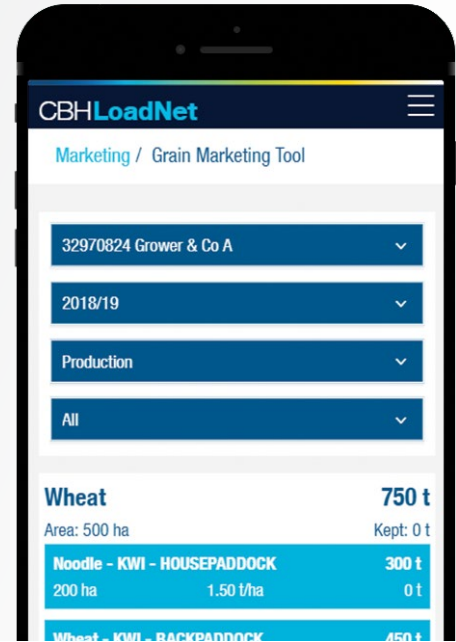


CBHLoadNet

# GRAIN MARKETING TOOL



**USER GUIDE**



# We are pleased to provide the Grain Marketing Tool in CBH LoadNet as a free resource for growers to use in developing and managing their own Grain Marketing Plans.

With the tool you can plan your grain marketing strategy end to end, from production to sales, with a view to whether you are over or under sold at any time.

As the tool is available in LoadNet, your CBH contracts will automatically be updated and you can manually add contracts to keep your position up to date and accurate.

To get the most out of the tool we recommend starting with your production and completing each section as much as you can. As this is a dynamic planner you can always revisit and update each section throughout the year as the season progresses.

You can also use the tool to create 'hypothetical' scenarios to see how it impacts your sales position.

## Key features

View weighted average price to date and sales position (over or under sold) on any given day

---

Set price targets and receive price alerts via SMS or email when the LoadNet price hits your target

---

Automatic update of your CBH grain contracts to the tool

---

Position statements emailed when your selling periods end so you can stay up to date

---

Available on desktop, tablet and mobile so you can access from anywhere, anytime

---

# Contents

## **Grain Marketing Tool on mobile ..... 3**

How to add CBH LoadNet  
to your mobile device..... 5

## **Section 1: Production ..... 7**

Add production estimate..... 9

Update production estimate..... 11

Delete production estimate ..... 12

## **Section 2: Sales Strategy..... 13**

Add a selling period..... 14

Adjust a selling period ..... 15

Update a selling period ..... 16

Delete a selling period..... 17

Copy a selling period..... 18

Reset selling period to default..... 19

## **Section 3: Target Prices..... 20**

Set a target price..... 21

## **Section 4: Contracts..... 23**

Automatic contract assignment ..... 24

Contracts not matched to production.... 26

Update a contract assignment ..... 27

Add a manual contract..... 28

Update a manual contract..... 30

Delete a manual contract ..... 31

Add notes to a CBH contract..... 32

## **Section 5: Sales ..... 33**

Expand the sales view..... 35

## **Section 6: Notification Settings ..... 37**

Set primary contact to  
receive notifications..... 37

Set notification preferences..... 37

### **How to use this guide**

The user guide is divided into different sections for each part of the Grain Marketing Tool so you can find detailed information on the specific section of the tool you need help with.

We hope you find the tool intuitive and easy to use. This guide provides more detailed information on each section and how to get the most out of the functions available.

# Grain Marketing Tool on mobile

You can access the Grain Marketing Tool simply by logging in to your LoadNet account on your mobile device.

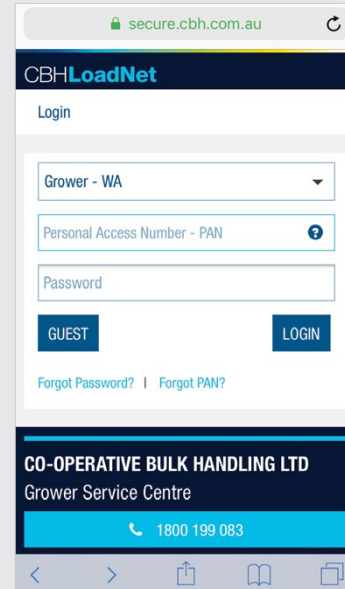
Open your mobile browser (i.e. safari, chrome) and enter the following address:

[www.mobile.cbh.com.au](http://www.mobile.cbh.com.au)

Login to CBH LoadNet with your unique Personal Access Number (PAN) and password.

Once you've logged in, use the menu button to navigate to **Marketing > Grain Marketing Tool**

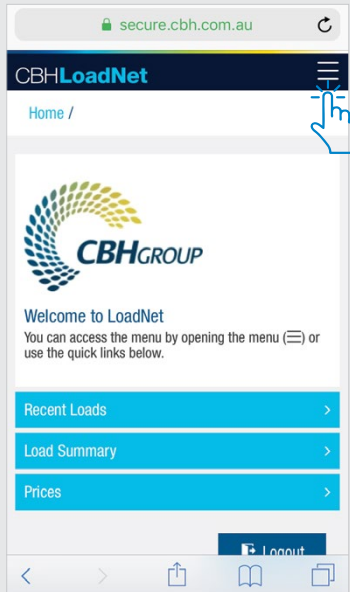
**TIP: As CBH LoadNet is not an app, you won't find it in the app store - but there is a mobile friendly version of the website which you can add to your mobile home screen for easy access. Refer to page 5 for instructions.**



The screenshot shows a mobile browser interface for the CBH LoadNet login page. At the top, the address bar displays 'secure.cbh.com.au'. Below the address bar is a dark blue header with the 'CBH LoadNet' logo. The main content area is titled 'Login' and contains a form with the following elements: a dropdown menu for 'Grower - WA', a text input field for 'Personal Access Number - PAN' with a help icon, a text input field for 'Password', and two buttons labeled 'GUEST' and 'LOGIN'. Below the form are links for 'Forgot Password?' and 'Forgot PAN?'. At the bottom of the page, a dark blue footer contains the text 'CO-OPERATIVE BULK HANDLING LTD' and 'Grower Service Centre', along with a phone icon and the number '1800 199 083'. The browser's navigation bar is visible at the very bottom.

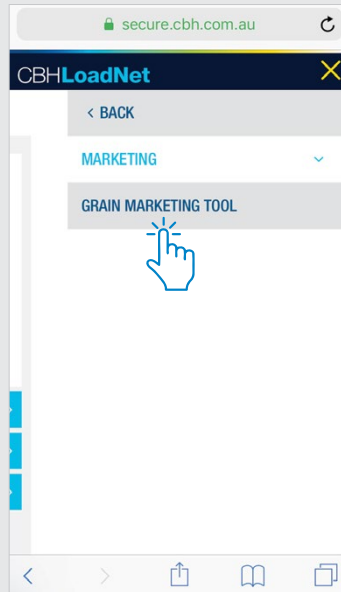
## Step 1

Log in with your Personal Access Number (PAN) and password.



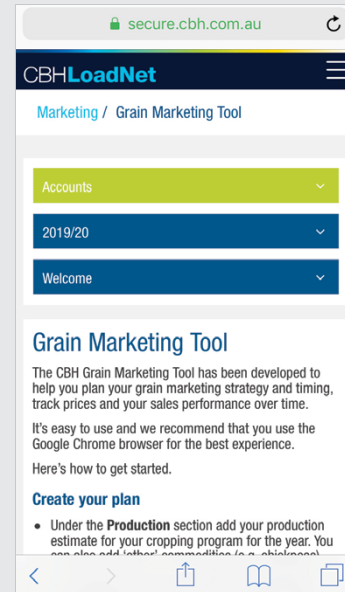
## Step 2

Select the MENU in the top right corner of your screen.



## Step 3

From the menu select **MARKETING** and then **GRAIN MARKETING TOOL**.



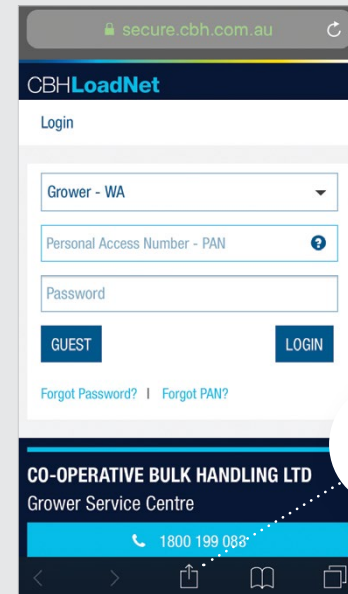
## Step 4

The Grain Marketing Tool home page will display so you can add or update your plan.

## How to add CBH LoadNet to your mobile device.

---

CBH LoadNet is a website not a downloadable app. To access it quickly and easily, save the LoadNet login screen to your mobile home screen and simply login when you need it. Here's how to do it in three easy steps:

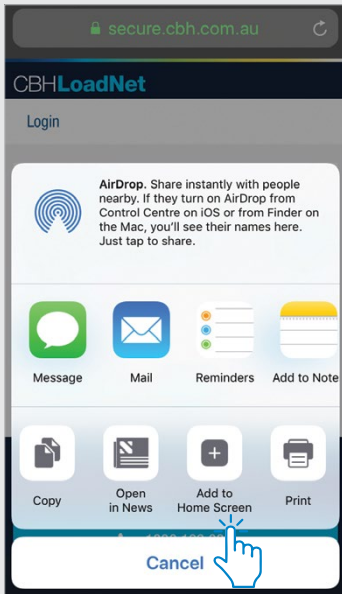


### Step 1

Open your browser on your mobile device and enter the following address:

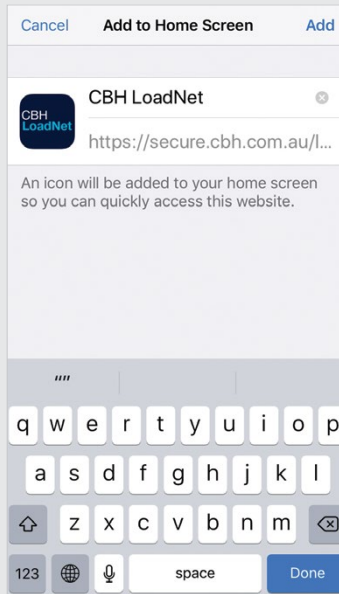
[www.mobile.cbh.com.au](http://www.mobile.cbh.com.au)

When the CBHLoadNet login screen appears, tap on the 'share' icon to display the options available.



## Step 2

When the options pop up, select the 'Add to Home Screen' option.



## Step 3

Select 'Add' and the icon and name will be added to your mobile home screen so you can quickly access the LoadNet website.



**TIP:** Group all your CBH apps and websites together so they are all in the one place and easy to find.

---

## Section 1:

# Production

---

The **PRODUCTION** tab is where you enter your production estimates for an account.

This helps you to keep track of total tonnes to sell throughout the season. It can be updated as yield estimates change throughout the year.

You can enter your production estimates for different commodities and grades by hectares sown and expected yield; or you can enter expected tonnes produced then yield per hectare

or hectares sown and it will calculate total tonnes automatically for you.

When production estimates are created they will be grouped into tables by commodity. A sub-total will show for each commodity in the row labelled 'total' at the bottom of each commodity.



CONTRACTS    MARKETING    HANDBOOKS & FORMS

Marketing / Grain Marketing Tool Account: 329/0824 Grower & Co A

Season: 2018/19

Welcome   
 Production   
 Sales Strategy   
 Target Prices   
 Contracts   
 Sales

User Guides   
 Settings

[+ Add Estimate](#)

	Port Zone	Label	Area (ha)	Yield (t/ha)	Koof Caste (t)	Total (t)	Action
<b>Wheat</b>							
Noodle	KWI	HOUSEPADDOCK	200	1.50	0	300	
Wheat	KWI	BACKPADDOCK	300	1.50	0	450	
<b>Total</b>			500		0	750	
<b>Canola</b>							
Non-GM	KWI	SHEEPADDOCK	200	2.00	50	350	
<b>Total</b>			200		50	250	
<b>Barley</b>							
Feed	KWI	MALTNTH	75	2.00	0	150	
La Trobe	KWI	MALPETH	100	2.00	0	200	



## Add production estimate

To enter a new production estimate, click on the **ADD ESTIMATE** button located at the **top and bottom of the page**.

In the pop-up window, fill out the estimate fields (descriptions on next page) and select the **ADD** button.

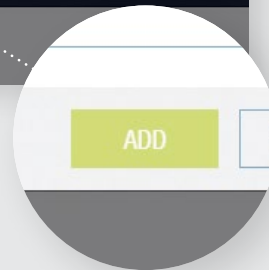
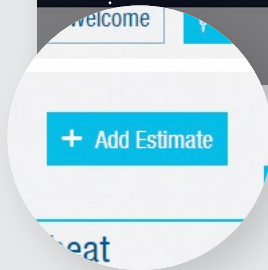
It is important to select the correct grade group so your contracts are matched to the correct production estimate.

For example, if you are unsure how much malt to feed you'll get for your barley, you can create two separate line items for barley with one tracking malt and the other feed. You can then update the hectare split later in the season, or just track it against the variety.

The screenshot shows a web application interface with a dark teal header. The main content area is titled 'Marketing / Grain Marketing Tool'. A pop-up window titled 'Add Production Estimate' is open, containing the following fields:

- Commodity \* (dropdown)
- Grade Group \* (dropdown)
- Port Zone \* (dropdown)
- Label (text input)
- Area (ha) \* (text input)
- Yield (t/ha) \* (text input)
- Kept Grain (t) (text input)
- Total (t) (text input)

At the bottom right of the pop-up window are 'ADD' and 'CANCEL' buttons. A dotted line connects the 'ADD ESTIMATE' button on the main page to the 'ADD' button in the pop-up window.



Once all fields have been completed, select the **ADD** button to add your production estimate.

Estimate field	Description
<b>Commodity</b>	Enter the commodity to be grown with the following options available - <b>Wheat, Canola, Barley, Lupins, Oats and Other.</b>
<b>Grade group</b>	Choose the grade(s) based on the commodity selected. If <b>Other</b> is chosen as the commodity, you can enter the name as free-text for what you are growing (i.e. Chickpeas). Once entered, this will become an available option for future selection.
<b>Port Zone</b>	Enter the port zone that the commodity/grade will be delivered to. This field is required as prices can vary by port zone.
<b>Label</b>	This is a free text field that allows you to enter a unique identifier for the grade group to assist with identifying between different properties (i.e. North Farm) or varieties (i.e. Zen, Ninja). This will help you distinguish between multiple line items for the same commodity, grade group and port zone dependent on your requirements and how detailed you'd like to make your sales strategy/grain marketing plan.
<b>Area (ha)</b>	Enter the area in hectares sown for the commodity and grade group.
<b>Yield (t/ha)</b>	Enter the estimated yield in tonnes per hectare that the sown area is expected to produce. This can be updated throughout the year as required and you gain more certainty over seasonal conditions and should be kept up to date.
<b>Kept Grain (t)</b>	Enter the quantity of grain in tonnes that you do not plan to sell. For example, if you are retaining for seed or selling privately into the domestic market. This ensures you won't oversell when planning sales for your total production, by accounting for kept grain. For example, if you are selling all your lupins domestically but would still like to track the lupin export price, set 'kept tonnes' to equal total production.
<b>Total (t)</b>	This is the total tonnes estimated to be available for sale and will be calculated based on the values entered for Area (ha) x Yield (t/ha) - Kept Grain (t).

## Update production estimate

Select the pencil icon in the **ACTION** column and row that needs to be updated.

A pop-up window will appear (the same as the add production estimate pop-up window). Make the required changes and select the **UPDATE** button to save changes

The screenshot shows the CBHLoadNet Grain Marketing Tool interface. A pop-up window titled "Update Noodle Estimate" is displayed over a table of grain estimates. The pop-up window contains the following fields:

- Grade Group: Noodle
- Port Zone: Kwinana
- Label: HOUSEPADDOCK
- Area (ha): 200
- Yield (t/ha): 1.5
- Keep Grain (t): 0
- Total (t): 300

Buttons for "UPDATE" and "CANCEL" are visible at the bottom of the pop-up window. The background table shows estimates for Wheat, Canola, and Barley.

Season	2018/19						
Welcome   Production   Sales Strategy   Target Price							
Add Estimate							
Wheat	Port Zone	Label	Area (ha)	Yield (t/ha)	Keep Grain (t)	Total (t)	
Noodle	KWI	HOUSEPADDOCK	200	1.5	0	300	
Wheat	KWI	BACKPADDOCK	200	1.5	0	300	
Total			200	300			
Canola	Port Zone	Label	Area (ha)	Yield (t/ha)	Keep Grain (t)	Total (t)	
Non-FM	KWI	SHEPPADDOCK	200	1.5	0	300	
Total			200	300			
Barley	Port Zone	Label	Area (ha)	Yield (t/ha)	Keep Grain (t)	Total (t)	
Feed	KWI	MALTNTH	75	2.00	0	150	
Barley	KWI	MALTNTH	75	2.00	0	150	



**TIP: The Grain Marketing tool automatically saves as you go so you won't lose any of your changes.**

## Delete production estimate

Select the trash can icon in the **ACTION** column and row that needs to be deleted.

In the pop-up window that appears select the **REMOVE** button to delete the production estimate from your plan.

The screenshot shows a software interface for 'Marketing / Grain Marketing Tool'. A table displays production estimates for Wheat, Canola, and Barley. A 'Remove Grade Group' dialog box is open, asking for confirmation to remove 'Noodie - HOUSEPADDOCK' from 'Wheat'. A yellow warning message states: 'All marketing plan information associated with Grade: HOUSEPADDOCK will be removed.' The 'REMOVE' button is highlighted in a green circle. A trash can icon in the table's action column is also highlighted in a white circle. A dotted line connects the trash can icon to the dialog box.

	Full Code	Label	Area Bld	
<b>Wheat</b>				
Noodie	KWI	HOUSEPADDOCK		
Wheat	KWI	BACKPADDOCK		
<b>Total</b>			500	0 750
<b>Canola</b>				
Non-GLM	KWI	SHEPPADDOCK	200	2.00 50 350
<b>Total</b>			200	50 350
<b>Barley</b>				
Foop	KWI	MALINTH	75	2.00 0 150
	KWI	MALPSTH	100	2.00 0 200

## Section 2: Sales Strategy

The **SALES STRATEGY** tab allows you to set your selling strategy and timing for each line item of your production estimate.

You can set up your own selling period or use the default periods available in the tool.

The default is a guide to get you started and has three selling periods for **Pre-harvest**, **Harvest**, and **Post-harvest**, evenly divided between total production planned to be sold in each. These can be edited or deleted and additional selling periods can be added to create a more detailed plan.



The screenshot displays the 'Marketing / Grain Marketing Tool' interface. At the top, there are tabs for 'CONTRACTS', 'MARKETING', and 'HANDBOOKS & FORMS'. The 'MARKETING' tab is active, and the 'Sales Strategy' sub-tab is selected. The interface shows a list of crops and their production estimates, with columns for 'Pre-harvest', 'Harvest', and 'Post-harvest' periods. A dotted line points from the 'Sales Strategy' sub-tab to a circular callout that highlights the 'Sales Strategy' button in the bottom right corner of the interface.

Crop	Sub-Crop	Estimated production	Pre-harvest	Harvest	Post-harvest
Wheat	Noodle - KWI - HOUSEPADDOCK	900 t	30%	35%	34%
	Wheat - KWI - BACKPADDOCK	450 t	33%	33%	34%
Canola	Non-GM - KWI - SHEEPPADDOCK	350 t	33%	33%	34%
	Food - KWI - MALTINH	150 t	33%	33%	34%

## Add a selling period

Select the **ADD** button (plus icon) on the right-hand side of the line item.

Enter the required fields in the pop-up window that appears including:

- **Name** (selling period name),
- **End Date** (selling period end date),
- **Sales** (total production of this line item planned to be sold in this selling period).

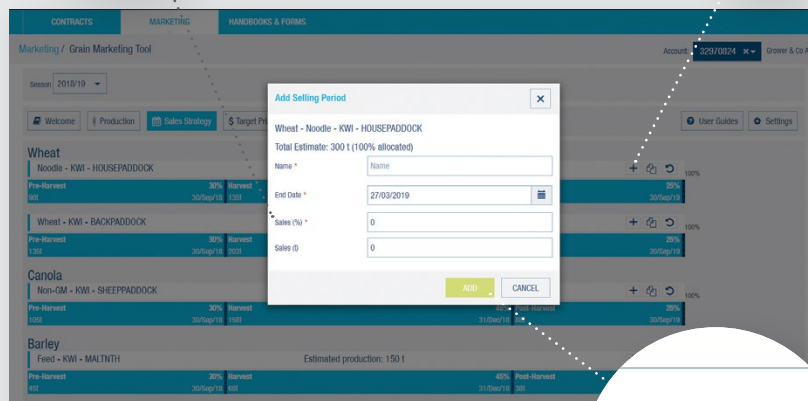
When all data is entered, select the **ADD** button.

The new selling period will be sorted in chronological order with the other selling periods.

Sales (%) \*

Sales (t)

You can enter the Sales in tonnes (t) or percent (%). If entering percent (%) the tonnes (t) will be automatically calculated and vice versa, rounded to the nearest whole number.



ADD

## Adjusting a selling period

There are two ways to adjust the sales percentage (%) of a selling period:

- 1 Use the **SLIDER** function by placing your cursor (or finger) over the thick dark blue line between selling periods and an arrow will display. Click and drag to increase or decrease the size to adjust the percentage for that selling period.
- 2 Select the selling period and update the selling period details manually.

Please note that the sales periods for a line item must add up to 100% or an error message will appear on the page to inform you that planned sales for a line item are less than or more than 100% of planned production. This ensures you don't over or under sell.



Warning: Selling periods must add up to 100% for planned sales.



Marketing / Grain Marketing Tool

Account: 229/0824 x- Grower & Co A

Season: 2018/19

Warning: Selling Periods for one or more line items in your Marketing Plan do not sum to 100%. Total must equal 100%

Wheat

Line Item	Pre-Harvest	Harvest	Post-Harvest	Percentage
Noodle - KWI - HOUSEPADDOCK	100t	30/Sep/18	31/Oct/18	35%
Wheat - KWI - BACKPADDOCK	130t	30/Sep/18	31/Oct/18	30%

Canola

Line Item	Pre-Harvest	Harvest	Post-Harvest	Percentage
Non-GM - KWI - SHEPPADDOCK	105t	30/Sep/18	31/Oct/18	35%

Barley

Line Item	Pre-Harvest	Harvest	Post-Harvest	Percentage
Feed - KWI - MALINTH	150t	30/Sep/18	31/Oct/18	35%

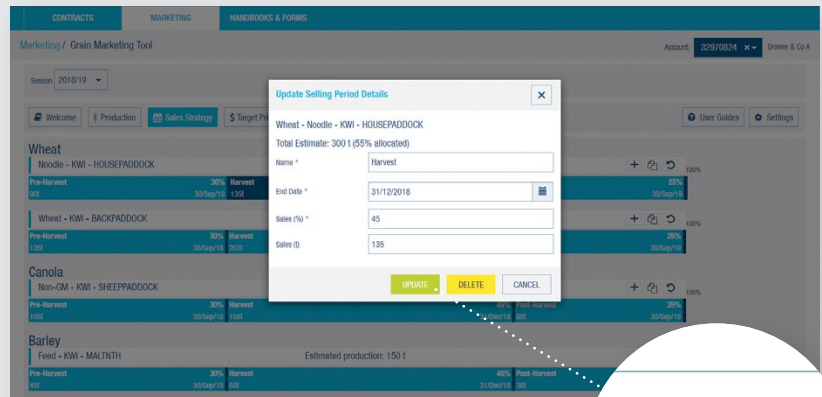
1

35% Harvest  
30/Sep/18



## Update a selling period

Select period to update the **name**, **end date** and **sales** then select **UPDATE** to save changes or **CANCEL** to discard changes.



The screenshot displays a web application interface for grain marketing. The main content area shows a table of selling periods for the 2018/19 season. The table is organized by crop type: Wheat, Canola, and Barley. Each crop type has a list of selling periods with columns for Name, Pre-Harvest, Harvest, and Post-Harvest. A modal dialog titled "Update Selling Period Details" is open, showing the details for the "Wheat - Noodle - KWI - HOUSEPADDOCK" period. The dialog includes fields for Name (Harvest), End Date (31/12/2018), Sales (%) (45), and Sales ID (135). There are buttons for UPDATE, DELETE, and CANCEL. A circular callout highlights the UPDATE button.

Crop	Name	Pre-Harvest	Harvest	Post-Harvest	100%
Wheat	Noodle - KWI - HOUSEPADDOCK	30%	Harvest		25%
	Wheat - KWI - BACKPADDOCK	30%	Harvest		25%
Canola	Non-GM - KWI - SHEEPADDOCK	30%	Harvest		25%
	Food - KWI - MALTNTH	30%	Harvest	40%	25%

## Delete a selling period

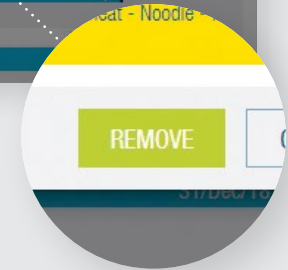
Select the period to delete and then select **DELETE**.

A warning message will appear confirming your intention to permanently delete the selling period.

Select the **REMOVE** button to continue or **CANCEL** if you change your mind.

The screenshot displays a web application interface for grain marketing. A modal dialog box titled "Remove Selling Period" is open, asking for confirmation to remove harvest from "Wheat - Noodle - KWI - HOUSEPADDOCK". A yellow warning banner states: "All marketing plan information associated with harvest for Wheat - Noodle - KWI - HOUSEPADDOCK will be removed." The dialog includes "REMOVE" and "CANCEL" buttons. The background shows a table of crop and harvest data.

Crop	Harvest	Pre-Harvest	Harvest	Post-Harvest
Wheat	Noodle - KWI - HOUSEPADDOCK	30%	Harvest	30%
	Wheat - KWI - BACKPADDOCK	30%	Harvest	30%
Canola	Non-GM - KWI - SHEEPADDOCK	30%	Harvest	40%
	Feed - KWI - MALTNH	30%	Harvest	40%



Warning: if you delete a selling period you cannot recover it and will need to start again.

## Copy a selling period

You can copy selling periods from another line item in the same or different season to the selected line item.

Select the **COPY SELLING PERIODS** button (copy icon) on the right-hand side of the line item you want to copy selling periods **TO**.

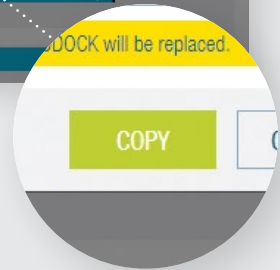
In the pop-up window select the season and period that you want to copy **FROM** using the drop down menus and then select **COPY**.



**Warning:** copying selling periods from one line item to another will overwrite any selling periods already set up.



Line Item	Pre-Harvest	Harvest	Post-Harvest
Wheat - Noodle - KWI - HOUSEPADDOCK	30%	30/Sep/18	150
Wheat - KWI - BACKPADDOCK	30%	30/Sep/18	350
Canola - Non-GM - KWI - SHEEPADDOCK	30%	30/Sep/18	150
Barley - Feed - KWI - MALTINTH	30%	30/Sep/18	150



## Reset selling period to default

You can reset your selling periods for a line item back to the default selling periods of **Pre-harvest**, **Harvest** and **Post-harvest**. This will overwrite any changes to selling periods for that line item and replace them with the default selling periods.

Select the **RESET TO DEFAULTS** button (arrow icon) on the right-hand side of the line item you wish to reset.

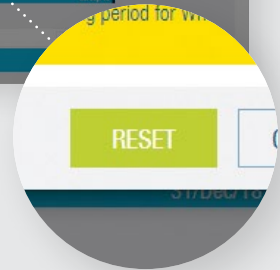
In the pop-up window select **RESET** to update to the default periods, or **CANCEL** if you change your mind.



**Warning:** resetting selling periods will overwrite any selling periods set up for the selected line item.



Wheat	Pre-Harvest	Harvest	Post-Harvest
Noodle - KWI - HOUSEPADDOCK	30%	30/Sep/19	25%
Wheat - KWI - BACKPADDOCK	30%	30/Sep/19	25%
Canola	Pre-Harvest	Harvest	Post-Harvest
Non-GM - KWI - SHEEPADDOCK	30%	30/Sep/19	45%
Barley	Pre-Harvest	Harvest	Post-Harvest
Foed - KWI - MALTINH	30%	30/Sep/19	45%



## Section 3: Target Prices

The **TARGET PRICES** tab allows you to set target prices for your grain sales.

Prices can be set by line item and across selling periods, or you can set different prices per selling period.

Your target prices are then tracked against the current CBH prices available in LoadNet.

This will be the price at which you receive an alert, either SMS or email, when the LoadNet daily published price matches it.



Marketing / Grain Marketing Tool

Account: 329/0824 Grower & Co A

Season: 2018/19

Navigation: Welcome | Production | Sales Strategy | **\$ Target Prices** | Contracts | Sales | User Guides | Settings

Commodity	Line Item	Current Price	Pre-Harvest	Harvest	Post-Harvest
Wheat	Noodle - KWI - HOUSEPADDOCK	\$ 334			
	Pre-Harvest	\$ 330	30/Sep/18	Harvest	31/Oct/18
	Post-Harvest	\$ 329			30/Sep/19
Wheat	KWI - BACKPADDOCK	\$ 350			
	Pre-Harvest	\$ 340	30/Sep/18	Harvest	31/Oct/18
	Post-Harvest	\$ 340			30/Sep/19
Canola	Non-GM - KWI - SHEEPPADDOCK	\$ 550			
	Pre-Harvest	\$ 500	30/Sep/18	Harvest	31/Oct/18
	Post-Harvest	\$ 500			30/Sep/19
Barley	Feed - KWI - MALTNTH	\$ 220			
	Pre-Harvest	\$ 220	30/Sep/18	Harvest	31/Oct/18
	Post-Harvest	\$ 220			30/Sep/19

\$ Target Prices

## Set a target price

---

Select the selling period line item and enter the following details:

### 1 **Grade to Track**

Select the grade you want to track the price of in relation to your target price for the line item. For example, if you are growing Noodle Wheat varieties and select ANW2 in the 'Grade to Track' field, you will be notified when the ANW2 price reaches the target price(s) you set for this line item in each selling period. Similarly, if you want to track the ASW1 price as opposed to tracking the base grade APW1.

---

### 2 **Avg. Target Price**

This is the weighted average target price across selling periods. It can be used to set a single target price for all selling periods on that line item by entering the desired target price and selecting the Update button.

---

### 3 **Set Price by Selling Period**

Selecting this checkbox expands the pop-up window to show the selling periods for the line item where you can enter target prices for each period. Once complete, select the Update button to save your changes.

This is an advanced setting if you want to track prices closely for each sales period. The weighted average price will update according to the prices you enter for each period and tonnes.

---

CONTRACTS    MARKETING    HANDBOOKS & FORMS

Marketing / Grain Marketing Tool

Account: 32970824    Grower & Co A

Season: 2018/19

**Wheat**

Noodle - KWI - HOUSEPADOCK

Pre-Harvest	Harvest
\$ -	\$ -
30/Sep/18	30/Sep/19

Wheat - KWI - BACKPADOCK

Pre-Harvest	Harvest
\$ -	\$ -
30/Sep/18	30/Sep/19

**Canola**

Non-GM - KWI - SHEEPPADOCK

Pre-Harvest	Harvest
\$ -	\$ -
30/Sep/18	30/Sep/19

**Barley**

Feed - KWI - MALTINTH

Pre-Harvest	Harvest	Post-Harvest
\$ -	\$ -	\$ -
30/Sep/18	31/Dec/18	30/Sep/19

**Update Target Prices** ✕

Wheat - Noodle - KWI - HOUSEPADOCK

1 Grade to Track \* ANW1

If no fixed price is available, price will be retrieved from **Standard Multigrade.**

2 Wt. Avg. Price \* \$334

Price Notification Enabled

3 Set Price by Selling Period

Selling Period	Target Price
Pre-Harvest	<input type="text" value="350"/>
Harvest	<input type="text" value="330"/>
Post-Harvest	<input type="text" value="320"/>

## Section 4:

# Contracts

---

The **CONTRACTS** tab displays a list of contracts that have been written for your account and season specified in the marketing plan.

Its purpose is to keep track of your sales against your planned production with details of what commodity and grade were sold, at what price, how much, and when. This allows you to compare and accurately track your account position against planned to date in the **SALES** tab.

### **CBH contracts automatically listed**

Contracts you have taken out with CBH will automatically be listed in this section and you have the ability to manually enter other contracts.

Some contracts may not match to your production and in this case, you will need to manually assign them to your production estimates if you'd like to assign them differently.

### **Manual contracts**

When you add manual contracts, there is no requirement to enter the name of the marketer, contract number or any other details that you may want to keep confidential, however there are free-text fields (notes, contract number) that you can use to enter details for your own reference if required.



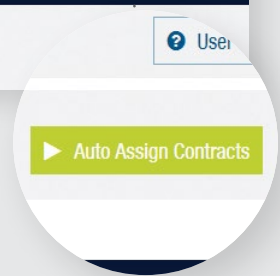
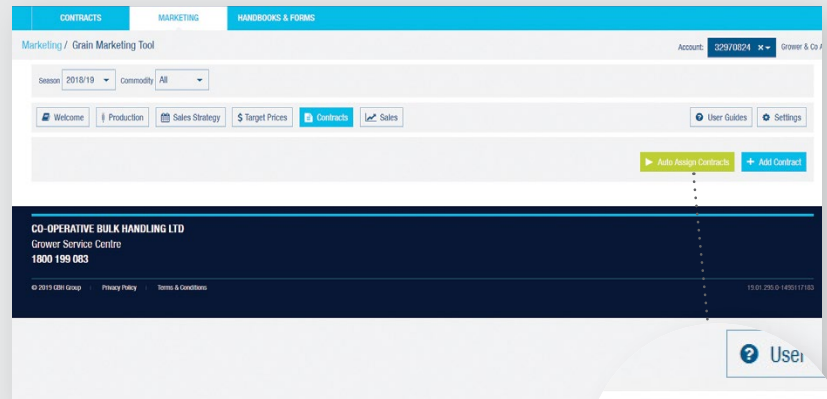
## Automatic contract assignment

When initially setting up a Grain Marketing Plan for an account and season, automatic contract assignment is turned off.

Once you have completed the **Production**, **Sales Strategy**, and **Target Prices**, you can enable automatic contract assignment on the **CONTRACTS** tab by clicking the **AUTO ASSIGN CONTRACTS** button.

From here on any existing and new contracts will be automatically assigned to your production.

**A reminder that this is a planning tool and not an execution tool. You will need to nominate deliveries in LoadNet in order to fulfill your contracts.**



---

When automatic contract assignment is turned on, contracts that are entered (either CBH contracts from LoadNet, or manually entered contracts) will automatically assign tonnes against production estimate line items that match the contract values (i.e. commodity, grade & port zone).

If multiple plan line items match the contract, the contract tonnes will be split across these line items in proportion to the % of production tonnes for each line item and the total production sum of those line items.

This is to ensure your sales position displays accurately. You can override this by selecting the **EDIT** button (pencil icon) and manually re-assign tonnes to production yourself, for any contract.

The screenshot displays the 'Grain Marketing Tool' interface. At the top, there are tabs for 'CONTRACTS', 'MARKETING', and 'HANDBOOKS & FORMS'. Below the tabs, the page title is 'Marketing / Grain Marketing Tool'. On the right, there is an 'Account' dropdown showing '3291/0324' and 'Grower & Co A'. A navigation bar includes 'Season' (2018/19) and 'Commodity' (All). A yellow warning banner states: 'No have contracts that are not matched to Production. Some numbers may be incorrect.' Below this, there are navigation buttons: 'Welcome', 'Production', 'Sales Strategy', 'Target Prices', 'Contracts', and 'Sales'. A 'User Guides' and 'Settings' button is also present. The main content area is divided into two sections: 'Not Matched to Production' and 'Contracts'. The 'Not Matched to Production' section has a table with columns: Contract Date, Contract No., Commodity, Product, Port Zone, Base Grade, Tonnes (t), Price (t), and Notes. It contains two rows of data. The 'Contracts' section has a table with columns: Contract Date, Contract No., Commodity, Product, Port Zone, Base Grade, Tonnes (t), Price (t), Notes, Assignment, and Action. It contains two rows of data. An '+ Add Contract' button is located in the top right of the 'Not Matched to Production' section.

Contract Date	Contract No.	Commodity	Product	Port Zone	Base Grade	Tonnes (t)	Price (t)	Notes	Action
27/03/2019	AL454594	Wheat	Field	KWI	AWW1	50	330		
27/03/2019	AL454591	Wheat	Multi	KWI	W1	50	300		

Contract Date	Contract No.	Commodity	Product	Port Zone	Base Grade	Tonnes (t)	Price (t)	Notes	Assignment	Action
27/03/2019	PL454593	Wheat	Multi	KWI	APW1	100	-		Wheat - BACKPADDOCK - 100 (t)	
27/03/2019	AL454592	Canola	Field	KWI	CAN1	100	580		Non-DM - SHEEPADDOCK - 100 (t)	

## Contracts not matched to production

---

If automatic assignment is enabled and there is no matching production line item to assign a contract to, it will appear in a table titled **Not Matched to Production** at the top of the page.

### Potential causes and solutions:

#### Manual contracts

If the contract in question is a manually entered contract, ensure that the details you have entered for the contract such as commodity, grade and port zone match a line item from the Production tab. For example, if Kwinana port zone (KWI) has been selected on the contract, but all production estimate line items are set to Geraldton (GER) port zone, the contract will not be able to be assigned to any line items.

#### No production estimate

If there is no line item that matches, this may mean that you will need to set up a production estimate to reflect this contracted grade/commodity, or a line item already entered may need to be updated if details were set up incorrectly. Contact your local CBH Business Relationship Manager for assistance.

## Update a contract assignment

To update the assignment of a contract (i.e. which production line item a contract is assigned to and tonnes), select the **ASSIGN CONTRACT** button (clipboard icon) in the **ACTION** column of the relevant contract.

A pop-up window will show the contract details with a table of the available plan line items that match the contract.

To assign, enter the number in tonnes in the **Assigned Tonnes** box for the relevant line item. Total tonnes entered across line items must equal the tonnes sold on the contract otherwise you will be unable to save the changes.

Once satisfied with the assignment and there is no total error message, select the **UPDATE** button to save changes.



The screenshot shows a software interface with a 'Manual Contract Assignment' pop-up window. The window displays contract details and a table of available plan line items. A yellow warning message is visible at the bottom of the table, stating 'Assigned Tonnes must equal to 501. Current total Assigned Tonnes is 0.' A circular callout highlights the 'Assigned Tonnes' input field and the 'UPDATE' button.

Contract Date	Contract No.	Commodity	Product	Port Zone
27/03/2019	AL454594	Wheat	Field	KM
27/03/2019	AL454591	Wheat	Mult	KM

Contract Date	Contract No.	Commodity	Product	Port Zone
27/03/2019	PL454593	Wheat	Mult	KM
27/03/2019	AL454592	Canola	Field	KM

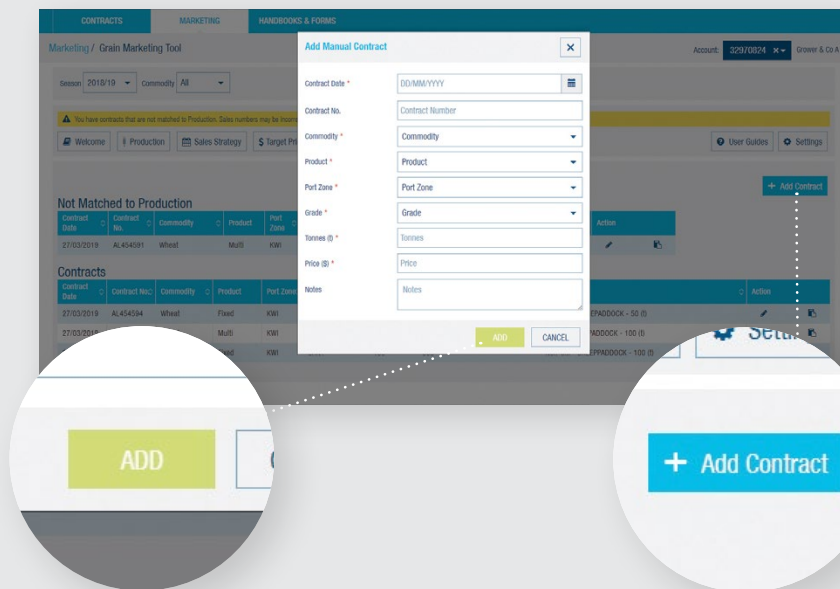
Assigned Tonnes:

UPDATE CANCEL

## Add a manual contract

To add a contract that was made with a marketer other than CBH, or to input any hypothetical contract scenarios, select the **ADD CONTRACT** button.

In the pop-up window that appears enter the contract details (see next page) and select the **ADD** button.



**TIP:** In the 'notes' section you may like to record payment terms (i.e. deferred, 7 days etc) or spreads for ease of reference later in the year when you come to nominate your deliveries.

## Add a manual contract cont.

---

<b>Contract Date</b>	Enter the date the contract was agreed or finalised. This is required so that sales can be matched to a selling period.
<b>Contract No.</b>	This is a non-mandatory field and can be left blank or filled out for your own reference.
<b>Commodity</b>	Select the commodity that was sold with options for Wheat, Canola, Barley, Lupins, Oats or Other.
<b>Product</b>	Select cash or pool contract. If selecting 'pool' you will need to manually enter the current Estimated Pool Return (EPR) as the price.
<b>Port Zone</b>	Select the port zone the commodity was sold in.
<b>Grade</b>	Select the grade for the commodity. For multigrade, choose the base grade of the multigrade contract.
<b>Tonnes (t)</b>	Enter how many tonnes the contract is for.
<b>Price (\$)</b>	Enter the dollar per tonne agreed for the contact. Revenue will be automatically calculated. This field is optional for pool contracts.
<b>Notes</b>	This is a non-mandatory field to allow you to enter any other relevant information or notes that you may need for reference, relevant to the contract/sale (i.e. payment terms, deferred, note on spreads etc.)

## Update a manual contract

To update the details of a manual contract, select **EDIT** (pencil icon) in the **ACTION** column.

You can easily identify a manual contract as it will have a **DELETE** (trash can icon) next to it.

Edit the details you need and then select **UPDATE** to save your changes.

Please note that CBH contracts cannot be deleted but you can manually re-assign them to your production if required.



The screenshot displays the CBHLoadNet web application interface. At the top, there are navigation tabs for 'CONTRACTS', 'MARKETING', and 'HANDSBOOK'. Below these, a 'Marketing / Grain Marketing Tool' section is visible. A table lists contracts with columns for Contract Date, Contract No., Commodity, Product, and Port Zone. An 'Update Manual Contract' dialog box is open, allowing users to edit contract details. The dialog box includes the following fields:

- Contract Date: 27/03/2019
- Contract No.: AM150789
- Commodity: Wheat
- Product: Cash
- Port Zone: Kwinana
- Grade: APW1
- Tonnage: 25
- Price (\$): 325
- Notes: AGMARKET

At the bottom of the dialog box, there are 'UPDATE' and 'CANCEL' buttons. A circular callout highlights the 'UPDATE' button.

## Delete a manual contract

To delete a manual contract, select **DELETE** (trash can icon) in the **ACTION** column.

When the confirmation message appears, select **REMOVE** to permanently delete the contract or **CANCEL** if you change your mind.



A screenshot of a web application interface for managing contracts. The page title is 'Marketing / Grain Marketing Tool'. A modal dialog titled 'Remove Manual Contract' is open, asking 'Are you sure you want to remove contract AM189789?' and warning that 'All assignments associated with the contract will be removed.' The dialog has 'REMOVE' and 'CANCEL' buttons. In the background, a table lists contracts with columns for Contract Date, Contract No., Commodity, Product, and Action. The contract AM189789 is highlighted. A circular callout in the bottom right corner shows a magnified view of the 'REMOVE' button.



## Add notes to a CBH contract

You can add or edit notes for your CBH contract from LoadNet by selecting the **EDIT** (pencil icon) in the **ACTION** column.

Enter your notes and select **UPDATE** to save your changes or **CANCEL** if you change your mind.



Marketing / Grain Marketing Tool

Account: 32910824 - Grower & Co A

Contract Notes

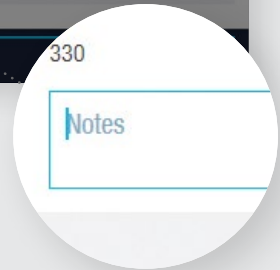
Contract Date: 27/03/2019  
Contract No.: AL45494  
Commodity: Wheat  
Product: Feed  
Port Zone: KWI  
Grade: AWW1  
Tonnage (t): 30  
Price (\$): 330

Notes: 330

UPDATE CANCEL

Contract Date	Contract No.	Commodity	Product	Port Zone	Action
27/03/2019	AL45494	Wheat	Feed	KWI	[Pencil] [Trash]
27/03/2019	PL45493	Wheat	Multi	KWI	[Pencil] [Trash]
27/03/2019	AL45492	Canola	Feed	KWI	[Pencil] [Trash]
27/03/2019	AL45491	Wheat	Multi	KWI	[Pencil] [Trash]
27/03/2019	AM158789	Wheat	Cash	KWI	[Pencil] [Trash]

CO-OPERATIVE BULK HANDLING LTD  
Grower Service Centre  
1800 188 083

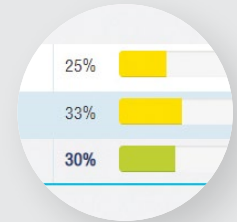


## Section 5: Sales

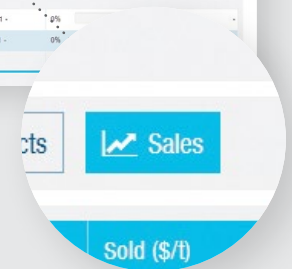
The **SALES** tab displays an overview on how you are tracking against your plan.

Production estimates, selling periods and target prices are tracked against your actual sales with an overview of your sales performance at a glance.

You can easily see your sales position at a glance with the progress bar.



	Production ID	Sold ID	Sold (\$/t)	*Sold ID	Target Price	Today's Price	Sold %	Revenue ID
<b>Wheat</b>								
▼	Wheat - HOUSEPADDOCK	300	75	\$324	-225	\$324 ANW1 S287	25%	\$25,050
▼	Wheat - BACKPADDOCK	450	150	\$337	300	\$350 APW1 S273	33%	\$18,825
	<b>Total</b>	750	225		\$25		30%	\$41,875
<b>Canola</b>								
▼	Non-GM - SHEEPADDOCK	350	100	\$560	250	\$550 CAN1 S402	29%	\$58,000
	<b>Total</b>	350	100		250		29%	\$58,000
<b>Barley</b>								
▼	Feed - MALT1TH	150	-	-	150	\$220 BFD1 -	0%	
▼	La Trobe - MALT1TH	200	-	-	200	\$240 LAT1 -	0%	
	<b>Total</b>	350	-	-	350			
<b>Grand Total</b>								



Line items set up on the **PRODUCTION TAB** are displayed here and divided into tables by commodity.

Each line item has sales progress demonstrated in total (t), price per tonne (\$/t) and percentages (%).

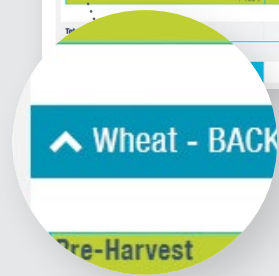
Columns shown in the tables are explained below:

<b>Production (t)</b>	Total estimated production (tonnes from the Production tab).
<b>Sold (t)</b>	Total sales recorded against the line item to date (tonnes from the Contracts tab).
<b>Sold (\$/t)</b>	Average price per tonne achieved in sales to date (from the Contracts tab).
<b>Unsold (t)</b>	How many tonnes of estimated production remain unsold, calculated by subtracting sold tonnes from tonnes estimated to be produced.
<b>Today's Price</b>	The last published price for the fixed grade on LoadNet (if available) or default multigrade price for the selected Grade to Track set in the Target Prices tab for that line item. If a price is inactive (such as after close of business), the value in this field is greyed out.
<b>Target Price</b>	The average target price weighted by volume (tonnes taken across selling periods) for that line item, set in the Target Prices tab.
<b>Sold %</b>	Percentage sold to date. A visual representation of the proportion of estimated production that has been sold and allocated to that line item to date.
<b>Revenue (\$)</b>	Revenue generated to date against a line item calculated on tonnes sold for that line item and weighted average price per tonne achieved (from the Contracts tab).

## Expand the sales view

To **EXPAND** a line item and view more detail click on the arrow in the line item. Multiple line items can be expanded at once in the desktop version of the tool.

	Production ID	Sale ID	Sale D/R	Unsold ID	Target Price	Today's Price	Sold %	Revenue ID
Wheat								
Wheat - HOUSEPADDOCK	300	75	\$324	225	\$324	ANW1 \$207	25%	\$25,050
Pre-Harvest	- / 801	Harvest	- / 1351	Post-Harvest	Planned sales to date: 1741	under-sold	75 / 75 t	
Weighted Avg. Price if remaining sold today = \$284								
Wheat - BACKPADDOCK	450	150	\$327	300	\$350	APW1 \$273	32%	\$16,825
Pre-Harvest	- / 1351	Harvest	- / 2021	Post-Harvest	Planned sales to date: 2241	under-sold	150 / 113 t	
Weighted Avg. Price if remaining sold today = \$294								
Wheat	750	225	\$25	525			30%	\$41,875
Wheat	350	100	\$560	250	\$550	CAN1 \$402	25%	\$58,000



The expanded view shows the selling periods and information within it such as the name of selling period, how much grain was sold of the target set for that selling period, and selling period end date.

The green progress bar shows you how much of that commodity and grade you have sold to date, tracking cumulatively against your planned tonnes.

Today's point in time on the selling period tracking is represented as a dashed vertical line through the selling periods with text above stating whether a line item is over or under sold as of today, and by how much.

A field called **Weighted Avg. Price if remaining Sold Today** calculates the average price per tonne you would achieve if you sold all the remaining estimated production at today's price. This takes into account your existing contracts as well as today's price.

## Section 6:

# Notification Settings

---

In the **SETTINGS** tab you can select your required notifications by recipient and preferences.

This is defaulted to the primary contact for the account contained in CBH's database.

### Set primary contact to receive notifications

A list of account contacts is displayed with first and last name, mobile phone number and email address (if available).

Please note that only one contact can be selected to receive notifications.

If a contact is selected that does not have a valid mobile number or email address, an error message is displayed.

Please contact the Grower Service Centre on **1800 199 083** to update your contact details if required, or if a field is missing.

### Set notification preferences

You can choose the notification preferences for email and/or SMS or turn off all notifications by unchecking all boxes.

Notify when current price matches target price for a selling period

SMS

Email

Position summary at the end of a selling period

Email



### **Need help?**

Your local CBH Business Relationship Manager is on hand to help you with setting up and managing your sales or if you have any questions in executing your plan throughout the year.