

Video tutorial

Scan the QR code below for additional support on how to use CHS Connect.



CHS CONNECT

User Manual

Navigate the CHS Wholesale Digital Self-Service portal with confidence.

CHS CONNECT

Questions?

For assistance, contact the digital online support team at 1-800-548-9727 or chsconnect@chsinc.com

CHS Connect Version 1.0.264

Using CHS Connect

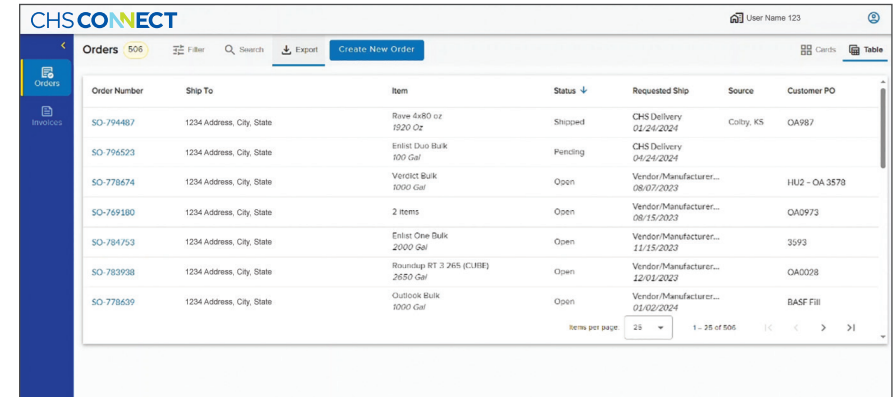
CHS Connect is a Wholesale Digital Self-Service (DSS) experience that allows customers to quickly and easily enter and view orders.

With this tool, you can easily place orders and check order status from your phone or desktop. CHS Connect is available anywhere you have access to the internet.

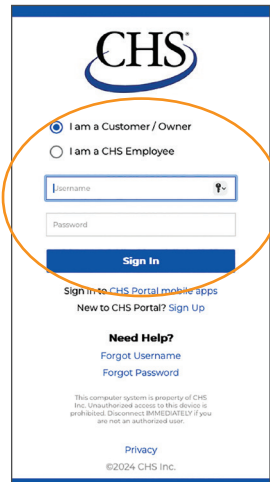


Downloading Information

To download a record of all of your orders, click the “export icon” and select either PDF or Excel formatting.



Logging in to CHS Connect



To log in to CHS Connect, enter **chsconnect.chsinc.com** into your browser or scan this QR code.

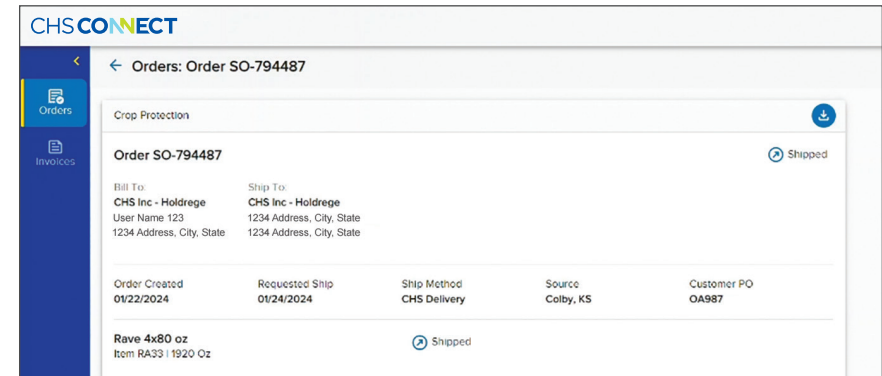


Log in using the username and password associated with your CHS account.

If you are already using other CHS applications, you will use the same username and password you do for that login.

If you do not know this information, contact the digital online support team at 1-800-548-9727 or chsconnect@chsinc.com.

To download specific order details, click the order number, then click the download icon in the upper right-hand corner and select your preferred download file format.



Viewing an Invoice

To view an invoice, click on the “invoices” section in the left-hand column.

Invoice Number ↑	Status	Due Date ↓	Invoice Amount	Balance Amount	Invoiced	Order	Customer PO
SI-0168655	Unpaid	04/06/2024	\$743.76	\$743.76	03/07/2024	SO-797489	HU20A3629
SI-0168713	Unpaid	04/06/2024	\$235,030.00	\$235,030.00	03/07/2024	SO-793043	
SI-0168423	Unpaid	04/04/2024	\$23,517.50	\$23,517.50	03/05/2024	SO-796628	PO HVDOA673
SI-0168424	Unpaid	04/04/2024	\$11,792.00	\$11,792.00	03/05/2024	SO-796640	PO HU20A3628
SI-0168172	Unpaid	03/30/2024	\$31,998.80	\$31,998.80	02/29/2024	SO-797457	
SI-0167531	Unpaid	03/27/2024	\$43,910.50	\$43,910.50	02/26/2024	SO-783938	OAO028
SI-0167252	Unpaid	03/24/2024	\$110,034.99	\$110,034.99	02/23/2024	SO-784753	Corteve Fill Program

Viewing an Order

Once in the portal, the default view displayed is a table option, which includes both open and pending orders.

Order Number	Ship To ↓	Item	Status	Requested Ship	Source	Customer PO
SO-793043	1234 Address, City, State	Roundup RT 3 265 (CURB) 2650 Gal	Open	Vendor/Manufacturer ... 12/01/2023		OAO028
SO-793043	1234 Address, City, State	Direx 250 8000 Gal	Open	CHS Delivery 01/05/2024	Lincoln, NE	
SO-791066	1234 Address, City, State	Status 4x125 oz 25000 Oz	Open	CHS Delivery 01/16/2024	Lincoln, NE	
SO-778674	1234 Address, City, State	Verdict Bulk 8000 Gal	Open	Vendor/Manufacturer ... 08/07/2023		HU2 - OA 3578
SO-784753	1234 Address, City, State	Enlist One Bulk 2000 Gal	Open	Vendor/Manufacturer ... 11/15/2022		3593
SO-778639	1234 Address, City, State	Outlook Bulk 8000 Gal	Open	Vendor/Manufacturer ... 03/02/2024		BASF Fill
SO-796523	1234 Address, City, State	Enlist Duo Bulk 800 Gal	Pending	CHS Delivery 04/24/2024		

Sorting and filtering can be done by order status, ship to information, or requested ship date.

“Pending orders” are orders placed but not yet approved by CHS. “Open orders” are orders that have been entered and approved by CHS, but not yet completely fulfilled.

Please note, an order with multiple lines can remain in open status even if only one item is yet to be fulfilled.

Type of Order	Order Status	Notes
Pending	Order has been placed online and is yet to be confirmed by CHS.	These orders only reflect those recently made within the portal.
Open	Order has been placed and confirmed by CHS. This indicates that CHS is fulfilling the order.	These can be orders made previously by phone or email, or orders that were made in the portal and approved by CHS.
Shipped	Order has been fulfilled and is enroute to the shipping destination.	
Invoiced	Order has been delivered and is finished.	

You can also move between list view and card view.



Viewing an Order Continued

Order details

Click on the order number to view the details of an order.

Order Number	Ship To	Item	Status	Requested Ship	Source	Customer PO
SO-794487		Race 4x80 oz 1920 Oz	Shipped	CHS Delivery 02/24/2024	Colby, KS	OA987
SO-796523		Enlist Duo Bulk 100 Gal	Pending	CHS Delivery 04/24/2024		
SO-778674		Verdict Bulk 1000 Gal	Open	Vendor/Manufacturer... 08/07/2023		HU2 - OA 3578
SO-769180		2 Items	Open	Vendor/Manufacturer... 08/15/2023		QA0973
SO-784753		Enlist One Bulk 2000 Gal	Open	Vendor/Manufacturer... 11/15/2023		3593
SO-783938		Roundup RT 3 265 (CUBE) 2650 Gal	Open	Vendor/Manufacturer... 12/01/2023		QA0028
SO-778639		Outlook Bulk 1000 Gal	Open	Vendor/Manufacturer... 02/02/2024		BASF Fill

How to change an order

If you have questions about your order once it is placed or need to make any changes, please work directly with your account manager or contact the customer service team at customer_service@chsinc.com or at 1-877-364-1121.

Placing an Order

To place an order on CHS Connect, click the “Create New Order” button on the homepage.

Order Number	Ship To	Item	Status	Requested Ship	Source	Customer PO
SO-794487	1234 Address, City, State	Race 4x80 oz 1920 Oz	Shipped	CHS Delivery 02/24/2024	Colby, KS	OA987
SO-796523	1234 Address, City, State	Enlist Duo Bulk 100 Gal	Pending	CHS Delivery 04/24/2024		
SO-778674	1234 Address, City, State	Verdict Bulk 1000 Gal	Open	Vendor/Manufacturer... 08/07/2023		HU2 - OA 3578
SO-769180	1234 Address, City, State	2 Items	Open	Vendor/Manufacturer... 08/15/2023		QA0973
SO-784753	1234 Address, City, State	Enlist One Bulk 2000 Gal	Open	Vendor/Manufacturer... 11/15/2023		3593
SO-783938	1234 Address, City, State	Roundup RT 3 265 (CUBE) 2650 Gal	Open	Vendor/Manufacturer... 12/01/2023		QA0028
SO-778639	1234 Address, City, State	Outlook Bulk 1000 Gal	Open	Vendor/Manufacturer... 02/02/2024		BASF Fill

On the Create New Order page, fill in all of the requested elements to submit your order. This includes how you'd like to receive the order, requested ship date and products to order. You can also add a customer PO number or notes to this order.

Please note, both a PO number and any notes are optional additions.

Which account should this ship to? (Only 1 can be selected per order)

Ship To Account*

How would you like to receive this order?

Deliver this order to me

I will pick up this order

When would you like this order to ship?

Requested Ship Date*

What items would you like to order?

Item To Order*

Start typing to find items

BR SKU

OPTIONAL FIELDS

Customer PO
PO-12345

12 characters remaining

Comments
Insert notes or comments here

31 characters remaining

Click the “submit order” button to process your request.