

# GrainFlow

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## Logging into the Acquirer Portal

Go to the GrainFlow website ([www.grainflow.com.au](http://www.grainflow.com.au)). Click on Buyers

**GrainFlow**

Welcome to the Australian GrainFlow Network

**News**

**Growers travel 250km to GrainFlow - 23 Oct 2009**  
Growers are carting wheat as far as 250 kilometres to GrainFlow's Jondaryan receival site as this year's harvest approaches peak activity.  
[Full article \(PDF 13 Kb\)](#)

**The Gums harvest in 'full swing' - 23 Oct 2009**  
Three weeks after receiving its first grains, The Gums wheat receival site is already in full swing taking in good quality, predominantly APH 1 wheat.  
[Full article \(PDF 13 Kb\)](#)

**Grain growers should monitor prices - 22 Oct 2009**  
Grain growers should monitor prices at least twice a day if they are to maximise their returns, Bellata GrainFlow site supervisor David Hutcheon has advised as the winter

**GROWERS**

**BUYERS**

**SEE TODAY'S GRAIN PRICES**

**GrainFlow**  
**GET THE MOST OUT OF GRAINFLOW**

**CONTACT YOUR NEAREST GRAINFLOW CENTRE**

Then click on 'Buyer Login'

**Acquirers**

GrainFlow Acquirer Portal

**Buyer login**

Acquirer Documents

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 Loreto Carrasco (03) 9250 0064.

**Welcome**

**Welcome**  
Welcome to the AWB GrainFlow Acquirer Portal.

**Acquirer Portal Login**

Username:

Password:

You are now logged in. Select the area you wish to enter from the menu.

**GrainFlow**

[Home](#) | [Title Transfer Search](#) | [Movement Search](#) | [View / Maintain My Prices](#) | [Upload My Prices](#) | [Reports](#)

**Welcome**

**Welcome**  
Welcome to the AWB GrainFlow Acquirer Portal.

Our new page allows you to view and create Movements and Title Transfers for grain that you currently have title for.

If at any time you are experiencing difficulty in using any of the functionality send us an e-mail with your query.

 <b>Movements</b>	Use this option to view and maintain details of Movements
 <b>Title Transfers</b>	Use this option to maintain details of Title Transfers
 <b>Reports</b>	Retrieve reports
 <b>View / Maintain My Prices</b>	View / Maintain My Prices
 <b>Upload My Prices</b>	Upload My Prices

## **Prices**

### **Cash at Silo Rules**

- Acquirers are able to increase and decrease their cash prices on an hourly basis
- Price change is effective the next hour e.g. if you upload your new price at 9:20am then it will be valid as at 10:00am (AEDT)
- The price that is valid at the time of sale will be assigned to the ticket.
- You can withdraw your price immediately at any time (see the Withdraw Prices section of this guide).

### **Acquirer Cash Daily Limits**

Growers are able to transact any warehoused grain to an acquirer's available cash price, irrespective of the delivery date.

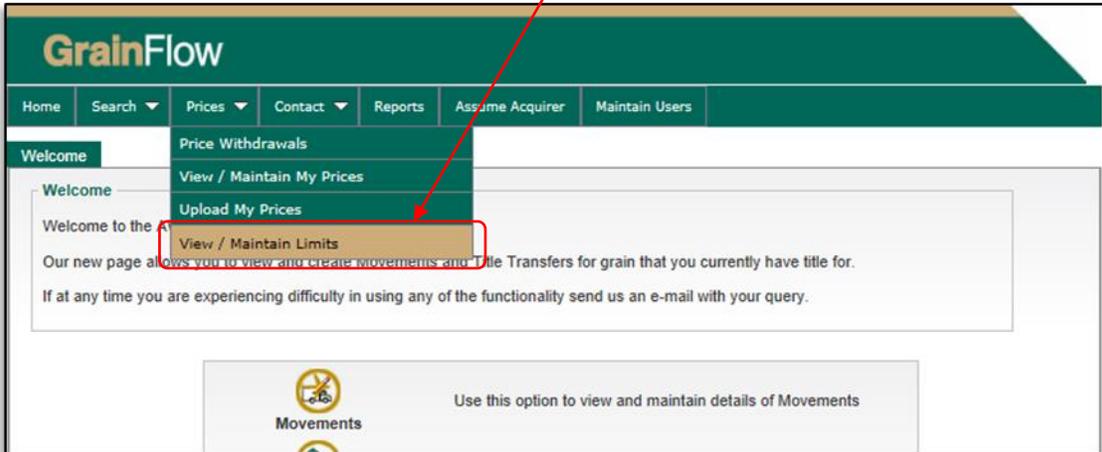
In order to manage the amount being transferred, acquirers can set a daily tonnage limit to manage the amount they would like to buy.

#### Rules:

- A grower can transfer any warehouse ticket to the available cash price.
- A grower can transfer a maximum of 250mt parcels at a time.
- Acquirer limits are set as a Daily limit which rolls over and resets each day to zero.
- A cash price cannot be posted unless a daily limit has been set up.
- Limits can be set by Commodity, Port Zone, Bin Grade and Site (minimum of Commodity and PZ must be maintained)
- When an acquirer reaches their limit, the price is automatically withdrawn.
- Limit can be reached from warehouse transfer or grower delivery upon ticket completion.
- If the acquirer limit has not been reached prior to a ticket being graded and price assigned the system will honor the assigned cash price even though a limit may have been exceeded at the time of completing (obtaining net weight) the ticket.
- Growers will still be able to complete their warehouse sale in full even if their transfer amount is greater than the balance available on the acquirer limit. Eg. Commodity PZ limit is 1000mt for Wheat. Current acquirer PZ ownership is 900mt. Grower is able to transfer 250mt in full as transaction is occurring within the acquirer limit. Prices are then withdrawn as limit has been exceeded.
- Acquirers should therefore set their limits taking into account the preceding 2 points. Eg. Limit means the tonnage total after which no further transactions can take place at the cash price.

## How to set your limits:

Login to the Acquirer Portal and from the Home screen hover over the prices menu. You will see a new option: **'View / Maintain My Limits'**. Select this and continue

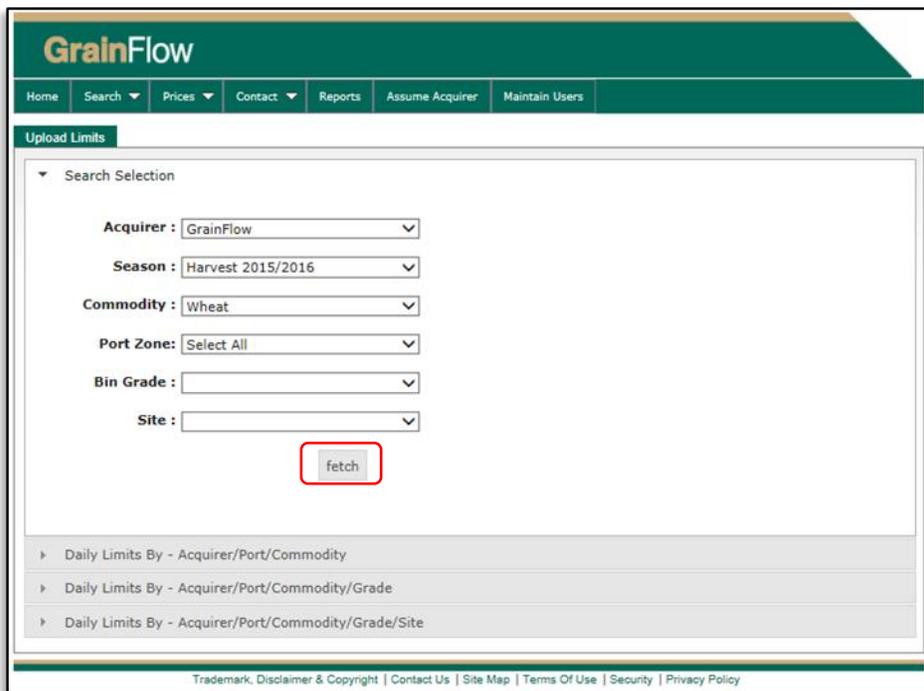


You can set up your limits by a combination of any of the following

1. Commodity and Port Zone
2. Commodity, Port Zone and Bin Grade
3. Commodity, Port Zone, Bin Grade and Site (to set a site limit you must do so by bin grade)

When you have decided on the combination you would like, click on the **'fetch'** button to view your search

### 1. Setting limit by Commodity and Port Zone



Select the checkbox where you would like to set a limit and enter the quantity (in metric tonnes) you would like your limit to be, then press 'save'

The screenshot shows the 'Upload Limits' section of the GrainFlow application. It features a 'Search Selection' dropdown menu. Below it, there is a table titled 'Daily Limits By - Acquirer/Port/Commodity'. The table has columns for 'Commodity', 'Port Zone', 'Daily Limit', and 'Maximum Quantity'. The 'Commodity' column is set to 'Wheat'. The 'Port Zone' column lists various locations: BRISBANE, NEWCASTLE, PORT KEMBLA, MELBOURNE, GEELONG, PORTLAND, OUTER HARBOR, and WALLAROO. The 'BRISBANE' row has a checked checkbox and a 'Daily Limit' of 3000. Below the table are 'save', 'back', and 'Clear' buttons. At the bottom of the page, there are links for 'Daily Limits By - Acquirer/Port/Commodity/Grade' and 'Daily Limits By - Acquirer/Port/Commodity/Grade/Site'. The footer contains 'Trademark, Disclaimer & Copyright | Contact Us | Site Map | Terms Of Use | Security | Privacy Policy'.

## 2. Setting limit by Commodity, Port Zone and Bin Grade

The screenshot shows the 'Upload Limits' section of the GrainFlow application. It features a 'Search Selection' dropdown menu. Below it, there are several search filters: 'Acquirer' (GrainFlow), 'Season' (Harvest 2015/2016), 'Commodity' (Wheat), 'Port Zone' (PORT KEMBLA), 'Bin Grade' (Select All), and 'Site' (empty). A 'fetch' button is highlighted with a red box. Below the filters are links for 'Daily Limits By - Acquirer/Port/Commodity', 'Daily Limits By - Acquirer/Port/Commodity/Grade', and 'Daily Limits By - Acquirer/Port/Commodity/Grade/Site'. The footer contains 'Trademark, Disclaimer & Copyright | Contact Us | Site Map | Terms Of Use | Security | Privacy Policy'.

### 3. Setting limit by Commodity, Port Zone, Bin Grade and Site

**GrainFlow**

Home Search Prices Contact Reports Assume Acquirer Maintain Users

**Upload Limits**

▼ Search Selection

Acquirer : GrainFlow ▼

Season : Harvest 2015/2016 ▼

Commodity : Wheat ▼

Port Zone: PORT KEMBLA ▼

Bin Grade : APH2 ▼

Site : Select All ▼

fetch

▶ Daily Limits By - Acquirer/Port/Commodity

▶ Daily Limits By - Acquirer/Port/Commodity/Grade

▶ Daily Limits By - Acquirer/Port/Commodity/Grade/Site

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Once you have Limits set up, you can upload your prices via the **'Upload My Prices'** screen

## Upload Prices with Pricing File



Click on **Upload My Prices**

This screen is used to upload prices in bulk via a pricing file. Before you do this you need to generate a pricing file with a specific format (refer Section 2.1 of GrainFlow document 'GCS File Layouts V1.5'). This can be done via your own system, or alternatively GrainFlow can provide a 'Price File Generator' to enable you to produce this file in the required format.

Once you have generated the file and saved it on your computer click on 'Browse' and select the relevant file.

**Upload Prices**

**Acquirer Pricing Files**

1. Select an **Acquirer Name** if you have access to more than one Acquirer.
2. Enter the name of the price file you wish to upload, or select the **Browse** button to locate a price file on your computer.
3. Select the **Add** button to add the price file into the **Files Selected** list box.
4. You may select a file from the **Files Selected** list box and then select the **Remove** button to remove it from the list.
5. Repeat Steps 2 to 4 for each price file for the selected **Acquirer Name** until all the price files you wish to upload are displayed in the **Files Selected** list box.
6. Select the **Upload Prices** button to start uploading all the price files listed in the **Files Selected** list box.
7. The results of the file upload will be shown in the **Processing Status** box.

Acquirer Name :  Find File:    Files Selected:

Click on 'Add' to select the file.

**Upload Prices**

**Acquirer Pricing Files**

1. Select an **Acquirer Name** if you have access to more than one Acquirer.
2. Enter the name of the price file you wish to upload, or select the **Browse** button to locate a price file on your computer.
3. Select the **Add** button to add the price file into the **Files Selected** list box.
4. You may select a file from the **Files Selected** list box and then select the **Remove** button to remove it from the list.
5. Repeat Steps 2 to 4 for each price file for the selected **Acquirer Name** until all the price files you wish to upload are displayed in the **Files Selected** list box.
6. Select the **Upload Prices** button to start uploading all the price files listed in the **Files Selected** list box.
7. The results of the file upload will be shown in the **Processing Status** box.

Acquirer Name :  Find File:    Files Selected:

Click 'Upload Prices'. A screen will appear to confirm that prices have been uploaded. If there is an error, the type of error and action needed, will appear instead.

**Upload Prices**

**Acquirer Pricing Files**

1. Select an **Acquirer Name** if you have access to more than one Acquirer.
2. Enter the name of the price file you wish to upload, or select the **Browse** button to locate a price file on your computer.
3. Select the **Add** button to add the price file into the **Files Selected** list box.
4. You may select a file from the **Files Selected** list box and then select the **Remove** button to remove it from the list.
5. Repeat Steps 2 to 4 for each price file for the selected Acquirer Name until all the price files you wish to upload are displayed in the **Files Selected** list box.
6. Select the **Upload Prices** button to start uploading all the price files listed in the **Files Selected** list box.
7. The results of the file upload will be shown in the **Processing Status** box.

Acquirer Name :  Find File:     Files Selected:

**Processing Status**

```

Processing Started...
Processing Demo Prices Upload.csv...
===== Price Upload Summary for Demo Prices Upload.csv =====
12 New Pricing Records added.
===== End Price Upload Summary for Demo Prices Upload.csv =====
Processing Completed

```

To print a copy of the prices you have uploaded,

NB: The pricing options available to you will be as per those nominated by you on the GrainFlow System Set-up Report.

## View/Maintain my Prices

**GrainFlow**

Home Search Prices Contact Reports Assume Acquirer Maintain Users

**View My Prices**

Selection Criteria  
 Acquirer:  Date:

Rollover selections  
 Payment option

**My Prices**

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To add a price in the Same Day Prices screen, just select '**Add (Bin Grade Price)**', then select from the drop downs the site, pricing option and bin grade, enter your price and whether Increments will be paid (Y/N).

Once complete, hit save and your price will be added and made active from the next hour.

GrainFlow

Home Search Prices Contact Reports Assume Acquirer Maintain Users

Maintain My Prices

Acquirer: GrainFlow

My Prices

Site	Pricing Option	Grade	Price	Start Date	End Date	Pay Increment	Select Prices To Delete
UAT - The Gums	Cash	H2	267	15/10/2015	15/10/2015	N	<input type="checkbox"/>

Return To My Prices Number Of New Prices To Be Added: 1 Add (Varietal Grade Price) Add (Bin Grade Price) Save Prices

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You can also add prices for a future date via the '**Maintain Future Prices**' button, or you can roll your current prices into the following day via the '**Rollover Prices**' button

GrainFlow

Home Search Prices Contact Reports Assume Acquirer Maintain Users

View My Prices

Selection Criteria

Acquirer: GrainFlow Date: 15/10/2015 Find My Prices

Rollover selections

Payment option: All Pricing Options Select Prices to Rollover Unselect All For Rollover

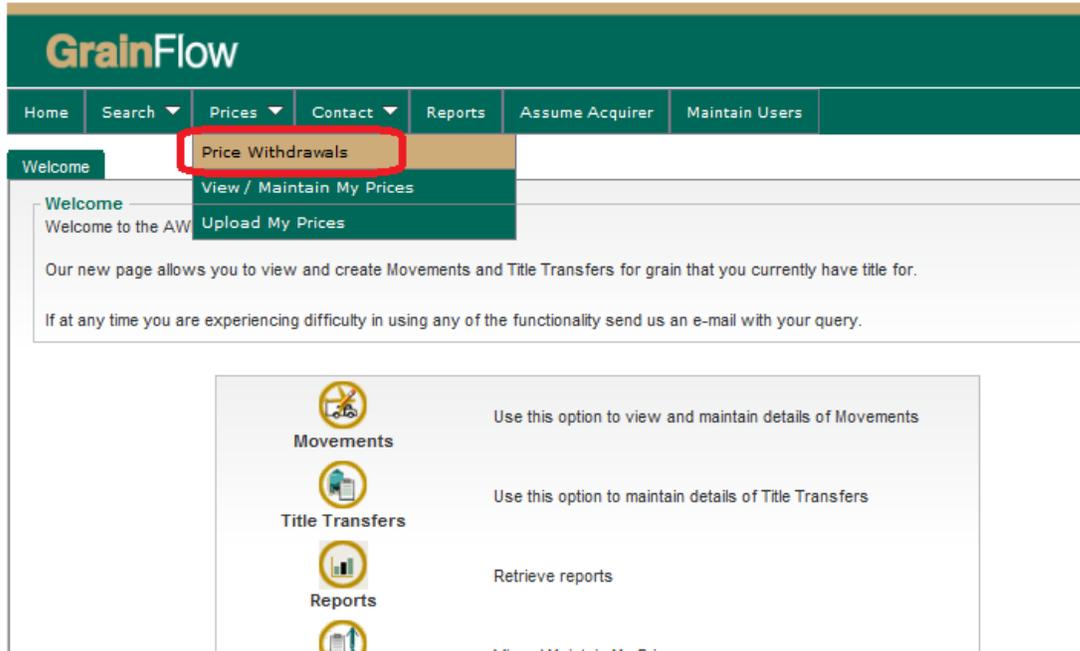
My Prices

Site	Pricing Option	Grade	Price	Start Date	End Date	Pay Increment	Tonnes Received	Select Prices To Rollover
UAT - The Gums	Cash	H2	267.00	15/10/2015 21:00:00	15/10/2015 23:59:59	N	0.00	<input checked="" type="checkbox"/>

Rollover Prices Maintain Future Prices Same Day Cash Prices Print Prices

## Withdrawing Prices

Select Price Withdrawals from 'Prices' list



Then:

1. Select site
2. Select Commodity
3. Select bin grade
4. Select additional sites (hold down ctrl key and select)
5. Click on submit

In this example wheat cash prices in the Newcastle port zone have been withdrawn

Maintain Acquirer Price Withdrawals

Selection Criteria

1. Selected Site: Beanbri

Season: Harvest 2013/2014

2. Commodity: Wheat

Acquirer: AWB CASH

Payment Option: Cash

Other Sites:

Filter: NSW Sites

4. Other Sites: West Wyalong, Bogan Gate, Stockinbingal, Bellata, Nyngan, Narromine, Gilgandra, Oaklands, Beanbri, Grong Grong

3. Bin Grade: All

5. Submit

To check go to the website to view cash prices - <http://www.grainflow.com.au/grain-prices/>

## Title Transfers

To initiate a Title Transfer, select Title Transfers from the menu.



You will be taken to the search screen where you can search for existing Title Transfers or initiate a new Title Transfer. For New Title Transfers Click on [New Title Transfer](#).

**Title Transfer Search**

Title Transfer Search

Title Transfer Detail No :  From :  To :  Acquirer Ref No. Acquirer :  AWB CASH

Buyer  Seller Title Status :  Select

**Search Results**

### Selling Acquirer Steps:

1. Selling Acquirer enters reference number
2. Selling Acquirer chooses Acquirer name from Seller details list (Acquirers will have access to their entities)
3. Selling Acquirer enters any comments
4. Selling Acquirer chooses site, bin grade, location and enters tonnage they wish to transfer
5. Should more than one grade or site be required click on  to transfer additional tonnage
6. Selling Acquirer chooses Buying Acquirer from list (the list displays those acquirers who have a signed storage and handling agreements with AWB GrainFlow).

Eg.

Home | Title Transfer Search | Movement Search | View / Maintain My Prices | Upload My Prices | Reports | Assume Acquirer

Title Ref No.      Created Date :      Seller:      Buyer :      Status :

#### Title Transfer

**Seller Details**  
Seller Ref No.: Ref123 1.  
Selling Acquirer: CBA Grain 2.  
Comments: 3.  
Back dated:       Effective Date:

**Buyer Details**  
Buyer Refer No.:   
Buying Acquirer: ABC Pty Ltd 6.  
Comments/Change Request:

**Title Details**

Delete	Reference Number	Site	BinGrade	Available Tonnage	Tonnage Transfer
	4.	UAT - Sea Lake	05/06 H2	24940.11	5000.00

7. 

7.

7. Selling Acquirer clicks on  and confirms their wish to submit the transfer to the buyer.

Note - Once the Buying Acquirer accepts the transfer the Selling Acquirer will received an e-mail notifying them of the buyer's acceptance.

### Buying Acquirer Steps:

8. Buying Acquirer receives e-mail informing them that Selling Acquirer has initiated a transfer.

A Title Transfer has been Requested by CBA Grain for Monday, 27 August 2007 for you (ABC Pty Ltd) to review and Approve.

Seller Reference: Ref123

Season	Site	BinGrade	Tonnage
Harvest 2005/2006	UAT - Sea Lake	05/06 H2	5000.00

Click on the following link to "Login" to the AWB GrainFlow Ltd Acquirer Portal to view and approve the Title Transfer.

<https://www.awb.com.au/growers?EMRef=TD002627&EMAcq=2>

NB. Please do not reply to this message. This is a system generated email.

- Buying acquirer clicks on link provided and is taken to the login page where they enter their user ID and password. Buyer is then taken to the Title Transfer entry screen for the applicable transfer.

Home | Title Transfer Search | Movement Search | View / Maintain My Prices | Upload My Prices | Reports | Assume Acquirer

Title Ref No. TD002627 Created Date : 27/08/2007 Seller: CBA Grain Buyer : ABC Pty Ltd Status : Requested

### Title Transfer

<b>Seller Details</b>	<b>Buyer Details</b>
Seller Ref No. : Ref123	Buyer Refer No. : 10.
Selling Acquirer : CBA Grain	Buying Acquirer : ABC Pty Ltd
Comments :	Comments/Change Request : 11.
Back dated: <input type="checkbox"/>	Effective Date:

### Title Details

Reference Number	Site	BinGrade	Tonnage	Transfer
TT004093	UAT - Sea Lake	05/06 H2	5000.00	

Add

12.

Submit Accept Print Reject Modify Request Change Return to Search

- Buying acquirer enters Buyers Reference No

- Buying acquirer enters any comments

- If happy with the details, the Buying Acquirer clicks on . A confirmation will appear which the Selling Acquirer must accept before the transfer is completed

13. Once the Buying Acquirer has accepted the transfer the entitlement stock is debited from the Selling Acquirer and credited to the Buying Acquirer as at the date and time the Selling Acquirer initiated the transfer.
14. Both Buyer and Seller can print a copy of the Title Transfer Manifest for their records.

**Please note that Title Transfers must be initiated and accepted within the same calendar month.**

#### **Alternative Flows**

- The Selling Acquirer may choose to amend the details by clicking on  prior to the Buying Acquirer accepting the transfer. A second e-mail will be sent to the Buying Acquirer with a link to the amended transfer.
- The Buying Acquirer may request changes to the proposed transfer by recording the details in the buyer comments/change request area and clicking on . An e-mail will be sent to the Selling Acquirer notifying them of the proposed change.
- The Buying Acquirer may choose not to accept the transfer by clicking on . An e-mail notification will be sent to the Selling Acquirer.

## Accessing Reports



Click on the **Reports** icon.

The user can then select the report type from the drop down menu. Once selected, report parameter fields will appear for the user to refine their selection. By selecting different options in these fields, other grouping & selection parameters will become available.

The screenshot shows a software interface with two main sections: **Report** and **Report Details**. The **Report** section contains a dropdown menu labeled "Select a report" which is currently open, displaying a list of report types: "Acquirer Receipts by Date", "Acquirer Receipts by Season", "Entitlement Stock Report", "Manual Inventory Adjustments", "Movement Details Report", "Pricing Report", "Segregation Availability Report", "Stack Averages Report", and "Title Transfer Report". Below the dropdown is a "Report Format" dropdown menu set to "Web Page". At the bottom of the **Report** section is a "Create report" button. The **Report Details** section is currently empty.

## Report Descriptions

**Acquirer Daily Limits Report (live)** - Allows you to view your current limits including your purchases for the day

**Acquirer Prices at Future Date** - Allows you to view your uploaded prices for a future date so you can check prices have uploaded correctly

**Acquirer Purchases By Day (live)** - Allows you to view your cash purchases on a specific date and broken down by site, grade and cash price.

**Acquirer Receivals by Date** - Allows you to look at your receivals on a real time basis for a period of time that you select by defining to and from dates. By changing *Group Receivals* by to Bin Grade you can further refine report to differentiate between contract & cash deliveries.

**Acquirer Receivals by Season** - Another receivals report which allows you to view total receivals into AWB GrainFlow sites.

**Acquirer Ticket by Ticket Report** – Allows you to view details on each ticket direct from the grower. Note this report must be run at a one month maximum range.

**Daily Cash Prices Report** – Allows you to track your price changes throughout the day.

**Entitlement Stock Audit Report** – Provides a break down of all the transactions that make up your entitlement stock figure for a particular bin grade, season and site.

**Entitlement Stock Report** - This is your stock report. Please note that the stock report will be current as of midnight the previous evening - this is when the system updates all movements, title transfers etc. into the entitlement stock figure.

**Manual Inventory Adjustment** - This report shows any changes that have been made to stock levels outside the normal receiptal, movements or title transfer process.

**Movement Daily Summary Report** - This report gives a daily summary by order of any of your movements/outturns from site.

**Movement Details Report** - This report gives load by load details on any of your movements/outturns from site.

**Pricing Report** - Allows you to view and sort all prices posted at GrainFlow sites on a given day

**Segregation Availability Report** - Allows you to view what segregations are available for receiptal at GrainFlow sites

**Stack Averages Report** – Provides stack averages for quality attributes in stacks which you have ownership or have had ownership.

**Title Transfer Report** - Details all title transfers to or from a selected acquirer