**Section A:** The link for section A shall be available for each supplier on their portfolio

|  |  |  |
| --- | --- | --- |
| **FARMER/ SUPPLIER SAMPLE REQUEST** | | |
| Product name |  | |
| Cultivar |  | |
| Supplier name |  | |
| Contact Person |  | |
| Contact Number |  | |
| Email address for the delivery certificate & confirmation |  | |
| Contact number for the delivery certificate & confirmation |  | |
| Global G.A.P number |  | |
| Farm name |  | |
| Crop year |  | |
| Country of origin |  | |
| Vehicle Registration |  | |
| Number of loads |  | |
| Estimate Total Weight/ load | Load 1: | Load 2: Load 3: Load 4: Load 5: |
| Estimated date or period that load will be ready for delivery: DD/MM/YY to DD/MM/YY | | |
| **Section B:** | | |
| **QA DEPARTMENT SAMPLE DELIVERY SAMPLE MANAGEMENT** | | |
| Supplier Batch no / Lot no |  | |
| Sample received (date & time) | DD/MM/YY; 00:00 | |
| Quantity of samples received |  | |
| Weight of sample received | #1 #2 #3 #4 #5 #6 | |
| Samples sent to the lab (date & time) | DD/MM/YY; 00:00 | |
| Lab name, Accreditation number and contact person with details | This will need to be a drop down menu selection filed , where one can choose the lab. When selecting the lab, the accreditation number can automatically pull up with the contact person & contact details (email & Tel no) as well. | |
| ETA on completion of the COA as indicated by the lab | DD/MM/YY | |
| **Section C:** | | |
| **CAPTURING COA FOR RAW MATERIAL DELIVERY REQUEST** | | |
| Upload report / Certificate of analysis | Need to have a compulsory field here for the upload of the COA received from the lab. Without this upload the sheet should not be able to be submitted. | |
| Are all requirements from the COA within the acceptable limits? | Yes/ No | Comment: This section for the comment can be hidden when ‘’yes’’ is selected, but should pop up as a required field when ‘’no’’ is selected. |
| **Section D:** | | |
| **DELIVERY SCHEDULE REQUEST** | | |
| Date & time for delivery: | Here it would be nice to have different slots that the person can just select. For examples if you only receive in stock 5 times a day, then these 5 time slots should be available for selection. It would also be great if the slots can indicate available that 2 deliveries are not accidentally scheduled at the same time. | |
| Purchase order number: |  | |
| Email address / cell phone number for the person to where the delivery certificate needs to be issued: |  | |
| Would you like to issue the delivery certificate? | Yes/ No | If yes is selected the link and QR code must be sent to the details indicated above . The time slot must then be blocked out on the system in the form of a operations plan / Calander that staff at receiving can view and operations team. |
| **QR CODE LINK TO BE SCANNED AT THE SECURITY ON SITE AND AGAIN AT NUT RECEIVING** | | |