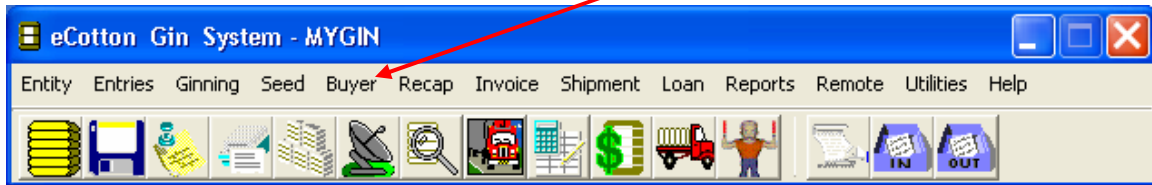


Buyer Process

Enter Buyer Contracts

Set up the buyers you do business with. **Click on Buyer → Buyer Setup.**



The Buyer Setup panel displays.

Type in the buyer id or click on the ? to select from a list.

Enter the buyer information.

In the Setup section, indicate the buyer type.

Buyer ID: COTBUY

Main | EWR | File/Report | Contracts

Address Information

Name: Cotton Buyer

Address 1: 123 Cotton Blvd.

Address 2:

City, State, Zip: Cottontown US 98765-

Phone#: (999)999-9999 Fax #: (999)999-9999

Mobile#: (999)999-9999 Pager #: (999)999-9999

Contact: John Buyer

eMail: jbuyer@cottonbuy.com

AIRMail User ID: 76543

Totals

Contracted Bales

Committed Bales

Committed Weight

Applied Bales

Applied Weight

Purchase Value

Sale Value

Setup

Buyer Type: General

Hold Processing?

Save Delete Buyer Cancel

EWR

Click on the EWR tab.

Click in the box to indicate that the ewr's are to be updated when processing occurs for this buyer.

Enter the buyer's Holder ID. Click in the Update Receipts? box.

If needed, indicate the status of the Receiving, Loading and Compression tariffs. Consult with the buyer for this status.

Buyer ID: COTBUY

Main | EWR | File/Report | Contracts

Electronic Warehouse Receipts?

eCotton/ISS Holder ID: M12345

EWR, Inc. Holder ID:

Update Receipts?

Send Classing?

Receiving Paid? Unchange

Loading Paid? Unchange

Compression Paid? Unchange

Header Layout: ?

Save Delete Buyer Cancel

Entering Buyer Contract Details

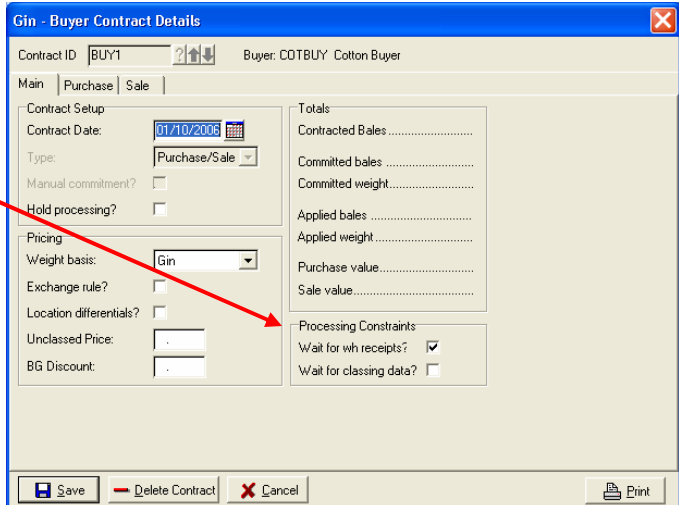
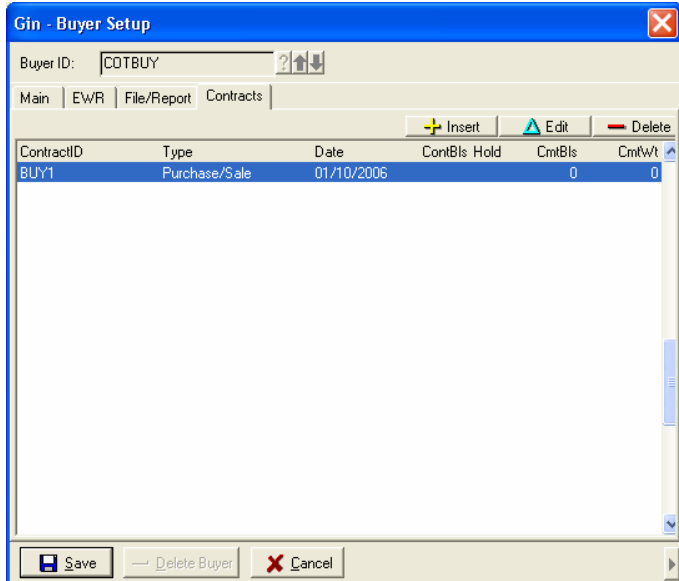
Click on the contracts tab.

To add a contract, click the Add button. To edit an existing contract, click the contract to highlight and click on the Edit button. Highlight the contract and click on the Delete button to delete a contract.

Add a Contract

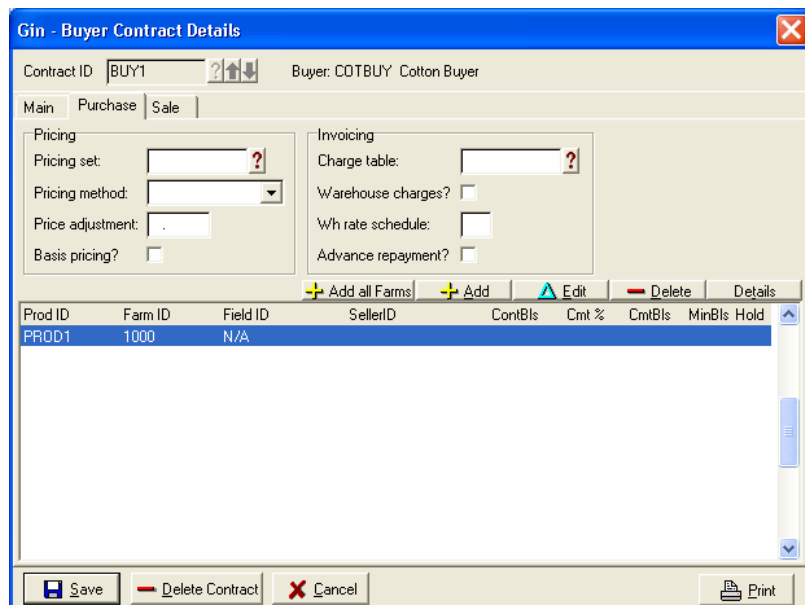
Click the Add button to add a contract.

The Buyer Contract Details screen appears. Select the contract type, weight basis and processing constraints. If the processing constraints are checked, the bales will not process until the conditions are satisfied.



Click on the Purchase tab to enter the contract details.

At this screen, enter the producer ID, farm ID and field (if applicable). Once the data is entered, click on the Save button to save the contract details.



Note:

For general buyers, multiple contracts can be entered.

For Co-op buyers, one contract is used for all producers.

Process Buyer Bales

Click **Buyer** → **Process Buyer Bales**

Type in the buyer ID or click the ? to select from a list.

With the buyer selected, all valid bales are added to the current process.

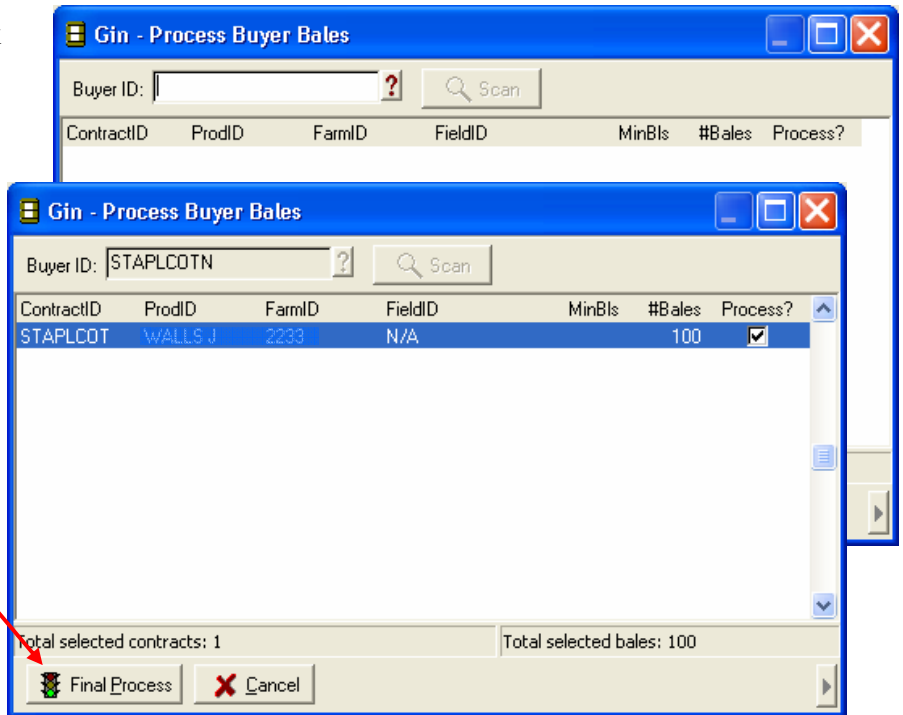
Review the information on the Process Buyer Bales screen for accuracy.

Click the Final Process button.



Then click on the Create EWR

Transaction icon to submit the updated receipt information.



Other Buyer functions

Reprocess

To process again the buyer process.

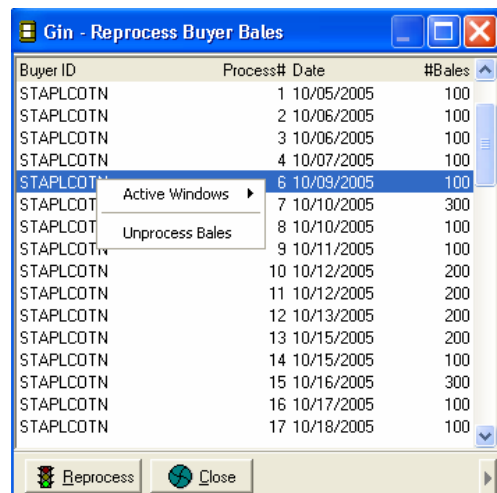
Click **Buyer** → **Reprocess Buyer Bales**

Unprocess

To unprocess bales to make changes to the bale record. Unprocess removes the process and the bales must be processed again (not reprocessed).

Click **Buyer** → **Reprocess Buyer Bales**

With a process number highlighted, click the right mouse button to reveal the Unprocess Bales option. Choose the process and proceed.



Manage Commitments

Click **Buyer** → **Manage Commitments** to commit or uncommit bales either individually or via mass. When the manage commitments screen displays, click the right mouse button to reveal the Mass Commit and Mass Uncommit options.

Bale#	Owner ID	Farm ID	Field ID	PContrID	PCnt#	Processed	SContrID	Processed
2046791	PROD2	6000	N/A					
2046792	PROD2	6000	N/A					
2046793	PROD2	6000	N/A					
2046794	PROD2	6000	N/A					
2046795	PROD2	6000	N/A					
2046796	PROD2	6000	N/A					
2046797	PROD2	6000	N/A					
2046798	PROD2	6000	N/A					
2046799	PROD2	6000	N/A					
2046800	PROD2	6000	N/A					
2046801	PROD2	6000	N/A					
2046802	PROD2	6000	N/A					
2046803	PROD2	6000	N/A					
2046804	PROD2	6000	N/A					
2046805	PROD1	1000	N/A	STAPLCOT	1		STAPLCOT	
2046806	PROD1	1000	N/A	STAPLCOT	1		STAPLCOT	
2046807	PROD1	1000	N/A	STAPLCOT	1		STAPLCOT	

Commit or Uncommit an individual bale by clicking the bale to highlight then click on the button on the upper right.