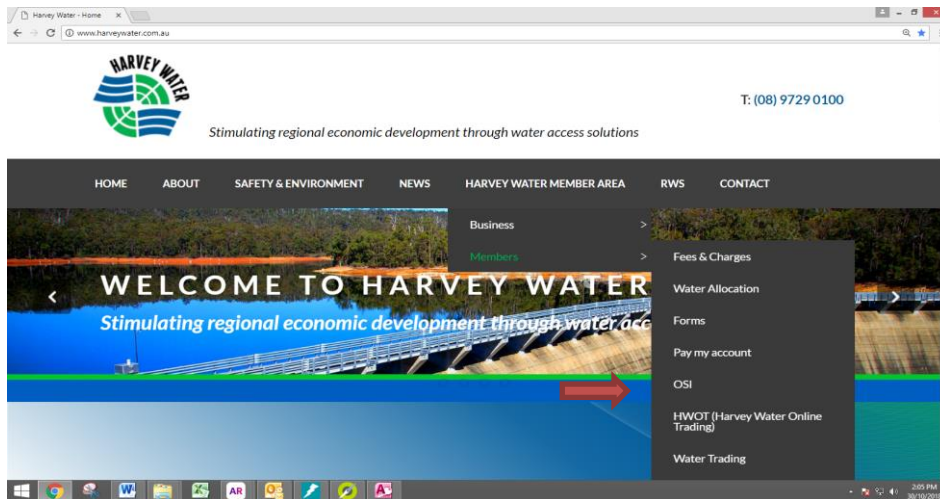




**'How to' User Guide for HWOT**  
**IMPORTANT INFORMATION - PRIOR TO LOG IN**

1. OPEN the Harvey Water website [www.harveywater.com.au](http://www.harveywater.com.au)
2. Go to the Harvey Water Members Area – Members - HWOT (Harvey Water Online Trading)



You will be asked to 'Log In' to the Members Area.

## Log In

[Reset password](#)



3. On the HWOT home page you can view:
  - i. The 2 Markets available for Temporary & Permanent Trading i.e. Harvey/Waroon and Collie, including the current available orders and the last 5 trades for each Market.
  - ii. Important Information, including the Seasonal Allocation for each district
  - iii. Plus an INFO Link to trading 'Notes & Warnings'
  - iv. LOG IN button to HWOT platform

**Notes & Warnings:**

1. This market is open only to irrigators with an Entitlement (TWE) in the COLLIE RIVER DISTRICT.
2. The irrigation Season is from the 01 Oct to the 30 Sep each year. TWE traded will return to the Seller on the 01 Oct.



**HARVEY WAROON**  
**BUYERS**

Order No.	TWE	\$/TWE

4. To view trading 'notes & warnings' CLICK on the INFO link button, found next to the Market name, to reveal the information.

**Collie TWE**

Market: Temporary TWE

Area: COLLIE DISTRICT - HARVEY WATER WA

Minimum order size: 1 TWE

Temporary Transfer application fees by Harvey Water are charged equally between the buyer & seller per transaction.

Notes & Warnings:

1. This market is open only to irrigators with an Entitlement (TWE) in the COLLIE RIVER DISTRICT.
2. The irrigation Season is from the 01 Oct to the 30 Sep each year. TWE traded will return to the Seller on the 01 Oct.

Buyers

Order No.	TWE	\$/TWE

Past 5 Trades

Date	Trade	TWE	\$/TWE

Sellers

Order No.	TWE	\$/TWE



**TO LOG INTO HWOT PLATFORM**

1. To place a BID (SELL or BUY Order) on the Market you need to LOG IN to the trading platform HWOT.
2. CLICK on Log in

**HWOT**

HWOT is Harvey Water's online water trading initiative.

If you would like an information pack to register for HWOT, please contact our Customer Service Officer at the Harvey Water office on 9729 0100.

**Important Information**  
Season Allocation for 2020/21 Water Year (01 Oct to 30 Sep)  
Harvey/Waroona 38% and Collie 80%

- 1) Check if your Account with Harvey Water is Paid, in accordance with our 30 day trading terms?
- 2) Check the amount of TWE you have to Sell?
- 3) TWE means Transferable Water Entitlement i.e. original entitlement. When Buying and Selling on HWOT you are trading TWE, not megalitres.

**HARVEY WAROONA (TWE)**

Market: Temporary  
TWE Area: HARVEY WAROONA DISTRICT - WA  
Minimum order size: 1 TWE  
Temporary/Transfer application fees by Harvey Water are charged equally between the buyer and seller per transaction.

**Notes & Warnings:**  
1. This market is open only to irrigators with an Entitlement (TWE) in the HARVEY WAROONA DISTRICT.  
2. The Irrigation Season is from the 01 Oct to the 30 Sep each year. TWE traded will return to the Seller on the 01 Oct.



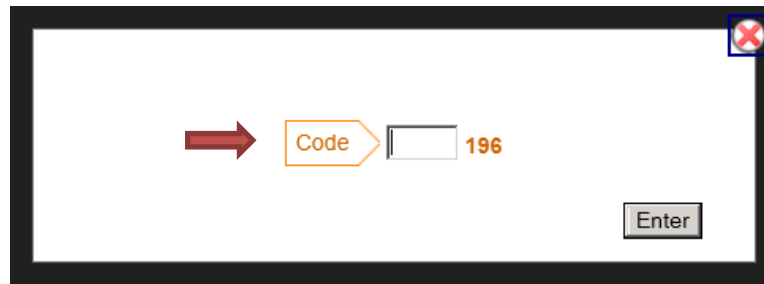
**HARVEY WAROONA (TWE)**

BUYERS			PAST 5 TRADES			SELLERS			
Order No.	TWE	\$/TWE	Date	Trade	TWE	\$/TWE	Order No.	TWE	\$/TWE
35275	27	80	12-Nov-2020	453720	28	100			

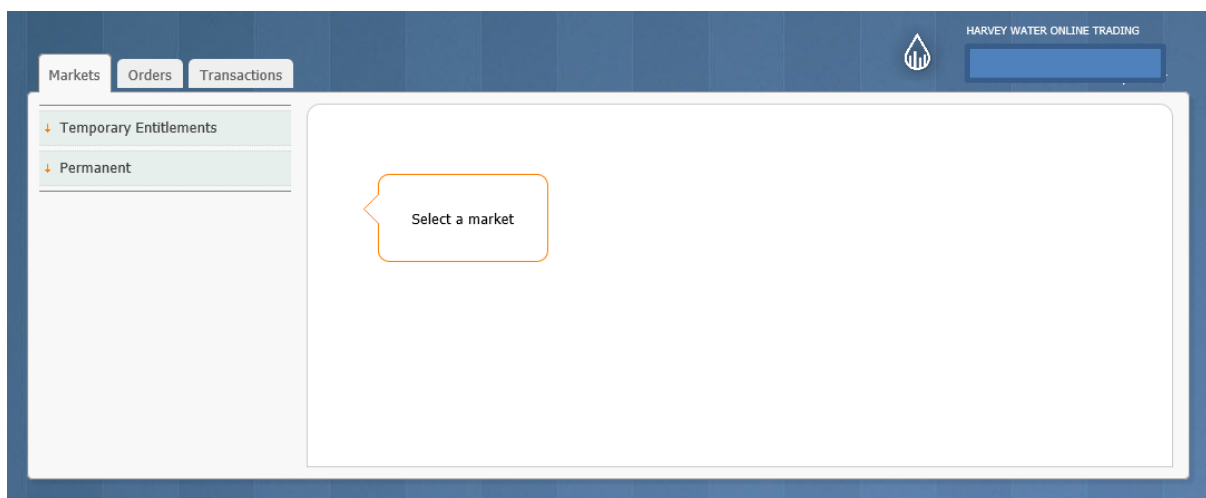
3. ENTER your Registered **Email Address** – Click ENTER



4. A unique **Water Code** number will be emailed to you within 15 seconds. You then have 200 seconds to enter the Water Code number as your password – Click ENTER  
*Note: If the time lapses you will need to start again, but don't panic 200 seconds is plenty of time.*



5. Welcome to the HWOT trading platform.

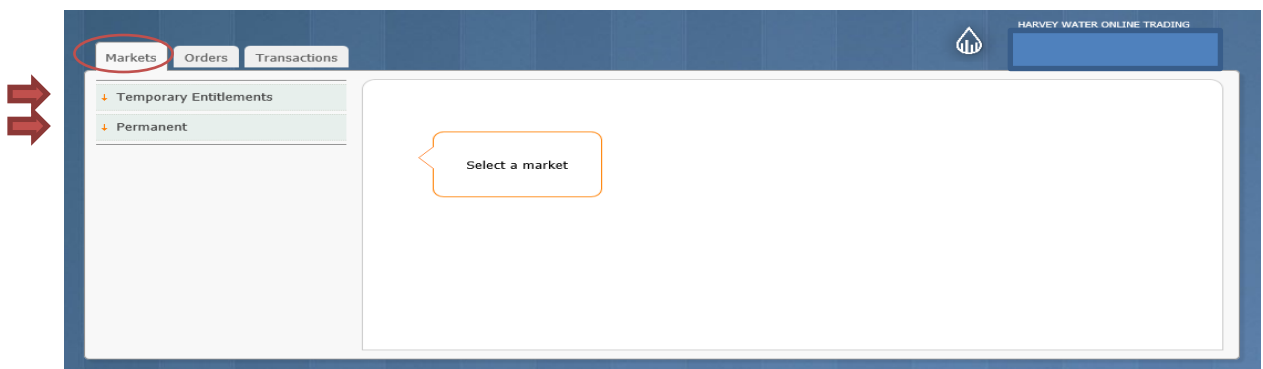


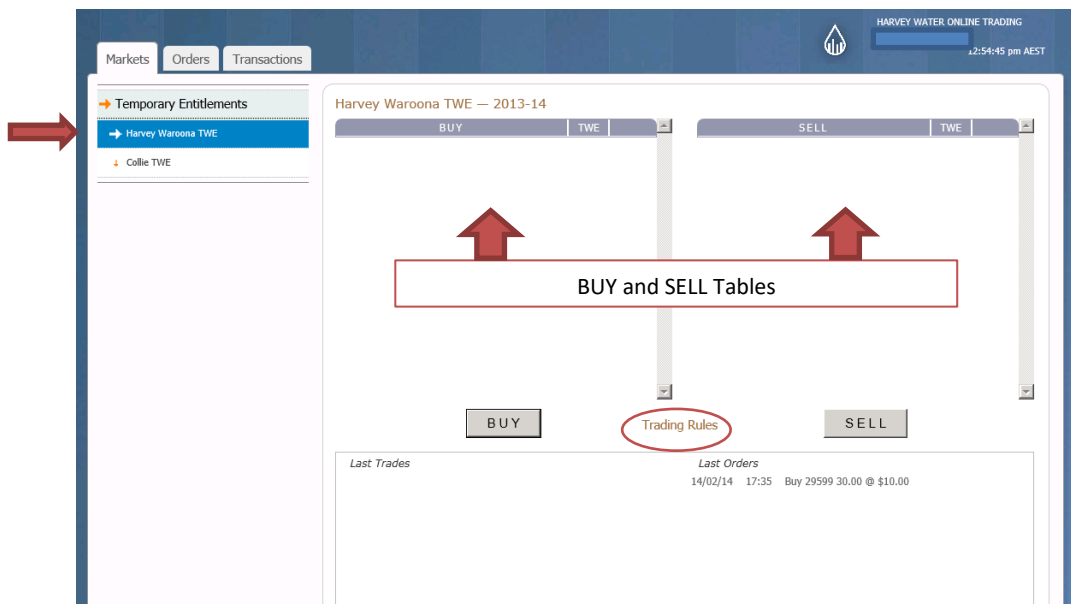
### TO SELECT A MARKET TO PLACE AN ORDER

1. Under the 'Markets' TAB click on TEMPORARY ENTITLEMENTS or PERMANENT to drop the list of available Markets. i.e. either Harvey/Waroona or Collie

*Note: You can only place an order in the Market you are registered for.*

2. SELECT the Market Temporary OR Permanent you would like to trade in (BUY or SELL) AND either Harvey/Waroona or Collie.



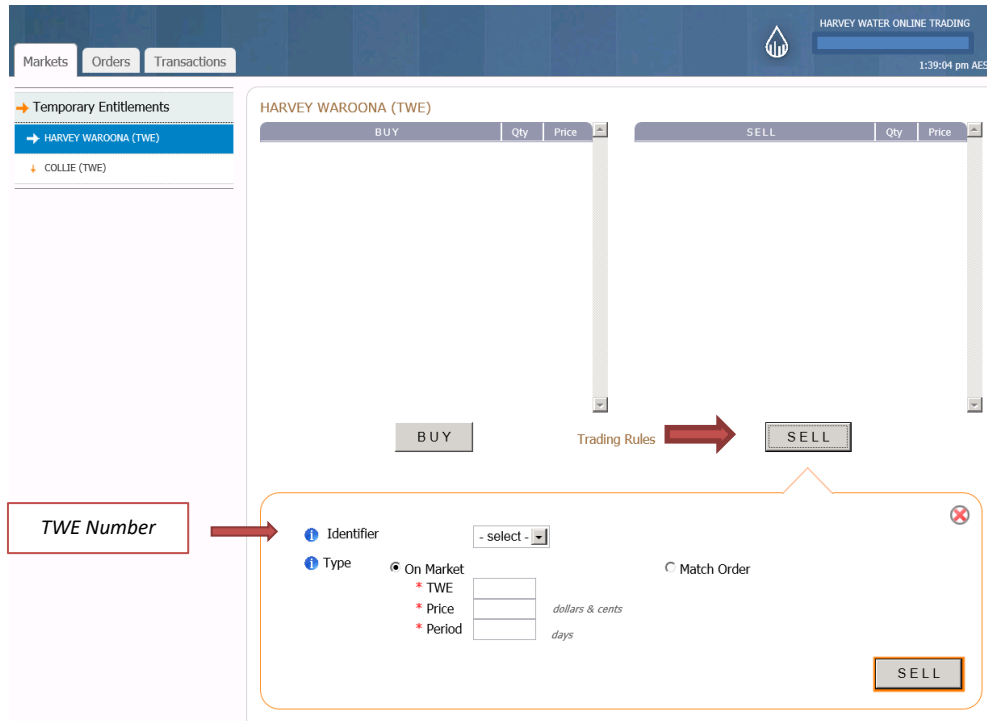


3. In the tables of the chosen Market you will see all the “Current” available BUY and SELL orders.
4. The Watermart **Trading Rules** are available to view – CLICK on ‘Trading Rules’ to view.

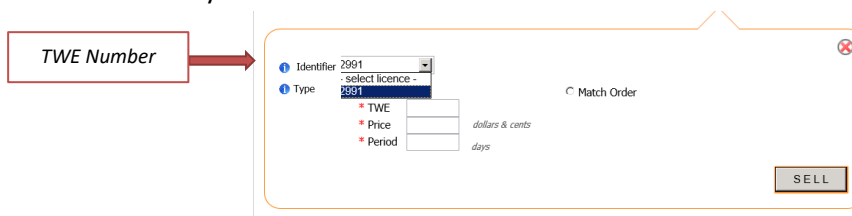
*Harvey Water recommends you read the HWOT Trading Rules and Terms and Conditions prior to trading, as they may be updated without prior warning.*

**TO PLACE A SELL ORDER**

1. Click on SELL



2. In the **Identifier** field drop the arrow to SELECT the TWE number associated with the Entitlement you would like to SELL.



3. There are 2 different 'type' of ways to SELL your TWE on HWOT.

- i. ON MARKET – you place your ORDER of TWE on the open Market to allow BUYERS to bid.
- ii. MATCH ORDER – you select a BUYERS ORDER already on the market.

*Note: Consider the current market carefully before placing your order of TWE*



Type 1) To SELL on the Market

- 4. SELECT 'Type' **On Market**
  - i. Enter the TWE quantity,
  - ii. Enter the PRICE
  - iii. Enter how many days (PERIOD) you would like this order to stay on the Market.
- 5. Click on SELL

BUY      Trading Rules      SELL

Identifier: 2991

Type:  On Market       Match Order

\* TWE: 50

\* Price: 40      dollars & cents

\* Period: 30      days

To proceed: click 'SELL' → SELL

- 6. To proceed click on the SUBMIT button.

SELL ORDER

Quantity = 20  
Price = \$35.00

I have read and accepted the [Terms and conditions](#)

To Cancel: 'Cross Out' →

To proceed: 'SUBMIT' → SUBMIT

Note: By submitting you are agreeing to the Terms & Conditions and General Trading Rules provided by Harvey Water & EMA for HWOT.

**Further Note: This is the last opportunity to cancel out. To do this click on the red cross (top right corner)**

- 7. CONGRATULATIONS you have been successful in placing an order on the **Market**.
  - i. As ORDERS match your price you will receive notifications from WaterMart by email and/or SMS.

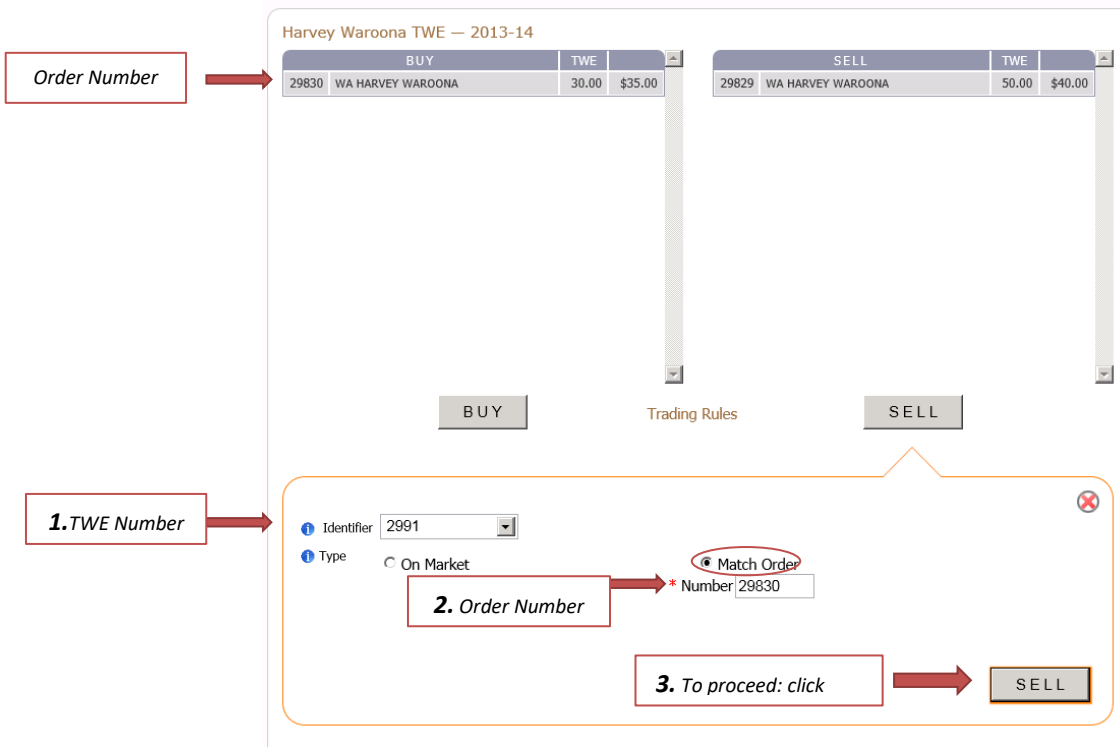
Harvey Waroona TWE — 2013-14

BUY	TWE	SELL	TWE	
		29829	WA HARVEY WAROONA	50.00 \$40.00

SELL Order

**Type 2) To SELL by Match Order**

8. Repeat from Step 1 above i.e. Select SELL, then Select the Identifier (TWE Number).
9. SELECT 'Type' **Match Order**
  - i. Enter ORDER NUMBER – this means the Number given to an Order, displayed in the left hand column.
10. Click on SELL



Harvey Waroona TWE — 2013-14

BUY				SELL			
Order Number	Identifier	TWE	Price	Order Number	Identifier	TWE	Price
29830	WA HARVEY WAROONA	30.00	\$35.00	29829	WA HARVEY WAROONA	50.00	\$40.00

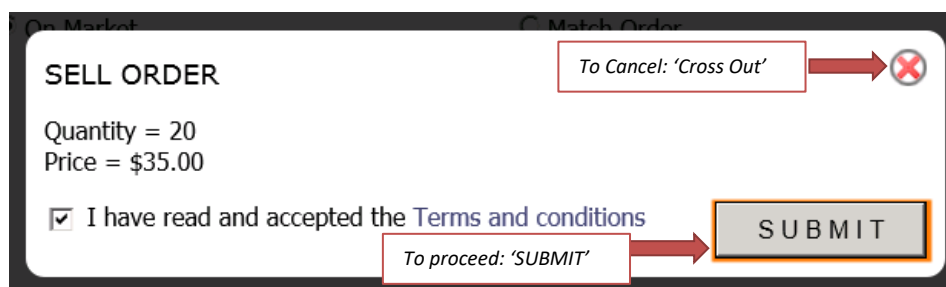
BUY      Trading Rules      SELL

1. TWE Number → Identifier: 2991

2. Order Number → \* Number: 29830

3. To proceed: click → SELL

11. To proceed click on the SUBMIT button.



SELL ORDER

Quantity = 20  
Price = \$35.00

I have read and accepted the Terms and conditions

To Cancel: 'Cross Out' → [Red Cross Icon]

To proceed: 'SUBMIT' → [SUBMIT Button]

Note: By submitting you are agreeing to the Terms & Conditions and General Trading Rules provided by Harvey Water & WATERMART for HWOT.

**Further Note: This is the last opportunity to cancel out. To do this click on the red cross (top right corner)**





12. CONGRATULATIONS you have been successful in placing an order using **Match Order**.

- i. When a SELL ORDER is MATCHED you will receive a notification from WaterMart by email and/or SMS.

The screenshot shows the Harvey Waroona TWE trading interface for the 2013-14 season. It features a 'BUY' and 'SELL' order entry area, a 'Trading Rules' section, and a 'Last Trades' and 'Last Orders' table. Three red boxes with arrows provide a step-by-step explanation of the matching process:

- 1. Buyer placed a BUY order**: Points to the 'BUY' button.
- 2. Seller Matched a BUY Order**: Points to the 'Last Orders' table, specifically the entry: 11/04/14 15:22 Buy 29830 30.00 @ \$35.00.
- 3. Order MATCHED, then becomes a TRADE**: Points to the 'Last Trades' table, specifically the entry: 11/04/14 15:59 Trade 452279 30.00 @ \$35.00.

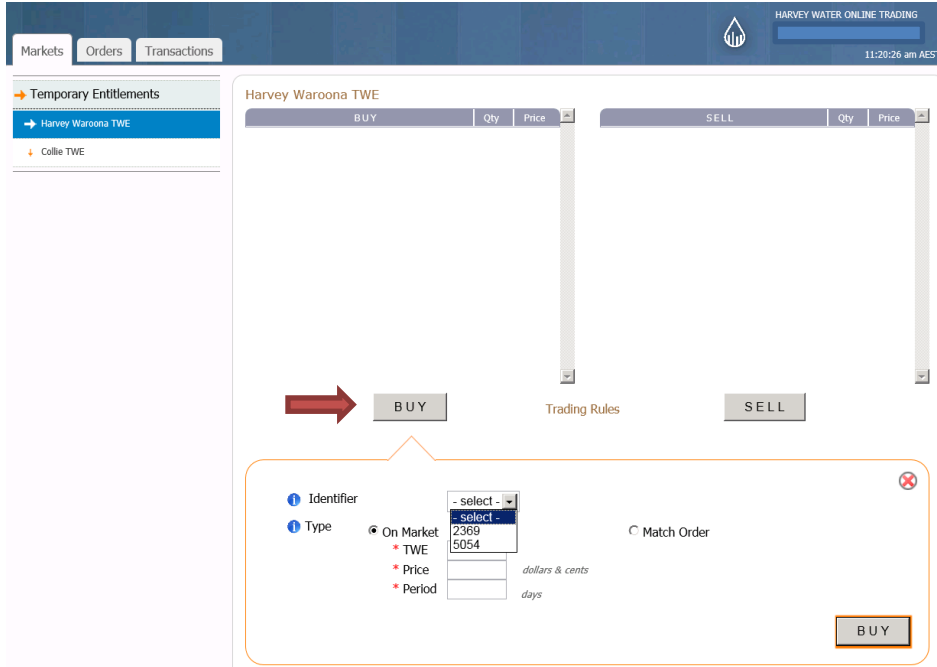
Harvey Waroona TWE — 2013-14			
BUY		TWE	
SELL		TWE	
29829	WA HARVEY WAROONA	50.00	\$40.00

Last Trades		Last Orders	
11/04/14	15:59	Trade 452279	30.00 @ \$35.00
11/04/14	15:59	Sell 29831	30.00 @ \$35.00
11/04/14	15:22	Buy 29830	30.00 @ \$35.00
11/04/14	13:42	Sell 29829	50.00 @ \$40.00
14/02/14	17:35	Buy 29599	30.00 @ \$10.00

APPROVAL/NON-APPROVAL - You will then receive an Approval/Non – Approval notification from WaterMart by email and/or SMS once the matched order - TRADE - has been assessed by the Authority (Harvey Water).

**TO PLACE A BUY ORDER**

1. Click on BUY



2. In the **Identifier** field drop the arrow to SELECT the TWE number, you would like the traded TWE to be transferred to.



3. There are 2 different 'type' of ways to BUY TWE on HWOT.

- i. ON MARKET –you place the quantity of TWE required, at the price you want to BUY. This allows a SELLER to match your order, if they agree.
- ii. MATCH ORDER – you select a SELLERS ORDER already on the market.

*Note: Consider the current market, before placing your order of TWE*



Type 1) To BUY on the Market

- 4. SELECT 'Type' **On Market**
  - i. Enter the TWE quantity,
  - ii. Enter the PRICE
  - iii. Enter how many days (PERIOD) you would like this order to stay on the Market.
- 5. Click on BUY

- 6. To proceed click on the SUBMIT button.

Note: By submitting you are agreeing to the Terms & Conditions and General Trading Rules provided by Harvey Water & Watermart for HWOT.

**Further Note: This is the last opportunity to cancel out. To do this click on the red cross (top right corner)**



- 7. CONGRATULATIONS you have been successful in placing an order on the Market.
  - i. As BIDS match your price you will receive notifications from HWOT by email and/or SMS.

The screenshot shows the 'Harvey Waroona TWE — 2013-14' trading interface. It features a 'BUY' and 'SELL' order entry area at the top, a 'Trading Rules' section in the middle, and 'Last Trades' and 'Last Orders' tables at the bottom. Annotations are provided to explain the execution process:

- 1. Seller placed a SELL Order of 50 TWE**: Points to the 'Last Orders' table, specifically the entry: 11/04/14 13:42 Sell 29829 50.00 @ \$40.00.
- 2. Buyer Part Matched SELL Order**: Points to the 'Last Trades' table, specifically the entry: 11/04/14 17:04 Trade 452280 20.00 @ \$40.00.
- 3. Order MATCHED, then becomes a TRADE**: Points to the 'Last Trades' table, specifically the entry: 11/04/14 15:59 Trade 452279 30.00 @ \$35.00.
- 4. Remaining Quantity of TWE from original SELL order of 50 TWE**: Points to the 'SELL' order entry area, specifically the entry: 29829 WA HARVEY WAROONA 30.00 \$40.00.



**Type 2) To BUY by Match Order**

- 8. Repeat from Step 1 above i.e. Select BUY, then Select the Identifier (TWE Number)
- 9. SELECT 'Type' **Match Order**
  - i. Enter ORDER NUMBER – this means the Number given to an Order, displayed in the left hand column.
- 10. Click on BUY

The screenshot shows the 'Harvey Waroona TWE — 2013-14' trading interface. At the top, there are tabs for 'BUY' and 'TWE'. A table displays a 'SELL' order with columns for 'TWE' and 'Price', showing '29829 WA HARVEY WAROONA 30.00 \$40.00'. Below the table are 'BUY' and 'SELL' buttons. A 'Trading Rules' link is also visible. An orange callout box highlights the order entry form with three steps: 1. 'TWE Number' points to the 'Identifier' dropdown menu set to '2991'. 2. 'Order Number' points to the '\* Number' field containing '29829'. 3. 'To proceed: click' points to the 'BUY' button. The 'Match Order' radio button is selected in the 'Type' section.

- 11. To proceed click on the SUBMIT button.

The screenshot shows a 'BUY ORDER' confirmation dialog box. It displays 'Quantity = 35' and 'Price = \$35.00'. There is a checked checkbox for 'I have read and accepted the Terms and conditions'. A 'SUBMIT' button is highlighted with an orange border. A red callout box points to the 'SUBMIT' button with the text 'To proceed: 'SUBMIT''. Another red callout box points to a red 'X' icon in the top right corner with the text 'To Cancel: 'Cross Out''.

*Note: By submitting you are agreeing to the Terms & Conditions and General Trading Rules provided by Harvey Water & WATERMART for HWOT.*

**Further Note: This is the last opportunity to cancel out. To do this click on the red cross (top right corner)**



- 12. CONGRATULATIONS you have been successful in placing an order using **Match Order**.
  - i. You will receive a notification from HWOT by email and/or SMS.

Harvey Waroona TWE — 2013-14

BUY TWE SELL TWE

BUY SELL

Trading Rules

Last Trades				Last Orders			
11/04/14	17:40	Trade 452281	30.00 @ \$40.00	11/04/14	17:40	Buy 29833	30.00 @ \$40.00
11/04/14	17:04	Trade 452280	20.00 @ \$40.00	11/04/14	17:04	Buy 29832	20.00 @ \$40.00
11/04/14	15:59	Trade 452279	30.00 @ \$35.00	11/04/14	15:59	Sell 29831	30.00 @ \$35.00
				11/04/14	15:22	Buy 29830	30.00 @ \$35.00
				11/04/14	13:42	Sell 29829	50.00 @ \$40.00
				14/02/14	17:35	Buy 29599	30.00 @ \$10.00

Annotations:

- 1. Seller's original order was 50 TWE. Seller traded 20 TWE leaving a balance of 30 TWE.
- 2. Buyer Matched a SELL Order
- 3. Order MATCHED, then becomes a TRADE

All orders have been traded

APPROVAL/NON-APPROVAL - You will then receive an Approval/Non – Approval notification from WaterMart by email and/or SMS once the matched order - TRADE - has been assessed by the Authority (Harvey Water).

**PERMANENT TRADE STEPS ARE THE SAME AS TEMPORARY TRANSFERS AS ABOVE**

**Note:** Once a permanent trade has been accepted on the platform and Harvey Water has been notified, the process on the platform is then finalised and the following steps take place;

- \* Harvey Water makes all relevant checks
- \* Permanent Transfer PT2A Forms will be emailed to both the Seller and the Buyer
- \* An Invoice for the total amount of water purchased will be issued to the buyer
- \* Once this is paid into a Harvey Water holding account the funds will then be deposited into the seller’s nominated account.
- \* An Invoice for the Administration fee will be emailed to both the seller and buyer for payment

## TO VIEW or EDIT/DELETE A SELL or BUY ORDER

Once a BUY or SELL order has been submitted it goes live onto the 'Market'.

An order can be edited to suit the Market at any time, provided a transaction has not occurred, (which would mean it's too late), or if necessary the order can be deleted.

To EDIT an Order it needs to be REMOVED and then re-entered

To DELETE an Order you just REMOVE it.

If you have entered a SELL or BUY order and you would like to VIEW or EDIT/ DELETE, please follow the steps below:

- ii. Click on the 'Orders' tab – This area will show your current BUY or SELL orders and how many days the order has left on the market.

Current SELL Order

ID	Date Placed	Market	Vol	\$	Days left	Remove
29877	07/05/14	Harvey Waroona TWE	20.00	38.00	2	Remove

Click on REMOVE to edit or delete an order

- iii. To EDIT an Order (Buy or Sell) click on the REMOVE button

Order 29877 cancelled ✓

Order successfully REMOVED

- iv. Then to add a new SELL Order go back to –TO PLACE A SELL ORDER and repeat the steps (or)
- v. Then to add a new BUY Order go back to –TO PLACE A BUY ORDER and repeat the steps.
- vi. To DELETE an Order (Buy or Sell) simply click on the REMOVE Button.



**TO VIEW or PRINT TRANSACTIONS (Invoices)**

When a TRADE has been successful a debit or credit Invoice is generated. You will receive these invoices at the time of the transaction via email. You can also view and print the invoices from the TRANSACTIONS tab.

The TRANSACTIONS tab will also give you the status of the trade. For example: if the trade is approved the status will show a green tick and if the trade is not approved the status will show a red cross. You will also receive a status notification of the trade via email and/or SMS.

Markets Orders **Transactions**

HARVEY WATER ONLINE TRADING  
11:31:31 am AEST

STATUS of this Trade  
- Red Cross means Not Approved  
- Green tick means Approved

	ID	Date	Buyer	Seller
✘	452281	11/04/2014		

Invoices (pdf) to view and/or print