

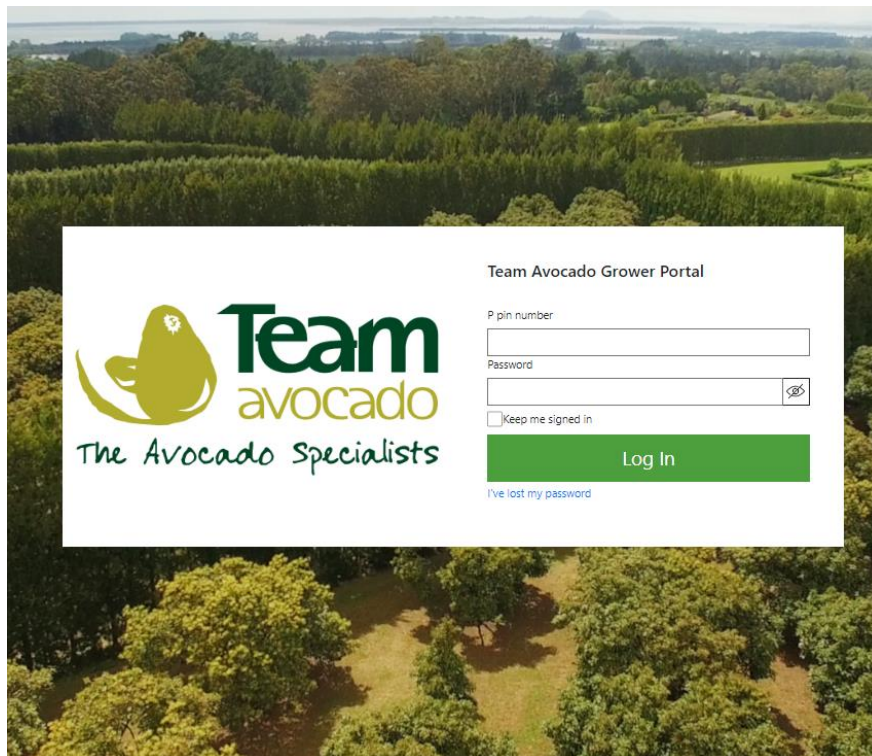
Team Avocado Grower Portal Help Guide



To login at any time

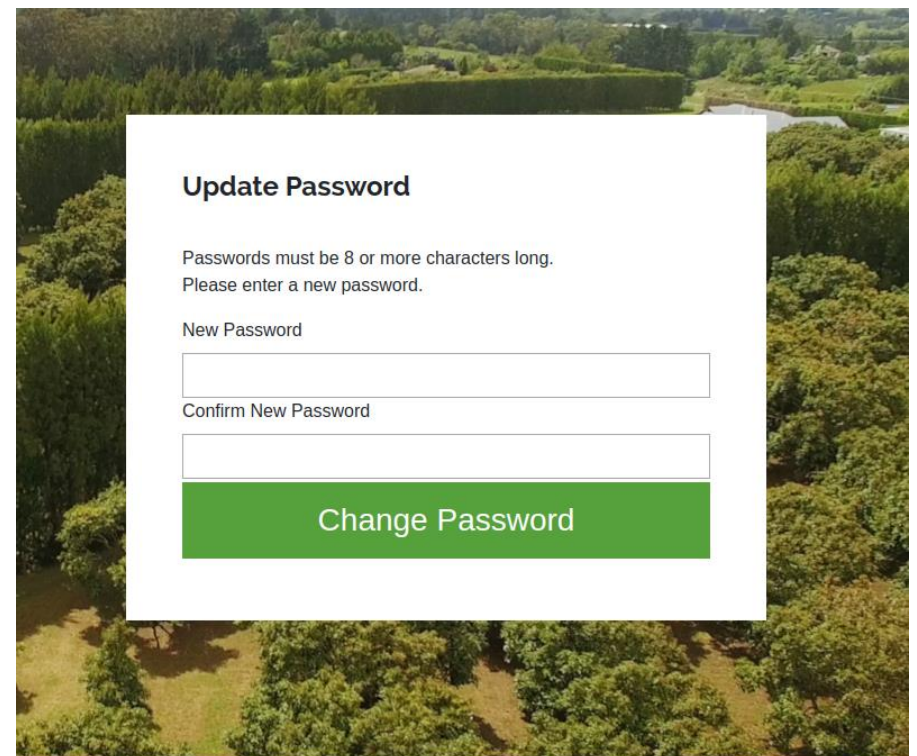
If you have set a password, you can login at any time by simply entering your PPin number and the password.

If you forget your password, click “I’ve lost my password” to set a new one.



Setting up your login/password

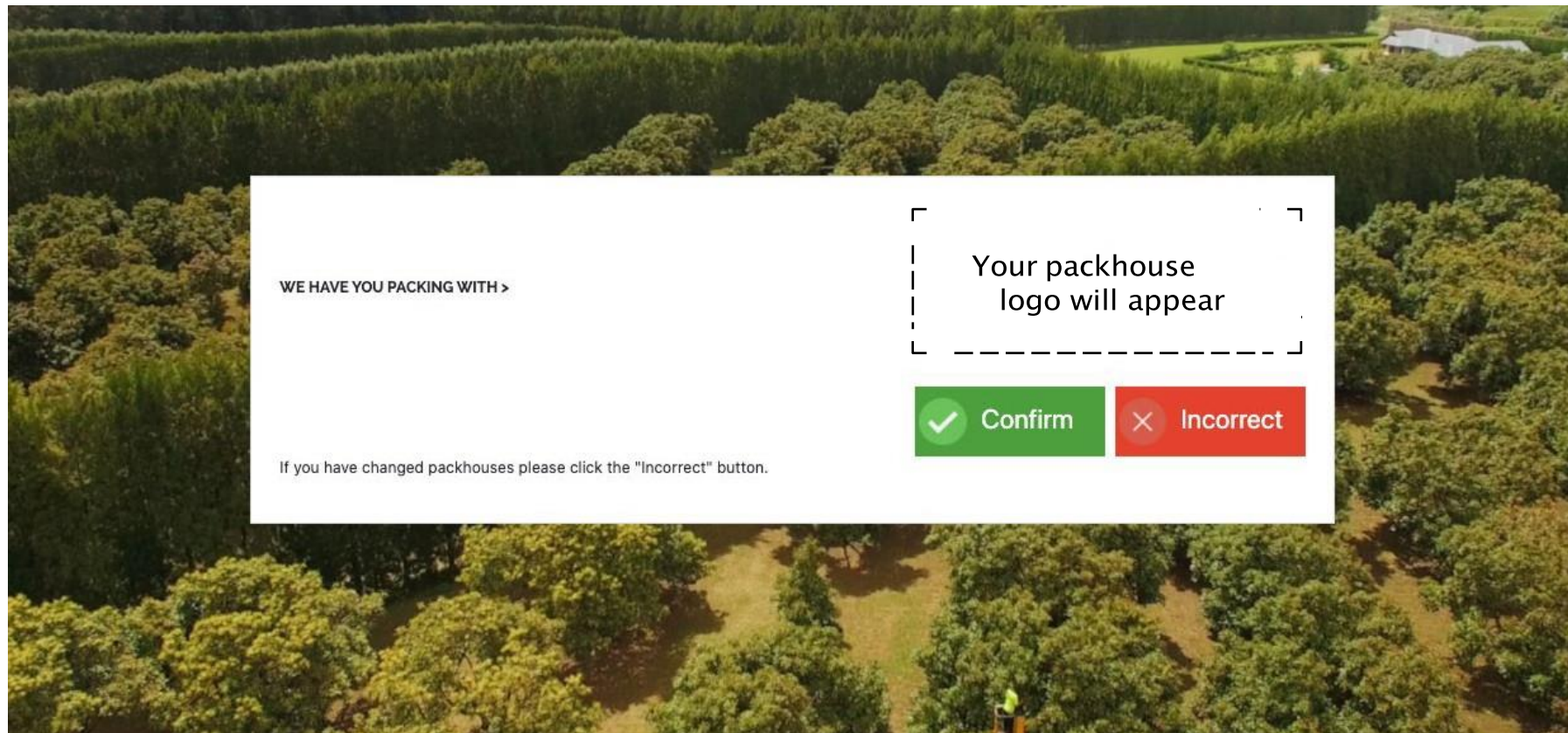
Using the link provided in the email sent to you, you will need to create a password and confirm the same password before clicking 'Change Password'. If you are unable to find this link, please use the 'I've lost my password' on the main sign in page (as below left).



Confirm your packhouse

You will need to confirm that 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 further until we have updated your details with the correct packhouse.



Online Agreement Submission

Step 1 - Check that your details are correct

- Most of your details will be pre-populated, however we do ask for you to carefully 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.
- Some fields have specific requirements, for example the Orchard Legal Name. We require such fields to be accurate and complete to ensure that AVOCO complies with the Food Act 2014 and Global G.A.P.
- When everything is correct, you can then proceed to Step 2.

Step 2 - Confirm all details are correct and save changes

- This step is simply asking for you to confirm that the details provided are up to date and correct. Ensure you click 'Save Changes'.

Step 3 - Read your 2023/24 Avocado Supply Agreement(s)

- 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.
- If you pack with Apata, Golden Mile, DMS or New Zealand Kiwifruit 2021 Limited, you will see both an export supply agreement and a domestic supply agreement. If you pack with either Far North Packers or Trevelyans, you will see only the export supply agreement.

Step 4 - Submit your agreement

- Click 'Submit Supply Agreement'. You have now completed this year's contract and will be emailed a summary of your details.

Additional information

If any of your details change throughout the season, you can log back in at any time 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.