



Ezigrain and Bunge app user guide



Access site information



View delivery information



Receive app notifications



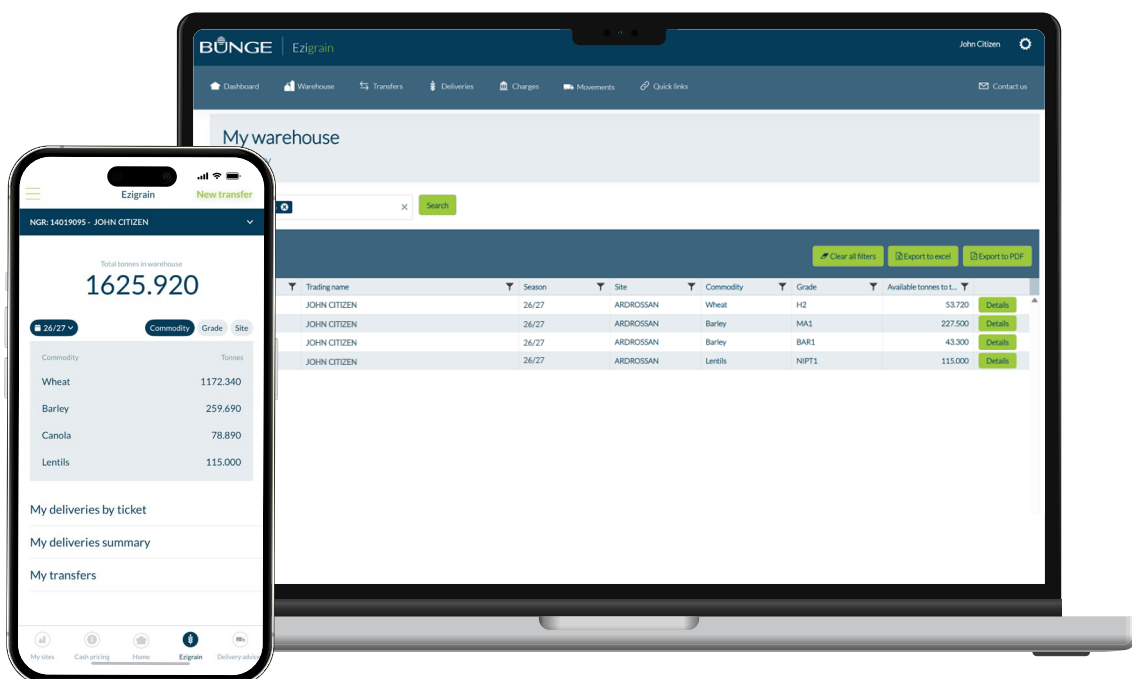
Transfer grain to buyers



Log in to Ezigrain



Complete delivery advices



Contents

Our digital services	3
Site information and notifications in the Bunge app	4
Viewing site information	4
Receiving app notifications	5
Setting up Ezigrain	6
Registering for an Ezigrain account	6
Giving others access to your Ezigrain information	7
Available permissions	9
Updating your contact details	11
Q&A	12
Viewing delivery, warehouse and transfer information	13
Delivery and transfer information on the Bunge app	13
Reports on the Ezigrain website	14
Transferring grain to buyers	15
Sell and transfer with warehouse to cash	15
Transfer to a contract	16
Digital delivery advice	17
Available at SA and Vic sites	
Setting up your preferences	17
Creating a delivery advice	22
Viewing, duplicating and editing delivery advices	26

Need help?

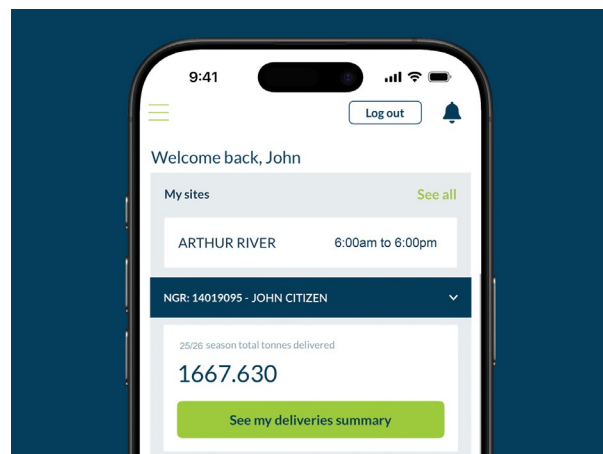
If you have any questions or need assistance navigating Ezigrain or the Bunge app, please contact us on [1800 018 205](tel:1800018205).

Our digital services

Bunge app

Access information, anywhere, anytime

- Check live segregations, opening hours and cash pricing
- Receive notifications on your deliveries and operational updates
- Log in to your Ezigrain account.

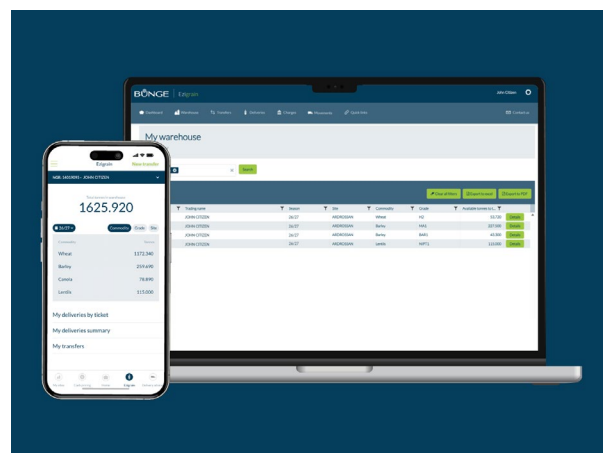


Ezigrain

Secure access to your grain

Log in to Ezigrain through the Bunge app or Ezigrain website to:

- view your deliveries and tonnes in warehouse
- transfer your grain
- manage who in your farming business has access to your information.

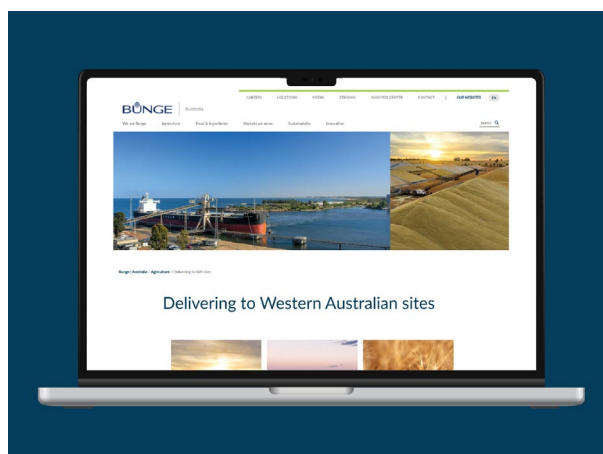


Bunge website

Find information about making deliveries

On our all new website bunge.com.au:

- view live segregations, opening hours and cash pricing
- find all the information you need to know before delivering to us including safety requirements, receival standards and contact information.



Site information and notifications in the Bunge app

Through the Bunge app, quickly access information about your local sites and receive app notifications with site updates. You do not need an Ezigrain account to use these features.

Viewing site information

My sites

Navigate to **My sites**, and select a site to view:

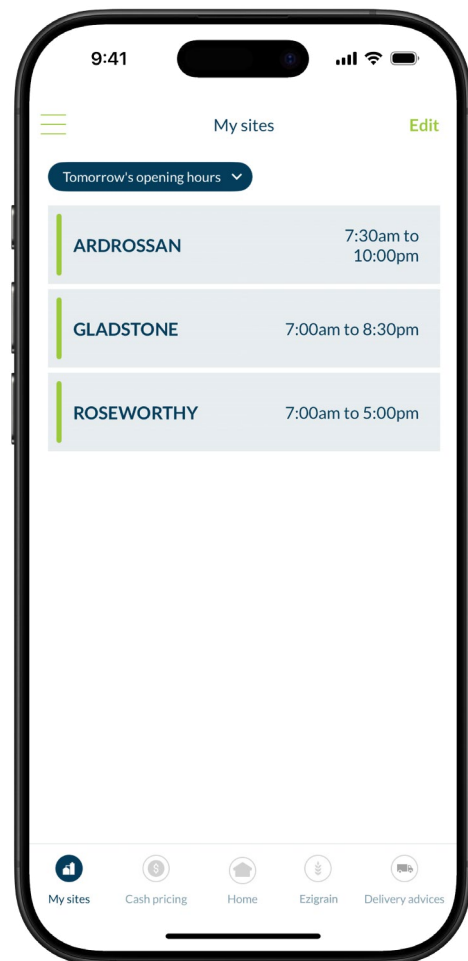
- Opening hours
- Segregations
- Contact details
- Directions
- Site updates, if available.

Cash pricing

Navigate to **Cash pricing** to view live cash pricing at your local sites.

[Learn how to sell and transfer to a cash price with warehouse to cash.](#)

You can also view segregations, opening hours and cash pricing at bunge.com.au.



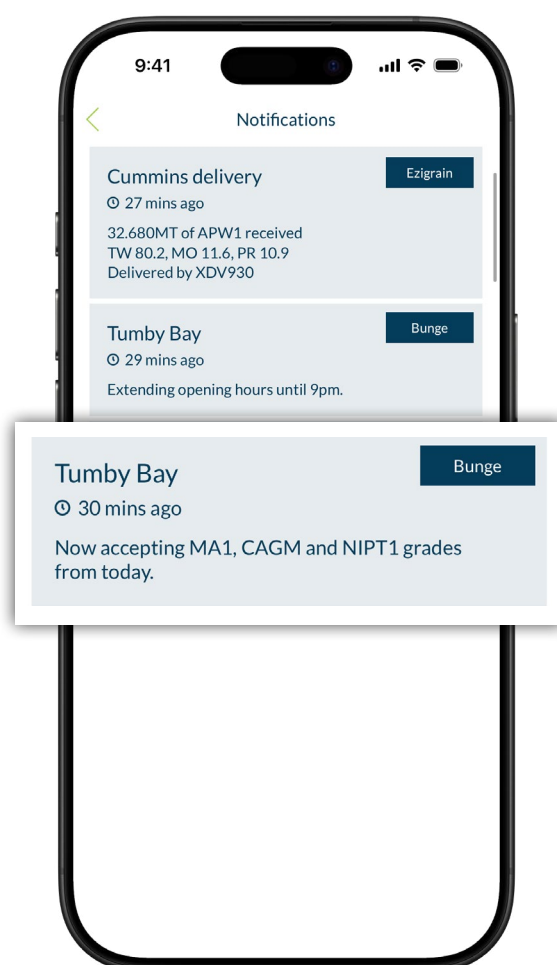
Receiving app notifications

On the Bunge app, receive app notifications including:

- **Site notifications:** important operational updates for your selected sites.
- **Delivery notifications:** log in to Ezigrain to receive individual notifications about your deliveries, including after classification and once complete.

To receive notifications:

1. Go to preferences > my sites and ensure any sites you deliver to are selected
2. Navigate to preferences > app notifications, and make sure the notifications you want to receive are turned on
3. Ensure notifications for the Bunge app are turned on in your phone settings.



Setting up Ezigrain

Registering for an Ezigrain account

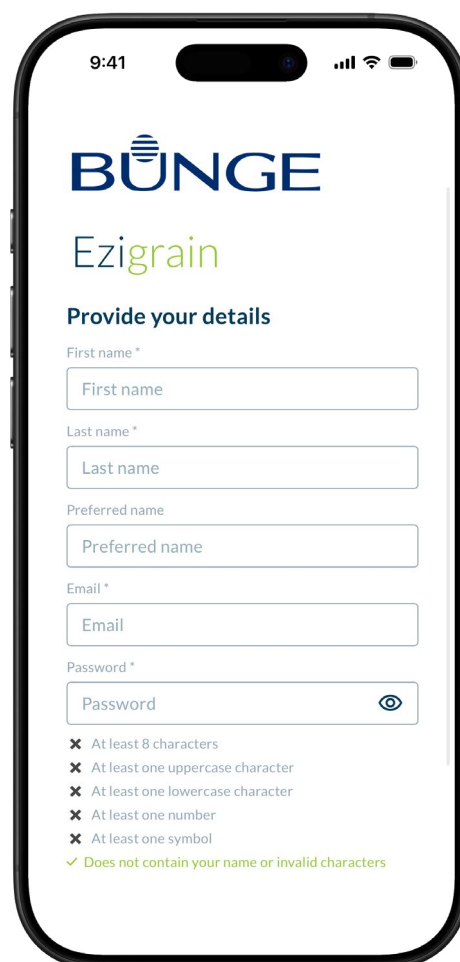
Anyone can register for an Ezigrain account through the [Bunge app](#) or [Ezigrain website](#) without needing to contact Bunge.

If you are an NGR contact, you will automatically have access to view your NGRs in Ezigrain.

If you are not an NGR contact, you can be assigned access to view NGRs in Ezigrain with permissions relevant to your role.

To register for an Ezigrain account:

1. Go to Ezigrain on the [Bunge app](#) or [Ezigrain website](#)
2. From the login screen, select **register now**
3. Enter your **mobile number**
4. We will send a verification code to this number to validate it is correct. **Enter your code**, then press **submit code**
5. **Enter your contact details** and set your password, then press **register**
6. Once you have registered successfully, press **continue** to log in to your new account



The screenshot shows a smartphone screen with the Bunge Ezigrain registration form. The form is titled "BUNGE Ezigrain" and "Provide your details". It contains several input fields: "First name *", "Last name *", "Preferred name", "Email *", and "Password *". Below the password field, there are five validation rules, each preceded by a red 'X' icon: "At least 8 characters", "At least one uppercase character", "At least one lowercase character", "At least one number", and "At least one symbol". At the bottom, there is a green checkmark icon followed by the text "Does not contain your name or invalid characters".

Giving others access to your Ezigrain information

Primary administrators (NGR primary contact) 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 view their NGR in Ezigrain.

To manage who has access to your NGR, go to My NGRs and users in Ezigrain on the [Bunge app](#) (preferences > My NGRs and users) or [Ezigrain website](#) (dashboard).

Invite someone you work with to access your NGR

1. Go to the NGR you wish to invite the user to access.
Click **invite user** (on the Bunge app, press **i** to access the invite user button).
2. Enter the user's **name** and **mobile number**.
3. **Select the permissions** you wish to give this user. [More information about the available permissions.](#)
4. If you would also like to add this user to one of your other NGRs with the same permissions, select which NGRs from the list.
 - Users can have different permissions for different NGRs. To add this user to another NGR with different permissions, please complete the invite process again for that NGR.
5. **Send the invite.** Once sent, the invite will appear in your pending invites which you can view by clicking the envelope icon. Pending invites will remain active for seven days, and can be reactivated from this screen if required.
6. We will send an SMS to the user with a link to accept your invitation.
 - If the user has an existing Ezigrain account: Once they accept your invite, they will be able to log in and view your NGR.
 - If the user does not have an Ezigrain account: Once they accept your invite, they will be prompted to register for an account. Once registered, they will be able to login to view your NGR.

9:41

My NGRs and users

Invite user

Invite someone to access your NGR on their Ezigrain account by entering their details below:

14019095 - JOHN CITIZEN

Name *

Mobile number *

Confirm mobile number *

Please select the permissions you wish to give this user

- ☐ View all deliveries ?
- ☐ View warehouse ?
- ☐ View warehouse and create transfers ?
- ☐ Create and view assigned digital delivery advices ?
- ☐ Create and view all digital delivery advices ?
- ☐ Create paddocks ?

Give a broker access to your NGR

From My NGRs and users in Ezigrain on the [Bunge app](#) (preferences > My NGRs and users) or [website](#) (dashboard):

1. Go to the NGR you wish to give the broker access to. Click **add broker** (on the Bunge app, press **+** to access the add broker button).
2. **Choose your broker** from the drop down list.
3. **Choose the permission** you wish to give the broker.
 - **View only:** The broker can view all of your Ezigrain information, but cannot transfer grain
 - **View and transfer:** The broker can view all of your Ezigrain information and can transfer grain on your behalf
4. If you would also like to add the broker to one of your other NGRs with the same permission, select which NGRs from the available list.
 - Brokers can have different permissions for different NGRs. Complete the add broker process again to add them to another NGR with a different permission.
5. Press **add**. You have successfully given the broker access to your NGR in Ezigrain.

Edit a user's permissions

From My NGRs and users in Ezigrain on the [Bunge app](#) (preferences > My NGRs and users) or [website](#) (dashboard):

1. Go to the NGR you wish to edit a user's permissions for.
2. **Click the pencil icon** next to the user.
3. **Add or remove permissions** as required, then click **save**.

Please note, this will only update the user's permissions against the NGR you selected. To update their permissions for your other NGRs, please repeat this process.

A user can have different permissions for different NGRs.

[Learn more about the available permissions.](#)

Remove a user from your NGR

From My NGRs and users in Ezigrain on the [Bunge app](#) (preferences > My NGRs and users) or [website](#) (dashboard):

1. Go to the NGR you wish to remove this user from.
2. **Click the bin icon** next to the user's details.

The user's access to this NGR will be removed. Please note, if they have access to any other NGRs this will not be impacted. To remove them from your other NGRs, please repeat this process.

Available permissions

When you give some access to your NGR in Ezigrain, you can assign permissions relevant to their role. Permissions are unique for each NGR – for example, you could be a primary administrator on one NGR, and have only the view all deliveries permission on another.

NGR contacts

NGR contacts can automatically access their NGR in Ezigrain.

Primary administrator

(NGR primary user)

This permission is allocated to the primary user for an NGR, and cannot be removed or edited in Ezigrain.

The primary administrator can access all aspects of Ezigrain, and can assign other users access to the NGR.

To remove a primary administrator, they must be removed as the primary user on the NGR in [myNGR](#).

Secondary administrator

(NGR secondary user)

This permission is allocated to the secondary user for an NGR, and cannot be removed or edited in Ezigrain.

The secondary administrator can access all aspects of Ezigrain.

The primary administrator can give the secondary administrator the assign access permission, which will give them the ability to add, edit or remove other users' permissions. This ability is not enabled by default.

To remove a secondary administrator, they must be removed as a secondary user on the NGR in [myNGR](#).

Other users

If you are not a contact in [myNGR](#), you can be invited to access the NGR in Ezigrain. The person inviting you can assign any combination of the permissions below:

View all deliveries

- View all deliveries, including individual ticket details.
- Receive delivery notifications on the Bunge app.

View warehouse

- View tonnes in warehouse and associated charges.
- Cannot create transfers.

View warehouse and create transfers

- View tonnes in warehouse and associated charges.
- Create transfers.

Create and view all digital delivery advices

- Create digital delivery advices and assign to any of your connected deliverers.
- View all digital delivery advices against your NGR.

Please note, digital delivery advice is not yet available at WA sites.

Create and view assigned digital delivery advices

- Create digital delivery advices for delivering themselves.
- View only digital delivery advices assigned to them.

Please note, digital delivery advice is not yet available at WA sites.

Create paddocks

- Create and edit farms and paddocks for digital delivery advices.
- Complete delivery declarations (including declaring chemicals applied).

Please note, digital delivery advice is not yet available at WA sites.

Assign access

- Add, edit or remove users' permissions for this NGR.
- Cannot edit the access of a primary or secondary administrator, or give another user the ability to assign access.
- Only a primary administrator can assign this permission.

Updating your contact details

If you are an NGR contact

Please update your details in myNGR. Your changes will automatically update in Ezigrain.

[Go to myNGR](#)

All other users

Please update your details on the Ezigrain website. Click on your name in the top right corner to access your profile. Here you can edit details such as your preferred name or email address.

[Go to the Ezigrain website](#)

Q&A

What if my mobile number changes?

If your mobile number changes, so will your Ezigrain username and you will need to [register for a new account](#). Any NGRs you are a contact for on [myNGR](#) (with this updated mobile number) will be automatically added to your new account. If you have been assigned access to other NGRs through your previous account, you will need to be invited again with your new mobile number.

I am an NGR contact, but I am getting an error when I try and register for an Ezigrain account

There are several reasons you may not be able to register for an account:

You and another user have the same mobile number for multiple myNGR accounts

As we have connected Ezigrain to the NGR system and your mobile number is now your username for your individual account, all Ezigrain users are required to have a unique mobile number listed in the [myNGR](#) system.

By connecting Ezigrain to NGR, the process of updating your contact details and adding or removing NGRs to and from Ezigrain is now automated. If you and another user share the same mobile number in [myNGR](#), our system doesn't know whose details it should display.

To access Ezigrain, please list your individual mobile numbers against your contact in [myNGR](#)

You already have an Ezigrain account

If you already have an Ezigrain account connected to your mobile number, you will receive an error if you try and register again.

If you have forgotten your password, click forgot password from the login screen to reset it.

I have registered for an account but cannot see my NGR in Ezigrain

You are not listed as a contact on the NGR

Only NGR contacts will automatically have access to view an NGR on Ezigrain. Please contact the primary administrator for the NGR, who can give you access to view it in Ezigrain.

You don't have a mobile number listed or your mobile number is incorrect in myNGR

Our system looks for your mobile number in [myNGR](#) to confirm which NGRs you should have access to. If you do not have a mobile number listed, our system is unable to confirm your access and therefore you will not be able to see any NGRs you are listed as a contact for.

To access your NGR in Ezigrain, please list your individual mobile number against your contact in [myNGR](#). Access myNGR at my.ngr.com.au, or contact NGR for assistance on [1800 556 630](tel:1800556630).

[On the Bunge app](#) [On the Ezigrain website](#)

Viewing delivery, warehouse and transfer information

Information on the Bunge app

Access warehouse, delivery and transfer information on the go via the [Bunge app](#) on your phone or tablet.

From the Ezigrain tab, you can view:

Ezigrain

Summary of total tonnes in warehouse on your NGR/s

My deliveries by ticket

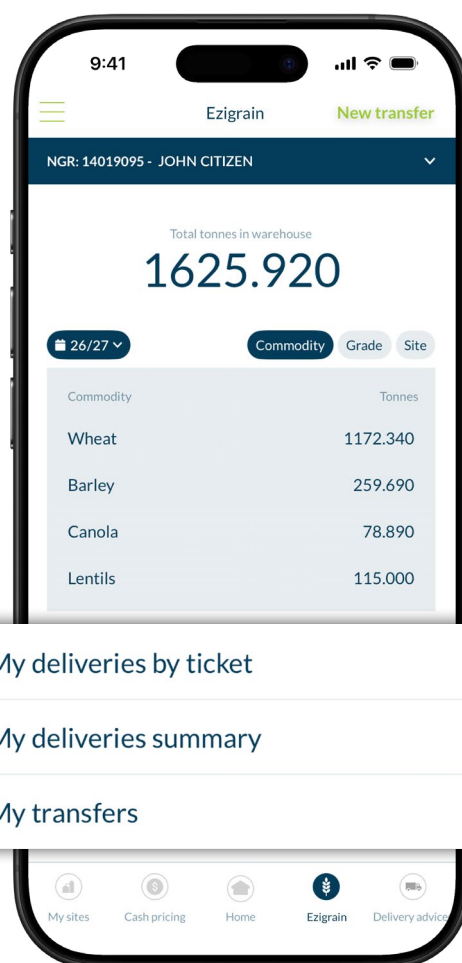
Total delivered tonnes, listed by transaction. Select a ticket to view more details such as sample results.

My deliveries summary

Summary of your delivered tonnes by grade, paddock or variety. View by season or select a time frame.

My transfers

List of pending or approved transfers to buyers. Select a transfer to view more details.



[On the Bunge app](#)[On the Ezigrain website](#)

Reports on the Ezigrain website

Access the [Ezigrain website](#) on your computer to view a range of reports related to your deliveries. You can also export reports to Excel or PDF.

Warehouse

My warehouse

Summary of total tonnes in warehouse on your NGR/s

My warehouse by ticket

Total tonnes in warehouse, listed by transaction. View more details such as sample results.

Transfers

Processed transfers

View details of your pending or approved transfers to buyers

Deliveries

My deliveries

Summary of total delivered tonnes on your NGR/s

My deliveries by ticket

Total delivered tonnes, listed by transaction. View details such as sample results

My deliveries by variety – EPR report

Summary of tonnes delivered for each variety. Use to assist with your end point royalty reporting.

My deliveries by vehicle

Summary of delivered tonnes for each truck. View truck details such as registration and weights.

My delivery advices

Digital delivery advices created for your NGR on the Bunge app.

Please note, digital delivery advice is not yet available at WA sites.

Transferring grain to buyers

Sell and transfer with warehouse to cash

Instantly sell and transfer your warehoused grain to cash price with warehouse to cash. Available for current season grain, for a maximum of 250 tonnes per transaction.

Bunge app

Navigate to Ezigrain, then select New transfer.

1

Select stock

Select the warehoused grain to transfer.

To transfer all tonnes select **Add all**, or choose **Select quantity** and enter tonnes to transfer.

Tickets will automatically be selected from oldest to newest.

Select **Next**.

2

Selling option

Under the cash pricing tab, view the available cash prices and select the one you wish to sell to.

Enter a seller reference and/or comment (optional).

Select **Next**.

3

Confirm and submit

Review the details of your transfer and select **Submit**.

Ezigrain website

Navigate to Transfers > New transfer from the dashboard.

1

Select stock and selling option

Select the warehoused grain to transfer by checking the **Select stock** box.

To transfer all tonnes check **Select all available tonnes**, or enter tonnes to transfer in **Enter tonnes to transfer**.

View the available cash prices by selecting the **View all** button, and select the one you wish to sell to.

2

Select tickets

Choose the tickets you wish to transfer, or tick **Auto select tickets** to automatically select the oldest tickets.

Select **Next step**.

3

Review selling option

The buyer and price you selected in step 1 will display.

Enter a seller reference and/or comment (optional).

4

Confirm and submit

Review the details of your transfer and select **Submit**.

Transfer to a contract

Bunge app

Navigate to Ezigrain, then select New transfer.

1

Select stock

Select the warehoused grain to transfer.

To transfer all tonnes select **Add all**, or choose **Select quantity** and enter tonnes to transfer.

Tickets will automatically be selected from oldest to newest when transferring on the Bunge app.

Select **Next**

2

Selling option

On the contract tab, select the buyer.

Enter your contract number.

Enter a seller reference and/or comment (optional).

Select **Next**.

3

Confirm and submit

Review the details of your transfer and select **Submit**.

Ezigrain website

Navigate to Transfers > New transfer from the dashboard.

1

Select stock

Select the warehoused grain to transfer by checking the **Select stock** box.

To transfer all tonnes check **Select all available tonnes**, or enter tonnes to transfer in **Enter tonnes to transfer**.

2

Select tickets

Choose the tickets you wish to transfer, or tick **Auto select tickets** to automatically select the oldest tickets.

Select **Next step**.

3

Select selling option

Select the buyer.

Select contract as the selling option

Enter your contract number.

Enter a seller reference and/or comment (optional).

Select **Next step**.

4

Confirm and submit

Review the details of your transfer and select **Submit**.

Digital delivery advice

Setting up your 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 set up 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.

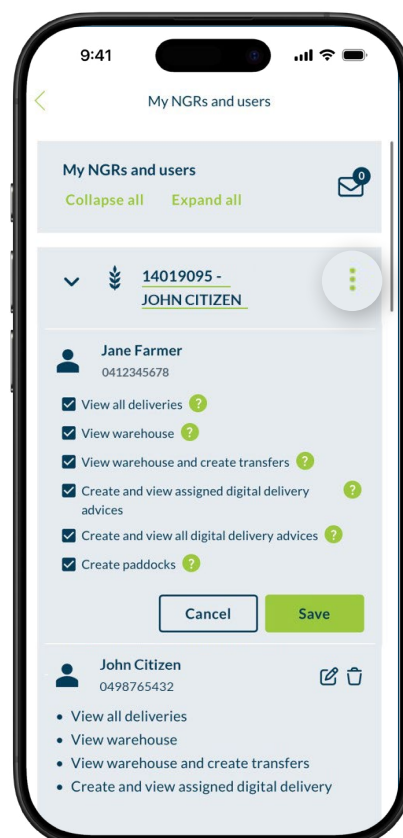
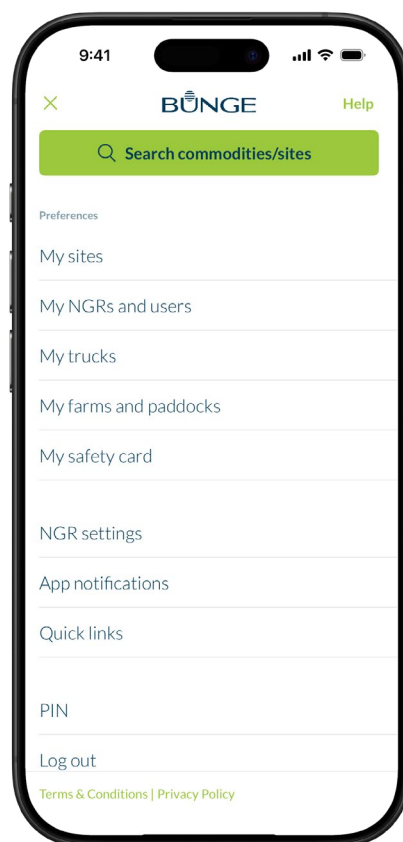
If you are a primary or secondary administrator (NGR users), you can automatically access all aspects of Ezigrain, including setting up preferences for and completing digital delivery advices.

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

[How to give others access to your information in Ezigrain.](#)

Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.



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

Trucks are connected to a user instead of an NGR. Each user will need to 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.

Add a truck

Select **Add** in the top right corner of the **My trucks** page 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**.

Repeat this step to add multiple configurations for each registration.

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

The screenshot shows a mobile app interface for adding a truck. At the top, the status bar shows the time 9:41 and signal strength. The app header is 'Add truck' with a back arrow on the left. The form has three sections: 'Truck name' with a text input field containing 'Truck A'; 'Registration' with a text input field containing 'AB12CD'; and 'State' with a dropdown menu showing 'SA'. Below these is the 'Truck configurations' section, which has an 'Add' button in green. Under this section, there is a list of configurations with one entry: '68HE, (68.50)' with a 'Delete' button next to it. At the bottom of the screen is a large green button labeled 'Save truck'.

Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.

My farms and paddocks

To add 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

Use our 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:

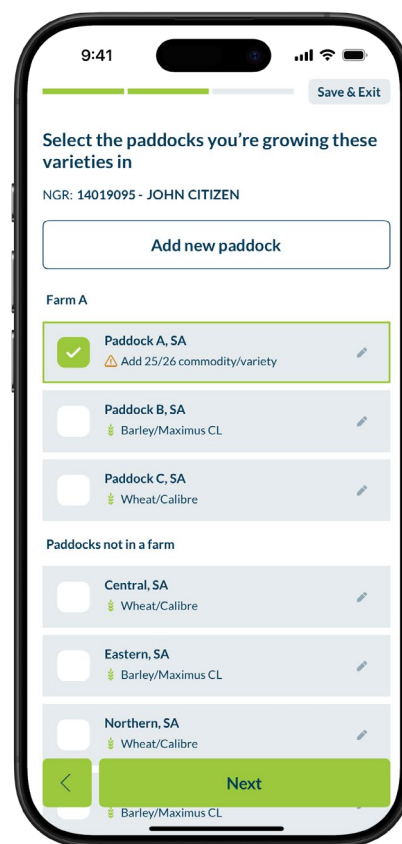
1. List any commodities and varieties you want to add to your paddocks for the upcoming season.
2. Select the NGR you want to add these varieties to
3. Select the paddocks you're growing these varieties in
4. Assign the varieties to your paddocks

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.

Please note that declarations are not able to be completed until just prior to harvest ensure accurate information.

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



Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.

Manage your paddocks through my farms and paddocks

Add a paddock

Select **Add** then enter:

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

Add a commodity and variety

Select the relevant paddock and 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.

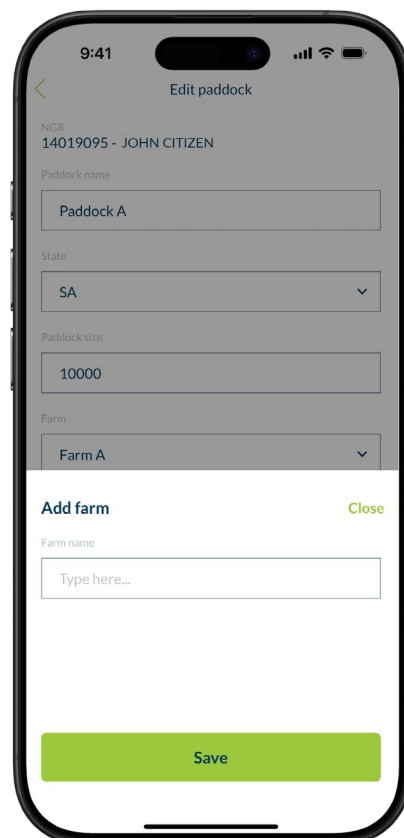
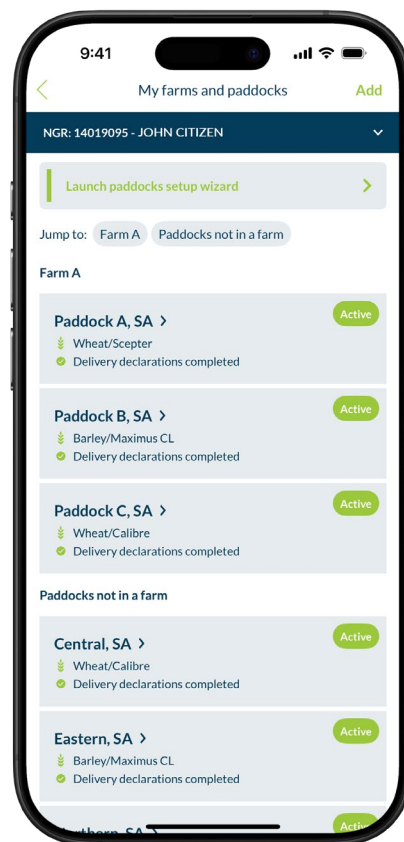
Add a farm

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.



Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.

NGR settings

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

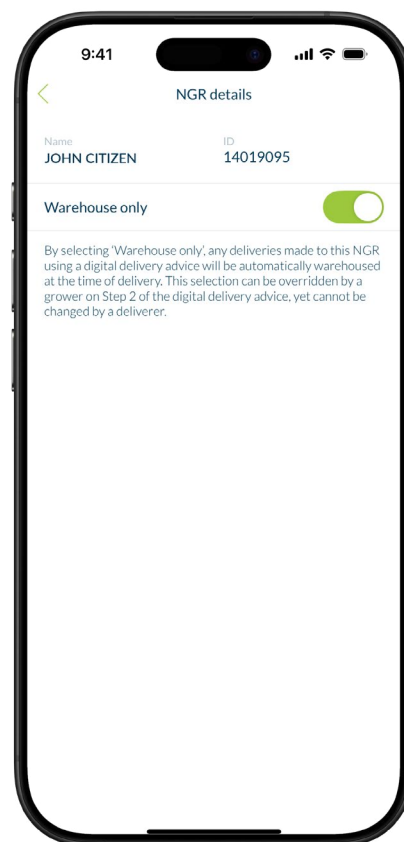
- Primary administrator (NGR primary user)
- Secondary administrator (NGR secondary user)

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.



Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.

Creating 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 in the top right corner of 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
- Select a paddock
- Select a commodity and variety if they have not automatically populated

The screenshot shows a mobile app interface for creating a delivery advice. At the top, the status bar shows the time 9:41 and signal/battery icons. The app header includes a back arrow, the title 'Create delivery advice', and an 'Exit' button. Below the header is a progress bar with three steps: 'Step 1' (active), 'Step 2', and 'Step 3'. The main content area is titled 'NGR: 14019095 - JOHN CITIZEN' with a dropdown arrow. The form fields include:

- Delivery date:** A date picker showing '02/10/2025'.
- Site:** A dropdown menu showing 'ARDROSSAN'.
- Is this delivery current season of production?:** Two buttons, 'Yes' (selected) and 'No'.
- Farm:** A dropdown menu showing 'Farm A'.
- Paddock:** A dropdown menu showing 'Paddock A'.
- Commodity:** A dropdown menu showing 'Wheat'.
- Variety:** A dropdown menu showing 'Scepter'.
- Delivery declarations:** A section at the bottom, currently empty.

Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.

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.

The screenshot shows a mobile app interface for creating a delivery advice. At the top, it says 'Create delivery advice' with an 'Exit' button. Below this is a progress bar with 'Step 1', 'Step 2' (active), and 'Step 3'. The NGR is '14019095 - JOHN CITIZEN'. The 'Delivery options' section includes:

- Expected grade:** A dropdown menu showing 'Any grade'.
- Selling option:** A dropdown menu showing 'Contract'.
- Buyer:** A dropdown menu showing 'EF Agriculture'.
- Contract number:** A text field containing '12345678'.
- Tonnes or %:** A dropdown menu showing 'All'.
- + Add split:** A button to add additional splits.

 At the bottom of the screen is a large green button labeled 'Enter deliverer details'.

Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.

Step 3 – deliverer and truck details

Select the deliverer from the drop down list, and enter a note if required.

Adding a new deliverer

If the deliverer is not listed, select **add new deliverer** and enter their mobile number.

If the deliverer has an Ezigrain account details will be populated and the deliverer can be selected for any future deliveries.

If the deliverer does not have an Ezigrain account you will be asked to enter their name. They can be selected for future deliveries, and will receive an SMS with details. As the deliverer does not have trucks set up in the Bunge app, you must submit delivery advices without truck details.

If truck details are known and listed

Select the truck registration. Please note, the deliverer must have the truck set up in my trucks for it to be listed.

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

Select the last commodity carried and last cleaning method

If truck details are not listed

Please contact the deliverer to set up the truck in my trucks on their app.

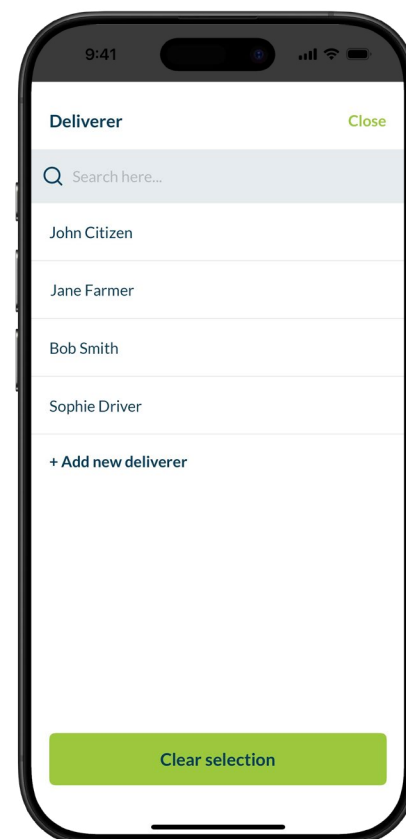
You can submit the delivery advice without truck details at this point, then you or the deliverer can edit the delivery advice to add it later.

Delivery advices assigned to someone without an Ezigrain account must be submitted without truck details, as no trucks are set up in the Bunge app. The deliverer must let site staff know the truck details at classification.

If you don't know the truck details

Submit the delivery advice without truck details.

The deliverer will receive a notification or SMS letting them know the delivery has been assigned. They can then add their truck details to the delivery advice (if they have an Ezigrain account with the relevant permissions), or let site know details at classification.



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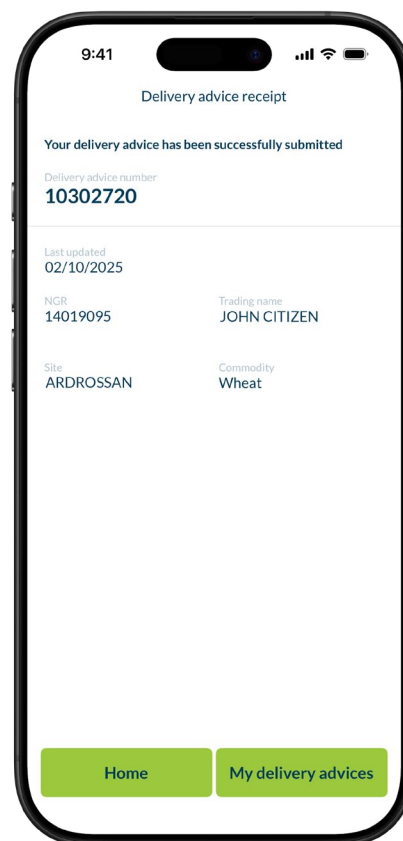
Submitting and delivering to site

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.



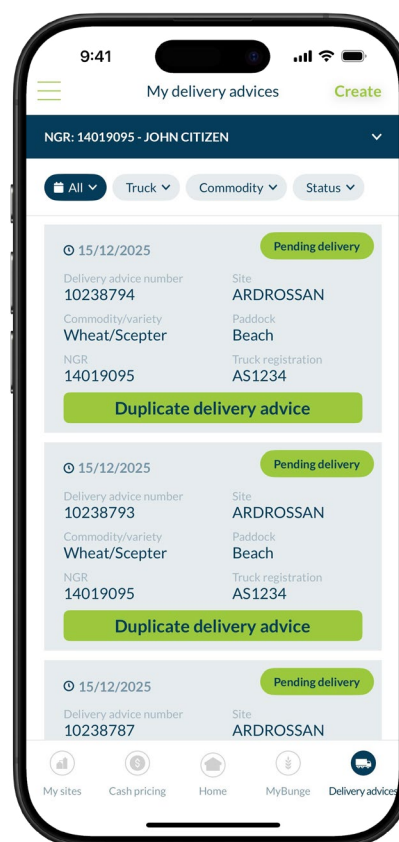
Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.

Viewing, duplicating and editing 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
 - 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.



My delivery advices

Click on an individual delivery advice to view its details.

Duplicate delivery advice

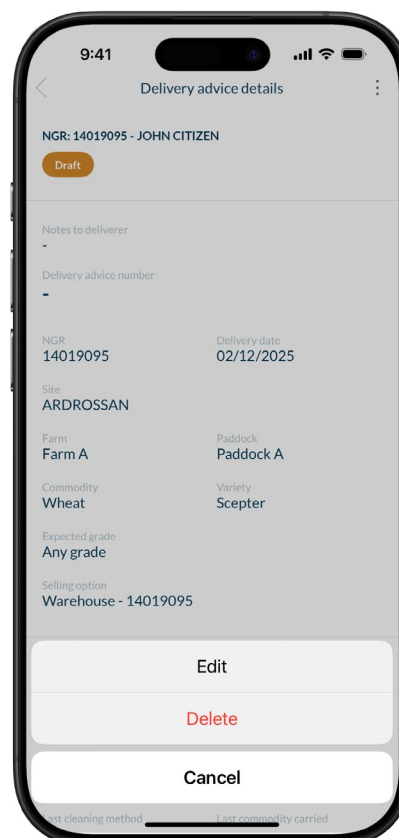
An existing delivery advice can be duplicated by selecting duplicate delivery advice from the delivery advices screen.

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



Please note, digital delivery advice is not yet available at Western Australian sites.

Please continue to complete the hard copy book, available at site.