



***** IMPORTANT ANNOUNCEMENT*****

Grower, Packer and Exporter Registrations for the new season are Online Now

For Growers this is the second season for the Export Registrations being online, and the first time for Packers and Exporters.

Please follow the simple steps below to process your registration online.

Annual Online Registration Instructions

PROCEDURE	GROWERS	PACKERS	EXPORTERS
1. Go to Website:	www.nzavocado.co.nz		
2. Select:			
3. Click on:			
4. Select:	<u>Grower</u>	<u>Packer</u>	<u>Exporter</u>
5. Login:	Enter your 5-digit PPIN and password then click Login, e.g. Login: P 12345 Password: ABC987	Enter your 3-digit (or 4-digit) Packer code and password then click Login, e.g. Login: PK876 Password: 123456	Enter your 4-digit Exporter ID (this will be emailed to you by the AIC) and password then click Login, e.g. Login: EX4840 Password: XYZ123
6. No Password or Forgotten Password:	If you don't have a password or have forgotten your password click on the link to create one. Enter your 5-digit PPIN (Growers), your Packer Code, or your Exporter ID and click "Request Password Set". Check your email In Box, click on the link, and follow the instructions to finish. If the AIC does not have your email address then you will need to ring the office to register it (07 571 6147).		
7. Start registration once logged in:	Click on the link Grower Export Registration	Click on the link Packer Registration	Click on the link Exporter Registration
Step 1:	Terms & Conditions – before registering you need to agree to abide by the Terms and Conditions, and to comply with the EMS and the Quality Manual. Click on the tick box at the bottom of the screen to accept.		
Step 2:	Your Details - check that the details held on file for you or your company are correct, or amend any incorrect details. Please ensure that your email address is correct because it will be used to send your registration confirmation.		
Step 3:	Yield Estimate and Intended Packer Choices – enter your crop estimate and number of hectares of producing orchard, and select your intended Packer. If you select a Packer, your registration will automatically be emailed to that Packer once your registration is completed. If you don't select a Packer during registration it is your responsibility to provide your later chosen Packer(s) with a copy of your registration.	Exporter Choices – enter the name(s) of the Exporter(s) you will supply and the estimate export volume (in 5.5kg tray equivalents).	Export Volume – enter the volume (5.5kg tray equivalents) that you intend to export to each of the markets listed.
Step 4:	Payment – choose your payment method (Credit card, direct credit or cheque). Your registration will not be confirmed and verified until payment is received in full by the AIC. For Packers and Exporters an email with an attached pro-forma invoice will be sent to you once a payment method is chosen. Please note that there will be an extra charge of \$20 (incl GST) for registrations that are not done online at www.nzavocado.co.nz .		
Payment cut-off dates:	Earlybird: prior to 1 July 2009 Standard: 1 July to 31 July 2009 (incl) Late: after 31 July 2009	Earlybird: prior to 1 August 2009 Standard: 1 August to 31 August 2009 (incl) Late: after 31 August 2009	
Verification:	Once details are checked and the payment has been received you will be sent a confirmation email with an attached copy of your registration form (which acts as a Tax Receipt), the terms and conditions, and a link to the EMS. Packers will be sent an email copy of registration forms for Growers who have nominated them as their Packer.		