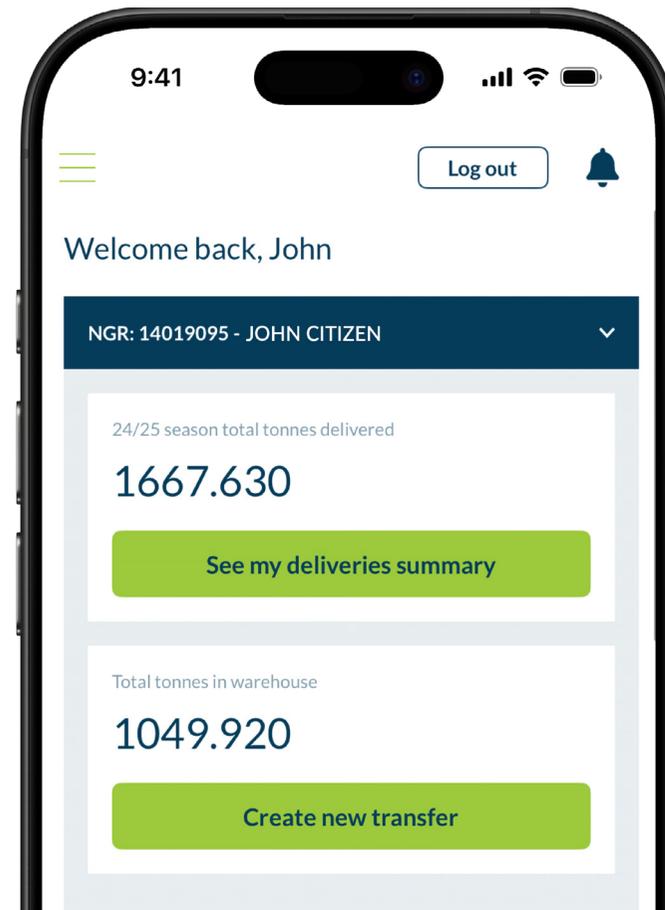




# Digital delivery advice user guide

Create digital delivery advices in the Bunge app once you've logged in to your Ezigrain account.

This guide shows you how to set up your preferences and create digital delivery advices.



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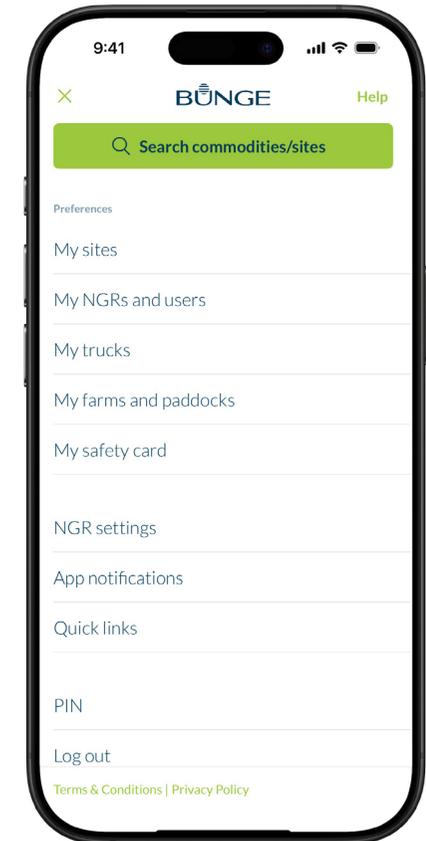
# Preferences

Before completing a digital delivery advice you (or the farmer you are delivering on behalf of) will need to set up preferences and prefill information.

Clicking the ☰ icon in the top left corner of the home screen will take you to the preferences menu.

Access the following options to setup your information for completing a digital delivery advice:

- My NGRs and users
- My trucks
- My farms and paddocks
- NGR settings



# My NGRs and users

View the NGRs you have access to and your permissions.

## Permissions required to set up preferences and complete digital delivery advices

If you are a primary or secondary administrator (NGR users), you can automatically access all aspects of Ezigrain, including setting up preferences for and completing digital delivery advices.

Other users invited to access an NGR in Ezigrain will need to be assigned the relevant permissions below:

### Add and edit trucks:

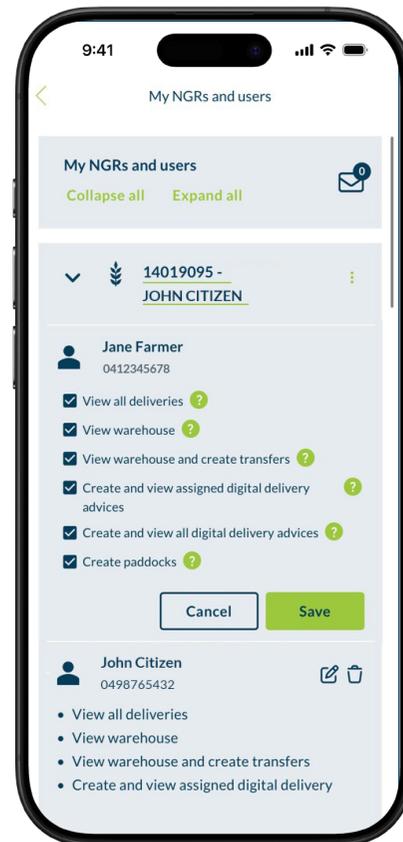
- Create and view all digital delivery advices, or
- Create and view assigned digital delivery advices.

### Create and edit farms and paddocks:

- Create paddocks.

### Complete a digital delivery advice:

- Create and view all digital delivery advices, or
- Create and view assigned digital delivery advices.



## Invite a user to access your NGR and assigning permissions

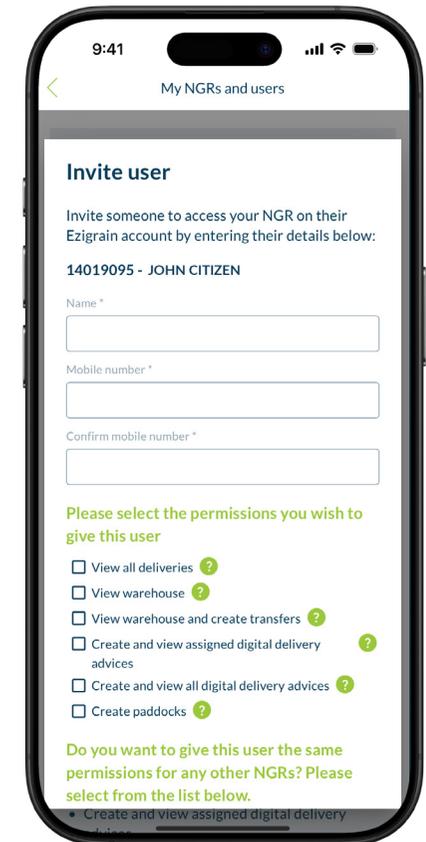
Primary administrators (NGR primary user) can give anyone access to view their NGR in Ezigrain and assign different permissions relevant to their role.

Primary administrators can also give any other user the assign access permission, which gives that user the ability to invite others to access the NGR in Ezigrain.

To invite someone to access your NGR in Ezigrain, go to the NGR you wish to invite the user to. Press the **:** icon, then click **invite user** and follow the prompts including selecting the user's permissions.



Learn more about inviting users to access your NGR in Ezigrain and the available permissions



# My trucks

To add and edit trucks, you will need one of the following permissions:

- Primary administrator (NGR primary user)
- Secondary administrator (NGR secondary user)
- Create and view all digital delivery advices
- Create and view assigned digital delivery advices

**NEW**

## Simplified truck management

Trucks are now connected to a user instead of an NGR to simplify how you manage them.

Each user will now set up and manage all trucks they drive and can add multiple configurations for each truck.

The deliverer's trucks and mass limit codes will be available to select for delivery advices they're allocated.

To assist this change, please make sure you set up the trucks you drive in my trucks, and ask your deliverers to do the same.

## Add a truck

Select **add truck** then enter:

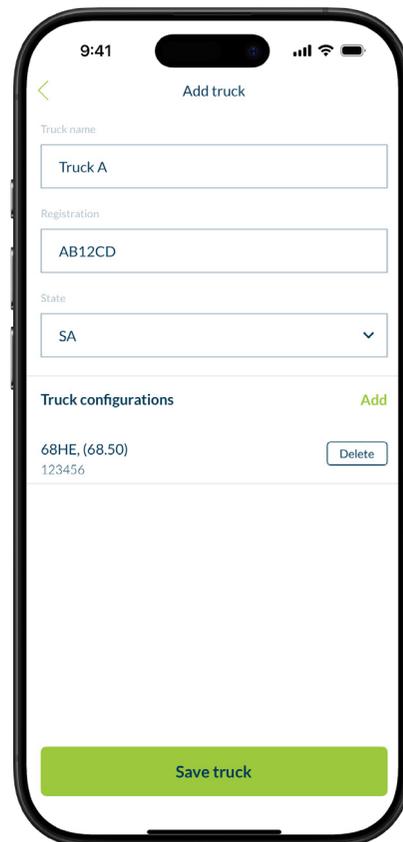
- Truck name
- Registration
- State

Next, in the truck configuration section select **add** and enter:

- Mass limit code
- Declared legal mass limit
- Accreditation/permit number

Select **save truck configuration**. If required, you can repeat this step to add multiple configurations for each truck

Click **save truck** to save your truck.



# My farms and paddocks

To create and edit farms and paddocks, you will need one of the following permissions:

- Primary administrator (NGR primary user)
- Secondary administrator (NGR secondary user)
- Create paddocks

**NEW**

## Streamline your paddock set up

Use our new paddock setup wizard to set up all your paddocks at once in a streamlined process.

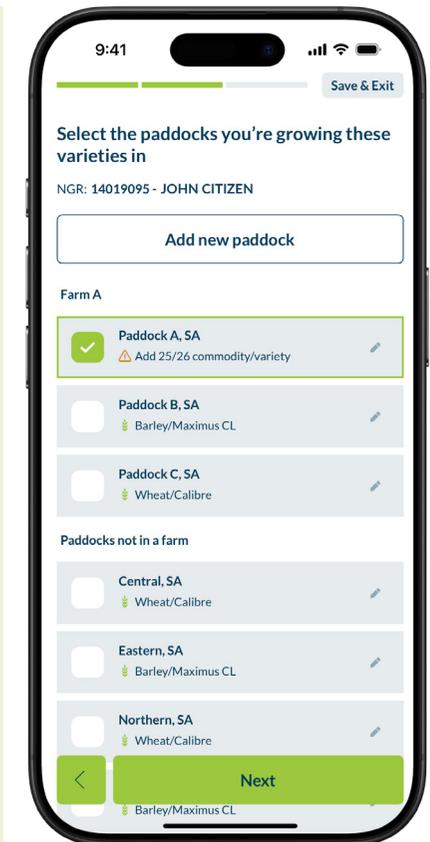
From my farms and paddocks, click the **action required alert** to launch the wizard.

Select **Step 1: Add varieties to your paddocks**, then:

1. List any commodities and varieties you want to add to your paddocks for the upcoming season.
2. Select the NGR you want to add these varieties to
3. Select the paddocks you're growing these varieties in
4. Assign the varieties to your paddocks

Once complete, select **Step 2: Complete your declarations**

Select the NGR you would like to complete your declarations for, then follow the prompts to complete the declarations for each of your paddocks.



# My farms and paddocks continued...

You can also manage your paddocks through my farms and paddocks.

## Add a paddock

Select add then enter:

- Paddock name
- State
- Farm (optional)
- Hectares (optional)

### Add a commodity and variety

Click **add new commodity** to add a commodity and variety to your paddock.

Select the season of production, followed by commodity and variety.

### Completing the declaration

If available, complete the declaration questions.

### Add a variety and commodity to more than one paddock at the same time

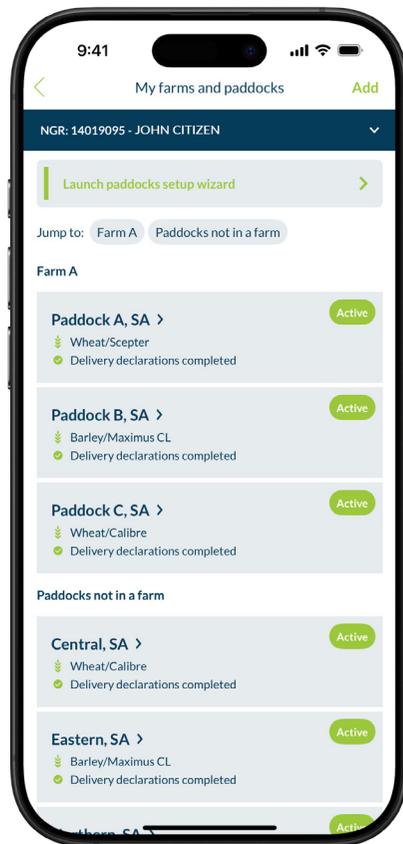
Tick **add this variety and commodity to my other paddocks**.

Click **save commodity**.

Choose the other paddock/s you would like to add this commodity and variety to.

Select **apply**.

Click **save paddock** to save the paddock details.



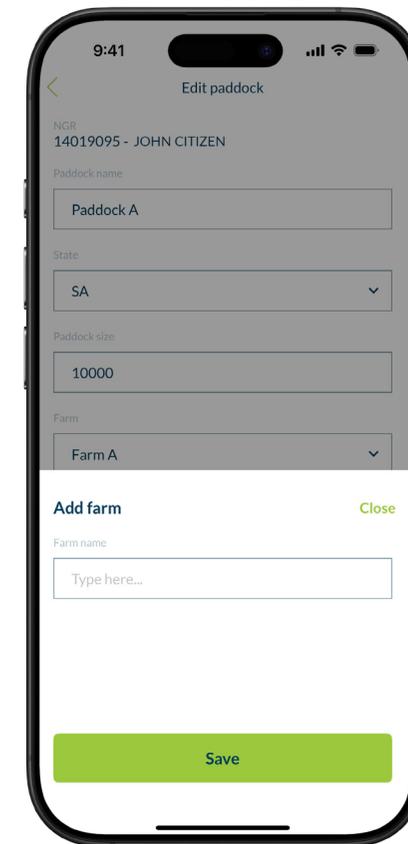
## Add a farm

Optionally sort your paddocks by farm.

When creating a paddock, select the farm drop down. A list of any existing farms will appear.

To add a new farm, select **add a new farm**. Enter the farm name and select **save** to save the farm.

Click **save farm** to save the farm details.



# NGR settings

To access NGR settings, you will need one of the following permissions:

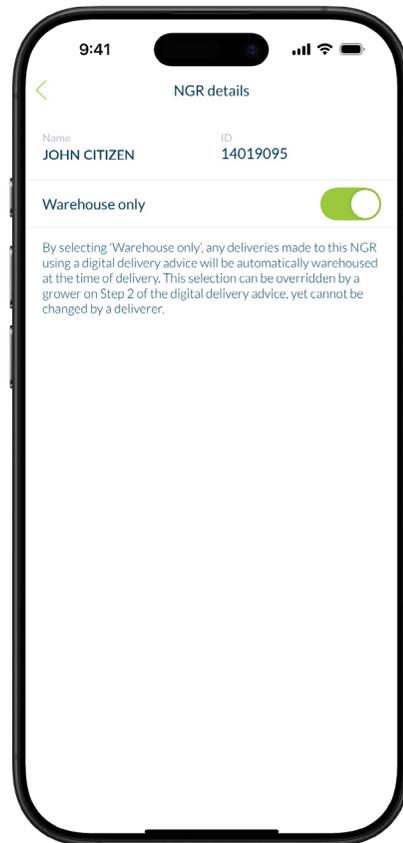
- Primary administrator (NGR primary user)
- Secondary administrator (NGR secondary user)

## Warehouse only

By enabling warehouse only, any deliveries made using the digital delivery advice will be automatically warehoused at the time of delivery.

Primary and secondary administrators can override this selection on step 2 if you change your mind.

All other users cannot change this setting.



# Create a delivery advice

To create a digital delivery advice, you will need one of the following permissions:

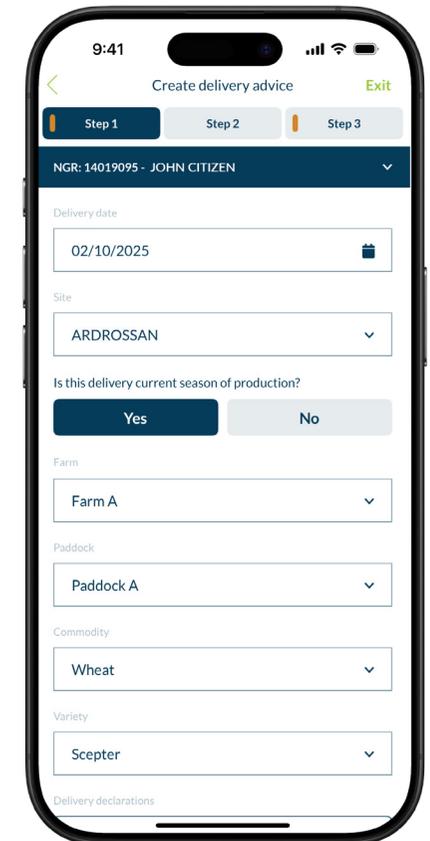
- Primary administrator (NGR primary user)
- Secondary administrator (NGR secondary user)
- Create and view all digital delivery advices
  - Create digital delivery advices and assign to any of your connected deliverers
- Create and view assigned digital delivery advices
- Can create digital delivery advices for delivering themselves only. This is the same level of access as the previous deliverer role.

Select **create** from the delivery advice screen to proceed to step 1.

## Step 1 – delivery details

- Select the NGR from the dropdown
- Select a delivery date
- Select a site
- Select the season of production
- If setup, select a farm
- Select a paddock

The commodity, variety and declarations will automatically populate.



# Create a delivery advice continued...

## Step 2 – delivery options

- Select an expected grade
- Select a selling option:
  - warehouse
  - contract
- Enter an NGR or select a buyer

Optional - add a split (maximum of 3) or second expected grade with a different selling option

### Select any grade as the expected grade

By selecting **any grade** as the expected grade, site staff have confirmation that you would like the load delivered under the specified selling option, irrespective of the grade derived on delivery. You are still entitled to a retest if required, as per the classification retest procedure.

### Warehouse only

We will skip step 2 if warehouse only is enabled for your NGR.

The expected grade will be prepopulated with **any grade**, and selling option with **warehouse**.

### Enter deliverer details or submit without deliverer details

Click **enter deliverer details** to progress to step 3 and complete the deliverer and/or truck details.

Click **submit without deliverer details** to submit the delivery advice without deliverer or truck details.

9:41 Create delivery advice Exit

Step 1 Step 2 Step 3

NGR: 14019095 - JOHN CITIZEN

Delivery options

Expected grade  
Any grade

Selling option  
Contract

Buyer  
EF Agriculture

Contract number  
12345678

Tonnes or %  
All

+ Add split

Enter deliverer details

## Step 3 – deliverer details

- Select a deliverer
- Enter a note to deliverer if required.

### Submit without truck details

The delivery advice can be submitted at this point, and the truck details entered at a later stage.

The selected deliverer will receive a notification letting them know the delivery has been assigned to them. They can then add their truck details to the delivery advice.

### Submit with truck details

If truck details are known, select the truck registration. Please note, the deliverer assigned must have the truck set up in my trucks to list it on the delivery advice.

The mass limit code, declared legal mass limit and accreditation/ permit no. will automatically populate

Select the last commodity carried

Select the last cleaning method

Once all information is filled out, click submit.

Review the digital delivery advice details on the confirm and submit screen.

Once successfully submitted a receipt will display with a delivery advice number.

Ensure the last four digits of the delivery advice number are given to staff on arrival at site.

9:41 Create delivery advice Exit

Step 1 Step 2 Step 3

NGR: 14019095 - JOHN CITIZEN

Deliverer  
Jane Farmer

Note to deliverer  
Type here...

Submit without truck details

Choose your truck

Truck registration  
Atruck - AAA111

Mass limit code  
10C, (32.00)

Accreditation/permit no.  
111

Last commodity carried  
Select commodity

# My delivery advices

To view my delivery advices, you will need one of the following permissions:

- Primary administrator (NGR primary user)
- Secondary administrator (NGR secondary user)
- Create and view all digital delivery advices
  - View all digital delivery advices against your NGR.
- Create and view assigned digital delivery advices
  - View only digital delivery advices assigned to them. This is the same level of access as the previous deliverer role.

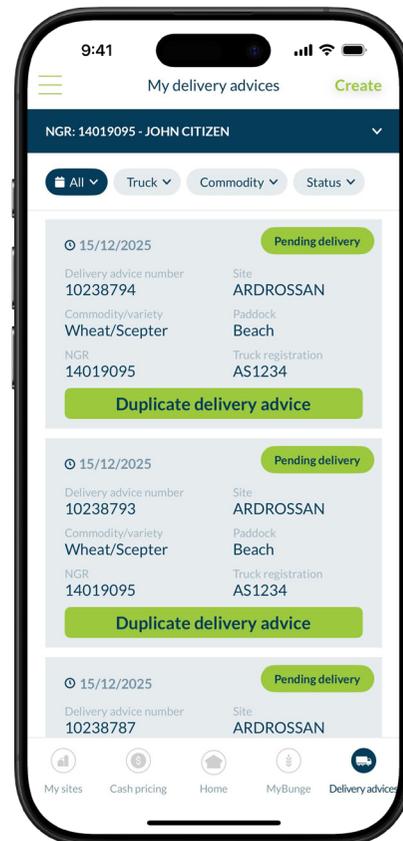
Click on an individual delivery advice to view its details.

## Duplicate delivery advice

An existing delivery advice can be duplicated by selecting **duplicate delivery advice** from the delivery advices screen.

Review the details on the confirm and submit screen before submitting. If any amendments are required, press **edit**.

Once submitted, you will receive a new delivery advice number to quote at site.



## Edit or delete a delivery advice

A digital delivery advice can be edited or deleted until the delivery is in progress. When viewing a delivery advice, click the **:** icon, where you can edit, duplicate or delete.

