CME Group

Black Sea Wheat Deliveries
User Manual

April 2013
Global Operations Education

CME Group

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Introduction

Deliveries Plus is a web-based application that is used to manage inventory and deliverable CME Group contracts. Deliveries Plus gives users the ability to enter intents and manage their delivery schedules.

Deliveries Plus offers the following features:

- Web based delivery processing available through CME Connect

- Ability to manage your firm's contact and customer information

- Delivery intent management

- Ability to view assignment details

- Ability to manage delivery schedules and automatically receive notifications throughout the delivery process

- Ability to download data using Excel in a CSV format

Accessing Deliveries Plus

If you are new to the Deliveries Plus System, request access by completing the Customer On-Line Access Request Form at http://www.cmegroup.com/clearing/files/onlineaccess.pdf. Please fax the completed form to CME Customer Support Group at 312-338-2626. Existing users can log in to Deliveries Plus using their Clearing Single Sign-on.

To access Deliveries Plus in Production:

1. Enter http://connect.cmegroup.com in a web browser.
2. Enter your **Connect Username** and **Password.** Ensure the product selection list is set to **CME Portal**.
3. Click the **Login** button and the **Connect** menu will appear.
4. Click the **Deliveries Plus** icon.
5. Enter your Clearing Single Sign-on using your Deliveries Plus **Username** and **Password**.
6. Select **Deliveries** from the dropdown list.
7. Click **Go**.

Firms should use the CME Group Certification Environment for testing purposes.

To access Deliveries Plus in Certification:

1. Enter http://connectcert.cmegroup.com in a web browser.
2. Enter your **Connect Username** and **Password.**
3. Click the **Login** button and the **Connect** menu will appear.
4. Click the **Deliveries Plus New Release** icon.
5. Enter your Clearing Single Sign-on **Username** and **Password**.
6. Select **Deliveries** from the dropdown list.
7. Click **Go.**

Deliveries Dashboard

The Deliveries Dashboard is a screen that allows users to be notified of items that require action. It also allows users to view delivery information for deliverable products. To navigate between screens on the dashboard, point the cursor to the menu titles to display the sub-menus. On the dashboard, you can select the Administration, Facility, or Intent Options. The Holdings, Inventory, and Invoice tabs are not used for the financial option.

To view the Items Requiring Action, Issues and Stops, and Delivery Events:

1. Select the **Clearing Firm**, **Exchange**, **Trading Firm**, **Origin,** and **Product**.
2. Click the **Search** button.

Navigating the Application

There are several ways to navigate from one screen to another. From the home page, you can click on the hyperlinked names of the functions:

- Under **Facility,** the **Facility List, Location List, and Warehouseman List** functional areas are hyperlinked.

- Under **Intents**, the **Add Intent**, **Intent List**, and **Position List** functional areas are hyperlinked.

- Under **Assignment**, the **Preliminary Assignment**, **Final Assignment, and Delivery Schedule** functional areas are hyperlinked.

- From any screen, you can click on the **Facility, Intents, or Assignment** drop-down menus to switch to another function.

Customer List

The Customer List allows firms to maintain all of their customers' information and the products associated with those customers.

To search for your firm's customers:

1. Go to **Administration → Customer List**.

2. Select the **Exchange** that the customer is affiliated with (NYMEX, CBT, DME).

3. Set **Clearing Firm, Trading Firm, Origin**, and **Product** to **All** to retrieve a list of all of your customers.

4. Click the **Search** button. The search results will appear below.

You can narrow your search to specific customer(s) by selecting Clearing Firm, Exchange, Trading Firm, Origin and Product.

To add a new customer/product:

1. Go **to Administration → Customer List**.

2. Click the **Add** button.

3. Enter the **Customer Name, Clearing Firm, Trading Firm and Origin**.

4. Click the **Save** button.

5. Select the **Exchange** and **Products** associated with the customer in the Product List table.

6. Click the **Add** button.

• Click the **Cancel** button to return to the prior screen without saving your changes.

To delete a customer:

1. Go to **Administration → Customer List.**

2. Click the select **checkbox** next to the customer to be deleted.

3. Click the **Delete** button.

Facility

Facility List

Available Ports will display in the Facility List. Contact the Deliveries Unit in regard to the addition of new Ports.

To view the Facility List:

1. Select **Facility List** from the Facility drop-down list. Individual Facility details may be viewed, or modified by Administrators, by selecting the hyperlink in the Facility column.

Deliveries: Deliveries » Facility » Facility List

Search Criteria

Exchange	Product	Status	Facility Type	
CBT	BLACK SEA WHEAT FUTURES	ALL	ALL	Search

Facility List

Download to Excel

Facility	Name	City	Products	Status
CONST	PORT OF CONSTANTA	ABC	BLACK SEA WHEAT FUTURES	ACTIVE
SEVAS	PORT OF SEVASTAPOL	ABC	BLACK SEA WHEAT FUTURES	ACTIVE
BSW	BSW	CHICAGO	10 TROY OZ GOLD FUTURES, BLACK SEA WHEAT FUTURES	ACTIVE
YUZHNY	PORT OF YUZHNY	ACDF	BLACK SEA WHEAT FUTURES	ACTIVE
BSW	BSW	CHICAGO	BLACK SEA WHEAT FUTURES	ACTIVE
PORTBSW	PORTBSW	NEWYORK	BLACK SEA WHEAT FUTURES	ACTIVE

Records 1 - 6 of 6

Add

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Intents

Add Intents

Intents must be entered by both the sell and buy side. The sell side must be entered before the buy side and should be completed in Deliveries Plus prior to 12:00 pm CST.

To Add an Intent:

1. Select **Add Intent** from the **Intent** drop-down list.

2. Choose a **Contract**, from the drop-down list for which you would like to add an intent.

3. Click the **Select** button.

Intent Detail

After selecting a contract, the **Intent Detail** screen will display.

Intent to Deliver

Black Sea Wheat is available for delivery the 15th through 30th of every month. Each intent has a standard 3-day delivery window.

To complete the intent to deliver:

1. Select a customer from the drop down list and enter that customer's total intent quantity.

2. Select the Port from which the Black Sea Wheat is being shipped.

3. Select the 1ˢᵗ date for delivery.

4. Choose the Port and enter contact information for the delivery Port.

5. Deliveries must come from a single Port, but delivery may be made at more than one.

   - To add multiple delivery points, add a new row and enter the applicable contact information and quantities.

   - Delivery at the same Port, but on a different date requires an additional row.

Deliveries: Deliveries » Intents » Intent Detail

Firm and Product Information

Clearing Firm	Trading Firm	Origin	Exchange	Side	Contract
092	092	CUST	CBT	SELL	BSW 201205 - BSW

Customer Information

Intent Date: 05/01/2012
Delivery Date: 05/02/2012
Short Positions: 40
Customer: BSW CUSTOMER 1
Total Intent Quantities: 40

Delivery Information   Add

Port	Delivery From	Delivery To	Quantity	Port Contact Name	Port Contact No.	
PORT OF CONSTANTA	05/15/2012	05/17/2012	20	JOHN DOE	5-555-555-5555	
PORT OF SEVASTAPOL	05/15/2012	05/17/2012	20	JANE DOE	9-222-222-2222	Delete

Total: 40

Records 1 - 2 of 2

☐ We have confirmed with the designated delivery location(s) personnel their ability to facilitate delivery for the dates and quantities listed.

Save   Cancel

6. Enter the **Quantity**.

It is important to note that if your short positions and intent quantities differ, the applicable fields will highlight in **yellow**, but that this can be overridden or accepted. This is a warning to check your intent quantity to confirm it is correct.

7. Select the customer from the drop down list.

Total Intent Quantities: 40

8. Select the agreement check box.

   - Intents cannot be added without agreeing to the terms and conditions.

9. Click on the **Save** button.

   - The **Add Intent** screen will display, along with a message that the addition was successfully saved. Note the **Intent Number** that is assigned to the newly added intent.

Posting Report

The Posting Report generates at 12:00 pm CST each business day. This report will display for all users and will show the available sell intent Ports, delivery dates, and quantities.

To display the Posting Report:

1. Select **Location Posting** from the **Intents** drop-down list.

Deliveries: Deliveries » Intents » Location Posting

Search Product Criteria	
Exchange	Contract
CBT ▼	BSW 201205 - BSW ▼	Search

Location Posting		Refresh	Download to Excel

⊟ Port	
BSW	
Delivery Window	**Quantity**
05/15/2012 - 05/17/2012	3
Totals:	3
BSWPORT	
Delivery Window	**Quantity**
Totals:	0
PORT OF CONSTANTA	
Delivery Window	**Quantity**
05/16/2012 - 05/18/2012	40
05/17/2012 - 05/19/2012	20
05/20/2012 - 05/22/2012	20
Totals:	80
PORT OF SEVASTAPOL	
Delivery Window	**Quantity**
05/16/2012 - 05/18/2012	20
Records 1 - 6 of 6	

Intent to take Delivery

After 12:00 CST, the long position holders (buyers) can enter an intent to deliver. The long has the ability to select a Port preference on the intent. This preference is not a guarantee.

- The default preference is "No Preference".

Deliveries: Deliveries » Intents » Add Intent(s)

Select Firm and Product Criteria						
Exchange	Clearing Firm	Trading Firm	Origin	Buy/Sell	Contract	
CBT ▼	010 ▼	010 ▼	CUST ▼	BUY ▼	BSW 201205 - BSW ▼	Select

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To complete the intent to take delivery:

1. Select a customer from the drop down list and enter that customer's total intent quantity.

2. If selecting a preference, choose the delivery Port. No Preference is the default setting.

   - A long may select multiple Ports as a preference. To choose multiple delivery points, add a new row and select the additional preferred Ports.

3. Define the quantity to be received.

Intent List

To view the Intent List:

1. Select **Intent List** from the **Intents** drop-down list.
2. Each intent detail will display by default in the **Intent List.** The Intent Details can be opened by clicking the **Intent ID** hyperlink.

Deliveries: Deliveries » Intents » Intent Detail

Firm and Product Information

	Clearing Firm	Trading Firm	Origin	Exchange	Side	Contract
	092	092	CUST	CBT	BUY	BSW 201205 - BSW

Intent Information

Intent Date: 05/01/2012
Delivery Date: 05/02/2012
Long Positions: 10
Customer: BSW CUSTOMER 1
Intent Quantities: 10
Port (Delivery Window): NO PREFERENCES
Long Date: 03/01/2012
Last Modified: 05/07/2012 03:14:26 PM CDT (UC4)

Back

To download the Intent List to Excel:

1. Click the **Download to Excel** button in the **Intent List** screen.

   - You can choose which intent to include in the download file by selecting the checkboxes that precede each line, or click the **Select All** button to include all intents.

Deliveries: Deliveries » Intents » Intent List

Search Firm and Product Criteria

Exchange	Clearing Firm	Trading Firm	Origin	Buy/Sell	Contract	Intent Date	
CBT	092	ALL	ALL	ALL	BSW 201205 - BSW	05/01/2012	Search

Intent List — Download to Excel

	CMF	TMF	Origin	Contract	Buy/Sell	Intent ID	Quantity	Account Number	Status	Last Modified Date/Time	Last Modified User
	092	092	CUST	BSW 201205	BUY	310188670	10		ASSIGNED	05/07/2012 03:14:26 PM CDT	UC4

Customer: BSW CUSTOMER 1   Preferred Port: PORT OF CONSTANTA
Long Date: 03/01/2012   Preferred Delivery Window: 05/18/2012 - 05/20/2012

| | 092 | 092 | CUST | BSW 201205 | SELL | 310193373 | 20 | | INTENT | 05/08/2012 03:31:51 PM CDT | MTREMPER |

Customer: BSW CUSTOMER 1   Port Contact: JOHN DOE (5-555-555-5555)
Port: PORT OF CONSTANTA   Delivery Window: 05/15/2012 - 05/17/2012

| | 092 | 092 | CUST | BSW 201205 | SELL | 310193548 | 20 | | INTENT | 05/08/2012 03:31:51 PM CDT | MTREMPER |

Customer: BSW CUSTOMER 1   Port Contact: JANE DOE (9-222-222-2222)
Port: PORT OF SEVASTAPOL   Delivery Window: 05/15/2012 - 05/17/2012

Totals: 50
Records 1 - 3 of 3

Editing Intents

To edit an intent:

1. Click the hyperlinked **Intent ID** from the **Intent List**.

   - Some previously entered information is eligible for modification. Eligible fields include Origin, Customer, Intent Quantity, Port Delivery Preference, Port Information, or the Long date.

2. Select the agreement check box.

- Short intents cannot be modified without agreeing to the terms and conditions.

3. Click on the **Save** button.

Position List

The Position List displays open long and short positions for deliverable products.

To view the Intents Position List:

1. Select **Intents, Position List** from the **Intents** drop-down menu.

2. From the **Position List**, you can view the **Contract** details by clicking on the hyperlinked **Contract** name.

- **The Position Detail** will display. As with the Intent List, you may **Download** the position details to Excel by clicking the **Download to Excel** button.

Assignment

Final Assignment

To view Final Assignments:

1. Select **Final Assignment** from the **Assignment** drop-down list.

2. Select the **Clearing firm**, **Exchange**, **Trading Firm**, **Origin**, **Contract**, **Intent Date** and **Side** (Buy/Sell).

3. Click the **Search** button.

   - **Final Assignment** information for the selected contract and intent date display.

   - Click on the **Download to Excel** button to download and save the file to a local location or open the data in Excel.

Deliveries: Deliveries » Assignment » Final Assignment

Search Criteria

Exchange	Clearing Firm	Trading Firm	Origin	Contract	Intent Date	Side	
CBT	ALL	ALL	ALL	ALL	05/01/2012	BUY	Search

Final Assignments

Download to Excel

Buying Firm				Contract	Original Trade Date	Quantity	Selling Firm		
CMF	TMF	Origin	Account Number				CMF	TMF	Origin
600	617	HOUS		BSW 201205	05/01/2012	15	600	617	HOUS
600	617	HOUS		BSW 201205	05/01/2012	20	600	617	HOUS
600	617	HOUS		BSW 201205	05/01/2012	20	600	617	HOUS
714	714	CUST		BSW 201205	05/01/2012	4	600	617	HOUS
714	714	CUST		BSW 201205	05/01/2012	1	600	617	HOUS
714	714	CUST		BSW 201205	05/01/2012	20	600	617	HOUS
714	714	CUST		BSW 201205	05/01/2012	20	600	617	HOUS

Records 1 - 7 of 7

Delivery Schedule Detail

The **Delivery Schedule Detail** feature holds the functions for completing delivery of Black Sea Wheat after assignment. Several key steps, including ship, Port contacts, and bill of lading dates, will need to be completed by both the buyer and seller. **Green checks on the Delivery Summary tabs indicate that step has been completed successfully.**

To access the Delivery Schedule Detail:

1. Select **Delivery Schedule** from the **Assignment** drop-down list**.**

   - The **Delivery Summary** will display by default. Delivery Summary shows an overview of the scheduled delivery, including Port, Vessel, and quantity. If no Vessel has been nominated, the Vessel field will appear empty (row 4 in the example below is empty).

Deliveries: Deliveries » Assignment » Delivery Schedule Detail

Firm Criteria

Exchange	Clearing Firm	Trading Firm	Origin	Buy/Sell	Contract:	Assignment ID:	
CBT	714	714	CUST	BUY	BSW 201205 - BSW	310148840	Search

Assignment Detail

Contract Size: 136 MTONS   Settlement Price: 10   Site: PORT OF SEVASTAPOL   Contract Value: 1,360.00 USD   Customer Name: CUST3

Opposite Firm Details:

Clearing Firm: 600   Trading Firm: 617   Firm Name: MORGAN STANLEY   Customer Name: CUST1

Totals

Assignment Quantity	20
ADP Quantity	5
Scheduled Quantity	15
Remaining Quantity	0

Download to Excel

Delivery Summary

Delivery Summary | Delivery Schedule ✓ | Vessel Nomination | Delivery Confirmation | Bill of Lading | Payment Confirmation

ID	Type	Delivery Port	Delivery Window	Vessel	Qty	Status	Last Modified	Action Type
DS:1	DLV	PORT OF SEVASTAPOL	05/16/2012 05/18/2012	vs003	5	DLVRY_CONF_PENDING	04/18/2012 03:31:30 PM CDT (E16985)	
DS:2	DLV	PORT OF YUZHNY	05/16/2012 05/18/2012	vs002	5	VESSEL_NOMINATION_COMPLETE	04/18/2012 03:30:36 PM CDT (E16985)	
DS:4	DLV	PORT OF SEVASTAPOL	05/16/2012 05/18/2012	vs001	5	VESSEL_NOMINATION_COMPLETE	04/18/2012 03:30:14 PM CDT (E16985)	
DS:3	ADP	PORT OF SEVASTAPOL	05/17/2012 05/19/2012		5	ADP_DLVRY_COMPLETED	04/18/2012 03:24:48 PM CDT (E16985)	Delete

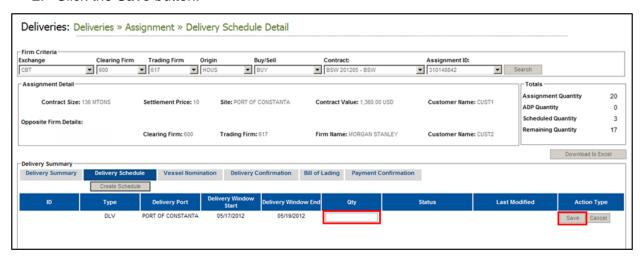The second tab in **Delivery Schedule Detail** is the **Delivery Schedule**. From this screen, the **buyer** will need to input the quantity being received. The Create Schedule button can be used to initiate a new schedule.

To enter the quantity:

1. Enter the units to be delivered in the **Qty** field.
2. Click the **Save** button.

Deliveries: Deliveries » Assignment » Delivery Schedule Detail

Firm Criteria

Exchange	Clearing Firm	Trading Firm	Origin	Buy/Sell	Contract:	Assignment ID:	
CBT	600	617	HOUS	BUY	BSW 201205 - BSW	310148842	Search

Assignment Detail

Contract Size: 136 MTONS   Settlement Price: 10   Site: PORT OF CONSTANTA   Contract Value: 1,360.00 USD   Customer Name: CUST1

Opposite Firm Details:

Clearing Firm: 600   Trading Firm: 617   Firm Name: MORGAN STANLEY   Customer Name: CUST2

Totals

Assignment Quantity	20
ADP Quantity	0
Scheduled Quantity	3
Remaining Quantity	17

Download to Excel

Delivery Summary

Delivery Summary | **Delivery Schedule** | Vessel Nomination | Delivery Confirmation | Bill of Lading | Payment Confirmation

Create Schedule

ID	Type	Delivery Port	Delivery Window Start	Delivery Window End	Qty	Status	Last Modified	Action Type
	DLV	PORT OF CONSTANTA	05/17/2012	05/19/2012				Save Cancel

The third tab in Delivery Schedule Detail is **Vessel Nomination**. From this screen, the Vessel and Port Berth will be defined. Modifications to the delivering Vessels can be done by clicking the Amend button.

To define the Vessel:

1. The **buyer** will input the **Vessel**.

2. The **seller** must approve the Vessel and enter the corresponding **Port Berth**.

3. Click the **Save** button.

Deliveries: Deliveries » Assignment » Delivery Schedule Detail

Firm Criteria
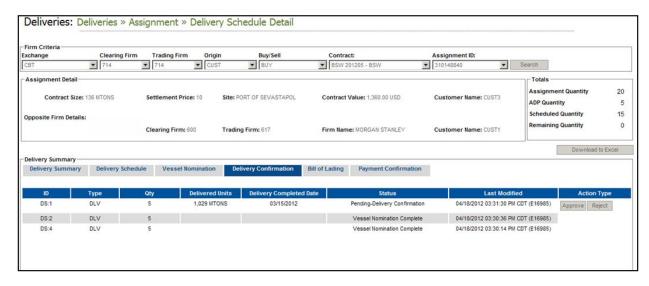Exchange: CBT | Clearing Firm: 714 | Trading Firm: 714 | Origin: CUST | Buy/Sell: BUY | Contract: BSW 201205 - BSW | Assignment ID: 310148840 | Search

Assignment Detail
Contract Size: 136 MTONS | Settlement Price: 10 | Site: PORT OF SEVASTAPOL | Contract Value: 1,360.00 USD | Customer Name: CUST3

Totals
Assignment Quantity 20
ADP Quantity 5
Scheduled Quantity 15
Remaining Quantity 0

Opposite Firm Details:
Clearing Firm: 600 | Trading Firm: 617 | Firm Name: MORGAN STANLEY | Customer Name: CUST1

Download to Excel

Delivery Summary
Delivery Summary | Delivery Schedule | **Vessel Nomination** | Delivery Confirmation | Bill of Lading | Payment Confirmation

ID	Type	Qty	Delivery Port	Delivery Window	Vessel	Port Berth	Status	Last Modified	Action Type
DS:2	DLV	5	PORT OF YUZHNY	05/16/2012-05/18/2012	vs002	pb002	Vessel Nomination Complete	04/18/2012 03:30:36 PM CDT (E16985)	Amend
DS:4	DLV	5	PORT OF SEVASTAPOL	05/16/2012-05/18/2012	vs001	pb001	Vessel Nomination Complete	04/18/2012 03:30:14 PM CDT (E16985)	Amend

Delivery Confirmation is the fourth Delivery Schedule Detail tab and displays details surrounding the delivery made by the **seller** (units, date, and status).
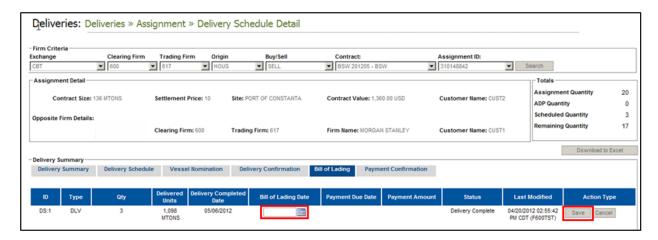
To confirm the delivery:

1. The **seller** inputs the number of **Delivered Units** and **Delivery Confirmation Date**.

2. The **buyer** will approve the data by clicking the **Approve** button. Modifications can be made by clicking the Amend button.

Deliveries: Deliveries » Assignment » Delivery Schedule Detail

Firm Criteria
Exchange: CBT | Clearing Firm: 714 | Trading Firm: 714 | Origin: CUST | Buy/Sell: BUY | Contract: BSW 201205 - BSW | Assignment ID: 310148840 | Search

Assignment Detail
Contract Size: 136 MTONS | Settlement Price: 10 | Site: PORT OF SEVASTAPOL | Contract Value: 1,360.00 USD | Customer Name: CUST3

Totals
Assignment Quantity 20
ADP Quantity 5
Scheduled Quantity 15
Remaining Quantity 0

Opposite Firm Details:
Clearing Firm: 600 | Trading Firm: 617 | Firm Name: MORGAN STANLEY | Customer Name: CUST1

Download to Excel

Delivery Summary
Delivery Summary | Delivery Schedule | Vessel Nomination | **Delivery Confirmation** | Bill of Lading | Payment Confirmation

ID	Type	Qty	Delivered Units	Delivery Completed Date	Status	Last Modified	Action Type
DS:1	DLV	5	1,029 MTONS	03/15/2012	Pending-Delivery Confirmation	04/18/2012 03:31:30 PM CDT (E16985)	Approve Reject
DS:2	DLV	5			Vessel Nomination Complete	04/18/2012 03:30:36 PM CDT (E16985)	
DS:4	DLV	5			Vessel Nomination Complete	04/18/2012 03:30:14 PM CDT (E16985)	

Bill of Lading is is the fifth tab in Delivery Schedule Detail. The Bill of Lading is updated by the **seller** and must always be defined for the current or a future date.
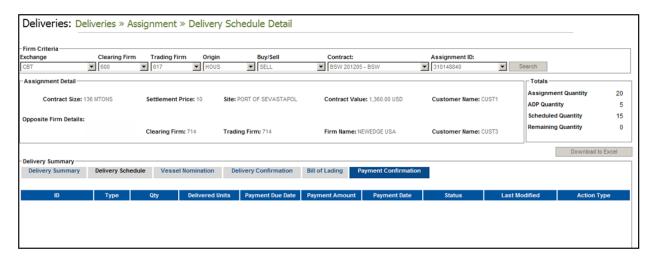
To enter the Bill of Lading Date:

1. Select the **Bill of Lading Date** from the calendar icon or enter the date manually.

2. Click the **Save** button.

Payment Confirmation is the final tab in the Delivery Schedule Detail and will display relevant data regarding the payment amount, date, and delivered quantity of Black Sea Wheat. The **buyer** will enter the date payment was made and the **seller** must approve or reject the entry.

To confirm payment:

1. The **buyer** will enter the **Payment Date**.

2. The **seller** will **Approve** or **Reject** the payment confirmation.

Reports

All delivery reports are available through **EREP**. The list of financial reports includes, but is not limited to, the following reports:

DLV302—Assignment Report

DLV303—Demand Report

DLV520—Full Value Margin Reconciliation

DLV603—Daily Issues and Stops

DLV660—Year to Date Issues and Stops

DLV801—Delivery Status Report

DLV802—Delivery Schedule Status Report

Contact Information

If you have any questions concerning the Delivery Plus application or the delivery process, please contact the CME Group Deliveries.

- **CME Clearing Delivery: 312-930-3172**