

Weekly Average Price Survey (WAPS) purchaser contributor guidelines

The following guidelines should be used by all contributors:

1) **Volume and value** data should only be for the crop year shown on the online form.

- a) Separate data for **different crop years** at all times.
- b) Make returns for both old crop and new crop **during season change over**. Continue with this until old season trading finishes.

2) Confirm the week ending date given on the form corresponds with the **time period** of the submitted data.

3) To provide an ex-farm value and volume of first purchases.

a) Please include:

- GB only purchases
- **Direct from grower purchases only**. This refers to first purchases, including traded loads, intended for human consumption
- Bag costs
- Purchases destined for export
- If the grower is paid directly, purchases from grower groups, as they are first purchases.

b) Please exclude:

- Purchases from interim merchants
- Imported purchases
- Haulage costs
- Purchases from grower groups when the payment is made to the legal entity/group
- Forward purchases
- Incomplete transactions, or those without a corresponding value or volume

5) **Separate volume and value figures should be recorded for free-buy and contract**, and **bag and bulk** arrangements.

a) **Value** refers to the **ex farm price** paid to the grower. Where a final paid value is not yet available for the allotted timeframe, use the latest available data.

b) **Volume** refers to the tonnage bought from growers. Where a final paid weight is not yet available for the allotted timeframe, use the latest available data available.

d) Define agreements made prior to 1 July in each crop year as **“contract”**. Categorise any other arrangements as **“free-buy”**.

6) **Submit data to AHDB** via the **Potato Data Centre** online system each **Monday**. Should business constraints prevent this, pricing information can be accepted up to, but no later than, Tuesday 10.00am.

The pricing information should reflect the **previous week's trading**, enabling publication of the Weekly Average Price (WAPS) by close of business Tuesday.

- a) The weekly reporting period runs from **12:01am Sunday to midnight Saturday**.
- 7) Please provide **commentary** relating to the previous week's purchases. This should include comments on import levels, promotions or other factors influencing the reported volumes and values.
- 8) Communicate a **NIL RETURN** if there are no transactions in any week.
- 9) Highlight to AHDB at the earliest opportunity if there are any **amendments** to submitted datasets (not including updates to paid weight and price).
- 10) Should you have any questions or like any assistance, please contact Sara Maslowski (Sara.Maslowski@ahdb.org.uk, 0247 647 8953) or Aidan Wright (aidan.wright@ahdb.org.uk, 0247 647 8894).