



User manual for the Bio Suisse Supply Chain Monitor (SCM)

Certification body / inspection body

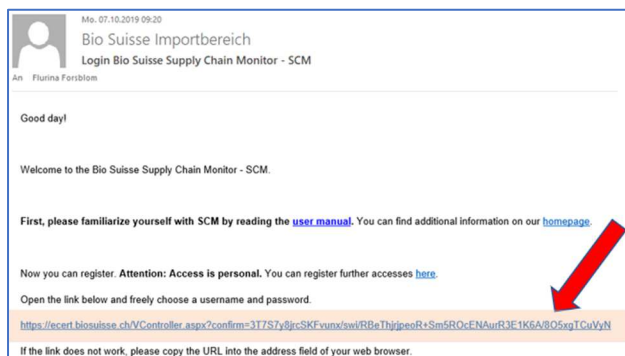
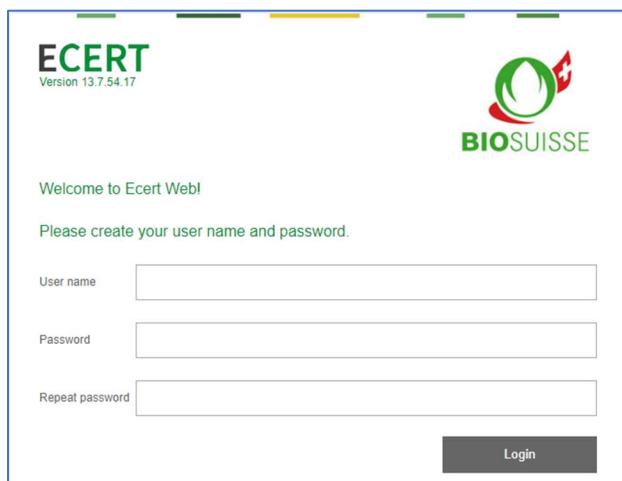
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1. Logging in to the SCM

1.1. Logging in for the first time

If you don't have a login yet, please register here: international.biosuisse.ch/en. You will receive your login details in an e-mail with the subject line 'Login Bio Suisse Supply Chain Monitor - SCM' within 1 to 3 workdays.

More information about the SCM can be found here: international.biosuisse.ch/en.

ECERT
Version 13.7.54.17

BIOSUISSE

Welcome to Ecert Web!

Please create your user name and password.

User name

Password


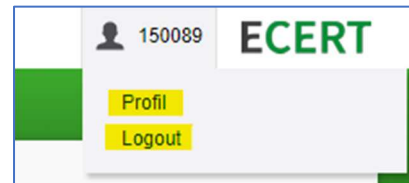
Repeat password

Login

- Open the e-mail and click on the link.
- **If the link does not work or does not direct you to the page shown above, please copy and paste the entire link to the address bar of your browser.**
- Create your username, create your password and repeat your password.
- Click 'Login'.

1.2. How to log in, log out, change profile settings

Log in and out

To **log in** enter scm.biosuisse.ch in your browser, enter your username and password and click 'Login'.

To **log out**, select the user at the top right and choose "Logout" in the menu.

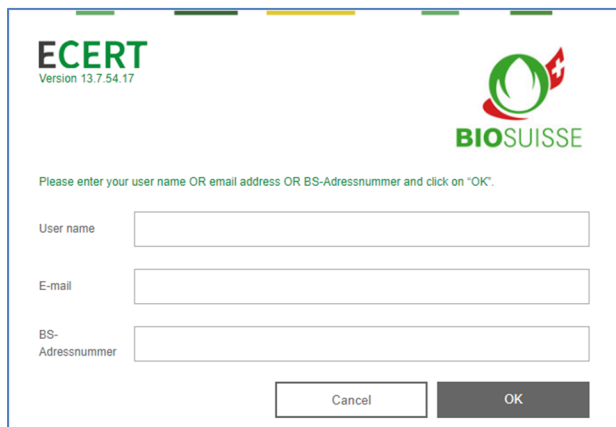
Profile settings

To enter a **new password**, select your user in the upper right corner and select 'Profile' in the dropdown menu. Then enter a new password in the input mask 'Change password' and save it.

The **language** of the profile can be changed at the top right in the user dropdown menu, select 'Profile' and check 'Language settings'.

1.3. Forgot your login details?

If you forgot your username or password, click 'Forgot your password?' at the bottom left of the login window.



In the window that appears, enter **ONLY ONE** of the following three options and then click 'OK':

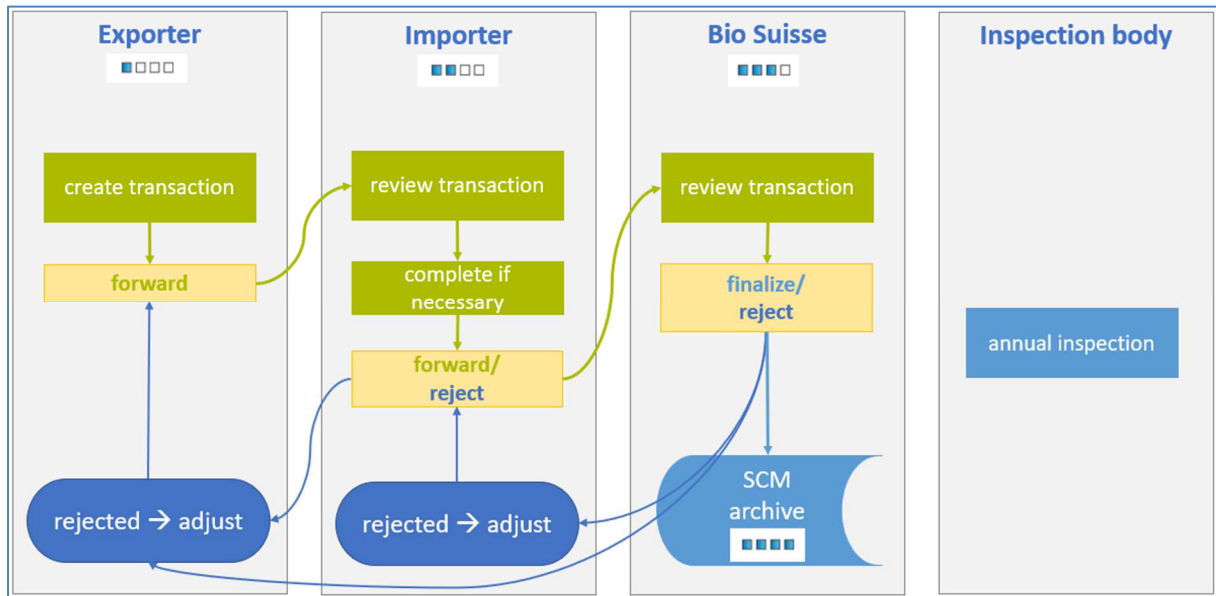
- Username **or** E-mail address **or** BS address number (= number of your operation, e.g., as it appears on your BIOSUISSE ORGANIC certificate)

You will receive an e-mail. Please register as described above under 'Logging in for the first time'.

2. First steps in the SCM

Workflow in the Bio Suisse Supply Chain Monitor (SCM)

In the SCM, the financial flow of goods from the producer of the raw material to the Swiss importer must be recorded. The registration of the import in the SCM takes place as soon as the goods are cleared by the importer in Switzerland (physical import).



2.1. Traffic-light system/Certification status





The SCM electronically checks the certification status of exporters and their suppliers as per their certification data. The certification status is indicated by 'traffic light' icons in the 'Overview transactions' and in every transaction.

B. Supply Chain ?				
Active	Year of harvest / production *	Raw material producer	Select suppli	Certificates
✓	2019	✓	✓	👤
✓	2019	□	✓	👤

A. Transaction	
12. Status of the transaction	✓
14. Exporter's status	✓












- Under 'B. Supply Chain' a traffic-light icon is displayed for each supplier.
- In the section 'A. Transaction' the status of the exporter and of the entire transaction '12. Status Transaction' can be seen. That icon indicates the combined status of all other traffic-light icons in the transaction. If even one of those traffic-light icons is yellow or red, the icon for the entire transaction will also be yellow or red. The same icon is displayed in the 'Overview transactions'.

In the following table, the traffic-light colours and their meaning are explained.

Traffic light		Meaning	Next step
	Green	The supplier is properly certified to cultivate/process/store and/or trade the respective product or raw material at this time.	Everything is ok. Assign to importer. (Importer: Apply for Confirmation by Bio Suisse)
	Yellow	The supplier is a Swiss licensee. For technical reasons this traffic-light icon is always yellow. Bio Suisse will make sure that the supplier is properly certified.	Exporter: Check your Swiss supplier's certificate and forward to importer.
	Red	The supplier is NOT properly certified to cultivate/process/store and/or trade the respective product or raw material at this time.	Check the certificate. If, despite the red traffic-light icon, the supplier actually is properly certified as per their certificate, forward the transaction as usual. If the supplier is not properly certified as per their certificate, check to see whether their certification can be completed. If this is not possible, then the products concerned may not be sold under the 'Bud' logo. Reject the transaction or have Bio Suisse delete the transaction.
	grey	The transaction is incomplete or operation without a certificate (no data).	Enter missing data, save and forward the transaction to the importer. Check the Bio Suisse address number and/or contact us.

2.2. Transaction status

The current status of each transaction is displayed in the 'Overview transaction' under 'Transaction progress' and in the transaction itself under '16. Transaction progress'. The status indicates how far the transaction concerned has progressed as well as who is responsible for taking the next step. The table below shows the transaction stages and their icons, the next steps and the responsible parties.

Status	Symbol	Next step	Responsible
Exporter		Complete data Forward to importer	Exporter
Exporter (returned)		Make necessary changes Forward to importer	Exporter
Importer		Check data Apply for Confirmation 'Bud' by Bio Suisse	Importer
Importer (returned)		Make necessary changes Apply for Confirmation 'Bud' by Bio Suisse	Importer
Bio Suisse		Check data Confirm transaction	Bio Suisse
Approved		None	Bio Suisse
Approved (status red)		None	Bio Suisse
Approved (in conversion)		None	Bio Suisse
Approved (in conversion + status red)		None	Bio Suisse
Decline		If desired, submit an appeal within 10 days	Importer
Discarded		None	None

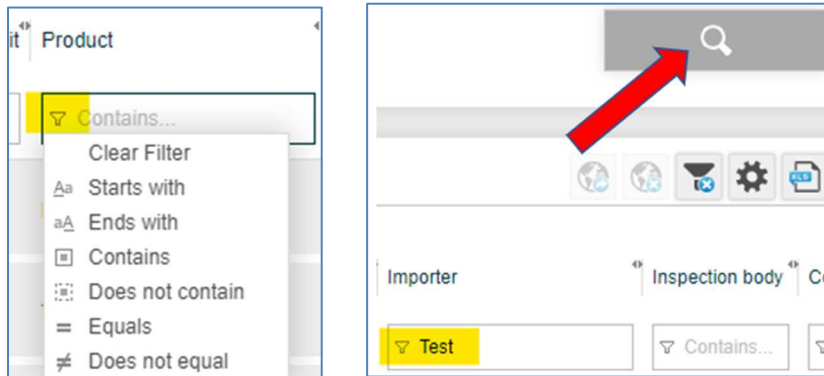
3. Search options; downloading documents

3.1. Searching for transactions

In the 'Overview transactions' you have various options for searching/filtering. Under every column you can search for specific numbers or terms:

- Enter the term sought or a part of it in the row beneath the header of the selected column (under 'Importer' in the example below).
- All transactions that match the term will be displayed.

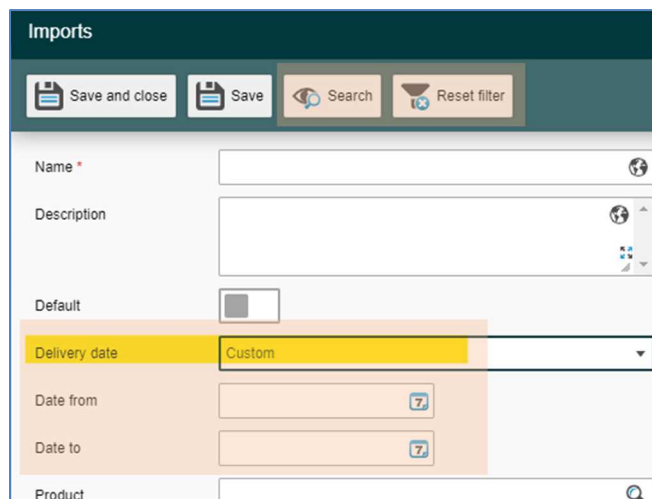
Alternatively, you can click on the magnifying glass icon to conduct a 'Quick Search'.



Click 'Quick Search' (magnifying glass) and enter your search parameters:

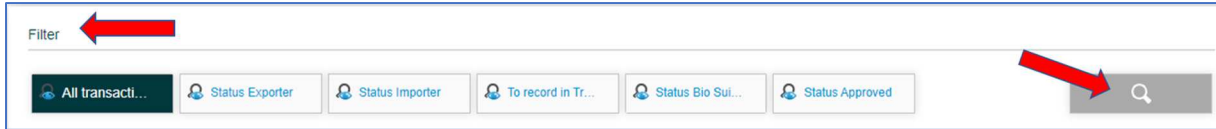
- Delivery date: For a user-defined delivery date, select 'Custom' under 'Delivery date' and enter the 'Date from' and 'Date to'.
- Supplier: Under 'Supplier' you can search among all of your suppliers (raw material producers, processors, intermediaries).
- Confirm by clicking 'Search'.

To deactivate a search filter: Go to 'Quick Search' (magnifying glass) and click 'Reset filter'.



3.2. Setting custom search filters

Custom filter tools can be used to quickly find transactions. You can also apply several custom search filters at once. They will be located under 'Filter' with the standard filters from Bio Suisse. They will be in place whenever you log in to the SCM.

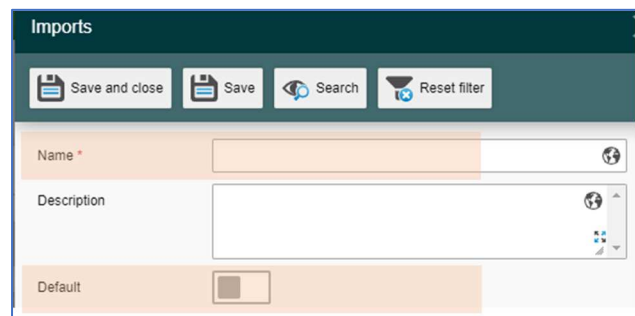


To create custom filters:

- Click 'Quick Search'.
- Name the filter under 'Name' and define your filter parameters (one or more may be selected).
- 'Save and close'.

To change filter settings:

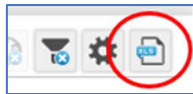
- Click the magnifying glass icon next to the name of a filter to open the filter.
- Make the desired changes. 'Save and close'.



To define a default filter:

- Click the magnifying glass icon next to the name of a filter to open the filter.
- Activate the 'Default' setting. 'Save and close'.

3.3. Downloading to an Excel file

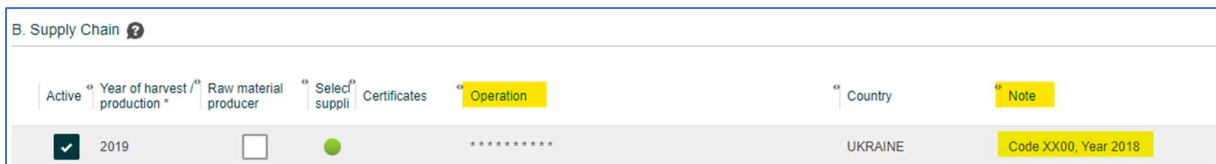


The data from the SCM can partly be exported into an Excel spreadsheet by clicking on 'Excel Export'. The data can be further edited in the Excel file.

4. Anonymization

Please note that only the information in the 'B. Supply chain' section will be anonymized. The sections 'A. Transaction', 'C. Additional information', 'D. Documents' and 'E. Chat' will be visible to all.

The entire supply chain must always be declared in the SCM. Bio Suisse lets you anonymize your supply chain. Your customers will not be able to see the names of your suppliers in the SCM.



7. Preparing for annual inspections

...as the exporter's inspection body

You have read-only access to the transactions of your customers. If you don't have a login yet, please register here: international.biosuisse.ch/en.

You can view and analyse your customers' data prior to inspections. Conduct searches for specific transactions as described in the section on 'Search filters; downloading documents'. The transactions can be exported to Excel files for further processing. You can directly access the SCM during inspections.

...as the importer's inspection body

You can ask Bio Suisse for your customer's data prior to inspections. During the inspection you can check transactions via your customer's login.