

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:

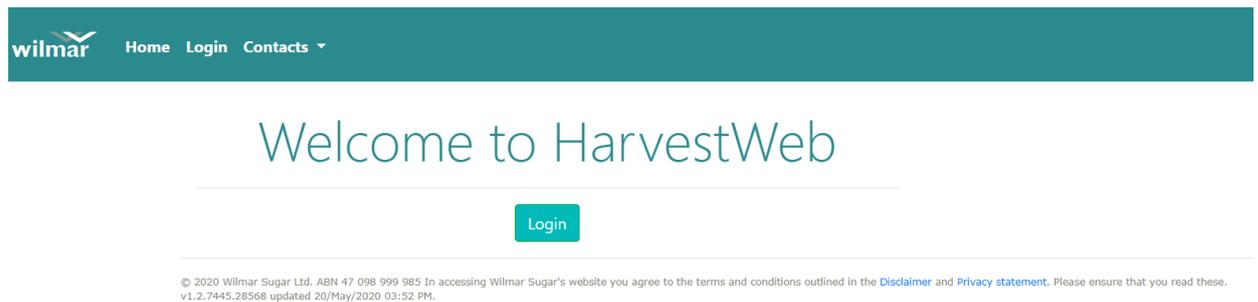
NOTE: If you experience difficulty using your browser, Google Chrome is the most compatible browser.

- 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

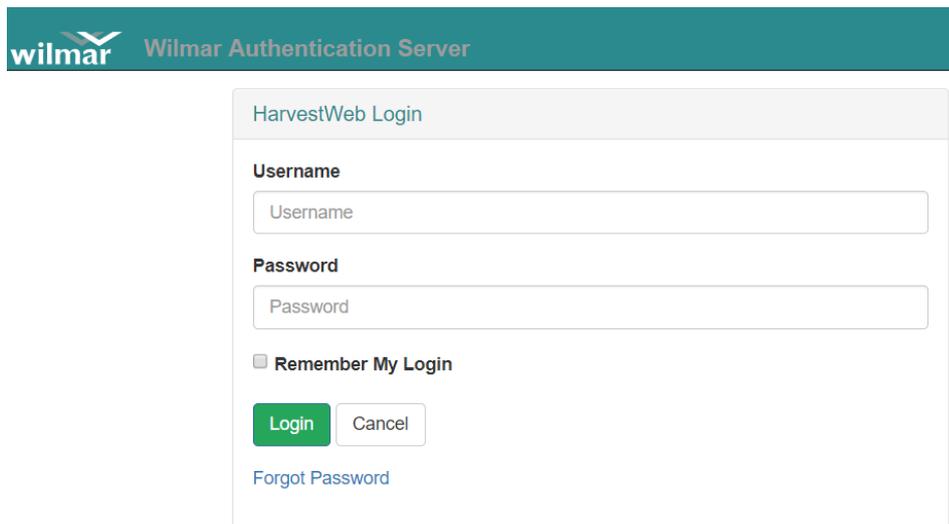
1. Type or copy the internet address below into your internet browser address bar and select enter.

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

The following page will appear.

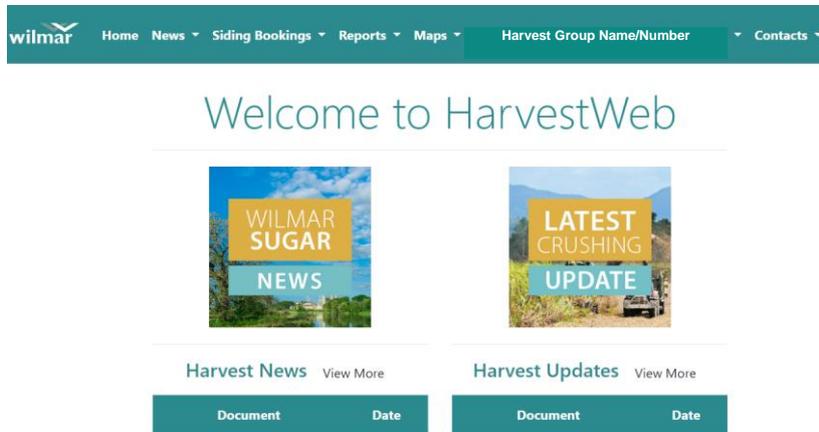


2. Select  and the following Login page will appear.



3. Enter your harvesting group's personal login details and select .

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.



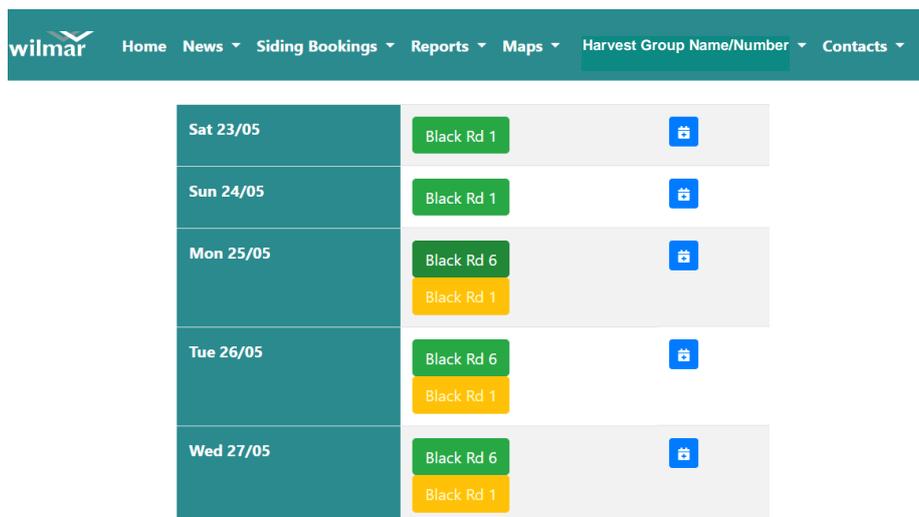
2. Siding Booking – My Bookings

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.
- Green is a Confirmed booking.
 - Yellow is a Provisional booking.



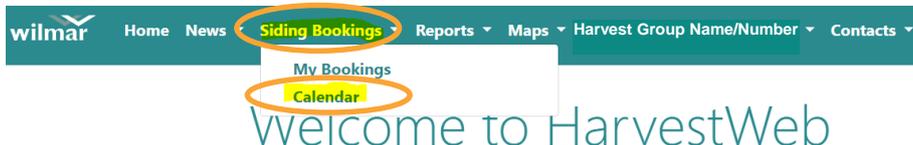
Date	Siding	Booking Status
Sat 23/05	Black Rd 1	Confirmed
Sun 24/05	Black Rd 1	Confirmed
Mon 25/05	Black Rd 6	Confirmed
	Black Rd 1	Provisional
Tue 26/05	Black Rd 6	Confirmed
	Black Rd 1	Provisional
Wed 27/05	Black Rd 6	Confirmed
	Black Rd 1	Provisional

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3. Siding Booking – Calendar

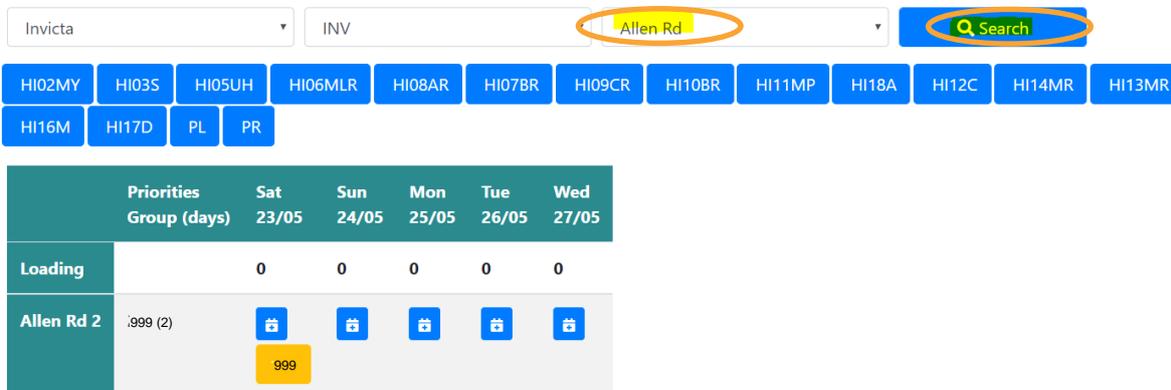
The calendar function allows you to see existing bookings for all sidings in a segment. This assists you to plan/choose which siding(s) to book next.

- To open Calendar select “**Siding Bookings**” from the top menu then select “**Calendar**”.



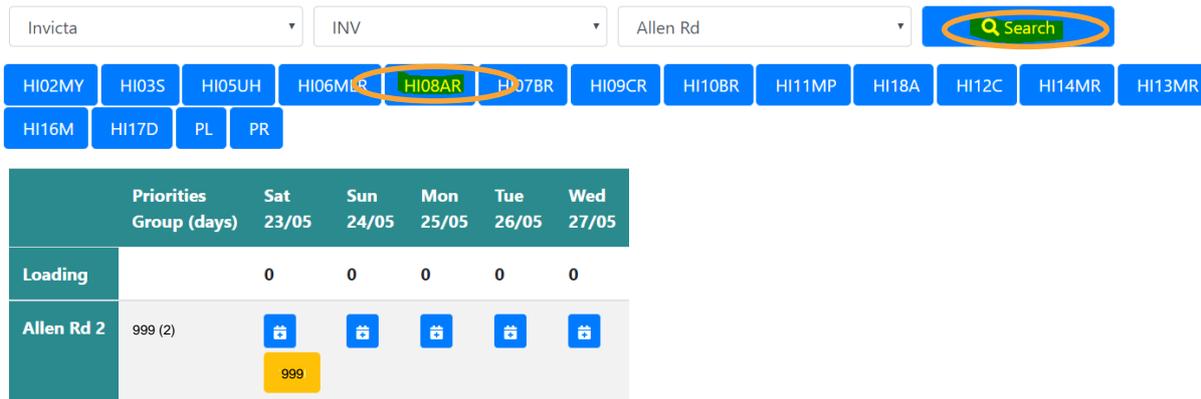
- The Calendar page will appear as shown below.

- 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.



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))	📅 999	📅	📅	📅	📅

- 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. **HI08AR** to take you to the sidings on that line.



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))	📅 999	📅	📅	📅	📅

- The Calendar page will display:

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

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



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.

	Priorities Group (days)	Tue 26/05	Wed 27/05	Thu 28/05	Fri 29/05	Sat 30/05	Sun 31/05	Mon 01/06
Loading		173	0	0	0	0	0	0
Black Rd 1	999 (2), 987 (2)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 987 Contact Details <input type="checkbox"/> </div> <div style="margin-top: 5px;"> Harvest Group Number/Name 9999 999 999 </div> <div style="text-align: right; margin-top: 5px;"> Done </div> </div>						

5. To make a siding booking

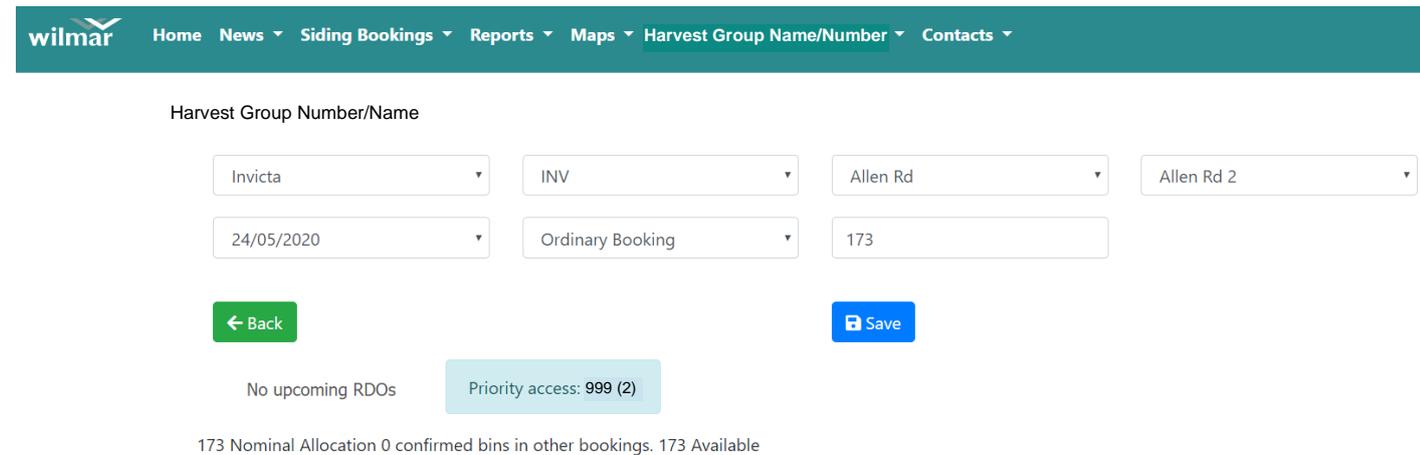
1. From “My Bookings” or “Calendar” select the blue icon relevant to the siding and date required e.g. below **Sun 24/05** and **Allen Rd 2**.

	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)					

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.



Harvest Group Number/Name

Invicta INV Allen Rd Allen Rd 2

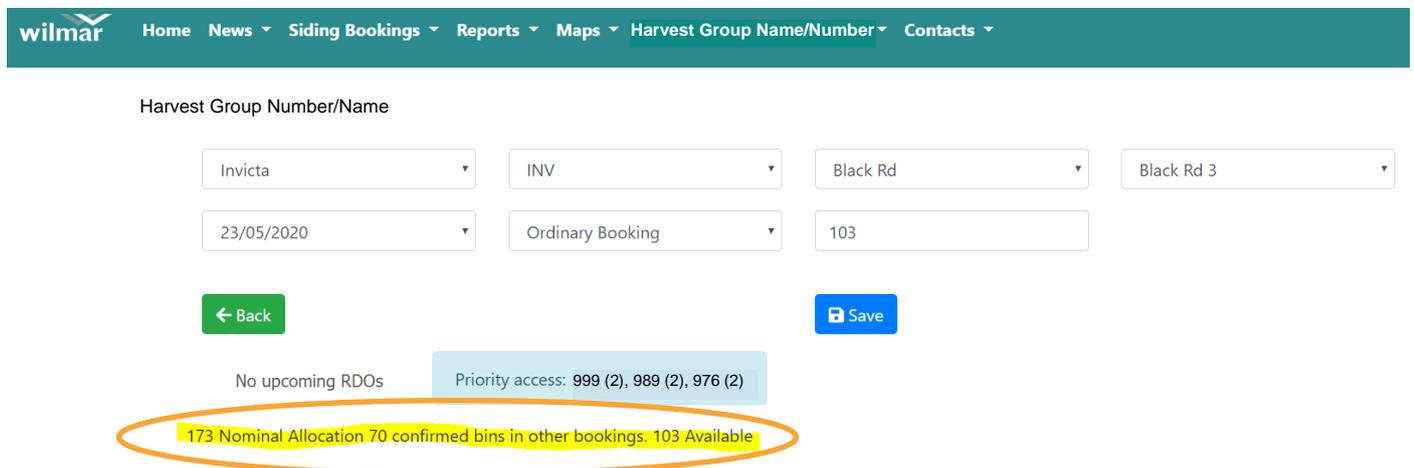
24/05/2020 Ordinary Booking 173

← Back Save

No upcoming RDOs Priority access: 999 (2)

173 Nominal Allocation 0 confirmed 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

← Back Save

No upcoming RDOs Priority access: 999 (2), 989 (2), 976 (2)

173 Nominal Allocation 70 confirmed bins in other bookings. 103 Available

6. Select “Save” when finished. The following page will appear.

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

- 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.

Provisional Booking for Black Rd 1 on 26/05/2020 saved successfully
Booking promoted to confirmed

Confirmed Siding Booking

Harvest Group Number/Name

Invicta	INV	Black Rd	Black Rd 1
26/05/2020	Ordinary Booking	173	
Extend by			

[← Back](#)
[✕ Cancel](#)
[✎ Update](#)

No upcoming RDOs

Priority access: 999 (2), 978 (2)

173 Nominal Allocation 173 this booking 0 Available

Created: HarvestWeb\Harvest Group

(24/05/2020 19:58)

- If your booking is relegated to provisional or the system can't fulfil your required bin amount, you can amend your booking details while on the same page. Once amendments are made select [✎ Update](#).
- If you wish to cancel the booking and start again select [✕ Cancel](#).

6. Updating a booking

- At any time in the "My Bookings" or the "Calendar" display, select the booking you wish to update.
- The booking page will appear.
- Amend the required details and select [✎ Update](#).

7. Cancelling a booking

- At any time in the "My Bookings" or the "Calendar" display, select the booking you wish to cancel.
- The booking page will appear.
- Select [✕ Cancel](#), you will be asked to confirm that you want to cancel, select [OK](#).
- If there was a provisional booking for another group on the same day, that group's booking will now be confirmed.

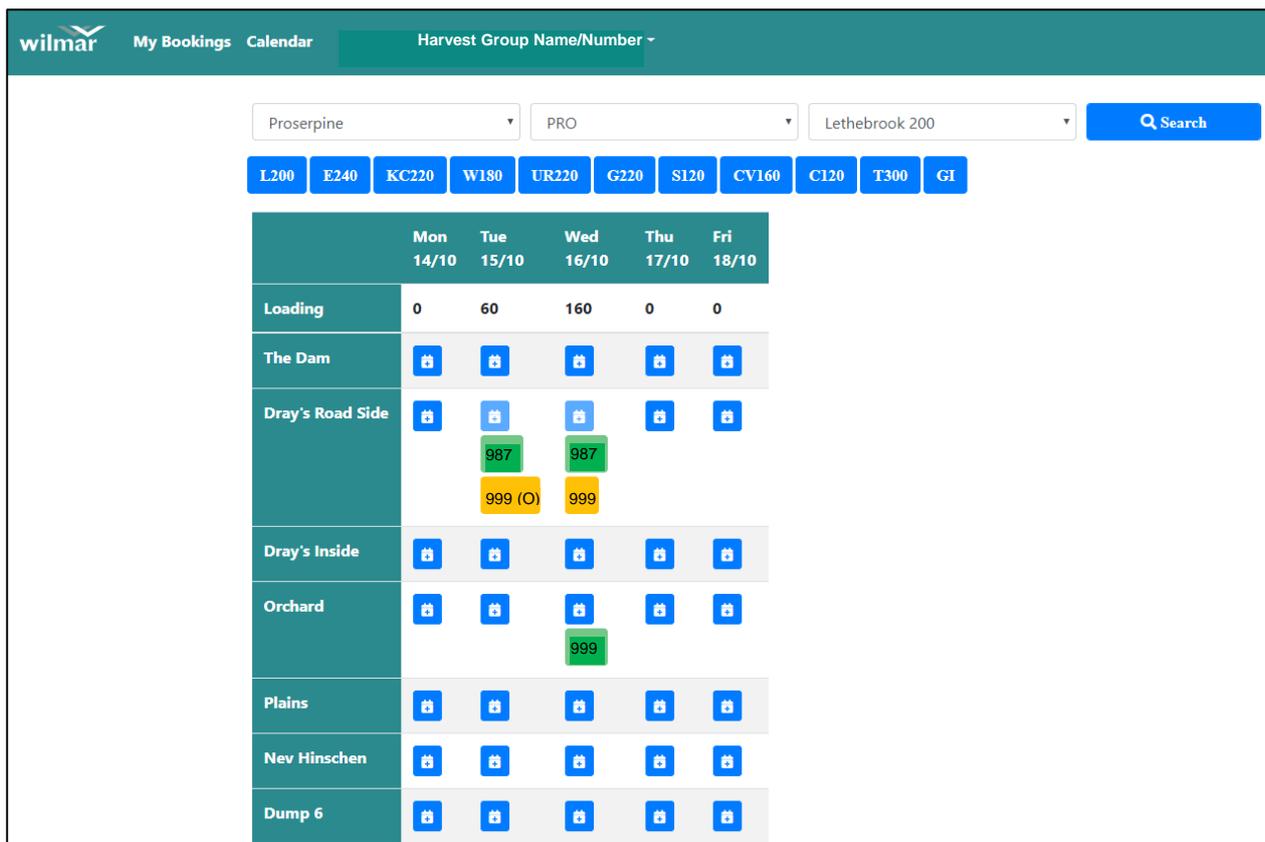
8. Making a provisional booking – Siding is already booked

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. Click .
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.



	Mon 14/10	Tue 15/10	Wed 16/10	Thu 17/10	Fri 18/10
Loading	0	60	160	0	0
The Dam					
Dray's Road Side					
		987	987		
		999 (O)	999		
Dray's Inside					
Orchard					
			999		
Plains					
Nev Hinschen					
Dump 6					

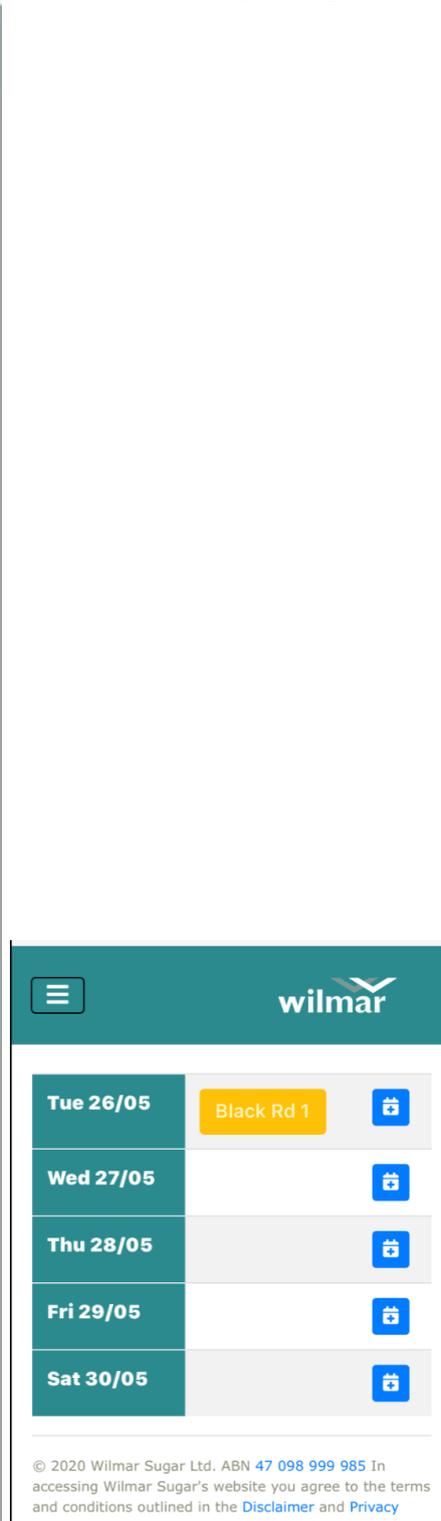
9. Using a phone/tablet

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

