



CBHLoadNet

DOMESTIC SERVICES

A guide to accessing grain from CBH sites for domestic customers and end-users.



OCTOBER 2019

The CBH Group provides domestic grain outturn services to customers and end-users at selected sites within the CBH network.

We aim to provide a continuous service to our domestic customers, provided adequate notice has been given. Transport services and freight quotes are also available on request.

All requests are managed through your CBH LoadNet account where you can request to transfer grain entitlement to an available site prior to submitting your outturn request.

To use this service, you must be a registered customer of CBH with a Grain Services Agreement in place. Once registered, you will be provided with CBH LoadNet account. To make an enquiry please email **customersupport@cbh.com.au**.

All current agreements and fee schedules are available on the CBH website **www.cbh.com.au**.

Need help?

P | (08) 9237 9792

E | cbh.domestics@cbh.com.au

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Site Entitlement Transfer

For outturns to a domestic end-user, grain entitlement (ownership) must be available at the outturn site before you can submit an Outturn Request.

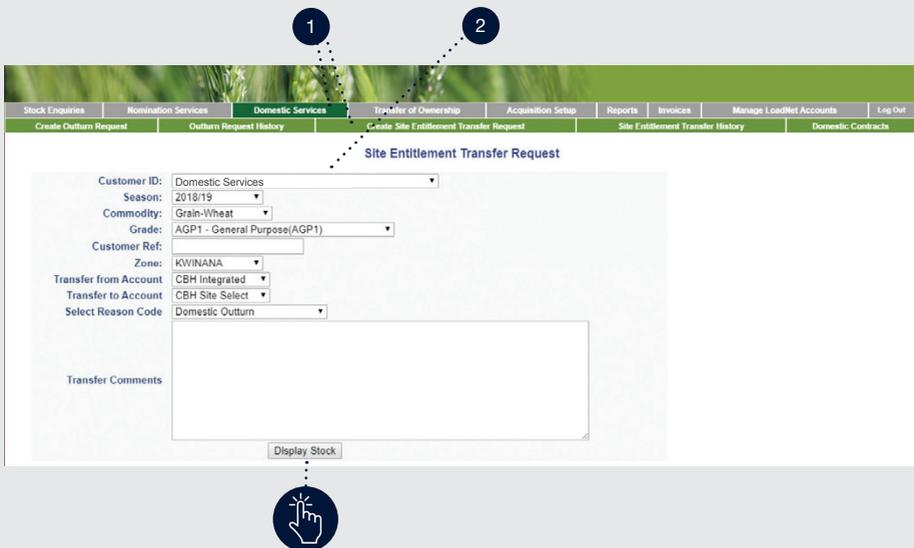
Use the Create Site Entitlement Transfer request to transfer grain from your CBH Integrated entitlement at a port terminal, to CBH Site Select.

In some instances, transfer requests will be initiated by CBH and will need to be approved by you.

How to submit a Site Entitlement Transfer Request

Step 1 – View stock available for outturn

- 1 Go to **DOMESTIC SERVICES** then **SITE ENTITLEMENT TRANSFER REQUEST** from the top menu.
- 2 Enter the relevant criteria for the stock you want to view - season, commodity, grade, zone, from and to accounts and reason code.
-  Select the **DISPLAY STOCK** button.



The screenshot shows the 'Site Entitlement Transfer Request' form. The top navigation bar includes 'Stock Enquiries', 'Nomination Services', 'Domestic Services', 'Transfer of Ownership', 'Acquisition Setup', 'Reports', 'Invoices', 'Manage LoadNet Accounts', and 'Log Out'. Below this is a sub-menu with 'Create Outturn Request', 'Outturn Request History', 'Create Site Entitlement Transfer Request', 'Site Entitlement Transfer History', and 'Domestic Contracts'. The form itself has the following fields:

- Customer ID: Domestic Services
- Season: 2018/19
- Commodity: Grain-Wheat
- Grade: AGP1 - General Purpose(AGP1)
- Customer Ref: [Empty]
- Zone: KWINANA
- Transfer from Account: CBH Integrated
- Transfer to Account: CBH Site Select
- Select Reason Code: Domestic Outturn
- Transfer Comments: [Text Area]
- Display Stock: [Button]

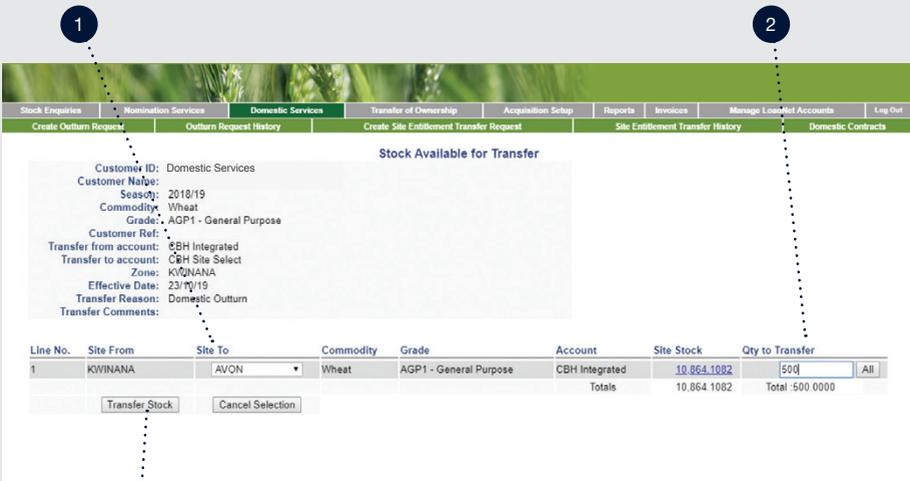
Callout 1 points to the 'Domestic Services' menu item. Callout 2 points to the 'Create Site Entitlement Transfer Request' menu item. Callout 3 points to the 'Display Stock' button.

How to submit a Site Entitlement Transfer Request cont.

Step 2 – Transfer stock to site

- 1 Select **SITE TO** dropdown option to choose the preferred site to outturn from. If the sites does not show in the list, contact the CBH Domestic team.
 - 2 Enter the total **QTY TO TRANSFER** (tonnes) you want to transfer to the outturn site.
-  Select the **TRANSFER STOCK** button.

The estimated freight payable or refundable will be calculated. Please review this carefully before confirming the transfer request.



Stock Available for Transfer

Customer ID: Domestic Services
 Customer Name: 2018/19
 Season: 2018/19
 Commodity: Wheat
 Grade: AGP1 - General Purpose
 Customer Ref:
 Transfer from account: CBH Integrated
 Transfer to account: CBH Site Select
 Zone: KWINANA
 Effective Date: 23/01/19
 Transfer Reason: Domestic Outturn
 Transfer Comments:

Line No.	Site From	Site To	Commodity	Grade	Account	Site Stock	Qty to Transfer	
1	KWINANA	AVON	Wheat	AGP1 - General Purpose	CBH Integrated	10,864,1082	500	All
Totals						10,864,1082	Total: 500,0000	

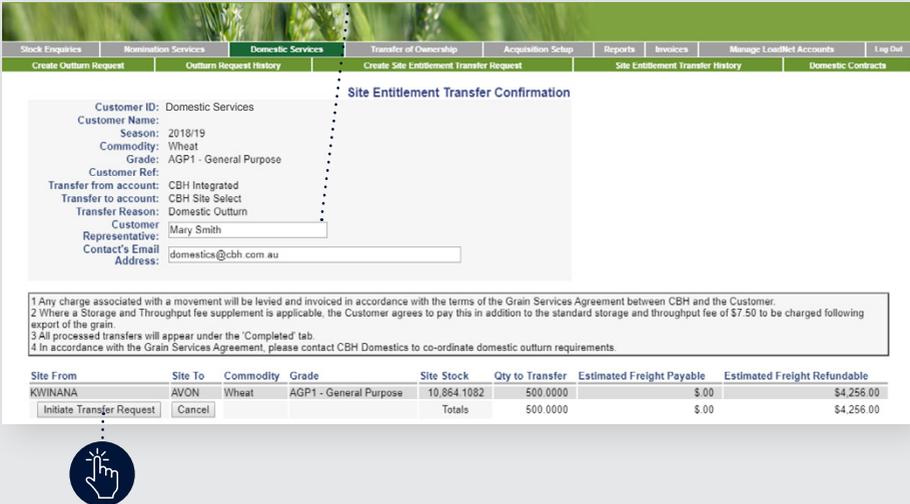
Transfer Stock Cancel Selection

Step 3 – Confirm transfer request

- 1 Enter your name in the **CUSTOMER REPRESENTATIVE** field and your email address.
-  Select the **INITIATE TRANSFER REQUEST** button.

The request will be sent to CBH for processing and you will be notified by email. You can also check the status of a request – see next section.

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Stock Enquiries	Nomination Services	Domestic Services	Transfer of Ownership	Acquisition Setup	Reports	Invoices	Manage LoadNet Accounts	Log Out
Create Outturn Request	Outturn Request History	Create Site Entitlement Transfer Request	Site Entitlement Transfer History	Domestic Contracts				

Site Entitlement Transfer Confirmation

Customer ID: Domestic Services
 Customer Name:
 Season: 2018/19
 Commodity: Wheat
 Grade: AGP1 - General Purpose
 Customer Ref:
 Transfer from account: CBH Integrated
 Transfer to account: CBH Site Select
 Transfer Reason: Domestic Outturn
 Customer Representative:
 Contact's Email Address:

1 Any charge associated with a movement will be levied and invoiced in accordance with the terms of the Grain Services Agreement between CBH and the Customer.
 2 Where a Storage and Throughput fee supplement is applicable, the Customer agrees to pay this in addition to the standard storage and throughput fee of \$7.50 to be charged following export of the grain.
 3 All processed transfers will appear under the 'Completed' tab.
 4 In accordance with the Grain Services Agreement, please contact CBH Domestic to co-ordinate domestic outturn requirements

Site From	Site To	Commodity	Grade	Site Stock	Qty to Transfer	Estimated Freight Payable	Estimated Freight Refundable
KWINANA	AVON	Wheat	AGP1 - General Purpose	10,864.1082	500.0000	\$ 0.00	\$4,256.00
Totals					500.0000	\$ 0.00	\$4,256.00



How to view the status of a site entitlement transfer request

1 Go to **DOMESTIC SERVICES** then **SITE ENTITLEMENT TRANSFER HISTORY** in the top menu bar

- **Requested** – the request is waiting acceptance.
- **Accepted** – the request has been accepted but not yet approved.
- **Cancelled** – the request has been cancelled.
- **Completed** – the request has been approved and processed.



1

Requested Accepted Cancelled Completed

Requested Site Entitlement Transfers

Customer ID: Domestic Services

Customer Site Entitlement Transfer Requests

Contract Number	Date Requested	Season	Commodity	Qty To Transfer	Estimated Freight Payable	Estimated Freight Refundable	Status	Action
78643	8/10/2019	2018/19	Wheat	500.0000	\$ 0.00	\$4,256.00	Requested	Requested

CBH Site Initiated or Amended Entitlement Transfer Requests

Contract Number	Date Requested	Season	Commodity	Qty To Transfer	Estimated Freight Payable	Estimated Freight Refundable	Estimated Storage and Throughput Fee Supplement	Status	Action	Customer Representative
78645	8/10/2019	2018/19	Oats	5,000.0000	\$49,000.00	\$ 0.00	\$ 0.00	Requested	Requested	
78644	8/10/2019	2018/19	Oats	1,000.0000	\$10,000.00	\$ 0.00	\$ 0.00	Requested	Requested	

Update Refresh

How to accept a CBH initiated site entitlement transfer request

If CBH has initiated a transfer request you will need to approve it before it can be processed.

- 1 Go to the **CBH SITE INITIATED OR AMENDED ENTITLEMENT TRANSFER REQUESTS** table to view requested transfers.
- 2 To review the details of the request, click on the **CONTRACT NUMBER** link.
- 3 If ok, select **ACCEPTED** from the dropdown options under the **ACTION** column.
- 4 Enter your name in the **CUSTOMER REPRESENTATIVE** field.
-  Select the **UPDATE** button.



Customer ID: Domestic Services

Requested Site Entitlement Transfers

Customer Site Entitlement Transfer Requests

Contract Number	Date Requested	Season	Commodity	Qty To Transfer	Estimated Freight Payable	Estimated Freight Refundable	Status	Action
78643	8/10/2019	2018/19	Wheat	500.0000	\$ 0.00	\$4,256.00	Requested	Requested

CBH Site Initiated or Amended Entitlement Transfer Requests

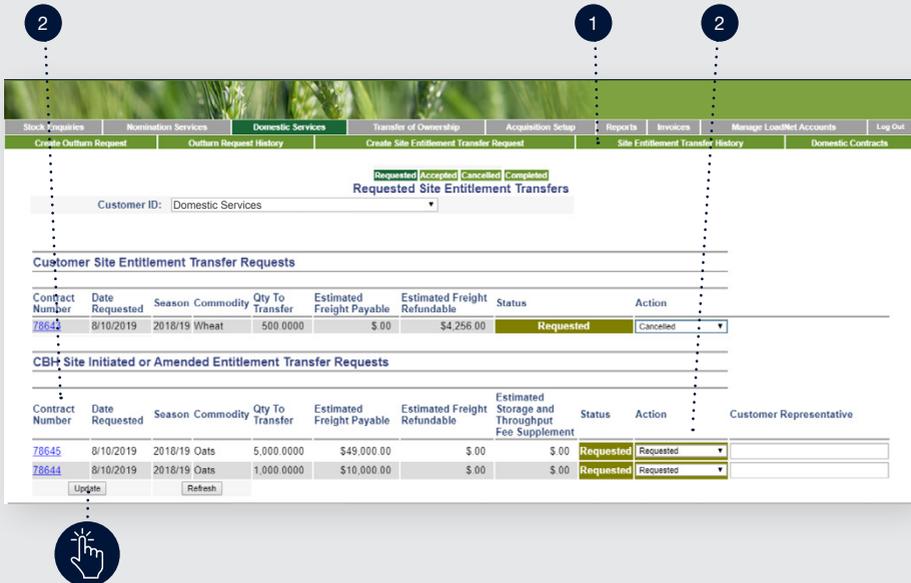
Contract Number	Date Requested	Season	Commodity	Qty To Transfer	Estimated Freight Payable	Estimated Freight Refundable	Estimated Storage and Throughput Fee Supplement	Status	Action	Customer Representative
78645	8/10/2019	2018/19	Oats	5,000.0000	\$49,000.00	\$ 0.00	\$ 0.00	Requested	Accepted	
78644	8/10/2019	2018/19	Oats	1,000.0000	\$10,000.00	\$ 0.00	\$ 0.00	Requested	Requested	

Update Refresh

How to cancel a site entitlement transfer request

You can cancel a transfer request submitted by you or initiated by CBH.

- 1 Go to **DOMESTIC SERVICES** then **SITE ENTITLEMENT TRANSFER HISTORY** from the top menu bar.
- 2 Go to the **CONTRACT NUMBER** line item and select **CANCELLED** from the dropdown options under the **ACTION** column.
-  Select the **UPDATE** button.



The screenshot shows the 'Requested Site Entitlement Transfers' page. At the top, the navigation menu includes 'Stock Inquiries', 'Nomination Services', 'Domestic Services', 'Transfer of Ownership', 'Acquisition Setup', 'Reports', 'Invoices', 'Manage Load/Net Accounts', and 'Log Out'. Below the menu, there are tabs for 'Create Outturn Request', 'Outturn Request History', 'Create Site Entitlement Transfer Request', 'Site Entitlement Transfer History', and 'Domestic Contracts'. The main content area is titled 'Requested Site Entitlement Transfers' and includes a 'Customer ID' dropdown set to 'Domestic Services'. There are two sections of tables: 'Customer Site Entitlement Transfer Requests' and 'CBH Site Initiated or Amended Entitlement Transfer Requests'. The 'Customer Site Entitlement Transfer Requests' table has columns for Contract Number, Date Requested, Season, Commodity, Qty To Transfer, Estimated Freight Payable, Estimated Freight Refundable, Status, and Action. The 'CBH Site Initiated or Amended Entitlement Transfer Requests' table has columns for Contract Number, Date Requested, Season, Commodity, Qty To Transfer, Estimated Freight Payable, Estimated Freight Refundable, Estimated Storage and Throughput Fee Supplement, Status, Action, and Customer Representative. At the bottom, there are 'Update' and 'Refresh' buttons. Numbered callouts 1 and 2 point to the 'Domestic Services' and 'Site Entitlement Transfer History' menu items respectively. Callout 2 also points to the 'Action' column in the 'Customer Site Entitlement Transfer Requests' table. A hand cursor icon points to the 'Update' button.

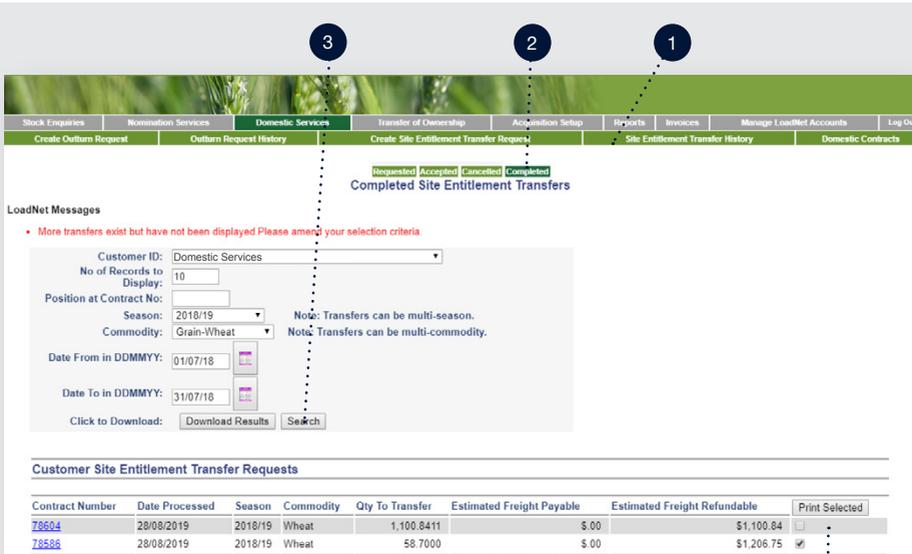
Contract Number	Date Requested	Season	Commodity	Qty To Transfer	Estimated Freight Payable	Estimated Freight Refundable	Status	Action
78645	8/10/2019	2018/19	Wheat	500.0000	\$ 0.00	\$4,256.00	Requested	Cancelled

Contract Number	Date Requested	Season	Commodity	Qty To Transfer	Estimated Freight Payable	Estimated Freight Refundable	Estimated Storage and Throughput Fee Supplement	Status	Action	Customer Representative
78645	8/10/2019	2018/19	Oats	5,000.0000	\$49,000.00	\$ 0.00	\$ 0.00	Requested	Requested	
78644	8/10/2019	2018/19	Oats	1,000.0000	\$10,000.00	\$ 0.00	\$ 0.00	Requested	Requested	

How to view and print completed site entitlement transfer requests

- 1 Go to **DOMESTIC SERVICES** then **SITE ENTITLEMENT TRANSFER HISTORY** from the top menu bar.
- 2 Select the **COMPLETED** button from the top options.
- 3 Enter the selection criteria then select the **SEARCH** button to view a list of results.
-  Select the request/s you want to print and then the **PRINT SELECTED** button.

The request/s will open in a new tab which you can then print from your browser settings.



The screenshot shows the 'Completed Site Entitlement Transfers' page. At the top, there are navigation tabs: 'Stock Enquiries', 'Nonmarket Services', 'Domestic Services', 'Transfer of Ownership', 'Acquisition Setup', 'Imports', 'Invoices', 'Manage LoadNet Accounts', and 'Log Out'. Below these are sub-tabs: 'Create Outfarm Request', 'Outfarm Request History', 'Create Site Entitlement Transfer Request', 'Site Entitlement Transfer History', and 'Domestic Contracts'. The 'Create Site Entitlement Transfer Request' sub-tab is active, showing options for 'Requested', 'Approved', 'Cancelled', and 'Completed'. The 'Completed' option is selected.

Below the sub-tabs, there is a 'LoadNet Messages' section with a red message: 'More transfers exist but have not been displayed Please amend your selection criteria'. This is followed by a search form with the following fields:

- Customer ID: Domestic Services (dropdown)
- No of Records to Display: 10 (input)
- Position at Contract No: (input)
- Season: 2018/19 (dropdown)
- Commodity: Grain-Wheat (dropdown)
- Date From in DDMYY: 01/07/18 (calendar)
- Date To in DDMYY: 31/07/18 (calendar)
- Buttons: Download Results, Search

Below the search form is a table titled 'Customer Site Entitlement Transfer Requests'.

Contract Number	Date Processed	Season	Commodity	Qty To Transfer	Estimated Freight Payable	Estimated Freight Refundable	Print Selected
78504	28/08/2019	2018/19	Wheat	1,100.8411	\$ 0.00	\$1,100.84	<input type="checkbox"/>
78586	28/08/2019	2018/19	Wheat	58.7000	\$ 0.00	\$1,206.75	<input checked="" type="checkbox"/>



How to download completed site entitlement transfer requests

- 1 Go to **DOMESTIC SERVICES** then **SITE ENTITLEMENT TRANSFER HISTORY** from the top menu bar.
 - 2 Select the **COMPLETED** button from the top options.
 - 3 Enter the selection criteria then select the **DOWNLOAD** button to create .csv file.
- Select the **CLICK HERE** hyperlink underneath the search criteria to download the .csv file.

The screenshot displays the 'Completed Site Entitlement Transfers' page. The top navigation bar includes 'Stock Enquiries', 'Nomination Services', 'Domestic Services', 'Transfer of Ownership', 'Acquisition Setup', 'Reports', 'Invoices', and 'Manage LoadNet Accounts'. The 'Domestic Services' menu is expanded, showing 'Create Outturn Request', 'Outturn Request History', 'Create Site Entitlement Transfer Request', and 'Site Entitlement Transfer History'. The 'Site Entitlement Transfer History' sub-menu is active, showing tabs for 'Requested', 'Accepted', 'Cancelled', and 'Completed'. The 'Completed' tab is selected, displaying the title 'Completed Site Entitlement Transfers'. Below the tabs, there is a 'LoadNet Messages' section with a red message: 'More transfers exist but have not been displayed. Please amend your selection criteria.' The search form includes the following fields: Customer ID (Domestic Services), No of Records to Display (10), Position at Contract No, Season (2018/19), Commodity (Grain-Wheat), Date From in DDMYY (01/07/18), and Date To in DDMYY (31/07/18). A 'Click to Download' section contains a 'Download Results' button and a 'Search' button. A message at the bottom states 'Your download is now available' with a 'Click Here' link. Numbered callouts (1, 2, 3) point to the 'Completed' tab, the 'Download Results' button, and the 'Click Here' link respectively.

Outturn Requests

Domestic outturn services are offered at selected sites within the CBH network to facilitate the outturn of grain to domestic end-users.

To use this service you must be a registered customer of CBH and have grain entitlement (ownership) at the site before you can submit an outturn request for approval.

How to submit an outturn request

- 1 Go to **DOMESTIC SERVICES** then **CREATE OUTTURN REQUEST** from the top menu bar.
 - 2 Enter the **CUSTOMER ID**, **SEASON**, **COMMODITY** and **GRADE** in the first section.
 - 3 Enter the **TRANSFER DETAILS** section – see table on the following page for a description of each field.
 - 4 Enter the **COLLECTION SCHEDULE** with **DATES** and **QUANTITY** (tonnes) per day.
- Select the **SUBMIT** button.

Create Outturn Request

Customer ID: Domestic Services Account: CBH Site Select
 Season: 2018/19
 Commodity: Grain-Wheat
 Grade: AGP1 - General Purpose(AGP1)

CBH reserves the right to recover all of its losses, costs and damages resulting from the Customer's breach of the Grain Services Agreement if the Customer, their end user or transporter fails to pick up grain in accordance with this Outturn Request (as amended with CBH's consent), or if the Customer provides late notice of a cancellation that has resulted in CBH incurring unnecessary losses, costs or damages.

Transfer Details

Intended Buyer: For Own Use: LI
 Buyer Email: Livestock Feed Company
 Instructions: Liddle Flour Inc.
 Contract:
 Release:
 Client Order #:
 Preferred Site:
 Quantity: 500 0000
 Transporter: CBH to Arrange:
 Requested by:
 Requested on: 23/10/18
 Start Date: 26/10/18 Expiry Date: 30/10/18

Collection Schedule

Date	Quantity	Date	Quantity	Date	Quantity	Date	Quantity
26/10/18	100 0000	27/10/18	100 0000	28/10/18	100 0000	29/10/18	100 0000
30/10/18	100 0000						

Click Here to add more dates

Submit

Transfer details	Description	
Intended Buyer:	<p>Associated buyers</p> <ul style="list-style-type: none"> – When you start to type in your buyer a list of your associated buyers will display to choose from. – If your buyer does not display, type in the buyer trading name and their email address in the next field (see below). – If you want a buyer added to your list, contact the CBH Domestics team and provide the trading name and email address. <p>For Own Use</p> <ul style="list-style-type: none"> – Only tick this box if the outturn is for your own use. – The Outturn Domestic Form (ODF) will be sent to the email address associated with your account. 	Mandatory
Buyer Email:	<p>This is the email address that the electronic Outturn Domestic Form (ODF) is sent to.</p> <ul style="list-style-type: none"> – If you use an associated buyer, the email address field will pre-fill and you will not need to enter an address. – If the associated buyer is not in your list you will need to enter in the email address. – If for own use the email address on your account will be used. 	Optional
Instructions:	Enter any specific information for CBH to be aware of.	Optional
Contract:	Enter your contract number or select an existing one – this will be shown on the outturn form.	Optional
Release:	Enter your release number or select an existing one – this will be shown on the outturn form.	Optional
Client Order #:	If required for your buyer's reference.	Optional
Preferred Site:	The site you want to outturn the grain from. You must have entitlement (ownership) at the site.	Mandatory
Quantity:	Leave this blank as it will automatically pre-fill from your outturn schedule.	Optional
Transporter:	<ol style="list-style-type: none"> 1. CBH to Arrange – tick this box if you have arranged freight with CBH; or 2. Enter the Transporter name in the free text field. 	Mandatory
Requested by:	Your name.	Mandatory
Requested on:	The date of the request – defaulted to today.	Mandatory
Start Date:	The date outturns will begin.	Mandatory
Expiry Date:	The date outturns will finish.	Mandatory

How to view the status of an outturn request

Go to **DOMESTIC SERVICES** then **OUTTURN REQUEST HISTORY** from the top menu bar. A list of ALL requests will be displayed, or you can navigate to each status:

- **Requested** – the request is waiting acceptance.
- **Denied** – the request was denied by CBH.
- **Cancelled** – the request has been cancelled by you or CBH.
- **Pre-approved** – the request has been received by CBH and is awaiting approval.
- **Pending Approval** – the request is being processed by CBH.
- **Accepted** – the request has been accepted but not yet approved.

Customer ID: Domestic Services
Account:
Customer Name:

Download to Excel

CBH reserves the right to recover all of its losses, costs and damages resulting from the Customer's breach of the Grain Services Agreement if the Customer, their end user or transporter fails to pick up grain in accordance with this Outturn Request (as amended with CBH's consent), or if the Customer provides late notice of a cancellation that has resulted in CBH incurring unnecessary losses, costs or damages

My Outturn Requests

Customer	Owner Account	Request No.	Buyer	Date Requested	Commodity	Contract No.	Client Order #	Outturn Tonnes	Status
CBH Group - Cash CBH Site Select		27926	LIVESTOCK FEED COMPANY	22/10/2019	WHEAT	L4T-UAT-B		600.0000	Requested
CBH Group - Cash CBH Site Select		27919	LIDDLE FLOUR CO	9/10/2019	WHEAT			60.0000	Requested
CBH Group - Cash CBH Site Select		27918	CHOOK & CO FEEDERS	9/10/2019	WHEAT	CNT5		60.0000	Approved
CBH Group - Cash CBH Site Select		27917	FLOUR-WEST INC	9/10/2019	WHEAT	CNT4		180.0000	Approved
CBH Group - Cash CBH Site Select		27916	FORTIFEED PTY LTD	9/10/2019	WHEAT	CNT3		60.0000	Approved
CBH Group - Cash CBH Site Select		27912	STOCKFEEDERS AUSTRALIA	26/09/2019	WHEAT	CMG-7		405.0000	Approved
CBH Group - Cash CBH Site Select		27908	CHOOK & CO FEEDERS	18/09/2019	WHEAT	CNT2		60.0000	Denied
CBH Group - Cash CBH Site Select		27900	J-MALT	29/08/2019	BARLEY	S-26022-G		186.0000	Approved
CBH Group - Cash CBH Site Select		27899	LIDDLE FLOUR CO	29/08/2019	WHEAT	S-26560-G		25.0000	Approved
CBH Group - Cash CBH Site Select		27886	FLOUR-WEST INC	28/08/2019	LUPINS	S-26161-G		275.6200	Requested
CBH Group - Cash CBH Site Select		27877	LIVESTOCK FEED COMPANY	28/08/2019	LUPINS	S-26381-G		65.0000	Approved
CBH Group - Cash CBH Site Select		27876	J-MALT	28/08/2019	BARLEY	S-26359-G		65.0000	Approved
CBH Group - Cash CBH Site Select		27874	STOCKFEEDERS AUSTRALIA	28/08/2019	LUPINS	S-26161-G		275.6200	Denied

How to cancel an outturn request

You can cancel a request that has a status of **REQUESTED**, **PRE-APPROVED** or **PENDING APPROVAL**.

- 1 Go to **DOMESTIC SERVICES** then **OUTTURN REQUEST HISTORY** from the top menu bar.
- 2 Select **REQUESTED** in the top options – a list of requests will be displayed.
- Go to the **REQUEST NUMBER** line item and select **REQUEST CANCEL** from the **ACTION** column.

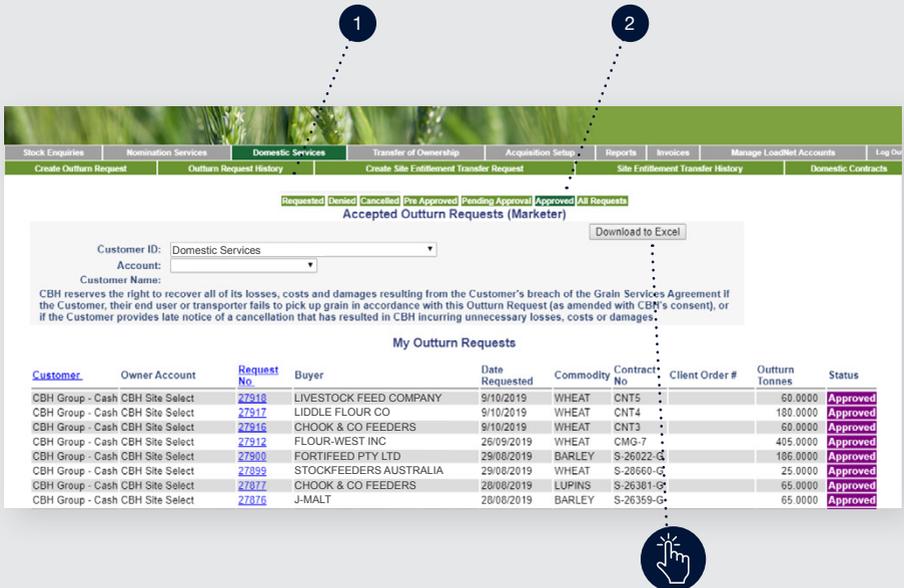
1 2

Customer	Owner Account	Request No.	Buyer	Date Requested	Commodity	Contract No	Client Order #	Outturn Tonnes	Status	Action
CBH Group - Cash	CBH Site Select	27928	LIVESTOCK	22/10/2019	WHEAT	L4T-UAT-B		600 0000	Requested	Request Cancel
CBH Group - Cash	CBH Site Select	27919	LIDDLE FLOUR	9/10/2019	WHEAT			60 0000	Requested	Request Cancel
CBH Group - Cash	CBH Site Select	27886	CHOOK & CO	28/08/2019	LUPINS	S-26161-G		275 6200	Requested	Request Cancel
CBH Group - Cash	CBH Site Select	27860	FLOUR-WEST	27/08/2019	BARLEY	S-26980-G		120 0000	Requested	Request Cancel
CBH Group - Cash	CBH Site Select	27859	FORTIFEED	27/08/2019	WHEAT	S-26979-G		60 0000	Requested	Request Cancel

How to download outturn requests

You can download all requests, or filter by status.

- 1 Go to **DOMESTIC SERVICES** then **OUTTURN REQUEST HISTORY** from the top menu bar.
- 2 Select the **STATUS** in the top options for which you want to download.
-  Select the **DOWNLOAD TO EXCEL** button and a .csv file will be created and available to select in your web browser.



1

2

Download to Excel

Accepted Outturn Requests (Marketer)

Customer ID: Domestic Services
Account: Domestic Services
Customer Name:

CBH reserves the right to recover all of its losses, costs and damages resulting from the Customer's breach of the Grain Services Agreement if the Customer, their end user or transporter fails to pick up grain in accordance with this Outturn Request (as amended with CBH's consent), or if the Customer provides late notice of a cancellation that has resulted in CBH incurring unnecessary losses, costs or damages.

My Outturn Requests

Customer	Owner Account	Request No	Buyer	Date Requested	Commodity	Contract No	Client Order #	Outturn Tonnes	Status
CBH Group - Cash CBH Site Select		27218	LIVESTOCK FEED COMPANY	9/10/2019	WHEAT	CNT5		50.0000	Approved
CBH Group - Cash CBH Site Select		27217	LIDDLE FLOUR CO	9/10/2019	WHEAT	CNT4		100.0000	Approved
CBH Group - Cash CBH Site Select		27215	CHOOK & CO FEEDERS	9/10/2019	WHEAT	CNT3		50.0000	Approved
CBH Group - Cash CBH Site Select		27212	FLOUR-WEST INC	26/09/2019	WHEAT	CMG-7		405.0000	Approved
CBH Group - Cash CBH Site Select		27200	FORTIFEED PTY LTD	29/08/2019	BARLEY	S-26022-G		106.0000	Approved
CBH Group - Cash CBH Site Select		27209	STOCKFEEDERS AUSTRALIA	29/08/2019	WHEAT	S-28560-G		25.0000	Approved
CBH Group - Cash CBH Site Select		27277	CHOOK & CO FEEDERS	28/08/2019	LUPINS	S-26381-G		65.0000	Approved
CBH Group - Cash CBH Site Select		27276	J-MALT	28/08/2019	BARLEY	S-26359-G		65.0000	Approved



How to download or print completed loads for a contract

- 1 Go to **DOMESTIC SERVICES** then **DOMESTIC CONTRACTS** from the top menu.

You can either enter a Contract Number or fill in the criteria that you want to view the completed outturn loads for.

- 2 Select the **DOWNLOAD** button to download a .csv file or the **PRINT** button to open in a new tab and print from your browser setting. If using the **DOWNLOAD** button select the **CLICK HERE** link at the top of the page for the .csv file.

The screenshot shows the 'Site Outturns' page in a web application. At the top, a navigation bar includes 'Stock Enquiries', 'Nomination Services', 'Domestic Services', 'Transfer of Ownership', 'Acquisition Setup', 'Reports', 'Invoices', 'Manage User Accounts', and 'Log Out'. Below this is a sub-menu with 'Create Outturn Request', 'Outturn Request History', 'Create Site Entitlement Transfer Request', 'Site Entitlement Transfer History', and 'Domestic Contracts'. The main content area is titled 'Site Outturns' and contains a message: 'Your download is now available. [Click Here](#) Please note that the test results displayed for each load are only selected test results and therefore not a conclusive list.' Below the message is a form with the following fields:

- Season: 2018/19
- Owner: Domestic Services
- Zone: KVINANA
- Site: AVON
- Contract: S-10236-G - Finished
- Contract Status: All
- Outturn Type: All
- Commodity: All
- Grade: All
- From Date: [Calendar]
- To Date: [Calendar]

At the bottom of the form are three buttons: 'Download', 'Print', and 'Set orientation to Landscape when printing.' A callout '1' points to the 'Domestic Services' menu item, and a callout '2' points to the 'Download' and 'Print' buttons.

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