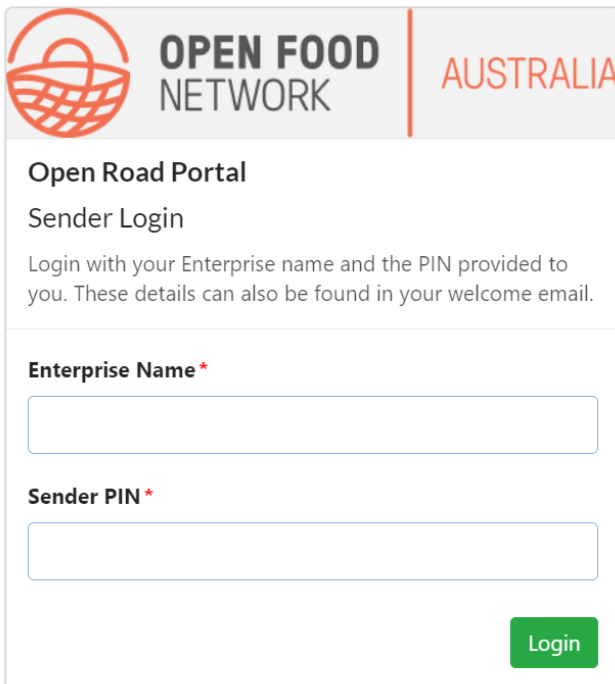


Open Road Portal User Guide

The Open Road Portal is used to place orders, view order updates, update enterprise details and confirm acceptance of Terms and Conditions. The 3 steps to using the portal are outlined below. As always, the Open Road team is here to help and can be contacted via openroad@openfoodnetwork.org.au

Step 1: Login

Go to <https://app.miniextensions.com/user-portal-grid/qeSZTUk3j91j6e7Aod63/> or click on “Open Road Portal” in your welcome email. You will be taken to a window that looks like this:



The screenshot shows a login form for the Open Road Portal. At the top left is the Open Food Network Australia logo. The header text reads "OPEN FOOD NETWORK AUSTRALIA". Below the header, the title "Open Road Portal" is followed by "Sender Login". A message states: "Login with your Enterprise name and the PIN provided to you. These details can also be found in your welcome email." There are two input fields: "Enterprise Name*" and "Sender PIN*", both with asterisks indicating they are required. A green "Login" button is located at the bottom right of the form.

If you don't know your enterprise name or sender PIN, see the log in details in your welcome email.

Email openroad@openfoodnetwork.org.au if you are having trouble logging in.

Step 2: Accepting Terms and Conditions

On log in you will land on your order page. Click on the user icon in the top right of the page and a new tab will open with your Sender profile.



On login, this page will show your accepted orders - those that have been added to our routes. Click on Pending Orders, above, to view the details of recently lodged orders, which are yet to be confirmed. If any details look incorrect or you would like to request a change or cancellation, please email openroad@openfoodnetwork.org.au

Book new orders by following the links below
[Open Road Order Lodgement: Gippsland and Metro](#)
[Open Road Order Lodgement: North East](#)

The **user icon** in the top right will open your Sender Profile in a new tab.

Created/Accepted: order has been accepted by Open Road; **Completed:** drop off and pick up have been completed, and will be invoiced in the next invoicing cycle; **Cancelled:** order is cancelled

Tracking Number	Order Status	Item Description	Quantity	Added to our route on:	Additional Info	Bill To
NORTHEAST526	completed	Test Order 11	3	8/4/2021	Test Order. Pls Ignore.	Test Sender1
NORTHEAST399	completed	Test Order 1	25	8/4/2021	Test Order. Pls Ignore.	Test Sender1
NORTHEAST399	completed	Test Order 1	2	8/2/2021	Test Order. Pls Ignore.	Test Sender1

Here you can view your Sender details. Click the "Edit Sender profile" button to make changes to your details, including checking the box to accept Terms and Conditions, and adding your ABN.

Click 'Edit Sender Profile' to accept the [Terms and Conditions](#), add your ABN and billing details, and update contact details.

Test Sender1

[Edit Sender Profile](#)

Enterprise Name
Test Sender1

Contact Name
TS 1

Email contact
grace@openfoodnetwork.org.au

Editing Sender Profile

Once you've read the Terms and Conditions of the service, accept by selecting the checkbox

Update your contact details

Add your ABN

Open Road Terms and Conditions
[Link to terms and conditions.](#)
 To withdraw your acceptance, please contact via email to ad@openfoodnetwork.org.au

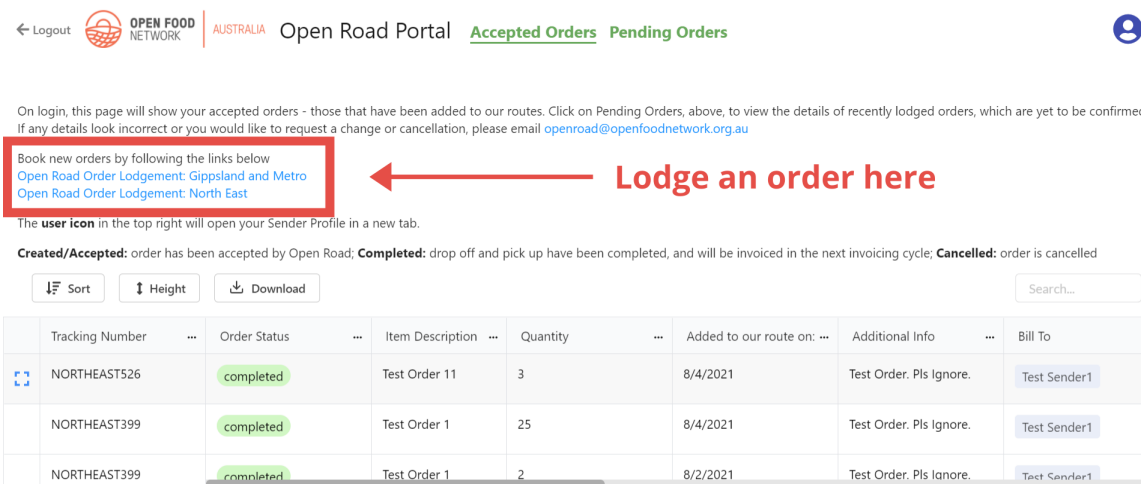
Accept T&Cs here



ABN *
 Required to ensure correct invoicing

ABN

Step 3: Lodge an Order

The Orders page will still be open as a separate tab in your browser. Follow the service lodgement link relevant to your region to place an order.



← Logout  | AUSTRALIA Open Road Portal Accepted Orders Pending Orders 

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Book new orders by following the links below
[Open Road Order Lodgement: Gippsland and Metro](#)
[Open Road Order Lodgement: North East](#)

← **Lodge an order here**

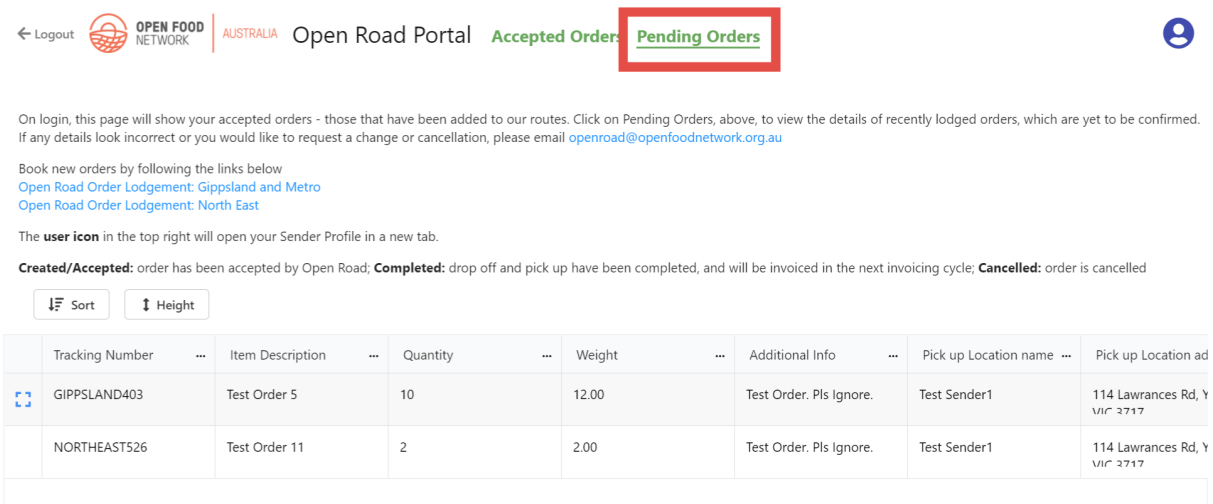
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Sort Height Download Search...

Tracking Number	Order Status	Item Description	Quantity	Added to our route on:	Additional Info	Bill To
NORTHEAST526	completed	Test Order 11	3	8/4/2021	Test Order. Pls Ignore.	Test Sender1
NORTHEAST399	completed	Test Order 1	25	8/4/2021	Test Order. Pls Ignore.	Test Sender1
NORTHEAST399	completed	Test Order 1	2	8/2/2021	Test Order. Pls Ignore.	Test Sender1

Once you have completed a lodgement form, the order details will display here until it is accepted into our routes when it will move into the Accepted Orders grid.



← Logout  | AUSTRALIA Open Road Portal Accepted Orders Pending Orders 

On login, this page will show your accepted orders - those that have been added to our routes. Click on Pending Orders, above, to view the details of recently lodged orders, which are yet to be confirmed. If any details look incorrect or you would like to request a change or cancellation, please email openroad@openfoodnetwork.org.au

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Sort Height

Tracking Number	Item Description	Quantity	Weight	Additional Info	Pick up Location name	Pick up Location ad
GIPPSLAND403	Test Order 5	10	12.00	Test Order. Pls Ignore.	Test Sender1	114 Lawrances Rd, YVIC 3717
NORTHEAST526	Test Order 11	2	2.00	Test Order. Pls Ignore.	Test Sender1	114 Lawrances Rd, YVIC 3717

The order status will be updated daily, and any orders marked completed will be invoiced.