CBH LOADNET®
HARVEST DIRECT TO VESSEL
SERVICE USER GUIDE FOR MARKETERS

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ACQUISITION SERVICES AND GROWER NOMINATIONS

OVERVIEW

When using CBH's Direct to Vessel service, Marketers will need to set up the services via LoadNet for Marketers for their Direct to Vessel sub-entity each time they have a vessel planned.
The services are set up to control:

1. The start and end date (and time) for delivery and nomination for a vessel

2. The commodity and grade/s that are required for the vessel

3. The amount of grain that will be accepted (either on a daily or seasonal basis)

DTV services in LoadNet can be set to 'Open' or 'Close' on a future date and/or time allowing Marketers to pro-actively manage the set up Direct to Vessel services.

DIRECT TO VESSEL TARGET DATE

At least 22 days prior to the arrival of a vessel, Marketers are required to specify the ETA on an Export Nomination (VNA) and this will determine the Direct to Vessel Target Date and the available window for Grower deliveries and nominations.

A Marketers ETA becomes the Direct to Vessel Target Date and the available window is 21 days prior to this date, but does **NOT** include the Direct to Vessel Target Date itself.

i.e. If a Marketers ETA is the 16th of November, this will become the Direct to Vessel Target Date with the window commencing 26th October and window completing 15th November. All Grower loads must be delivered and nominated to Marketers within this 21 day period otherwise that load will not be eligible for a rebate, with the exception of Canola that has no restrictions on delivery dates.

An email notification will be sent to advise the start and end dates for the window for all original VNA submissions with Direct to Vessel batches. Once a Direct to Vessel Target Date has been set, it cannot be changed. Any changes made to a Marketers ETA will not change the Target Date.
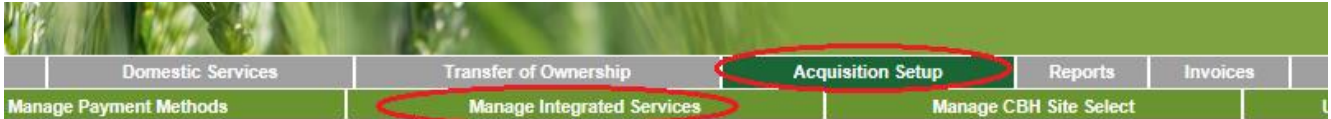
For multi-port vessels, the Direct to Vessel Target Date for subsequent ports will be determined by CBH Operations based on the second ports Estimated Time of Commencement (ETC), and email notification will be sent with dates.

As soon as you have your Direct to Vessel Target Date you can set up your services in LoadNet.

Please note, CBH expects Marketers to nominate a Fixed ETA no more than 5 days later than their ETA to ensure efficiencies and maintenance at Port.

SETTING START AND END DATES

1. After logging into LoadNet for Marketers, navigate to Acquisition Setup on the main menu and select Manage Integrated Services from the sub-menu.

2. Use the drop-down lists to select the Direct to Vessel sub-entity and Commodity. Select the Port and click 'Update'.

3. If the window start date is in the future, select the future status of 'Open', enter the window start date and the window start time (say 01:00) and click 'Update'.

4. Note: If the window has already opened, you can use the checkbox option to open the service 'now'.

5. Next, select the future status of 'Closed' and enter the window close date and time (say 23:59). Click 'Update'.

6. If you make a mistake, click the 'Delete' checkbox next to the date/s and click 'Update'.

7. The system will automatically open and close the service on the nominated dates.

In the example below, the Direct to Vessel Target Date is 17th October.

8. Repeat this process for each grade, commodity and port

CONCURRENT VESSELS

It is possible that, on occasion, vessels may have concurrent or overlapping delivery windows. To manage this process, use the following steps:

1. When you have the Direct to Vessel Target Date, check the current status of the service

2. If the service is closed, proceed to set up the service as you would normally

3. If the service is open and the start date is today or before today
   a. Delete the existing future 'Closed' date
   b. Enter the window end date for the new vessel as the new 'Closed date
   c. Increase the Zone limit by the amount required for the new vessel

4. If the service is open and the window start date is in the future, follow steps 3a and 3b above and set a reminder when the window is due to open to adjust the limits if necessary

5. Contact Customer Support for any issues or clarification on 'Open' and 'Close' dates

MANAGING LIMITS

Depending on how you manage the Growers that will fulfil your Direct to Vessel commitment, you may want to set a limit on the service. Setting a limit will prevent Growers from nominating more grain than you need for the vessel.

Please note that the limit you set in Acquisition Services **does not link** with your VNA maximum in the Direct to Vessel batch. CBH Operations will use the VNA maximum for all reconciliations and rebates and therefore you should only ever set your limit to match your VNA maximum as nominated against your Direct to Vessel entity.

Use the Seasonal Site Total to control the overall limit for the season. You can update the totals at any time or just increment the total each time you set up the service for a new vessel (recommended).

Note: A zero limit indicates that there is no limit checking required.

1. Ensure you are on the Service Status & Seasonal Accumulation Limits screen by clicking on the Seasonal tab/button

2. Check the amount nominated YTD to calculate your new limit

3. Enter or update the Seasonal Limit under the port site and click 'Update'

In the example below, the limit is 150 tonnes and the previously nominated amount is 97 tonnes.   This means there is an available limit of 53 tonnes.

GROWER NOMINATION PROCESS

OVERVIEW

When using any of the Direct to Vessel services, the Grower nomination process is the same except that the Grower needs to choose the Direct to Vessel entity from the 'Marketer' drop down list. Additionally, there are some restrictions on which loads can be nominated (See Notes & Restrictions).

PROCESS

1. Select the Direct to Vessel marketer from the Marketer list (Marketers using Direct to Vessel will have a new entity in the list)

2. Select the loads to nominate as Direct to Vessel. All Direct to Vessel loads must be delivered and nominated within the Direct to Vessel window. It is recommended that Growers nominate as soon as possible after delivery to ensure compliance within the criteria.

3. Complete the nomination as usual

NOTES AND RESTRICTIONS

1. With the exception of Canola, all loads that were delivered prior to the window start date will be ineligible for nomination.

Site	Load Number	Tare Date & Time	Load Grade	Net Tonnes	Tonnes to Transfer		Messages
GERALDTON	30500217	8/09/2016 0:09:30	APW2 - Australian Premium White(APW2)	53.58	.00	All	
GERALDTON	30500300	8/09/2016 0:09:00	APW2 - Australian Premium White(APW2)	7.78	.00	All	
GERALDTON	30500306	7/09/2016 0:14:00	APW2 - Australian Premium White(APW2)	52.56	.00	All	Service Not Available at time of delivery
GERALDTON	30500375	8/09/2016 0:09:00	APW2 - Australian Premium White(APW2)	49.38	.00	All	

2. Loads that were not delivered to the port or overflow site will not be available for nomination.

3. As a Marketer, you need to lock in your DTV tonnes via your VNA at least 22 days prior to the Direct to Vessel Target Date. You cannot increase tonnes after this point in time.

4. If Marketer limits are in use and the Grower nomination exceeds the limit, the Grower will receive an error message on LoadNet. Nominations will not be processed above the limit set on the service.

Nomination / Nominate

> ⛔ **LoadNet Messages**
> Tonnes Selected (204.62) exceeds total available (65) for grade APW2 - Australian Premium White(APW2) at site GERALDTON.

CONFIRMING LOADS FOR A VESSEL

OVERVIEW

At the conclusion of the Direct to Vessel delivery window, the Marketer must confirm the loads that were delivered for that vessel.

PROCESS

1. Extract or compile a list of the loads that were nominated during the vessel's DTV window.

2. The list should contain at least the load number as it appears in LoadNet and the quantity.

3. Email the load list to customersupport@cbh.com.au

4. CBH Operations will verify the eligibility of each load and advise of any issues.

5. Once reconciled, CBH Operations will pay applicable rebates to Growers and Marketers.

6. Growers will be paid on total unshrunk tonnes delivered by the Grower to the Direct account, multiplied by $3.80 per tonne.

7. Marketers will receive a rebate on the total tonnes that the Growers delivered to the direct account on their Shipping Billing invoice for the applicable vessel, less the applicable shrink rates, multiplied by $3.50 per tonne.

CBH LoadNet®
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