



CBH LOADNET®

User Guide for Marketers

Harvest – Direct to Vessel

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Overview

This user manual is to provide customers assistance when using the CBH Harvest - Direct to Vessel (DTV) service.

The Harvest - DTV service allows growers and customers to co-ordinate deliveries of grain directly to vessels, providing a genuine supply chain saving which is passed back in the form of rebates.

Things to note

For grades available for Harvest - DTV services please refer to the Harvest Shipping Matrix or contact CBH via the Customer Service Team.

For Harvest - DTV services, deliveries can be made to eligible port terminal complexes, plus overflow sites as follows:

- Albany Port Terminal and Mirambeena
- Geraldton Port Terminal, Moonyoonooka & Narngulu
- Esperance Port Terminal and Shark Lake

A customer's original ETA becomes the Direct to Vessel Target Date and the available window for grower nominations is 21 days **prior** to this date (i.e. it does **NOT** include the Direct to Vessel Target Date itself).

A vessels Fixed ETA must be within 5 days of the original ETA (Direct to Vessel Target Date).

All commodities (except Lupins & Oats) can be **delivered** to Port or a nominated overflow site **at any time** prior to a DTV Target Date.

Growers must **nominate** loads to a Marketer **within 21 days** of the DTV Target Date to be eligible for a rebate. Loads nominated prior to the window start date will be ineligible for nomination or a rebate.

Customers must update their VNA no less than 24hrs prior to the vessels ETC with the final DTV tonnes accumulated from growers.

Any shortfall of DTV tonnes on VNA is made up with customers Integrated tonnes.

If tonnage shortfalls are significant, vessel may be prioritised on shipping STEM accordingly.

Who to contact

For assistance with DTV services, please contact the CBH Customer Support Team via customersupport@cbh.com.au.

Vessel Nomination Advice (VNA)

In order to use this service, you will be required to have a Direct To Vessel “sub-entity” set up in our systems for grower nominations to occur, e.g. “Customer A – Direct”.

Customers to submit VNA with DTV tonnes 22 days prior to vessel ETA.

When nominating DTV tonnes on your VNA, please select the Direct entity e.g. “Customer A – Direct” We ask customers to nominate realistic DTV tonnages on your VNA.

Final DTV tonnes accumulated from growers must be within the tonnage tolerance nominated on your VNA.

Customers must update their VNA no less than 24hrs prior to the vessels ETC with the final DTV tonnes accumulated from growers.

Any shortfall of DTV tonnes on VNA is made up with customers Integrated tonnes.

If tonnage shortfalls are significant, vessel may be prioritised on shipping STEM accordingly.

Acquisition services and grower nominations

Overview

When using CBH's Direct to Vessel (DTV) service, Marketers will need to set up the services via LoadNet for Marketers for their Direct to Vessel sub-entity each time they have a vessel planned.

Services are set up to control:

1. The start and end date (and time) for delivery (where applicable) and nomination for a vessel.
2. The commodity and grade/s that are required for the vessel.
3. The amount of grain that will be accepted under DTV for the shipping season (seasonal basis).

DTV services in LoadNet can be set to 'Open' or 'Close' on a future date and/or time allowing Marketers to pro-actively manage the set up Direct to Vessel services.

It is recommended to set both the open and close dates & times.

Direct to Vessel target date

At least 22 days prior to the arrival of a vessel, Marketers are required to specify the ETA on an Export Nomination (VNA) and this will determine the Direct to Vessel Target Date and the available window for Grower nominations.

A Marketers ETA becomes the Direct to Vessel Target Date and the available window for nominations is 21 days prior to this date (i.e. it does NOT include the Direct to Vessel Target Date itself).

EXAMPLE: If a Marketers ETA is the 16 November, this will become the Direct to Vessel Target Date with the window commencing 26 October and window completing 15th November.

All Grower loads must be nominated to Marketers within this 21-day period otherwise that load will not be eligible for a rebate.

An email notification will be sent to advise the start and end dates for the window for all original VNA submissions with Direct to Vessel batches.

Once a Direct to Vessel Target Date has been set, it cannot be changed. Any changes made to a Marketers ETA will not change the DTV Target Date.

For multi-port vessels, the Direct to Vessel Target Date for subsequent ports will be determined by CBH Operations based on the second ports Estimated Time of Commencement (ETC), and an email notification will be sent with dates.

As soon as you have your Direct to Vessel Target Date you can set up your services in LoadNet.

Please note: CBH expects Marketers to nominate a Fixed ETA no more than 5 days later than their ETA to ensure efficiencies and maintenance at Port.

Setting start and end dates

It is important for Marketers to manage start and end dates for DTV services each time they have a vessel planned. Setting start and end dates ensures the right number of tonnes and grades are nominated by growers in the correct time period for vessels. Without start and end dates, the incorrect tonnes can be nominated and rebates will not be applied.

1. After logging into LoadNet for Marketers, navigate to Acquisition Setup on the main menu and select Manage Integrated Services from the sub-menu.
2. Use the drop-down list to select the Direct to Vessel sub-entity and Commodity.
3. Click on the Port, this will take you to the services open/close and limits screen.

4. To set Open and Close dates on the relevant grade/s click on the plus button.
5. Set the Open date by using the dropdown list in “Enter future status”. Select “Open” from the list, enter the window start date and the window start time (e.g. 0100). Then click the ‘Update’ button.
6. To Open or Close the service immediately you can click on the tick box and then ‘Update’ button.

GERALDTON				Nominated YTD (Zone):		Seasonal Limit (Zone):	
⊖	CAG1	Closed	Open <input type="checkbox"/>	0		0	
		Enter future status:	Open <input type="checkbox"/> XX/XX/XX 0100	0		0	
⊕	CAG2	Closed	Open <input checked="" type="checkbox"/>	0		0	
⊕	CAN1	Closed	Open <input type="checkbox"/>	0		0	
⊕	CAN2	Closed	Open <input type="checkbox"/>	0		0	

- To enter a future status to close the window, (e.g. after 21 days). Set the Close date by using the dropdown in the “Enter future status” list. Select “Closed” from the list, enter the window close date and time (e.g. 2359). Then click the ‘Update’ button.
- If you make a mistake, click the ‘Delete’ checkbox next to the date/s and click ‘Update’.

Update Click Update to save changes.

GERALDTON		Nominated YTD (Zone):		Seasonal Limit (Zone):	
⊖ CAG1	Closed	Open	<input type="checkbox"/>	0	<input type="text" value="0"/>
Will Open on XX/XX/XX 00:00		Delete	<input type="checkbox"/>		
Enter future status:		Closed	<input type="text" value="XX/XX/XX"/>	<input type="text" value="2359"/>	<input type="checkbox"/>
⊕ CAG2	Open	Close	<input type="checkbox"/>	0	<input type="text" value="0"/>
⊕ CAN1	Closed	Open	<input type="checkbox"/>	0	<input type="text" value="0"/>
⊕ CAN2	Closed	Open	<input type="checkbox"/>	0	<input type="text" value="0"/>

The system will automatically open and close the service on the nominated dates, in this example, the Direct to Vessel Target Date is 24th September. Repeat this process for each commodity, grade and port.

We recommend setting both the future open and close dates at the same time.

Update Click Update to save changes.

GERALDTON		Nominated YTD (Zone):		Seasonal Limit (Zone):	
⊕ CAG1	Closed	Open	<input type="checkbox"/>	0	<input type="text" value="0"/>
Will Open on XX/XX/XX 00:00		Delete	<input type="checkbox"/>		
Will Close on XX/XX/XX 00:00		Delete	<input type="checkbox"/>		
⊕ CAG2	Closed	Open	<input type="checkbox"/>	0	<input type="text" value="0"/>
Will Open on XX/XX/XX 00:00		Delete	<input type="checkbox"/>		
Will Close on XX/XX/XX 00:00		Delete	<input type="checkbox"/>		
⊕ CAN1	Closed	Open	<input type="checkbox"/>	0	<input type="text" value="0"/>
⊕ CAN2	Closed	Open	<input type="checkbox"/>	0	<input type="text" value="0"/>

Concurrent vessels

On occasion, vessels may have concurrent or overlapping delivery windows. To manage this process, use the following steps:

1. When you have the Direct to Vessel Target Date, check the current status of the service for the existing vessel/s in LoadNet.
2. If the service is closed, proceed to set up the service for the new vessel as you would normally.
3. If the service is open and the start date is today or before today:
 - a. Delete the existing future 'Closed' date.
 - b. Enter the window end date for the new vessel as the new 'Closed date'.
 - c. Increase the Seasonal Limit (Zone) by the amount required for the new vessel.
4. If the service is open and the window start date is in the future, follow steps 3a to 3b above and set a reminder when the window is due to open to adjust the limits if necessary.
5. Contact Customer Support for any issues or clarification on 'Open' and 'Close' dates.

Managing limits

Depending on how you manage Growers that will fulfil your Direct to Vessel commitment, you may want to set a limit on the service.

We encourage Marketers to set a limit as it will prevent Growers from nominating more grain than you need for the vessel and avoid disappointment in not receiving rebates.

The "Seasonal Limit (Zone)" allows you to set the tonnes allowed for the grade and port zone as per your VNA maximum tonnes.

If you have concurrent vessels, the 'Seasonal Limit (Zone)' will be the sum of the maximum tonnes nominated on your VNA's.

CBH Operations will use the VNA maximum for all reconciliations and rebates and therefore you should only ever set your limit to match your VNA maximum as nominated against your DTV entity.

Please note: If a limit is not set, there is no link / automatic limit check from LoadNet to your VNA. If you do not set a 'Seasonal Limit (Zone)' and Growers nominate over and above the maximum VNA DTV tonnes, these tonnes will not qualify for a rebate.

To set your Season Limit (Zone):

1. Enter or update the Seasonal Limit under the port site and click 'Update'.
2. For concurrent vessel, use / check the amount Nominated YTD field / or current limit set to calculate your new limit.

EXAMPLE: In the screenshots below, the limit is 165 tonnes and the previously nominated amount is 150 tonnes. This means an additional 15 tonnes needs to be nominated to reach the Seasonal Limit (Zone).

Seasonal

Service Status & Seasonal Accumulation Limits

Seasonal and Daily Limits are mutually exclusive and are checked separately.

Season: Owner:

A zero limit indicates that there is no limit checking required.

Commodity:

Click Update to save changes.

GERALDTON			Nominated YTD (Zone):		Seasonal Limit (Zone):	
+ CAG1	Open	Close <input type="checkbox"/>	1	150	2	165
	Will Close on XX/XX/XX 00:00	Delete <input type="checkbox"/>				
+ CAG2	Open	Close <input type="checkbox"/>		0		0
	Will Close on XX/XX/XX 00:00	Delete <input type="checkbox"/>				
+ CAN1	Closed	Open <input type="checkbox"/>		0		0
+ CAN2	Closed	Open <input type="checkbox"/>		0		0

An Alert is flagged on the “Marketers Home Page” when your limits reach or exceed 90%, if you click on this alert you will be taken straight to the Services Status & Seasonal Accumulation Limits page.

Stock Enquiries	Nomination Services		Domestic Services	Transfer of Ownership		Acquisition Setup
Marketer Home Page	Stock	Load Enquiry	Non Grower Receivals	Quality	Sample Requests	Marketer Preferences

Marketer Info Page

Season: Owner:

Commodity:

Alerts

[Service CAG1 seasonal limits have reached or exceeded 90 % at zone GERALDTON](#)

Grower nomination process

This section is a guide for Marketers help growers nominate their tonnes to their DTV sub-entity / service.

Overview

When using any of the Direct to Vessel services, the Grower nomination process is the same except that the Grower needs to choose the Direct to Vessel entity from the 'Marketer' drop down list.

Additionally, there are some restrictions on which loads can be nominated (See Notes & Restrictions).

Process

1. Select the Direct to Vessel marketer from the Marketer list (Marketers using Direct to Vessel will have a new entity in the list)

CBH LoadNet

Account Number: The Farm - 12345678

Property: ALL

Season: XXXX/XX

Commodity: Wheat

Zone: All

Selected Nominated Details

Marketer: Select a Marketer

- ADM Trading Australia Pty Ltd
- Agfarm Accelerate
- AGFARM ADVANTAGE
- Agrex Australia
- AvantAgri Pools Pty Ltd
- AWB - Cash
- AWB - Pool
- Bunne Agribusiness Australia Pty Ltd
- XXX - Direct to Vessel**
- CBH Group - Cash
- CBH Group - Pool
- CHS Trading Company Australia Pty Ltd
- EMERALD GRAIN AUSTRALIA PTY LTD

Select Loads

2. Select the loads to nominate as Direct to Vessel. All Direct to Vessel loads for Canola, Barley and Wheat must be nominated within the Direct to Vessel window. Any Lupin or Oat Direct to Vessel opportunities will be required to both deliver and nominate within the specified windows.

It is recommended that Growers nominate as soon as possible after the opening of a Direct to Vessel service to ensure compliance within the criteria.

3. Complete the nomination process as usual and call the Grower Service Centre on 1800 199 083 for any assistance.

4. If Marketer limits are in use and the Grower nomination exceeds the limit, the Grower will receive an error message on LoadNet. Nominations will not be processed above the limit set on the service.

Nomination / Nominate



LoadNet Messages

Tonnes Selected (204.62) exceeds total available (65) for grade APW2 - Australian Premium White(APW2) at site GERALDTON.

Confirming loads for a vessel

At the conclusion of the Direct to Vessel delivery window, the Marketer must confirm the loads that were delivered for that vessel. CBH Operations will verify the loads and pay applicable rebates to both Growers and Marketers.

Process

1. The Marketer must compile a list of the loads that were nominated during the vessel's DTV window and forward to customersupport@cbh.com.au.
2. There are 3 options for the required data that must be in your list:
 - a. 8-digit load number, or
 - b. Season and 8-digit load number, or
 - c. Site code, season and 5-digit load number (you need to convert to txt to capture zeros).

EXAMPLE

Load Number (8 digit)
61354494
61354495
61354496

Season	Load Number (8 digit)
XXXX	61354494
XXXX	61354495
XXXX	61354496

Site	Season	Load Number (5 digit)
ESPER	XXXX	54494
ESPER	XXXX	05445
ESPER	XXXX	05449

3. CBH Operations will verify the eligibility of each load and advise of any issues.
4. Once reconciled, CBH Operations will pay applicable rebates to Growers and Marketers.
5. Growers will be paid a rebate per tonne on the total unshrunk tonnes delivered by the Grower to the Direct to Vessel entity for all eligible loads.
6. Marketers will receive a rebate on the total tonnes less shrinkage on eligible loads the Growers delivered to the Direct to Vessel entity. This rebate will be in the form of a credit on their Shipping Billing invoice for the applicable vessel.

Notes and restrictions

1. All commodities (except Lupins & Oats) can be **delivered** to Port or a nominated overflow site at any time prior to a DTV Target Date.
2. Growers must **nominate** loads to a Marketer within 21 days of the DTV Target Date to be eligible for a rebate. Loads nominated prior to the window start date will be ineligible for nomination or a rebate.

Site	Load Number	Tare Date & Time	Load Grade	Net Tonnes	Tonnes to Transfer	Messages
GERALDTON	30500217	XXXXXXXXXX 0:00:00	APW2 - Australian Premium White(APW2)	53.58	.00 All	
GERALDTON	30500300	XXXXXXXXXX 0:00:00	APW2 - Australian Premium White(APW2)	7.78	.00 All	
GERALDTON	30500306	XXXXXXXXXX 0:00:00	APW2 - Australian Premium White(APW2)	52.56	.00 All	Service Not Available at time of delivery
GERALDTON	30500375	XXXXXXXXXX 0:00:00	APW2 - Australian Premium White(APW2)	49.38	.00 All	

3. Loads not delivered to Port or nominated overflow sites will not be available for nomination.
4. As a Marketer, you need to submit your DTV tonnes via your VNA at least 22 days prior to the vessel ETA (known as the Direct to Vessel Target Date). You cannot increase tonnes after this point in time.
5. If Marketer limits are in use and the Grower nomination exceeds the limit, the Grower will receive an error message on LoadNet. Nominations will not be processed above the limit set on the service.

Nomination / Nominate



LoadNet Messages

Tonnes Selected (204.62) exceeds total available (65) for grade APW2 - Australian Premium White(APW2) at site GERALDTON.