

BUNGE Australia
USER GUIDE



CSM Portal

Client Login

The following document provides information to login to the Bunge Portal and setting initial passwords and re-setting passwords in the Bunge system.

Contents

The User guide contains information on searching the Bunge Portal for:

- Entitlement Stock by Owner
- Ticket Delivery and Quality details

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Client Portal – Login

The following procedures relate to the creation of a New Password in the Bunge Portal

Login

Go to the following page: <https://csmportal.bunge.com.au/Portal/Login/Index>

The following LOGIN screen should appear. Enter your user name and password if known

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

First Time Login: If you have not yet logged in to the Portal, click the “[Forgot Password](#)” link

First Time Login

For FIRST time access to the system, click on the **Forgot Password ID** and request a Login ID.

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

You will then be prompted to enter your **User ID** and your primary email address.

Forgotten Password

Please enter the email address you used to create your Bunge 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

Your temporary password has been generated and sent to the email address david.b.taylor@bunge.com

Click [here](#) to go to login page

Once you receive the **TEMPORARY** user password (via email) it must be changed on first login:



Password Updated
Bunge CSM UAT to: david.b.taylor

Your new password for Login Name 11338867 is **R842V9G96R**

Go back to the **LOGIN SCREEN** and enter the User name and the temporary 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

You will then be asked to change the password by entering your credentials and setting a new password. The password **MUST** contain at least 10 characters and have at least one capital letter, one symbol (for example -!@#\$%^&*()) and one number.

If the password strength requirements are not met (is not 'Strong!') OR the 'Confirm' password does not match the 'New' password, the Submit button will NOT enable. Eg. Bunge!2017

Make sure the correct email address has been added, otherwise the user will need to contact the Service Centre on **1300 4 BUNGE**

Examples of Passwords

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 - abCde1234%

User Name **eka**

New Password

Confirm 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 - abCde1234%

User Name **eka**

New Password **Weak!**

Confirm 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 - abCde1234%

User Name **eka**

New Password **Medium!**

Confirm 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 - abCde1234%

User Name **eka**

New Password **Strong!**

Confirm Password



Click  to continue

Your Password has been changed successfully.
Click [here](#) to go to home page

Password Expiry

The Bunge Grain Transfer system automatically resets your Bunge Warehouse Portal password every 12months. As such, your existing password will no longer work upon reaching your anniversary expiry date and the system will no longer recognise your existing password.

The solution is simply to click the 'Forgot Password' link and have a new temporary password emailed to you. Enter your User name and Email. A confirmation will be sent to you to confirm the password change.

Trouble Shooting

If the password does NOT match your User Payee ID you will receive the message below:

Email address does not match your Service Centre registration

Home Page

Stock Information

[**View Stock Holding**](#)

View and download your stock holdings

Click HERE to:

- View Grain Stocks by Site and material in the Bunge network
- Review and download ticket information

After clicking **View Stock Holdings:**

[View Entitlement Stock](#)

Clients can view stock information including delivery information with their Owner ID. Information is by Site, Season, Commodity and Grade.

Click

Welcome 11338867 [Log Out](#)

Site	Season	Commodity	Grade	Received Tonnes	Transfer In Progress Tonnes	Transferred Tonnes	Regraded Tonnes	Outturned Tonnes	Outturn Tonnes Remaining	Adjusted Tonnes	Swapped Tonnes	Entitled Tonnes	Available Tonnes	Action
BGSB - Arthur River	2014/2015	Wheat	APW1	45.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	45.000	45.000	Select
BGSB - Arthur River	2015/2016	Wheat	APW1	193.528	-133.828	0.000	0.000	0.000	0.000	0.000	0.000	193.528	59.700	Select
BGSB - Arthur River	2015/2016	Wheat	APW2	62.685	-62.685	0.000	0.000	0.000	0.000	0.000	0.000	62.685	0.000	Select
BGSB - Arthur River	2015/2016	Wheat	ASW1	62.685	0.000	0.000	0.000	0.000	0.000	0.000	0.000	62.685	62.685	Select
BGSB - Kukerin	2014/2015	Barley	GA1	46.765	0.000	0.000	0.000	0.000	0.000	0.000	0.000	46.765	46.765	Select
BGSB - Kukerin	2015/2016	Wheat	AGP1	34.825	0.000	0.000	0.000	0.000	0.000	0.000	0.000	34.825	34.825	Select

A list of stocks (Shrunk MT) for client ownership will show by Commodity, Grade, Season and Site location.

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

Export Stock Holding Details to Spreadsheet

In the Stock Holding window click

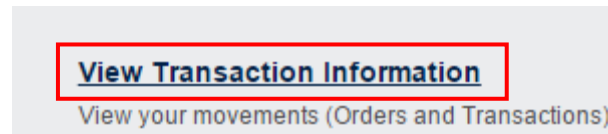
Welcome 11338867 [Log Out](#)

Site	Season	Commodity	Grade	Received Tonnes	Transfer In Progress Tonnes	Transferred Tonnes	Regraded Tonnes	Outturned Tonnes	Outturn Tonnes Remaining	Adjusted Tonnes	Swapped Tonnes	Entitled Tonnes	Available Tonnes	Action
BGSB - Arthur River	2014/2015	Wheat	APW1	45.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	45.000	45.000	Select
BGSB - Arthur River	2015/2016	Wheat	APW1	193.528	-133.828	0.000	0.000	0.000	0.000	0.000	0.000	193.528	59.700	Select
BGSB - Arthur River	2015/2016	Wheat	APW2	62.685	-62.685	0.000	0.000	0.000	0.000	0.000	0.000	62.685	0.000	Select
BGSB - Arthur River	2015/2016	Wheat	ASW1	62.685	0.000	0.000	0.000	0.000	0.000	0.000	0.000	62.685	62.685	Select
BGSB - Kukerin	2014/2015	Barley	GA1	46.765	0.000	0.000	0.000	0.000	0.000	0.000	0.000	46.765	46.765	Select
BGSB - Kukerin	2015/2016	Wheat	AGP1	34.825	0.000	0.000	0.000	0.000	0.000	0.000	0.000	34.825	34.825	Select

A spreadsheet will be downloaded to the **Downloads** default directory with the stock summary details

View Ticket Delivery Transactions

Grower transaction details can be viewed on-line



Click **View Transaction Information**

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

[Home](#)

Transaction

Number	<input type="text"/>	Commodity	<input type="text"/>
Type	<input type="text"/>	Bin Grade	<input type="text"/>
Transport Mode	<input type="text"/>	From Date	<input type="text"/> To Date <input type="text"/>
Owner	<input type="text"/>	In Progress	<input type="checkbox"/>
Delivery Card	<input type="text"/>	Complete	<input checked="" type="checkbox"/>
Order Number	<input type="text"/>	Cancelled	<input type="checkbox"/>
Site	<input type="text"/>	Superceded	<input type="checkbox"/>
Season	<input type="text"/>		

Number	Type	Transport Mode	Truck Rego	Owner	Delivery Card	Order Number	Site	Date	Season	Commodity	Bin Grade	Delivered Tonnes	Entitled Ton
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Click



To Export the Details to Excel, Click

