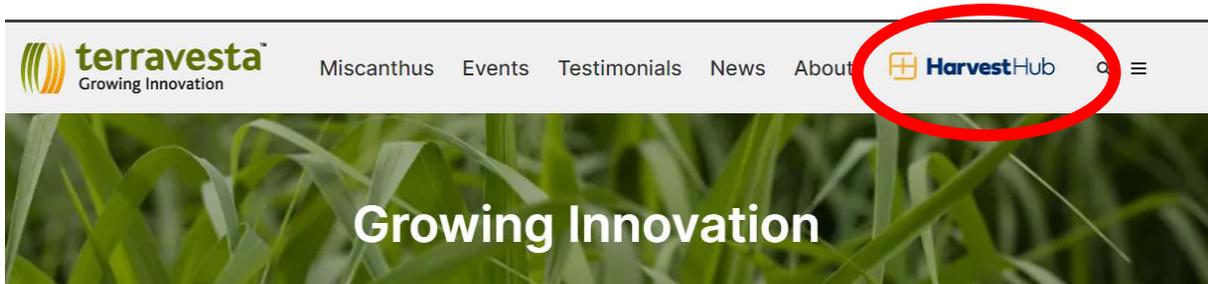




Here is a guide on how to declare your Miscanthus harvest on our Harvest Hub.

To log into the Harvest Hub, simply go to our website www.terravesta.com and click onto the icon in the top right hand corner.

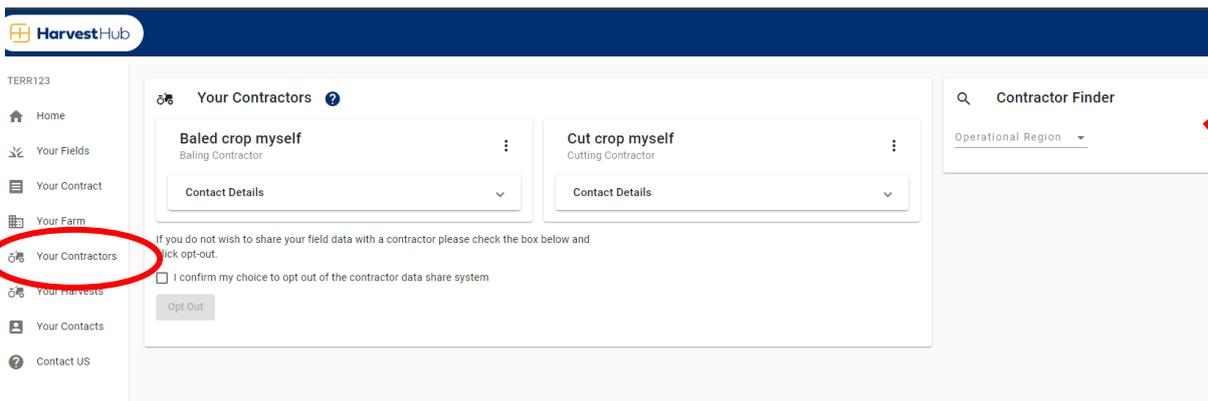


Your log in details will have been sent separately to your email address, you will be asked to click on a link and to then set your own password. Once this is done you can log onto the hub.

Please do not try to use the password link we initially emailed to you to log in, use the link on the website detailed above.

DECLARING YOUR HARVEST

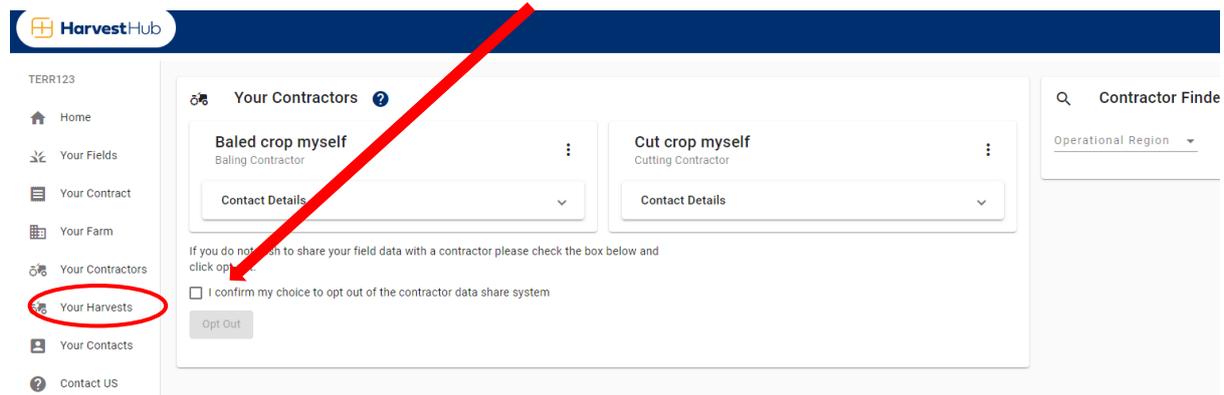
The first thing you need to do is to inform us of who your contractors are. Select **Your contractors** from the left hand menu.



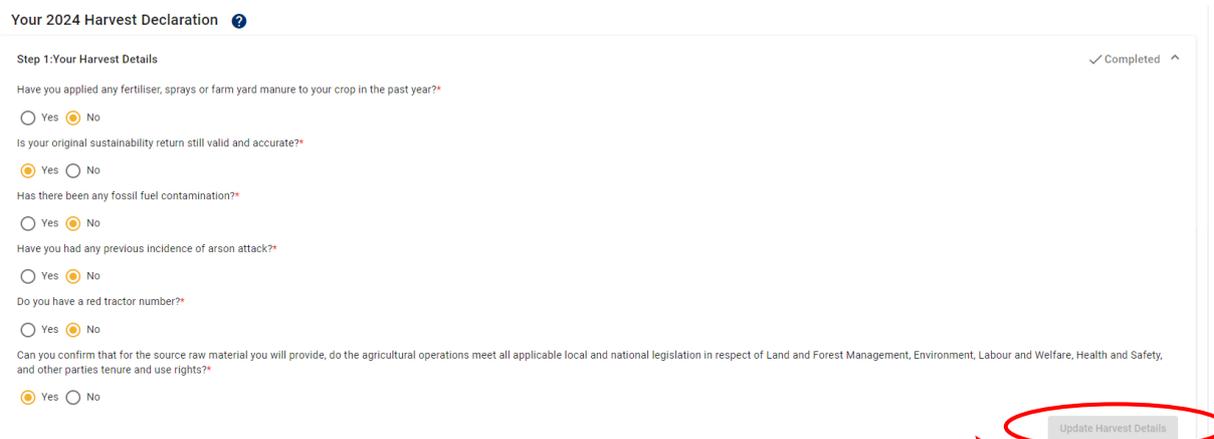
You will then be able to select which contractors did your cutting and baling. On the right hand side there is **Contractor Finder** which will help you locate contractors local to you.

Certain contractors also use the Harvest Hub and are able to input bale amounts from each field directly onto your return. **If** your contractor offers this service, but you **do not** wish them to have access, please click the opt out button. Otherwise leave it blank.

Once that page is completed, click **Your Harvests**

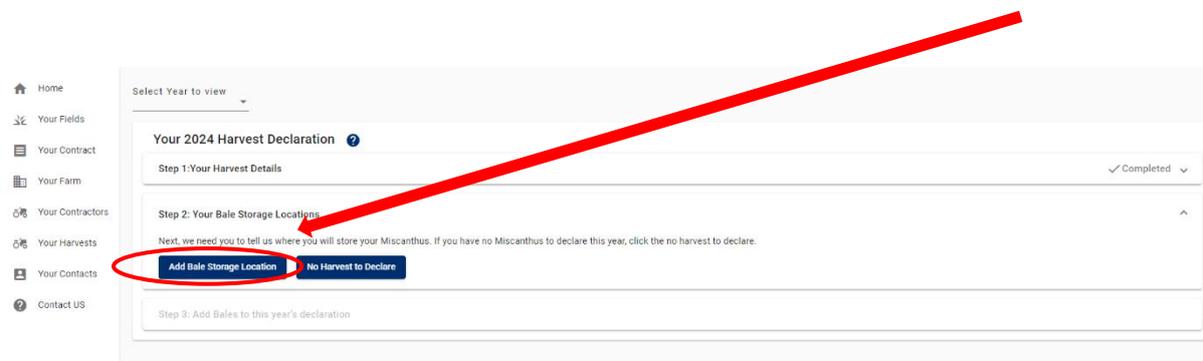


Please click the relevant Yes/No answer to the sustainability questions



Then click **Update Harvest Details**

You will then need to let us know where your bales are stored, Click **Add Bale Storage Location**



If you feel you are unable to provide a harvest for any reason, please contact us before clicking **No Harvest To Declare**

You can input your **Bale Storage Address** 2 ways

You can search in the **Type Your Address to Search** box using your full address or postcode.

Additionally, if you wish to use the **What 3 Words** app, you can input the details here instead.

Then click **Next**

New Storage Location

1 Store Location — 2 Collection Month — 3 Store Contact — 4 Store Details

Your Bale Storage Address
Address

Type Address to Search

Optional: Additional Location Information

What 3 Words

Cancel Next

The next page allows you to select your **desired collection month**

New Storage Location

1 Store Location — 2 Collection Month — 3 Store Contact — 4 Store Details

Please select your desired collection month

Apr 2024	Remaining Tonnage:7,771	May 2024	Remaining Tonnage:6,500
Jun 2024	Remaining Tonnage:6,500	Jul 2024	Remaining Tonnage:6,500
Aug 2024	Remaining Tonnage:None	Sep 2024	Remaining Tonnage:None
Oct 2024	Remaining Tonnage:None	Nov 2024	Remaining Tonnage:None
Dec 2024	Remaining Tonnage:None	Jan 2025	Remaining Tonnage:None
Feb 2025	Remaining Tonnage:None	Mar 2025	Remaining Tonnage:None

This is your preference and not a guarantee we will collect in this month.

Cancel Next

Click your preferred option from those that are available (*please be aware that this is guide only, we will clarify the exact date with you directly*)

Once done, click **Next** to proceed.

You will then need to tell us who to contact to arrange the collection of the bales.

If you already have someone loaded onto the system, select their name using **Select Existing Contact**.

If you need to add someone, please use the **New Loading Contact** option.

Once done simply click **Next**.

We now need to know specific details regarding your bales.

Click the calendar icon to the right to select the date your Bales were stacked,

These are optional boxes for you to provide information to help the Haulier find the correct location

When the haulier arrives, we need to know the availability of loader/bale grab, how your bales are stored. Also, what notice we need to give you.

When you are done click **Save**

Then select the store postcode to proceed

You are now ready to declare your Bales. The system will provide a list of all your fields that have Miscanthus. It is important to break down your Bale numbers down to individual fields as this helps us track your yields. This will also be useful in the future when the carbon value can be calculated.

Input your Bale numbers for each individual field, input the moisture content (if available) and your Bale type. We only accept rectangular bales 4X4 or 4X3.

Once each field is completed, Click **Add to your total bale count** for each field to calculate your **Total Bale count**.

Step 1: Your Harvest Details ✓ Completed

Step 2: Your Bale Storage Locations ✓ Completed

Step 3: Add Bales to this year's declaration ^

Adding Bales to LN1 5AB

Field	Num. of Bales	Moisture Content(%)	Bale Type	Add to your total bale count
Field 3 -				<input type="checkbox"/>
Field 1 - TF2334 2342				<input type="checkbox"/>
Field 2 - TF3423 1242				<input type="checkbox"/>

Total Bale Count:

If you are ready to complete your Harvest Declaration, click **Mark Store as Completed**