

# **DTN Grain Trading Portal Producer Help Guide**

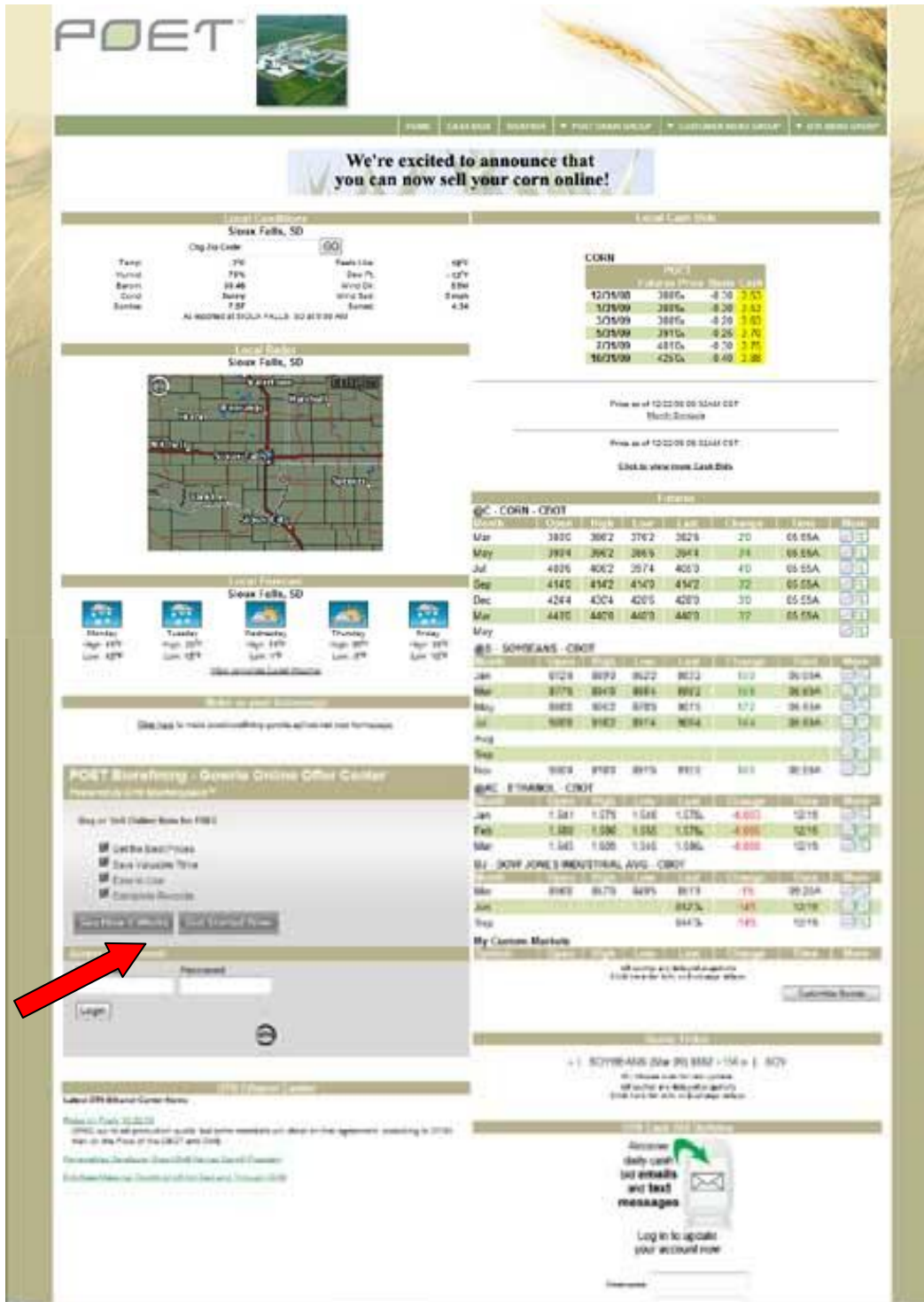


Updated 12/29/08

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# 1 Create a Member Login Account

## 1.1 Click the "Get Started Now" button



The screenshot shows the POET website interface. At the top, there is a navigation menu with links for HOME, SALES/BUY, REGISTER, and various GROUPS. A central banner reads "We're excited to announce that you can now sell your corn online!". Below this, there are sections for "Local Live Report" and "Local Cash Price" for Sioux Falls, SD. The "Local Live Report" includes a "Log On Code" field with a "GO" button and a table of market data. The "Local Cash Price" section shows a table of corn prices with columns for "Date", "Price", "Change", and "Bid". A map of Sioux Falls, SD is displayed below the live report. The "Local Forecast" section shows weather icons for Monday through Friday. The "POET Storefront - Go to Online Offer Center" section contains a "Log On Code" field and a "Get Started Now" button, which is highlighted with a red arrow. Below the login form is a "Forgot Your Password" link. The bottom of the page features a "Log In to update your account now" button and a "Subscribe to our newsletter" form.

- 1.2 Enter your information into the provided screen. All asterisked fields are required.

POET™

HOME CASH BIDS WEATHER POET GRAIN GROUP CUSTOMER MENU GROUP DTN MENU GROUP

Create Account

\* Email  
\* Password  
\* Re-Enter Password  
\* First Name  
\* Last Name  
Company  
\* Address  
Address2  
\* Country United States  
\* City  
\* State Alabama  
\* Zip Code  
Home Phone  
\* Work Phone  
Cell Phone  
Fax

Subscribe To Our Bulletin   
Subscribe to web site and OTN promotions   
Receive Daily Cash Bid Email   
\*\* Mobile Email  
Receive Daily Cash Bid Text Messages   
Free DTN Snapshot eNewsletter


\* = Required Field  
\*\* = Standard Text Messaging fees will apply.

Submit Request Cancel Request

- 1.3 Click the “**Submit Request**” button when finished. If any required fields have been left blank you will be prompted to enter that information and click “**Submit Request**” again.
- 1.4 You will receive an email confirmation once your account has been entered into the system. This may take up to 24 hours from time of submission.

## 2 Making an Offer

2.1 Click the “Cash Bids” link at the top center portion of the page.




The screenshot shows the POET website interface. At the top, there is a navigation bar with links for HOME, CASH BIDS, SIGNUP, FUTURE CASH BIDS, and CUSTOMER NEWS CENTER. A red arrow points to the 'CASH BIDS' link. Below the navigation bar, there is a banner that reads "We're excited to announce that you can now sell your corn online!". The main content area is divided into several sections: "Local Conditions" for Sioux Falls, SD, showing weather and crop data; "Local Corn Price" table; "Local Market" map; "Local Corn Price" table; and "Future" price table for C-CORN - CHOT.


Local Conditions	Local Corn Price
<b>Sioux Falls, SD</b> City Zip Code: 57105 Temp: 70° Humid: 78% Barom: 30.46 Wind: 7.57 Sunset: 8:00 AI 802962 01 02000 FALLS, SD 01:00 AM	<b>CORN</b> PLU: 1 Reference Price: 3895¢ 12/15/09: 3895¢ -8.70 2.52 1/23/09: 3895¢ -8.20 2.42 3/25/09: 3895¢ -8.20 2.42 5/25/09: 3915¢ -8.25 2.70 7/15/09: 4215¢ -8.70 3.75 10/25/09: 4255¢ -8.40 3.86

Future
<b>C - CORN - CHOT</b>
Month: Open High Low Low 20 65 55A
Mar: 3820 3862 3762 3826 20 65 55A
May: 3924 3962 3865 3944 24 65 55A
Jul: 4026 4062 3974 4023 40 65 55A
Sep: 4140 4182 4070 4142 32 65 55A
Dec: 4244 4304 4205 4289 30 65 55A
Mar: 4410 4470 4409 4479 27 65 55A

- 2.2 Here you can view the current general pricing, create a new account for login capabilities to make offers or login to an already existing account in order to view and make offers.
- 2.3 If you do not currently have an account with the Plant you can request one by clicking on “**Click Here to request a username/password**”. You will be prompted with a form to enter your information into. Once submitted this form will be sent to an administrator at the Plant Site to create your new user account. Once the administrator has finished creating the account you will receive an email confirmation with your login information.
- 2.4 If you already have an account with the Plant you can proceed to log into the system to view your account by entering your username and password. Below is a sample of what you may see when you first log into the system.

POET Biorefining - Gowrie Online Offer Center Powered by DTN Marketplace™

Mark Phelps (mark.phelps@poet.com) Logout Account 

Location: POET - Gowrie 


Commodity: CORN LDP Info: IA Webster Date: 12/29  
PCP: \$ 3.61 LDP: \$-1.73

Delivery Date	Basis Month	Basis	Cash Price	Futures Price	
Dec 31, 2008	C9H	-0.28	3.66	3934	Make Offer
Jan 31, 2009	C9H	-0.28	3.66	3934	Make Offer
Feb 29, 2009	C9H	-0.24	3.70	3934	Make Offer
Mar 31, 2009	C9H	-0.20	3.74	3934	Make Offer
Apr 30, 2009	C9K	-0.25	3.79	4040	Make Offer
May 31, 2009	C9K	-0.25	3.79	4040	Make Offer
Jun 30, 2009	C9N	-0.30	3.84	4142	Make Offer
Jul 31, 2009	C9N	-0.30	3.84	4142	Make Offer
Aug 31, 2009	C9U	-0.30	-	4242	Make Offer
Sep 30, 2009	C9U	-0.30	-	4242	Make Offer
Oct 31, 2009	C9Z	-0.40	3.98	4382	Make Offer
Nov 30, 2009	C9Z	-0.40	3.98	4382	Make Offer

Price as of 12/29/08 04:44PM CST.  
Select the futures or basis month to view Futures contract information.

**Refresh** for current price.  
Cash Bids are subject to change without notice.  
Ⓜ - Mouse over for last update  
All quotes are delayed snapshots  
Click here for info on Exchange delays  
POET Statement Regarding Agrisure RW (MIR 604)

Due to the regulatory changes since our initial press release sent in April 2007 we are now accepting Agrisure RW at all P...



2.5 If you wish to make an offer click the **“Make Offer”** link and the following screen will be brought up for you to enter your information in. Read the Disclaimer and click the **“Continue”** button.

**Contract Details**

Location	POET - Gowrie
Commodity	Corn
Price	3.66
Delivery	Between Dec 1, 08 and Dec 31, 08
Basis	C9H -0.28
Last Modified	9:39 AM on 12/22/08



**Futures**

Name	Sym	Prev	Open	High	Low	Last	Chg	Trade
CORN	Mar 09 C9H	4122	4200	4210	3910	3934	- 186	1:49P Dec 29
CORN	Mar 09 @C9H	4122	4136	4236	3900	3934	- 186	1:40P Dec 29

All quotes are delayed snapshots  
Click here for info on Exchange delays

**Disclaimer (Step 1 of 3)**

ANY OFFER TO SELL GRAIN TO POET, LLC AND/OR ITS AFFILIATES, INCLUDING BUT NOT LIMITED TO POET BIOREFINING FUEL ETHANOL PRODUCTION FACILITIES AND/OR POET SUBSIDIARIES UTILIZING THIS WEBSITE, IS MADE ACCORDING TO THE STANDARD TERMS AND CONDITIONS SET FORTH WITHIN THIS SUBMISSION PROCEDURE. BY CHECKING THE BOX BELOW AND CLICKING "AGREE", YOU ACKNOWLEDGE THAT (A) YOU HAVE READ AND REVIEWED THE STANDARD TERMS AND CONDITIONS INCLUDED WITHIN THIS SUBMISSION PROCEDURE, AND (B) ANY OFFER YOU MAKE UTILIZING THIS WEBSITE FOR THE SALE OF GRAIN TO POET, LLC WILL INCORPORATE THESE STANDARD TERMS AND CONDITIONS.

Continue Cancel



- 2.6 The following screen will be displayed. Complete the **Offer Entry** area of the window, click the acknowledge checkbox, and click the **“Submit for Confirmation”** button.

**Contract Details**

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Commodity	Corn
Price	3.66
Delivery	Between Dec 1, 08 and Dec 31, 08
Basis	C9H -0.28
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All quotes are delayed snapshots  
[Click here for info on Exchange delays](#)

**Offer Entry (Step 2 of 3)**

Commodity: Corn

Buy or Sell: Sell ▾

Offer Type: Cash ▾

Quantity & Price:  Bushels at \$3.66

Delivery: BETWEEN  AND

Delivery Method: Delivered ▾

Expiration:  4 PM ▾

Contact 1:

Contact 2:

Comments:

**Terms and Conditions:**

BY CLICKING "MAKE OFFER" OR "HIT BID" ABOVE, YOU WILL BE MAKING A FIRM OFFER TO SELL THE SPECIFIED COMMODITY TO POET, LLC AND/OR ITS AFFILIATES, INCLUDING BUT NOT LIMITED TO POET BIOREFINING FUEL ETHANOL PRODUCTION FACILITIES AND/OR POET SUBSIDIARIES, ON THE TERMS AND CONDITIONS SPECIFIED WITHIN THIS OFFER SUBMISSION PROCEDURE. ONCE PLACED, POET, LLC HAS THE RIGHT TO ACCEPT OR REJECT YOUR OFFER, OR TO ALLOW YOUR OFFER TO EXPIRE. YOU HAVE

Check this box to acknowledge you have read, understood, and are in agreement in the terms and conditions described above.

**Submit for Confirmation**

Cancel



- 2.7 The following window will appear. Review the details. If any changes need to be made click the “**Back**” button, otherwise click the “**Finalize Offer**” button.

**Contract Details**

Location	POET - Gowrie
Commodity	Corn
Price	3.66
Delivery	Between Dec 1, 08 and Dec 31, 08
Basis	C9H -0.28
Last Modified	9:39 AM on 12/22/08



**Futures**

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All quotes are delayed snapshots  
Click here for info on Exchange delays

**Confirm Offer (Step 3 of 3)**

Commodity:	Corn
Buy or Sell:	Sell
Offer Type:	Cash
Quantity & Price:	1 Bushels at \$3.66
Delivery:	Between Dec 1, 2008 and Dec 31, 2008
Delivery Method:	Delivered
Expiration:	Dec 30, 2008 4 PM
Contact 1:	
Contact 2:	
Comments:	Just submitting for testing to obtain screen shots. Please ignore. Mark P

Finalize Offer    Back    Cancel



- 2.8 Upon clicking the “**Finalize Offer**” button an email is sent to the Plant Administrator(s) notifying them of a “Pending Offer and you will receive a New Offer Confirmation email as well.