

QUICK REFERENCE GUIDE

Create Contract Order from Existing Contract

Learning Curriculum:

ORDER/CONTRACT

In this guide

Introduction

myIncitecPivot

1. Create a contract order from an existing contract

Who is this guide for?

Roles

- Customer

Channels

- All

What is this guide about?

In this guide I will learn to create an order from an existing contract. By creating the order from the contract, I can progress to the pickup/delivery stage efficiently using myIncitecPivot.

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 Contract Order from Existing Contract



WHY I am learning

In this module I will be learning how to create an order from an existing contract, meaning I can efficiently progress to pickup/delivery.



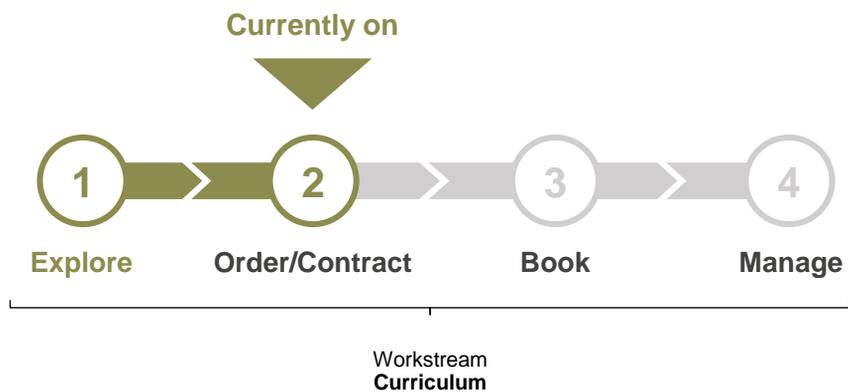
WHAT I will learn

You will learn how to :

- Create an order from an existing contract



WHERE I am on this learning journey

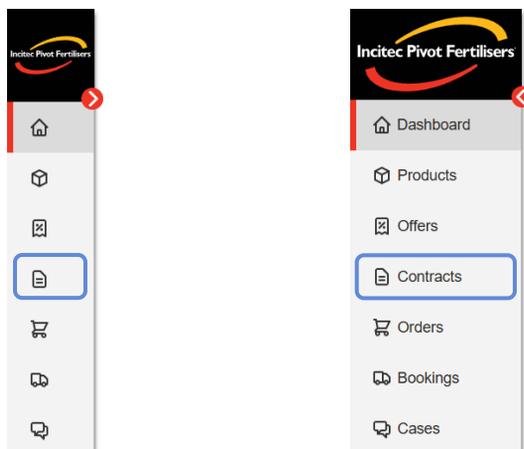


Module 2 – myIncitecPivot

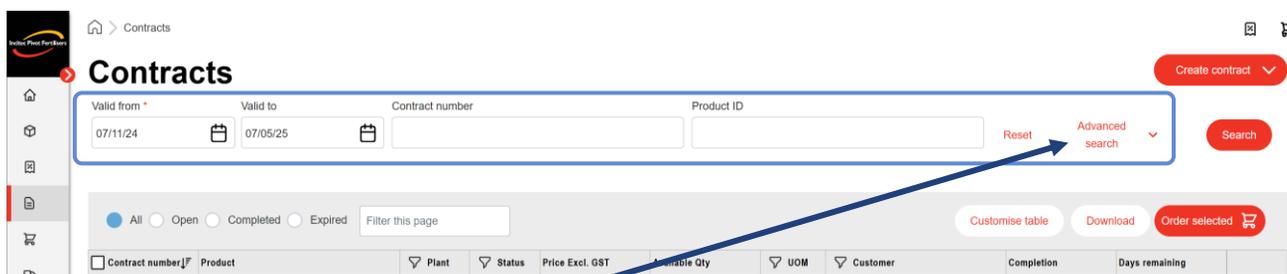
1 Create a contract order from an existing contract

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

Step 1: Click the 'Contracts' tile from the navigation bar on the left.

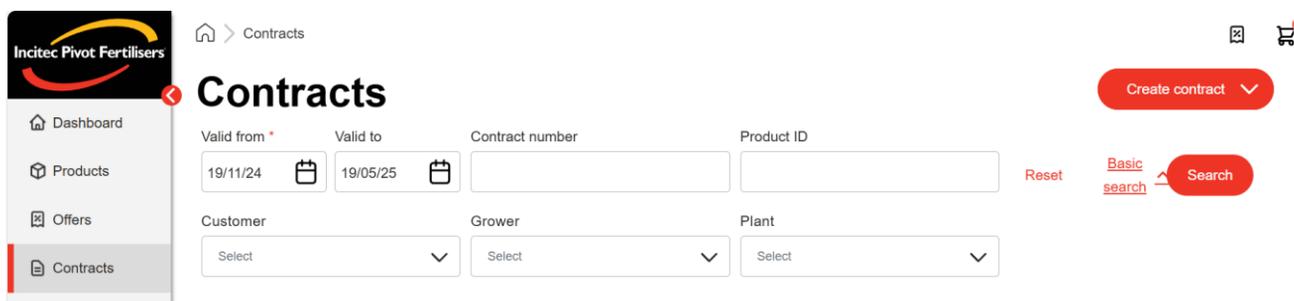


Step 2: Use the filters to search for your contract(s).



Tip!

Click 'Advanced search' to find more filters. Customer, Grower and Plant filters will appear as shown below.



Create Contract Order from Existing Contract – myIncitecPivot

Step 3: Use the checkbox to select the contract(s) you want to place an order for. Ensure the validity dates match your requirements.

Valid from * 07/11/24 Valid to 07/05/25 Contract number Product ID Reset Advanced search Search

Create contract

All Open Completed Expired Filter this page Customise table Download Order selected

Contract number	Product	Plant	Status	Price Excl. GST	Available Qty	UOM	Customer	Completion	Days remaining
<input checked="" type="checkbox"/> 6425767	<input checked="" type="checkbox"/> MAP BULK (MAP1050)	GE03	●	\$1,165.00/TO	40,000	TO		0.0%	20 days
<input type="checkbox"/> 6425768	<input type="checkbox"/> MAP BULK (MAP1050)	GI01	●	\$1,090.00/TO	40,000	TO		0.0%	20 days
<input type="checkbox"/> 6425746	<input type="checkbox"/> MAP BULK (MAP1050)	KI01	●	\$1,090.00/TO	0,000	TO		100.0%	20 days
<input type="checkbox"/> 6425744	<input type="checkbox"/> MAP BULK (MAP1050)	KI01	●	\$1,090.00/TO	0,000	TO		100.0%	23 hrs

Step 4: Click 'Order selected' to add your selected contract(s) to the cart.

Valid from * 07/11/24 Valid to 07/05/25 Contract number Product ID Reset Advanced search Search

Create contract

All Open Completed Expired Filter this page Customise table Download Order selected

Contract number	Product	Plant	Status	Price Excl. GST	Available Qty	UOM	Customer	Completion	Days remaining
<input checked="" type="checkbox"/> 6425767	<input checked="" type="checkbox"/> MAP BULK (MAP1050)	GE03	●	\$1,165.00/TO	40,000	TO		0.0%	20 days
<input type="checkbox"/> 6425768	<input type="checkbox"/> MAP BULK (MAP1050)	GI01	●	\$1,090.00/TO	40,000	TO		0.0%	20 days
<input type="checkbox"/> 6425746	<input type="checkbox"/> MAP BULK (MAP1050)	KI01	●	\$1,090.00/TO	0,000	TO		100.0%	20 days
<input type="checkbox"/> 6425744	<input type="checkbox"/> MAP BULK (MAP1050)	KI01	●	\$1,090.00/TO	0,000	TO		100.0%	23 hrs
<input type="checkbox"/> 6425727	<input type="checkbox"/> MAP BULK (MAP1050)	GI01	●	\$1,090.00/TO	60,000	TO		0.0%	13 days

Tip!

If you want to add a new product to your order, go to the [Create Standard Order QRG](#).

Note

The mini-cart should automatically pop-up when you add a contract to it. If it does not, you can click the cart icon on the top right to open it. The mini-cart can be used on any screen in the portal.

Customer: Ship to/tank Calculator:

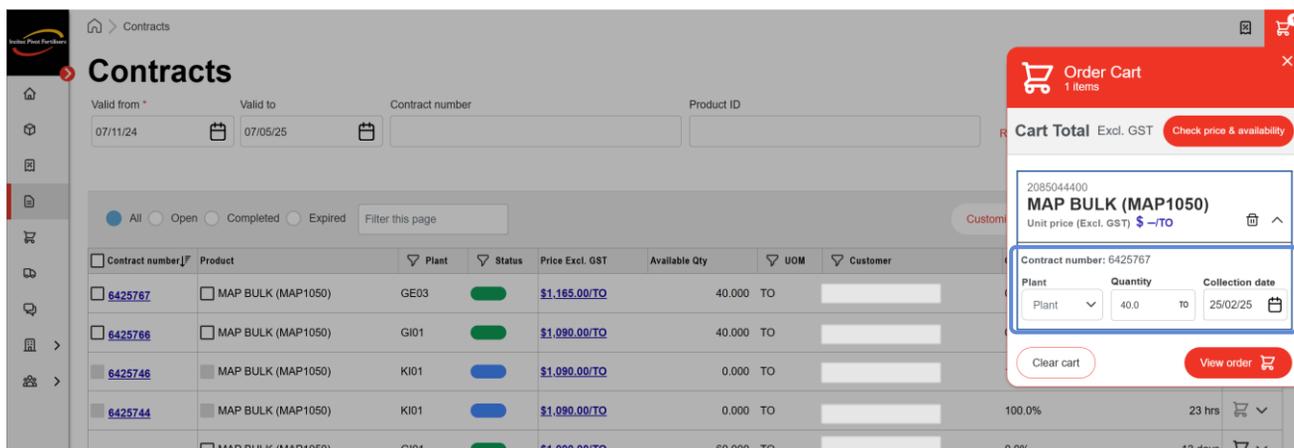
Products

Search by Product by Ingredients by NPKS

Plants ZDE1 Product name / Product ID Search by product name or ID Reset Search

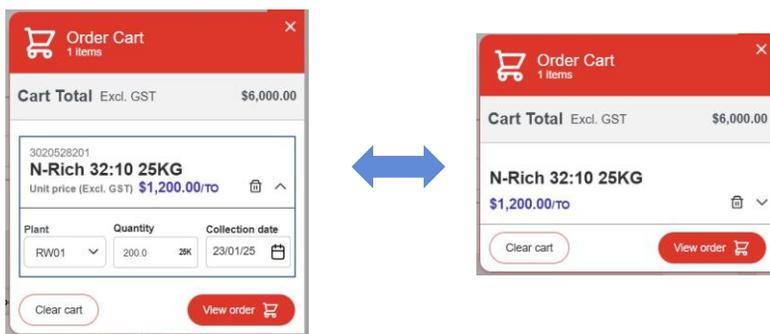
Create Contract Order from Existing Contract – myIncitecPivot

Step 5: Ensure the contract is applied then choose the quantity and collection date for each product.

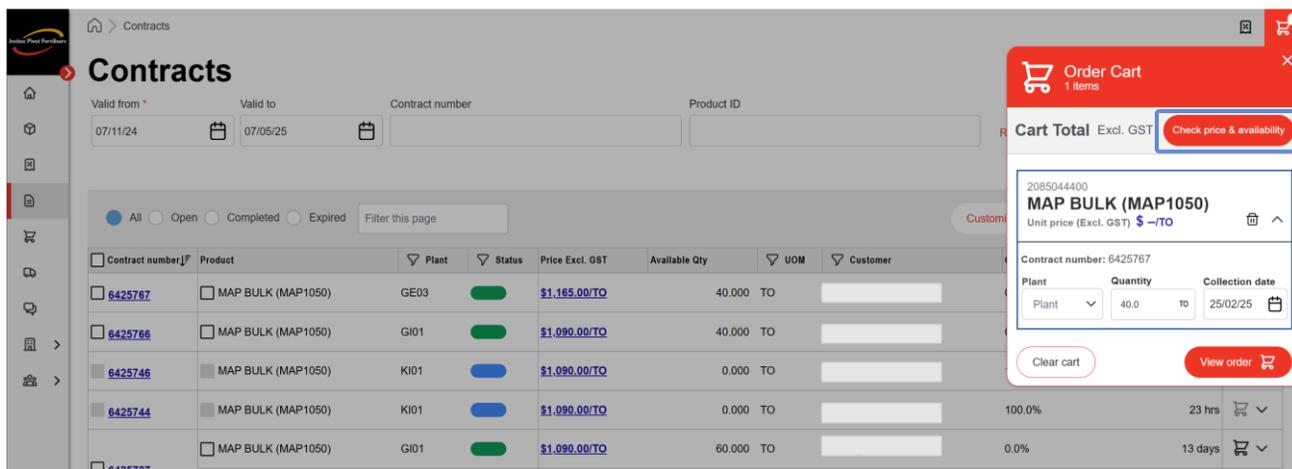


Tip!

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



Step 6: Click 'Check price & availability' to calculate the price of your products.



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Step 7: Click 'View order' to view and complete your order.

The screenshot shows the 'Contracts' page with a table of contract items. A mini-cart is overlaid on the right side, displaying a total of \$48,800.00 and a 'View order' button.

Contract number	Product	Plant	Status	Price Excl. GST	Available Qty	UOM	Customer		
6425767	MAP BULK (MAP1050)	GE03	Open	\$1,185.00/TO	40,000	TO		0.0%	20 days
6425766	MAP BULK (MAP1050)	GI01	Open	\$1,090.00/TO	40,000	TO		0.0%	20 days
6425746	MAP BULK (MAP1050)	KI01	Completed	\$1,090.00/TO	0.000	TO		100.0%	20 days
6425744	MAP BULK (MAP1050)	KI01	Completed	\$1,090.00/TO	0.000	TO		100.0%	23 hrs
6425727	MAP BULK (MAP1050)	GI01	Open	\$1,090.00/TO	60,000	TO		0.0%	13 days
6425727	DAP BULK	GI01	Open	\$1,105.00/TO	70,000	TO		0.0%	13 days

Note

To continue adding contracts to your order, click anywhere outside the mini-cart.

Step 8: Fill in your order details.

The screenshot shows the 'Order' page with a form for entering order details. A table of products is shown below, with one product highlighted. An 'Order summary' box on the right shows a total of \$53,680.00.

Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	Actions
2095944400 MAP BULK (MAP1050)	GE03	40	TO	25/02/25	40.00	\$1,220.00/ho	\$48,800.00	🔍 📄 🗑️

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Step 9: Click 'Update details'.

The screenshot shows the 'Order' page in the myIncitecPivot system. The page is titled 'Order' and has a 'Not finalised' status. The navigation bar includes 'Add more products' and 'Clear cart' buttons. The main content area is divided into 'Details' and 'Products (1)'. The 'Details' section contains fields for Customer name, Prepayment and terms, Grower, Delivery notes, Invoice notes, and Incoterms (EXW). The 'Products (1)' section displays a table with columns: Product, Plant, Qty, UOM, Collection date, Tonnes, Unit price, Value (Excl. GST), and Actions. The product listed is 'MAP BULK (MAP1050)' with a quantity of 40 and a value of \$48,800.00. A red box highlights the 'Update details' button in the top right corner of the 'Details' section.

Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	Actions
2085044400 MAP BULK (MAP1050)	GE03	40	TO	25/02/25	40.00	\$1,220.00/ton	\$48,800.00	[Icons]

Step 10: If you want to add an action to a product, you may do so here. Available actions include **Add coatings and packaging**, **Apply a contract**, **Configure pallets**, and **Remove product from cart**. If you modify any aspect of your order, click **'Check price & availability'** to recalculate your order.

The screenshot shows the 'Order' page with a blue callout box highlighting the 'Actions' column in the product table. The callout box contains four icons: a star with a plus sign, a plus sign in a square, a pallet, and a trash can. Below the callout box, a legend identifies these icons: 'Add coatings/packaging', 'Apply contract', 'Configure pallet', and 'Remove product'. The 'Check price & availability' button in the 'Order summary' section is also highlighted with a red box.

Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	Actions
2085044400 MAP BULK (MAP1050)	GE03	40	TO	25/02/25	40.00	\$1,220.00/ton	\$48,800.00	[Icons]

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Step 11: Review your order then click 'Next'.

Order Not finalised

1 Enter order details | 2 Review and finalise order | 3 View order confirmation

Details

Customer name: [Redacted]
 Prepayment and terms: Select
 Grower: Select
 Delivery notes: [Empty]
 Invoice notes: [Empty]
 Incoterms: EXW

Purchase order number: DEMO003
 Assign as transport partner
 Transport partner: Select

Products (1)

Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	Actions
2085044400 MAP BULK (MAP1050)	GE03	40	TO	25/02/25	40.00	\$1,220.00/ton	\$48,800.00	[Icons]
This product is on waitlist.								

Order summary

Total (Excl. GST) **\$48,800.00**
 GST \$4,880.00
 Total (Incl. GST) **\$53,680.00**

Check price & availability

Next >

Step 12: Choose your booking option, agree to the terms and conditions, then click 'Place order' to finalise your order.

Order Not finalised

1 Enter order details | 2 Review and finalise order | 3 View order confirmation

Details

Customer name: [Redacted]
 Prepayment and terms: -
 Grower: -
 Delivery notes: -
 Invoice notes: -
 Incoterms: EXW

Purchase order number: DEMO003

Products (1)

Line	Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)
10	2085044400 MAP BULK (MAP1050)	GE03	40	TO	25/02/2025	40.00	\$1,220.00/ton	\$48,800.00
This product is on waitlist.								
TOTAL			40	TO		40		\$48,800.00

Order summary

Total (Excl. GST) **\$48,800.00**
 GST \$4,880.00
 Total (Incl. GST) **\$53,680.00**

Booking options

I will make my booking
 IPF to book
 Transport partner to book

1 You can choose from more available timeslots in the next step.

I agree to the [terms & conditions](#)

Place Order >

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Step 13: Your order will be confirmed, and you will receive an order number.

Order DetailsOrder 3983533OpenEnter order detailsReview and finalise orderView order confirmation



Order number 3983533 created

Select products to book now to proceed to the booking screen

[View the order](#)

Details

Customer name Hastings Co-Op Ltd	Prepayment and terms -	Grower - Transport partner -	Delivery notes -	Invoice notes -	Incoterms EXW
Purchase order number DEMO003					

Products (1) Book selected

Line	Product	Plant	Status	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	
<input type="checkbox"/> 10	2035044100 MAP BULK (MAP1050)	GE03	 	40	TO	25/02/2025	40.00	\$0.00/tonne	\$0.00	 
		This product is on waitlist.								
		TOTAL		40	TO		40		0	

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Need further assistance?

Email the myIncitecPivot Customer Experience team at myIncitecPivot@incitecpivot.com.au or call 1800 009 832.



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