



TRANSHIP + COMMODITIES + GLOBAL

BRINGING THE PORT TO THE PRODUCT

Web Portal GROWER USER GUIDE

10 November 2021



1800 87 67 87 www.tports.com



CONTENTS

| HOW TO LOGIN TO THE T-PORTS WEB PORTAL | |
|---|--|
| HOW TO SET YOUR PASSWORD | |
| HOME PAGE | |
| TILE SELECTION SUMMARY | |
| TRANSFERS TILE – CREATE A WAREHOUSE TRANSFER | |
| STOCK POSITION TILE – VIEW CURRENT WAREHOUSED TONNES | |
| DELIVERIES TILE – VIEW A LIST OF DELIVERED TRANSACTIONS | |
| ORDERS TILE – VIEW A LIST OF DOMESTIC OUTTURN ORDERS | |
| DAILY PRICES – VIEW A LIST OF DAILY CASH PRICES | |
| HOW TO ACCESS THE T-PORTS WEB PORTAL | |
| WHAT IS A PAYEE NUMBER AND HOW DO I FIND IT? | |
| WHERE DO I FIND A LIST OF AVAILABLE WAREHOUSE TRANSACTIONS? | |
| HOW TO CUSTOMISE REPORTS | |
| HOW TO DO A WAREHOUSE TO WAREHOUSE TRANSFER | |
| HOW TO MANAGE A SHAREFARMING / SPLIT CARD ARRANGEMENT | |

ONLINE PORTAL

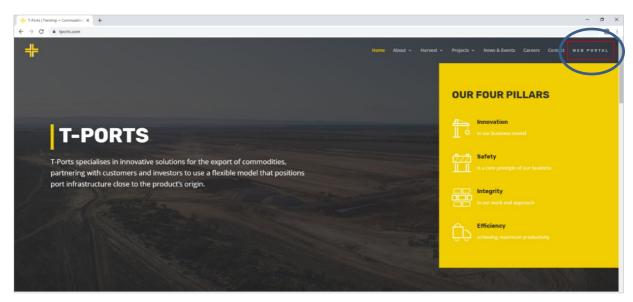
portal.tports.com.au

ONLINE PORTAL ASSISTANCE

<u>1800 87 67 87</u> <u>support@tports.com</u>

HOW TO LOGIN TO THE T-PORTS WEB PORTAL

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



Enter your User Name and Password.

| User Name: Password Submit | Exception for exercision of the second secon |
|------------------------------------|--|
| Growers - Your User Na | me is your NGR Payee Number |
| Clients - Your User Nam process | e is your User Name as advised during the registration |

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.

| User Name: Password Submit | Forgotten Password Please enter the email address you used to create your Service Centre account. You will be sent a temporary password via email. User 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 new password should symbols. | 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 chara | acters long. | | | | | | | | | | |
| For example - Portal@123 | | | | | | | | | | | | |
| User Name: | Thatford | | | | | | | | | | | |
| New Password: | ••••• | Strong! | | | | | | | | | | |
| Confirm Password | ••••• | Strong! | | | | | | | | | | |
| Submit | | | | | | | | | | | | |

Your password must contain:

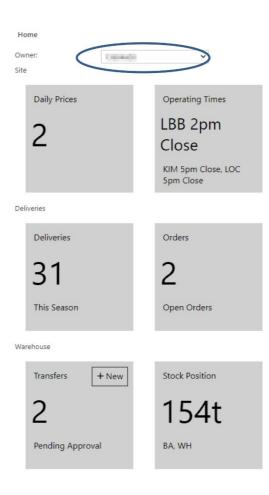
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one symbol

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 6 tiles available for selection. Before proceeding to tile selection, you will need to select the NGR card you wish to view.



TILE SELECTION SUMMARY

Daily Prices The number in the Daily Prices tile represents the 2 **Operating Times** KIM 5pm Close LBB 5pm Close, LOC 5pm Close Transfers + New 2 Pending Approval Stock Position 57t WH Deliveries delivery. This Season

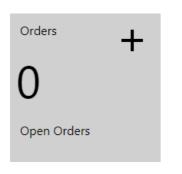
number of Daily Cash (DC) prices are available. Click on the tile to view prices for your delivery site.

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.

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

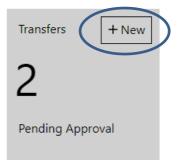
The Stock Position tile will tell you how many tonnes you have in warehouse. Select the Stock position tile to view a breakdown of your Stock Position by Commodity, Grade and Site. (The tile shows Available Tonnes, the summary report will include Transferred Tonnes that are still Pending Approval).

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



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.

| | | | | | | | | | Transfer Summary | Search |
|----------------------------|---------------|-----------|----------|---------------------|--------------|------------|------------------|-------------|---------------------------|---------|
| Please click Select activ | on(s) to choo | Site: | Submit | | | | | | | |
| | | | | | | | | | Season: | Back |
| | | ~ | | ommodity: | ~ | | | | Commodity: | back |
| Site: | | * | ✓ Grade: | | | | Grade: | Next | | |
| | | | Si | eason: | ~ | | | | Sell To: | Cancel |
| PLEASE SELECT THE STOCK YO | | 10000 | | | | | | | Selling Option: | Carloer |
| | | | | | | | | | Seller Reference: | |
| Site | Season | Commodity | Grade | Available Delivered | Tonne Select | All Tonnes | Delivered Tonnes | To Transfer | Contract Number: | |
| LUCKY BAY - BUNKER SITE | 19/20 | Wheat | H1 | 57.750 | | All 0.0 | 00 | | 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 Se | lect action(| (s) to choo | ose tickets | | | | | | | | |
|------------------|--------------|-------------|-------------|-------|-----------------|--------------|--------|------------|--------|----------------------------|--|
| Owner: | 1 | | ~ | Co | mmodity: | | ~ | | | | |
| Site: | | | ~ | Gra | ade: | | ~ | | | | |
| | | | | Sea | ason: | | ~ | | | | |
| PLEASE SELECT TH | STOCK YOU V | VISH TO TRA | NSFER. | | | | | | | | |
| Site | : | Season | Commodity | Grade | Available Deliv | vered Tonnes | Select | All Tonnes | C | Vivered Tonnes To Transfer | |
| LUCKY BAY - BUNH | ER SITE | 19/20 | Wheat | Н1 | 57.750 | | | | 57.750 | | |
| | | | | | | | | | | | |

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

| | | | | | | | | Transfe | er Summary | Search |
|-------------------------|-------------------|-------------|-------|--|--------|------------|------------------------------|---------------------|----------------------------|--------|
| Please click Select a | iction(s) to cho | ose tickets | | | | | | Site: | LUCKY BAY - BUNKER SITE | Submit |
| Owner: | 1. Second Second | ~ | Co | mmodity: | ~ | | | Season: | 19/20 | Back |
| Site: | | v | Gr | ade: | | | | Commodity: | Wheat | Next |
| | | | | ason: | - | | | Grade: | H1 | Next |
| | | | Je | 83015 | • | | | Sell To: | | Cashad |
| PLEASE SELECT THE STOC | K YOU WISH TO TRA | NSFER. | | | | | | Selling Option: | | |
| Site | Season | Commodity | Grade | Available Delivered Tonnes | Select | All Tonnes | Delivered Tonnes To Transfer | Seller Reference: | | |
| LUCKY BAY - BUNKER SITE | 19/20 | Wheat | H1 | 57,750 | | All | 57.750 | Contract Number: | | |
| | | 1000000 | | Contraction of the second seco | | | | Tonnes To Transfer: | 57.750 | |

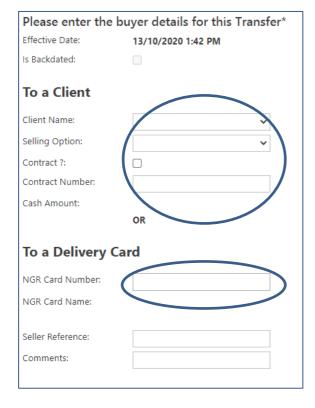
The Select Ticket page is displayed. Tick the "select" checkbox on the tickets you want to transfer. If you have selected All tonnes to transfer, tickets will automatically be selected.

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

| Site | Site Season Commodity Grade | | Grade | Delivered Tonnes Avail. ? Delivered Tonnes To Transfer | | | Action | Selected Tickets | Sele | ected Delivered | d Tonnes |
|-------------------------|-----------------------------|---------|-------|--|---------------|------------------|--------|-------------------------|----------|-----------------|----------|
| LUCKY BAY - BUNKER SITE | 19/20 | Wheat | H1 | 57.750 | 57.750 | | elect | 1 | 57.750 | | |
| Tickets | | | | | | | | | | | |
| lickets | | | | | | | | | | | |
| Entitlement Number | Commodity | r Grade | Prote | in Test Results | Entitled Date | Delivered Tonnes | | Delivered Tonnes To Tra | ansfer 🌈 | Select | Split |

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.

| | | Transfer | Summary | Search |
|-------------------|---------------------------------|---------------------|----------------------------------|--------|
| | iyer details for this Transfer* | Site: | LUCKY BAY - BUNKER SITE | Submit |
| Effective Date: | 13/10/2020 1:42 PM | Season: | 19/20 | Back |
| Is Backdated: | | Commodity: | Wheat | |
| To a Client | | Grade: | H1 | Next |
| Client Name: | | Sell To: | ADM Trading Australia Pty Ltd | Canad |
| | ADM Trading Australia Pty Ltt 💙 | Selling Option: | | |
| Selling Option: | ~ ~ | Seller Reference: | | |
| Contract ?: | | Contract Number: | ADM012345 | |
| Contract Number: | ADM012345 | Tonnes To Transfer: | 57.750 | |
| Cash Amount: | | Tonnes Selected: | 57.750 | |
| | OR | | | |
| To a Delivery Ca | rd | | | |
| NGR Card Number: | | | | |
| NGR Card Name: | | | | |
| | | | | |
| Seller Reference: | | | | |
| Comments: | | | | |
| | | | | |

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

| | | Transfer | Summary | Search |
|------------------------------|---|---------------------|----------------------------|--------|
| Please review you | transfer information | Site: | LUCKY BAY - BUNKER SITE | Submit |
| If correct, please click Sub | mit to finalise this transfer. | Season: | 19/20 | Back |
| If incorrect, please click B | sck to change or Cancel to start again. | Commodity: | Wheat | |
| | | Grade: | H1 | Next |
| Effective Date: | 13/10/2020 1:42 PM | Sell To: | FXG Group (Flexi Grain) | Cancel |
| Site: | LUCKY BAY - BUNKER SITE | Selling Option: | | |
| Season: | 19/20 | Seller Reference: | | |
| Commodity: | Wheat | Contract Number: | FG1234 | |
| Grade: | н | Tonnes To Transfer: | 57.750 | |
| Sell To: | FLEX | Tonnes Selected: | 57.750 | |
| Selling Option: | | | | |
| Contract Number: | FG1234 | | | |
| Seller Reference: | | | | |
| Tonnes To Transfer: | 57.750 | | | |
| Tonnes Selected: | 57.750 | | | |
| 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.

| Title Transfer Details | Close |
|---|--------------|
| our transfer was successfully processed at 01:42 PM on 13/10/2020 | View Details |
| n request for approval of this transfer has been emailed to FXG Group (Flexi Grain) | |
| kote: This Transfer will not be Completed until the Buyer has approved this Transfer. | |
| Receipt Number: 10997 | |

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.

| Receipt Number | Seller | Buyer | Commodity | Grade(s) | Season(s) | Seller Reference | Contract Number | Selling Option Type | Total Transfer Tonnes | Effective Date 🛛 🗸 | Activity Date 🛛 🗸 | Status |
|-------------------|-----------------------|-------|-----------|----------|-----------|---------------------|--------------------|------------------------|-----------------------------|---------------------|---------------------|-------------|
| \$ | ~ | ~ | ~ | v | × | \$ | 2 | · · | 8 | ~ | ~ | Pending Ap |
| 12766 | | LDC | BA | BAR1 | 20/21 | | P12345 | co | 2.000 | 14/09/2021 10:49 AM | 14/09/2021 10:49 AM | Pending App |
| 12748 | and the second second | LDC | WH | H1 | 20/21 | | P12345 | CO | 10.000 | 31/08/2021 4:09 PM | 31/08/2021 4:09 PM | Pending App |

STOCK POSITION TILE – VIEW CURRENT WAREHOUSED TONNES



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.

| | | Total | | | | | | | | |
|--------|---|-------------|-------|---|-------|---|------|---|--------------------|---------------------|
| Season | ▽ | Commodity △ | Grade | Δ | Owner | | Site | Δ | Entitled Tonnes | Delivered Tonnes |
| | ~ | ~ | | ~ | | ~ | | ~ | 9 | 9 |
| 19/20 | | BA | BAR1 | | 1.0.0 | L | 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

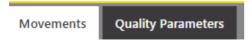


Select the Deliveries Tile to view all deliveries for the current season. All deliveries will be displayed, including those delivered into Warehouse.

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 | | | | | | | Quality | |
|--------------------------------|--------------------|--------|---------------------|----------|---------|------|-------|-----------|--------------------|----------|-------------------------|--------------------------|----------------------|-------------------------|-----------------------------|--------------------|---------------------|--------------------|--|---------|---|
| Transaction \bigtriangledown | Activity Date/Time | ⊽ | Transaction Type | Status | To Site | Se | ason | 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 🔍 | ~ | | - | ~ | ? | · | ~ | 2 | ~ | 2 | \$ | ~ | | ~ |
| | 6/11/2019 10 | 42 AM | Grower Receival | Complete | LOC | 19/ | 20 | BA | BAR1 | | failure the later | | | WA | 0.00 | | 52.400 | 52.007 | [restor] | B062 | |
| 100000139 | 6/11/2019 9 | :06 AM | Grower Receival | Complete | LOC | 19/ | 20 | BA | BAR1 | 100.0750 | Manager and Manager | - | 1000.0007001 | WA | 0.00 | | 26.340 | 26.142 | Contract of Contra | 8067 | |
| 100000135 | 6/11/2019 7 | :55 AM | Grower Receival | Complete | LOC | 19/ | 20 | BA | BAR1 | 100.00 | Inter of \$10 | | 100.001-01 | WA | 0.00 | | 55.600 | 55.183 | land . | B067 | |
| 100000134 | 5/11/2019 4 | 07 PM | Grower Receival | Complete | LOC | 19/ | 20 | BA | BAR1 | 10.076 | false and \$10 | | 10.001 | WA | 0.00 | | 52.560 | 52.166 | The second s | 8067 | |
| 108000362 | 4/11/2019 9 | 11 AM | Grower Receival | Complete | LBB | 19/ | 20 | BA | BAR1 | 10000 | adverted \$10 | | 100.00 ⁻⁰ | WA | 0.00 | | 50.790 | 50.409 | and a | 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.

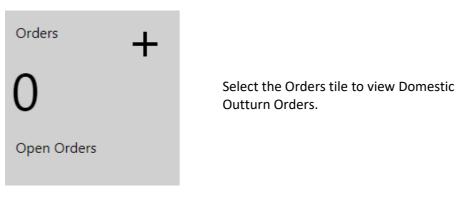
| mmodity: | Barley | | ~ | | |
|-------------------------|--------|-----------|-----------|-----------|--------|
| Test Name | | Test Code | Min Value | Max Value | Action |
| rotein (%) | ~ | PR | | | Remove |
| creenings (% by weight) | ~ | sc | | | Remove |
| 1oisture (%) | ~ | мо | | | Remove |
| est Weight (kg/hl) | ~ | тw | | | Remove |

Add Clear Search

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 | мо | TW | | | | |
| 9 | 9 | ~ | ~ | 7 | 9 | 9 | 7 | | | | |
| 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



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

| Number | Туре | Transport Mode | Owner | Owner AReference | From Site | To Site | Start Date | Expiry Date | Season | Commodity | Grade | Ordered Tonnes | To Be Booked | Applied Tonnes | Remaining Tonnes | Status |
|--------|-----------------|----------------|-------------|------------------|-----------|---------|------------|-------------|--------|-----------|-------|-------------------|-----------------|-------------------|---------------------|---------------|
| | 8 | | | 0 | × | × | ~ | ~ | ~ | ~ | ~ | 9 | ~ | \$ | \$ | Draft, Pend 🗠 |
| | 26 Domestic Out | tur Road | 1 III IQUAL | Report Islam | 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



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 | Δ | Commodity | Δ | Grade | Δ | Season | Client 🛆 | | chase ion Type | Start Date | ∇ | End Date | Price | Status |
|------|---|-----------|---|-------|---|--------|----------|----|-------------------|------------------|----------|------------------|--------|----------------|
| | ~ | | ~ | | ~ | ~ | ~ | DC | ~ | | ~ | × | 7 | Active, Witł 🗠 |
| LBB | | BA | | BAR2 | | 20/21 | TESTSI | DC | | 28/10/20 | 21 13:43 | 29/10/2021 23:59 | 260.00 | Active |
| LBB | | BA | | SP1 | | 20/21 | TESTSI | DC | | 28/10/20 | 21 13:43 | 29/10/2021 23:59 | 270.00 | Active |
| LBB | | BA | | BAR1 | | 20/21 | TESTSI | DC | | 28/10/20 | 21 13:42 | 29/10/2021 23:59 | 270.00 | Active |
| LOC | | BA | | SP1 | | 20/21 | TESTSI | DC | | 28/10/20 | 21 13:42 | 29/10/2021 23:59 | 255.00 | Active |
| LOC | | BA | | BAR2 | | 20/21 | TESTSI | DC | | 28/10/20 | 21 13:41 | 29/10/2021 23:59 | 245.00 | Active |
| KIM | | BA | | BAR1 | | 20/21 | TESTSI | DC | DAILY CAS | H PRICE 28/10/20 | 21 13:40 | 29/10/2021 23:59 | 260.00 | Active |
| KIM | | BA | | BAR2 | | 20/21 | TESTSI | DC | | 28/10/20 | 21 13:40 | 29/10/2021 23:59 | 250.00 | Active |
| KIM | | BA | | SP1 | | 20/21 | TESTSI | DC | | 28/10/20 | 21 13:40 | 29/10/2021 23:59 | 260.00 | Active |
| LOC | | BA | | BAR1 | | 20/21 | TESTSI | DC | | 28/10/20 | 21 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 <u>portal.tports.com.au</u> and use your NGR payee number to set up an account.

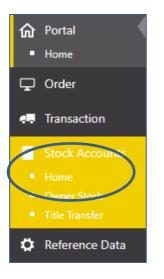
WHAT IS A PAYEE NUMBER AND HOW DO I FIND IT?

Your Payee ID is an 8-digit number that is shown in brackets next to your Trading Name, either on an NGR form; through <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.

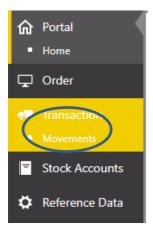
WHERE DO I FIND A LIST OF AVAILABLE WAREHOUSE TRANSACTIONS?



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.

| Available Columns | × |
|-----------------------------|---|
| Order | - |
| Weights | |
| Carrier Code | |
| Commodity Description | |
| Delivered Grade Description | |
| From Site | |
| From Site Description | |
| Mass Limit Code | |
| Mass Limit Tonnes | |
| Owner | |

When you are happy with the report you have created, you can save your report setting using the (top right hand corner) button and give your report a name. This report will be saved to your profile for future reference.

My Favourites

urites 🗸 🗸

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 Ca | rd | | | | | | |
| 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.