



FNB AgriCommodities User Guide / Manual

Email: fnbagricomms@fnb.co.za
www.fnbagricomms.co.za

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1. Introduction

FNB AgriCommodities (FNB AgriComms)

FNB AgriComms is an electronic agricultural information system which covers price and volume data on fresh produce sold on Fresh Produce Markets in South Africa as well grain prices on major local and international exchanges which can be accessed daily on a subscription basis. Users will be able to create product portfolios and view and export data into Portable Document Format (PDF) or excel spreadsheet formats. The system is suited to various types of users such as producers, processors, retailers, analysts, consultants, students and academia.

The system is designed to become a **“One-Stop Shop”** for agricultural data!

Data available:

- Daily price and volume data on fresh produce sold on Fresh Produce Markets in South Africa (e.g. apples, cabbages, etc.).
- Daily prices of futures contracts on Johannesburg Security Exchange (JSE) and Chicago Mercantile Exchange (CME).

Requirements

The website is best viewed with modern browsers.

2. The Home Page

The website can be accessed via any internet web browser at the following web address (URL): <https://www.fnbagricomms.co.za>.

3. Registration Process

Before subscribing, you need to decide on the package to subscribe for. There are two packages that one can choose from:

(1) the **standard package** and (2) the **premium package**.

There are three payment methods available to subscribers:

- **Credit Card**
- **Direct Deposit**

Have your credit card or banking details ready if you are paying by credit card. The following table further describes the two packages:

	Standard Package	Premium Package
Subscription	Can subscribe for a minimum of one month up to twelve months – renewable	Client is only allowed to make an annual subscription (12 months)
Portfolio	Can only create one portfolio	Can create unlimited number of portfolios
Fresh Produce Data (Price and quantity of all products sold on Fresh Produce markets)	Have access to the past seven days of fresh produce market prices data only	Have access to all information available Have portfolio reports emailed to your inbox on a daily basis Have access to history data
Payment	Can pay either by monthly or annual subscription Acceptable methods of payment are: Direct Deposit, Electronic Transfers and Credit Card	Can only pay by way of annual subscription Acceptable methods of payment are: Direct Deposits and Credit Card

3.1. How to register

Note that clients paying by credit card will gain instant access to the system. Those who are paying by direct deposit (including internet transfers) will only be activated once the proof of payment has been received by FNB AgriCommodities.

Steps: Registration process

a. Click “**Register here**” link on the home page.

FNB AgriComms

Welcome to the new FNB AgriCommodities site. With AgriCommodities you can:

- Access daily prices, Fresh Produce Markets, other agricultural markets and economic indicators
- Create portfolios on specific data with reports emailed to you on a daily basis
- [Subscribe](#) with flexible payment options to suit your particular needs

PEPPERS -0.29 TOMATOES -0.09 BEAN SPROUTS -0.73 CHILLIES -0.23 SHALLOTS -0.65

Indicators are updated daily

Register Now
to get your prices delivered to your email daily.

Register Now

Switch to FNB

b. A page on which the Terms and Conditions and the Start Registration will displayed

3. What you need before starting this application:

- Have your banking details handy if you are paying by EFT
- Read and agree to the Terms and Conditions [Click here to read](#)

Click on the “**Terms and Conditions**” link to read the terms. Then Click the “**Start Registration**” button.

c. A form to capture personal details will display.

User Registration

Please complete the information below. Confirm that the information is correct by clicking on the Register button.

Title

Name

Surname

Company Name

ID Number/Passport Number

Contact Number

Fax Number (Optional)

Email Address

Confirm Email Address

Subscription ☐ Premium ☐ Standard

Payment Method

Subscription Months

Use of this service is subject to [Terms and Conditions](#)

Before continuing with the online application, you must agree to the Terms and Conditions of use for this product.

☐ I have read and agree to the Terms and Conditions

Capture all required fields and click the “**Register**” button. Note that when subscribing to the premium package, subscription months will default to 12 months. Check the “Check box” to accept the terms and conditions.

- d. The next screen will depend on method of payment selected:
- i. If you have chosen Credit Card as method of payment, a screen to capture credit card details will display.

FNB AgriComms

Name: MOTESTO TESTOROV

Card: 5124 5862 7559 486

Expiry: 08 / 30 CVV: 486

Budget: Straight

CANCEL **PAY R5320.00**

WWW.FNBAGRICOMMS.CO.ZA
FNBAC202284N2128
R 5320.00

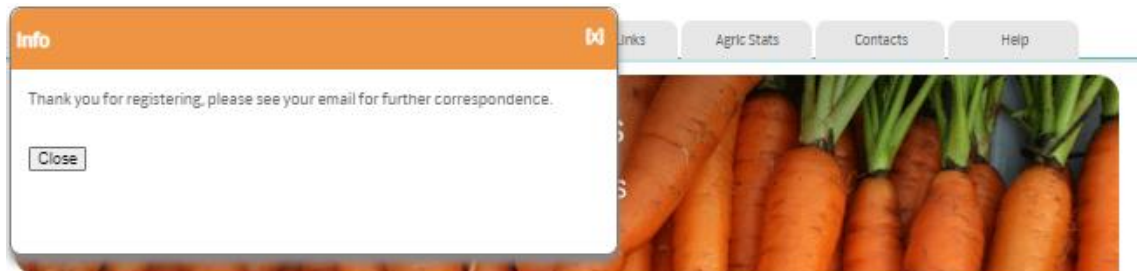
VISA

HYPHEN
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Securix
Trusted Commerce
Secure Payments

All fields must be captured and then click **“PAY R...”** button.

- ii. If you have chosen Direct Deposit as method of payment, CLICK on **“REGISTER”** and the system proceeds to complete the process and a screen with confirmation of registration.



- e. An email confirmation is automatically sent to the registered email address with FNB AgriComms' banking details as well as amount to be deposited will display.

Thank you for your subscription.

Please pay **R5213.76** by making an electronic transfer or by making a direct deposit into FNB's account below and send back the proof of payment by replying to this email:

Bank: **FNB**
Branch: **FNB Corporate Banking**
Branch Code: **255-005**
Account Name: **FNB AGRICOMMODITIES**
Account Number: **62230530637**
Your Reference: **AGR1639**

Kind Regards

FNB AgriCommodities

First National Bank - a division of FirstRand Bank Limited
An Authorized Financial Services and Credit Provider (NCRCP20)

This email is subject to a disclaimer.

Visit the FNB website and view the email disclaimer and privacy notice by clicking the "About FNB + Legal" and "Legal Matters" links.
If you are unable to access our website, please contact us to send you a copy of the email disclaimer or privacy notice.

4. Login

4.1. Logging in

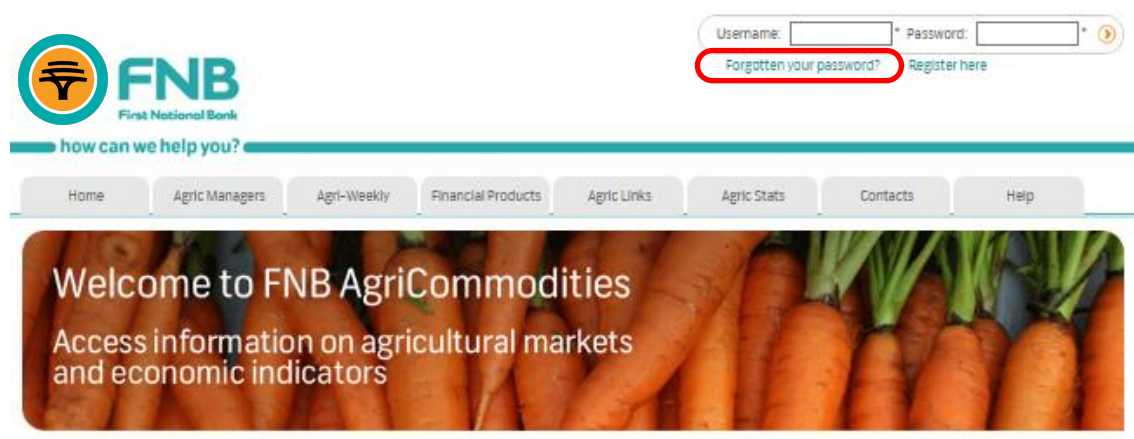
After subscribing successfully, an email containing your login credentials will be sent to your inbox.

To login, go to (<https://www.fnbagricomms.co.za>). Enter your **username** and **password** and click the "**Log On**" button to login.

Note that you will be required to change password upon first login.

4.2. Forgotten Password

Should you forget your password, click on the "**Forgotten your password?**" link on the login area.



Username: Password:

[Forgotten your password?](#) [Register here](#)

how can we help you?

Home Agric Managers Agri-Weekly Financial Products Agric Links Agric Stats Contacts Help

Welcome to FNB AgriCommodities
Access information on agricultural markets
and economic indicators

The **Forgot Password** page will display. Enter the email address and the ID number that you registered with. Click on the “**Submit**” button and the password will be emailed to your inbox.

Reset Password

Email Address	<input type="text"/>
ID Number	<input type="text"/>
<input type="button" value="Submit"/>	

Register Now

to get your prices delivered to your email daily.

[Register Now](#)

[Switch to FNB](#)

Please note that if you attempt to login for three consecutive times without success, password will be revoked and a new password that will be sent via email.

5. View Reports

Reports are split into five categories, namely horticulture, field crops, livestock, fibre and economic indicators.

5.1. Horticulture

Horticulture covers fresh produce market reports.

- To view Fresh Produce Market Reports, click on the “**Fresh Produce Market**” link under the horticulture tab.

Horticulture	Field Crops	Livestock
Fresh Produce Market Citrus Fruit Deciduous Fruit Subtropical Fruit	Maize Oil Seeds > Canola > Groundnuts > Soybeans > Sunflower Sorghum Sugar Wheat	Beef Dairy Ostrich Pork Poultry Mutton
Fiber	Economic Indicators	Admin
Fiber	Exchange Rate (Forex) Economic Growth & Inflation Data Agricultural Economic Data	Setup My Portfolio My Profile Change Password Unsubscribe Renewal [2011/03/30]

- b. A search page will display. You can either search using a portfolio (see 6.1 Creating Portfolio – under Administration) or by completing a search criteria form.

- i. **Portfolio search:** Once the portfolio has been created, the name of the portfolio will appear in the portfolio drop down list on the search page. You need to select one portfolio and enter date for which information should be returned.

To enter date, click the calendar [📅] icon next to date text box and select date from the calendar. Then click on “**View Portfolio Report**” button to display results.



Below is the search result report for Golden Delicious Apples for 01 July 2009. Portfolio search only display single day prices.

- ii. **Search criteria:** You can search fresh produce information by filling in specific search parameters e.g.
- Using **date range** (or date in a case of single day type report) – by providing “**From Date**” and “**To Date**”.
 - Using **Markets** – these are the sources where the information is obtained.
 - Using **Commodity** and its properties like variety, packaging, class and size.
 - You can also specify the report type to be displayed.

Complete a search

Volume Type

From Date

To Date

Market/s

<input checked="" type="checkbox"/> Bloemfontein	<input checked="" type="checkbox"/> Cape Town	<input checked="" type="checkbox"/> Durban
<input checked="" type="checkbox"/> East London	<input checked="" type="checkbox"/> Johannesburg	<input checked="" type="checkbox"/> Kimberley
<input checked="" type="checkbox"/> Klerksdorp	<input checked="" type="checkbox"/> Nelspruit	<input checked="" type="checkbox"/> Pietermaritzburg
<input checked="" type="checkbox"/> Port Elizabeth	<input checked="" type="checkbox"/> Pretoria	<input checked="" type="checkbox"/> Springs
<input checked="" type="checkbox"/> Vereeniging	<input checked="" type="checkbox"/> Welkom	<input checked="" type="checkbox"/> Witbank

Commodity

Variety

Packaging

Class

Size

Unit/KG

Report Type

☒ Daily Prices : Single Day Details

☐ Daily Prices : Multiple Day Details

☐ Daily Prices : Multiple Day Summary

☐ Weekly Prices : Summary

Search results for parameters in the image above will return results like the image below.

Portfolio Report : Apples - Golden Delicious

Report Navigation

Select a product

1 of 2 Find | Next

Select a format

- Select a format
- XML file with report data
- CSV (comma delimited)
- TIFF file
- Acrobat (PDF) file
- Web archive
- Excel

Single Day Price

Prices Per

2009/0

	Price			Ton			
	Mid High	Average	Mid Low	Mid High	Average	Mid Low	Ton on h
Pretoria							
APPLES GLDN/DELICIOUS CL 1 L	6.40	6.40	6.40	0.025	0.050	0.025	
APPLES GLDN/DELICIOUS CL 1 M	5.55	3.99	2.46	4.805	9.689	4.884	1
APPLES GLDN/DELICIOUS CL 1 S	4.62	3.04	2.23	1.525	4.487	2.962	2
APPLES GLDN/DELICIOUS CL 2 S	3.03	2.89	2.73	4.354	8.014	3.624	3
APPLES GLDN/DELICIOUS CL 2 M	4.24	3.50	3.08	5.106	14.163	9.057	
Cape Town							
APPLES GLDN/DELICIOUS CL 1 L	5.66	5.80	6.01	0.217	0.371	0.154	
APPLES GLDN/DELICIOUS CL 1 M	6.55	5.30	3.72	0.932	1.674	0.742	1

6. User Administration

6.1. Creating Portfolio

A portfolio is a basket of fresh produce items selected by the user from fresh produce markets. For example, if you are only interested in potatoes and sweet potatoes, you can create a portfolio that will only has those two items. You can also select the markets from which information should be returned. This portfolio is used to perform a quick search instead of having to punch in search criteria every time you want to access data. Portfolios will also be used to send email reports to the users that have subscribed for **Premium Package**.

- b. Portfolios can be created by either following the “**Setup My Portfolio**” link on the menu page or **Fresh Produce Market**.

Horticulture	Field Crops	Livestock
Fresh Produce Market Citrus Fruit Deciduous Fruit Subtropical Fruit	Maize Oil Seeds > Canola > Groundnuts > Soybeans > Sunflower Sorghum Sugar Wheat	Beef Dairy Ostrich Pork Poultry Mutton
Fiber	Economic Indicators	Admin
Fiber	Exchange Rate (Forex) Economic Growth & Inflation Data Agricultural Economic Data	Setup My Portfolio My Profile Change Password Unsubscribe Renewal [2011/03/30]

- c. The link will take the user to a page to add a new portfolio group. Click on “**Add a Portfolio Group**” to continue.

Setup Portfolios

- Click on the 'add a portfolio group' button to add a new portfolio group.
- Click on the 'assign product' link to assign a product to a portfolio.
- Click on the 'delete' link to delete a portfolio.

Portfolio List

Add a Portfolio Group

- d. The next page requires you to enter the name of the portfolio. It is recommended that you use a name that best describes the contents of the portfolio to avoid confusion (like in the example, Apples – Golden Delicious was captured). Click on the **“Submit”** button to add the new portfolio name.



Add a Portfolio

Please complete the information below. Confirm that the information is correct by clicking on the Submit button.

Portfolio Name Apples - Golden Delicious

Cancel Submit

- e. A new portfolio has been added. Note that the first portfolio added will be assumed your default portfolio. The default portfolio is the one that will be used for the daily emailed report. You will have an option to select your preferred default portfolio once you have added more than one portfolio. From this screen you can assign products to a portfolio or delete the portfolio.



Setup Portfolios

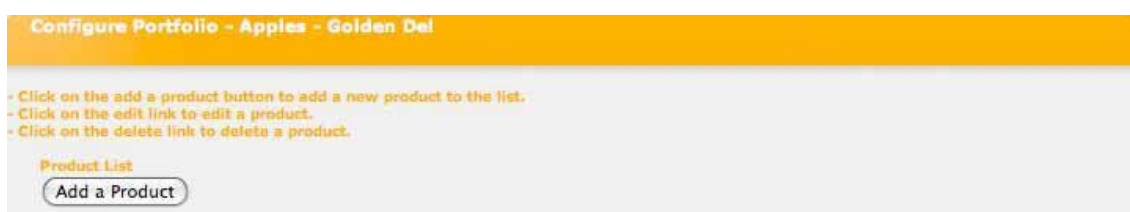
- Click on the 'add a portfolio group' button to add a new portfolio group.
- Click on the 'assign product' link to assign a product to a portfolio.
- Click on the 'delete' link to delete a portfolio.

Portfolio List

Default	Description	Assign Product	Delete
<input type="radio"/>	Apples - Golden Del	Assign Product	Delete

Add a Portfolio Group

- f. The next step is to assign products to the portfolio. This is achieved by clicking on the **“Assign Product”** link which will display the page to add new products. Click on the **“Add a Product”** button to continue.



Configure Portfolio - Apples - Golden Del

- Click on the add a product button to add a new product to the list.
- Click on the edit link to edit a product.
- Click on the delete link to delete a product.

Product List

Add a Product

- g. The next page allows you to select search parameters that will be saved with the portfolio. You must select the product and the market(s) that you want to add to this portfolio. Click on “**Save Portfolio**” to complete assigning a product.

Configure Portfolio - Add Product

Product Criteria

Per Volume

Volume Type :

Per Market

Market/s : ☒ Bloemfontein ☒ Kimberley ☒ Pretoria
☒ Cape Town ☒ Klerksdorp ☒ Springs
☒ Durban ☒ Nelspruit ☒ Vereeniging
☒ East London ☒ Pietermaritzburg ☒ Welkom
☒ Johannesburg ☒ Port Elizabeth ☒ Witbank

Per Commodity

Commodity :

Variety :

Packaging :

Class :

Size :

- h. Once the product has been added, it will appear on the list. You can add multiple products on the portfolio.

Configure Portfolio - Apples - Golden Del

- Click on the add a product button to add a new product to the list.
- Click on the edit link to edit a product.
- Click on the delete link to delete a product.

Product List

Description	Date Created		
APPLES Per KG	2010/04/01 10:39:11 AM	Edit	Delete

6.2. Managing Your Profile

This gives you the ability to edit personal details i.e. name, email and contact numbers.

To access this functionality, click on the **“My Profile”** link on the menu page under admin tab. This will open the profile editing page.

Horticulture	Field Crops	Livestock
Fresh Produce Market Citrus Fruit Deciduous Fruit Subtropical Fruit	Maize Oil Seeds > Canola > Groundnuts > Soybeans > Sunflower Sorghum Sugar Wheat	Beef Dairy Ostrich Pork Poultry Mutton
Fiber	Economic Indicators	Admin
Fiber	Exchange Rate (Forex) Economic Growth & Inflation Data Agricultural Economic Data	Setup My Portfolio My Profile Change Password Unsubscribe Renewal [2011/03/30]

Once you have entered your new personal details, click the **“Submit”** button. New details will be saved and a message will be displayed at the bottom of the page. An email will be sent to your inbox confirming the changes done.

My Profile

Please complete the information below, Confirm that the information is correct by clicking on the Submit button.

Personal Details

Title	Mr.
First Name	gama
Surname	Fani
Email Address	gama.fani@mail.com
Contact Number	0123456789
Fax Number (optional)	

Cancel Submit

6.3. Change Password

To change password, click on the “**Change Password**” link on menu page.

Horticulture	Field Crops	Livestock
Fresh Produce Market Citrus Fruit Deciduous Fruit Subtropical Fruit	Maize Oil Seeds > Canola > Groundnuts > Soybeans > Sunflower Sorghum Sugar Wheat	Beef Dairy Ostrich Pork Poultry Mutton
Fiber	Economic Indicators	Admin
Fiber	Exchange Rate (Forex) Economic Growth & Inflation Data Agricultural Economic Data	Setup My Portfolio My Profile Change Password Unsubscribe Renewal [2011/03/30]

A page to change the password will display. You will be asked to enter the old password first, then the new

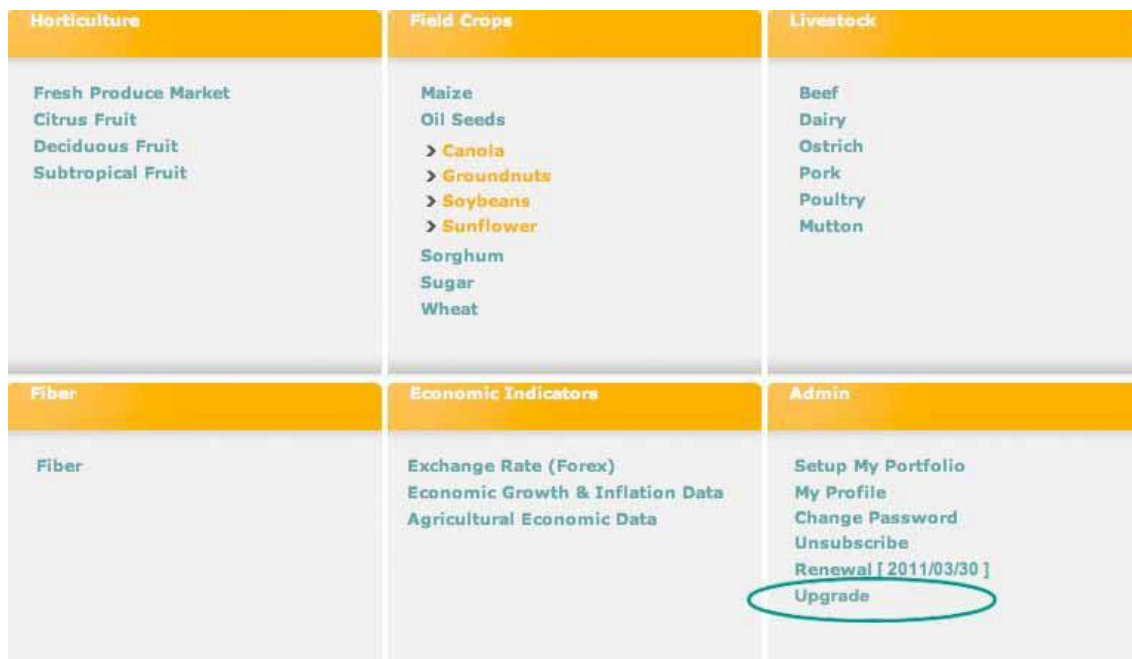
Change Password	
Old Password :	<input type="password"/>
New Password :	<input type="password"/>
Confirm New Password :	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

Once the password is changed successfully, an email containing the new password will be sent to your email address.

6.4. Subscription Upgrade

This menu item is only available to **Standard Package Subscribers** so that they can upgrade their subscription to the premium package.

To upgrade from the standard package to the premium package, click on the “**Upgrade**” link on the Menu page.



A subscription upgrade page will be displayed. Select payment method – either credit card or direct deposit and then click on the **“Upgrade”** button. Note that the total payable amount will be displayed on the page.

Subscription - Upgrade

Please complete the information below. Confirm that the information is correct and click on the "Upgrade" button.

Upgrade to Premium Package for the next 12 months

Subscription: Premium @ 0.30 / Month

Payment Method: Credit Card

Upgrade Cost: R 3.50

If paying by credit card, a page to enter credit card details will be displayed. Capture all details and click on the **“submit”** button.

FNB AgriComms

WWW.FNBAGRICOMMS.CO.ZA

FNBAC202284N2128

R 5320.00

VISA

Name: MOTESTO TESTOROV

Card: 5124 5862 7559 486

Expiry: 08 / 30 CVV: 486

Budget: Straight

HYPHEN

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If paying by direct deposit, a page with banking details will be displayed. In addition to this, an email with banking details will be sent to your inbox.

6.5. Subscription Renewal

A message to remind users to renew their subscription will be displayed just after login for all users with subscriptions that will terminate within a period of thirty (30) days.

The subscription renewal reminder will appear just after login. You have an option to disable the reminder by checking the “**Checkbox**” or to renew subscription by following the “**Renew Subscription**” link.

Alternatively, you can continue to Main Menu and click the “**Renewal**” link under Admin on the Menu page.

Horticulture	Field Crops	Livestock
Fresh Produce Market Citrus Fruit Deciduous Fruit Subtropical Fruit	Maize Oil Seeds > Canola > Groundnuts > Soybeans > Sunflower Sorghum Sugar Wheat	Beef Dairy Ostrich Pork Poultry Mutton
Fiber	Economic Indicators	Admin
Fiber	Exchange Rate (Forex) Economic Growth & Inflation Data Agricultural Economic Data	Setup My Portfolio My Profile Change Password Unsubscribe Renewal [2011/03/30]

The following page will allow you to capture renewal subscription details. Click on the “Renew” button. The next page will depend on the method of payment selected. That is, 1) for credit card – a page to capture credit card details will be displayed, 2) for debit order – a page to capture debit order details will be displayed and (3) for direct deposit – a page with FNB AgriCommodities’ banking details will be displayed.

This screen to capture credit card details.

6.6. Unsubscribe

To terminate subscription, click on the “Unsubscribe” link on the menu page. A page with terms and conditions to unsubscribe will be displayed. Please note that terms for users paying by debit order differs as they are required to give one month’s notice before termination of subscriptions

Horticulture Fresh Produce Market Citrus Fruit Deciduous Fruit Subtropical Fruit	Field Crops Maize Oil Seeds > Canola > Groundnuts > Soybeans > Sunflower Sorghum Sugar Wheat	Livestock Beef Dairy Ostrich Pork Poultry Mutton
Fiber Fiber	Economic Indicators Exchange Rate (Forex) Economic Growth & Inflation Data Agricultural Economic Data	Admin Setup My Portfolio My Profile Change Password Unsubscribe Renewal [2011/03/30]

6.7. Unsubscribing Terms & Conditions

Payment methods terms

Subscription - Unsubscribe

Terms and Conditions

Please note that there will not be any full or partial refunds for any reasons of the payments already made. Your access to the system will be revoked with immediate effect.

☒ I agree to the Unsubscribe Terms and Conditions and would like to Unsubscribe.

Please click the confirm button below to continue

Cancel Confirm

Tick the check box to agree with terms and conditions and click on “**Confirm**” button to accept terms.

The next page is to confirm termination by clicking on the “**Unsubscribe**” button.

Subscription will be terminated and you will no longer have access to the website, except where you have to give notice. User serving notice will continue to have access to the website until the last day of the notice period.

Subscription - Unsubscribe

You have chosen to Unsubscribe, Please click the unsubscribe button to unsubscribe.

Unsubscribe