

# **USER MANUAL WHEELIE CONTRACT**

Create Contract

# Create Wheelie 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 Wheelie 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

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

**BILLING ADDRESS**

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

**Terms & Conditions**

Rental Bin Term & Condition 2023

< Previous Step

1 **Add Bin and Site**

3 **Next Step >**

**Add Bin and Site**

Bin Number \* 12345678901234567890

Bin Name \* 12345678901234567890

Bin Type \* 12345678901234567890

Bin Size \* 12345678901234567890

Bin Location \* 12345678901234567890

Bin Status \* 12345678901234567890

Bin Description \* 12345678901234567890

Bin Price \* 12345678901234567890

Bin Qty \* 12345678901234567890

Bin Waste Charge Price per KG \* 12345678901234567890

Bin Add Bin and Site

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 menu with two options: "Open Page Contract" and "Resend Contract". Below the buttons, there is a section for contract details. It includes a header with "hendry testorn", a location "4 avenal street, INVERCARGILL SOUTHLAND New Zealand 9810", and a phone number "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 three 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