Incitec Pivot Fertilisers myIncitecPivot™

Version 1.0

QUICK REFERENCE GUIDE

Create Contract Order from Existing Contract

Learning Curriculum: ORDER/CONTRACT



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.

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.



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WHAT I will learn

You will learn how to :

• Create an order from an existing contract

WHERE I am on this learning journey



Workstream Curriculum



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).

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

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

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

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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.

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

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Q Tip!

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

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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.

Note

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

Step 8: Fill in your order details.

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Step 9: Click 'Update details'.

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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.

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

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

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R N Order 3983533 📖 ۵ Enter order details Review and finalise order 3 View order confirmation Ø \bigcirc × ⊒ Order number 3983533 created Select products to book now to proceed to the booking screen Å D View the order Q Details ⊞ > Grower Delivery notes Invoice notes Incoterms Prepayment and terms Customer name EXW 路 > Hastings Co-Op Ltd Transport partner Purchase order number DEMO003 Products (1) Book selected Line Product Plant Status Qty UOM Collection date Unit price Value (Excl. GST) Tonnes 10 MAP BULK (MAP1050) <u>\$0.00</u> 🗔 🗄 GE03 40 TO 25/02/2025 40.00 <u>\$0.00</u>/то This product is on waitlist 40 то 40 0 TOTAL

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





Need further assistance?

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



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