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### **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 <u>Customer Hub</u>, select the client in Manage Clients and click the Contracts tile on the homepage.

#### **Contract Management**

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18 Open contracts		7,539 MT Open quantity	- Pequeted contracts	- Fequested contract quantity	Manage contracts 2 Make an offer 2
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Wheat - APW1 I <sup>0</sup> Albany	MG	2021/2022			
Contracts	16 4,039 MT 4,039 MT				
Total quantity Open 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.

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Contract ID	Commodity	Grade APW1 MG	Season 2021/2022	241.00	241.00	Price (/MT) \$219.00	Delivery location Abony

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

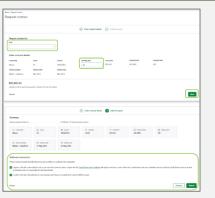
- View, filter, and export contract information
- View and download Contract Documents
- Request Contract Amendments
- Allocate GrainFlow warehoused tickets to Cargill contracts.

### Request a Contract

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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.



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

Review and authorise the transaction, click 'Submit'.

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.

## 🔀 Customer Hub

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### Download a Contract Document

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COM	FIRMATION OF CARGILL GR	OWER CONTRACT	
Cargill Asstralia Limited ARN 42 041 684 173 GPO Dax 55 Mellowner VIC 1991 Zaci Unit Control Control	Contract No : 3235844 Contract Date : 29-Aug-2024 Contact : Cuntomer Hub Breker or Agent ;	Solier: : Address: : Allo: : Groner Nanher : Solier Catert : book	
CONTRACT TYPE BUYER COMMODITY MULTI GRADE DETAILS	CARGILL) prior to the 1st of October, spr	ads above are not fixed and if not fixed (by agreement with eads will only be fixed each time a load is delivered against nt your contract. You may have different spreads for the	

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.

Price (AIT) \$298.00

### Request a Contract Amendment

Home Contracts CMan	nage-contracts			Harms & Manage-contracts, C								C)	
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osarch e.g. Contract		unnouty - orace	e ∨ Season ∨	Enter contract d	Gade BARNG	5eecon 2024/2025	Quantity (MI) 2b	Price (MT) \$236		Home < Contracts < Manage contracts < Contract Contract: request	request		
1 item selected Ve	commodity	Allocate Schu Grade	eta Season	Payment term 5 EOW	Delivery term	Delivery location Worts Crock Sult v	Dolivory start Nov 2024 v	Delivery end		Carglil has responded to your request an	id modified some details. Review the char	nges and approve or reject.	Reject
3191206	West	APW1 MG	2021/2022	\$7,450.00 Definited control when	for tones grades. Exclusion (281, laws o	and charges				Request ID: REQ0015530			Adian
3191192	Wheat	APW1 MG	2021/2022	Cancel					Next	Request type Amendment	Requested by Chen Grower	Date requested 04 Sep 2024	Contract ID 3236844
3191047	Wheat	APW1 MG	2021/2022									or out the	
3191044	Wheat	APW1 MG	2021/2022							Amended contract details			
			,								et 2024		

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.