

Digital delivery advice Deliverer guide

This guide shows you how to register an account with the Viterra app, update your preferences and create a digital delivery advice as a deliverer.

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Register

As a deliverer, you can register an account through the ViterrA app. Your mobile number will be your username.

- From the home screen click 'Log in', then 'I'm a deliverer'.
- Select 'Register now' then enter your details.
- Verify your account with the six digit SMS code sent to your mobile.

11:48 Register as a deliverer

Mobile number
0412345678

First name
Sample

Last name
Deliverer

Company (optional)
Type here...

Password
Type here...

Confirm password
Type here...

Password to contain a mix of uppercase letters, lowercase letters and 1 number

11:48 Deliverer login

Mobile number
Type here...

Password
Type here...

Submit

Forgot password?

Register now

I don't want to login

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 two options which can be accessed to setup your information:

- My growers' NGRs
- My trucks

11:49 VITERRA Help

Search commodities/sites

Preferences

My sites

My growers' NGRs

My trucks

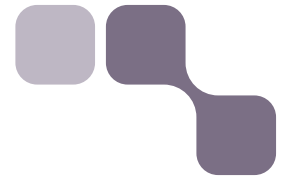
App notifications

SMS alerts

PIN

Remove account

Terms & Conditions | Privacy Policy



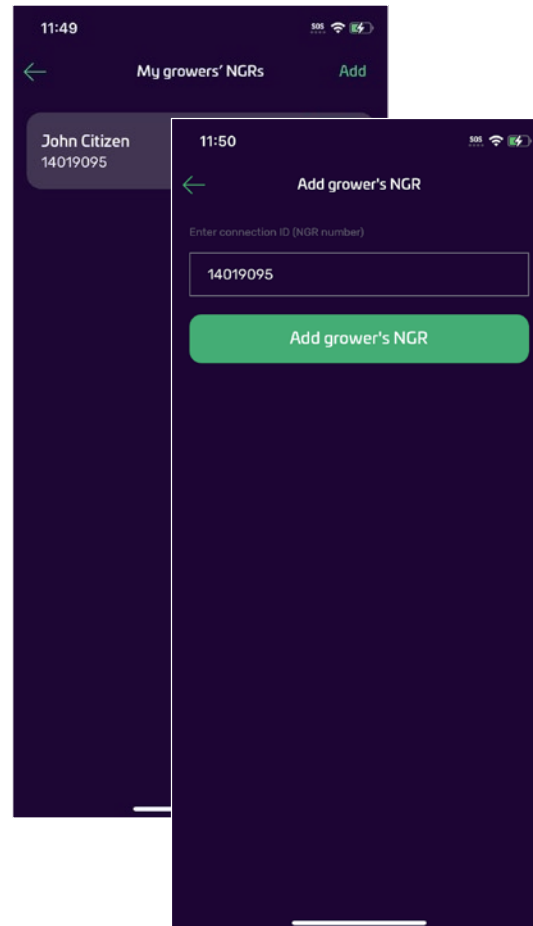
My growers' NGRs

Connecting with growers gives you access to the relevant information to deliver on their behalf.

Add a grower's NGR

Select 'Add' and enter the grower's NGR number, then click 'Add grower's NGR'.

A push notification will be sent to the grower for them to review your request.

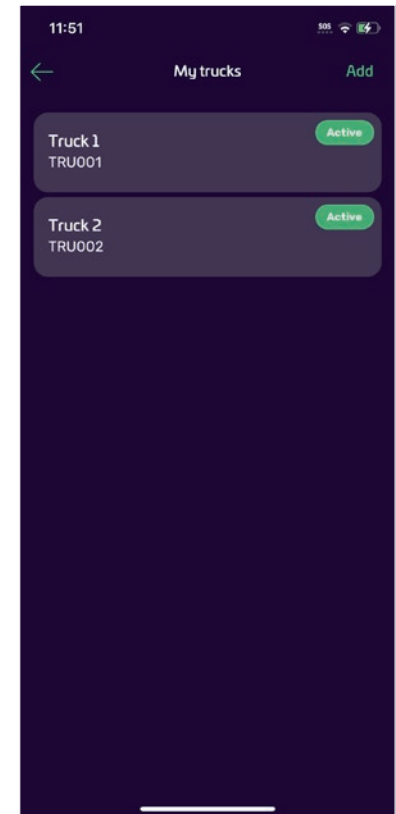


My trucks

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)
- Click 'Save truck' to save the truck details.





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:
 - o warehouse
 - o contract
- Enter an NGR or select a buyer
- Optional - add a split (maximum of three) or second expected grade with a different selling option.

11:52

Create delivery advice

Step 1 Step 2 Step 3

NGR: 14019095 - John Citizen

Delivery date

13/09/2023

Site

ARDROSSAN

Is this delivery current season of production?

Yes No

Farm

Sample Farm

Paddock

Sample Paddock 1

Commodity

Wheat

Variety

Mace

Delivery declaration

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

The grower may have enabled 'Warehouse only' for their NGR. In this case the expected grade will be prepopulated with 'Any grade', and selling option with 'Warehouse'. Deliverers cannot edit these selections.

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.

11:53

Create delivery advice

Step 1 Step 2 Step 3

NGR: 14019095 - John Citizen

Delivery options

Expected grade

Any grade

Selling option

Warehouse

NGR

14019095

Tonnes or %

All

Enter deliverer details

Submit without deliverer details



Step 3 – deliverer details

Your name will be automatically populated as the deliverer on this step.

Enter a note 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.

11:53

Create delivery advice

Step 1 Step 2 Step 3

NGR: 14019095 - John Citizen

Deliverer

Sample Deliverer

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 (1910) are given to staff on arrival at site.

11:54

Delivery advice receipt

Your delivery advice has been successfully submitted

Delivery advice number

10161910

Last updated

13/09/2023

NGR

14019095

Trading name

John Citizen

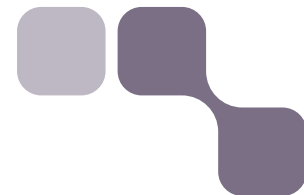
Site

ARDROSSAN

Commodity

Wheat

Done



My delivery advices

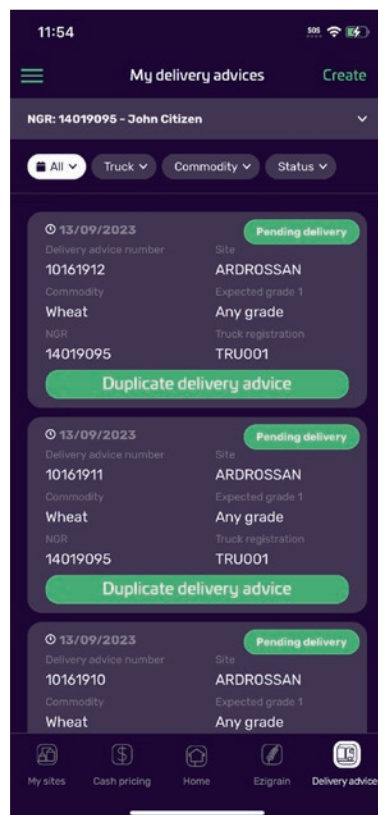
Click on an individual delivery advice to view its details.

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.

