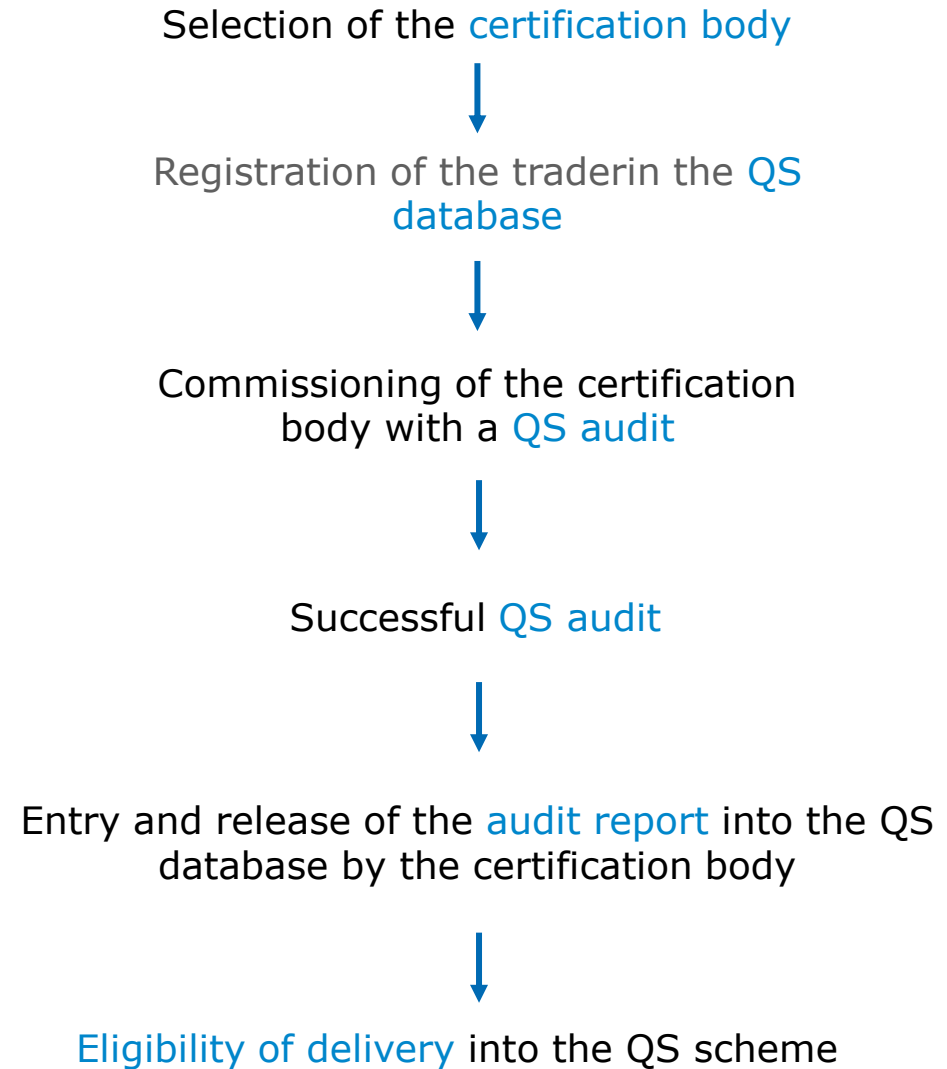




# Steps to join the QS scheme for Traders

# Participation in the QS scheme



# Scope



- Trade comprises all activities involving the purchase, i.e. excluding own production, and resale of QS feed material and compound feed, additives or premixes.
- Pure delivery trade is a form of trade in which feed is transported from the producer directly to the customer of the pure delivery trader. The pure delivery trader does not take possession of the goods but is the contractual partner of the customer and issues the invoice for the feed (he or she is the owner of the goods and the pure delivery trader charges a reduced VAT amount on the feed). The pure delivery trader is not the collector of the goods.



# Relevant documents



The [document center](#) provides all relevant documents, e.g.:

- For all scheme participants:
  - Guideline Certification
  - General Regulations
  - Style guide for the QS certification mark
  - Scale of fees – Supply chain meat and meat products
- For Traders:
  - Guideline Feed Sector (Chapter 1, 2 and 4)
  - Guideline Feed Monitoring
  - Checklist Feed Sector
  - Related and Supporting documents
  - Paper of incident feed

# Selection of the certification body



- Select a certification body that will carry out the audit. A list of certification bodies approved by QS can be found [here](#).
- Note: You can request quotations from several certification bodies and then select the best offer.
- The certification body can be changed if necessary.



# Registration in the QS database



- You can register in the QS scheme under <https://www.q-s.de/softwareplattform/en/>
- Click on the button "Initial registration" under "New to QS" to start the registration process.



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*Please note that the Internet Explorer browser, which has not been supported by Microsoft for several years, is no longer compatible with the database in all functions. Change your browser to e.g. Google Chrome, Firefox, Microsoft Edge, Opera or Safari.*

<p>New to QS</p> <p><a href="#">Initial registration</a></p> <p>New to QM-Milch</p> <p><a href="#">Initial registration</a></p>	<p>Login</p> <p><input type="text" value="User name"/></p> <p><input type="password" value="Password"/></p> <p><a href="#">Login</a></p> <p><a href="#">Forgot your password?</a></p> <p>Video: forgot your password</p>	<p>Check eligibility of delivery</p> <p><a href="#">Scheme Participant Search</a></p> <p><a href="#">Scheme Participant Search QM-Milch</a></p>
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# Registration in the QS database



- After you have read the information about the initial registration and accepted the data privacy statement, click on "Next".
- The first step is to select the stage "Feed sector".
- Enter your company and contact details in the following steps.
- Make sure that "QS" is selected as the certification scheme.
- When entering the location data, select the production scope "(77) storage and transshipment", "(78) road transport (feed)" or "(79) Transport of feed by railway, inland waterways and ocean ships"
- Note: By selecting "Enter an additional location" at the end of the registration process, you can register additional locations and production scopes during the initial registration process. You can also add additional locations at any time after completing the initial registration.

# Registration in the QS database



- After a successful registration in the QS database, you will receive a confirmation e-mail with your login data (QS ID and password). This will be sent to the e-mail address of your legal representative.
- With these access data (user name = QS ID) you can from now on log in to the QS database.
- A detailed description of the initial registration process can be found [here](#).

## Database instructions

Answers to questions that are frequently asked have been collected in the [FAQs for Technical Management of the QS-Database](#) and for [coordinators](#). In the event of technical questions, please contact us: Your [points of contact](#).

On this page we offer detailed **instructions** with regard to the use of the database - step by step.

- Search scheme participant ∨
  - Initial registration  ∨
  - Read-only access to all the own data of farmers/producers ∨
  - For certification bodies/auditors ∨
  - Master data (scheme participants and coordinators) ∨
  - Residue monitoring (scheme participants, coordinators, laboratories) ∨
  - Feed monitoring (scheme participants, coordinators, laboratories) ∨
  - Antibiotics monitoring (veterinarians and farmers) ∨
- [Click here for instructions in Spanish.](#)



# Commissioning the audit



- After the initial registration in the QS database, please contact the selected certification body.
- It is also possible that the certification body will contact you first, as they will be informed about the selection in the initial registration.
- During the contact with the certification body, you commission it to carry out an audit in your company.
- The certification body will carry out the audit on an agreed date in consultation with you.
- After the auditor has entered the audit report into the QS database, another employee of the certification body checks the report and then releases it.
- You can check whether your audit report is already entered in the QS database by logging in to the QS database.

# Sending the scheme agreement



- After release of the audit report in the QS database by the certification body, the QS office is automatically informed via the database.
- You can check whether your audit report is already entered in the QS database by logging in to the QS database.
- After QS has reviewed the audit report, you will receive the scheme agreement for the stage feed sector and a master data sheet for your company by e-mail.
- Please sign the scheme agreement and fill in the master data sheet. Then send the documents back to the QS office ([vertragswesen@q-s.de](mailto:vertragswesen@q-s.de)).
- The scheme agreement is countersigned at the QS office and returned to you for your own records.
- You can find a sample scheme agreement [here](#).

# Eligibility of delivery

- As soon as the signed scheme agreement and all details have been received in full by QS, your company will be set as eligible to deliver.
- After receiving the eligibility of delivery, your company appears in the public scheme participant search of the QS database as eligible to deliver.
- Your certification body also automatically receives a confirmation of the eligibility of delivery. The certification body can then issue the QS certificate to your company.

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## QS-Database

Actively support quality assurance with reliable data management

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### New to QS

[Initial registration](#)

### New to QM-Milch

[Initial registration](#)

### Login

[Login](#)

[Forgot your password?](#)

[Video: forgot your password](#)

### Check eligibility of delivery

[Scheme Participant Search](#)

[Scheme Participant Search QM-Milch](#)



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