

USER MANUAL RENTAL BIN CONTRACT

Create Contract

Create Rental Bin Contract

CUSTOMER LOOKUP

1

BILLING CONTACT DETAIL

[SAME AS CONTACT PERSON](#)

Customer First Name *	Customer Last Name *
<input type="text" value="hendry"/>	<input type="text" value="hendry"/>
Contact Phone *	Mobile Phone (optional)
<input type="text" value="12421421"/>	<input type="text"/>
Email Address *	Company Name *
<input type="text" value="hendrik.damai@gmail.com"/>	<input type="text" value="Rhub"/>

BILLING ADDRESS

Street Number *	Unit Lot (optional)	Street Address *
<input type="text" value="4"/>	<input type="text"/>	<input type="text" value="avenal street"/>
Postcode *	Town / City *	Suburb (optional)
<input type="text" value="9810"/>	<input type="text" value="INVERCARGILL"/>	<input type="text"/>
<small>Postcode found</small>		
State (optional)	Country *	
<input type="text" value="SOUTHLAND"/>	<input type="text" value="New Zealand"/>	

2

Next Step >

Waste Charge Price per KG

3

Add Bin and Site

4

This is the “Create Rental Bin Contract” menu. In the menu there are several actions including :

1. Customer Lookup
2. Fill in the Form and click “Next Step”
3. Add bin site
4. Accept Contract

< Back

Decline Contract

Accept Contract

Action ▾

1

Customer Lookup

CUSTOMER LOOKUP

Search (name, email, phone, code)

hen

[ADRIENNE HENDERSON | | IAYrxE1kB6@gmail.com](#)

[CAIN HENRY | | OJJ1vc2Gtj@gmail.com](#)

[DEBBIE CHENIER | | 2nCVhHgGhM@gmail.com](#)

[DIANE HENDERSON | | qVr0i0FE0m@gmail.com](#)

Use the "Customer Lookup" function to search for existing customers. This action allows you to quickly access information related to a particular customer, enhancing the customer service experience.

2

Customer form

BILLING CONTACT DETAIL
☒ SAME AS CONTACT PERSON

Customer First Name *	Customer Last Name *
<input type="text" value="hendry"/>	<input type="text" value="testorn"/>
Contact Phone *	Mobile Phone (Optional)
<input type="text" value="12421421"/>	<input type="text"/>
Email Address *	Company Name *
<input type="text" value="hendrik.damai@gmail.com"/>	<input type="text" value="ihub"/>

BILLING ADDRESS

Street Number *	Unit Lot (Optional)	Street Address *
<input type="text" value="4"/>	<input type="text"/>	<input type="text" value="avenal street"/>
Postcode *	Town / City *	Suburb (Optional)
<input type="text" value="9910"/>	<input type="text" value="INVERCARGILL"/>	<input type="text"/>
<small>Postcode Found</small>		
State (Optional)	Country *	
<input type="text" value="SOUTHLAND"/>	<input type="text" value="New Zealand"/>	

Next Step >

after you fill in all the customers orders details form then you can click the “Next Step” button to going to the payment process.

3

Add Bin and Site

ORDER DETAILS

Select Contract Period

-- Select Contract Period --

Contract Start Date * 27 Jan 2024

Contract End Date

#	Bin Size	Waste Type	Billing Cycle	Pickup Period	Price	Qty	Waste Charge Price per KG
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Terms & Conditions

Rental Bin Term & Condition 2023

< Previous Step

1 **Add Bin and Site**

3 **Next Step >**

Add Bin and Site

Bin Number * 1001

Bin Size * 1001

Bin Type * 1001

Bin Location * 1001

Bin Address * 1001

Bin City * 1001

Bin State * 1001

Bin Zip * 1001

Bin Country * 1001

Bin Phone * 1001

Bin Email * 1001

Bin Website * 1001

Bin Notes * 1001

Bin Status * 1001

Bin Type * 1001

Bin Size * 1001

Bin Location * 1001

Bin Address * 1001

Bin City * 1001

Bin State * 1001

Bin Zip * 1001

Bin Country * 1001

Bin Phone * 1001

Bin Email * 1001

Bin Website * 1001

Bin Notes * 1001

Bin Status * 1001

2

- 1 After you finish to fill in the order details form, then you need to click “Add Bin and Site”
- 2 Fill in the Add Bin and Site form and click “Add Bin and Site” button on bottom right corner
- 3 Click button “Next Step”

4

Contract Review

The screenshot shows a web interface for reviewing a contract. At the top, the title is "Aa Contract #EBNZ-UDS4XO2CPO (quote)". Below the title are four buttons: "Back", "Decline Contract", "Accept Contract", and "Action". The "Accept Contract" button is highlighted with a red box and labeled with a circled "1". The "Action" button is labeled with a circled "2" and has a dropdown arrow. Below the buttons, the contract details are displayed: "hendry testorn", "4 avenal street, INVERCARGILL SOUTHLAND New Zealand 9810", and "12421421". Below this, there are three boxes: "2024-01-30 Start Date", "-", "End Date", and "0 Total Order". At the bottom, there are tabs: "Contract Details", "Service Pricings", "Sites", "Orders", and "Invoices". On the right side, there is a "Three Dots" menu icon labeled with a circled "3", which has a dropdown menu with options: "Add Service Pricing", "Resend Contract", and "Add Comment".

- 1 After you review the contract then you can click button “Decline Contract” or “Accept Contract” to finish create Rental Bin Contract
- 2 There are two action in the “Action” button:
 - Open Page Contract
 - Resend Contract
- 3 There are three option action if you click “Three Dots” button:
 - Add Service Pricing
 - Resend Contract
 - Add Comment