

# User guide to GDT Marketplace

November 2017 VERSION 4.0



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 accepting bids yet
- **Live** - approved buyers can now bid and purchase this listing
- **Closed** - the listing has finished

### Set your local date and times

To update your view to a local timezone, click on the **clock icon**



Default date and time is UTC

### Browse all listings

on the listings page  
Click **View Listing** to see all key information about the product, delivery date, terms, and eligible markets

### Documents

To access the documents provided by the seller click on View Listing, to access

- Supply agreement
- Product specification
- Other documents

## Filter and Search

You can use the **Filter** and **Sort** to find listings to match what you need

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?

Click **Watch** to add a listing to Watchlist.

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

### Do you want to save a regular search?

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

Set your filter

1. Click '**Save This Search**'
2. Give your search a name and click Save
3. Set a frequency, if you want to be notified.
4. 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 has been approved by the seller

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

If you are **Approved**, you will see a flag and tick in the top left corner and receive a message confirming approval has been given. Approval is 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 listing, 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 (currency/per unit of measure) and Total available 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 may be 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 the listing going live and bids being placed

## A Tender listing

A **Tender** listing allows you to bid for and purchase product through a closed bid process

The **seller specifies** offer quantity, reserve price (not published), currency and per unit of measure  
**You need to enter** Quantity, Price 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)
<input type="text" value="50"/>	<input type="text" value="2500.00"/>	<input type="text" value="125,000.00"/>

Minimum Acceptable Quantity (MT)

You can add multiple bid lines if you want to submit additional bids at different price points. Bids can be amended or removed until the time the listings closes.

The system determines the successful bids and winning prices. You will receive 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 Incoterms, as specified. Additional charges may apply (i.e. freight and insurance). These charges are provided 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

### Bid History

Click on the listing you have bid on and select **Bid History**, or 'My Bids and Purchases' from your menu

### Notifications

Notifications will keep you informed about listings

These notifications can be turned on and off

Refer our User guide on notifications

