

BUNGE Australia
GROWER SERVICE CENTRE
PORTAL PROCEDURES





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Grower Portal Login – Help Procedures

The following procedures relate to accessing Grower Reports in CSM:

Login to CSM Portal at www.bunge.com.au

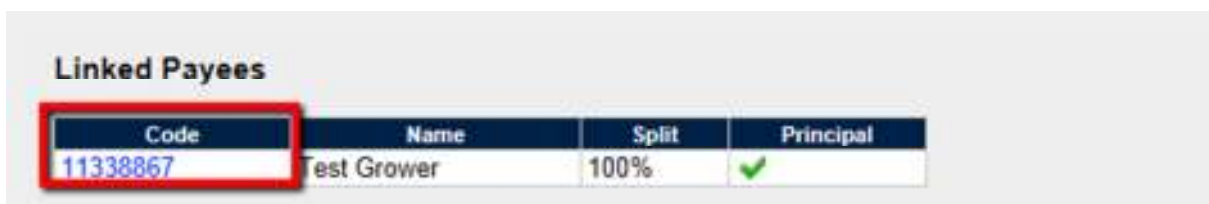


The following LOGIN screen should appear. Enter User Name & Password.



A screenshot of the login screen. It features two input fields: 'User Name' and 'Password'. Below the fields is a dark blue 'Submit' button and a purple link for 'Forgot Password?'. At the bottom, there are two lines of red text: 'Growers - Your User Name is your NGR Payee Number' and 'Clients - Your User Name is your User Name as advised during the registration process'.

For Growers: The User name for growers is the NOMINATED Linked payee ID, NOT the NGR card number. (usually the primary vendor payee, but can be changed).



A screenshot of a table titled 'Linked Payees'. The table has four columns: 'Code', 'Name', 'Split', and 'Principal'. The first row is highlighted with a red box. The data in the first row is: Code: 11338867, Name: Test Grower, Split: 100%, and Principal: a green checkmark.

Code	Name	Split	Principal
11338867	Test Grower	100%	✓

Click on 



Title Transfer



Manage Title Transfers

Click **Manage Title Transfers**

Click



Home Welcome 11338867 [Log Out](#)

Submitted Transfers | **Received Transfers**

Owner: 10100101 | Receipt Number:

Commodity: | Buyer Type:

Date From: | Buyer:

Date To: | Status:

Search
New

Receipt Number	Buyer	Commodity	Seller Reference	Buyer Reference	Selling Option Type	Total Transfer Tonnes	Date	Status
----------------	-------	-----------	------------------	-----------------	---------------------	-----------------------	------	--------

Click

Search

A list of available receipts will appear

Click on a receipt number you want to transfer

Home > **My Transfers** Welcome 11338867 [Log Out](#)

Stock Details | **Transfer Summary** | **Search**

Owner: 10100101 | Commodity:

Site: | Grade:

Season:

Please select the stock you wish to transfer.

Site	Season	Commodity	Grade	Available Tonnes	Select	Tonnes To Transfer	All Tonnes
BGSB - Arthur River	2014/2015	Wheat	APW1	45,000	<input type="checkbox"/>	0.000	←
BGSB - Arthur River	2015/2016	Wheat	APW1	60,000	<input type="checkbox"/>	0.000	←
BGSB - Arthur River	2015/2016	Wheat	ASW1	63,000	<input type="checkbox"/>	0.000	←
BGSB - Kukeirin	2014/2015	Barley	GAT	47,000	<input type="checkbox"/>	0.000	←
BGSB - Kukeirin	2015/2016	Wheat	AGP1	35,000	<input type="checkbox"/>	0.000	←

Transfer Summary

Site:

Season:

Commodity:

Grade:

Sell To:

Selling Option:

Seller Reference:

Buyer Reference:

Tonnes To Transfer: 0.000

Tonnes Selected: 0.000

Next

Select the stock you want to transfer by ticking the check box and entering the tonnes to transfer

Stock Details | **Transfer Summary** | **Search**

Owner: 10100101 | Commodity:

Site: | Grade:

Season:

Please select the stock you wish to transfer.

Site	Season	Commodity	Grade	Available Tonnes	Select	Tonnes To Transfer	All Tonnes
BGSB - Arthur River	2014/2015	Wheat	APW1	45,000	<input checked="" type="checkbox"/>	10,000	↔
BGSB - Arthur River	2015/2016	Wheat	APW1	60,000	<input type="checkbox"/>	0.000	↔
BGSB - Arthur River	2015/2016	Wheat	ASW1	63,000	<input type="checkbox"/>	0.000	↔
BGSB - Kukeirin	2014/2015	Barley	GAT	47,000	<input type="checkbox"/>	0.000	←
BGSB - Kukeirin	2015/2016	Wheat	AGP1	35,000	<input type="checkbox"/>	0.000	↔

Transfer Summary

Site: BGSB - Arthur River

Season: 2014/2015

Commodity: Wheat

Grade: APW1

Sell To:

Selling Option:

Seller Reference:

Buyer Reference:

Tonnes To Transfer: 10,000

Tonnes Selected: 0.000

Next

Click

Next

Select the ticket you want to transfer

Home > Title Transfer Welcome 11338867 [\[Log Out\]](#)

Transactions

Please click Select action(s) to choose tickets.

Site	Season	Commodity	Grade	Available Tonnes	Tonnes To Transfer	Action	Selected Tickets	Selected Tonnes
BGSB - Arthur River	14/15	Wheat	APW1	45,000	10,000	Select	1	10,000

Tickets

Transaction Number	Commodity	Grade	Protein	Test Results	Date	Delivered Tonnes	Selected Tonnes	Select	Split
80000001	Wheat	APW1	10.65	View All	31/08/2015	45,000	10,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Transfer Summary

Site: BGSB - Arthur River

Season: 2014/2015

Commodity: Wheat

Grade: APW1

Sell To:

Selling Option:

Seller Reference:

Buyer Reference:

Tonnes To Transfer: 10,000

Tonnes Selected: 10,000

[Back](#)

[Next](#)

Click



Enter the Client number, tick the contract box and Enter the contract number provided by your Buyer. Note the tonnage.

Please Note: Only 1 transfer per contract. For multiple contracts, you must do multiple title transfers

Home > Title Transfer Welcome 11338867 [\[Log Out\]](#)

To Buyer

Please enter the buyer details for this Transfer.

To a Client

Client Name: Bunge Agribusiness Aus

Contact Name:

OR

To a Delivery Card

NGR Card Number:

Selling Option:

Contract?

Contract Number: 207000

Cash Amount:

Seller Reference:

Comments:

Transfer Summary

Site: BGSB - Arthur River

Season: 2014/2015

Commodity: Wheat

Grade: APW1

Sell To: Bunge Agribusiness Aus

Selling Option:

Seller Reference:

Buyer Reference:

Tonnes To Transfer: 10,000

Tonnes Selected: 10,000

[Back](#)

[Next](#)

Click



Review your information and confirm

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

Confirm

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.

Site	BGSB - Arthur River
------	---------------------

Season	2014/2015
Commodity	Wheat
Grade	APW1

Sell To	Bunge Agribusiness Aus
Selling Option	
Seller Reference	

Buyer Reference

Tonnes To Transfer	10.000
Tonnes Selected	10.000

Click

Submit

Click

View Details

Finish

Your transfer was successfully processed at 06:25:00 on 7/10/2015

A request for approval of this transfer has been emailed to Bunge Agribusiness Aus

Note: This Transfer will not be Completed until the Buyer has approved this Transfer.

Receipt Number **10017**

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

View Title Transfers

Document

Number **10017**

Buyer Code BAA
Buyer Description Bunge Agribusiness Aus
Buyer Reference 207000

Seller Code 10100101
Seller Description Test Grower
Selling Option Type
Seller Reference

Total Tonnes 10.000
Status Date Time 07/10/2015 06:25
Status Pending Approval
Comments

Transferred Stock

Site	Season	Commodity	Grade	Tonnes To Transfer
BGSB - Arthur River	14/15	Wheat	APW1	10.000

Click

Approve

EACH TITLE TRANSFER NEEDS TO BE APPROVED.

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

View Title Transfers | Document

Number 10004

Buyer Code	BAA
Buyer Description	Bunge Agribusiness Aus
Buyer Reference	BAA1234

Seller Code	10100101
Seller Description	Test Grower
Selling Option	
Type	
Seller Reference	

Total Tonnes 10.000

Status Date Time 26/08/2015 14:51

Status Approved

Comments

Transferred Stock

Site	Season	Commodity	Grade	Tonnes To Transfer
BGSB - Kukarin	14/15	Barley	GA1	10.000

The title transfer PDF will download.

Click:

[View As PDF](#)

Stock Holding (Entitlement) and Transactions

Growers can view stock information including delivery information as per their NGR Card ID. Each Owner in the system is a nominated NGR. Information is by Site, Season, Commodity and Grade.

View Stock Holding

Stock Information

[View Stock Holding](#)

View and download your stock holdings

Click Search

Home

Stock Holding

Owner

Site

Season

Site	Season	Commodity	Grade	Received Tonnes	Transfer In Progress Tonnes	Transferred Tonnes
BGSB - Arthur River	2014/2015	Wheat	APW1	45.000	0.000	0.000
BGSB - Arthur River	2015/2016	Wheat	APW1	193.528	-133.828	0.000
BGSB - Arthur River	2015/2016	Wheat	APW2	62.685	-62.685	0.000
BGSB - Arthur River	2015/2016	Wheat	ASW1	62.685	0.000	0.000
BGSB - Kukerin	2014/2015	Barley	GA1	46.765	0.000	0.000
BGSB - Kukerin	2015/2016	Wheat	AGP1	34.825	0.000	0.000

Welcome 11338867 [Log Out](#)

Commodity

Grade

Show Zero Entitled Tonnes

Search
Export To File

Regraded Tonnes	Outburned Tonnes	Outburn Tonnes Remaining	Adjusted Tonnes	Swapped Tonnes	Entitled Tonnes	Available Tonnes	Action
0.000	0.000	0.000	0.000	0.000	0.000	45.000	45.000 Select
0.000	0.000	0.000	0.000	0.000	0.000	193.528	59.700 Select
0.000	0.000	0.000	0.000	0.000	0.000	62.685	0.000 Select
0.000	0.000	0.000	0.000	0.000	0.000	62.685	62.685 Select
0.000	0.000	0.000	0.000	0.000	0.000	46.765	46.765 Select
0.000	0.000	0.000	0.000	0.000	0.000	34.825	34.825 Select

Click [Select](#) to view details of each stock Quantity.

A list of stocks will appear by **Commodity, Grade, Season** and **Delivery Site** location. Note the system DEDUCTS Shrinkage entitlements from the original load. This will NOT impact on the amount paid to the grower, except for any Admixture loss on Canola per the Receival specifications.

Click on the line below Number field

[Home](#) > [View Stock Holding](#)

Transactions								
Owner	10100101	Commodity	Wheat					
Site	BGSB - Arthur River	Grade	APW1					
Season	2014/2015							
Owner	Number	Type	Owner Reference Number	Truck Rego.	Date	Site	Season	Commodity
10100101	8000001	Grower Receival		1BN5LO	31/08/2015	BGSB - Arthur River	2014/2015	Wheat

Details Tab

Details of the receival will appear.

[Home](#) > [View Stock Holding](#) > [10100101](#) > [10100101](#) > [10100101](#) > [10100101](#)

Details		Receipts	Purchase Options	Partibles	Gross	Tare	Weight Devise	Document															
Mode	Manual																						
Transaction Number	8000001																						
Receival Date	30/08/2015																						
Transaction Type	Grower Receival																						
Status	Complete																						
Sub Status	Complete																						
Season	1415																						
Delivery Card	10100101																						
Partnership Name	Test Grower																						
Commodity	Wheat																						
Variety	SUNTOP																						
Paddock	West																						
State Of Production	Western Australia																						
Truck Rego	1BN5LO																						
Carrier Name	Bill Bloggs																						
Wheat Limit Code	A1.2.3.2.3 WRL																						
HWALS N°																							
Purchase Options		<table border="1"> <thead> <tr> <th>Delivery Card</th> <th>Grade</th> <th>Owner</th> <th>Purchase Option</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>10100101</td> <td>APW1</td> <td>10100101</td> <td>WAREHOUSE</td> <td>0.00</td> </tr> </tbody> </table>							Delivery Card	Grade	Owner	Purchase Option	Price	10100101	APW1	10100101	WAREHOUSE	0.00					
Delivery Card	Grade	Owner	Purchase Option	Price																			
10100101	APW1	10100101	WAREHOUSE	0.00																			
Sample Results		<table border="1"> <thead> <tr> <th>Test</th> <th>Result</th> <th>Calculated Result</th> </tr> </thead> <tbody> <tr> <td>TV</td> <td>408.800</td> <td>80.80800</td> </tr> <tr> <td>PR</td> <td>10.800</td> <td>10.65800</td> </tr> <tr> <td>MO</td> <td>11.800</td> <td>11.80800</td> </tr> <tr> <td>SC</td> <td>1.200</td> <td>8.30080</td> </tr> </tbody> </table>							Test	Result	Calculated Result	TV	408.800	80.80800	PR	10.800	10.65800	MO	11.800	11.80800	SC	1.200	8.30080
Test	Result	Calculated Result																					
TV	408.800	80.80800																					
PR	10.800	10.65800																					
MO	11.800	11.80800																					
SC	1.200	8.30080																					
Assigned Grade		APW1																					
Comments																							
Weight Summary		<table border="1"> <tbody> <tr> <td>Total Gross</td> <td>66.500</td> </tr> <tr> <td>Total Tare</td> <td>15.500</td> </tr> <tr> <td>Delivered Tonnes</td> <td>46.800</td> </tr> <tr> <td>Billed Tonnes</td> <td>46.800</td> </tr> </tbody> </table>							Total Gross	66.500	Total Tare	15.500	Delivered Tonnes	46.800	Billed Tonnes	46.800							
Total Gross	66.500																						
Total Tare	15.500																						
Delivered Tonnes	46.800																						
Billed Tonnes	46.800																						

Weighnote

[Download Weighnote](#)

Click

The Weighbridge note will download and can be printed.

Grower Receival via Road

Monday, 31 August 2015

8000001

Site: BGSB - Arthur River Paddock West
301
10100101

Wheat
2014/2015
APW1

1BN5LO

Bill Bloggs

Trading Name: **Test Grower**

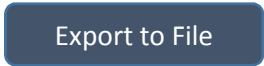
NOR	Owner	Purchase Option	Price/Contract Number	Proportion of Full Load
10100101	10100101	WA		100.00 %

Export Stock Holding details to spreadsheet

In the Stock Holding window click



Click



Site	Season	Commodity	Grade	Decanted Tonnage	Tonnage In Progress	Transferred Tonnage	Original Tonnage	Unsettled Tonnage	Overhaul Tonnage Remaining	Adjusted Tonnage	Shipped Tonnage	Unsettled Tonnage	Available Tonnage	Action
3028B - Athar River	2014/2015	Wheat	AFW1	45,000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	45,000	Select
3028B - Athar River	2015/2016	Wheat	AFW1	193,528	-133,628	0.000	0.000	0.000	0.000	0.000	0.000	0.000	59,900	Select
3028B - Athar River	2015/2016	Wheat	AFW2	62,655	-62,655	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	Select
3028B - Athar River	2015/2016	Wheat	ASW1	62,655	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	62,655	Select
3028B - Kulkate	2014/2015	Barley	DA1	46,705	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	46,705	Select
3028B - Kulkate	2015/2016	Wheat	AZP1	34,825	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	34,825	Select

A spreadsheet will download with the stock holding detail

View Transaction Information

Grower transaction details can be viewed on-line

[View Transaction Information](#)

View your movements (Orders and Transactions) into and out of the Emerald Grain network as well as title transfers and regrades.

[Help](#)

Click **View Transaction Information**

Enter transaction number (ticket) or other details (optional), otherwise click SEARCH and all tickets will be displayed.

Click



To Export the Details to Excel, Click

