existing Orders. Help	View Addwerked your Statements and Tax Invoices rateed for service charges. Supporting Trainsactions CSV files are also available should you wish to use them.
Cash/Pool Prices & Accumulations	Stock Information	
Manage Cash/Pool Prices & View Accumulations Upload your Cash/Pool price files, View, Increase, Withdraw or Resubmit your	View Stock Holding View and download your stock holdings with .	
prices. View your Accumulations.	<u>Heip</u>	
prices. View your Accumulations. Heile	View Transaction Information View your movements (Orders and Transactions) into and out of the network as well as tilt transfers and remarkes	
prices Vew your Accumulations Hold	View Transaction Information View your movements (Orders and Transactions) into and out of the network	

On the View Entitlements page, click Search and a list will be displayed. This can be exported as a spreadsheet.

Owner Delivery Transaction Transaction Type Outurn Order Number Receipt Number Noministed Number Previous Owner Owner Tuck Repo Effective Date v Site Season Commodity Gade Deliverational Tomised Entitled Tomised Entitled Same	-																				ntitlement	Owner E
Dwner Extitionent Delivery Transaction Type Outturn Order Raceitt Number Number Owner Number State Season Commodity Grade Delivered Tonnes State	ear Sea	mns Clear	Column:	Export as																		
	Tran	Status	Entitled Tonnes	Delivered Tonnes	Grade	Commodity	Season		7 Site	ective Date	Truck Rego	Owner Reference	Previous Owner	ited r	Nominated Receipt Number	Receipt Number	Outturn Order Number	Transaction Type		Delivery Transaction Number	Entitlement Number	Owner
	~	2	2	×	<u>v</u>	v .	~	~		I	v			8	2	2 1	9	· ·	2	♥	2	

This information can be sorted by any of the filters across the top of the page, e.g. owner, truck rego, date, commodity, delivered tonnes, status.

Number Number Number Number Other Number Other Number Number <th></th> <th>Ex</th> <th>port as</th> <th>Columns</th> <th>Clear</th> <th>Search</th>																	Ex	port as	Columns	Clear	Search
100000015 10000015 Grower Grower Trane 0 10000 0 10000017	lwner	Entitlement	Transaction	Transaction Type	Outturn Order Number	Receipt Number	Receipt				Truck Rego	Effective Date	⊽ Site		Season	Commodity	Grade			Status	Transfer
10000001 Convertment 0 10000 Convertment 0 100000 Convertment 0 100000 Convertment 0 1000000000000000000000000000000000000	~	2	\$	v v	9	2	2		V	~	v	E E	7	~			i e	2	0	L	1
10000001 Converting forwer Trainer 0 10000000 100000000 1000000000000000000000000000000000000		100000015	100000015	Grower Grower Trans	0	10005	0	10000				17/10/2019 12:20 P	M LOC		19/20	BA	F3	-1.560	-1.548	Transferred	Transfer
10000001 Gover Greet Tree 0 10005 0 17/12/03/19/12/20 PM UC 19/20 BA<		100000017	100000017	Grower Grower Trans	0	10005	0	100000				17/10/2019 12:20 P	M LOC		19/20	BA	F3	-1.560	-1.548	Transferred	Transfer
10000018 10000018 Gener Gener Trac 0 1000001 0 1000001 10000001 Gener Gener Trac 0 1000001 0 1000001 10000001 Gener Gener Trac 0 1000001 0 1000001 10000001 Gener Gener Trac 0 10000001 0 10000001 10000001 Gener Gener Trac 0 1000001 0 1000001 10000001 Gener Gener Trac 0 1000001 0 1000001 1000001 Gener Gener Trac 0 1000001 1000001 1000001 Gener Gener Trac 0 0 1000001 1000000000 10000000000000000000000000000	-	100000015	100000015	Grower Grower Trans	0	10005	0	1084120780				17/10/2019 12:20 Pl	M LOC		19/20	BA	F3	1.560	1.548		Transfer
10000001 Gener Exervit 0 1000001 Compare Exervit 0 1000001 Compare Exervit 0 1000001 Compare Exervit 0 1000001 Compare Exervit 0 0 1000001 2020001 0.000001 0.00001 0.00001	-	100000017	100000017	Grower Grower Tran:	0	10005	0	-				17/10/2019 12:20 P	M LOC		19/20	BA	F3	1.560	1.548		Transfer
10800008 10800008 Grower Reserval 0 1000007 10000007 1000007 1000007		100000018	100000018	Grower Grower Trans	0	10005	0	-				17/10/2019 12:20 P	M LOC		19/20	BA	F3	0.280	0.278		Transfer
10800004 10800005 Grower Receival 0 100007 100007 10800005 Rower Receival 0 100007 10800005 Rower Receival 0 10000 EZERS9 15/10/2019 11:04 PH LOC 19/20 BA P3 0.280 0.091 Nominated Transferred Transferered Transferred T		100000018	100000018	Grower Grower Tran:	0	10005	0	100000				17/10/2019 12:20 P	M LOC		19/20	BA	F3	-0.280	-0.278	Transferred	Transfer
10000018 10000018 Gower Receival 0 10000 10000 19/20 BA F3 0.280 0.278 Transferred	-	108000008	108000008	Grower Receival	0	0	10007	10000			000(999	16/10/2019 6:03 P	M LBB		19/20	BA	BAR1	0.080	0.079	Nominated	Transfer
10000017 10000012 Grower Receival 0 0 0 10005 D00044 15/10/2019 10:09 PM LOC 19/20 BA F3 1.560 1.548 Transferred Transf		108000004	108000004	Grower Receival	0	0	10007	-			ZZZ999	16/10/2019 2:30 P	M LBB		19/20	BA	BAR1	0.100	0.099	Nominated	Transfer
	-	100000018	100000018	Grower Receival	0	0	10005	10000			EEE555	15/10/2019 11:04 P	M LOC		19/20	BA	F3	0.280	0.278	Transferred	Transfer
100000015 120000015 Grower Received 0 0 10005 B88222 15/10/2019 10:34 PM LOC 19/20 BA P3 1.540 1.540 Transferred Trans	-	100000017	100000017	Grower Receival	0	0	10005	-			DDD444	15/10/2019 10:39 P	M LOC		19/20	BA	F3	1.560	1.548	Transferred	Transfer
		100000015	100000015	Grower Receival	0	0	10005				BBB222	15/10/2019 10:34 P	M LOC		19/20	BA	F3	1.560	1.548	Transferred	Transfer
					0																

The exported data will display as:

A	utoSave	2 OT	H 9-9-9	8 × =	Portal Own	ner Entitlement-201	91021-112553524 - 1	Excel	🔎 Search										- a >
File		Home	Insert Draw	Page Layout	Formulas D	ata Review	View Develo	per Help A	Acrobat									🖻 Share	Comments
Pas V	te 🛄	Cut Copy ~ Format Pair	Calibri B I U	 11 11 1 1 1 4 5 6 7 1 <l< th=""><th></th><th>≡ ≫ ~ >¶ · ≡ = = = Alignm</th><th>Merge & Cer</th><th></th><th>5 9 50 -00 mber 5</th><th>Conditional Formatting ~</th><th></th><th>Bad Check Cell Styles</th><th>Good Explan</th><th>Neutral atory</th><th></th><th>sert Delete Format</th><th></th><th>& Find & ~ Select ~</th><th>4 Ideas</th></l<>		≡ ≫ ~ >¶ · ≡ = = = Alignm	Merge & Cer		5 9 50 -00 mber 5	Conditional Formatting ~		Bad Check Cell Styles	Good Explan	Neutral atory		sert Delete Format		& Find & ~ Select ~	4 Ideas
A1		• :	X V fx	Owner													,		
		A		Cowner	D	r		G			1	r r		м	N	0	P	Q	R
				Delivery Transaction															
L)wner		Number						Previous Owner	Reference	Truck Rego	Effective Date		Season	Commodity			titled Tonne	
	_	-	100000015 100000017		Grower Grower 1 Grower Grower 1	0		0	Concession of the local division of the loca			*****		19/20 19/20	BA BA	F3 F3	-1.560		18 Transferred 18 Transferred
	_	_	10000017		Grower Grower 1			0	Contraction of the local division of the loc			*******		19/20	BA	F3	-1.560	-1.54	
٢			100000017		7 Grower Grower 1	0		0	Long Long Long			*****		19/20	BA	F3	1.560	1.54	
٢			100000018		Grower Grower 1	0		0	Contraction of the local division of the loc			*****	LOC	19/20	BA	F3	0.280	0.23	
٢	-		10000018	10000018	Grower Grower 1	C	10005	0	1.000			*****	LOC	19/20	BA	F3	-0.280	-0.23	78 Transferred
Ľ	-		108000008		Grower Receival	C) 0				XXX999	*****	LBB	19/20	BA	BAR1	0.080		79 Nominated
ĺ			108000004		Grower Receival	c					ZZZ999	*****		19/20	BA	BAR1	0.100		99 Nominated
j			10000018		Grower Receival	c					EEE555	*****		19/20	BA	F3	0.280		78 Transferred
1	-		10000017		7 Grower Receival	0) 0	10005			DDD444	*****		19/20	BA	F3	1.560		18 Transferred
2	-		10000015	10000015	6 Grower Receival	0	0 0	10005	Contraction of the local division of the loc		BBB222	******	LOC	19/20	BA	F3	1.560	1.54	18 Transferred
3																			

VIEW TRANSACTION INFORMATION

You are also able to view all "transactions", that is deliveries and transfers, through the "View Transaction Information" page:

tle Transfer	Orders	
anage Title Transfers a seller, transfer your grain to another Client (buyer) if you have a contract In them. As a buyer, approve transfers sent by sellers. <u>Help</u>	Manage Orders Input your new Orders, view progress of previously placed Orders, or Search all existing Orders. <u>Heip</u>	View and download your Statements and Tax Involces raised for service charger. Supporting Transactions CSV files are also available should you wish to use them:
ash/Pool Prices & Accumulations	Stock Information	
ash/Pool Prices & Accumulations anage Cash/Pool Prices & View Accumulations baad your Cash/Pool price files, View, Increase, Withdraw or Resubrit your ces. View your Accumulations.	View Stock Holding View and deveload your stock holdings with. <u>Here</u> View Transaction Information View your movements (Onders and Transactions) into and out of the network	
anage Cash/Pool Prices & View Accumulations Joad your Cash/Pool price files, View, Increase, Withdraw or Resubmit your	View Stock Holding View and download your stock holdings with. <u>Here</u> View Transaction Information View your movements (Orders and Transactions) into and out of the network	

To view the list, select from the drop-down options and hit "Search"

Home > View_Transaction_Information									Welcome (Log.C
Transaction									1991). 1992
Number:	L.	1			Commodity:		٣		Search
Туре:		•			Grade:		۲		Clear
Transport Mode:		•			From Date:	ĺ.	.w.		Export To
Owner:					To Date:	E	v		File
Delivery Card:		•			In Progress:	0			Export Sample
Order Number:					Complete:				Results
Receipt Number:		1			Cancelled:				
Site:		•			In Transit:				
Season:		•			Rejected:				
Number Type Transport Mode	Truck Rego Ow	ser Delivery Card	Order Number	Receipt Number	Site Activity Date	Effective Date S4	eason Commodity	Grade Delivered Tonnes	Entitled Tonnes Status
					No records found				

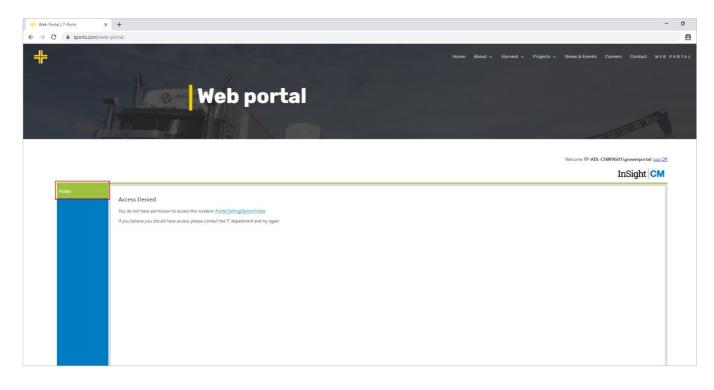
The list is displayed as below and can be exported as a spreadsheet:

Transaction															1
Number:	[Commodity:			•				s	earch
Туре:		,]				Grade:			•					lear
Transport Mode:		•]				From Date:			×				Ex	port To
Owner:			1				To Date:	l		×					File
Delivery Card:		•]												xport
Order Number:	l.						In Progress:								ample esults
Receipt Number:		0					Complete:								
Site:		,]				Cancelled:								
Season:							In Transit:	٥							
							Rejected:	0							
Number Type	Transport Mode	Truck Rego	Owner	Delivery Card	Order Number	Receipt Number	Site	Activity Date	Effective Date	Season	Commodity	Grade	Delivered Tonnes	Entitled Tonnes	Status
Grower Client Transfer From			1.000.0000		0	10007	LUCKY BAY - BUNKER SITE	17/10/2019 5:25 PM	17/10/2019 5:25 PM	2019/2020	Barley	BAR1	-0.18	-0.17	8 In Progress
600000005 Grower Grower Transfer From			100000		0	10005	LOCK	17/10/2019 12:20 PM	PM	2019/2020	Barley	F3	-3.40	0 -3.37	4 Complete
108000008 Grower Receival	Road	XXX999	1000000	1000000	0		LUCKY BAY - BUNKER SITE	16/10/2019 6:03 PM	16/10/2019 6:03 PM	2019/2020	Barley	BAR1	0.08	0.07	9 Complete
600000004 Grower Client Transfer From			100000	100000	0	10002	LOCK	16/10/2019 3:48 PM	16/10/2019 3:48 PM	2019/2020	Barley	F3	-3.40	0 -3.37	4 Cancelled
08000004 Grower Receival	Road	ZZZ999	1000000	10000	0		LUCKY BAY - BUNKER SITE	16/10/2019 2:30 PM	16/10/2019 2:30 PM	2019/2020	Barley	BAR1	0.10	0.09	9 Complete
100000018 Grower Receival	Road	EEE555	1000000	(mound)	0		LOCK	15/10/2019 11:04 PM	PM	2019/2020	Barley	F3	0.28	0 0.27	8 Complete
100000017 Grower Receival	Road	DDD444	1.00000000	100000	0		LOCK	15/10/2019 10:39 PM	PM	2019/2020	Barley	F3	1.56	0 1.54	8 Complete
100000015 Grower Receival	Road	BBB222	1000000	1.000 comp	0		LOCK	15/10/2019 10:34 PM	15/10/2019 10:34 PM	2019/2020	Barley	F3	1.56	0 1.54	8 Complete

AutoSave (•••• 🖫 ๖· ୯- %· ▫	1		Transaction	s (2) - Excel			D Search										Ŧ	-	ø ×
File Ho	ome Insert Draw Page	Layout Formu	ulas Data	Review	View D	eveloper Hel	p Acroba	t										🖻 Sh	are 🖓 C	omments
Paste I Co V	ppy * B I U * E	 11 → A[*] A[*] ▲ → <u>A</u> → 	===	<u>•</u> = •=		& Center ~ §		Conditional Fo Formatting ∼ T	ormat as		Bad Check Cell	Good Explanator	Neutra / Input	l	⇒ Insert De	lete Format	∑ AutoSum ↓ Fill × ♦ Clear ×	ZY Sort & Find & Filter ~ Select	-	
Clipbo	ard 🕞 Font	6		Alig	nment	6	Number	ra			Styles				6	ells	E	liting	Ideas	
D9	▼ : × √ fx BBB	222																		~
A	В	с	D	E	F	G	н	1		J.	к	ι.	м	N	0	P	Q	R	s	T
1 Number	Туре	Transport Mode	Truck Rego	o Owner	Delivery Card	Order Number	Receipt Num	ber Site	A	ctivity Date	Effective Date	Season	Commodity	Grade D	elivered Tonne	s Entitled T	onnes Status			
2 6000000	06 Grower Client Transfer From			1.000		0	1	0007 LUCKY BAY - BUNKE	ER SITE 1	7/10/2019 17:25	17/10/2019 17:2	25 2019/2020	Barley	BAR1	-0.1	.8	-0.178 In Prog	ess		
3 6000000	15 Grower Grower Transfer From			1.000		0	1	0005 LOCK			17/10/2019 12:2			F3	-3.	4	-3.374 Comple	te		
4 10800000	08 Grower Receival	Road	XXX999	1.000	13612292	0		LUCKY BAY - BUNKE						BAR1	0.0	8	0.079 Comple	te		
	04 Grower Client Transfer From			1.000		0	1	0002 LOCK			16/10/2019 15:4			F3	-3.	.4	-3.374 Cancell			
	04 Grower Receival	Road	ZZZ999	1.000	13612292	0		LUCKY BAY - BUNKE						BAR1	0.		0.099 Comple			
	18 Grower Receival	Road	EEE555	1.000	13612292	0		LOCK			15/10/2019 23:0			F3	0.2		0.278 Comple			
8 10000001	17 Grower Receival	Road	DDD444	1.000	13612292	0		LOCK			15/10/2019 22:3			F3	1.5		1.548 Comple	te		
9 10000001	L5 Grower Receival	Road	BBB222	1.000	13612292	0		LOCK	1	5/10/2019 22:34	15/10/2019 22:3	34 2019/2020	Barley	F3	1.5	6	1.548 Comple	te		
10																				
11																				
12 13																				
13																				
14																				
15																				
16																				
17																				
14 15 16 17 18 19																				
19																				
20																				
21																				
22																				
23																				
24																				
20 21 22 23 24 25 26 27 28																				
20																				
27																				
28																				

ERROR MESSAGES

If you try to access a section of the portal which is not for growers, you will receive this error message. Simply click on the "Portal" button and you will be returned to the Main Menu.



ONLINE PORTAL

www.tports.com/web-portal

ONLINE PORTAL ASSISTANCE

<u>1800 87 67 87</u>

support@tports.com

FREQUENTLY ASKED QUESTIONS

HOW DO I ACCESS THE T-PORTS WEB PORTAL?

Access to the portal will be activated after you deliver for the first time to a T-Ports site. When your NGR card is presented upon delivery, this will link your data from NGR into the T-Ports online data management system. You will then be able to visit <u>www.tports.com/web-portal/</u> and use your NGR payee number to set up an account. <u>Follow the instructions for creating a password</u>.

WHAT IS A PAYEE NUMBER AND HOW DO I FIND IT?

The payee number is issued by NGR and is made available to the growers when you first registered with NGR. Your Payee ID is an 8-digit number that is shown in brackets next to your Trading Name, either on an NGR form; through <u>myNGR Online</u>; or via my NGR Mobile.

You can also find your payee number on a remittance advice from a grain buyer.

Alternatively, you can contact T-Ports who will advise your payee number.

HOW CAN I DO A WAREHOUSE TO WAREHOUSE TRANSFER?

Transferring grain from one NGR card to another is a straightforward process using the T-Ports Web Portal. To do a warehouse to warehouse transfer, simply follow the process for <u>Making a Transfer</u> as outlined, then select the NGR card you wish to transfer the grain to. Follow the rest of the steps and the grain will be transferred.

HOW CAN I MANAGE A SHAREFARMING / SPLIT CARD ARRANGEMENT?

When a NGR card is set up as a split card, it is set up to split *only* the payments, not the entitlement or ownership of the grain. Therefore, this should be considered before or when the grain is delivered. If the two parties on the split card are likely to want to choose different marketing options, it is best to deliver on two NGR cards and split the loads.

Alternatively, if the grain is warehoused on the split card, you can undertake a transfer using the T-Ports Web Portal (<u>Making a Transfer</u>).

If quality data needs to be retained for payment purposes, the grower to grower transfer will need to be carried out ticket by ticket from the 60/40 card to the individual 100% NGR cards. This will mean two transfers for each ticket.