



Purpose

Use this procedure to visit BungeServices without logging on.

Trigger

Perform this procedure when you want to visit BungeServices without logging on.

Prerequisites

User has internet and e-mail access.

Menu Path

Use the following link to get to BungeServices:

https://www.BungeServices.com

Helpful Hints

You can visit BungeServices without logging on by providing a zip/postal code. BungeServices will display location information for a nearby facility. Initially, you will see the **Home**, **Markets**, **Product & Services**, **My Location** and **Register** pages. You can also register for a BungeServices account. The system will e-mail logon instructions.



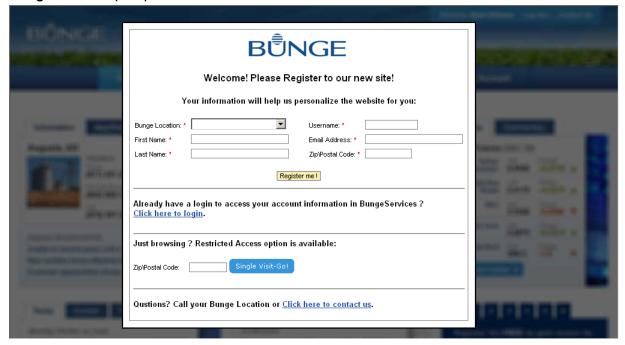
Procedure

1. Start the transaction using the menu path or transaction code.

If you are not logged on to BungeServices, or are unrecognized, this screen appears when you go to https://bungeservices.com.

You can visit a nearby single site by providing a **Zip\Postal Code**. BungeServices will display location information for a nearby facility. Users can also register within BungeServices.

Bunge Services (PD3)



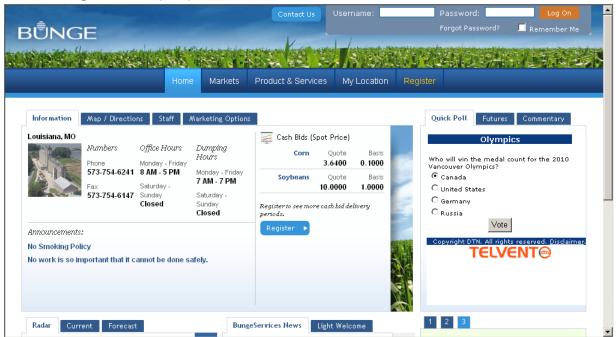
2. As required, complete/review the following fields:



Field	R/O/C	Description
Zip\Postal Code:	R	User's postal code. Example: 63353

3. Click Single Visit-Go! link label

Home - Bunge Services (PD3)

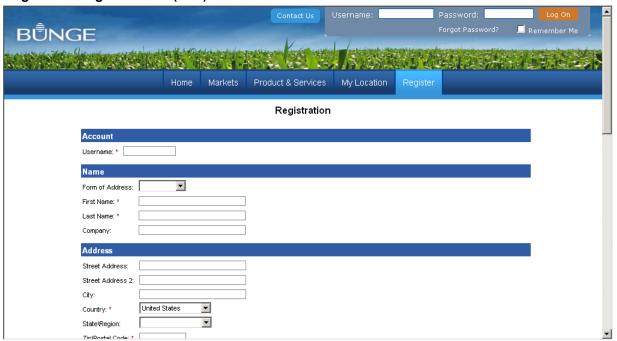


4. You will have limited access to the BungeServices web site. For example, you can only see cash bids for spot prices, not for forward month deliveries. You can register to get full access. Click





Register - Bunge Services (PD3)



5. As required, complete/review the following fields:

Field	R/O/C	Description
Username: *	R	Desired user name. Must be 5 - 12 characters. Example: nbennet
First Name: *	R	User's first name. Example: Noah
Last Name: *	R	User's last name. Example: Bennet



Field	R/O/C	Description
Zip\Postal Code: *	R	User's postal code. Example: 63353
Email Address: *	R	User's e-mail address. Logon instructions will be sent to this e-mail address. Example: noah.bennet@yahoo.com
Confirm Email Address: *	R	User's e-mail address. Logon instructions will be sent to this e-mail address. Example: noah.bennet@yahoo.com

6. Press **Return** to go to the next step in the tutorial.



When you log on, BungeServices will default location information from the **Primary Location**. You can also choose an **Alternate Location**. Access to additional locations should be requested in the **Other Request or Access** text box.

- 7. Click Primary Location: * combo box.
- 8. Click Louisiana, MO list item Louisiana, MO
- 9. Click Alternate Location: combo box.
- 10. Click East Hannibal, IL list item East Hannibal, IL
- 11. Click CORN check box CORN.
- **12.** Click **SOYBEAN** check box □ SOYBEAN.



You must select one primary crop.

13. You must select a primary crop. Click **Primary** radio button .





The account section is for the corresponding SAP vendor (86) or customer (74) number. When your account is approved, you will have access to display this account information .

- **14.** Press **Return** to go to the next step in the tutorial.
- **15.** As required, complete/review the following fields:

Field	R/O/C	Description
Account	R	SAP vendor (86) or customer (74) number. Example: 86283041
Account Name	R	SAP vendor (86) or customer (74) account name. Example: Noah Bennet

- **16.** Click **Location** check box Location to sign up for location alerts.
- 17. You can choose to receive alerts by Email, Phone or both. To receive phone (text) alerts, you must provide a Mobile Number and Mobile Carrier. Click Alerts by Phone radio button

 Alerts by Phone
- **18.** As required, complete/review the following fields:

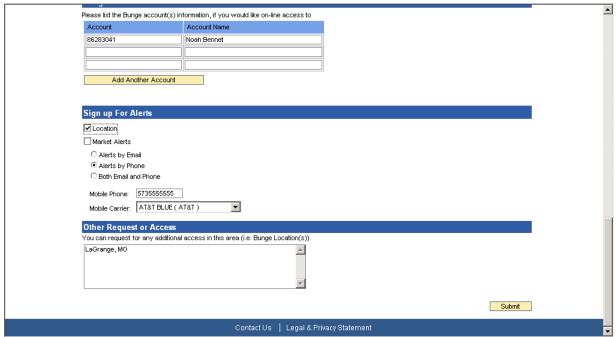
Field	R/O/C	Description
Mobile Phone:		Mobile phone number without parenthesis or dashes. Example: 5735555555

- 19. Click Mobile Carrier: combo box.
- 20. Click AT&T BLUE (AT&T) list item AT&T BLUE (AT&T)
- **21.** As required, complete/review the following fields:



Field	R/O/C	Description
Add text		Other alternate locations or other requested access. Example: LaGrange, MO

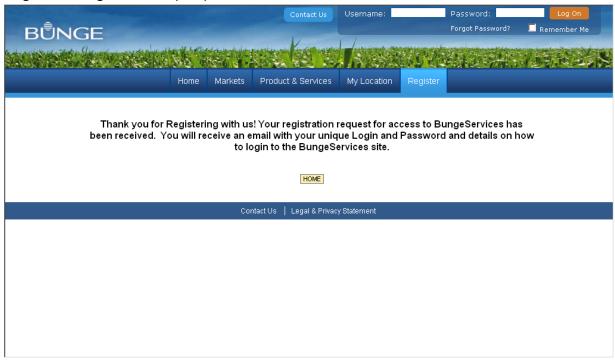
Register - Bunge Services (PD3)



22. Click **Submit** button Submit. The system will e-mail you logon instructions.

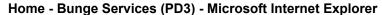


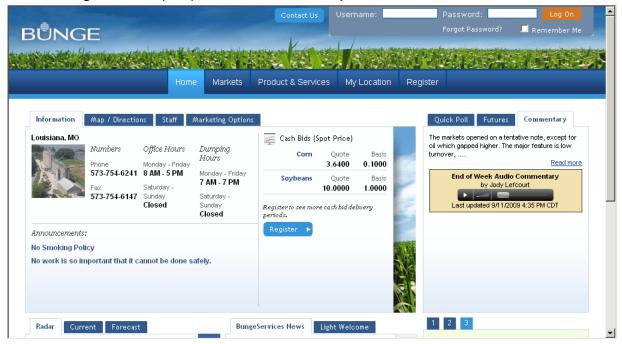
Register - Bunge Services (PD3)



23. Click **HOME** button **HOME**







24. Initially, you can see the Home, Markets, Product & Services, My Location and Register pages.

Press Return to exit the tutorial.



Work Instruction

02 Overview for Business Partner
- Single Visit and Registration (3 min. 40 sec.)

Result

You have visited BungeServices without logging on and completed a user registration form.