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1. To access HarvestWeb and Siding Booking System

The system can be accessed via your home computer or a mobile phone/tablet and is compatible with the following Web browsers/operating systems:

NOTE: If you experience difficulty using your browser, Google Chrome is the most compatible browser.

- Google Chrome
- Microsoft Edge
- Firefox
- Safari
- Internet Explorer 11 (may have some minor visual issues, but has all functionality)
- Windows new versions
- iOS (iPad and iPhone) iOS > 9.4
- Android
- Linux
- 1. Type or copy the internet address below into your internet browser address bar and select enter.

https://harvestweb.wilmar.com.au/

The following page will appear.

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wilmar Home Login Contac	cts ▼	
\lor	Velcome to HarvestWeb	
	Login	
© 2020 Wilmar Sugar v1.2.7445.28568 upd	r Ltd. ABN 47 098 999 985 In accessing Wilmar Sugar's website you agree to the terms and conditions outlined in the Disclaimer and Privacy stater lated 20/May/2020 03:52 PM.	nent. Please ensure that you read these.
Select Login and the follow	ving Login page will appear.	
wilmar W	ilmar Authentication Server	
	HarvestWeb Login	
	Username	
	Username	
	Password	
	Password	
	Remember My Login	
	Login Cancel	
	Forgot Password	
. Enter your harvesting gro	up's personal login details and select Login.	
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4. The following Home page will appear. The dropdown menus at the top of the page provide access to your contract's information i.e. Siding Booking System, Reports, Maps and News.



2. Siding Booking – My Bookings

Each Harvesting group may have bookings spread across multiple segments and sidings. My Bookings shows where bookings for each day have been made.

1. To open My Bookings select "Siding Bookings" from the top menu then select "My Bookings".



- 2. The My Bookings page will appear as shown below.
 - a. Green is a Confirmed booking.
 - b. Yellow is a Provisional booking.

ar Home	News - Siding Bookings -	Reports - Maps -	Harvest Group Name/Numbe	er - Contacts -
	Sat 23/05	Black Rd 1	ä	
	Sun 24/05	Black Rd 1	ä	
	Mon 25/05	Black Rd 6 Black Rd 1	ä	
	Tue 26/05	Black Rd 6 Black Rd 1	ä	
	Wed 27/05	Black Rd 6 Black Rd 1	ä	

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3. Siding Booking – Calendar

The calendar function allows you to see existing bookings for all sidings in a segment. This assists you to plan/choose which siding(s) to book next.

1. To open Calendar select "Siding Bookings" from the top menu then select "Calendar".



- 2. The Calendar page will appear as shown below.
 - a. You can select the "Segment" drop down menu first then select the relevant line segment, e.g. "Allen Rd", then select "Q Search" to take you directly to the sidings on that line.

Invicta		,	• INV				en Rd		•		earch	
HI02MY	нюзз ні	ю5UH	HI06MLR	HI08AR	HI07BR	HI09CR	HI10BR	HI11MP	HI18A	HI12C	HI14MR	HI13
HI16M H	HI17D PL	PR										
	Priorities Group (day	Sat ys) 23/	: Sun /05 24/0	Mon 5 25/05	Tue 26/05	Wed 27/05						
Loading		0	0	0	0	0						
Allen Rd 2	999 (2)	5 99	999	ö	ö	ä						

b. Or you can select "**Q Search**" to see all segments first then choose the relevant line segment by selecting one of the blue icons e.g. HIOBAR to take you to the sidings on that line.

HI02MY HI03S HI05UH HI06ML® HI0BAR PO7BR HI09CR HI10BR HI11MP HI18A HI12C HI14MR HI16M HI17D PL PR Priorities Sat Sun Mon Tue Wed 27/05 Loading 0	Invicta		•	INV			• AI	en Rd		Ţ		earch
Priorities Group (days) Sat 23/05 Sun 24/05 Mon 25/05 Tue 26/05 Wed 27/05 Loading 0 0 0 0 0 Allen Rd 2 999 (2) Image:				6MLR	HIOBAR	H)07BR	HI09CR	HI10BR	HI11MP	HI18A	HI12C	HI14MR
Priorities Sat Sun Mon Ide Wed Group (days) 23/05 24/05 25/05 26/05 27/05 Loading 0 0 0 0 0 Allen Rd 2 999 (2) 🛱 🛱 🛱 🛱 🛱		Deienities	C-A	C	Marc	Tur	14/I					
Loading 0 0 0 0 0 Allen Rd 2 999 (2) 1 1 1 1 1 1		Group (days)	Sat 23/05	Sun 24/05	Mon 25/05	Tue 26/05	27/05					
Allen Rd 2 999 (2) 🛱 🛱 🛱 🛱	Loading		0	0	0	0	0					
	Allen Rd 2	999 (2)	ä	ä	ä	ä	ä					

- 3. The Calendar page will display:
 - a. Status for each siding in that segment i.e. if it is booked and by which group.
 - b. Group siding priorities and notice days, on the left, for Herbert and Burdekin mills only:
 - i. The highest priority group will appear first then groups with successive priorities.
 - ii. Days required to provide prior notice will appear in brackets beside each group.

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4. To switch between segments, select the relevant blue icons at the top of the calendar.

HI02MY	HI03S	ню	5UH	HI06MLR	HI08AR	HI07BR	HI09CR	HI10BR	HI11MP	HI18A	HI12C	HI14MR	HI13MR
HI16M	HI17D	PL	PR										

4. Access contact details for harvest groups

While in the "Calendar" page if you need to contact a harvest group already booked into a siding to negotiate access, select the group's icon and their contact details will appear.

Loading 173 0 0 0 0 0 0 0 0 Black Rd 1 999 (2), 987 (2) iii Contact Details Iiii Iiiiii Iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii		Priorities T Group (days) 2	Tue 26/05	Wed 27/05	Thu 28/05	Fri 29/05	Sat 30/05	Sun 31/05	Mon 01/06
Black Rd 1 999 (2), 987 (2)	Loading	1	173	0	0	0	0	0	0
Harvest Group Number/Name 9999 999 999 999	Black Rd 1	999 (2), 987 (2)	6 987 999	Contact Harvest	Details Group N	umber/Na	ame 9999	9 999 99 Don	9 e

5. To make a siding booking

1. From "My Bookings" or "Calendar" select the blue icon relevant to the siding and date required e.g. below **Sun 24/05** and **Allen Rd 2**.

	Priorities Group (days)	Sat 23/05	Sun 24/05	Mon 25/05	Tue 26/05	Wed 27/05
Loading		0	0	0	0	0
Allen Rd 2	999 (2)	5 999		ö	ä	ö

- 2. The following siding booking page will appear.
 - a. This page shows the following information at the bottom:
 - i. Your RDO status
 - ii. Priority access details
 - iii. Other group's bookings for this siding
 - iv. Nominal Allocation, bins confirmed in previous bookings and bins still available for the same day.

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wilmar	Home	News 🔻 Siding Bookings	- Repo	rts ▼ Maps ▼ H	larvest Group Name	/Number ▼ Conta	acts 🔻		
	Harv	est Group Number/Name							
		Invicta	¥	INV	¥	Allen Rd	T	Allen Rd 2	Ŧ
		24/05/2020	Ŧ	Ordinary Booki	ng 🔻	173			
		← Back				Save			
		No upcoming RDOs	Priorit	y access: 999 (2)					
	17	73 Nominal Allocation 0 confirm	ned bins	in other bookings.	173 Available				

- 3. Select the type of booking you require from the drop down menu:
 - a. Ordinary Booking,
 - b. Overflow Booking, or
 - c. Finish Booking.
- 4. The number of bins will automatically show your allotment. You can change the number of bins if required.
- 5. When entering "Overflow" or "Finish" Bookings, a note of how many bins have already been booked into other sidings and how many still require booking (based on your daily allocation) will be **displayed on the bottom of the page**.

Harvest Group Number/Name			
Invicta	• INV	• Black Rd	• Black Rd 3
23/05/2020	• Ordinary Booking	• 103	
C Back		Save	
No upcoming RDOs	Priority access: 999 (2), 989 (2), 9	76 (2)	

6. Select "Save" when finished. The following page will appear.

NOTE: <u>A green status box at the top (see below) will provide the outcome each time a booking is made i.e.</u>:

- if your booking was saved successfully,
- if there is an existing booking in this siding,
- if there is already a group booked in the siding, your booking will be relegated to provisional.

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Provisional Boo Booking promo	king for E ted to co	Black Rd 1 on 26/05/2020 s nfirmed	aved suc	cessfully			
		Confirme	ed Sic	ling Bookin	g		
Harvest Group N	lumber	/Name					
Invicta	T	INV	•	Black Rd	Ŧ	Black Rd 1	
26/05/2020	¥	Ordinary Booking	¥	173			
Extend by	v						
← Back		× Cancel		🗹 Update			
No upcoming RDC)s	Priority access: 999 (2), 9	978 (2)				
Nominal Allocation eated: HarvestWeb\ 4/05/2020 19:58)	173 this b Harvest (oooking 0 Available Group					

amend your booking details while on the same page. Once amendments are made select

8. If you wish to cancel the booking and start again select Cancel

6. Updating a booking

- 1. At any time in the "My Bookings" or the "Calendar" display, select the booking you wish to update.
- 2. The booking page will appear.
- 3. Amend the required details and select

7. Cancelling a booking

- 1. At any time in the "My Bookings" or the "Calendar" display, select the booking you wish to cancel.
- 2. The booking page will appear.





4. If there was a provisional booking for another group on the same day, that group's booking will now be confirmed.

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8. Making a provisional booking – Siding is already booked

If a siding is already booked by another group, you may still make a booking as per the previous instructions, however your booking will be a provisional booking and only promote to an ordinary booking if the existing booking is cancelled or if the incoming group has priority on the siding and sufficient notice is given.

- 1. On the "Calendar" page, select the day and the siding you wish to book.
- 2. The booking page will appear with most of the booking information pre-populated.
- 3. Enter the type of booking and the required amount of bins.



4.

5. A pop up box will advise you that the booking has been saved but not confirmed.

Provisional Booking for Dray's Road Side on 16/10/2019 saved successfully
There are other Confirmed Bookings in the same slot
Unable to promote provisional booking to confirmed

- 6. You do have the option to update or cancel your booking request, alternatively if you are happy to hold the provisional booking, select the back button to return to the calendar.
- 7. You will see your provisional booking in yellow in the "Calendar" page, see below.

wilmar	My Bookings	Calendar		Harv	est Group	Name/Nun	nber -						
		Proser	pine		• PRO				Lethebrook 200				Q Search
		L200	E240	KC220	W180	UR220	G220 S12	0 CV160	C120	T300 GI			
				Mon 14/10	Tue) 15/10	Wed 16/10	Thu 17/10	Fri 18/10					
		Loading	9	0	60	160	0	0					
		The Da	m	6	ä	ä	ä	6					
		Dray's	Road Sid	e 👸	87 987 999 (0	(11) 1000 1000 1000 1000 1000 1000 1000	Ċ	ä					
		Dray's l	Inside		8	8	6	8					
		Orchard	d	ä	ä	# 999	ä	ä					
		Plains		6	ä	ä	ä	ä					
		Nev Hi	nschen	ä	ä	ä	ä	ä					
		Dump	5	6	8	8	ä	ö					

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9. Using a phone/tablet

When using the program on a phone or tablet the screens and drop down lists will have a different look however functionality is exactly the same. See examples below.

Home Page	My Bookings Page	Calendar Page				
🗉 wilmar						
Welcome to HarvestWeb		≡ wilmar				
Siding Booking: My Bookings		Invicta V INV V				
		Black Rd V				
WILMAR SUGAR		HI02MY HI03S HI05UH HI06MLR HI08AR HI07BR HI09CR HI10BR HI11MP				
		HI18A HI12C HI14MR HI13MR HI16M HI17D PL PR				
		Priorities Tue Wed Group 26/05 27/05 (days)				
and and it	= ., ~	Loading 173 0 Black 999 (2), 📋 📋				
Harvest News View More Document Date	wilmar	987				
Test Documents 3 2020-05- 18	Tue 26/05 Black Rd 1 Wed 27/05 🛱	Black 998 (2), Rd 3 978 (2), 999 (2)				
Harvest News 2020-05- 01	Thu 28/05	Black 978 (2), Rd 4 998 (2), 999 (2)				
Harvest Updates View More	Fri 29/05	Black Rd 5				
Document Date Test Harvest Status 2020-05- 01	© 2020 Wilmar Sugar Ltd. ABN 47 098 999 985 In accessing Wilmar Sugar's website you agree to the terms and conditions outlined in the Disclaimer and Privacy	Black 998 (2), Rd 6 978 (2), 9999 (2)				

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