



**Birdsong Peanuts
Compliance User Guide**



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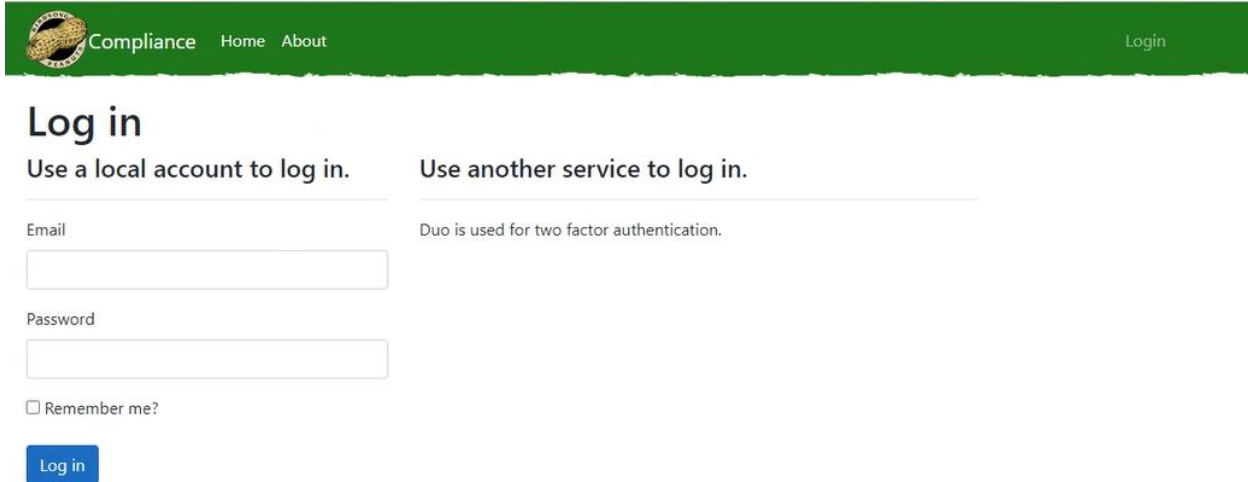
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1 LOGGING IN



Compliance Home About Login

Log in

Use a local account to log in. Use another service to log in.

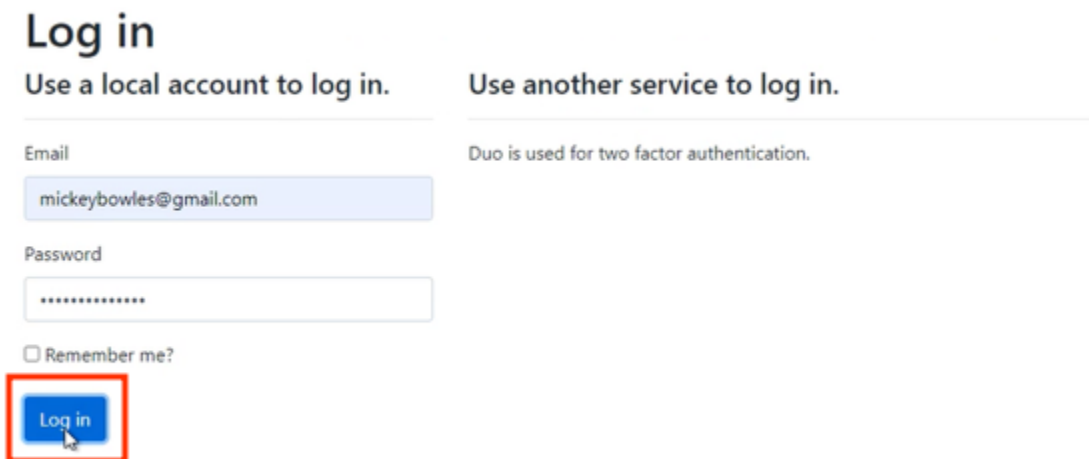
Email

Password

Remember me?

Log in

This is the landing page where users will login. Users can input their email and password to login. Checking remember me will remember the user's email address. If the user would like to use another service to login, they would have to grab the code from the duo app. Once the user has input their credentials, they will need to click the blue "log in" button.



Log in

Use a local account to log in. Use another service to log in.

Email

Password

Remember me?

Log in

Upon logging in the user will be redirected to this page:

Compliance Home About Admin Hello mickeybowles@gmail.com! Logout

Sheller Entity Contact and Farmer Transactions

Create a New Document

Sheller Entity Contact Farmer Transactions

Your Roles: Admin Originator

Search (only Approved forms are searchable) search term Search

Inbox

Mickey Bowles	Draft	Golden Peanut Olam P	7/6/2021	
Mickey Bowles	Draft	Golden Peanut	8/6/2021	

2 SHELLER ENTITY CONTACT

The user can add a new Sheller Entity Contact by pressing the button under Create a New Document:

Sheller Entity Contact and Farmer Transactions

Create a New Document

Sheller Entity Contact Farmer Transactions

The Sheller Entity Contact for Lawful Business Purposes form will appear:

SHELLER ENTITY CONTACT FOR LAWFUL BUSINESS PURPOSES

Contact Date and Time
02/27/2023 11:21 AM

Communication Type
-- select comm type --

Duration
0

Contact

Entity
-- select entity --

Contact Purpose

- Blanching issues
- Hull Purchases or Sales
- Other
- Seed Purchases or Sales
- Shelled Good Transaction
- Swaps or Purchases of Forfeited Peanuts

Discussion (In addition to professional pleasantries and social chit chat, we discussed...)

Business Transaction(s)

Date	Buy/Sell	BS Contract #	Notes
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I HEREBY CERTIFY THAT NO OTHER TOPIC(S) OTHER THAN THE ONE(S) SET FORTH ABOVE WAS(WERE) DISCUSSED WITH AN EMPLOYEE, DISCLOSED CONSULTANT, OR AGENT WORKING FOR OR WITH ANOTHER PEANUT SHELLER.

Printed Name
Mickey Bowles

Signature - checking this box electronically signs the form

[Save Draft](#) [Save and Submit](#)

To fill out the form, the user will begin inputting information for the communication type, duration, contact, and entity. The contact date and time will default to the current date and time:

SHELLER ENTITY CONTACT FOR LAWFUL BUSINESS TRANSACTION

Contact Date and Time
02/20/2023 03:07 PM

Communication Type
Phone

Call Duration (mins)
25

Contact
Bob Jones

Entity
Golden Peanut

If the user must adjust the date and time, they are allowed adjust up to two weeks prior by clicking the field:

Contact Date and Time
02/20/2023 03:07 PM

February, 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

03 07 PM
04 08 AM
05 09
06 10
07 11
08 12
09 13

The user will need to add reasons for contact purpose. (There can be multiple):

Contact Purpose

- Blanching issues
- Hull Purchases or Sales
- Other
- Seed Purchases or Sales
- Shelled Good Transaction
- Swaps or Purchases of Forfeited Peanuts

Afterwards, the user will place text content into the discussion form:

Discussion (In addition to professional pleasantries and social chit chat, we discussed...)

Talked about blanching issues|

The user then would add any business transaction(s) by clicking the button:

Business Transaction(s)			
Date	Buy/Sell	BS Contract #	Notes

A modal will appear to add contract record details:

Add Contract Record [X]

Date/Time: 02/26/2023

Buy
 Sell

BS Contract #: BT-54124

Notes: Bought peanuts|

Save Close

Once the user inputs Contract Record information and clicks Save, the transaction will appear:

Business Transaction(s)			
Date	Buy/Sell	BS Contract #	Notes
2023-02-26	Buy	BT-54124	Bought peanuts

If the user would like to remove the transaction, they'll click the red 'x' to the right.

After the transactions have been added the user can sign and submit the form. The Printed Name will automatically load into the field. The user will need to check the checkbox to sign the form:

I HEREBY CERTIFY THAT NO OTHER TOPIC(S) OTHER THAN THE ONE(S) SET FORTH ABOVE WAS(WERE) DISCUSSED WITH AN EMPLOYEE, DISCLOSED CONSULTANT, OR AGENT WORKING FOR OR WITH ANOTHER PEANUT SHELLER.

Printed Name

Mickey Bowles

Signature - checking this box electronically signs the form

[Save Draft](#) [Save and Submit](#)

The user can also save as a draft to add in more information later before submission. If saved as a draft, the contact will appear in the inbox with the label draft:

 Mickey Bowles	Pending	Golden Peanut Golden	6/28/2021	
 Mickey Bowles	Draft	Golden Peanut Olam P	7/6/2021	 

If it was submitted, the Contact will have the status of Pending as a Compliance Officer will review.

3 FARMER TRANSACTIONS

If the user would like to record a Farmer Transaction, they'll click the button:

Create a New Document

[Sheller Entity Contact](#) [Farmer Transactions](#)

Which will lead to this page:

PRICE INFORMATION LEARNED CONCERNING FARMER TRANSACTIONS

Date

02/27/2023 11:24 AM

Information Source(s)



Date Learned	Source	Company	Person	Communication Type
--------------	--------	---------	--------	--------------------

Price Offering(s)



Entity	FS/Seed	Crop Year	Region	Type	Price	Contract Type
--------	---------	-----------	--------	------	-------	---------------

General Comments (notes, premiums, etc.)

Note: Birdsong has a policy that it will only consider prices learned directly from farmers, buying points or manufacturers; BIRDSONG EMPLOYEES MUST NOT CONTACT EMPLOYEES OF OTHER SHELLERS TO VERIFY, CONFIRM OR DISCUSS PRICES. DOING SO IS INCONSISTENT WITH BIRDSONG'S ANTITRUST POLICY AND COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

Printed Name

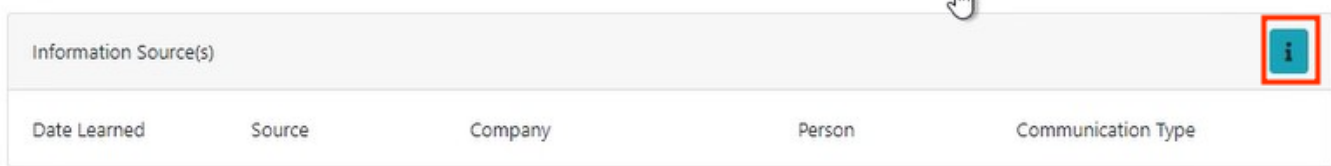
Mickey Bowles

Signature - checking this box electronically signs the form

Save Draft

Save and Submit

The date will autopopulate unless the user changes it. To add an information source, the user will need to click the button:



Date Learned	Source	Company	Person	Communication Type
--------------	--------	---------	--------	--------------------

This modal will appear where the user will input information:

Add Information Source ×

Date Learned
mm/dd/yyyy 🗓

Source
-- select source -- ▾

Company
Enter company

Person
Person

Communication Type
-- select comm type -- ▾

Save Close

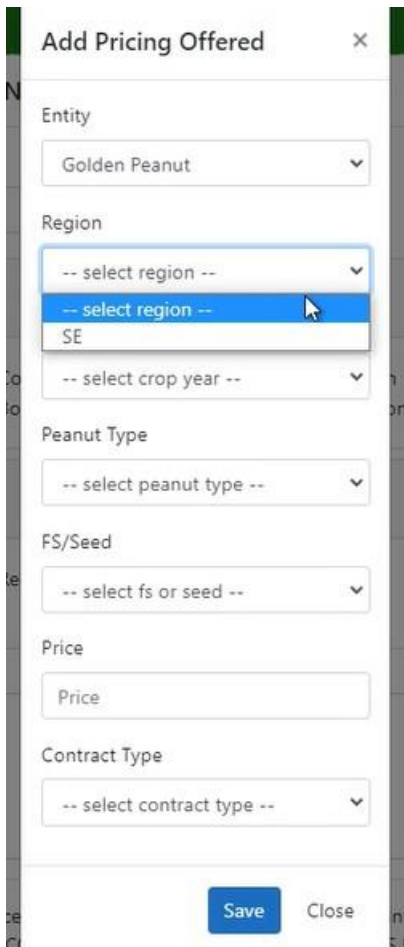
Once the user inputs information and selects “save”, the information source will be added. To remove, the user will click the red x to the right:

Information Source(s) 📘				
Date Learned	Source	Company	Person	Communication Type
2023-02-26	Grower	Bobs Farms	Bob Jones	Meeting ✖

To add a price offering, the user will click the button to the right:

Price Offering(s) 📄						
Entity	FS/Seed	Crop Year	Region	Type	Price	Contract Type

Which will prompt this modal to appear:



The user will add input to the form and select save to where the offering will display:

Price Offering(s)							\$
Entity	FS/Seed	Crop Year	Region	Type	Price	Contract Type	
Golden Peanut	Farmers Stock	2023	SE	RU	25.00	Firm Price	✖

The user then will have the option to add comments to the transaction. This is a simple text box:

General Comments (notes, premiums, etc.)

Prices were better here than other growers.

Once the comment has been added, the user can sign the transaction. The Printed Name will autopopulate with the user's name. The user will need to check the checkbox to sign. The user can save the draft and return to edit details, or save and submit:

Note: Birdsong has a policy that it will only consider prices learned directly from farmers, buying points or manufacturers; BIRDSONG EMPLOYEES MUST NOT CONTACT EMPLOYEES OF OTHER SHELLERS TO VERIFY, CONFIRM OR DISCUSS PRICES. DOING SO IS INCONSISTENT WITH BIRDSONG'S ANTITRUST POLICY AND COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

Printed Name

Mickey Bowles

Signature - checking this box electronically signs the form

Save Draft

Save and Submit

Once saved or drafted, the transaction will go to the inbox:

 Mickey Bowles Draft Golden Peanut Olam P 7/6/2021  

4 HOME SCREEN

As seen before, the user can create a contact or create a transaction under the create a new document section:

Create a New Document

Sheller Entity Contact

Farmer Transactions

4.1 SEARCH

The user will be able to search approved forms by adding a term to the search:

Search (only Approved forms are searchable)

go

Search

If the user needs help with searching, additional information can be found in the modal:

Search Help X

any whole term	Search for any set of text. simply enter and click Search. This searches every field in the index.
any term with wildcard Ex: 2605*	Search for any set of text with an asterisk (*), simply enter and click Search. This searches every field in the index.
Who:Cheryl	To search only in a specific field, type the column name (no space) a colon (:), and then term and click Search.
Who:Cheryl AND Company:Birdsong	Allows you to search on 2 different fields for a more granular search. Company in this case would be a sheller.
DateOfEvent: [20160101 TO 20160305]	Allows you to search for a date range. Remember, dates are in the format yyyyMMdd.
Searchable Field Names (case sensitive)	Type (Transaction or Contact), Who, DateOfEvent (form created), Company (sheller for Contact forms), Descriptives (sheller, person , source type for Transactions)

Close

Search (only Approved forms are searchable) search term Search

Mickey Bowles	Approved	Olam Peanut Shelling	6/24/2021	
Mickey Bowles	Approved	Golden Peanut	6/22/2021	
Mickey Bowles	Approved	Golden Peanut	6/17/2021	
Mickey Bowles	Approved	Olam Peanut Shelling	6/16/2021	
mickeybowles@gmail.com	Approved	Olam Peanut Shelling	5/30/2021	
mickeybowles@gmail.com	Approved	Premium Peanut	5/25/2021	
Mickey Bowles	Approved	Olam Peanut Shelling	5/6/2021	

The user will be able to look at the forms that were approved but will not be able to make any edits.

4.2 INBOX

The user will be able to view their forms under inbox. If they are labelled as draft, they can still be edited and submitted:

Inbox

Mickey Bowles	Draft	Golden Peanut Olam P	7/6/2021	
Mickey Bowles	Draft	Golden Peanut	8/6/2021	

If there are labelled as pending, the form is submitted for review. Approved means it has been reviewed by a compliance officer. Rejected means the form was sent back for updates. The user can select the pencil icon to edit the form, or the red x to delete the form.

5 MANAGE ACCOUNT

When the user clicks on their username, they are redirected to account settings where they can add a phone number:



6 ABOUT

When the user clicks on About, they'll see details about the company:

