

Document for accessing and using the GrainCo Internet Site

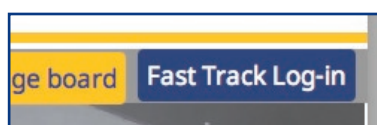


1. To access the site, you first need to log into the GrainCo website **www.grainco.co.uk**

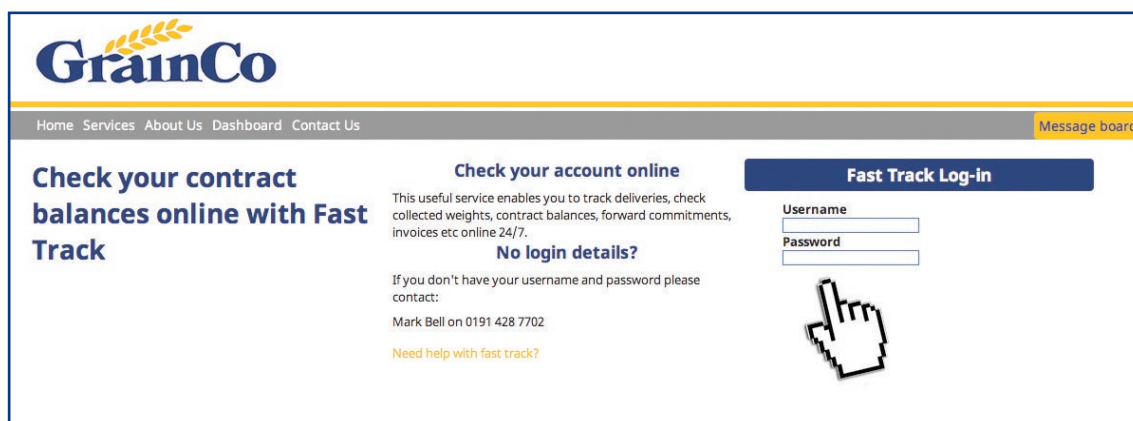
On the main screen you will see the following:



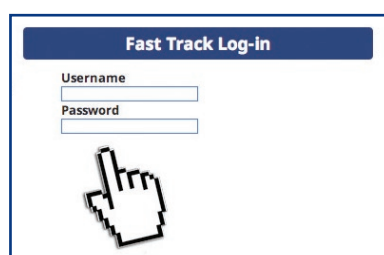
2. To access your account details, click on the 'Fast Track Log-in' button, situated on the top left hand side of the screen.



3. This will take you to the Fast Track Log-in screen on the GrainCo site.



At the top right of the screen there is the login box.



4. Enter you Username and Password here and then click the hand icon to 'Login'.

This will then take you to your home page.

If you do not yet have a username or password, please contact **Mark Bell** on **0191 428 7702**.

If you decide to change your password, it will need to be a minimum of 5 or a maximum 12 letters.

Your homepage will display your account details as follows:

The screenshot shows the GrainCo user interface. At the top is the GrainCo logo. Below it is a navigation bar with links: Home, Services, About Us, Dashboard, Contact Us, and a Message board button. A login status bar indicates 'You are logged in as: Gary Coe' with a Logout button. Below this is a summary section with tabs: Summary, Storage, Contracts, Planned, Moved, Advice, Samples, and Ledger. The Summary tab is active. It displays a 'Company' dropdown set to 'All' and a 'Crop Year' dropdown set to 'July 14 - Jun 15'. Below these are contact details for GrainCo Ltd (001776) at Tyne Dock, South Shields, Tyne & Wear, NE34 9PL. Contact information includes TEL: 0191 428 7700, FAX: 0191 428 5202, and EMA: info@grainco.co.uk. The representative is listed as Administrator with email info@tynegrain.co.uk. A note states that if contact details are incorrect, users should call 0191 428 7700 or email support@grainco.co.uk. A link to change the password is provided. A table titled 'Group' shows committed quantities and moved quantities into storage for Barley, Oats, Oilseeds, and Wheat.

Group	Committed Qty	Moved into Storage
Barley	577.880	109.140
Oats	889.914	881.954
Oilseeds	1,304.024	23.004
Wheat	4,286.878	830.357

The navigation tabs will allow you to access various areas of the internet side, giving you visible information regarding deliveries / collections into GrainCo (or relevant store) and direct to the end consumer.

This close-up shows the navigation tabs: Summary, Storage, Contracts, Planned, Moved, Advice, Samples, and Ledger. The 'Summary' tab is highlighted in blue. To the right of the tabs, the user status bar shows 'All' and 'July 14 - Jun 15' with a 'Key' icon.

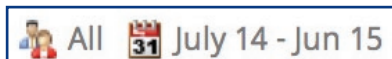
The area / tab you are presently in will remain highlighted blue.

This close-up shows the navigation tabs: Summary, Storage, Contracts, Planned, Moved, Advice, Samples, and Ledger. The 'Summary' tab is highlighted in blue.

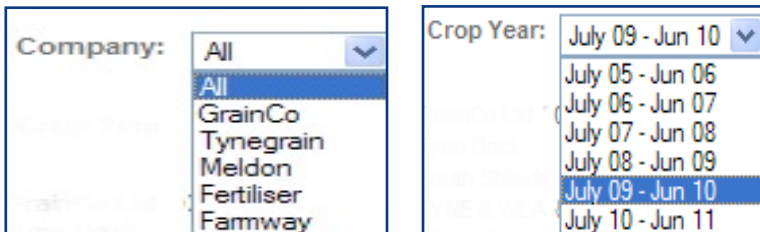
To view the key for the associated symbols, click on , and the following drop down box will appear and stay visible for 3 – 5 seconds.

The key dropdown menu is shown, featuring a 'Key' icon and a list of symbols: S for Sale, P for Purchase, C for Claim, and A for Analysis.

Throughout the site, depending what filters are selected on the main page, Inteletrade will show your selection within the top tool bar. To change these filters, you will need to go back to the selection boxes on the summary page.



To change your search criteria, click on the relevant drop down box and select as required.



When viewing information stored within the Storage, Contracts, Planned, Moved, Samples or Ledger tabs, the user will have the ability to print off or export data into another format as required by selecting the relevant icon.



Within the summary page, your account details will be shown as follows:



Should these be incorrect, please contact either your rep or email us at support@grainco.co.uk

At the bottom of the summary page, there will be a box which shows your committed and movement quantities. The committed tonnage is basis the returns sent to us on your commitment forms and the moved quantity will be the balance in store as the tonnage is moved in less any tonnages transferred onto Pool contracts.

Group	Committed Qty	Moved into Storage
Barley	577.880	109.140
Oats	889.914	881.954
Oilseeds	1,304.024	23.004
Wheat	4,286.878	830.357

1. Storage

Will list all your storage contracts relating to the committed tonnages (Members only).

Reference	Group	Commodity	Contract Date	Req. From	Req. To	Committed Qty	Moved Qty
SC/02177	Oats	Milling Oats	02/12/2014	01/12/2014	31/12/2014	3,980	3,980
PC/01486	Oats	Milling Oats	27/11/2014	01/11/2014	30/11/2014	150,350	150,350
PC/01482	Wheat	Assured Feed Wheat	07/11/2014	01/11/2014	30/11/2014	29,000	29,000
PC/01487	Wheat	Assured Feed Wheat	27/11/2014	01/11/2014	30/11/2014	100,000	100,000
PC/01488	Wheat	Assured Feed Wheat	27/11/2014	01/11/2014	30/11/2014	825,877	825,877
PC/01478	Oats	Milling Oats	23/10/2014	01/10/2014	31/10/2014	350,000	350,000
SC/02043	Barley	Assured Feed Barley	10/09/2014	01/09/2014	30/09/2014	145,000	144,880
SC/02041	Barley	Assured Feed Barley	10/09/2014	01/09/2014	30/09/2014	100,000	21,040
PC/01470	Barley	Assured Feed Barley	18/09/2014	01/09/2014	30/09/2014	144,880	144,880
PC/01468	Barley	Assured Feed Barley	10/09/2014	01/09/2014	30/09/2014	138,000	138,000
PC/01471	Oats	Milling Oats	19/09/2014	01/09/2014	30/09/2014	269,289	269,289
PC/01472	Oats	Milling Oats	19/09/2014	01/09/2014	30/09/2014	116,295	116,295

2. Contracts

This will list ALL contracts, whether they be storage contracts or grain purchase.

Reference	Group	Commodity	Status	Date	PriceReq.From	Req.To	Pool	Commit	Moved
S-SC/15714	Barley	Assured Feed Barley	Open	11/02/14	£140.22 01/04/15	30/04/15		174,000	0.000
P-PC/27004	Oats	Assured Milling Oats	Complete	09/09/14	£120.00 01/04/15	30/04/15		1,000,000	0.000
S-SC/15713	Barley	Assured Feed Barley	Open	11/02/14	£139.22 01/03/15	31/03/15		174,000	0.000
S-SC/16811	Barley	Assured Feed Barley	Open	15/09/14	£104.72 01/02/15	28/02/15		1,015,000	0.000
S-SC/17223	Barley	Assured Feed Barley	Open	04/12/14	£113.50 01/02/15	28/02/15		1,500,000	0.000
S-SC/16823	Barley	Assured Feed Barley	Open	17/09/14	£115.00 01/02/15	28/02/15		4,000,000	0.000
S-SC/15712	Barley	Assured Feed Barley	Open	11/02/14	£138.22 01/02/15	28/02/15		174,000	0.000
S-SC/16810	Barley	Assured Feed Barley	Open	15/09/14	£103.72 01/01/15	31/01/15		1,015,000	0.000
S-SC/17077	Barley	Assured Feed Barley	Open	06/11/14	£104.72 01/01/15	31/01/15		1,015,000	0.000
S-SC/16769	Barley	Assured Feed Barley	Open	05/09/14	£112.00 01/01/15	31/01/15		2,500,000	0.000
S-SC/17059	Barley	Assured Feed Barley	Open	31/10/14	£117.00 01/01/15	31/01/15		1,500,000	0.000
S-SC/17154	Barley	Assured Feed Barley	Open	20/11/14	£119.75 01/01/15	31/01/15		4,000,000	0.000

3. Planned

Will show if there are any planned movements.

Group	Fixing	Carrier	Tel	Booking	From	To	Order Ref	Planned Qty
Barley	FX/406533	G A Smith Ltd			10/12/2014	10/12/2014	ST/3476	29,000
Barley	FX/406531	G A Smith Ltd			09/12/2014	09/12/2014	ST/3476	29,000
Barley	FX/406526	Peter Henderson (Transport)			08/12/2014	08/12/2014	ST/3475	29,000
Oilseeds	FX/406257	Grainco Haulage			05/12/2014	05/12/2014	ST/3471	29,000
Barley	FX/406412	Peter Henderson (Transport)			05/12/2014	05/12/2014	ST/3472	29,000
Barley	FX/406414	Peter Henderson (Transport)			05/12/2014	05/12/2014	ST/3472	29,000
Oilseeds	FX/406454	Grainco Haulage			05/12/2014	05/12/2014	ST/3473	29,000
Oilseeds	FX/406485	Grainco Haulage			05/12/2014	05/12/2014	ST/3474	5,000
Barley	FX/406030	Neil McDonald Bulk Haulage			03/12/2014	03/12/2014	ST/3468	29,000
Barley	FX/405857	G A Smith Ltd			02/12/2014	02/12/2014	ST/3466	29,000

4. Moved

This will show all movements against the above storage / non storage contracts.

Group	Fixing	Carrier	Vehicle	Mov Ref	Mov Date	Order	Inv	Delivered	Qty
Barley	FX/405351	J E G Gramslaw	DK56ARZ		28/11/2014	ST/3463		29,540	29,540
Barley	FX/405408	G A Smith Ltd	NK13TWU		28/11/2014	ST/3464		28,960	28,960
Oats	FX/406274		KY61BZP		28/11/2014	S-PC/24572	PINV/103789	29,890	29,890
Oats	FX/406275		N88WST		28/11/2014	S-PC/24572	PINV/103790	28,890	28,890
Oats	FX/406276				28/11/2014	S-PC/24572	PINV/103791	22,640	22,640
Oilseeds	FX/404526	Grainco Haulage	MX60 SKO		28/11/2014	ST/3450		28,160	29,000
Oilseeds	FX/405420	G A Smith Ltd	NK13 TWU		28/11/2014	ST/3465		10,520	5,000
Barley	FX/401716		KC09DMC		28/11/2014	S-SC/16770	SINV/107173	28,080	28,080
Barley	FX/405350	J E G Gramslaw	DK56ARZ		28/11/2014	ST/3463		29,540	29,540
Barley	FX/405407	G A Smith Ltd	NK13TWU		28/11/2014	ST/3464		28,960	28,960
Barley	FX/404929		YT09GZR		28/11/2014	S-SC/16770	SINV/107175	28,740	28,740
Barley	FX/404930		KX64TEY		28/11/2014	S-SC/16770	SINV/107176	27,760	27,760

5. Samples

This will show all 3rd party samples taken from the farm and tested by GrainCo.

6. Ledger

A list of all invoices and ledger activities against your account.

Reference	Type	Invoice Date	Due Date	Invoice Amount	VAT	Paid	Balance
P PINV/102901	Purchase Inv (Gold)	24/11/2014	23/12/2014	£5,037.25	£0.00	£5,037.25	£0.00
P PINV/102902	Purchase Inv (Gold)	24/11/2014	23/12/2014	£5,366.86	£0.00	£5,366.86	£0.00
P PINV/103723	Purchase Inv (Gold)	30/11/2014	23/12/2014	£5,428.00	£0.00	£5,428.00	£0.00
P SLOINV/2741	PL Open A/c's Inv	30/11/2014	23/12/2014	£33.00	£5.50	£0.00	£33.00
P PINV/102989	Purchase Inv (Gold)	25/11/2014	23/12/2014	£5,247.68	£0.00	£5,247.68	£0.00
P PINV/103391	Purchase Inv (Gold)	30/11/2014	23/12/2014	£3,800.95	£0.00	£3,800.95	£0.00
P PINV/103721	Purchase Inv (Gold)	30/11/2014	23/12/2014	£5,468.48	£0.00	£5,468.48	£0.00
P PINV/102900	Purchase Inv (Gold)	24/11/2014	23/12/2014	£5,337.07	£0.00	£5,337.07	£0.00
P PINV/102788	Purchase Inv (Gold)	20/11/2014	23/12/2014	£5,510.25	£0.00	£5,510.25	£0.00
P PINV/103722	Purchase Inv (Gold)	30/11/2014	23/12/2014	£5,150.16	£0.00	£5,150.16	£0.00
P PINV/102789	Purchase Inv (Gold)	20/11/2014	23/12/2014	£5,217.88	£0.00	£5,217.88	£0.00
P PINV/102790	Purchase Inv (Gold)	20/11/2014	23/12/2014	£5,197.40	£0.00	£5,197.40	£0.00
P PINV/102899	Purchase Inv (Gold)	24/11/2014	23/12/2014	£5,452.52	£0.00	£5,452.52	£0.00
P PINV/103779	Purchase Inv (Gold)	30/11/2014	23/12/2014	£5,315.76	£0.00	£0.00	£5,315.76

At the end of each line, there will be a invoice paid or invoice unpaid.

There is also a

By clicking on this you can view the invoice.

Purchase Invoice (Reprint)

To: Tynegrain Silos
Tyne Dock
Tyne & Wear
NE349PL

Account No.: 001776
VAT Reg No.: 633 6931 30

Invoice No.: PINV/102901
Tax Point Date: 24/11/2014
Order Ref: S-PC/25830
Order Date: 16/04/2014

Description	Reference	Weighbridge Number	Movement Date	Invoiced Quantity	Unit Price (£)	Net Value (£)	VAT Code
Assured Milling Oats	S-PC/25830	89220	11/11/2014	27.050	186.22	5,037.25	0
Carrier: Suppliers Own Haulage							
Vehicle Reg: N30WST							
Total Quantity				27.050			

VAT Code	Rate	Amount	VAT
0	0.00%	5,037.25	0.00

Total Goods Value: £5,037.25
Total VAT: £0.00
Payment Due: 23/12/2014
Invoice Total: £5,037.25