



AgriDigital “How To” Document

Password Setup & Transferring Deliveries onto a Contract

Important Information

- AgriDigital references information listed on the National Grower Register (NGR). Therefore, please ensure that all details in the NGR system are up to date
- AgriDigital works best off the Google Chrome browser. Google Chrome is a free download that can be set up in only a few minutes.
- If after reading this document, you require further assistance with AgriDigital, please contact Jake or Courtney at the office on 02 6881 8133.

Set up Password

After you have delivered a load of grain into the Fletcher Site you will receive an email from AgriDigital. This email is sent to the address registered with National Grower Register (NGR). Therefore if you are not receiving this email or it is being sent to the incorrect email address please contact NGR directly and have your details amended.

National Grower Register – 1800 556 630 admin@ngr.com.au

1. Click the “Click here to set up password” link

FLETCHER INTERNATIONAL EXPORTS PTY LTD has successfully delivered grain to Fletcher International Exports Pty Ltd. Your delivery information is available to view via AgriDigital, a commodity management platform used by Fletcher International Exports Pty Ltd. AgriDigital allows you to view your Deliveries, Contracts and Invoices, plus perform Warehouse Transfers, all in one place.

To access your delivery information D0001001, please set a password to access AgriDigital by clicking on the following link:

[Click here to set your password.](#)

Please note this link above will only work once, so if you have successfully set your password, please go directly to the [AgriDigital website](#) in the future.

Please read the delivery information carefully and ensure the details are consistent with your understanding of the delivery. If you notice any discrepancies, or have any questions, please contact Fletcher International Exports Pty Ltd immediately.

Kind regards,

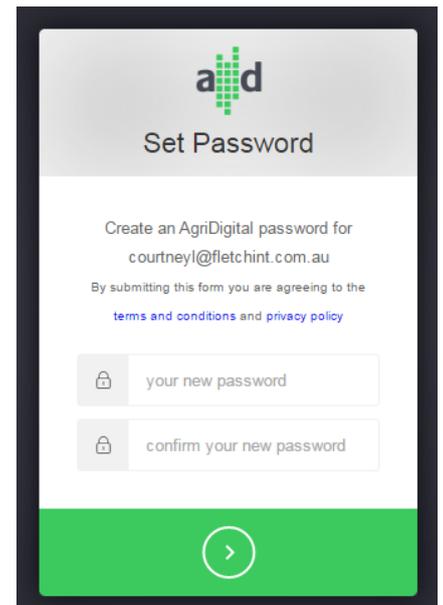
Fletcher International Exports Pty Ltd

02 6881 8133

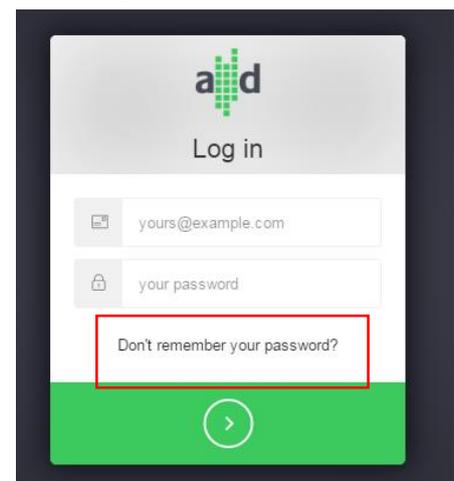
grain@fletchint.com.au



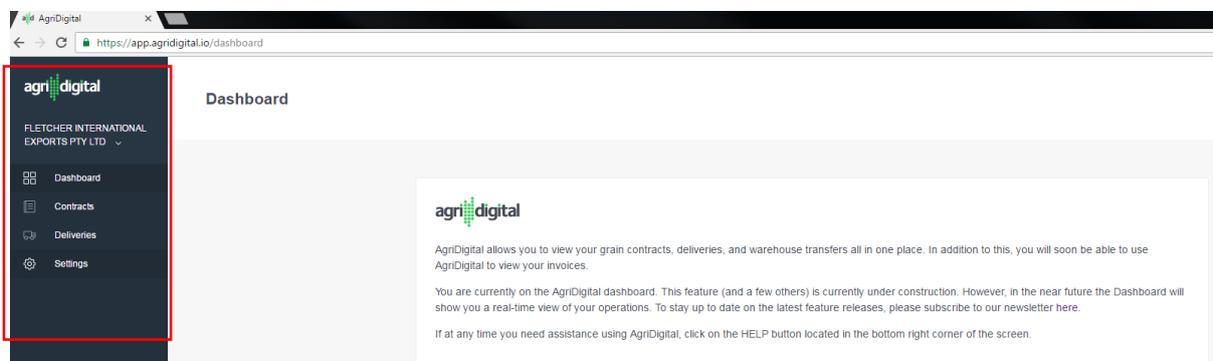
2. Create a password (note password must have at least 1 capital letter and 1 number).



3. Sign in to AgriDigital <http://app.agridigital.io/login>
 - a. Username is your email address registered with NGR
 - b. FORGOT PASSWORD – if at any stage you forget your password click the “Don’t remember your password” link. This will send you an email with a link to reset your password.



4. On the “Dashboard” you will see tabs directing you to Contracts and Deliveries



- To view Contracts select the Contract tab. This will display all contracts you have entered into with Fletcher International Export Pty Ltd

Contracts

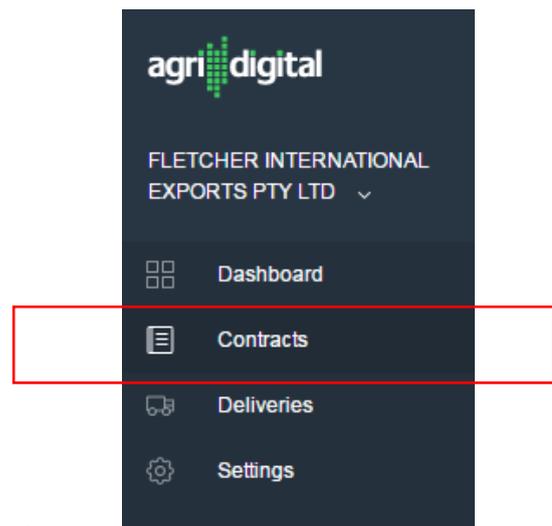
Date	Contract No.	Type	Counterparty	Location	Grade	Quantity
01/07/16	C0001219	Sale (mt)	Fletcher	Dubbo (Fletcher)	Desi 1	5,000.00

- To view Deliveries select the Delivery tab. This will display all loads you have delivered into the Fletcher International Export Pty Ltd site

30/11/16	D0003345	Fletcher	875VWJ	Delivery (Warehouse)	Dubbo (Fletcher)	Desi 1	51.22 mt
29/11/16	D0003342	Fletcher	CC60CM	Delivery (Warehouse)	Dubbo (Fletcher)	Desi 1	42.60 mt
29/11/16	D0003340	Fletcher	VV67JO	Delivery (Warehouse)	Dubbo (Fletcher)	Desi 1	41.14 mt
29/11/16	D0003339	Fletcher	WUS292	Delivery (Warehouse)	Dubbo (Fletcher)	Desi 1	53.82 mt

Transferring Loads on Contracts

- Click the Contract tab

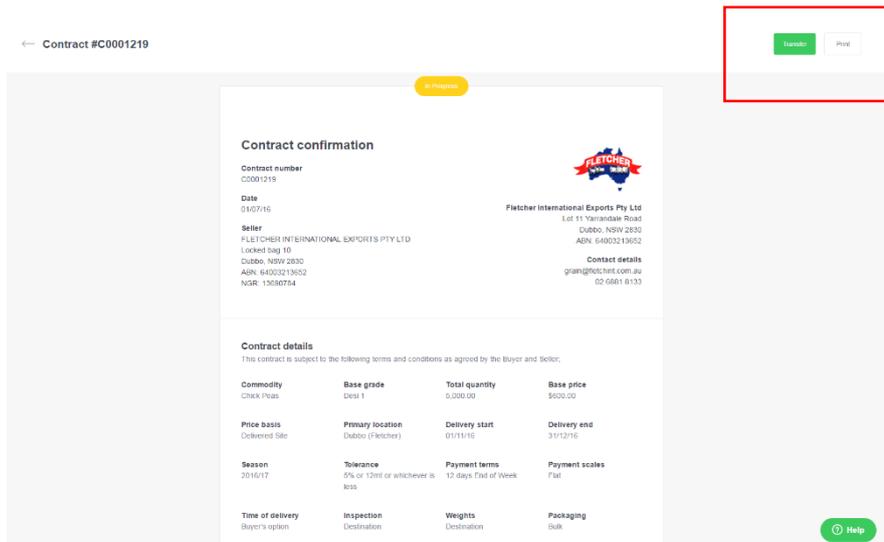


- Click on the Contract you wish to apply deliveries to

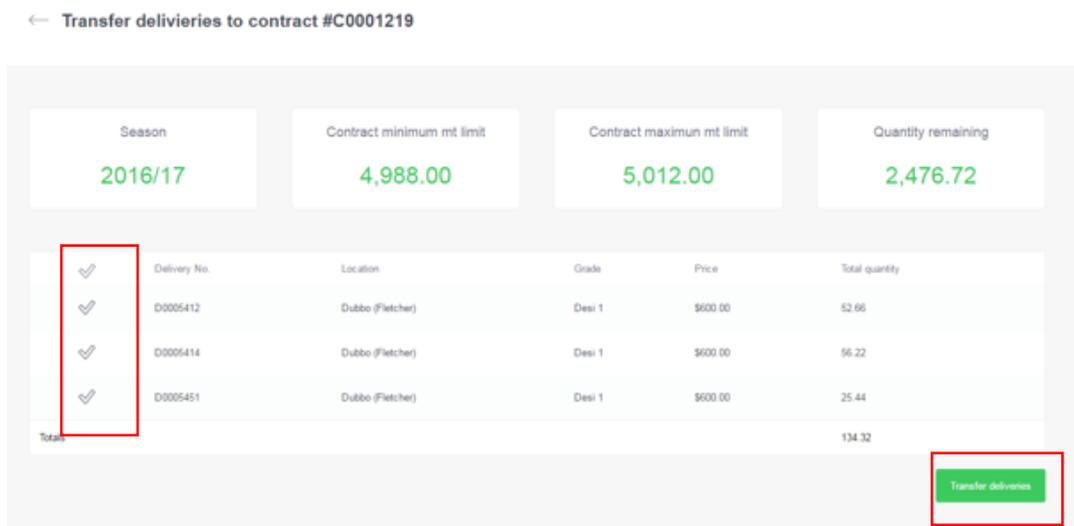
Contracts

Date	Contract No.	Type	Counterparty	Location	Grade	Quantity
01/07/16	C0001219	Sale (mt)	Fletcher	Dubbo (Fletcher)	Desi 1	5,000.00

9. Click on the “Transfer” button

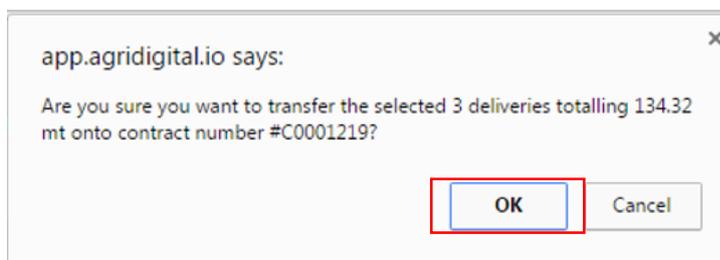


10. Select the tickets you wish to allocate to the contract by placing a tick beside the “Delivery No”



11. Once you have selected the tickets click the “Transfer deliveries” button

12. You will then have a box appear asking you to confirm the transfer. Click the OK button to apply the deliveries to the contract



13. If you are unable to apply a load, due to the delivery exceeding your contract tonnage, one of your tickets will require splitting. If you require this to be done please contact Jake or Courtney at the office on 02 6881 8133.