

FLORAMAX



Growers Advice Docket

Destination:..... **2**

1
0 1 2 3 4 5

Name: 3		Supplier Code 4				Day	Month	Year					
Address: 3									5				
Phone: 6		G.S.T. No: 7				Booking in Staff 8			Grade Controller 9				
OFFICE USE ONLY		TO BE FILLED IN BY SUPPLIER											
Trolley	Position	Product Code	Quantity of Units	Bunches per Unit	Stems per Bunch	Product Description	TAG	Length	Bud Count Weight	Hire Code	Quality Code	Quality Code	
10	11	12	13	14	15	16	17	18	19	20	21	22	
							Suppliers Remark						
							Suppliers Remark 23						
							Suppliers Remark						
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							Suppliers Remark						
Total Amount of Containers		24				Total Amount of Extensions		25		Total Amount of Cartons			26

*Consigned product and traded product cannot appear on the same Growers Advice Docket

1 Growers Advice Docket Number

This is a reference number and is unique to each advice.
Use this number when making inquires about consigned or traded product.

2 Destination

Fill in the Branch and department the product is being consigned to
E.G. *Auckland / Wellington / Christchurch*

3 Name and Address

Fill in your full Trading Name and Postal Address.
This is used to ensure the correct Growers Name and Growers Code have been entered.

4 Suppliers Code

Fill in your Growers Code FloraMax has issued to you.
This again is used for cross matching with your name and address to ensure we have entered the correct grower.

5 Day / Month / Year

Enter the date the product was dispatched to us.
This is useful when product arrives and we can determine the time it has taken to reach us.

6 Phone

Enter your contact phone number here. This is useful when the supplier needs to be contacted urgently should a problem arise.

7 G.S.T.Number

Enter your GST Number here

8 Booking in Staff

The FloraMax Booking-In Staff will write their name here for FloraMax internal use.

9 Grade Controller

This box is used by the Grading Staff. Once product has been inspected by a grading person they will enter their name here.

10 Trolley

This box is for FloraMax use only.
FloraMax Floor Staff will enter a trolley number when the trolley is booked into the selling system. FloraMax staff will allocate the number.

11 Position

This box is for FloraMax use only.
FloraMax Floor Staff will enter an alphabetical letter that corresponds with the position the product has been placed on the trolley. (e.g. A, B, C)

12 Product Code

Fill in the six digit code from your Flower & Foliage Code Listing. This listing gives the correct name of the product. (e.g. DEB105 is Delphinium Belladonna Dark Blue)
The Flower & Foliage Code Listings are available from FloraMax offices or you can ring Customer Services on 0508 800 100 and state what products you are growing.

13 Quantity of Units

Fill in the quantity of units that are to be sold.
A unit is a bundle, carton or hire bucket.

14 Bunches per Unit

Fill in the amount of bunches that are in each of the units

E.G. If a hire bucket contained 15 bunches of flowers you would enter 15,
a box of 20 bunches you would enter 20, a bundle of 3 bunches you would enter 3.

15 Stems Per Bunch

Fill in the number of stems that are in each bunch. e.g. If a bunch of roses contains 10 stems enter 10. If the product is sold by weight leave the box blank.

16 Product Description

Fill in the description of the product that corresponds with the code from the Flower & Foliage Code Listing
This is used as a cross reference and also used by the graders and floor staff for product identification.
For quick reference by floor staff it is compulsory to fill in colour / double / single if applicable.

17 TAG

This box is compulsory to fill in!

Enter the FloraMax Quality Grade as per the grading instructions.
Either 1 for First Grade or 2 for Second Grade.

18 Length

Fill in the length of the stems within the bunch.
(e.g. 70cm stems, 60cm stems, 50cm stems)

19 Bud Count / Weight

Bud Count is compulsory when consigning or trading lillium.
Fill in the minimum number of buds on the stems
(e.g. 1 for 1 bud, 2 for 2 bud, 3 for 3 bud etc)
Weight is for products that have a minimum weight per sleeve or bunch.
The Code that corresponds with the minimum weight is filled in here.
(e.g. 180 grams, 200 grams, 250 grams etc.)

20 Hire Bucket

Indicate in this box the hire bucket and number of extensions used.
(e.g. HB - hire bucket, HB1 - hire bucket and 1 extension, HB2 hire bucket and 2 extensions.)

21 Quality Code

Suppliers can fill in a grading code in this box. The grading codes are found in the FloraMax Flower and Foliage Grading list.
e.g. A positive code may indicate the product has added value. (Code 23 - Painted or Dyed.)
A negative code will indicate the product has some defect (e.g. Marked leaves)

22 Quality Code

Same as above (21) but supplier can add additional information

When TAG 2 product is consigned it is compulsory that a Quality Code is entered.
Grading staff can add information here.

23 Suppliers Remark

This box allows suppliers and graders to add additional remarks regarding the product.
If there is additional information the supplier wants to provide, it can be written here.

24 Total Amount of Container

Enter the total quantity of hire buckets in the consignment.

25 Total Amount of Extensions

Enter the total quantity of hire extensions in the consignment.

26 Total Amount of Extensions

Enter the total amount of cartons in the consignment

Consigned and traded product cannot appear on the same growers Advice Docket.

TAG 1 and TAG 2 product cannot appear on the same Growers Advice Docket.