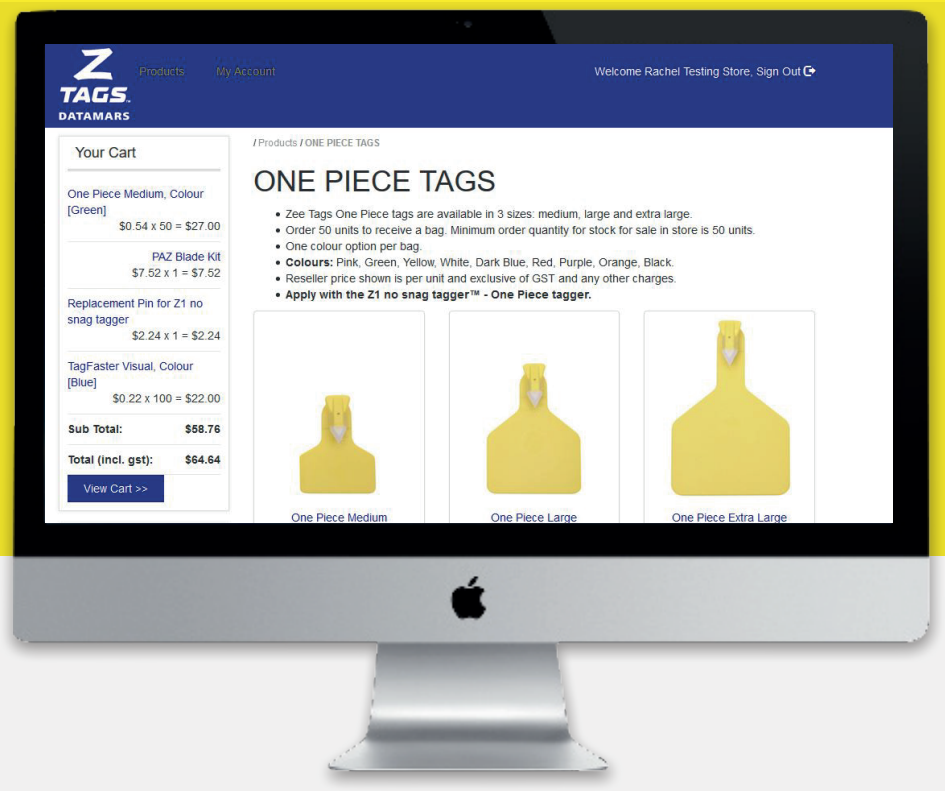
Z TAGS ONLINE ORDERING TOOL



DESIGNED TO ORDER ALL TAGS

NAIT RFID tags

Management tags

Taggers and accessories

QUICK USER MANUAL

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HOW TO ORDER MANAGEMENT TAGS

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1. Log in access

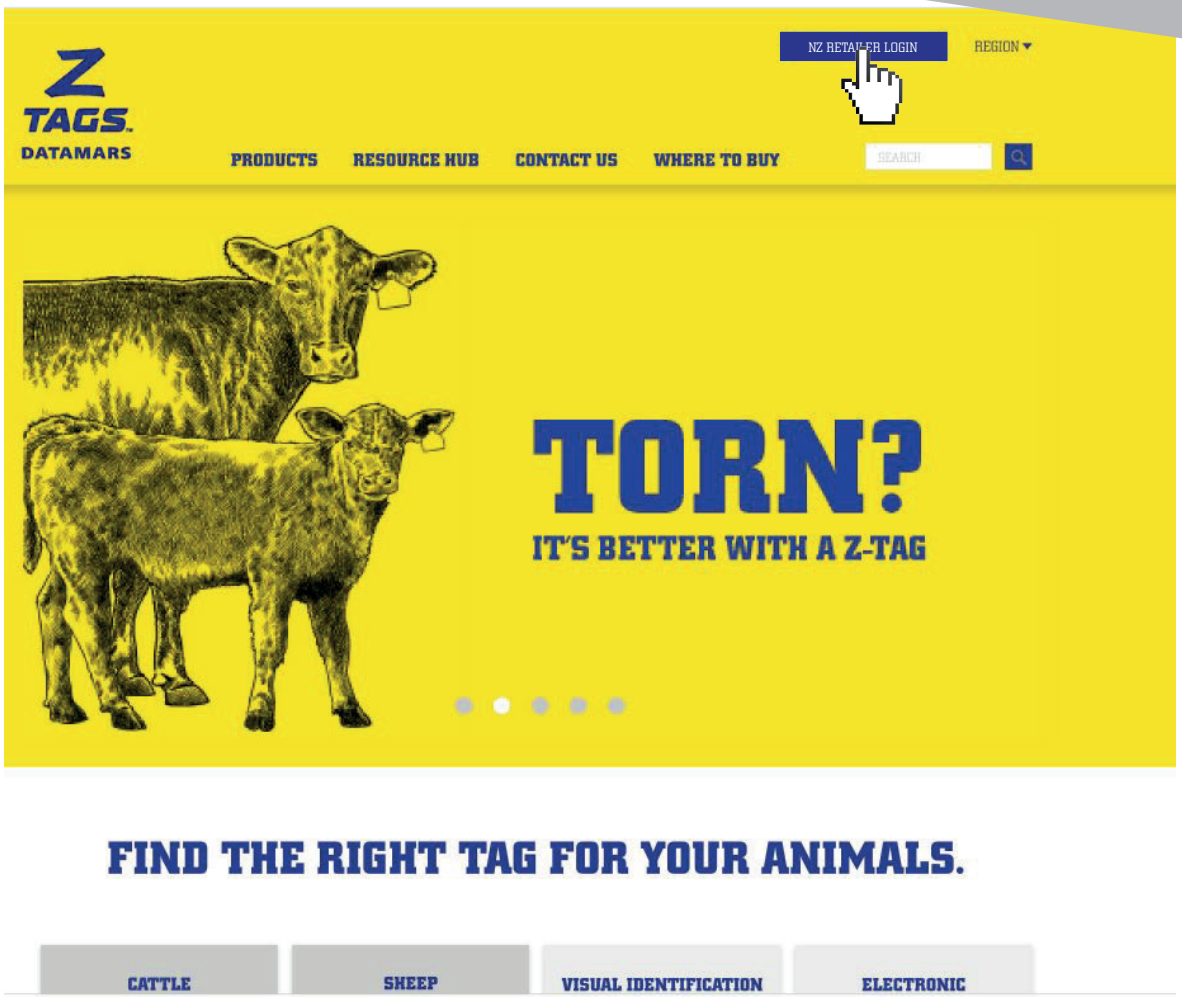
The ordering tool is **accessed via the Z Tags website.** Please visit **www.ztags.com** and click on the "NZ Retailer Log in" link positioned on the top right hand side corner of the website's home page.

Visit the Z Tags website

www.ztags.com

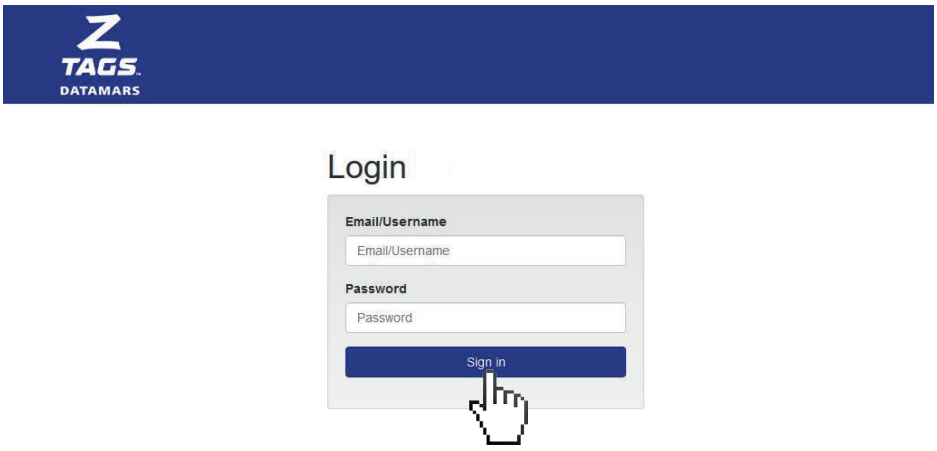
to access our online tool to order all tags

NAIT RFID TAGS
MANAGEMENT TAGS
TAGGERS & ACCESSORIES



2. Reseller Login

Please enter your user name and password. If you don't have your login details or experience any problems, please call our Customer Service team on **0800 55 33 11**.

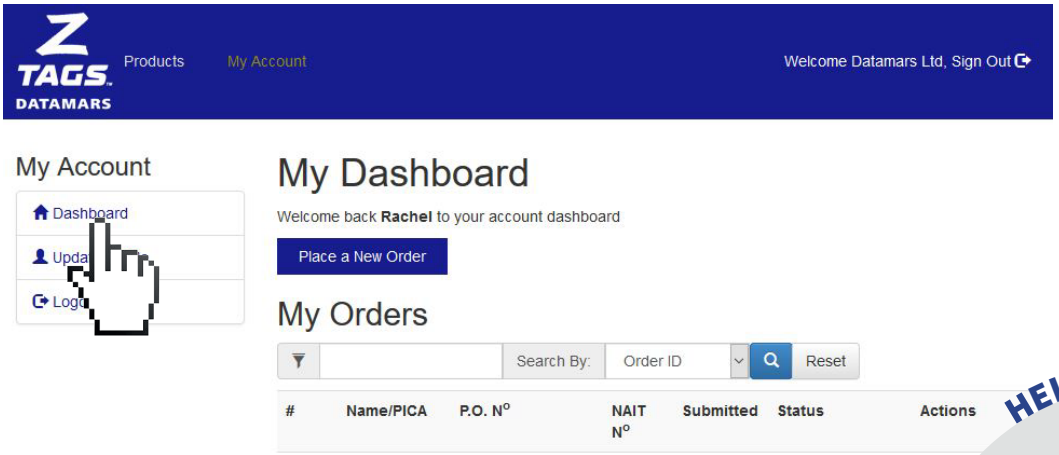


3. My Dashboard

"My Dashboard" is the first page presented to you every time you log in. On this section you will be able to:

- Update your profile under **"My Account"** section
- Overview your previous orders and its status

Please update your profile information when you first log in by selecting **"Update Profile"** under **"My account"** section."



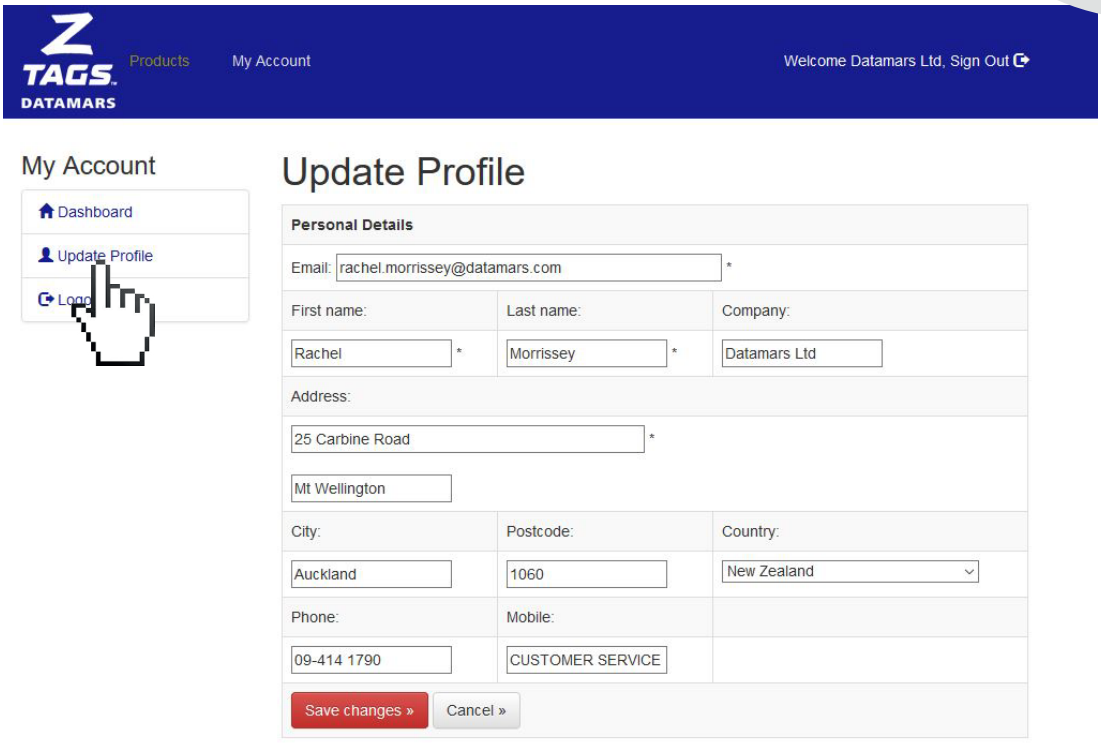
Please complete your profile as follows:

- **Email:** this is the address that we will use to send a confirmation of your orders
- **First name:** is the name of your store. e.g. Farmlands, PGG Wrightson
- **Last name:** is the "branch" of your store. e.g. Ashburton
- **Address:** is the physical address for your store

Then press the **"Save changes"** button.

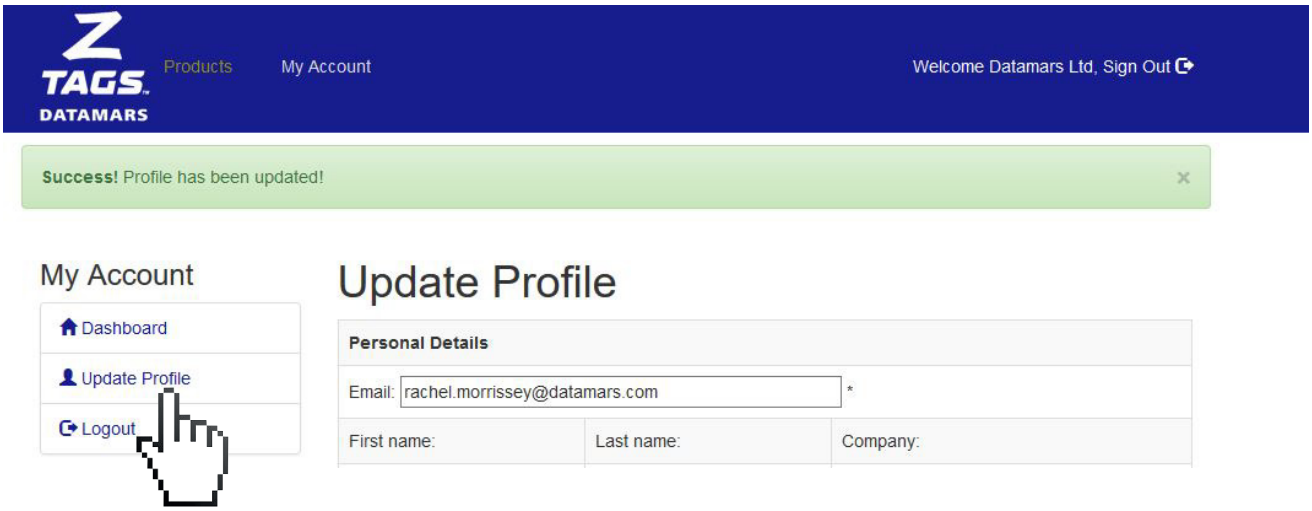
HELPFUL HINT

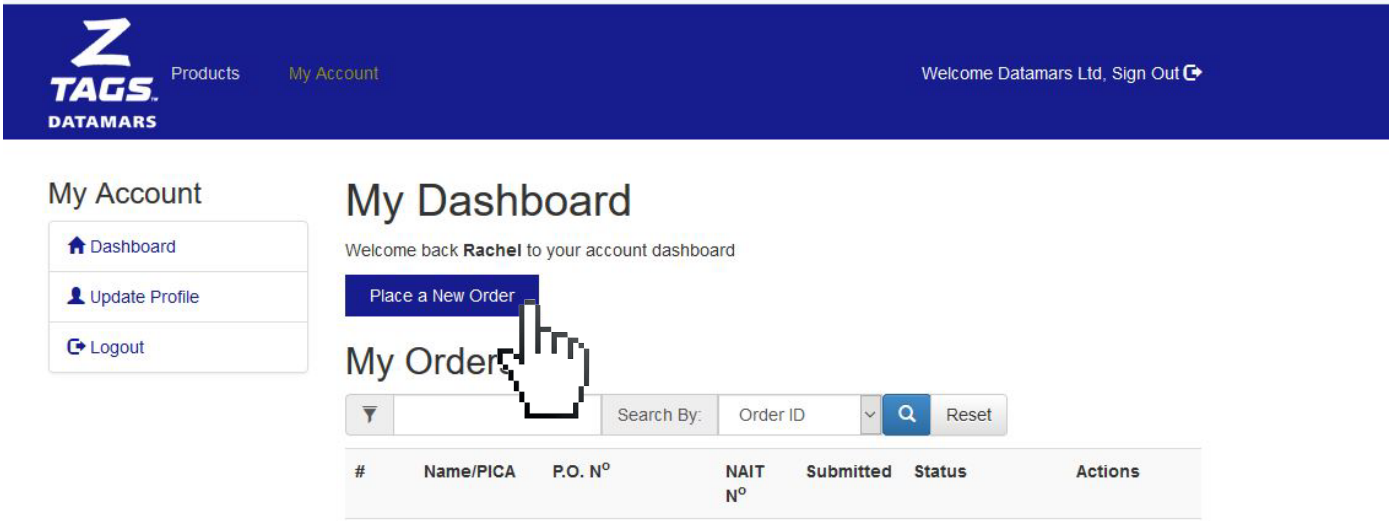
It's very important that you Update your Profile when you first log in.
The importance of this is so that confirmation emails detailing the orders placed are sent to the right email address for your records.
Please note this is a step you only need to do once.



4. Update profile & Place a new order

Once you have updated your profile, you can proceed with you first order. Please select **"Dashboard"** then click on the red button **"Place a New Order".**

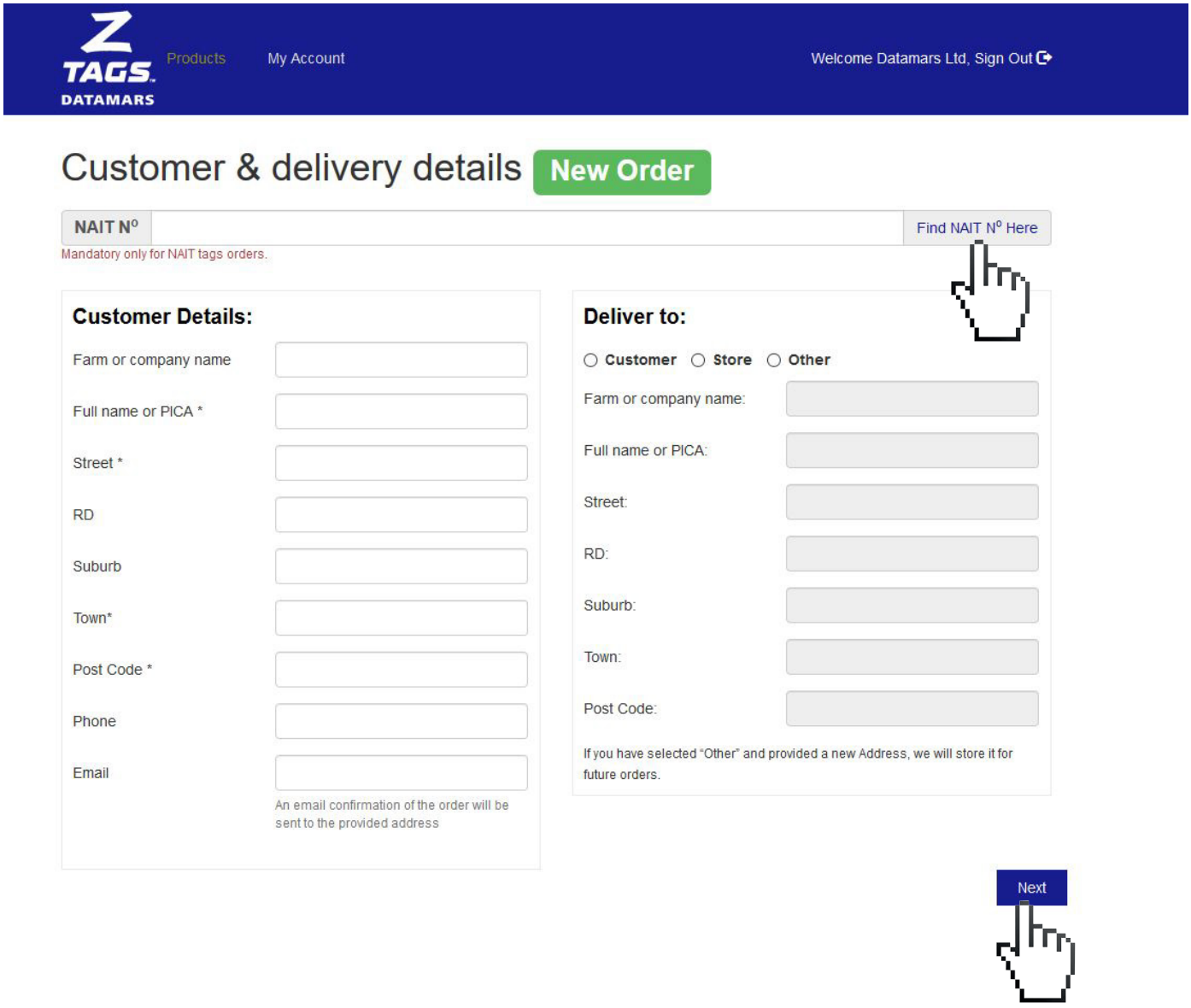


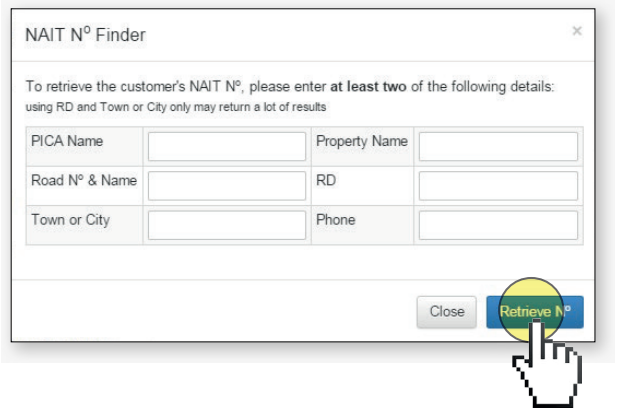


5. Customer and delivery details

Once you have selected **"Place a new order"** you will be asked to enter the customer and delivery details. Please note that to order NAIT tags, you are required to enter the customer's NAIT N°. If you or the customer doesn't know/remember the NAIT N°, you can find it by selecting **"Find NAIT N° here".**

If you are ordering Management tags only, you are not required to enter a NAIT N°, however, we strongly recommend to always use it so in the future, you can reference back to the orders that were placed under such a number.





HELPFUL HINT

NAIT N° Finder tool

When using this tool, we recommend to enter at least 2 details to obtain accurate results. Please ensure to select the accurate NAIT N° from the results presented.

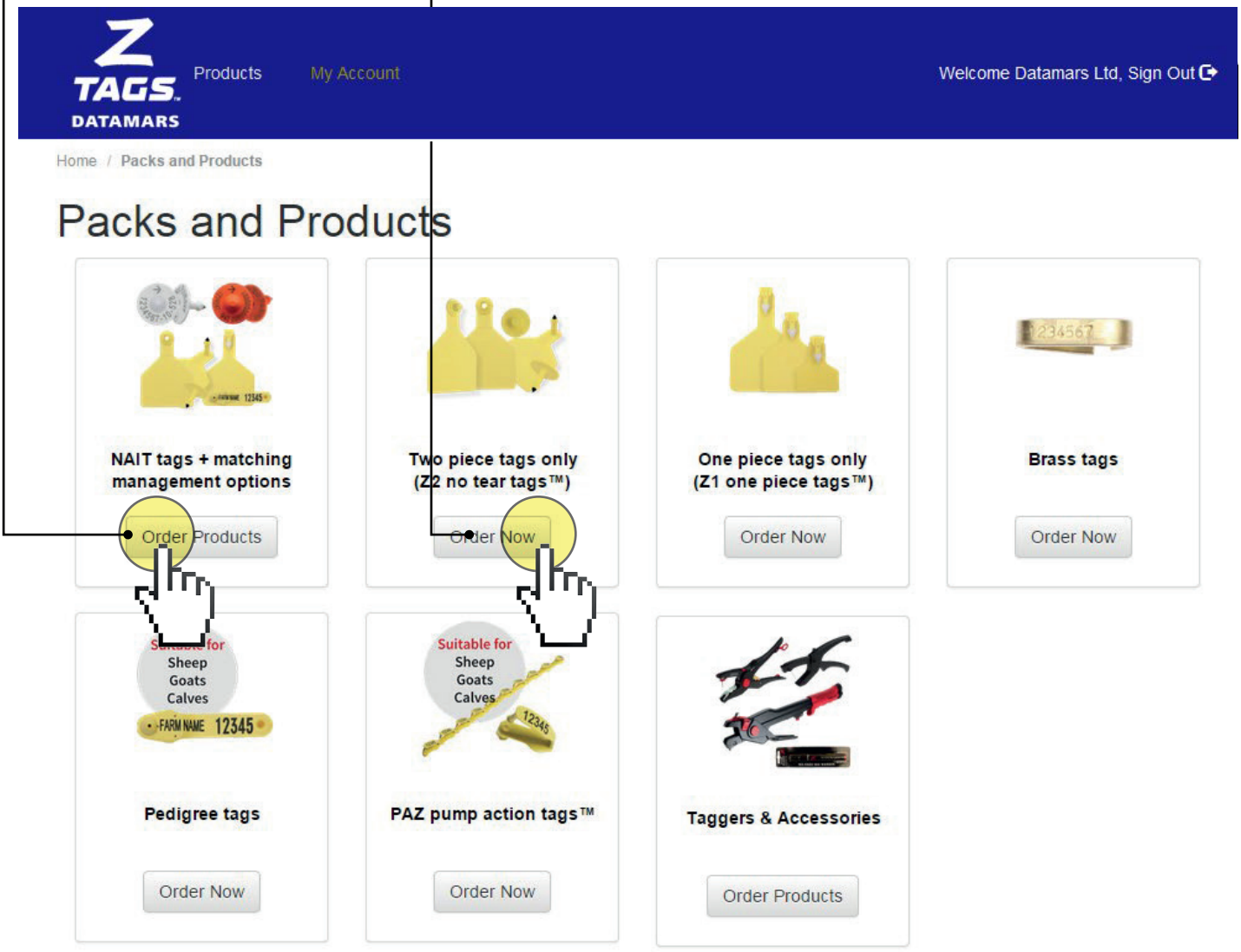
6. ALL Packs and Products

The different product options you can order are grouped into 7 main categories as presented on the image below:

For example:

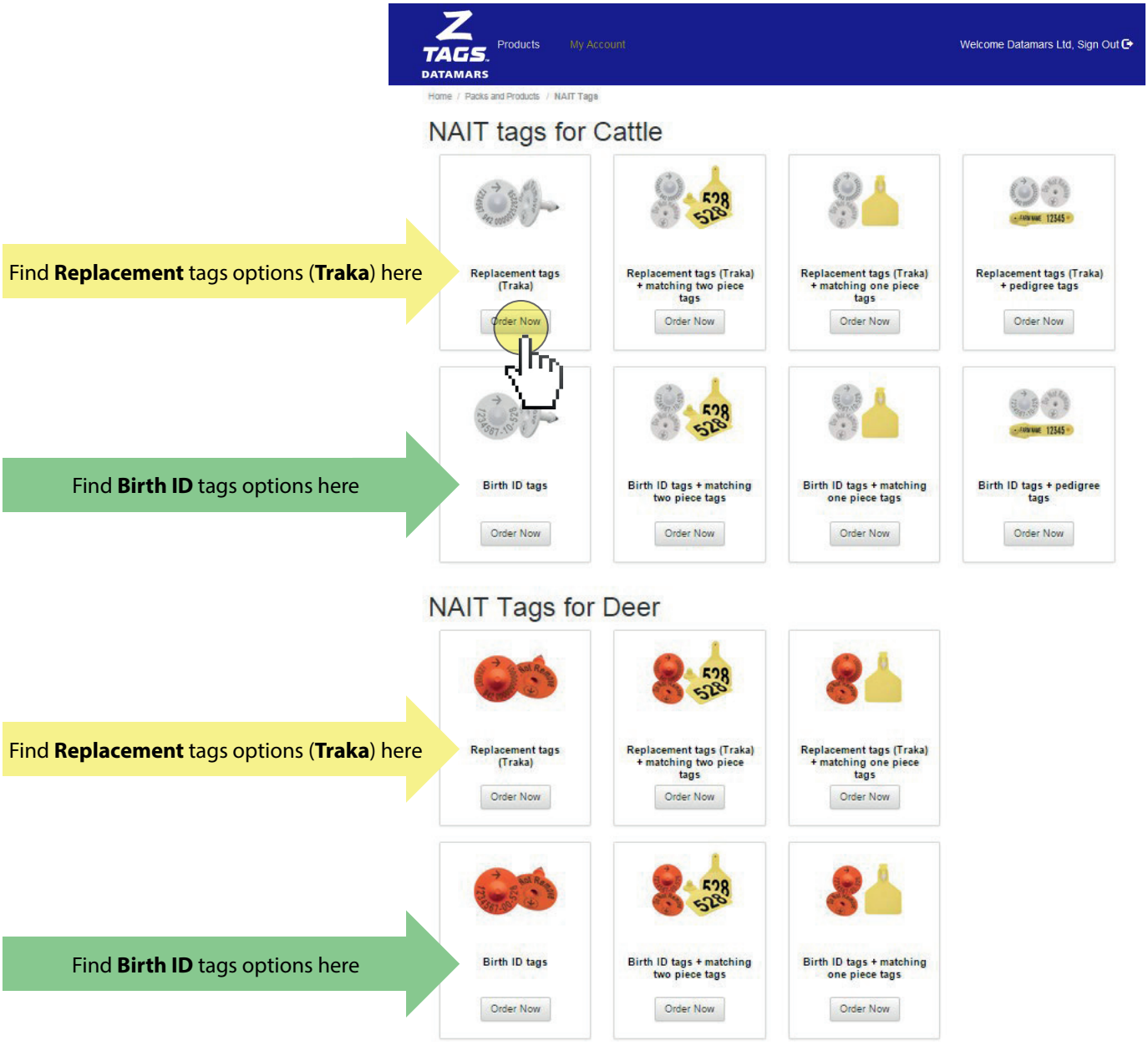
Click here to order:
- **NAIT tags:** Birth ID or Replacement (Traka) tags
- **NAIT tags with Matching tags** (secondary) one piece, two piece and pedigree

Click here to order:
Two piece tags only i.e, without a NAIT tag. In here, you will be able to order:
- Female + Male tags
- Female tags only
- Male tags only



6.1. Packs and Products / NAIT tags

The NAIT tags options you can order are grouped in different packs for your convenience. Please ensure to scroll down the page to see the **NAIT options for Deer.**
Please note that Traka tags, under the new NAIT scheme, are being called "Replacement tags".



Find **Replacement** tags options (**Traka**) here

Find **Birth ID** tags options here

Find **Replacement** tags options (**Traka**) here

Find **Birth ID** tags options here

HOW TO ORDER NAIT TAGS

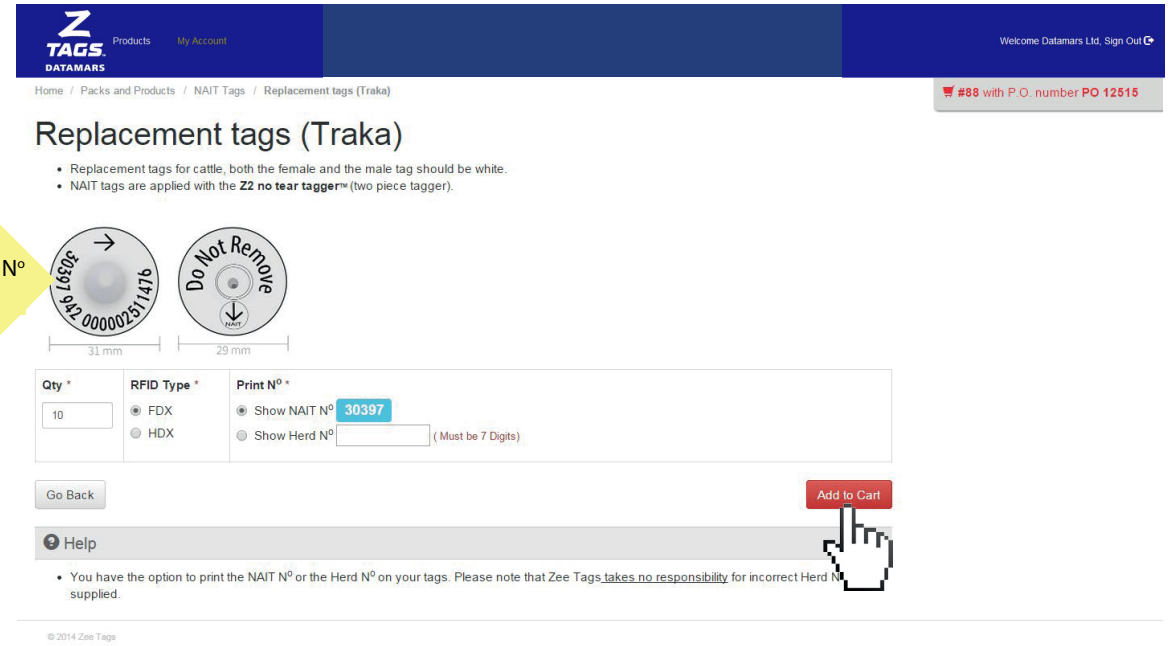
6.1.1. How to order Replacement tags (Traka) for Cattle

Follow the following steps to order Replacement tags (Traka) for cattle.

Step 1. Enter the **quantity** to order
Step 2. Select the **RFID type** for the tag: FDX or HDX
Step 3. Please select **Print N°**: Show N° or Herd N°.
Step 4. Click **"Add to Cart"**

Your purchase order shows here

NAIT N° / Herd N° shows here



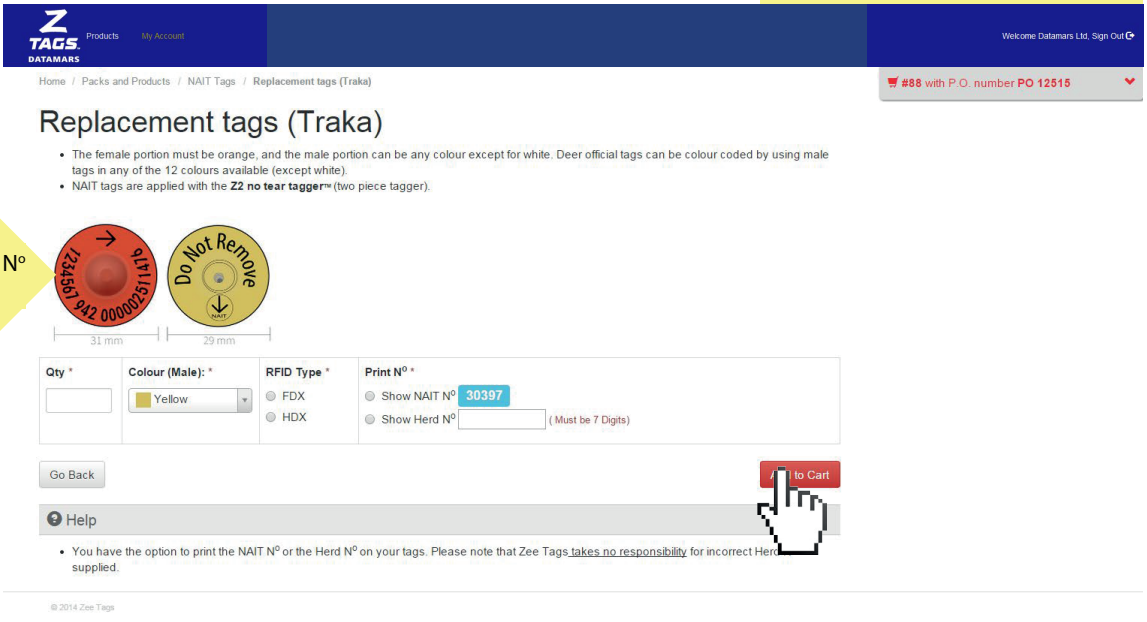
6.1.2. How to order Replacement tags (Traka) for Deer

Follow the following steps to order Replacement tags (Traka) for deer.

Step 1. Enter the **quantity** to order
Step 2. Please select the **colour for the male tag**
Step 3. Select the **RFID type** for the tag: FDX or HDX
Step 4. Please **select Print N°**: Show N° or Herd N°.
Step 5. Click **"Add to Cart"**

Your purchase order shows here

NAIT N° / Herd N° shows here



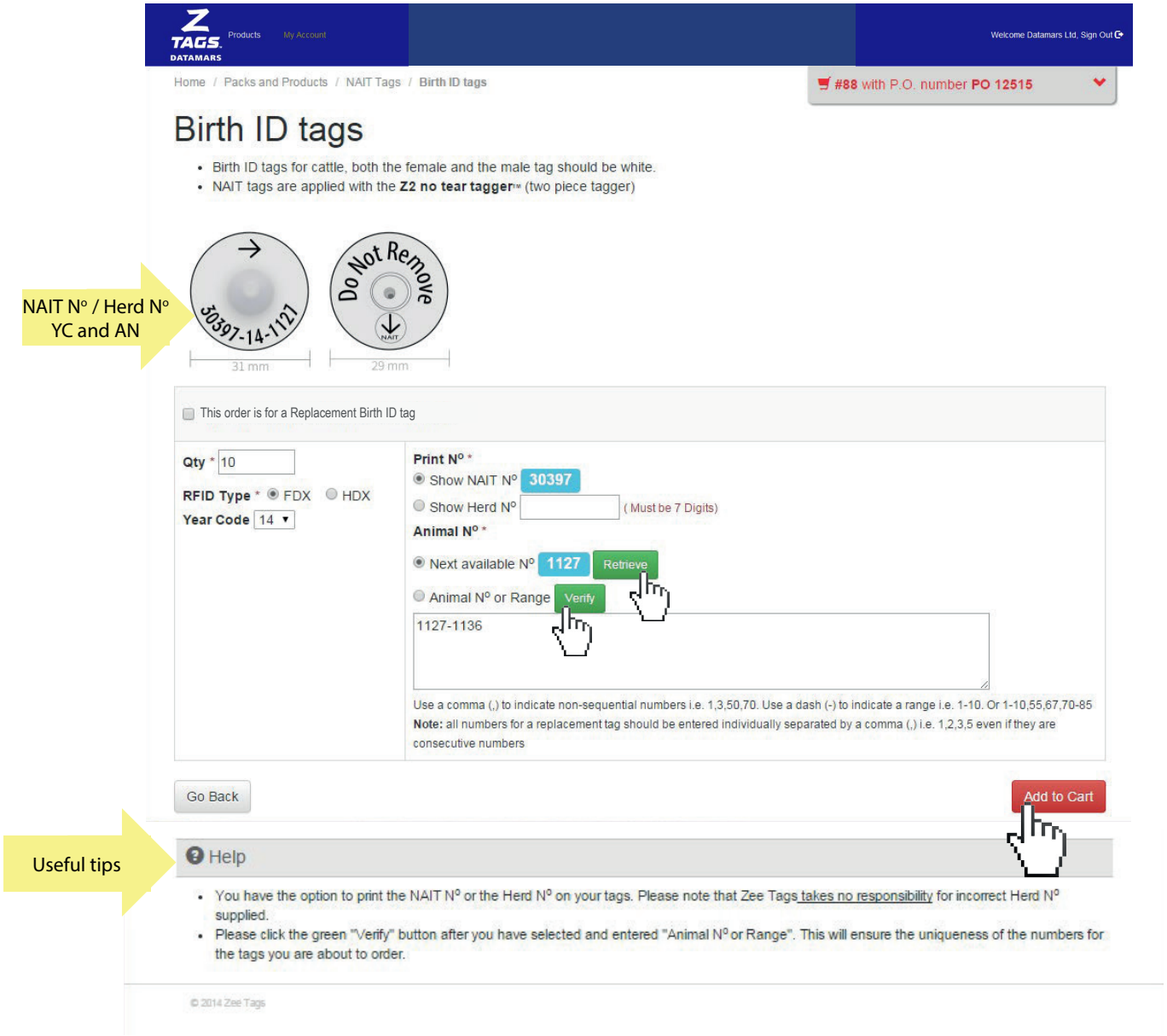
6.1.3. How to order Birth ID tags for Cattle

Follow the following process to order Replacement tags (Traka) for cattle.

Step 1. Enter the **quantity** to order
Step 2. Select the **RFID type** for the tag: FDX or HDX
Step 3. Select **Year Code**
Step 3. Please select **Print N°**: Show N° or Herd N°.
Step 4. Select **Animal N°:**

- When selecting **"Next Available number"** please click on the **"Retrieve"** button to retrieve the next available number. The next available number (and range) will immediately show on the box. e.g. 1127-1136. The tag image will display the first number of the range. e.g. 1127.
- When selecting **"Animal N or Range"** please enter the number(s) on the box and then click the **"Verify"** button. This process will ensure the uniqueness of the numbers for the tags you are about to order. The first number of the range will dynamically show on the tag.

Step 4. Click **"Add to Cart"**



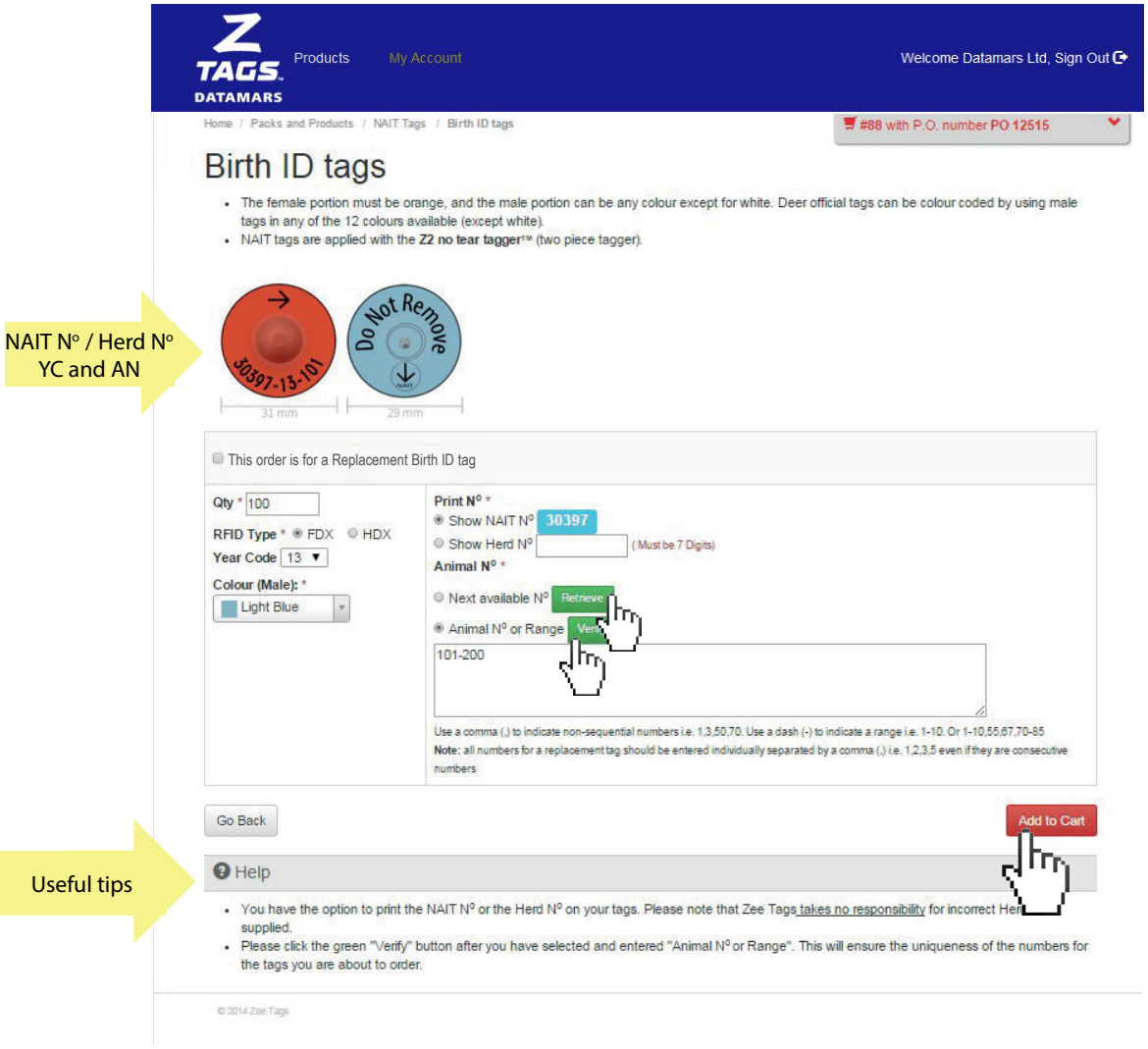
6.1.4. How to order Birth ID tags for Deer

Follow the following process to order Replacement tags (Traka) for deer.

Step 1. Enter the **quantity** to order
Step 2. Select the **RFID type** for the tag: FDX or HDX
Step 3. Select **Year Code**
Step 4. Please select the **colour for the male tag**
Step 5. Please select **Print N°**: Show N° or Herd N°.
Step 6. Select **Animal N°:**

- When selecting **"Next Available number"** please click on the **"Retrieve"** button to retrieve the next available number. The next available number (and range) will immediately show on the box. The tag image will display the first number of the range.
- When selecting **"Animal N° or Range"** please enter the number(s) on the box and then click the **"Verify"** button. This process will ensure the uniqueness of the numbers for the tags you are about to order. The first number of the range will dynamically show on the tag. e.g. 101.

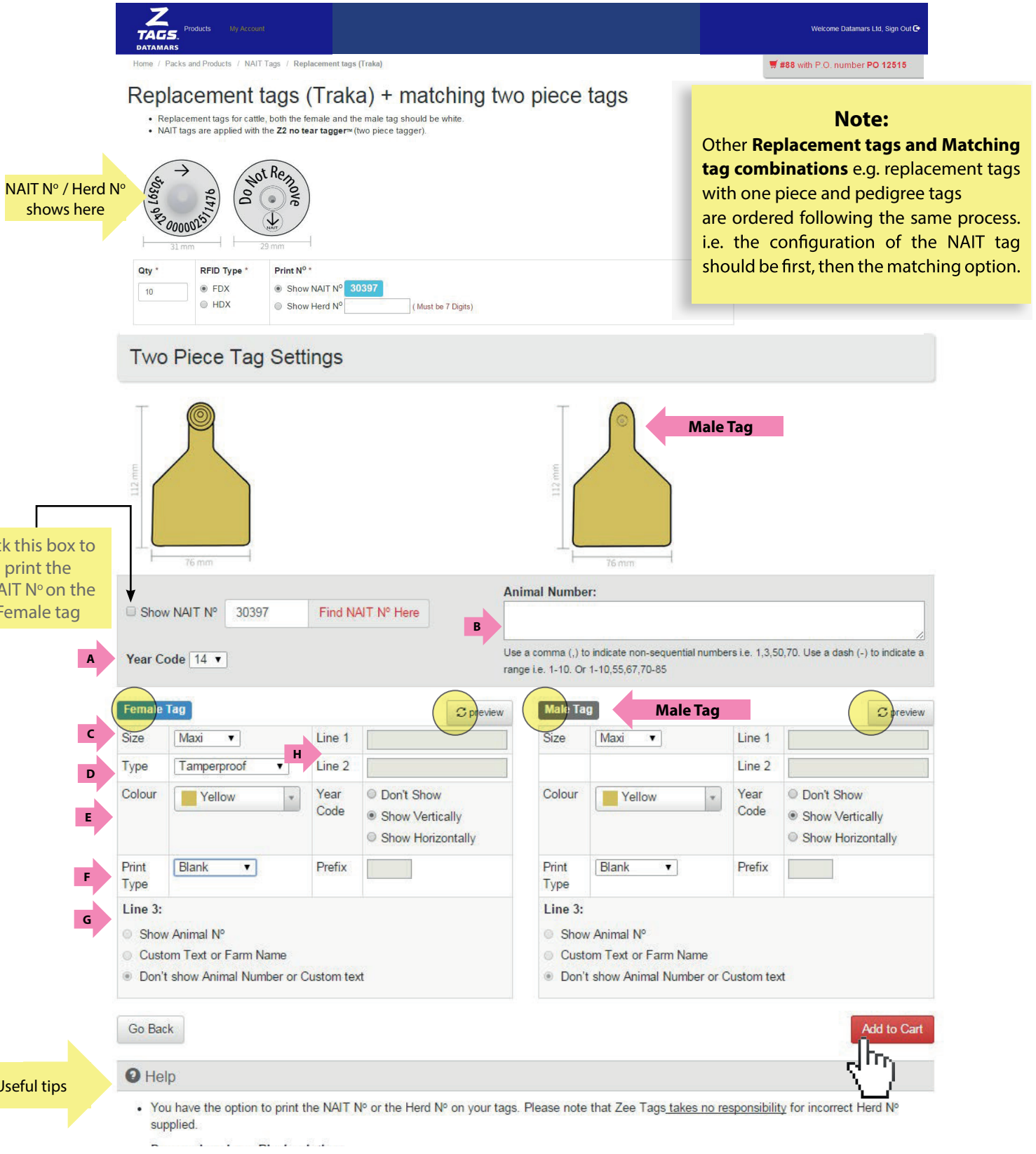
Step 4. Click **"Add to Cart"**



6.1.5. How to order Replacement tags (Traka) for Cattle with a matching two piece option

Follow the following process to order Replacement tags (Traka) for cattle with matching two piece tags

Step 1. Enter the **quantity** to order
Step 2. Select the **RFID type** for the tag: FDX or HDX
Step 3. Please select **Print N°**: Show N° or Herd N°.
Step 4. Please continue with details for the matching tag by selecting the details for the female tag first
Step 5. Continue with the details for the male tag
Step 6. Click **"Add to Cart"**



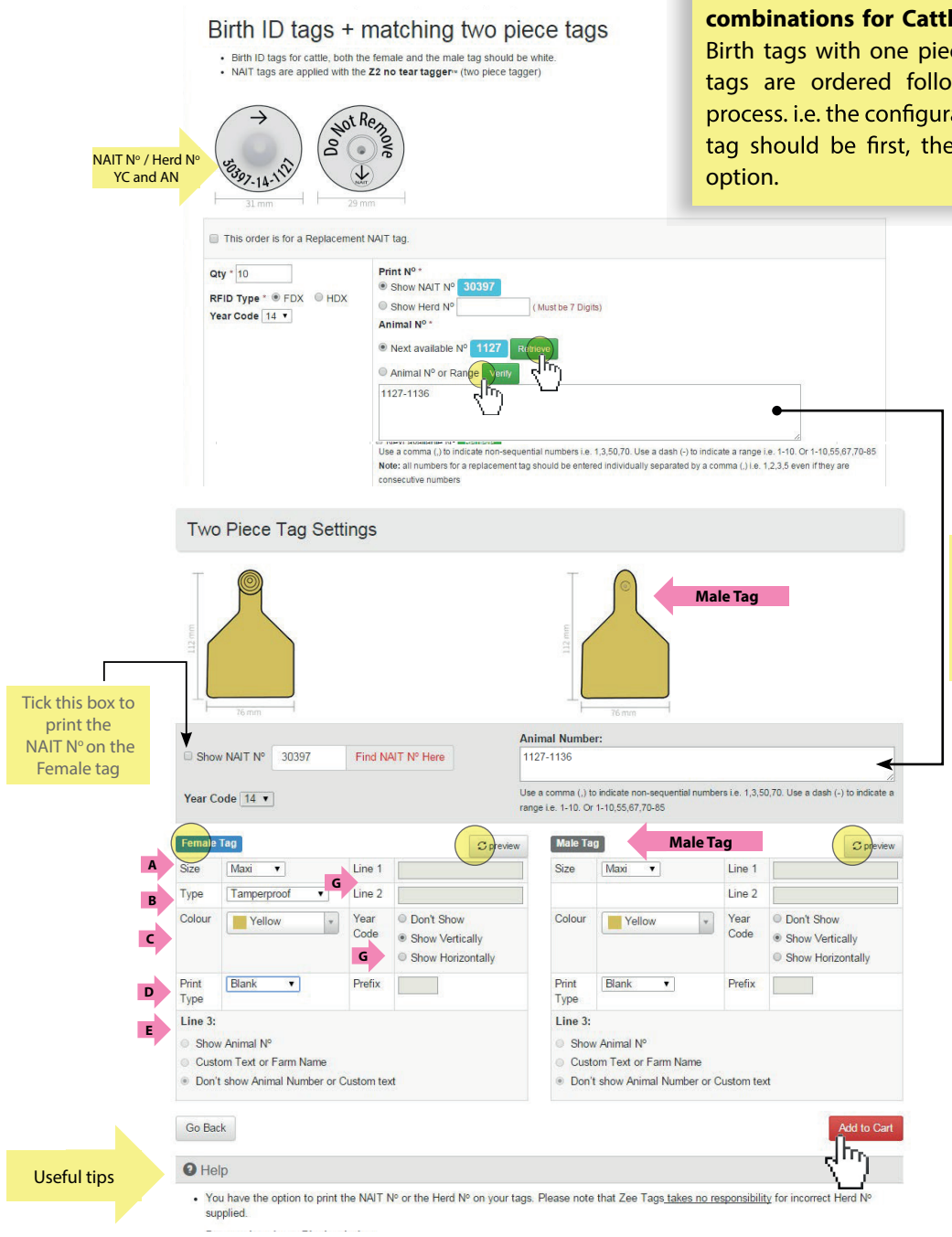
6.1.6. How to order Birth ID for Cattle with a matching two piece option

Step 1. Enter the **quantity** to order
Step 2. Select the **RFID type** for the tag: FDX or HDX
Step 3. Please select **Print Nº**: Show Nº or Herd Nº.
Step 4. Select **Animal Nº:**

- When selecting **"Next Available number"** please click on the **"Retrieve"** button to retrieve the next available number. The next available number (and range) will immediately show on the box e.g. 1127 - 1136. The tag image will display the first number of the range. e.g. 1127
- When selecting **"Animal Nº or Range"** please enter the number(s) on the box and then click on the **"Verify"** button. This process will ensure the uniqueness of the numbers for the tags you are about to order. The first number of the range will dynamically show on the tag.

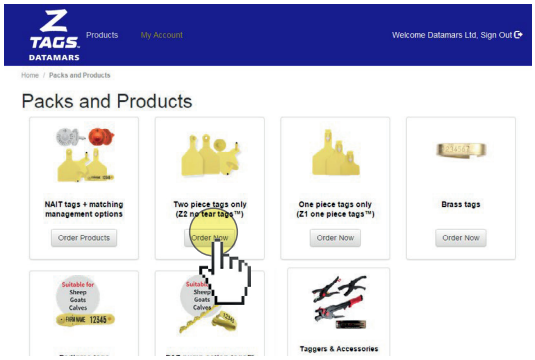
Step 5. Please continue with the options for the matching tag by selecting details for the female tag first
Step 6. Continue with the details for the male tag
Note: you are not required to enter the Animal Number for the matching option, as these will be determined by the numbers requested for the NAIT tag.
Step 8. Click **"Add to Cart"**

Note:
Other **Birth ID tags and Matching tag combinations for Cattle and Deer** e.g. Birth tags with one piece and pedigree tags are ordered following the same process. i.e. the configuration of the NAIT tag should be first, then the matching option.



HOW TO ORDER MANAGEMENT TAGS

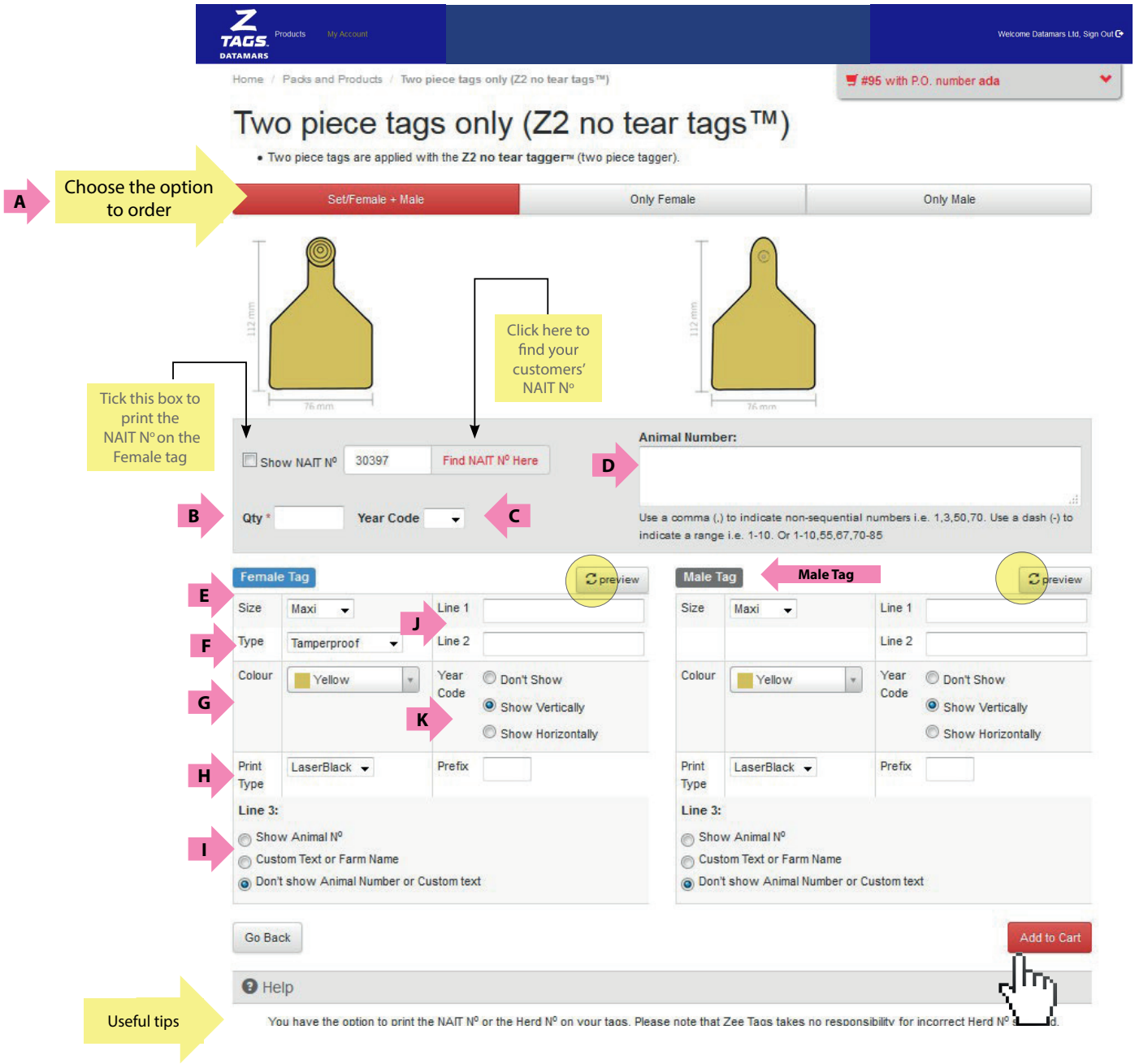
7. How to order management tags - Two piece tags



Step 1. Please select the two piece tags only (Z2 no tear tags™) option from the "Packs and Products" menu.
Step 2. Select the option to order. Note you can order:

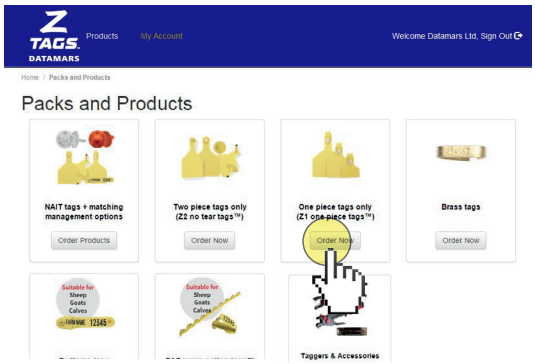
- Sets: female + male tags
- Only female tags or
- Only a male tags

Step 4. Continue with the details for the option selected by choosing the details for the female tag first (if you are ordering a set/ female + male). Follow the order showing with the pink arrows on the image below.
Step 5. Click **"Add to Cart"**



Note:
You are not required to supplied a NAIT number to order management tags, however, we strongly recommend to always use it so in the future you can reference back to the orders that were placed under such a number.

8. How to order management tags - One piece tags



Step 1. Please select the one piece tags only (Z1 no snag tags™) option from the "Packs and Products" menu.
Step 2. Continue with the configuration of your tag by selecting the details for the front of the tag first and then the back side. Follow the order showing with the pink arrows ➡ on the image below.
Step 5. Click **"Add to Cart"**

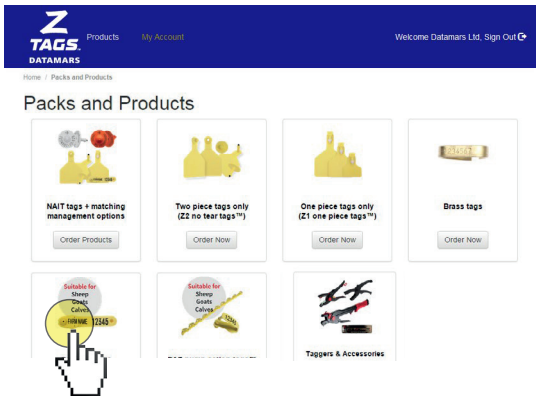


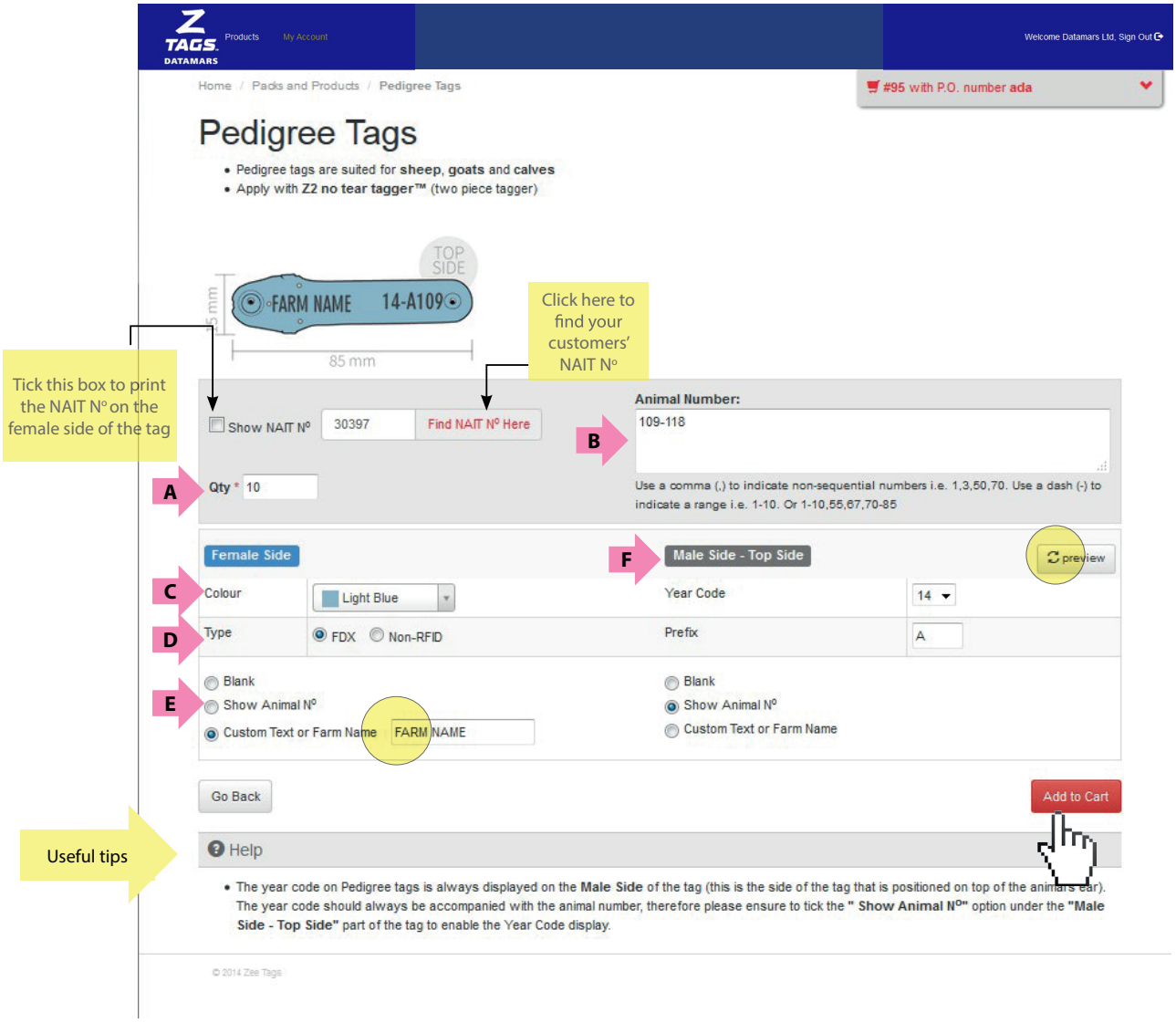
Note:
You are not required to supplied a NAIT number to order management tags, however, we strongly recommend to always use it so in the future you can reference back to the orders that were placed under such a number.

9. How to order management tags - Pedigree tags

Step 1. Please select the Pedigree option from the "Packs and Products" menu.
Step 2. Continue with the configuration of your tag by selecting the details for the female side of the tag first and then the male side. Follow the order showing with the pink arrows ➡ on the image below.
Step 5. Click **"Add to Cart"**

Note: the male side of the tag is normally applied on top of the animal's ear, therefore most farmers like to display the animal number on this side of the tag.

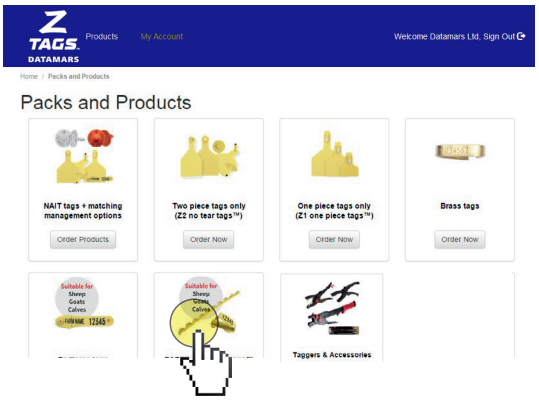




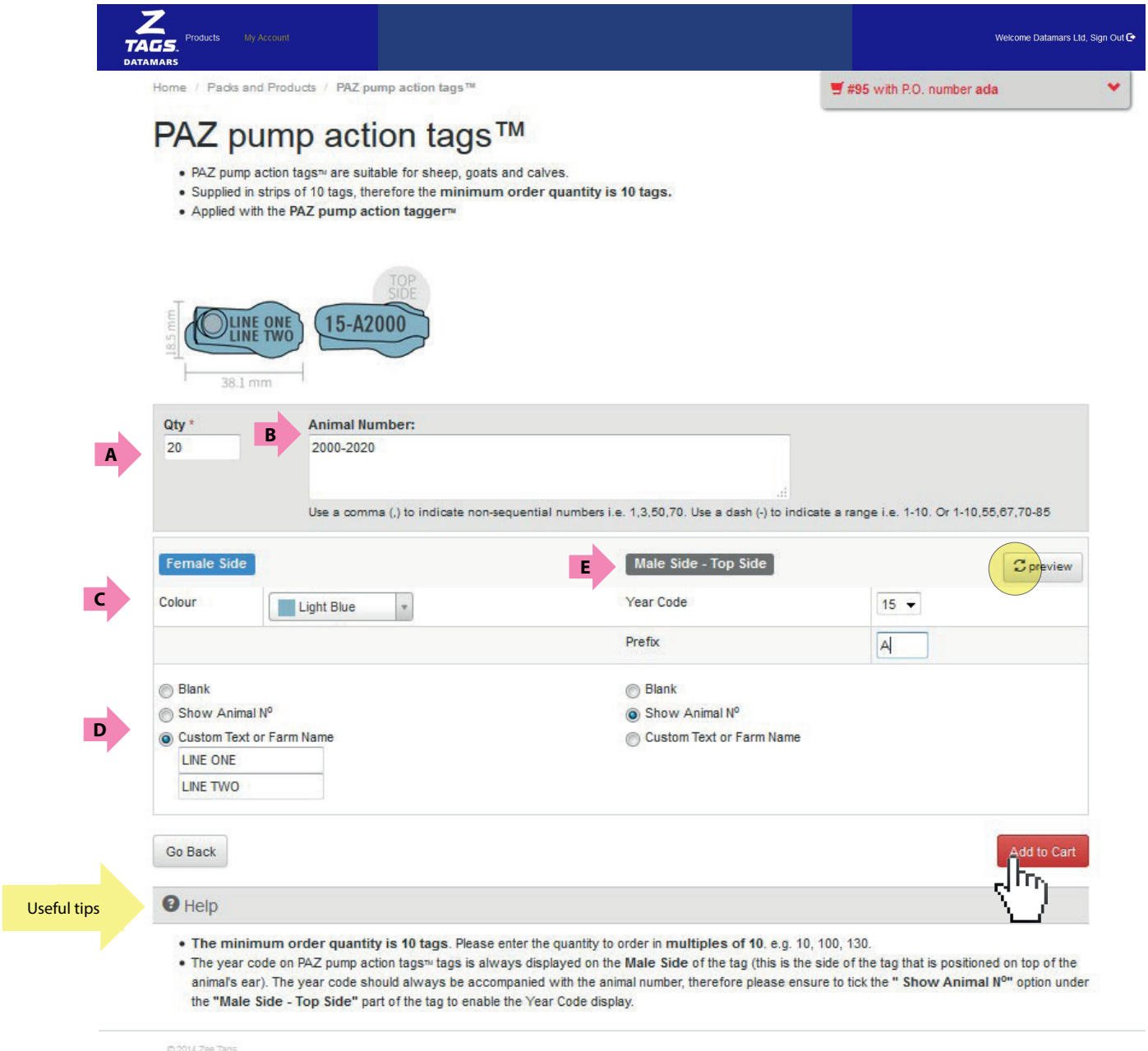
Note:
You are not required to supplied a NAIT number to order management tags, however, we strongly recommend to always use it so in the future you can reference back to the orders that were placed under such a number.

10. How to order management tags - PAZ pump action tags™

Step 1. Please select the PAZ pump action tags™ option from the "Packs and Products" menu.
Step 2. Continue with the configuration of your tag by selecting the details for the female side of the tag first and then the male side. Follow the order showing with the pink arrows ➡ on the image below.
Step 5. Click **"Add to Cart"**



Note: the male side of the tag is normally applied on top of the animal's ear, therefore most farmers like to display the animal number on this side of the tag.

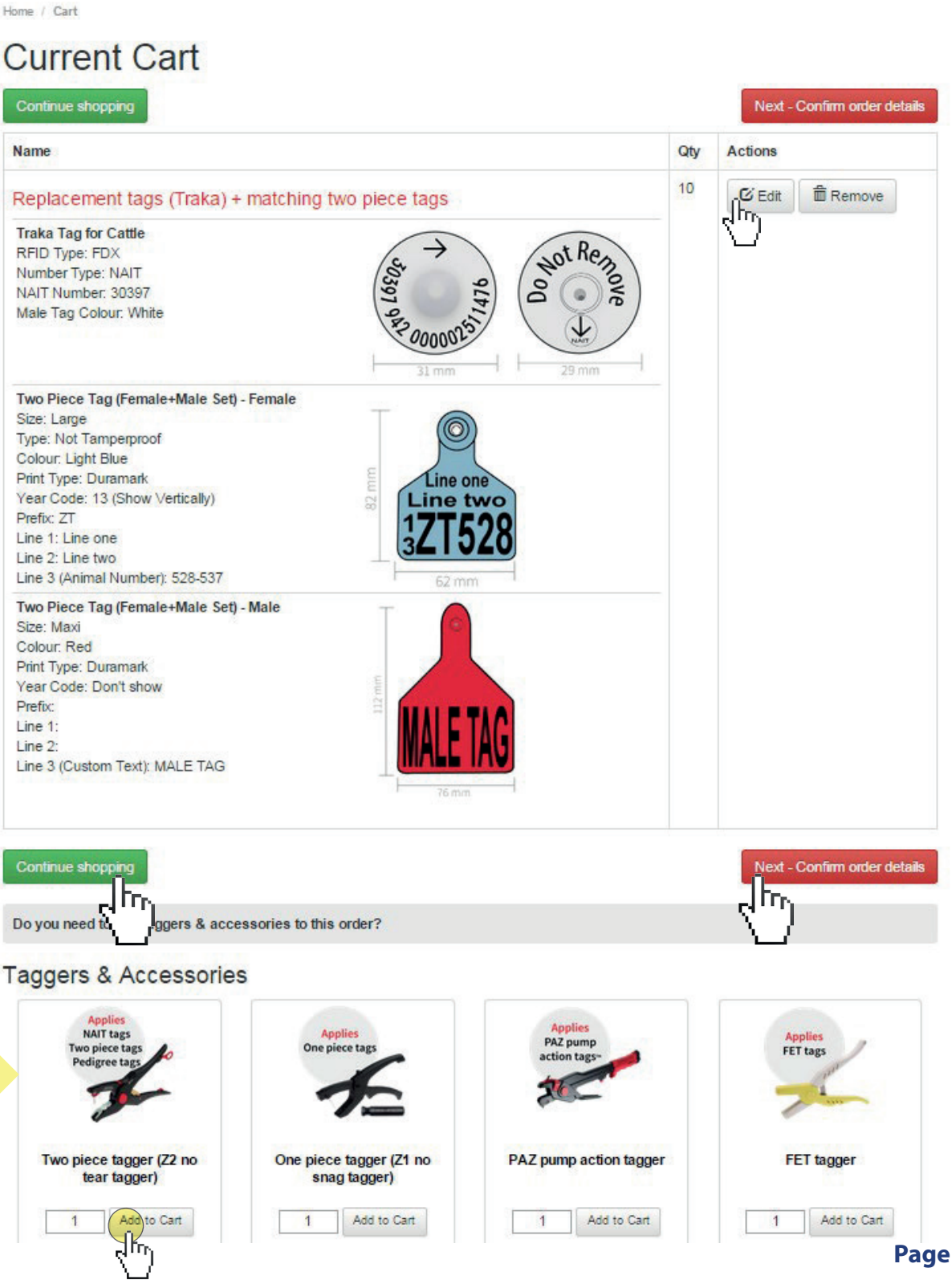


Note:
You are not required to supplied a NAIT number to order management tags, however, we strongly recommend to always use it so in the future you can reference back to the orders that were placed under such a number.

11. Current Cart

The "current cart" page shows an overview of the products you are about to order.

- **Edit your order:** to edit your order, click on the **"Edit"** button or to delete it from you cart, press the **"Remove button".**
- **To add more products:** to add more products to your cart, please click on **"Continue Shopping"**
- **To add taggers or accessories to your cart**: please scroll down and enter the quantity and press the button **"add to cart".** The item should then show under your "current cart".
- **To continue:** click on **"Next - Confirm order details".** Please note that by pressing this button, you are not confirming the order with Z Tags yet, you still need to confirm the customer and delivery details which will be presented on the following page.



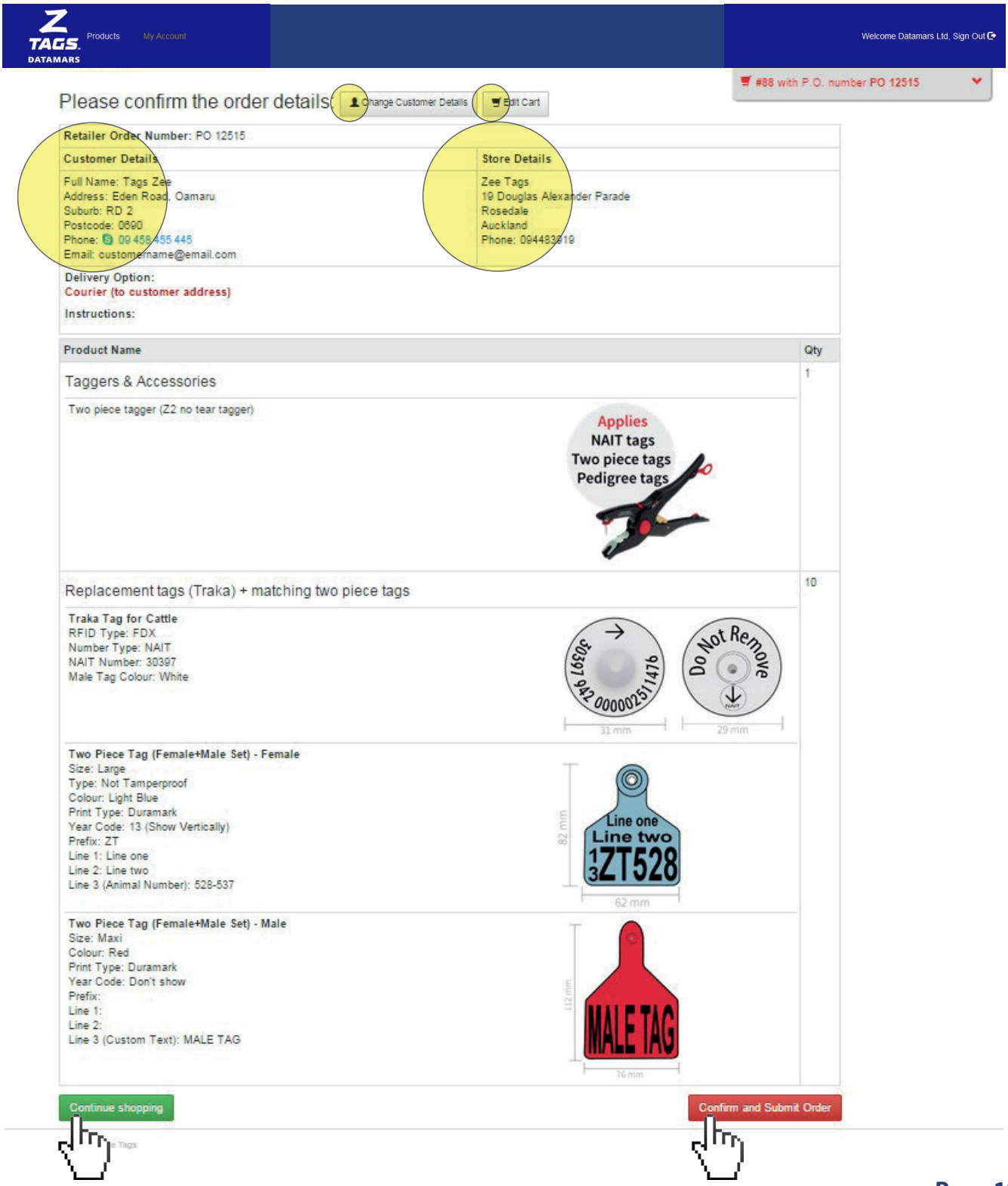
Taggers & Accessories

12. Order Details confirmation

On the order confirmation page, you have the last opportunity to confirm that the products and customer details for the order you are about to place are correct.

- **To change the customer's details:** you can change the customer details for the order by clicking on the **"Change Customer Details"** button.
- **To edit the cart:** select the **"Edit cart"** button.
- To continue shopping: select **"Continue Shopping"** at the bottom of the page.
- **To confirm the order:** please select **"Confirm and Submit Order".**

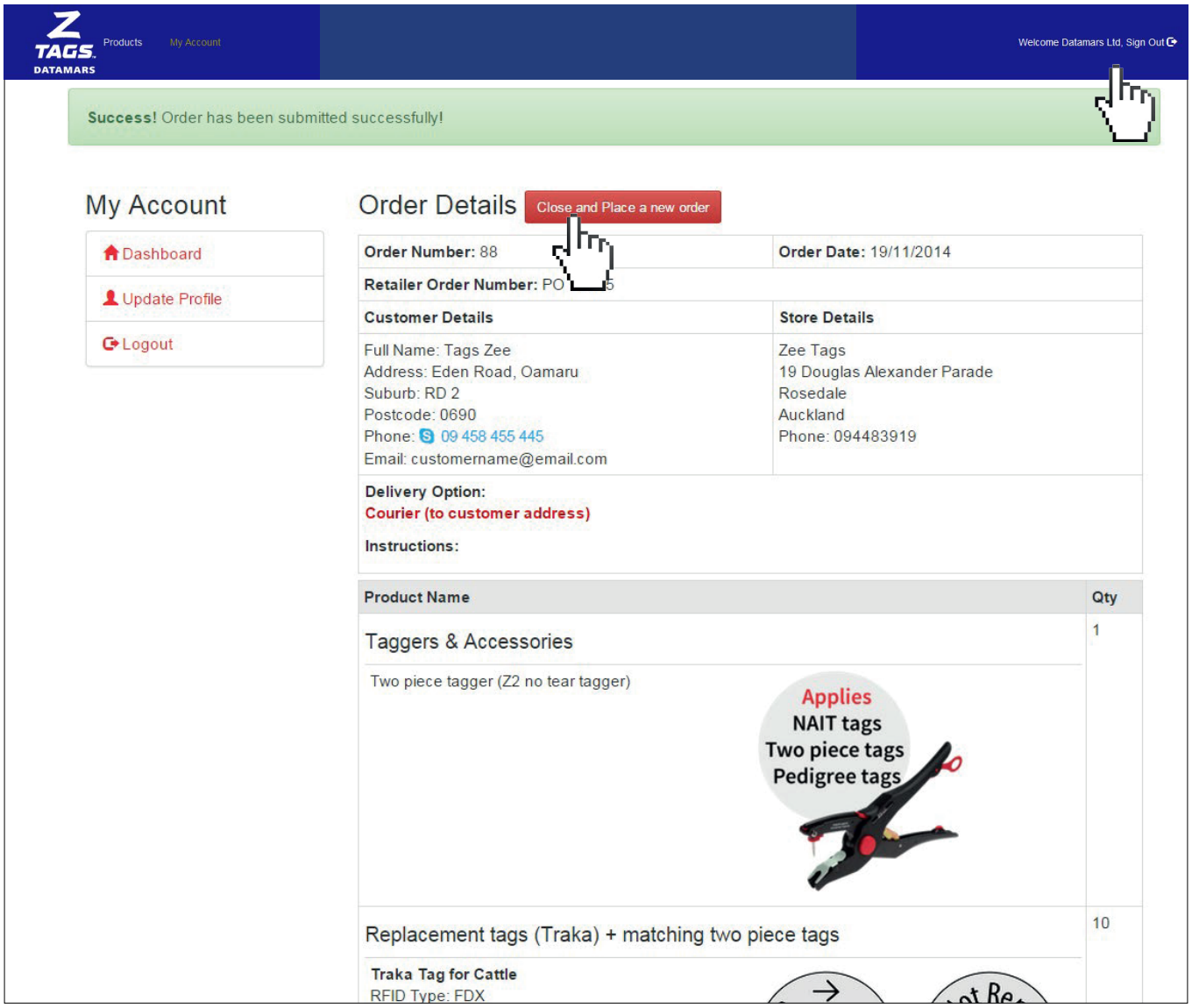
By selecting this option, you are confirming your order with Z Tags and we will process the order in accordance with the requirements presented on this page. Z Tags will not be accountable for errors on the order submitted to us.



13. How do I know I have placed an order successfully?

Once you have submitted the order successfully, you will be presented with a copy of your order showing a green header bar and the message **"Success, your order has been submitted successfully".**
Simultaneously, and email confirmation will be sent to the your store, please note that we will use the email address provided under "My Account" page.
Please refer to Numeral 3 (page 4) of this manual to see instructions on how to update your store's profile.

You are now presented with two options **"Close and Place a new order"** or **Sign out** (note this option is placed on the top of the navigation bar).



We're here to help!

In case you have any questions regarding our ordering tool feel free to give us a call on **0800 55 33 11** for personalised assistance.