## **Guidelines for New Vendors and Buyers**

## **New Vendors**

Welcome to new vendors! Below we have outlined the process for new clients selling at Toogoolawah Saleyards. If you have difficulty understanding any of these points our office is open Monday to Friday for clarification.

- Please complete the **Client Information Form** found on our website and return to the office prior to your cattle coming into the saleyards.
- Make a sale date booking with our Agents or Office (Phone numbers below)
- Is your property registered with the Department of Primary Industries (DAFF) and do you have a Property Identification Code (PIC) number? If not contact your local DPI office or visit their website via this link. www.dpi.qld.gov.au/
- Is your property Livestock Production Assurance (LPA) Accredited? Call Meat and Livestock Australia (MLA) on 1800 683111 for registration and National Vendor Declarations (NVD)- this is the required paperwork for transport to saleyards.
- Do your cattle have National Livestock Identification System (NLIS) devices in their right ear? All cattle by law must have an NLIS device prior to movement off your property. If cattle you have bought have lost their NLIS tag then you must replace it with an orange NLIS device registered to your PIC. Please do not remove NLIS devices or place a second NLIS tag in cattle.
- To obtain NLIS devices you first need to obtain a current NLIS order form from your local DPI office and then we can order tags for you. NLIS devices usually take up to one week for delivery.
- All cattle over 100kg must be branded with a registered brand prior to movement and sale.
- Cattle must be delivered to the saleyards no later than 6pm on Thursday.
- Your prices will be phoned or emailed to you on completion of the sale and the proceeds
  will be deposited to your account 14 days post sale accompanied by account sale detail via
  email.

## New Buyers

- Please drop into the office at the saleyards prior to sale commencing and register to
  ensure we have the correct details for your purchases or Complete the Client
  Information Form found on our website and return to the email address.
- Payment on the day of sale would be required unless prior arrangements have been made with one of the Livestock Agents.