

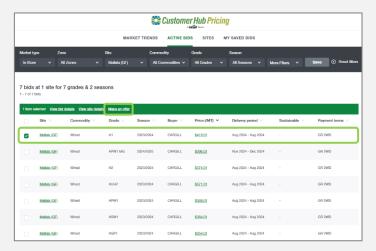
Make an Offer for Contract

Put forward an offer for a contract in the Customer Hub on behalf of you clients. Set the terms of your offer in the form provided. Offers submitted in the Customer Hub are considered firm. If a bid at an equal or greater price matches the specifications of your offer, the offer will automatically transact.

To submit an offer, log into the Customer Hub, and navigate to Manage Clients. In the approved tab, select the clients you want to work with and click 'Select Clients' in the green activity bar.

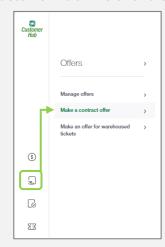
1. Access the 'Offer for contract' form via one of two ways:

1. Via Customer Hub Pricing - Bid Details



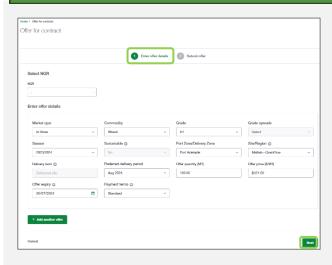
Open Customer Hub Pricing and use the filters to locate the required bid. Select the item in the table and click 'Make an Offer' in the green activity bar.

2. Via Customer Hub - Left hand side menu:



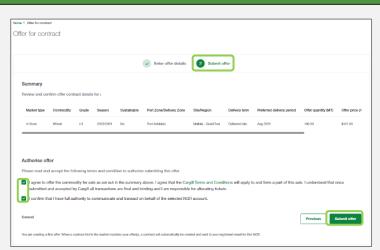
Open the Customer Hub and click the 'Offers' icon in the left-hand side panel. Select 'Make a contract offer' from the pop out list.

2. Complete the 'Offer for contract' form



Complete the form by selecting the required NGR and entering the contract details for the offer.

Click 'Next'



Review the offer details in the summary, authorise the offer by checking the boxes and click the green 'Submit Offer' button.

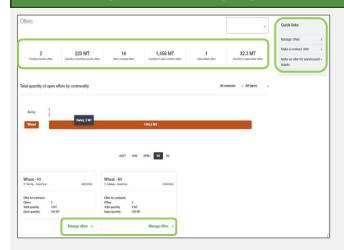
You will receive confirmation when an offer has been submitted successfully.



Managing Offers

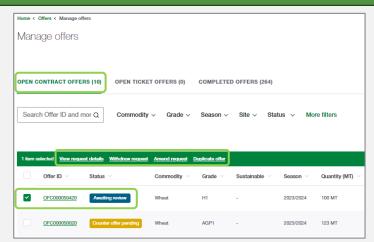
View a summary of all your clients' open offers in the Customer Hub with the Offers dashboard. From here you can manage your offers by viewing the request details, amending, withdrawing, or duplicating existing offers. You will receive a notification when an offer has been accepted, is about to expire or if Cargill submit a counteroffer for you to review. To access the Offers Dashboard, click the 'Offers' tile on the Customer Hub home page.

1. Viewing and managing offers:



The offers dashboard provides a summary view of all your open offers.

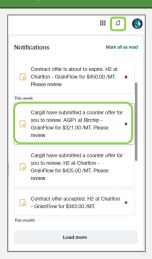
Use the quick links to request an offer for contract or warehoused tickets, or to manage open offers.



In the 'Open contract offers' tab, select an item in the table and an option from the green activity bar:

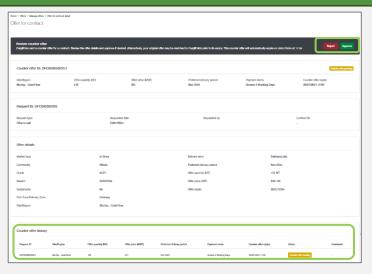
- View request: to view offer details.
- Withdraw request: to cancel the offer.
- Amend request: to update the offer details.
- Duplicate offer: to submit a similar offer.

2. Manage Counteroffers



 If Cargill submit a counteroffer, you will receive a notification. Click the link in the notification to review the counteroffer.

You can also review counter offers from the Manage Offers table.



2. Review the counter offer details and either approve or reject with the buttons at the top of the page.

Your original offer is still valid while the counter offer is pending. The counter offer history and change comments can be found at the bottom of the page