

## QUICK REFERENCE GUIDE

# Create Standard Order

Learning Curriculum:

ORDER/CONTRACT

### In this guide

[Introduction](#)

[myIncitecPivot](#)

1. [Create a standard order](#)

### Who is this guide for?

#### Roles

- Customer

#### Channels

- All

### What is this guide about?

I will learn how to create a standard order, enabling collection within 14 days or less. I will be able to easily receive my product with less time spent on admin.

**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 Standard Order



### WHY I am learning

I will learn to create a standard order, so I am able to quickly and efficiently order the products I require.



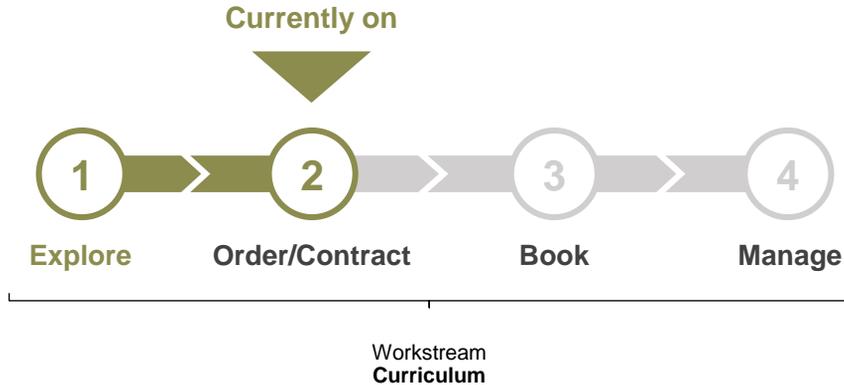
### WHAT I will learn

You will learn how to :

- Create a standard order



### WHERE I am on this learning journey



## Module 2 – myIncitecPivot

### 1 Create a standard order

#### Note

Placing a standard order means you are quickly securing products for prompt delivery and receiving real-time confirmation of product availability and are accepting the order at the quoted price.

When creating an order, the following requirements must be met:

- The chosen delivery date is within 14 calendar days from the day of ordering (today).
- Less than the maximum volume limit for the product and port at the time (default 80 tonnes)
- Minimum volume requirement satisfied
- No product or port changes available

*\*Pending availability by port and product these conditions can be changed.*

Otherwise, you should create an 'Offer'. To learn how to do this, refer to the **Create Offer (Straights, Blends, Liquids) QRG**.

To create a standard order, follow these steps:

**Step 1:** Search and add a product 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 go to the [Product Search QRG](#).

The screenshot shows the 'Products' page in the myIncitecPivot system. The page includes a search bar with a 'Plants' dropdown set to 'ZDE1' and a 'Product name / Product ID' search field. Below the search bar are filters for 'All', 'Favourites', 'Range Blend', and 'Custom Blend'. A table lists products with columns for 'Product', 'Analysis', 'UOM', 'Brand', 'Coatings', and 'My product alias'. Two products are visible: 'DAP Bulk' and 'Entec Urea Bulk'. The 'DAP Bulk' row has a checked checkbox and a red 'Add to order' button highlighted with a blue box. The 'Entec Urea Bulk' row has an unchecked checkbox and a red 'Add to offer contract' button highlighted with a blue box.

Product	Analysis	UOM	Brand	Coatings	My product alias
<input checked="" type="checkbox"/> 2003544400 DAP Bulk	18.0 N, 20.0 P, 0.0 K, 10.0 Zn	TO	Incitec Pivot Fertilisers	Endash -	-
<input type="checkbox"/> 2512544400 Entec Urea Bulk	46.0 N	TO	Incitec Pivot Fertilisers	Endash -	-

#### Tip!

If you want to add a contract to your order, go to the [Create Contract Order from Existing Contract QRG](#).

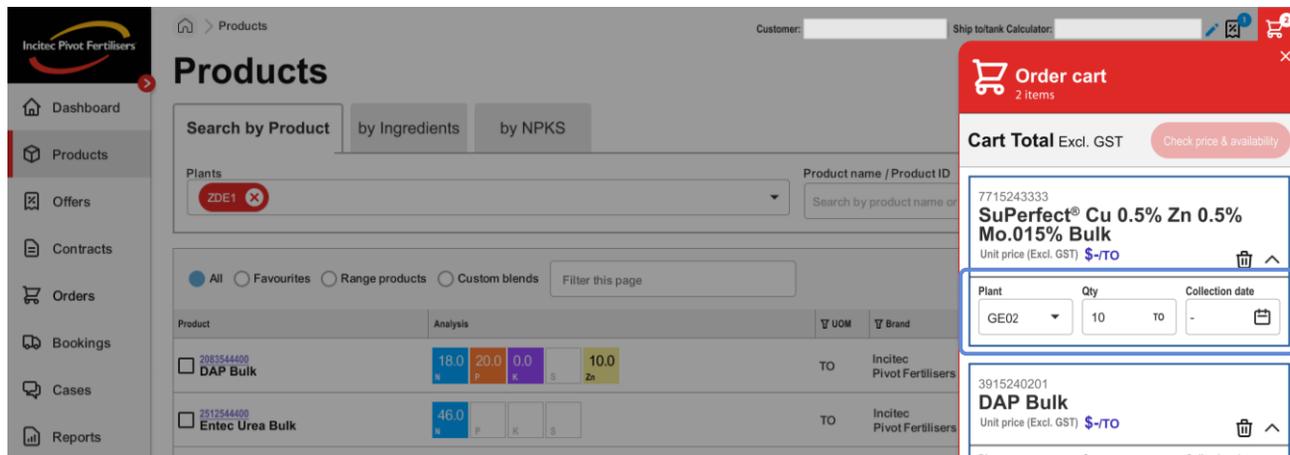
# Create Standard Order – myIncitecPivot

## Note

The mini-cart should automatically pop-up when you add a product 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.

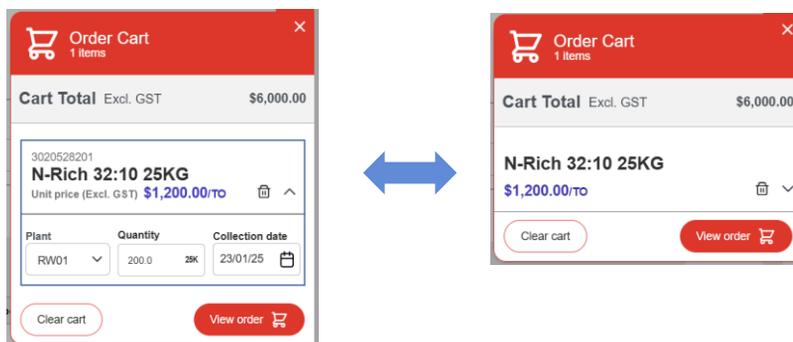


**Step 2:** Choose the plant, quantity, and collection date for each product.



## Tip!

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



# Create Standard Order – myIncitecPivot

**Step 3:** Click 'Check price & availability' to calculate the price of your products.

The screenshot shows the 'Products' page in the myIncitecPivot system. The left sidebar contains navigation options: Dashboard, Products, Offers, Contracts, Orders, Bookings, Cases, and Reports. The main area is titled 'Products' and includes search filters for 'by Ingredients' and 'by NPKS'. A search bar contains 'ZDE1'. Below the search bar are radio buttons for 'All', 'Favourites', 'Range products', and 'Custom blends', along with a 'Filter this page' button. A table lists products with columns for 'Product', 'Analysis', 'UOM', and 'Brand'. The table contains three rows: 'DAP Bulk' (2083544400), 'Entec Urea Bulk' (2512544400), and 'Entec Urea 25KG' (2512528201). An 'Order cart' overlay is visible on the right, showing two items: 'SuPerfect® Cu 0.5% Zn 0.5% Mo.015% Bulk' (771524333) and 'DAP Bulk' (3915240201). The cart total is shown as '\$ - /TO'. A 'Check price & availability' button is highlighted in red.

## Note

This button will be disabled until you have added a quantity and collection date to your products. It will be enabled once you have updated one or more of the selections.

**Step 4:** Click 'View order' to view and add more detail to your order.

This screenshot shows the 'Products' page with the 'Order cart' overlay updated. The table now includes a fourth row: 'SuPerfect® Cu 0.5% Zn 0.5% Mo.015% Bulk' (9122744400). The 'Order cart' overlay now shows a total price of '\$ 300.00/TO' for the 'DAP Bulk' item. A 'View order' button with a shopping cart icon is highlighted in red, and a 'Clear cart' button is also visible.

## Note

To continue adding products to your order, click anywhere outside the mini-cart and add more to your cart.

# Create Standard Order – myIncitecPivot

## Step 5: Fill in your order details.

Order Not finalised Add more products Clear cart

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

Order details

Customer name [ ] Prepayment and terms: Not selected Grower: [ ] Delivery notes: [ ] Invoice notes: [ ] Incoterms: EXW

Purchase order number\*: [ ] Transport partner: [ ] Update details

Products (3)

Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	Actions
3915240201 SuPerfect® Cu 0.5% Zn 0.5% Mo.015% Bulk	GE02	10	TO	12/10/24	12.000	\$1,300.00/ton	\$13,000.00	[ ] [ ] [ ] [ ]

Selected date is available.

Order summary

Total (Excl. GST)	\$20,300.00
Total estimated freight	\$2,000.00

### Note

The 'Purchase order number' field is mandatory. You will also need to choose your payment terms here at this point if you would like extended or deferred terms or to use any prepayment you may have.

## Step 6: Ensure your order is correct then click 'Update details'.

Order Not finalised Add more products Clear cart

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

Order details

Customer name [ ] Prepayment and terms: Apply prepayment balance Grower: ABC Farms Delivery notes: Note here Invoice notes: Review by accountant Incoterms: EXW

Purchase order number\*: ON12345678 Prepayment type: Prepayment promotion 1 Request grower to collect?:  Yes  No Transport partner: DRIVE Delivery Update details

Prepayment balance applied: \$12,000.00

Products (3)

Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	Actions
3915240201 SuPerfect® Cu 0.5% Zn 0.5% Mo.015% Bulk	GE02	10	TO	12/10/24	12.000	\$1,300.00/ton	\$13,000.00	[ ] [ ] [ ] [ ]
3915240201 DAP Bulk	GE02	10	TO	12/10/24	16.000	\$1,300.00/ton	\$13,000.00	[ ] [ ] [ ] [ ]

Selected date is available.  
This product is on waitlist. Estimated available date is 26/10/24

Order summary

Total (Excl. GST)	\$20,300.00
Total estimated freight	\$2,000.00
GST	\$2,300.00
Total (Incl. GST)	\$24,600.00

# Create Standard Order – myIncitecPivot

**Step 7:** 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 have updated any of your details regarding the products ordered, the **'Check price & availability'** button will be enabled to recalculate your order.

The screenshot shows the 'Order' page in the myIncitecPivot system. The page is titled 'Order' and has a 'Not finalised' status. It is divided into three main sections: 'Order details', 'Products (3)', and 'Order summary'.

**Order details:** This section contains various input fields and dropdown menus for customer information, prepayment terms, grower details, and delivery notes.

**Products (3):** A table lists the products in the order. The first product is 'SuPerfect® Cu 0.5% Zn 0.5% Mo.015% Bulk' with a quantity of 10 and a unit price of 12,000. The second product is 'DAP Bulk' with a quantity of 10 and a unit price of 16,000. A blue callout box highlights the 'Actions' column for the first product, which includes icons for 'Add coatings/packaging', 'Apply contract', 'Configure pallet', and 'Remove product'. Below these icons are labels for each action.

**Order summary:** This section shows the total cost of the order, including GST and freight. A red callout box highlights the 'Check price & availability' button, which is used to recalculate the order.

## Note

If you have ordered bagged products, you will need to configure the pallets and be given the total pallets required. Please ensure you are selecting the correct configuration and the right CHEP account.

The 'Configure pallets' dialog box shows the total pallets calculated for the order (5) and a warning that selected pallets must match the calculated total. It lists the following configurations:

- CHEP transfer: Barry Ferment Ltd (1 pallet)
- Exchange pallet: 2 pallets
- Pallets not required: 1 pallet
- IPF pallet: 1 pallet

The dialog box has 'Cancel' and 'Apply' buttons at the bottom.

# Create Standard Order – myIncitecPivot

## Step 8: Review your order then click 'Next'.

Order Not finalised

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

**Order details**

Customer name: [Redacted]  
 Purchase order number\*: ON12345678

Prepayment and terms: Apply prepayment balance  
 Prepayment type: Prepayment promotion 1  
 Prepayment balance applied: \$12,000.00

Grower: ABC Farms  
 Request grower to collect?  Yes  No  
 Transport partner: DRIVE Delivery

Delivery notes: Note here  
 Invoice notes: Review by accountant  
 Incoterms: EXW

[Update details](#)

**Products (3)**

Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	Actions
3915240201 SuPerfect® Cu 0.5% Zn 0.5% Mo.015% Bulk	GE02	10	TO	12/10/24	12.000	\$1,300.00/ to	\$13,000.00	[Icons]
Selected date is available.								
3915240201 DAP Bulk	GE02	10	TO	12/10/24	16.000	\$1,300.00/ to	\$13,000.00	[Icons]
This product is on waitlist. Estimated available date is 26/10/24								

**Order summary**

Total (Excl. GST)	\$20,300.00
Total estimated freight	\$2,000.00
GST	\$2,300.00
<b>Total (Incl. GST)</b>	<b>\$24,600.00</b>

[Next >](#)

## Step 9: 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

**Order details**

Customer name: [Redacted]  
 Purchase order number\*: ON12345678

Prepayment and terms: Apply prepayment balance  
 Prepayment type: Prepayment promotion 1  
 Prepayment balance applied: \$12,000.00

Grower: ABC Farms  
 Request grower to collect? Yes  
 Transport partner: DRIVE Delivery

Delivery notes: Note here  
 Invoice notes: Review by accountant  
 Incoterms: EXW

**You're Ready to Place Your Order**  
 Review your order details and click 'Place Order' to finalise.  
 You can also book a pickup for your products right after confirming.

**Products (3)**

Line	Product	Plant	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)	
20	3915240201 SuPerfect® Cu 0.5% Zn 0.5% Mo.015% Bulk	GE02	10.000	TO	12/10/24	9,999.999	\$1,300.00/ to	\$13,000.00	
30	3915240201 DAP Bulk	GE02	10.000	TO	12/10/24	9,999.999	\$1,300.00/ to	\$13,000.00	
40	22220000000 Exchange CHEP pallets	GE02	5	EA		-	\$0.00/ to	\$0.00	
Waitlisted Message									
TOTAL						999.909	TO	9,999.999	\$26,000.00

**Order summary**

Total (Excl. GST)	\$20,300.00
Total estimated freight	\$2,000.00
GST	\$2,300.00
<b>Total (Incl. GST)</b>	<b>\$24,600.00</b>

**Booking options**

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

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

[Back](#) [Place order >](#)

# Create Standard Order – myIncitecPivot

**Step 10:** Your order will be confirmed, and you will receive an order number. If you have chosen 'I will make a booking', there will be a button to redirect you to book now. If you have chosen 'Transport partner to book', your transport partner will be notified.

OrderCustomer:Ship to/Tank profile:

## Order 1234567 Open

Enter order details Review and finalise order 3 View order confirmation

Order number 23434234324 created

View the order Book now

 IPF will book on your behalf.

Hide details 

### Products (3)

Line	Product	Plant	Status	Qty	UOM	Collection date	Tonnes	Unit price	Value (Excl. GST)
20	3915240201 <b>SuPerfect® Cu 0.5% Zn 0.5% Mo.015% Bulk</b>	GE02		10.000	TO	12/10/24	9,999.999	\$1,300.00/ to	\$13,000.00
30	3915240201 <b>DAP Bulk</b>	GE02		10.000	TO	12/10/24	9,999.999	\$1,300.00/ to	\$13,000.00
TOTAL				100.000	TO		9,999.99		\$26,000.00

## Create Standard Order – 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™**