

Bonsucro Credits – Step by step guide

Step by step guide to support users in using the platform

We have put together these guides to support you in navigating the platform and using its key functionalities. We hope they help, but if there is anything still unclear or you if you have any feedback on how to improve these guides, please let us know through bonsucrocredits@bonsucro.com.

Buyer – Off Market Deals

As a Buyer, you will still be able to negotiate and reach agreements on transactions ‘Off Market’ (as opposed to the online bid system), with the trading platform facilitating communication and reporting of trade details. It will be the Buyer’s responsibility to notify Bonsucro of the necessary trade details via the system interface.

In the Off Market Deals section you will find:

- A. **My Off Market Deals (OMD):** a summary of all your OMD and their status;
- B. **New Off Market Deal:** this is where you can register OMD once agreed with the Seller
- C. **Find a Seller:** using the functions on the left, search sellers by product, country and/or name and use the contact details provided to contact them directly.

A. My Off Market Deals - Key steps:

1. The system provides you with a full list of all your Off Market Deals placed, approved, rejected or deleted, and you can use the filters on the left side (shown within the red box in the screenshot below) to select and/or search the ones you want to look at.



The screenshot shows the 'Off Market Deals' section of the Bonsucro platform. On the left, a sidebar contains filters for Counterparty, Product, and Status. The main area displays a table of 13 results. Below is a summary of the table data:

Created	Counterparty	Quantity	Price	Product	Status	Beneficiary
20 Aug 2019	ABC LIMITED	200	8.00	Raw Sugar	Submitted	HCI
19 Aug 2019	ABC LIMITED	5	5.00	Sugarcane	Submitted	
26 Jul 2019	ABC LIMITED	10	5.00	Raw Sugar	Submitted	HCI
5 Jul 2019	HCI SELLER	8	2.00	Raw Sugar	Submitted	
3 Jul 2019	ABC LIMITED	7	6.00	Raw Sugar	Submitted	
3 Jul 2019	ABC LIMITED	4	34.00	Molasses	Submitted	
3 Jul 2019	ABC LIMITED	4	34.00	Molasses	Submitted	
3 Jul 2019	HCI SELLER	2	2.00	Ethanol	Submitted	
3 Jul 2019	HCI SELLER	2	2.00	Ethanol	Submitted	
3 Jul 2019	HCI SELLER	2	2.00	Ethanol	Submitted	

- Once you have found the deal you want to look at or take an action on, you can click on it – **just click on the relevant line in the table** (lines will become green when you go over them to indicate you can click on it)



Counterparty:

Product:

Status: Submitted
 Agreed By Seller
 Rejected By Seller
 Approved By Bonsucro
 Rejected By Bonsucro
 Deleted

Created	Counterparty	Quantity	Price	Product	Status	Beneficiary
20 Aug 2019	ABC LIMITED	200	8.00	Raw Sugar	Submitted	HCI
19 Aug 2019	ABC LIMITED	5	5.00	Sugarcane	Submitted	
26 Jul 2019	ABC LIMITED	10	5.00	Raw Sugar	Submitted	HCI
5 Jul 2019	HCI SELLER	8	2.00	Raw Sugar	Submitted	
3 Jul 2019	ABC LIMITED	7	6.00	Raw Sugar	Submitted	
3 Jul 2019	ABC LIMITED	4	34.00	Molasses	Submitted	
3 Jul 2019	ABC LIMITED	4	34.00	Molasses	Submitted	
3 Jul 2019	HCI SELLER	2	2.00	Ethanol	Submitted	
3 Jul 2019	HCI SELLER	2	2.00	Ethanol	Submitted	
3 Jul 2019	HCI SELLER	2	2.00	Ethanol	Submitted	

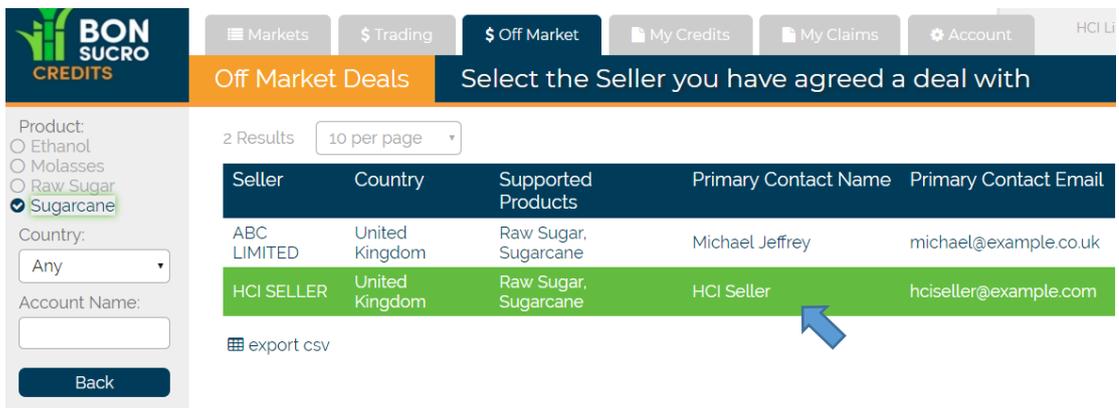
13 Results | < 2 > | 10 per page

- There are a number of statuses each Deal might have, these are listed below along with their meaning:
 - Submitted:** this means you have recorded it on the platform after negotiations with a Seller and a notification has been sent to the Seller for them to Agree or Disagree. Until they have done so, this will remain as 'Submitted' in your summary list. Should the negotiation fall through and for any reason you need to cancel this deal before it is completed, you can Delete it using the specific function that will appear once you click on the specific deal you want to see (you will NOT be able to do so after the Seller has Agreed to it);
 - Agreed or Rejected by Seller:** these are the ones confirmed or rejected by the Seller after they have been notified of the details of the deal;
 - Approved or Rejected by Bonsucro:** this might change, but at the moment this refers to Bonsucro validation of the deal. Once validated, invoices will be sent out to the buyer and notification of that to the seller.
 - Deleted:** any deals that have not been completed/approved yet and can be withdrawn (deals cannot be withdrawn once approved).

B. New Off Market Deal

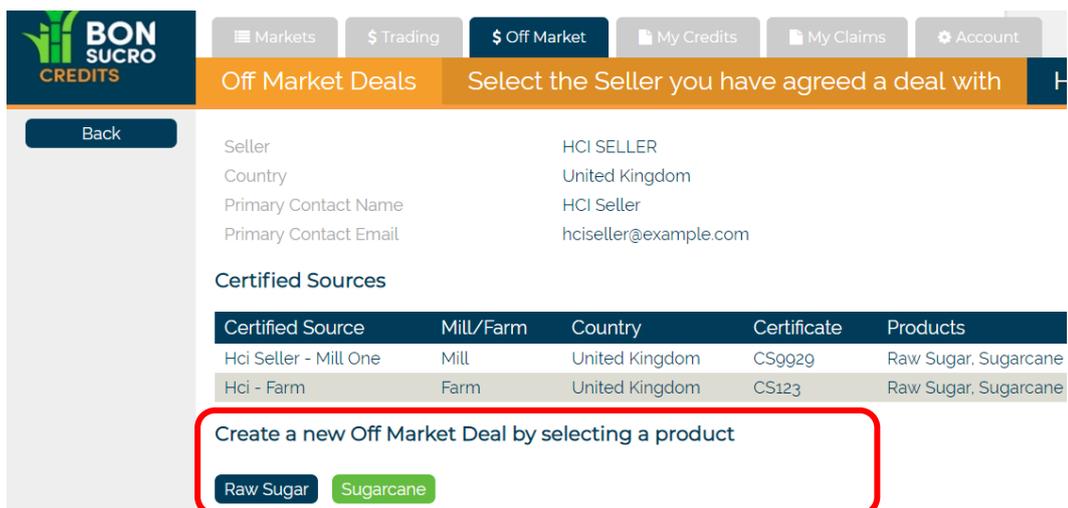
This section is to **record a deal you have already negotiated off market**. It is the Buyer’s responsibility to log it into the platform for approval by Bonsucro and this is the function where you can do it.

- Once in the New Off Market Deal section, **select the Seller** you have agreed the deal with. You can do so by using the options on the left side – you can search Sellers by name and, country and or/product.



Seller	Country	Supported Products	Primary Contact Name	Primary Contact Email
ABC LIMITED	United Kingdom	Raw Sugar, Sugarcane	Michael Jeffrey	michael@example.co.uk
HCI SELLER	United Kingdom	Raw Sugar, Sugarcane	HCI Seller	hciseller@example.com

- After clicking on the selected Seller, a summary page of the Seller’s details will open. Once you have reviewed the details, please **select the supported Product you have agreed to buy credits for in order to create a New Off Market Deal**.



Seller: HCI SELLER
Country: United Kingdom
Primary Contact Name: HCI Seller
Primary Contact Email: hciseller@example.com

Certified Source	Mill/Farm	Country	Certificate	Products
Hci Seller - Mill One	Mill	United Kingdom	CS9929	Raw Sugar, Sugarcane
Hci - Farm	Farm	United Kingdom	CS123	Raw Sugar, Sugarcane

Create a new Off Market Deal by selecting a product

Raw Sugar Sugarcane

- You can record in this section the details of the deal (agreed price and quantities for each certified source). Once all details are confirmed, please press ‘Create’ to finalise the recording of the deal.



Markets
Trading
Off Market
My Credits
My Claims
Account
HCI Lin

Off Market Deals
Select the Seller you have agreed a deal with
New *

Create

Back

Seller HCI SELLER

Product Sugarcane

Price *

☐ Is FBO Trade

Select Certified Sources

Please select how many credits you would like to buy from each source:

Certified Source	Country	Certificate	Expiry Date	Quantity
Hci Seller - Mill One	United Kingdom	CS9929	13 Aug 2022	<input style="width: 40px;" type="text" value="20"/>
Hci - Farm	United Kingdom	CS123	19 Jun 2020	<input style="width: 40px;" type="text" value="20"/>

C. Find a Seller

In this section you can look for Sellers, to identify and find contact information of those you want to get in touch with to start negotiating your Off Market Deal(s).

1. You can search for Sellers by supported **product, country and/or name** by using the functions on the left.
2. Once you have identified the relevant Seller, click on it in the table and a page with the contact information will appear. Please use the email address provided to contact them directly via email to initiate the negotiations.



BON SUCRO CREDITS

Product:
 Ethanol
 Molasses
 Raw Sugar
 Sugarcane

Country:

Account Name:



BON SUCRO CREDITS | Markets | Trading | Off Market | My Credits | My Claims | Account | MICHA

Off Market Deals | Find A Seller | HCI SELLER

Back

Seller: HCI SELLER
 Country: United Kingdom
 Primary Contact Name: HCI Seller
 Primary Contact Email: hciseller@example.com

Certified Sources

Certified Source	MILL/Farm	Country	Certificate	Products
Hci Seller - Mill One	Mill	United Kingdom	CS9929	Raw Sugar, Sugarcane
Hci - Farm	Farm	United Kingdom	CS123	Raw Sugar, Sugarcane

3. Once volumes and price of credits are agreed between the Buyer and the Seller, it is the Buyer's responsibility to record them on the platform – you can do so by following the steps as per **B.New Off Market Deal**.