



New Zealand
Avocado

NZ Avocado Growers' Assn Inc.
Avocado Industry Council Ltd

2018-19 Export registration process

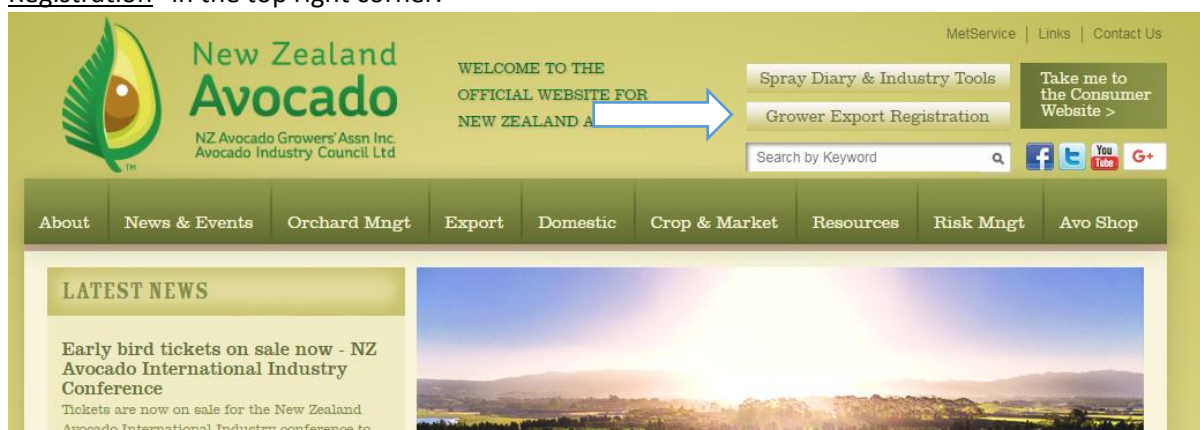
All growers wanting to export avocados for the 2018-19 season must be AvoGreen compliant and registered with NZ Avocado as set out in the industry Export Marketing Strategy (EMS).

The export registration process can be completed by logging into the new Avo hub, accessible from the NZ Avocado Industry website here:

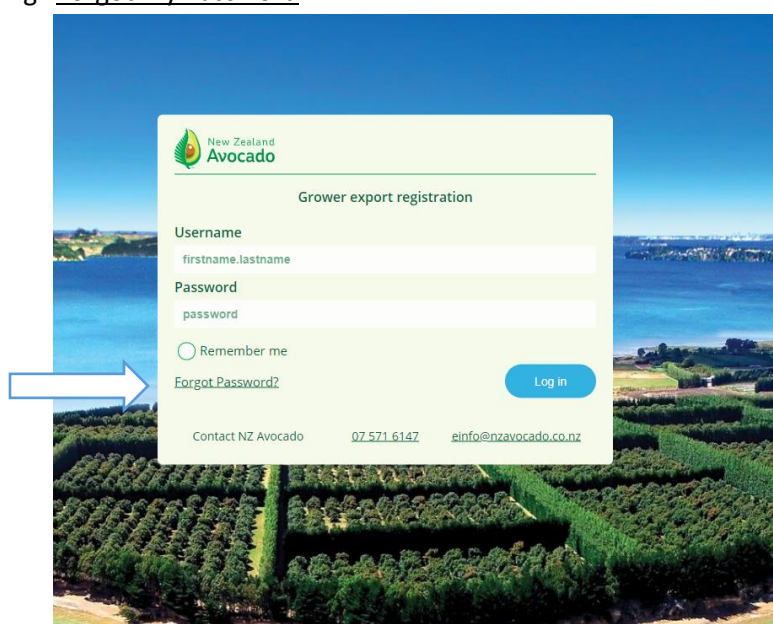
https://industry.nzavocado.co.nz/industry/industry_welcome.csn

Instructions for online export registration process

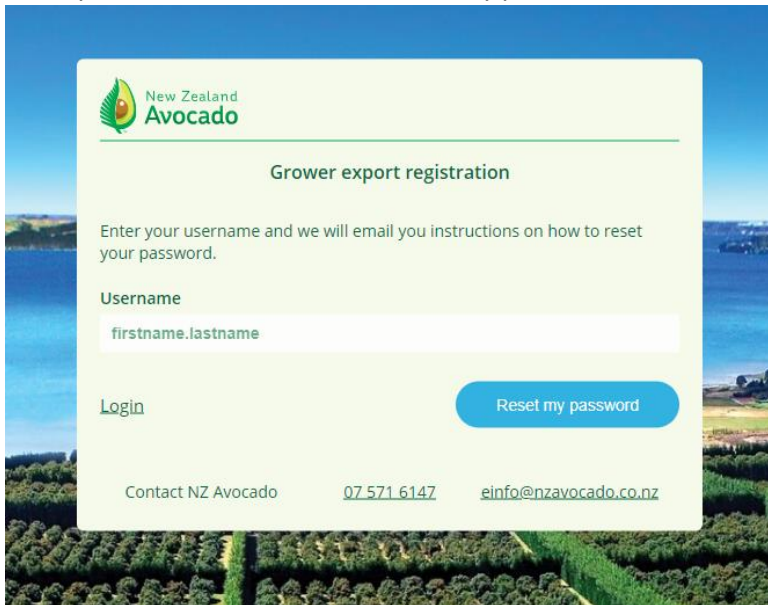
1. To register for export please visit the NZ Avocado website – https://industry.nzavocado.co.nz/industry/industry_welcome.csn or type NZ Avocado Industry into Google and click the first link. Once on the website click “Grower Export Registration” in the top right corner.



2. For first time users entering the Avo hub, you will need to set a password for your account by clicking “Forgot my Password”.

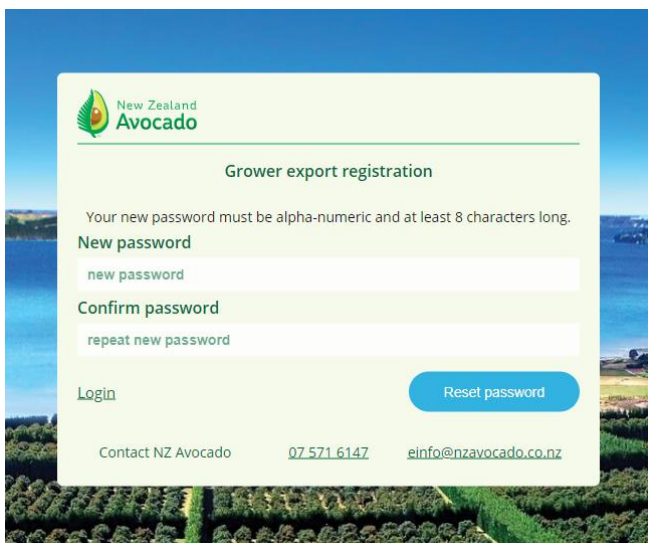


3. Enter your existing username in the following format - firstname.lastname
Enter your username and click “Reset my password”.



The screenshot shows a web form titled "New Zealand Avocado" with the sub-heading "Grower export registration". The form is set against a background image of an avocado orchard. The text on the form reads: "Enter your username and we will email you instructions on how to reset your password." Below this is a text input field labeled "Username" containing the placeholder text "firstname.lastname". To the left of the input field is a "Login" link, and to the right is a blue button labeled "Reset my password". At the bottom of the form, contact information is provided: "Contact NZ Avocado", the phone number "07 571 6147", and the email address "einfo@nzavocado.co.nz".

4. An email will be sent to you with a link to reset your password. If you do not receive this email please contact us at NZ Avocado – (07) 571 6147 or einfo@nzavocado.co.nz. The link will open to a screen below. Enter and confirm your chosen password and click ‘reset password’.



The screenshot shows a web form titled "New Zealand Avocado" with the sub-heading "Grower export registration". The form is set against a background image of an avocado orchard. The text on the form reads: "Your new password must be alpha-numeric and at least 8 characters long." Below this are two text input fields: "New password" with the placeholder "new password" and "Confirm password" with the placeholder "repeat new password". To the left of the input fields is a "Login" link, and to the right is a blue button labeled "Reset password". At the bottom of the form, contact information is provided: "Contact NZ Avocado", the phone number "07 571 6147", and the email address "einfo@nzavocado.co.nz".

5. You will be presented with your personal Avo hub. Example below.

The screenshot shows a user interface with four navigation tabs: Home, Relationships, Orchard contacts, and My contact details. Below the tabs is a button labeled 'Industry website'. The main content area is a table with three columns: 'Season 2018 - 19', 'Avogreen compliant', and 'Export registration'. The table contains two rows of data.

Season 2018 - 19	Avogreen compliant	Export registration
P12341 - Gregs Orchard	✓ YES	+ REGISTER NOW >
P21610 - Melissa Test Orchard	✓ YES	➔ PENDING

HOME – This is an overview of PPIN’s linked to your account, their Avogreen compliance and export registration status

RELATIONSHIPS – This is where you can assign a packhouse to have access to a linked PPIN. Current packhouses that are linked to PPINs outlines can be managed and assigned through the “relationships’ and ‘register now’ tab.

ORCHARD CONTACTS – Here you can view what contacts NZ Avocado currently have for your orchard. Note, only the postal address for the selected PPIN can be edited. If there is incorrect information on this screen, please contact NZ Avocado on (07) 571 6147.

MY CONTACT DETAILS – Here you can edit your personal contact information. Note this is the information that will be displayed on any orchards you’re currently linked to.

6. Please note in order to register for export, the selected PPIN must be AvoGreen compliant. If not compliant, a red cross will appear under the AvoGreen compliant column with “[Contact us](#)”. You will not be able to register that PPIN at this stage – please contact NZ Avocado on (07) 571 6147.
7. If the selected PPIN is AvoGreen compliant this will show with a green tick and you will be able to register this PPIN for export. To register your PPIN click “[register now](#)”.

8. In order to register the PPIN you will need to agree to the Terms & Conditions and comply with the EMS and Growers Responsibilities section of the NZ Avocado Quality Manual. To confirm that you accept these click “Accept” at the bottom of the page. (Example below)

Registration for 2018 - 19 P12341 - Gregs Orchard

• Terms & conditions >
 • Contact details >
 • Registration >
 • Payment >
 • Complete

Grower Registration to Export Avocados: Terms & Conditions

Background:

A. NZ Avocado, as recognised product group for the export of fresh avocados under the New Zealand Horticulture Export Authority Act 1987 has formulated an Export Marketing Strategy (the “EMS”).

B. The EMS provides for the registration of growers who intend to grow avocados for export in a particular export season.

Payment of registration fee:

1. The Grower will pay to NZ Avocado a registration fee as follows:

- i. **If on or before 14 August, the sum of \$172.50** or
- ii. **If after 14 August, the sum of \$345.00**

If paid by Credit Card, a processing charge of 2.8% will be added to the fee.

An additional fee of \$34.50 applies where NZ Avocado is required to manually process non-electronic registration.

This agreement shall relate to the avocado export season which runs from 1 May in any one year to 30 April in the following year.

2. Such fee is not refundable if the Grower does not export fruit.

9. The PPIN grower details will be displayed as below. If any contact details other than your own are incorrect, please inform the corresponding person to update their details via their Avo hub. The PPIN contact postal address can be edited from this screen also. Continue with your registration by clicking “Next”

Registration for 2018 - 19 P12341 - Gregs Orchard

Terms & conditions >
 • Contact details >
 • Registration >
 • Payment >
 • Complete

PHYSICAL ADDRESS		POSTAL ADDRESS	
2nd Ave	2	greg	jjj
Tauranga		Tau Kita52	
New Zealand		New Zealand63	
3110		3110	Edit

GROWER CONTACT DETAILS	MAIN CONTACT DETAILS	MANAGER CONTACT DETAILS
Name: Mia Lazano	Name: Greg224 Burgess3344	Name: Margery Woodson
Home phone: 123-555-6666	Home phone: 07555666	Home phone: 123-033-4444
Email: example31@example.com	Mobile phone: 027777555	Email: margery@example.com
	Work phone: 07555666	
	Email: greg.burgess@cucumber.co.nz	

If any of the contact details are incorrect, then please contact the person directly and request they log into Avo hub to update.

10. Once the PPIN contact details are correct you will be required to enter information about crop estimate, hectares, trees and Packer and Exporter.

Registration for 2018 - 19 P12341 - Gregs Orchard

✓ Terms & conditions >
✓ Contact details >
• Registration >
• Payment >
• Complete ✓

Crop Estimate

LAST SEASON

EXPORT VOLUME (Trays): 1	NZ VOLUME (Trays): 1
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THIS SEASON

EXPORT VOLUME (Trays)	NZ VOLUME (Trays)
<input type="text" value="Volume"/>	<input type="text" value="Volume"/>

11. The PPIN's intended packer(s) and exporter(s) can now be assigned. If a packer or exporter has not been confirmed for this season, these fields can be left blank. However you will need to provide your packer and exporter with a copy of your registration. Once the registration is completed, the assigned packer(s) can now view this PPIN on their Avo hub home screen.

Hectares & Trees

HECTARES

PRODUCING	PLANTED NOT YET PRODUCING	TOTAL HECTARES
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>

TREES

PRODUCING	PLANTED NOT YET PRODUCING	TOTAL TREES
<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="7"/>


Packers & Exporters

PACKERS	EXPORTERS
<input style="width: 90%;" type="text" value="Packers"/>	<input style="width: 90%;" type="text" value="Exporters"/>

12. A map of your orchard will be displayed. Please confirm whether this is accurate.

If not click 'no' and describe what changes need to be made in the text box provided.

Orchard map



Is the map accurate?

YES NO

Back Proceed to Payment

13. Once completed click "proceed to payment"

Please select the payment method and click "complete registration". If paying by cheque or direct credit, payment information will be sent to the **main contact** via email and will be viewable on screen. If paying by credit card, you will be redirected to a secure DPS site after clicking "complete registration"

Registration for 2018 - 19 P12341 - Gregs Orchard

✓ Terms & conditions > ✓ Contact details > ✓ Registration > • Payment > • Complete ✓

Registration fee: \$172.50

A 2.8% charge will be applied for all credit card payments.

Payment method

Cheque Direct debit Credit

14. The registration has now been submitted.

If paying by cheque or direct credit, the registration will be accepted once payment has been received. If paid by credit card the registration will be accepted immediately.

Registration for 2018 - 19 P12341 - Gregs Orchard

✓ Terms & conditions > ✓ Contact details > ✓ Registration > ✓ Payment > ✓ Complete ✓

THANK YOU!
Your registration for P12341 - Gregs Orchard has been submitted.
Please note the payment instructions below, these will also be emailed to you.