

# COFCO INTL UK

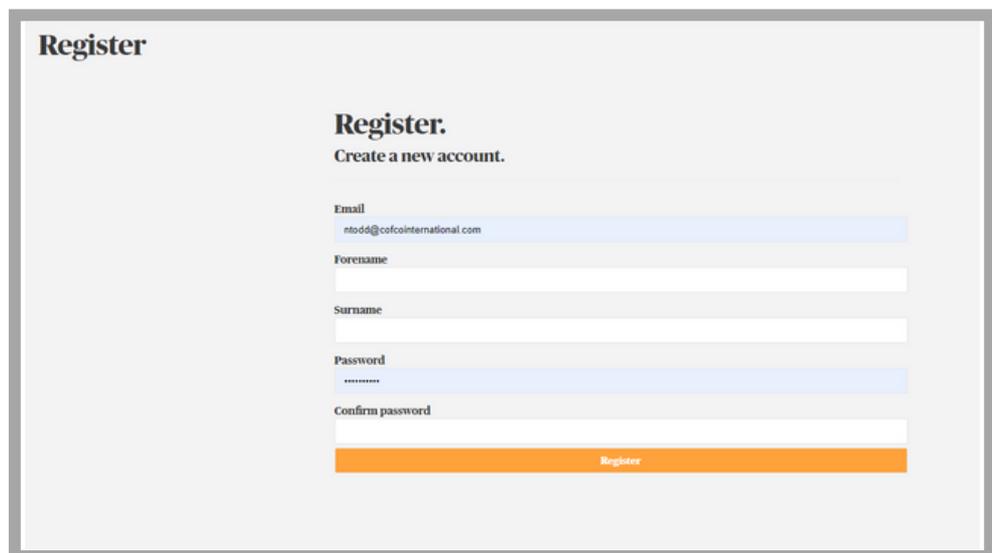
## Portal Guide

### 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>



The screenshot shows a web page titled "Register" with the following content:

**Register.**  
Create a new account.

Email  
ntodd@cofcointernational.com

Forename

Surname

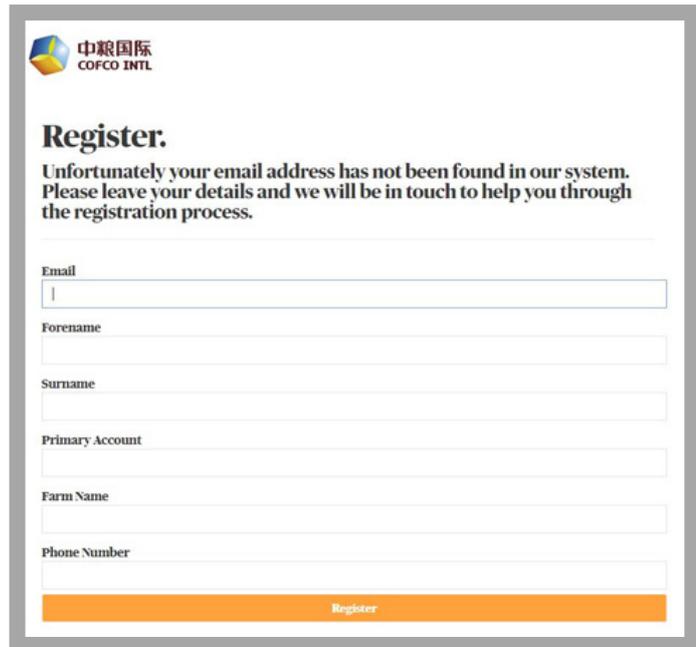
Password  
\*\*\*\*\*

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.

# COFCO INTL UK Portal Guide



The screenshot shows a registration page for COFCO INTL. At the top left is the logo with the text '中粮国际 COFCO INTL'. Below the logo, the heading 'Register.' is followed by a message: '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.' Below this message is a form with the following fields: 'Email' (containing '1'), 'Forename', 'Surname', 'Primary Account', 'Farm Name', and 'Phone Number'. At the bottom of the form is an orange button labeled '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](https://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:

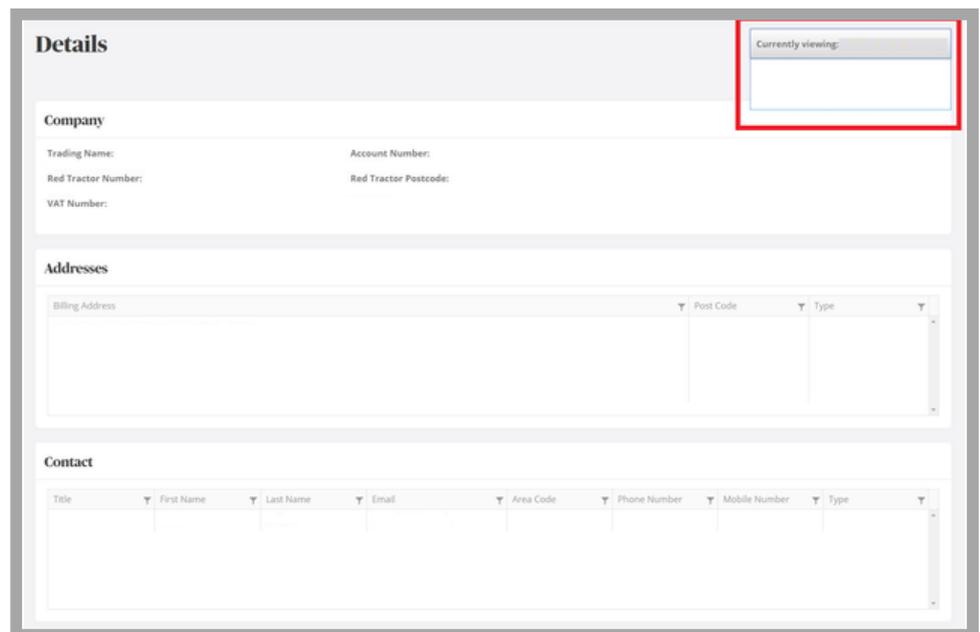
[ukfarmportal@cofcointernational.com](mailto:ukfarmportal@cofcointernational.com)

# COFCO INTL UK

## Portal Guide

### 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.



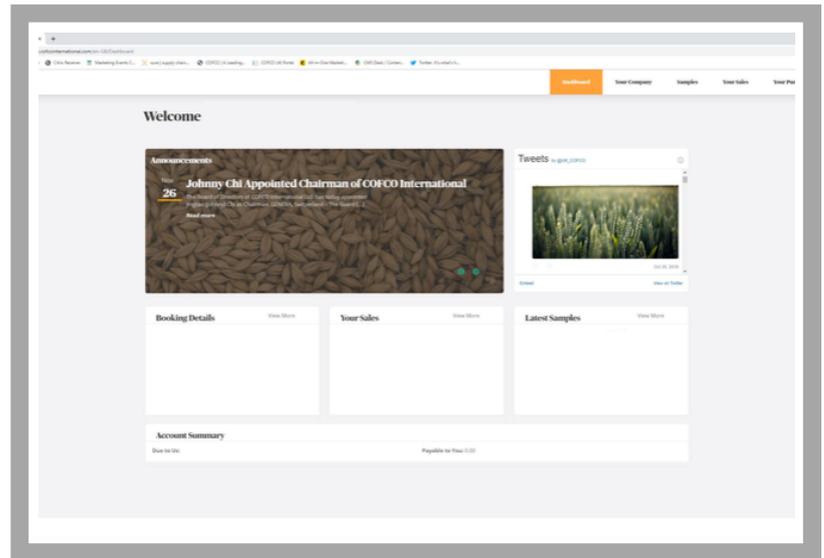
The screenshot displays a user dashboard with the following sections:

- Details:** A box labeled "Currently viewing:" is highlighted with a red border in the top right corner.
- Company:** Fields for Trading Name, Account Number, Red Tractor Number, Red Tractor Postcode, and VAT Number.
- Addresses:** A table with columns for Billing Address, Post Code, and Type.
- Contact:** A table with columns for Title, First Name, Last Name, Email, Area Code, Phone Number, Mobile Number, and Type.

### Navigating Around

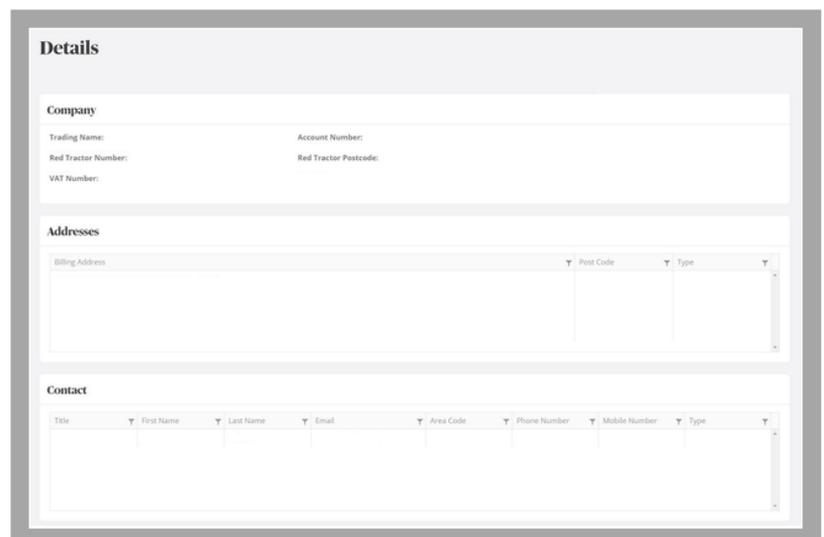
This guide will explain the different pages which are available on the Portal and what they can be used for. By viewing this PDF on a computer / mobile device you can click the images to open up to the actual pages on your Portal. If you experience any problems whilst using the Portal and need any assistance,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

# COFCO INTL UK Portal Guide



## 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.



## 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.

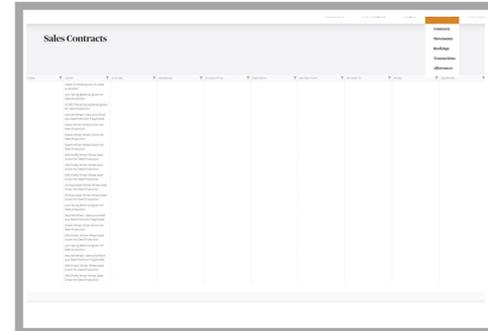
# COFCO INTL UK Portal Guide



Sample Variety	Date Sample Taken	Store/Bin	Moisture
Bazooka			13.43
KWS Santiago			13.9
Shabras			14.2
Glean			14.5
Gravity			13.8
Shabras			13.2
Elliot			15
KWS Santiago			14
Motzen			14.6
Motzen			14.8
Iskin			14.2
Iskin			14.3
KWS Santiago			14.2
Motzen			14.9
Motzen			14.6

## SAMPLES

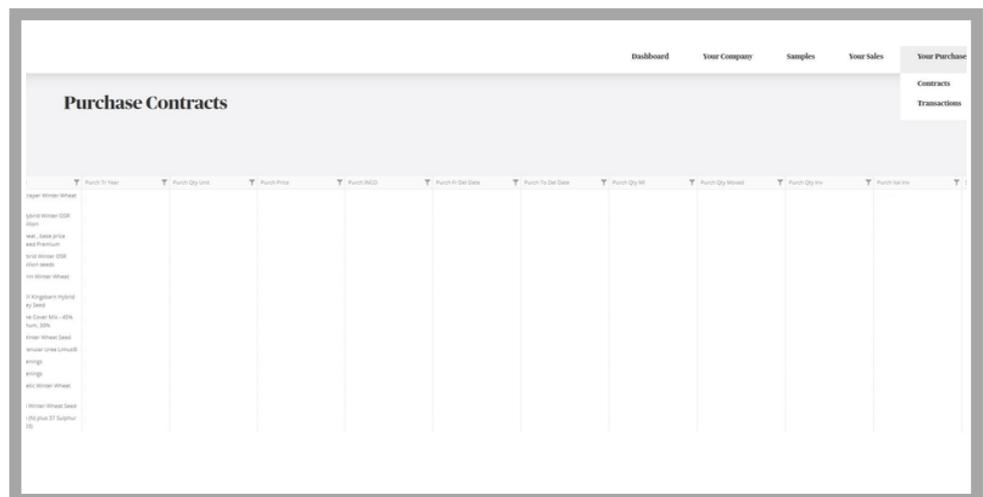
Find your sample results here along with your DON and ZON results.



Contract Number	Contract Date	Contract Type	Contract Status
123456789	2023-01-01	Open	Open
987654321	2023-02-01	Closed	Closed
567890123	2023-03-01	Open	Open
432109876	2023-04-01	Closed	Closed
210987654	2023-05-01	Open	Open
876543210	2023-06-01	Closed	Closed
654321098	2023-07-01	Open	Open
321098765	2023-08-01	Closed	Closed
109876543	2023-09-01	Open	Open
987654321	2023-10-01	Closed	Closed

## YOUR SALES

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.



Contract Number	Contract Date	Contract Type	Contract Status	Contract Price
123456789	2023-01-01	Open	Open	1000
987654321	2023-02-01	Closed	Closed	2000
567890123	2023-03-01	Open	Open	3000
432109876	2023-04-01	Closed	Closed	4000
210987654	2023-05-01	Open	Open	5000
876543210	2023-06-01	Closed	Closed	6000
654321098	2023-07-01	Open	Open	7000
321098765	2023-08-01	Closed	Closed	8000
109876543	2023-09-01	Open	Open	9000
987654321	2023-10-01	Closed	Closed	10000

## YOUR PURCHASES

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.



# COFCO INTL UK Portal Guide

## 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.