



## How to trade: Permanent entitlement

The Southern Rural Water Exchange has a live online Permanent Traderoom for the benefit of all its members. This allows traders to upload an offer that can be viewed online and accepted by other traders.

Although 'live' offers can be viewed by anyone, to upload an offer, or accept an existing offer, each trader must complete the registration process.

Traders can enter Permanent Entitlement buy or sell offers in the Permanent Traderoom online once registration has been completed.

Water shares can be sold 'wet' which includes seasonal allocation or 'dry' without any allocation.

For clarity, the water share price and any allocation price are listed separately on the Traderoom.

If you do not have an email address, please contact Water Partners and our helpful staff will work with you to access the live trading environment.

### Viewing the Traderoom

Anyone can view the listed buy and sell offers on the Permanent Traderoom or see a full history of trades at any time simply by clicking on the Traderoom tab and selecting the Permanent Traderoom.

If you want to list an offer or find an offer that you would like to accept, you will need to be a registered member and log in using your Trader ID and password.

If you are not registered, please select the **Register** button in the top right-hand corner of the Traderoom page or go to the How to Register information sheet in the Forms and Information tab.

### Offer creation: Listing a Sell offer.

Once you are registered and logged in to the member portal, you can enter offers.

If you are selling entitlement you will need to ensure that the water share entitlement has been registered as a Water Entitlement Entity (WEE) number in the **Entitlements** tab. To do this go to the **My Details** folder and scroll down click +Add Entitlement- select WEE from the drop down, enter the appropriate WEE number from your Allocation Bank Account (ABA) statement and select the zone then Save. Your entitlement will need to be verified by Water Partners before the offer can be loaded.

When the WEE has been verified you can start to list the sell offer.

On the left-hand side, you will see a folder named **Permanent Trades**. Click on this to open and three options will appear:

- Buy water: this shows current sell offers.
- Sell water: this shows current buy offers.



- My water: shows your current offers, entitlements and offer history but also where you can add a buy or sell offer.

If you wish to add an offer, go to **My Water**, and select **Add Sell Offer**.

A new screen will appear where you select the Entitlement details of the relevant WEE number from the drop-down list of your verified entitlements.

You can choose whether you want to include the current seasons' allocation with the water shares. Then select Yes or No.

We also ask if you are aware if there is a mortgage held on the water shares.

You must then enter how many megalitres (ML) you are looking to sell together with the price you are looking to receive per ML.

If you chose to include Allocations in your offer you will also need to select the ABA that the WEE number is attached to, add the price you would like to achieve for the allocation volume/ML and list the volume available.

At this point can also opt to allow your parcel to be split but please be aware that this may attract higher authority fees. If you do not want to split, simply ignore the fields. If would like to give the option to split, please tick the box and add in the minimum volume would be willing to accept in volume and the minimum remaining volume after any split.

Click on the **Confirm** button. The trading rules will now be available to read and must be accepted if you would like to continue. Tick the box and select **Continue**.

A new screen will appear to confirm the offer and it will include the potential fees for your trade. You will be required to press **Confirm** for your offer to become live and available. You can still edit or cancel the offer at this stage if required.

Once your offer has been confirmed you will receive an email notification confirming the offer number, volume, WEE number, and price.

Water Partners staff will validate the entitlements offered for sale and verify to make the offer live and visible on the Traderoom.

Once your offer is live on the Permanent Traderoom it can be matched by a buyer. Any purchase offers received varying from the listed price and volumes will be conveyed to you for your consideration. The offer can be edited or cancelled at any time through the member portal, or you can contact Water Partners for assistance.

## Offer creation: Listing a Buy offer

1. Once you are registered and logged in to the member portal, you can enter offers.
2. On the left-hand side, you will see a folder named **Permanent Trades**. Click on this to open and three options will appear:
  - Buy water: this shows current sell offers.
  - Sell water: this shows current buy offers.



- My water:- shows your current offers, entitlements and offer history but also where you can add a buy or sell offer.
3. If you wish to add an offer, go to **My Water**, and select **Add Buy Offer**.
  4. A new screen will appear where you select the type of water share you are looking to buy from the drop-down list of your verified entitlements. For example: High-Reliability Water Shares (HRWS) or Low-Reliability Water Shares (LRWS).
  5. Select the relevant zone for the shares.
  6. Nominate if you are looking for seasonal allocation to be included in your offer, this is sometimes referred to as a 'wet' trade. If yes, you will need to select the appropriate Allocation Bank Account (ABA) number from the drop-down list to where the allocation will be transferred to.
  7. You must then enter the price/ML for the water shares and the megalitres (ML) you are looking to purchase.
  8. If you selected a wet trade, you would need to add in the price/ML and volume of the allocation that you are seeking to be included in your offer.
  9. At this point can also opt to allow your parcel to be split but please be aware that this may attract higher authority fees. If you do not want to split, simply ignore the fields. If would like to give the option to split, please tick the box and add in the minimum volume would be willing to accept in volume and the minimum remaining volume after any split.
  10. Click on the **Save** button. The trading rules will now be available to read and must be accepted if you would like to continue. Tick the box and select **Continue**.
  11. A new screen will appear to confirm the offer and it will include the potential fees for your trade and the deposit amount which will be required shortly after contracts are signed. You will be required to press **Save** to finalise your offer. You can still edit or cancel the offer at this stage if required. A success notification message will appear, and your unverified offer will now show under the current offers tab in the portal.
  12. Water Partners staff will verify the entitlements offered for sale and verify to make the offer live and visible on the Traderoom. You will also be sent an email notification confirming the offer number, volume, WEE number, and price.
  13. The offer can remain on the Traderoom for up to 90 days.
  14. Your offer is now live on the Permanent Traderoom and can be matched by a seller. Any offers received varying from the listed price and volumes will be conveyed to you for your consideration.
  15. The offer can be edited or cancelled at any time through the member portal, or you can contact Water Partners for assistance.



## Offer Acceptance

There are two ways that you can accept an offer listed on Traderooms.

16. by accepting an offer from the Traderoom and then logging on; or
17. by logging onto the member portal and accepting an offer.

### 1. Accepting an offer from the Permanent Traderoom

- a) Click on the **Traderoom** tab and select the **Permanent Traderoom**.
- b) Choose the buy or sell offer that you wish to accept noting the volumes, zone, and price to ensure it suits your requirements.
- c) Click on the blue **Accept** button to the right of the offer.
- d) This will take you to the Trader Log-in page.
- e) Enter your Trader ID number and Password, then click the **Login** button.
- f) The offer details will appear showing the zone, volume, and price of the parcel you have accepted.
- g) Check the details and then click on the **Accept** button if you would like to accept the trade.
- h) A pop up will appear asking you to read and accept the Trading Rules. Once you have done this, tick the box and click the **Continue** button.
- i) A Confirm Trade screen will appear which includes fees and charges that may be applied to the trade. You can Accept if you would like to proceed or Cancel if you do not want to continue.
- j) If you confirm the trade, you will see a success notice and a staff member will be in contact shortly.

This matched trade will now appear in your My Water – Permanent Trades – Offer History tab.

### 2. Accepting an offer from the Member Portal

- a) Login to the member portal, and then select the **Permanent Folder**.
- b) Offers in the Permanent Traderoom will be listed under the Buy Water tab and Sell Water tab.
- c) To accept an offer, press the **Accept Offer** button.
- d) The next screen will outline the details of the offer you have accepted, and you will need to agree to the terms and conditions of the offer.
- e) You will be provided with the Trading Rules which will need to be read and accepted.



- f) Before confirming the trade, check the volumes, price, trade total and charges and fees involved in the trade. Once you have reviewed the offer, you can confirm or decline the trade.

If you confirm the trade, you will see a success notice and a staff member will be in contact shortly.

**If you have any questions, or for support on using the website, please call the friendly team at Water Partners on 03 5853 2333.**