



Quality Assurance. From farm to shop.

Database manual Initial Registration





Index

1 Initial Registration	3
1.1. Welcome page	3
1.2. Data Privacy Statement	3
2. Six Steps for Initial Registration	4
2.1. Select the QS stage	4
2.2. Step 2: Entering the company’s data	4
2.3. Step 3: Entering data of the legal representative	5
2.4. Step 4: Entering data of a contact person and a crisis manager	5
2.5. Step 5: Entering location data	6
2.6. Step 6: Entering the data of a location’s contact person and crisis manager (optional)	7
3. Overview of your data and data storage	7
4. Support	8
5. Entering additional locations (optional)	8

Please note: Do not click on the browser’s “back” button and do not click another button until the page has been fully loaded (note your browser’s progress bar).



Quality Assurance. From farm to shop.



1 Initial Registration

1.1. Welcome page

<http://www.qs-plattform.de/>

Click on initial registration

Database

<http://www.qs-plattform.info>

Click on initial registration

1.2. Data Privacy Statement

Read and accept the data privacy statement

Read and accept the data privacy statement



Quality Assurance. From farm to shop.



2. Six Steps for Initial Registration

2.1. Select the QS stage

Select stage

Close|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?
Initial registration: step 1 from 6 - selection of the stage

< Back Close Continue with: Fill in member data Next> Next>

Stage

- 2. feed sector
- 4. Coordinator agriculture/production
- 5. slaughtering/deboning
- 6. processing meat
- 7. retail food trade
- 8. retail food trade coordinator
- 11. wholesale/logistics fruit, vegetables, potatoes
- 12. system coordinator
- 14. coordinator butchery
- 19. meat wholesale
- 22. coordinator logistics fruit, vegetables, potatoes
- 23. agriculture hatcheries

The following business types participate in the QS scheme via coordinators and do not register themselves:

Note: The following business types participate in the QS scheme via coordinators and do not register themselves:

- Agricultural businesses/ Producers
- Livestock transporters
- Butcheries
- Food retail branches
- Small scale feed material producers and mobile feed milling and mixing plants
- Legally independent food retailers with individual supply relationships can register independently or participate via a coordinator.

2.2. Step 2: Entering the company's data

Enter company data

Close|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?
new registration: step 2 from 6 - entry company data

(*) = Mandatory < Back Close Continue with: Fill in legal representative Next> Enter the company's data

Name (*)

QS-ID

Street (*)

Postal Code (*) City (*)

Post-office box Country (*) Deutschland

Post-office box postal code Federal state (*)

Business volume in euro (*) 0,00 Purchase tax-ID

URL

Stage

Next>

■ As the company data will be used in official documents and certificates, please ensure that they are entered **entirely** and **correctly** in the database

- QS-ID (**QS identification number**): if your company has a global location number (GLN) please enter it as the QS-ID, otherwise the system will assign you a QS-ID
- Companies from outside Germany: please enter your turnover tax ID



Quality Assurance. From farm to shop.



2.3. Step 3: Entering data of the legal representative

Enter Data of the legal representative

Close[Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?]
 new registration: step 3 from 6 - entry data of the legal agent

(*) = Mandatory

< Back Close Continue with: Fill in contact person Next>

Title (*) Mr. Title
 First name
 Last name (*)

Communication access user

Contact entry	
Telefon Büro 1	
Telefon Büro 2	
Mobil	
Fax	
Email	
Email 2	
Email 3	

Profession
 Language Deutsch

Enter data of the legal representative



Next>

- As the data of the legal representative will be used in official documents, please ensure that they are entered **entirely** and **correctly** in the database
- Contact data: telephone number and email address are mandatory
- The **access (log-in) data** to the QS database will be sent to the email address of the legal representative

2.4. Step 4: Entering data of a contact person and a crisis manager

Enter a company's contact person and crisis manager

Continue with: Krisenmanager eingeben Next>

Mr. Title Contact person is equivalent to legal representative

Contact entry	
Phone office 1	
Phone office 2	
Mobil	
Fax	
E-Mail	
E-Mail 2	
E-Mail 3	

Mr. Title Crisis manager is equivalent to
 Crisis manager is equivalent to

Contact entry	
Phone office 1	
Phone office 2	
Mobil	
Fax	
E-Mail	
E-Mail 2	
E-Mail 3	

Enter a company's contact person and crisis manager

Next>

(alternatively :
 Click
 contact person is equivalent to legal representative

Crisis manager is equivalent to legal representative

or

complies to contact person

- Contact data: telephone number and email address are mandatory, mobil number is mandatory for the crisis manager
- Contact persons and crisis manager are not given access to the database



Quality Assurance. From farm to shop.



Interim step ONLY APPLIES TO RECOGNIZED STANDARDS

Interim step – select certification scheme

Select certification scheme

Close[Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing]Forgot password?

new registration: intermediate step - selection certification scheme

- QS is preset
- If your company is certified against a QS recognized standard, please change the certification scheme:
 - Click on the folder icon, select the certification scheme (example: feed sector)

>>	AIC
>>	AMA
>>	EFISC
>>	GMP+ Int.
>>	Ovocom/Bemefa
>>	QS
>>	Qualimat

- Enter the registration number and certificate runtime, if applicable.

2.5. Step 5: Entering location data

Enter the company's location data

Enter the company's location data and select production scope and certification body

Close[Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing]Forgot password?

new registration: step 5 from 6 - entry location data

(*) = Mandatory

(alternatively: click on "location data corresponds to company's data")

- Please enter the location data **entirely** and **correctly**
- If the location data corresponds to the company data, click on „location data corresponds to company's data“

Production scope

Certification body



Quality Assurance. From farm to shop.



- Choose **production scope**: click folder symbol
- Choose **certification body**: click folder symbol
- Enter the **location number** or have it generated (depending on the QS stage):

Stage	QS location number
<ul style="list-style-type: none"> ■ Slaughtering/deboning ■ Processing 	Entering the company's EU number or the VVVO number for livestock transport companies, respectively, in the location number field is mandatory.
<ul style="list-style-type: none"> ■ All Other stages 	Please leave the field „location number“ blank, it will be generated automatically

Enter production scope

Enter certification body

Enter QS location number respectively have it generated

Recognition of QS-audit by third-party system is requested

Recognition of the QS audit, if requested

	Recognition request	certified
AIC	<input type="checkbox"/>	
GMP+ Int.	<input type="checkbox"/>	
Ovocom/Bemefa	<input type="checkbox"/>	

(optional: mark recognition of QS audit by third-party system, if requested)

Please note If you wish to have your QS audits recognized by other standard owners, please mark them (this only applies if a recognition agreement exists)
(Please note ONLY APPLIES TO RECOGNIZED STANDARDS: the certification body of your certification scheme is preset as „ZZZ-certification body“.)
(Please note: Companies of the feed sector can select multiple production scopes for one location number; see chapter 5)

Next>

2.6. Step 6: Entering the data of a location's contact person and crisis manager (optional)

Enter the location's contact person and crisis manager (optional)

- Contact data: telephone number and email address are mandatory, for the crisis manager also the mobile phone number
- Some of the QS circulars will be addressed to the contact person's email address
- Contact persons and crisis manager are not given access to the database

(Optional) Enter the location's contact person and crisis manager

Next>

3. Overview of your data and data storage

If you click "Next" after step 6, you will see a summary of your entered data.

- If you wish to change data, click on „Back“ (you can also adjust data any time after the registration process is completed.)
- Save the data by clicking „Next“

Summary

For change of data

< Back

Save with

Next>

Registration completed



Quality Assurance. From farm to shop.



4. Support

We are happy to help you if you have any questions.
You can find the QS support here:

<http://www.q-s.de/qs-scheme/scheme-participant-database.html>

We are happy to help you!

5. Entering additional locations (optional)

Enter additional locations during initial registration process

During the initial registration process you can enter additional locations by clicking „enter an additional location“ in step 6. You can also enter additional locations any time after the registration process is completed.

(optional) Enter additional locations during initial registration process



Next>

Feed sector: Geographically identical locations (entering data by using an allocation number) (optional)

Companies in the feed sector may enter multiple production scopes for one location address (e.g. compound feed and feed production in a geographically identical location). You can use a so called allocation number during the initial registration process to allocate production scopes to locations. This allocation number is only relevant during the initial registration process. Locations with identical allocation numbers will be assigned identical location numbers generated by the database.

Enter further locations: feed sector

new registration: step 5 from 6 - entry location data

(*) = Mandatory

< Back Close Continue with: Fill in contact person of location Next>

transfer data from previous location's data Location data corresponds to company's data

Name (*)

allocation number for identical locations (only relevant for registration assistant) (*) 2

Street (*)

Postal Code (*) City (*)

Post-office box Country (*) Deutschland

Post-office box postal code Federal state (*)

URL

Location Plan

Production scope (*) (70) additive and premix production

Certification body (*)

Recognition of QS-audit by third-party system is requested

Recognition request certified	
AIC	<input type="checkbox"/>
GMP+ Int.	<input type="checkbox"/>
Ovocom/Bemefa	<input type="checkbox"/>