GrainFlow®

Grower Portal User Guide

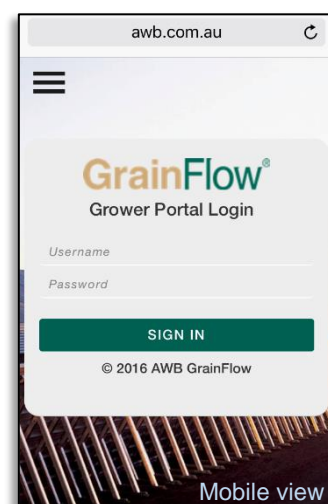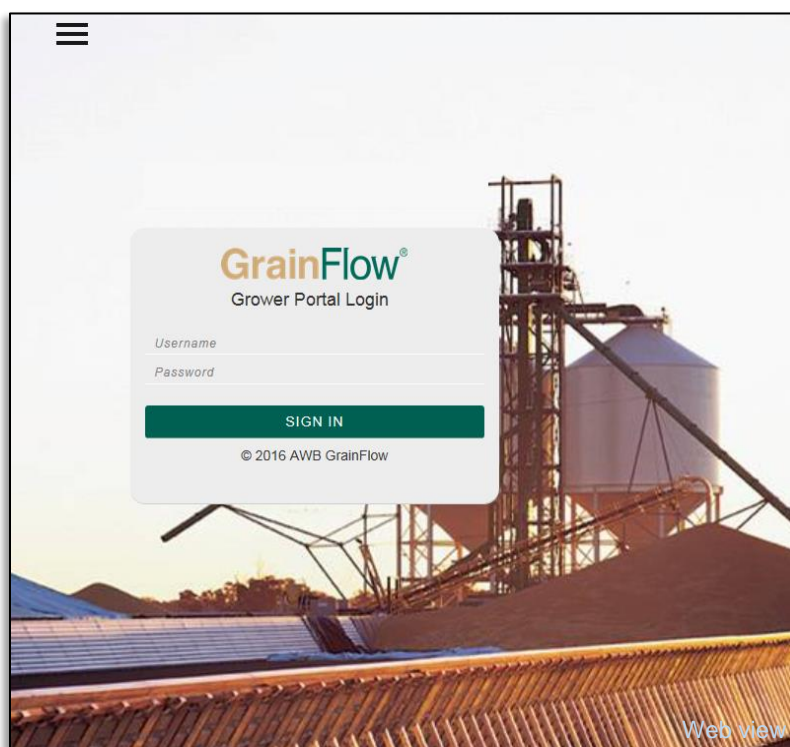## *Logging into the Grower Portal*

Go to the GrainFlow website (www.grainflow.com.au). Click on **Growers**
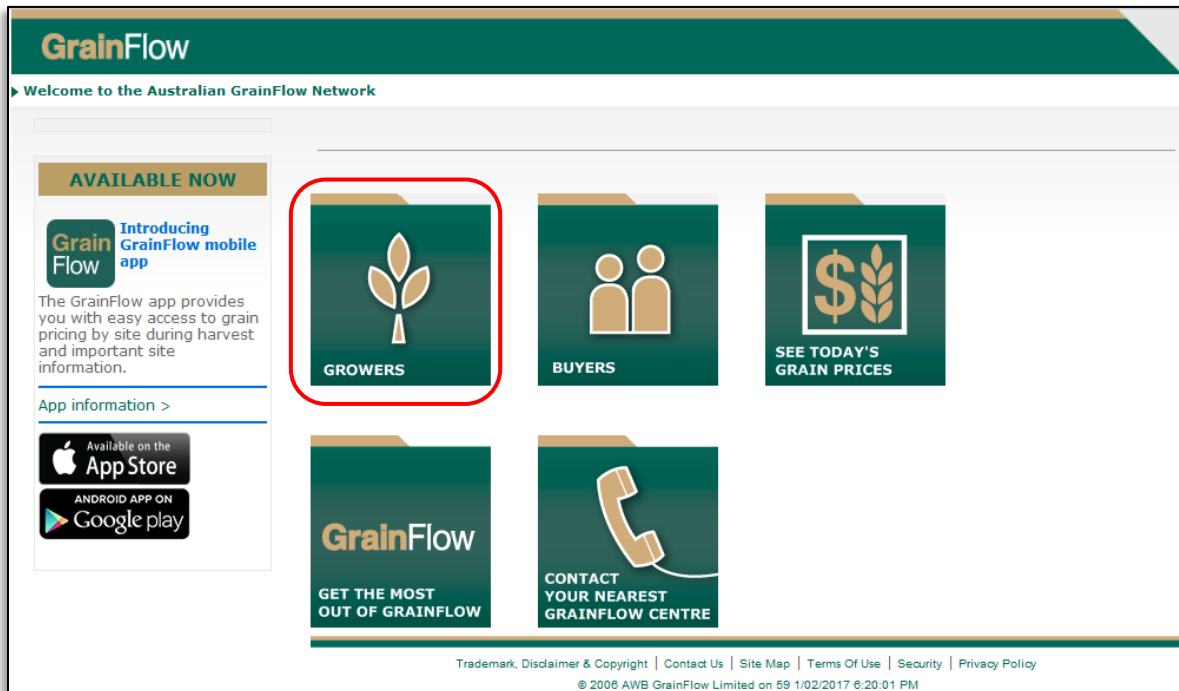

Then click on 'Grower Login'
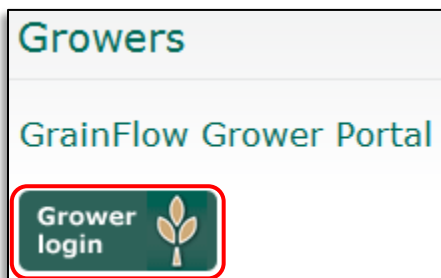
Enter your user name and password (this is case sensitive) and then click the **Login** button below. If you have any issues with your user name and password, please contact the Grower Service Centre on 1800 447 246.

You are now logged in. You can select the area you wish to enter from the home screen menu or from the pop-out menu on the left hand side of your window.
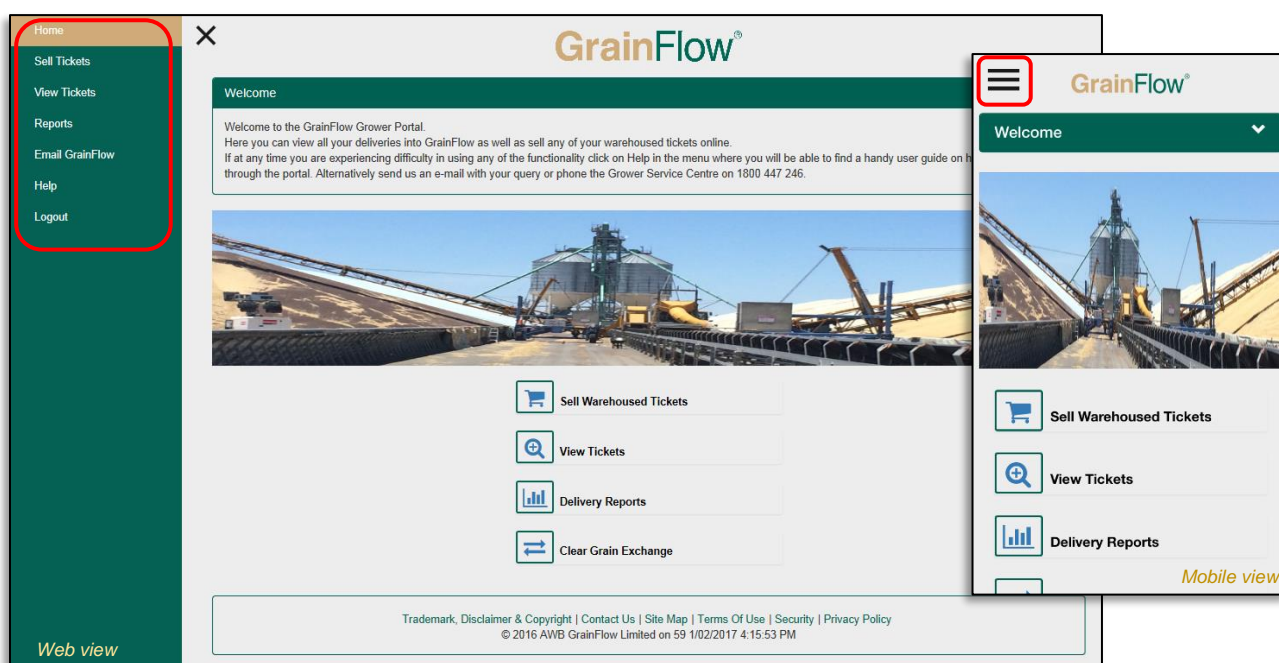
Selling your warehoused tickets

Click on **Sell Warehoused Tickets** in the menu and select your search preferences using the dropdown options.

(N.B.: For mobile website please ensure pop-up blocker is disabled. See *Appendix* for instructions)

Step 1. Select the Bin Grade/Grades you wish to sell

All your available grades for sale will be listed in the search window.

By clicking on the specific bin grade hyperlink you will bring up all warehoused tickets for that specific bin grade.

If you click on the total hyperlink labelled '**ALL**' it will bring up all available tickets for sale. (N.B.: You can only transfer one bin grade at a time to an available cash price)

Step 2. Select the tickets you wish to sell

All the warehoused tickets from your search will be listed in order of most recent delivery.

Select the tickets you wish to sell by ticking the box in the **Select** column.

You can split tickets by typing the quantity you wish to sell in the **Sale Weight** column. A red '**s**' indicates the ticket will be Split.

Select your **Payment Method** using the radio buttons at the bottom of the page and select '**Save and confirm**' to continue with the sale.

Web view

Mobile view

To view further details on the ticket you can click on the Ticket Number which will bring up a new window with all the ticket details.

In mobile view you can also view a summary of ticket details by clicking on the Plus (+) Symbol next to the Ticket Number

Web view

Mobile view

Step 3. Select the Buyer

Select the Buyer from the drop down list titled '**Acquirer**'.

If your chosen Payment method was Cash, only buyers with an available Cash Price will be listed in the dropdown.

If your chosen payment method is Purchase Contract, you will need to enter your contract number in the box provided.

And if you select Pool, you will need to select the Payment Option from the dropdown menu.

To confirm the sale, click on '**Sell Now**' to start the selling process. Make sure you <u>Allow</u> pop-ups.

A Warehouse Transfer Advice will open with a summary of the sale. You can email this to yourself by entering your email address in the box provided.

Your sale is now complete.

Viewing Your Tickets

In the '**View Your Tickets**' screen you can see all your deliveries into your GrainFlow site by Season, NGR and Acquirer (including warehoused).

Select your Search Criteria from the available dropdowns and select Search.

Just like in the '**Sell My Warehoused Tickets**' screen you can click on the ticket number or Plus Symbol for more detail.

Reports

The Report page gives you the ability to run detailed reports on all your deliveries.

The web version allows you to export in both Web and Excel format. The mobile page will only allow you to run a Web Page format.

Available Reports

- **Delivery To Crush Plant Report** – Allows you to view any deliveries into a Cargill crush facility including test results.
- **Grower Delivery Report** – Provides you with a detailed summary of all tickets delivered into GrainFlow including ticket numbers, paddock, truck rego, acquirer, contract reference, net tonnes and test results
- **Grower Delivery Summary Report** – A condensed version of the Delivery Report grouped by Bin Grade, with quality averages for each Grade.
- **On-Farm Pickup Report** – A summary of any loads delivered using On-Farm Pickup.

Appendix

Disabling Pop-up Block for Apple devices

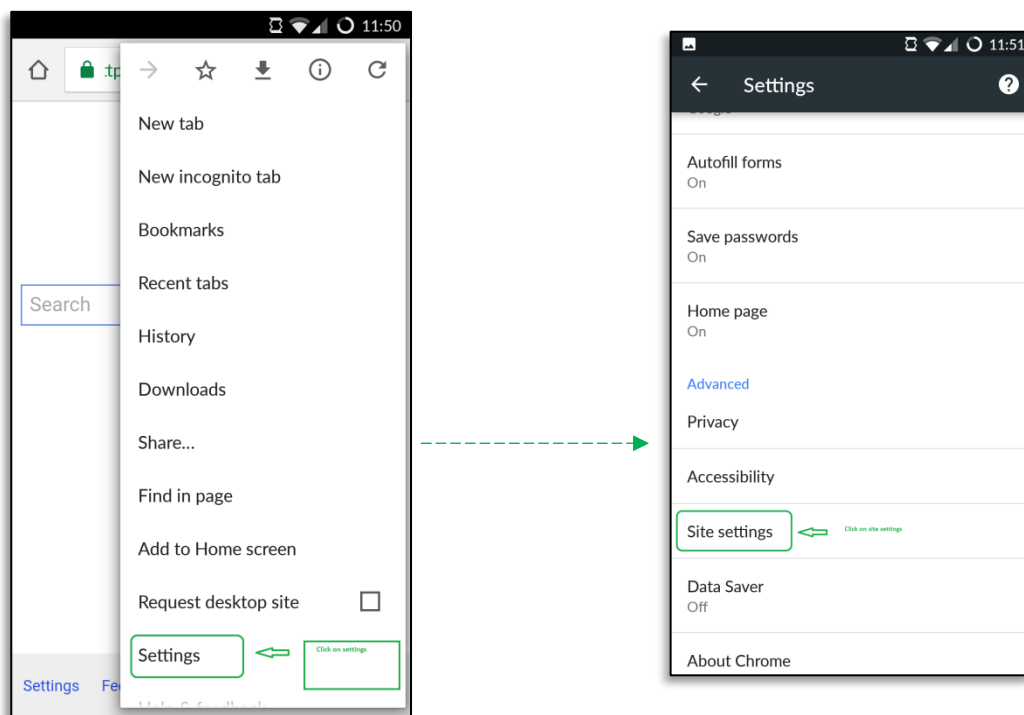Go to **Settings** and select **Safari** from the list. Then make sure the '**Block Pop-ups**' is turned <u>off</u>.
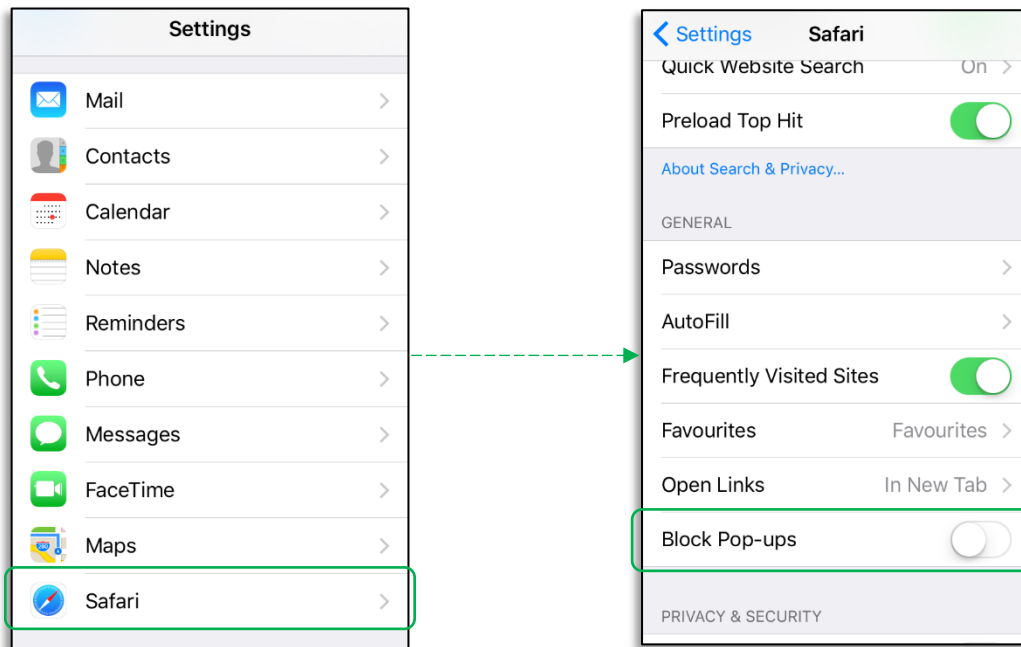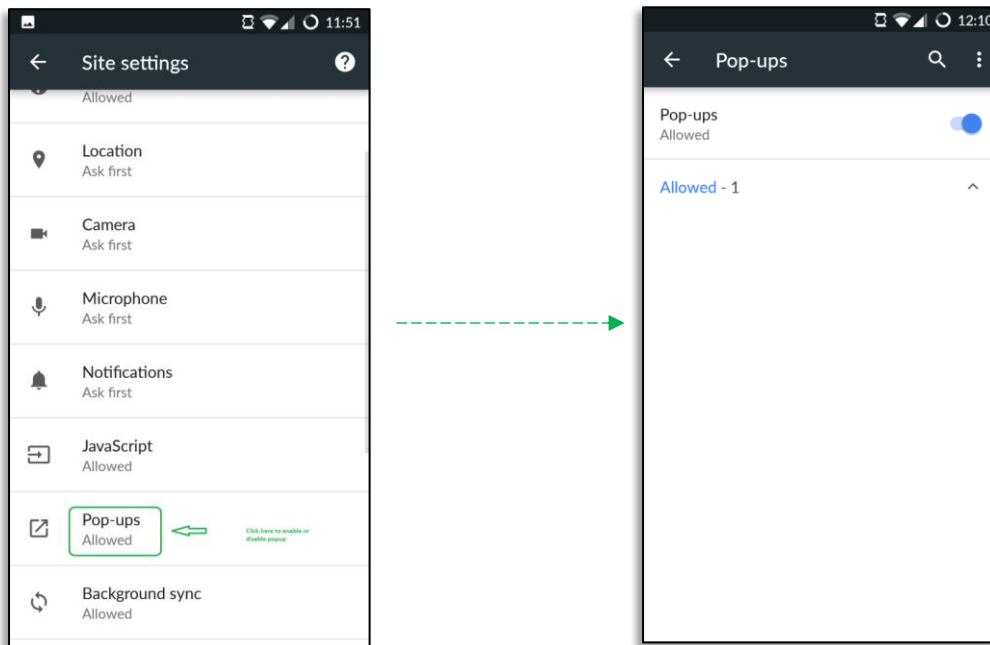

Disabling Pop-up Block on Android Devices (Chrome Browser)

Click on **Settings** and then click on **Site Settings**

Click on **Pop-ups** and make sure pop-ups are **Disabled**

Disabling Pop-up Block on Android Devices (Android Default Browser)

Click on **Settings** and then click on **Privacy & Security**. Click on Pop ups and make sure it is **Disabled**.