

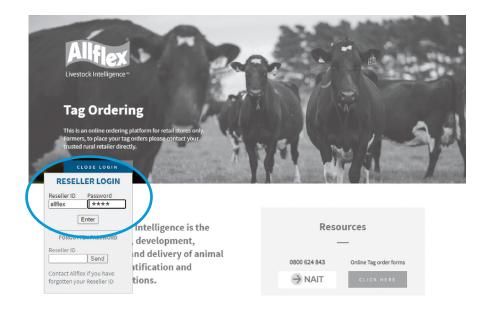
# NAIT tag ordering training guide

The new site follows the layout of the Allflex order forms.

This makes ordering tags and training new staff members easier.

#### Login

- Select "Login".
- Enter your 4-digit account code.
- Type in your password.
- Press "Enter".



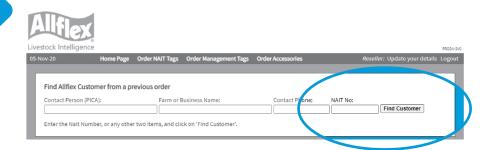
#### **Change your password**

- Click "Update your details".
- Enter the email address you would like order confirmations sent to.
- Enter a new password. It must be at least six characters long and include one number.
- Click "Enter" to confirm/ change the password.

#### RESELLER DETAILS Find Allflex Customer from a previous order Reseller ID: Business Nan Address 1 \*. Address 2 \*. Enter the Nait Number, or any other two items, and click on 'Find Customer' Customer Details: Charge through (Reseller): Contact Person: Allflex Sales jared@allflex.co.nz 17 El Prado Dr Town | District: Palmerston North 4470 Region | Post Code: Contact Phone:

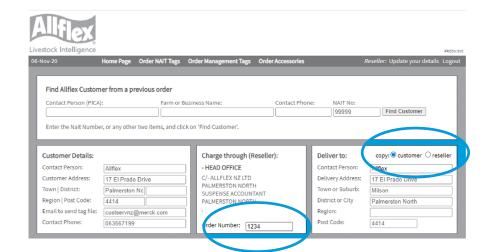
## **Select "Order NAIT Tags"**

- Enter the Farmer's NAIT number.
- Click on "Find Customer".



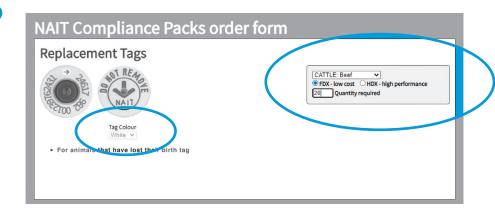
#### **Enter the resellers order number**

- Enter the reseller order number.
- · Select delivery address.
  - Customer to farmer's address
  - Reseller to shop address



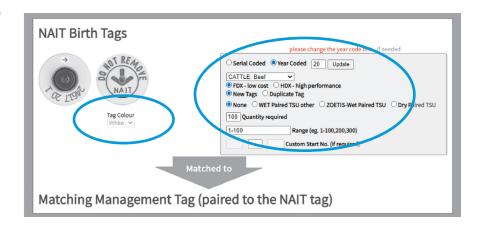
#### **NAIT Replacement Tags**

- Select HERD type cattle beef, cattle dairy, or deer.
- Change from FDX to HDX (if required for Farm Automation etc).
- Enter the quantity required.
- If deer, you can select a different colour male tag.
- Cattle must have a white male tag.



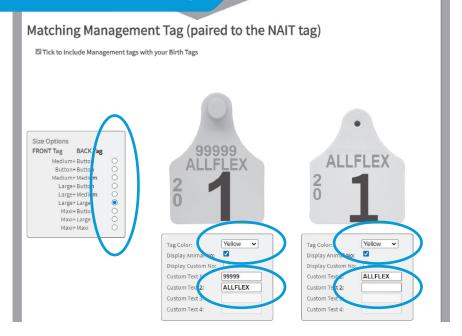
### **NAIT Birth Tags**

- Select the year code if it's not the year shown in the box, change to the required year and click 'update'.
- If no year code is required select O Serial Coded.
- Select cattle, beef, dairy, deer.
- Change from FDX to HDX (if required for Automation etc).
- If deer, you can select a different colour male tag.
- · Enter the quantity required.
- · Cattle male tag must be white.
- If a prefix is required on visual tags, please call Allflex for assistance.



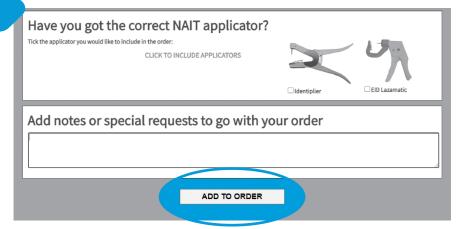
### **Matching Management Tag (paired to the NAIT tag)**

- Select the tags size options.
- Change tag colours, if required.
- To add text, enter text into the first text box available.
- Note: we cannot change tag size, colour text or numbers once the order is confirmed.
- If you have any questions, please call Allflex before proceeding.



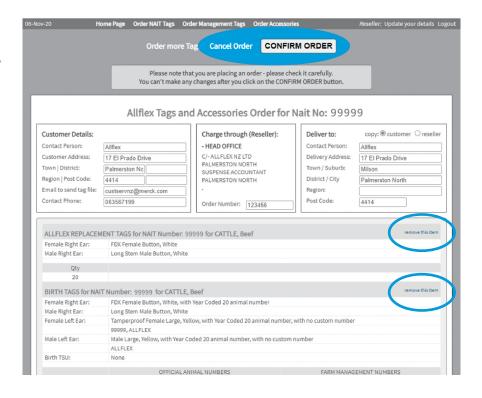
#### Add applicators to the order

- Select any applicators required by ticking the box.
- Enter any notes if the order is urgent or additional non official tags are required.
- Scroll to the bottom of the page and click 'add to order'.



#### **Check the order**

- Check the contents of the order before clicking the "Confirm order" button.
- If you have made a mistake, you have two options:
  - "Cancel Order" takes you back to the start (serious mistake like wrong NAIT); or
  - "Remove this item" removes that selected order line only, (wrong tag size or colour etc.).



#### **Order confirmation**

- This is the screen after clicking the "Confirm Order" button.
- Note the order reference "AFXXXXX", you can write this on the original order form.
- "Print Order Details", we recommend you print this and staple it to the original order form as it provides proof in case of a dispute over order content.

