

Digital delivery advice

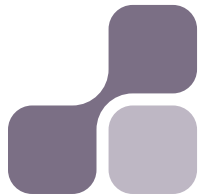
Grower guide

Digital delivery advices can be accessed in the Viterra app once you’ve logged in to your Ezigrain account.

This guide shows you how to set up your preferences in the Viterra app and create digital delivery advices as a grower.

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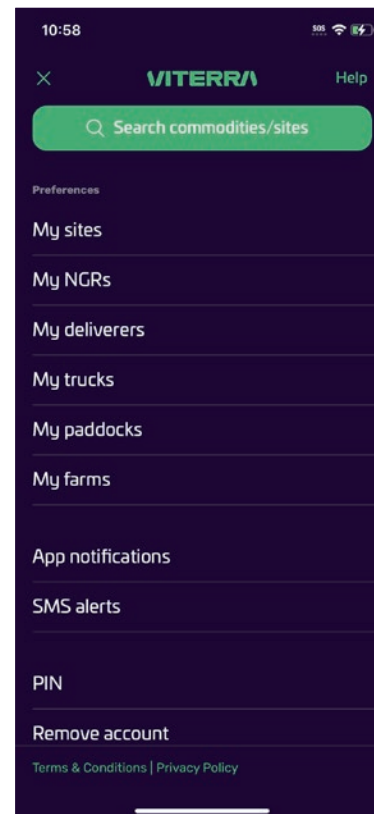


Preferences

Before completing a digital delivery advice you will need to set up your preferences.

Clicking the ☰ icon from the home screen will take you to the preferences menu, where there are five options which can be accessed to setup your information:

- My NGRs
- My deliverers
- My trucks
- My paddocks
- My farms



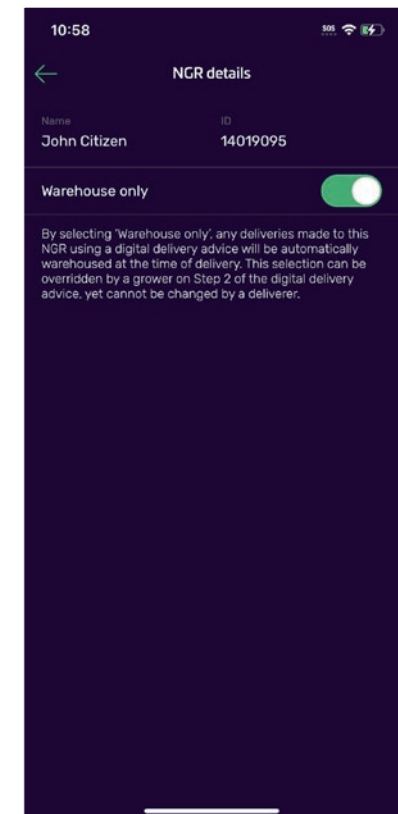
My NGRs

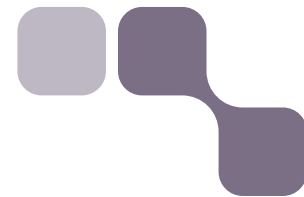
The NGRs connected to your Ezigrain account will be listed here.

To add an additional NGR to your Ezigrain account, contact us on 1800 018 205.

Warehouse only

By enabling 'Warehouse only', any deliveries made using the digital delivery advice will be automatically warehoused at the time of delivery. As a grower, you will be able to override this selection on step 2 if you change your mind. Deliverers cannot change this setting.





My deliverers

A deliverer is someone who delivers grain on your behalf, such as a carrier or member of your farming business.

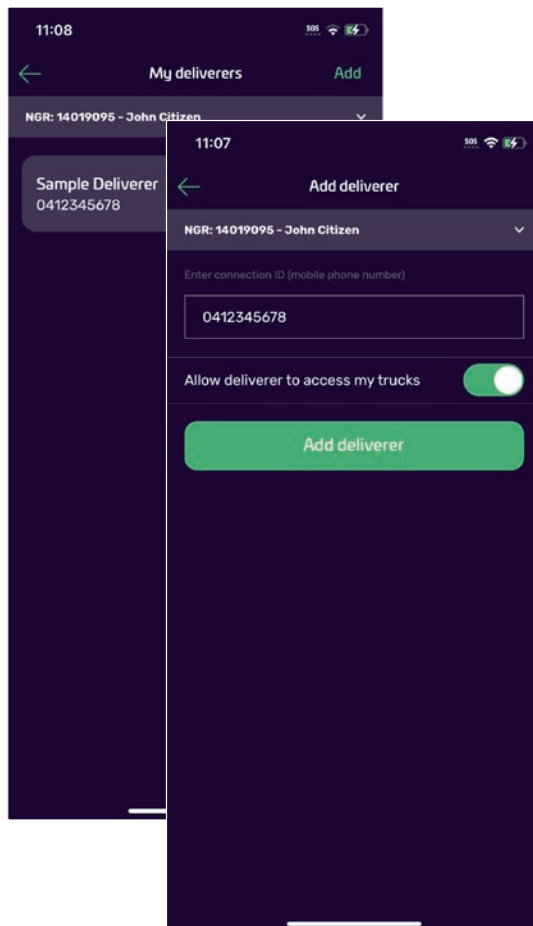
Adding someone as a deliverer gives them access to the relevant information to complete a digital delivery advice.

Add a deliverer

After a deliverer has registered an account, select 'Add'.

Enter their mobile number and select 'Add deliverer'.

Once a deliverer has been added, they will be able to instantly create delivery advices on your behalf.



My trucks

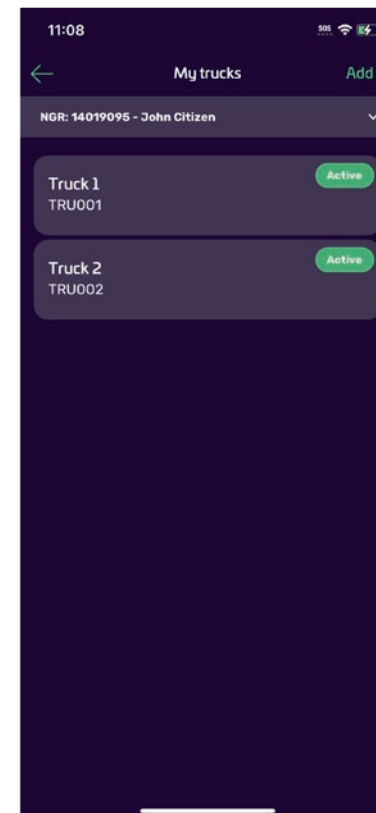
Add a truck

Select 'Add' then enter the following details:

- Truck name
- Registration number
- State
- Default mass limit code
- Declared legal mass limit (if required)
- Accreditation/permit number (if required)

Toggle on or off associated NGRs to associate this truck with one or all of your NGRs.

Click 'save truck' to save the truck details.





My paddocks

Add a paddock

Select 'Add' then enter:

- Paddock name
- State
- Farm (optional)

Toggle on or off associated NGRs to associate this paddock with one or all of your NGRs.

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.

Click 'Save commodity' to add the commodity and variety to the paddock.

Click 'Save paddock' to save the paddock details.

11:09

← Add paddock

Paddock name
Sample Paddock

State
SA

Farm
Sample Farm

Associated NGRs
NGR: 14019095
John Citizen

Associated commodity
23/24

You currently have 0 commodities associated with this paddock.

11:09

← Add commodity

Season of production
23/24

Commodity
Wheat

Variety
Mace

Declarations

Is this a genetically modified variety?
Yes No

Has glyphosate been applied?
Yes No

Have imidazolinone (IMI) herbicides been applied?
Yes No

Has there been any application of chemical to this grain during planting, growing and since the harvest until this delivery point?
Yes No

Have any chemicals containing haloxifop been applied

My farms

Optionally sort your paddocks by farm.

Add a farm

Select 'Add', then enter the farm name and toggle on or off paddocks to associate them with your farm.

Click 'Save farm' to save the farm details.

11:09

← Farm details

Farm name
Sample Farm

Status: Active

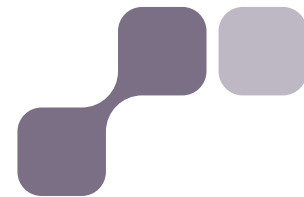
Associated paddocks

Sample Paddock 1

Sample Paddock 2

Sample Paddock 3

Sample Paddock 4



Create a delivery advice

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.

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 three) 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

If you enabled 'Warehouse only' 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



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.

Submit with truck details

If truck details are known, enter the following details.

- Select the truck registration
- Mass limit code, declared legal mass limit and accreditation/ permit no. will automatically populate
- Select the last commodity carried
- Select the last cleaning method

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

11:12 505

Create delivery advice Exit

Step 1 Step 2 Step 3

NGR: 14019095 - John Citizen

Deliverer
John Citizen

Note to deliverer
Type here...

Submit without truck details

Truck registration
Truck 1 - TRU001

Mass limit code
11H, (40.00)

Accreditation/permit no.
ACC1

Last commodity carried
GCU - Grains Chemically Untreated

Last cleaning method

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

Ensure the last four digits of the Delivery advice number (1908) are given to staff on arrival at site.

11:12 505

Delivery advice receipt

Your delivery advice has been successfully submitted

Delivery advice number
10161908

Last updated
13/09/2023

NGR 14019095 Trading name John Citizen

Site ARDROSSAN Commodity Wheat

Done



My delivery advices

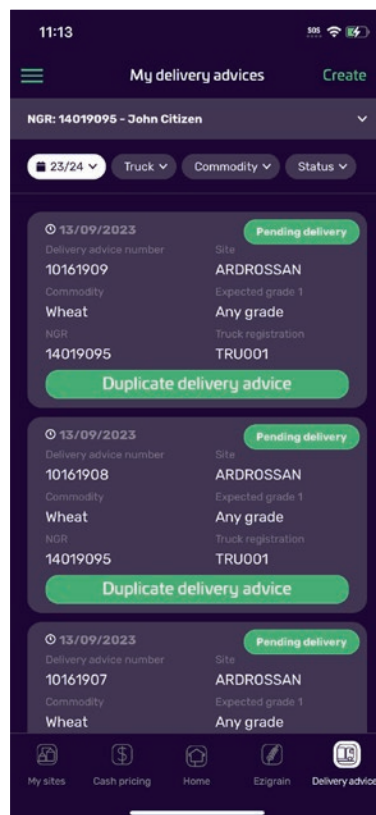
Click on an individual delivery advice to view its details.

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 'Close' to 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 grower receipt is in progress. When viewing a delivery advice, click the  button, where you can edit, duplicate or delete.

