

## QUICK REFERENCE GUIDE

### Create Blend Contract from Existing Straight Contract

Learning Curriculum: **ORDER/CONTRACT**

#### In this guide

Introduction

myIncitecPivot

1. Create blend contract from existing straight contract

#### Who is this guide for?

##### Roles

- Customer

##### Channels

- All

#### What is this guide about?

As a **customer**, I want to be able to create a blend order or contract from existing straight contracts, so that I can provide my customers with a blend through self-serve, which means that my customers and myself are more satisfied by IPF.

**Please note:** System look and feel is subject to change **and therefore may differ from shown in this quick reference guide.**

# Module 1 – Introduction to Create Blend Contract from Existing Straight Contract



## WHY I am learning

I am learning how to create a blend contract from an existing straight contract to provide blends to customers and satisfy obligations with IPF through the myIncitecPivot.

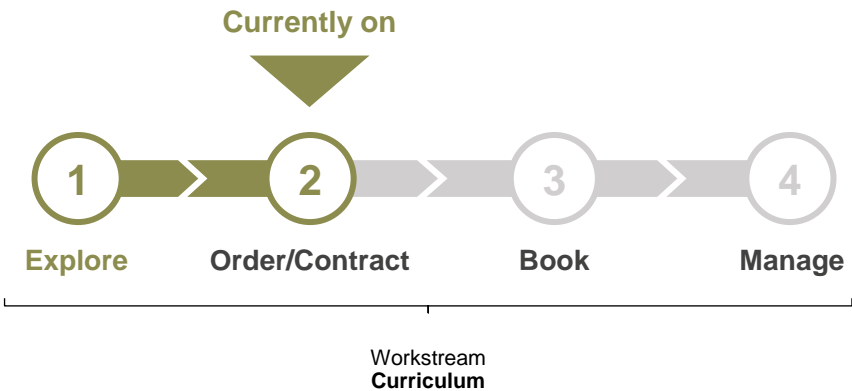


## WHAT I will learn

- You will learn how to :
- Create a blend contract from existing straight contracts



## WHERE I am on this learning journey



Module 2 – myIncitecPivot

1 Create blend contract from existing straight contract

To create a blend contract from an existing straight contract, follow these steps:

**Step 1:** Search and add a blend to your cart by clicking the cart icon. You can also add multiple products by selecting the checkbox next to the product then clicking ‘Add to order’.

To learn how to search for products or create a blend, go to the **Product Search QRG**.

Incitec Pivot Fertilisers

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Products

Customer: | Ship to/tank Calculator: |

Search by Product

by Ingredients

by NPKS

Plants

Product name / Product ID

Reset

Search

All

Favourites

Range Blend

Custom Blend

Filter this page

Download

Add to offer contract

Add to order

Product	Analysis	UOM	Brand	Coatings	My product alias	
<input checked="" type="checkbox"/> 3020528201 N-Rich 32:10 25KG	32.0 10.0 0.8 N P K S	25K	Incitec Pivot	-	-	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 3046044400 N-Rich 28 BULK	N P K S	TO	Bulk Unbranded	-	-	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2204744400 N-Rich 32 BULK	32.3 8.3 0.6 N P K S	TO	Bulk Unbranded	-	-	<input type="checkbox"/>
<input type="checkbox"/> 2418344400 N-Rich 26 BULK	N P K S	TO	Bulk Unbranded	-	-	<input type="checkbox"/>
<input type="checkbox"/> 3045544400 N-Rich 24 BULK	N P K S	TO	Bulk Unbranded	-	-	<input type="checkbox"/>
<input type="checkbox"/> 3045044400 N-Rich 22 BULK	N P K S	TO	Bulk Unbranded	-	-	<input type="checkbox"/>
<input type="checkbox"/> 3379144400 N-Rich 15 BULK	N P K S	TO	Bulk Unbranded	-	-	<input type="checkbox"/>
<input type="checkbox"/> 3020544400 N-Rich 32:10 BULK	32.0 10.0 0.8 N P K S	TO	Bulk Unbranded	-	-	<input type="checkbox"/>
<input type="checkbox"/> 3046040201 N-Rich 28 4LOOP 1T STB	N P K S	T/B	Incitec Pivot	-	-	<input type="checkbox"/>

Incitec Pivot Fertilisers

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Offers

Products

Customer: | Ship to/tank Calculator: |

Search by Product

by Ingredients

by NPKS

Plants

Product name / Product ID

Reset

Search

Products

Search by product name or ID

# Create Blend Contract from Existing Straight Contract – myIncitecPivot

**Step 2:** Choose the validity period of the offer, quantity, and phasing for each product.

Incitec Pivot Fertilisers

Products

Customer: Ship to/tank Calculator:

Search by Product by Ingredients by NPKS

Plants: GI01 Product name / Product ID: 2204744400

All Favourites Range Blend Custom Blend Filter this page

Product	Analysis	UOM	Brand
2204744400 N-Rich 32 BULK	32.3 N 8.3 P 0.6 S	TO	Bulk Unbranc

Showing 1 to 1 of 1 results < 1 > 20

**Draft offer**  
1 items

Valid from: 26/03/25 Valid to: 26/04/25

2204744400  
**N-Rich 32 BULK**

Plant: GI01 Qty: 1,000 TO

Phasing must total 100% 0 / 100

March: 0 % April: 0 %

Clear offer Save changes View draft offer

**Note**

Phasing must total 100%.

**Tip!**

In the offer-cart, you can click anywhere on the product tile to collapse and expand the product information.

**Draft offer**  
1 items

Valid from: 21/01/25 Valid to: 21/02/25

2083528201  
**DAP 25KG**

Plant: RW01 Qty: 1,000 25K

Phasing must total 100% 0 / 100

January: 0 % February: 0 %

Clear offer Save changes View draft offer

**Draft offer**  
1 items

Valid from: 21/01/25 Valid to: 21/02/25

**DAP 25KG**

Quantity 1,000zsk

Clear offer Save changes View draft offer

**Step 3:** Click 'Save Changes' then click 'View draft offer'.

Incitec Pivot Fertilisers

Products

Customer: Ship to/tank Calculator:

Search by Product by Ingredients by NPKS

Plants: GI01 Product name / Product ID: 2204744400

All Favourites Range Blend Custom Blend Filter this page

Product	Analysis	UOM	Brand
2204744400 N-Rich 32 BULK	32.3 N 8.3 P 0.6 S	TO	Bulk Unbranc

Showing 1 to 1 of 1 results < 1 > 20

**Draft offer**  
1 items

Valid from: 26/03/25 Valid to: 26/04/25

2204744400  
**N-Rich 32 BULK**

Plant: GI01 Qty: 50,000 TO

Phasing must total 100% 100 / 100

March: 50 % April: 50 %

Clear offer Save changes View draft offer

Create Blend Contract from Existing Straight Contract – myIncitecPivot

Step 4: Fill in your details.

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Ad

Home > Offers > Offer details

Contract offer

Offer 10354005 Draft

Add more products

Clear offer

Save Offer

Details

Customer

Ship to/Tank profile

Valid from\*

26/03/25

Customer notes

Grower

Select

Ship to address

Valid to\*

26/04/25

1 product

Confirm details and submit for offer.

Create offer

Product	Plant	Target Qty	UOM	Tonnes	Phasing	
2204744400 N-Rich 32 BULK	GI01	40.000	TO	40.000	<div>March 51 %</div> <div>April 51 %</div>	<div>+ -</div>
					Phasing must total 100%	100 / 100
TOTAL		40.000	TO	40.000		

Step 5: Click the add contract icon.

Incitec Pivot Fertilisers

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Ad

Home > Offers > Offer details

Contract offer

Offer 10354005 Draft

Add more products

Clear offer

Save Offer

Details

Customer

Ship to/Tank profile

Valid from\*

26/03/25

Customer notes

Grower

Select

Ship to address

Valid to\*

26/04/25

1 product

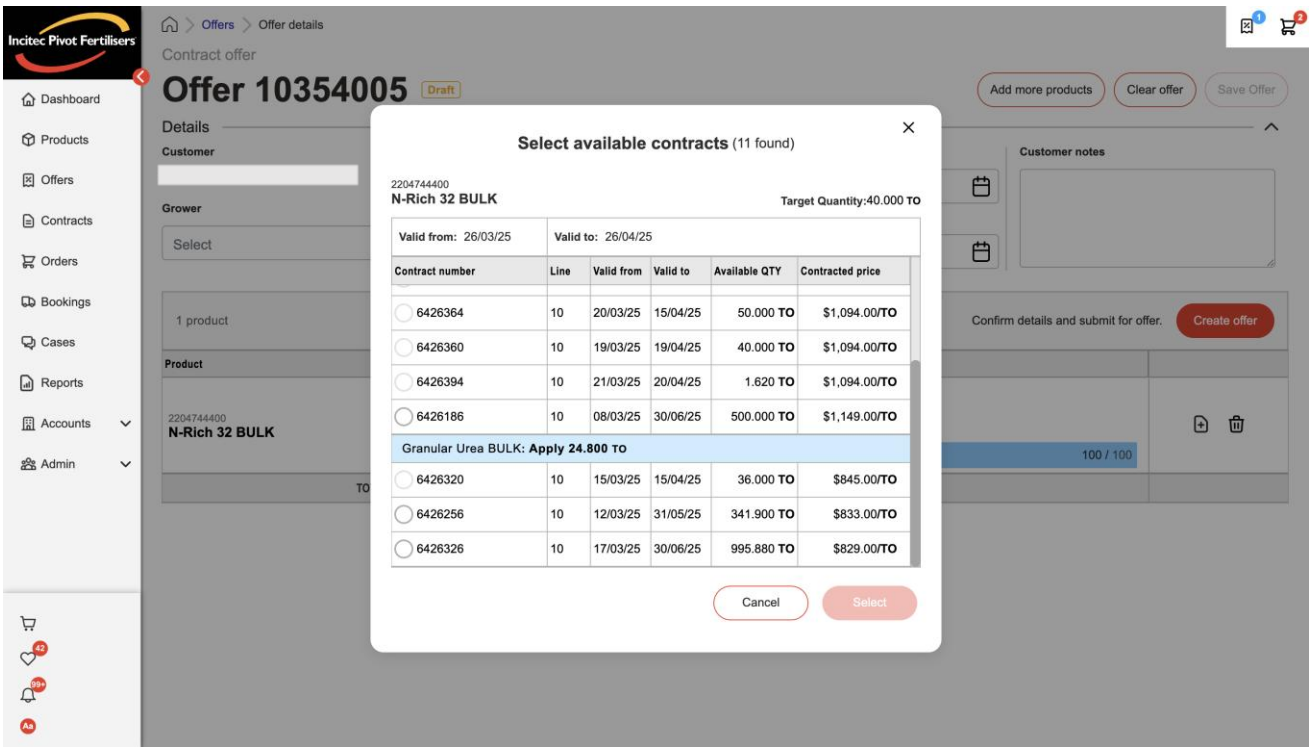
Confirm details and submit for offer.

Create offer

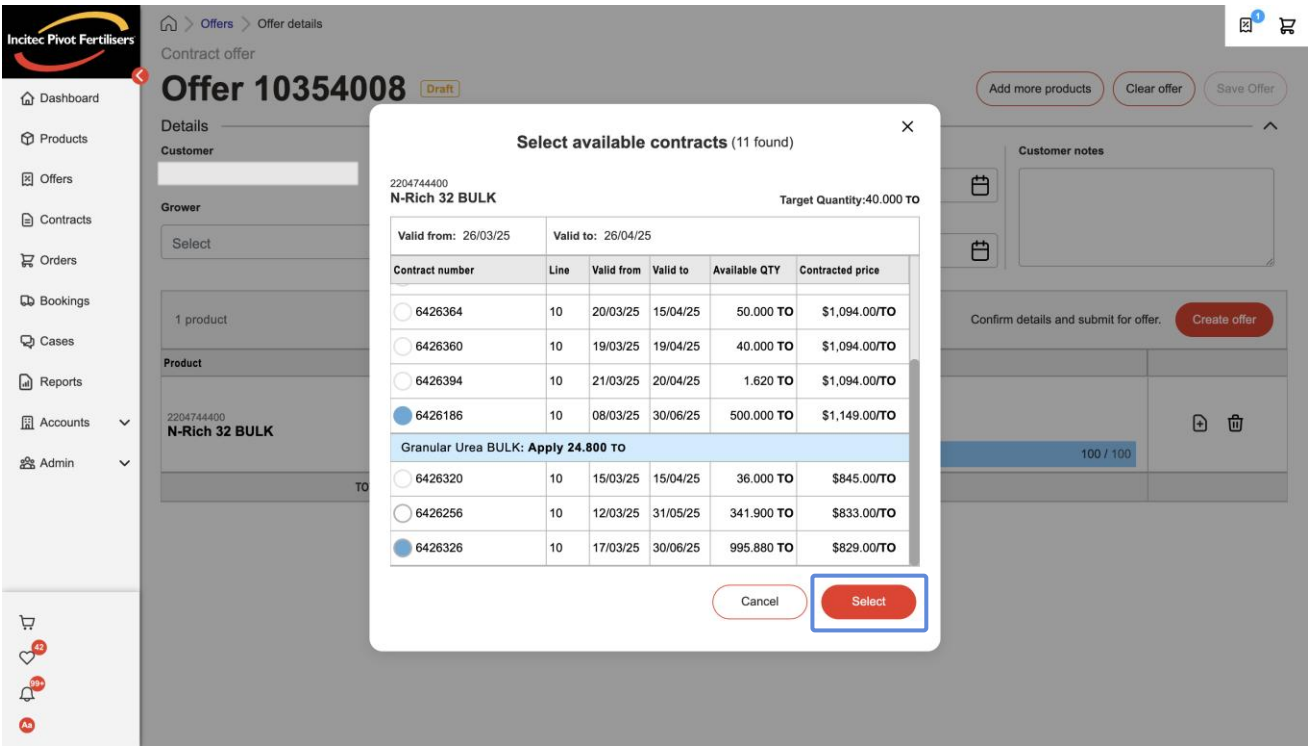
Product	Plant	Target Qty	UOM	Tonnes	Phasing	
2204744400 N-Rich 32 BULK	GI01	40.000	TO	40.000	<div>March 51 %</div> <div>April 51 %</div>	<div>+ -</div>
					Phasing must total 100%	100 / 100
TOTAL		40.000	TO	40.000		

# Create Blend Contract from Existing Straight Contract – myIncitecPivot

Step 6: Select the checkbox of the existing straight contracts you wish to apply.



Step 7: Click 'Select'.



Create Blend Contract from Existing Straight Contract – myIncitecPivot

Step 8: Click ‘Create offer’.

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Home > Offers > Offer details

Contract offer

Offer 10354005

Draft

Add more products

Clear offer

Save Offer

Details

Customer

Ship to/Tank profile

Valid from\*

Customer notes

Grower

Ship to address

Valid to\*

1 product

Confirm details and submit for offer.

Create offer

Product	Plant	Target Qty	UOM	Tonnes	Phasing	
2204744400 N-Rich 32 BULK	GI01	40.000	TO	40.000	March 51 % April 51 %	
	Phasing must total 100%					100 / 100
	Contract number	Line	Product	Available Qty	Applied Qty	Contracted Price
	6426186	10	MAP BULK (MAP1050)	500.000 TO	15.200 TO	\$1,149.00/TO
	6426326	10	Granular Urea BULK	995.880 TO	24.800 TO	\$829.00/TO
TOTAL		40.000	TO	40.000		

Step 9: Once your offer has been confirmed, IPF will review it. Once it has been reviewed, you can choose to accept or decline it. To learn more about accepting or declining an offer go to the **Accept/Decline an Offer QRG.**

Incitec Pivot Fertilisers

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Admin

Home > Offers > Offer details

Contract offer

Offer 10354005

Review By IPF

Details

Customer

Ship to/Tank profile

Contract number

Offer expiry date and time

Grower

Ship to address

Offer created date and time

26/03/2025 02:30 PM

Line	Product	Product ID	Plant	Status	Shipping Point	Valid from	Valid to	Target Qty	UOM	Tonnes	Price Excl. GST	Value Excl. GST	Value Incl. GST
10	N-Rich 32 BULK	2204744400	GI01		-	26/03/2025	26/04/2025	40.000	TO	40.000	=	-	\$0.00
Applied Contract													
TOTAL								40.000	TO	40.000		\$0.00	\$0.00

## Create Blend Contract from Existing Straight Contract – myIncitecPivot

**Need further assistance?**

Email the **myIncitecPivot Customer Experience team** at [myIncitecPivot@incitecpivot.com.au](mailto:myIncitecPivot@incitecpivot.com.au) or call **1800 009 832**.



**myIncitecPivot™**