

Database manual **Initial Registration**





Version: 15.03.2017 Status: • Release



QS. Quality scheme for food.

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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).

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Database

http://www.qsplatform.info

1 Initial Registration

1.1. Welcome page

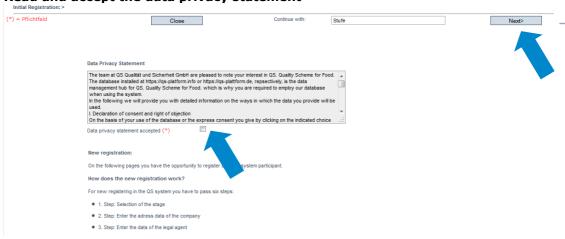
http://www.gs-plattform.de/

Click on initial registration



1.2. Data Privacy Statement

Read and accept the data privacy statement



Read and accept the data privacy statement

Next>

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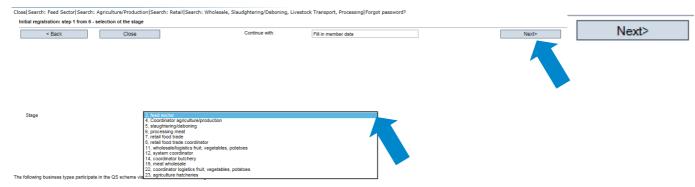
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2. Six Steps for Initial Registration

2.1. Select the QS stage

Select stage

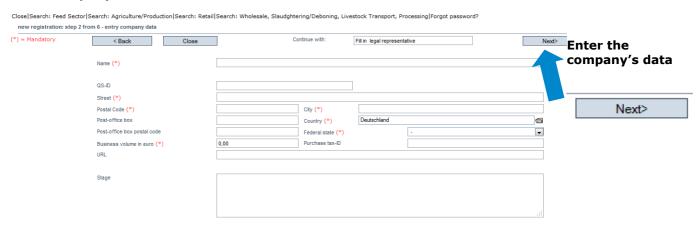


Note: The following business types participate in the QS scheme via coordinators and do not register themselves:

- 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



- 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

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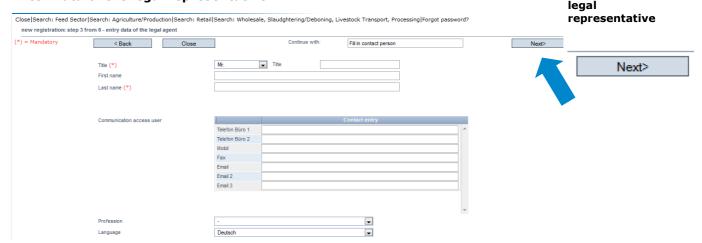




Enter data of the

2.3. Step 3: Entering data of the legal representative

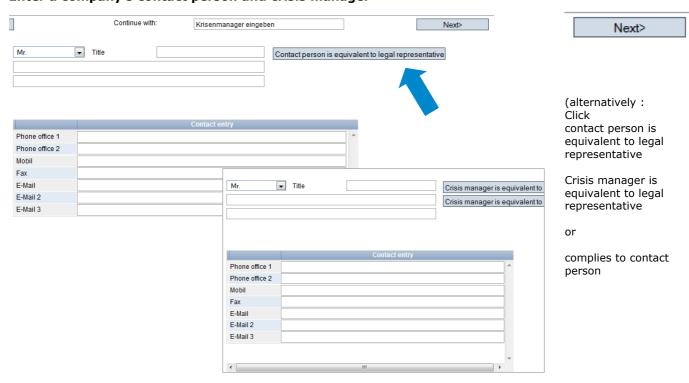
Enter Data of the legal representative



- 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



 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

Enter a company's contact person and crisis manager





Interim step ONLY APPLIES TO RECOGNIZED STANDARDS

Interim step - select certification scheme

Select 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)



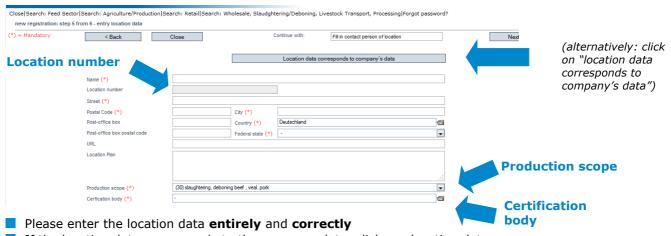
Enter the registration number and certificate runtime, if applicable.



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



If the location data corresponds to the company data, click on "location data corresponds to company's data"



Quality Assurance. From farm to shop.



Enter production

Enter certification

Enter QS location

respectively have it

scope

body

number

generated

Choose production scope: click folder symbol

Chosse certification body: click folder symbol

Enter the location number or have it generated (depending on the QS stage):

| Stage | QS location number |
|---|---|
| ■ 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. |
| ■ All Other stages | Please leave the field "location number" blank, it will be generated automatically |

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

Recognition of the QS audit, 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)

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

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

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4. Support

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

http://www.g-s.de/gs-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





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

| Mandatory | < Back | Close | (| Continue with: | Fill in contact person of location | | Next? |
|-----------|--------------------------------------|------------------------------------|--------------------|-------------------|---|--------|-------|
| | transfer data from pre- | ious location's data | | Location data on | rresponds to company's data | | |
| | transier data irom pre | vious location s data | | Location data co | responds to company's data | | |
| | Name (*) | | | | | | |
| | allocation number for identical loca | tions (only relevant for registrat | ion 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 p | roduction | | | • | |
| | Cerfication body (*) | - | | | | € | |
| | | | | Recognition of QS | S-audit by third-party system is requeste | | |
| | | | | | Recognition request cer | tified | |
| | | | | AIC GMP+ Int. | | ^ | |
| | | | | | | | |

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