



QUICK START GUIDE

Getting started in 30 minutes

Date: May 16, 2006

Version: 1.0.8

© Electronic Silo Certificates, © Sandbox Technologies

www.silocerts.co.za

Contents	Page
1. Introduction	2
2. Overview of ESC	2
3. Getting onto the site	3
4. Managing your certificates	4
5. Managing a single certificate	6
6. Showing certificates to other parties	6
7. Transferring ownership out (ie “selling”)	7
8. Providing certificate as security for a loan	8
9. Transfer to Safex (Safex Client)	10
10. Transfer to Safex (Safex Member)	11
11. Cancelling, physical deliveries, splits and other requests to silo operators	11
12. Transferring ownership in from someone else (i.e. “buying”)	13
13. Reporting	14
14. Charges	15
15. Conclusion	15
 <u>Other Issues Annexure:</u>	
16. Creating additional users/nominees to manage your certificates	16
17. Accepting and releasing certificates if you are the financier	16
18. Large transactions (25,000 tons)	17
19. Converting between paper and electronic certificates	17

This Quick Start Guide is provided for use by clients of Electronic Silo Certificates (Pty) Ltd and Sandbox Technologies and is subject to copyright. This is an abbreviated guide and users are referred to the detailed Users Guide to provide a more comprehensive understanding. This guide is provided without prejudice and without liability by its authors and is subject to the Terms and Conditions provided on www.silocerts.co.za.

1. INTRODUCTION

Welcome to Electronic Silo Certificates (ESC). This provides a secure and confidential environment for the management of electronic silo certificates. This Quick Start guide is designed to get users and clients up and running within 30 minutes and focuses in a summary form on the major likely actions that an average client will take. A more comprehensive guide of the full functionality is provided on the website in the Users Guide. To toggle between **English** and **Afrikaans**, click on the language selector at the bottom of the list on the left side of the screen when you have successfully accessed the Log-on.

Website:	www.silocerts.co.za
Call centre:	Tel: (011) 797-5591 and Fax: (011) 202-9508 support@silocerts.co.za
Preferred browser:	Internet Explorer (Microsoft) *
Preferred screen setting:	1024 by 768 *

2. OVERVIEW OF ESC

ESC is an electronic register for owners of electronic silo certificates in South Africa. Owners and buyers of grain (maize, wheat, soya and sunflower) can request from their participating silo operator, (currently Senwes, Afgri and NWK - all silo operators have been invited to be participate and a phased take-on will take place), to have an electronic or paper silo certificate issued (both cannot be issued for the same grain). The traditional paper process will be phased out in the near future. The silo operator system creates an electronic silo certificate and the ESC system is updated automatically. This applies to both silo certificates and Safex approved silos.

Similar to Internet banking, a user logs onto the website and his electronic certificates from the various participating silo operators are in one place. Using this interface, a user then performs various actions on certificates, including:

- Managing all their electronic certificates
- Transferring ownership to and from other parties
- Making physical delivery to Safex
- Providing certificates as security for loan finance
- Booking them back to the silo operator for physical delivery, splits etc

The system and call centre is administered by Exordia (Pty) Ltd. Each owner has his own account which holds his certificates and the information is strictly confidential. (Includes privacy from the silo operators). ESC facilitates and provides a register for the industry participants and integrates back to the silo operators' systems to ensure that a seamless and realtime electronic process is brought to the South African grain industry.

* The site can be used with various browsers and screen settings. Above is the optimized recommendation. To set this it can be accessed via the Windows, Control Panel, Display, Settings or from desktop right click, select Properties, Settings.

3. GETTING ONTO THE SITE

Log on to the Internet. Access the website at www.silocerts.co.za. Available for download are brochures and various user guides in both English and Afrikaans. Click on the link “**Login**”. This takes you to the log-on page.

To access the site you must be a registered user. This can be done by downloading an account application form from the www.silocerts.co.za website or by calling 011 797-5591. Alternatively an email can be sent to support@silocerts.co.za. Fill out the application form and fax it to the number indicated. The administration office will load you as a new user and contact you with your new account and login details. To log on you require (1) user name (2) password (3) a PIN (Personalised Identification Number).

To enter the site:

1. Enter your user name as provided by ESC
2. Enter your password as provided by ESC. This is case sensitive, must be a minimum of 8 characters long and must include letters and a special character (an example would be P@\$\$word)
3. Press enter or click on “Login”

The first time you use the site, you must accept the Participant Agreement before using the site. This is done by ticking the box provided - to read the Terms and Conditions follow the link provided. The site also includes links to the Privacy Policy (which sets out the manner in which your information and privacy is protected); FAQ (a short list of Frequently Asked Questions) and about Security (which covers encryption, identification and the PIN process).

This takes you to a PIN entry screen. This is an additional security feature which mitigates keystroke logging. The screen identifies the user and when the certificates were last accessed. Enter your section of the PIN code into the blue blocks. This is further explained on the screen – one enters a random combination of 4 of the 6 digit PIN code**. So if your PIN is 123456 and the first two blocks are blanked out (and the order hereof is random), enter into the last four blocks 3456 respectively. Then press Enter or click on “Submit”.

**This will give you access to your account and your electronic certificates.
You are now in ESC, welcome.**

Notes:

(1) If you are unsuccessful, please (a) check the username, password and PIN, ensuring the password is capitals or lowercase (b) follow the links provided for forgotten information (c) contact the call centre via telephone or email (refer to Introduction for the contact details)

* To go from box to box, do not press Enter but rather the internet standard of either Tab key or use your mouse to click on the next box. The username cannot be changed but follow the instructions on screen to change your password or if you have forgotten your password.

** To change the PIN code, follow the link provided

4. MANAGING YOUR CERTIFICATES

On entering ESC, you are first taken to the “**My Certificates**” area. This area summarises and lays out in a register form all your electronic certificates from the participating silo operators. To return here at any later stage, click on “**My Certificates**” link at the top or the left side of the screen. The top shows who is the owner and who is the user logged on, including time of last access. This is the main area of managing your electronic certificates where there are 4 key areas:

The list of certificates owned (1)

A summary of the total (2)

Actions that can be performed (3)

Reporting tool (4)

The screenshot displays the ESC web application interface. At the top, it says "Welcome: Egbert Markgraaff" and "Managing certificates for: Egbert Markgraaff". Below this is a "Summary" table showing totals for various products. The main part of the page is a table titled "My Certificates" with columns for Certificate #, Type, Silo, Location, Product, Grade, Quantity, and Public. A left-hand navigation menu is visible, and a "Certificate Analyser" button is located in the top right corner of the main content area.

Summary	Certificates	Total	Maize	Wheat	Soya	Sunflower
	10	Tons: 6,500.00	3,200.00	2,000.00	600.00	700.00
	Total Certs: 0	Total Tons: 0	Ton Maize: 0	Ton Wheat: 0	Ton Soya: 0	Ton Sunf: 0

Certificate #	Type	Silo	Location	Product	Grade	Quantity	Public
<input type="checkbox"/> 2000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM2	200	(No/Nee)
<input type="checkbox"/> 3000	Silo Certificate	Klerksdorp	Bethall Ext 4	YM	YM1	300	(No/Nee)
<input type="checkbox"/> 4000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP	400	(No/Nee)
<input type="checkbox"/> 5000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2	500	(No/Nee)
<input type="checkbox"/> 6000	Silo Certificate	Klerksdorp	Bethall Ext 4	SF	BP2	600	(No/Nee)
<input type="checkbox"/> 7000	Silo Certificate	Klerksdorp	Bethall Ext 4	SO	BP2	700	(No/Nee)
<input type="checkbox"/> 8000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1	800	(No/Nee)
<input type="checkbox"/> 9000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM2	900	(No/Nee)
<input type="checkbox"/> 10000	Silo Certificate	Klerksdorp	Bethall Ext 4	YM	YM1	1000	(No/Nee)
<input type="checkbox"/> 11000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP	1100	(No/Nee)

Area 1 - The list of certificates provides a summary of the electronic certificates held, with each line being a certificate. A line shows the certificate number, the type (whether silo or Safex certificate), the silo operator, the location, the product, grade and quantity. The “public” column indicates whether you have given viewing rights to that certificate to other parties (refer section 6 below). To view the actual certificate with all the details click on the spyglass icon. If you click on the spyglass, the actual electronic certificate will be viewed with all the information, and at the bottom thereof will be links to the history and terms and conditions of that certificate (specific to silo operator currently found on the back of the paper certificate).

The “Page” link on the right allows the attachment of general notes that can be made and attached to certificates. As actions are performed on certificates, so they are transferred to various categories lower down on the screen (eg encumbered, awaiting split etc), with the top list being my certificates which are not subject to restrictions.

Area 2 – this provides a summary of the number of certificates, the total tonnage and tonnage by product. As the various actions are likely to require several certificates in a single transaction, as you select certificates (through the tick box on the left of each certificate), a running total will be provided on the summary area for those certificates selected.

Area 3 – once a certificate or multiple certificates have been selected through ticking the certificate on the left, actions can then be applied thereto by clicking on an action. These are intuitive and include: **My Certificates** takes you back to the main screen and is often used; **Transfer Out** allows you to transfer and encumber your certificates to others, transfer certificates to Safex and to book back to the silo operator with instructions eg physical delivery, split request etc; **Modify Transfer** allows increases to the period a certificate has been offered under Transfer Out; **Transfer In** allows you to accept ownership or encumbrances over another person’s certificate; **Release Encumbrance** allows a financier to release a certificate back once a debt has been repaid for which the certificate was security; **Show Others** allows you to show other users the detail of your selected certificates; **See Others** allows you to view another’s certificates if they have given you permission; **History** shows the history in date sequence of actions performed on all certificates; **Silo List** provides a list of silo’s and contact details of participating silo operators; **Reporting** brings up a list of available reports and audit trails; **Exports** makes a customisable extract of the certificates to Microsoft’s commonly used Excel spreadsheet program; **My notifications** shows the notifications that have been emailed to the user for events; **Portfolio** enables you allocate a portfolio reference to a certificate; **Preferences** allows you to manage your certificate view, auto calculate tonnage and show a concurrent login alert; **Afrikaans** allows the toggling between English and Afrikaans, which is a setting saved thereafter with the user profile.

Area 4 – this a reporting tool over the current certificates. Clicking on the **Certificate Analyser** allows selections to be able to filter the register of certificates owned. These can be filtered by certificate type (All; Safex; non-Safex); Product (eg White Maize); Grade (eg WM1); Silo Operator (e.g. Senwes); Silo Location; or the Advanced option which further asks to find certificates “Who you acquired from” or the date acquired and/or to sort for storage type (ie Daily or Annual). Then press “**Submit**”. To reset the full register of certificates, select “**Reset**”.

This main area, “**My Certificates**” is designed to have your world of electronic silo certificates in one place.

5. MANAGING A SINGLE CERTIFICATE

In the main screen “**My Certificates**”, each certificate occupies one line on the register.

A line shows the certificate number, the type (whether silo or Safex certificate), the silo operator, the location, the product, grade and quantity. The “public” column indicates whether you have given viewing rights to that certificate to other parties (refer section 6 below). To view the actual certificate with all the details click on the spyglass icon. If you click on the spyglass, the actual electronic certificate will be viewed with all the relevant information, and at the bottom thereof will be links to the history and terms and conditions of that certificate (specific to silo operator which is currently found on the back of the paper certificate) and the “**Page**” link on the right allows for general notes that can be made and attached to certificates.

The first category on the register is “**My Certificates**” where certificates with no restrictions are placed. Often restrictions are placed through actions (eg booking back to the silo operator for splits, transferring to Safex or using as security (encumbrance) for a loan), in which case they are transferred (and functionality often locked) to the various categories indicated lower in the register (eg “Certificates encumbered”).

Actions can be performed on a single certificate (which is chosen by ticking the check box on the left of the certificate) or multiple certificates at the same time (tick check boxes of several certificates involved – refer the Summary section near the top of the screen to indicate the total of the certificates selected).

6. SHOWING CERTIFICATES TO OTHERS

If you want to show a certificate or multiple certificates to another party, then first tick the check boxes of the certificates concerned then select from the action list on the left “**Show Others**”. The certificate can be shown in three ways and these are indicated and selected on the right of the **Show Others** screen that appears.

They can be shown by allocating them a **Password** (i.e. if this is selected, input a Password for that certificate and specify a number of hours. The other party is then given the password verbally or via email and they can view through “**See Others**”). Alternatively, “**Select Users**” who can view which will then appear in their register under the category “Certificates available for viewing” (they must provide you with their ESC account number). Alternatively attach and **email** a picture of the certificate by entering the other party’s email address (either enter a new address or select from a list of previous parties dealt with and press “**Add**” then “**Submit**”). If you have granted viewing rights which have not expired, the column on the front register “Public” has a status of “Yes/Ja”.

To remove viewing rights, select the certificates, select “**Show Others**” and select “**Remove Publication**”.

7. TRANSFERRING OWNERSHIP OUT (i.e. SELLING)

Select the certificate or certificates you wish to transfer by ticking the check box on the left of the relevant certificates (hint: watch the total counter of selected certificates in the summary section near the top of the screen to calculate the total certificates and tonnage selected for the transaction). Click on **Transfer Out** on the left side action panel and the Transfer Out screen appears.

The list of certificates is already written into the first line of boxes. Ensure the default selector circle is at the first option “**Transfer ownership to another party**”. Click on tonnage box and input the total tonnage these certificates represent *. Then press tab or click on box to enter to whom you wish to transfer “To whom:” This has two boxes. In the first you enter the account number ** if you have not transferred to this person before, alternatively the next box allows you to select a party that you have previously dealt with – either a new number must be input or select a party if you have dealt with them before. Then tab to, or click on “**Open For:**” This is based on the number of hours the offer is open for the other party to offer to accept ownership (see later Transfer In). If the two sides (Transfer Out and Transfer In) are not matched within the period specified in **Open For**, the transaction will be cancelled – select the drop down arrow selector to choose a time other than the default. Once the **Transfer Out** is completed, the owner of the certificate is unable to action it during the **Open For** period. The next check box is whether this is a conditional transaction. Leave this box unchecked if the two parties are trusted parties and they do not require a third party (eg a bank or ESC Administrator) to be responsible to release the transaction (refer Conditional Transactions at the end of this section). If this is a straight Transfer Out / Transfer In then do not tick “Conditional” and click on **Next** . *** A summary screen will appear for you to verify all the elements of the proposed transfer. To make changes, select **Back**, or if they are correct, select **Submit**. A confirmation note will be shown, click on home or **My Certificates** to return to your main register of certificates. These certificates then will be locked for the period and will be moved from **My Certificates** category to **Transfers Out** category. You have successfully offered these to the other party. If the other party within the time period specified under **Open For** accepts to **Transfer In**, the system will automatically change the ownership.

If the other party fails to do so, the transaction will be cancelled and the certificates will be unlocked and moved back to your **My Certificates** category (hint: to extend the period later before the period ends, select **Modify Transfer** on the left).

* This is a mechanism to check that certificates indeed match the transaction tonnage

** You can only transfer to an existing account holder on ESC. Input the other party's ESC account number (this is their account number, similar to a bank account number, and is known by the user – this is not the username, password, or PIN but their account number). This number will be provided by the other party.

*** If the transaction tonnages do not match the sum of the certificates, an error message will flag you will be unable to proceed until this balances through recapturing the tonnage or going back to my certificates and checking the correct certificates (watch the tonnage in the summary area)

Conditional transactions

An unconditional transaction just requires the two parties to make a Transfer Out and a Transfer In and for this to be matched by the system during the period specified. A conditional transaction also requires an additional person appointed by the parties to release the transaction. This happens in the event of parties not known to each other or if the change of ownership is conditional upon another event eg payment. If the transaction is conditional, then under the **Transfer Out** process above, tick the box **Conditional**. This provides a further list of three options in order to select the party who is tasked to release the transaction. The person tasked with the third leg of a releasing a conditional transaction can be either of the parties to the transaction (ie select **Me** or **Counterparty**, being the other party to whom you wish to transfer) or a **Third Party** (then enter ESC account number of the third party or select from drop down list if dealt with this third party before). The option is chosen by selecting one of the three options (Me, Counterparty or Third Party) and if it is a third party, identifying the third party by supplying his or her account number in the first box or selecting from the list).

Once a party has Transferred Out and a matching Transfer In has been made by the other party, the third party will have the transaction automatically appear in their register under the category **Third party transactions to release**. To release a transaction, the third party (on confirmation of the conditional event) selects for that transaction **Release** on the right side of the screen and follows the instruction on screen.

8. PROVIDING CERTIFICATE/s AS SECURITY FOR A LOAN

Select the certificate or certificates you wish to offer as security for a loan (ie encumber the certificate/s in favour of a third party) by ticking the check box on the left of the relevant certificates (hint: watch the total counter of selected certificates in the summary section near the top of the screen to calculate the total certificates and tonnage selected for the transaction). Click on **Transfer Out** on the left side action panel and the Transfer Out screen appears.

The list of certificates is already written into the first line of boxes. Ensure the default selector circle is at the second "Offer to" option being "**Encumber as**

Security". Click on tonnage box and input the total tonnage these certificates represent *. Then press tab or click on box to enter to whom you wish to encumber to "To whom:" This has two boxes. In the first you enter the account number ** if you have not dealt with this person before, alternatively the next box allows you to select a party that you have previously dealt with – either a new number must be input **or** select a party if you have dealt with them before. Then tab to, or click on "**Open for:**" This is based on the number of hours the offer is open for the other party to offer to accept the encumbrance (see later Transfer In). If the two sides (Transfer Out and Transfer In for the encumbrance) are not matched within the period specified in **Open for**, the transaction will be cancelled – select the drop down arrow selector to choose a time other than the default. Once the **Transfer Out** is completed, the owner of the certificate is unable to action it during the **Open for** period. The next check box is whether this is a conditional transaction. Normally leave this box unticked for an encumbrance ***, then click on **Next**. A summary screen will appear for you to verify all the elements of the proposed encumbrance. To make changes, select **Back**, or if they are correct, select **Submit**. A confirmation note will be shown, click on home or **My Certificates** to return to your main register of certificates.

* This is a mechanism to check that certificates indeed match the transaction tonnage

** You can only transfer to an existing account holder on ESC. Input the other party's ESC account number (this is their account number, similar to a bank account number, and is known by the user – this is not the username, password, or PIN but their account number). This number will be provided by the other party.

*** An encumbrance can be made conditional, if this is ticked then follow the steps outlined under Conditional under section 7 above.

These certificates then will be locked for the period and will be moved from **My Certificates** category to **Transfers Out** category, awaiting acceptance by the other party of the encumbrance (under the Type column, the transaction type for that certificate will be displayed ie Transfer or Encumbrance).

You have successfully offered these for encumbrance by the other party.

If the other party within the time period specified under **Open for** accepts to **Transfer In**, the system will automatically register the encumbrance (hint: to extend the period later before the period ends, select **Modify Transfer** on the left). If the other party fails to do so, the transaction will be cancelled and the certificates will be unlocked and moved back to your **My Certificates** category. On the encumbrance being accepted by both parties, these certificates will be moved by the system for you to the **Certificates Encumbered** category, and for the financier to the **Encumbrances Held** category (refer section 14 below in the Annexure if you are the provider of finance: essentially you use the Transfer In option and specify it as an encumbrance rather than a transfer of ownership).

9. TRANSFER TO SAFEX (from a Safex Client's perspective)

Select the certificates you wish to transfer to a Safex Member (Broker) by ticking the check box on the left of the relevant certificates (hint: watch the total counter of selected certificates in the summary section near the top of the screen to calculate the total certificates and tonnage selected for the transaction). Click on **Transfer Out** on the left side action panel and the Transfer Out screen appears.

The list of certificates is already written into the first line of boxes. Ensure the default selector circle is at the third option "**Transfer to Safex**". Click on tonnage box and input the total tonnage these certificates represent if the tonnage was not populated automatically *. (Hint: If you would like tonnage to be populated automatically every time you transfer certificates, you should click on **Preferences** on the left side action panel and activate the functionality.) Press tab or click on the box and type the Safex Client Code of the owner of the certificate, alternatively the next box allows you to select a code from the dropdown list**. Then press tab or click on the box to enter to whom (Safex Member/Broker) you would like to transfer the certificate to**. This section has two boxes. In the first you enter the SMC (Safex Member code) if you have not transferred to this person before, alternatively the next box allows you to select a party that you have previously dealt with – either a new code must be input or select a party if you have dealt with them before. Tab to or click on the box to select a delivery date onto Safex. Click on **Next**. ***A summary screen will appear for you to verify all the elements of the proposed transfer. To make changes, select **Back**, or if they are correct, select **Submit**. A confirmation note will be shown, click on **Home** or **My Certificates** to return to your main register of certificates. These certificates then will be locked for the transfer and will be moved from **My Certificates** category to **Certificates at Safex Member (Broker)**. You have successfully transferred a certificate to a Safex Member (Broker). The certificate will be removed from the **Certificates at Safex Member (Broker)** category once the Safex Member has transferred the certificate to Safex.

* This is a mechanism to check that certificates indeed match the transaction tonnage

** You can only transfer to an existing account holder on ESC. Input the other parties' Safex Client and Safex Member codes (these codes have been issued to the parties by Safex). The other parties will provide these codes.

*** if the transaction tonnages do not match the sum of the certificates, an error message will flag you will be unable to proceed until this balances through recapturing the tonnage or going back to My Certificates and checking the correct certificates (watch the tonnage in the summary area)

10. TRANSFER TO SAFEX (from a Safex Member's perspective)

The certificates transferred to the Safex Member will be listed in the **Certificates to transfer to Safex** section of the register. The Member has the ability to either transfer the certificate to Safex or return the certificate to the party from whom the certificate was received. In order to transfer the certificate to Safex you will click on the **Transfer** action button on the right side of the register section and the Transfer to Safex screen will appear.

All the detail of the certificate being transferred appears at the top of the screen. The Safex Member has the ability to allocate a new Safex Client Code and/or new Delivery Date to the certificate. Click on the box and type the new Safex Client Code and/or click on the box and select a new Delivery Date onto Safex. The transfer to Safex will not complete unless the original certificate transfer details or any new detail selected have been confirmed. When you have confirmed all the detail of the transfer you need to tick the check box on the left of the page to confirm the validity of the transfer. Click on **Cancel** if the transfer detail is incorrect. The transfer will not be completed and you will be taken back to your main register of certificates. Click on **Submit** if the transfer detail is correct. A confirmation note will be shown, click on **Home** to return to your main register of certificates.

If you would like to return the certificate to the person from whom you received the certificate, you will click on the **Return** action button on the right side of the register section and the Return to Safex Client screen will appear.

The certificate number will be listed in the left hand corner. You will be required to confirm that the correct certificate is being returned, by ticking the check box. Click on **Cancel** if the detail is incorrect. The transfer will not be completed and you will be taken back to your main register of certificates. Click on **Submit** if the transfer detail is correct. A confirmation note will be shown, click on **Home** to return to your main register of certificates.

11. CANCELLING, PHYSICAL DELIVERIES, SPLITS AND OTHER REQUESTS TO SILO OPERATORS

There comes a time when the owner of a certificate wants to deliver the certificate back to the silo operator with instructions. This is usually when you wish to cancel the certificate and book it back to your storage account with the silo operator. This is usually in the event of canceling the certificate and crediting your storage account, or requesting splits into new different tonnage certificates, or requesting to take physical delivery etc. All these comprise of essentially delivering the certificate back to the silo operator, canceling the certificate and then requesting an action from the silo operator (e.g. physical outloading request, credit storage account, request new certificates or splits etc).

Select the certificate or certificates you wish to transfer back to the silo operator (hint: watch the total counter of selected certificates in the summary section near the top of the screen to calculate the total certificates and tonnage selected for the transaction). Click on **Transfer Out** on the left side action panel and the Transfer Out screen appears.

The list of certificates is already written into the first line of boxes. Select one of the options with the selector circle for why you are transferring back, being **Deliver or credit storage account** (for physical outloading of the product) or **Split** (being a request to cancel and reissue different certificates).

If you want to cancel the certificate and credit your storage account with an instruction to physically deliver the grain, select **Deliver or credit storage account**. Enter the tonnage of the certificate and your instruction in the “**Enter an instruction or a comment**” field and click on **Next**. A summary screen will appear for you to verify all the elements of instructions. To make changes, select **Back**, or if they are correct, select **Submit**. A confirmation note will be shown, click on **Home** or **My Certificates** to return to your main register of certificates. These certificates then will be locked for the period and will be moved from **My Certificates** category to **Booked for cancellation/delivery** category with the reason column (eg *Request to deliver* noted by the system).

You have successfully delivered the certificates back to the silo operator with instructions. The silo operator automatically has these certificates and instructions appear in their category **Certificates to cancel/deliver** for them to action. The certificates are locked from further action and when the silo operator system actions (ie cancels the certificate for delivery in their own system), the locked certificate will be cancelled.

If you want to cancel the certificate to split into new different tonnage certificates, select **Split** and click on **Next**. A screen will appear for you to set out the instructions to the silo operator for the split (eg “Cancel this certificate for 1,000 tons into new certificates for 500 and 300 tons and place 200 tons for credit to my storage account”), and then select **Submit**. A confirmation note will be shown, click on home or **My Certificates** to return to your main register of certificates. These certificates then will be locked for the period and will be moved from **My Certificates** category to **Awaiting split** category (to see your instruction, click on the **i** at the left side of the screen for the certificate). These will automatically show on the silo operators screen in the category **Certificates to split**, and once actioned by the silo operator will be cleared from your register of certificates.

If you want to cancel the certificate to issue paper certificates, select **Deliver or credit storage account**. Enter the tonnage of the certificate and enter an instruction to reissue on paper in the field “**Enter an instruction or comment**” then click on **Next**. A summary screen will appear for you to verify all the instruction. To make changes, select **Back**, or if they are correct, select **Submit**.

A confirmation note will be shown, click on **Home** or **My Certificates** to return to your main register of certificates. These certificates then will be locked for the period and will be moved from **My Certificates** category to **Booked for cancellation/delivery** category with the reason column (e.g. *Request delivery*). The silo operator automatically has these certificates and instructions appear in their category **Certificates to cancel/delivery** for them to action with the paper conversion instruction. The certificates are locked from further action and when the silo operator system actions (ie cancels the certificate for delivery in their own system), the locked certificate will be cancelled.

12. TRANSFERRING OWNERSHIP IN FROM SOMEONE ELSE (i.e. “BUYING”)

If some-one else has offered certificates to you, they will automatically appear under the category **Transfers In**. However a Transfer In can be made even if the other party from whom you are receiving has not yet processed a Transfer Out. Select **Transfer In** from the right hand list of actions. If the other party has already processed a Transfer Out, these will be available by selecting the **Transfers to me** at the top, alternatively if you are capturing your side of the transaction first, then select **Manual Entry** and complete the boxes. The normal case is that the Transfer Out has been processed first, in which case select **Transfers to me** at the top and a list of the certificates (which if they were part of a greater transaction have a transaction reference) being offered to you appears – select the transaction *. This returns to the Transfer In screen and populates the first box with the certificate numbers based on the selected transaction details. Enter into the second box the tonnage of the transaction (this can also be found in main register under **Transfers In** category) and then following the same rules from Transfer Out above, enter or select the party offering you the certificates.

*You cannot select certain certificates & reject others. If they were offered under an umbrella as one transaction, you must accept the entire transaction.

** For manual entries, capture the certificate numbers separated by a comma without spaces.

Note: to reject an offer made to you, click on **Reject** shown on the Transfers In category.

Select **Next** (and follow rules for Conditional under Transfer Out above if you wish to make this Conditional, yet this is often a requirement of the party Transferring Out, and hence leave unticked). A confirmation screen appears, select **Back** if you wish to modify any items, or if the details are correct, select **Submit**. The details are confirmed as submitted, press **My Certificates** or **Home** to return to main register.

You have successfully offered to accept these from another party. If the other party within the time period specified under **Open for** accepts to **Transfer Out**, the system will automatically change the ownership. If the other party fails to do so, the transaction will be cancelled.

13. REPORTING

There are two components to reporting. The first is the Certificate Analyser – a button on the top right hand corner of the main screen. By clicking hereon, you open a certificate analyser filter. Here you select your filter (not everything has to be selected) and you can change the certificate type (i.e. Safex or non-Safex, product, grade, Silo Operator (if client or Silo Operator a long list of Silos is available). The advanced feature allows you to further select certificates that were acquired from a selected party or on a date or the storage type (i.e. daily or annually). If you click “submit”, the certificates matching that criteria will be displayed and the word filtered in brackets will appear in the heading section of the screen (i.e. My Certificates Filtered). With a full register visible or a filtered view of selected certificates using the above, you are able to export the current view to Microsoft Excel by clicking on the left hand list of actions on the Export (in this section you are able to add additional information that can be included in the Export – e.g. date issued – by selecting from a list.

The second manner of reporting is by clicking on the word “Report” on the left hand side of the action list. The reports are as follows:

Activity by Staff is an audit trail of actions by staff, by certificate.

Staff System Activity Report tracks logins and activities.

Current Certificates Register – produces a report itemizing all certificates currently registered.

Certificate History Report audit trails, all transactions on certificate reports.

Counter Party Report audit trails all transactions with other system users

My Notifications Report audit trails all e-mails generated by the system to an e-mail address.

Expired Certificate Report – allows you to select a date to find specific certificates that have expired in a specific period.

My Users Report

Participant Agreement History Report – audit trails all version changes to the Participant Agreement

Storage Position Report – produces a report on your storage position according to report date and storage rate

Certificates to Safex Report - produces a report on certificates transferred to Safex according to date and/or certificate number

Certificates from Safex Report – produces a report on certificates transferred from Safex to you according to date and/or certificate number

All these reports can be filtered using drop down boxes at the top of the screen and can be matched for certificate numbers, date periods or specific users.

14. CHARGES

ESC does not levy any costs. There are no system user or registration costs, nor any transaction fees.

15. CONCLUSION

This quick start guide supplements*, but does not replace, the detailed user guide. We thank you for joining the electronic grain industry where transactions are real-time, secure, certain, instantaneous and cost effective. Welcome to the future!

* The latest charges and terms are set-out in the Participant Agreement on the website, which take precedence to this summary document

ANNEXURES

16. CREATING ADDITIONAL USERS/NOMINEES TO MANAGE YOUR CERTIFICATES

An owner of an account can allow additional users to be registered on their account. The relationship and controls must be in place on the owner's side as the actions of these additional users are at the risk of the owner and is similar to giving someone access to your bank account, so control both opening and timeous closing of these additional users access. An additional user must be created by ESC administration on request (refer additional user request form in the website). To change or delete user rights, this is to be done through ESC administration on request. Each user will have a unique username, password and PIN despite accessing the same account. Several types of users can be created based on the following profiles:

1. **USER** – this user type has full functionality on the account and can inter alia, transfer, cancel and encumber certificates
2. **LIMITED ACCESS USER** – this type can only transact with specified pre-designated other parties
3. **VIEWER** – this type can view information only but cannot activate cancellations, transfers or encumbrances
4. **INITIATOR** – this user type has limited functionality that allows for certificates to be booked back to the Silo Owner and preparation of transfers and encumbrances to be released by the Authorisor.
5. **AUTHORISOR** – this user type authorizes and releases the transactions prepared by the Initiator

To view activity by the users, click on left action panel **Reporting**, and then a list of available reports is displayed. The report called **Staff System Activity** shows when the staff were active (ie time and date logged on and off). The actions taken by the staff are tracked on the report **Activity by Staff**. Both reports allow you to select staff and date ranges to extract specific requests.

17. ACCEPTING AND RELEASING CERTIFICATES IF YOU ARE THE FINANCIER

If an owner offers certificates as security for a loan, this is explained in section 9 above. To accept the encumbrance in your favour, click on the left action panel **Transfers In**. The transfers in screen will display. Click at the top **Transfer to me** and this will display all the transactions with their certificate numbers being offered to you, click on the relevant **Transaction ref ***. This will populate the information into the Transfers In screen. Enter the tonnage and from whom ** then click on **Next**. Press **Back** to change the details or **Submit** to accept the confirmation details. Until the transaction is matched, it will show under the Transfers In category. When matched, the certificate has become encumbered in your favour and will display in the **Encumbrances Held** category.

*if the other party has yet to complete the offer to encumber to you, you can enter a Manual entry which allows you to capture the detail (ensure the details are captured together with the encumbrance option selected). Once the other party offers at a later stage, the system will automatically encumber these in your favour.

** This is usually not conditional, but to make it conditional follow the process as explained under section 7 above.

Once an encumbrance is held, there are generally two later actions. The first is to release the encumbrance once the security is no longer required (ie the debt has been settled). To release an encumbrance, proceed to the **Encumbrances Held** category, click on the relevant certificate **Release Encumbrance** and follow the confirmation on the screen. The certificate has now been released and for the original owner is transferred to his **My Certificates** category unencumbered.

The second action is to take possession of the certificate in the event of the default. To do this, it is imperative that the correct legal framework and contractual position between the parties exists to allow this security to be actioned. Proceed to the **Encumbrances Held** category, click on **Take Ownership** and follow the screen confirmations. The other party will be notified by email and the certificate will be transferred to you're **My Certificates** category for you to action as an owner thereof.

18. LARGE TRANSACTIONS (25,000 tons)

Transactions consist of one or more certificates. High value transactions (those greater than 25,000 tons) require them to be "Released". These transactions are released by ESC administration once they are satisfied this is a bona fide transfer. A large transaction is executed in the usual manner, however transfer will not occur until ESC administration has released the transaction electronically. If the release does not occur timeously, then directly contact ESC administration.

The other alternative for participants, who regularly conduct large transactions and have the necessary control environment, is for them to request from ESC administration their own password with which to release large transactions. Refer on the website to the High Transaction Password request form. This password is required to be input at the time of creating a **Transfers Out** to release the large transaction.

19. CONVERTING BETWEEN PAPER AND ELECTRONIC CERTIFICATES

An electronic and a paper silo certificate exist separately and the same grain cannot have both. To convert paper to electronic, or electronic to paper, the certificate must be given to the silo operator with a request to cancel and reissue in the other format. To convert electronic to paper, follow the procedure outlined in section 11 above. To convert from paper to electronic, deliver the paper certificate to the silo operator and request cancellation for an electronic certificate.

At this point, no costs will be charged when changing from paper to electronic or electronic to paper (as the costs have already been incurred on the original format). However, on making the request of either format at the time of cancellation and new format request, the silo operator must be alerted to the fact this is a format conversion and for the no fee procedure to be activated.