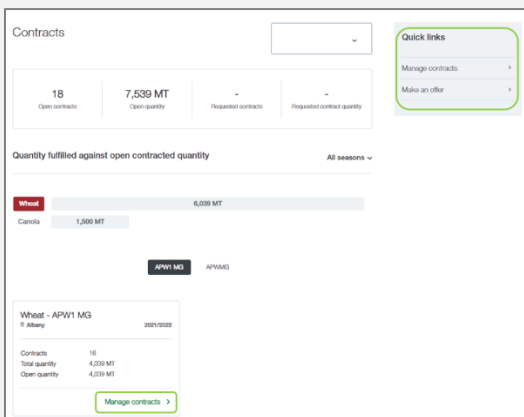


## Contracts Guide

View and manage your clients' contracts online with the Customer Hub. All open, closed and requested contracts dating back to July 2018 are available. Request new contracts and amendments, view contract details and contract request details or download contract documents at any time.

To view or manage client contracts, sign into the [Customer Hub](#), select the client in Manage Clients and click the Contracts tile on the homepage.

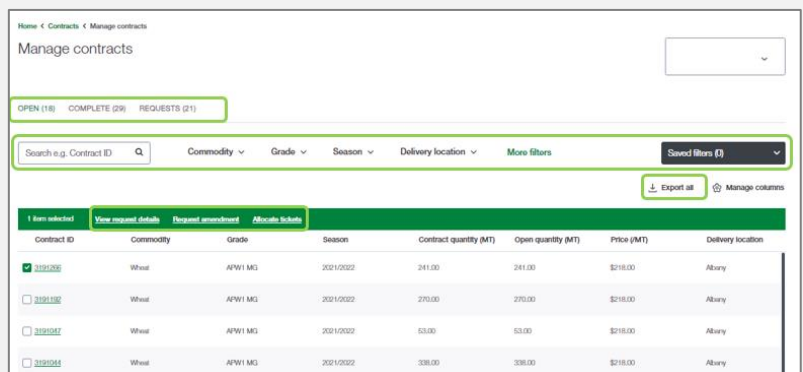
## Contract Management



The Contracts Dashboard provides a summary of open and requested contracts for the selected NGR. It includes a 'Quick links' section with 'Manage contracts' and 'Make an offer'. A bar chart shows 'Quantity fulfilled against open contracted quantity' for Wheat (6,029 MT) and APW1 MG (1,000 MT). Summary statistics show 18 Open contracts, 7,539 MT Open quantity, and 4,039 MT Total quantity.

1. The Contracts Dashboard displays a summary of open and requested contracts for the selected NGR.

Use the Quick Links to navigate to Manage Contracts to view more details.



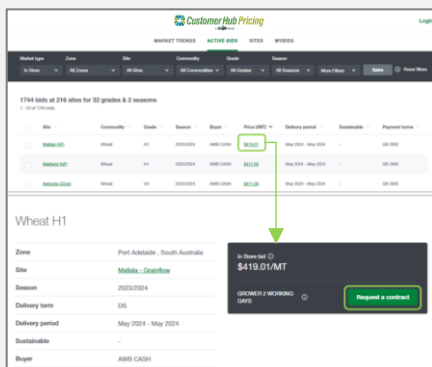
The 'Manage Contracts' details listing has three tabs: Open, Complete, and Requested. It features a search bar and filters for Commodity, Grade, Season, and Delivery location. A table lists contract details including Contract ID, Commodity, Grade, Season, Contract quantity (MT), Open quantity (MT), Price (MT), and Delivery location.

Contract ID	Commodity	Grade	Season	Contract quantity (MT)	Open quantity (MT)	Price (MT)	Delivery location
20230202	Wheat	APW1 MG	2021/2022	241.00	241.00	\$218.00	Albany
20230203	Wheat	APW1 MG	2021/2022	270.00	270.00	\$218.00	Albany
20230204	Wheat	APW1 MG	2021/2022	53.00	53.00	\$218.00	Albany
20230205	Wheat	APW1 MG	2021/2022	338.00	338.00	\$218.00	Albany

2. The 'Manage Contracts' details listing has three tabs; Open, Complete and Requested. From here you can:

- View, filter, and export contract information
- View and download Contract Documents
- Request Contract Amendments
- Allocate GrainFlow warehoused tickets to Cargill contracts.

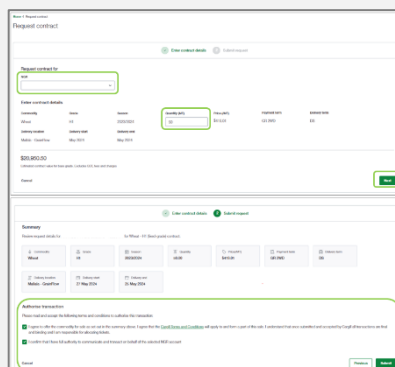
## Request a Contract



The Customer Hub Pricing page shows a table of active bids for Wheat H1. A price of \$419.01/MT is highlighted, with a 'Request a contract' button next to it.

1. Locate a price in Pricing Hub in the 'Active Bids' or 'My Saved Bids' tab and click the price hyperlink to view the bid details.

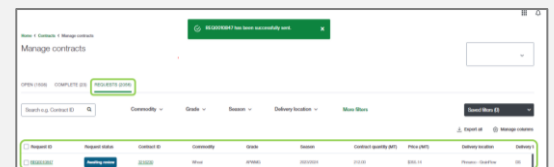
Click 'Request a contract' and log into the Customer Hub.



The Request Contract form includes fields for Request contract ID, NGR, Quantity, Price (MT), and a 'Request a contract' button. It also has a 'Next' button and a 'Submit' button.

2. Complete the form: Select NGR, add quantity, and if multi-grade, choose to fix or leave the spreads floating, click 'Next'.

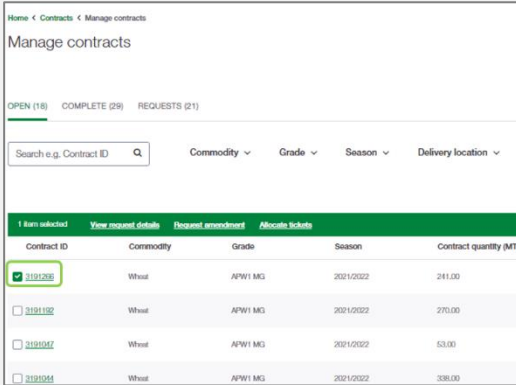
Review and authorise the transaction, click 'Submit'.



The Manage Contracts page shows the Requested tab with a new contract entry. The contract ID is 20230206, and the status is 'Requested'.

3. Contract request ID and status are recorded in the Requests tab of Manage Contracts. Once approved, you will be notified, the contract will display in the open tab, and the contract document will be available.

## Download a Contract Document



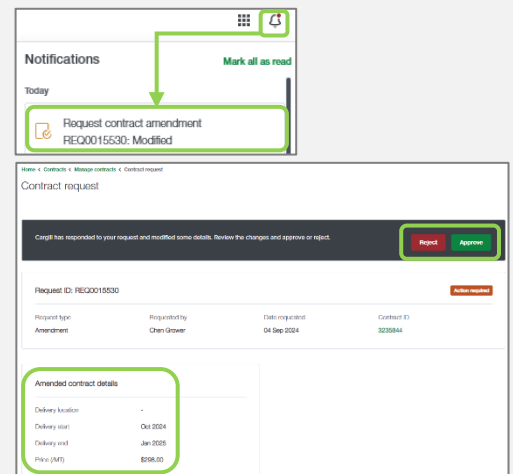
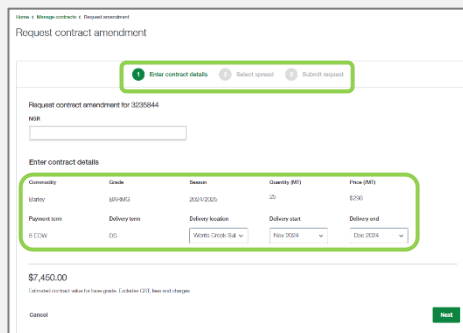
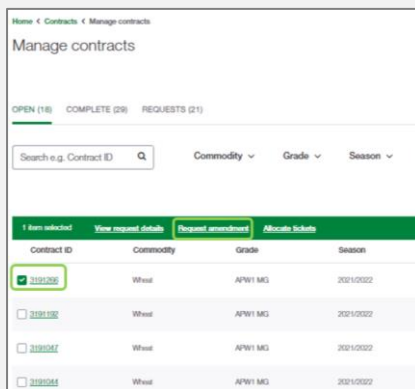
1. Locate the contract in the Manage Contracts details listing screen

2. Click the Contract ID hyperlink in the table to open the contract document as a PDF in a new tab.

3. Download or print the document using the print or save icon in the top right-hand corner of your browser.

\*Note: If you have pop-up blockers enabled, the PDF may not open. Please allow pop-ups from the Customer Hub on your device to view documents.

## Request a Contract Amendment



1. From the Manage Contracts screen, select the contract to amend and click 'Request Amendment' in the green activity bar

2. Complete the 'Request contract amendment' form by adjusting the contract details (including fixing grade spreads for multi grade contracts), reviewing the changes and submitting the request.

The request will be available in the requests tab and can be tracked, modified, or withdrawn from here if required.

3. Cargill will review the request. You will receive a notification once reviewed. If approved, the contract amendment document will be available in the Customer Hub.

If the request was modified, click the notification to review and accept/reject the modified request with the buttons at the top of the page to complete the process.