



Please note that the latest update to this procedure can be obtained at
<http://www.nzftechnical.co.uk/certificates.aspx>

Sign In using your email address and password.

1. View Delivery Dates / Times:

- a) **All Deliveries** Next to Loadout Filter check the box Arrival Bracket
- b) **Particular Vessel** Click on the check box to the left of Voyage ID and then using the drop down select the vessel.
- c) **A Particular Chilled Ref** Click on the check box Chilled Ref and type the chilled ref required next to chilled ref string.

2. View / Print Loadout Reports

Select Delivery Schedule from the top left of the screen
View/Print Individual Loadout Reports, NZ Micros or UK Micros
Select the relevant link next to the required chilled ref

3. Return Weights

Select Delivery Schedule from the top left of the screen and Click on the chilled Ref
After the Product Details click on Confirm Order Details
Returning Specified Weights Click on confirm weights.
Altering Weights Edit and alter the row to be changed then click on confirm weights
If there's a significant difference then please contact us direct to see if the product requires further investigation.
Please do not use the product unless you have permission from Alliance Group (NZ) Ltd

4. Return UK Micros

Select Micro Data UK from the top left of the screen, then select from the following drop down menus
Header dropdown: Season and chilled ref *Product dropdown:* matching product details
Input the results and click on Update.
Note that from 01/12/06 you can download all of your micros from the site,
Deleting / Altering UK Micros:
Alter: Click on the edit button next to the relevant row and alter the result then click on Update
Delete: Click on the edit button next to the relevant row and select Delete

5. Temperature Loggers

Please upload to Sensitech Coldstream web application.
If you require further assistance or new copies of the instructions, please contact Mark Stratford

Loggers should be returned on a regular basis to Alliance group (NZ) Ltd (address below)
or co-ordinated with the Technical Manager

Contact Details

Alliance Group (NZ) Ltd, 140-142 St John Street, London, EC1V 4UB Tel 0207 566 5000 Fax 0207 490 2552

Chilled Sales

| | | | | |
|----------------|---------------|---------------|--|--------------|
| Craig Robinson | Chilled Sales | 020 7566 5003 | c.robinson@alliancenz.co.uk | 07711 182491 |
| Derek Munday | Planning | 0207 566 5022 | d.munday@alliancenz.co.uk | 07785 465578 |

Frozen Sales

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|-----------------|---------------|---------------|--|--------------|
| Dave Richards | Sales Manager | 020 7566 5002 | d.richards@alliancenz.co.uk | 07711 182491 |
| Robbie Sinclair | Frozen Sales | 020 7566 5007 | r.sinclair@alliancenz.co.uk | 07956 869692 |

Transport

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|----------------|------------------------|---------------|--|--------------|
| Mike Gillespie | Operations Manager | 020 7566 5017 | m.gillespie@alliance.co.uk | 07711 182491 |
| Gill Munday | Shipping Administrator | 0207 566 5014 | g.munday@alliancenz.co.uk | |
| Mark Stratford | Product Co-Ordinator | 0207 566 5004 | m.stratford@alliancenz.co.uk | 07557 163279 |

General Enquiries

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|----------------|----------------------|---------------|--|--------------|
| Mark Stratford | Product Co-Ordinator | 020 7566 5004 | m.stratford@alliancenz.co.uk | 07557 163279 |
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Technical

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|------------------|-------------------|---------------|--|--------------|
| Simeon Belworthy | Technical Manager | 020 7566 5009 | s.belworthy@alliancenz.co.uk | 07711 182497 |
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