

Bluey Quick Reference Guide

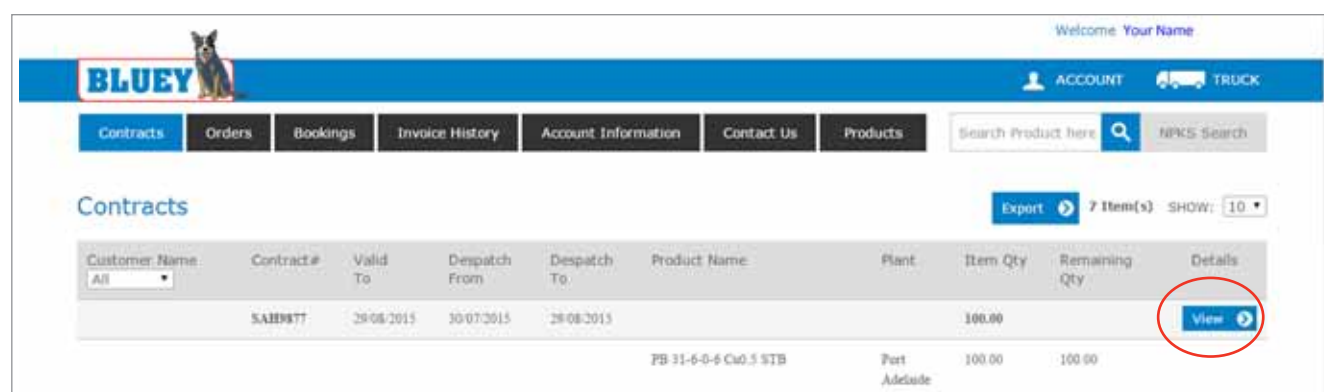
How do I access Bluey?

Go to www.impactsbluey.com.au or www.impactfert.com.au and click on the Bluey icon on the menu bar.

If you do not already have a login you can request one via the Bluey login page or by calling Customer Service on 1800 88 44 88.

How do I place an order from an existing contract?

Go to the Contracts page (which is also the Home page) and click on **View** next to the applicable contract. This will take you to a new page where you can enter Quantity to Order.



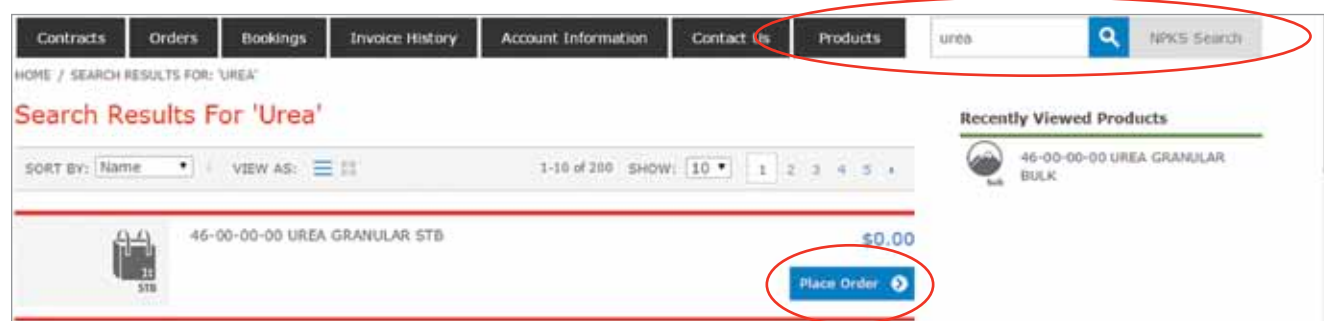
Contracts

Customer Name: All

Contract #	Valid To	Despatch From	Despatch To	Product Name	Plant	Item Qty	Remaining Qty	Details
SA111877	29-08-2015	30-07-2015	28-08-2015	FB 11-6-0-6 Cx0.5 STB	Port Adelaide	100.00	100.00	View

How do I place an order that is not part of a contract?

You must first search for the product you wish to order using the **Products** button or the **Search** functionality. In this example, "urea" has been typed into the Search box. When you have found the product you wish to order, click on **Place Order**.



Contracts Orders Bookings Invoice History Account Information Contact Us **Products**

Search Product here **NPKS Search**

HOME / SEARCH RESULTS FOR: 'UREA'

Search Results For 'Urea'

SORT BY: Name VIEW AS: 1-18 of 200 SHOW: 10

46-00-00-00 UREA GRANULAR STB	\$0.00	Place Order
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Once you have entered your order, it will then appear in the Truck. Click on the Truck icon found at the top right of your screen to view the details. You can also proceed to the Checkout from this window.

How do I view my contracts and open orders?

To view your contracts go to the Contracts page.

To view your open orders go to the Orders page where you will see the Order Status column. Select **Open** from the drop down box.



Contracts **Orders** Bookings Invoice History Account Information Contact Us Products

Search Product here **NPKS Search**

Orders

Customer Name: All

Customer PO	Ref. Contract #	Despatch From	Despatch To	Product Name	Plant	Item Qty	Remaining Qty	Order Status	Details
								Open	

Contract and order information can be downloaded to MS Excel (in csv format) by clicking on the **Export** button.

How do I request a booking from an order?

You can request a booking from any open order. Go the Orders page and click on [View](#) next to the applicable open order.

20-00-00-24 SOA BULK		Kadina	10.00	10.00		
18-20-00-01 DAP BULK		Kadina	30.00	30.00		
PO/51	SJS12345	29/07/2015	29/08/2015	800.00	Open	View

At the bottom of the page click on Request Booking.

Items Ordered						
Product Name	Plant	Qty	Order Price	Remaining Qty	Price/T	Balance
20-00-00-24 SOA BULK	Kadina	10	\$4,100.00	10.00	\$410.00	\$4,100.00
18-20-00-01 DAP BULK	Kadina	30	\$22,020.00	30.00	\$734.00	\$22,020.00
					Subtotal	\$26,120.00
					GST	\$2,612.00
					Grand Total	\$28,732.00
Back			Request Booking		Request Change Of Order	

A pop up window will allow you to complete your request. Ensure only the items requested are ticked. Please keep in mind that this is a request only and not a firm booking at this stage.

Product Name	Material	Plant	Remaining Qty	Request Qty	Date	Time
20-00-00-24 SOA BULK	101781	Kadina	10.00	<input type="text"/>	04/08/15	8:00 AM - 10:00 AM
18-20-00-01 DAP BULK	101767	Kadina	30.00	<input type="text"/>	04/08/15	8:00 AM - 10:00 AM
			Cancel		Send	

How do I reprint an invoice?

Go to the Invoice History page and click on View next to the applicable purchase order.

Contracts	Orders	Bookings	Invoice History	Account Information	Contact Us	Products	Search Product here	NPKS Search
Invoice History							Export	1 Item(s) SHOW: 10
Ref. Purchase Order#	Delivery No	Product Name	Qty	Net Price	Gross Total	Due Date	Details	
POMC123			23.85		\$24,923.25	31/08/2015	View	

Scroll down the page (if necessary) and click on Print Invoice.

Print Invoice					
Items Invoiced					
Product Name	Booking Number	Delivery Number	Price/T	Qty	Subtotal
10-22-00-01 MAP BULK	647046	80738152	\$950.00	23.85	\$22,657.50

For further assistance using Bluey, please call your local Area Sales Manager or Customer Service on 1800 88 44 88.