Quality Assurance. **From farm to shop.**

QS. Quality
Scheme for Food.

Short database instructions

Recipient and supplier lists

The menu items „recipients" and „suppliers" in the master data menu you offer you the option to individually set up a list of your recipients/suppliers in order to check their actual status of authorization of delivery in the QS scheme
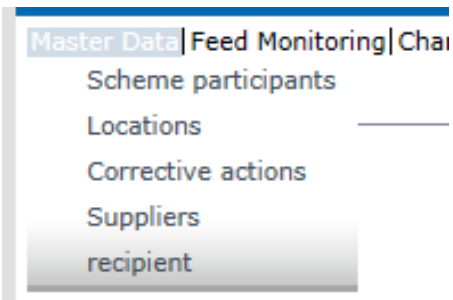
Master data

Menu master data

■ Log in to the QS database

Please enter your user-ID (username) and your password.

User-ID		OK
Password		

■ Click on menu item recipient or supplier, respectively

Master Data|Feed Monitoring|Char
  Scheme participants
  Locations
  Corrective actions
  Suppliers
  recipient

Display current status of authorization to deliver

■ Click

■ A list of your recipients/suppliers is displayed with the current status of the authorization to deliver

recipient daily updated eligibility of delivery 13.05.2014 05:03

	Location number recipient	Production scope	Produkt	Location recipient	Postal Co	City	Street	QS-ID	Eligible to deliver
☐	F00005489	additive and premix production		dfgfdg	12345	dghgh	dfgfdgdfg.3	4031735102383	No
☐	F00000552	feed material production		ggfh	53175	Bonn	Margaretenstraße 1	4031735102383	No

Hint: The database checks the status of authorization of delivery of those locations automatically overnight. If there are any changes, you will be automatically informed per e-mail (e-mail will be sent to the e-mail address that was given for the legal representative).

Add recipient/supplier

Add supplier/recipient

- click ⊕

- Enter one or several **complete location numbers or QS-IDs** in order to search for recipients/suppliers. Entering a location number is optional.

Enter location number or QS-ID

Search criteria

QS-Ids

Location numbers, VVVO, OGK-number   111112222233333

Locations

☑	Location number	Name	Production scope

- Click 🔄

Locations

☑	▲ Location number	Name	Production scope	QS-ID	Certification scheme
☐	276000001111199	Test Location	(2001) pig production	4048473376600	QS

- Select recipient/supplier with ☑

☑

- Save with ✔

✔

Delete recipient/supplier

Delete recipient/supplier

- Select recipient/supplier with ☑

☑

- Delete with 🗑

🗑

recipient daily updated eligibility of delivery 13.05.2014 05:03

☑	Location number recipient	Production scope	Produkt	Location recipient	Postal C	City	Street	QS-ID	Elig. to deliver
☐	F00005489	additive and premix production		dfgfdg	12345	dghgh	dfgfdgdfg.3	4031735102383	No
☐	0000552	feed material production		ggfh	53175	Bonn	Margaretenstraße 1	4031735102383	No

Upload several locations : csv-upload

Upload several locations at once into the recipient or supplier lists by using a csv-upload.

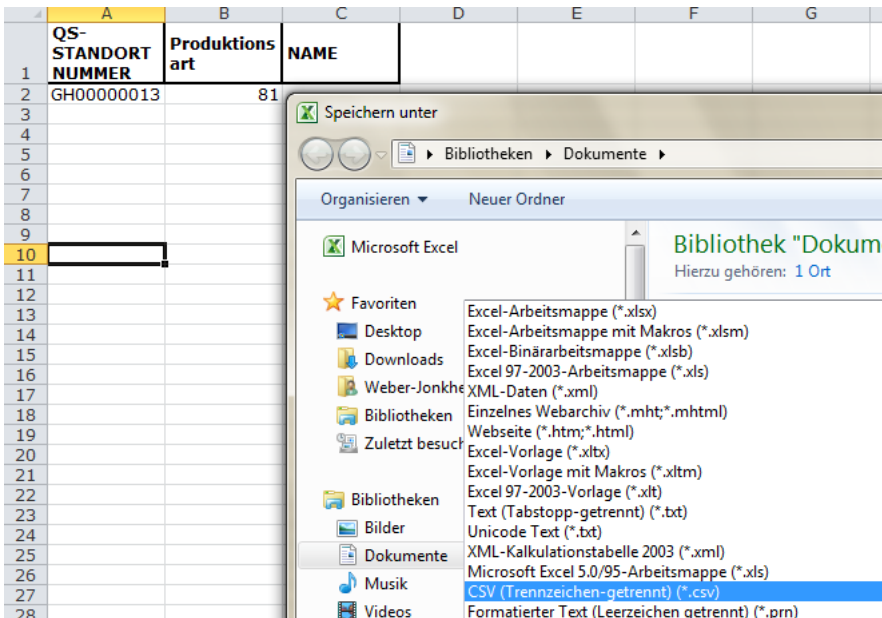■ Create an excel file with the following headings (headings must be in **German)**

QS-STANDORTNUMMER	Produktionsart	NAME
	(optional)	*optional*
	(optional)	*optional*

■ Enter location number (QS-STANDORTNUMMER) and, if necessary, the production scope (Produktionsart). Entering a location name is optional.

■ Save as csv file

■ Click „Upload" in the menu item recipient or supplier

■ Select csv file with [Durchsuchen...]

■ Upload with

■ Save with ✔

Database instructions
Recipient and supplier lists