

## 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. (You can change the crop year on the form using the drop down menu in the top right).

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 but only when the grower is paid directly.

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 Alice Bailey (Alice.Bailey@ahdb.org.uk) or Vikki Campbell (Vikki.Campbell@ahdb.org.uk, 07391 402 118).