



## Do you need to complete a Commodity Vendor Declaration?

Our electronic Commodity Vendor Declaration (CVD) streamlines the contract and delivery process between Growers, Buyers, Receivers and End Users without the messy paperwork.

- Quick to complete within myNGR, including tips and explanatory notes to guide completion.
- CVD details can not be edited, changed or altered once complete, ensuring what you entered remains the same.
- Immediately available for your Buyer and Receiver to view.
- Completed CVDs can be viewed anytime and available as PDFs.
- No need for physical paperwork to go with trucks for delivery.
- Stored indefinitely and securely in myNGR.

## How to complete a Commodity Vendor Declaration

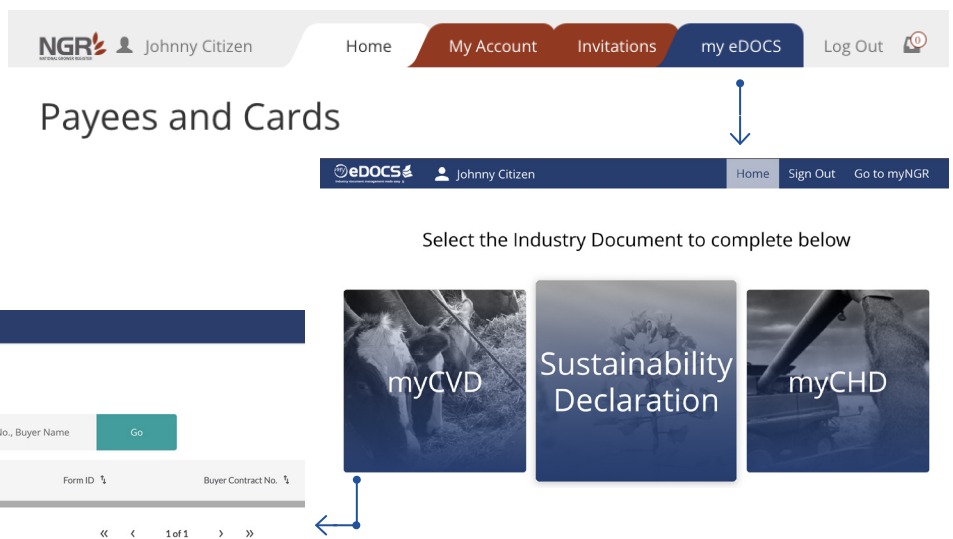


### 1. Visit [my.ngr.com.au](http://my.ngr.com.au) on any device

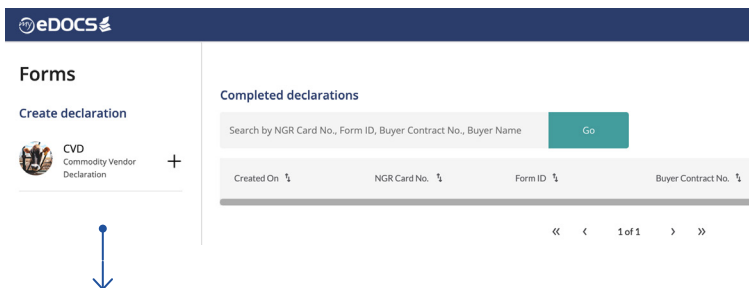
Tip: When using a mobile device, landscape orientation of the screen works best.

### 2. Click the myeDOCS tab in the top menu

- ↳ Next click the 'myCVD' tile.
- ↳ Then click the + beside 'CVD' on the left-hand side menu.



The screenshot shows the user interface for Johnny Citizen. The top navigation bar includes 'Home', 'My Account', 'Invitations', 'my eDOCS', and 'Log Out'. Below this, the 'my eDOCS' section is active, showing 'Payees and Cards'. A dropdown menu is open, displaying 'myCVD', 'Sustainability Declaration', and 'myCHD'. The 'myCVD' tile is selected, leading to a page with a search bar and a table of completed declarations.



The screenshot shows the 'Forms' section of the myeDOCS interface. Under 'Create declaration', the 'CVD Commodity Vendor Declaration' form is highlighted with a plus sign. Below this, the 'Completed declarations' section is visible, featuring a search bar and a table with columns for 'Created On', 'NGR Card No.', 'Form ID', and 'Buyer Contract No.'.



### 3. Select the related Card

#### Commodity Vendor Declaration

Ensure that you answer all questions correctly

##### Seller details

Select a card \*

13780579  
John

13781117  
myNGRapp Test  
Account 2 &

13966120  
No GST ABN



### 4. Enter your Buyer & Receiver details

#### Buyer details

Select a buyer \*

Commodity Movement Order no.

Buyer Property Identification Code

Buyer contract or reference no.

#### Receiver details

The Receiver is the same as the Buyer

Select a Receiver

Select a Receiver Site

### 5. Enter your Commodity details

#### Commodity details

Delivery Start \*

Delivery End \*

Select commodity \*

Variety

Grade

+ Add another Variety

Total quantity 0



### 6. Answer the Product Integrity and Chemical Use information

Part A - Product Integrity

Part B - Chemical Use



### 7. Click the Submit button



Quick to Complete

Secure

Unable to be altered

Immediately Available

All files in one location

Simple and Streamlined

**Stored indefinitely + securely**  
with your myNGR details.  
Only allowing access by participating Data  
Subscribers you are selling to.

**Need a copy for your files?**  
Simply download or print from  
the eDOCS tab within myNGR.