

e-ADM CMS Access Users

The following instructions will assist you with reviewing **CMS Access** for e-ADM users.

1. Go to www.e-adm.com or <https://admin.e-adm.com> (direct link to Admin page).
2. Login with your e-ADM username and password. Note: This must be your own e-ADM account. If you do not have your own e-ADM account, please contact Patrick Garrett (garrett@admworld.com) for Grain locations or Eric Blake (eric_blake@admworld.com) for Processing locations. Other ADM location requests should go through your technology liaison to request an e-ADM account.
3. Once you have successfully signed on to e-ADM, you may need to navigate to the admin page if you did not directly link to it (<https://admin.e-adm.com>). Scroll to the bottom of the e-ADM homepage and click on the **e-ADM Admin** link to get to the admin page.

www.admworld.com

[Set As Default Home Page](#)

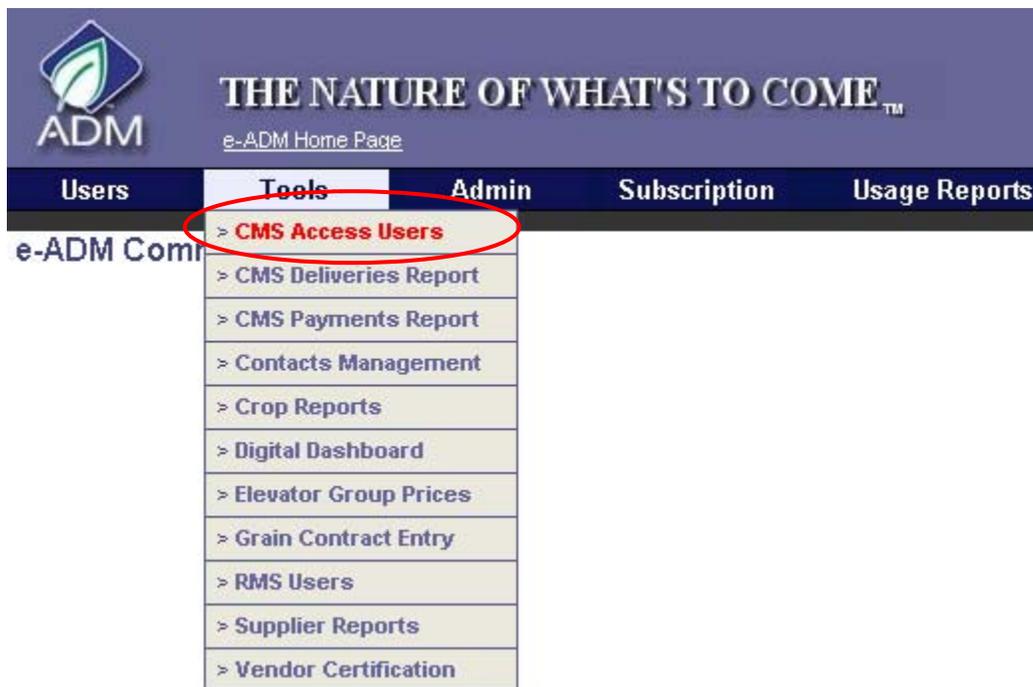
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[e-ADM Admin](#)

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4. Place your mouse pointer over the **Tools** menu and select **CMS Access Users**.



5. Type an e-ADM login in the **User ID** field and click on **Show Security** to see a report of their CMS security. When you click on this link, the page will load with your CMS security as a default.

CMS Warehouse User Security

User ID

(submit empty to get all user security list)

IDENTIFIERS HELD BY A350103

	Company	Location
	10	100
	10	250
	10	284
	10	551
	10	CLM

CMS Deliveries Report

ADM employees can now query the ADM CMS data warehouse for vendor delivery reports. To enter **CMS Deliveries Reports**, log on to e-ADM with your e-ADM username and password.

Once you have logged on, scroll to the bottom of the e-ADM homepage and click on the **e-ADM Admin** link.



From the Admin site, select **CMS Deliveries Report** from the **Tools** menu.



At this point, you will see the following menu: (next page)

Vendor Delivery Report

*** Required Fields**

***ADM Location:** 10100 - ADM / GROWMARK, DECATUR, IL
10250 - ADM PROCESSING, Kershaw, SC
10284 - ADM PROCESSING, MANKATO, MN
10551 - ADM PROCESSING, VALDOSTA, GA
10CLM - ADM CORN PROC, COLUMBUS, NE

Hold the CTRL key down to select multiple locations

***Vendor/Customer #:** Search For: Find

Sale/Purchase: Sale Purchase

***Commodity:**

Hold the CTRL key down to select multiple commodities

RR Car Prefix & ID:

***Ticket #:**

Ticket number is not required if vendor number is supplied

Total Quantity:

Farm:

***Unload Date** From/Through: Since Yesterday OR the dates below
 ? ?

Output format: HTML EXCEL

Run Report Reset

Select one ADM Location, one Vendor/Customer number, Commodity, Ticket number (if vendor/customer number is not specified) and an Unload Date or date range. All other fields are optional.

Click here to select all commodities in the lists.

Click on Run Report when your criteria are set.

You have two report output options: HTML – a popup display of your report in Internet Explorer. EXCEL – your report results load into an Excel window for saving.

If you need security to this application and/or need additional **ADM Locations** added to your account, please contact Patrick Garrett (garrett@admworld.com) for Grain and Eric Blake (eric_blake@admworld.com) for Processing.

CMS Hauler Payments Report

ADM employees can now query the ADM CMS data warehouse for hauler payment reports. To enter **CMS Hauler Payments Report**, log on to e-ADM with your e-ADM username and password.

Once you have logged on, scroll to the bottom of the e-ADM homepage and click on the **e-ADM Admin** link.



From the Admin site, select **CMS Hauler Payments Report** from the **Tools** menu.



At this point, you will see the following menu: (next page)

Hauler Payments Report

*** Required Fields**

*** ADM Location:**
10250 - ADM PROCESSING, KERSHAW, SC
10284 - ADM PROCESSING, MANKATO, MN
10551 - ADM PROCESSING, VALDOSTA, GA
10CLM - ADM CORN PROC, COLUMBUS, NE

Hold the CTRL key down to select multiple locations

*** Vendor/Customer #:**

*** Invoice #:**

Invoice number is not required if vendor number is supplied

Car Prefix #:

*** Ticket #:**

Ticket number is not required if vendor number or Invoice number is supplied

Bill Date Since Yesterday OR the dates below
From/Through

Output format: HTML EXCEL

1. Select an **ADM Location**, **Vendor/Customer #**, **Invoice #**, **Car Prefix #** (optional), **Ticket #**, **Bill Date From/Through** and **Output Format**.
2. Click on **Run Report**.

If you need security to this application and/or need additional **ADM Locations** added to your account, please contact Patrick Garrett (garrett@admworld.com) for Grain and Eric Blake (eric.blake@admworld.com) for Processing.

CMS Payments Report

ADM employees can now query the ADM CMS data warehouse for vendor payments reports. To enter **CMS Payments Report**, log on to e-ADM with your e-ADM username and password.

Once you have logged on, scroll to the bottom of the e-ADM homepage and click on the **e-ADM Admin** link.



From the Admin site, select **CMS Payments Report** from the **Tools** menu.



At this point, you will see the following menu: (next page)

Vendor Payment Report

*** Required Fields**

***ADM Location:** 10100 - ADM / GROWMARK, DECATUR, IL
10250 - ADM PROCESSING, Kershaw, SC
10284 - ADM PROCESSING, MANKATO, MN
10551 - ADM PROCESSING, WALDOSTA, GA
10CLM - ADM CORN PROC, COLUMBUS, ME

Hold the CTRL key down to select multiple locations

***Vendor/Customer #:** [] Search For: [] Find

Sale/Purchase: Sale Purchase

***Commodity:** [] **Select All**

Hold the CTRL key down to select multiple commodities

RR Car Prefix & ID: []

***Ticket #:** []

Ticket number is not required if vendor number is supplied

Purchase Return #: []

Segment Quantity: []

Net Price: []

Net Proceeds: []

***Bill Date From/Through:** Since Yesterday OR the dates below
 [?] [?]

Settle Date From/Through: Since Yesterday OR the dates below
 [?] [?]

Output format: HTML EXCEL

Run Report **Reset**

Callout 1: Select one ADM Location, one Vendor/Customer number, Commodity, Ticket Number (if vendor/customer number is not specified) and an Unload Date or date range. All other fields are optional.

Callout 2: Click here to select all commodities in the list.

Callout 3: Click on Run Report when your criteria are set.

Callout 4: You have two report output options: HTML – a popup display of your report in Internet Explorer. EXCEL – your report results load into an Excel window for saving.

If you need security to this application and/or need additional **ADM Locations** added to your account, please contact Patrick Garrett (garrett@admworld.com) for Grain and Eric Blake (eric.blake@admworld.com) for Processing.