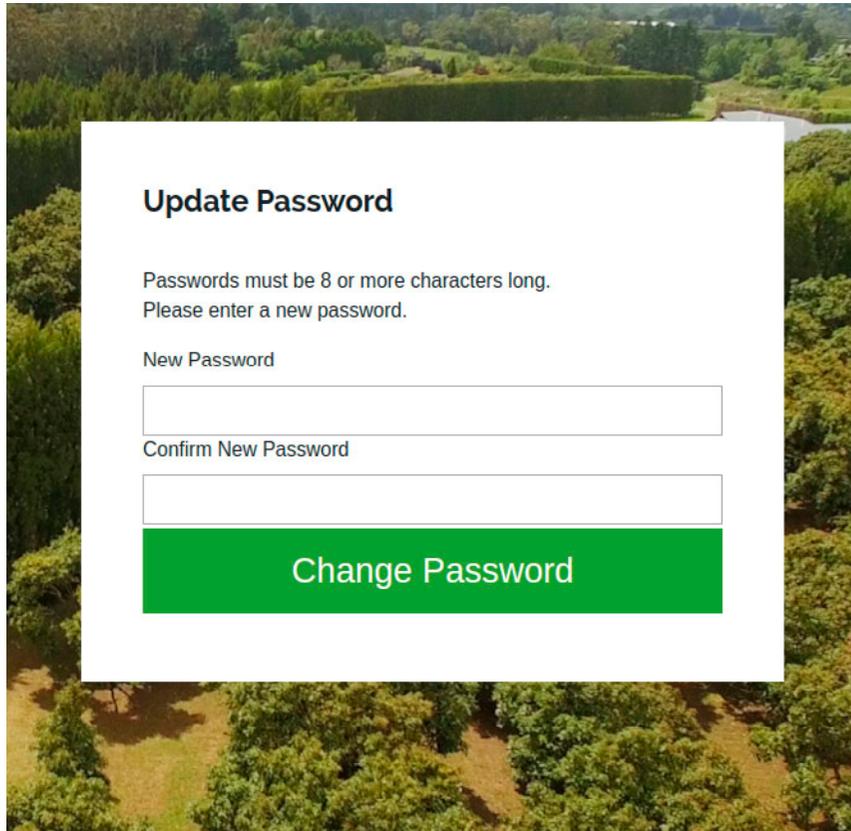


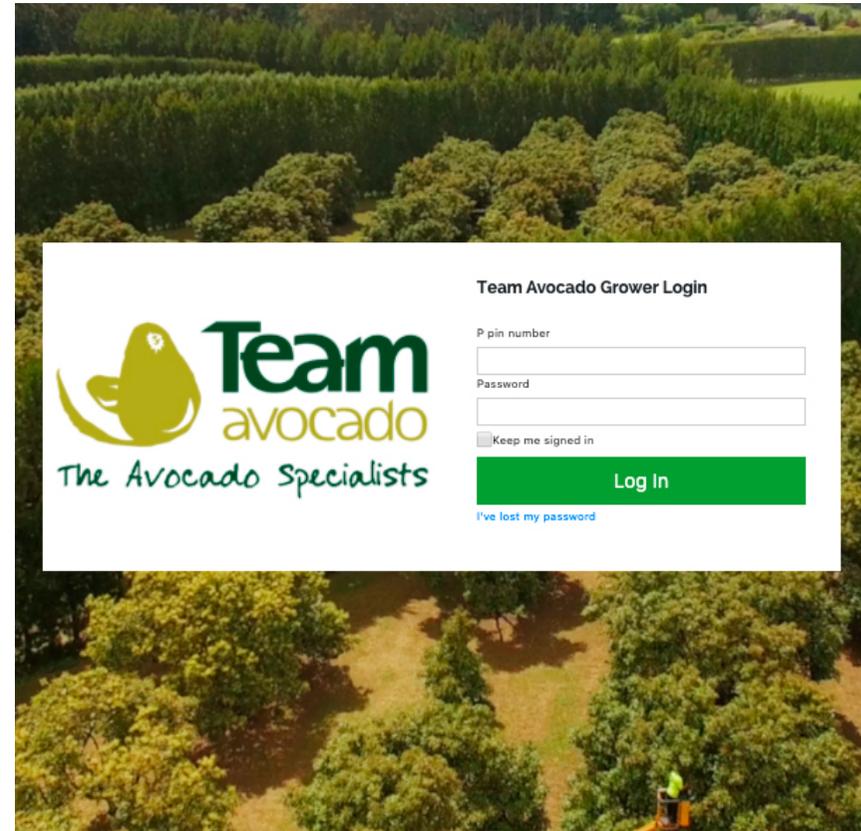
## Setting up your login/password

Using the link provided, you will need to create a password and confirm the same password before clicking 'Change Password'. This will give you access to your contract.



## To login at any time

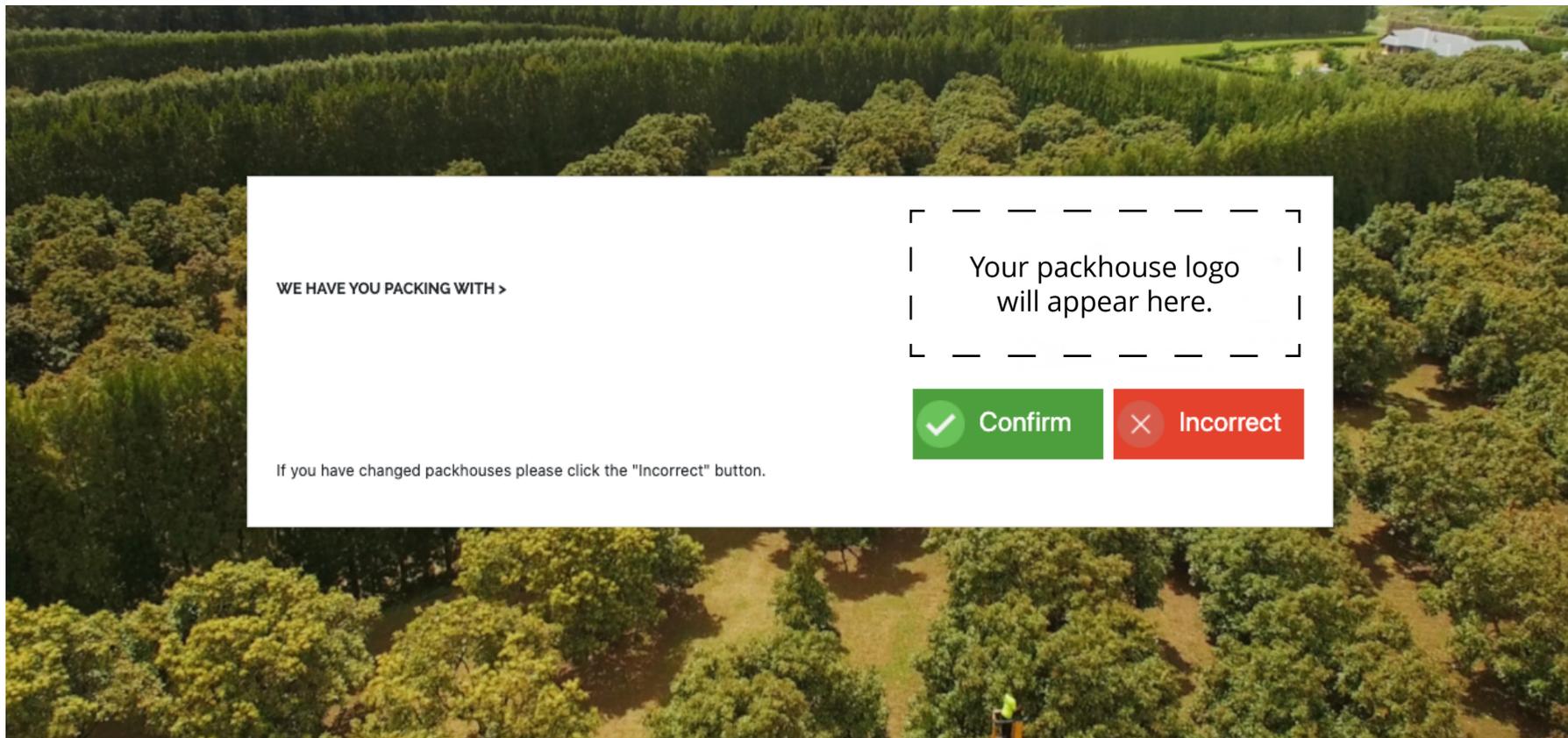
Once you have set your password, you can login at any time by simply entering your PPin number and the password you set up. Click the "I've lost my password" link if you can't remember the password you created to set a new one.



## Confirm your packhouse

You will need to confirm if the packhouse we have for you is correct.

If the packhouse we have listed for you is incorrect, click "Incorrect" and one of our representatives will contact you – at this stage you won't be able to progress to your contract until we have updated your details with the correct packhouse.



# Online Agreement Submission

## Step 1. Check your details

Most of your details will be pre-populated, we just need you to check to ensure that they are correct and update details/complete blank fields where necessary.

The form requires each field to be filled in, if you leave a field blank you won't be able to submit the form. If any field does not apply to you, please enter N/A.

Some fields have specific requirements, for example the Orchard Legal Name. We require such fields to be accurate and complete due to auditing purposes with the Food Act, Global Gap.

If you need assistance with getting your GPS Coordinates or how to calculate your canopy hectares, you can click on the green boxes which will open a guide on how to do this.

Once you have ensured everything is correct and ALL orchard details are filled in, you can then to click "Update Details", this will save all changes.



At any time, you can access the pool payment schedule and Team Avocado export agreement for the season by clicking on the thumbnails at the top right of the form.

## Step 2. Confirm all details above are correct

After updating your details, please tick to confirm that your details are up to date and correct.

## Step 3. Read your 2020/2021 Avocado Commitment to Supply Agreement(s)

Step 3 will self-check AFTER you open and review the Commitment to Supply Agreement Document(s). Depending on which packhouse you are with will determine whether you see one or two agreements here.

By ticking this box, it means that you have read, understand and agree to this document and is equivalent to signing the document.

## Step 4. Submit your agreement

Click 'Submit Supply Agreement' and you have now completed this year's contract submission.

### Additional notes to consider:

If you lease your orchard, please get in touch with [reception@southernproduce.co.nz](mailto:reception@southernproduce.co.nz) or the Team Avocado office on 07 552 6880 and we will provide a hard copy agreement for this via email or postage, whichever is preferred.

If any of your details change throughout the season, such as bank details or an email address, you can log back in at anytime to update these and Team Avocado will be notified automatically. If you sell your orchard, please contact [reception@southernproduce.co.nz](mailto:reception@southernproduce.co.nz).

### Step 2 → Confirm all details above are correct

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*\*All fields are mandatory. If any field does not apply to you please enter N/A.*

I confirm my details above are up to date and correct (click the tickbox to confirm)

### Step 3 → Read your 2020/2021 Avocado Commitment to Supply Agreement(s)

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*\*To proceed, you must open the document first before being able to tick the box to confirm that you have read, understood and agree*

I have read, understand and agree to the Team Avocado [Export Commitment to Supply Agreement Document](#) (Click to open and view)

### Step 4 → Submit your agreement

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Submit Supply Agreement