Qualitätssicherung. **Vom Landwirt bis zur Ladentheke.**

QS. Ihr Prüfsystem
für Lebensmittel.

Database Instructions
Master Data Coordinator
Agriculture/Production
(incl. Sub-Coordinator)

QS. Ihr Prüfsystem
für Lebensmittel.

Version: 15.12.2022
Status: • Release

List of contents

Explanation of symbols/buttons in the database

	New		**Refresh**
	Edit		**Save**
	Close		**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.)*

1 Maintenance of master data

As a coordinator you can:

- Register and de-register location (see menu item 3.8- 3.10)
- Set up sub-coordinators (see menu item 3.3)
- Conduct residue and feed monitoring (see residue or feed monitoring instructions, respectively)

**Coordinator/
Sub-coordinator
(3.3)**

2 Login to the database

https://www.q-s.de/softwareplattform/en/

Database

**https://www.q-
s.de/softwareplattf
orm/en/**

QS-Database

Actively support quality assurance
with reliable data management

**Database
login**

New to QS
> Initial registration

Login
User name
Password
> Login
Forgot password?
Video: Forgot Password?

**forgot
password**

**Check eligibility of
delivery**
> Scheme Participant Search

**user name (user-ID)
password**
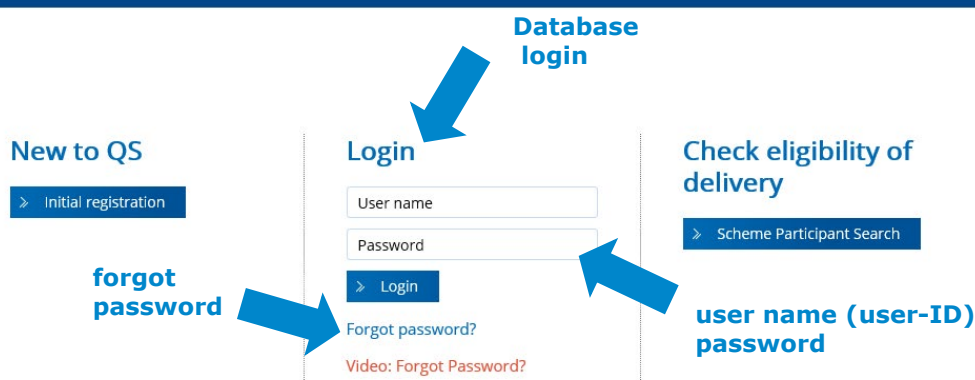
**Enter user name
(user-ID) and
password**

- Enter user name (user-ID)
- Enter password
- Click > Login

> Login

2.1 Forgot your password?

- Enter user name (user-ID)

A new password will be sent via email to the email-address given for the coordinator´s legal representative.

Note: Click Video: Forgot Password? *to see a Video-Tutorial with this practice.*

**Click Forgot
password?**

2.2 Change password

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

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

■ Click "change password"

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

Change password		
User-ID	4048473178426	OK
Old password		
New password		Cancel
Retype password		
Retry	0	

OK

■ Enter old password
■ Enter new password
■ Repeat new password

3 Master data

Menu Master Data

Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Animal Welfare

Division of locations

Fusion of locations

Bundles

Coordinator

Sub-coordinator

Allocation sub-coordinator to location

Number of locations per production scope (SPOTaudits)

Bundled scheme participants

Login data

Bundled locations

Registration of bundled locations

GLOBALGAP-tie bundle

AMA-GAP-tie bundle

Vegaplan-tie bundle

Edit GLOBAL G.A.P. Option2/Option 1 with QMS-bundle

Reregistration of a location

Corrective actions

Change of approval

Release results of FIAS

Search FIAS producer

Search FIAS others

Search for Locations

Notes

Features of the menu master data

3.1 Menu item bundles

Overview over bundles

Click to display a list view of all bundles kept

Click to export the data displayed (as csv-file)

Click to open the selected bundle and the related detailed

information (companies entered in the bundle)

Close with

3.2 Menu item coordinator

Tab Coordinator

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

Tab Contact Person

The coordinator´s contact persons (users) are displayed and maintained here.

Edit with

Delete with

Create a new user

■ Click ⊕

User	Allocate user to location

Title (*)	Mr. ▾ Title [_____]
First name	[_____]
Last name (*)	[_____]
Type of contact (*)	Sub-coordinator ▾

Communication access user	**Contact entry**
	Phone office 1 [_____]
	Phone office 2 [_____]
	Mobil [_____]
	Fax [_____]
	E-Mail [_____]
	E-Mail 2 [_____]
	E-Mail 3 [_____]

Profession	- ▾
Language	Deutsch ▾

■ Click ▾ under type of contact to set up a new user, for example:

- Contact person of agricultural coordinator
- Crisis manager
- Sub-coordinator, if necessary (also possible via menu item sub-coordinator)
- Feed administrator of coordinator (when relevant companies are bundled, only)

■ Enter the user´s contact data **completely and correctly**

■ Save with ✔

■ Close with ✖

Tab Bundles (see 3.1 menu item Bundles)

Tab Locations

You can find all data regarding your own coordinator´s location here.

Coordinator	contact person	Bundles	Locations	Identification number

⊕ Locations

	Name	Location number	Postal (	City	Approved until	Eligible to deliv	QS status	Au
🔍	Test 2	B00000129	11111	Testhausen			QS applicant	

Detailed view of the coordinator´s location

■ Click 🔍 to open a detailed view of the coordinator´s location

Location	Audit reports	Identification number	Users	Location blockages	Company	Files

Name (*)	Test 2 236
Location number	B00000129
Street (*)	Schedestr. 1-3
Postal Code (*)	53113 City (*) Testhausen

Location

■ The coordinator´s location data are displayed and maintained here.

Audit reports

■ Audit reports entered for a coordinator´s location can be seen here.

Identification numbers

■ Internal numbers of the coordinator´s location can be entered here (optional).

Location blockage

■ Blockages regarding a coordinator´s location are seen here with reasons and terms.

Company

■ Information of the company are displayed here.

Files

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

Users

■ The users of the coordinator´s location are displayed and maintained here:

　━ Crisis manager
　━ Contact person/assistant contact of coordinator

Button deregister/register location

Deregister location

■ The coordinator´s location can be deregistered or registered again here.

Tab identification number

■ Internal numbers of a coordinator´s location can be entered here (optional).

3.3 Menu item sub-coordinators

As a coordinator you can create and maintain so called sub-coordinators here. However, the **coordinator** is the **contractor** with QS.

Sub-coordinators receive their **own database access** and can

■ maintain the master data for

　━ the new locations assigned by the coordinator
　━ the new locations registered by themselves

■ if applicable implement the feed and/or residue monitoring

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Create, edit or delete a sub-coordinator

Create a sub-coordinator

■ Click ➕

Title (*)	Mr. ▾	Title		
First name				
Last name (*)				
Type of contact (*)	Sub-coordinator ▾		Access Feed Monitoring	☐
send short report	☐		Access Residue Monitoring	☐
Communication access user		Contact entry		

Enter contact data

■ Contact data of a sub-coordinator must be entered **completely and correctly**

▬ Tick the check box "send short report" if the sub-coordinator is to receive a report of the independent inspection of the locations allocated to him

▬ Tick the check boxes "Access feed montoring" and/or "Access residue monitoring" if the sub-coordinator is to receive authorization for the implementation of residue and feed monitoring in addition to the processing of the master data of the allocated businesses

Save

✔

■ Save with ✔

■ Close with ✖

■ Click 📝 to open a **detailed view of the sub-coordinators**; you can make alterations here

Edit sub-coordinators

📝

Sub-Coordinator   ➕ 🔄 ✖

Number of selected Records: 12

Search criteria   **Sorting**

Last name		. ▾
First name		

Users

	First name	Last name	Ty
📝 🗑		adam	Sub-coordinator
📝 🗑 senor		coco	Sub-coordinator
📝 🗑 Max		Müller	Sub-coordinator
📝 🗑 Unter		Bündler	Sub-coordinator

■ Click 🗑 to delete sub-coordinators

Delete sub-coordinators

🗑

3.4 Menu item allocation sub-coordinator to location

Allocate sub-coordinator to location

Users

	First name	Last name
≫		adam
≫	senor	coco
≫	Max	Müller
≫	nter	Bündler
≫		test

Select sub-coordinator

≫

■ Select sub-coordinators with ≫

■ Click [Next>]

[Next>]

■ Before clicking ↻ narrow your search results if necessary by using filtering options, for example production scope(s)

Filtering search

Set filter with % as place holder, e.g. in: name, location number…

Search criteria					Sorting		
Name	test%				-		▼
Location number					**Registration status**	**Auditing**	
QS-ID					Registered	▼ -	▼
Postal Code		City			Selected only	☐	
Sub-coordinator	-				Main company only	☑	VLOG additional module ☐
QS status	-			▼	Extention of Certificate	☐	Social cond. requested ☐
Date of deregistration from		▼	Date of deregistration to	▼			Participation Regionalfenster ☐
Approved until from		▼	Approved until to	▼	Blocked	☐	On farm mixer ☐
Production scope	-			▼	**Production scopes**		
Bundle	-				1002-1020		
Cerfication body	-						

with the checkbox on the table head the selection or disselection for all lines of the table is managed

Locations

☑	Location number	Name	Street	Postal Code	City	Registered	Production scope	Inspected production scope	Approved production scope
☑	000001111122222	Test	Teststr. 1	53113	Testhausen	X	(1002) Kälbermast		

Select location

■ To select locations, tick the check box in front of each location

Note: Please note that a location cannot be allocated to several sub-coordinators simultaneously. If locations that have already been allocated to a sub-coordinator are subsequently allocated to another sub-coordinator as described above, the allocation to the first sub-coordinator is removed automatically

■ Click [Save]

■ Close with ✖

[Save]

3.5 Menu item number of locations per product scope (SPOTaudits)

(only for locations with livestock)

Here, the number of locations per product scope, for which an additional unannounced spot audit has to be implemented, is indicated (if applicable).

Number of locations per product scope (SPOTaudits)

3.6 Menu item bundled scheme participants

The scheme participants bundled by you are displayed here. For every company in the QS-system there is a

Bundled scheme participants

■ **Scheme participant data record (company)**
■ With a (possibly identical) **location data record (business premises)**.

■ Before clicking ↻ narrow your search results if necessary by using filtering options.

Scheme participants

Number of selected Records: 40

Search criteria

Name	
QS-ID	
Stage	-
Street	
Postal Code	
City	
Country	-

Scheme participants

	Name	QS-ID	
📝	Test6	4048473374491	Landwirtschaft

Detailed data record scheme participants (companies)

■ Click 📝 to open a detailed view of the scheme participant (company)

Scheme participant	contact person	Identification number	Locations	Sampling requests

Name (*)	Test6
QS-ID	4048473374491
Street (*)	Straße

Scheme participant

■ The company´s master data are displayed and maintained here.

Contact person

■ The contact persons of the business (company) are displayed and maintained here, for example:

- Contact person of scheme participant
- Legal representative of scheme participant
- Crisis manager

Identification number

■ Internal numbers for the company can be entered here (optional).

Locations

■ The company´s locations are displayed and maintained here.

- Edit location ⓐ (see **3.8 Menu item bundled locations**)
- If an additional location for the company is to be registered, click ➕

Certification scheme	QS

- Click 🗁
- Select certification scheme »
- Click Next>

Note: *Certification scheme=GLOBALGAP → enter GGN of the company.*
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

Enter data

Name (*)	
Location number	
Street (*)	
Postal Code (*)	City (*)
Post-office box	Country (*) DEUTSCHLAND
Post-office box postal code	Federal state (*) -
	⦿ unannounced reg. audits ◯ add. unannounced spotaudits
Location Plan/Comment	
Production scope (*)	(301) broiler breeder farming
Cerfication body (*)	-
Certification scheme	QS

- ▪ enter data of the location **completely and correctly** or
- ▪ in case of identical location number enter location number and type of production (all other data are automatically applied)
- ▪ Click [Next>]

[Next>]

- ▪ enter data of the contact person (optional)
- ▪ Click [Next>]

[Next>]

- ▪ Enter data of the crisis manager (optional)
- ▪ Click [Next>]

[Next>]

Save

- ▪
- ▪ save with ✔

✔

Tab Sampling request (only for residue monitoring)

Details on sampling requests , e.g. sampling terms, can be found here.

3.7 Menu item Login data

Login data

Here you can send login data to coordinated farmers/producers.

- ■ In following screen, please select the default option: no access data

Select no access data

Login data	
QS-ID	
no access data	☑
[Dispatch by Mail]	[PDF (deutsch)] [Email import (excel)]
	[PDF (englisch)] [Export (excel)]

Login data

☑	QS-ID	Name	Email

- ■ Clicking ↻ : show all the farmers/producers who have not received any access data yet

Refresh
↻

- ■ There are two possibilities to send the login data:

  - ▪ As e-mail (Button: Send per email)
    The e-mail will be sent in the language chosen by the company manager
  - ▪ As letter (Button: PDF)
    The PDFs are generated in two languages (German/English)

3.7.1 Add e-mail adresses

For sending by e-mail, you store a valid e-mail address with the legal representative of the bundled company. You can use the export/upload function (Excel) to do this easily for bundled scheme participants.

- ■ Download excel file `Export (Excel)`
- ■ Add e-mail adresses

	A	B	C	D
1	QS-ID	Name	Email	login active
2	4048473714969	abcr		Nein
3	4048473732987	Gartenbautechnik		Nein
4	4048473740029	Sonnenschein		Nein
5	4048473740036	Sonnenschein		Nein
6	4048473744072	hausmann	hggu@test.de	Nein
7	4048473376242	xdfbdygfdfygdyg		Nein

- ■ Save as .xls

- ■ Upload file `EMail Import (Excel)`

Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out   Datei-Upload ☒

Login data > Datei-Upload

Dateiname (*)		OK
Dateiname		Durchsuchen...

- ■ Click `Durchsuchen...` to search and choose the file
- ■ Click 📥 : filename (Dateiname) will be added
- ■ Confirm with `OK`
- ■ You will be transmitted automatically to the login data page

3.7.2 Send Login data

- ■ Mark the relevant farmers/producers

Login data

☑	QS-ID	Name	Email
☐	4048473178471	Test7	test@test7.com
☐	2761245784625	ghuigui	
☐	4048473374262	Test1	
☐	4444111147414	testTest3test3	

- ■ Click `Dispatch by Mail` to send login data by **e-mail**

Note: The e-mail will be sent in the language chosen by the companie's legal representative

- ■ Click `PDF (englisch)` to creat a **letter** in english or `PDF (deutsch)` to create a letter in german

Add e-mail addresses

`Export (Excel)`

`EMail Import (Excel)`

Choose file

`OK`

Send login data

Mark relevant farmers/producer

Send login data: e-mail
`Dispatch by Mail`

or Letter
`PDF (deutsch)`
`PDF (englisch)`

■ The farmer/producer receives the login data via e-mail or letter

TEST Bündler QS (Peschina und andere), Adenaueralle 113, 53113 Bonn

Test7
z.Hd. Mr. bjkdw nsjk
blaweg 4
53113 Bonn

Bonn, 11.09.2019

Access to your stored data in the QS scheme

Dear Mr. nsjk,

In order for you to be able to view and check your own data in the future, we have created the possibility for you to view your data..

Via the internet address https://www.q-s.de/softwareplattform you can dial into the software platform with the help of your username and password.

Please note the upper and lower case of the password!

User-ID: 4048473178471
Password: k47xZ404I!Bj!5AH

The password is valid until 11.03.2020.

Note:
When logging in for the first time, you will be prompted to re-assign a password yourself.

Sincerely,
Prof. Dr.
Gottlieb Schlichtkrul-Weidenpesch

TEST Bündler QS (Peschina und andere)
Adenaueralle 113
53113 Bonn

■ The farmer/producer can access the data base with the new login data
   https://www.q-s.de/softwareplattform/en/

   ▬ When the first log-in takes place, the farmer/producer muss define a new
      password

Change password

User-ID	4048473178471		OK	**Define new password**
Old password	••••••••••••••••			
New password	••••••		Cancel	
Retype password	••••••			
Retry	0			

■ Afterwards the farmer/producer has access to his/her data.

Login: 4048473178471
Zugeordnet: Test7
Rolle: Systempartner

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

Password was changed

■ New access data must be sent if the farmer/producer changes the coordinator and if the producer is de-registered and then registered again by the same coordinator. In these cases, the previous data will not be valid anymore.

■ The password is valid for 6 months. If the farmer / producer has not used it during this time, the coordinator must generate a new password.

■ Interface:
Further information regarding the distribution of the login data using the interface can be found in our website at **https://www.q-s.de/qs-scheme/interfaces-facilitate-data-transfer.html**

3.8 Menu item bundled locations

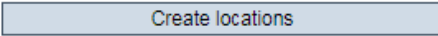Locations bundled by you can be found here.

■ Before clicking 🔄 narrow your search results if necessary by using filtering options, e.g. productions scope(s), location numbers, name

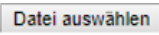**Set filter with % as place holder, e.g. in: name, location number...**

3.8.1 Register producers/locations via Excel Upload

If you want to register or change many producers/locations in the database, the registration can be done via an Excel upload.

■ Click   Create locations

Locations > Create locations

File   Datei auswählen Keine ausgewählt

■ Click Datei auswählen to select the file

■ Upload with 🔽

■ Save with ✔

Note: A detailed description and an Excel template (.csv-Template Upload New Registrations) can be found on our supporting area:
https://www.q-s.de/qs-scheme/database-instructions.html

3.8.2 Export data

You can export and process data in excel format.

■ In order to export all locations, you must **not** click 🔄 beforehand.

■ Before clicking | Export | , | Exp. incl. add. info | , | Export BSI | or | Export THI | narrow your search results if necessary by using filtering options.

| 📝 | 276001000000000 | Test neu |

| Export | Exp. incl. add. info |
| Export BSI | Export THI |

Detailed view

■ **Click** 📝 to open a **detailed view of the location**

Name	Test		Approved until	
Location number	000001111122222	☑ Registered	Eligible to deliver until	15.04.2017 00:00
Approved production scope	keine		Constraint	

| Edit certification scheme |
| Deregister location |

| Location | Bundle | Audit reports | Identification number | Users | Location blockages | Company | Files |
| Name (*) | Test |

Location

■ The location data of bundled companies are displayed and maintained here.

Location information (only for locations with fruit, vegetables, potatoes)

■ Certified crops and the size of area they raised can be found here.

Bundle

■ Main information about the bundle are displayed here.

Audit reports

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

Identification number

■ A location´s internal numbers can be entered here (optional).

Users

■ A location´s (premise) users are displayed and maintained here:

  ▪ Crisis managers

- Contact person of location
- Deputy of the location´s contact person

Location blockages

- Blockages of location are shown here with constraint, cut-off date and information.

Company

- The allocation of the location (premise) to the company (scheme participant) can be viewed here.

Sampling request (only for residue monitoring)

- All information regarding sampling requests, i.e. sampling term, can be found here.

Files

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

- Save ✔

- Close ✖

3.8.3 Selection of audit type (only for locations with livestock)

- Tab Location

○ unannounced reg. audits ○ add. unannounced spotaudits

- To select or change the audit type, select audit type and save with ✔
  for details, see "Short Database Instructions Selection of type of unannounced audits")

3.8.4 Registration for voluntary inspection of working and social conditions (only for locations with fruit, vegetables, potatoes)

- Tab Location

| Social cond. requested | ☐ | Familiy business | ☐ |

- Click social cond. requested or Family business

If you want to register several locations for voluntary inspection of working and social conditions:

- Menu item bundled locations
- Download locations in Excel   Export
- Set x in the column social conditions of the Excel file

Y	Z	
ot	**Social cond.**	**Date las**
	x	
		20.04.20

- Save as .xls
- Import into the database by using Import (audit type/social cond.)

Note: For family businesses, an upload is not possible. They need to be marked individually.

3.8.5 Add another production scope to a registered location

- Tab Company

	Location	Production scope	Scheme participant	
Location	Identification number	Audit reports	Location blockages	Users	Company	Files

Locations

	Location	Production scope	Scheme participant	
Ⓐ	276000000000009	1002	4048473800747	

- Open detailed view of the location with Ⓐ
- Tab Locations

Scheme participant	Contact person	Identification number	Locations	Sampling requests

Locations

	Location	Production scope	Scheme participant
Ⓐ	1111122222233333	1004	4048473800747
Ⓐ	276000000000009	1002	4048473800747
Ⓐ	276000000000010	2008	4048473800747

- Add location with ➕

Location

Name (*)	
Location number	
Street (*)	
Postal Code (*)	City (*)
Post-office box	Country (*) Deutschland
Post-office box postal code	Federal state (*) -
Approved until	⦿unannounced reg. audits ◯add. unannounced spotaudits
Location Plan	
Production scope (*)	(301) broiler breeder farming
Cerfication body (*)	-

- Enter **location number** of the location to which a production scope shall be added
- Enter **production scope**
- Save with ✔ . All other data will be added automatically.

3.8.6 Change of certification scheme

Note: A change of the certification scheme is not possible, if there is a certificate extension or an open K.O. at the location.

Change from QS to a recognized standard

- Click Edit certification scheme

Side margin notes:

Import (audit type/social cond.)

Add another production scope

Tab Company

Open location
Ⓐ

Tab Location

Add location with
➕

Enter location number

Enter production scope

Save ✔

Change of certification scheme

Change from QS to a recognized standard

Edit certification scheme

| Location | Identification number | Audit reports | Location blockages | Users | Company | Files |

Name (*)	Test Schweinemast
Location number	123456789101112
Street (*)	Teststr. 7
Postal Code (*)	01234	City (*)	Testhausen
Post-office box		Country (*)	DEUTSCHLAND
Post-office box postal code		Federal state (*)	Bayern
	⦿unannounced reg. audits ◯add. unannounced spotaudits
Location Plan	
Cerfication body (*)	QS Qualität und Sicherheit GmbH

■ display certification schemes 🗁

| Certification scheme | QS | 🗁 |

■ Choose new certification scheme with ≫

QM systems

≫ AMA-GAP

■ Enter **certificate run-time** and, if necessary, identification number

Certification scheme	AMA-GAP	🗁
Certificate run-time		▾
Identification number		

■ Save with ✔

■ The **new certification scheme** and the **certificate run-time** are displayed in the location data set

| Location | Location information | Bundle | Audit reports | Identification number | Users | Location blockages | Company | Sampling requests | Files |

Name (*)	Test Ute neu ogk ✕
Location number	OGK290100000053
Street (*)	Teststr. 111
Postal Code (*)	53113	City (*)	Bonn
Post-office box		Country (*)	DEUTSCHLAND
Post-office box postal code		Federal state (*)	Hesse
Location Plan/Comment	
Production scope (*)	(4001) fruit production (outdoor)
Certification scheme	AMA-GAP
Certificate run-time	07.09.2017

Change from a recognized standard to QS

■ Click [Edit certification scheme]

■ Display certification scheme 🗁
■ Choose certification scheme (QS or QS-GAP) ≫

■ Display certification body 🗁
■ Choose certification body ≫

Certification scheme	QS
Certification body	-

■ Save with ✔

■ The new certification body is displayed as **"Temporary certifcation body"**

Note: The QS certification body can now access the location data has to enter and release an audit for the location within eight weeks. During this time, the location retains its eligibility to deliver (unless the certificate run-time of the previous certification scheme ends earlier). If no audit is released with in the eight weeks, the previous state is restored.

3.9 Menu item registration of bundled locations

You can register a new location here in three steps.

Step 1: Entry of the company data

Entry of the company data

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

	Next>

Name (*)			
QS-ID			
Street (*)			
Postal Code (*)		City (*)	
Post-office box		Country (*)	Germany
Post-office box postal code		Federal state (*)	-

■ Please enter company data **completely and correctly** since they are used for official documents and certificates.

▬ Field QS-ID (**QS-Identification number**): Do not enter anything here, the system will allocate a QS-ID

■ Click [Next>]

Note: In order to register an GLOBALGAP 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. Accordingly enter company data of the certificate holder at step 1.*

Step 2: Entry of the legal agent data

Entry of the legal agent data

- ■ Please enter legal agent data **completely and correctly** since they are used for official documents and certificates.
- ■ Contact data: telephone number and email address are mandatory

- ■ Click [Next>]

Note: *E-Mail address must be different to coordinator´s email address.*

Note: *GLOBALGAP: enter data of the legal agent of the certificate holder at step 2.*

Intermediate step only for recognized standards: choose certification scheme

- ■ Choose certification scheme

Choose certification scheme

- ■ Preselected: QS
- ■ If locations are certified to a standard recognized by QS, you have to change the certification scheme: click the file symbol, choose certification scheme, enter certification number and validity period of the certificate if required.

- ■ Click [Next>]

Step 4: Entry of location data

Enter the company´s location data, choose productions scope and certification body

- Please enter location data **completely and correctly**
- If the location data match the comany data, click "location data match company data"
- **Choose production scope**: click 📂
- **Choose certification body**: click 📂
- Enter **location number or** leave field blank (depending on product sope):

Product scope	QS-location number
Cattle farming Pig farming Poultry farming Livestock transport Crop farming[1], grassland use, forage production	The company´s VVVO-number (or a unique company number, i.e. for agriculture or for foreign companies) must be entered into the box "location number" mandatorily
Fruit, vegetable, potatoe production	Leave box "location number" free, number will be generated automatically and can later be changed from the seventh position onwards

Note: *GLOBALGAP: enter location data of the company at step 4.*

- Click [Next>]

To avoid location duplicates, locations cannot exist more than once with the same combination of location number and production scope, even if one of the locations has already been deregistered. If a duplicate is created, the coordinator receives the following warning message:

Attention, there is already a location with the identical combination of location number and production scope. Clicking on 'Continue' will result in the already existing location being irrevocably archived with all its data (audit reports, monitoring documents, sampling requests, ...).

---

[1] **Note:** *If you want the QS-audit to be recognized by an external scheme owner with whom there is a recognition agreement (only then will this option show up), click this. (**Note:** ONLY FOR RECOGNIZED STANDARDS: the "ZZZ-certification body"of your certification scheme is already pre-selected under "certification body")*

If the coordinator decides to register the new location by clicking on it, the deregistered location and all its data will be irrevocably deleted. If the coordinator wishes to register the de-registered location again, this must be done via the re-registration.

To **de-register a location**, call up the location via "bundeled locations", open detailed view with and click | Deregister location | (top right).

3.10 **Menu item GLOBALGAP-, AMA-GAP- or Vegaplan-tie bundle**

(applies only to producers with GLOPALGAP, AMA-GAP- or Vegaplan- certificate who want to deliver into the QS-scheme)

If you as a coordinator supervise GLOPALGAP/ AMA-GAP- or Vegaplan- companies which you would like to register for the QS-scheme, please proceed as follows:

Choose location

- To choose, tick checkbox in front of location.

- Click | Next> |

Enter bundle data

- Enter name of bundle
- click | Next> |

3.11 Edit GLOBAL G.A.P. Option2/ Option 1 with QMS-bundle

■ Click

Edit GLOBAL G.A.P Option2/ Option 1 with QMS-bundle

Edit GLOBAL G.A.P. Option2/Option 1 with QMS-bundle: Select certificate holder

Number of selected Records: 5

Next>

Search criteria		Sorting	
Name		Name ▾	
QS-ID			
Street			
Postal Code			
City			
Country	-		

Scheme participant

	Name	QS-ID
❯	Cooperativa xyz	4953113176911
❯	jule test option 2	4953113176239

Select scheme participant

■ Select certificate holder/ scheme participant ❯❯

■ Click   Next>

Next>

Edit GLOBAL G.A.P. Option2/Option 1 with QMS-bundle: Select locations

Number of selected Records: 1

< Back   Next>

Search criteria		Sorting	
Name		- ▾	
Location number			
QS-ID	4953113176739		
Postal Code		City	
Production scope	- ▾	Production scopes	

Zertifizierungsstelle wechseln

Locations

☑	Location number	Name	Street	Postal Code	City	Registered	Production scope	Inspected production scope	Approved produc
☐	OGK290100004217	testtesttest1	Schedestr. 5	50389	Bonn	X	(4001) fruit production (outdoor)		

■ Select location ☑

Select location

■ Click   Next>

Next>

■ Enter GGN of the certificate holder/ scheme participant, Certificate run-time

GGN certificate holder (*)		
Certificate run-time (*)	17.12.2018	
Certification body (*)	-	📁

Enter certificate information

■ Click 📁
■ Choose a certification body ❯❯

■ Click   Next>   in order to apply for releasing the bundle

Next>

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.

Release oft he bundle

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

3.12 **Menu item re-registration of a location**

Re-registration of de-registered locations

Locations which have been bundled by you or another coordinator before must not be registered anew but must be re-registered. Locations which have been de-registered can be re-registered here.

Enter location number and production scope

- Enter location number of de-registered company
- Choose production scope of the de-registered company (***Note***: *(450) Preperation is preselected*)

- Choose location with
- Click Next>

- Choose new production scope

- Click Next>

Company is registered and can be called up under "**bundled locations**"

3.13 **Menu item corrective actions**

An overview of all nonconformities and all corrective actions that were agreed upon during the audits of your bundled locations can be viewed here.

Overview corrective actions

Set filter with %
Filter can be set in:
Name, location number, post code...

Export in excel format possible

3.14 **Menu item release results of social conditions**

(only for locations with fruit, vegetables, potatoes)

Results of the voluntary inspection of working and social conditions can be released by the coordinators for inspection by other scheme participants after previous agreement by the producer.

- Click ➕ to search
- Click 🔄
- Add a scheme participant to the favorites list

Name
TEST Bündler QS
Test Lebensmitteleinzelhandel Bündler

- Open system partner with 📝
- Choose locations with ☑

- Save with ✔

3.15 Menu item search social conditions

(only for locations with fruit, vegetables, potatoes)

Here you can search by location numbers or QS-IDs (producers and others) or name / address (others) for locations which are registered for voluntary inspection of working and social conditions. You can also view the overall result of the inspection (% social cond.)

Note: *A search for family businesses is not possible*

Internal search for approved locations						
Search criteria						**Sorting**
Name						-
QS-Ids						No results
Location numbers						No results
GGN / Sub-GLN						No results
Locations						
Free-ra	Location number	Name	Street	Postal C	City	Approved production scope

3.16 Menu item search for locations

Here you can search by a location number for one or several approved locations. The location´s address, production scope and reasons for blocking, if applicable, will be displayed.

Search criteria			Sorting	
QS-Ids			No results	
Location numbers			No results	
GGN / Sub-GLN			Name	
		Search		
Locations				
Location number	Name	Street	Postal C	City	Approved production scope	QS-ID	Scheme

3.17 Menu item notes

In specific hazardous situations, i.e. during crises, blocked 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.

3.18 Menu item division of locations

In principle, location divisions are only possible for registered locations without a blockage. Data from salmonella monitoring, antibiotics monitoring and diagnostic data for poultry, pigs and cattle remain at the respective animal group after the division. Data from residue

monitoring, feed monitoring and delivery notes remain at the smallest production scope or the location containing the smallest production scope, respectively.

Master Data|Feed Monitoring Residue Monitoring Fruit, Vegetables, Potatoes|Animal Welfare
Division of locations
Fusion of locations
Bundles
Coordinator

3.18.1 Division of production scope, maintain location number

Division of locations: >

	Next>
Type of division (*)	Division of production scope, maintain location number ⌄
Reason (*)	Division of location ⌄
Location (*)	- 📁

Information for certification body

Divide prod. scope, maintain location number

- Select the type and reason for the division ⌄
- Select the location to be divided 📁 .
- Write information to the certification body, if you want. The certification body shall be informed automatically of the division by e-mail, including your added written information.
- With [Next>] to the next step.

[< Back]   [Devision]

Produktionsarten

Standortnummer	Production scope

Production scope   [(2001) pig production ⌄]   [Add]

(2001) pig production
(2004) sow and piglets production
(2005) pig production + sow and piglets production
(2008) piglet rearing
(2009) pig production + piglet rearing
(2012) sow and piglets production + piglet rearing

- Production scopes that come into question for the division are displayed in the drop-down field. Click on the respective production scope and confirm by pressing

  [Add]

  The sum of the selected production scopes must result in the output production scope.
  Example: 2013 -> 2001 + 2004 + 2008 or 2013 -> 2005 + 2008
- After all production scopes have been selected, complete the division with

  [Devision]

3.18.2 Division of location number, maintain production scope

< Back

Devision

**Division of location,
maintain prod.
scope**

Standortnummern

Standortnummer	Production scope
276222222222222	(3001) broiler production

Standortnummer [＿＿＿＿＿] Add

◼ Enter an additional location number in which a part of the location will be transferred.

◼ Press [Add] to confirm the location number.

◼ With [Devision] the division is completed.

3.19 **Menu item fusion of locations**

In principle, location fusions are only possible for registered locations without
a blockage. Data from salmonella monitoring, antibiotics monitoring and diagnostic
data on poultry, pigs and cattle remain with the respective animal group after the
fusion. Data from residue monitoring, feed monitoring and delivery notes remain
at the smallest production scope or the location containing the smallest production scope,
respectively.

Fuse locations

Master Data | Feed Monitoring | Residue Monitoring Fruit, Vegetables, Potatoes | Animal Welfare |
   Division of locations
   Fusion of locations
   Bundles
   Coordinator

Next>

Type of fusion (*)	Fusion of production scope, maintain location number ⌄
Reason (*)	Betriebszusammenlegung ⌄
Location (*)	- 🗁

Information for certification body

◼ Select the type and reason for the fusion. ⌄
◼ Select locations to be merged. 🗁
◼ Write information to the certification body, if you want. The certification body shall be informed automatically of the fusion by e-mail, including your added written information.
◼ With [Next>] to the next step.

3.19.1 Fusion production scope, maintain location number

< Back		Fusion

Produktionsarten

Standortnummer	Production scope	
276222222222222	(3001) broiler production	▲
		▼

Production scope	276222222222222(3004) - Hof Laden ⌄	Add

- Production scopes that come into question for the fusing are shown in the drop-down menu.
- Click on the respective production scope and confirm by pressing [Add]

- The fusion is completed with [Fusion].

3.19.2 Fusion location numbers, maintain production scope

< Back		Fusion

Standortnummern

Standortnummer	Production scope	
OGK000000000001	(4001) fruit production (outdoor)	▲
		▼

Location (*)	-	🖃	Add

- Select additional location(s) to be merged. 🖃
- Confirm the location with [Add].
- The fusion is completed with [Fusion].