



Quality Assurance. From farm to shop.

# Database Instructions Master Data Wholesale Fruit, Vegetables, Potatoes



QS. Ihr Prüfsystem  
für Lebensmittel.

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### Explanation of symbols/buttons in the database

	<b>New</b>		<b>Refresh</b>
	<b>Edit</b>		<b>Save</b>
	<b>Close</b>		<b>Delete</b>

**Note:** Please note that you should not use the „back“-button of your browser. Please note as well that you should not click any button before a page has been 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 Login to the database

[http://www.qs-plattform.de/index\\_english.html](http://www.qs-plattform.de/index_english.html)



The QS database

Visitors to and users of the QS database have the following options:  
If you are already a scheme participant, you may log in

Database

[http://www.qs-plattform.de/index\\_english.html](http://www.qs-plattform.de/index_english.html)

Click Database Login

Initial registration|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?

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

User-ID

Password



User name (User-ID)  
Password

Enter user name (User-ID) und password

- Enter user name (User-ID)
- Enter password

## 1.1 Forgot your password?

- Click forgot password
- Enter user name (user-ID)

Click forgot password?

A new password will be sent via email to the email-address that was given for the scheme participants's legal representative.



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## 1.2 Change password

For reasons of safety you should immediately change the password assigned to you. It should be changed regularly afterwards.

**Click change password**

**Click change password**



Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out

Change password

**Change password**

User-ID	4048473178426	OK
Old password	<input type="password"/>	Cancel
New password	<input type="password"/>	
Retype password	<input type="password"/>	
Retry	0	

**Enter old password**  
**Enter new password**  
**Repeat new password**

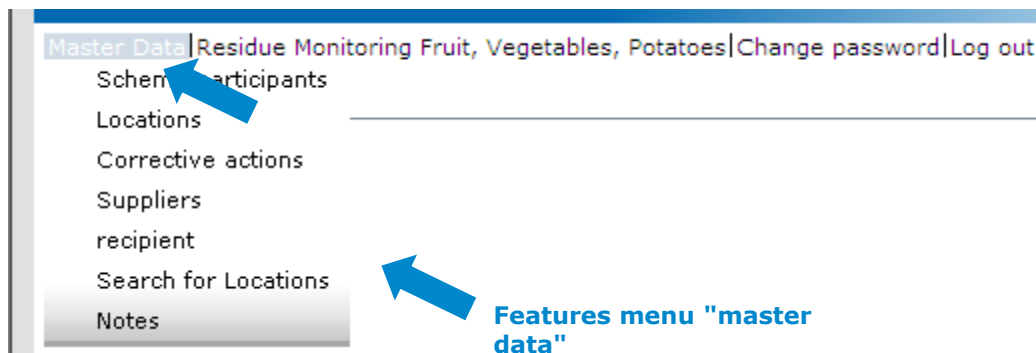
OK

- Enter old password
- Enter and repeat new password
- Click

## 2 Master data

**Master data**

Master data are administered here.





## 2.1 Menu item scheme participants

### Tab scheme participant

Scheme participant

- Current business address of the scheme participant
- Changes need to be authorized by QS
- Please enter all data **completely and correctly** since the data will be used for official documents and certificates

Scheme participant | contact person | Identification number

Name (\*) QS Fachgesellschaft Obst-Gemüse-Kartoffeln

QS-ID 4048473093392

Street (\*) Schedestr.1

Postal Code (\*) 53175 City (\*) Bonn

Post-office box Country (\*) Deutschland

Post-office box postal code Federal state (\*) Nordrhein

Business volume in euro (\*) 1.000,00

### Tab contact person

The scheme participant's contact persons (users) are displayed and maintained here.

Contact person / user

Scheme participant | Contact person | Identification number

+ Users

	First name	Last name	Type of contact
	Claudius	Schmidt	Gesetzl. Vertreter Systempartner
		Kamphausen	Krisenmanager

- Edit with
- Delete with

### Create a new user

Set up new contact person / user

- Click

User | Allocate user to location

Title (\*) Mr. Title

First name

Last name (\*)

Type of contact (\*) Contact scheme participant

Communication access user

representative of the contact person. scheme participant  
legal agent of scheme participant  
fruit, vegetables, potatoes - Quality manager of the scheme participant  
feed administrator  
user with access authorization  
crisis manager

- To enter a new user click under "type of contact "
- Enter the user's contact data **completely and correctly**
- Save with
- Close with



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QS. Quality Scheme for Food.


### Tab identification number

- Internal numbers of a location can be entered here (optional)

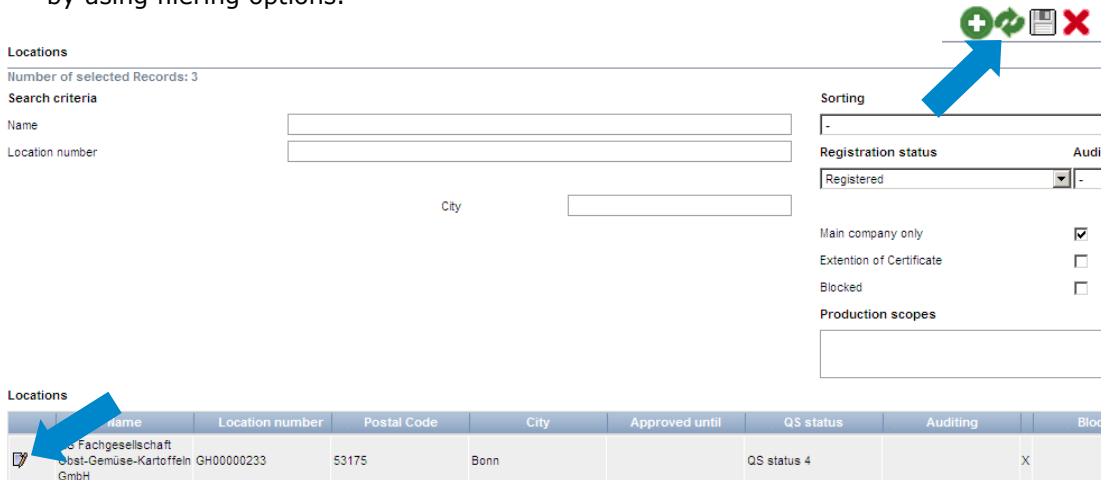
Identification number

## 2.2 Menu item locations

### Overview of locations

- Click  to display an overview of all locations. If necessary, narrow search results by using filtering options.

Locations



Locations

Number of selected Records: 3

Search criteria

Name

Location number

City

Sorting

Registration status  Auditi

Main company only

Extention of Certificate

Blocked

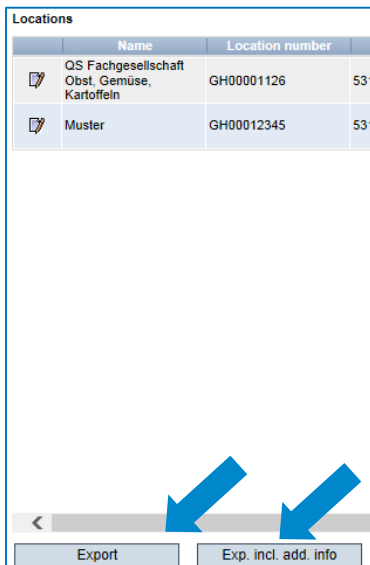
Production scopes

Name	Location number	Postal Code	City	Approved until	QS status	Auditing	Block
QS Fachgesellschaft Obst-Gemüse-Kartoffeln GmbH	GH0000233	53175	Bonn		QS status 4	X	

### 2.2.1 Data export


You can export data as an **excel-file** to further edit the data.

Data export



Name	Location number	Postal Code	City	Approved until	QS status	Auditing	Block
QS Fachgesellschaft Obst, Gemüse, Kartoffeln	GH00001126	53175	Bonn		QS status 4	X	
Muster	GH00012345	53175	Bonn		QS status 4	X	

Export Exp. incl. add. info

- You **do not** have to click  in order to export all location data
- If necessary, narrow your search results by using filtering options before clicking


Export

Exp. incl. add. info

Export

Exp. incl. add. info

The **displayed** data can as well be exported as **csv-file**

- Click  to open a list of all locations. If required, narrow search results by using






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filtering options

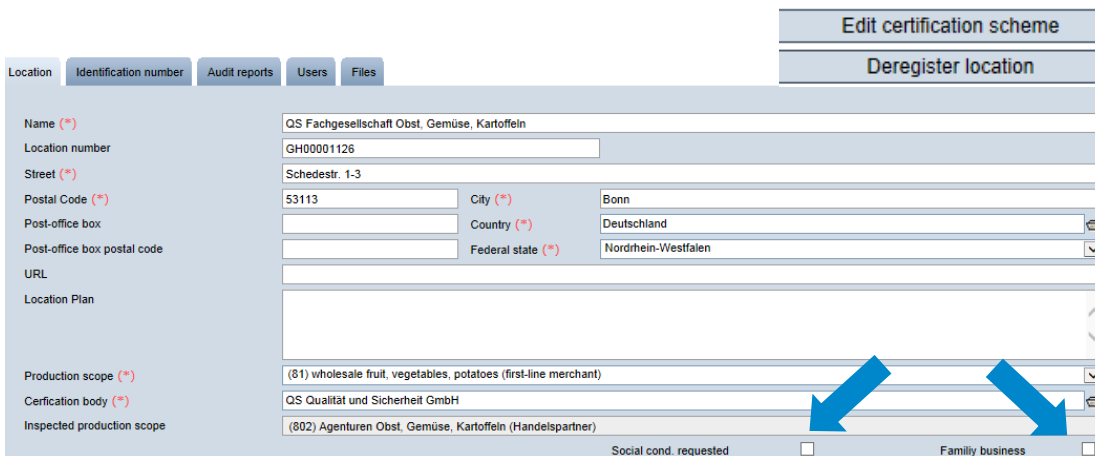
- Click  to export all data shown as csv-file



## 2.2.2 Detailed view of location

Detailed view of the location

- Click  to show detailed information of the selected location



The screenshot shows a web form for editing a location. At the top right, there are two buttons: 'Edit certification scheme' and 'Deregister location'. Below these are tabs for 'Location', 'Identification number', 'Audit reports', 'Users', and 'Files'. The 'Location' tab is active, showing a form with the following fields and values:

- Name (\*): QS Fachgesellschaft Obst, Gemüse, Kartoffeln
- Location number: GH00001126
- Street (\*): Schedestr. 1-3
- Postal Code (\*): 53113
- City (\*): Bonn
- Country (\*): Deutschland
- Federal state (\*): Nordrhein-Westfalen
- Production scope (\*): (81) wholesale fruit, vegetables, potatoes (first-line merchant)
- Certification body (\*): QS Qualität und Sicherheit GmbH
- Inspected production scope: (802) Agenturen Obst, Gemüse, Kartoffeln (Handelspartner)

At the bottom, there are two checkboxes: 'Social cond. requested' (unchecked) and 'Family business' (unchecked). Two blue arrows point to the 'Production scope' and 'Inspected production scope' fields.

### Tab location

- The scheme participant's location data are displayed and maintained here

### Tab identification number

- Internal numbers of a location can be entered here (optional)

### Tab audit reports

- Audit reports entered for the location can be viewed here.

### Tab users

- The location's users are displayed and maintained here.

### Tab files

- Files can be uploaded here (JPG, TIFF, PNG, BMP and PDF files).

### Button "Edit certification scheme"

- The location's certification scheme can be changed here

### Button "Register/Deregister location"


- Locations can be registered/ deregistered here

## 2.2.3 Registration for voluntary inspection working and social conditions

Working and social conditions

- Tick "Social cond. requested" if a location shall be registered for the inspection of working and social conditions
- If you want to indicate that a location is family run and can therefore not be inspected for working and social conditions, tick "family business"

### 2.2.4 Create new location

- Click
- Choose certification scheme with 

Certification scheme  

Create new location

Choose certification scheme


Click


Name (\*)

Location number

Street (\*)


Postal Code (\*)  City (\*)


Post-office box  Country (\*)  

Post-office box postal code  Federal state (\*)  

URL

Location Plan

Production scope (\*)  

Certification body (\*)  

Social cond. requested  Family business

Enter location data

- Please enter location data **completely and correctly**
- Leave field **"location number"** blank
- Choose **certification body** and **production scope**
- If the inspection of **social conditions** is requested or if the location is a **family business**, click the corresponding checkbox

Choose certification body and production scope

Click

Enter contact person

Title (\*)   Title

First name

Last name (\*)

Enter contact person

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"/>

Click

- Enter crisis manager. Mobile is mandatory
- If applicable, click  or . Data will be imported.

Enter crisis manager

Save with

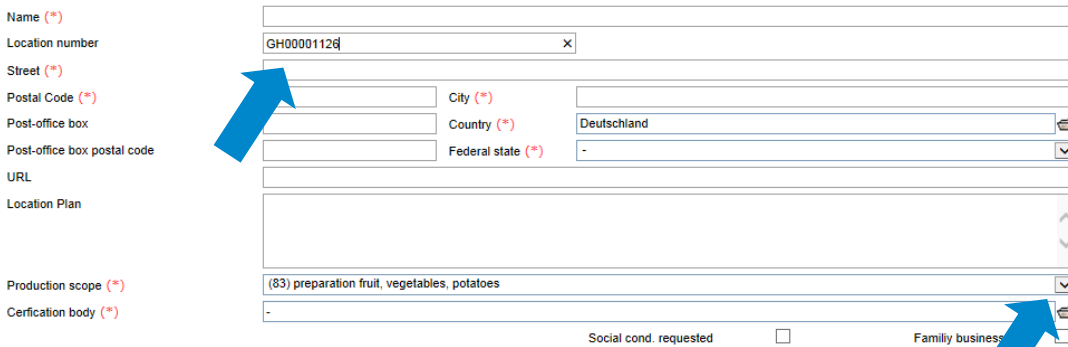
Save with

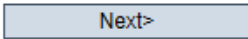


### 2.2.5 Add preparation to an existing location

Click 

Add preparation to an existing location




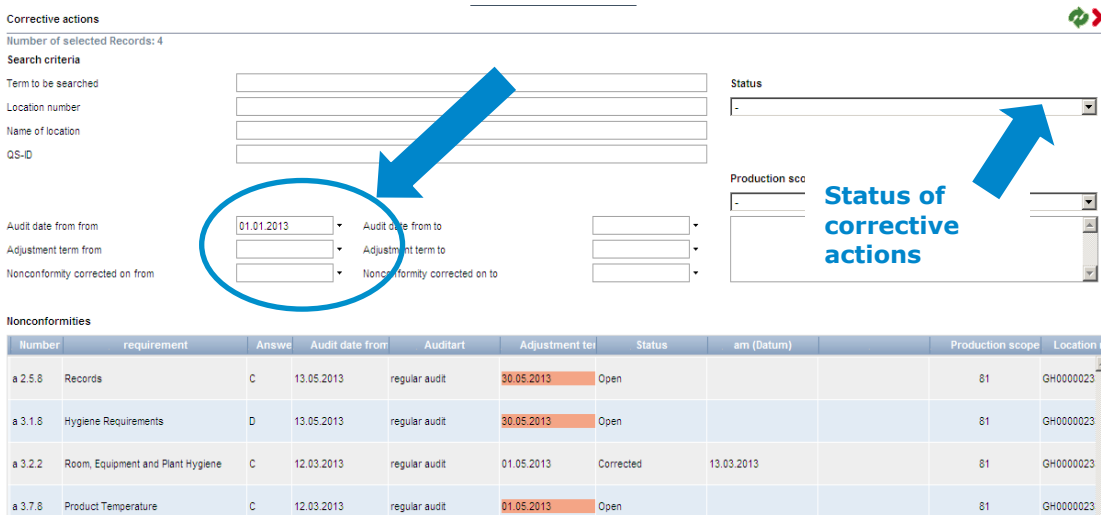
- Enter **location number** of the location to which preparation shall be added
- Choose **production scope (83)** preparation fruit, vegetables, potatoes
- Click  The other location data will be added.

### 2.3 Menu item corrective actions

Corrective actions

You can display an overview of all corrective actions here.

- Click  to display a list view of all corrective actions, **pre-filtered for audits from 01.01.2013 onwards**
- Remove date to display corrective actions of older audits



Corrective actions

Number of selected Records: 4

Search criteria

Term to be searched

Location number

Name of location

QS-ID

Audit date from from 01.01.2013

Adjustment term from

Nonconformity corrected on from

Status

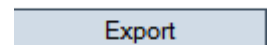
Production sco

Status of corrective actions

Number	requirement	Answer	Audit date from	Auditart	Adjustment teri	Status	am (Datum)	Production scope	Location nu
a 2.5.8	Records	C	13.05.2013	regular audit	30.05.2013	Open		81	GH0000023
a 3.1.8	Hygiene Requirements	D	13.05.2013	regular audit	30.05.2013	Open		81	GH0000023
a 3.2.2	Room, Equipment and Plant Hygiene	C	12.03.2013	regular audit	01.05.2013	Corrected	13.03.2013	81	GH0000023
a 3.7.8	Product Temperature	C	12.03.2013	regular audit	01.05.2013	Open		81	GH0000023

Export data

- Click  to export data (excel file)



## 2.4 Menu item suppliers

### ~ recipients


Suppliers/  
recipients

You can create an individual list of your recipients and suppliers here to have their eligibility to deliver into the QS scheme checked.

#### 2.4.1 Create new supplier/recipient

Create new  
supplier

Enter one or more **complete location numbers or QS-IDs** in order to search for suppliers/recipients. You can optionally enter product scopes.

Click 

Master Data|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out

**Suppliers > Select location**

**Search criteria**


Name

Location number (\*)

City


**Locations**

<input checked="" type="checkbox"/>	Name	Location number	Postal Code
<input type="checkbox"/>			

- Click  to choose supplier/recipient
- Save with 

Display eligid  
to deliver

#### 2.4.2 Display status of eligibility to deliver

- Click  to display a list of your suppliers/recipients with current status of eligibility to deliver

Suppliers daily updated eligibility of delivery 26.06.2014 16:02

<input checked="" type="checkbox"/>	Location number	Supplier	Production scope	Produkt	Location	Supplier	Postal Code	City	Street	QS-ID	Eligible to deliver
<input type="checkbox"/>	OGK137000000181		vegetable production (outdoor)	Mohrrübe, Karotte, Möhre (lose Ware)						4031735462876	Yes
<input type="checkbox"/>	GH00000037		wholesale fruit, vegetables, potatoes (trading partner)		QS Qualität und Sicherheit GmbH		53175	Bonn	Margaretenstraße 1	4031735000148	No

**Note:** 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).

#### 2.4.3 Upload several locations

csv-Upload

##### 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**)

Create excel-file

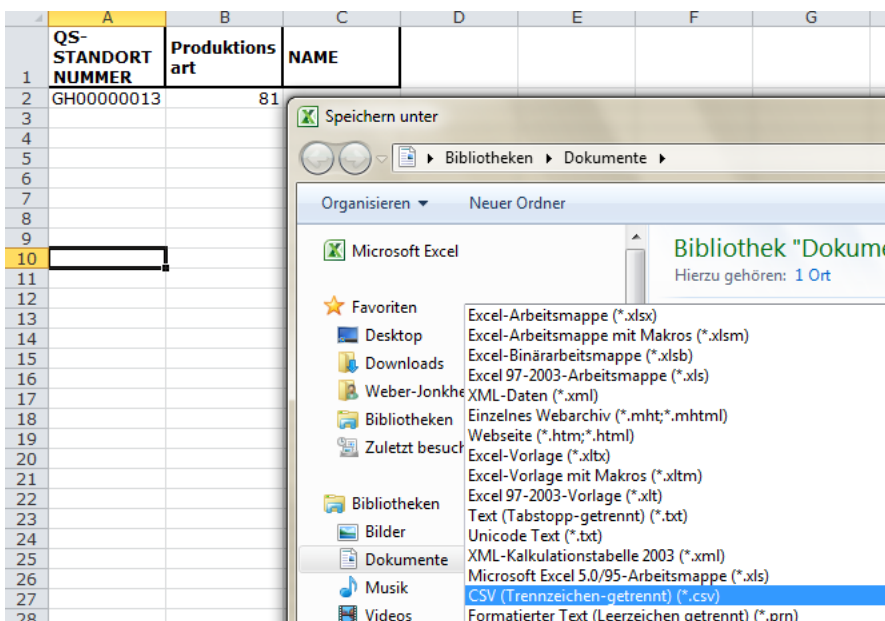


QS-STANDORTNUMMER	Produktionsart	NAME
	<i>(optional)</i>	<b><i>optional</i></b>
	<i>(optional)</i>	<b><i>optional</i></b>

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

Save as csv-file

- Save as csv file



- Click „Upload“ in the menu item recipient or supplier



- Select csv file with **Durchsuchen...**

- Upload with

- Save with

**Upload**

**Save**

### 2.4.4 Delete recipient/supplier

- Select recipient/supplier with

- Delete with

**Delete recipient/supplier**



recipient daily updated eligibility of delivery 13.05.2014 05:03

<input checked="" type="checkbox"/>	Location number recipient	Production scope	Produkt	Location recipient	Postal C	City	Street	QS-ID	LIB	...
<input type="checkbox"/>	F00005489	additive and premix production		dfgfdg	12345	dghgh	dfgfdgdfg.3	4031735102383	No	
<input type="checkbox"/>	0000552	feed material production		ggfh	53175	Bonn	Margaretenstraße 1	4031735102383	No	



**Release of the results of social conditions**

## 2.5 Menu item release of the results social conditions

(for locations of production of fruits, vegetables, potatoes)

Results of the voluntary inspection of working and social conditions can be released for other system partners for inspection.

■ Click 

■ Click 

■ Add a scheme participant to the list with 



**Select scheme participant**



Systempartner

	Name
	TEST Bündler QS
	Test Lebensmitteleinzelhandel Bündler

**Search social conditions**

## 2.6 Menu item search social conditions

~ Producers

~ Others

(only applies for locations of production of fruit, vegetables, potatoes)

You can search by a location number and QS-ID (producers, others) or name / address (others) for locations which are registered for voluntary inspection of working and social conditions here and view the inspection result.

Search criteria

QS-Ids **Enter QS-ID**

Location numbers **Enter location number, VVVO or OGK number**

Locati....

Sorting

No results

No results

Free-rar	Social cond. requested	% social cond.	Location number	Name	Production scope
----------	------------------------	----------------	-----------------	------	------------------

**Search for locations**

**Enter QS-ID, location number, VVVO or OGK**

## 2.7 Menu item search for locations

Enter a location number or QS-ID to display the corresponding location(s) with address, production scope and, if applicable, reason for blocking.



**Internal search for approved locations**

Please enter the QS ID or location number of the scheme participant in question and click "Search". Please note that in each case the first number is considered, only.

**Search criteria**

QS-Ids

**Enter QS-ID**

Sorting

No results

Location numbers, VVVO, OGK-number

**Enter location number, VVVO or OGK number**

No results

**Locations**

Free-r.	Location number	Name	Street	Postal Code	City	Pr
---------	-----------------	------	--------	-------------	------	----

■ Click  to display a list view of all searched locations

**Notes**

**2.8 Menu item notes**

In specific hazardous situations, i.e. during crises, banned scheme participants can be displayed for you immediately upon log-in to the QS-database under the menu item "master data/notes" The notification is provided by QS within the system.