

# DTN Import of Contracts

Last Modified on 11/06/2024 11:00 am CST

DTN Contracts may be imported into the Agvance Grain module.

## DTN

To import DTN contracts into Agvance Grain, the company must establish an External Account. Enter the Agvance customer ID value in the new external account displayed for each DTN customer.

To add the External Account, go to *Manage External Account Data Collections* and select **Add External Account**.

## Add New Account Type

[Manage External Accounts](#)

**Enter the label and description for a new account type.**

<b>* Label:</b>	<input type="text" value="AgvID"/>
<b>Description:</b>	<input type="text" value="AgvID"/>

\* Required Field

## Creating an Offer Contract for New Customer

In this example, a new Customer wants to create an Offer Contract for CN. Once the price matches the offer, that accepted offer is imported into Agvance Grain as a Purchase Contract.

Add the Customer in Agvance.

Edit A Customer - JonBi Bill Jones

Profile CRM Grain Information

AGIS ID JonBi  Grower Location 00MAIN

Attachments Classifications Attributes

First Name Bill Last Name Jones

Address 1

Address 2 140 E South 1st St.

Address 3

City Shelbyville State IL Zip 62565

Phone 1 Pricing List Price

Phone 2 Dept. Overrides

<Country> <Country>

Territory <Salesperson> BeanSt

Notes

Map

Inactive  Latitude 39405553 Longitude -88793032

Group Preferred Language English

GLN

Customer ID Cross Reference

MeppelID

MeppResale

ResellerID

Cross Ref4

Energy-Force ID

Link Agrian Growers Refresh

	Federal Permits	Exp.Date	<Ca
1			
2			
3			
4			
5			

Influences Tech Lic #s State Permits Contacts Addresses Save Cancel

Add the customer in DTN by going to *Manage Users and Groups* and selecting **Add Customer**. Mark the *Subscribe to the Online Offer Center* checkbox at the bottom of the *Add Customer* tab. At the bottom of the *Add Customer* tab in the *External Accounts* section, select **New ID**.

Customer Listing   **Customer Listing Preferences**   Add Customer   Customer Passwords   Customer Locations

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**LOGIN**


Password must be at least 8 characters long and contain at least one of each:

- A number
- An uppercase character
- No whitespace

Username\*      E000030602

Password\*      ●●●●●●

Universal Login     

 **Generate Password**

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**CONTACT INFO**

First Name      Bill

Last Name      Jones

Company     

Address     

Address2     

Country      United States of America ▼

City     

State      -- ▼

Zip Code     

Home Phone     

Work Phone     

Cell Phone     


Fax     



Email\*      test@gmail.com

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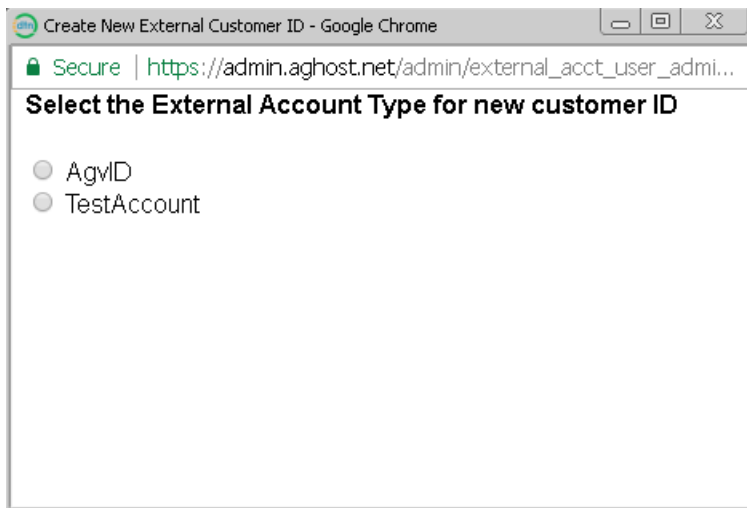
**EXTERNAL ACCOUNTS**

Use this field to search your External Customer IDs. Select an Account to link it to this User.

Customer ID	Account Name	External Account
 <b>New ID</b>		

 **Add Customer**     **Cancel**

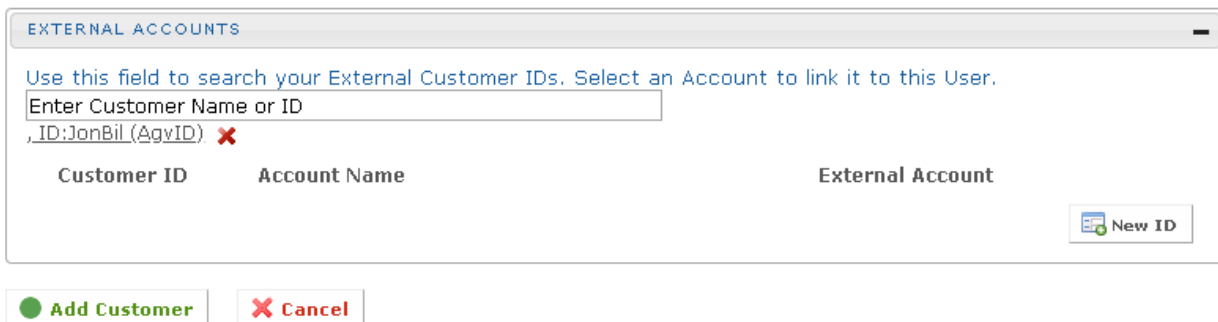
The Create New External Customer ID window displays. Select the External Account Type created for Agvance.



When the *External Account Type* that was set up for Agvance Customer IDs is selected, the following window displays.



Set the *Customer ID* value equal to the Agvance Customer ID and select **Add New User**. The screen returns to the *Add Customer* page.



Select **Add Customer**.

Add the offer contract in the DTN portal. Go to *Transact / Offers / Contracts*, enter the offer information, and choose **Submit for Confirmation**.

## Transact

<b>Name:</b> Bill Jones (test@) ✕ 🔄 New Bill Jones (test@gmail.com)		<b>External Account:</b> , ID:JonBill Search External Accounts...	
<b>Location:</b> Main Location	<b>Commodity:</b> Corn	<b>Offer Type:</b> Cash	<b>Offer To: ?</b> Sell
<b>Delivery Period:</b> 04/30/2024 +	<b>Contract / Symbol:</b> May 24 / @CBK	<b>Basis:</b> -0.53	<b>Basis Lock: ?</b> YES NO
<b>Delivery Method:</b> Deliver (DEL)	<b>Delivery Start:</b> 04/01/2024 📅	<b>Delivery End:</b> 04/30/2024 📅	<b>Your Offer Will Expire On:</b> 04/30/2024 📅 3 PM
<b>Quantity:</b> 8000 Bushels	<b>Cash Bid:</b> 3.3275 USD Last 04/13/2024	<b>Offer Price:</b> 3.3275 USD	<b>@Market: ?</b> YES NO
<b>Comments:</b> Test to see if these come into agvance		<b>Alternate Contact:</b>	
<b>Terms, Conditions &amp; Fees:</b>			

Check box to acknowledge you have read, understood, and are in agreement of the terms, conditions and fees described above.

Submit for Confirmation

Cancel

The *Confirm Offer* window displays.

## Confirm Offer

Back

Cancel

Name:	Bill Jones (test@gmail.com)
Location:	Main Location
Commodity:	Corn
Offer Type:	Cash
Offer To:	Sell
Delivery Period:	04/30/2024
Contract/Symbol:	May 24 / @CBK
Offer Quantity:	8000
@Market:	NO
Basis:	-0.53
Basis Lock:	NO
Offer Price:	3.3275
Delivery Method:	Deliver (DEL)
Delivery Start:	04/01/24
Delivery End:	04/30/24
Offer Expiration Date & Time:	04/30/24 3PM
Comments:	Test to see if these come into agvance

Create Offer

Create Contract

Create & Place Hedge

Create Soft Offer

Select **Create Offer** and the *Offer Completed* window appears.

## Offer Completed

Back Cancel

Offer ID:	3283424
Name:	Bill Jones (test@gmail.com)
Location:	Main Location
Commodity:	Corn
Offer Type:	Cash
Offer To:	Sell
Delivery Period:	04/30/2024
Contract/Symbol:	May 24 / @C8K
Offer Quantity:	8000
@Market:	NO
Basis:	-0.53
Basis Lock:	NO
Offer Price:	3.3275
Delivery Method:	Deliver (DEL)
Delivery Start:	04/01/24
Delivery End:	04/30/24
Offer Expiration Date & Time:	04/30/24 3PM
Comments:	Test to see if these come into agvance

Close

The newly added offer displays in the *New Offers* grid. The Offer Contract must be acknowledged. In the *Action* column, select *Acknowledge*.

Name	Qty	Sym	To Hit	Action
Jones, Bill	8,000	@C8K	-0.0050	Acknowledge

Cash Bids 11:15:16			
Main Location Corn			
Transact	Delivery	Bid Price	Basis
Transact	04/30/2024	3.3275	-0.53

Once the offer is acknowledged, it is included in the *Acknowledged Offers* list.

Offer ID	Commodity	Name	H	Qty	Cash	Futures	Basis	Sym	To Hit	Del. End	Action
3283424	Corn	Jones, Bill		8,000	3.3275	3.8575	-	@C8K	-0.0025	04/30/24	

Commodity	Time	Sym	Futures	To Hit	Expires	Qty/Buy	Hedges/Sell	Qty/Sell	Hedges/Buy	Balance	Action
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When the price of the Commodity reaches the offered price, the acknowledged offer moves to the *Contracts/Accepted Offers* grid and can be imported into Agvance.

Contracts/Accepted Offers (Top 10) 11:19:14					
Commodity	Name	H Qty	Price	Del. End	Action
Corn	Jones, Bill	8,000	3.3275	04/30/24	

Total Bought 11:19:14			
Commodity	Type	Qty	Average Price

In Grain, navigate to *Transfers / Import / Import DTN Contracts*.

## Agvance Import Setup

- **Commodities / XRef** – Cross-reference an Agvance Commodity to a DTN Commodity by the name DTN displays. *Futures Contract Size* is also set in this area for each Commodity.
- **Locations / XRef** – Cross-reference the Agvance Locations with the DTN Location by the name DTN displays. **Note:** For RVC, the location setup is handled differently.
- **DTN Login / Agvance Salesperson** – Cross-reference the DTN user’s login information with an Agvance Salesperson on all contracts for the DTN user. If no user is cross-referenced, the *Default Salesperson* is used.

- **Bid Criteria / XRef** – Cross-reference an Agvance Bid Criteria with a DTN Delivery Basis when not being used for the RVC location reference and the *Use Bid Criteria Xrefs to Assign Location* option is unchecked. With the *Use Bid Criteria Xrefs to Assign Location* option selected, the *Bid Criteria / XRef* grid is cross-referenced with a DTN Location name (that DTN displays) and also an Agvance Location ID.
- **DTN Customer ID Field** – Cross-reference a DTN Customer ID to an Agvance Customer ID.

Account Status:	Verified
Customer ID:	.ID:JonBil (AgvID) ✖
	Enter Customer Name or ID
	Create New ID

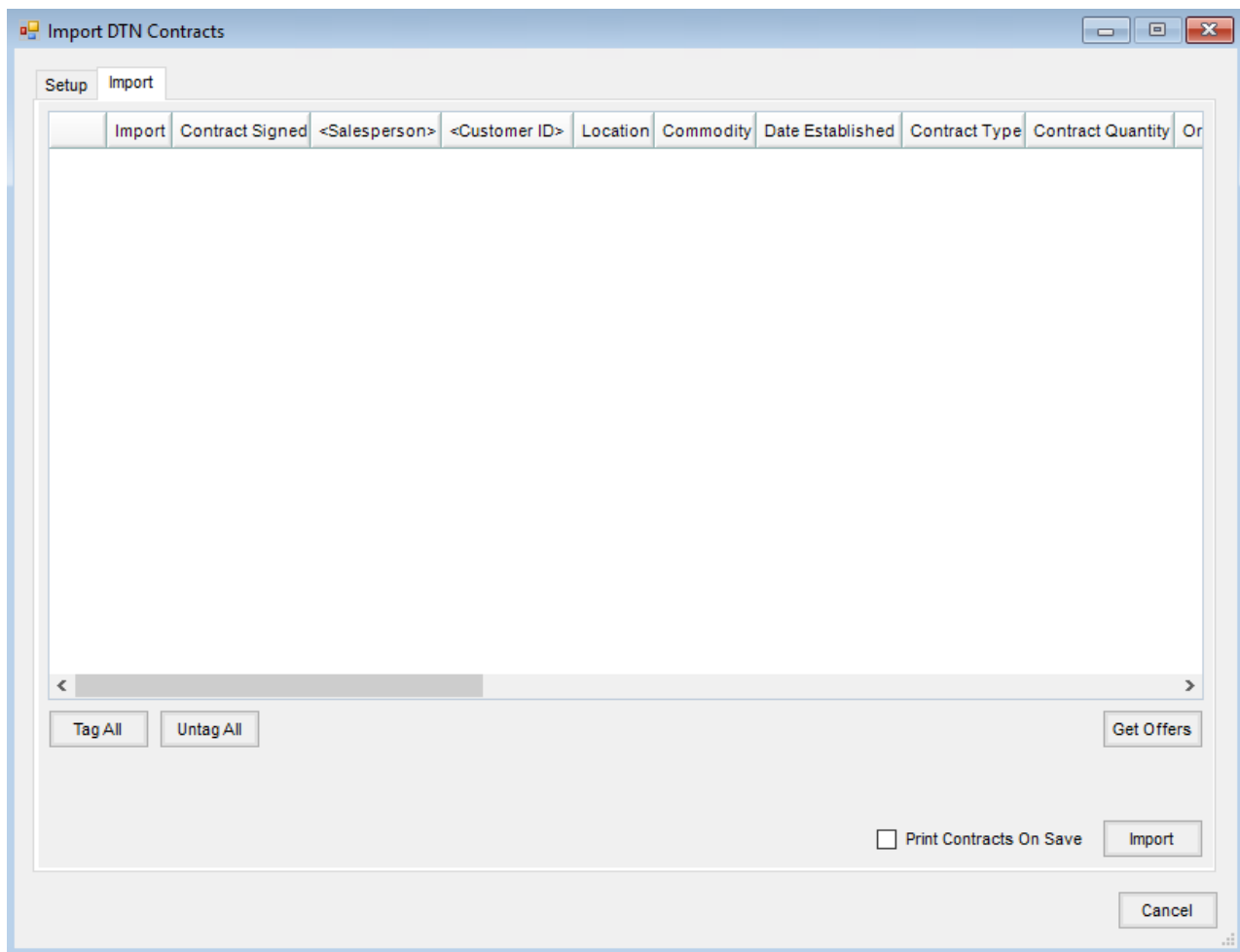
- **Import remarks from the DTN offer record into the Comments of the new purchase contract option** – Import the latest comment from DTN into the Purchase Contract comments.
- **Disposition Contract Format** – Specify the printing formats for each contract type *BF* (Basis Fixed), *HTA* (Hedge to Arrive), and *Priced*. These are required selections. These formats print according to the Agvance user’s global location, not the location of the DTN contract.
- **Credentials** – Enter the login credentials for the DTN portal.
- **Print Options** – Open the *DTN Print Options* window where each global Location printer and number of copies can be set up. This is helpful in cases where DTN contracts imported into other Locations will print on different printers.

The screenshot shows a dialog box titled "DTN Print Options". At the top, there is a "Printer" section containing a "Default # Copies" input field, an "Apply" button, and an "Add Row" button. Below this is a table with three columns: "Location ID", "Printer", and "# Copies". The table is currently empty. At the bottom of the dialog, there are "Save" and "Cancel" buttons.

- **Default Futures Contract Location and Default Broker** – Set up defaulting information for the Futures Contracts made from importing DTN contracts with Hedge Orders.

## Import





The DTN offers are imported into the *Import* tab. Certain elements may be edited such as the Salesperson, Customer ID, whether the contract is signed or not, FOB status, Farm ID, and pricing notes to appear on the contracts once imported.

Selecting **Get Offers** pulls in any DTN offers that are within the last 10 days and have not already been imported into Agvance.

If any of the offers in the grid have the *Import* column checked, selecting **Import** turns the information in the grid into actual Purchase Contracts and futures for any offers with Hedge Orders.

The *Print Contracts On Save* checkbox defaults to the last used setting.