



Newcastle Crush Plant Seed Delivery Instructions

All seed deliveries into the Cargill crush plant at Newcastle run on time-slotting procedures. The schedule runs on 30 min time slots with a maximum of 2 trucks to be booked per slot. All timeslots are booked and managed through the AgriChain platform; either online or on the AgriChain App. This is free to use for carriers and growers just booking in to a Cargill plant.

Order and Delivery Process

7 – 14 days
before delivery

1. Write a contract with Cargill

Delivery contracts can be written with Cargill at any time. Please contact the relevant Territory Manager or book on the Customer HUB.

2. Place an order for your preferred delivery dates

Call or email;

Alex Crowe – Inbound Canola Seed Logistics

Direct: **0429 520 601** E-mail: **Alexander_Crowe@cargill.com**

You will need to provide the following details:

- Contract number
- Quantity of time slots
- Preferred time of slots
- Carrier

Cargill will provide you with an Order Number.

There will not be any same day bookings. All bookings should be made at least 24 hours prior, and there is no guarantee that a particular timeslot will be available to book.

3. Book a timeslot in AgriChain

Please use this link to make a free account on the AgriChain platform:

[AgriChain Sign Up](#)

Once you have signed up your account will be activated and you will be notified by email which includes instructions on how to use the new system.

Please note, use the 29** CMO number when bookings timeslots on AgriChain, NOT the 32***** contract number.

Time Slots on Agrichain open up at 1:30pm on a Tuesday the week prior – if you need additional slots to the ones opened, please contact Alex

Simple timeslot booking steps:

1. When logged in to AgriChain, on the left-hand side of the screen click on *Site Bookings*.
2. Type "Cargill" into the Company search bar at the top of the screen. Click on the "Cargill" that shows as a drop-down option, then wait for the page to load.
3. Click the "Select Site" button and click on "Newcastle"
4. Read and acknowledge the message that pops up, by clicking OK
5. Click the "All Slots" and select "Deliveries"
6. Use the date button to navigate to the date for which you wish to book a timeslot.
7. Blue timeslots are available to book.

Whilst the online AgriChain platform will be the fastest and easiest way to book your timeslots, you can still contact Alex on **0429 520 601** if you have any difficulty.

Before 4pm
the day prior to
delivery

4. Update with truck registration numbers for each allocated time slot.

Please apply registration details on AgriChain Slot or send registration details to;

Alex Crowe – Inbound Canola Seed Logistics

Direct: **0429 520 601** E-mail: **Alexander_Crowe@cargill.com**

Please include in your email;

- Order Number
- Booked time slot
- Truck Rego Number

If these are not sent though it may result in the time slot being delayed or cancelled.

Amendments to timeslots

Timeslots can be amended or booked anytime between 9am – 5.30pm Monday to Friday up to the day prior of delivery, subject to confirmation with Cargill.

Cancellations

Please advise via phone call or e-mail if booked trucks are to be cancelled no later than 24 hours prior to delivery.

Late for a time slot

Should a truck be late for an allocated timeslot, Cargill will provide the next available slot and will endeavour to work them into the schedule as best as possible.



Delivery Instructions for drivers

We appreciate the cooperation of all carriers to abide by the below procedures when delivering into the crush plant during harvest.

Before you leave farm



All loads delivered will need the appropriate completed Declarations Forms. Without these forms loads cannot be tipped. Declaration forms are provided on email at the time of receiving the order number.

On Arrival



51 Ravern Street, Kooragang Island, Newcastle, NSW

- Please arrive in Raven Street and liaise with the weighbridge (UHF 33) either within the designated slot or no earlier than 10 mins before the start of the designated slot. Do not drive straight into the plant without liaising with the weighbridge operators first. Trucks may briefly wait in Raven St prior to delivering although, trucks are not permitted to wait in the street for long periods in order to conform to council regulations. Please do not park in or around the crush plant overnight, and do not park across neighbouring driveways which will affect vehicle access, as this may result in a parking offence

Weighbridge and Tipping



Please quote relevant order number once entering into the plant. Any trucks arriving not quoting their order number will not be tipped and will have to wait until office hours (9am to 5.30pm) to be confirmed.

The order number is a 6 digit number usually starting with 2 and will be on the top of the completed Declarations Form.

Provide all appropriate Declaration Forms to the weighbridge. Without Declarations Forms the truck cannot be tipped.



Minimum Personal Protective Equipment (PPE) Requirements

Please remember all your (PPE). Truck Drivers not adhering to these site rules will not be allowed on site.



- Hi-Vis Long Sleeve Cotton Shirt or Hi-Vis Vest if the shirt is not Hi-Vis
- Cotton Trousers (NO Shorts)
- Steel Toed Safety Boots
- Safety Glasses
- Hard Hat

Late deliveries

Late trucks will be unloaded at the discretion of the weighbridge operators, depending upon schedule activity or available slots.

Contact Cargill

Alex Crowe – Inbound Canola Seed Logistics

Direct: 0429 520 601 E-mail: Alexander_Crowe@cargill.com