

# User guide to GDT Marketplace

September 2016 VERSION 3.1



GDT MARKETPLACE

## Log in and view listings

Go to [www.globaldairytrade.info](http://www.globaldairytrade.info)

Click on 'Log into MyGDT'

Login to MyGDT

Select GDT Marketplace tab



### Listing Status

Listings can be either;

- **Browse only** - listing can be viewed, but is not open to accept bids yet
- **Live** - approved buyers can now bid and purchase this listing
- **Closed** - the listing has finished

### Dates and Times

All dates and times are in UTC (*Coordinated Universal Time*)

### Browse a listing

See all key information about product, terms, eligible markets.

### Documents

Each listing will provide key information including documents. To access click on **View listing**, under the Documents section you can access

- Supply agreement
- Product specification
- Other documents

## Filter and Search

You can **Filter** and **Sort** attributes to search on listings to find exactly what you want.

When searching, the system will search all listings to return a result that includes your search criteria

### Do you want to keep track of a listing?

You can add it to your **Watchlist**.

Similar to a bookmark, adding an item to your Watchlist lets you easily come back to it to take another look or bid at a later date.

### Do you want to save a search?

You can save a search and run it anytime to find the listings you want to view.

Set your filters and sort options

Click '**Save This Search**'

Give your search a name and save

View and run your saved searches anytime by clicking **Saved Searches**

 Saved Searches  Save This Search

## Approval to purchase

You can only bid on a listing if your company is approved by the seller.

Sellers can approve your company at any stage before the listing closes.

If you are **Approved**, you will see your status on the listing and receive a message confirming approval has been given, for each listing.

Once approved for a Fixed Price listing, you will have visibility of the Price.



### Want approval for a listing?

If you would like a seller to approve you for a listings, you can contact the seller via the **Private Comments** section in the listing

Note: all communication is private between the seller and buyer

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## A Fixed Price listing

A **Fixed Price** listing allows you to purchase the product you need immediately.

The terms and price are fixed for the listing at the time of the purchase is confirmed.

**Sellers specify** the Price (USD/per unit of measure) and Total quantity.

**You need to enter** the quantity you want to purchase and select 'Trade Now'

Quantity (MT):

  

You will receive immediate confirmation of your purchase.

### Why is the price showing 'To Be Confirmed'

There maybe times when the seller is not ready to confirm the price but wants you to see a future listing and your approval status.

The seller will update the price prior to going live and bids being placed.

## A Tender listing

**Tender** listings allow you to bid for and purchase product through a closed bid process.

**You need to enter** Quantity and Price (USD/per unit of measure) and Minimum Acceptable Quantity. This is the minimum amount you would accept if the system was only able to allocate a portion of your bid.

Maximum Quantity (MT)	Maximum Price (USD/MT)	Maximum Total (USD)
50	2500.00	125,000.00

Minimum Acceptable Quantity (MT)

You can add bid lines if you want to submit additional bids at different price points.

Bids can be amended or removed until the end of a listing.

The system determines the successful bids and winning prices. You will receive immediate notification at the close of the tender.

### Need information on the Tender process?

Read the 'User Guide to buying via Fixed Price and Tender Listings'

## Prices and Terms

The Fixed price and Tender winning prices are based on the Inco terms, as specified. Additional charges may apply (for instance freight and insurance). These charges are available in your contracting information file, attached to each listing.

### Contracting Information

To access your sale terms and additional charges for a listing and click on **Contracting Information** link below the bid panel to see

- Payment terms
- Freight rates and Insurance

[Contracting Information](#)

### Bid History

At any time you can see your bid history. Access the listing you have bid on and click on the **Bid History** link, below the bid panel to see or view 'My Bids and Purchases'

### Notifications

Notifications will be sent to you to keep you informed about listings you are approved for, listing changes and bid notification.

These notification can be turned on and off. Refer our user guide on notifications.