

COFCO INTL UK

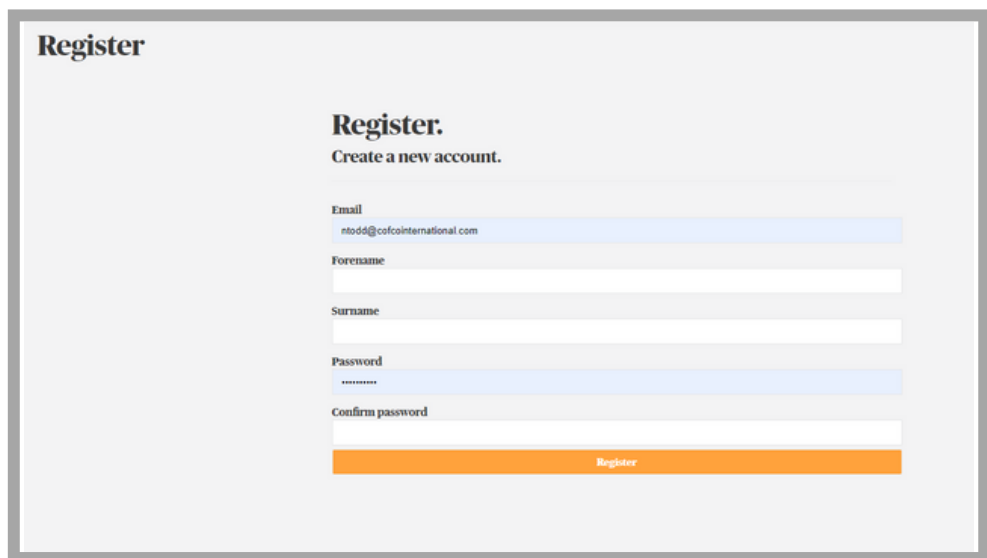
Portal Guide

Registering as a New User

To register as a user of our Portal you must be a customer of COFCO International UK and have an email address set up under your COFCO Account. If you do not have one set up you will be prompted to do so before you can access the portal. The process will be as follows:

Firstly you will need to register as a portal user. Follow the below link to do so.

<https://portal-uk.cofcointernational.com/en-GB/account/Register>

A screenshot of the 'Register' page on the COFCO International UK Portal. The page has a light gray background. At the top left, the word 'Register' is written in a bold, black, sans-serif font. In the center, the heading 'Register.' is followed by the subtext 'Create a new account.' Below this, there are five input fields: 'Email' (containing 'ntodd@cofcointernational.com'), 'Forename', 'Surname', 'Password' (with a masked password '*****'), and 'Confirm password'. At the bottom of the form is an orange button with the word 'Register' in white text.

Register

Register.
Create a new account.

Email
ntodd@cofcointernational.com

Forename

Surname

Password

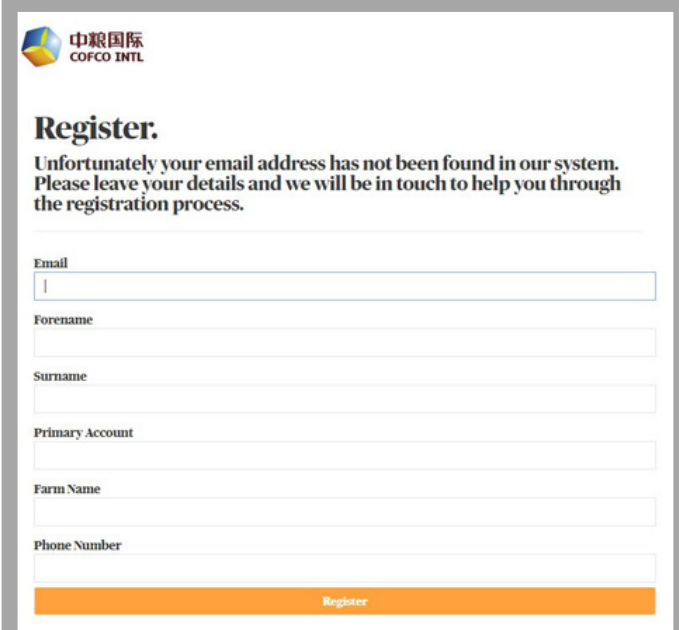
Confirm password

Register

If you have an email set up under your account the system will automatically connect your email to your account and you will receive a confirmation email with an access link to the portal.

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Register.
Unfortunately your email address has not been found in our system.
Please leave your details and we will be in touch to help you through
the registration process.

Email
1

Forename

Surname

Primary Account

Farm Name

Phone Number

Register

If our system doesn't recognise your email you will be led to a second page to enter your account details. Your email will be added to our database and you will be prompted to register again as a user. Once you have registered to use our portal you can log in anytime using this link:

portal-uk.cofcointernational.com/en-GB/account/login

If you have any problems with the user registration process or with setting up your email under your customer account please contact us here at:

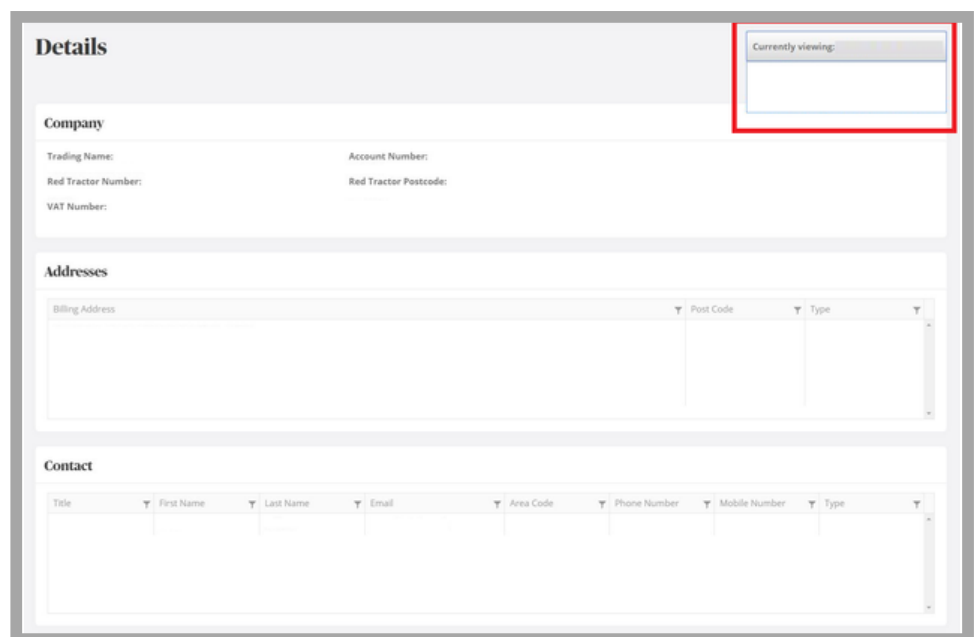
ukfarmportal@cofcointernational.com

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Your Dashboard

If you have multiple farm accounts with us you can switch between these at any time whilst using the portal. Simply click the **Currently Viewing** box in the top right corner of the page to toggle between your different accounts.



The screenshot displays the 'Details' section of the portal dashboard. In the top right corner, a box labeled 'Currently viewing:' is highlighted with a red rectangle. Below this, the 'Company' section contains fields for Trading Name, Account Number, Red Tractor Number, Red Tractor Postcode, and VAT Number. The 'Addresses' section features a table with columns for Billing Address, Post Code, and Type. The 'Contact' section includes a table with columns for Title, First Name, Last Name, Email, Area Code, Phone Number, Mobile Number, and Type.

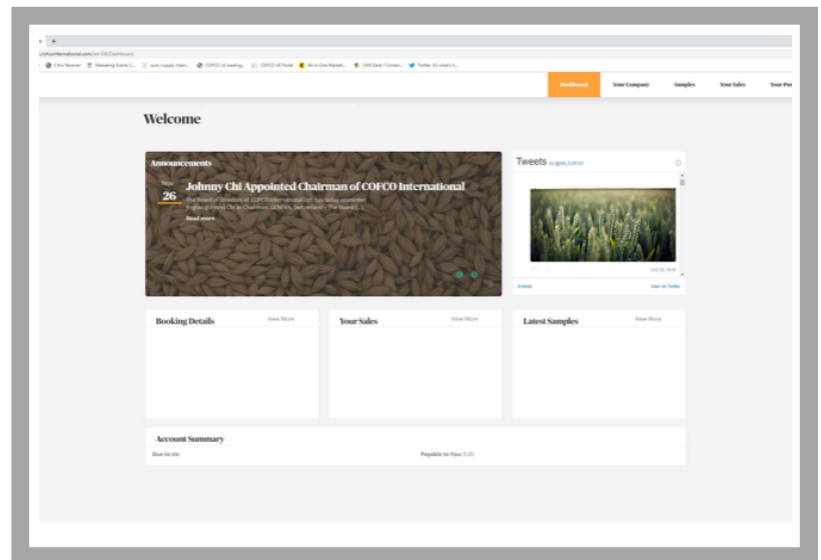
Details							
Currently viewing:							
Company							
Trading Name:	Account Number:						
Red Tractor Number:	Red Tractor Postcode:						
VAT Number:							
Addresses							
Billing Address	Post Code	Type					
Contact							
Title	First Name	Last Name	Email	Area Code	Phone Number	Mobile Number	Type

Navigating Around

This guide will explain the different pages which are available on the Portal and what they can be used for. By viewing this PDF on a computer / mobile device you can click the images to open up to the actual pages on your Portal. If you experience any problems whilst using the Portal and need any assistance, please email: ukfarmportal@cofcointernational.com

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YOUR DASHBOARD

The front page to our Portal - this is where you will find your upcoming movements, your sales, sample results along with a summary of your account details.

A screenshot of the 'Details' section of the COFCO International UK Portal. The section is titled 'Details' and contains three main form areas: 'Company', 'Addresses', and 'Contact'. The 'Company' section includes fields for 'Trading Name', 'Account Number', 'Red Tractor Number', and 'VAT Number'. The 'Addresses' section includes a 'Billing Address' field and a table with columns for 'Post Code' and 'Type'. The 'Contact' section includes a table with columns for 'Title', 'First Name', 'Last Name', 'Email', 'Area Code', 'Phone Number', 'Mobile Number', and 'Type'. Each table has a 'View More' link.

YOUR COMPANY

This area is where all your account information is held. Here you will find your locations along with contact numbers and email addresses associated with your account.

Sales Contracts									
	Contract	Contract	Contract	Contract	Contract	Contract	Contract	Contract	Contract
	Contract 1 Contract 2 Contract 3 Contract 4 Contract 5 Contract 6 Contract 7 Contract 8 Contract 9 Contract 10 Contract 11 Contract 12 Contract 13 Contract 14 Contract 15 Contract 16 Contract 17 Contract 18 Contract 19 Contract 20 Contract 21 Contract 22 Contract 23 Contract 24 Contract 25 Contract 26 Contract 27 Contract 28 Contract 29 Contract 30 Contract 31 Contract 32 Contract 33 Contract 34 Contract 35 Contract 36 Contract 37 Contract 38 Contract 39 Contract 40 Contract 41 Contract 42 Contract 43 Contract 44 Contract 45 Contract 46 Contract 47 Contract 48 Contract 49 Contract 50 Contract 51 Contract 52 Contract 53 Contract 54 Contract 55 Contract 56 Contract 57 Contract 58 Contract 59 Contract 60 Contract 61 Contract 62 Contract 63 Contract 64 Contract 65 Contract 66 Contract 67 Contract 68 Contract 69 Contract 70 Contract 71 Contract 72 Contract 73 Contract 74 Contract 75 Contract 76 Contract 77 Contract 78 Contract 79 Contract 80 Contract 81 Contract 82 Contract 83 Contract 84 Contract 85 Contract 86 Contract 87 Contract 88 Contract 89 Contract 90 Contract 91 Contract 92 Contract 93 Contract 94 Contract 95 Contract 96 Contract 97 Contract 98 Contract 99 Contract 100								

Here you can find contract details, transactions and allowances. You can switch between your open and closed contracts by using the toggle in the left hand corner above your contract number.

Here you will find a list of both your contracts and transactions for all purchases made from COFCO e.g. Seed and Fertiliser. As with your sales contracts you can toggle between your open and closed contracts.



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Frequently Asked Questions

Q. How do I change/update my company information?

A. Either through this link

<http://www.uk.cofcointernational.com/update-company-details/> or email

ukfarmportal@cofcointernational.com for changes.

Q. How do I download a self billing invoice?

A. In your sales clicking on QTY INV will bring up a download option in the far right column for that contract number.

Q. How do I view my sample results?

A. Select '**samples**' from the menu bar and this will take you to your results page. Use the scrollbar at the bottom of the page to scroll along and see more information such as DON & ZON dates, screenings etc.

Q. How do I switch between accounts?

A. Click on the currently viewing tab which will show other accounts associated with your email address.

Q. How do I download and print my purchase contracts?

A. In your purchases click on 'Purchase Contract No' in the far left column.

Q. How do I change my password?

A. Clicking on the person icon in the header will allow you to do this.