
TRUETRACE HARVEST RECORDS

FILLING OUT HARVEST RECORDS IN SELL YOUR CORN



Ingredion



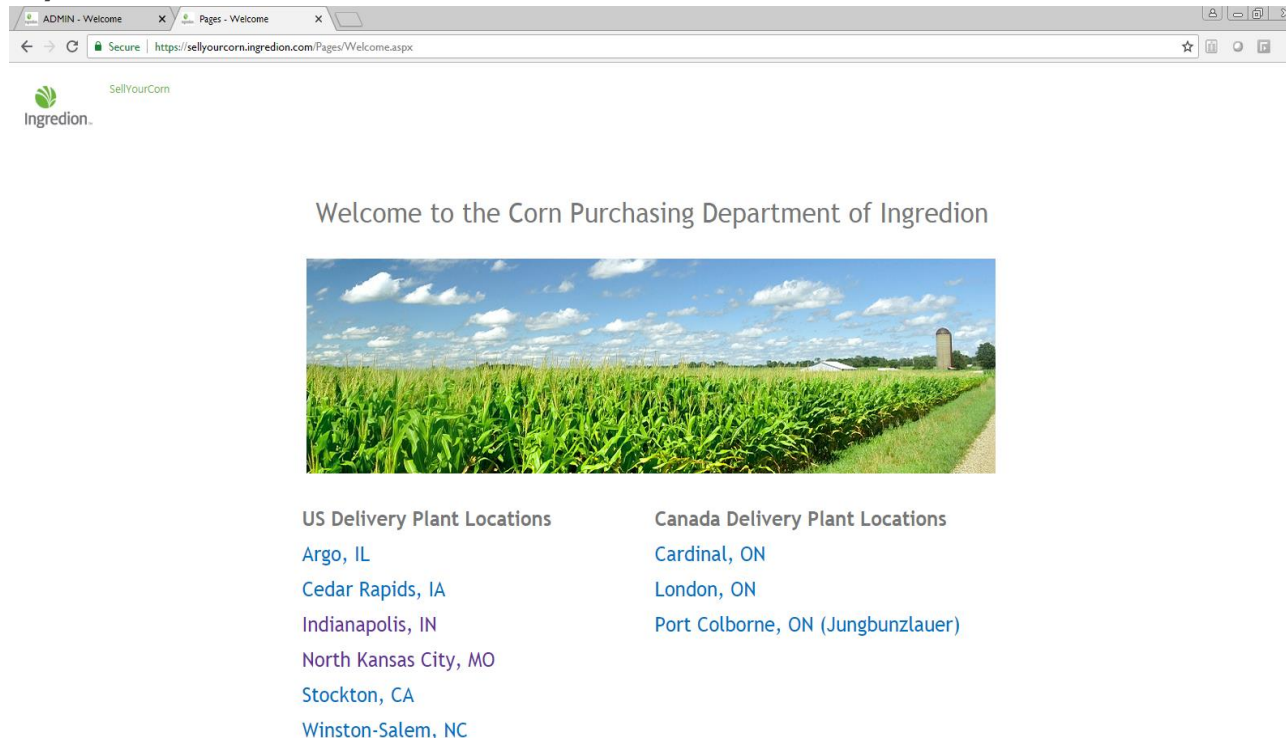
BEFORE YOU BEGIN

- System operates best under Google Chrome web browser
- You will only be able to fill out Harvest Records if the Planting Records are completely fill out and submitted for that crop year. If you are not able to Begin Harvest Records, please go check to ensure Planting Records are accurately submitted.
- Contacts for Questions:
 - Gracie Russell – 641-344-5859 or Gracie.Russell@ingredion.com
 - Brett Jones – 317-281-9692 or Brett.Jones@ingredion.com



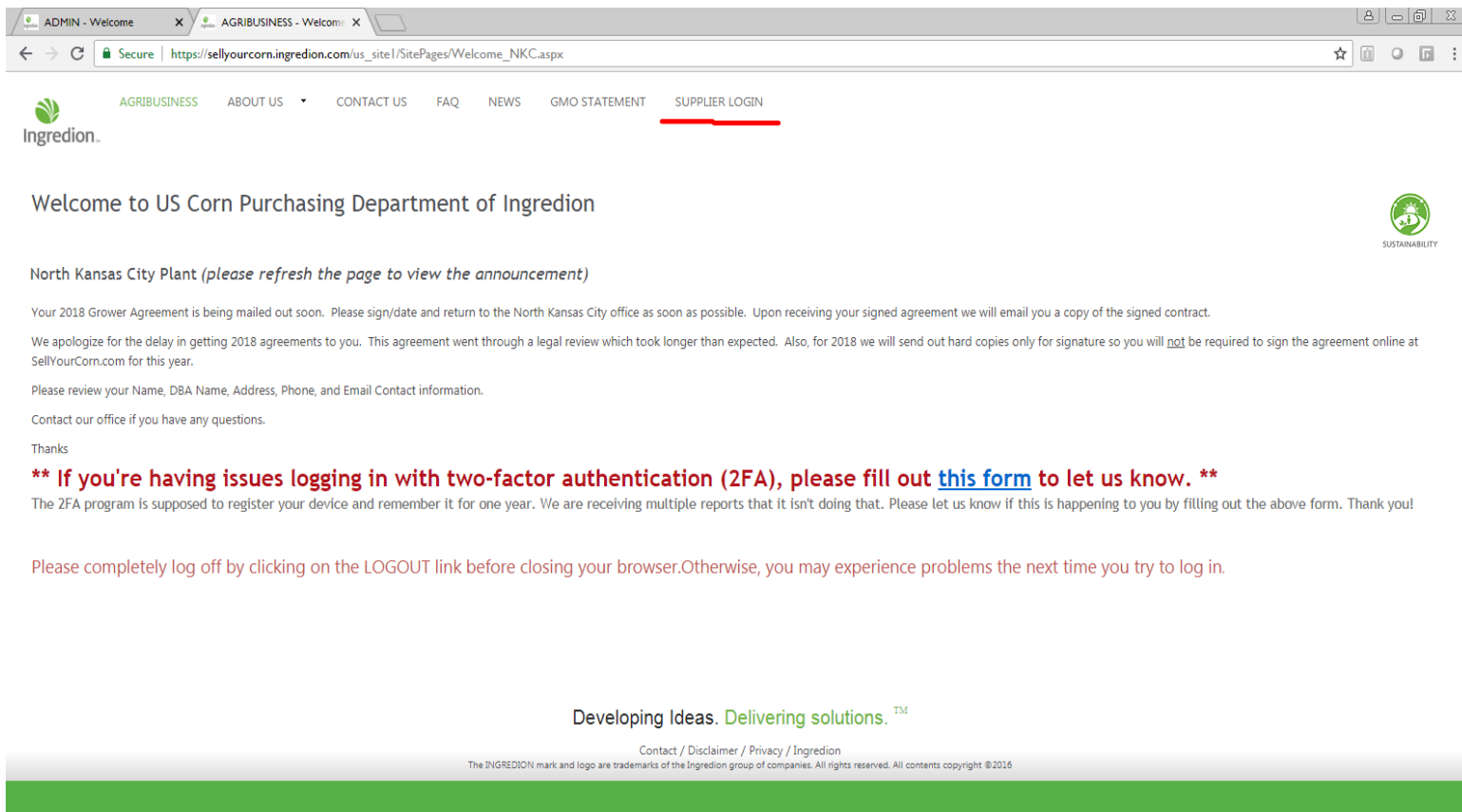
STEP 1 & STEP 2:

- Type in www.sellyourcorn.com into your Google Chrome web browser
- Select your Delivery Location



STEP 3:

- Click on SUPPLIER LOGIN



The screenshot shows a web browser window with two tabs: 'ADMIN - Welcome' and 'AGRIBUSINESS - Welcome'. The address bar shows the URL 'https://sellyourcorn.ingredion.com/us_site1/SitePages/Welcome_NKC.aspx'. The navigation menu includes 'AGRIBUSINESS', 'ABOUT US', 'CONTACT US', 'FAQ', 'NEWS', 'GMO STATEMENT', and 'SUPPLIER LOGIN', with the latter being underlined in red. The main content area features the Ingreion logo, a 'SUSTAINABILITY' icon, and a welcome message for the US Corn Purchasing Department. It includes information about the 2018 Grower Agreement, a note about a delay in getting 2018 agreements, and a request to review contact information. A prominent red notice states: '** If you're having issues logging in with two-factor authentication (2FA), please fill out [this form](#) to let us know. **'. The page concludes with a request to log off by clicking the LOGOUT link and the Ingreion slogan 'Developing Ideas. Delivering solutions.™' and footer information.

ADMIN - Welcome x AGRIBUSINESS - Welcome x

Secure | https://sellyourcorn.ingredion.com/us_site1/SitePages/Welcome_NKC.aspx

AGRIBUSINESS ABOUT US CONTACT US FAQ NEWS GMO STATEMENT SUPPLIER LOGIN

Ingredion.

Welcome to US Corn Purchasing Department of Ingredion

North Kansas City Plant *(please refresh the page to view the announcement)*

Your 2018 Grower Agreement is being mailed out soon. Please sign/date and return to the North Kansas City office as soon as possible. Upon receiving your signed agreement we will email you a copy of the signed contract.

We apologize for the delay in getting 2018 agreements to you. This agreement went through a legal review which took longer than expected. Also, for 2018 we will send out hard copies only for signature so you will not be required to sign the agreement online at SellYourCorn.com for this year.

Please review your Name, DBA Name, Address, Phone, and Email Contact information.

Contact our office if you have any questions.

Thanks

**** If you're having issues logging in with two-factor authentication (2FA), please fill out [this form](#) to let us know. ****

The 2FA program is supposed to register your device and remember it for one year. We are receiving multiple reports that it isn't doing that. Please let us know if this is happening to you by filling out the above form. Thank you!

Please completely log off by clicking on the LOGOUT link before closing your browser. Otherwise, you may experience problems the next time you try to log in.

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STEP 4:

- Enter your Login Credentials:

ADMIN - Welcome x Login x

Secure | https://secauth.ingredion.com/SellYourCornLoginAG/?wa=wsignin.l.0&wtrealm=urn%3asp%3awsfed&wctx=https%3a%2f%2fsellyourcorn.ingredion.com%2fus_site!%2fagribusiness%2f_layouts%2f15%2fAuthenticate.as...


Ingedion.

SellYourCorn Login

Please select the 'Public Computer' option if this is not a machine you use regularly, then enter your Username below and click 'Submit' to access the website.

This is a public computer
 This is a private computer

Username:

Password:

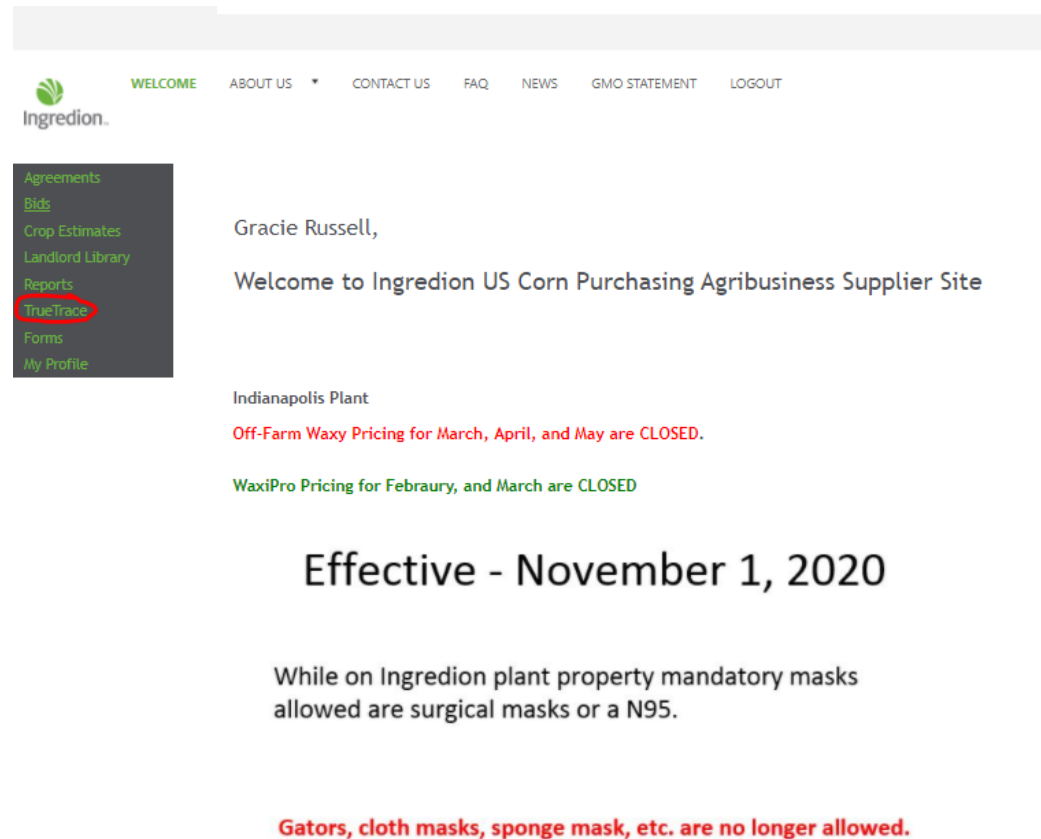
[Forgot Username](#)
[Forgot Password](#)
[Restart Login](#)

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STEP 6:

- Once you are logged in – Select TrueTrace from black box on left side of the screen.



The screenshot shows the Ingreption website interface. At the top left is the Ingreption logo. To its right is a navigation bar with links: WELCOME, ABOUT US, CONTACT US, FAQ, NEWS, GMO STATEMENT, and LOGOUT. Below the logo is a dark grey sidebar menu with the following items: Agreements, Bids, Crop Estimates, Landlord Library, Reports, TrueTrace (highlighted with a red circle), Forms, and My Profile. The main content area displays a welcome message to Gracie Russell, the Indianapolis Plant location, and notices about closed pricing for Waxy and WaxyPro. A large heading states 'Effective - November 1, 2020', followed by a mandatory mask policy and a list of prohibited mask types.

WELCOME ABOUT US CONTACT US FAQ NEWS GMO STATEMENT LOGOUT

Agreements
Bids
Crop Estimates
Landlord Library
Reports
TrueTrace
Forms
My Profile

Gracie Russell,
Welcome to Ingreption US Corn Purchasing Agribusiness Supplier Site

Indianapolis Plant
Off-Farm Waxy Pricing for March, April, and May are CLOSED.
WaxyPro Pricing for Febraury, and March are CLOSED

Effective - November 1, 2020

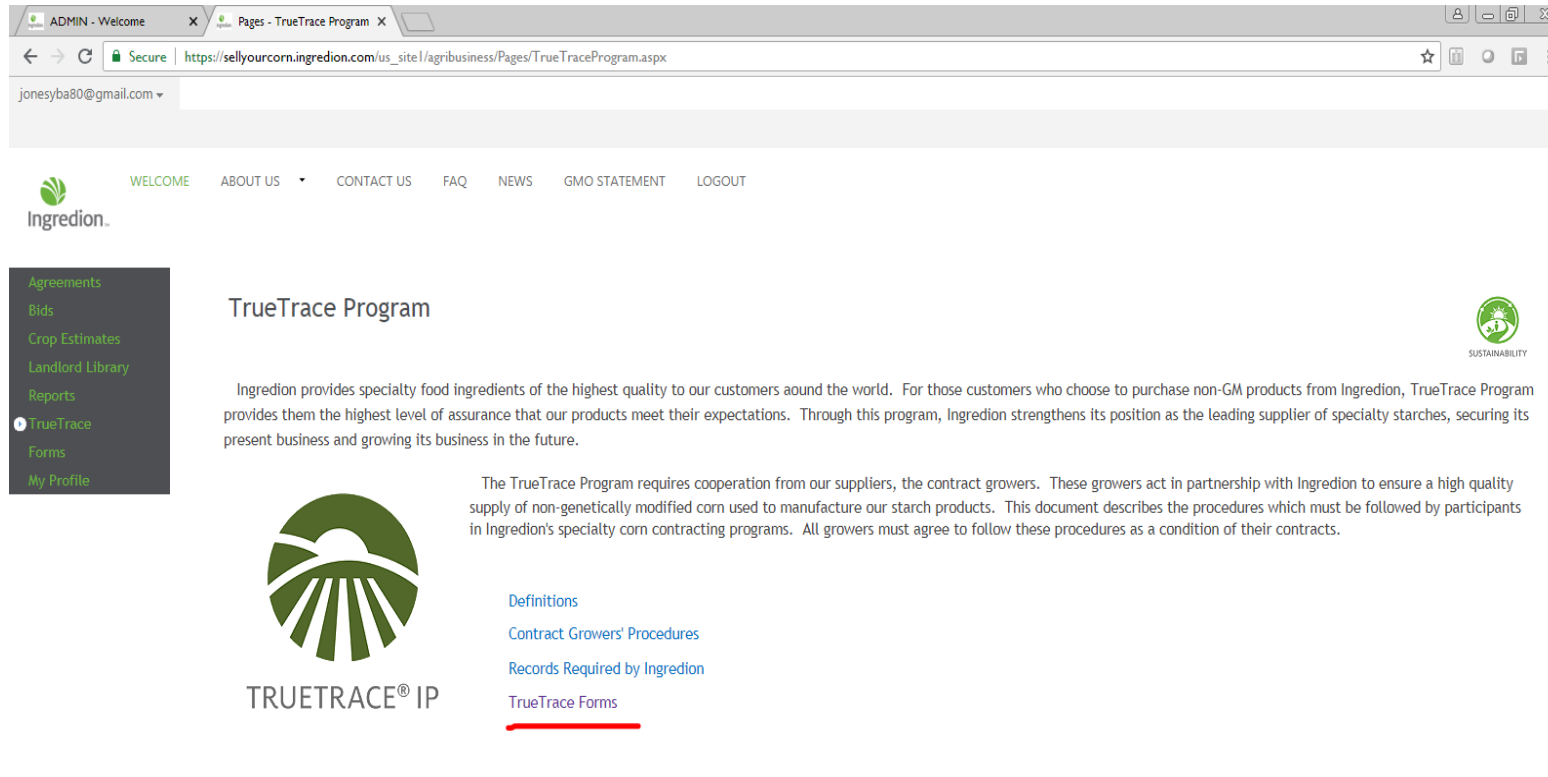
While on Ingreption plant property mandatory masks allowed are surgical masks or a N95.

Gators, cloth masks, sponge mask, etc. are no longer allowed.



STEP 7:

- Once in TrueTrace Page – Select TrueTrace Forms



The screenshot shows a web browser window with two tabs: 'ADMIN - Welcome' and 'Pages - TrueTrace Program'. The address bar shows the URL: https://sellyourcorn.ingredion.com/us_site/agribusiness/Pages/TrueTraceProgram.aspx. The user is logged in as 'jonesyba80@gmail.com'. The page features the Ingredion logo and a navigation menu with links: WELCOME, ABOUT US, CONTACT US, FAQ, NEWS, GMO STATEMENT, and LOGOUT. A sidebar menu on the left lists: Agreements, Bids, Crop Estimates, Landlord Library, Reports, TrueTrace (selected), Forms, and My Profile. The main content area is titled 'TrueTrace Program' and includes a paragraph: 'Ingredion provides specialty food ingredients of the highest quality to our customers around the world. For those customers who choose to purchase non-GM products from Ingredion, TrueTrace Program provides them the highest level of assurance that our products meet their expectations. Through this program, Ingredion strengthens its position as the leading supplier of specialty starches, securing its present business and growing its business in the future.' Below this is the TrueTrace logo and a list of links: Definitions, Contract Growers' Procedures, Records Required by Ingredion, and TrueTrace Forms (underlined in red). A 'SUSTAINABILITY' icon is visible in the top right corner of the page content.



STEP 8:

- Click on Begin TrueTrace Harvest Record. Please ensure that your TT Planting Record shows up as “Edit/Resubmit TrueTrace Planting Record” before you begin the Harvest Record.

The pages that follow will take you through the TrueTrace Planting Record step-by-step. Please follow the instructions and enter information in the spaces provided.

If you need to stop and come back later to finish the form, click the button at the bottom of each page to save your work.

This record is not complete until you finish Step 6, check the Signature box and click the "Finished" button.

For additional help or questions about this system, contact your field agent or the TrueTrace Program Manager at (317) 295-4138.

To edit and resubmit the TrueTrace Planting Record, click here:

Edit/Resubmit TrueTrace Planting Record

To begin the TrueTrace Harvest Record, click here:

Begin TrueTrace Harvest Record

[CLICK HERE TO GO BACK](#)



STEP 9:

- Start by filling out the “Equipment Cleaning Record” with all equipment used for this crop. Please specify date, what the previous crop was and if that previous crop was a GMO variety. Then click “Add Cleaning Record.”
 - Repeat these steps for each piece of equipment used. Combine, auger, truck, etc.

The screenshot shows the TrueTrace Program Forms page. The navigation menu includes: WELCOME, ABOUT US, CONTACT US, FAQ, NEWS, GMO STATEMENT, and LOGOUT. The left sidebar contains: Agreements, Bids, Crop Estimates, Landlord Library, Reports, TrueTrace, Forms, and My Profile. The main content area is titled "TrueTrace Program Forms" and shows the "TrueTrace Harvest Record for Gracie Russell Crop Year 2020". The "EQUIPMENT CLEANING RECORD" tab is selected. Below the navigation is the heading "STEP 1: EQUIPMENT CLEANING RECORD" and a note: "All equipment used since planting to produce the crop for Ingredion must be cleaned prior to use. Cleaning must be sufficient to remove all GMO corn and soybeans from it. Enter the equipment cleaned,". A table lists existing records:

	EQUIPMENT	DATE CLEANED	PREVIOUS CROP	WAS THIS CROP A GMO VARIETY?
Edit Delete	Combine	10/20/2020	Soybeans	Yes
Edit Delete	Truck/Trailer	10/20/2020	Soybeans	Yes

Below the table is a form to add a new record:

Equipment: Auger (dropdown)
Date Cleaned: 10/19/2020 (text input)
Previous Crop: --Select-- (dropdown)
Was This Crop A GMO Variety: No (dropdown)
Add Cleaning record (button)

Click here to go back to TrueTrace Forms List

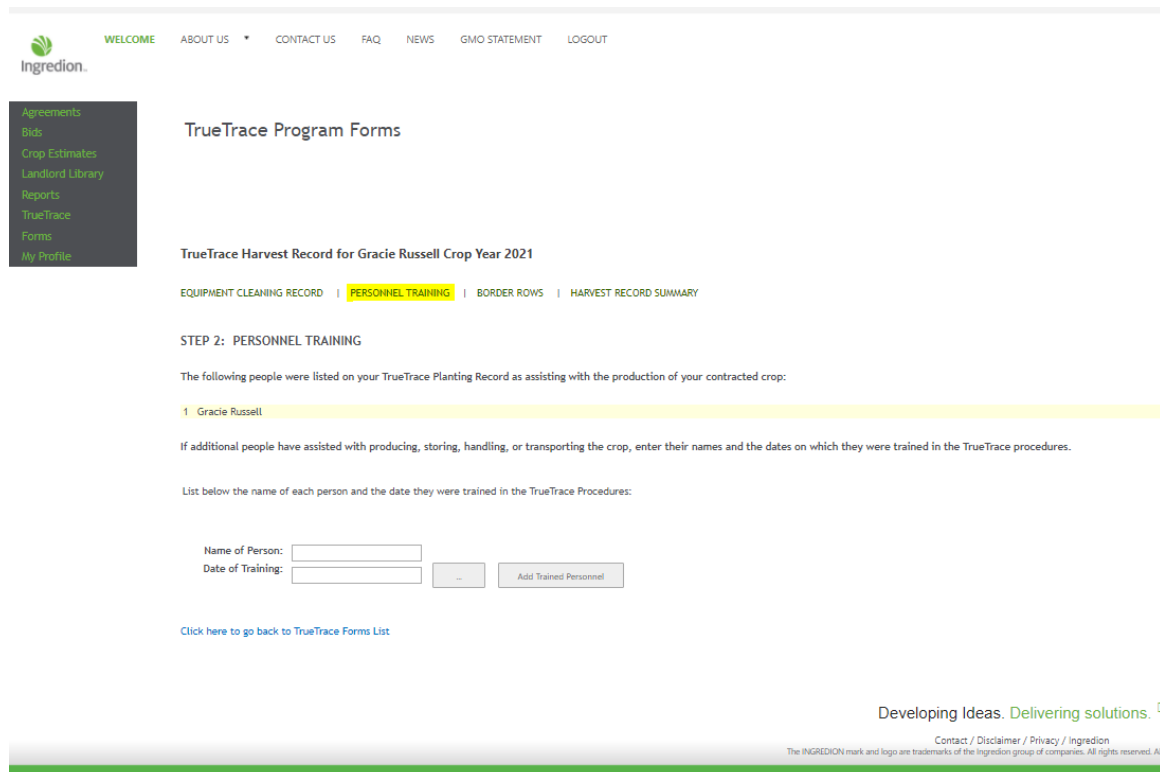
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STEP 10:

- Personnel Tab: These names are going to be pulled from the TrueTrace Planting Record information you entered for that crop year.
 - Please add anyone new that was trained for harvest and the date they were trained and click “Add Trained Personnel.”



The screenshot shows the TrueTrace Program Forms interface. The top navigation bar includes the Ingredion logo, a 'WELCOME' message, and links for 'ABOUT US', 'CONTACT US', 'FAQ', 'NEWS', 'GMO STATEMENT', and 'LOGOUT'. A left sidebar menu lists 'Agreements', 'Bids', 'Crop Estimates', 'Landlord Library', 'Reports', 'TrueTrace Forms', and 'My Profile'. The main content area is titled 'TrueTrace Program Forms' and displays the 'TrueTrace Harvest Record for Gracie Russell Crop Year 2021'. A breadcrumb trail shows 'EQUIPMENT CLEANING RECORD | PERSONNEL TRAINING | BORDER ROWS | HARVEST RECORD SUMMARY', with 'PERSONNEL TRAINING' highlighted. Below this, the heading 'STEP 2: PERSONNEL TRAINING' is followed by the instruction: 'The following people were listed on your TrueTrace Planting Record as assisting with the production of your contracted crop:'. A list shows '1 Gracie Russell'. The text then asks: 'If additional people have assisted with producing, storing, handling, or transporting the crop, enter their names and the dates on which they were trained in the TrueTrace procedures. List below the name of each person and the date they were trained in the TrueTrace Procedures:'. There are two input fields: 'Name of Person:' and 'Date of Training:'. To the right of the 'Date of Training:' field is a calendar icon. Below the input fields is a button labeled 'Add Trained Personnel'. At the bottom left, there is a link: 'Click here to go back to TrueTrace Forms List'. The footer contains the slogan 'Developing Ideas. Delivering solutions.' and a small 'Contact / Disclaimer / Privacy / Ingredion' link. The bottom-most text reads: 'The INGREDION mark and logo are trademarks of the Ingredion group of companies. All rights reserved. All costs'.



STEP 11:

- Next, click “Border Rows.” This is being pulled across from the Planting Records done in MyFarms on the Ingredion tab.
- **You need to fill out AT LEAST the minimum rows required for removal. If you removed more, then enter that number, just please enter at least the minimum required.**
- As you know, the following rules apply for removing border rows according to the proximity of GMO fields:
 - 0 ft – 160 ft : minimum of 16 rows removed
 - 161 ft – 600 ft : minimum of 8 rows removed

Pages - TrueTrace Forms | MyFarms Farm Management Soft | +

sellyourcorn.ingredion.com/us_site1/agribusiness/Pages/TrueTraceForms.aspx

gracie.russell@ingredion.com

WELCOME ABOUT US CONTACT US FAQ NEWS GMO STATEMENT LOGOUT

Agreements
Bids
Crop Estimates
Landlord Library
Reports
TrueTrace
Forms
My Profile

TrueTrace Program Forms

TrueTrace Harvest Record for Gracie Russell Crop Year 2020


EQUIPMENT CLEANING RECORD | PERSONNEL TRAINING | BORDER ROWS | HARVEST RECORD SUMMARY

STEP 3: BORDER ROWS

Below is a list of the minimum border rows required to be excluded from the corn delivered to Ingredion. Enter the actual number of rows that were excluded from your Ingredion deliveries.

	MINIMUM BORDER ROWS REQUIRED FOR EXCLUSION	ACTUAL ROWS REMOVED
Edit	Field: Across From Bins 8 rows from SW side of the field	8
Edit	Field: Gracie's 105 16 rows from E side of the field	16
Edit	Field: Gracie's 105 16 rows from S side of the field	16
Update Cancel	Field: Gracie's 105 8 rows from N side of the field	8

Click here to go back to TrueTrace Forms List

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Click Edit, use the drop down to enter the number of rows you removed, click Update. Repeat the steps for all sides of all fields that require border rows to be removed.



HARVEST RECORD SUMMARY

- If you see the line that reads “You must Certify and Sign your Planting Record prior to submitting your Harvest Record,” please go do so!
- If you do not see this, you may check over all the information entered and proceed.

The screenshot shows the IngreDion TrueTrace interface. At the top, there is a navigation bar with the IngreDion logo and links for WELCOME, ABOUT US, CONTACT US, FAQ, NEWS, GMO STATEMENT, and LOGOUT. A sidebar menu on the left lists: Agreements, Bids, Crop Estimates, Landlord Library, Reports, TrueTrace, Forms, and My Profile. The main content area is titled "TrueTrace Program Forms" and "TrueTrace Harvest Record for Gracie Russell Crop Year 2020". Below this, there are navigation links: EQUIPMENT CLEANING RECORD | PERSONNEL TRAINING | BORDER ROWS | HARVEST RECORD SUMMARY. The "HARVEST RECORD SUMMARY" section contains a table with the following data:

EQUIPMENT	DATE CLEANED	PREVIOUS CROP	WAS THIS CROP A GMO VARIETY?
Combine	10/20/2020	Soybeans	Y
Truck/Trailer	10/20/2020	Soybeans	Y

Below the table, it states: "The following people were listed on your TrueTrace Planting Record as assisting with the production of your contracted crop." followed by a list: 1 Brett Jones, 2 Gracie Russell. It then says "There are no additional personnel records." Another table follows with the following data:

MINIMUM BORDER ROWS REQUIRED FOR EXCLUSION	ACTUAL_ROWS
Field: Across From Bins 8 rows from SW side of the field	8
Field: Gracie's 105 16 rows from S side of the field	16
Field: Gracie's 105 8 rows from N side of the field	8
Field: Gracie's 105 16 rows from E side of the field	16

A yellow banner at the bottom of the content area reads: "You must Certify and Sign your Planting Record prior to submitting your Harvest Record". At the very bottom, there is a link: "Click here to go back to TrueTrace Forms List".



STEP 12:

- If all information is correct, please click **“GO TO LAST STEP” !!!!**

The screenshot shows the TrueTrace Program Forms page. At the top, there is a navigation bar with the Ingredion logo, a 'WELCOME' message, and links for 'ABOUT US', 'CONTACT US', 'FAQ', 'NEWS', 'GMO STATEMENT', and 'LOGOUT'. A left sidebar contains a menu with options: 'Agreements', 'Bids', 'Crop Estimates', 'Landlord Library', 'Reports', 'TrueTrace', 'Forms', and 'My Profile'. The main content area is titled 'TrueTrace Program Forms' and features a sub-section for 'TrueTrace Harvest Record for Gracie Russell Crop Year 2020'. Below this, there are navigation links for 'EQUIPMENT CLEANING RECORD', 'PERSONNEL TRAINING', 'BORDER ROWS', and 'HARVEST RECORD SUMMARY'. The 'HARVEST RECORD SUMMARY' section contains a table with the following data:

EQUIPMENT	DATE CLEANED	PREVIOUS CROP	WAS THIS CROP A GMO VARIETY?
Combine	10/20/2020	Soybeans	Y
Truck/Trailer	10/20/2020	Soybeans	Y

Below the table, it states: 'The following people were listed on your TrueTrace Planting Record as assisting with the production of your contracted crop.' followed by a list: 1 Brett Jones, 2 Gracie Russell. It then notes: 'There are no additional personnel records.' Another table follows, showing 'MINIMUM BORDER ROWS REQUIRED FOR EXCLUSION' and 'ACTUAL_ROWS' for four different field locations. At the bottom, there is a 'GO TO LAST STEP' button and a link to 'Click here to go back to TrueTrace Forms List'.

MINIMUM BORDER ROWS REQUIRED FOR EXCLUSION	ACTUAL_ROWS
Field: Across From Bins 8 rows from SW side of the field	8
Field: Gracie's 105 16 rows from S side of the field	16
Field: Gracie's 105 8 rows from N side of the field	8
Field: Gracie's 105 16 rows from E side of the field	16



STEP 13:

- Please check all the boxes acknowledging the information entered.
- Then click “Finish.”

The screenshot shows the IngreDion website interface. At the top, there is a navigation bar with the IngreDion logo and links for WELCOME, ABOUT US, CONTACT US, FAQ, NEWS, GMO STATEMENT, and LOGOUT. A sidebar menu on the left lists: Agreements, Bids, Crop Estimates, Landlord Library, Reports, TrueTrace, Forms, and My Profile. The main content area is titled 'TrueTrace Program Forms' and displays 'TrueTrace Harvest Record for Gracie Russell Crop Year 2020'. Below the title are links for EQUIPMENT CLEANING RECORD, PERSONNEL TRAINING, BORDER ROWS, and HARVEST RECORD SUMMARY. A section titled 'LAST STEP: CERTIFY AND SIGN' contains a yellow box with the text: 'To Complete your Harvest record you must read each of the following statements and check the box next to it:'. Three statements are listed, each with a checked checkbox: 'I certify that all information entered is correct to the best of my knowledge.', 'I produced the crop(s) under contract with IngreDion according to the procedures of the TrueTrace program.', and 'By Checking this box I am signing this document.'. Below this is the text 'Click here to finish your TrueTrace Harvest Record:' followed by a yellow 'FINISH' button. At the bottom, there is a link: 'Click here to go back to TrueTrace Forms List'.



STEP 14:

- This Pop-Up will then be generated. Please click “OK.”
- This is the final step, and you may close the web browser.

The screenshot shows a web browser window with two tabs. The active tab is titled "Pages - TrueTrace Forms" and the address bar shows the URL "sellyourcorn.ingredion.com/us_site1/agribusiness/Pages/TrueTraceForms.aspx". The browser's address bar also shows "gracie.russell@ingredion.com".

The main content area of the browser displays the "TrueTrace Program Forms" page. The page header includes the Ingridion logo and navigation links: WELCOME, ABOUT US, CONTACT US, FAQ, NEWS, GMO STATEMENT, and LOGOUT. A sidebar menu on the left lists: Agreements, Bids, Crop Estimates, Landlord Library, Reports, TrueTrace, Forms, and My Profile.

The main content area is titled "TrueTrace Program Forms" and "TrueTrace Harvest Record for Gracie Russell Crop Year 2020". Below the title are navigation links: EQUIPMENT CLEANING RECORD | PERSONNEL TRAINING | BORDER ROWS | HARVEST RECORD SUMMARY.

The page indicates the "LAST STEP: CERTIFY AND SIGN". A yellow highlighted box contains the following text: "To Complete your Harvest record you must read each of the following statements and check the box next to it:"

- I certify that all information entered is correct to the best of my knowledge.
- I produced the crop(s) under contract with Ingridion according to the procedures of the TrueTrace program.
- By Checking this box I am signing this document.

Below the list, there is a link: "Click here to finish your TrueTrace Harvest Record:" followed by a "FINISH" button.

A confirmation pop-up window is overlaid on the page, titled "sellyourcorn.ingredion.com says". The message reads: "Are you sure you wish to sign this document? Click Cancel to return or OK to sign this form." The pop-up has "OK" and "Cancel" buttons.



THANK YOU!



Ingredion™