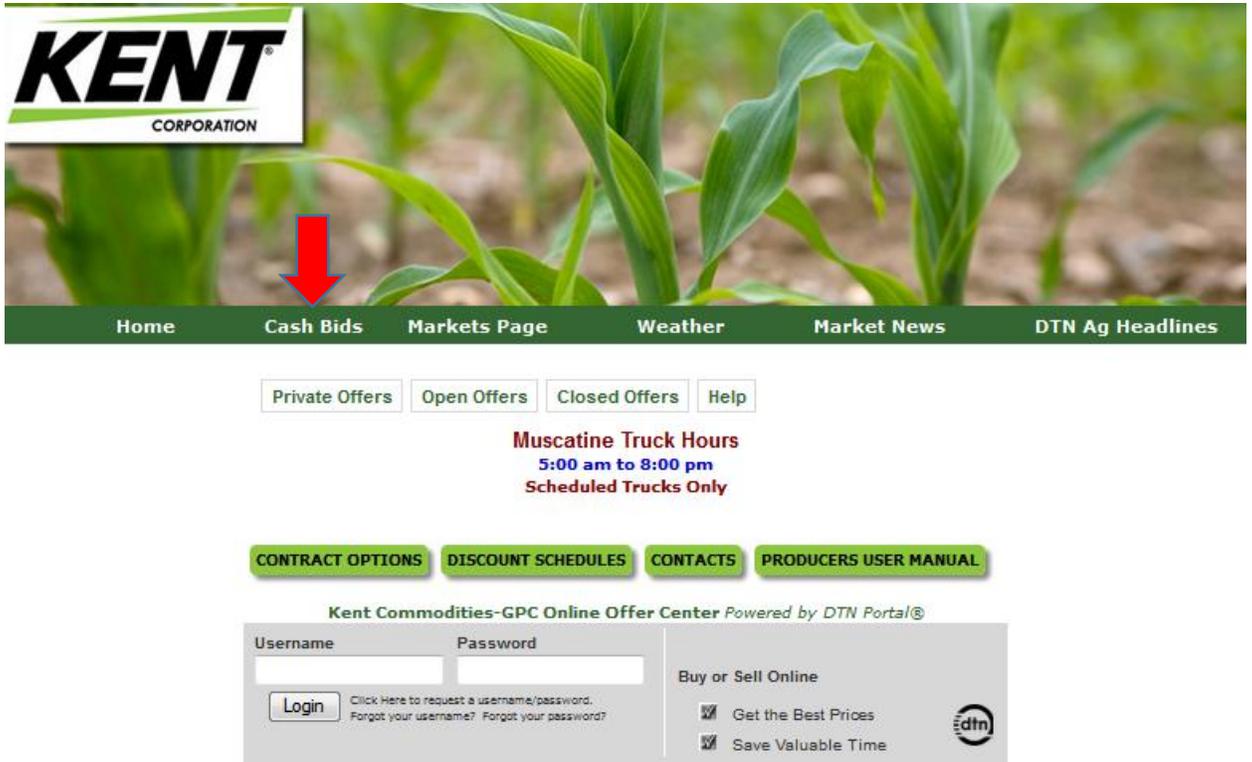


# **Producer User Manual for** **Grain Trading Portal**

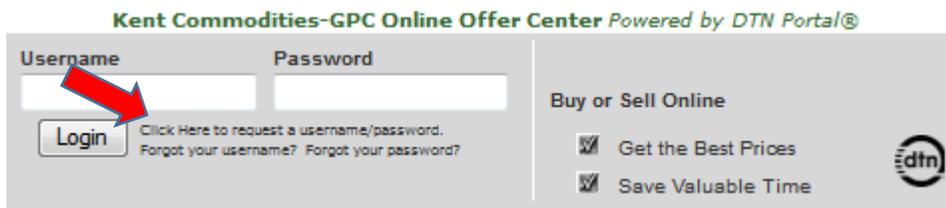
1. Create a Member Login Account
2. Making an Offer

## Create a Member Login Account

1. Login [www.gpcbids.com](http://www.gpcbids.com)
2. Go to **Cash Bids** Tab
3. Select Plant location: Muscatine, Washington, or Plainville



1. "Click Here" to request a username/password (illustrated below)



2. Enter your information into the provided screen. All asterisked fields are required.



Member Login

Password must be at least 8 characters long

Username\*

Password\*

Contact Information

First Name\*

Last Name\*

Company

Address

Address2

Country

City

State

Zip Code

Home Phone

Work Phone

Cell Phone

Fax

Email\*

Alternate Email Address

Fuller Dealer ID

Feed Acct

Plant

\* By consenting below, you are declaring that you are the sole and exclusive holder, owner, and user of the account associated with the electronic addresses provided or that you provide to us from time to time. Thank you.

Yes! I consent

Subscription



**Subscription**

Portal Offer

Subscribe to web site and DTN promotions

Bulk Quotes - Email (buyer)

Receive Daily Futures Text Messages \*\*

Bulk Ingredient Price Quotes - Email (seller)

\*\* \*\* Text messaging charges may be applied by your cellular provider.

**I consent to having the information above, including my electronic addresses, included in Kent Commodities database, and to receive electronic messages and commercial electronic messages from Kent Commodities. I understand that I can opt out at any time.**



Please type the text in the box.



5. Click the **“Submit Request”** button when finished. If any required fields have been left blank you will be prompted to enter that information and click **“Submit Request”** again.

6. You will receive an email confirmation once your account has been entered into the system. This may take up to 24 hours from time of submission.

# Making an Offer

1. Click the “Cash Bids” link at the top center portion of the page.

CORN						
Muscatine						
	Option Month	Basis	Cash Price	Futures Price	Futures Change	
Apr Week 1	@C5K	0.00	3.85	385'2	3'4	
Apr Week 2	@C5K	0.00	3.85	385'2	3'4	
Apr Week 3	@C5K	0.04	3.89	385'2	3'4	
Apr Week 4	@C5K	0.10	3.95	385'2	3'4	
May Week 1	@C5K	0.06	3.91	385'2	3'4	
May Week 2	@C5K	0.06	3.91	385'2	3'4	
May Week 3	@C5K	0.04	3.89	385'2	3'4	

2. Here you can view the current general pricing, create a new account for login capabilities to make offers or login to an already existing account in order to view and make offers.
3. If you do not currently have an account with the Plant you can request one by clicking on “**Click Here to request a username/password**”. You will be prompted with a form to enter your information into. Once submitted this form will be sent to an administrator at the Plant Site to create your new user account. Once the administrator has finished creating the account you will receive an email confirmation with your login information.

- If you already have an account with the Plant you can proceed to log into the system to view your account by entering your username and password. Below is a sample of what you may see when you first log into the system.

Location: Muscatine

CORN						
	Muscatine					
	Option Month	Basis	Cash Price	Futures Price	Futures Change	Action
Apr Week 1	@C5K	0.00	3.85	385'0	3'2	<a href="#">Make Offer</a>
Apr Week 2	@C5K	0.00	3.85	385'0	3'2	<a href="#">Make Offer</a>
Apr Week 3	@C5K	0.04	3.89	385'0	3'2	<a href="#">Make Offer</a>
Apr Week 4	@C5K	0.10	3.95	385'0	3'2	<a href="#">Make Offer</a>
May Week 1	@C5K	0.06	3.91	385'0	3'2	<a href="#">Make Offer</a>
May Week 2	@C5K	0.06	3.91	385'0	3'2	<a href="#">Make Offer</a>
May Week 3	@C5K	0.04	3.89	385'0	3'2	<a href="#">Make Offer</a>
May Week 4	@C5K	0.04	3.89	385'0	3'2	<a href="#">Make Offer</a>
Jun Week 1	@C5N	-0.02	3.91	392'6	2'6	<a href="#">Make Offer</a>
Jun Week 2	@C5N	-0.02	3.91	392'6	2'6	<a href="#">Make Offer</a>
Jun Week 3	@C5N	-0.02	3.91	392'6	2'6	<a href="#">Make Offer</a>
Jun Week 4	@C5N	-0.02	3.91	392'6	2'6	<a href="#">Make Offer</a>
Jul Week 1	@C5N	-0.02	3.91	392'6	2'6	<a href="#">Make Offer</a>
Jul Week 2	@C5N	-0.02	3.91	392'6	2'6	<a href="#">Make Offer</a>
Jul Week 3	@C5N	-0.02	3.91	392'6	2'6	<a href="#">Make Offer</a>
Jul Week 4	@C5N	-0.02	3.91	392'6	2'6	<a href="#">Make Offer</a>



- If you wish to make an offer click the **“Make Offer”** link and the following screen will be brought up for you to enter your information in. Read the Disclaimer and click the **“Continue”** button.

## Transact

<b>Location:</b> Muscatine	<b>Commodity:</b> Corn	<b>Offer Type:</b> Cash	<b>Buy or Sell:</b> Sell
<b>Contract:</b> Mar Week 3	<b>Symbol:</b> C5K		
<b>Quantity:</b> 4000 Bushels	<b>Cash Bid:</b> 3.7650 USD	<b>Offer Price:</b> 3.765 USD	
Last Update 03/19/2015 16:42:27			
<b>Delivery Method:</b> Deliver (DEL)	<b>Delivery Start:</b> 03/16/2015	<b>Delivery End:</b> 03/22/2015	<b>Expiration:</b> 03/22/2015 3 PM
<b>Comments:</b>		<b>Alternate Contact:</b>	
<b>Terms, Conditions &amp; Fees:</b> <small>You are about to make a legally binding BioOffer. Please thoroughly review your intentions before submitting for final submission. This BioOffer will become effective once acknowledged by an authorized Kant Merchant. Press "accept" to continue, or "cancel" to go back.</small>			
<input type="checkbox"/> Check box to acknowledge you have read, understood, and are in agreement of the terms, conditions and fees described above.			
<b>Submit for Confirmation</b>		<b>Cancel</b>	

- The following screen will be displayed. Complete the Offer Entry area of the window, click the acknowledge checkbox, and click the **“Submit for Confirmation”** button.

## Confirm Offer

<b>Location:</b>	Muscatine
<b>Commodity:</b>	Corn
<b>Offer Type:</b>	Cash
<b>Buy or Sell:</b>	Sell
<b>Contract Delivery:</b>	Mar Week 3
<b>Symbol:</b>	C5K
<b>Basis:</b>	0.03
<b>Basis Lock:</b>	false
<b>Offer Quantity:</b>	4000
<b>Offer Price:</b>	3.765
<b>Delivery Method:</b>	Deliver (DEL)
<b>DP Contract #:</b>	
<b>Delivery Start:</b>	03/16/15
<b>Delivery End:</b>	03/22/15
<b>Offer Expiration Date &amp; Time:</b>	03/22/15 3PM
<b>Alternate Contact:</b>	
<b>Comments:</b>	
<b>Finalize</b>	
<b>Back</b>	<b>Cancel</b>

- The following window will appear. Review the details. If any changes need to be made click the **“Back”** button, otherwise click the **“Finalize Offer”** button
- Upon clicking the **“Finalize Offer”** button an email is sent to the Plant Administrator(s) notifying them of a **“Pending Offer** and you will receive a **New Offer Confirmation** email as well.