

# ONLINE TRANSFER INSTRUCTIONS

## EMERALD GRAIN

1. Go to the Grain Mate website **[grainmate.com.au](https://grainmate.com.au)**
2. Click Login at the left of the screen, enter your payee ID and password.
3. Select Title Transfer on the left hand menu bar.
4. Select the grade you wish to transfer and click the title transfer button.
5. Select title transfer to a pool or contract.
6. Select your NGR (delivery card) where the stock is to be transferred from.
7. Enter the amount you wish to transfer.
8. Use the drop down to select the buyer "FXG GROUP (Flexi Grain)" and pool type. Select next.
9. You can choose either automatic transfer where your delivery tickets are automatically selected to the tonnage requested, or manual transfer where you select specific tickets.
10. Select return to Grain Mate to ensure details are correct.
11. If there are any accumulated charges, you will be advised at this point.
12. Select continue.
13. Your title transfer is now complete and a reference number will appear for your records.

For more information

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