

MANUAL FFP-WEBSITE (producer)

Editing your PRODUCT SUPPLY & PROFILE

- Step 1: Open www.fairflowersfairplants.com; click on 'login'.
 Step 2: Fill in your username and password. Mark the 'Remember login'.
 Step 3: You will see two options: 'Edit profile' and 'Edit Product supply'.

Add new Product supply / Click on: Add Supply

- Step 4: Product supply; You will see this on your screen. Click on 'Add supply'. You will see the whole screen.
 Step 5: Find products; Type the variety name in the field of 'Product name' (a). Click on 'Find products'. The product appears below. (c) You can also search on product code of product group.
 Step 6: per quarter (d);
 Step 7: Labeled per (e); fill in per which quantities (frequency) you will indicate the FFP number on your product
 Step 8: Finish: click on 'Save Supply'. (f) And repeat these steps for your other varieties.

Tip: Click after 'save supply' on 'reset selection' so the selection field of 'product name' will be empty again.

Modify current Product Supply / Click on 'Add supply'


- Step 1: Adjust in the field 'Quarters (1,2,3,4) the quantities of stems per quarter.
 Step 2: Click on Update; you will see the change directly.
 Step 3: Labeled per (e); fill in per which quantities (frequency) you will indicate the FFP number on your product

Edit your Profile / Click on: Edit Profile

- Step 1: Check your company information (name, phone and website address)
 Step 2: Fill in your Certification schemes; Marks the schemes in which you participate
 Step 3: Company description; scroll down, you will see this field.
 Step 4: Company description; write here information about your company, eg. the history, your products, about your employees, cultivation method or innovation.
 Step 5: 'Save your profile'!
 Step 6: Upload images; Click on 'Upload new image' Find the image in your own files. Give the selected image a description and click on 'Upload'. You can add five pictures in total.

Product supply of 1000012 - MPS

Below you can find the current product supply and the supply for the next 3 quarters.

Picture	Product code	Product name	Quarters				Unit
			2008 - 3	2008 - 4	2009 - 1	2009 - 2	
							

Images provided by PlantScope

Add supply

Select a product either by VBN code or product name or colour or product group and click on 'Search products'. You only have to fill in one of the selection criteria! Then, add the amounts per quarter and click on "Save".

Product type: Product colour:

Product code:


Product name:

Product code	Product name	Quarters				Unit
		2008 - 3	2008 - 4	2009 - 1	2009 - 2	
21741	Gerbera mini Springtime	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pieces
	Grading reference / Variety name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Product supply of 1000012 - MPS

Supply updated

Below you can find the current product supply and the supply for the next 3 quarters.

Picture	Product code	Product name	Quarters				Unit
			2008 - 3	2008 - 4	2009 - 1	2009 - 2	
	12114	Antirrhinum majus 'Maryland Appleblossom'	5000	5000	<input type="text"/>	<input type="text"/>	Pieces

Images provided by PlantScope

Certification schemes in which you participate

Das Grüne Zertifikat FlvrEcuador KFC MPS Florimark Production
 ETI Florverde Max Havelaar MPS Socially Qualified
 EUREPGAP FLP MPS A MPS-GAP
 Fair Trade ISO MPS B Veriflora

About your company

Company description:

Company images

My profile

You can upload images up to 400 kb. = choose file

Image file: geen bestand geselecteerd = No file selected

Description (optional):