T-PORTS+

TRANSHIP + COMMODITIES + GLOBAL

BRINGING THE PORT TO THE PRODUCT

Web Portal
GROWER USER GUIDE

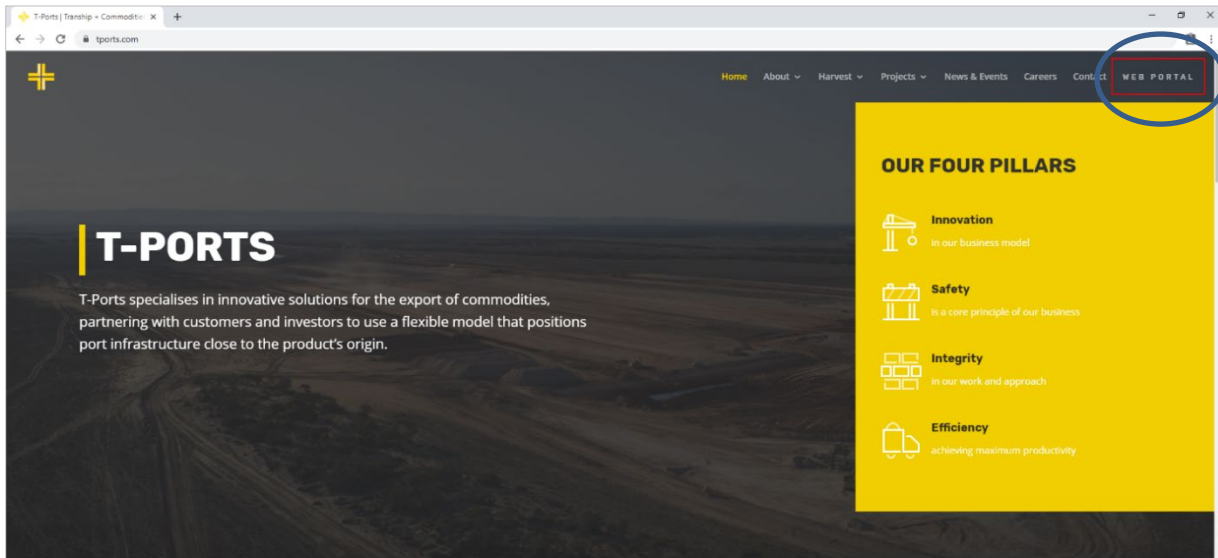10 November 2021

CONTENTS

ONLINE PORTAL
portal.tports.com.au
ONLINE PORTAL ASSISTANCE
1800 87 67 87 support@tports.com

HOW TO LOGIN TO THE T-PORTS WEB PORTAL

Login to the web portal at www.tports.com or portal.tports.com.au.

Enter your User Name and Password.

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.

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

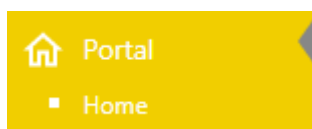|		
User Name:		
New Password:	••••••••••	**Strong!**
Confirm Password	••••••••••	**Strong!**

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

Portal
- Home

When you log in to the portal, you will be directed to the home page with 6 tiles available for selection. Before proceeding to tile selection, you will need to select the NGR card you wish to view.

Home

Owner:

Site

Daily Prices	Operating Times
2	LBB 2pm Close
	KIM 5pm Close, LOC 5pm Close

Deliveries

Deliveries	Orders
31	2
This Season	Open Orders

Warehouse

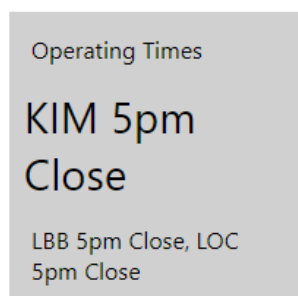| Transfers + New	Stock Position
2	154t
Pending Approval	BA, WH

Daily Prices

2
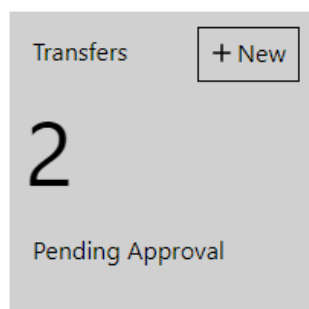
The number in the Daily Prices tile represents the number of Daily Cash (DC) prices are available. Click on the tile to view prices for your delivery site.

Operating Times

KIM 5pm Close

LBB 5pm Close, LOC 5pm Close

The Operating Times tile displays the closing time or the opening time for the next day. Click on the tile to view site opening times for 7 days.

Transfers | + New

2

Pending Approval

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

Stock Position

57t

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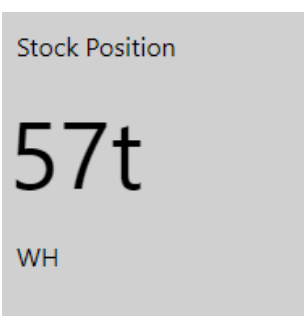
The Stock Position tile will tell you how many tonnes you have in warehouse. Select the Stock position tile to view a breakdown of your Stock Position by Commodity, Grade and Site. *(The tile shows Available Tonnes, the summary report will include Transferred Tonnes that are still Pending Approval).*
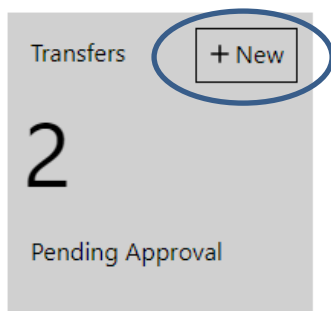
Deliveries

0

This Season

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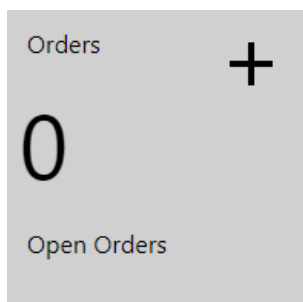
The Orders Tile will provide a report of your Domestic Outturn orders. Select this tile to view detail for each Outturn Order

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 avalable 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.

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.

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

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.

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

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.

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

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.

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

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.

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
19/20	BA	BAR1		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	Quality
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
			Complete		19/20												
100000141	6/11/2019 10:42 AM	Grower Receival	Complete	LOC	19/20	BA	BAR1			☑		WA	0.00		52.400	52.007		B062
100000139	6/11/2019 9:06 AM	Grower Receival	Complete	LOC	19/20	BA	BAR1			☑		WA	0.00		26.340	26.142		B067
100000135	6/11/2019 7:55 AM	Grower Receival	Complete	LOC	19/20	BA	BAR1			☑		WA	0.00		55.600	55.183		B067
100000134	5/11/2019 4:07 PM	Grower Receival	Complete	LOC	19/20	BA	BAR1			☑		WA	0.00		52.560	52.166		B067
108000362	4/11/2019 9:11 AM	Grower Receival	Complete	LBB	19/20	BA	BAR1			☑		WA	0.00		50.790	50.409		B067

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.

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	ABC123	B062	11.000	10.700	12.900	67.200
1.000	0.986						

ORDERS TILE – VIEW A LIST OF DOMESTIC OUTTURN ORDERS
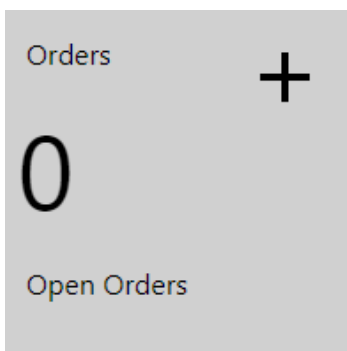
Select the Orders tile to view Domestic Outturn Orders.

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
10000026	Domestic Outtur	Road			LOC	FARM	5/03/2020	6/03/2020	19/20	BA	BAR1	99.250	99.250	0.000	99.250	Approved
												99.250	99.250	0.000	99.250	

DAILY PRICES – VIEW A LIST OF DAILY CASH PRICES

Daily Prices

9
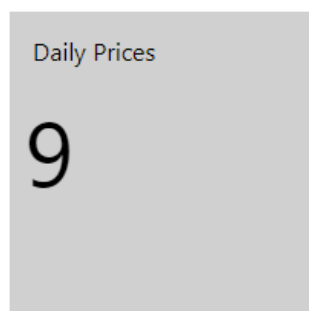
The number in the Daily Prices tile represents the number of Daily Cash (DC) prices that are available. Click on the tile to view a table of available prices.

Site △	Commodity △	Grade △	Season	Client △	Purchase Option Type	Start Date ▽	End Date	Price	Status
					DC				Active, With
LBB	BA	BAR2	20/21	TESTSI	DC	28/10/2021 13:43	29/10/2021 23:59	260.00	Active
LBB	BA	SP1	20/21	TESTSI	DC	28/10/2021 13:43	29/10/2021 23:59	270.00	Active
LBB	BA	BAR1	20/21	TESTSI	DC	28/10/2021 13:42	29/10/2021 23:59	270.00	Active
LOC	BA	SP1	20/21	TESTSI	DC	28/10/2021 13:42	29/10/2021 23:59	255.00	Active
LOC	BA	BAR2	20/21	TESTSI	DC	28/10/2021 13:41	29/10/2021 23:59	245.00	Active
KIM	BA	BAR1	20/21	TESTSI	DC	28/10/2021 13:40	29/10/2021 23:59	260.00	Active
KIM	BA	BAR2	20/21	TESTSI	DC	28/10/2021 13:40	29/10/2021 23:59	250.00	Active
KIM	BA	SP1	20/21	TESTSI	DC	28/10/2021 13:40	29/10/2021 23:59	260.00	Active
LOC	BA	BAR1	20/21	TESTSI	DC	28/10/2021 13:40	29/10/2021 23:59	255.00	Active

Daily Cash prices are only available for direct delivery at your delivery site. You will not be able to choose DC for Warehouse Transfer.

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 portal.tports.com.au and use your NGR payee number to set up an account.

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

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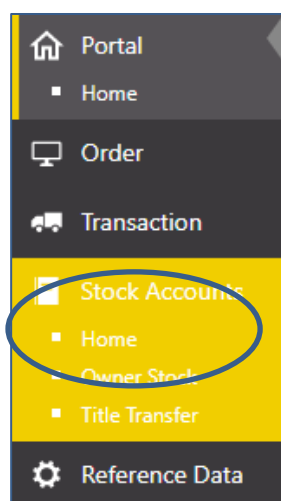
On the Main Menu, choose Stock Accounts then click on Home. This report displays the available transactions associated with your available Stock Position.

HOW TO CUSTOMISE REPORTS

You can easily add or remove columns from your reports to create your own saved reports. You can do this by selecting a report from the main menu.
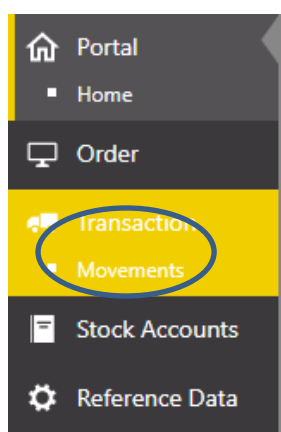
Select a report you would like to customise, I have chosen the Movements Report. (The movements report displays a list of all transactions associated with your selected NGR)

Choose Columns (top right hand corner), this will provide a list of columns that you can add to your report. Simply drag the headings from this table and drop them into your report. You can also remove column headings from your report using the same drag and drop method.
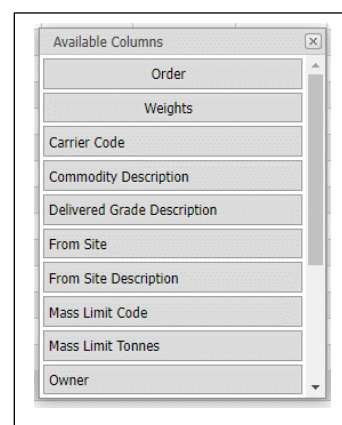
When you are happy with the report you have created, you can save your report setting using the Save As... (top right hand corner) button and give your report a name. This report will be saved to your profile for future reference.

Remember that reports can only be saved from reports accessed via the main menu, reports accessed from the tiles can be modified but not saved.

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.