CBH LOADNET®
A GUIDE FOR USERS

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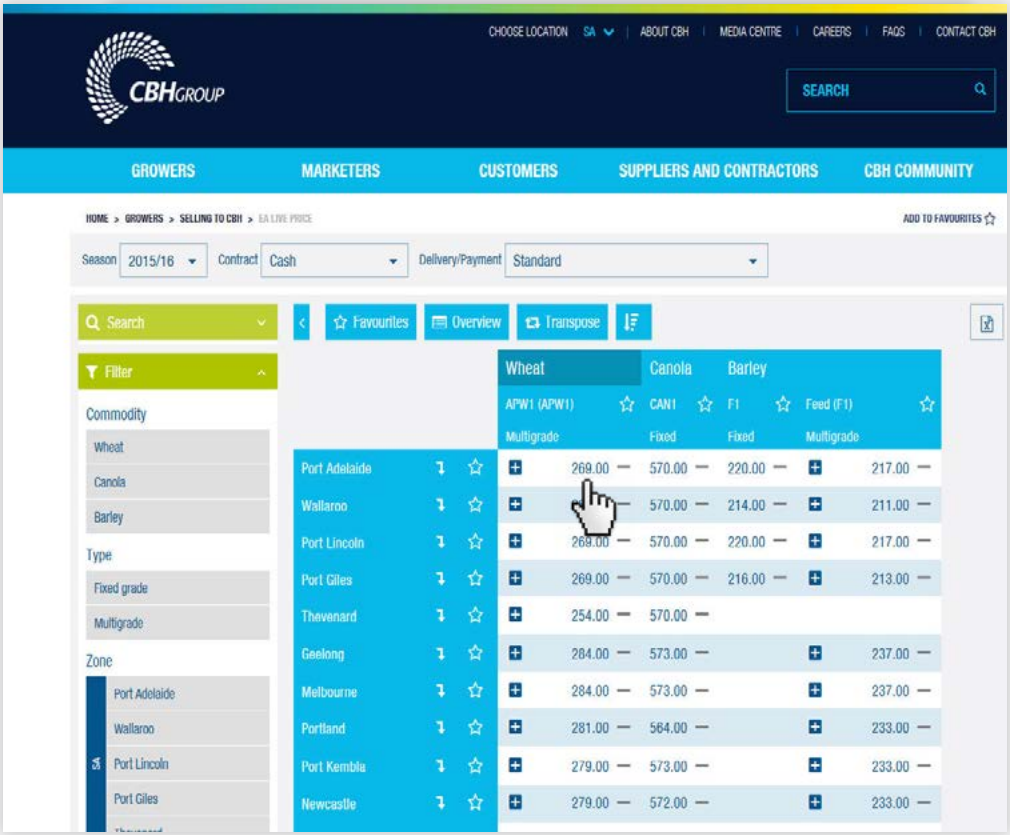
HOW DO I... LOGIN TO LOADNET®?

There are several ways to access LoadNet®. You can access LoadNet® via the 'EA Live Prices' page of the CBH Website. Instructions on how to do this are listed below:

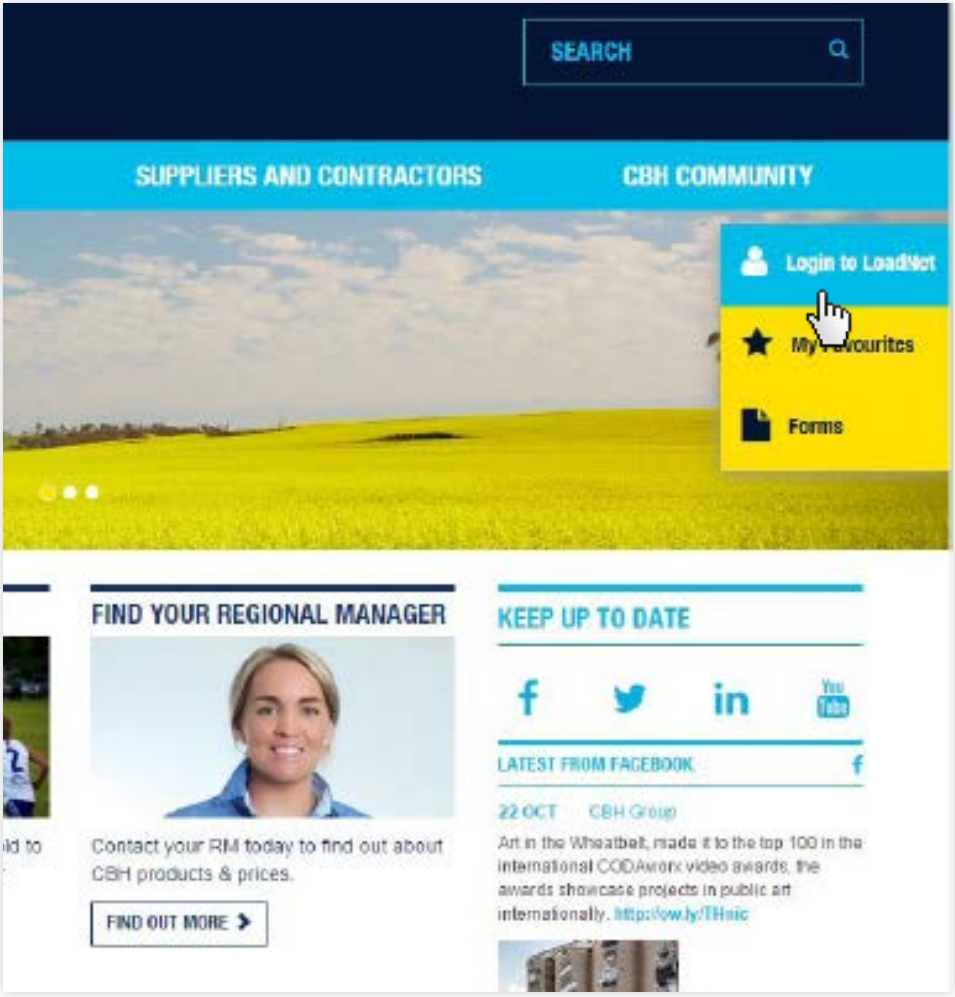
- Enter the CBH website address in your internet browser www.cbh.com.au
- Select the Growers tab
- Click on EA Live Prices
- You can then click on your chosen price to login to LoadNet®.
- To log in to LoadNet, you will need to use your Payee Number. Information on how to access your Payee Number can be found on the following pages.

HOW DO I...
LOGIN TO LOADNET®?



HOW DO I...
LOGIN TO LOADNET®?

You can also log into LoadNet directly from the website home page



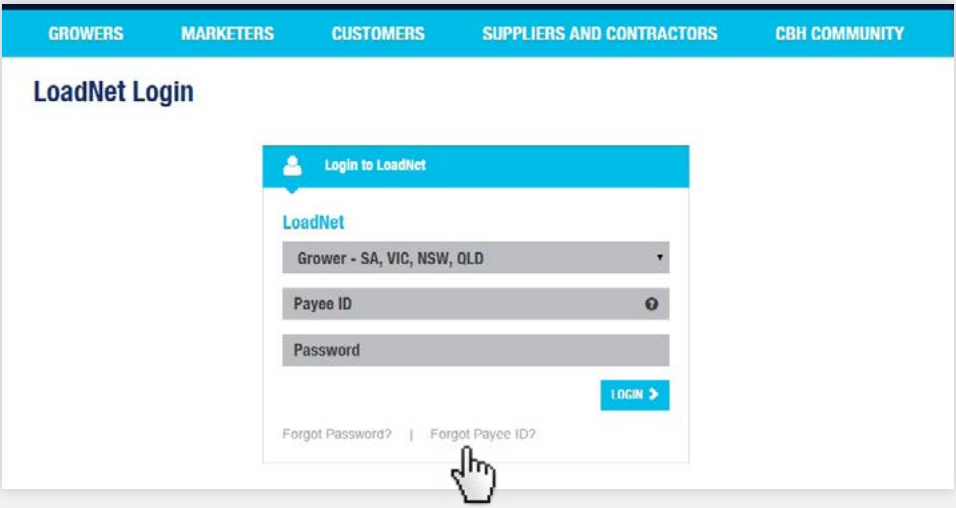
HOW DO I... ACCESS MY PAYEE NUMBER?

- To log in for the first time you will need your Payee Number
- To access your Payee Number, click on the **Forgot Payee ID?** The link is under the login boxes.
- Enter your email address.
- Complete the code verification.
- Click on Retrieve PAYEE ID.
- If the email address entered is registered against a valid Payee Number then the details will be emailed to that address.

Note: If the email address has changed, or is different to address registered against your Payee Number, then you will need to contact the NGR for assistance.

Note: The above steps can also be followed if you have forgotten your Payee ID.

HOW DO I... ACCESS MY PAYEE NUMBER?



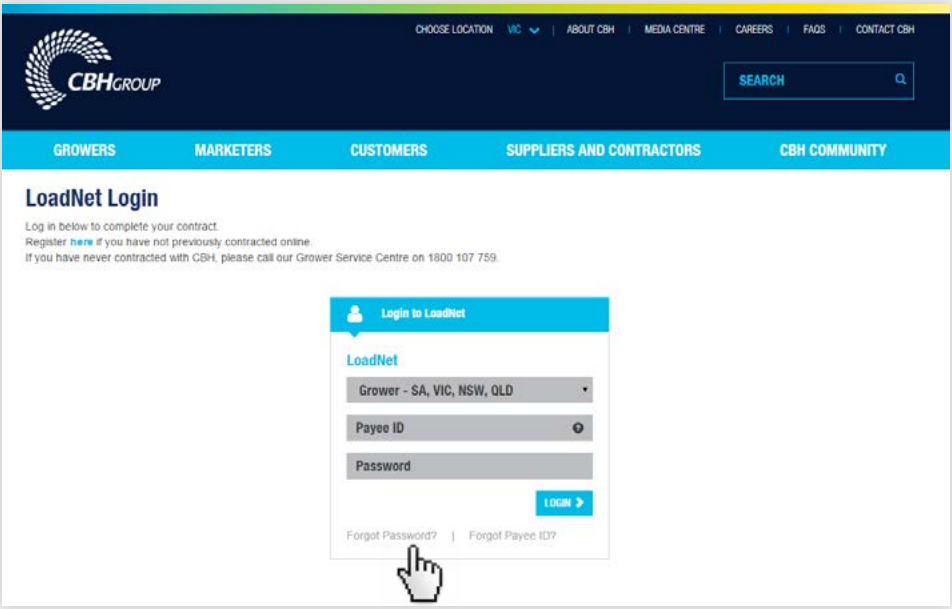
HOW DO I...
ACCESS MY PASSWORD?

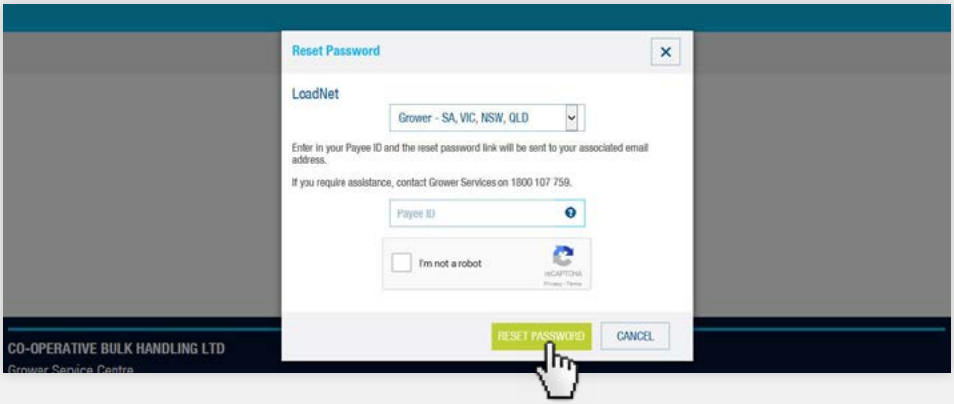
- To log in for the first time you will need to set up your password
- Click on the Forgot Password? link under the login boxes.
- Enter your Payee Number.
- Complete the code verification.
- Click on **Reset Password**.
- A temporary password will be emailed to the address registered against the Payee Number entered.
- You can now login to LoadNet® Using the temporary password.

Note: If the email address has changed, or is different to address registered against your Payee Number then you will need to contact the NGR for assistance.

Note: You can also follow these steps above if you have forgotten your password for future logins.

HOW DO I...
ACCESS MY PASSWORD?





HOW DO I...
CHANGE MY PASSWORD?

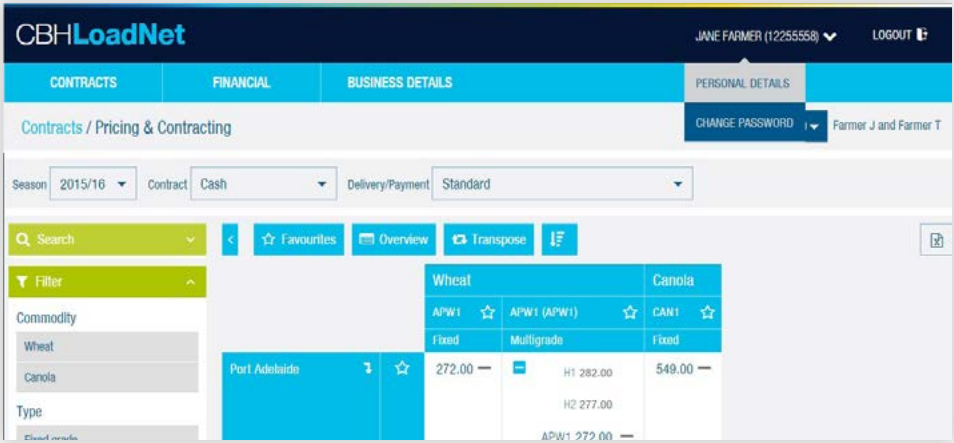
Note: While we do not insist that you regularly change your LoadNet® password, we do encourage to do so to ensure online security best practice.

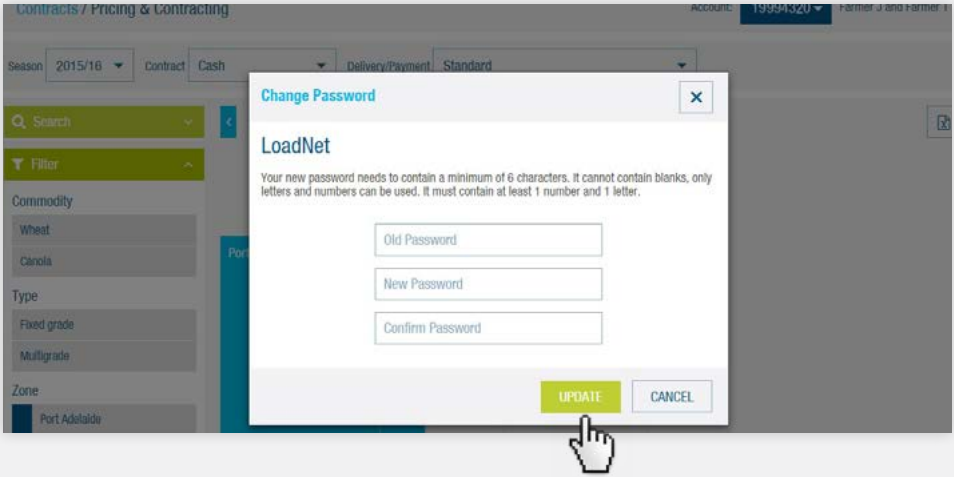
- Hover over your login details in the top right corner of the screen.
- Click on **Change Password** in the drop down.
- A window will open.
- Enter your old password, and your new password twice in the boxes provided.

Note: Your new password must be between 6 and 10 characters long. It cannot contain blanks; only letters and numbers can be used. It must contain at least 1 number and 1 letter.

- Click on Update.

HOW DO I...
CHANGE MY PASSWORD?





HOW DO I... FIND A CBH GROUP PRICE?

- Hover over **Contracts** on the blue menu bar.
- Click on **Pricing & Contracting** in the drop down.
- You will need to set your search parameters in the drop down fields at the top of the screen to begin.
- There are three ways to find a live price:
  1. Use the filter bar where you can select a zone, commodity and contract type
  2. Use the search drop down to easily select a group of prices
  3. Click the relevant zone or grade to view live prices
- Click on a price to begin the contracting process.

Note: Prices tend to be posted around 12:00pm, and are usually withdrawn for contracting around 5:00pm. Prices that are not currently available for contracting will shown in grey.

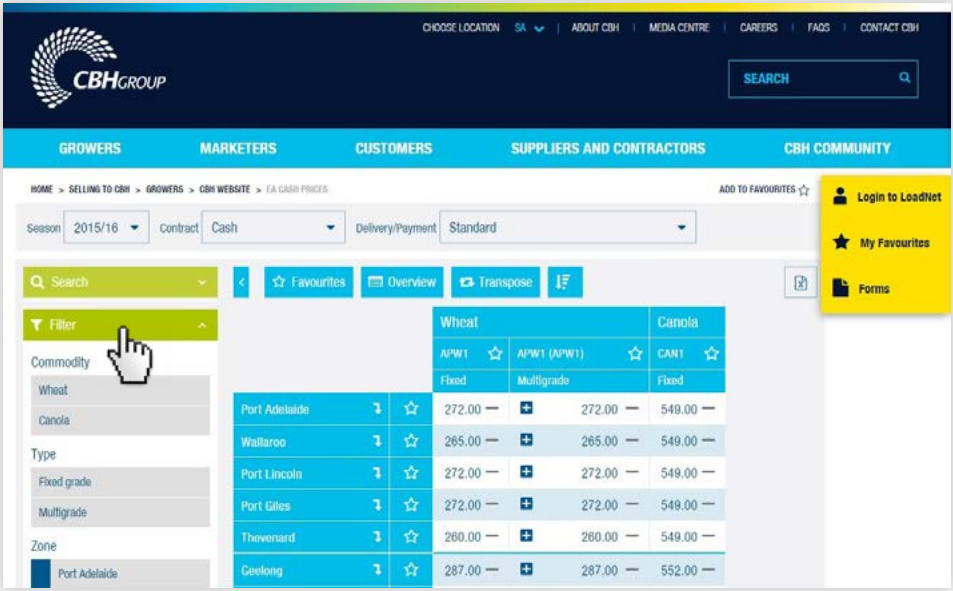
Tip: If site pricing is available you will be able to see it on this screen.

Tip: Clicking on a port zone will display any available site prices for that zone. Click on the zone again to hide them.

Tip: You can favourite a price and/or zone by clicking the star next to it. Refer to pages 14-15 for further details on this process.

Tip: You can also access live prices via the CBH website under the 'Live Prices EA' tab.

HOW DO I... FIND A CBH GROUP PRICE?



HOW DO I... MANAGE MY FAVOURITES?

- Hover over **Contracts** on the blue menu bar.
- Click on **Pricing & Contracting** in the drop down.

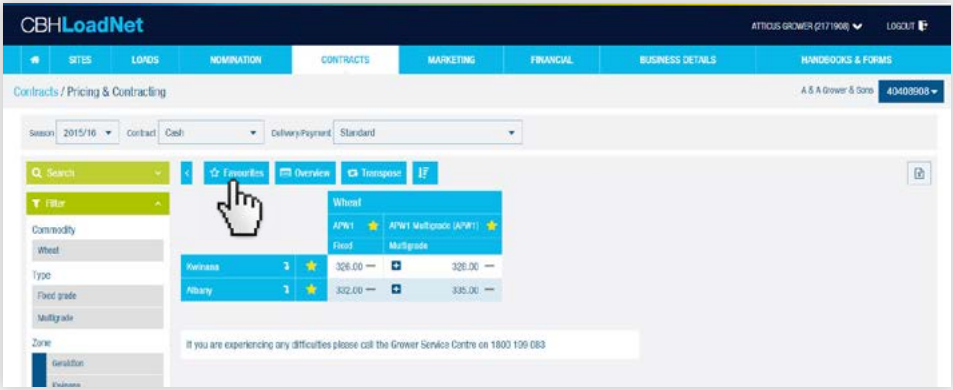
> **Note:** If you have no prices favourited, this will open in overview view. Once you have favourited prices it will open in favourites view.

- Favourite a price and/or zone by clicking the star next to it. Un-favourite it by clicking the star again.
- Swap between **favourites** and **overview** by clicking the ☆ Favourites and Overview buttons.

> **Note:** The overview does not show all prices by default. To display all prices for a commodity, click on that commodity on the left. You may need to scroll across (or down) to view all prices.

> **Tip:** You can swap the column and row headings by clicking the Transpose button. Click it again to swap them back.

HOW DO I... MANAGE MY FAVOURITES?



HOW DO I... CONTRACT ONLINE WITH CBH GROUP?

- Click on a price to begin the contracting process. The Contract Details screen will appear.

  Note: All of your Grower Entities linked to LoadNet® are accessible from this screen, ensure you have selected the correct entity from the drop down in the top right hand corner of the screen.

- Complete the fields in the Contract Details screen and click continue.

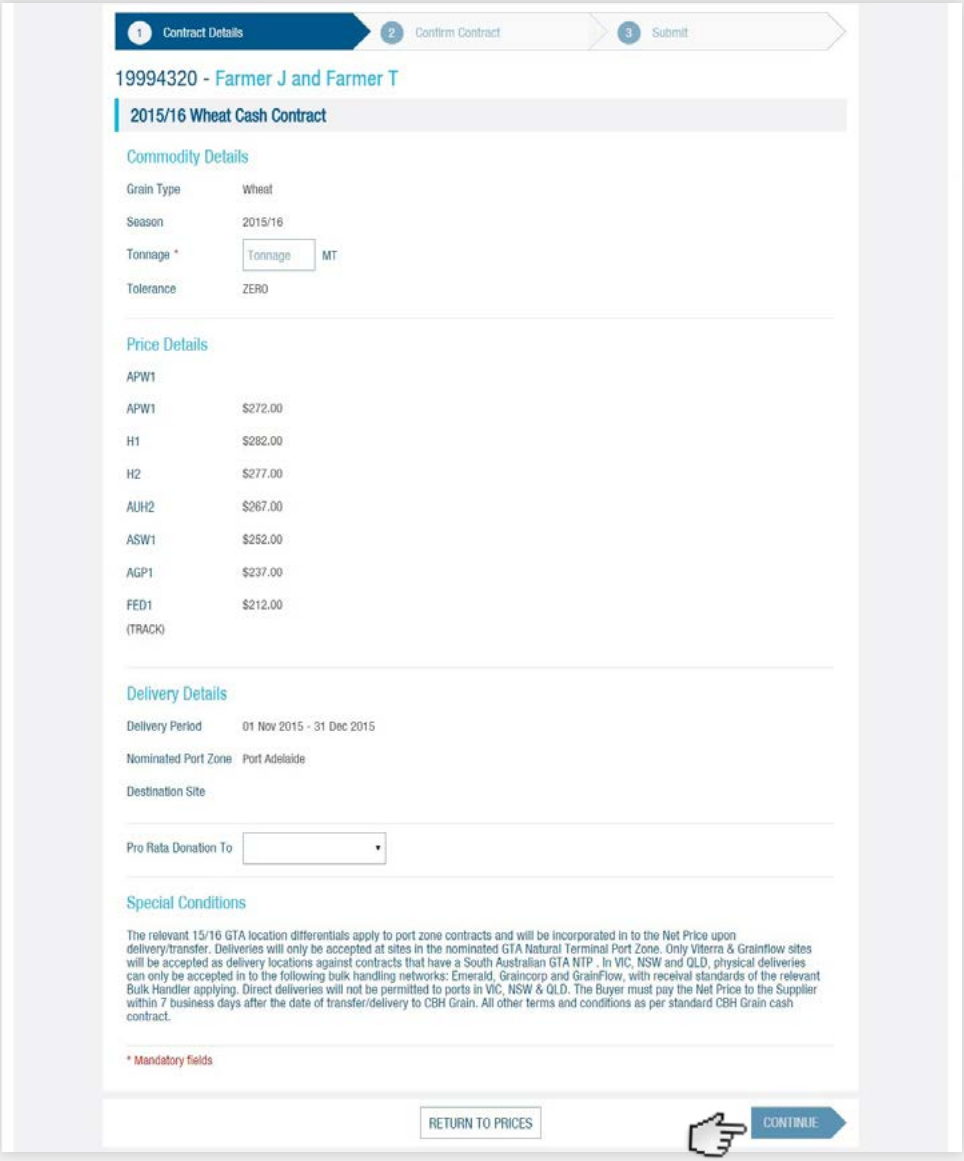
- Cross check and confirm the details you have entered.

- Accept the Terms and Conditions and click submit to finalise your contract.

  Note: Please ensure you select the correct delivery/payment option for your contract:

  1. **Standard:** Standard payment terms, 7 business days from delivery/transfer.
  2. **Standard Delivery:** The contract is set with a standard delivery period and standard payment terms. i.e. 1st Nov – 31st Dec EA or 10 days from day of contracting if after 31st Dec.
  3. **Deferred Payment:** Payment will be made 7 business days from delivery/transfer in July i.e. payment will be made in the new financial year.

HOW DO I... CONTRACT ONLINE WITH CBH GROUP?

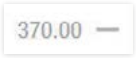


TIPS AND TRICKS FOR USING PRICING AND CONTRACTING

Price increase: A green arrow means the price has increased since the last publish.

Price decrease: A red arrow means the price has decreased since the last publish.

No change: A grey dash means the price has not changed since the last publish.



Inactive price: A grey price will not allow you to click any further is not currently active for contracting.

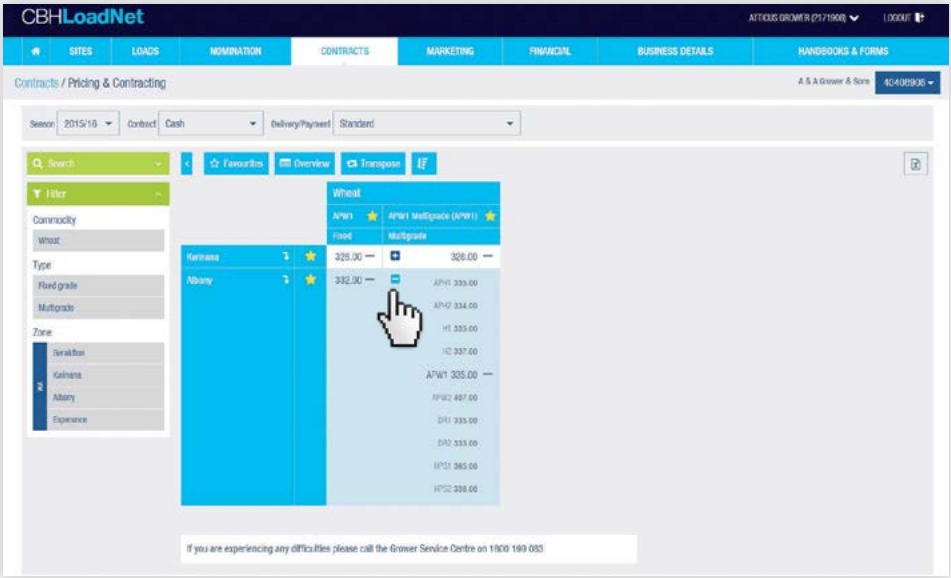
Overview: At any time during the price discovery process you can press the Overview button to return to a snapshot of prices, covering the most popular grades of each commodity.

Transpose: When viewing prices, to allow for easy comparison by zone or to compare the spreads between Multigrade contracts; press the Transpose button to swap the contracting screen axes (location and grade).

Multigrade View Change: You now have the option to view the spreads in a multigrade two ways – the price itself, or the spread from the base grade. Pressing this button will allow you to toggle between the two.

Press to expand view from base grade to all the grades offered on contract.

TIPS AND TRICKS FOR USING PRICING AND CONTRACTING



HOW DO I... VIEW MY RCTI?

- Hover over **Financial** on the blue menu bar.
- Click on **Load Payments** in the drop down.
- Select the correct account number and season in the drop down box.

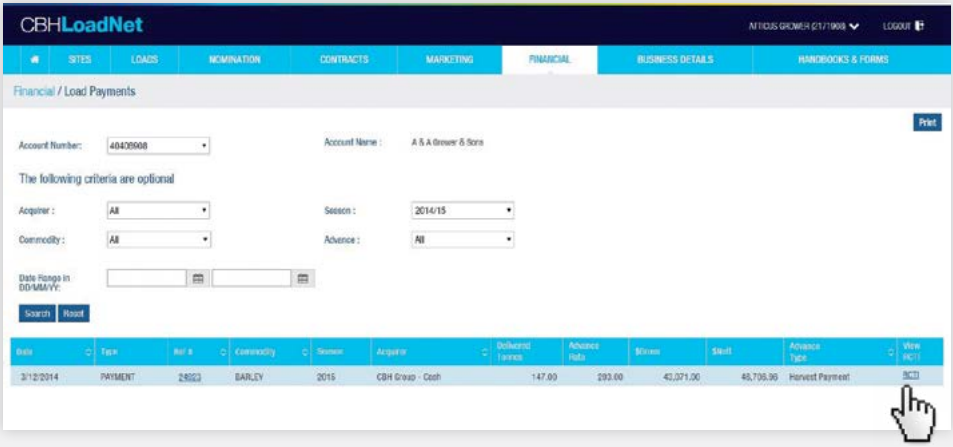
> **Tip:** You can, if you choose, filter by acquirer, commodity, advance and date.

- Click on the Search button to refresh the results as per your selections.
- You can view the details of your payment by clicking on the payment's reference number.
- You can view the Recipient Created Tax Invoice by clicking on RCTI to the right of the payment.

> **Note:** You will need a program that allows you to view PDF files, such as Adobe Acrobat Reader, to be able to view the RCTI.

> **Note:** Details of each payment will be stored on LoadNet® for at least the five years the tax office requires you to keep your paperwork.

HOW DO I...
VIEW MY RCTI?



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