

How To Submit Offers

The **Offer** link allows the subscriber to **tender** an offer for confirmation (the process is **not** automatic). NEW Cooperative must review and accept the offer.

Create an Offer to sell commodities:

1. **Commodity** – Select from the available commodities.
2. **Branch** – Select destination from the available branches.
3. **Delivery Period** – Once Commodity and Branch have been selected, the Delivery Period becomes available. Select the Delivery Period desired.
4. **Strike Price** – Type in a Strike Price.
5. **Units to Sell** – Input the units for the offer (can include up to two decimal places).
6. **Expire Date** – Indicate the date the offer will expire. This date can **not** be prior to Today's date (**can** be a future date)
7. **Comment** – A message can be included with the offer.
8. **[Submit]** – Click on [Submit] displays a confirmation window to verify the offer details.
 1. If there is an error in any selection, the system displays a message above the Account Summary and does not proceed.
 2. **[Approve]** – Click on [Approve] to send an email to NEW Cooperative for review and acceptance. Hit your web browser's back button if do not want to transmit the offer.
9. Once NEW Cooperative receives your offer and accepts it, the offer will be monitored via the electronic trading platform of the Chicago Board of Trade in both the day and night sessions.
10. Offers submitted outside of normal business hours will not be reviewed/accepted until the next business day.
11. If the offer is filled, you will receive email notification that a PRI contract has been created. This contract will be mailed to you.
12. If the offer does not get triggered, on the day it expires you will receive email notification that the offer has expired.

Cancelling or changing an offer – User must call or visit with a NEW Cooperative employee to change or cancel an offer, once accepted. This can **not** be done online.