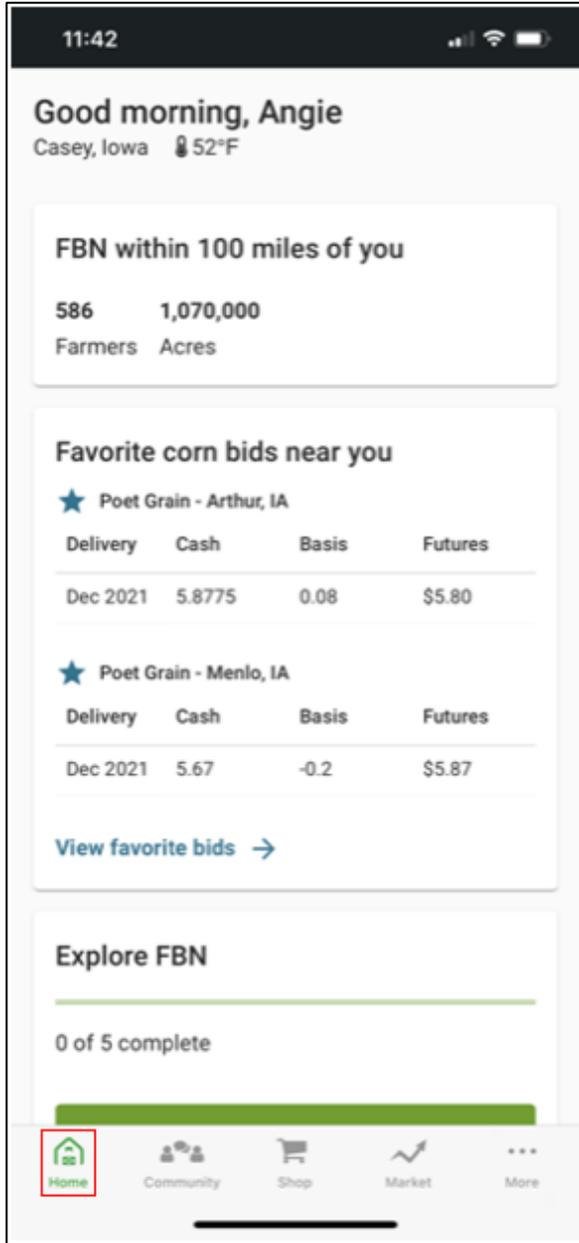


BIDS

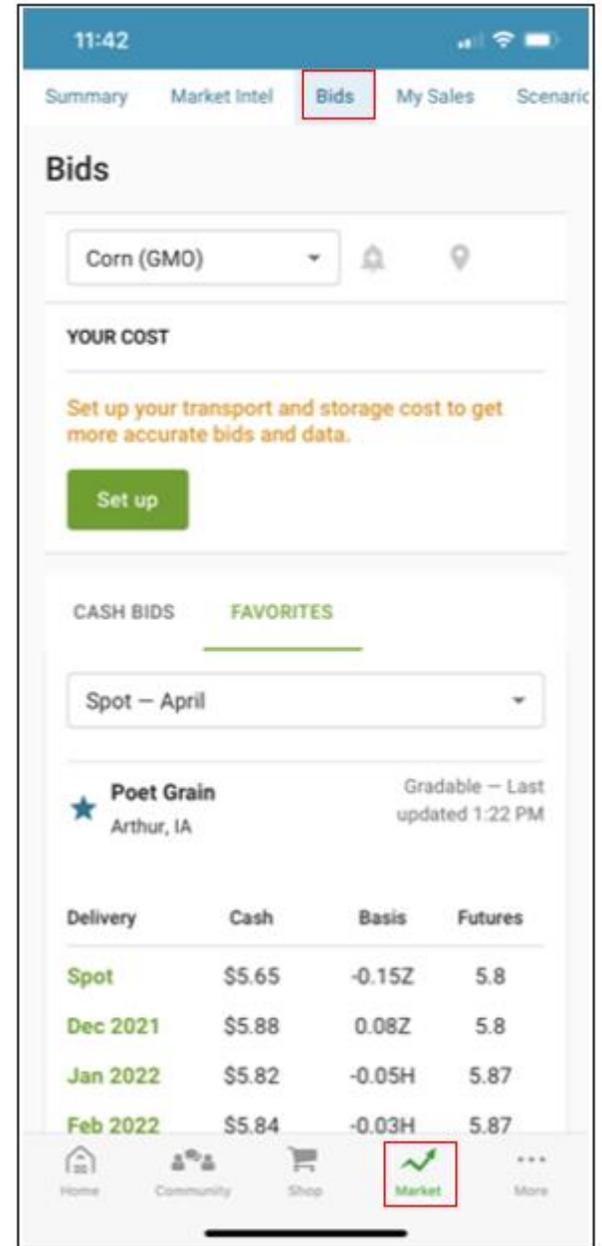
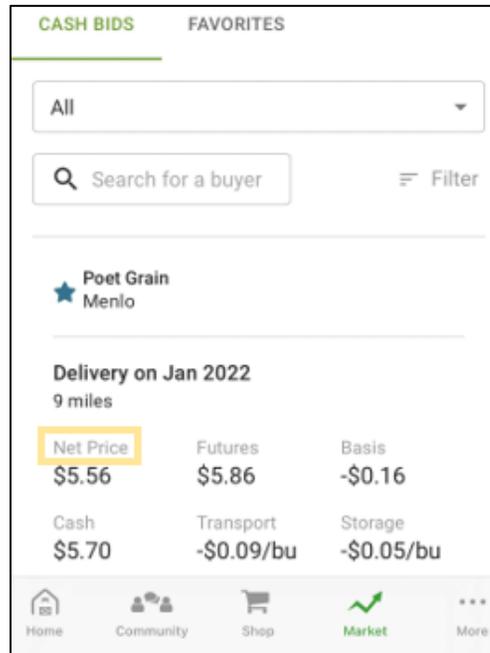


When opening the app after your initial log in it will default to the Home page.

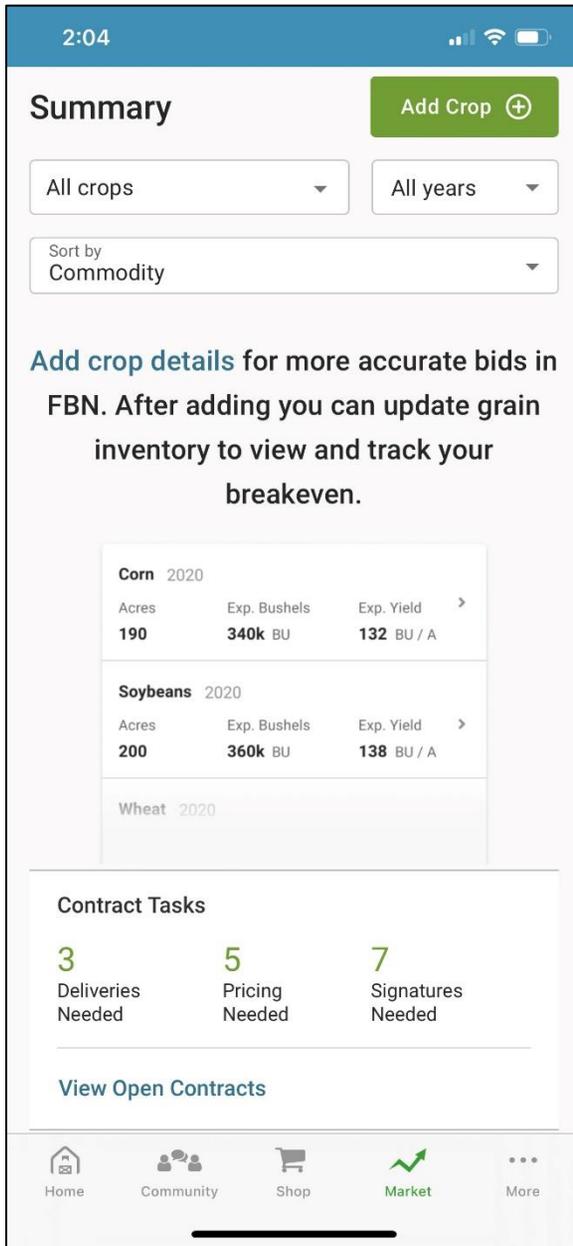
This gives you a quick look at your Favorite Poet Location's prompt bid. You can click on [View favorite bids →](#) and it will bring you to the Market page, Bid's tab, Favorites. This will show you deferred bids, use the drop down to change what bids you see.

You can choose to, but are not obligated to, input your transport & storage costs. If you do so the Cash Bids will more accurately quote you a net price.

** You have full access to your Poet information without any further set up within the app.*



CONTRACTS

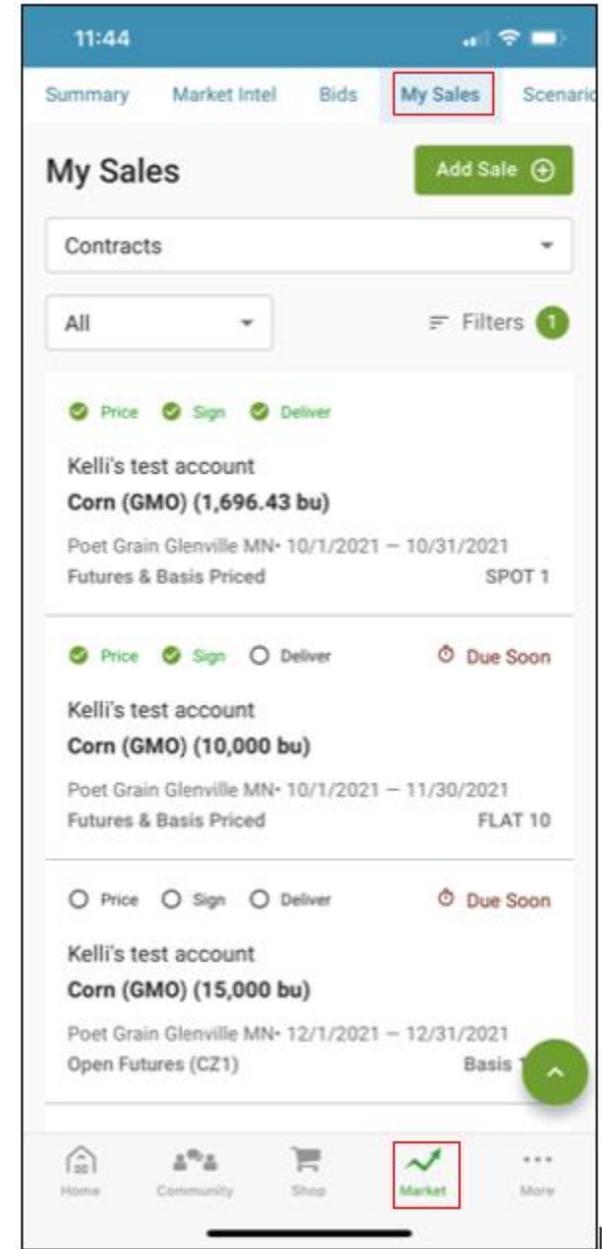


On the Market page, Summary tab you will find a summary of the contracts needing your attention. In this example there are 3 deliveries, 5 pricing, and 7 signatures needed. You can get to these contracts by clicking on [View Open Contracts](#).

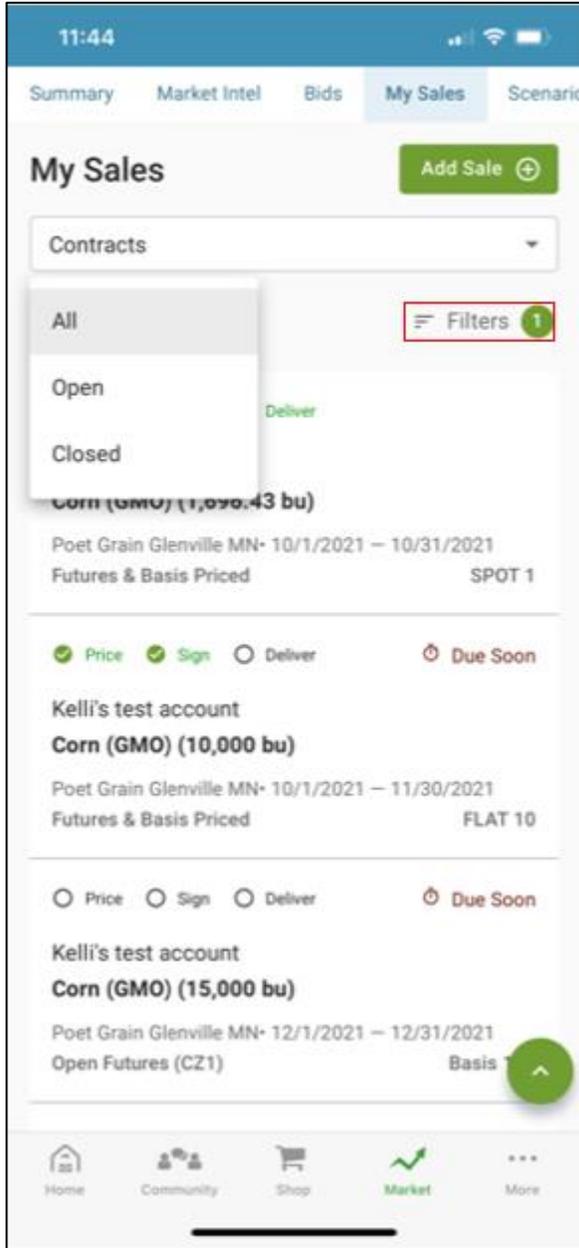
This will bring you to the My Sales tab where you can see those without a green check mark need your attention.

Due Soon in red signifies contracts needing a signature, pricing, and/or delivery. If it has a it has been fulfilled.

To the right you can see a contract that has a green checkmark by Price and Sign, but the Deliver is blank... that is what is **Due Soon**.

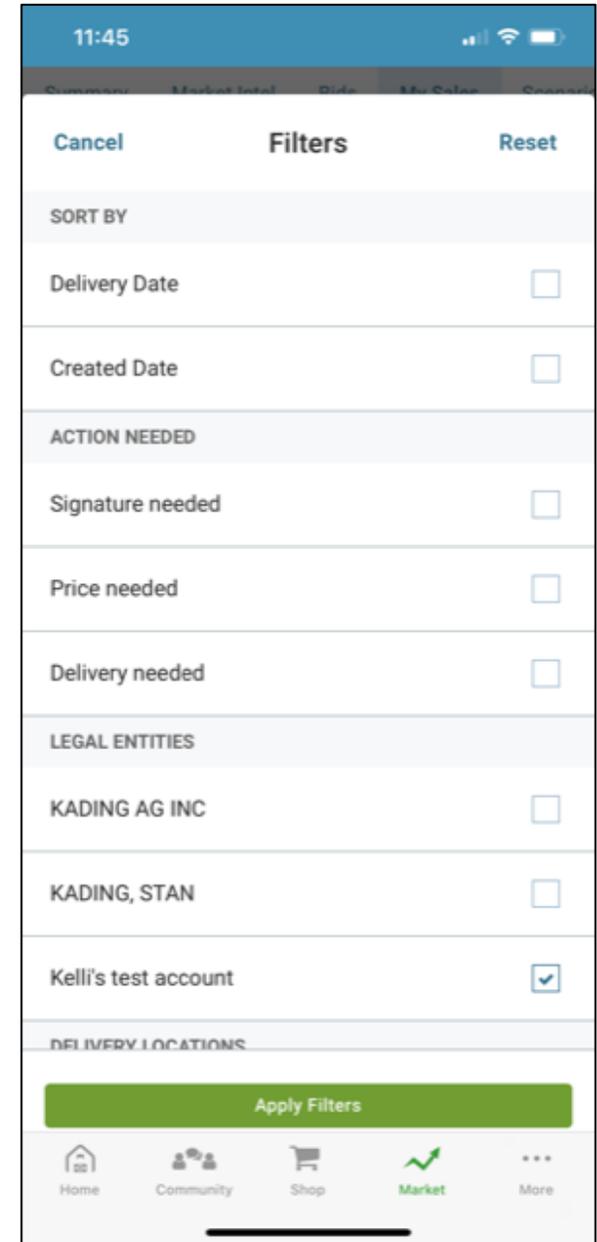


CONTRACTS

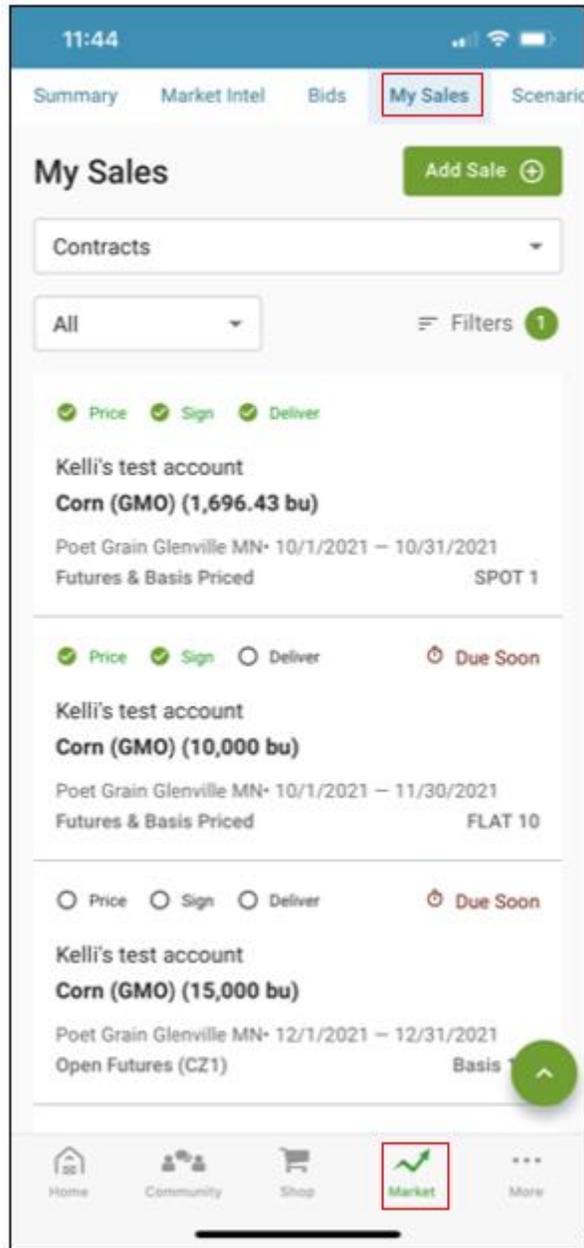


You can use the drop down to choose All, Open, or Closed.

You can also use the Filters to narrow it down even further. Delivery Dates, Actions Needed, Legal Entities, and more.

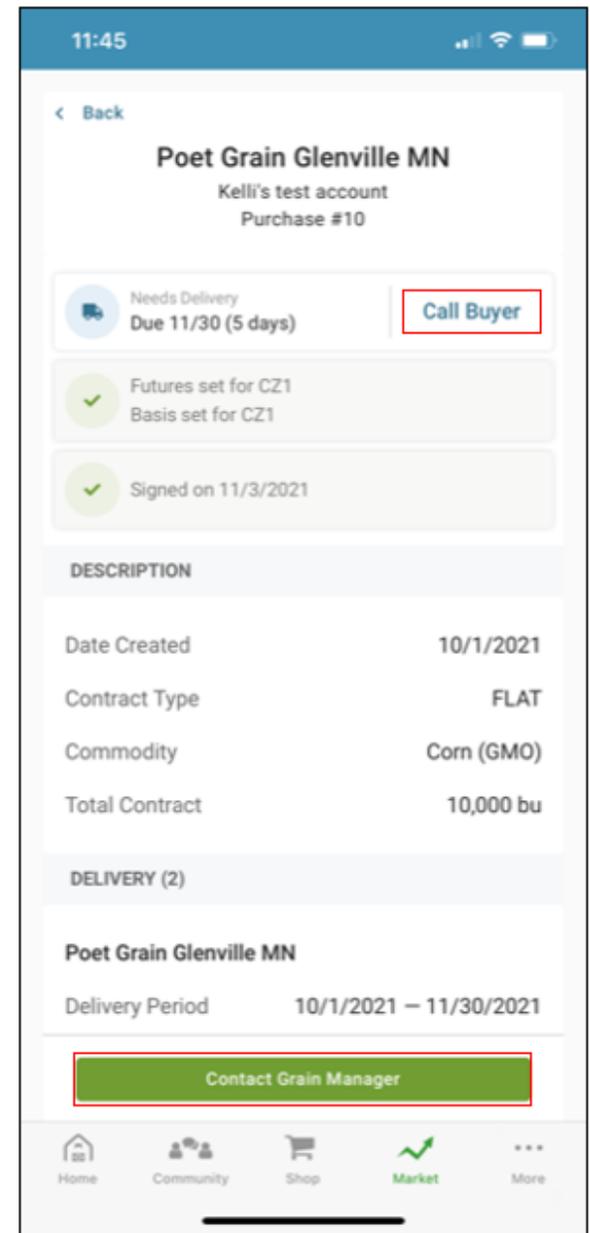


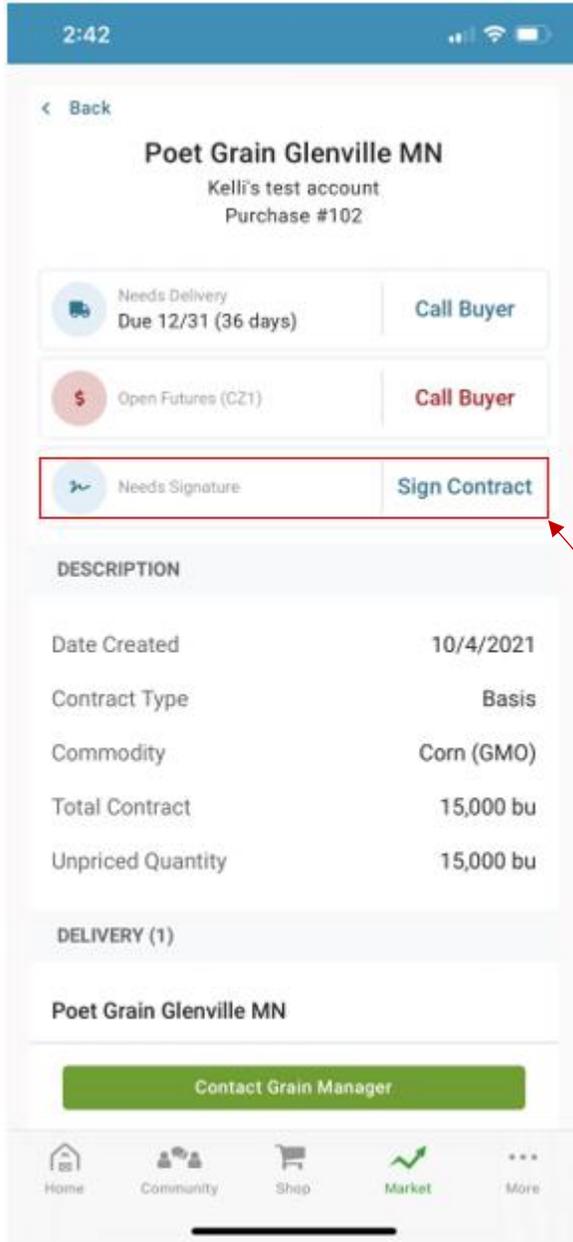
CONTRACTS



If you click on one of your contracts in the My Sales tab, it will bring up a screen like the one on the right where you can see more details of your contract.

If you need to speak with a grain buyer at your location, simply click on the Contact Grain Manager or Call Buyer and it will start the call for you.



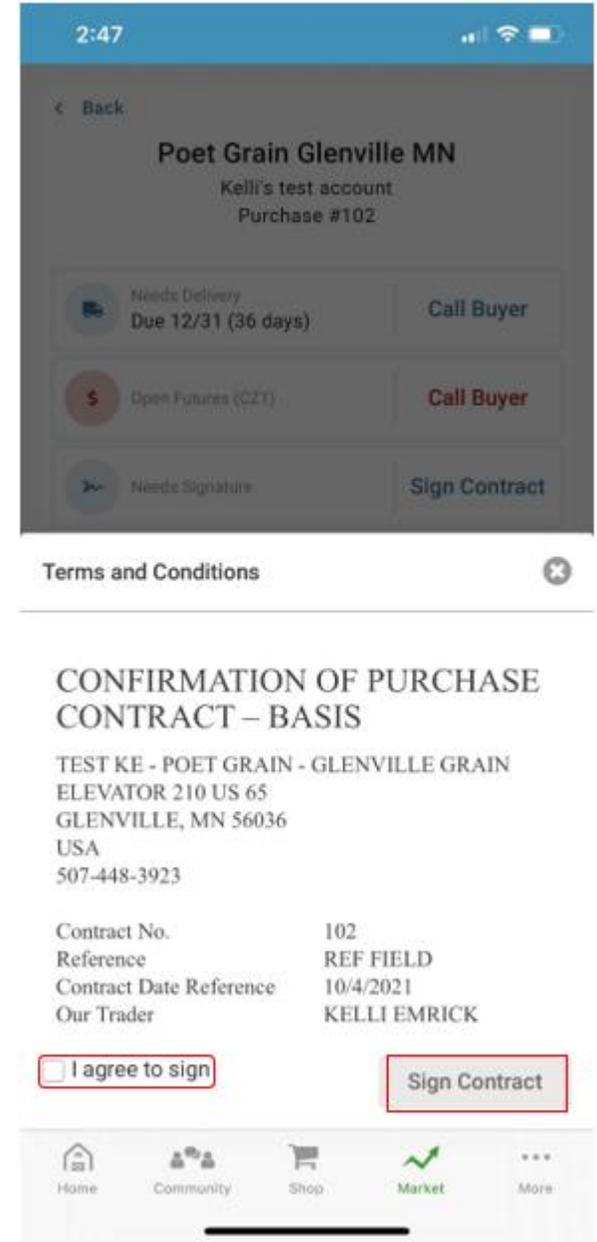


If you are signed up for eSign with Poet, you will be able to eSign your contracts within the app. It will show you that it Needs Signature and will have a button for you to click on that says Sign Contract.

If you are not currently signed up to eSign but would like to be please contact your grain buyer. They'd be happy to help.

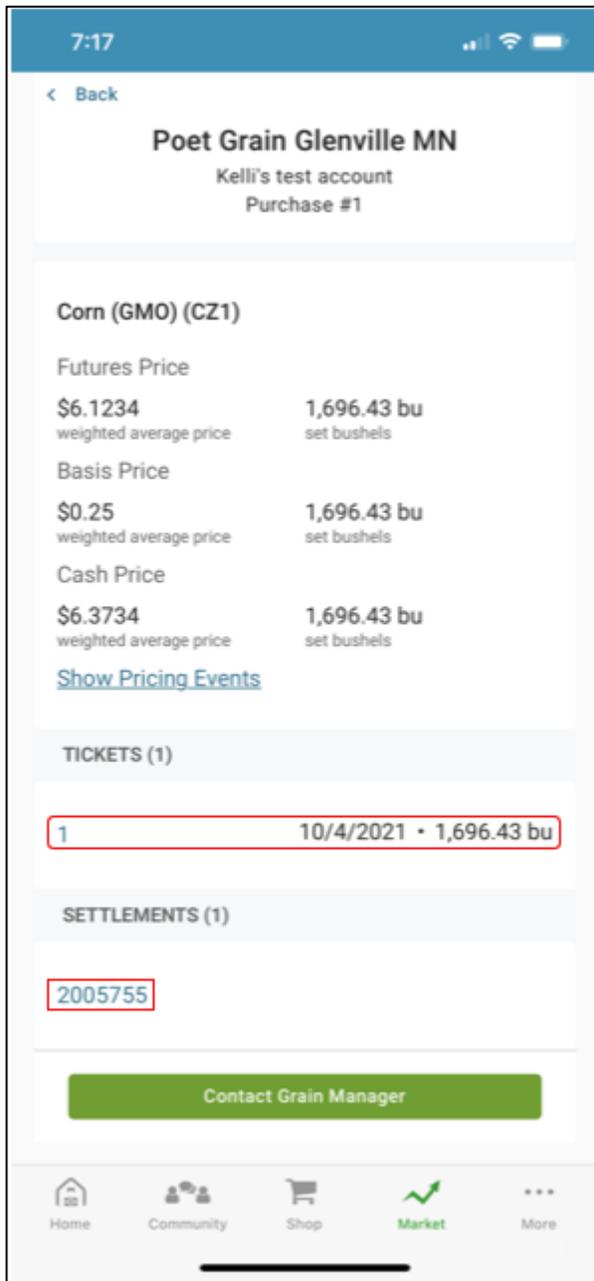
When you click on the Sign Contract button the contract pops up (seen to the right). You can read all the details of the contract. If anything is incorrect, please contact your buyer. If everything is correct and you are ready to sign, check the I agree to sign checkbox and then click Sign Contract.

A signed copy will be emailed to you, the account owner if that is not you and to your grain team at Poet. It's that simple.





TICKETS/CONTRACTS/SETTLEMENTS ALL CONNECTED

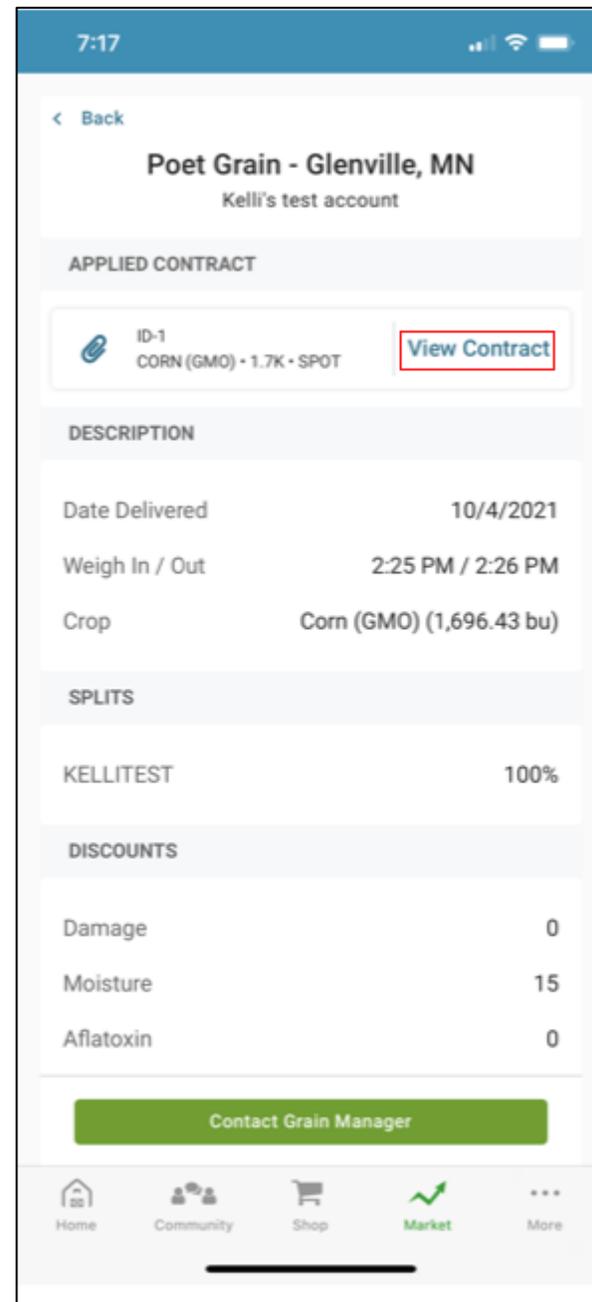


Once in your contract details if you scroll down, you will see the pricing details and bushel quantity.

Next you will see the ticket(s) applied to your contract, the tickets are hyperlinked to your ticket detail.

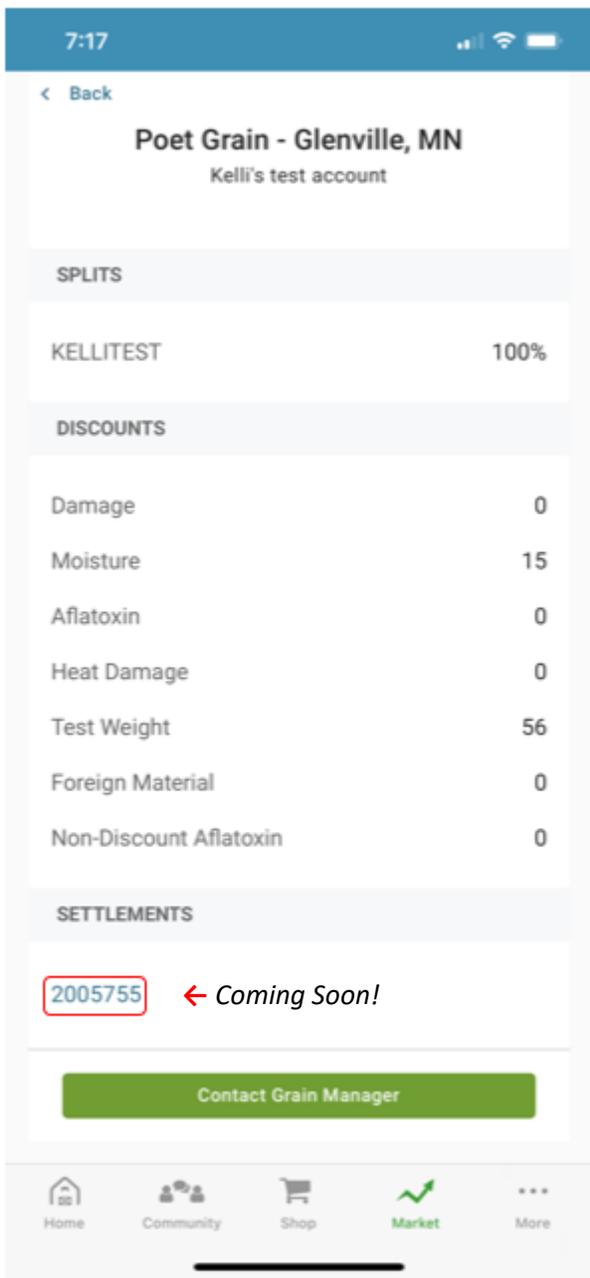
Below that you will see a list of the Settlement(s) associated with this contract, the settlements are also hyperlinked to your settlement details.

To the right is the view once you've clicked on the ticket hyperlink. You can get back to your contract from here by clicking [View Contract](#). Continue to scroll down to view the details of your ticket, bushel quantity, split info, and grade factors.





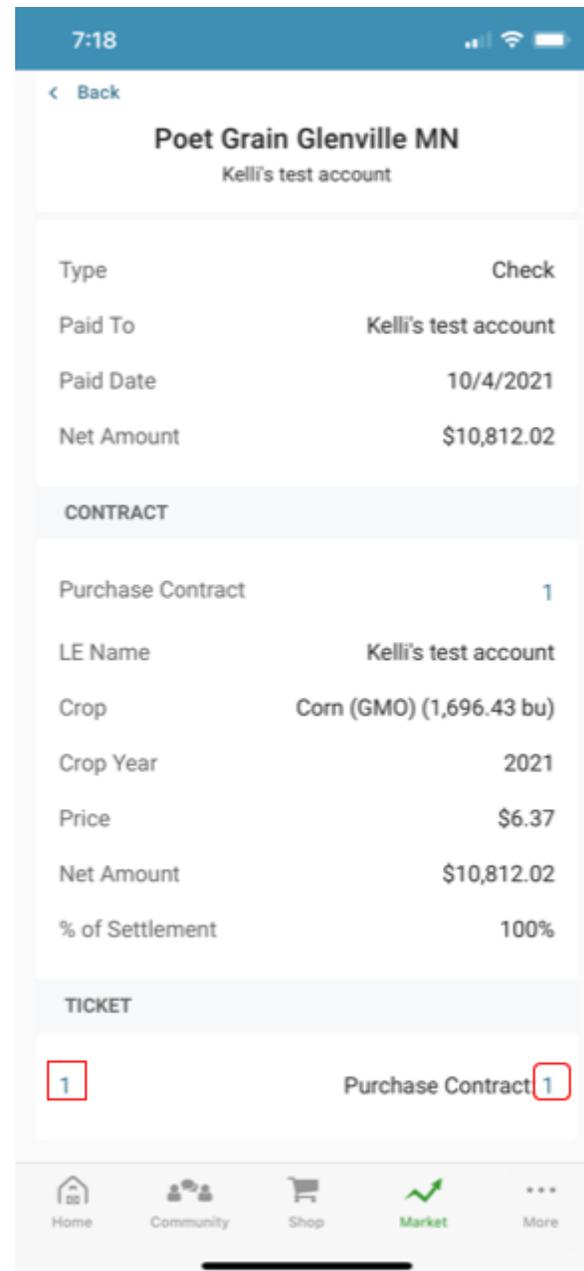
TICKETS/CONTRACTS/SETTLEMENTS ALL CONNECTED



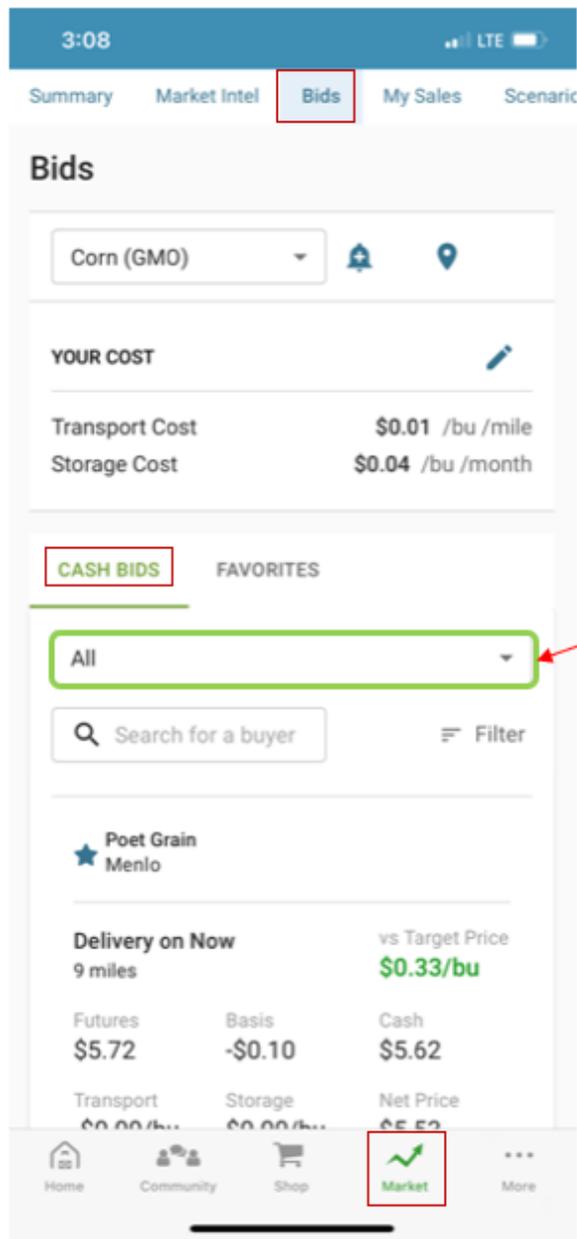
At the bottom of the ticket screen, you will find the hyperlink to the settlement that this ticket was paid on.

To the right you can see the details of the settlement associated with that ticket, paid date, net amount, bushels, price, etc. Full details in the settlements are *coming soon*.

These screens are interconnected – you can get from your ticket to the contract and vice versa, from your ticket to the settlement and vice versa, as well as contract to settlement and vice versa and so on.



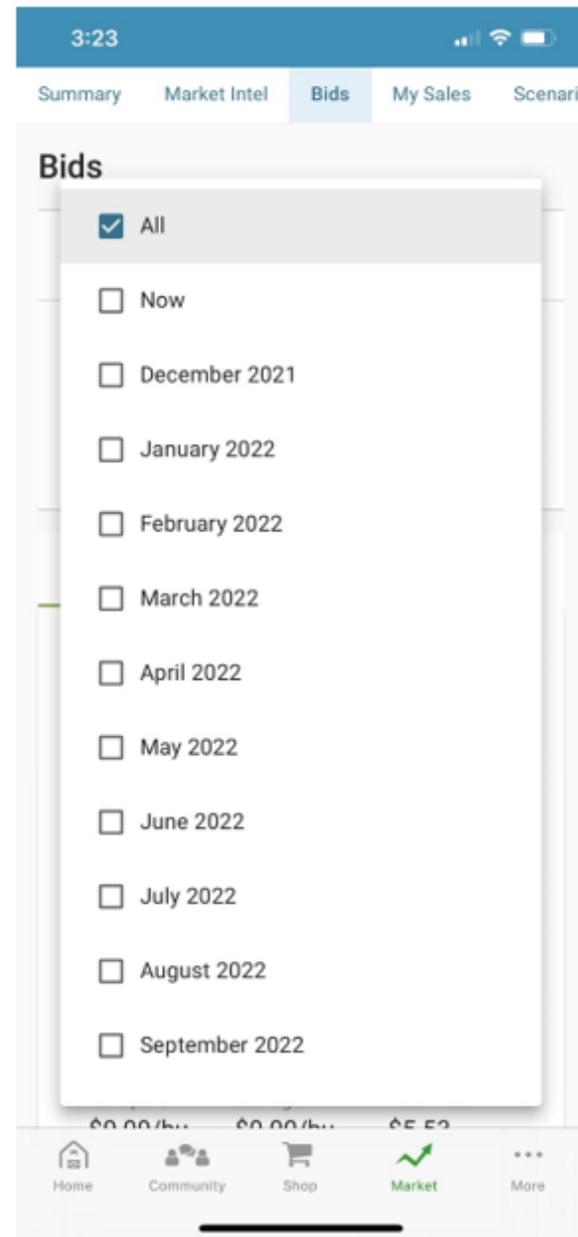
CHANGING FAVORITES



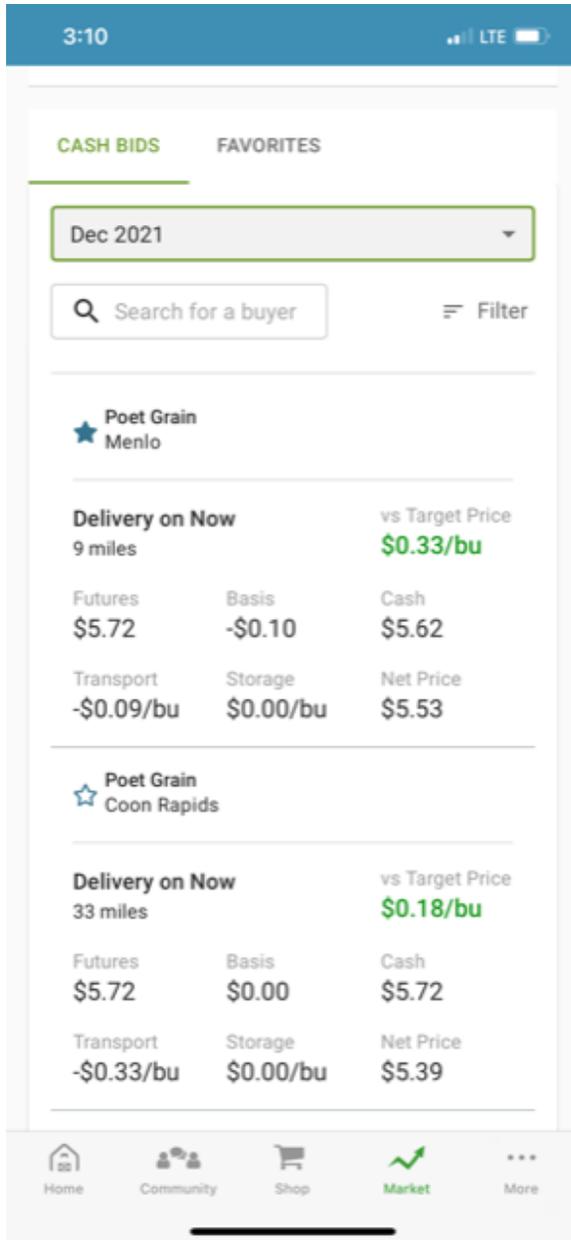
Starting on the Market page, [Bids](#) tab, click on **CASH BIDS**.

You will see the locations that are favored for you. If you click on the dropdown that defaults to All you can choose one of the delivery months. (doesn't matter which one)

To the right you can see the list that pops up when you click on the dropdown. Check one of the checkboxes.

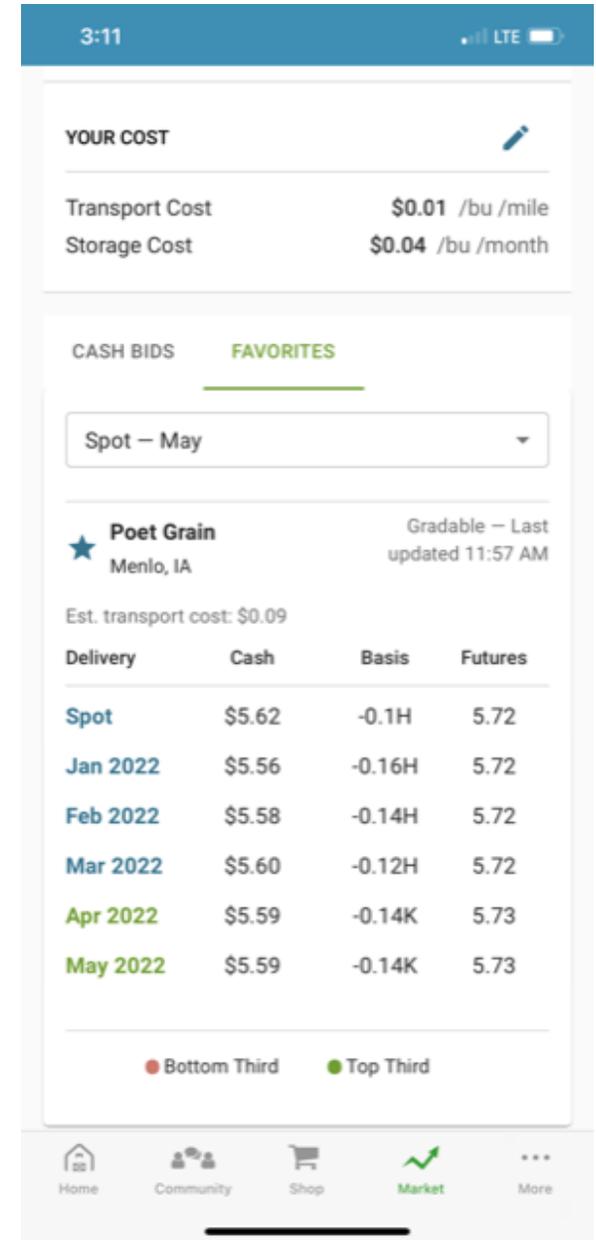


CHANGING FAVORITES

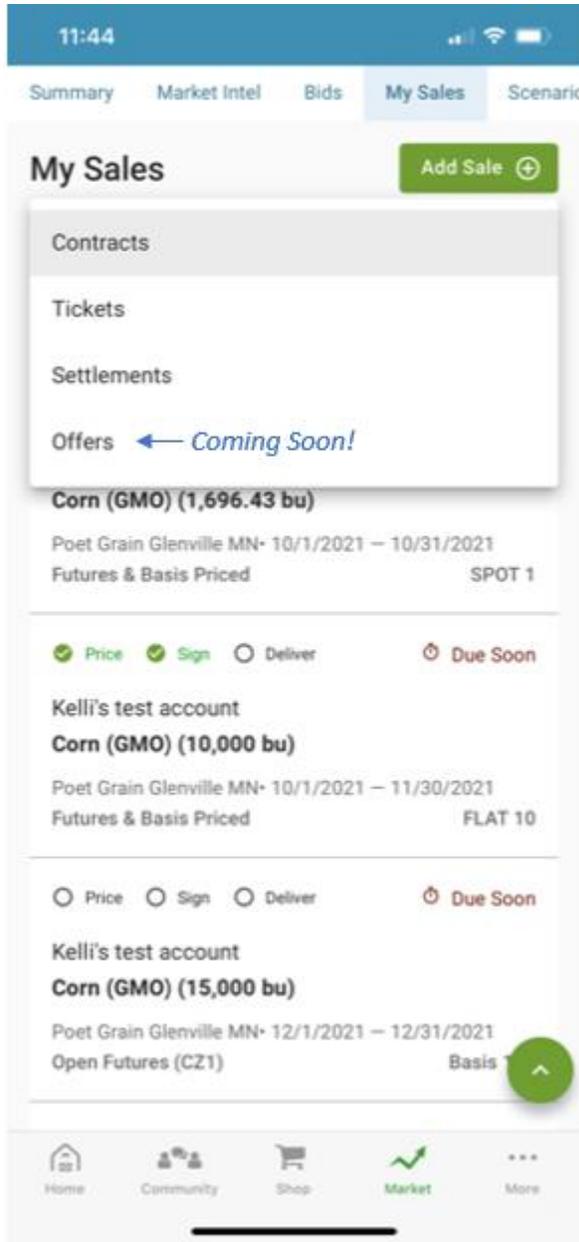


To the left you can see I have Poet Grain – Menlo favorited, I used to have Arthur’s location also favorited, but I removed that one by clicking on the ★.

You can see to the right in Favorites I now only have Menlo displaying. In the left screenshot, if I were to click on the ★ next to Coon Rapids it would become one of my favorite locations and show up on my Home page, Summary tab and the Favorites window within the Bids tab

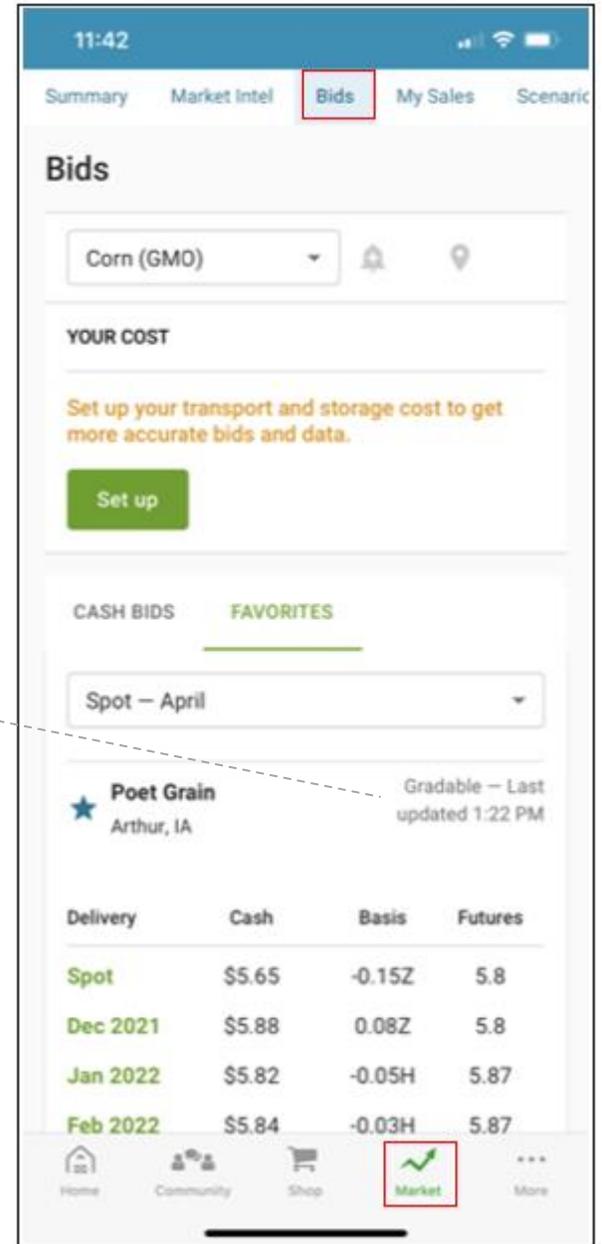


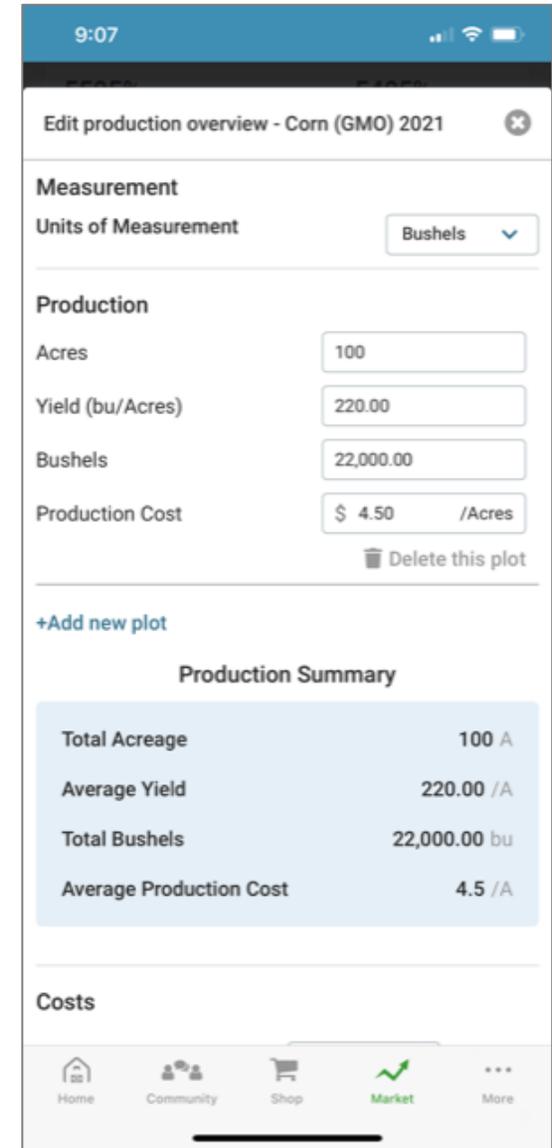
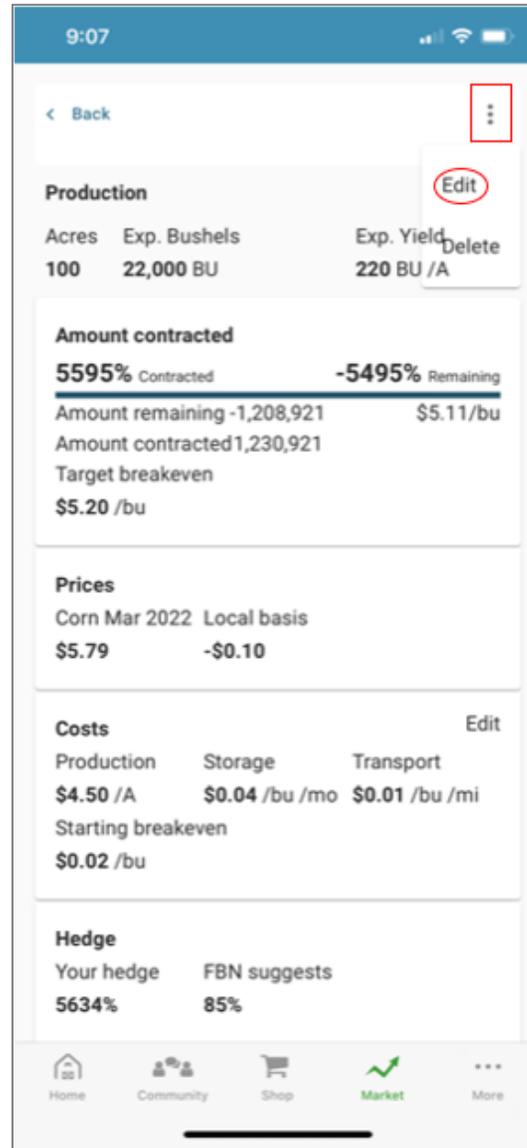
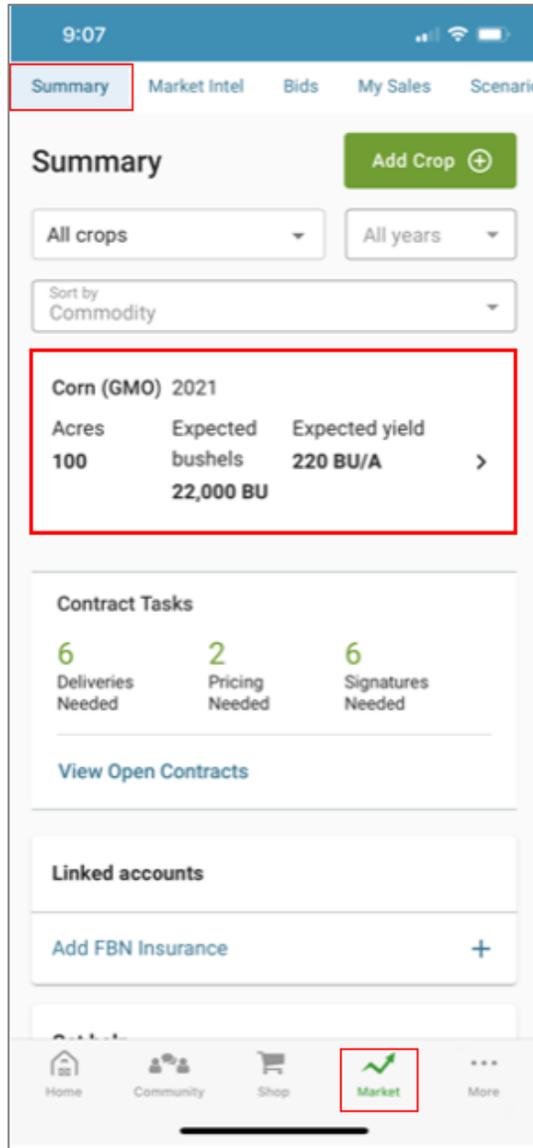
OFFERS & LIVE BIDS



Gradable bids are live, and the time stamp is the last time they were changed by the grain team.

Gradable – Last updated 1:22 PM





1. On the Market page, Summary tab, click on the section showing acres, bu, yield.
2. Click on the three dots in the top right corner and then the Edit in the pop-up.