



T-PORTS⁺

TRANSHIP + COMMODITIES + GLOBAL

BRINGING THE PORT TO THE PRODUCT

Web Portal GROWER USER GUIDE

26 October 2020

1800 87 67 87
www.tports.com



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ONLINE PORTAL

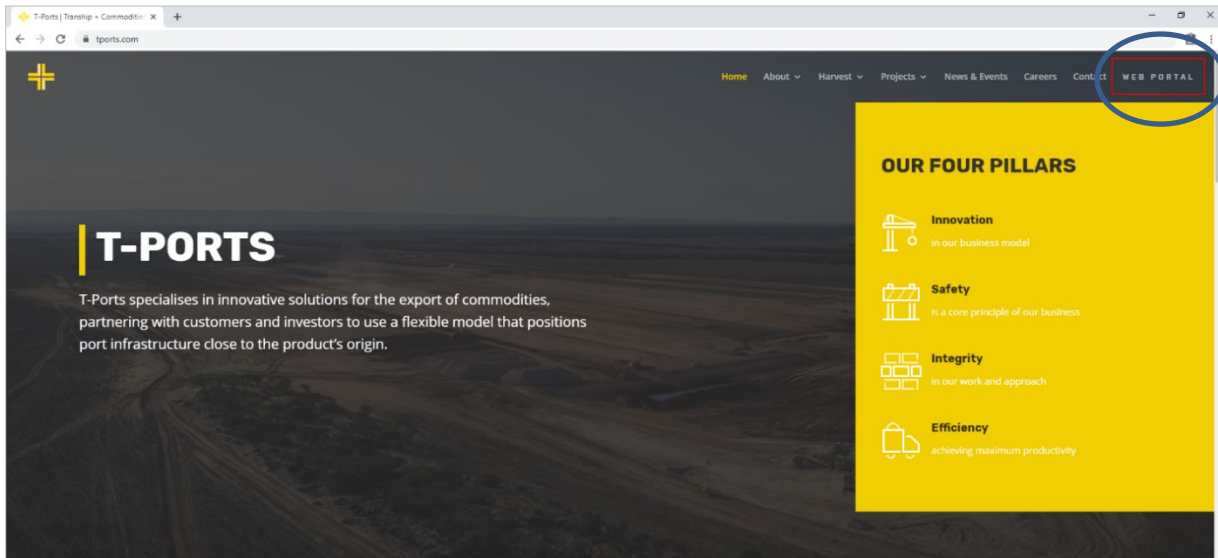
www.tports.com/web-portal

ONLINE PORTAL ASSISTANCE

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

HOW TO LOGIN TO THE T-PORTS WEB PORTAL

Login to the web portal at www.tports.com



Enter your User Name and Password.

A screenshot of the login form. It has two input fields: 'User Name:' and 'Password:'. Both fields are circled in blue. Below the fields is a 'Submit' button. There is also a link for 'Forgot Password?'. Below the form, there are instructions for Growers and Clients regarding their User Name.

The user name is the NOMINATED Linked payee ID, **NOT the NGR card 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 (**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.

A screenshot of the login form. The 'Forgot Password?' link is circled in blue. Below the form, there are instructions for Growers and Clients regarding their User Name.A screenshot of the 'Forgotten Password' form. It has two input fields: 'User Name:' and 'Email Address:'. Both fields are circled in blue. Below the fields is a 'Submit' button. The form includes instructions for the user to enter their email address and a temporary password.

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!**

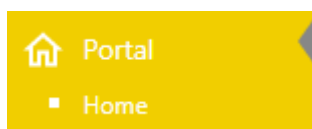
Submit

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.

HOME PAGE



When you log in to the portal, you will be directed to the home page with 4 tiles available for selection. Before proceeding to tile selection, you will need to select the NGR card you wish to view.

Home

Owner: ▼

Warehouse

Transfers

+

0

Pending Approval

Stock Position

57t

WH

Deliveries

Deliveries

0

This Season

Orders

0

Open Orders

TILE SELECTION SUMMARY



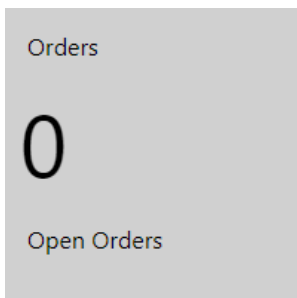
The Transfers tile will allow you to create Warehouse Transfers and view all existing Warehouse Transfers including those that are Pending Approval.



The Stock Position tile will tell you how many tonnes you have in warehouse. Select the Stock position tile to view a breakdown of your Stock Position by Commodity, Grade and Site. ***(The tile shows Available Tonnes, the summary report will include Transferred Tonnes that are still Pending Approval).***



The Deliveries Tile will tell you the total number of Deliveries you have made for the current season. Select this tile to view transactional data for each delivery.



The Orders Tile will provide a report of your Domestic Outturn orders. Select this tile to view detail for each Outturn Order

TRANSFERS TILE – CREATE A WAREHOUSE TRANSFER



To create a Warehouse Transfer, you will need to click on the + at the top of the tile. You will be taken to a new page with a summary of your stock position available for transfer.

Choose the stock you wish to transfer quantities from by selecting the check box in the Select column. You can use the drop down boxes to refine your search.

Please click Select action(s) to choose tickets

Owner:
Commodity:

Site:
Grade:

Season:

PLEASE SELECT THE STOCK YOU WISH TO TRANSFER.

Site	Season	Commodity	Grade	Available Delivered Tonnes	Select	All Tonnes	Delivered Tonnes To Transfer
LUCKY BAY - BUNKER SITE	19/20	Wheat	H1	57.750	<input type="checkbox"/>	All	0.000

Transfer Summary

Search

Submit

Back

Next

Cancel

Site:
Season:
Commodity:
Grade:
Sell To:
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 Delivered Tonnes column to the Delivered Tonnes to Transfer field.

Please click Select action(s) to choose tickets

Owner:
Commodity:

Site:
Grade:

Season:

PLEASE SELECT THE STOCK YOU WISH TO TRANSFER.

Site	Season	Commodity	Grade	Available Delivered Tonnes	Select	All Tonnes	Delivered Tonnes To Transfer
LUCKY BAY - BUNKER SITE	19/20	Wheat	H1	57.750	<input checked="" type="checkbox"/>	All	57.750

Transfer Summary

Search

Submit

Back

Next

Cancel

Site:
Season:
Commodity:
Grade:
Sell To:
Selling Option:
Seller Reference:
Contract Number:
Tonnes To Transfer: 57.750

Click the Next button to proceed to the ticket selection page.

Please click Select action(s) to choose tickets

Owner:
Commodity:

Site:
Grade:

Season:

PLEASE SELECT THE STOCK YOU WISH TO TRANSFER.

Site	Season	Commodity	Grade	Available Delivered Tonnes	Select	All Tonnes	Delivered Tonnes To Transfer
LUCKY BAY - BUNKER SITE	19/20	Wheat	H1	57.750	<input checked="" type="checkbox"/>	All	57.750

Transfer Summary

Search

Submit

Back

Next

Cancel

Site: LUCKY BAY - BUNKER SITE
Season: 19/20
Commodity: Wheat
Grade: H1
Sell To:
Selling Option:
Seller Reference:
Contract Number:
Tonnes To Transfer: 57.750

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

If you have selected All tonnes to transfer, tickets will automatically be selected.

If you have chosen to transfer part of your tonnes, transactions will be split and the split checkbox will be selected.

Site	Season	Commodity	Grade	Delivered Tonnes Avail. ?	Delivered Tonnes To Transfer	Action	Selected Tickets	Selected Delivered Tonnes
LUCKY BAY - BUNKER SITE	19/20	Wheat	H1	57.750	57.750	Select	1	57.750

Tickets

Entitlement Number	Commodity	Grade	Protein	Test Results	Entitled Date	Delivered Tonnes	Delivered Tonnes To Transfer	Select	Split
	WH	H1	13.1	View All	05/12/2019	57.750	57.750	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Once tickets have been selected, click Next to proceed to the next step

Site	Season	Commodity	Grade	Delivered Tonnes Avail. ?	Delivered Tonnes To Transfer	Action	Selected Tickets	Selected Delivered Tonnes
LUCKY BAY - BUNKER SITE	19/20	Wheat	H1	57.750	57.750	Select	1	57.750

Tickets

Entitlement Number	Commodity	Grade	Protein	Test Results	Entitled Date	Delivered Tonnes	Delivered Tonnes To Transfer	Select	Split
	WH	H1	13.1	View All	05/12/2019	57.750	57.750	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Transfer Summary

Search

Submit

Back

Next

Cancel

Site: LUCKY BAY - BUNKER SITE
Season: 19/20
Commodity: Wheat
Grade: H1
Sell To:
Selling Option:
Seller Reference:
Contract Number:
Tonnes To Transfer: 57.750
Tonnes Selected: 57.750

Please enter the buyer details for this Transfer*

Effective Date: **13/10/2020 1:42 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:

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, select the contract checkbox and enter the contract number.

OR

To transfer to a different NGR card, enter the NGR card into the required field

Click on Next to save your transfer.

Please enter the buyer details for this Transfer*

Effective Date: **13/10/2020 1:42 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: **LUCKY BAY - BUNKER SITE**

Season: **19/20**

Commodity: **Wheat**

Grade: **H1**

Sell To: **ADM Trading Australia Pty Ltd**

Selling Option:

Seller Reference:

Contract Number: **ADM012345**

Tonnes To Transfer: **57.750**

Tonnes Selected: **57.750**

Search

Submit

Back

Next

Cancel

You will need to check that all the details are correct, then press Submit to save your transfer.

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: **13/10/2020 1:42 PM**

Site: **LUCKY BAY - BUNKER SITE**

Season: **19/20**

Commodity: **Wheat**

Grade: **H1**

Sell To: **FLEX**

Selling Option:

Contract Number: **FG1234**

Seller Reference:

Tonnes To Transfer: **57.750**

Tonnes Selected: **57.750**

Comments:

Transfer Summary

Site: **LUCKY BAY - BUNKER SITE**

Season: **19/20**

Commodity: **Wheat**

Grade: **H1**

Sell To: **FXG Group (Flexi Grain)**

Selling Option:

Seller Reference:

Contract Number: **FG1234**

Tonnes To Transfer: **57.750**

Tonnes Selected: **57.750**

Search

Submit

Back

Next

Cancel

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.

Title Transfer Details		Close
Your transfer was successfully processed at 01:42 PM on 13/10/2020		View Details
A request for approval of this transfer has been emailed to FXG Group (Flexi Grain)		
Note: This Transfer will not be Completed until the Buyer has approved this Transfer.		
Receipt Number: XXXXXXXXXX		

To view a list of existing transfers, select the Transfers tile.



Search to view results. Click on the Receipt Number hyperlink to view more detail for a specific transfer. You can use the drop down boxes to refine your search.

Receipt Number	Seller	Buyer	Commodity	Seller Reference	Contract Number	Selling Option Type	Total Transfer Tonnes	Effective Date	Activity Date	Status
XXXXXXXXXX		ADM	BA		ADMXXXXXXXXXX	CO	64.000	19/10/2020 3:40 PM	19/10/2020 3:40 PM	Pending Approval
XXXXXXXXXX		ADM	BA		ADMXXXXXXXXXX	CO	27.000	28/07/2020 1:42 PM	28/07/2020 1:54 PM	Approved

STOCK POSITION TILE – VIEW CURRENT WAREHOUSED TONNES



Select the Stock Position tile to view your current Warehoused Stock Position.

When you have selected to view Stock Position, a report will be displayed to show a breakdown of Tonnes by Grade and Site. Growers will need to view **Delivered Tonnes**.

Levels						Total	
Season	Commodity	Grade	Owner	Site		Entitled Tonnes	Delivered Tonnes
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX			
19/20	BA	BAR1	XXXXXXXXXX	LOC		89.326	90.000
						89.326	90.000

Use the Drop Down Boxes to refine your search.

Important Note – Tonnage associated with a Pending Transfer will still be included in the Stock Position Report. The tile will show available tonnes, the Stock Position report will show all tonnes in Warehouse. Warehoused Stock position will be adjusted after the transfer has been accepted and processed.

DELIVERIES TILE – VIEW A LIST OF DELIVERED TRANSACTIONS

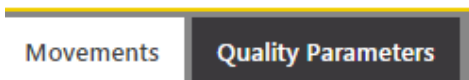


Select the Deliveries Tile to view all deliveries for the current season. All deliveries will be displayed, including those delivered into Warehouse.

A list of all Deliveries made for the current season will be displayed. Use the drop down boxes to refine your search.

Key			General							General 2							Transport	Qual
Transaction Number	Activity Date/Time	Transaction Type	Status	To Site	Season	Commodity	Delivered Grade	To Owner	To Owner Description	Originally Warehoused	Delivery Card	Purchase Option Type	Purchase Option Price	Contract Number	Delivered Tonnes	Entitled Tonnes	Vehicle Reg.	Variety
		Grower Rec	Complete		19/20													
	6/12/2019 4:38 PM	Grower Receive	Complete	LOC	19/20	BA	BAR1			<input checked="" type="checkbox"/>		WA	0.00		64.000	63.520		
	23/10/2019 2:14 PM	Grower Receive	Complete	L88	19/20	BA	SP1			<input checked="" type="checkbox"/>		WA	0.00		27.000	26.798		
	23/10/2019 2:08 PM	Grower Receive	Complete	L88	19/20	BA	BAR1			<input checked="" type="checkbox"/>		WA	0.00		26.000	25.805		
	14/10/2019 5:52 PM	Grower Receive	Complete	L88	19/20	BA	BAR1			<input checked="" type="checkbox"/>		WA	0.00		1.000	0.993		

To add quality data to your report, you will need to click on Quality Parameters at the top of this report.



Select the Commodity and add the sample results you would like to view in the list of deliveries. Click on Search to reveal the data.

Movements

Quality Parameters

Commodity: Barley

Add

Clear

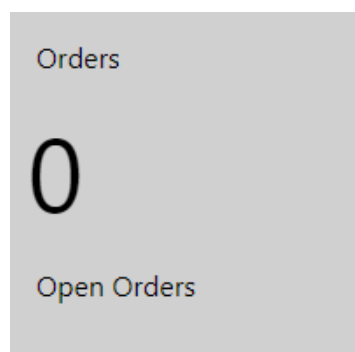
Search

Test Name	Test Code	Min Value	Max Value	Action
Protein (%)	PR			Remove
Screenings (% by weight)	SC			Remove
Moisture (%)	MO			Remove
Test Weight (kg/hl)	TW			Remove

The search will reveal the sample results you have selected. Scroll right to view the data.

		Transport	Quality	Sample Results			
Delivered Tonnes	Entitled Tonnes	Vehicle Reg.	Variety	PR	SC	MO	TW
1.000	0.986		8062	11.000	10.700	12.900	67.200
1.000	0.986						

ORDERS TILE – VIEW A LIST OF DOMESTIC OUTTURN ORDERS

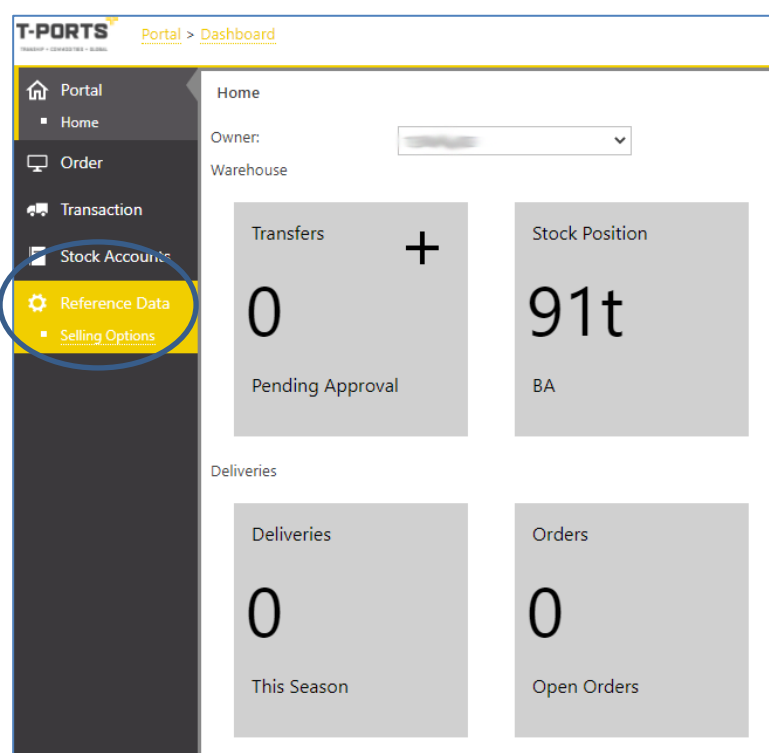


Select the Orders tile to view Domestic Outturn Orders.

A list of Domestic Outturn Orders will be displayed. Select the Number hyperlink to view more details.

Number	Type	Transport Mode	Owner	Owner Reference	From Site	To Site	Start Date	Expiry Date	Season	Commodity	Grade	Ordered Tonnes	To Be Booked	Applied Tonnes	Remaining Tonnes	Status
																Draft, Pend
	Domestic Outturn Road		Test		LOC	FARM	26/10/2020	26/10/2020 19/20		BA	BAR1	3.000	3.000	0.000	3.000	Approved
												3.000	3.000	0.000	3.000	

HOW TO VIEW DAILY CASH PRICES



To view live Daily Cash prices, you will not be selecting a tile. You will need to visit the main menu on the left side of the page, choose Reference data, then Selling Options.

When you have selected Selling Options, a table will appear with all available Daily Cash prices. If the table is empty, there are no Daily Cash prices available and you should contact your buyer.

Site	Commodity	Grade	Season	Client	Purchase Option Type	Start Date	End Date	Price	Status
									Active
LBB	BA	BAR1	20/21	ADM	DC	19/10/2020 11:35	20/10/2020 23:59	150.00	Active
LBB	WH	H1	20/21	ADM	DC	19/10/2020 11:35	19/10/2020 23:59	150.00	Active
LOC	BA	BAR1	20/21	ADM	DC	19/10/2020 11:35	20/10/2020 23:59	150.00	Active
LOC	WH	H1	20/21	ADM	DC	19/10/2020 11:35	20/10/2020 23:59	150.00	Active

HOW TO 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/ and use your NGR payee number to set up an account.

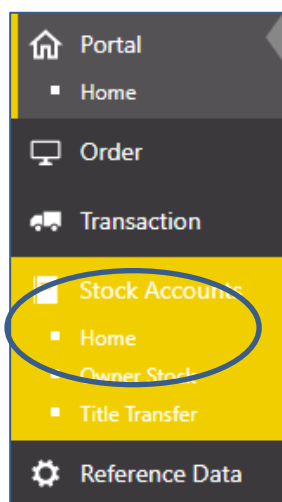
WHAT IS A PAYEE NUMBER AND HOW DO I FIND IT?

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.

WHERE DO I FIND A LIST OF AVAILABLE WAREHOUSE TRANSACTIONS?



On the Main Menu, choose Stock Accounts then click on Home. This report displays the available transactions associated with your available Stock Position.

HOW TO DO A WAREHOUSE TO WAREHOUSE TRANSFER

Please enter the buyer details for this Transfer*

Effective Date: **13/10/2020 1:42 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:

Follow the steps to create a warehouse transfer. When you have selected the stock to transfer and selected the tickets, you will be required to enter the buyer details.

Under the heading of To a Delivery Card, enter the NGR Card Number you are transferring to.

The transfer will be processed as soon as you press Submit.

HOW TO 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.

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 sharefarming card to the individual 100% NGR cards. This will mean two transfers for each ticket.