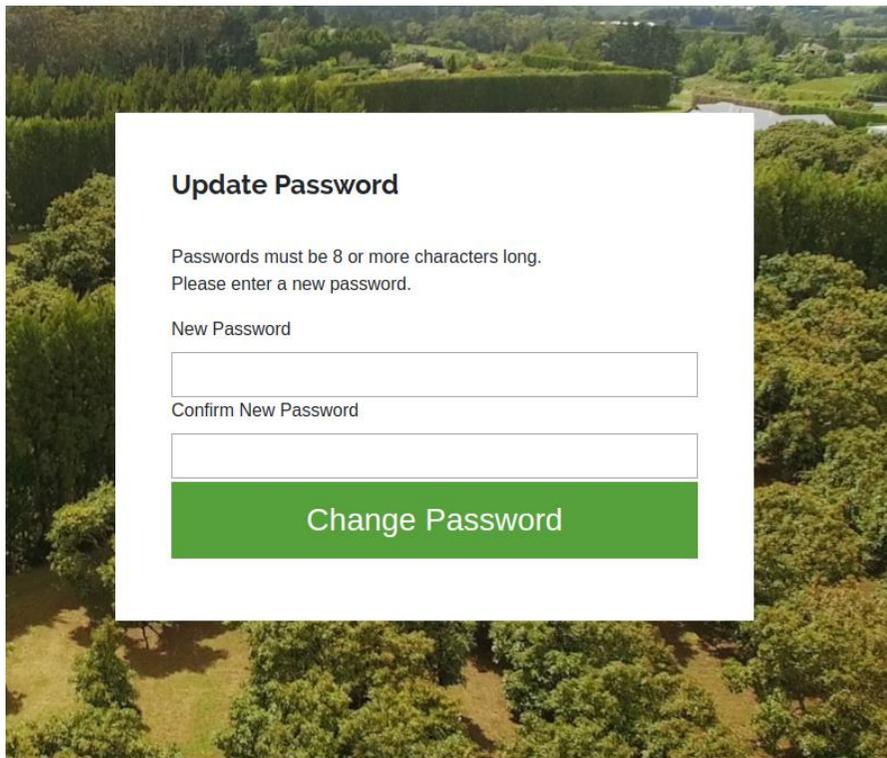


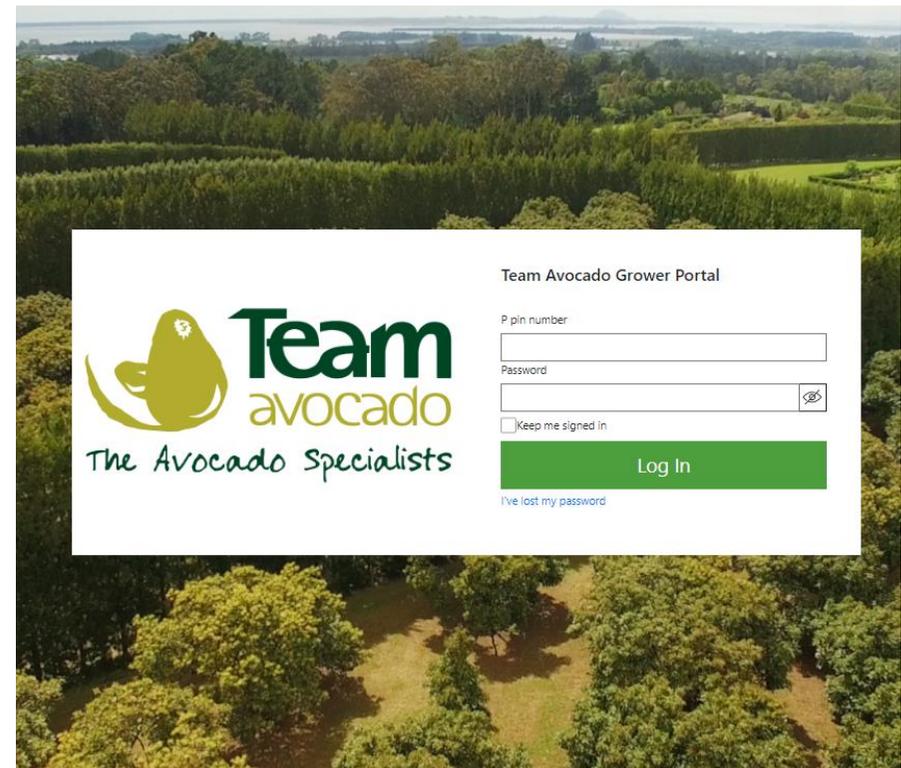
Setting up your login/password

On entering the portal, you will need to create a password and confirm the same password before clicking 'Change Password'. Grower passwords from last year must be reset for this year.



To login at any time

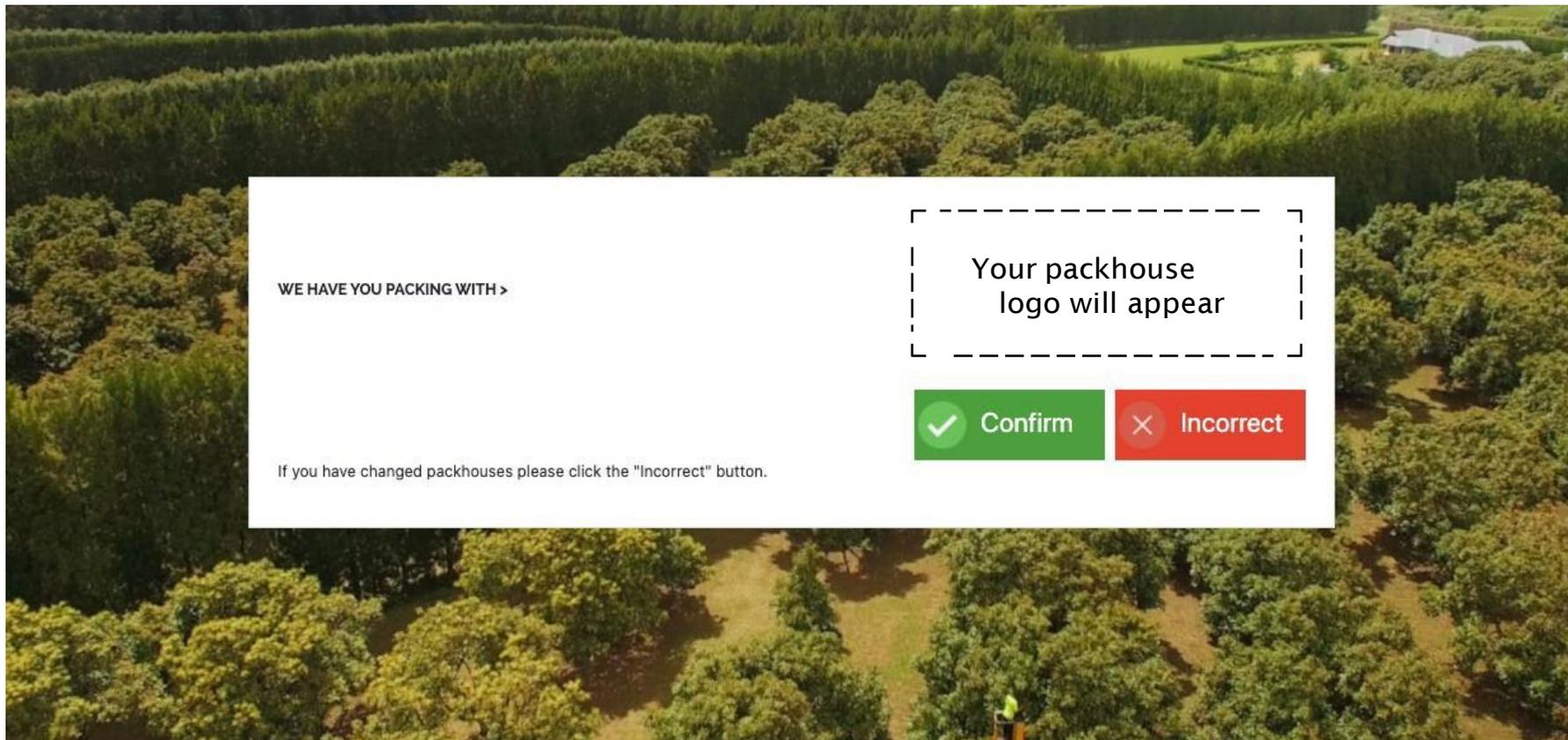
When you have set your password, you can login at any time by simply entering your PPin number and the password you set up. Click the "I've lost my password" link if you can't remember the password you created to set a new one.



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 until we have updated your details with the correct packhouse.



Team Avocado Grower Portal Help Guide

Online Agreement Submission

Step 1 - Check that your details are correct

When logged in, you will see the online contract form. Most of your details will be already pre-populated however we do ask for you to check to ensure that they are correct. Please update details where necessary.

The form requires each field to be filled in. If you leave a field blank you will not be able to submit the form.

(For non-export growers, please use 1 for Est. Export Trays)

Some fields have specific requirements, for example the Orchard Legal Name. We require such fields to be accurate and complete to ensure AVOCO complies with the Food Act 2014 and Global G.A.P.

If you need assistance with getting your GPS Coordinates or how to calculate your canopy hectares, you can click on links in blue under each of these fields which will open a guide on how to do this.

When everything is correct, you can then proceed to Step 2.

Your 2022/23 Team Avocado Export Commitment to Supply Agreement is ready to sign

To complete your commitment to supply agreement online, please complete the following steps:

- Step 1 - Check your details and make any necessary adjustments
- Step 2 - Confirm that your details are correct
- Step 3 - Read your 2022/23 Avocado Commitment to Supply Agreement Document(s)
- Step 4 - Submit your Agreement

If you wish to read the AVOCO Privacy Policy, you can find it here



Online Agreement Submission

Step 1 : Check that your details are correct

Required fields are marked with an asterisk *

Orchard Details

Legal Name *

[Click here to find out what is required for the legal name](#)
Orchard NZIN (if applicable)

Orchard Name * Not if orchard name is the same as Legal Name

*The orchard trading name can be the same as the legal name, or a person's name or other name

Physical Address *

Orchard Gate GPS Coordinates [Click here to find GPS Coordinates](#)

Latitude * E.g. -36.863497

Longitude * E.g. 174.759644

Local Authority / Council (Is your orchard in an urban area?) Auckland Council

Canopy Hectares * [Click here to find your canopy hectares](#)

Orchard Contact Details

Name *

Phone (Home)

Phone (Mobile) *

Receive Texts Allow Disallow

From time to time we may send you text notifications (e.g. program alerts)

Postal Address * Not if your postal address is the same as orchard physical address

Primary Email owner@southernproduce.co.nz

Extra Emails

Add another email

Supplier Financial Details

Bank Account Name *

Bank Account Number * XX-XXXX-XXXXXXX-XXX

GST Number * XXX-XXX-XXXX

Not GST applicable

Season Details

Tick if the orchard is under management

Is this orchard leased?

Est. Local Trays * 0

Tick if you're supplying local market only

Est. Export Trays * 0

Step 2 - Confirm all details above are correct and save changes

After updating your details, please tick to confirm that your details are up to date and correct, followed by clicking 'Save Changes'.

Step 3 - Read your 2022/2023 Avocado Commitment to Supply Agreement(s)

Depending on which packhouse you are with will determine whether you see one or two agreements here.

You will need to open and view the Agreement Document(s) before ticking the box. By ticking the 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.

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. Alternatively, you can contact us directly on 07 5526880 or email teaminfo@southernproduce.co.nz.

If you sell your orchard, please let us know by using either of the above contact methods.

Step 2 : Confirm that the above details are correct

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

Save Changes

*Click here to save any changes

Step 3 : Read your 2022/23 Avocado Commitment to Supply Agreement(s)

*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 [Export Commitment to Supply Agreement Document](#) (Click to open and view)

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

Step 4 : Submit your agreement

Submit Supply Agreement