



SCAFFOLD SUPPLY

Online Ordering & Returns

Step-by-step Instructional Guide

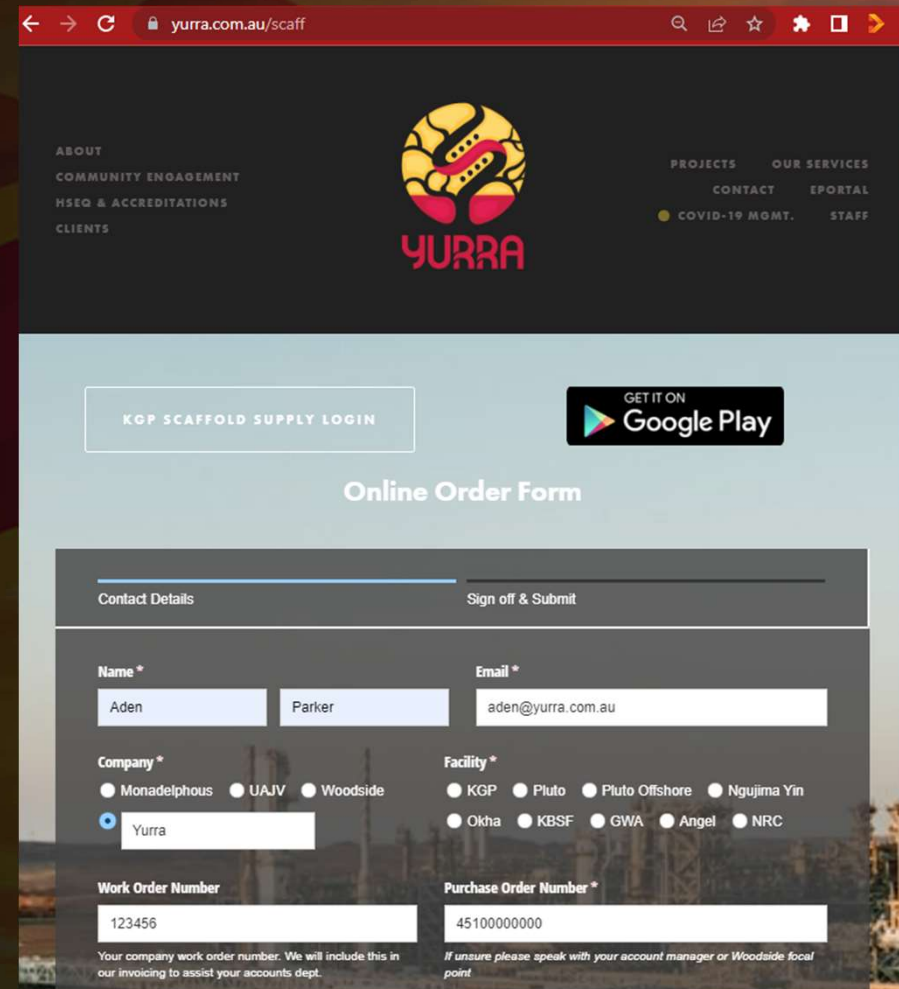
1. Overview of the Web-Portal
2. Navigating to the web portal
3. Completing Initial Details
4. Ordering using the webform
5. Ordering using spreadsheet upload
6. Order Confirmation
7. Making Changes to your order

Web Portal Overview

Simple and Accessible
“yurra.com.au/scaff”

Provides single point for

- Submitting Orders
- Requesting Collections
- Accessing KGP Application
- FAQ and Information



The screenshot shows a web browser window with the URL `yurra.com.au/scaff`. The page features a dark header with the Yurra logo (a stylized yellow and red circular emblem with the word 'YURRA' below it) and navigation links: ABOUT, COMMUNITY ENGAGEMENT, HSEQ & ACCREDITATIONS, CLIENTS, PROJECTS, OUR SERVICES, CONTACT, EPORTAL, COVID-19 MGMT., and STAFF. Below the header, there is a light blue section with a 'KGP SCAFFOLD SUPPLY LOGIN' button and a 'GET IT ON Google Play' badge. The main content area is titled 'Online Order Form' and contains a form with two tabs: 'Contact Details' (active) and 'Sign off & Submit'. The form fields include: Name (Aden Parker), Email (aden@yurra.com.au), Company (Yurra, selected from a list including Monadelphous, UAJV, Woodside), Facility (KGP, selected from a list including Pluto, Pluto Offshore, Ngujima Yin, Okha, KBSF, GWA, Angel, NRC), Work Order Number (123456), and Purchase Order Number (4510000000). A note at the bottom states: 'Your company work order number. We will include this in our invoicing to assist your accounts dept. If unsure please speak with your account manager or Woodside focal point.'

Navigating to the web portal

- Navigate to yurra.com.au/scaff
- The Order form is embedded and will load in the webpage
- If it doesn't you can also **click the title** text which will load form in it's own new window

The screenshot shows the Yurra scaffolding portal. The URL in the browser is yurra.com.au/scaff. The page has a dark header with the Yurra logo and navigation links. Below the header, there is a light blue section with a 'KGP SCAFFOLD SUPPLY LOGIN' button and a 'GET IT ON Google Play' button. The main content area is titled 'Online Order Form' and contains a form with the following fields:

Contact Details		Sign off & Submit
Name *	Email *	
Aden Parker	aden@yurra.com.au	
Company *	Facility *	
<input type="radio"/> Monadelphous <input type="radio"/> UAJV <input type="radio"/> Woodside	<input type="radio"/> KGP <input type="radio"/> Pluto <input type="radio"/> Pluto Offshore <input type="radio"/> Ngujima Yin	
<input checked="" type="radio"/> Yurra	<input type="radio"/> Okha <input type="radio"/> KBSF <input type="radio"/> GWA <input type="radio"/> Angel <input type="radio"/> NRC	
Work Order Number	Purchase Order Number *	
123456	4510000000	
<small>Your company work order number. We will include this in our invoicing to assist your accounts dept.</small>		<small>If unsure please speak with your account manager or Woodside focal point</small>

Complete Initial Details

On the first page, provide the key information that supports Effective Coordination and Accounting details

Please note that several fields are mandatory, you will not be able to submit a form without completing them

The screenshot displays the 'Online Order Form' interface. At the top, there are two tabs: 'Contact Details' (active) and 'Sign off & Submit'. The form is divided into several sections with labels and input fields:

- Name ***: Two input fields containing 'Aden' and 'Parker'.
- Email ***: One input field containing 'aden@yurra.com.au'.
- Company ***: Radio buttons for 'Monadelphous', 'UAJV', and 'Woodside'. Below them is a text input field containing 'Yurra'.
- Facility ***: Radio buttons for 'KGP', 'Pluto', 'Pluto Offshore', 'Ngujima Yin', 'Okha', 'KBSF', 'GWA', 'Angel', and 'NRC'. Below them is a red error message: 'Facility is required.'.
- Work Order Number**: Input field containing '123456'. Below it is a note: 'Your company work order number. We will include this in our invoicing to assist your accounts dept.'
- Purchase Order Number ***: Input field containing '4510000000'. Below it is a note: 'If unsure please speak with your account manager or Woodside focal point'.
- Jobsite**: Input field containing 'TOT1'. Below it is a note: 'Location of where delivery truck needs to drop off/pick-up'.
- Comments or Reference Tags**: Input field containing 'For best results, place semicolon (;) between each tag'.
- Project Number**: Input field (empty).
- Order Type ***: Radio buttons (partially visible).
- Delivery Date ***: Input field (empty).

Schedule a Collection / Return

The order form allows for both delivery and returns.

Make the Appropriate selection.

You will note that this field influences which questions you are asked next

Let us know if you need us to drop off some stillages or packing to help you stack gear safely

The screenshot shows a web form for scheduling a collection or return. At the top, there is a section titled "Order Type *" with two radio button options: "Delivery" (unselected) and "Collection / Off-hire" (selected). Below this is a "Sign off & Submit" button. The form then proceeds to a section titled "Return Logistics" with the question "Would you like stillages or racks to be delivered to pickup location prior to collection?". Below this is a section titled "Return Packaging" with a "Type" dropdown menu. The dropdown menu is open, showing three options: "Gluts (Pair)", "Stillage", and "Cage". Below the dropdown menu, there is a "Name" field with the text "Aden Parker" and a close button (X) in the top right corner of the dropdown menu.

Order Type *

☐ Delivery ☒ Collection / Off-hire

Sign off & Submit

Return Logistics

Would you like stillages or racks to be delivered to pickup location prior to collection?

Stillages, Gluts or Racks?

☒ Yes ☐ No

Return Packaging

Type

Gluts (Pair)

Stillage

Cage

Name Aden Parker

Order using the Webform

Select the Items using the Drop downs

Note that you are able to filter the list by populating the **Item Category**, or **Unit of Measure**

Add quantity required and check that you are ordering appropriate weight

Ringlock Items

Item Category	Qty	Item Weight (kg)	Total Weight (kg)
⊗ Infill Planks			0.00
Total: 0.00			

+ Add Item

Tube and Clip Items

Item Category	Qty	Item Weight (kg)	Total Weight (kg)
⊗ Tube			
⊗ Boards - Timber			
⊗ Tube			
Scaffold Tube 0300 (Yellow) (Sling - 61x Items)			
Scaffold Tube 0600 (Yellow) (Sling - 61x Items)			
Scaffold Tube 0900 (Black) (Sling - 61x Items)			
Scaffold Tube 1200 (Blue) (Sling - 61x Items)			
Scaffold Tube 1500 (Green) (Sling - 61x Items)			
Scaffold Tube 1800 (Yellow) (Sling - 61x Items)			
Scaffold Tube 2100 (Red) (Sling - 61x Items)			
Scaffold Tube 2400 (Brown) (Sling - 61x Items)			
Scaffold Tube 2700 (White) (Sling - 61x Items)			
Scaffold Tube 3000 (Orange) (Sling - 61x Items)			
Scaffold Tube 3300 (Yellow) (Sling - 61x Items)	3	2.70	494.10
Scaffold Tube 3600 (Red) (Sling - 61x Items)	3	5.13	15.39
Sling			0.00
Total: 509.49			

+ Add Item

Consumables

Order using the Webform

CONSUMABLES

Same as Scaffold Hire gear,
order using drop down menus

UNLISTED ITEMS

We will supply if practical and
able. Please help by providing as
much information as possible
(or **copy/paste in a weblink** to
what you're after)

Consumables

Item Name	Item Weight (kg)	Qty	Total Weight (kg)
⊗ PPLY CHH 2.4m x 1.2m x 15mm - Sheet	30.00	2	60.00
			Total: 60.00

+ Add Item

Calculated Order Weight Total (kg) 60 Calculated Order Weight in Tons 0.06

Do you require something that isn't listed?
☒ Yes ☐ No

Unlisted Items

Item Name *	Qty	Item Example
⊗ Green Riggers Hard Hat	2	https://www.seton.net.au/msa

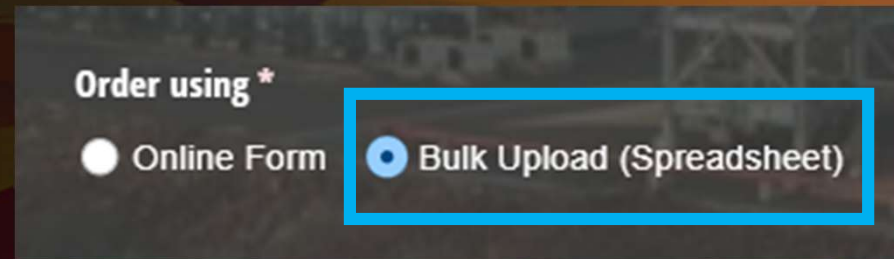
+ Add Item

Order using Import Template

A popular feature request was spreadsheet upload.

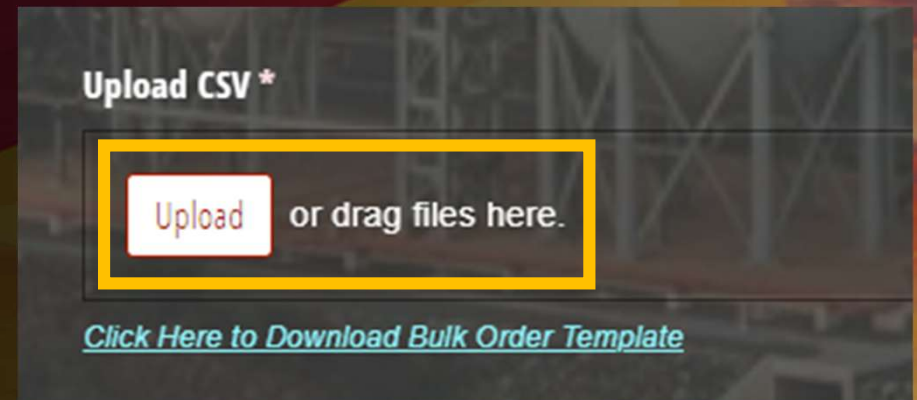
This can be achieved by

1. Selecting **Bulk Upload** option in the “Order Using” question
2. Select the Hyperlink to download the template,
3. Populate the spreadsheet with desired quantities and
4. **Drag/drop** it in the Upload CSV field
5. Submit the form



Order using *

☐ Online Form ☒ Bulk Upload (Spreadsheet)



Upload CSV *

or drag files here.

[Click Here to Download Bulk Order Template](#)

Order Confirmation

- Form will auto calculate **total weight** of ordered items
- Review weights, adjust order if necessary.
- **Sign-off & Submit**

The screenshot shows a web-based order confirmation interface. At the top, a table lists items: 'Ladders' (Ladder (Aluminium) 5400 (Each - 1x Items)) with a quantity of 21, a unit weight of 12.42, and a total weight of 260.82. Below this, a 'Total:' of 10,093.32 is displayed. A '+ Add Item' button is present. The 'Consumables' section contains a table with columns: Item Name, Item Weight (kg), Qty, and Total Weight (kg). One item is listed: 'PPly CHH 2.4m x 1.2m x 15mm - Sheet' with a weight of 30.00, a quantity of 2, and a total weight of 60.00. Another '+ Add Item' button is below. At the bottom of the consumables section, two calculated totals are shown: 'Calculated Order Weight Total (kg)' as 10,545 and 'Calculated Order Weight in Tons' as 10.55. These two values are highlighted with a yellow rectangular box. Below this, the 'Unlisted Items' section shows an input for 'Item Name *' with 'Green Riggers Hard Hat' and 'Qty *' with '2.0', along with an 'Item Example' URL. Another '+ Add Item' button is present. At the bottom, there is a 'Name' field with 'Aden Parker', a 'Signature' field with a large empty box and a small 'x' icon, and two buttons: '< Back' and 'Submit'. The 'Submit' button is highlighted with a green rectangular box, and the 'Signature' field is highlighted with a blue rectangular box.

Item Name	Item Weight (kg)	Qty	Total Weight (kg)
PPly CHH 2.4m x 1.2m x 15mm - Sheet	30.00	2	60.00

Calculated Order Weight Total (kg): 10,545
Calculated Order Weight in Tons: 10.55

Unlisted Items

Item Name *	Qty *	Item Example
Green Riggers Hard Hat	2.0	https://www.seton.net.au/msa-v-guard-ratc

Name: Aden Parker

Signature: [Empty box with 'x' icon]

< Back Submit

More information at

yurra.com.au/scaff

Including

- Instructional
 - Videos
 - Presentations
- Announcements
- Feedback Forms
- Web links

