

## **DTN Portal Producer User Guide**

## How to Make an Offer Online

Enter your Username and Password. After you log in, the **Cash Bids** window will appear. Select the **Delivery Period** and click on the **'Make Offer'** link.

t Iaha.edu) Logou	It Account	Links User Guide How To Video		đ
Cont Drive	Deste	E. A D. i.e.	r and had	
Cash Price	Basis	Futures Price	Futures Month	Action
3.1400	-0.5600	370.05	Gree	Make Offer
3.2800	-0.4200	370'0s	@CEK	Make Offer 🧾
3.3100	-0.3900	370'0s	@C6K	Make Offer
3.2350	-0.5100	374'4s	@CEN	Make Offer 🗾
3.2350	-0.5100	374'4s	@CEN	Make Offer 🗾
3.2525	-0.5400	379'2s	@CEU	Make Offer 🔄
3.2825	-0.5100	379'2s	@CEU	Make Offer 🗾 🧲
	t aha.edu) Logot Cash Price 3.1400 3.2800 3.3100 3.2350 3.2350 3.2350 3.2525 3.2625	Logout         Account           Cash Price         Basis           3.1400         -0.5600           3.2800         -0.4200           3.3100         -0.3900           3.2350         -0.5100           3.2252         -0.5100           3.2825         -0.5100	Logout         Account         Links           • View Transac         • User Guide           • User Guide         • User Guide           • Cash Price         Basis         Futures Price           3.1400         •0.5600         370'0s           3.2800         •0.4200         370'0s           3.3100         •0.5100         374'4s           3.2350         •0.5100         374'4s           3.2252         •0.5400         379'2s	Logout         Account         Links         · View Transactions           · User Guide         · User Guide         · User Guide           · How To Video         · How To Video           Cash Price         Basis         Futures Price         Futures Month           3.1400         ·0.5600         370'0s         @C6K           3.2800         ·0.4200         370'0s         @C6K           3.3100         ·0.3900         370'0s         @C6K           3.3100         ·0.5100         374'4s         @C6N           3.2350         ·0.5100         374'4s         @C6N           3.2525         ·0.5400         379'2s         @C6U           3.2825         ·0.5100         379'2s         @C6U

## The **Transact** form will open. Enter your **Quantity** and **Price**. Modify any of the other information as needed. Click **Submit for Confirmation**.

Transact				
Main Elevator	External Account: ? Konz Farms, ID:1111 (AgVantage Df v			
Offer Type: ? Cash •	Offer To:			
Delivery Period: 09/30/2016 •	Contract / Symbol: Sep 16 / @C6U			
Corn	Quantity: 5000 Bushels			
Cash Bid: Last 03/24/16 15:45:07 3.2825 USD	Offer Price: 3.50 USD			
Delivery Method: ? Deliver (DEL)				
Delivery Start: 09/01/2016	Delivery End: 09/30/2016 🗰			
Your Offer Will Expire On: 09/30/2016 🗰 3 PM 🔻				
Comments:				
Submit for Confirmation	Cancel			

Confirm Offer and click the checkbox to agree to Terms & Conditions and then click Create Offer



Once your Offer is Completed an ID # will be assigned and your merchandiser will receive your offer.

Confirm Offer		Offer Completed	
Location:	Main Elevator		
Offer Type:	Cash	Offer ID:	1907549
Offer To:	Sell	Location:	Main Flovetor
Delivery Period:	09/30/2016	Location.	Main Elevator
Contract/Symbol:	Sep 16 / @C6U	Commodity:	Corn
Offer Quantity:	5000	Offer Type:	Cash
Basis:	-0.51	Offer Te	C-U
Basis Lock:	NO	Offer To:	Sell
Offer Price:	3.50 Delline (DEL)	Delivery Period:	09/30/2016
Delivery Start:	09/01/16	Contract/Symbol:	Sep 16 / @C6U
Delivery End:	09/30/16	Office Occeptible	5000
Offer Expiration Date & Time:	09/30/16 3PM	Offer Quantity:	0000
Terms, Conditions & Fees:		Basis:	-0.51
BY CLICKING ON 'SUBMIT ' BELOW, YO	U WILL BE ACKNOWLEDGING THAT (A)	Basis Lock:	NO
YOU INTEND TO MAKE A FIRM OFFER	CONTRACT ELECTRONICALLY VIA THIS	Offer Price:	3.50
USED TO LOGIN TO THIS ELECTRONIC	C TRADING PLATFORM, IN COMBINATION	Delivery Method:	Deliver (DEL)
WITH YOUR ACCEPTANCE OF ANY TEL	RMS AND CONDITIONS BY ELECTRONIC	Delivery Start:	09/01/16
(C)CONSTITUTES A PRIOR WRITTEN A	AGREEMENT TO TRANSMIT OR RECEIVE	Delivery End:	09/30/16
ELECTRONIC TRANSMISSIONS IN LIEU DESCRIBED IN RULE 5 OF THE NATION TRADE RULES.	J OF WRITTEN DOCUMENTS, AS VAL GRAIN & FEED ASSOCIATION GRAIN	Offer Expiration Date & Time:	09/30/16 3PM
Check box to acknowledge you have read, unders fees described above.	stood, and are in agreement of the terms, conditions and	Close	
Сге	ate Offer		

Your Offer will now be viewable in the Open Offers section. Here you can take further Actions. (Withdraw, Adjust)

Once your Offer price is reached and your offer is accepted as a finalized Contract, it will move to the **Closed Offers** section and have a Status of **A** which means **Accepted** as a finalized **Contract.** Click the **Offer ID#** to view Offer Details.

If your Agribusiness sends you a **Private Bid**, it will appear in the **Private Offers section** where you can make an offer against the Private Bid.

Incoming Open Offers are offers that your Agribusiness has Countered, and you will need to respond.

						Pri	vate Of	fers					Тор
ID4 No Privi	Commod ate Cash Bid	ity Loc Offers.	ation		Type Del	ivery	By Pric	e	•	# Units		Expires	Action
			I	ncon	ning Op	en	Offers (	Nee	d Res	ponse)			Тор
ID+ No Inco	Commoo ming Open (	lity Loc Offers (Need	ation Respo	nse)	Type Deli	very f	By Price	1		# Units	Status	Expires	Action
						Op	en Offe	rs					Тор
ID+	modity	Location	Type	Deliver	ry By Price		# Units	Statu	s Expires			Action	
171718	men	Main Elevator	Sell	Nov 30	\$3.50	ç	5.000 Bu	AC	Nov 30 3:00 PM				~
1700164	Com	Main Elevator	Sell	Sep 15	\$3.60	C	1,000 Bu	SO	Sep 15 3:00 PM				<b>7</b> ~
1708410	Com	Main Elevator	Self	Sep 30	\$-0.2000	8	5.000 Bu	AC	Sep 30 3:00 PM	Adjust Withdraw			~
						clos	sed Offe	ers					Тор
BD 4	Commod	inty Loc	ation		Type Dele	very b	sy Price	1	-	# Units	Status	Expires	Action
1714139	Com	Main	Elevator		Sel Sep	5	\$3.78	6	ç	5,000 Bu	0	Sep 15 3.00 PM	V
1705414	Soybeans	Futu	res Only		Sel Sep :	0	\$9.05	6	¢	5.000 Bu	4	Sep 15 3:00 PM	
1708409	Soybeans	Futu	res Only		Sel Aug	5	\$9.80	6	ç	5.000 Bu	6	Aug 15 3:00 PM	$\checkmark$

0	Status Symbol Legend	
A;	Accepted Offer	
AC:	Acknowledged (Firm Offer that has not yet been purchased due to market conditions)	
	Offer has been countered	
N:	Offer has been withdrawn	
):	Open Offer	
):	Declined Offer	
:	Expired Offer	
DM:	@Market will submit a Market Order for the offer when the market is open	
50:	Soft Offer	

B: An offer against the basis of the bid, the difference of the bid's cash price and the price of the futures contract it is based on.

For further Help, call your Agribusiness or DTN Portal Support at 1-800-311-1516