

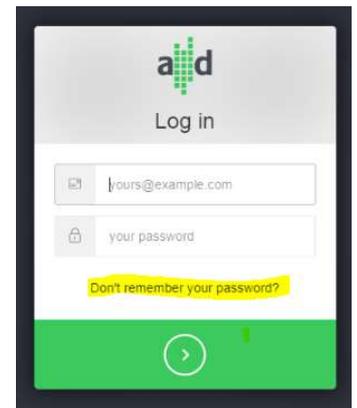
AgriDigital for Growers Essential Harvest Information

Accessing your AgriDigital account and resetting your password

The good news is your account is already setup and ready to go. It is important to ensure you are using the email address that is linked to your NGR account.

Please log in via the below link using your email address:

- Go to <https://app.agridigital.io/login>
- Click on 'Don't remember your password?'
- Enter your email address and then view the email that has been sent to your inbox. Follow the steps in the link to reset your password.



Notifications for growers

AgriDigital automatically sends real-time email notifications to growers when the following occur:

- A new contract with a buyer who uses AgriDigital has been created
- An RCTI has been processed by a buyer on AgriDigital
- A delivery has been made to a site operator using AgriDigital. *If a grower has activated their AgriDigital account they will get a real-time text message when a delivery has been received as well.*



Notifications will be sent to the grower's email address and the mobile number that is associated to the NGR number. If these details are updated with NGR, the site operator must **re-sync** with NGR via AgriDigital which will import new grower records, as well as update existing details.

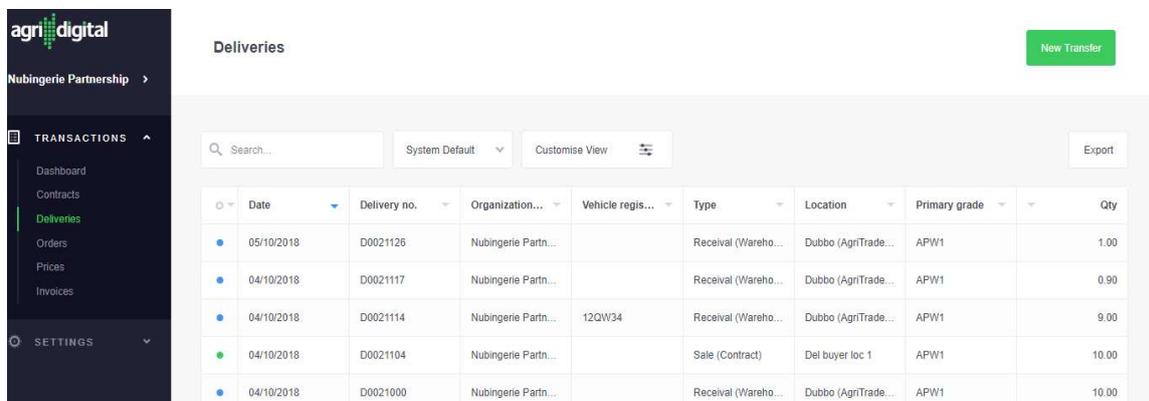
Viewing your deliveries and inventory

Follow the steps below to view your deliveries & inventory:

- Log in to your AgriDigital account
- Go into the *Transactions* module and select **Deliveries**
- You will then be able to view your delivery tickets and thereby your inventory at AgriDigital sites by referring to the blue 'warehoused' tickets

GREEN = Transferred tickets

BLUE = Inventory/warehoused tickets



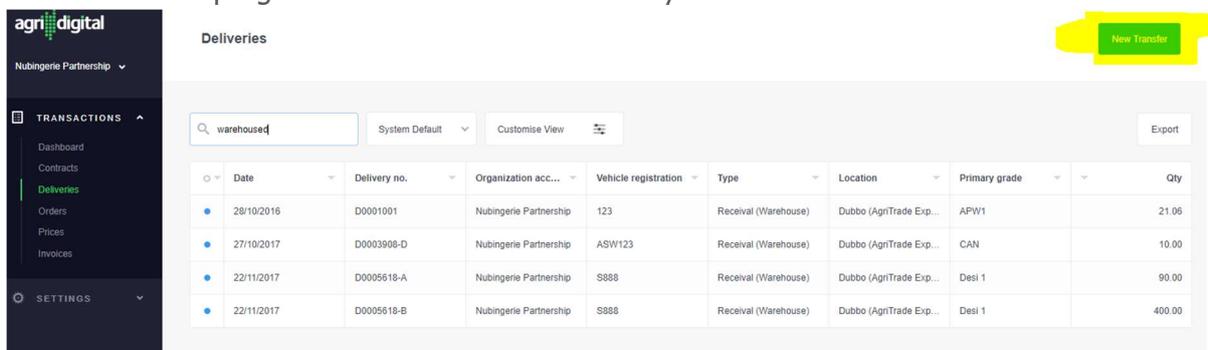
The screenshot shows the 'Deliveries' page in the AgriDigital interface. On the left is a navigation sidebar with 'Deliveries' selected. The main area features a table of transactions with columns for Date, Delivery no., Organization, Vehicle regis..., Type, Location, Primary grade, and Qty. A green 'New Transfer' button is located in the top right corner.

Date	Delivery no.	Organization	Vehicle regis...	Type	Location	Primary grade	Qty
05/10/2018	D0021126	Nubingerie Partn...		Receival (Wareho...	Dubbo (AgriTrade...	APW1	1.00
04/10/2018	D0021117	Nubingerie Partn...		Receival (Wareho...	Dubbo (AgriTrade...	APW1	0.90
04/10/2018	D0021114	Nubingerie Partn...	12OW34	Receival (Wareho...	Dubbo (AgriTrade...	APW1	9.00
04/10/2018	D0021104	Nubingerie Partn...		Sale (Contract)	Del buyer loc 1	APW1	10.00
04/10/2018	D0021000	Nubingerie Partn...		Receival (Wareho...	Dubbo (AgriTrade...	APW1	10.00

Transfers to a Buyer

Follow the steps below to perform a transfer to a buyer:

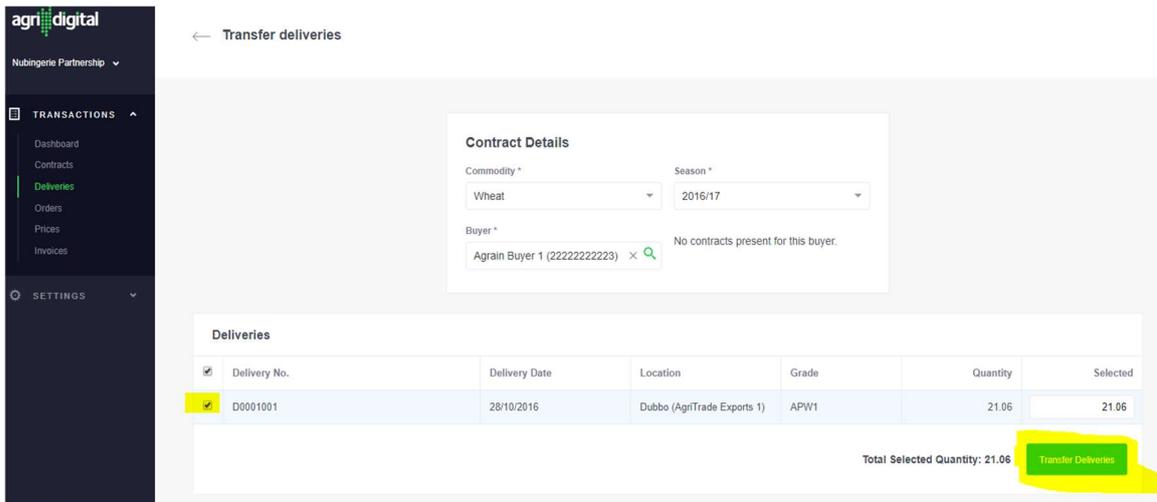
- Navigate to the *Transactions* **Delivery** list and click the green "New Transfer" button in the top right-hand corner. This will take you to the transfer screen.



The screenshot shows the 'Deliveries' page with a search filter 'warehoused' applied. The 'New Transfer' button in the top right corner is highlighted with a yellow box. The table below shows filtered results.

Date	Delivery no.	Organization acc...	Vehicle registration	Type	Location	Primary grade	Qty
28/10/2016	D0001001	Nubingerie Partnership	123	Receival (Warehouse)	Dubbo (AgriTrade Exp...	APW1	21.06
27/10/2017	D0003908-D	Nubingerie Partnership	ASW123	Receival (Warehouse)	Dubbo (AgriTrade Exp...	CAN	10.00
22/11/2017	D0005618-A	Nubingerie Partnership	S888	Receival (Warehouse)	Dubbo (AgriTrade Exp...	Desi 1	90.00
22/11/2017	D0005618-B	Nubingerie Partnership	S888	Receival (Warehouse)	Dubbo (AgriTrade Exp...	Desi 1	400.00

- Select the appropriate *Commodity, Season, Buyer* and enter your reference number (e.g. contract number)
- You will now see all deliveries available to transfer matching these parameters. To transfer one or more of these deliveries, click the check box adjacent to the deliveries you would like to transfer (**NB:** split transfers are possible by entering a portion of the delivery amount. For example, if you delivered 25mt but only want to transfer 10mt, simply enter this in the number field and AgriDigital will split this delivery for you)
- The sum of your deliveries to transfer will be displayed in the bottom-hand corner, next to "Total Selected Quantity"
- Click "Transfer Deliveries"
- You will be then prompted to confirm that you are sure you would like to proceed with the transfer, click OK
- You will now see an updated delivery status of "Transferred"



← Transfer deliveries

Contract Details

Commodity * Season *

Buyer * No contracts present for this buyer.

Deliveries						
<input checked="" type="checkbox"/>	Delivery No.	Delivery Date	Location	Grade	Quantity	Selected
<input checked="" type="checkbox"/>	D0001001	28/10/2016	Dubbo (AgriTrade Exports 1)	APW1	21.06	21.06

Total Selected Quantity: 21.06 Transfer Deliveries



A contract will be automatically created in your account for this transfer to the Buyer. You will be able to check your transfers against the cash price by going to **Transactions Contracts** and sorting by the 'date' column.

For assistance with any of the above, or for any queries during harvest, please don't hesitate to contact the AgriDigital support team: support@agridigital.io

Useful Links

Forgot Password?

<https://knowledgebase.agridigital.io/hc/en-us/articles/228120848-Forgotten-password>

Splitting Deliveries

<https://knowledgebase.agridigital.io/hc/en-us/articles/333757013775-Splitting-Deliveries-Grower->

Definitions of Common Terms

<https://knowledgebase.agridigital.io/hc/en-us/articles/226475948-Definitions-of-common-terms>