

QUICK REFERENCE GUIDE

Create Offer (Straights, Blends, Liquids)

Learning Curriculum: **ORDER/CONTRACT**

In this guide

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[myIncitecPivot](#)

- [1. Create an Offer \(Straights, Blends, Liquids\)](#)

Who is this guide for?

Roles

- Customer

Channels

- All

What is this guide about?

As a **customer**, I will learn how to create an offer for straight products, blends and liquids. I am able to secure a price position for my required delivery window enabling me to quickly and easily meet my customers current and future requests.

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 Offer (Straights, Blends, Liquids)



WHY I am learning

I am learning to create a contract for straight products, blends and liquids to quickly and easily secure a price position for the products required.



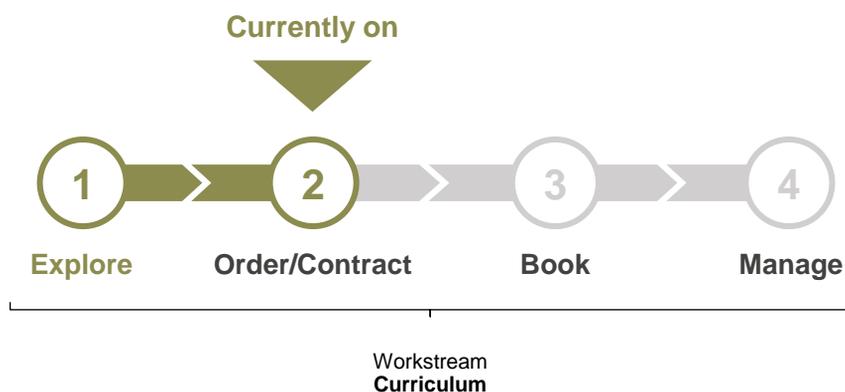
WHAT I will learn

You will learn how to :

- Create an offer for straights, blends, and liquids



WHERE I am on this learning journey



Module 2 – myIncitecPivot

1 Create an offer (straights, blends, liquids)

Note

You should create an offer when you have any of the following needs:

- Volume is greater than maximum standard order amount available at the time.
- The chosen delivery date is more than 14 calendar days from the day of ordering.

Otherwise, you should place a standard order. To learn how to do this, refer to the [Create Standard Order QRG](#).

To create an offer (straights, blends, liquids), follow these steps:

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

To learn how to search for products go to the [Product Search QRG](#).

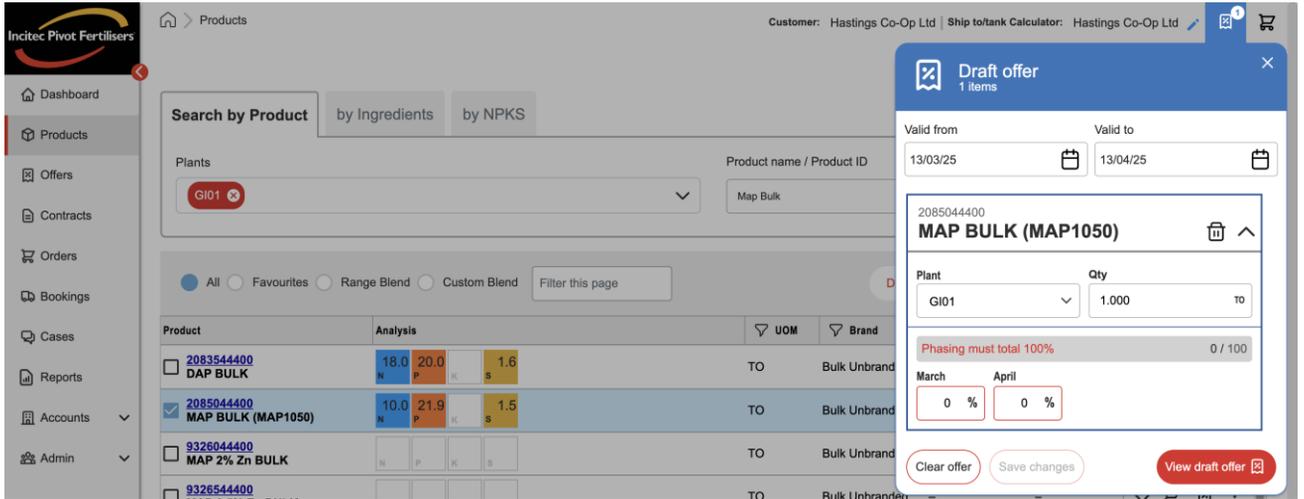
Product	Analysis	UOM	Brand	Coatings	My product alias
<input type="checkbox"/> 2083544400 DAP BULK	18.0 N 20.0 P 1.6 K S	TO	Bulk Unbranded	-	-
<input checked="" type="checkbox"/> 085044400 MAP BULK (MAP1050)	10.0 N 21.9 P 1.5 K S	TO	Bulk Unbranded	-	-
<input type="checkbox"/> 9326044400 MAP 2% Zn BULK	N P K S	TO	Bulk Unbranded	-	-
<input type="checkbox"/> 9326544400 MAP 2.5% Zn BULK	N P K S	TO	Bulk Unbranded	-	-

Note

The offer-cart should automatically pop-up when you add a product to it. If it does not, you can click the offer icon on the top right to open it.

Create Offer (Straights, Blends, Liquids) – myIncitecPivot

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

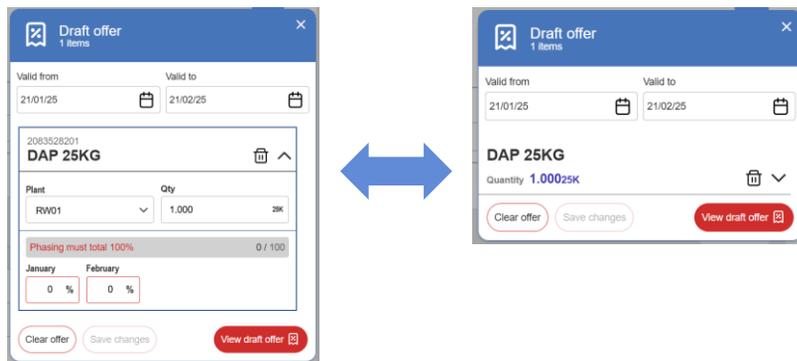


Note

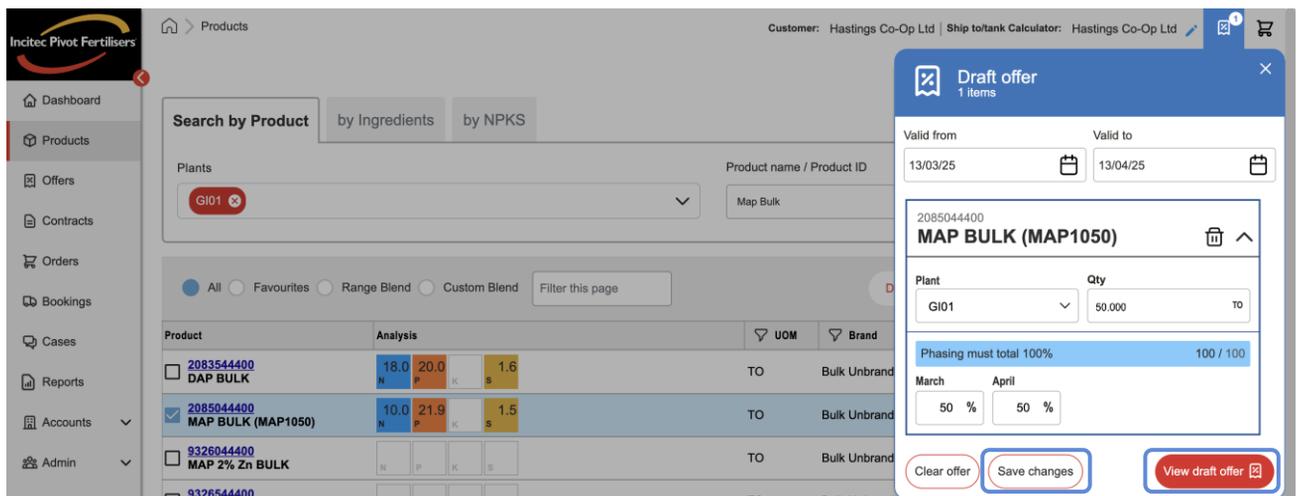
Phasing must total 100%.

Tip!

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



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



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Step 4: Fill in your details.

Contract offer

Offer 10195000 Draft

[Add more products](#) [Clear offer](#) [Save Offer](#)

Details

Customer: [Redacted] Ship to/Tank profile: [Redacted] Valid from*: 13/03/25 [Calendar icon]

Grower: Select Ship to address: [Redacted] Valid to*: 13/04/25 [Calendar icon]

Customer notes: [Redacted]

1 product Confirm details and submit for offer. [Create offer](#)

Product	Plant	Target Qty	UOM	Tonnes	Phasing	
2085044400 MAP BULK (MAP1050)	GI01	50,000	TO	50,000	March: 51% April: 51%	[Add] [Remove]
TOTAL		50,000	TO	50,000	Phasing must total 100% 100 / 100	

Step 5: If you want to add a contract to a product, click the add contract icon. If you do not want to add a contract, go to **Step 8**.

Contract offer

Offer 10195000 Draft

[Add more products](#) [Clear offer](#) [Save Offer](#)

Details

Customer: [Redacted] Ship to/Tank profile: [Redacted] Valid from*: 13/03/25 [Calendar icon]

Grower: Select Ship to address: [Redacted] Valid to*: 13/04/25 [Calendar icon]

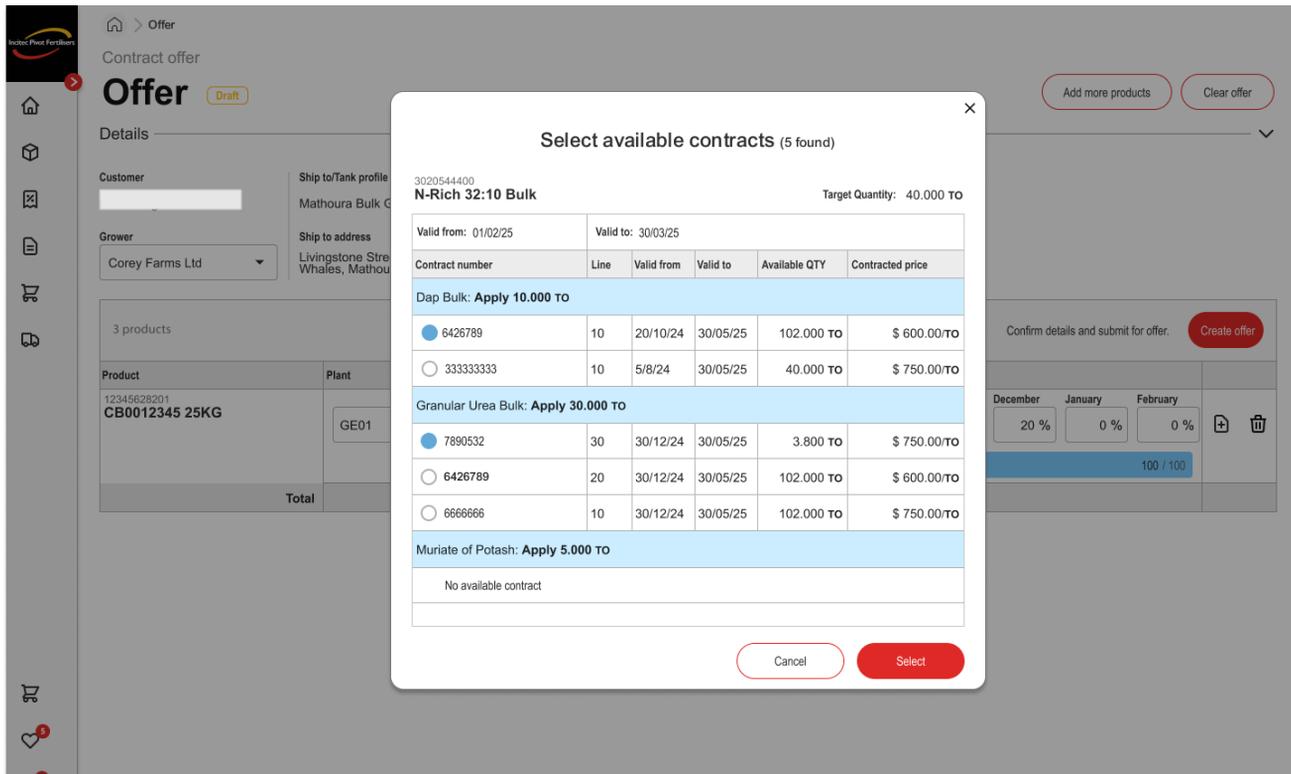
Customer notes: [Redacted]

1 product Confirm details and submit for offer. [Create offer](#)

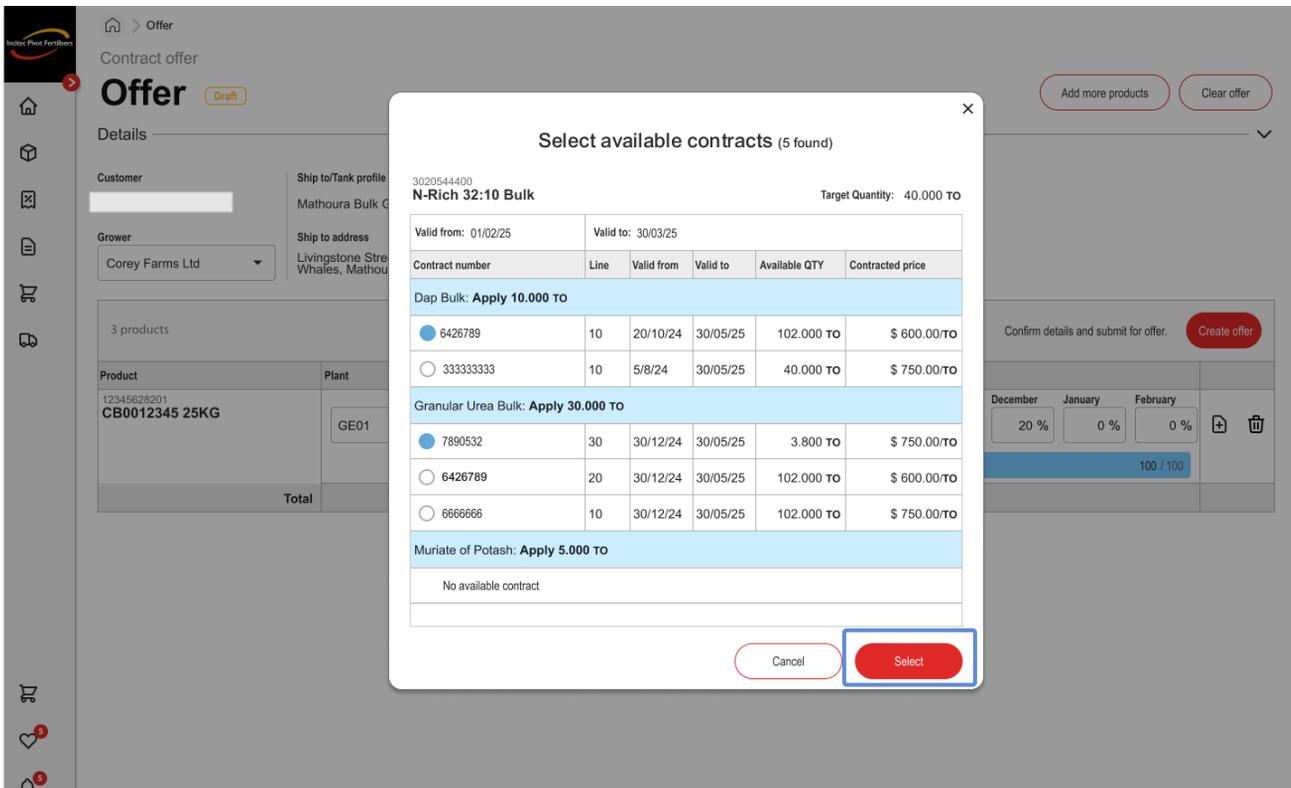
Product	Plant	Target Qty	UOM	Tonnes	Phasing	
2085044400 MAP BULK (MAP1050)	GI01	50,000	TO	50,000	March: 51% April: 51%	[Add] [Remove]
TOTAL		50,000	TO	50,000	Phasing must total 100% 100 / 100	

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



Step 7: Click 'Select'.



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Step 8: Click 'Create offer'.

Incitec Pivot Fertilisers

Home > Offers > Offer details

Contract offer

Offer 10195000 Draft

Add more products Clear offer Save Offer

Details

Customer: [Redacted] Ship to/Tank profile: [Redacted] Valid from*: 13/03/25

Grower: Select Ship to address: [Redacted] Valid to*: 13/04/25

Customer notes: [Redacted]

1 product Confirm details and submit for offer. Create offer

Product	Plant	Target Qty	UOM	Tonnes	Phasing
2085044400 MAP BULK (MAP1050)	GI01	50,000	TO	50,000	March: 50% April: 50%
TOTAL		50,000	TO	50,000	Phasing must total 100% 100 / 100

Step 9: Once your offer has been confirmed, 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

Home > Offers > Offer details

Contract offer

← Offer 10195000 Pending Acceptance

Details

Customer: [Redacted] Ship to/Tank profile: [Redacted] Contract number: - Offer expiry date and time: 21/02/2025 01:57 PM

Grower: - Ship to address: [Redacted] Offer created date and time: 18/02/2025 10:57 AM

Accept selected

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	Accept offer
10	MAP BULK (MAP1050)	2085044400	GI01	●	-	13/03/2025	13/04/2025	50,000	TO	50,000	\$1,090.00/TO	\$54,500.00	\$59,950.00	<input checked="" type="checkbox"/>
TOTAL								50,000	TO	50,000		\$54,500.00	\$59,950.00	

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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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