



Suppliers Preparation manual

Supplier responsibilities and tasks prior to preparation and delivery:

- Tagged trees must be checked before cutting. The trees must show no sign of colour loss, needle drop or any other damage which has occurred after tagging or contract agreement.
- If any such damage is evident, the Purchaser must be contacted immediately so that agreement can be reached on the consequences.
- Christmas trees must not be cut before November 15th unless otherwise agreed in writing.

Supplier responsibilities and tasks during cutting:

- Cuts must be made as close to the ground as possible so as to ensure compliance with the sales height stated on the label or in the contract.
- The sales height is measured as the distance from the cut surface to the point on the terminal leader to which the upper whorl can reach when its shoots are bent upwards along the leader. Trees cannot be higher than the terminal bud.
- The handle must be trimmed to remove all shoots and twigs. Note that trimming to the lowest usable whorl of branches may result in the trees becoming too short.
- Handle length:
 - Between 5% and 10% of tree height for trees up to 200 cm.
 - Between 5% and 15% of tree height for trees over 200 cm.
- If “elephant’s foot” occurs on any of the trees, it must be trimmed so that the handle is flush with the trunk.
- Any remains of weeds caught up in the trees must be removed.
- Trees which no longer comply with the specified sales height after cutting must be re-tagged before palletisation.

Supplier responsibilities and tasks during skidding, netting, palletisation and hauling:

Trees should be skidded to a track-side collection site and laid with their trunk ends pointing in the same direction.

- Trees must not be dirtied with soil or mud and must not be driven over by tractors or machinery.
- Trees in which leaves, grass or other debris is caught must not be netted.
- Trees should be left lying for a couple of days after cutting before being netted and palletized.
- Trees should be netted using a suitable funnel and net diameter for the grade of tree concerned. Funnel diameter should be as small as possible but not so small that the lowest whorl of branches is damaged during the process. As a rule of thumb, trees under 175 cm can be netted using a 25 cm funnel, trees between 175-225 cm need a 34 cm funnel and trees over 225 cm need a larger funnel.
- During palletisation, each pallet must only be packed with one grade of tree, unless otherwise agreed.
- Mixed pallets may only be prepared on prior agreement with the Purchaser.
- Trees must be packed with their cut trunk ends flush with the ends of the pallet. Trees over 175 cm in height must be packed in such a way that the content of the pallet can be determined by counting trunk ends.
- The trees are counted by packing and each pallet provided with labels, which is placed visible at eye level on each side of the pallet. On the pallet label, the date, number, quality and size will be written.
- During transport of pallets from the cultivation site to the loading site, and during loading, pallets must be handled with care so as to prevent them from being damaged or dirtied.

Storage:

- At the loading site, pallets should be stored in a cool location with shade and shelter.
- Pallets should not be stored indoors for any length of time due to the risk of drying out.
- If the trees have not been palletised, they should be placed with their trunk ends in contact with grass or similar.
- Stacks of trees must not be left lying for more than two days and should be no more than two meters in height.

Loading:

- Pallets must be loaded carefully in order to prevent boards and packaging from being damaged or dirtied.
- Damaged or dirtied pallets or trees must not be loaded.