



Tate & Lyle PartnerNet - Web Access Login Instructions

From your browser, access www.tateandlylegrain.com; near the top, click on the link labeled PartnerNet
The login site may be bookmarked for future access

1. Enter your login & password in the box labeled 'PartnerNet' and click 'Login'
2. The terms and conditions page will be displayed for acceptance
3. After accepting the terms and conditions the PartnerNet welcome screen will be displayed
4. To begin, click 'Reports' on the upper left-hand side of this page. This will take you to Grain Vendor Reports where you can access your account information
5. Select your vendor number in the lower drop-down box and click 'Submit'. If your vendor number is not listed please call us to request that your account be added
6. Once you click 'Submit' your account is loaded into the system. If you have any unconfirmed contracts they will appear below your vendor name & number. Unconfirmed contracts must be confirmed before you can access any other reports
7. To confirm a contract, click the contract number and a contract summary will appear. Review your contract for accuracy and report any discrepancies immediately. To review your contract, click on the link that states "Click here to view detailed contract information." Once determined that the contract is accurate, you may choose to print a hard copy for your records. (If you forget or do not wish to print at this time, you can access your contracts and print them later by going to the 'Open Contract Balances' sub area). Next, close the contract detail screen and go back to the contract summary screen; place a check-mark in the box next to the line 'I confirm this contract' and click the "Confirm Contract" box.
8. Once all unconfirmed contracts are confirmed, you may access your account information by selecting from one of the following Sub Areas from the top drop-down box:
 - a. Closed Contract Balances
 - b. Open Contract Balances
 - c. Settlements
 - d. Tickets
9. Once you choose a sub area, you can search one of two ways:
 - a. Specific number (Ticket, Settlement, Contract)
 - b. Date range
10. If you choose to search by date range you must click on the blue icon on the right hand side of the date box to select your start and end dates. It is best to choose a wide date range and extend the end date past the current day in order to see all information that may be listed.
 - a. Settlements and Tickets searched by date range will be by the date that the settlement or ticket was created.
 - b. Contracts searched by date range will be by the delivery period date of the contract; you will need to be certain to extend the end date past the last date of delivery for your most forward contract. (For example: if you have a contract for JAN '08 delivery you would have to select 1/31/08 for your end date for the contract to be pulled up).

For questions or assistance, please call 800-442-8852 or e-mail tlc@tateandlyle.com