

Place your feed orders online today, at
my.forfarmers.co.uk

Step 1.
Create
Order



Step 2.
Request
Delivery



Step 3.
Review &
Confirm



for
farmers
the total feed business



myForFarmers

User Guide

www.my.forfarmers.co.uk



for
farmers
the total feed business

Welcome to the online portal by ForFarmers

Our easy-to-use guide will support you when creating your Compound & Dry Blend feed orders in three easy steps:

1. Create Order

2. Delivery Date Selection

3. Review & Submit

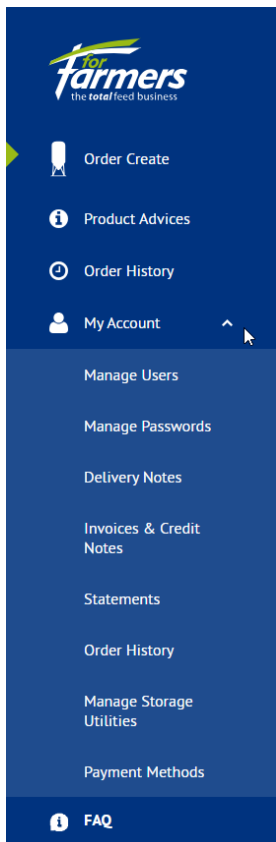
PLUS you may find our **additional features** beneficial – these top tips will help you easily navigate around myForFarmers.

Did you know? All of your order documentation can be easily accessed online, for example;

- ▶ Order history
- ▶ Delivery notes
- ▶ Invoices
- ▶ Statements

How to log in

Visit <https://my.farmers.co.uk/en/login> and enter your email address and password, or scan the QR code to log in.



Creating your Storage Utilities

- ▶ Select My Account, then Manage Storage Utilities
- ▶ Select the Delivery account where you would like to set up your Storage Utilities
- ▶ Select + Storage Utility
- ▶ You can now enter your selections including the species and capacity of the utility, if applicable

Setting up additional Users*

- ▶ Select My Account, then Manage Users
- ▶ Select New User
- ▶ Enter personal details for your new User
- ▶ Locate the required Delivery account
- ▶ Choose a role for the User
 - Inactive (removes access to the selected account)
 - Order Access only (order/delivery information only)
 - Not applicable (please disregard)
 - Unrestricted (full access including invoices)

**Applicable for Master Users only. The Master User is the main customer contact who registered for myForFarmers, this is usually the Owner, Payer Contact, or the Buyer.*

If you require additional support setting up your account, please contact your local Customer Service team via the myForFarmers contact page.

Step 1. Order Create

- ▶ Following log in, you will see a list of your delivery accounts
- ▶ Search for an address or select the down arrow (A)
- ▶ Select a storage utility by clicking the down arrow (B)
- ▶ Where a pre-filled product is shown (C) and this matches the product required, simply enter your order quantity
- ▶ To order a new product – select, + **Product** (D) and enter the product code
- ▶ Select the shipping condition (E)
- ▶ Is your order complete? Then click on “Go to delivery” (F)

Additional Features:

- ▶ Add a new storage utility directly from the Order Create screen (G)
- ▶ Does the diet formulation need to be changed? If so, tick (H) and add further information to the Comments box on the Delivery Page
- ▶ Distribute your order between multiple storage utilities (I)

1 Order Create2 Delivery3 Review

To place a new order enter farm details within the search bar or select your delivery account from the list below. You can find your previous or pending orders in Order History.

Search by trading title, address or account number

E.g. Manor Farms Barns, Fox Road

Trading Title – Farm Name

Address, Postcode
Delivery Account: UK0111111

+ Add Storage Utility

BIN 1

+ Product

ECO SUPER REARER 18 BKNT

Product Code: P00845
Previous quantity ordered 3.0 Tonnes. on: 12-05-2023

Quantity (Tonnes)
3.0

☐ Formulation Adjustment Required

Select a shipping condition below

☐ Delivered
☐ Collected
☐ Tipped

+ Split between multiple utilities

BUILDING Grey

Go to delivery

Step 2. Delivery

- ▶ Choose desired delivery dates for each product (J)
- ▶ Add your Purchase order number (optional) (K), by selecting the pencil/edit icon (L)
- ▶ Add a Comment for customer services or the driver (M) (optional), by selecting the pencil/edit icon (L), if not already selected
- ▶ Select "Go to review" (N)

Additional Features:

- ▶ Consider receiving all your products on one day – tick box (O) to consolidate your delivery dates
- ▶ You can place a repeat order for multiple delivery dates in one transaction. Enter the total quantity in the Order Create screen, then choose 'divide delivery' in the delivery screen (P), by selecting the pencil/edit icon (L), if not already selected



Order Create

2

Delivery

3

Review

Delivery

It is possible to select a separate collection or delivery date per delivery address or product code

Your order no. (applies to all items unless edited)

Your Order No.

☐ All orders on the same day

Where multiple delivery dates are offered, please consider selecting 'All orders on the same day' to achieve maximum efficiencies

Trading Title – Farm Name

Address, Postcode

Delivery Account: UK0111111

Compound & Dry Blends

Storage Utility Name / Number	Product Description	Quantity	Product Code	Your Order No.	Shipping Condition
BIN 1	ECO SUPER REARER 18 BKNT	3.0 tonnes	P00845	K	Delivered edit L
Earliest delivery date		Latest delivery date			
Friday 19 May 2023		Saturday 20 May 2023			
06:00 - 18:00 hr		06:00 - 18:00 hr			
Add comment M		÷ Divide delivery P			
BUILDING Grey	OMEGA GOLD BFZZ 1.2 tonnes		P00288F		Delivered edit
Earliest delivery date		Latest delivery date			
Monday 15 May 2023		Tuesday 16 May 2023			
06:00 - 18:00 hr		06:00 - 18:00 hr			

[Return to last page](#)

N

[Go to review](#)



Step 3. Review

- ▶ Review your order
- ▶ If you need to make any changes, select "Return to last page" (Q)
- ▶ When you are happy with your order, select "Place Order" (R)
- ▶ You will receive an email confirmation

Additional Features:

- ▶ Here, you can send an order confirmation to an additional email address (S)

 [Order Create](#)

 [Delivery](#)

 [Review](#)

Review

Your Order No.
-

Trading Title – Farm Name
Address, Postcode
Delivery Account: UK0111111

Compound & Dry Blends

Storage Utility Name / Number	Product Description	Quantity	Product Code	Your Order No.	Shipping Condition
BIN 1	ECO SUPER REARER 18 BKNT	3.0 tonnes	P00845		Delivered
Earliest delivery date Friday 19 May 2023 - 06:00 - 18:00 hr		Latest delivery date Saturday 20 May 2023 - 06:00 - 18:00 hr			
BUILDING Grey	OMEGA GOLD BFZZ	1.2 tonnes	P00288BF		Delivered
Earliest delivery date Monday 15 May 2023 - 06:00 - 18:00 hr		Latest delivery date Tuesday 16 May 2023 - 06:00 - 18:00 hr			

Order Confirmation Email

 Me ()

Send confirmation to additional emails:



... additional e-mail address

Supplementary Feature!

Amend Order

- ▶ Locate you order within Order History
- ▶ Select Order Details, then the pencil/edit icon (T)
- ▶ Change the ordered quantity (U), if applicable, then select 'Go to Delivery' (V)
- ▶ Change the delivery date (W), if applicable
- ▶ To add a comment, select the pencil/edit icon
- ▶ Select 'Go to Review' (X), then 'Confirm' (Y)

Cancel Order:

- ▶ You can also cancel your order by selecting the trash/cancel icon (Z)
- ▶ Note: A minimum of 4 days' notice is required for all order amendments and cancellations

[Return to last page](#)

Order Number	Order Date	No. of Utilities	Your Order No.	Status
0105911022	13-12-2023	1	-	IN PROCESS

Trading Title – Farm Name

Address, Postcode
Delivery Account: UK0111111

Compound & Dry Blends

Driver to 'see site' before unloading

Product Description	Quantity	Product Code	Your Order No.	Shipping Condition	Delivery Date	Status
EB PR LAMB BGPT	10.0 tonnes	P02017BG		Delivered	Delivery from: 05-01-2024 08:00 - 16:30 hr Delivery until: 10-01-2024 08:00 - 16:30 hr	IN PROCESS



- 1 Order Amend
- 2 Delivery
- 3 Review

i You can adjust the quantity, or select 'Go to Delivery' to adjust the delivery date and order comments

Trading Title – Farm Name

Address, Postcode
Delivery Account: UK0111111

Driver to 'see site' before unloading **i**

EB PR LAMB BGPT

Product Code: P02017BG
Previous quantity ordered 10.0 Tonnes. on: 12-12-2023

Quantity

12.0

U

Tonnes

▼

[Reverse changes](#)

[Return to last page](#)

[Go to Delivery](#)





[Order Amend](#)



[Delivery](#)



[Review](#)

Trading Title – Farm Name

Address, Postcode

Delivery Account: UK0111111

Compound & Dry Blends

Storage Utility
Name /
Number

Product
Description

Quantity

Product Code

Your Order No.

Shipping
Condition

Driver to 'see
site' before
unloading

EB PR LAMB
BGPT

12.0 tonnes

P02017BG

Delivered [edit](#)

Earliest delivery date

Friday 15 December 2023

08:00 - 16:30 hr

Latest delivery date

Monday 18 December 2023

08:00 - 16:30 hr

! Due to increased order quantity, the delivery date for this product has been recalculated.
Please select your required delivery date or reverse your changes
[Reverse changes](#)

[Return to last page](#)

[Go to Review](#)

X



[Order Amend](#)



[Delivery](#)



[Review](#)

Review

Please review your order before confirming your changes

Trading Title – Farm Name

Address, Postcode

Delivery Account: UK0111111

Compound & Dry Blends

Storage Utility
Name / Number

Product
Description

Quantity

Product Code

Your Order No.

Shipping
Condition

Driver to 'see
site' before
unloading

EB PR LAMB
BGPT

12.0 tonnes

P02017BG

Delivered

Earliest delivery date

Friday 15 December 2023 - 08:00 - 16:30 hr

Latest delivery date

Monday 18 December 2023 - 08:00 - 16:30 hr

[Return to last page](#)

[Confirm](#)

Y

Added extras



Product Advices

Your Account Manager can now send you a product advice. Simply select 'Product advices', review the recommended product and add to your storage utility. Then follow step 1 to order the product



Order History

View your previous orders, track order status and re-order



My Account

Under the heading 'My account' you can also find your delivery notes, invoices, statements and details of our payment options

Need support or have a question?

You can access our comprehensive training videos online by visiting bit.ly/myFFvideos or scanning the **QR Code >>**

You may also find the selection of FAQs within the user menu useful.



For more information or questions about **myForFarmers**, please contact your local Customer Service team, they will be happy to help you:

Pig, Poultry, Game, Dog & Small Animal
Dairy, Beef and Sheep

☎ 0330 678 0984
☎ 0330 678 0982

@ csd.horizonhouse@forfarmers.eu
@ csd.scotland@forfarmers.eu
@ csd.exeter@forfarmers.eu

