



# T-PORTS<sup>+</sup>

TRANSHIP + COMMODITIES + GLOBAL

BRINGING THE PORT TO THE PRODUCT

## Web Portal GROWER USER GUIDE

25 October 2019

1800 87 67 87  
[www.tports.com](http://www.tports.com)



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### ONLINE PORTAL

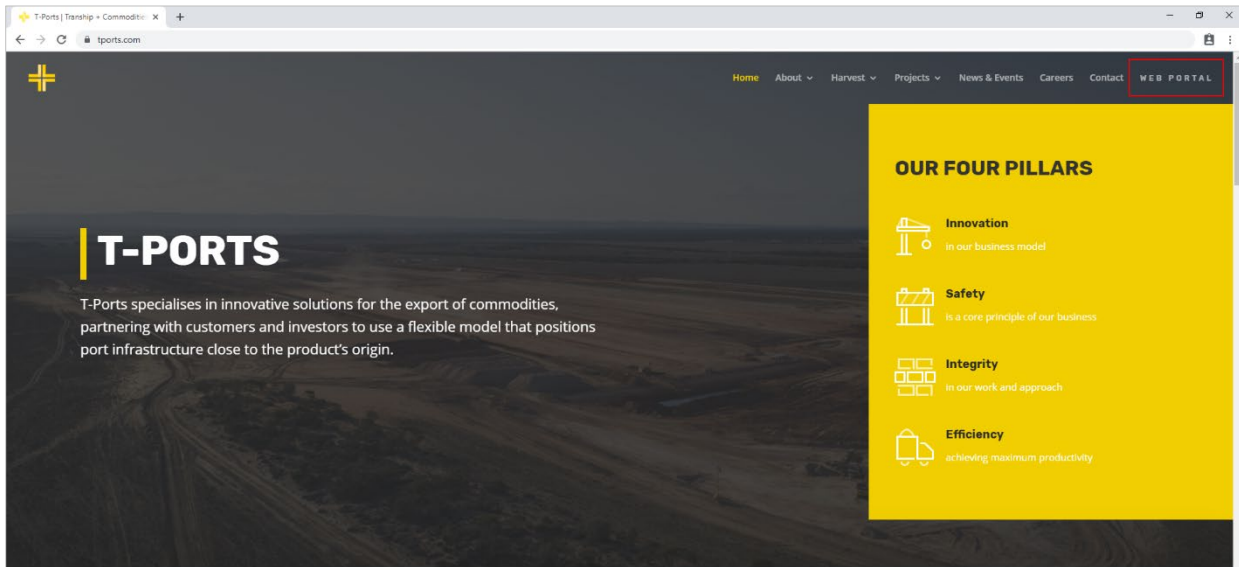
[www.tports.com/web-portal](http://www.tports.com/web-portal)

### ONLINE PORTAL ASSISTANCE

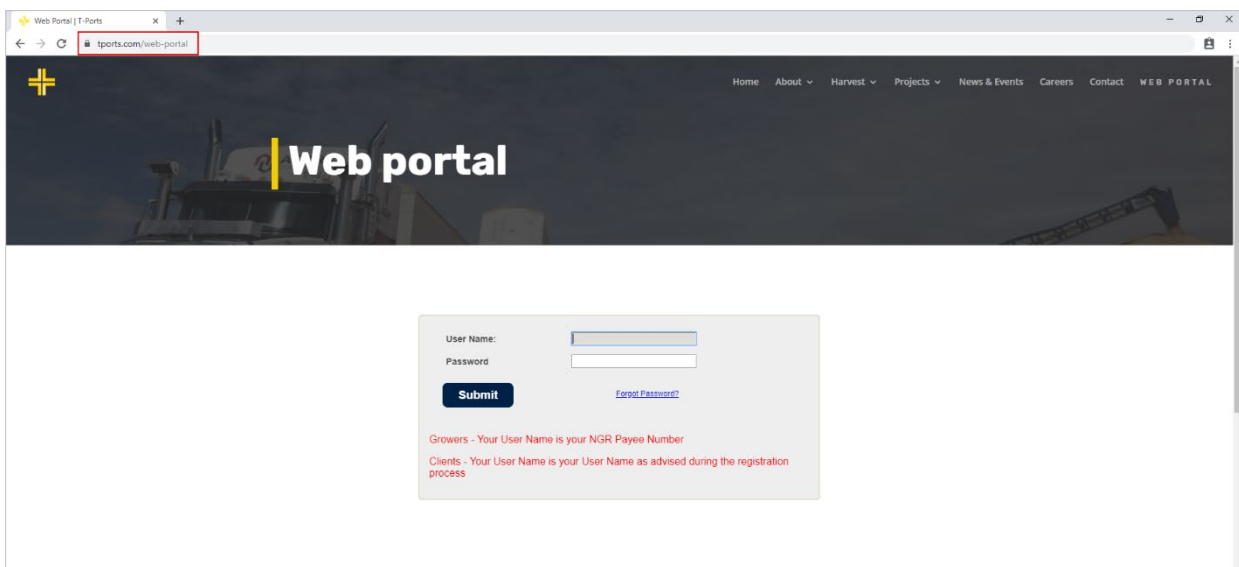
[1800 87 67 87](tel:1800876787)  
[support@tports.com](mailto:support@tports.com)

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

Login to the web portal at [www.tports.com](http://www.tports.com)



OR [www.tports.com/web-portal](http://www.tports.com/web-portal) The following LOGIN screen should appear.



Enter your User Name and Password.

User Name:

Password:

**Submit** [Forgot Password?](#)

Growers - Your User Name is your NGR Payee Number

Clients - Your User Name is your User Name as advised during the registration process

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.

## HOW TO SET YOUR PASSWORD

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** [Forgot Password?](#)

Growers - Your User Name is your NGR Payee Number

Clients - Your User Name is your User Name as advised during the registration process

**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:

Email Address:

**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 new password should contain a mix of Capital and lower-case letters, number and symbols.

Password is case-sensitive and must be at least 10 characters long.

For example - Portal@123

User Name:

New Password:  **Strong!**

Confirm Password:  **Strong!**

**Submit**

Your password must contain:

- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one symbol

Click Submit. Once the new password is accepted, you can navigate to the home page.

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

Home

Welcome [User] [Log Out](#)

**Title Transfer**

[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](#)

**Orders**

[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 related for service charges. Supporting Transactions CSV files are also available should you wish to view them. [Help](#)

**Cash/Pool Prices & Accumulations**

[Manage Cash/Pool Prices & View Accumulations](#)

Upload your Cash/Pool price files, View, Increase, Withdraw or Reinsert your prices. View your Accumulations. [Help](#)

**Stock Information**

[View Stock Holding](#)

View and download your stock holdings with. [Help](#)

[View Transaction Information](#)

View your movements (Orders and Transactions) into and out of the network as well as title transfers and regades. [Help](#)

[View Entitlement](#)

View your entitlements. [Help](#)

[View Acquisition and Movement Files](#)

View and download your Acquisition and Movements files. [Help](#)



## PORTAL FUNCTIONS

The main functionalities of the Portal are:

**Title Transfer** allows you to:

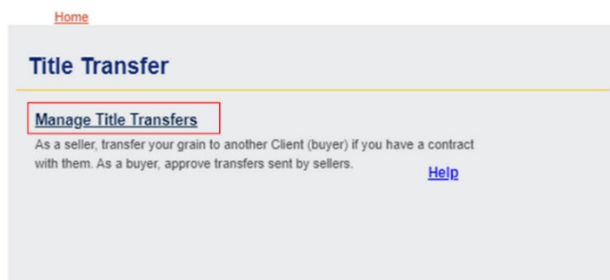
- Transfer your grain to a registered Client (buyer) if you have a contract with them or to pool/daily cash option if the client has made these options available.
- Transfer your grain to another Grower.
- Search for existing title transfers.

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



This is the screen you will see as default.

This screenshot shows the 'Submitted Transfers' search interface. It includes a search bar with a dropdown menu for 'Owner' and input fields for 'Commodity', 'Effective Date From', and 'Effective Date To'. On the right, there are input fields for 'Receipt Number', 'Buyer Type', 'Buyer', and 'Status', along with 'Search', 'Clear', and 'New' buttons. Below the search fields is a table with columns: Receipt Number, Seller, Buyer, Commodity, Seller Reference, Contract Number, Selling Option Type, Total Transfer Tonnes, Effective Date, Activity Date, and Status. The table currently displays '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.

This screenshot shows the 'Submitted Transfers' search interface with the 'Owner' and 'Commodity' dropdown menus open. The 'Owner' dropdown shows 'Grower' and 'Client' options. The 'Commodity' dropdown shows 'Barley' and 'Wheat' options. The rest of the interface, including the search buttons and the table, remains the same as in the previous screenshot.

## TO CREATE A GROWER TITLE TRANSFER

To transfer grain, click “New”

Receipt Number	Seller	Buyer	Commodity	Seller Reference	Contract Number	Selling Option Type	Total Transfer Tonnes	Effective Date	Activity Date	Status
10002	Test Client	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:

Site	Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes	Select	Delivered Tonnes To Transfer
No records found							

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.

Site	Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes	Select	Delivered Tonnes To Transfer
LOCK	19/20	Barley	F3	3.400	3.374	<input checked="" type="checkbox"/>	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.

Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes	Select	Delivered Tonnes To Transfer	All Tonnes
19/20	Barley	F3	3.400	3.374	<input checked="" type="checkbox"/>	3.400	All

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

Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes	Select	Delivered Tonnes To Transfer	All Tonnes
19/20	Barley	F3	3.400	3.374	<input checked="" type="checkbox"/>	3.400	All

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

Home > Time Transfer > 10005

Please click Select action(s) to choose tickets

Site	Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes	Delivered Tonnes To Transfer	Action	Selected Tickets	Selected Delivered Tonnes
LOCK	19/20	Barley	F3	3,400	3,374	3,400	Select	3	3,400

Tickets

Entitlement Number	Commodity	Grade	Protein	Test Results	Entitled Date	Delivered Tonnes	Entitled Tonnes	Delivered Tonnes To Transfer	Select	Split
100000018	BA	F3	12.5	<a href="#">View All</a>	15/10/2019	0.280	0.278	0.280	<input type="checkbox"/>	<input type="checkbox"/>
100000017	BA	F3	12.2	<a href="#">View All</a>	15/10/2019	1.560	1.548	1.560	<input type="checkbox"/>	<input type="checkbox"/>
100000015	BA	F3	12.1	<a href="#">View All</a>	15/10/2019	1.560	1.548	1.560	<input type="checkbox"/>	<input type="checkbox"/>

Transfer Summary

Site: LOCK

Season: 19/20

Commodity: Barley

Grade: F3

Sell To:

Selling Option:

Seller Reference:

Contract Number:

Tonnes To Transfer: 3,400

Tonnes Selected: 3,400

Buttons: Search, Submit, Back, Next, Cancel

Once you have selected the tickets, click “Next”.

Home > Time Transfer > 10005

Please click Select action(s) to choose tickets

Site	Season	Commodity	Grade	Available Delivered Tonnes	Available Entitled Tonnes	Delivered Tonnes To Transfer	Action	Selected Tickets	Selected Delivered Tonnes
LOCK	19/20	Barley	F3	3,400	3,374	3,400	Select	3	3,400

Tickets

Commodity	Grade	Protein	Test Results	Entitled Date	Delivered Tonnes	Entitled Tonnes	Delivered Tonnes To Transfer	Select	Split
BA	F3	12.5	<a href="#">View All</a>	15/10/2019	0.280	0.278	0.280	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BA	F3	12.2	<a href="#">View All</a>	15/10/2019	1.560	1.548	1.560	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BA	F3	12.1	<a href="#">View All</a>	15/10/2019	1.560	1.548	1.560	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Transfer Summary

Site: LOCK

Season: 19/20

Commodity: Barley

Grade: F3

Sell To:

Selling Option:

Seller Reference:

Contract Number:

Tonnes To Transfer: 3,400

Tonnes Selected: 3,400

Buttons: Search, Submit, Back, Next, Cancel

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 > Time Transfer > 10005

Please enter the buyer details for this Transfer\*

Effective Date: 17/10/2019 12:20 PM

Is Backdated: ☐

**To a Client**

Client Name:

Selling Option:

Contract ? : ☒

Contract Number:

Cash Amount:

OR

**To a Delivery Card**

NGR Card Number:

NGR Card Name:

Seller Reference:

Comments:

Transfer Summary

Site: LOCK

Season: 19/20

Commodity: Barley

Grade: F3

Sell To: Test Client Name

Selling Option:

Seller Reference:

Contract Number: 123456

Tonnes To Transfer: 3,400

Tonnes Selected: 3,400

Buttons: Search, Submit, Back, Next, Cancel

Or select the NGR card number and hit “Next”.

[Home](#) > [Title Transfer](#) > 10005

Please enter the buyer details for this Transfer\*  
**Effective Date:** 17/10/2019 12:20 PM  
**Is Backdated:** ☐

**To a Client**  

**Client Name:**   
**Selling Option:**   
**Contract ?:** ☐  
**Contract Number:**   
**Cash Amount:**

OR

**To a Delivery Card**  

**NGR Card Number:** 12345678  
**NGR Card Name:** TEST NGR CARD NAME

**Transfer Summary**  
**Site:** LOCK  
**Season:** 19/20  
**Commodity:** Barley  
**Grade:** F3  
**Sell To:** 12345678  
**Selling Option:**  
**Seller Reference:**  
**Contract Number:**  
**Tonnes To Transfer:** 3.400  
**Tonnes Selected:** 3.400

Welcome [\(Log Out\)](#)

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

[Home](#) > [Title Transfer](#) > 10005

Please review your transfer information  
 If correct, please click Submit to finalise this transfer.  
 If incorrect, please click Back to change or Cancel to start again.

**Effective Date:** 17/10/2019 12:20 PM  
**Site:** LOCK  
**Season:** 19/20  
**Commodity:** Barley  
**Grade:** F3  
**Sell To:** 12345678  
**Selling Option:**  
**Contract Number:**  
**Seller Reference:**  
**Tonnes To Transfer:** 3.400  
**Tonnes Selected:** 3.400  
**Comments:**

**Transfer Summary**  
**Site:** LOCK  
**Season:** 19/20  
**Commodity:** Barley  
**Grade:** F3  
**Sell To:** 12345678  
**Selling Option:**  
**Seller Reference:**  
**Contract Number:**  
**Tonnes To Transfer:** 3.400  
**Tonnes Selected:** 3.400

Welcome [\(Log Out\)](#)

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

Title Transfer Details  
 Your transfer was successfully processed at 05:25 PM on 17/10/2019  
 A request for approval of this transfer has been emailed to T-Ports  
 Note: This Transfer will not be Completed until the Buyer has approved this Transfer.

**Receipt Number:** 10007

[Home](#) > [Title Transfer](#) > 10007

Title Transfer Details  
**Receipt Number:** 10007

**Buyer Details**  
**Buyer Code:** TPORTS  
**Buyer Description:** T-Ports  
**Contract Number:** 123456

**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

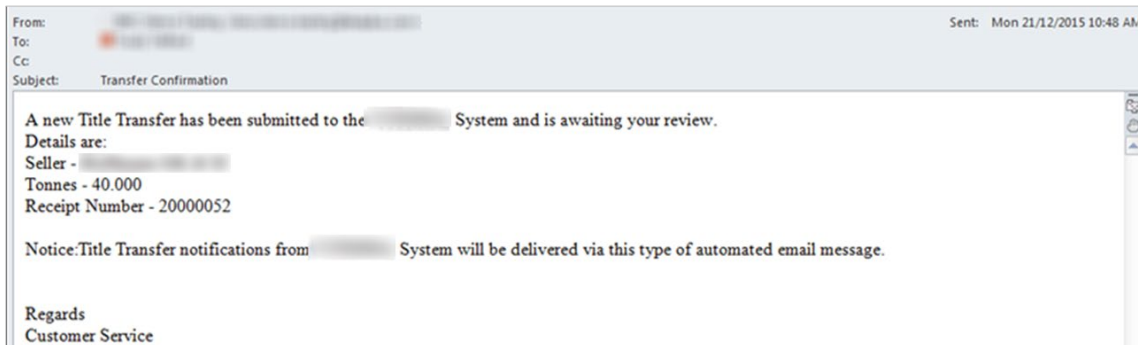
**Attached Entitlement**

Transaction Number	Entitlement Number	Delivery Date	Delivered Tonnes	Tests
108000004	108000004	16/10/2019 2:30 PM	0.100	<a href="#">View All</a>
108000008	108000008	16/10/2019 6:03 PM	0.080	<a href="#">View All</a>



## 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.



## CANCELLING SUBMITTED TITLE TRANSFERS

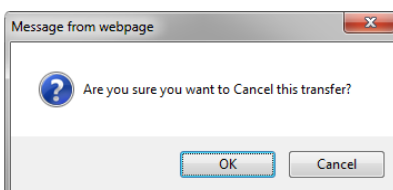
On the Portal Homepage, click the Manage Title Transfers link in the Title Transfer section. The Submitted Title Transfer Search page is displayed.

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

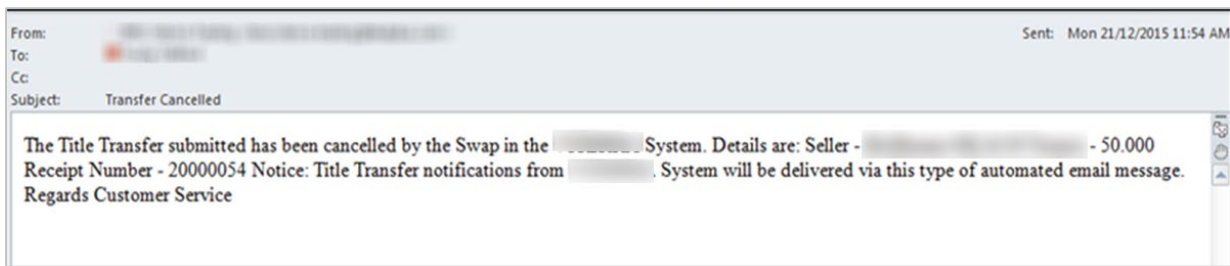
Enter the criteria to search for the title transfer you wish to cancel. Click **Search**. Title Transfer records matching the specified criteria are displayed.



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.

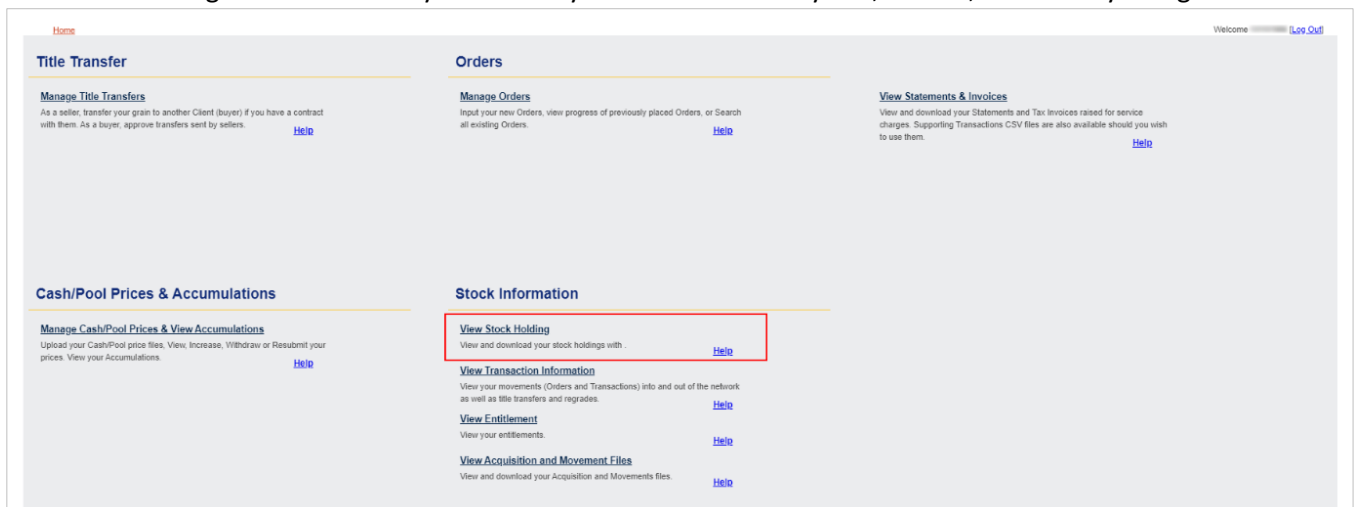


Click OK to cancel the transfer. The Status of the Title Transfer changes to Cancelled. An email is generated confirming cancellation of transfer.

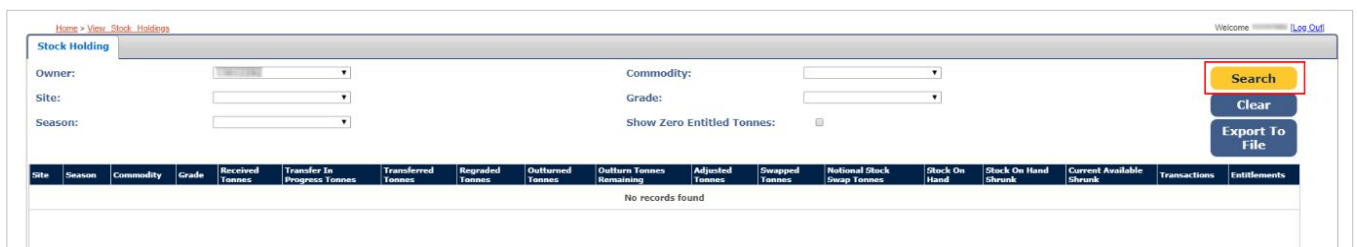


## VIEW STOCK HOLDING

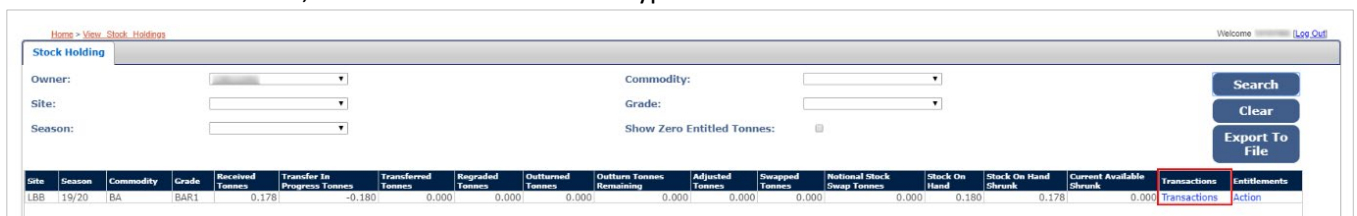
The 'stock holding' function allows you to filter your stock records by site, season, commodity and grade.



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



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



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

This is the exported file:

## VIEW ENTITLEMENTS

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

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

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.

Home > View Entitlement

Welcome [User] [Log Out](#)

**Owner Entitlement**

[Export as...](#) [Columns](#) [Clear](#) [Search](#)

Owner	Entitlement Number	Delivery Transaction Number	Transaction Type	Outturn Order Number	Receipt Number	Nominated Receipt Number	Previous Owner	Owner Reference	Truck Rego	Effective Date	Site	Season	Commodity	Grade	Delivered Tonnes	Entitled Tonnes	Status	Transfer
	100000015	100000015	Grower Grower Trans	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	-1.560	-1.548	Transferred	Transfer
	100000017	100000017	Grower Grower Trans	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	-1.560	-1.548	Transferred	Transfer
	100000015	100000015	Grower Grower Trans	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	1.560	1.548		Transfer
	100000017	100000017	Grower Grower Trans	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	1.560	1.548		Transfer
	100000018	100000018	Grower Grower Trans	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	0.280	0.278		Transfer
	100000018	100000018	Grower Grower Trans	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	-0.280	-0.278	Transferred	Transfer
	100000008	100000008	Grower Reveal	0	0	10007			XXX999	14/10/2019 6:03 PM	LBB	19/20	BA	BAR1	0.080	0.079	Nominated	Transfer
	108000004	108000004	Grower Reveal	0	0	10007			ZZZ999	16/10/2019 2:30 PM	LBB	19/20	BA	BAR1	0.100	0.099	Nominated	Transfer
	100000018	100000018	Grower Reveal	0	0	10005			EEE555	15/10/2019 11:04 PM	LOC	19/20	BA	F3	0.280	0.278	Transferred	Transfer
	100000017	100000017	Grower Reveal	0	0	10005			DDD444	15/10/2019 10:39 PM	LOC	19/20	BA	F3	1.560	1.548	Transferred	Transfer
	100000015	100000015	Grower Reveal	0	0	10005			BBB222	15/10/2019 10:34 PM	LOC	19/20	BA	F3	1.560	1.548	Transferred	Transfer
															3.580	3.552		

The exported data will display as:

AutoSave [File Icon] [Print Icon] [Share Icon] Portal Owner Entitlement-20191021-11253524 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Acrobat

Font: Calibri 11, Bold, Italic, Underline, Text Color, Background Color, Paragraph: Bullets, Numbering, Indentation, Alignment: Center, Merge & Center, Number: General, Percentage, Decimals, Fraction

Conditional Formatting: Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory, Input

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Sort & Filter, Find & Select, Ideas

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Owner	Entitlement Number	Delivery Transaction Number	Transaction Type	Outturn Order Number	Receipt Number	Nominated Receipt Number	Previous Owner	Owner Reference	Truck Rego	Effective Date	Site	Season	Commodity	Grade	Delivered Tonnes	Entitled Tonnes	Status
1	Owner																	
2		100000015	100000015	Grower Grower 1	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	-1.560	-1.548	Transferred
3		100000017	100000017	Grower Grower 1	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	-1.560	-1.548	Transferred
4		100000015	100000015	Grower Grower 1	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	1.560	1.548	
5		100000017	100000017	Grower Grower 1	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	1.560	1.548	
6		100000018	100000018	Grower Grower 1	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	0.280	0.278	
7		100000018	100000018	Grower Grower 1	0	10005	0				17/10/2019 12:20 PM	LOC	19/20	BA	F3	-0.280	-0.278	Transferred
8		108000008	108000008	Grower Reveal	0	0	10007		XXX999	14/10/2019 6:03 PM	LBB	19/20	BA	BAR1		0.080	0.079	Nominated
9		108000004	108000004	Grower Reveal	0	0	10007		ZZZ999	16/10/2019 2:30 PM	LBB	19/20	BA	BAR1		0.100	0.099	Nominated
10		100000018	100000018	Grower Reveal	0	0	10005		EEE555	15/10/2019 11:04 PM	LOC	19/20	BA	F3		0.280	0.278	Transferred
11		100000017	100000017	Grower Reveal	0	0	10005		DDD444	15/10/2019 10:39 PM	LOC	19/20	BA	F3		1.560	1.548	Transferred
12		100000015	100000015	Grower Reveal	0	0	10005		BBB222	15/10/2019 10:34 PM	LOC	19/20	BA	F3		1.560	1.548	Transferred
13																		

## VIEW TRANSACTION INFORMATION

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

Home

Welcome [User] [Log Out](#)

Title Transfer	Orders	View Statements & Invoices
<p><b>Manage Title Transfers</b></p> <p>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.</p> <p><a href="#">Help</a></p>	<p><b>Manage Orders</b></p> <p>Input your new Orders, view progress of previously placed Orders, or Search all existing Orders.</p> <p><a href="#">Help</a></p>	<p>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.</p> <p><a href="#">Help</a></p>
<p><b>Cash/Pool Prices &amp; Accumulations</b></p> <p><b>Manage Cash/Pool Prices &amp; View Accumulations</b></p> <p>Upload your Cash/Pool price files, View Increase, Withdraw or Resubmit your prices. View your Accumulations.</p> <p><a href="#">Help</a></p>	<p><b>Stock Information</b></p> <p><b>View Stock Holding</b></p> <p>View and download your stock holdings with.</p> <p><a href="#">Help</a></p> <p><b>View Transaction Information</b></p> <p>View your movements (Orders and Transactions) info and out of the network as well as title transfers and regrades.</p> <p><a href="#">Help</a></p> <p><b>View Entitlement</b></p> <p>View your entitlements.</p> <p><a href="#">Help</a></p> <p><b>View Acquisition and Movement Files</b></p> <p>View and download your Acquisition and Movements files.</p> <p><a href="#">Help</a></p>	

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

Home > View Transaction Information Welcome [User] Log Out

---

**Transaction**

Number:

Type:

Transport Mode:

Owner:

Delivery Card:

Order Number:

Receipt Number:

Site:

Season:

Commodity:

Grade:

From Date:

To Date:

In Progress: ☐

Complete: ☐

Cancelled: ☐

In Transit: ☐

Rejected: ☐

**Search**

**Clear**

**Export To File**

**Export Sample Results**

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
No records found																

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

Home > View Transaction Information Welcome [User] Log Out

---

**Transaction**

Number:

Type:

Transport Mode:

Owner:

Delivery Card:

Order Number:

Receipt Number:

Site:

Season:

Commodity:

Grade:

From Date:

To Date:

In Progress: ☐

Complete: ☐

Cancelled: ☐

In Transit: ☐

Rejected: ☐

**Search**

**Clear**

**Export To File**

**Export Sample Results**

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
60000000	Grower Client Transfer From					0	10007	LUCKY BAY - BUNKER SITE	17/10/2019 5:25 PM	17/10/2019 5:25 PM	2019/2020	Barley	BAR1	-0.180	-0.178	In Progress
60000005	Grower Grower Transfer From					0	10005	LOCK	17/10/2019 12:20 PM	17/10/2019 12:20 PM	2019/2020	Barley	F3	-3.400	-3.374	Complete
10800008	Grower Reveal	Road	XXX999			0		LUCKY BAY - BUNKER SITE	16/10/2019 6:03 PM	16/10/2019 6:03 PM	2019/2020	Barley	BAR1	0.080	0.079	Complete
60000004	Grower Client Transfer From					0	10002	LOCK	16/10/2019 3:48 PM	16/10/2019 3:48 PM	2019/2020	Barley	F3	-3.400	-3.374	Cancelled
10800004	Grower Reveal	Road	ZZZ999			0		LUCKY BAY - BUNKER SITE	16/10/2019 2:30 PM	16/10/2019 2:30 PM	2019/2020	Barley	BAR1	0.100	0.099	Complete
10000018	Grower Reveal	Road	EEE555			0		LOCK	15/10/2019 11:04 PM	15/10/2019 11:04 PM	2019/2020	Barley	F3	0.280	0.278	Complete
10000017	Grower Reveal	Road	DDD444			0		LOCK	15/10/2019 10:39 PM	15/10/2019 10:39 PM	2019/2020	Barley	F3	1.560	1.548	Complete
10000015	Grower Reveal	Road	BBB222			0		LOCK	15/10/2019 10:34 PM	15/10/2019 10:34 PM	2019/2020	Barley	F3	1.560	1.548	Complete

AutoSave

Transactions (2) - Excel

Search

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Conditional Formatting

Format as Table

NormalBadGoodNeutralCalculationCheck CellExplanatory...

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AutoSum

Find & Replace

Sort & Filter

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Editing

Share

Comments

Ideas

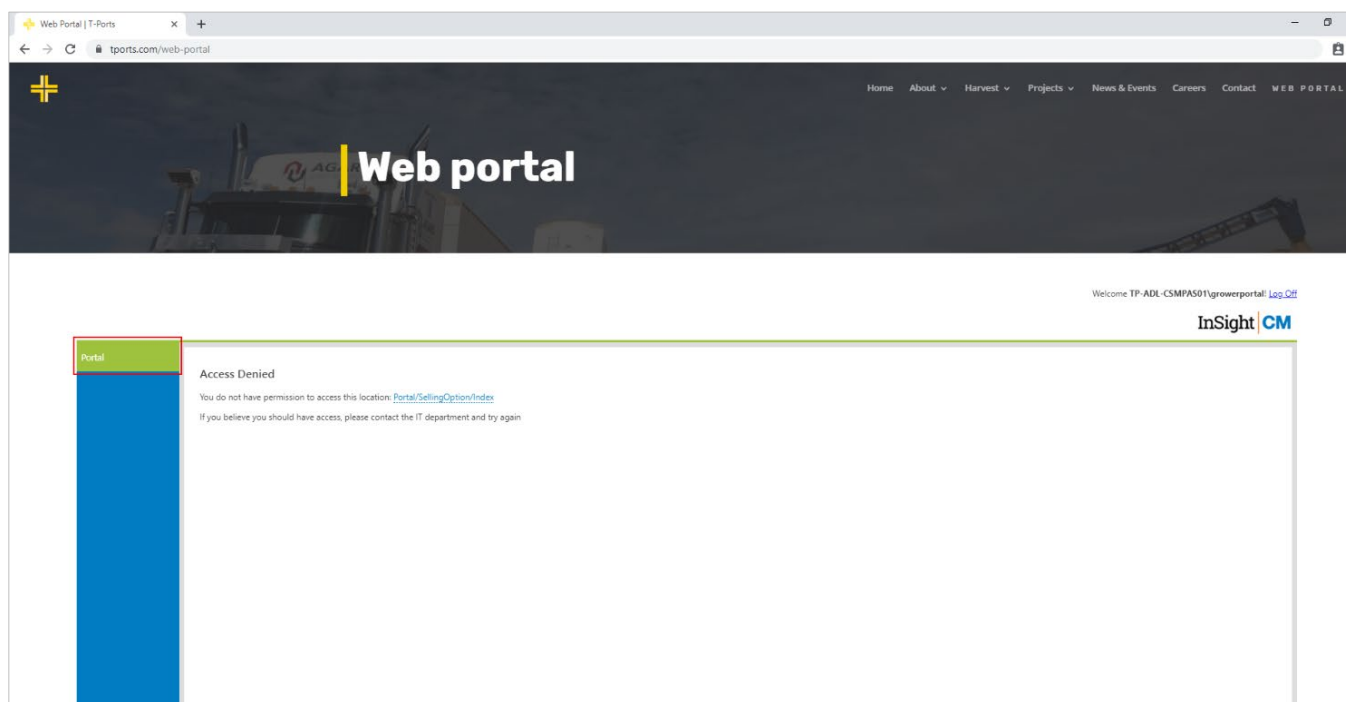
D9

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	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			
2	60000006	Grower Client Transfer From					0	10007	LUCKY BAY - BUNKER SITE	17/10/2019 17:25	17/10/2019 17:25	2019/2020	Barley	BAR1	-0.18	-0.178	In Progress			
3	60000005	Grower Grower Transfer From					0	10005	LOCK	17/10/2019 12:20	17/10/2019 12:20	2019/2020	Barley	F3	-3.4	-3.374	Complete			
4	10800008	Grower Reveal	Road	XXX999		13612292	0		LUCKY BAY - BUNKER SITE	16/10/2019 18:03	16/10/2019 18:03	2019/2020	Barley	BAR1	0.08	0.079	Complete			
5	60000004	Grower Client Transfer From					0	10002	LOCK	16/10/2019 15:48	16/10/2019 15:48	2019/2020	Barley	F3	-3.4	-3.374	Cancelled			
6	10800004	Grower Reveal	Road	ZZZ999		13612292	0		LUCKY BAY - BUNKER SITE	16/10/2019 14:30	16/10/2019 14:30	2019/2020	Barley	BAR1	0.1	0.099	Complete			
7	10000018	Grower Reveal	Road	EEE555		13612292	0		LOCK	15/10/2019 23:04	15/10/2019 23:04	2019/2020	Barley	F3	0.28	0.278	Complete			
8	10000017	Grower Reveal	Road	DDD444		13612292	0		LOCK	15/10/2019 22:39	15/10/2019 22:39	2019/2020	Barley	F3	1.56	1.548	Complete			
9	10000015	Grower Reveal	Road	BBB222		13612292	0		LOCK	15/10/2019 22:34	15/10/2019 22:34	2019/2020	Barley	F3	1.56	1.548	Complete			
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## 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](http://www.tports.com/web-portal)

## ONLINE PORTAL ASSISTANCE

[1800 87 67 87](tel:1800876787)  
[support@tports.com](mailto: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 [www.tports.com/web-portal/](http://www.tports.com/web-portal/) and use your NGR payee number to set up an account. [Follow the instructions for creating a password.](#)

### 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 [myNGR Online](#); 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 [Making a Transfer](#) 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 ([Making a Transfer](#)).

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.