



Food Grade Growers: Fall Harvest Instructions

Please read the instructions below for information on how to deliver your harvested crops.

Delivery Tags:

Each contracted grower requires delivery tag(s) to identify their account and contract during crop deliveries. Your delivery tags are available electronically.

You can access your delivery tags on your phone or desktop using our [FieldTrace®](#) application.

[FieldTrace® Login](#)

Logging In:

If you have never logged into [FieldTrace®](#), set up an account:

- On a mobile device, select 'Create Account'
- On a desktop, select 'Register'

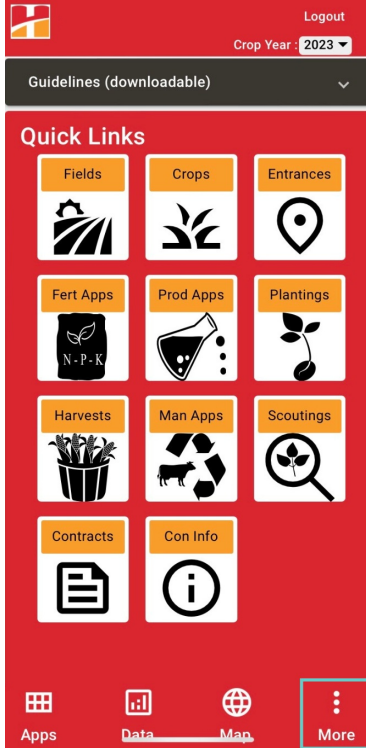
To access 'Delivery Tags', use the same login credentials as your [FieldTrace®](#) account.

- **Username:** Your Hensall Co-op account number, unless you have changed it.
- **Password:** Use your existing password, or the password recovery option if needed.

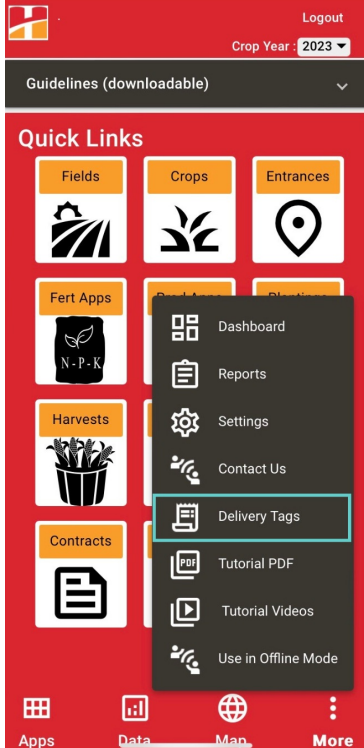
If you need assistance, contact your Field Marketer, your local Hensall Co-op location or Rachel Hill at 519.262.3511 ext 216 or rachel.hill@hdc.on.ca.

[Field Marketer Contact List](#)

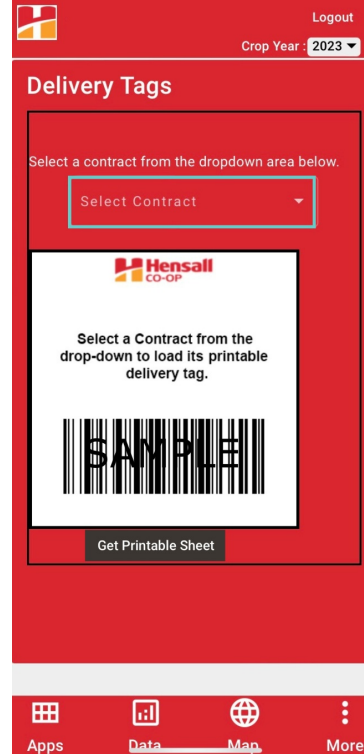
In 'Delivery Tags,' this is what will appear on your iPhone or Android device in [FieldTrace®](#):



Step 1: Select the three dots on the bottom right of the screen.



Step 2: Select the 'Delivery Tags' option.



Step 3: Select the contract you want from the drop-down menu.

Delivery tags can be printed by selecting 'Get Printable Sheet' under the barcode, as shown in Step 3.

You can also save a screenshot of your delivery tag(s) for later use, such as texting it to the drivers who will be making deliveries.

Delivery Tags Are Reusable: You will need to display a tag for each load you deliver. The same tag can be used for additional loads of the same product.

Sharecrop Deliveries: If a load is being split between multiple growers, scan the delivery tags for all parties so everyone receives proper credit. Make sure this is done during delivery, not afterwards.

Please review the documents that are relevant to your crops by clicking '[Contract Delivery Documents](#)' below.

[Contract Delivery Documents](#)

Reminder: Please ensure all Quality Assurance Field ID and Product Application information has been entered.

You can enter this information online using Hensall Co-op's [FieldTrace®](#) system.

Important: Settlements for dry beans and premiums for food grade soybeans will not be issued until all required traceability documentation is completed.

Contract Delivery Documents:

While we encourage using the online [FieldTrace®](#) system, paper

documentation is also acceptable. Click 'Paper Forms' below to view and print the required documents.

You can also have someone from any of our locations print off paper copies for you to fill in.

[Paper Forms](#)

For production and grading information, please refer to our [Grower Guidelines](#).

On behalf of Hensall Co-op, I sincerely thank you for contracting your identity preserved crops with us and for your ongoing commitment to producing and delivering a high-quality product. Your participation makes our food grade programs a success.

If you have any questions, please reach out.

Thank you for your continued partnership.

Wade Bickell

Origination Manager

519.262.3511 ext 209

wbickell@hdc.on.ca

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Hensall Co-op | 1 Davidson Dr | Hensall, ON N0M 1X0 CA

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