



Quality Assurance. From farm to shop.

Database Instructions
Master Data Coordinator
GLOBALG.A.P. Option 2,
Option 1 Multisite with QMS





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Explanation of symbols/buttons in the database



New



Save



Refresh



Close



Edit



Delete

Note: Please note that you should not use the "back"-button of your browser. Please note as well that you should not click on a button before a page was fully loaded. The website´s loading status is displayed by your browser.

Note: If you need a placeholder, please enter a percent sign (%) (e.g. when filtering by name, location number, etc.)



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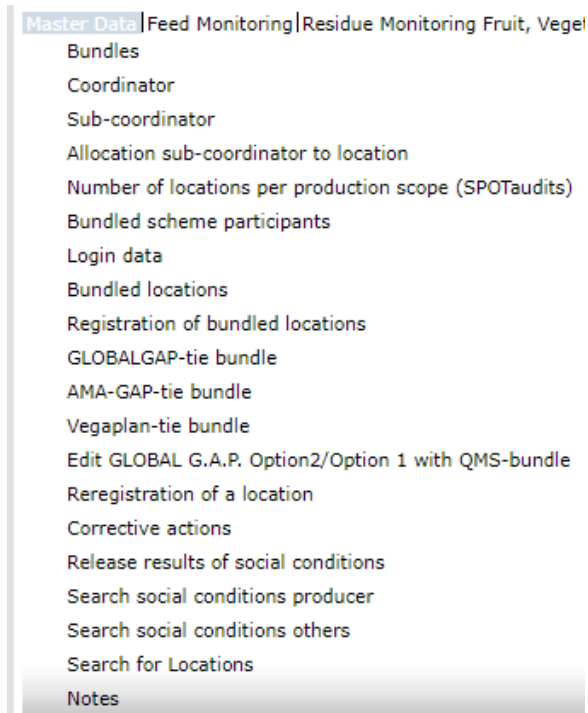


1 Registration and deregistration of GLOBALG.A.P. Option 1 Multisite with QMS to Option 2 certified companies

In order to register an Option 1 Multisite with QMS or Option 2 certified producer group that wants to participate in the QS scheme, the **certificate holder** has to be registered as regular scheme participant. In addition, the **first producer/location** has to be registered. These steps take place via the menu "master data".

Subsequently, **additional locations** can be registered. In order to eligible the locations to deliver into the QS schema, a bundle must be tied. At any time, additional locations can be assigned to an already existing bundle.

Menu Masterdata



Master data

1.1 Registration of a new certificate holder and registration of the first producer/location

If a new group (GLOBALG.A.P. Option 1 Multisite with QMS, GLOBALG.A.P. Option 2) shall be registered in the database, the certificate holder will be registered as regular scheme participant. In addition, the first producer/location will be registered via the menu item "registration of bundled locations".

If producers/locations need to be added to an already existing group, this has to be done as described in chapter 1.2.

Registration certificate holder + first location



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Step 1: Enter company data – Certificate holder

- Open the menu "Registration of bundled locations"
- Enter the company data of the certificate holder
- Click "next"

Menu „Registration of bundled locations “

Initial registration: step 1 of 4 - entry of company data

Name (*)

QS-ID

Street (*)

Postal Code (*) City (*)

Post-office box Country (*)

Post-office box postal code Federal state (*)

Enter the company data of the certificate holder

- Please enter all company data **completely and correctly**
- Box QS-ID (**QS-Identification number**): Do not enter anything, the system assigns a QS-ID

Step 2: Entry of the data of the legal representative (Certificate holder)

Enter data of the legal representative

Title (*) Title

First name

Last name (*)

Communication access user

Contact entry	
Phone office 1	<input type="text"/>
Phone office 2	<input type="text"/>
Mobil	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>
E-Mail 2	<input type="text"/>
E-Mail 3	<input type="text"/>

Profession

Language

Enter the data of the legal representative

- Please enter all data of the legal representative **completely and correctly**
- Contact data: Phone number is obligatory
- Note: The E-Mail address must not be identical to the E-Mail of the coordinator!




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Step 3: Select certification system of the first producer/location

< Back

Certification scheme: GLOBALG.A.P. Option 2 

Identification number:

Edit certification scheme (arrow pointing to edit icon)

Edit certificate scheme and enter GGN (arrow pointing to identification number field)

Enter the GGN (arrow pointing to identification number field)

- Preselected: QS
- Depending on the certificate, please select GLOBALG.A.P. Option 1 Multisite with QMS or GLOBALG.A.P. Option 2
- Enter 13-digit GGN of the first producer/location that needs to be registered (do not enter the GGN of the certificate holder!) and click "next"

Next>

Step 4: Entry of the location information of the first producer/location

Entry of location information

Location data correspond to company data

Name (*)

Location number

Street (*)

Postal Code (*)

Post-office box

Post-office box postal code

Location Plan/Comment

City (*)

Country (*) Germany

Federal state (*)

Production scope (arrow pointing to dropdown)

Production scope (*) (4001) fruit production (outdoor)

Certification scheme GLOBALG.A.P. Option 2

Crops (arrow pointing to table)

Crop	Fläche (in ha)
pineapple	
apple	
apricot	
avocado	
banana	
pear	
blackberry	

- Please enter the site data's **completely** and **correctly**
- Select production type
- Click "next"

Next>

Location has been successfully registered




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Overview: bundled locations

An **overview** of all registered locations can be seen via the menu "bundled locations".

- If necessary narrow down your search with filter Options, e.g. Production type(s), site number, name
- Click refresh button in order to see searching results 

Filter options


Set filter, e.g. with % limit name or production type

Search criteria		Sorting	
Name	<input type="text"/>	-	
Location number	<input type="text"/>	Registration status	Auditing
QS-ID	<input type="text"/>	Registered	-
Postal Code	<input type="text"/> City <input type="text"/>	Main company only	<input checked="" type="checkbox"/>
Sub-coordinator	<input type="text"/>	Extension of Certificate	<input type="checkbox"/>
QS status	<input type="text"/>	VLOG additional module	<input type="checkbox"/>
Date of deregistration from	<input type="text"/>	Social cond requested	<input type="checkbox"/>
Approved until from	<input type="text"/>	Participation Regionalfenster	<input type="checkbox"/>
Production scope	<input type="text"/>	Blocked	<input type="checkbox"/>
Bundle	<input type="text"/>	On farm mixer	<input type="checkbox"/>
Certification body	<input type="text"/>	Production scopes	<input type="text"/>

1.2 Adding additional producers/locations to an existing certificate holder

Adding additional producers/locations to an existing certificate holder

The registration of additional producers/locations is done via the menu "bundled [system](#) [scheme participants](#)". This menu shows all registered certificate holders/scheme participants.

- Open the scheme participant (certificate holder), for which additional producers/locations must be registered
- Open the tab "location"
- Add location with 

Open scheme participant

tab location

Scheme participant	Contact person	Identification number	Locations	Certificate
+ Locations				
	Location	Production scope	Scheme participant	
	276010510571085	2001	4953113168907	

- As certification system "GLOBALG.A.P. Option 2" or "GLOBALG.A.P. Option 1 Multisite with QMS" is already preselected
- Enter GGN of the producer/ location
- Enter location information of the producer
- Enter data of the contact person
- Enter data of the crisis manager

Register location

Note: Please note that the bundles must not be mixed. Therefore only companies with Option 2 (or Option 1 Multisite with QMS, if the certificate holder corresponds to this certification system) can be registered



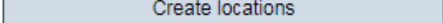
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Excel Upload

If you want to register a large number of producers/locations in the database, the registration can be done via an Excel upload.



Excel Upload

Therefore, click the button  (on the bottom right of the menu "bundled locations")

Menu bundled locations

Standorte > Standorte anlegen



- Select Excel data by clicking „Datei auswählen“
- Upload with 
- Save with 

A detailed description can be found on our supporting area

1.3 Apply for eligibility for deliver – Tie bundle

Tie bundle

In order to eligible locations of a certified group for the delivery into the QS scheme, the registered producers/locations have to be bundled. Then, the bundle has to be released by QS.

Menu GlobalG.A.P. Option 2/ Option 1 with QMS – Edit bundle

- Open menu "Edit GLOBAL G.A.P. Option2/Option 1 with QMS-bundle"
- Click "Refresh" → all scheme participants/certificate holder are displayed
- Open scheme participant/certificate holder
- Select locations and click "next"

Select certificate holder/ scheme participant

Select certificate holder

Scheme participant		
	Name	QS-ID
>	Cooperativa xyz	4953113176187



Arrow symbol

In order to select the certificate holder/ scheme participant: click arrow symbol

Select locations

Select location(s)

Locations		
	Name	Location number
<input checked="" type="checkbox"/>	Cooperativa xyz	OGK290100004210



Click checkboxes

- To select, click checkbox in front of location(-s)



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Enter certificate information

GGN certificate holder (*)
 Certificate run-time (*)
 Certification body (*)

Enter certificate information

- Enter GGN of the certificate holder/ scheme participant
- Enter certificate run-time
- Select certification via the folder icon

Click "next" in order to apply for releasing the bundle

QS will be automatically informed about the new bundle. As soon as the bundle is released, the locations are eligible to deliver into the QS scheme.

Every bundle only has to be initially released. Locations/producers that are later assigned to a released bundle are immediately eligible to deliver.

Release of the bundle

1.4 Deregistration of bundled locations

In order to **deregister a location**, the location has to be opened via the menu "bundled locations". Then, click the button **Deregister location** (right upper corner).

Save

Deregistration of bundled locations

Menu "bundled locations"

Deregister location

1.5 Re-registration of locations

Producers/locations that have been registered in the past must not be registered a second time – they have to be re-registered.

Therefore, please proceed as follows:

- Open the menu "bundled locations"
- Set the filter "signed out"
- Enter the location number of the location/producer you want to re-register
- Click the refresh button, the location is shown
- Open the location via the edit symbol
- Click the button "Register location"
- If necessary: edit location information
- Save the settings
- In order to eligible the location to deliver, please assign the location the correct bundle.

Re-registration of locations



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2 Change of certificate relevant information

- Open the menu Master Data > Bundle.
- If necessary: enter search options
- Click the refresh button

Bundle	Locations	Certificate
Zertifizierungssystem	GLOBALG.A.P. Option 2	
Certificate run-time	31.08.2018	
Certification body	QS Qualität und Sicherheit GmbH	
Kennnummer	4049928418692	

- Select the appropriate certificate holder
- Open the item "certificate" and click "edit certificate".
- Certification system can only be selected between GLOBALG.A.P. Option 2 and Option 1 Multisite with QMS
- Identification number (GGN) can be changed
- Certificate run-time can be renewed
- Certification body can be changed

Change of certificate-relevant information

Edit certificate